

IOWA COMMUNICATION ASSOCIATION
OUTSTANDING NEW TEACHER AWARD
GUIDELINES AND NOMINATION PROCEDURES

The Iowa Communication Association shall recognize outstanding new teachers in Iowa in disciplines that serve the interests of the Iowa Communication Association by awarding each year one or more "Outstanding New Teacher Awards."

The following guidelines will direct the process of creating and operating the committee that will oversee accepting nominations for and selecting the recipient(s) of the Outstanding New Teacher Award each year:

1. The Outstanding New Teacher Award will consist of a plaque with an appropriate inscription that will be presented to the recipient(s) each year at the ICA annual conference.
2. Each year a committee will be formed to seek and accept nominations for the Outstanding New Teacher Award, and to select the recipient(s) of the award for that year.
3. The Outstanding New Teacher Award committee will consist of a Chair and two committee members. The total membership of the committee should always consist of an odd number of people to prevent ties in voting procedures.
4. The immediate Past President of the ICA shall serve as Chair of the Outstanding New Teacher Award committee.
5. In the event that the ICA immediate Past President is unable to serve as Chair of the Outstanding New Teacher Award committee, then the current ICA President shall appoint a Chair from the ICA membership.
6. Members of the committee will be appointed by the Chair of the Outstanding New Teacher Award committee, and they must be current members of the ICA whose dues are fully paid.
7. Members of the Outstanding New Teacher Award committee may serve for one or two year terms, to be decided by the committee Chair.
8. The Outstanding New Teacher Award committee will be activated in January of each year. Nominations for the award will be sought through the ICA Newsletter, and any other appropriate venues.
9. Nominations for the award should be directed to the Chair of the award committee.
10. The deadline for receipt of nominations for the award is June 1st of each year.
11. The recipient(s) of the award should be selected by the committee by July 15th of each year.
12. The recipient(s) of the award should be formally notified of their selection by letter by the

award committee Chair, and their attendance at the ICA conference for receipt of the award verified by the award committee Chair.

13. The Chair of the Outstanding New Teacher Award committee should also notify the ICA Executive Secretary of the award recipient(s). The ICA Executive Secretary, or her or his designee, shall be responsible each year for obtaining the award plaque(s).

14. If it is appropriate, two Outstanding New Teacher Awards may be presented in a calendar year.

15. The Outstanding New Teacher Award can only be earned once by an individual.

The following guidelines will direct the procedures for nominating individuals for the Outstanding New Teacher Award each year:

1. Nominees may be teaching at any level, grade school through graduate school.
2. Nominees must be in their first seven years of full-time teaching.
3. Nominees must teach in the state of Iowa.
4. Nominees are not required to be members of the ICA.
5. Nominees will be encouraged to attend the ICA conference to accept the award if selected.
6. Self-nominations are acceptable.
7. Three of the following materials are to be submitted for nomination:
 - A. The nominee's current academic vita
 - B. A total of three letters of recommendation from students, supervisors, colleagues, or administrators that cite specific reasons why the nominee should be selected for this award.
 - C. Evidence of teaching effectiveness such as course/ instructor evaluations or a letter from an academic supervisor.
 - D. A listing of the nominee's current teaching and co-curricular responsibilities.
 - E. An example of a most effective teaching strategy, assignment, or lesson.
 - F. A current teaching philosophy
8. Nomination materials should be limited to approximately 30 pages.

Revised by the Executive Board of the Iowa Communication Association; September 29, 2006

Sample call for nominations:

IOWA COMMUNICATION ASSOCIATION
OUTSTANDING NEW TEACHER AWARD
CALL FOR NOMINATIONS

Nomination for the ICA Outstanding New Teacher Award is open to teachers in their first seven years of full-time teaching at any level, grade school through graduate school in the state of Iowa who are distinguishing themselves as outstanding classroom teachers. Nominees need not be members of ICA but will be encouraged to attend this fall's conference to accept the award; self-nominations are appropriate.

Three copies of the following materials are to be submitted for nomination:

- A. The nominee's current academic vita
- B. A total of three letters of recommendation from students, supervisors, colleagues, or administrators that cite specific reasons why the nominee should be selected for this award.
- C. Evidence of teaching effectiveness such as course/ instructor evaluations or a letter from an academic supervisor.
- D. A listing of the nominee's current teaching and co-curricular responsibilities.
- E. An example of a most effective teaching strategy, assignment, or lesson.
- F. A current teaching philosophy

Nomination materials should not exceed 30 pages. Deadline for nominations is June 1. Send nomination packets before June 1st to:

Dr. Melissa Beall
1607 W 4th Street
Cedar Falls, IA 50613