Greenwich Distinguished Teachers Awards 2027

Nomination Instruction Packet

DISTINGUISHED TEACHERS AWARDS

Celebrating Excellence
in the Greenwich Public Schools

The Distinguished Teachers Awards Committee, Inc.
Established 1984

The Greenwich Distinguished Teachers Awards Committee, Inc.
is a 501 (c)(3) organization and all contributions are tax deductible.

Distinguished Teachers Awards Nomination Overview
Criteria, Eligibility, Nominating Process and Key Dates

The Distinguished Teachers Awards Committee (DTAC), Inc. is a nonprofit organization established in 1984 to recognize and celebrate excellence among the dedicated teaching staff of the Greenwich Public Schools (GPS). The process for selecting a Distinguished Teacher is based solely on the written information provided in each candidate's Nomination Packet. Detailed instructions for completing the Nomination Packet are included herein.

The main emphasis in identifying a distinguished teacher is the quality of a teacher's work with students. Candidates nominated for the Distinguished Teachers Award should be those who exhibit the qualities listed below.

DISTINGUISHED TEACHER CRITERIA:

1. Inspires enthusiasm, expects students to take responsibility for their own learning and elicits a high level of achievement from students in relation to their individual abilities
2. Demonstrates and continues to pursue a high mastery of subject matter and best practices for instruction
3. Earns the respect of students, parents and colleagues
4. Communicates effectively with parents and students
5. Collaborates and makes contributions to improve overall student achievement within the classroom
6. Makes contributions to improve the school and/or the District beyond the classroom

CANDIDATE ELIGIBILITY: To be eligible for the award, a nominee must:

- be a full-time (equal to or greater than 0.5 FTE) GEA member* who teaches in the Greenwich Public Schools,
- have completed at least five (5) years of teaching by March 4, 2027,
- have completed at least three (3) years of teaching in the Greenwich Public Schools by March 4, 2027,
- be an employee in good standing – Please note that the Greenwich Public Schools' Human Resources Department will review each nomination to confirm the above mentioned eligibility requirements and review each candidate's personnel file to determine an employee is in good standing. For further information on the criteria, please contact the GPS Human Resources Department prior to submitting the completed nomination packet.
- Previous award recipients are not eligible for re-nomination.

***GEA members include teachers, social workers, guidance counselors, instructional & STEM coaches and school psychologists**

NOMINATORS: Nominations MUST provide the diverse perspectives of an administrator, colleague, and a parent or student. Nominations may be made by anyone representing one of the following categories; the seconders must represent the remaining two categories:

- one professional colleague, currently employed by the Greenwich Public Schools
- one parent/student/other current community member
- one administrator, currently employed by the Greenwich Public Schools

(Members of the Distinguished Teachers Awards Committee may not nominate or second a nomination.)

NOMINATION PACKETS: Only one nomination packet per candidate will be accepted.

DTAC will accept the first nomination submitted; any subsequent nominations for the same candidate will not be accepted. Please review carefully the Criteria for Identifying Distinguished Teachers and the Nomination Packet Instructions before beginning the nomination process and again prior to submitting the packet. It is essential that all required elements are completed and submitted together.

Distinguished Teachers Awards Nomination Overview
Criteria, Eligibility, Nominating Process and Key Dates (cont.)

RE-SUBMITTING A NOMINATION FROM A PRIOR YEAR:

To re-submit a nomination packet, you may use materials submitted in a previous nomination. However, an entire nomination packet must be submitted according to the instructions in this 2027 Nomination Packet Instruction Booklet, including new signatures and dates indicating that all parties have agreed to re-submit the packet. **Please note that changes and clarifications have been made to the 2026 instructions. The re- submitted packet must be revised as necessary to adhere to these instructions.**

NOTE: Nominations can be submitted electronically OR in person. **To submit electronically,** the Nominator must collect and submit all pages electronically and in a single email to **DTACNominations@gmail.com**. Please CC Seconder and Administrator ONLY on the submission (DO NOT include the Teacher Candidate). Nominators will receive an email confirming receipt of your submission. **To submit in person,** the nomination packet must be submitted to the Communications Office at the Havemeyer Building, 290 Greenwich Avenue. In order to ensure that all nominations are received and all components are valid, all Nomination Packets must be reviewed in person by a member of the GPS Communications Staff. Packets are encouraged to be submitted prior to the deadline by appointment by calling the Communications Office at 203-625-7426. **PLEASE NOTE: NOMINATIONS WILL NOT BE ACCEPTED AFTER 5:00PM ON MARCH 4, 2027.**

