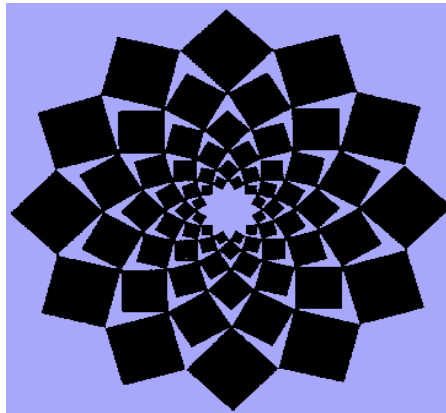


ACTFL

Handbook on Nominating Procedures Officers and Awards 2008



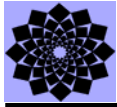


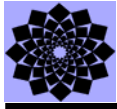
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ACTFL

1001 N. FAIRFAX STREET, SUITE 200
ALEXANDRIA, VA 22314

(703) 894-2900 • FAX (703) 894-2905 • HEADQUARTERS@ACTFL.ORG • [HTTP://WWW.ACTFL.ORG](http://www.actfl.org)



Introduction

The purpose of the *ACTFL Handbook* is to summarize the guidelines for nomination and selection of ACTFL officers and Awards. The *Handbook* is reviewed and updated annually in order to guide and facilitate the work of the Awards and Nominating Committees. It will also serve as a guide in the development of new awards as the need arises.

The ACTFL President appoints the Nominating and Awards Committee chairpersons and members. Each committee consists of at least three ACTFL members who are not members of the ACTFL Board of Directors. Whenever possible, the President will appoint a former recipient of an award to serve on each award committee and other persons with necessary expertise to determine the recipient.

No individual may be the recipient of an ACTFL award while serving on the ACTFL Board of Directors.

The chairperson of each committee coordinates all committee activities, using this *Handbook* as a guide.

On behalf of each committee, the chairperson will present a report on its recommendation(s) to ACTFL headquarters. In addition, the chairperson attends the Awards Ceremony at the ACTFL Annual Convention to present the award.

Awards and nomination procedures are announced and candidates' names are solicited through announcements in ACTFL publications and through letters to ACTFL member organizations each year. The results of the selections will be announced at the ACTFL Annual Meeting and, as soon as possible after the Annual Convention, in an issue of *The Language Educator*.

The ACTFL President has the ultimate responsibility for the Nominating Committee and for the Awards Committees. Questions or concerns may be directed to them at the addresses provided below or by contacting ACTFL headquarters.



The ACTFL Nelson Brooks Award for Excellence in the Teaching of Culture

Cover Sheet for ACTFL Awards

THIS SHEET MUST BE THE TOP PAGE IN NOMINATIONS FOR THE FOLLOWING AWARDS. PLEASE CHECK THE APPROPRIATE BOX TO INDICATE THE AWARD FOR WHICH THE NOMINATION IS MADE:

- ACTFL Nelson Brooks Award for Excellence in the Teaching of Culture
- ACTFL-NYSAFLT Anthony Papalia Award for Excellence in Teacher Education
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, K-12
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, Postsecondary
- ACTFL Melba D. Woodruff Award for Exemplary Elementary Foreign Language Program

Nominating Organization _____ [NOTE: Must be an organizational member of ACTFL.]

Candidate Information

Name _____

Institution _____

Present Position _____

Current Address _____

(Street and Number) OR (P. O. Box)

(City)

(State)

(Zip Code)

Telephone: Office [_____] _____ Home [_____] _____

E-mail address _____

Member of ACTFL since (year) _____

Include the following items in the nominating dossier (in order):

- a) Nominating cover letter signed by an officer of the nominating organization or by an individual officially designated by the organization to assemble the dossier.
- b) *Curriculum vitae* of the candidate (length must not exceed **10** pages).
- c) Letters of support clearly explaining the rationale for the choice of this individual.
- d) Other documentation, e.g., copies of newspaper articles or other materials, if appropriate for the award.

IMPORTANT

Nominations in excess of thirty (30) pages (excluding the *curriculum vitae*) will not be accepted. The nominating dossier must not be stapled, placed in scrapbooks, etc., or attached in any manner other than an elastic band or a large office clamp. This will facilitate the duplication of the dossier and its circulation to members of the selection committee. Letters of support must be written on letterhead and submitted in original form. Photocopies, faxes, and e-mail submissions will not be considered.



Nominations for ACTFL President-Elect and Board Members

Nominations for the ACTFL President-Elect 2009 (President 2010) are now being accepted by the ACTFL Nominating Committee. There are no Board positions open for 2008.

Criteria for Nominations — President-Elect and Board Positions

Any individual or member organization of ACTFL may suggest nominees. Each potential nominee must be supported by a letter of endorsement from the governing body of a member organization. (The organizational members of ACTFL can be obtained by calling or writing Juliet Mason at jmason@actfl.org.) The position for which the nominee is proposed must be specified.

- I. The ACTFL President shall name the members of the Nominating Committee at least two months prior to the commencement of the work of the Committee for the year.
- II. The Nominating Committee shall:
 - A. Select the candidates for each office from nominations submitted to it by the membership and through the active recruitment of persons qualified to run for these offices, based on the following qualifications:
 1. membership in ACTFL
 2. background and suitability of the individual for the position
 3. for President-Elect, the nominee should have served on the ACTFL Board
 - B. Seek balance and fairness of representation. Such factors as the following must be considered:
 1. geographical area
 2. language(s)
 3. race
 4. gender
 5. professional contributions
 6. level(s) of instruction

Perfect balance and fairness in all factors may be difficult to achieve at a given time. Therefore, it may be necessary to provide this broad range of representation by a rotation process.

- C. Nominate at least two persons for each office.
- D. Convene at the time of the Annual Meeting and during the spring, as necessary.
- III. The Board and Executive Director shall:
 - A. Inform the ACTFL membership, both individuals and member organizations, as well as the delegates to the ACTFL Assembly, of the schedules for the nomination and election of the President-Elect and Board members;
 - B. Schedule a meeting of the Nominating Committee at the Annual Meeting;

- C. Provide a job description for each position;
- D. Inform all nominees selected by the Nominating Committee to stand for election of the responsibilities they will assume if elected;
- E. Assist the Nominating Committee in meeting deadlines.

IV. Nominations

- A. Any individual or member organization of ACTFL may suggest nominees.
- B. Each potential nominee must be supported by a letter of endorsement from the governing body of a member organization. (The organizational members of ACTFL can be obtained by calling or writing Juliet Mason at jmason@actfl.org.) The position for which the nominee is proposed must be specified.
- C. Each candidate's credentials must also be submitted. Credentials include:
 - 1. a brief, current *curriculum vitae* certified as accurate by the candidate;
 - 2. a statement of the candidate's willingness to be nominated and to serve if elected;
 - 3. a recent photograph submitted electronically will be requested of the candidate for inclusion in the pre-election issue of *The Language Educator* or the ballot mailing.

Please Note: Salaried or otherwise compensated (stipends or honoraria) employees and current officers of regional associations, for-profit organizations and corporations are not eligible for nomination for an elected position on the ACTFL Board or for President-Elect.

- D. **NOMINATIONS MUST BE POSTMARKED BY APRIL 30, 2008.** Documentation should be mailed directly to the Chairperson of the ACTFL Nominating Committee for 2008:

Donald Reutershan
Chair, ACTFL Nominations Committee
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023

The Chairperson will then forward copies to the other members of the Nominating Committee.

Deadlines

- Nominations to Chairperson postmarked by: **April 30, 2008.**
- ACTFL headquarters, candidates, and nominating member organizations informed by the Chairperson: **Monday, July 28, 2008.**
- Voting available online from ACTFL headquarters: **September 17, 2008.**
- Online voting completed by: **October 22, 2008.**
- Successful candidate(s) informed by ACTFL headquarters: **November 5, 2008.**

We urge your active participation in choosing the future leadership of ACTFL.

