

CONNECTICUT VOCATIONAL TECHNICAL SCHOOL SYSTEM

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.

Members nominated as the school's Teacher of the Year are not allowed to serve on the TOY committee. Should both building representatives be nominated, a member of the SVFT leadership shall stand in as a member of the school's TOY Committee 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 Director.

Criteria for Nominating

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

CONNECTICUT VOCATIONAL TECHNICAL SCHOOL SYSTEM

NOMINATION FORM

TEACHER OF THE YEAR

Nomination Criteria

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

NAME OF NOMINEE _____

TEACHING 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:

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-
-
-

Timelines for Selection

<p>February 14th- February 17th</p>	<p>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.</p>
<p>February 22nd- February 24th</p>	<p>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.</p>
<p>February 28th – March 4th</p>	<p>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 Director or the Teacher of the Year Committee will meet with the instructor and explain the decision and the appeal process. 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 Superintendent of Schools (see attached).</p>
<p>March 7th – March 11th</p> <p style="text-align: center;">VOTE</p>	<p>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 and a school administrator will tabulate the ballots. An SVFT union representative MUST assist in the tabulation of ballots. Completed ballots will be retained for one (1) year. The results will then be announced to the staff, administration, SVFT office, and central office.</p>
<p>April 8th</p>	<p>The new Teacher of the Year will complete the SVFT TOY questionnaire and fax to the SVFT office. The Teacher of the Year Committee will begin meeting with the new Teacher of the Year and review the preparation and completion of the central office application and portfolio. Assistance in the completion of this information will be provided by the Teacher of the Year Committee as requested by the new Teacher of the Year.</p>
<p>May 15th</p>	<p>Application and Portfolio sent to Central Office no later than the 15th day of May each school year.</p>

CONNECTICUT VOCATIONAL TECHNICAL SCHOOL SYSTEM

APPEAL FORM

TEACHER OF THE YEAR

Date: _____

Name: _____
PRINT

School: _____

The following information must be completed and received by the Superintendent of Schools **no later than March 1st**. The decision of the Superintendent of Schools will be final and is not grievable or arbitrable. An appeal should be based on a violation of any or all of the following:

1. Pre-established Criteria for Nominating
2. Selection Process
3. Timelines

Explain the reason(s) why you qualify for further consideration as a nominee for your school's Teacher of the Year Program:

SIGNATURE