

# Jerry Johns Outstanding Teacher Educator in Reading Award Submission Guidelines

The International Literacy Association will present a US\$1,000 award annually to honor an outstanding college or university teacher of reading methods or reading-related courses.

*This award is supported by Jerry Johns.*

## SUBMISSION TIMELINE

- Opens **September 15** each year
- Closes **March 15** each year (*Note: All submissions received after this date will be held for consideration for the following award year*)
- Applicants are notified of the results via email by **mid- to late-June**

## CRITERIA

### Candidate Qualifications

- Must be an ILA member
- Must be affiliated with a college or university, and engaged in teacher preparation in reading at the undergraduate and/or graduate level
- A knowledgeable professional—one who knows the field of reading and who keeps current in research and practice.
- An innovative teacher—one who initiates and teaches outstanding courses and programs in reading education.
- A leader in the field of reading--one who serves the profession and assumes leadership positions in appropriate college, school, community, and/or professional organizations.
- A role model/mentor—one who inspires and instructs students/teachers to their full potential and supports their development.
- A disseminator—one who researches, publishes, and promotes effective practices beyond his/her own campus.

To become an ILA member or renew your membership please contact ILA Customer Service at 800.336.7323 or 302.731.1600 or [customerservice@reading.org](mailto:customerservice@reading.org)). To join or renew online, please visit <https://literacyworldwide.org/membership>.

## HOW TO APPLY

Complete your submission online using ScholarOne (a web-based grant management system; previously Manuscript Central) at [https://mc04.manuscriptcentral.com/ILA\\_awards-grants](https://mc04.manuscriptcentral.com/ILA_awards-grants).

## CREATING A PROFILE

All nominees and nominators must create a profile by providing the following information in the ScholarOne system (if you are nominating another person for the award, see instructions under **Step 4** for creating an account for a nominee/coapplicant). If you are a **returning user**, please view or edit your profile to make sure it is current.

- User name and password
- First and last name
- Mailing address
- Phone number and email address
- Institutional affiliation and position/title

## APPLICATION PREPARATION

### STEP 1: TYPE, TITLE, AND ABSTRACT

- **Select Manuscript Type** (screen will refresh once selected)
- **Title section:** Enter **Nominee's name** in the title section
- **Abstract:** Not applicable
- **Application Type:** (Individual)

### STEP 2: UPLOAD

The following materials should be uploaded **as individual documents** (***Important note:** Failure to upload all items below will result in your application being unsubmitted.*):

- **Curriculum Vita:** Short vita which includes educational background, credentials/certifications, academic, professional and community contributions, including selected publications and honors
- **Vision Statement:** A vision statement prepared by the nominee (2–3 pages), which includes beliefs and practices in educating teachers
- **Representative Syllabus:** Provide a representative syllabus
- **Letters of Recommendations:** Five (5) letters of recommendation. At least one should come from a student; others should be from colleagues or supervisors with knowledge of the candidate's teaching

### STEP 3: ATTRIBUTES

**Level of Learners:** Select the level of learners the work has been geared toward.

### STEP 4: APPLICANTS, NOMINATORS, & INSTITUTIONS

**Nominee (self-nominating) Information:** Applicant information will be automatically populated from the nominee's profile information.

**Nominator Information:** **The Nominee must be added as a coapplicant.** To add the nominee, search the nominee's email address: If the nominee has a profile in the ScholarOne system, select the coapplicant from the pop-up box and select "Add coapplicant". The

information will then be added to the application. If the nominee's email is not found in the system, the following message will appear at the top of the page:

*No co-author found. Please search again using another email address or create a new co-author.*

Click on the "create a new co-author" link in the message. You will then be prompted to add a new author using the nominee's name and email address. The nominee will then be notified and a request made to complete his/her profile.

**Nominee/Nominator:** Indicate whether you are the Nominee or Nominator.

### **Membership Information**

Enter the nominee membership information.

### **STEP 5: DETAILS & COMMENTS**

#### **Cover Letter** (optional)

Applicant may enter cover letter text (not viewable by reviewers) or upload a cover letter (as a Supplementary File NOT for Review).

Select how you heard about the award.

### **STEP 6: REVIEW & SUBMIT**

Review your submission carefully before you submit. ***You will not be able to update or edit your submission after you submit it.*** You will be informed if your application encountered any errors. After you submit, you will receive an email confirmation of your submission for this award.

### **REVIEW PROCEDURES AND EVALUATION CRITERIA**

Applications will be reviewed by members of the ILA Jerry Johns Outstanding Teacher Educator in Reading Award Committee.

- Decisions will be based on the quality of the application, relevance to the award's intent, and the quality of supporting materials
- The award will be made only in those years when the committee concludes there is an application of high quality
- Recipient is encouraged to submit a session proposal for presentation at the annual ILA Conference. (Note that this does not guarantee acceptance.)

*Please direct any questions about submitting your application to Wendy Logan at [ILAAwards@reading.org](mailto:ILAAwards@reading.org).*