ELECTION CODE OF ETHICS

ACTFL believes that election campaigning is inappropriate in professional organizations. Consequently, all candidates for ACTFL Board and offices and their nominating ACTFL member organizations are asked not to engage in campaign practices.

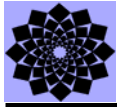
The ACTFL Board is a policy-making body. Therefore, membership on the Board requires the active participation of each member. Such involvement requires an extensive time commitment.

President-Elect

- Serves as a member of the Board;
- Serves as a member of the Executive Committee, which plans policy and assists in its implementation;
- Plans a course of action for his/her year as ACTFL President;
- Serves as Acting President in the President's absence;
- Performs duties as assigned by the President.

Board Member

- Serves on one or more standing committees and *ad hoc* committees, as assigned by the President;
- Serves as chairperson of a standing or *ad hoc* committee, as requested by the President;
- Attends two meetings of the Board each year, as well as other committee meetings, as required;
- Assumes special duties assigned by the President.



Nominations for ACTFL President-Elect and Board Members

THIS SHEET MUST BE THE TOP PAGE IN NOMINATIONS FOR THE FOLLOWING POSITION. PLEASE CHECK THE APPROPRIATE BOX:

- 2009 ACTFL President-Elect**

- ACTFL Board Member**

**Nominating
Organization** _____

[NOTE: Must be an organizational member of ACTFL]

Candidate Information

Name _____

Institution _____

Present Position _____

Current Address _____

(Street and Number) OR (P. O. Box)

(City)

(State)

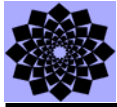
(Zip code)

Telephone: Office [_____] _____ Home [_____] _____

Member of ACTFL since (year) _____

Include the following items in the nominating dossier (in order):

- a. Nominating cover letter signed by an officer of the nominating organization.
- b. *Curriculum vitae* of the candidate (length must not exceed **10** pages).
- c. Statement of the candidate's willingness to be nominated and to serve if elected.



The ACTFL-NYSAFLT Anthony Papalia Award for Excellence in Teacher Education

The Anthony Papalia Award honors a teacher, educator, and author who significantly influenced the lives of countless students and practicing teachers. His tenure at the State University of New York, Buffalo, service to the State of New York through work with the New York State Education Department, and involvement in the New York State Association of Foreign Language Teachers (NYSAFLT) were characterized by selfless dedication to improving the quality of teachers and teaching.

The ACTFL Anthony Papalia Award for Excellence in Teacher Education was established by ACTFL in 1987 to recognize a foreign language educator who has demonstrated excellence in the preparation and continuing education of teachers for the profession. It is supported by the New York State Association of Foreign Language Teachers.

Beginning in 1991, the recipient receives a \$500 cash award, provided by NYSAFLT. The cash award is evidence of the commitment of ACTFL and NYSAFLT to excellence in teacher preparation and to the support of those in our profession who share this concern.

Procedures for the Nominating Organization

- 1) Nominations may be made **ONLY** by organizational members of ACTFL.
- 2) The **COVER SHEET** found at the end of this section **MUST** be the first page in the nomination dossier.
- 3) Include the following items in the nominating dossier (in order):
 - a) Nominating cover letter signed by an officer of the nominating organization or by an individual officially designated by the organization to assemble the dossier.
 - b) *Curriculum vitae* of the candidate (length must not exceed **10** pages).
 - c) Letters of support clearly explaining the rationale for the choice of this individual.
 - d) Other documentation, e.g., copies of newspaper articles or other materials, if appropriate for the award.
- 4) Nominations must be sent directly to the Papalia Award Committee Chairperson by the deadline.
- 5) No member of the ACTFL Board of Directors or Officer may write a letter of support for any award nominee or actively shepherd the nomination of an award candidate. If a dossier packet is resubmitted that contains a support letter written prior to the establishment of these guidelines, that letter will be removed from the packet by the Committee Chair.
- 6) No member of the ACTFL Board of Directors, Officer, or contracted employee is eligible for nomination for any award while holding these positions.

IMPORTANT

Nominations in excess of thirty (30) pages (excluding the *curriculum vitae*) will not be accepted. The nominating dossier must not be stapled, placed in scrapbooks, etc., or attached in any manner other than an elastic band or a large office clamp. This will facilitate the duplication of the dossier and its circulation to members of the selection committee.

Procedures for the Selection Committee

- 1) As soon as possible after the deadline for submission of nominations, the Committee chairperson will circulate copies of the nomination dossiers to members of the committee.
- 2) Committee members review and rank nominations according to the criteria on the following page of this *Handbook* and return their evaluations to the Committee Chairperson by the date specified.
- 3) At the discretion of the Committee, the award may or may not be presented during a given year.

Deadlines

- Nominations to Chairperson postmarked on or before: **May 30, 2008.**
- Copies of all documentation pertaining to the winner sent to the ACTFL Executive Director: **September 1, 2008.**
- Copies of all documentation pertaining to finalist(s) returned to individual(s) who submitted them:
 - **September 1, 2008.**
- Papalia Award Chairperson submits a 200-word statement on why the recipient was chosen: **September 30, 2008.**
- Winner submits 150-word acceptance remarks to be printed in Awards Ceremony Brochure: **September 30, 2008.**

Previous Recipients

2007: BILL VANPATTEN, Texas Tech University, Lubbock, TX; **2006:** KATHRYN CORL, The Ohio State University, Columbus; **2005:** MARY LYNN REDMOND, Wake Forest University; **2004:** HELENA CURTAIN, University of Wisconsin-Milwaukee, Milwaukee, WI; **2003:** AUDREY HEINING-BOYNTON, University of North Carolina, Chapel Hill, NC; **2002:** RENATE SCHULZ, University of Arizona, Tucson, AZ; **2001:** MARCIA HARMON ROSENBUSCH, National K-12 Foreign Language Resource Center Iowa State University, Ames, Iowa; **2000:** ALEIDINE MOELLER, University of Nebraska, Lincoln, NE; **1999:** MYRIAM MET, Montgomery County Public Schools, Rockville, MD; **1998:** CAROL ANN PESOLA DAHLBERG, Concordia College, Moorhead, MN; **1997:** DAVID C. MCALPINE, University of Arkansas at Little Rock, Little Rock, AR; **1996:** EILEEN W. GLISAN, Indiana University, Indiana, PA; **1995:** GAIL GUNTERMANN, Arizona State University, Tempe, AZ; **1994:** LYNN A. SANDSTEDT, University of Northern Colorado, Greeley, CO; **1993:** ELEANOR JORDEN, Bryn Mawr College, Bryn Mawr, PA; **1992:** CHARLES R. HANCOCK, The Ohio State University, Columbus, OH; **1991:** CONSTANCE K. KNOP, University of Wisconsin, Madison, WI; **1990:** EDWARD D. ALLEN, The Ohio State University, Columbus, OH; **1989:** ALICE OMAGGIO HADLEY, University of Illinois at Urbana, Urbana, IL; **1988:** WILGA M. RIVERS, Harvard University, Cambridge, MA.

To submit nominations, follow the procedures carefully and submit the nominating dossier to the 2008 Chairperson:

Dr. Laurel Rasplica Rodd
ACTFL/NYSFLT Papalia Award
Asian Languages and Civilizations
CB 279
University of Colorado
Boulder, CO 80309-0279
Telephone: 303-492-1138; Fax: 303-492-7272
E-mail: laurel.rodd@colorado.edu

Anthony Papalia Award for Excellence in Teacher Education
Selection Criteria
[For use by the Selection Committee]

NAME OF CANDIDATE _____

Maximum number of points for each criterion: 5

Total number of points: 100

Quality of contributions and their relevance to teacher education should weigh heavily in establishing point totals.

