



# Teacher of the Year Nomination Form

Each year at the annual conference, UFLA recognizes up to three outstanding language teachers as Teacher of the Year—one teacher for elementary, one for secondary, and one for post-secondary. The nominees teach any language or combination of languages, with a minimum of 3/5 of their teaching responsibilities dedicated to teaching language. To be considered, nominees must have taught a language in Utah for a minimum of three years. Membership in UFLA at the time of nomination is not required. If selected as Teacher of the Year, the candidate must join UFLA prior to the conference.

A cover sheet and teaching portfolio must be submitted to Teresa Bell ([tbell@byu.edu](mailto:tbell@byu.edu)) no later than **December 15, 2023**.

## I. COVER SHEET

Prepare a cover sheet to submit as the first page of your application that contains the following:

1. Full name
2. School name and address
3. Email address
4. Cell number and school phone number
5. List of all classes currently teaching and previously taught
6. Names and positions of those writing letters for your application
7. A signed statement of willingness to be nominated as UFLA Teacher of the Year, to register for and attend the annual spring conference, and to represent Utah at SWCOLT the following year.

Portfolios will be evaluated on a scale from 1-5 based on the following criteria:

1. Impact on student learning
2. Membership in professional organizations
3. Involvement in professional organizations
4. Professional development activities
5. Service to the profession
6. Leadership and collaboration
7. Advocacy

## II. PORTFOLIO

Include the following items in your portfolio in one PDF file in the order listed below:

- È Cover sheet
- È Letter of nomination from a professional colleague
- È Letter of recommendation from a supervisor
- È Letter of recommendation from a student or parent of a student
- È CV of no more than 10 pages (include: language teaching positions, professional memberships, involvement in professional organizations, service to the professional, professional development activities, and scholarly activities related to teaching)
- È A first person statement (not more than 250 words) on the value of the teaching and learning [ language and culture.
- È A first person statement (not more than 250 words) about your involvement in professional organizations, collaboration, leadership, and advocacy.
- È Five examples of student work. For each example, include a written commentary that explains how each example reflects the goals of the *World-Readiness Standards for Learning Languages* (2015) and the *ACTFL Proficiency Guidelines* (2012).