

2018 Herb Kohl Teacher Fellowship Program Guidelines

Purpose

The purpose of the Herb Kohl Teacher Fellowship program is to recognize and support teaching excellence and innovation. The Herb Kohl Educational Foundation's goal is to support Wisconsin teachers in pursuit of their unrealized goals for their classrooms or professional development. The 100 Kohl Fellowship recipients and the 100 schools of those teachers will each receive \$6,000 grants from the Kohl Teacher Fellowship program and will be recognized at a spring banquet.

Nomination Process

Teachers must be nominated for a Fellowship to be eligible to compete for a Fellowship. Teachers can be nominated by students, parents, other teachers, community members, or administrators. Because the program's purpose is to recognize the contributions of Wisconsin classroom teachers, **staff members whose assignments are administrative or supervisory are not eligible**. All PK-12 classroom teachers **who plan to continue teaching in their current or similar capacity for a minimum of 50% full-time equivalency during the 2017-18 school year** are eligible.

Pre-school teachers must teach in a Pre-K program that is affiliated with an elementary school or school district, must be employees of the district, and must be a licensed teacher in Wisconsin.

Previous Fellowship recipients are ineligible. Applicants who have been nominated in the past but not selected as a Fellowship recipient may participate. Nomination forms must be submitted to the Department of Public Instruction **on or before Friday, September 22, 2017**.

Nomination forms can be found on the Herb Kohl Educational Foundation website, Herb Kohl Philanthropies website, and the Department of Public Instruction website. Applications may be submitted electronically (preferred) or on paper.

Application Process

Nominees will be sent a Kohl Teacher Fellowship Application **no later than Tuesday, October 10, 2017**. In order to provide all nominees an equal opportunity, they must follow all instructions in the application form. **All applications must be typed, and must adhere to the formatting criteria outlined in the application.**

Nominees will be evaluated on the following:

1. Personal educational philosophy;
2. How they work to raise achievement for all students;
3. Innovative projects/programs;
4. Commitment to their community;
5. Unrealized goals for their classroom or professional development; and
6. Positive aspects they see in education and changes they would like to see made.

Each nominee **must submit three letters of recommendation**; one **must** come from someone outside the immediate school community who is not currently employed by the school district or a board member. Letters may come from current or former students, parents, community members, colleagues in a professional association not directly linked to the nominee's school or district, or university or college professors. Letters should enhance the nominee's application by illustrating **specific examples of the teacher's skills and contributions, knowledge, or attributes emphasized in the application materials**.

Any materials included in the application packet other than those requested will be removed and disregarded. Only the information included in the application packet will be scored; web links, Google documents, or other online resources will not be reviewed.

District Allocations

Each of the state's public school districts may submit up to four applications, one for each category: elementary, middle/junior high, high school, and special services. **Please check only one category on the application form.**

Special services teachers are those who serve in a PK-12 capacity other than that of a classroom teacher. Like teachers, they must have **daily face-to-face contact with students**. Teachers employed as virtual school teachers associated with a school district are also eligible for nomination. Special services roles can include, but are not limited to: special education, gifted and talented (or other exceptional needs), instructional resource or interventionist, speech language pathologist, school counseling, school psychologist, school nurse, school social worker, or instructional media personnel.

Districts enrolling 2,000 to 9,999 students **may nominate one additional teacher** (a total of two) in each category (maximum 8 per district). Districts enrolling 10,000 or more students **may nominate two additional teachers** (a total of three) in each category (maximum 12 per district).

Application Due Date

Kohl Teacher Fellowship nominees must submit their completed applications to their **principal** no later than **Friday, November 3, 2017**. Principals should forward applications to their district administrator by **November 6, 2017**. Do not send applications to the DPI or the Herb Kohl Educational Foundation.

Selection Process

Principals will forward all applications received to his or her school district administrator or superintendent. Each school district administrator or superintendent will assemble a local selection committee to review the district's teacher applications. Committee representation should include students, parents, teachers, administrators, school board members, civic and business leaders, and local newspaper people. Teachers will be notified by their district whether or not they have progressed to a Regional Selection Committee.

The district's selected teacher applications are then forwarded by the district administrator or superintendent to the regional selection committee, which is coordinated in each of the state's 12 cooperative educational service agencies (CESAs) or Milwaukee Public Schools (MPS) by **Wednesday, November 22, 2017**. Teachers will be notified by their CESA or MPS Regional Selection Committee whether or not they have progressed to the Statewide Selection Committee.

Successful applicants' materials will be forwarded to a State Selection Committee by **Friday, December 8, 2017**. Representatives of the Kohl Educational Foundation, CESAs and MPS, the Wisconsin Council of Religious and Independent Schools, the Wisconsin Newspaper Association, and state education-related associations serve on the State Selection Committee. The committee will convene on **February 5-6, 2018**, to score applications. Applicants who have reached the Statewide Selection Committee level will be contacted in early March.

Wisconsin/National Teacher of the Year Programs

Public school recipients of Kohl Teacher Fellowships automatically become candidates for the Wisconsin Teacher of the Year (TOY) program, and a State Selection Committee selects four Teachers of the Year using the pool of Kohl Fellowship applications. Each year, Wisconsin Teachers of the Year are chosen for each of the four categories: elementary, middle/junior high school, high school, and special services. The four selected teachers are interviewed in Madison to determine Wisconsin's nominee to the National Teacher of the Year Program.

For questions regarding the Herb Kohl Teacher Fellowship, please contact:

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Summary of Important Dates

Nominations for a Kohl Teacher Fellowship must be made not later than **Friday, September 22, 2017**

Nominee: Deliver your completed application packet to your **principal** no later than **November 3, 2017**

Principal: Deliver completed applications to your district administrator (or his or her designee) by **November 6, 2017**

District Administrator / Local Selection Committee: Deliver the applications you selected from among those submitted to your CESA or MPS selection committee **no later than November 22, 2017**

DO NOT send any completed application packets directly to either the Wisconsin Department of Public Instruction or to the Herb Kohl Educational Foundation. Doing so may prevent the applications from being considered.