

# THE ACS DIVISION OF CHEMICAL EDUCATION (CHED) REGION AWARDS FOR EXCELLENCE IN HIGH SCHOOL TEACHING



## AWARD PROGRAM FOR 2017

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# THE ACS DIVISION OF CHEMICAL EDUCATION [name of region] REGION AWARD FOR EXCELLENCE IN HIGH SCHOOL TEACHING

## INFORMATION AND GUIDELINES FOR PUBLICIZING THE AWARD

**Purpose:** To recognize, encourage, and stimulate outstanding teachers of high school chemistry in the [name of region] Region. The [name of region] Region of the ACS consists of the following Local Sections in [ name of states ]: [ name of Local Sections ].

**Nature:** The Region Award consists of a cash award and a plaque. Reasonable travel expenses to the Regional Meeting at which the award will be presented will be reimbursed. A certificate/plaque may also be provided to the recipient's institution for display. The awardee may be asked to give a keynote address and/or participate in a symposium with other teachers, usually at a future meeting.

### **Rules of Eligibility:**

**Who May Nominate?** Any individual, except a member of the award selection committee or currently enrolled student of the nominee, may submit one nomination or support form in any given year. Local Sections within the Region are especially encouraged to submit nominations for the award.

**Who is Eligible?** The nominee must be actively engaged in the teaching of chemistry or a chemical science in a high school (grades 9-12) on at least a half-time basis. The nomination should clearly demonstrate as many of the following attributes as possible:

- The quality of the nominee's teaching; unusually effective methods of presentation should be emphasized;
- The nominee's ability to challenge and inspire students;
- Extracurricular work in chemistry or a chemical science by the nominee, including science fairs, science clubs, and activities that stimulate the interest of young people in chemistry and related sciences;
- A willingness to keep up-to-date in the field, as evidenced by the pursuit of a higher degree in chemistry or a chemical science, enrollment in refresher courses and summer institutes, regular attendance at scientific meetings, membership in professional organizations, and other means of self-improvement;
- Evidence of leadership and/or active involvement within the profession.

### **Required components of Nomination Portfolio:**

- The Awards Committee will consider only **complete** nomination portfolios.
- A complete portfolio shall consist of
  - A Nomination Portfolio Check List (see page 8), which shall serve as the Portfolio Cover Sheet;
  - Nominator Information Form (see page 9);
  - Nominee Information Form (see page 10);

- Nominator Recommendation of not more than 750 words submitted by the nominator according to the guidelines outlined on the Recommendation Form (see page 11);
- A current curriculum vitae or resume that includes a list of the nominee's honors, professional activities, and additional evidence of service to the profession;  
**NOTE: This must be limited to no more than two pages and the activities listed must have occurred within the past five years.**
- A statement by the nominee of not more than 500 words that describes the nominee's teaching philosophy or commitment to the profession;
- At least one, but not more than three, letters of support. One letter, of no more than 400 words, must be from the teacher's current principal or supervisor. Additional letters of support, of no more than 400 words, may be sent by colleagues, members of the American Chemical Society, who are familiar with the nominee's achievements, or former students and parents of former students.
- **NOTE: Some commentary on student reaction to the work of the nominee in either the nominating letter or that of the current principal or supervisor is essential for a well-rounded portfolio.**

**Instructions:** Submit nominations to [ name ] by e-mail attachment to [ email address ] by [ date ].

## **PROGRAM DETAILS AND RESPONSIBILITIES**

### **Definition of the Award:**

The Award Program shall be referred to as **THE ACS DIVISION OF CHEMICAL EDUCATION [name of region] REGION AWARD FOR EXCELLENCE IN HIGH SCHOOL TEACHING** on the Region and Regional Meeting websites and on all printed and electronic materials. The addition of other identifiers to the name of the Award, such as "in honor of ..." or "in memory of ...", may be made at the discretion of the Region.

### **Commitments by Region:**

The REGION shall agree to the following THREE conditions in order to participate in the Award Program:

- 1) Include at least one CHED representative on its Selection Committee (The DivCHED Representative can satisfy this condition);
- 2) Agree to forward the credentials of the Regional winner as its nominee for the National ACS James Bryant Conant Award in High School Chemistry Teaching; see: (<http://www.acs.org/content/acs/en/funding-and-awards/awards/national/bytopic/james-bryant-conant-award-in-high-school-chemistry-teaching.html>)
- 3) Choose its awardee from a field of at least THREE completed nominations.