A. Teaching (25 points maximum)

- _____ 1. Courses taught that reflect innovative approaches and that demonstrate change and alignment with current theories and practices.
- _____ 2. Impact on students.
- _____ 3. Impact on foreign language programs (may be at the school level, in higher education, or both).
- _____ 4. Impact on other programs within the candidate's institution and/or programs in other institutions.
- _____ 5. Learning materials authored, edited, or produced (including textbooks, computer programs, and other materials).

B. Research (20 points maximum)

- _____ 6. Research conducted, including classroom action research and qualitative research projects.
- _____ 7. Publications, grants, and other scholarly activities.
- _____ 8. Forum of publications and/or presentations.
- _____ 9. Impact on foreign language education (and other fields, if appropriate).

C. Service (25 points maximum)

- _____ 10. Range of activities.
- _____ 11. Within the local institution.
- _____ 12. Impact on local, state, and regional professional organizations.
- _____ 13. Impact on national and international professional organizations.
- _____ 14. Impact on the profession as a whole.

D. Educating Current and Future Professionals (25 points maximum)

- _____ 15. Range of activities.
- _____ 16. Number and forum of workshops, presentations, and related activities.
- _____ 17. Impact on preservice (entry level) teacher candidates.
- _____ 18. Impact on inservice teachers (accomplished/experienced).
- _____ 19. Impact on home institution and on other institutions and organizations.

E. Recognition (5 points maximum)

- _____ 20. Recognition through special honors and awards.

_____ **TOTAL (100 points maximum)**

Cover Sheet for ACTFL Awards

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- ACTFL Nelson Brooks Award for Excellence in the Teaching of Culture
- ACTFL-NYSAFLT Anthony Papalia Award for Excellence in Teacher Education
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, K-12
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, Postsecondary
- ACTFL Melba D. Woodruff Award for Exemplary Elementary Foreign Language Program

Nominating Organization _____
[NOTE: Must be an organizational member of ACTFL.]

Candidate Information

Name _____
Institution _____
Present Position _____
Current Address _____
(Street and Number) OR (P. O. Box)

(City) (State) (Zip Code)

Telephone: Office [_____] _____ Home [_____] _____
E-mail address _____

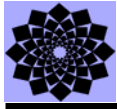
Member of ACTFL since (year) _____

Include the following items in the nominating dossier (in order):

- a) Nominating cover letter signed by an officer of the nominating organization or by an individual officially designated by the organization to assemble the dossier.
- b) *Curriculum vitae* of the candidate (length must not exceed **10** pages).
- c) Letters of support clearly explaining the rationale for the choice of this individual.
- d) Other documentation, e.g., copies of newspaper articles or other materials, if appropriate for the award.

IMPORTANT

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The ACTFL Edwin Cudecki Award for Support for Language Education

The Edwin Cudecki Award recognizes both a person and a phenomenon. Edwin Cudecki's active professional life was characterized by the promotion of stronger ties between foreign language education and the constituencies from which it draws its support and which it serves. As Director of Foreign Languages for the Chicago Public Schools, he devoted his life to fostering collaboration and building a strong foundation for the support of foreign language education, both locally and nationally.

The ACTFL Edwin Cudecki International Business Award was established in 1987 to recognize individuals who have developed ties between international business, language education, and international studies with the support of the Illinois Foreign Language Teachers Association (IFLTA), the International Business Council MidAmerica (IBCM), and the Illinois Ethnic Consultation (IEC).

In 2005, the ACTFL Board of Directors voted to change the name of the award in order to broaden the scope of possible recipients. It was decided that this award would be made by the ACTFL Board of Directors.

ACTFL members who wish to nominate someone should contact a member of the ACTFL Board of Directors by March 15, 2008.

Previous Recipients

2007: TONY PLANA, ACTOR, DIRECTOR, AND PRODUCER, LOS ANGELES, CA; **2006:** CHARLES KOLB, Committee for Economic Development, Washington, DC; **2005:** JAMES ROGERS, Beeland Interests, Inc., NY; **2004:** ROBERT HITT, BMW Manufacturing, Greer, SC; **2003:** No award; **2002:** CLAUS HALLE, The Halle Foundation, Atlanta, GA; **2001:** STEPHEN S. MELSHEIMER, Clemson University, Clemson, S.C.; **2000:** NORMAN BURKART, Language Link, Kansas City, MO; **1999:** ERIC W. DEHMEL, TRW Automotive, Aschaffenberg, Germany; **1998:** RALPH POHLMEIER, President, Educational Media, Edmond, OK; **1996:** GERHARD BESSERER, Senior Correspondent and U.S. Representative, Deutsche Welle, Arlington, VA; **1994:** JEFFREY J. MUNKS, Director of Marketing and Sales, AT&T Language Line Services, Monterey, CA; **1993:** RICHARD LAMBERT, National Foreign Language Center, Washington, DC; STEPHEN A. COBB, Partner, Waller Lansden Dortch and Davis, Nashville, TN; **1991:** SENATOR CHRISTOPHER DODD of Connecticut; **1990:** PAUL R. FOERSTER, South Carolina State Development Board; **1989:** LIEUTENANT GOVERNOR GEORGE H. RYAN of Illinois; **1988:** CHARLES A. GARCIA, Arthur Young & Company, Hartford, CT.



The ACTFL Nelson Brooks Award for Excellence in the Teaching of Culture

The Nelson Brooks Award recognizes the contributions of a preeminent author and teacher whose work and writings changed the course of our profession. Although best remembered for his writings on the role of culture in foreign language education, his articles and books on the audiolingual approach to teaching foreign languages, published during the 1960s, contributed significantly to a movement that dramatically influenced second language instruction.

The Nelson Brooks Award was established in 1978 through the donation of \$2,500 by Harcourt Brace Jovanovich, Inc., as a memorial to Nelson Brooks.

Beginning in 1995, the recipient receives a \$500 cash award provided by ACTFL.

Criteria for Selection

- 1) The recipient shall be a foreign language educator who has contributed significantly to the teaching of culture in the foreign language classroom.
- 2) The impact of the contribution should have been felt over an extended period of time and have influenced large numbers of individuals.
- 3) The recipient must be a current ACTFL member and have been a member for at least the last three years.

Procedures for the Nominating Organization

- 1) Nominations may be made **ONLY** by organizational members of ACTFL.
- 2) The **COVER SHEET MUST** be the first page in the nomination dossier.
- 3) Include the following items in the nominating dossier (in order):
 - a) Nominating cover letter signed by an officer of the nominating organization or by an individual officially designated by the organization to assemble the dossier
 - b) *Curriculum vitae* of the candidate (length must not exceed **10** pages).
 - c) Letters of support clearly explaining the rationale for the choice of this individual.
 - d) Other documentation, e.g., copies of newspaper articles or other materials, if appropriate for the award.
- 4) Nominations must be sent directly to the Brooks Award Committee Chairperson by the deadline.
- 5) No member of the ACTFL Board of Directors or Officer may write a letter of support for any award nominee or actively shepherd the nomination of an award candidate. If a dossier packet is resubmitted that contains a support letter written prior to the establishment of these guidelines, that letter will be removed from the packet by the Committee Chair.
- 6) No member of the ACTFL Board of Directors, Officer, or contracted employee is eligible for nomination for any award while holding these positions.

IMPORTANT

Nominations in excess of thirty (30) pages (excluding the *curriculum vitae*) will not be accepted. The nominating dossier must not be stapled, placed in scrapbooks, etc., or attached in any manner other than an elastic band or a large office clamp. This will facilitate the duplication of the dossier and its circulation to members of the selection committee. Letters of support must be written on letterhead and submitted in original form. Photocopies, faxes, and e-mail submissions will not be considered.

