

CCCC Guidelines for Submitting Proposals for New Awards

If you or your group would like to propose a new award for the CCCC Executive Committee to consider, please answer the following questions regarding the proposed award in detail.

- What is the name of the award you are proposing?
- How does the award serve the CCCC mission statement and vision statement (see <http://www.ncte.org/cccc/about>)?
- How does this award serve the goals set by CCCCs as part of its strategic planning efforts?
- Which CCCC constituencies are primarily served by the award?
- How does the award address issues of diversity, inclusion, and equity?
- What is the disciplinary or organizational need fulfilled by the award?
- How is this proposed award distinct from the existing CCCC awards (see <https://cccc.ncte.org/cccc/awards>)?
- What will the awarding period be (e.g., annual award, every two years)?
- Who is eligible to apply for this award (if other than overall CCCC members)?
- Define the key terms that characterize the award (e.g., labor, research, identity, service, etc).
- If the award has a monetary component, what will be the source of the funds?

To have an award or recognition considered for addition to the currently available awards, prepare a 2-3 page proposal in which you address the above questions. Submit the proposal to Kristen Suchor at ksuchor@ncte.org. Upon submission, the award will be reviewed by the CCCC officers, and a recommendation made to the CCCC Executive Committee, who will discuss and vote on the proposal.

When your award is reviewed by the Executive Committee for potential inclusion, the EC, in conversation with the chair, will also be considering the following questions. Thus, to whatever extent possible, you might also address these considerations in your proposal:

- What procedures will be used to determine the pool of candidates for the award each year? (e.g., award criteria, process for nominations, submission of documents, etc.)?
- What criteria do you suggest be used to determine the winner of the award?
- What type and size of committee structure do you recommend for evaluating applications and determining the award recipient? Final structures and appointments to review committees is the responsibility of the CCCC chair.
- Awards are typically awarded at the CCCC Awards Reception. If your proposing group prefers a different time or space, please note that, recognizing that the final decision will be the purview of the program chair.

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