

**INTERNATIONAL ADULT AND CONTINUING EDUCATION
HALL OF FAME w/Council of College and Military Educators (CCME)**

CALL FOR NOMINATIONS FOR 2020

Induction Date: March 9-12, 2020

Location: Philadelphia, PA - Marriott (downtown)

Nomination Due Date: November 14, 2019

Overview

The International Adult and Continuing Education Hall of Fame (<http://www.halloffame.ou-reach.ou.edu>) is a nonprofit corporation whose purpose is to honor individuals who have made distinguished contributions to the field of adult and continuing education. The Call for Nominations is sent to the Hall of Fame membership and other identified professional organizations. All submitted nomination packets are forwarded to the Selection Committee appointed by the Board of Directors. The Selection Committee is responsible for screening and scoring of nominees and for proposing a slate of qualified inductees to the Board of Directors. The Board of Directors then reviews, discusses, and, as appropriate, approves the Selection Committee's recommendations for induction. The recommended nominees who are elected by the Board of Directors are then processed for induction.

The induction for 2020 will be March 9-12, Philadelphia, PA. If any recommended nominee is unable to participate in this induction, they may be inducted at one of the following two induction ceremonies. Also, the nominator should be present at the induction to introduce the inductee, or should arrange for another Hall member familiar with the inductee to make the introduction.

We, the Board of Directors of IACEHOF, thank you for nominating a person you strongly believe should be inducted into the Hall of Fame. This is a core function that acknowledges the contribution of the inductee and the recognition of the Hall. We trust the following information and instructions provide the desired guidance. We encourage any recommendations for improving both the nomination process and the Form. Refer to the contact information on page 4.

Eligibility for Membership

To be eligible for induction into the Hall of Fame, a person must be eminently distinguished in the profession, shall have brought honor or distinction, and shall have contributed to the heritage of adult and continuing education.

Eligibility of Nominators

Any individual may nominate a candidate for membership in the Hall of Fame. Hall of Fame members and nonmembers may nominate and/or second two individuals per year. Non-member nominators are encouraged to seek advice from current Hall of Fame members in preparing their nomination. All nominations must be seconded by at least one current member of the Hall of Fame

in the form of a letter that adds the seconder's personal perspective on the nominee's impact on the field of adult and continuing education. When a nominee is co-nominated by two members of the Hall of Fame, no second by another member of the Hall of Fame is necessary. Self -Nominations to the Hall of Fame are not considered.

Nominators must know the person they are supporting or be familiar with the nominee's record of accomplishments or impact on the field. With the exception of posthumous nominations, the nominators should have personal knowledge of the nominee and be able to provide a personal understanding of the context for the nominee's impact on the field of adult and continuing education.

Should a nominee not be selected for induction, the nominator is encouraged to revise and resubmit the nomination package for reconsideration in the next call for nominations. Nominations may be considered one additional time. Should the individual still fail to gain admission, any future nomination for that individual must be submitted by another nominator.

Guidelines for Writing the Nomination

Below, on page 5, is the Nomination Form. It is to be completed and submitted by the nominator. It is recommended that the nominator coordinate the completion of the Form with the nominee and the seconder, to assure a thorough and consistent nomination is submitted. This applies also to posthumous nominations, with the nominator and seconder submitting a consistent Form and supporting letter.

Following is the information for completing the Nomination Form. Refer to this information as you are completing the Form.

- **A. Contact Information**

Provide the requested information for the Nominee, Nominator, and Secunder

- **B. Primary Contribution of the Nominee**

Check the area(s) that identify the nominee's primary contribution(s): Scholar, Practitioner, and/or Policy Maker

- **C. Provide a narrative that address each of the factors**

Following are the five factors, with comments providing further explanations and guidance for writing the content. It must be emphasized that these guidelines be followed. The Nomination Form will be read by the seven members of the Selection Committee, who must carefully read the five factors/statements for each nominee. The average number of nominations submitted the past four years is 16. Thus, the committee is required to read, evaluate, and equitably score 80 statements in a two to three-week period. Thus, deviating from these guidelines should not be done.

- 1. Contributions to the field of adult and continuing education, with the focus on the nominee's impact on the field. 30 points (30%)**

Comment: State all the contributions in adult and continuing education, and the nominee's impact upon the stated contributions. As this is the first factor, refer to the broad or general impact(s), rather than the specific impact for each contribution. This is

further addressed in the 3rd factor. This first factor receives 30 points, the most of all five factors (30%).