Procedures for the Selection Committee

- 1) As soon as possible after the deadline for submission of nominations, the Committee Chairperson will circulate copies of the nomination dossiers to members of the committee.
- 2) Committee members review and rank nominations according to the criteria on the following pages of this *Handbook* and return their evaluations to the Committee Chairperson by the date specified.
- 3) At the discretion of the Committee, the award may or may not be presented during a given year.

Deadlines

- Nominations to Chairperson: postmarked on or before: **May 30, 2008.**
- Copies of all documentation pertaining to the winner sent to the ACTFL Executive Director: **September 1, 2008.**
- Copies of all documentation pertaining to finalist(s) returned to individual(s) who submitted them: **September 1, 2008.**
- Brooks Award Chairperson submits a 200-word statement on why the recipient was chosen: **September 30, 2008.**
- Winner submits 150-word acceptance remarks to be printed in Awards Ceremony Brochure: **September 30, 2008.**

Previous Recipients

2007: DAVID ALLEY, Georgia Southern University; **2006:** JAYNE ABRATE, Southern Illinois University, Carbondale; **2005:** LORI LANGER DE RAMIREZ, Herricks Public Schools, NY; **2004:** HEIDI BYRNES, Georgetown University, Washington, DC; **2003:** Nancy Humbach, Miami University, Oxford, OH; **2002:** VICKI GALLOWAY, Georgia Institute of Technology, Atlanta, GA; **2001:** MARI HAAS, Teachers College, Columbia University, New York, NY; **2000:** MYRNA DELSON-KARAN, Fordham University, Bronx, NY; **1999:** MARIE-CHRISTINE WEIDMANN KOOP, University of North Texas, Denton, TX; **1998:** URSULA MEYER, Goethe-Institut, New York, NY; **1997:** IRÈNE KRAEMER, Carthage College, Kenosha, WI; **1996:** OSCAR OZETE, University of Southern Indiana, Evansville, IN; **1995:** ISABELLE KAPLAN, Bennington College, Bennington, VT; **1994:** THOMAS W. ALSOP, Ben Davis High School, Indianapolis, IN; **1993:** WENDY W. ALLEN, St. Olaf College, Northfield, MN; **1992:** BILL VAN PATTEN, University of Illinois at Urbana-Champaign, Urbana-Champaign, IL; **1991:** JEAN-PIERRE BERWALD, University of Massachusetts, Amherst, MA; **1990:** TONI THEISEN, Thompson R2-5 School District, Loveland, CO; **1989:** MICHAEL D. OATES, University of Northern Iowa, Cedar Falls, IA; **1988:** CLAIRE J. KRAMSCH, Massachusetts Institute of Technology, Cambridge, MA; **1987:** GERHARD WEISS, University of Minnesota, Minneapolis, MN; **1986:** ALICE MANE WOLF, Ottawa High School,

Ottawa, KS; **1985**: JOHN M. DARCEY, West Hartford Public Schools, West Hartford, CT; **1984**: ROBERT C. LAFAYETTE, Indiana University, Bloomington, IL; **1983**: BARBARA BROWN JOHNSON, Creighton Junior High School, Lakewood, CO; **1982**: ODELL M. BJERKNES and ALVIN P. TRAASETH, Concordia College, Moorhead, MN; **1981**: JACQUELINE ELLIOTT, University of Tennessee, Knoxville, TN; **1980**: HOWARD LEE NOSTRAND, University of Washington, Seattle, WA, and LAURENCE WYLIE, Harvard University, Cambridge, MA; **1979**: GENELLE G. MORAIN, University of Georgia, Athens, GA.

To submit nominations, follow the procedures carefully and submit the nominating dossier to the 2008 Chairperson:

Mr. Louis Baskinger, Chair
ACTFL Nelson Brooks Award
86 Taber Drive
New Hartford, NY 13413
E-mail: lgbaskin@aol.com

Cover Sheet for ACTFL Awards

THIS SHEET MUST BE THE TOP PAGE IN NOMINATIONS FOR THE FOLLOWING AWARDS. PLEASE CHECK THE APPROPRIATE BOX TO INDICATE THE AWARD FOR WHICH THE NOMINATION IS MADE:

- ACTFL Nelson Brooks Award for Excellence in the Teaching of Culture
- ACTFL-NYSAFLT Anthony Papalia Award for Excellence in Teacher Education
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, K-12
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, Postsecondary
- ACTFL Melba D. Woodruff Award for Exemplary Elementary Foreign Language Program

Nominating Organization _____

[NOTE: Must be an organizational member of ACTFL.]

Candidate Information

Name _____

Institution _____

Present Position _____

Current Address _____

(Street and Number) OR (P. O. Box)

Telephone: Office [_____] _____ (City) _____ (State) _____ (Zip Code)
Home [_____] _____

E-mail address _____

Member of ACTFL since (year) _____

Include the following items in the nominating dossier (in order):

- a) Nominating cover letter signed by an officer of the nominating organization or by an individual officially designated by the organization to assemble the dossier.
- b) *Curriculum vitae* of the candidate (length must not exceed **10** pages).
- c) Letters of support clearly explaining the rationale for the choice of this individual.
- d) Other documentation, e.g., copies of newspaper articles or other materials, if appropriate for the award.

IMPORTANT

Nominations in excess of thirty (30) pages (excluding the *curriculum vitae*) will not be accepted. The nominating dossier must not be stapled, placed in scrapbooks, etc., or attached in any manner other than an elastic band or a large office clamp. This will facilitate the duplication of the dossier and its circulation to members of the selection committee. Letters of support must be written on letterhead and submitted in original form. Photocopies, faxes, and e-mail submissions will not be considered.

ACTFL Nelson Brooks Award for Excellence in the Teaching of Culture

Evaluation Worksheet
[For use by the Selection Committee]

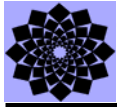
NAME OF CANDIDATE _____

Using the scale below, evaluate the candidate's contributions to the teaching of culture in the following categories. In each case, your judgment should be based on letters of support, materials furnished, and/or the *curriculum vitae* provided by the candidate.

0	1	2	3	4	5	6	7	8	9	10
No evidence		Weak		Average				Strong		Excellent

- _____ 1. Quality of published materials (articles, books, monographs, reviews, etc.) in the area of culture
- _____ 2. Impact of published materials (articles, books, monographs, reviews, etc.) on the teaching of culture
- _____ 3. Quality and number of workshops and presentations given on cultural topics at local, state, regional, and/or national/international level
- _____ 4. Quality of state, national, or international leadership in the teaching of culture
- _____ 5. Quality of instructional programs/curriculum development in the field of culture
- _____ 6. Impact of instructional programs/curriculum development in the field of culture
- _____ 7. Quality of the candidate's service to the profession, particularly in regard to the teaching of culture
- _____ 8. Support shown in the letters of recommendation
- _____ 9. Impact of the candidate's contributions has been felt over an extended period of time
- _____ 10. Influence of candidate's work on large numbers of individuals
- _____ Total (100 Points Maximum)

Comments:



The ACTFL-MLJ Emma Marie Birkmaier Award for Doctoral Dissertation Research in Foreign Language Education

The Emma Marie Birkmaier Award honors ACTFL's first president, a person who worked tirelessly in the creation of the association and its new programs, including the *ACTFL Annual Bibliography of Books and Articles on Pedagogy in Foreign Languages* and the *ACTFL Review of Foreign Language Education* (now known as the *ACTFL Foreign Language Education Series*). She was an outstanding teacher educator at the University of Minnesota, Minneapolis-St. Paul, and her career influenced countless students of foreign language education at that institution and practicing teachers across the nation. Through publications, professional service, and the organization of summer institutes for foreign language professionals, her legacy and impact continue unabated.

