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## 2024 RECOGNIZING EXCELLENCE AWARDS

### DIOCESE OF MANCHESTER

*Superintendent of Schools*

#### **Criteria for Nominees**

The following criteria must be met by the nominee before being considered for an award. The nominees must

- have taught at least one full year in a parish, diocese, or private Catholic school in the Diocese of Manchester,
- be a part-time or full-time teacher of students,
- must not have won Teacher of the Year within the last five (5) years,
- must have been vetted by the principal of their school before being considered; and
- must have been vetted by Safe Environment at the diocese before being considered.

#### **Criteria for Nominator**

The nominator must meet the following criteria before the nominee may be considered for an award. The nominators must

- have no family relation to their nominee,
- be part of the current school community/active participant of the school community of the nominee,
- understand that upon notification, the nominee may decline further consideration,
- not be anonymous; and
- may not nominate themselves.

#### **Criteria for Committee Makeup**

Ideally, the nomination committee will be composed of various stakeholders from the Catholic school community in the Diocese of Manchester. Nominators and nominees may not be on the committee. The superintendent will consider inviting the following to be members of the committee:

- DSB Members
- Previous Teacher of the Year Recipients
- Previous Clergy of the Year Recipients
- Diocesan Staff with and Emphasis on HR and Faith Formation

**Duties of the Nomination Committee and Criteria for Consideration when  
Selecting Teacher of the Year Finalists and Cleric of the Year Winner**

- Read, understand, and suggest edits for award descriptions before discernment of candidates.
- Select Three Teacher of the Year Finalists and Cleric of the Year Winner.
- Develop further questions for Superintendent to ask the three Teacher of the Year Finalists during their second interview.
- Provide Superintendent feedback upon conclusion of the selection process, in particular areas of improvement for future committees.