

TEACHER EDUCATION DIVISION AWARDS CRITERIA AND PROCEDURES

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Awards Handbook
Sixth Revision

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TEACHER EDUCATION DIVISION AWARDS

The Teacher Education Division (TED) presents awards to professionals and state chapters that acknowledge significant contributions to special education, teacher education, and the TED organization. These are: the TED/Merrill Excellence in Teacher Education Award, the TED Publication Award, the TED Dissertation Award for Doctoral Level Research, the TED President's award, the TED Distinguished Service Award, Small Special Education Programs Caucus' Nasim Dil Award for Outstanding Service to Teacher Education, and Certificates of Appreciation.

AWARDS COMMITTEE

The Awards Committee is chaired by the TED Past President, and three members are appointed by the TED president.

The Chair of the Awards Committee will be responsible for:

- a. ordering and storing awards,
- b. engraving plaques and lettering of certificates,
- c. publicizing award nominations in creative ways,
- d. receiving nominations (except the TED Publication Awards),
- e. coordinating development and implementation of procedures,
- f. coordinating presentation of awards,
- g. publicizing award recipients (except the TED Publication Awards), and
- h. coordinating input from TED members regarding changes in awards or procedures to present to Executive Committee.

The members of the Awards Committee will be responsible for:

- a. contributing to the development and selection procedures for identified awards;
- b. soliciting input from TED members regarding changes in awards or procedures to present to Executive Board;
- c. assisting the Chair in fulfilling charges of the TED Executive Committee to the Awards Committee.

EXCELLENCE IN TEACHER EDUCATION AWARDS (TED/MERRILL)

The TED/Merrill Excellence in Teacher Education Award recognizes an individual who has demonstrated an exemplary commitment to one of the following: (a) teacher education in special education, (b) preparation of future leaders and/or quality educators, and (c) research supporting the preparation of teachers and/or delivery of services to children with disabilities, legislative leadership, and scholarly works.

Chair Immediate Past President of TED

Members Two preceding past presidents of TED

Criteria Nominees must meet the following criteria:

- a. They must be currently active in training educators in special education;
- b. They must be nominated by a member of CEC; and
- c. They cannot be current members of the TED Executive Committee or members of the Selection Committee.

Letters of nomination should document the nominee's eligibility for the award, and should be accompanied by a current vita.

Consideration will be given to:

- a. Commitment to teacher education in special education.
- b. Preparation of future leaders and/or quality educators.
- c. Research supporting the preparation of teachers and/or delivery of services to children with disabilities, legislative leadership, and scholarly works.

Nominations A call for nominations is issued in

- a. The Spring and Fall editions of the TED Newsletter.
- b. Notice may also be published in the Update section of the Teaching Exceptional Children.

The Immediate Past President should also contact persons who nominated individuals in the past to see if they want to renew former nominations.

Deadline All nomination materials should be sent by January 15 each year to: the Executive Director, Dr. Karen Voytecki, East Carolina University, College of Education, 119 Speight, Greenville, NC 27858.

Selection Procedures The Chair (Immediate Past President) forwards all nominating materials to the three member committee. After reviewing the nomination materials,

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the three past presidents individually rank order the list of candidates. These lists are compared and new short lists are made of the top nominees. This process may continue but usually, through discussion, a mutual decision is made about the recipient. In the case of conflict of interest, the past president is disqualified and fourth past president will be requested to substitute for the member in the voting process.

Announcement The recipient is announced during the Business Meeting of the annual CEC Convention. Written announcement is published in the next issue of the TED Newsletter and submitted to Teaching Exceptional Children for the Update section.

The Immediate Past President is responsible for the following correspondence:

- a. notification/congratulations to recipient.
- b. notification to remaining nominees.
- c. notification to persons who submitted nominations.
- d. notification to the appropriate representative of the College Division, Merrill Publishing Corporation.

Presentation The award is presented by Merrill officials and the TED President at the annual CEC convention. In the past, a person who nominated the recipient has given a short speech at the TED/Merrill reception.

Arrangements The President-Elect is responsible for calling the Merrill representative to ensure that a room has been reserved for the reception. Merrill makes all arrangements for the reception.

