

**The Classical Association of Virginia's  
Lurlene W. Todd Teacher of the Year Award**

Eligibility

All teachers and professors of Classics who have taught successfully for at least three years in a public or private school (elementary, middle, high, college, or university) in Virginia and who are members in good standing of the Classical Association of Virginia by November 1 of the Academic Year of the award competition.

Criteria

The criteria for this award are similar to those used for the American Philological Association Awards for Excellence in Teaching at the Precollegiate Level. Applications are evaluated on at least four of the following factors:

- Evidence of the success, size, and growth of the teacher's program;
- Examples of innovative and creative classroom activity;
- Evidence of improved student learning;
- Significant numbers of students who continue their study of the classics at the next available level;
- Examples of outreach and promotion of the classics inside and outside of the teacher's institution;
- Evidence of the teacher's professional service and professional development.
- Student success in contests and competitions, especially those offered by the CAV;
- Examples of student travel and field trips which enhance learning and promote the program;

Nomination Process

- 1) The teacher may be nominated by anyone with a personal or professional knowledge of the teacher's qualifications. These may include an administrator, supervisor, fellow teacher or colleague, CAV member, student, or parent.
- 2) The nominator must provide the basic information about the nominee and up to three others supporters who are providing evidence or support for the nominated teacher. This would include the name, address, contact information, school, school division for each. It should also include contact information for a local newspaper or the district media relations office.
- 3) The nominator and each supporter (to the maximum of four) must submit a letter which addresses the criteria listed above. The letters do not need to address all of the areas, as long as at least four of the eight criteria are supported. Additional materials may be submitted in the form of a portfolio, with a maximum of two items per criterion.

4) The nominee must provide a current Curriculum Vitae and a personal statement which addresses at least four of the above criteria.

5) It is the responsibility of the nominator to assemble and submit three paper copies (or one electronic version in PDF format) of the completed packet at the time of nomination directly to the current chair of the Award committee. The packet may not include any items which must be returned or cannot be transmitted electronically.

6) Nominations are due on April 1, 2008.

#### Selection Process

1) The three Award committee members shall be appointed for overlapping three year terms by the CAV President. The senior member will serve as the chair. All members of the committee will receive copies of the Nomination Packet with all supporting documents.

2) Each member of the committee will read the documents and rank the nominees.

3) The committee will meet in person or by e-mail to compare notes, discuss nominees, select a winner and notify the Executive Board by way of the CAV President.

4) The committee chair will arrange for an appropriate certificate and plaque.

#### Award Process

1) The winner will be notified that he/she has won and invited to attend the Spring CAV meeting where a plaque and check is presented. If the winner is unable to attend, a CAV officer or representative should present the award at the School or some other public venue, such as a school board meeting.

2) The winner's school, school district, and local paper will be notified of the award.