The Emma Marie Birkmaier Award was established in 1980 to recognize an author of doctoral dissertation research in foreign language education that contributes significantly to the advancement of the profession. Royalties from *Foreign Language Learning Today*, Pergamon Press, Ltd., London, established the award.

Beginning in 1989, the recipient receives a \$500 cash award, provided by *The Modern Language Journal*. The cash award is evidence of the commitment of ACTFL and *The Modern Language Journal* to research in foreign and second language acquisition and to the application of its results to the classroom.

Criteria for Selection

- 1) The dissertation should deal with language learning or teaching, teacher preparation, curriculum development, evaluation, or any field directly related to second or foreign language education.
- 2) The dissertation shall have been completed during the two calendar years preceding the award ceremony.
- 3) Both qualitative and quantitative dissertations are eligible.
- 4) The dissertation should have the following components:
 - a) a statement of the context in which the research took place and a description of the processes involved;
 - b) review of the literature related to the problem, including the contribution to the study being reviewed;
 - c) a clear and detailed design of the study;
 - d) clear and systematic analysis of the data;
 - e) conclusions appropriate to the data;
 - f) recognition of the limitations of the study; and
 - g) recommendations for further research that are appropriate extensions of the study.
- 5) The recipient is not required to be a member of ACTFL.

Procedures

- 1) Committee members review abstracts of dissertations submitted by individual applicants and request copies of dissertations that will be considered in the competition.
- 2) Committee members rate and rank the dissertations.
- 3) At the discretion of the committee, the award may or may not be presented during a given year.

- 4) No member of the ACTFL Board of Directors or Officer may write a letter of support for any award nominee or actively shepherd the nomination of an award candidate. If a dossier packet is resubmitted that contains a support letter written prior to the establishment of these guidelines, that letter will be removed from the packet by the Committee Chair.
- 5) No member of the ACTFL Board of Directors, Officer, or contracted employee is eligible for nomination for any award while holding these positions.

Deadlines

- Abstract to Chairperson postmarked on or before: **May 30, 2008.**
- Finalists notified to send copies of dissertations to the Chairperson: **July 7, 2008.**
- Copies of all documentation pertaining to the winner sent to the ACTFL Executive Director: **September 1, 2008.**
- Copies of all documentation pertaining to finalist(s) returned to individual(s) who submitted them: **September 1, 2008.**
- Birkmaier Award Chairperson submits a 200-word statement on why the recipient was chosen: **September 30, 2008.**
- Winner submits 150-word acceptance remarks to be printed in Awards Ceremony Brochure: **September 30, 2008.**

Previous Recipients

2007: IDOIA ELOLA, Texas Tech University, Lubbock, TX; **2006:** SU-JA KANG, State University of New York at Buffalo; **2005:** ANNE CUMMINGS, University of Wisconsin, Eau Clair; **2004:** NAKO TAGUCHI, Akita International University; **2003:** INSIL CHANG, Dongguk University, Republic of Korea; **2002:** JUNGMIN KO, University of Texas, Austin, TX; **2001:** MARIA MANUELA D. GUILHERME, University of Durham, Durham, England, U. K.; **2000:** HIRAM MAXIM, University of Tennessee, Knoxville, TN; **1999:** CHRISTIANE BONGARTZ, University of North Carolina, Charlotte, NC; **1997:** H. JULIE CHEN, Southeast Missouri State University, Cape Girardeau, MO; **1996:** SHARON WILKINSON, West Virginia University, Morgantown, WV; **1994:** JUDITH LISKIN-GASPARRO, University of Iowa, Iowa City, IA; **1993:** BEVERLY MOSER, University of Tennessee, Knoxville, TN; **1992:** TOVE I. DAHL, Norwegian Center for Research on Adult Education, Trondheim, Norway; **1991:** GAIL L. RILEY, Syracuse University, Syracuse, NY; **1989:** JULIE ANN ARCHER-KATH, Columbia Heights Public Schools, Columbia Heights, MN; **1988:** ELAINE FULLER CARTER, St. Cloud State University, St. Cloud, MN; **1987:** ROBERT MICHAEL DE KEYSER, Brugge, Belgium; **1986:** KATHLEEN MARSHALL PEDERSON, Buffalo Grove High School, Hoffman Estates, IL; **1985:** CHRISTOPHER M. ELY, Ball State University, Muncie, IN; **1984:** ELIZABETH BUCHTER BERNHARDT, The Ohio State University, Columbus, OH, and JOYCE G. SAGER, The MacDuffie School, Springfield, MA; **1981:** CHARLES WILLIAM TWYFORD, Language Education Associates, Arlington, VA.

Neither *Foreign Language Annals* nor *The Modern Language Journal* retains the right of first refusal with regard to the publication of the results of this research.

Committee Chairperson:

Dr. Cheryl M. Hansen
Chairperson, Birkmaier Award
106 Wasatch Hall North
Weber State University
Ogden, Utah 84408-1403
Telephone: 801-626-7912
E-mail: cmhansen@weber.edu

1) **Who is eligible?**

The competition is open to those who have completed dissertations in the field of foreign language education during calendar years 2006 and 2007. The competition is for those doctoral students who have focused their research on the field of foreign language education or who have conducted research related to language education. Studies using any quantitative or qualitative research approach (historical, survey, experimental, ethnographic, etc.) are encouraged. Each study will be assessed in the light of its approach, the scholarly qualifications of its report, and its significant contributions to knowledge within the language education field.

2) **How will selections be made?**

- a) The committee will consider abstracts of dissertations completed in 2006 and 2007 that are submitted directly to the Chairperson. Each abstract must be accompanied by a letter of support from a faculty member, addressed to the Chairperson. This letter should describe the thesis, situate it in the field, and relate the significance of its contribution to the theory or practice, or both, of second or foreign language learning. The letter may be included with the abstract or sent under separate cover by the submission deadline. Submissions that lack the letter of support will not be considered.
- b) After the initial screening, the committee will request complete copies of dissertations for final consideration.

3) **How should the dissertation abstract be prepared (direct submission)?**

For the first round of judging, the applicant's dissertation is rated SOLELY upon the dissertation abstract submitted. This abstract, then, must reflect concisely and accurately the research of the full dissertation. The following directions are given for the preparation of the abstract:

- a) **Length of abstract.** The main portion of the abstract should be 2-5 typewritten pages (8½ x 11) in length, double-spaced. If the applicant requires additional space in which to present details of research instruments, a theoretical point of view, or to elaborate some other vital point, an appendix of up to 3 additional pages may be attached to the abstract. The title page and the bibliography are not included in the page count. The main portion of the abstract (excluding the appendix) should not exceed 5 typewritten pages double-spaced (**plus the 3-page summary, if required**). Abstracts that exceed the maximum length will be returned to the applicant.
- b) **Format of the abstract.** The abstract should include a title page, the main report section, bibliography and, if desired, an appendix.
- c) **Title page.** A sample title page is attached to the last page of these guidelines. Please answer each section fully, as the information sought is vital to the efficient processing of the dissertation abstract. The following information is required:
 - i) **Name and address of applicant.** Use the address to which all official communications are to be sent. Be sure to include the zip code, telephone number, e-

Birkmaier Award Appendix – 2

- mail address, and a temporary number in case of absence from the permanent address anytime during the summer months.
- ii) **Title of the dissertation.** This should be the complete title, using no abbreviations.
 - iii) **Name and address of the institution from which the degree was obtained.** Please be sure that the information is complete, as the Chairperson of the Birkmaier Award Committee may wish to contact the university.

Please note that identifying information (author, institution, faculty member) should be included **ONLY** on the title page. There should be no such identifying information in the abstract or appendix, if used.