The Past-President coordinates with the Executive Director to send an invitation to the TED membership announcing the award winner and inviting the membership to the reception to be held at the CEC conference. The Past-President coordinates a letter of invitation to close friends and relatives of the recipient. Electronic methods may be used for both of these announcements.

Follow-up The President is responsible for writing a letter of appreciation to the Merrill officials thanking them for sponsoring the award and hosting the reception.

The Immediate Past President forwards the portfolio of all nominating materials to the next Immediate Past President (current President) so that the materials can be used the following year.

TED PUBLICATION AWARD

Chairs	Publications Committee Chair
Selection Committee	<p>The Selection Committee consists of the Associate editors of <u>Teacher Education and Special Education</u> and the Publications Committee members with the following stipulations:</p> <ul style="list-style-type: none">(a) none can be eligible to vote for the award by virtue of having Authored an article published during the volume year being Considered, and(b) the co-editors will never vote
Purpose	<p>The purpose of this award is to recognize the contribution of an individual or group of individuals for the publication of an article in <i>Teacher Education and Special Education</i> which is deemed to have lasting value to the field by virtue of its potential impact on research, policies, or practices in teacher education and special Education.</p>
Selection Procedures	<ol style="list-style-type: none">1. Following the publication of the fourth issue in a volume year, the Chair of the Publications Committee shall initiate the nomination process by inviting all eligible persons to nominate three articles for the TED Publication Award appearing in the designated volume.2. Members of the Selection Committee will submit their nominations to the committee chair by an established deadline.3. Upon receipt of the nominations from a majority of the Selection Committee, the Publications Committee chair will prepare a list of the nominees. This list will be mailed to each member of the committee with request to rank the top three articles using a four-point evaluation scale by an established deadline.4. Members of the Selection Committee will submit their rankings to the Publication Committee Chair by an established deadline.5. Upon receipt of the rankings of the nominations from a majority of the committee, the Publications Committee Chair will compile the rankings using the following system: The Publications Committee Chair will assign<ol style="list-style-type: none">a. 3 points for a first place vote,b. 2 points for a second place vote,c. 1 point for a third place vote.

The article with the highest number of points will be selected for the award.

6. In the event of a tie, the Publications Committee Chair will convene a phone conference of the voting committee members to discuss the nominees and select a single awardee.

7. The Publications Committee Chair will send the name(s) and address(es) of the recipient(s) to the President of TED and to the Chair of the Awards Committee.

8. The President notifies the recipient(s) of the award and informs the recipient(s) that the award will be announced at the business meeting of the next TED conference.

9. The President then informs the Chair of the Awards Committee whether the recipient(s) will present to receive the award or requests the Chair of the Award Committee to mail the awards.

The Chair of the Awards Committee makes arrangements for the engraving of the plaque(s).

Presentation The award is presented by the TED President at the Spring CEC Annual Meeting.

Type of Award Each author will receive a suitably engraved plaque, the inscription of which is given to the Chair of the Awards Committee.

The award is associated with TED rather than solely with the journal to lend prestige to the award and to involve a sufficient number of individuals in the selection process. The award is funded out of the TED general operating budget.

Announcement The President announces the name(s) of the recipient(s) at the business meeting at TED. The Publications Committee Chair prepares an announcement of the award to appear in the TED Newsletter and in Teacher Education and Special Education.

