

College of Education Alumni Association
Michigan State University
518 Erickson Hall, East Lansing, MI 48824-1034 (517) 355-1787

CRITERIA FOR
THE OUTSTANDING MICHIGAN STATE UNIVERSITY
ALUMNI K-12 ADMINISTRATOR AWARD
COLLEGE OF EDUCATION ALUMNI BOARD

Nominees for the Outstanding Alumni K-12 Administrator Award must meet the following conditions:

- **The nominee must be an MSU alumni.**
- **The nominee must have a minimum of five years experience as a practicing school administrator.**
- **The nominee must currently be a practicing K-12 school administrator.**
- **Current members of the College of Education Alumni Association Board of Directors are not eligible for consideration as awardees.**

Nominees for the Outstanding Alumni K-12 Administrator Award will be selected using the following criteria:

- A. The individual must be an actively practicing administrator in a school or school system in which a commitment to excellence is clearly evident, in which programs have been designed to meet the overall academic and social needs of all students and in which community ties with parents and local business organizations have been firmly established.
- B. There should be evidence of outstanding and continuing contributions to the well being of the educational community including ways in which curriculum, staff morale, staff performance, community support, student interest and the learning environment have benefited from this administrator's leadership.
- C. There should also be evidence of service and/or achievement above and beyond what is expected in the usual school program.
- D. There should be some indication of how others have recognized this administrator as a force for constructive change.
- E. There should be indicators of respect for this administrator from students, colleagues, parents, school board members and/or the community-at-large.
- F. The individual should be active in fulfilling useful roles in his/her community, civic, religious or humanitarian groups or activities.
- G. The individual should show evidence of having set high expectations for himself/herself, the school staff and students.

College of Education Alumni Association
Michigan State University
518 Erickson Hall, East Lansing, MI 48824-1034 (517) 355-1787

Nomination Form

Outstanding Alumni K-12 Administrator Award

Description:

This award is presented to an alumni administrator who qualifies as one of the most outstanding practicing administrators at any level within any school system.

Nominations must be submitted on or before January 29, 2010.

Name: _____

School District: _____

Address (*School District*): _____

Phone: _____ Email: _____

Superintendent: _____

Address: _____

Phone: _____

Board President: _____

Address: _____

Phone: (_____) _____

Education (degrees, dates and institutions): _____

Teaching experience: _____

Administrative experience (minimum of 5 years): _____

Type(s) of administrative certification (indicate state): _____

Professional organizations and offices held: _____

Civic and/or community organizations: _____

Publications: _____

Honors or achievements: _____

Local newspaper name: _____

Address: _____

Phone number: (_____) _____

With this nomination form, please submit evidence that the nominee meets the criteria outlined in the outstanding alumni administrator award specification sheet that accompanies this form.

Nominee's business address: _____

Phone: _____

Email: _____

Nominee's home address: _____

Phone: _____

Person submitting nomination: _____

Phone: _____

Email: _____

Address: _____

Date: _____

Please send completed nomination form, essay of not more than 500 words describing the person nominated to receive this award and up to 3 letters of support and any additional materials (i.e. supporting documents) you wish considered on behalf of this nominee to the address below or via email to soliz@msu.edu.

Deadline for submission is January 29, 2010.

Please submit all materials to:

**College of Education Alumni Association
Award and Scholarship Committee
Michigan State University
518 Erickson Hall
East Lansing, MI 48824
or send via email to soliz@msu.edu**