

# 2018 Herb Kohl Teacher Fellowship Program Guidelines

## Purpose

The purpose of the 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. Selected Kohl teachers and the Wisconsin schools of those teachers will each receive a \$6,000 grant from the Herb Kohl Educational Foundation and will be recognized at a spring banquet.

## Nomination Process

To be eligible to compete for a fellowship, teachers must 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 PreK-12 classroom teachers **who plan to continue teaching in their current capacity for a minimum of 50% full time equivalency during the 2016-17 school year** are eligible. Pre-school teachers must teach in a Pre-K program that is affiliated with an elementary school. **Previous fellowship recipients are ineligible**. Nomination forms must be submitted to the central education office for the diocese or jurisdiction with whom the teacher's school is affiliated no later than **September 22, 2017**.

## Application Process

Nominees will be sent a Kohl Teacher Fellowship Application **on or before October 10, 2017**. In order to provide all nominees an equal opportunity, they must follow all instructions in the application form.

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
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 diocese/jurisdiction or is a board member. Letters may come from former students, parents, community members, colleagues in a professional association not directly linked to their school or diocese/jurisdiction, or a university or college professor. All 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**.

Each jurisdiction receives an application allotment based on the total student enrollment of the jurisdiction. Jurisdiction representatives receive this allotment number in September.

Please note that some jurisdictions may have separate rotation schedules in which schools are eligible to participate each year. If you are unsure if your jurisdiction has its own rotation schedule, please check with your superintendent/WCRIS representative first before completing an application. Your superintendent/WCRIS representative, with contact information, can be found on the WCRIS website under "WCRIS board members".

## Application Due Date

Completed Kohl Teacher Fellowship applications must be submitted to the central education office for the diocese or jurisdiction with which the school is affiliated **on or before November 22, 2017**.

## Selection Process

Each diocese/jurisdiction will assemble a selection committee to review their own teachers' applications. Committee representation should include students, parents, teachers, administrators, school board members, civic and business leaders, and local newspaper people.

Local nominees' applications are forwarded to the Wisconsin Council of Religious and Independent Schools office by **December 11, 2017**.

Successful applicants' materials will be forwarded to a State Selection Committee. Representatives of the Herb Kohl Educational Foundation, Cooperative Education Service Agencies, Wisconsin Council of Religious and Independent Schools, Wisconsin Newspaper Association Foundation, and state education-related associations serve on the State Selection Committee. The committee will choose Fellowship recipients in late January, 2018, and applicants will be notified of his or her selection in early March, 2018. Fellowship recipients will be honored and receive certificates representing his or her award at a special luncheon held in the spring of 2018.

## Contact Information

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