

## NMAEA Awards Guidelines

for 2017-18 Cycle

**Nomination Deadline: Wednesday, May 31, 2017**

### **NMAEA Award Guidelines:**

- All nominators must be members in good standing of NMAEA for at least two years.
- All nominees must also be members in good standing of NMAEA for at least two years, with the exception of those for the Community Advocacy for Art Education Award and the Max Coll and Catherine Joyce Coll Distinguished Service Award.
- Division Nominees must instruct at least 51% of their workday at the level in which they have been nominated.
- NMAEA Executive Board members are exempt from being nominated for state level awards during their term. Other board members are eligible for nomination. All NMAEA board members are listed on our website: [www.newmexicoarteducators.org](http://www.newmexicoarteducators.org)
- Selections are made by the NMAEA Awards Committee using category-specific rubrics also available on our website.
- Scoring for each award is based on a minimum score requirement which must be earned by the award recipient on the category- specific rubric. If no nominee receives a minimum score, the Awards Committee is not obligated to designate a recipient in that category.
- All nominations for state, regional, and national division awards must go through NMAEA's awards review process. NMAEA will put forth one nomination for each division category for regional and national awards, if applicable. Nominees for regional and national awards must meet minimum requirements according to NAEA rubrics.
- There are 28 award categories at the national level. NMAEA presents state level awards for the categories named below during our fall conference. However, some additional awards at the national level can be submitted directly to NAEA by NMAEA members. If you are interested in nominating or being nominated for a national award, please contact NMAEA Interim Awards Chair, Michelle St. Andre at [studiomiche@gmail.com](mailto:studiomiche@gmail.com) or review the NAEA Awards packet at <http://www.arteducators.org/grants/naea-awards>.

### **NM Division Awards Categories:**

- |                                |  |
|--------------------------------|--|
| • Elementary Division Award    | • Higher Education Division Award          |
| • Middle School Division Award | • Supervisor/ Administrator Division Award |
| • High School Division Award   | • Museum Educator Division Award           |

### **NM Art Educator of the Year:**

From the pool of six recipients selected for the Division Awards listed above, the Awards Committee will select one recipient as the NM Art Educator of the Year to be recognized as a state level awardee at the NAEA conference.

### **Additional NMAEA Awards:**

- |                               |  |
|-------------------------------|--|
| • Retired Art Educator Award  | • Community Advocacy for Art Education Award |
| • Art Educator Advocacy Award | • Max Coll & Catherine Joyce Coll            |
| • President's Award           | • Award for Distinction in Art Education     |

### **How to submit your complete Nomination Packet:**

- ALL nominations for ALL awards MUST be submitted using our online forms at: [www.newmexicoarteducators.org](http://www.newmexicoarteducators.org)
- **PLEASE NOTE:** *Be prepared to complete your online forms in one sitting. At present, we do not have the capacity to allow you to save partial information and return to your entry at a later time. We recommend that you review the data needed for the relevant award/s, prepare your data in a Word document, and copy/paste it as needed into the online forms.*

- Two online forms need to be completed: 1) Award Nomination Form (same for each award) and 2) Professional Profile Form (specific to each award). The Award Nomination Form is completed by the nominator; the Professional Profile Form is completed by the nominee. You may nominate yourself.
- The photo (head shot only) should be no less than 300 dpi when emailed as an attachment, saved as “Photo-Name of Nominee”.
- The two letters of support must be scanned to show the writer’s signature, and should be emailed as attachments, each saved as “SupportLtr-Name of Nominee”.
- The photo, and the two letters of support should be emailed in their entirety to the NMAEA Awards Chair, Michelle St.Andre, [studiomiche@gmail.com](mailto:studiomiche@gmail.com)
- All completed packets will be forwarded to the NMAEA Awards Committee members for review.

**What to include in your complete Nomination Packet:**

- One completed online Award Nomination Form.
- One completed online Professional Profile Form for the award category indicated on the Award Nomination Form.
- One photo (head shot only) of the nominee for possible publication.
- Two letters of support from individuals *other* than the nominator. Letters should include the writer’s signature and contact information and be limited to one single-sided page each.

**PLEASE NOTE:**

- ***Nomination Packets exceeding the amount of information requested may not be reviewed.***
- ***Incomplete Nomination Packets may result in disqualification of the nominee for consideration.***

03/14/17