

# ACSA Awards: The Vetting Process

ACSA statewide administrator awards were designed as a peer-to-peer recognition program, with nominations submitted by individual ACSA members as well as charters and other subgroups within the organization.

Each level of the nomination process relies on the integrity of those submitting, selecting and approving candidates for consideration and recognition.

## Nominators

ACSA depends on nominators to submit only those peers and colleagues who are eligible for recognition in their category, in terms of their verifiable accomplishments in the field of educational leadership, their involvement with/membership in the association and their current standing within their school, district and community. All information and recommendations presented should be an accurate and verifiable representation of the nominee.

## Regions

As members of the local ACSA body, region committees have a unique perspective on every candidate they consider for selection as a regional winner/state finalist, and play a critical role in the vetting process. Region leadership must ensure that each finalist meets the eligibility requirements for their award category and is a suitable representative for their region. Finalists are put forward for their excellence and upstanding reputation as well as their commitment to education and, if applicable, to service in ACSA. Authentic letters of recommendation from supervisors, district leaders and colleagues are an important element in ensuring that only qualified finalists are submitted to the state.

## Awards Committee

The state committee is tasked with reviewing all finalists impartially and basing their decision on how each nominee meets the criteria for their category, as compared to their competitors. To do this, they rely on the accurate and verifiable information presented in the criteria explanations and letters of recommendation. The awards committee begins with the assumption that every finalist put forward is a qualified candidate, vetted by their peers and region leaders. Should a committee member learn or know of any reason a nominee should not be selected, they can confidentially share this with the rest of the committee.

## Board Executive Committee

The state Executive Committee of the Board of Directors, comprised of current officers, is the final step in the vetting and approval process. The members are presented with the list of committee recommendations and are charged with voting to approve each selection. Should any Executive Committee member believe for any reason that a recommended recipient is not an appropriate candidate for recognition at the state level, they have the opportunity to withhold their vote of approval for that category.