

# ACTE Awards Committee Guiding Principles

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In their commitment to a fair and equal review process for all award candidates, members of the national ACTE Awards Committee adhere to the following guiding principles:

## **Application & Interview**

All candidates participating in the Excellence Awards program are held to the same application procedure:

- Candidates within a program complete the same application requirements by the same deadline.
- Incomplete applications are not accepted.
- Candidates within a category are asked the same interview questions by the same interviewer in the same manner. Candidates are treated equally during the interview.
- Candidates are not provided with the interview questions ahead of time.

## **Judging**

In order to ensure the integrity of the judging process, the Awards Committee follows these guidelines:

- All candidates within a category are scored by the same judges.
- All judges score candidates independently without input from other judges.
- All judges score candidates using the same rubric.
- All judges operate within the same timeframe to review candidates within a category.
- Judges are impartial. Candidates are scored based solely on their application materials and how they address criteria outlined in the rubric. Other factors, including additional knowledge or acquaintance with the candidate, do not influence the scores.

## **Confidentiality**

As stewards of sensitive information, Awards Committee members are discrete with information shared in application materials. Winning applicants permit ACTE to use and edit content of their applications for promotional activities. Applicant information is not used or shared outside committee review for purposes other than promotion.

In order to maintain the integrity of the review process, Committee members do not share information about the identities, number or origin of applicants with individuals outside the Awards Committee before all applications are received at the deadline. Any information shared about applicants after the deadline is shared publicly with the applicants' knowledge.

In order to maintain the confidentiality of the winners, Awards Committee members do not discuss their scores or the scores of other judges within or outside the Committee. The national winner selection is not discussed until after the official announcement has been made. Total anonymous scores may be shared with judges on a case by case basis upon request.