



2023 Caliber Awards Nomination Process Schedule of Activities

Activity	Deadline
Principal of the Year (POY) / Assistant Principal of the Year (APOY)	
POY/APOY nomination process ends	9/12/22
POY/APOY nominees complete and submit application packets to Dr. Carolyn Stewart	10/14/22
District Screening Committee scores application packets to identify POY/APOY semifinalists	11/1/22
Semifinalists announced via BCPS Alert	11/9/22
District Screening Committee conducts interviews to identify POY/APOY finalists	12/14/22
Finalists announced via BCPS Alert	12/19/22
Teacher of the Year (TOY)	
TOY nominee selection process ends	9/19/22
TOY nominee completes and submits application packet to principal	10/3/22
Principal submits application packet with checklist* to regional administrator	10/7/22
Regional Screening Committee scores application packets	10/26/22
Regional administrators submit application packets with TOY Nominee Confirmation Form to Dr. Carolyn Stewart	10/28/22
Semifinalists identified and BCPS Alert sent	11/4/22
District Screening Committee scores semifinalists' application packets	11/25/22
Finalists announced via BCPS Alert	12/12/22
Observation Team reviews finalists' classroom presentations	12/14/22
Finalists record classroom presentation video	12/21/22
Finalists submit classroom presentation videos to Dr. Carolyn Stewart	12/21/22
District Screening Committee interviews finalists (classroom presentation videos included)	1/11/23
School-Related Employee of the Year (SREOY)	
SREOY nominee selection process ends	9/19/22
SREOY nominee completes and submits application packet to principal, District-based executive director or director	10/3/22
Principal, District-based executive director, or director submits application packet to regional administrator or executive team leader <i>Note: Principal includes checklist* with application packet.</i>	10/7/22
Regional Screening Committee scores application packets	10/26/22
Regional administrators or executive team leaders submit application packet(s) with SREOY Nominee Confirmation Form to Dr. Carolyn Stewart	10/28/22
Semifinalists announced via BCPS Alert	11/4/22
District Screening Committee scores semifinalists' application packets	11/25/22
Finalists announced via BCPS Alert	12/5/22
District Screening Committee interviews SREOY finalists	12/14/22

*Checklist included in Nomination Guidelines.