## Responsibilities of Region Board, Awards Committee, DivCHED Representative, Local Sections, and Nominees

### A. The Responsibilities of the Region Board:

The Region Board shall have the following responsibilities related to its participation in the ACS Division of Chemical Education (CHED) Region Award Program:

1. Secure commitment from the members of the Region Board to support the Program both philosophically and financially.
2. Establish the nature of the award and determine all the associated costs, which may include:
  - A cash award for the awardee - usually \$1,000 - and a plaque recognizing the accomplishment. An additional cash award and certificate/plaque may be provided for the teacher's school. **Note: Beginning in 2016 the CHED endowment will provide funds for a \$1,000 cash award for the regional awardees, and ACS will provide a plaque that will be billed by ACS to the Region Meeting.**
  - Travel expenses for the awardee to attend the Regional Meeting at which the award will be presented: transportation, hotel, registration, food, and substitute coverage if it is necessary for the awardee to miss one or more days of school.
  - Tickets to the awards banquet or luncheon for the awardee and at least one guest.
  - Other gifts for the awardee such as a one-year membership in the American Association of Chemistry Teachers, American Chemical Society and/or CHED, a subscription to the *Journal of Chemical Education*, a subscription to *Chemistry Teacher Connection*.
3. Identify a Chair of the Region Award Committee to lead the entire award program for the Region, including the teacher award. Consider asking a recent awardee to join the Award Committee and plan to involve a current winner in future contests.
4. Review the suggested timeline and make necessary adjustments based on the particular dates of the regional meeting.
5. Encourage each Local Section in the Region to choose a section awardee and nominate that teacher for the regional award. Suggest that the section awardee be sent by the Local Section to the Regional Meeting as part of the Section Award. **Note: Nominations are not limited to those made by the Local Sections in a Region.**
6. Encourage the regional meeting chairs to include the awardee in a general award ceremony if one is being held, and to consider holding a symposium within the technical program that honors him/her and includes previous regional winners as speakers.

### B. Responsibilities of the Chair of the Region Award Committee:

The Chair of the Region Award Committee shall have the following responsibilities:

1. Assemble a selection committee for the Program that must include at least one representative from the Division of Chemical Education, and solicit 3-5 jurors from the membership within the Region. The jurors can be Local Section officers, administrators or educators associated with chemical education, and past winners.

2. Prepare and distribute a nominations announcement. The announcement should be sent to:
  - ACS Local Sections within the region for publication in their newsletters and on their websites;
  - Supervisors of science programs in high schools within the region;
  - Principals of high schools within the region;
  - Local high school chemistry teachers groups within the region;
  - Chapter Affiliated Groups of the National Science Teachers Association;
  - Members of the High School Chemistry Committee of CHED.

**Note:** State Departments of Education through their science consultants would know the chapter groups affiliated with NSTA. Members of the High School Chemistry Committee of CHED are listed in the Division newsletter and an e-mail address is given for the chair.

3. Communicate information to the officers of each Local Section in the region encouraging them to choose a Section Awardee and nominate that teacher for the Regional Award.

**Note: A minimum of three (3) completed nominations shall be required for participation in the Program.**

4. Maintain ongoing communications with the general and program chairs of the Regional Meeting at which the award will be given. Tasks may include:
  - Determining the date, time, and venue for the presentation of the award. This is generally done either at the awards banquet or luncheon at which other awards are given, or during a special event that takes place in conjunction with an Education or High School Teacher Day.
  - Clarifying special requests related to the scheduled programming for the meeting such as a presentation or participation in a symposium by the awardee.
  - Suggesting an outline for the program of the event at which the award will be given.
  - Assisting by making suggestions and/or coordinating any events related to the teacher award, including recognizing winners from any Local Section in the region who may be in attendance.
5. Distribute completed judging packets to each juror; each packet should contain nomination materials, criteria, and balloting form.
6. Tally the ballot forms; if there is a tie, a second ballot will be needed.
7. Submit the name of the winner to the ACS Meeting Planning Partner in the ACS Department of Meetings and Expositions Services so that the awardee plaque and award check can be prepared.
8. Arrange for the preparation of a plaque for the teacher's school, if one has been approved by the Region Board.
9. Submit to the Chair(s) of RMC-DivCHED the names of **all nominees** considered for the Award along with name and address of their school and the number of years they have been considered for the Award.

10. After notifying the awardee, advise others of the award including:
- Region Board contacts;
  - Regional Meeting general chair;
  - Nominator;
  - Principal of the awardee's school and Superintendent of awardee's district;
  - Officers of all the Local Sections in the region;
  - The ACS Department of Meetings and Expositions Services;
  - The public relations chairs of the awardee's Local Section and the Regional Meeting to suggest publication of the award on the websites, in the newsletter, and in the local media.
  - DivCHED Treasurer;
  - Chair(s) of the DivCHED Regional Meetings Committee.
11. After the Region Awardee updates the nomination package, work with the Meeting DivCHED Representative to forward the nomination to National ACS for consideration of him/her for the James Bryant Conant Award in High School Chemistry Teaching. See the following ACS website for nomination details, deadlines, etc.  
(<http://www.acs.org/content/acs/en/funding-and-awards/awards/national/bytopic/james-bryant-conant-award-in-high-school-chemistry-teaching.html>)

**Note:** Nominees for the Conant Award must be actively engaged in the teaching of chemistry in a high school (grades 9 -12) at the time of the nomination.

