

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.