



Faculty Council Recommendations for Virtual
Teacher of the Year and School-Related Employee of the Year Nominations

Guided by the Selection Procedures on Page 9, below are recommended steps for the Faculty Council to utilize.

- 1) Send an email/Microsoft Forms link inviting faculty/staff to submit nominations to the Faculty Council. For Microsoft Forms example, [click here](#).
- 2) Review nominations and select 1 – 3 nominees.
- 3) Review nominee selection with principal.
- 4) Request 250-word rationale from nominator(s) of the selected nominees.
- 5) Send email announcement to faculty/staff with the names and rationales for each nominee three (3) days before voting opens.
- 6) Create ballot using Microsoft Forms and click on the feature: "Only people in my organization can respond" AND check "One response per person."
Note: For anonymity, do not check "Record name"
- 7) Send ballot (Microsoft Forms link) to all faculty/staff.
- 8) Tabulate the votes following the written procedures on page 9 of the Guidelines.
- 9) Provide the results to the principal for immediate announcement.