California Council for Adult Education

AWARDS RUBRICS for Excellence in Teaching and Support Services

All of the listed criteria below are required items for submitting a nominee to CCAE for state level award recognitions. Please use the rubrics for consideration while writing a nomination for a colleague. Meeting all of the possible points will put your nomination forward in a timely manner.

I suggest writing your nomination in a Word or Google Doc then cut and paste into the CCAE State Awards linked forms. Doing so will allow you to check word count and spelling errors prior to submitting.

Sincerely,
CCAE State Awards Chair

Classified - Excellence in Support Services Award The nominee must be employed in a classified position in an adult education program. Membership in CCAE is required and if sending a candidate forward to a state CCAE Award, the nominee must have at least three years, including the current year, of membership.

Required information	21 Points possible
1. Nominee's name: Preferred Pronouns, Home Address, Email, Cell Phone #, Assignment/Title in AE	2
2. Adult School's: (Name, Address & Phone)	1
3. Supervising Administrator's: (Name, Title & Email)	1
4. Sponsor's (Name, Title, Email & Phone)	1
5. Number of years employed in Adult Education	1
6. Number of years of CCAE Membership	2
7. Name of CCAE Chapter & Section	1
8. Describe the nominee's Significant service to CCAE at the chapter level (Max 200 words)	2
9. Describe the nominee's significant service to CCAE at the section level (Max 200 words)	2
10. Describe the nominee's significant service to CCAE at the state level (Max 200 words)	3
11. Describe the nominee's significant support service to adult education in a classified position (Max 200 words)	3
12. Photo of the nominee for uploading	2

Certificated - Excellence in Support Services Award The nominee must be employed in certificated non-teaching and *non-administrative* status in an adult education program. Membership in CCAE is required and if sending a candidate forward to a state CCAE Award, the nominee must have at least three years, including the current year, of membership.

Required information	21 Points possible
1. Nominee's name: Preferred Pronouns, Home Address, Email, Cell Phone #, Assignment/Title in AE	2
2. Adult School's: (Name, Address & Phone)	1
3. Supervising Administrator's: (Name, Title & Email)	1
4. Sponsor's (Name, Title, Email & Phone)	1
5. Number of years employed in Adult Education	1
6. Number of years of CCAE Membership	2
7. Name of CCAE Chapter & Section	1
8. Describe the nominee's Significant service to CCAE at the chapter level (Max 200 words)	2
9. Describe the nominee's significant service to CCAE at the section level (Max 200 words)	2
10. Describe the nominee's significant service to CCAE at the state level (Max 200 words)	3
11. Describe the nominee's significant support service to adult education in a classified position (Max 200 words)	3
12. Photo of the nominee for uploading	2

Excellence in Teaching Award The nominee is a teacher with three or more years of experience who is recognized as a Master Teacher. Membership in CCAE is required and if sending a candidate forward to a state CCAE Award, the nominee must have at least three years, including the current year, of membership.

Required information	20 Points possible
1. Nominee's name: Preferred Pronouns, Home Address, Email, Cell Phone #, Assignment/Title in AE	2
2. Adult School's: (Name, Address & Phone)	1
3. Supervising Administrator's: (Name, Title & Email)	1
4. Sponsor's (Name, Title, Email & Phone)	1
5. Number of years employed in Adult Education	1
6. Number of years of CCAE Membership	1
7. Name of CCAE Chapter & Section	1
8. Nominee's educational background (Max 100 words)	2
9. Describe the nominee's activities/accomplishments that indicate excellence in teaching students (Max 300 words)	3
10. Describe the nominee's significant impact on adult learners. (Max 300 words)	3
11. (Optional) Relate any personal information, which, if the candidate is selected, may be included in the award presentation or social media articles (Max 100 words)	2
12. Photo of the nominee for uploading	2