

A4015.3. Outstanding Business Educator of the Year Nomination Form

Hawai'i Business Education Association

PROCEDURES

1. Nominations may be made by any HBEA member. The nominee **must also be a member of HBEA.**
2. Nominations must follow the official form and procedures outlined. **No additional material is to be submitted.** Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit the nomination form to the HBEA Awards Chair postmarked no later than **DECEMBER 1.**
4. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the HBEA awards ceremonies.
5. If a nominee is not selected for the award the first year of nomination, a revised nomination may be submitted again next year.
6. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

ELIGIBILITY

1. The recipient **must be a member** of HBEA for a minimum of two (2) years.
2. The recipient should **be currently teaching business** at the level for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three (3) years prior to the nomination.

WHAT TO SUBMIT

1. The completed **NOMINEE DATA FORM**
2. A maximum of three (3) pages that answer the six (6) criteria areas.
3. A maximum of three (3) letters supporting the nomination.
4. Staple the packet in the upper left corner. Do not put documents in a folder or binder.
5. Mail nomination packet to:

Mr. Robert Yamane, Professor
HBEA Awards Chair
c/o Hawai'i Community College
200 West Kawili Street
Hilo, HI 96720-4091
808.934.2553
yamaner@hawaii.edu

Hawai'i Business Education Association
Outstanding Business Educator of the Year Nomination Form

[select one (1) level]

Date↑

Full Name of Nominee (Candidate)↑

Address↑

City↑

State↑

ZIP Code↑

Present Position and Employer↑

Employment Address↑

HBEA Member? How long?↑

Daytime Phone↑

Email Address↑

.....

Name of Nominator (Person Submitting Nomination)↑

Signature↑

Address↑

City↑

State↑

ZIP Code↑

HBEA Member? How long? ↑

Daytime Phone↑

Email Address↑

Position↑

Who should be contacted for more information? ↑

Phone/Email Address↑

Is this a secret nomination? Yes→ _____

No→ _____

Answer the following items using a maximum of three (3) pages. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

1. **EDUCATION and DEGREES** (List majors, minors and institutions.)
2. **TEACHING EXPERIENCE** (List years and location of experience.)
3. **PROFESSIONAL MEMBERSHIPS** (List organizations and length of time, including a minimum of two (2) years in HBEA.)
4. **HONORS AND AWARDS RECEIVED** (Total of 10 points possible for Items 1 through 4)
5. **CONTRIBUTIONS TO BUSINESS EDUCATION** through classroom involvement, curriculum development, student organizations, administrative responsibilities, and/or publications. (50 points)
6. **PARTICIPATION IN PROFESSIONAL ASSOCIATIONS**. Include offices held, committees served on, and **conference** activities. (10 points for HBEA membership [at least two years] and activities; 20 points for other.)
7. **INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION** that document the information included in this nomination. (10 points.)