



MAEA Awards Program

- **9 Steps to Nomination**
- **Missouri Art Education Association Awards Program**
- **Nomination Criteria**
- **Nomination Form**
- **Standardized Vitae**
- **Awards Packet Submission Checklist**

9 Steps to MAEA Art Educator of the Year Awards

Nominator will:

1. **Select someone you believe deserves recognition** for outstanding contributions to art education in Missouri (you must be a member of MAEA/NAEA to nominate someone, and the person you nominate must also be a MAEA/NAEA member, except for appreciation awards). You may nominate someone for Missouri Art Educator of the Year, Art Educator of the Year in one of the 7 divisions, the Larry A. Kantner Art Education Research Award Endowment, or an Appreciation Award (see the information concerning the criteria for these awards on the following pages). A nominee shall not be a member of the MAEA Awards Program Committee.
2. Fill out all information requested on the **Standardized Nomination Form**, using the exact award title. The information must be typed.
3. **Write a Cover Letter** supporting the nomination, using the exact award title listed on the Nomination Form. The letter must be typed **and have all contact information**.
4. Mail or **e-mail** the **Nomination Form** and the **Cover Letter** to the Awards Chairman. Awards Chairman will notify the person nominated. The completion and forwarding of this packet will **then** be the sole responsibility of the nominee.

Nominee will:

1. Fill out the **MAEA Awards Standardized Vita Form**, addressing all areas, limited to two pages, one side, only. The exact award title listed on the Nomination Form should be listed on the Standardized Vita as well.
2. Obtain two **Letters of Recommendation** supporting your nomination. These letters should refer to the exact award title listed on the nomination form and must also contain contact information, and are limited to one page (one sided). The letters will be included in the completed packet. Only two letters will be accepted.
3. Include a **3x5 photograph or a digital image** that can be used to make a quality reproduction for various publications. Photographs printed from a computer onto flat, copier paper make poor reproduction, **and digital files should be at least 2 mb in size to reproduce well**.
4. Compile the completed **Nomination Form**, the **Cover Letter** supporting the nomination, the **Vita Form**, the **two Letters of Recommendation**, and the **3x5 photograph** into one packet.
5. Mail **or e-mail the entire** packet to the MAEA Awards Program **Chairperson**.

The completed packet must be postmarked **or e-mailed by October 1.**

Mail to:
MAEA Awards Chair
Leesha Dunkeson
699 SE 350
Warrensburg MO 64093
ldunkeso@knobnoster.k12.mo.us

Excluding any of these elements, or including more than 6 pages and 1 photograph will cause a packet to be determined "incomplete or ineligible." The packet will not be considered.

Missouri Art Education Association

Awards Program

PROGRAM OBJECTIVES

- Recognize excellence in the many outstanding individuals of the Missouri Art Education Association and recognize the contributions of individuals and/or organizations that have contributed significantly to art education in Missouri.
- Focus professional attention on quality art education and exemplary art educators
- Increase public awareness of the importance of quality art education
- Set standards for quality art education and show how they can be achieved.
- Provide tangible recognition of achievement, earn respect of colleagues, and enhance professional opportunities for Missouri Art Education Association members.

WHO MAY NOMINATE?

- Any member of the Missouri Art Education Association.

WHO IS ELIGIBLE?

- Any MAEA members, who meet the established criteria except current members of the MAEA Awards Program Committee. No previous award recipient may receive the same award twice **within a 10 year span**.

HOW ARE THE WINNERS SELECTED?

- Award nominations are submitted to the MAEA Awards Program Chairperson. The MAEA Awards Program Committee makes the final selections and reserves the right to deny nominations in any category. The MAEA Awards Program Committee will report the final selections to the MAEA Council for approval. The MAEA Awards Program Committee selects the winners of the Appreciation Awards.

DEADLINES

- Nominations and supporting documentation must be postmarked to the MAEA Awards Program Committee by **October 1**. This allows the committee sufficient time to make final decisions and submit the results to the MAEA Council.

AWARDS

- Missouri Art Educator of the Year Award.
- Division Art Educator of the Year Awards. The MAEA is divided into 7 job-alike categories called Divisions: **K-12, Elementary, Middle School/Junior High, Secondary, Higher Education, Supervision/Administration, and Museum Education**. Division award nominees must spend at least 51% of their work day in the job division for which they have been nominated. For example, educators who work primarily as administrators or supervisors are not eligible to receive elementary division awards, even if that is the level administrated or supervised. This member should be registered in the Supervision/Administration Division.
- Appreciation Awards.
- Retired Art Educator.
- Larry A Kantner Art Education Research Award Endowment.