Key Dates for the 2027 Greenwich Distinguished Teachers Awards

December, 2026 - March, 2027	Nomination Packets available online
March 4, 2027 - 5:00PM	Deadline for completed nomination packet
April 19, 2027	Distinguished Teachers Awards Committee selection of honorees
April 19, 2027 (evening)	Candidates, nominators and principals notified by telephone or email
April 21, 2027	Honorees announced at their schools
May 6, 2027	Distinguished Teachers Awards Ceremony Central Middle School Auditorium 4:30PM - 6:00PM Each nominator will present his/her candidate in a brief introduction, **no more than one minute**. Honorees are asked to make a very brief acceptance speech. Seconders, colleagues, students and family members are encouraged to attend the ceremony.

For questions about nominations or procedures, please contact the Communications Office at the Havemeyer Building at **communications@greenwich.k12.ct.us.** Information and the Nomination Packet are also available on the Greenwich Public Schools website: **www.GreenwichSchools.org/DTA**.

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Distinguished Teachers Award
Nomination Packet Instructions

Each Distinguished Teachers Awards Nomination Packet requires four participants: one Teacher Candidate, one Nominator, and two Seconders. The Nominators and Seconders must represent each of the following categories: 1.) a current parent, student or community member, 2.) a current colleague, and 3.) a current administrator. Each participant will be responsible for addressing specific Distinguished Teacher Criteria as reflected in the table below using forms available on the GPS website (www.GreenwichSchools.org/DTA). The Nominator and the Candidate will have additional forms to complete as described in the instructions that follow.

CRITERIA:

1. Inspires enthusiasm, expects students to take responsibility for their own learning and elicits a high level of achievement from students in relation to their individual abilities
2. Demonstrates and continues to pursue a high mastery of subject matter and best practices for instruction
3. Earns the respect of students, parents and colleagues
4. Communicates effectively with parents and students
5. Collaborates and makes contributions to improve overall student achievement within the classroom
6. Makes contributions to improve the school and/or District beyond the classroom

	Teacher	Parent/Student/Community	Colleague	Administrator
Criteria	1, 2, & 5	1, 3, & 4	1, 2, & 5	1, 6, & Criteria Choice
Max # of pages	2 pages	1 page	1 page	2 pages

THE NOMINATOR

The Nominator is responsible for coordinating the completion and submission of the entire nomination packet. This includes a.) the Information Form and completing one of the Criteria Forms; b.) identifying and coordinating two Seconders and providing them with the necessary instructions, c.) providing the Candidate Forms (II-V) to the teacher nominee, and d.) collecting and submitting the completed packet (8 Forms) by the deadline of 5:00PM on March 4, 2027.

The Nominator Completes Two Forms:

Nominator Form I – Information Form This should be completed by the Nominator. Please be sure the candidate meets the eligibility requirements (see "Overview").

Nominator Form VI, VII OR VIII – Response to Criteria – If you are a Parent/Student/Community Member, you will complete Form VI; if you are a Colleague, you will complete Form VII, if you are an administrator, you will complete Form VIII. See Page 4 "NOMINATOR/SECONDER FORMS" section for more information.

Submission of the Nomination Packet:

Complete nominations can be submitted electronically OR in person. **To submit electronically,** the Nominator must collect and submit all pages electronically and in a single email to **DTACNominations@gmail.com**. Please CC Seconder and Administrator ONLY on the submission (DO NOT include the Teacher Candidate). Nominators will receive an email confirming receipt of your submission. **To submit in person,** the nomination packet must be submitted to the Communications Office at the Havemeyer Building, 290 Greenwich Avenue. In order to ensure that all nominations are received and all components are valid, all Nomination Packets must be reviewed in person by a member of the GPS Communications Staff. Packets are encouraged to be submitted prior to the deadline by appointment by calling the Communications Office at 203-625-7426. We will no longer accept quotes or supporting statements from anyone other than the nominator, candidate, seconder, or administrator, additional letters of recommendation, links to additional information. Please avoid using educational jargon and acronyms. **PLEASE NOTE: NOMINATIONS WILL NOT BE ACCEPTED AFTER 5:00PM ON MARCH 4, 2027.**

Notification:

After the selection process is completed on April 19, all candidates, their nominators and their principals will be notified by telephone or email that evening by one of the members of the Distinguished Teachers Awards Committee. The nominators are responsible for informing the seconders. The Communications Office will announce the finalists to the media on the following day.

