



## WINDHAM SCHOOL DISTRICT

*Schools in the Texas Department of Criminal Justice*

### *Windham School District (WSD) Lane Murray Excellence (LME) in Teaching Award Selection Process Guidelines and Requirements*

#### **TIER I—Campus**

Each campus shall nominate one WSD Lane Murray Excellence in Teaching candidate and then email their Regional Principal the nomination form by 5:00 PM on March 31, 2021. Each campus principal will decide how they will select campus nominee.

*NOTE: A nominee selected from the campus -- and potentially chosen as a regional and district finalist -- must be: 1) clear of formal disciplinary infractions for the preceding twelve months, 2) willing to participate in the selection and recognition process and 3) employed with WSD for at least one full year.*

#### **TIER II—Regional**

Each Regional Principal and their selected committee members will review the LME Nomination forms for each of their regional candidates to determine one regional finalist.

*The WSD Lane Murray Excellence in Teaching Committee will provide guidelines for the regional review.*

The Regional Principals will submit their finalist information to Dr. Stephanie Dominique by 5:00 PM on April 2, 2021. Dr. Dominique will contact each nominee and explain the next steps in the process. If they are willing to continue in the recognition process, the Teacher of the Year Professional Biographical Form will be sent out via Office 365 upload.

#### **TIER III—District Administration**

The WSD Lane Murray Excellence in Teaching Award regional candidate will submit the Teacher of the Year Professional Biographical Form along with three letters of recommendation (via Office 365 upload) to Dr. Dominique by 5:00 PM on April 20, 2021.

*Three letters of recommendation, no more than one page each, must be provided. One letter of recommendation must be from the nominee's current supervisor; the other letters may be from colleagues, former principals, students, or civic or community leaders. Letters should provide specific examples of the nominee's contributions to his/her school and district and be distinct in content. No more than three recommendation letters, one page each, will be accepted.*

The Lane Murray Excellence in Teaching Committee will schedule and conduct a virtual interviews with each regional selection. The interviews will begin May 1, 2021 and conclude by May 20, 2021.

**The Superintendent shall announce the WSD Lane Murray Excellence in Teaching Award winner and the two runner-ups on June 1, 2021.**

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### **Regional Level**

The WSD Lane Murray Excellence in Teaching winner will then be eligible to advance to the regional level Teacher of the Year award. To do so, they must complete the online Texas Teacher of the Year application by the deadline which Dr. Dominique will give the winner. The regional selection process is then conducted in June-July by the 20 Texas Regional Education Service Centers. Each name a Regional Elementary and Secondary Teacher of the Year.

### **State Level**

The 40 Regional Teachers of the Year are considered for Texas Teacher of the Year in TASA's selection process. (If a Regional Teacher of the Year accepts a non-teaching position [in administration or outside a school or district] or moves to a position in which they teach students for less than four hours each day, they will not be eligible to advance in the state competition.)

Judges meet in August each year to narrow the pool of 40 Regional Teachers of the Year to six finalists — three elementary and three secondary — based on the information provided in the Texas Teacher of the Year application. In September/October, the finalists are interviewed by a panel of judges who select the Texas Elementary and Texas Secondary Teachers of the Year.

**Please contact Dr. Stephanie Dominique at [stephanie.dominique@wsdtx.org](mailto:stephanie.dominique@wsdtx.org) or 936-355-4353 if you have additional questions.**