The applicant may choose either **Plan A** or **Plan B** to follow in the writing of the abstract.

Plan A:

Main Report Section. Include a statement of the context in which the research will take or has taken place, the purpose of the study, definitions of key terms, theoretical framework, main hypotheses, overview of analysis of data (if applicable), main findings, and conclusions.

Implications. This section is important to investigators who have conducted research not directly focused on the field of language education, but having implications for language education. Each applicant has the responsibility for demonstrating clearly why the dissertation should be considered for an award in the field of foreign language education.

Reference list (not a bibliography). Applicants should include a complete reference for each study cited in the dissertation abstract. References not used in the abstract should not be included.

Appendix (optional). The appendix is not to be incorporated into the main report section of the abstract, but it will provide the applicant with the opportunity to elaborate vital points of theory, research instruments, or references that are either unique to the dissertation or not readily accessible to committee members. The appendix is not to exceed 3 typewritten pages, double-spaced. Particular care should be taken to ensure that each table and figure is adequately explained. The use of headings and side headings is encouraged.

Plan B:

There may be dissertations for which Plan A is unsuitable. The applicant may use a format of his or her own choosing if it would be more appropriate. However, the same rigor evident in Plan A should be used for whatever format is chosen. Such an abstract should not exceed 8 pages, double-spaced, including the appendix, if one is used.

4) How many copies of the dissertation abstract are required?

Six copies of the abstract are required. Each copy must be clear and easy to read. Any form of copying is acceptable.

5) **To whom should the abstracts be sent?**

Dr. Cheryl M. Hansen
Chairperson, ACTFL/MLJ Birkmaier Award
106 Wasatch Hall North
Weber State University
Ogden, Utah 84408-1403
Telephone: 801-626-7912
E-mail: cmhansen@weber.edu

6) **Who is responsible for supplying copies of the dissertation?**

Each applicant is responsible for making photocopies of the dissertation available within one week of the receipt of a registered letter from the Chairperson of the Birkmaier Committee. The finalists will be sent such letters, with the addresses to which the dissertation should be sent, by registered mail. Failure to comply may disqualify a semifinalist from the final round of judging.

The Chairperson and ACTFL Executive Director keep one set of photocopied dissertations. Committee members will return their copies to the sender at the conclusion of the competition. Competitors are advised not to send bound or expensively reproduced copies through the mail.

ACTFL will reimburse finalists for *reasonable* photocopying and mailing costs of their dissertation.

7. **All decisions of the judges will be final.**

Matters of concern to prospective applicants should be communicated to the Chairperson of the Committee.

TITLE PAGE

[*Note to the applicant.* Set up your title page as indicated below.]

1. Name of applicant: _____

2. Complete address of applicant: _____

Telephone number _____ Summer telephone number _____

E-mail address: _____

3. Name of the institution granting your degree: _____

Complete address of that institution: _____

4. Examining Committee. Name and address of Chairperson:

Names of other members of Examining Committee:

5. Date (month, day, year) on which the examination was successfully held: _____

Note: Please remember that identifying information should be limited to the title page only.



The ACTFL Melba D. Woodruff Award for Exemplary Elementary Foreign Language Program (Sponsored by Wright Group/McGraw Hill)

Melba D. Woodruff was a classroom teacher for over 40 years and it was in the classroom where she had her most profound impact. She encouraged her students to do their best, dream their dreams, and work hard to fulfill them. For many of her students Woodruff was more than their professor, she became their mentor and friend. In addition, Woodruff was a leader of the profession as an author and officer of many professional organizations.

In recognition of Woodruff's dedication to the profession this award was established in 2004 with funds from a series of national conferences on foreign language acquisition by children donated by Dr. Michael Evans and Dr. Rosemarie Benya to recognize an exemplary K-6 foreign language program. An annual stipend of \$500, which will be awarded to the school or school district, is provided by Wright Group/McGraw Hill.

Criteria for Selection

Submissions must describe how the program is exemplary in each of the following five areas:

- 1) Program Model.
 - a) Elementary school foreign language program during the school day in place for a minimum of five years.
 - b) Participation open to all students.
 - c) Articulation plan for elementary school through high school for sequential language learning.
 - d) Periodic program evaluation.
- 2) Curriculum.
 - a) Curriculum aligned with the "5 Cs" of the national standards.
 - b) Integration of language with content areas as appropriate to the program model and grade level.
- 3) Staffing.
 - a) Elementary school foreign language teachers are highly qualified for their positions.
 - b) Evidence of active involvement of staff in foreign language professional organizations that promote early language learning.
 - c) Evidence of teacher participation in foreign language professional development.
 - d) Communication among language teachers and classroom teachers (if appropriate to the model).
 - e) Evidence of teamwork in school, school district and community.
- 4) Advocacy.
 - a) Evidence of promoting early language learning, advocating for early language learning in the community and interaction with the community.
- 5) Achievement.
 - a) Evidence of student success.
 - b) Program outcomes aligned with program model.

Procedures for Nominations

The nominating packet should include the following:

- 1) Narrative that addresses the above criteria from program teachers and administrators.
- 2) Documentation, such as newspaper articles, that support the above criteria.
- 3) Letters from parents, administrators, professional organization leaders, teachers from other content areas, including classroom teachers.

- 4) The entire dossier packet should not exceed 30 pages (each side of a page denotes one page). Packets should be submitted as loose sheets so that they are easy to copy in order to make available to committee members.

Procedures for Selection Committee

- 1) Committee members review submissions by individual applicants.
- 2) Committee members rate and rank the submissions.
- 3) At the discretion of the committee, the award may or may not be presented during a given year.
- 4) No member of the ACTFL Board of Directors or Officer may write a letter of support for any award nominee or actively shepherd the nomination of an award candidate. If a dossier packet is resubmitted that contains a support letter written prior to the establishment of these guidelines, that letter will be removed from the packet by the Committee Chair.
- 5) No member of the ACTFL Board of Directors, Officer, or contracted employee is eligible for nomination for any award while holding these positions.

Deadlines

- Nomination packet to Chairperson postmarked on or before: **May 30, 2008.**
- Copies of all documentation pertaining to the winner sent to the ACTFL Executive Director: **September 1, 2008.**
- Copies of all documentation pertaining to finalist(s) returned to individual(s) who submitted them: **September 1, 2008.**
- Woodruff Award Chairperson submits a 200-word statement on why the recipient was chosen: **September 30, 2008.**
- Representative(s) of the winning program submits 150-word acceptance remarks to be printed in Awards Ceremony Brochure: **September 30, 2008.**

Previous Recipients

2007: WINSTON-SALEM/FORSYTH COUNTY SCHOOLS, Winston-Salem, NC; **2006:** ST. PAUL ACADEMY AND SUMMIT SCHOOL, St. Paul, MN; **2005:** EISENHOWER INTERNATIONAL SCHOOL, Tulsa, OK.

To submit nominations, complete the enclosed forms and nomination packet for the program, and forward all information to the 2008 Chairperson:

Ms. Adele Munsterman

Woodruff Award Committee Chair

2623 93rd Way North

Brooklyn Park, MN 55444

these E-mail: adele.munsterman@fridley.k12.mn.us

Cover Sheet for ACTFL Awards

THIS SHEET MUST BE THE TOP PAGE IN NOMINATIONS FOR THE FOLLOWING AWARDS. PLEASE CHECK THE APPROPRIATE BOX TO INDICATE THE AWARD FOR WHICH THE NOMINATION IS MADE:

- ACTFL Nelson Brooks Award for Excellence in the Teaching of Culture
- ACTFL-NYSAFLT Anthony Papalia Award for Excellence in Teacher Education
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, K-12
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, Postsecondary
- ACTFL Melba D. Woodruff Award for Exemplary Elementary Foreign Language Program

Nominating Organization _____
[NOTE: Must be an organizational member of ACTFL.]