AWARD PRESENTATIONS

- All awards are presented in the Spring at the Missouri Art Education Association conference.

NOMINATION CRITERIA FOR AWARDS (as set forth in 9 Steps to MAEA Art Educator of the Year Awards)

Missouri Art Educator of the Year

- To honor one outstanding MAEA member whose service and contribution to art education merits statewide recognition and acclaim.
- Eligibility: Active MAEA members
- Submit: An Awards Nomination Form, Standardized Vita Form, cover letter of nomination, and two letters supporting the nomination.

K-12 Art Educator of the Year

- To honor one outstanding MAEA member teaching Kindergarten through Grade 12 for outstanding service and achievement of significance during previous years. The award recognizes exemplary contributions and service within the K-12 Division
- Eligibility: Active MAEA members. Nominees must spend at least 51% of their working day in the job division. This job division must be indicated on the nominee's membership form on file in the National Art Education Association office.
- Submit: An Awards Nomination Form, Standardized Vita Form, a cover letter of nomination, two letters supporting the nomination, and a 3x5 photograph suitable for reproduction.

Elementary Art Educator of the Year

- To honor one outstanding MAEA Elementary Division member for outstanding service and achievement of significance during previous years. The award recognizes exemplary contributions and service within the Elementary Division.
- Eligibility: Active MAEA members. Nominees must spend at least 51% of their working day in the job division. This job division must be indicated on the nominee's membership form on file in the National Art Education Association office.
- Submit: An Awards Nomination Form, Standardized Vita form, a cover letter of nomination, and two letters supporting the nomination.

Middle School/Junior High Art Educator of the Year

- To honor one outstanding MAEA Middle School/Junior High Division member for outstanding service and achievement of significance during previous years. The award recognizes exemplary contributions and service within the Middle School/Junior High Division.
- Eligibility: Active MAEA members. Nominees must spend at least 51% of their working day in the job division. This job division must be indicated on the nominee's membership form on file in the National Art Education Association office.
- Submit: An Awards Nomination Form Standardized Vita Form, a cover letter of nomination, and two letters supporting the nomination.

Secondary Art Educator of the Year

- To honor one outstanding MAEA Secondary Division member for outstanding service and achievement of significance during previous years. The award recognizes exemplary contributions and service within the Secondary Division.
- Eligibility: Active MAEA members. Nominees must spend at least 51% of their working day in the job division. This job division must be indicated on the nominee's membership form on file in the National Art Education Association office.
- Submit: An Awards Nomination Form, Standardized Vita Form, a cover letter of nomination, and two letters supporting the nomination.

Higher Education Art Educator of the Year

- To honor one outstanding MAEA Higher Education Division member for outstanding service and achievement of significance during previous years. The award recognizes exemplary contributions and service within the Higher Education Division.

- Eligibility: Active MAEA members. Nominees must spend at least 51% of their working day in the job division. This job division must be indicated on the nominee's membership form on file in the National Art Education Association office.
- Submit: An Awards Nomination Form Standardized Vita Form, a cover letter of nomination, and two letters supporting the nomination.

Supervision and Administration Art Educator of the Year

- To honor one outstanding MAEA Supervision/Administration Division member for outstanding service and achievement of significance during previous years. The award recognizes exemplary contributions and service within the Supervision/Administration Division.
- Eligibility: Active MAEA members. Nominees must spend at least 51% of their working day in the job division. This job division must be indicated on the nominee's membership form on file in the National Art Education Association office.
- Submit: An Awards Nomination Form, Standardized Vita Form, a cover letter of nomination, and two letters supporting the nomination.

Museum Education Art Educator of the Year

- To honor one outstanding MAEA Museum Education Division member for outstanding service and achievement of significance during previous years. The award recognizes exemplary contributions and service within the Museum Education division.
- Eligibility: Active MAEA members. Nominees must spend at least 51% of their working day in the job division. This job division must be indicated on the nominee's membership form on file in the National Art Education Association office.
- Submit: An Awards Nomination Form, Standardized Vita Form, a cover letter of nomination, and two letters supporting the nomination.

Appreciation Award

- To recognize outstanding achievement, contribution, and/or service, in previous years, to the field of art education.
- Eligibility: Open to any person or organization which has demonstrated significant support of art education.
- Submit: An Awards Nomination Form, a cover letter of nomination, and names of two references of support for this nomination.