12. Keep all nomination packets for three years, considering each teacher as eligible for the award within that period. In doing so, be aware such nominees must be actively engaged in the teaching of chemistry or a chemical science in a high school (grades 9-12) on at least a half-time basis at the time of each nomination cycle.

### **C. Responsibilities of the DivCHED Representative**

1. Present the Division of Chemical Education poster;
2. Serve on the Meetings Award Committee;
3. Participate in the Awards Ceremony;
4. Facilitate the Nomination of the Region Awardee for Excellence in High School Teaching for the James Bryant Conant Award;
5. Serve as Resource for Chemical Education Programming at Regional Meeting

### **D. Responsibilities of the Local Sections**

The Local Sections within the Region **may** assume the following responsibilities:

1. Secure commitment from the section membership to support a local section high school teacher award if one is not already in place.
2. Select a Local Section awardee each year and forward the nominating materials to the Region in a timely manner for consideration of him/her for the CHED Region Award.
3. Follow the nomination guidelines for the Region in order to expedite the application for the Region Award.

4. Consider using the ACS *Salute to Excellence* award program to recognize the Local Section awardee.
5. Consider sending the Local Section awardee to the Regional Meeting as part of the Region Award celebration. The funds that the Local Section allocates must cover the local awardee's travel, hotel, registration, food, and substitute coverage if it is necessary for the teacher to miss a day or two of school; these costs may amount to close to \$1,000.

**E. Responsibilities of the Nominees**

1. Provide the Nominator with a completed Nominee Form (see page 10);
2. Provide the Nominator with a Current Resume or Vitae, listing current teaching assignment including course titles and grade levels, and any co- and extracurricular activities.
3. Provide the Nominator with a Statement of Teaching Philosophy (not to exceed 500 words).

## SUGGESTED AWARD TIMELINE

| What  | When  |
|---|---|
| Preliminary announcement of Regional Awards   | <b>Twelve months</b> prior to Regional Meeting    |
| Announcement of details of nomination process | <b>Eight months</b> prior to Regional Meeting     |
| Deadline for nominations for Region Award     | <b>Two months</b> prior to Regional Meeting       |
| Selection and Announcement of Region Awardee  | <b>One month</b> prior to Regional Meeting        |
| Presentation of the Region Award              | Regional Meeting or Local Section-sponsored Event |

**Notes:**

- Local Sections may name their awardees at any point prior to the deadline for the Region Award. For example, Local Sections may choose to hold a high school event in conjunction with National Chemistry Week and name the awardees at that event.
- The nomination process should be consistent with the school year calendar within the Local Sections and the Region.

# ACS Division of Chemical Education Award for Excellence in High School Teaching 2014 Nomination Portfolio Check List

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The following items are required components for a Nomination Portfolio. Please check each item contained in the portfolio. This list, submitted by the nominator, will serve as the cover to every submitted portfolio.

- Nominator Information Form;
- Nominee Information Form;
- Nominator Recommendation Letter of no more than 750 words;
- Nominee's Statement on Teaching Philosophy of no more than 500 words;
- Nominee's Current CV:  
A curriculum vitae or resume that includes a list of the nominee's honors, professional activities, and additional evidence of service to the profession. This must be limited to no more than two pages and the activities listed must have occurred within the past five years.
- Letters of Support (no more than 400 words):  
**One must** be from the teacher's current principal or supervisor.  
  
**Up to two** additional letters of support may be sent by colleagues, members of the American Chemical Society who are familiar with the nominee's achievements, or former students and parents of former students.

Nominator's

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## NOMINATION FORM

### THE ACS DIVISION OF CHEMICAL EDUCATION [name of region] REGION AWARD FOR EXCELLENCE IN HIGH SCHOOL TEACHING

**Deadline:** [     ]

Any individual, except a member of the award selection committee or current students, may nominate or support *only* one nominee during any given award year. Submit to [     ] via e-mail [     ] as an attachment, or send hard copy to [     ].

The award will be presented at the [     ] Regional Meeting of the ACS, which will be held on [ *date* ] in [ *location* ].

