

STATE VOCATIONAL FEDERATION OF TEACHERS

Teacher of the Year Program Selection Guidelines

Each school will form a Teacher of the Year Committee consisting of at least three members: two members must have been a previously selected Teacher of the Year; at least one member must be a current building representative. The building representative will serve as Chairperson of the committee. Each year the committee member with the most seniority as the school's Teacher of the Year will be replaced by the school's last Teacher of the Year. This rotation of committee members will allow no one to serve more than a four (4) year term.

No committee member can be nominated as the school's Teacher of the Year. It is the responsibility of the Teacher of the Year Committee to coordinate all activities relating to the yearly selection of the school's Teacher of the Year in cooperation with the school Principal.

Criteria for Nominating

1. Hold a Connecticut teaching certificate.
2. Be an SVFT member in good standing.
3. Be in a full time, durational, or part-time position.
4. Demonstrate a commitment to professional growth.
5. Demonstrate a commitment to school improvement.

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NOMINATION FORM

TEACHER OF THE YEAR

Nomination Criteria

1. Hold a Connecticut teaching certificate.
2. Be an SVFT member in good standing.
3. Be in a full time, durational, or part-time position.
4. Demonstrate a commitment to professional growth.
5. Demonstrate a commitment to school improvement.

NAME OF NOMINEE _____

NOMINEE'S ASSIGNMENT _____

State the reason(s) for the nomination: _____

The following instructors are serving on the Teacher of the Year Committee and are NOT eligible for nomination this year: **FILL IN COMMITTEE NAMES BELOW BEFORE PHOTOCOPYING AND DISTRIBUTING**

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SVFT Teacher of the Year Timelines for Selection (2016)

February 17th – 19th	Nominations forms will be given to all faculty members by the Chairperson of the Teacher of the Year Committee. Any faculty member can submit a nomination to the Teacher of the Year Committee. All nominations MUST be on the approved nomination form (see attached) or will not be considered.
February 22nd – 26th	The Teacher of the Year Committee Chairperson will contact all nominees to confirm their acceptance as a nominee. The list of nominees is submitted to the Executive Union Rep at the SVFT office to ensure they are in good standing.
February 29th – March 4th	A member of the SVFT Leadership will contact the Teacher of the Year Committee Chairperson to discuss the approval of the nominees. If it becomes necessary to eliminate the name of a nominee, the Executive Union Representative will explain the decision and the appeal process to the nominee. In the event that elimination of a nominee(s) results in no applicants from the school, the nomination form will be redistributed and the process begun again. In the event that a nominee whose name has been removed wishes to appeal the decision, an appeal may be made to the SVFT office.
March 7th – 18th	The Teacher of the Year Committee will request a faculty meeting for the purpose of electing one nominee from the list. Ballots will be distributed and completed at this meeting. Prior to the conclusion of the meeting, the Teacher of the Year Committee will tabulate the ballots. An SVFT union representative MUST assist in the tabulation of ballots. The results will then be announced to the staff, administration, and the SVFT office. (Completed ballots will be retained for one (1) year.)
Due by April 29th	The new Teacher of the Year will complete the SVFT TOY questionnaire and email it to bbisson@svft.org
May 18th	SVFT Teacher of the Year Recognition Banquet