

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM

Teacher of the Year Program Selection Guidelines

Each school will form a Teacher of the Year Committee consisting of four (4) members who have previously been selected as the school's Teacher of the Year. The most recently selected Teacher of the Year 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 instructor in good standing currently teaching.
3. Be a full time, durational, or part-time teacher.
4. Demonstrate a commitment to professional growth.
5. Demonstrate a commitment to school improvement.

Timelines for Selection

Last Two Weeks of January

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.

First Week in February

The Teacher of the Year Committee Chairperson will contact all nominees to confirm their acceptance as a nominee. All nominees agree to complete and submit the Teacher of the Year application and portfolio, if elected at their school.

First Week in March

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 school Principal will tabulate the ballots. An SVFT union representative or his/her designee will assist in the tabulation of ballots. The results will then be announced to the staff, administration, and Central Office. Completed ballots will be retained by the Chairperson of the Teacher of the Year Committee for one (1) year.

If the election results in a tie between all nominees, the most senior individual will be elected. If the election results in a tie between some, but not all nominees, a run-off election between those tied will be immediately conducted. Should the run-off election result in a tie, the most senior individual will be elected.

April

The Teacher of the Year Committee will meet with the new Teacher of the Year and review the preparation and completion of the 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.

First Two Weeks of May

Application and Portfolio sent to Central Office no later than the 15th day of May each school year.

CONNECTICUT TECHNICAL High SCHOOL SYSTEM

NOMINATION FORM

TEACHER OF THE YEAR

Nomination Criteria

1. Hold a Connecticut teaching certificate.
2. Be an instructor in good standing currently teaching.
3. Be a full time, durational, or part-time 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:

-
-
-
-

opeiu:376,aficio

**CTHSS TEACHER OF THE YEAR
2008 – 2009**

PROFESSIONAL/PERSONAL/CIVIC ACCOMPLISHMENTS

**To be completed by each T.O.Y. nominee and included with ballots
when voting for the school's T.O.Y.**

Name _____

Teaching Area _____

Accomplishments/Contributions I am most proud of:

(Example: BEST Mentor, Class Advisor, Coach, Community Service...)