



Recognition Awards

Continuing Education Instructor Nomination Form

AWARD DESCRIPTION

Recognize an instructor who has made exemplary contributions in support of teaching continuing education students and programs.

CRITERIA

1. Nominations must be made by a current member of CEANY in good standing.
2. Nomination must be for a current member of CEANY in good standing, self nominations are acceptable.
3. Nomination must be from within the last year of annual conference.
4. All nominees must have been involved in teaching continuing education classes (credit or non-credit) during the past academic year.
5. Nominees may be full-time or part-time continuing education faculty engaged in teaching either credit or non-credit classes at a public institution of higher education in the state of New York
6. Nominees must have clearly demonstrated excellence in teaching through the use of such techniques as a student-centered approach in teaching, an ability to mentor students, the desire and capability to impact students' lives/futures, and a dedication to lifelong learning.
7. A nominee must have performed at a level beyond the expected, either in quality of teaching, service to students, or program/course development.

SUBMISSION INSTRUCTIONS

1. Complete and submit nomination form and attachments electronically to nominations@ceany.org.
 - a. The award form by itself will not be considered a complete application without the required attachments.
 - b. When submitting, the name of the award followed by the nominated party must be written in the subject line of the email with nomination material. For example: Continuing Education Instructor Award: Mason Smith
 - c. The award application form and attachments must be received as 1 "package."
 - d. The maximum entire packet must not exceed 10 pages.
 - e. All award documentation must be attached documentation, not links.
 - f. The award must be received by the deadline date. No late submissions will be considered.
2. Attach required documentation
 - a. CEANY Nomination Form including a 500 word or less summary of the nominee's qualifications
 - b. Two (2) Letters of Support describing the nominee's qualifications including one from a CEANY member at the instructor's institution.
 - c. Additional documentation that illustrates and supports his/her exemplary contribution to, and involvement in continuing education. Quality and quantity of documentation is important. Evidence could include: syllabi or other course materials, testimonials from colleagues, supervisors, or students, or publicity pieces featuring the nominee.

If selected, CEANY may use the application and award information on the website and in conference information. Further, CEANY may use any photographs of the award ceremony in promotional materials.



Recognition Awards
Outstanding New Continuing Education Professional Nomination Form

Please check appropriate affiliation:
 CUNY SUNY Other: _____

Nominee / Contact Name

Position

Institution

Telephone Number

Mailing Address (City, State, Zip)

Email Address

Nominator / Submitted by (if different than above)

Position

Institution

Telephone Number

Mailing Address (City, State, Zip)

Email Address

Please summarize the nominee's qualifications for this award in 500 words or less. Emphasize the individual's leadership, personal and professional development, awards / honors received, and any community service.