

College of Charleston
P-12 Teacher Recognition Award*

Purpose:

1. To acknowledge the importance of P-12 preparation to the success of College of Charleston students
2. To recognize one P-12 teacher who has most influenced a student in each of the six schools at the College
3. To enhance awareness and create positive perception of the College of Charleston among P-12 institutions throughout the nation

Model: The Olmsted Prize at Williams College, Williamstown, New York.

Process/Timetable:

1. The third week of October, the Provost will email a memo to all members of the College of Charleston senior class (copied to the faculty), requesting nominations of P-12 school teachers who were the most influential in the students' lives. The nomination form will be linked to the Academic Affairs website.
2. The second week of November will be the deadline for submission of nominations by email or hard copy to Anne McNeal, Project Coordinator in the Office of Academic Affairs (843-953-5527; mcneala@cofc.edu). The deadline might be extended two weeks by sending a reminder email to seniors, depending on the number of nominations received.
3. The third week of November, the Provost will appoint a selection committee consisting of a faculty member or administrator from each School and a junior class student from each School. The Project Coordinator will convene the committee and distribute copies of the nominations. The Project Coordinator will also reserve housing for commencement weekend in May for the award winners and their guests.
4. The first cut, to five nominations from each School, will be made the second week of January based on the quality of the prose and presentation in the student's nomination.
5. The third week of January, the committee will send a letter to the thirty candidates, five from each School, announcing their nominations and inviting them to submit current resumés or work summaries by February 15th. Each candidate's institution will also be invited to submit a letter about the teacher's personal and professional qualities and the composition of the school, also due on February 15th.
6. By the end of February, six award winners will be selected by the Committee, one for each of the undergraduate schools of the College. Because each of these 30 candidates is probably as deserving as the others, choosing an award recipient from each School will take into consideration a variety of factors: field of study, type of school (urban, rural, private, public), area of the country, gender, etc. Teachers who are no longer in the classroom because of retirement or transfer into administration will not be considered.
7. By the third week of March, the Project Coordinator arranges transportation for each award winner and a guest to Charleston on Friday, May 5, 2006, returning home on Monday, May 8, 2006. The Project Coordinator will also inform the other nominees of the names of the successful candidates, acknowledging the honor of their nomination.

8. Each School will host the award winners, their guests, and the students who nominated them at a dinner on Friday night. On Friday/Saturday, each winner will be presented at the awards ceremony for the School from which he/she was nominated, with the student reading from the nominating letter. On Saturday night, the award winners, their guests, and the awards committee and Project Coordinator will be honored at a College dinner.
9. Sunday, May 7, each award winner will be recognized at Commencement (This needs to be added to the President's script). They could also be asked to join the Deans on the stage at graduation when they shake the hands of the graduates.
10. A press release and accompanying photo will be sent to each winner's city of residence, and to each winner's hometown if different.

Committee:

1. Committee will consist of six faculty/administrators, one from each School and six students from the junior class, one from each School.
2. Committee chair will be a faculty member/administrator elected from the six representatives from each School.
3. Project Coordinator will be Anne McNeal from the Office of Academic Affairs.

Budget:**

1. Cash award of \$1,000 to each of the six winners
2. Cash award of \$1,000 to each winner's school
3. Expenses to bring each of the six award winners and a guest to the College for commencement weekend, including transportation, accommodations and all meals.
4. A plaque for each teacher and his or her school commemorating the award.

*The award can be named for a donor who contributes the funding for this program.

** The 2006 Budget is attached.