



LEGACY OF LEADERSHIP AWARDS

FACULTY OF EDUCATION AT MEMORIAL

TERMS OF REFERENCE

1. Purpose

To commemorate the 100th Anniversary of Teacher Education in Newfoundland and Labrador, the Faculty of Education has established the “Legacy of Leadership Awards”. These annual awards will recognize those individuals who have led significant and sustained initiatives to improve the educational system in NL.

2. Awards

- a.) One award will be presented to an individual who has contributed to the K-12 school system.
- b.) One award will be presented to an individual who has contributed to the public post-secondary/higher education system.

3. Award Criteria

The nominee(s) must have demonstrated sustained leadership in one or more of the following:

- influencing positive educational change;
- influencing new program directions;
- promoting and supporting effective teaching and improved learning;
- developing or enhancing a process that significantly improved the educational community;

- Outstanding achievement in a particular field or endeavour

Examples of this may include:

- Leadership in the educational institution or institutions where they have been employed.
- Leadership in the profession.
- Guidance and mentoring of colleagues in their professional development.
- Leadership in educational initiatives that benefit the educational community.
- Evidence that the nominee has been an agent of positive change in the educational and broader community.
- Strong collaboration within the educational community at large.

The Legacy of Leadership Award can be awarded posthumously.

4. Membership of the Selection Committee

The committee will consist of:

- The Dean - Chair (non-voting)
- An Associate Dean;
- One faculty member;
- A representative from the Newfoundland and Labrador Teachers' Association;
- A representative from the Education Alumni;
- A representative from a school district
- Recording secretary (non-voting). Communications officer

Committee members will serve for a two-year period before being replaced. For the first appointments, one-half of the membership will serve for three years to ensure that all members are not replaced at the same time.

5. Meetings:

All meetings will be chaired by the Dean. A meeting quorum will be a simple majority. Meeting agendas and minutes will be circulated by the Recording Secretary. Meetings will be scheduled at the call of the Chair.

6. Roles and Responsibilities:

The selection committee will receive all nominations and choose the recipients by a simple majority vote. In the event of a tie, the Dean shall cast the deciding vote.

Each award will be a perpetual plaque that would be displayed in the Faculty of Education along with an individual plaque to be presented to the successful nominees.

7. Nomination and Application Guidelines

Individuals must be nominated by any member of the educational community such as a teacher, faculty member, instructor, administrator, or administrative staff member. Completed nomination packages will be submitted to the Committee at a date specified in the Call for Nominations. **No late applications will be accepted.** The awards will be given for demonstrated leadership over time. All nomination packages will be held in the Dean's office.

Some suggested forms of advertising the call for nominations: Facebook, twitter, listserv, emails, websites, The Bulletin.

After all nominations have been received, and prior to the Committee's deliberation meeting, each Committee member will be asked to declare any conflicts of interest. In a case where a conflict of interest has been declared that Committee member will remove her/himself from the meeting. The Committee member will then be replaced.

8. Submission of Nomination/Application

The nomination form must be submitted along with a written submission outlining the following:

- A brief summary of the nominee's career and accomplishments.
- A clear description of the nominee's leadership activities including the significance of the nominee's role.
- The nominee's impact on education and how the nominee's contributions in their career are exceptional.
- The nominee's impact at the local and provincial level. You may include if there is any national or international recognition.
- Evidence of sustained leadership over time.

This written submission must be a maximum of 2000 words. Up to two letters of support may be accepted as part of the submission. A curriculum vitae must be part of the submission.

9. Submissions

Via Email to the Dean's office – educdean@mun.ca