School/District Information

Contact Person _____

Institution _____

Present Position _____

Current Address _____
(Street and Number) OR (P. O. Box)

Telephone: Office [_____] _____ (City) _____ (State) _____ (Zip Code)
Home [_____] _____

E-mail address _____

Include the following items in the nominating dossier (in order):

- a) Nominating cover letter signed by an officer of the nominating organization or by an individual officially designated by the organization to assemble the dossier.
- b) *Curriculum vitae* of the candidate (length must not exceed **10** pages).
- c) Letters of support clearly explaining the rationale for the choice of this individual.
- d) Other documentation, e.g., copies of newspaper articles or other materials, if appropriate for the award.

IMPORTANT

Nominations in excess of thirty (30) pages (excluding the *curriculum vitae*) will not be accepted. The nominating dossier must not be stapled, placed in scrapbooks, etc., or attached in any manner other than an elastic band or a large office clamp. This will facilitate the duplication of the dossier and its circulation to members of the selection committee. Letters of support must be written on letterhead and submitted in original form. Photocopies, faxes, and e-mail submissions will not be considered.

EVALUATION WORKSHEET

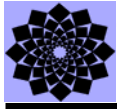
[For use by Selection Committee]

NAME OF CANDIDATE _____

Using the scale below, evaluate the program's exemplary qualities in the following categories. In each case, your judgment should be based on information provided in the nomination packet.

0 1 2 3 4 5 6 7 8 9 10
No evidence Weak Average Strong Excellent

- _____ 1. Quality of the program model
- _____ 2. Evidence of curriculum aligned with national standards
- _____ 3. Evidence of highly qualified and effective staff
- _____ 4. Advocacy efforts
- _____ 5. Evidence of student achievement
- _____ 6. Evidence of articulation from elementary level to the next
- _____ 7. Evidence of professional development for staff
- _____ 8. Evidence of effective assessment of students' language development
- _____ 9. Evidence of professional involvement of staff
- _____ 10... Overall quality of the program
- _____ **TOTAL (100 points maximum)**



The ACTFL Florence Steiner Awards for Leadership in Foreign Language Education

The Florence Steiner Awards honor the memory of a teacher, department chair, professional speaker, and ACTFL President-Elect who was widely known and appreciated for her professional knowledge, her ability to communicate with teachers, and her wit. Working from her position as Foreign Language Department Chair in the Glenbrook, Illinois, Public Schools, she inspired a generation of foreign language teachers and challenged them to improve their teaching through better communication of the goals and outcomes of second language education with the public, administrators, colleagues, and students.

The Florence Steiner Awards for Leadership in Foreign Language Education were originally supported by the generosity of the Illinois Foreign Language Teachers Association (IFLTA). Each recipient will receive a \$500 cash award provided by ACTFL.

Criteria for Selection

- 1) Two awards may be made annually:
 - a) one to a public or private school foreign language teacher or administrator/supervisor (K-12) and
 - b) one to a postsecondary foreign language educator.
- 2) The recipient must be a current ACTFL member and have been a member for at least the last three years.
- 3) The recipients must have a minimum of five years teaching experience with at least half of each year's assignment in the area of foreign language education.
- 4) The recipients must submit evidence of excellence in *teaching*, such as program descriptions and supporting letters from students, colleagues, school or institutional officers; and/or
- 5) The recipients must submit evidence of *service* to the school, community, and state, as well as to state, regional, and national professional organizations.
- 6) In the case of administrators or supervisors, the recipient must submit evidence of instructional leadership.

Procedures for the Nominating Organization

- 1) Nominations may be made **ONLY** by organizational members of ACTFL.
- 2) The **COVER SHEET MUST** be the first page in the nomination dossier.
- 3) Include the following items in the nominating dossier (in order):
 - a) Nominating cover letter signed by an officer of the nominating organization or by an individual officially designated by the organization to assemble the dossier.
 - b) *Curriculum vitae* of the candidate (length must not exceed **10** pages).
 - c) *Current* letters of support clearly explaining the rationale for the choice of this individual.
- 4) Other documentation, e.g., copies of newspaper articles or other materials, if appropriate for the award.
- 5) Evidence of the nominee's leadership should consist of a record of active participation in the activities of various foreign language organizations. This would include not only membership and holding office but also work on committees, significant publications, conference presentations, and other organizational activities.
- 6) On the nomination form include a record of special honors and awards received and a brief description of innovative curricular programs that the nominee has inaugurated. Document also recognition of the nominee's professional contributions and leadership by those with

whom the nominee has regular contact. This recognition should be expressed in supporting letters from supervisors, colleagues, students, or others who benefit from the nominee's services; a *current* supporting letter from the nominating organization; and in the case of a nominee who is in a supervisory position, supporting letters from those who work under the nominee's supervision. Supporting letters should indicate the nominee's excellence as a teacher and/or professional leader in foreign language education.

- 7) Nominations must be sent directly to the appropriate Steiner Award Committee Chairperson by the deadline.
- 8) No member of the ACTFL Board of Directors or Officer may write a letter of support for any award nominee or actively shepherd the nomination of an award candidate. If a dossier packet is resubmitted that contains a support letter written prior to the establishment of these guidelines, that letter will be removed from the packet by the Committee Chair.
- 9) No member of the ACTFL Board of Directors, Officer, or contracted employee is eligible for nomination for any award while holding these positions.

IMPORTANT

Nominations in excess of thirty (30) pages (excluding the *curriculum vitae*) will not be accepted. The nominating dossier must not be stapled, placed in scrapbooks, etc., or attached in any manner other than an elastic band or a large office clamp. This will facilitate the duplication of the dossier and its circulation to members of the selection committee.

Procedures for the Selection Committee

- 1) As soon as possible after the deadline for submission of nominations, the Committee Chairperson will circulate copies of the nomination dossiers to members of the committee.
- 2) Committee members review and rank nominations according to the criteria on the following pages of this *HANDBOOK* and return their evaluations to the Committee Chairperson by the date specified.
- 3) At the discretion of the Committee, the award may or may not be presented during a given year.

Deadlines

- Nominations to Chairpersons postmarked on or before: **May 30, 2008.**
- Copies of all documentation pertaining to the winner(s) sent to the ACTFL Executive Director: **September 1, 2008.**
- Copies of all documentation pertaining to finalist(s) returned to individual(s) who submitted them: **September 1, 2008**
- Winners and finalists notified by **September 12, 2008.**
- Steiner Awards Chairpersons submit a 200-word statement on why the recipient was chosen: **September 30, 2008.**
- Winner submits 150-word acceptance remarks to be printed in Awards Ceremony Brochure: **September 30, 2008.**