TED Dissertation Award for Doctoral Level Research

- Chair** Immediate Past President
- Members** Awards Committee appointed by the President
- Purpose** The purpose of the award is to recognize doctoral students who have focused their research on the preparation of pre-service and in-service educators serving students with disabilities or who have conducted related research having clear implications for the preparation of educators serving students with disabilities.
- Criteria** Nominees must meet the following criteria:
- a. Applicant has received the doctoral degree within the 18 month period prior to the July 1 deadline.
 - b. Dissertation research that addresses the preparation of pre-service and in-service educators serving students with disabilities or has clear implications for the preparation of educators serving students with disabilities.
 - c. Submit the following items in an application packet to the Awards Committee Chair.
 1. Title page that includes the following information:
 - a. Dissertation title
 - b. Author, current address, and phone number.
 - c. Date of dissertation
 - d. Approval or awarding of the degree
 - e. Degree-granting institution
 - f. Name of Dissertation Committee Chair
 2. Five copies of the dissertation abstract, not to exceed 150 words,
 3. Five copies of a manuscript not to exceed 25 pages, outlining and summarizing the research, using APA guidelines. Manuscripts submitted for this competition may already have been submitted/ accepted for publication. If submitted or accepted, appropriate referencing must be provided.
 4. Application packet submitted to the TED Executive Director, the Executive Director, Dr. Karen Voytecki, East Carolina University, College of Education, 119 Speight, Greenville, NC 27858 by June 1 deadline.
- Selection Procedures** 1. The Executive Director forwards the materials to the Awards Committee Chair who will distribute application packets to each of the Awards Committee members for review.

2. The Awards Committee membership will be asked to review the research according to the following criteria:
 - a. Contribution to the research base in teacher preparation at either the pre-service or in-service levels.
 - b. Quality of the research including research design, procedures, and etc.
 - c. Potential implications for future research and practice
 - d. Quality of writing
3. Reviewers would be asked to rate each of the four criterion on a scale from 1(lowest) to 5 (highest). These scores will be summed for a composite scores. An average of the composite scores for each applicant will be calculated. Applicant with the highest average will be awarded the Dissertation award.

Presentation

The award will be announced by the TED President at the Business Meeting at the TED Conference. The award will be presented at TED Kaleidoscope where the award winner will be a featured speaker.

Announcement

The Awards Committee Chair will prepare an announcement to appear in the TED Newsletter.

Award

1. The recipient will be invited to present the research at the TED Conference as one of the presentations of the Kaleidoscope strand.
2. Recipient will be provided up to a \$500 stipend for travel to the TED Conference and a \$500 honorarium.
3. Invitation to submit the manuscript for review for publication in Teacher Education and Special Education.
4. Plaque indicating receipt of the award.

TED PRESIDENT'S AWARD

Chair	Immediate Past President
Purpose	The service of the President of TED is acknowledged by the presentation of a plaque at the fall business meeting.
Arrangements	The Chair of the Awards Committee is responsible for arranging for the engraving of the plaque for the President.
Announcement	The immediate past president presents the plaque to the President during the Business Meeting of TED at the fall conference.

TED DISTINGUISHED SERVICE AWARD

Chair	Immediate Past President
Members	TED Executive Committee
Purpose	The purpose of the Distinguished Service Award is to honor individuals who have demonstrated exemplary service to the development and advancement of quality teacher education in special education.
Criteria	<p>The nominees must meet the following criteria:</p> <ol style="list-style-type: none">Nominees cannot be a current member of the TED Executive Committee.Nominees must be nominated by a member of TED.Nominees may or may not be a member of TED. <p>Nominated individuals may have demonstrated their commitment to personnel preparation through one or more of the following areas:</p> <ol style="list-style-type: none">The acceptance and outstanding service in leadership roles to advance the development and improvement of teacher education in special education (e.g., offices in national, state organizations).Active promotion and participation in the activities promoting quality teacher education in the field of special education (e.g., conferences, symposia, academies).Active participation in the governmental and political areas to promote and protect beneficial legislation to promote quality teacher education.Active promotion and participation in school-university partnerships that have advanced teacher education in special education.
Nomination materials	<p>Nomination materials should include the following:</p> <ol style="list-style-type: none">A current vita of the nominee.A letter of nomination documenting the nominee's eligibility for the award.Letters of support for the nomination from individuals knowledgeable of the nominee's contributions relative to one or more of the criteria stated above.
Nominations	Nominations will be announced in the Winter, Spring, and Summer issues of the TED Newsletter. The call for nominations will be submitted by the Awards Committee Chair to the TED Newsletter.

