

Policy No: C-3

Subject: AASL Distinguished School Administrator Award

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Effective Date: June 27, 2015

Revision Date(s):

Review Date(s):

**Review Responsibility:** Awards Committee

**Policy Statement:**

The AASL Distinguished School Administrator Award honors a school administrator who has made worthy contributions to the operations of an effective school library and to advancing the role of the school library in the educational program.

**Focus:** Members

**Purpose:** To outline the process for submission of nominees and selection of the AASL Distinguished School Administrator Award recipient.

**Procedure:**

1. The applicant (nominator) must be an AASL personal member.
2. Eligible nominees include:
  - State, county, or district school superintendents and building principals currently in administrative office, directly responsible for a school or group of schools at any level, who are not working in a library services department and who are not regular ALA/AASL members
  - District administrators responsible for broad instructional leadership such as assistant superintendents, directors of curriculum and instruction, and directors of elementary and/or secondary education, provided they are not working in a library services department or a regular ALA/AASL member.
3. The following criteria will be used in the selection process:
  - Level of leadership and continuing efforts in promoting effective school library services and advancing the role of school library services in the educational program
  - Specific contributions toward the concept of effective school library services
  - Successful interpretation of the role of school library programs in the overall educational program
  - Demonstrated support for library resources and staff
  - Evidence of school library program improvements
4. One award will be given annually. The committee may choose to not select a recipient for the award.
5. Nominations for the AASL Distinguished School Administrator Award will be due February 1 of each year.
6. The subawards committee will:

- a. Judge nominees utilizing a standardized scoring rubric
- b. Vote on the nominee(s) prior to April 1 of each year

7. The chair of the subawards committee, in coordination with the board and staff liaison, will announce the award winner in the form of an Information Report at the Spring Executive Committee meeting.

8. The recipient will be sent a congratulatory letter from the Awards Committee Chair and AASL President. The nominator of the award recipient will be notified of the nominee's honor.

9. All candidates who were not successful in receiving the award will be sent a notification letter from the Awards Committee Chair and AASL President.

10. AASL Headquarters will prepare the award, which includes:

- Press release
- Plaque inscribed with recipient's name
- Recognition in Awards Ceremony material
- Recognition in *Knowledge Quest* and *Hotlinks*

11. Award sponsorships are set for automatic renewal. AASL must be notified in advance if an award will no longer be supported the following year by the current sponsor. The deadline for notification is May 1.