Previous Recipients

2007: HELENE ZIMMER-LOEW, American Association of Teachers of German, Cherry Hill, NJ, HIROKO KATAOKA, California State University-Long Beach, CA; **2006:** VIRGINIA GRAMER, Hinsdale School District, Hinsdale, IL, ALEIDINE MOELLER, University of Nebraska, Lincoln; **2005:** JO SANDERS, Anchorage, AK; SALLY SIELOFF MAGNAN, University of Wisconsin, Madison; **2004:** PEGGY BOYLES, Putnam City Schools, Oklahoma City, OK; ROBERT TERRY, University of Richmond, Richmond, VA; **2003:** MARTHA SINGER SEMMER, National Network for Early Language Learning, Breckenridge, CO; FRANK W. MEDLEY, West Virginia University, Morgantown, WV; **2002:** ANN TOLLEFSON, Language Associates International, Casper, WY; EMILY SPINELLI, University of Michigan-Dearborn, Dearborn, MI; **2001:** MARIE TRAYER, In-Vision, Omaha, NE; CARINE M. FEYTEN, University of South Florida, Tampa, Florida; **2000:** DONNA L. CLEMENTI, Appleton West High School, WI; REBECCA M. VALETTE, Boston College, Chestnut Hill, MA; JUDITH LISKIN-GASPARRO, University of Iowa, Iowa City, IA; **1999:** JOANNA BREEDLOVE CRANE, Alabama State Department of Education, Montgomery, AL; **1998:** MARTHA G. ABBOTT, Fairfax County Schools, Falls Church, VA; **1997:** KATHLEEN M. RIORDAN, Springfield Public Schools, Springfield, MA; JOANN P. THRUSH, Madison Area Technical College, Madison, WI; **1996:** O. LYNN BOLTON, Nathan Hale High School, West Allis, WI; MARCIA HARMON ROSENBUSCH, Iowa State University, Ames, IA; **1995:** ELIZABETH HOFFMAN, Nebraska Department of Education, Lincoln, NE; RAY VERZASCONI, Oregon State University, Corvallis; **1994:** GLADYS C. LIPTON, University of Maryland, Baltimore, MD; DIANE BIRCKBICHLER, The Ohio State University, Columbus, OH; **1993:** HELENA CURTAIN, Milwaukee Public Schools, Milwaukee, WI; RENATE SCHULZ, University of Arizona, Tucson; **1992:** CAROLYN L. ANDRADE, Cincinnati Public Schools, Cincinnati, OH; WILLIAM E. DE LORENZO, University of Maryland, College Park, MD; **1991:** CHRISTINE L. BROWN, Glastonbury Public Schools, Glastonbury, CT; ROBERT DI DONATO, Miami University, Oxford, OH; **1990:** DOROTHEA BRUSCHKE, Parkway School District, Chesterfield, MO; IRENE THOMPSON, The George Washington University, Washington, D.C.; **1989:** DORA R. KENNEDY, Prince George's County Public Schools, Upper Marlboro, MD; KENNETH D. CHASTAIN, University of Virginia, Charlottesville, VA; **1988:** FRANK M. GRITNER, Wisconsin Department of Education, Madison, WI; CAROL ANN PESOLA, University of Minnesota, Minneapolis, MN; **1987:** KENNETH A. LESTER, Connecticut State Department of Education, Hartford, CT; PHILLIP J. CAMPANA, Tennessee Technological University, Cookeville, TN; **1986:** MARIA WILMETH, Fairfax County Public Schools, Fairfax, VA; GERARD ERVIN, The Ohio State University, Columbus, OH, and (posthumous) EDWIN CUDECKI, Chicago Public Schools, Chicago, IL; **1985:** BARBARA ELLING, State University of New York at Stony Brook, Stony Brook, NY; **1984:** CONSTANCE KAY KNOP, University of Wisconsin, Madison, WI; ELEANOR LIEN SANDSTROM, Greater Philadelphia Public Schools, Philadelphia, PA (retired); **1983:** LYNN A. SANDSTEDT, University of Northern Colorado, Greeley, CO; MYRIAM MET, Cincinnati Public Schools, Cincinnati, OH; **1982:** KAY LYONS, Half Hollow Hills High School, Dix Hills, NY; ROBERT G. MEAD, JR., University of Connecticut, Storrs, CT; **1981:** NANCY ANN HUMBACH, Cincinnati, OH; **1980:** CHARLES HANCOCK, University of Maryland, Baltimore, MD; ANTHONY J. MOLLICA, Wentworth County Board of Education, Ontario, Canada; **1979:** EDWARD ALLEN, The Ohio State University, Columbus, OH; STEPHEN L. LEVY, Roslyn Public Schools, Roslyn, NY; **1978:** JOSEPH A. TURSI, State University of New York at Stony Brook, Stony Brook, NY; **1977:** ROBERT J. LUDWIG, Mount Pleasant High School, Schenectady, NY; WILGA M. RIVERS, Harvard University, Cambridge, MA.

To submit nominations, follow the procedures carefully and submit the nominating dossier to the appropriate 2008 Chairpersons:

Postsecondary

Dr. Alideine Moeller
Chair, Steiner Postsecondary Award Committee
University of Nebraska-Lincoln
2910 Crown Pointe Road
Lincoln, Nebraska 68506
E-mail: amoeller@unlserve.unl.edu

K-12

Ms. Jaya Vijayasekar
Chair, Steiner K-12 Award Committee
37 Saint Andrews
Glastonbury, CT 06033
E-mail: jaya.vijayasekar@vernonct.org

Please scroll down for cover sheet and evaluation form used by committee members.

Cover Sheet for ACTFL Awards

THIS SHEET MUST BE THE TOP PAGE IN NOMINATIONS FOR THE FOLLOWING AWARDS. PLEASE CHECK THE APPROPRIATE BOX TO INDICATE THE AWARD FOR WHICH THE NOMINATION IS MADE:

- ACTFL Nelson Brooks Award for Excellence in the Teaching of Culture**
- ACTFL-NYSAFLT Anthony Papalia Award for Excellence in Teacher Education**
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, K-12**
- ACTFL Florence Steiner Award for Leadership in Foreign Language Education, Postsecondary**
- ACTFL Melba D. Woodruff Award for Exemplary Elementary Foreign Language Program**

Nominating Organization _____
[NOTE: Must be an organizational member of ACTFL.]

Candidate Information

Name _____

Institution _____

Present Position _____

Current Address _____

(Street and Number) OR (P. O. Box)

(City)

(State)

(Zip Code)

Telephone: Office [_____] _____ Home [_____] _____

E-mail address _____

Member of ACTFL since (year) _____

Include the following items in the nominating dossier (in order):

- a) Nominating cover letter signed by an officer of the nominating organization or by an individual officially designated by the organization to assemble the dossier.
- b) *Curriculum vitae* of the candidate (length must not exceed **10** pages).
- c) Letters of support clearly explaining the rationale for the choice of this individual.
- d) Other documentation, e.g., copies of newspaper articles or other materials, if appropriate for the award.

IMPORTANT

Nominations in excess of thirty (30) pages (excluding the *curriculum vitae*) will not be accepted. The nominating dossier must not be stapled, placed in scrapbooks, etc., or attached in any manner other than an elastic band or a large office clamp. This will facilitate the duplication of the dossier and its circulation to members of the selection committee. Letters of support must be written on letterhead and submitted in original form. Photocopies, faxes, and e-mail submissions will not be considered.

EVALUATION WORKSHEET
[For use by Selection Committee]

NAME OF CANDIDATE _____

Using the scale below, evaluate the candidate's contribution to leadership in foreign language education in the following categories. In each case, your judgment should be based on letters of support, materials furnished, your knowledge of the candidate in these areas, and/or the *curriculum vitae* provided by the candidate.

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0 1 2 3 4 5 6 7 8 9 10
No evidence Weak Average Strong Excellent

- _____ 1. Impact of the individual's leadership and contributions to the profession at the regional and national levels.
- _____ 2. Impact of the individual's leadership and contributions to the profession at the state and local levels.
- _____ 3. Individual's service to the profession at the regional and national levels (e.g., committees, projects, policy making, editing journals).
- _____ 4. Individual's service to the profession at the state and local levels (e.g., committees, projects, newsletters).
- _____ 5. Individual's participation in professional organizations and associations.
- _____ 6. Individual's leadership and contributions to the profession recognized through special honors and awards received.
- _____ 7. Quality and impact of innovative curricular/instructional projects developed by the candidate.
- _____ 8. Quality and number of workshops and presentations given at local, state, regional, national, and/or international level.
- _____ 9. Quality and impact of published materials (articles, books, monographs, reviews).
- _____ 10. Support shown in letters of recommendation.

_____ **TOTAL (100 points maximum)**