**Literacy Association of Tennessee**

**Distinguished Professor Award Application**

Deadline for Submission: October 30 of each year

The Literacy Association of Tennessee presents the opportunity for nominations for the LAT Distinguished Professor Award. The nomination may be made by any Chapter or Board of Directors Member for an individual who has demonstrated outstanding commitment to undergraduate or graduate education at a state recognized college or university. Each chapter may establish its own procedure for selecting the person who they believe deserves this recognition at the State Level. The nomination of a chapter should reflect the consensus of opinion of the entire chapter.

**Criteria**

* The nominee shall have a minimum of five (5) years teaching at a state recognized college or university, with at least 50% of the teaching assignment to be in undergraduate teaching.
* The nominee should be a member of a local chapter as well as LAT and ILA, and have been active for a minimum of five (5) years. (**Non-membership automatically disqualifies nominee.)**
* The nominee shall have demonstrated:
  + evidence of effective advising and mentoring of undergraduate students;
  + evidence of extra-curricular activities related to the undergraduate experience; and
  + achievements in research, scholarship, or creative activity.

**Procedure**

Please complete the following information according to the directions provided. Extra materials will not be considered (i.e. photos, newspaper clippings).

**Cover Sheet**.

Please include: **Nomination for LAT Distinguished Professor Award**

**LAT Local Chapter**

**Nominee Information** (only on cover sheet)

Name

Address and Telephone

Email

**Chapter Chair’s Information**

Name

Email

Telephone

**Letter of Support**.

Please label all sections, use Cambria (or similar style) – size 11-12, for a total of 1-2 pages. **Do not mention the nominee by name** to allow impartial readings.

* The letter from the Chapter Chair or Board Member should *clearly substantiate* the determining factors in the selection of the chapter’s nomination. Accomplishments should be listed at the local, state, and ILA levels (as applicable) according to the criteria listed above.
* A reminder that while extra materials will not be considered, check that the letter of support and the nominee’s official entry form include such projects and accomplishments.
* Up to three (3) statements from students and colleagues may be submitted to assist in further consideration of the nominee.

**Nominee Form.**

Please specify participation and contributions, including dates when appropriate. **Do not mention the nominee by name** to allow impartial readings. Suggested outline:

**Local Chapter and State Level**

* Years of membership
* Offices and committee chair positions held
* Attendance at local meetings/activities
* Participation/attendance at state meetings/activities/conference

**National Level (IRA/ILA)**

* Number of years as a member
* Attendance and participation at meetings/activities
* Service on committees and/or offices held

**Professional Information**

* Educational background/recognition/awards
* Length of service in the educational field
* Membership and participation in other organizations (professional/educational)
* Evidence of academic achievement in activities and teaching experiences related to undergraduate students.
* Listing of education courses taught
* Number of years teaching at the college or university

**Any Additional Information provided by nominee**

The committee cannot consider any applications submitted after October 30, 2019.

Please email all documentation together to:

Randy Kincaid

Sevier County Schools

226 Cedar Street

Sevierville, TN 37862

Email: randykincaid@sevier.org

Subject line: LAT Distinguished Professor Award