CRITERIA FOR
THE OUTSTANDING MICHIGAN STATE UNIVERSITY
ALUMNI K-12 ADMINISTRATOR AWARD
COLLEGE OF EDUCATION ALUMNI BOARD

Nominees for the Outstanding Alumni K-12 Administrator Award must meet the following conditions:

- The nominee must be an MSU alumna/us.
- The nominee must have a minimum of five years experience as a practicing school administrator.
- The nominee must currently be a practicing K-12 school administrator.
- Current members of the College of Education Alumni Association Board of Directors are not eligible for consideration as awardees.

Nominees for the Outstanding Alumni K-12 Administrator Award will be selected using the following criteria:

A. The individual must be an actively practicing administrator in a school or school system in which a commitment to excellence is clearly evident, in which programs have been designed to meet the overall academic and social needs of all students and in which community ties with parents and local business organizations have been firmly established.

B. There should be evidence of outstanding and continuing contributions to the well being of the educational community including ways in which curriculum, staff morale, staff performance, community support, student interest and the learning environment have benefited from this administrator’s leadership.

C. There should also be evidence of service and/or achievement above and beyond what is expected in the usual school program.

D. There should be some indication of how others have recognized this administrator as a force for constructive change.

E. There should be indicators of respect for this administrator from students, colleagues, parents, school board members and/or the community-at-large.

F. The individual should be active in fulfilling useful roles in his/her community, civic, religious or humanitarian groups or activities.

G. The individual should show evidence of having set high expectations for himself/herself, the school staff and students.
Nomination Form

Outstanding Alumni K-12 Administrator Award

**Description:**

This award is presented to an alumni administrator who qualifies as one of the most outstanding practicing administrators at any level within any school system.

Nominations must be submitted on or before May 31.

Nominee’s Name: __________________________________________________________

School District: ______________________________________________________________________

Address (School District): _______________________________________________________

Phone: ___________________________ Email: _________________________________

Current position or title: ________________________________________________________

Year(s) graduated from Michigan State University: _________________________________

Other degree(s): ________________________________________________________________

Superintendent: __________________________________________________________________

Address: _________________________________________________________________________

Phone: _________________________________________________________________________

School Board President: __________________________________________________________

Address: _________________________________________________________________________

Phone: ( )
Teaching experience: ________________________________

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________________________________________________

Administrative experience (minimum of 5 years): ________________________________

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________________________________________________

Type(s) of administrative certification (indicate state): ________________________________

________________________________________________

________________________________________________

Professional organizations and offices held: ________________________________

________________________________________________

________________________________________________

Civic and/or community organizations: ________________________________

________________________________________________

________________________________________________

Publications: ________________________________

________________________________________________

________________________________________________

Honors or achievements: ________________________________

________________________________________________

________________________________________________

________________________________________________
Local newspaper name: ____________________________________________________________
Address: ______________________________________________________________________
Phone number: __________________________________________________________________

With this nomination form, please submit evidence that the nominee meets the criteria outlined in the outstanding alumni administrator award specification sheet that accompanies this form.

Person submitting nomination: ____________________________________________________
Phone: __________________________ Email: __________________________________________
Address: ______________________________________________________________________
Date: __________________________________________________________________________

Please send completed nomination form, essay of not more than 500 words describing the person nominated to receive this award and up to 3 letters of support and any additional materials (i.e. supporting documents) you wish considered on behalf of this nominee to the address below or via email to joness99@msu.edu.

Deadline for submission is May 31.

Please submit all materials to:

College of Education Alumni Association
Award and Scholarship Committee
Michigan State University
518 Erickson Hall
East Lansing, MI 48824
or send via email to joness99@msu.edu.