

**Deadline for Applications: Friday, March 31, 2023 @ 5:00 p.m.**

Deliver completed applications to the NTC Foundation (B100) or email to [foundation@ntc.edu](mailto:foundation@ntc.edu)

If you have any questions, please contact Sheila Rossmiller at [rossmiller@ntc.edu](mailto:rossmiller@ntc.edu) or at X1302.

First awarded in 1989, the **Robert C. Altman Educational Excellence Award** is presented annually to an NTC faculty member who has been identified by students/peers as an outstanding educator and innovative facilitator of learning. This award, administered by the NTC Foundation, was established by a donor to honor a former President of the Wisconsin Valley Trust Company and past member of the NTC Foundation Board of Directors. Nominees are selected on criteria that illustrate facilitation of learning and active involvement outside the classroom. Faculty members may be nominated by any NTC employee or NTC student. The nominator is responsible for gathering and submitting nomination packet materials as outlined below.

**NOTE: The person being nominated must agree to be considered for the award.**

**Nominee Eligibility**

- All full-time and adjunct NTC faculty members
- Active teaching at NTC for five (5) years minimum, including present year
- Teaching any NTC courses at any campus, business and industry site, job center, jail, virtual college, etc.
- Individuals may receive the Altman Award only once (*award recipients listed on page 2*)

**Recipient/Awardee**

- One individual will be recognized as the Altman Award recipient
- An award and \$750 for professional development expenses in the 2023-24 academic year
- Recognition included on the Altman Award display on NTC's Wausau Campus (*NTC Foundation staff will work with faculty member to schedule a photo and develop a short bio*)
- A copy of the nomination packet/letters will be shared with awardee (*nominees will also receive a copy of their nomination packet/letters*)

**Nomination Package**

The nomination package must include items as outlined below. The nominator should collect the documents into one complete package and send it to the NTC Foundation, Room B100 or email to [foundation@ntc.edu](mailto:foundation@ntc.edu) **by Friday, March 31, 2023 at 5:00 p.m.**

- *Nomination cover page* (attached): must include signature of faculty member being nominated
- *Letter of nomination*: clear and concise; 500 word limit; include specific accomplishments/examples
- *Letter of support from nominee's supervisor*: clear and concise; 500 word limit; include specific accomplishments/examples [**NOTE: If the nominator is the nominee's supervisor, the letter of support from nominee's supervisor is not required; instead, the letter of nomination will be scored during the review and counted twice in the overall calculations**]
- *Letter of support from two (2) additional entities* (e.g., student, alumni, advisory committee member, team member): clear and concise; 500 word limit; include specific accomplishments/examples

## Criteria/Rubric

A panel of 3-4 NTC Foundation Board members and 1-2 previous Altman Award recipients will review nominations and forward recommendations to the NTC Foundation Executive Director. Criteria listed below will be used to rate nominees; each letter within the application package will be rated separately and all ratings added together for a total score (**170 total points possible**).

- **Letters of Support** includes letter of nomination; letter of support from nominee's supervisor; two letters of support from two (2) additional entities. **40 maximum score per letter** to address:
  - **Facilitator of Learning (30 points per letter)**. Examples illustrating this category:
    - Enhances learning through advanced technologies
    - Utilizes innovative instructional techniques
    - Serves as a positive role model for students and staff
    - Supports caring, supportive relationships with students
    - Adapts to individual needs of students
    - Assists students with effective career direction
    - Stays current in field(s) of study
    - Exhibits adaptability to the virtual learning environment
    - Displays creativity and ingenuity in course design and use of technology
    - Responds to ever-changing student needs, concerns, and challenges to ensure success
    - Maintains positivity and encourages students
  - **Active Involvement Outside Classroom (10 points per letter)**. Examples illustrating this category:
    - Provides leadership for student activities
    - Participates in professional growth activities
    - Participates in state and/or national leadership activities
    - Collaborates with community and business/industry partners
- **Overall Nomination Package (10 points)**
  - Specific accomplishments noted
  - Clear and concise (500 words or less each letter)
  - Required documents attached
  - Timeliness of nominee's accomplishments (within the last few years)
  - Overall quality of the nomination packet should be interesting and noteworthy

## Past Altman Award Recipients

2022 Sarah Watson	2010 Veronica Hope	1998 Roger Hanke
2021 Kathryn Krause	2009 Mike Enders	1997 Kay Richards
2020 Paul Clarke	2008 Marianna Ruprecht	1996 Doug Fisk
2019 Dianne Carroll	2007 Dan Seanor	1995 Mary Ann Van Slyke
2018 Jeff McDonald	2006 Chuck Kennedy	1994 Al Erickson
2017 Valerie Palarski	2005 Sara Nickel	1993 Sr. Phyllis Hoffman
2016 Adam Zogata	2004 Andrew Kleppe	1992 Hal Ehrenreich
2015 Laurie Schulz	2003 Jean Kapinsky	1991 Jan Beringer
2014 Donna Schuh	2002 Dave Svetlik	1990 Rick Kramer
2013 Josie Pingel	2001 Ann Gosse	1989 Linda Layton
2012 Jayne Rowe	2000 Dan Dougherty	
2011 Harold (Bud) Young	1999 Joe Figlmiller	

Name of faculty being nominated: \_\_\_\_\_

Instructional area: \_\_\_\_\_

Email: \_\_\_\_\_ Office extension: \_\_\_\_\_

*I agree to be nominated for the Robert C. Altman Educational Excellence Award. If I am selected, I will confer with the NTC Foundation regarding the recognition photo and use of awarded professional development funds.*

Signature of Nominee: \_\_\_\_\_

Name of nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Office extension: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

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NTC Foundation, Wausau Campus, B100 or email to [foundation@ntc.edu](mailto:foundation@ntc.edu).

Required attachments (see information outlined in nomination guidelines):

- Letter of nomination
- Letter of support from nominee's supervisor
- Letter of support from 2 additional entities