



Guidelines Education Hall of Fame Induction Program

April 2023

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Purpose

The Education Hall of Fame (EHOF) provides lasting recognition and gratitude toward those who have provided exemplary service or made a lasting impression to the field of education in the Northwest Territories. Through induction into the Education Hall of Fame, the Minister of Education, Culture and Employment (ECE) recognizes individuals that have gone above and beyond their expected duties by creating a safe and inclusive environment, empowering those around you, building a strong sense of community, overcoming challenges and being a life-long learner.

Program Overview

The annual inductions into EHOF are administered in three distinct stages:

1. Nomination period (Mid-March mid- April)
2. Nomination review & evaluation by the EHOF Selection Committee (April-May)

The following illustrates the steps involved in processing EHOF nominations:

- A nominator must submit a complete EHOF nomination package during the official nomination period, using the nomination forms available on the Department of Education, Culture and Employment website.
 - After the nomination period closes, all nominations are reviewed by the EHOF Selection Committee (SC), consisting of a representative from the Department of Education, Culture and Employment, the Early Childhood Educator community, the Northwest Territories Teachers' Association (NWTTA), the Post-Secondary Community and the Northwest Territories Superintendents' Association. The SC is chaired by the Assistant Deputy Minister of Education and Culture. Nominations that fulfill the Nomination Guidelines are screened in for further evaluation and rating. The SC then evaluates and rates all qualified nominations.
 - Based on the rankings resulting from the SC evaluations, the SC recommends potential inductees to the Minister of Education, Culture and Employment
 - The Minister of Education, Culture and Employment determines the EHOF inductees and selects the Minister's Choice award.
3. EHOF Induction Ceremony (June)
 - The EHOF induction ceremony is held annually.

Awards Categories

There are five award categories for EHOFF given each year in addition to the Minister's Choice Award. An individual, team or organization may be nominated and recognized in any of the following award categories, provided they meet the criteria specified:

- **Community Outreach:** Recognizes outstanding individual or team contribution(s) to education in a community (including but not limited to on-the-land learning, coaching).
- **Early Childhood Education:** Recognizes outstanding individual or team contribution(s) to early childhood education and children.
- **JK-12 Education:** Recognizes outstanding individual or team contribution(s) to JK-12 education and JK-12 students.
- **Post-Secondary Education:** Recognizes outstanding individual or team contribution(s) to post-secondary education and post-secondary students.
- **Leadership in Education:** Recognizes outstanding individual or team contribution(s) to education across multiple communities in the Northwest Territories.

The **Minister's Choice Award** is selected by the Minister of Education, Culture and Employment to recognize excellence in individual or team contribution(s) to education. This decision may be made independently of the scoring selection process.

Nomination Guidelines

- Nominations must be received by the published deadline to be considered for EHOFF. Nominations received after the deadline will not be considered, and may be resubmitted the following year.
- One (1) individual, team or organization will be inducted into EHOFF per award category per calendar year.
- Nominations are considered and evaluated by the EHOFF Selection Committee based solely on the information provided on the EHOFF Nomination Form by the nominator. Outside information and/or personal experiences with the nominee will not be considered. Additional information (i.e., reference letters) will not be considered.
- A maximum of eight (8) individuals can be submitted under a nomination for a team or organization. It is recommended that team members who had direct involvement and were instrumental to the success of the project/organization be included in the nomination. It is the nominator's responsibility to ensure that only people critical to the project are named in the nomination package.
- Nominators must check with nominees before nomination to ensure they agree with being nominated.

Selection Criteria

The following section outlines the Selection Criteria and considerations that are applied during the EHOFF nomination review, evaluation, and selection process.

Nominations must demonstrate excellence or outstanding achievements in at least three selection criteria. The evidence provided should relate to the specific Award Category for the nomination.

For example, if an individual is nominated in the award category of *JK-12 Education*, the nominator will provide evidence of excellent or outstanding performance in at least 3 of the 6 criteria below related to the individual's role or work experience in JK-12 Education.

Excellence is characterized by an individual/team/organization consistently going above and beyond expectations and demonstrating innovation in education. All nominations are rated according to six (6) criteria:

- **Safe and Inclusive Environment** recognizes teams and/or individuals that have gone above and beyond their duties to create an inclusive and safe learning environment within their community.
- **Empowering those Around Them** recognizes teams and/or individuals that have gone above and beyond their duties to increase child/student/adult agency and ownership of learning within their community.
- **Strong Sense of Community** recognizes outstanding contributions to building a strong sense of community.
- **Perseverance** recognizes outstanding determination of teams and/or individuals that have overcome challenges while implementing significant contribution in education to their community.
- **Indigenous Teaching and Learning** recognizes outstanding individual or team that have gone above and beyond their duties in creating and building an educational community that centres, respects, and promotes Indigenous worldviews, cultures and languages as integral and foundational in the NWT.
- **Being a Life-long Learner** recognizes outstanding commitment to education through personal and professional growth.

Nominations will be evaluated and considered by the EHOFF Selection Committee based solely on the information and evidence provided on the EHOFF Nomination Form by the nominator. This form should be completed in full, and it is recommended that the nominator review the form prior to submission to ensure the evidence and information provided demonstrates how the nominee(s) meets both the selected award category and the selection criteria. Additional information (i.e., reference letters) will not be considered.

Please note that a nominee(s) can be nominated in more than one (1) award category on the same EHOFF Nomination Form. If nominated in more than 1 category, the nominator will need to provide evidence of how the nominee(s) meet the selection criteria for both award categories.

Additional Selection Criteria

- Nominations must demonstrate that the nominee has shown excellence or outstanding performance in at least three of the five Selection Criteria for consideration.
- Higher consideration may be given to nominees that demonstrate excellence in more than one the Selection Criteria and in more than one of the Award Categories
- The selection committee determines which of the program criteria were best reflected in the nomination.
- Nomination forms must be completed in full to be considered.
- Selection is based solely on merit.
- There is no requirement set for representation by region, gender or ethnicity. The most deserving nominees are selected.
- Decisions are based on information provided by the nominators. Outside knowledge the selection committee has of an individual or team will not be considered. Additional information (i.e., reference letters) will not be considered.

Program Capacity

The following chart outlines the available distribution and maximum* number of EHOFF inductees each year:

Award Category	Number of Recipients per Category	Number of Team/Organization Members Permitted
Community Outreach	1	8
Early Childhood Education	1	8
JK-12 Education	1	8
Post-Secondary Education	1	8
Educational Leadership	1	8
Minister's Choice Award*	1	8

* The **Minister's Choice Award** is selected by the Minister of Education, Culture and Employment to recognize excellence in individual or team contribution(s) to education. This decision may be made independently of the scoring selection process.

Program Expectations

ECE will reimburse each inductee and a companion for:

1. Transportation costs from the home community to Yellowknife and return for each inductee and one companion; and
2. Accommodations and per diems.

Please note that ECE requires that invoices to be forwarded within three weeks of the travel return date for reimbursement.

Each inductee is responsible for booking their own travel and accommodations for themselves and their travelling companion. A block booking of rooms has been set aside for the Education Hall of Fame at a nearby hotel. Once selected, inductees will receive the needed information to finalize hotel rooms and to book appropriate travel arrangements.

If a team/organization is inducted, upon proof of receipts, travel costs associated with attending the EHOFF Induction ceremony will be reimbursed for the team/organization lead and one companion.

If an individual is inducted posthumously travel costs associated with attending the EHOFF Induction ceremony will be reimbursed upon proof of receipts, for a family member and a companion.

Roles and Responsibilities

ECE is responsible for all aspects of delivering the Education Hall of Fame induction program.