



## Recognition Awards

### Outstanding Continuing Education Instructor Nomination Form

#### AWARD DESCRIPTION

This award is intended to 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. 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. A member of CEANY from the instructor's institution must submit a letter of support for the instructor's nomination.
5. A nominee 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. Evidence could include: syllabi or other course materials, testimonials from colleagues, supervisors, or students, or publicity pieces featuring the nominee.
6. 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](mailto: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: Outstanding Student Award: Mason Smith
  - c. The award application form and attachments must be received as 1 "package."
  - d. The maximum entire packet must not exceed 7 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; one letter must be from the nominating CEANY member institution
  - c. Additional documentation that illustrates and supports his/her exemplary contribution to teaching/training and dedication to students and learning. Quality and quantity of documentation is important.

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.



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**Outstanding Continuing Education Instructor Nomination Form**

Please check appropriate affiliation:  
 CUNY  SUNY  Other: \_\_\_\_\_

<b>Nominee / Contact Name</b>	<b>Position</b>
<b>Institution</b>	<b>Telephone Number</b>
<b>Mailing Address</b> (City, State, Zip)	<b>Email Address</b>
<b>Nominator / Submitted by</b> (if different than above)	<b>Position</b>
<b>Institution</b>	<b>Telephone Number</b>
<b>Mailing Address</b> (City, State, Zip)	<b>Email Address</b>

Describe the qualifications and accomplishments of the instructor in each category.

1. Describe the nominee’s teaching activities related to Continuing Education during the past academic year (in 500 words or less).

2. Describe how the nominee demonstrates each of the following characteristics: (one paragraph for each characteristic)

- a. innovation in teaching \_\_\_\_\_
- b. student-centered approach to teaching \_\_\_\_\_
- c. ability to mentor students and/or ability to impact students’ lives \_\_\_\_\_
- d. dedication to lifelong learning \_\_\_\_\_
- e. other \_\_\_\_\_

3. Attach evidence (no more than 7 pages) to support these descriptions including syllabi, course materials, testimonials from colleagues, supervisors, or students (in 500 words or less), publicity pieces, or other pertinent items.