- Deadline** Deadline for the receipt of the nomination materials by the Awards Committee Chair will be September 1. Materials should be sent to: The Executive Director, Dr. Karen Voytecki, East Carolina University, College of Education, 119 Speight, Greenville, NC 27858.
- Selection Procedures** The Awards Committee Chair will compile and send the nomination materials to each member of the TED Executive Committee for independent review and ranking of the nominations.
- Upon receipt of the rankings of 1 by at least 3/4 of the TED Executive Committee will be identified as the recipient of the award. In the event that one nominee fails to receive a ranking of 1 by at least 3/4 of the TED Executive Committee, a second ranking will be completed with names of the two nominees receiving the highest number of rankings of 1.
- The Awards Committee will send the name and address of the recipient of the recipient to the President of TED.
- The President notifies the recipient of the award and informs the recipient that the award will be presented at the business meeting of the Fall TED Conference.
- Announcement** The recipient of the award is announced during the Business Meeting of TED at the Fall Meeting. Written announcement is printed in the TED Newsletter following the conference.
- Presentation** The award is presented during the TED Business Meeting at the TED Conference by TED President.
- Award** The Past President in coordination with the Executive Director will select an award appropriate for the recipient selected within the budget allotted.

Small Special Education Programs Caucus’ Nasim Dil Award for Outstanding Service to Teacher Education

Members	The Small Special Education Programs Caucus
Purpose	The Nasim Dil Award for Outstanding Service to Teacher Education is an annual award given to an individual who has demonstrated exemplary service to the development and advancement of quality teacher education in special education.
Criteria	<p>The criteria for the selection of the recipient of the SSEPC Nasim Dil Award for Outstanding Service to Teacher Education include demonstrated commitment to personnel preparation in small special education programs through two or more of the following areas:</p> <ol style="list-style-type: none"> a. Service in leadership roles to advance teacher education opportunities in small special education program (e.g., holding a leadership position(s) in teacher education organizations, recipients of honors and awards (either at home IHE or on the national level) b. Active promotion of quality teacher education in small special education programs (e.g., writing articles for the SSEPC Monograph, being involved in state initiatives involving teacher education, developing innovative teacher education curricula and teaching practices, etc.). c. Active participation in activities promoting opportunities for faculty from small special education programs to have a voice in the field of special education teacher education (e.g., encouraging and leading SSEPC members' involvement in political and educational activities that relate to teacher education, being involved in state-level decision making involving teacher education). d. Active participation in activities promoting collaboration (in terms of research and professional development) among members of SSEPC (e.g., initiating, developing, and coordinating activities that involve several SSEPC members: conference presentations, research projects, co-authoring, SSEPC-sponsored events, etc.). e. Active participation in SSEPC Service in leadership roles to advance teacher education <p>Nominees must meet the following criteria:</p> <ol style="list-style-type: none"> a. must be a member of TED and SSEPC b. Nominees may be nominated or self-nominate. c. Previous award winners will not be eligible again within a 10 year time period.

Nominations Materials should include the following:
a. A current vita of the nominee;
b. A letter of nomination documenting the nominee's eligibility for the award;
c. Letters of support for the nomination from individuals knowledgeable of the nominee's contributions relative to one or more of the criteria stated above.

Deadline Nomination materials are due September 15 each year. Nomination materials should be sent to the Executive Director, Dr. Karen Voytecki, East Carolina University, College of Education, 119 Speight, Greenville, NC 27858.

Type of Award Plaque

Presentation The recipient of the Nasim Dil Service Award will be honored at the SSEPC Reception at the TED Conference.

TED CERTIFICATE OF APPRECIATION

Purpose The purpose of the Certificate of Appreciation is to honor individuals who have provided significant service to TED.

Selection Procedures An unlimited number of awards may be given per year or per person. TED Executive Committee members are not eligible for awards during their term of service. The Chair of the Awards Committee and Members of TED Executive Committee select recipients based on consensus.

Nomination Received by Chair of the Awards Committee by October 1 for Fall Presentation and March 1 for Spring Presentation.

Presentation Awards are presented by TED President during Business Meetings at the Fall TED Conference and Spring CEC convention.

Announcement Written announcement of recipients are printed in the TED Newsletter following presentation.

CONFLICT OF INTEREST STATEMENT

If a nominee for any award is from the same institution as a chair or member of the committee who selects the recipient, the chair or member is disqualified from voting.