**CCO Award Nomination Form for**

**"Excellence in Teaching"**

**Criteria**

Nominees in the Excellence in Teaching category

1. have put forth extraordinary efforts in their particular field of teaching while at a registered career college that is a CCO member in good standing;
2. have strived to continually build positive relationships with their students; and
3. have positively contributed to the college and/or to the professional or general community.

**Nominator's Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nominator's Name: | |  | | |
| Status: | | □ College (Instructor or Admin.) □ Student  □ Graduate □ Employer | | |
| Address: | |  | | |
| City |  | | Postal Code |  |
| Email |  | | Phone: |  |

**Nominee’s Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nominee's Name : | |  | | |
| Address: | |  | | |
| City |  | | Postal Code |  |
| Email |  | | Phone: |  |
| Nominee’s Resume is attached (required) | | | □ Yes | |

**Career Details of the Nominee**

|  |  |
| --- | --- |
| Career College Name: |  |
| Program Name: |  |
| Number of years employed by the college (minimum is 3 years): |  |

**The nominee consents to use his/her name, story and image in material for publication.**

|  |  |
| --- | --- |
| Nominee's Signature (or electronic confirmation is attached): | Date: |

**Information in Support of Nomination**

**(If your material is greater than the size of the boxes below, add extra sheets.)**

**As the nominator, describe why the nominee should be presented with this award:**

|  |
| --- |
| Criterion 1: The nominee has put forth extraordinary efforts in her/his particular field of teaching; |

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| Criterion 2: The nominee strived to continually build positive relationships with his/her students; |

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| --- |
| Criterion 3: The nominee positively contributed to the college and/or to the professional or general community. |
| Examples of points to consider:  Internal  Outstanding contributions in developing new programs or revamping existing programs that leads to substantial enhancement in educational quality; Job search activities for graduates; Involvement in student activities; Work with other instructors to improve teaching quality; Excellent retention rates; etc.  External  Continuous personal professional development activities; Involvement with their professional organization; Recognition from others in their profession; Helped shape or change the lives of others; etc |

|  |
| --- |
| Other relevant comments: |

**In addition to the nominator’s comments above, letters of support addressing the criteria are attached from the following:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Check √ applicable Category** | | | |  |
| **Name** | **Owner/**  **Administrator**  **(1 required)** | **Student/**  **Graduate**  **(2 required)** | **Other**  **Instructor**  **(optional)** | **Graduate Employer**  **(optional)** | **Other**  **(optional)** |
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Nominator's Signature Date