2. The most notable achievements in adult and continuing education as a scholar, a practitioner and/or a policy maker across the span of the nominee's career. 25 points (25%)

Comment: The focus of this factor is three areas of achievement: as a scholar, a practitioner, and/or a policy maker. You identified/checked the specific area(s) at the beginning of the form. Here is where the selected area(s) are described. This is further addressed in the 4th factor.

3. The single greatest contribution to the field, focusing on its national and/or international significance. Nominators should provide national or historical context as appropriate to assist in the evaluation of the nominee. 20 points (20%)

Comment: Of the areas of contributions identified in the first factor, describe the single greatest contribution, with the focus on its national and/or international significance. The contribution must also be placed within a national and/or historical context.

NOTE: These first three factors comprise 75% of the total points.

4. What the nominee has done to enhance the visibility and stature of adult and continuing education as a field of scholarship, practice and/or policy making. 15 points (15%)

Comment: This factor complements the second factor, where the area(s) – scholarship, practice and/or policy making – were described. Here, these area(s) are described within the context of enhancing the visibility and stature of adult and continuing education.

5. The contributions, if any, in other fields of endeavor beyond adult and continuing education. 10 points (10%). Total for all five factors = 100%

Comment: This is the one factor not within the areas of adult and continuing education. It addresses the nominee's contributions in other areas e.g., governmental, organizational, philosophical, artistic, spiritual, and so forth. Here is where the wholistic aspects of the nominee's life can be presented.

Regarding the 250-word Maximum:

As stated in the nomination form, the maximum number of words for each factor/statement is 250. This requirement must be adhered to for two reasons. First, as stated above, the selection committee must carefully read around 80 statements in a short period of weeks. This is a formidable task. Statements that exceed this limit adversely impacts the reviewer's evaluation.

Second, while the points for each statement/factor range from 30 points for #1 to 10 points for #5, the maximum number of words for every statement is 250. This limit prevents excessive verbiage in the higher scored statements, and requires the nominator to submit a balanced statement for all five factors.

A final note. Some nominations have been submitted with statements having a minimal amount of explanation and support. This also adversely impacts the evaluation and score. You are encouraged to prepare statements that fully describes each factor.

- **D. Supporting Documentation**

Supporting documents, e.g., resume or curriculum vita, are to be listed at the end of the Nomination Form. If the Form is electronic, i.e., an email, insert (cut and paste) the documents at the end of the Form. These documents can also be separate files. Either way, the documents and their location must be listed under “Supporting Documentation” If the Nomination Form is a hard (printed) copy, attach (staple or clip) the documents to the Nomination Form.

Submit nominations as an attachment to an email:

Email: Shannon Johansen, ShannonJohansen@ou.edu

For Questions Contact: Shannon Johansen 405-325-6362, fax: 405-325-7196

Nomination Due Date: November 14, 2019

NOMINATION FORM

A. Contact Information. Provide the following information for the:

Nominee:

Name:

Title:

Address:

Telephone:

E-mail:

Fax:

Nominator:

Name:

Title:

Address:

Telephone:

E-mail:

Fax:

Secunder:

Name:

Title:

Address:

Telephone:

E-mail:

Fax:

B. Primary Contribution of the Nominee:

___ Scholar

___ Practitioner

___ Policy Maker

C. Provide a narrative response to each of the following five factors, staying within the 250-word maximum. Responses will be evaluated on a scale of 0 to 100.

1. Provide a synopsis of the nominee's contributions to the field of adult and continuing education, focusing on the nominee's impact on the field. (250-word maximum; 30 points)
2. What are the nominee's most notable achievements in adult and continuing education as a scholar, practitioner, and/or a policy maker across the span of the nominee's career? (250-word maximum; 25 points)
3. Describe the nominee's single greatest contribution to the field, focusing on its national and/or international significance. Provide national or historical context as appropriate (250-word maximum; 20 points).

4. What has the nominee done to enhance the visibility and stature of adult and continuing education as a field of scholarship, practice and/or policy making? (250-word maximum; 15 points)
5. What have been the nominee's contributions, if any, in other fields of endeavor beyond adult and continuing education? (250-word maximum; 10 points)

D. Supporting Documentation. If there are any supporting documents, e.g., resume or curriculum vita, list them here. If this Nomination Form is electronic (an email), insert the documents at the end of this Form. If the Form is a hard (print) copy, attach (staple or clip) the documents to this Form.

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