



# LEGACY OF LEADERSHIP AWARDS

## FACULTY OF EDUCATION AT MEMORIAL

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### TERMS OF REFERENCE

#### **1. Purpose**

To commemorate the 100<sup>th</sup> 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 are recognized leaders who have made important contributions over their careers within the context of the K-12 and/or post-secondary educational system in Newfoundland and Labrador.

#### **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;
- spearheading new programs or initiatives or otherwise influencing new program directions;
- promoting and supporting effective teaching and improved learning;
- developing or enhancing a process that significantly improved the educational system;

- outstanding achievement in a particular field or endeavor;
- demonstrating the ability to create a positive, supportive, and motivating work environment;
- demonstrating exceptional performance in communication, problem solving, coaching, and facilitating to provide a sense of purpose, vision and mission for their organization.

Examples of leadership may include:

- Leading an organization/institution or leading a team within an educational institution or institutions where they have been employed to achieve results.
- Sustained, exemplary service as leader within one or more educational organizations
- Guidance and mentoring of colleagues to advance professional growth and development.
- Making significant contributions to education by creating, leading or implementing initiatives that have benefitted the educational system.
- Actions or other evidence that situates the individual as an agent of positive change in the educational and broader community.
- Positively influencing others to work collaboratively and/or build consensus in organizational settings.
- Fostering important collaborations within the educational community at large.
- Undertaking or contributing to educational research, organizational or policy studies to benefit the education system.
- Inspiring others to work collaboratively and creatively

#### **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 Education Alumni;
- A retired faculty member;
- Recording secretary (non-voting). Communications officer

Committee members will serve for a two-year period before being replaced. For the first appointments, two of the members 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. The agendas and minutes of the meetings 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 recipients of the award.

## **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. Other evidence of leadership may be included as appendices to the submission. In instances where a successful nominee has worked across educational sectors, the award will be given for the sector in which the nominee has spent the majority of their career.

## **9.Submissions**

Via Email to the Dean's office – [educdean@mun.ca](mailto:educdean@mun.ca)