



**ARCHBISHOP  
FRANCIS J.  
SPENCE**

**CATHOLIC  
TEACHER OF THE  
YEAR**

**HANDBOOK**

# **ARCHBISHOP FRANCIS J. SPENCE CATHOLIC TEACHER OF THE YEAR AWARD SELECTION PROCEDURES**

## **SELECTION COMMITTEE:**

- The Committee will be a sub-committee of the Catholic Education Week Committee.
- It will include: a teacher, trustee, administrator, representative from Religious and Family Life Education Department, Director of Education or designate and Archbishop or designate.
- The members are bound to confidentiality.
- The committee should be named before mid-January of each year.
- Every effort should be considered to maintain an element of continuity while making provision for new members on an annual basis.

## **PROCESS:**

A Selection Committee will ensure that notice of nomination will be made available to our Catholic School Community no later than March 1<sup>st</sup> each year.

- Nominations will be received by a date determined annually each year.
- Committee members will review nominations and arrive at a consensus. After a reasonable effort, where the chair has determined that it is impossible to arrive at a consensus, members will privately select five candidates and rank them 1 to 5, 5 being the highest and 1 the lowest. A decision will be made mathematically. The committee can also determine the runner-up from this calculation, in case the chosen candidate declines. In the case of a tie, the person receiving the least of the votes is eliminated and another ranking is repeated with the remaining candidates until there is a clear winner.
- The choice of the Selection Committee will be shared with the Archbishop and the principal prior to the announcement.
- The committee's decision will be final.

## **THE DISTRIBUTION METHOD:**

- A memo will be distributed to the following:
  - Principals and Vice-Principals
  - O.E.C.T.A. President

- C.U.P.E. President
  - Support Staff Association President
  - School Councils
  - School Students – Councils
  - Diocesan Deans
  - All Board Staff (Board Office, Trustees, School Secretaries, Educational Assistants, Custodians and Maintenance)
- **School Principals:** A memo and letter requesting the information regarding the Nomination Process will be sent to school principals to be published in the school newsletter.
  - **Parish Priests:** A memo and letter requesting the information regarding the Nomination Process will be sent to parish priests to be published in the Sunday Bulletin (for at least two weekends).

### **PRESS RELEASE:**

- When the recipient has been selected, the Award Committee, in consultation with the Communications Officer, will prepare a suitable Press Release regarding the Award presentation and make it available to the Communication Committee for approval.
- The Press Release will be published in the Board's standard set of media outlets.
- The Press Release will also be sent to the Parish Priests for the Church Bulletins and the Journey publication.
- In addition, a brief biography of the recipient will be prepared for the Press.

### **AWARD:**

- A framed portrait of the recipient of the Archbishop Francis J. Spence Catholic Teacher of the Year Award will be hung at the Board Office and a similar copy given to the recipient.
- The recipient's name will be placed on a large plaque at the Board Office.
- A keeper plaque will be given to the recipient.
- A certificate will be given to the recipient and a copy placed in the recipient's personnel file.
- A donation to a children's charity, using the supplied list as a guide will be given. (List is subject to annual review by the Catholic Education Week Committee).
- An invitation to lunch will be extended to the recipient and immediate family as well as the pastor.
- A large plaque is to be kept at the recipient's school for May and June and returned at the end of June to the Board Office where it will be hung on the wall.

### **PROMOTION:**

- The Catholic Education Week Committee Chair will speak to principals to solicit their help in promoting the Award and encouraging staff to forward a nomination.
- A flyer will be prepared for publication.
- Periodical reminders will be sent by E-mail.

### **ANNOUNCEMENT:**

- The Archbishop Francis J. Spence Catholic Teacher of the Year Award will be announced at the Catholic Education Week Mass.
- The Award will be presented by the Archbishop or designate.
- The presentation to the recipient speech will be one minute in length.
- The thank you speech by the recipient will be three to five minutes in length.
- An announcement regarding the recipient of the Award will be sent to Parish Priests for inclusion in the Church Bulletins.
- An announcement will also be sent to the Journey publication.

### **DATA RECEIVED:**

- All nomination material should be returned to the Chair of the Catholic Education Week Committee and destroyed within a month of the announcement.