Awards Committee Guiding Principles

Application & Interview Process

To ensure a fair and equal review for all award candidates, the ACTE Awards Committee follows these guidelines:

- All candidates in the Excellence Awards program complete the same application steps and meet the same deadline.
- Incomplete applications are not accepted.
- Candidates in the same category answer the same interview questions, asked by the same interviewer in the same way.
- Interview questions are not shared with candidates in advance.

Judging Process

To maintain fairness and integrity in judging, the Awards Committee follows these rules:

- The same judges score all candidates in each category.
- Judges work independently, without discussing scores with each other.
- All candidates are scored using the same rubric.
- Judges review candidates within the same timeframe.
- Judges remain impartial, scoring only based on the application materials and rubric criteria, without outside knowledge or personal connections affecting their scores.

Confidentiality

Awards Committee members handle application materials carefully and respect applicant privacy. Winning applicants allow ACTE to use and edit their application content for promotions, but applicant information isn't shared or used outside of committee reviews, except for promotional purposes.

To keep the review process fair, committee members do not discuss applicant identities, numbers, or origins with anyone outside the committee before the application deadline. After the deadline, any information shared about applicants is made public with the applicants' consent.

Committee members also keep scores and discussions about scores confidential, both within and outside the committee. National winners are not discussed until the official announcement.

Committee Member Signature	Date