

## **UPCEA REGION WEST**

In Honor of Excellence

2014 Awards Application

**CATEGORY: EMERGING PROFESSIONAL CONTINUING EDUCATOR AWARD**

Please complete this form and *email* it to the chair listed below. Please note: if your nominee wins, your institution is responsible for any travel costs to the fall regional conference (Oct. 1-3, Las Vegas, NV) should he/she like to accept the award in person. The Region West winner of this award will be automatically forwarded as a nominee for the UPCEA National Adelle F. Robertson Emerging Professional Continuing Educator Award.

***Submission must be received by August 8, 2014***

# About the Award

The Emerging Professional Continuing Educator Award is presented to individuals who have provided outstanding leadership and contribution to continuing education. This award recognizes those who have made significant contributions to credit or noncredit programs and who have provided inspirational dedication to continuing education.

### Eligibility

1. The nominee must have demonstrated leadership and contributions to the continuing education field.
2. The nominee must have entered the continuing education field within the past five to ten years.
3. The nominee must be a UPCEA member.

### Criteria

1. Evidence of commitment to continuing education.
2. Evidence of leadership qualities such as good decision-making skills, effective communication skills, motivation skills and goal-oriented.
3. Exemplary contributions to the institution and the profession.

### Nomination Procedure

1. Narrative statement of not more than three pages, listing specific reasons why the nominee is worthy of this award. Evidence of outstanding achievements may include, but is not necessarily limited to:
* Brief history indicating the nominee's contribution and leadership to the institution's continuing education program.
* Specific courses or programs the nominee has developed, coordinated, and/or taught
* How the work of this individual has brought credit or recognition to the institution, profession, or community
* Other awards received by this individual, including recognition by the institution
* Any national, regional, state, or local leadership achievements of the nominee (include offices held, committee assignments, etc.)
1. Current vita of nominee
2. Three to five letters of support from informed individuals who can attest to the nominee's accomplishments. (e.g., dean/director of continuing education, program administrators, teaching colleagues, department chair, former students)
3. Nominee’s bio. Please provide us with a short paragraph below (approx. 200 words) describing the person you are nominating in Word format (not PDF please). This will appear on the UPCEA West Region conference website.

**Please *email* this completed document and any supporting material to** **melissa.nakamura@hawaii.edu****.**

Melissa Nakamura, Awards Committee Chair

University of Hawaii at Manoa

2440 Campus Road Box 447
Honolulu HI 96822
Phone: (808) 956-6781
e-mail: melissa.nakamura@hawaii.edu