

GACTE Mentor Award

A partnership among Educator Preparation Programs, P-20 Collaboratives, pre-service teachers, and PK-12 school personnel to honor exemplary mentors

Process

- 1) Each spring (April-June), the Chair of the Awards Subcommittee for GACTE will send an early alert message to all EPP heads of both the independent and USG teacher preparation programs to inform them that in fall there will need to be action that includes the co-leads of the P-20 Collaborative with which the institution is affiliated. This message will identify the deadline for the submission of that region's Mentor Award winner and will include the criteria needed for nominations. The alert is to allow sufficient time to carry out the process and involve all partners.
- 2) Each August, the Chair of the Awards Subcommittee for GACTE will follow up the early alert with an E-mail message to all EPP heads of both the independent and USG teacher preparation programs to inform them that toward the end of the fall semester that the P-20 Collaborative region will need to have selected a Mentor Award winner in keeping with its written process, which has been shared with the GACTE Awards Subcommittee. This message will identify the deadline for the submission of that region's Mentor Award winner. This E-mail message will also include the criteria needed for nominations.
- 3) EPP heads must solicit nominations from faculty, teacher candidates, and P-12 partners. EPP heads in conjunction with respective P-20 Collaboratives may use additional mechanisms to determine the pool of potential Mentor Award winners, but the function of sending the nomination to the P-20 Collaborative must be made by a GACTE member.
- 4) Each P-20 Collaborative must establish a fair process by which the award winner is selected, which must be shared in writing with the Chairperson of the GACTE Awards Subcommittee. (Suggested possibilities are listed below.) This process must be approved by the P-20 Co-leads and conducted with input from all EPPs of the region. The process must include the provision for notification of dates for selection in advance of the time period and communication of the selected candidate to the EPP heads of the region in a timely fashion. It is the responsibility of the P-20 Co-leads and all of the respective EPP heads to ensure that the process is communicated and followed. Once the process is established, it may be changed annually with approval by the P-20 Co-leads and the respective EPP heads by sharing a written record of the revised process with the Chairperson of the GACTE Awards Subcommittee. For the 2020-2021 academic year, the process must be formulated and approved by the P-20 Collaborative co-leads, and shared with the respective EPP Heads and the GACTE Awards Subcommittee Chairperson no later than 31 October, 2020. This date will be updated each year.
- 5) The selection of each region's Mentor Award winner must be completed by the first week in December and shared with the Chairperson of the GACTE Awards Subcommittee. Each P-20 Collaborative region is responsible for ensuring that any EPP heads in the region as well as P-20 Co-leads are notified of that region's Mentor Award winner.
- 6) Once the award winner is selected for each region, the Chairperson of the Awards Subcommittee will compile a list of the regional winners and send the compilation of award winners' names to the President of GACTE and/or to the Executive Director. the Chairperson of the Awards Subcommittee will be responsible for communicating the information with

GACTE, the winners themselves, and other interested parties such as building administrators and publicity outlets.

- 7) The GACTE President or Executive Director will order the award.
- 8) The award will be presented by the Awards Subcommittee Chairperson at the spring GACTE meeting. If this honor is held in conjunction with an Awards Banquet, the Awardee, one guest and up to one administrator will enjoy the meal complimentary. Other guests may purchase tickets to attend the banquet.
- 9) The winner, his/her administrator, (and possibly the mentee) will be invited to the presentation and asked to speak very briefly about the qualities of the awardee.
- 10) At this time, there is no money in the GACTE budget to pay for travel or accommodations for any Award winners, or meals for additional guests thus each institution is encouraged to find alternate ways to fund these additional expenses.
- 11) Each award winner and/or the building administrator as well as the EPP head will receive a template for a press release statement from the Awards Subcommittee Chairperson so that the award may be publicized. Photos will be taken at the Award Ceremony and made available to winners and their building administrators, EPP heads, and P-20 Co-leads to be used for public relations purposes only.

Criteria for Nomination

- 1) The nominee must serve as a mentor to teacher candidates by functioning as a site supervisor or a P-12 classroom host teacher and must be a P-12 faculty member. He/she may also work as contingent or clinical faculty at a higher education institution, but his/her primary role must be as a P-12 faculty member.
- 2) The nominee must meet or exceed state approved criteria to serve as a mentor teacher.
- 3) The nominee should demonstrate excellence in the following areas (Each region may add additional criteria to these if it so desires, provided this information is made public)
 - a. Is a wise and trusted advisor
 - b. Fosters mentee's intellectual growth and development
 - c. Provides meaningful professional guidance
 - d. Acts as mentee's sponsor for his/her preparation in terms of robust experiences
 - e. Consistently models advocacy for the profession

Criteria for Selection

While each P-20 Collaborative may create its own selection process provided it is shared with EPP heads in the region and communicated to the Chairperson of the Awards Subcommittee, the following are considered behaviors typical of Mentor Award winners and considered as minimal expectations

- 1) Participates regularly in institution level or P-20 professional activities
- 2) Has mentored a Student Teacher/Intern within the previous 24 months
- 3) Has a sustained outstanding record of mentoring over time
- 4) Is supported by a previous or current mentee(s) of the mentor, building administrator, professionals associated with the EPP, or others with first-hand knowledge of the nominee's mentoring qualities and excellence.
- 5) Other distinctions may include years of service, national or state recognition, etc.

Possibilities for fair processes include: rotating the award amongst the EPPs in the P-20 Collaborative region, creating a rubric or a ranked scoring system for evaluating materials under blind review, awarding to the minimally eligible nominee who has served as a mentor the longest, awarding to the first minimally eligible nominee for whom a complete package is submitted, randomly selecting from all minimally eligible nominees, and others.

Nomination for Mentor Award

1. Nominee's Name _____
2. Nominee's Position _____
3. Nominee's and Nominee's Supervisor's Contact Information _____

4. Nominator's Name _____
5. Nominator's Position _____
6. Contact Information for the EPP who submitted the nomination _____

7. Brief description of Nominee's distinguished (not all) service/attributes that led to the nomination: _____

8. Support letters (Names and contact information for those other than EPP head)

9. Nominee's vitae