NOMINATOR'S CEREMONY RESPONSIBILITIES:

If your nominee is selected as one of the 2027 Distinguished Teachers you will be responsible for presenting him/her in a one-minute introduction at the ceremony on May 6, 2027. The nominators and their nominees are the only participants at the ceremony. If the nominator is unable to attend the ceremony, one seconder will be designated by the nominator as his/her replacement. Please confirm your participation with the Communications Office once you have been notified of the status of your nominee.

THE TEACHER CANDIDATE

There are four forms for teacher candidates to complete available as Word documents on the GPS website – www.GreenwichSchools.org/DTA. Candidates may download the Word document, and fill it out electronically, for submission to the Nominator. Please note that the Word document form will expand to allow ample space for your examples. Responses must be typed. Please complete ALL of the information requested. Please sign, date and submit each form to your Nominator. Your nominator must collect and submit all pages either electronically and in a single email to **DTACNominations@gmail.com** or in person at the Havemeyer Building, 290 Greenwich Avenue. Nominations will not be accepted after 5:00PM on March 4.

Candidate Form II – Acknowledgement – The teacher Candidate must sign, date and submit this form to the Nominator acknowledging review of his/her personnel file as a requirement of the nomination.

Candidate Form III – Resume – Complete the resume form. Limit your responses to a maximum of two (2) pages, using Times New Roman 12 pt. font and 1/2 inch margins.

Candidate Form IV – Response to Criteria for Teacher Candidate – Please download Form IV from the GPS website and address Criteria 1, 2 and 5 with clear examples of how you distinguish yourself in relation to these criteria. Your response is limited to a maximum of two (2), one-side only, typed pages, single-spaced, using Times New Roman 12 pt. font and 1/2 inch margins. Please be sure the names of the candidate and the person writing the recommendation appear at the top of the page. Teacher Candidate must sign and date the Response to Criteria form.

Candidate Form V – Writing Prompt – Select and respond to one of the prompts listed below. Please write your chosen prompt in the space indicated on the form. Limit your response to one (1), single-spaced page, using Times New Roman 12 pt. font and 1/2 inch margins.

Prompts:

1. Describe one of your most rewarding experiences as a teacher and how it made an impact on your instructional practices. (OR)
2. Describe one of your most challenging experiences as a teacher and how it improved your practice. (OR)
3. You have just received an email from a former student informing you he/she is considering a career in teaching and is seeking your input. Candidly respond directly to the student describing both the challenges and rewards of such a career.

THE NOMINATOR/SECONDER CRITERIA FORMS

Nominator/Seconder Form VI - Response to Criteria for Parent/Student/Community Member – Please download Form VI from the GPS website and address Criteria 1, 3 and 4 with clear examples of how the candidate distinguishes him/herself in relation to these criteria. Your response is limited to a maximum of one (1) typed page, single-spaced, using Times New Roman 12 pt. font and 1/2 inch margins. Please be sure the names of the candidate and the person writing the recommendation appear at the top of the page.

Nominator/Seconder Form VII - Response to Criteria for Colleague – Please download Form VII from the GPS website and address Criteria 1, 2 and 5 with clear examples of how the candidate distinguishes him/herself in relation to these criteria. Your response is limited to a maximum of one (1) typed page, single-spaced, using Times New Roman 12 pt. font and 1/2 inch margins. Please be sure the names of the candidate and the person writing the recommendation appear at the top of the page.

Nominator/Seconder Form VIII - Response to Criteria for Administrator – Please download Form VIII from the GPS website and address Criteria 1, 6 and your choice of one of the remaining Criteria with clear examples of how the candidate distinguishes him/herself in relation to these criteria. Please be sure to indicate which 'choice' criteria you selected on the form. Your response is limited to a maximum of two (2), one-side only, typed pages, single-spaced, using Times New Roman 12 pt. font and 1/2 inch margins Please be sure the names of the candidate and the person writing the recommendation appear at the top of the pages.