Retired Art Educator

- To honor one MAEA Retired member for outstanding dedication to art education in the state of Missouri.
- Eligibility: Active MAEA Retired member. Nominees must be retired from full time teaching. The nominee must have been an active MAEA member for a minimum of 5 years prior to retiring from full time teaching.
- Submit: An Awards Nomination Form, a cover letter of nomination listing the nominee's contributions and services to art education beyond retirement, and two letters supporting the nomination.

Larry A Kantner Art Education Research Award Endowment

- To honor one outstanding MAEA member for research in art education. The purpose of the award is to recognize and encourage research in art education by MAEA members.
- Eligibility: Any MAEA member who completes a research project (this can be a Master's Thesis, Doctoral Dissertation, or Action Research Project).
Individuals are not eligible for the award until their research is completed and a report is submitted to the MAEA awards committee.
Research must be current, having been completed within two years of the nomination or application for the award.
Research should be well designed and executed, directly related to art education issues as described in the NAEA research agenda.
The applicant must submit a formal report on their research to the MAEA awards committee chairman by December 1. Individuals may receive the award more than once, but not in consecutive years.

- Submit: A MAEA/Larry A. Kantner Art Education Research Award Nomination Form to the MAEA Awards Chairman. Upon receiving nominations or applications for the award, the awards committee will appoint two reviewers and an adjudicator. Contact the awards chairman for complete details.

MAEA AWARDS PROGRAM COMMITTEE

- **Awards Chairperson:** The MAEA Awards Committee Chairperson shall be appointed by the MAEA President with the advice of the Council. The Chairman shall select four to six MAEA members to comprise the MAEA Awards Program Committee. The Chairman is encouraged to appoint past award winners to the committee. The Chairman will vote only in case of a tie among awards nominees.

Awards Packet Submission Checklist:

Do you have:

- **Nomination form (To be completed by person who nominates) Page 1**
- **Cover letter (Completed by person who nominates) Page 2**
- **2 letters of recommendation (1 page, 1 side only) Pages 3 and 4**
- **Standardized Vita (On MAEA form, 2 pages, 1 side only) Pages 5 and 6**
- **Image (3"x5" photograph or min. 2 mb digital file)**

The completed packet must be postmarked or e-mailed by October 1.

Mail to:

MAEA Awards Chair

Leesha Dunkeson

699 SE 350

Warrensburg MO 64093

ldunkeso@knobnoster.k12.mo.us

Excluding any of these elements, or including more than 6 pages and 1 photograph will cause a packet to be determined "incomplete or ineligible." The packet will not be considered.

Missouri Art Education Association Awards Program—Nomination Form

Please type

I, _____, attest that _____ is a MAEA/NAEA member,
and I nominate him / her for the following award: _____

NOMINEE INFORMATION

Membership Division : _____

Nominee's Home Address: _____
Street/PO Box City State Zip + 4

E-Mail Address: _____ Current Employer: _____

Position / Title: _____ Work Phone: (____) _____ Home Phone:(____) _____

Work Address: _____
School / Building Street/PO Box City State Zip + 4

NOMINATOR INFORMATION

Name : _____ NAEA ID# _____ MAEA District # _____

Nominators Home Address: _____
Street/PO Box City State Zip + 4

E-Mail Address: _____ Position / Title: _____

Work Phone: (____) _____ Home Phone:(____) _____

Work Address: _____
School / Building Street/PO Box City State Zip + 4

FORMS MUST BE TYPED

NOMINATIONS POSTMARKED AFTER OCTOBER 1st WILL BE INVALID.

For Committee Use:

Membership
Verification

Membership #

Expiration Date:

MAEA
District #

Initials:

Missouri Art Education Association Awards Program—Standardized Vita

The information on the Standardized Vita Form will be reviewed by the MAEA Awards Program Committee. It is very important that the form is complete and no information is missing. All information must be TYPED. Do not add pages to this form, please be selective in choosing the information you include.

Name : _____ Home Phone () _____
(Dr. , Mrs., Ms., Miss, Mr.) Last First M.I.

Home Address: _____
Street/PO Box City State Zip + 4

E-Mail Address: _____ Current Employer: _____

Position / Title: _____ Work Phone: () _____ NAEA ID# _____ MAEA District _____

Work Address: _____
School / Building Street/PO Box City State Zip + 4

Award for which nominated: _____

LIST degrees held, Institution(s) and other education:

LIST Missouri Art Education Association activities, including offices held, committees, honors, service, etc. :

LIST National Art Education Association experiences :

LIST other leadership roles and accomplishments:

LIST memberships in professional organizations, including offices held, honors, etc. :

LIST publications and/or exhibits:

LIST other teaching and / or related experiences