### NOMINATOR INFORMATION

|                                       |  |
|---------------------------------------|--|
| Name:                                 |  |
| Company or Institutional Affiliation: |  |
| Present Position (Exact Title):       |  |
| Address:                              |  |
| City:                                 |  |
| State and Zip:                        |  |
| Telephone:                            |  |
| Fax:                                  |  |
| e-mail:                               |  |
| Relationship to Nominee               |  |

## NOMINATION FORM

### THE ACS DIVISION OF CHEMICAL EDUCATION [name of region] REGION AWARD FOR EXCELLENCE IN HIGH SCHOOL TEACHING

**Deadline:** [     /     / ]

#### NOMINEE INFORMATION

|                                 |  |
|---------------------------------|--|
| Name:                           |  |
| Present Position (Exact Title): |  |
| School:                         |  |
| Address:                        |  |
| City:                           |  |
| State and Zip:                  |  |
| Telephone:                      |  |
| Fax:                            |  |
| e-mail:                         |  |
| Website:                        |  |

- Give your current teaching assignment including course titles and grade levels. What is your involvement in extracurricular activities
  
  
  
  
  
  
  
  
  
  
- On a separate sheet, provide a statement of not more than 500 words in which you present your teaching philosophy or otherwise describe your commitment to the profession.

## NOMINATION FORM

### THE ACS DIVISION OF CHEMICAL EDUCATION [name of region] REGION AWARD FOR EXCELLENCE IN HIGH SCHOOL TEACHING

**Deadline:** [     ]

#### RECOMMENDATION STATEMENT OF NOMINATOR

Submit a narrative statement of no more than 750 words that describes and comments upon the following:

- The quality of the nominee's teaching. Unusually effective methods of presentation should be emphasized;
- The nominee's ability to challenge and inspire students;
- Extracurricular work in chemistry or a chemical science by the nominee, including science fairs, science clubs, and activities that stimulate the interest of young people in chemistry and related sciences;
- A willingness to keep up-to-date in the field, as evidenced by the pursuit of a higher degree in chemistry or a chemical science, enrollment in refresher courses and summer institutes, regular attendance at scientific meetings, membership in professional organizations, and other means of self-improvement;
- Evidence of leadership and/or active involvement within the profession.

**THE ACS DIVISION OF CHEMICAL EDUCATION [name of region] REGION AWARD  
FOR EXCELLENCE IN HIGH SCHOOL TEACHING  
SUGGESTED SCORING RUBRIC**

|  |                             |                       |                       |                      |
|--|-----------------------------|-----------------------|-----------------------|----------------------|
| <b>Complete Packet of Materials</b>  |                             |                       |                       |                      |
| Nominator information Form   | <b>Required</b>             |                       |                       |                      |
| Nominee Information Form   | <b>Required</b>             |                       |                       |                      |
| With Administrator signature   | <b>Required</b>             |                       |                       |                      |
| Recommendation Letter #1: from Nominator   | <b>Required</b>             |                       |                       |                      |
| Recommendation Letter #2: from School  | <b>Required</b>             |                       |                       |                      |
| Recommendations Letter #3 and/or #4  | <b>Optional</b>             |                       |                       |                      |
| Nominee Philosophy   | <b>Required</b>             |                       |                       |                      |
| Nominee Current Resume or Vitae  | <b>Required</b>             |                       |                       |                      |
| Met the Deadline for [ Name ]Region  | <b>Required</b>             |                       |                       |                      |
|  |                             |                       |                       |                      |
| <b>Recommendations One and Two<br/>(Maximum of 30 pts or 60%)</b>                  | <b>Excellent<br/>6 pts</b>  | <b>Good<br/>4 pts</b> | <b>Fair<br/>2 pts</b> | <b>Poor<br/>0 pt</b> |
| Evidence of effective teaching   |                             |                       |                       |                      |
| Evidence of inspiring and challenging students                                     |                             |                       |                       |                      |
| Evidence of extracurricular work within the last five years                        |                             |                       |                       |                      |
| Evidence of self improvement in profession within the last five years              |                             |                       |                       |                      |
| Evidence of active involvement in profession within the last five years            |                             |                       |                       |                      |
|  |                             |                       |                       |                      |
| <b>Nominee Essay<br/>(Maximum of 12 pts or 24%)</b>                                | <b>Excellent<br/>12 pts</b> | <b>Good<br/>8 pts</b> | <b>Fair<br/>4 pts</b> | <b>Poor<br/>0 pt</b> |
| Philosophy of Education is clearly stated and evidence of its use in the classroom |                             |                       |                       |                      |
|  |                             |                       |                       |                      |
| <b>Memberships<br/>(Maximum of 8 pts or 16%)</b>                                   | <b>Yes<br/>2 pts</b>        | <b>No<br/>0 pt</b>    |                       |                      |
| Division of Chemical Education   |                             |                       |                       |                      |
| American Chemical Society  |                             |                       |                       |                      |
| State Science Teachers Association   |                             |                       |                       |                      |
| Chemistry Honorary Society   |                             |                       |                       |                      |
| American Association of Chemistry Teachers   |                             |                       |                       |                      |
| Other-_____  |                             |                       |                       |                      |
| <b>Maximum 50 pts or 100%</b>  |                             |                       |                       |                      |