



Sharon Davis-Stubbe Award Nomination Form

Sharon Davis-Stubbe's career was focused on literacy and adult education. She was the director of the library in Wellston, as well as coordinator of the Jackson County ABLE Program, prior to becoming an educational consultant with the Ohio Department of Education. She was a member of the Ohio Literacy Network and OAAACE.

Each year, OAAACE presents different awards in honor of Sharon Davis-Stubbe. Ms. Stubbe was a longtime supporter of adult and continuing education. **The awards include: Outstanding Teacher, Administrator, Support Staff, and Contributor.** The winners are presented their awards at the annual OAAACE Conference Scholarships and Awards Luncheon, scheduled for **Thursday, October 23, 2025.**

Award criteria:

Nominees for Outstanding Teacher and Outstanding Administrator must be current paid members of OAAACE. Membership is not required for the Support Staff and Contributor categories. Eligible winners of the Teacher and Administrator awards will automatically be entered for consideration at the national level for the Coalition on Adult Basic Education (COABE) Awards.

For **Teacher of the Year**, OAAACE is particularly seeking to recognize a teacher who:

- Currently teaches and has five or more years of adult education teaching experience
- Participates in school and community activities
- Communicates effectively with learners, colleagues, and supervisors
- Commits to the adult/continuing education profession
- Commits to his/her own lifelong learning (evidence of professional development)
- Understands the physical, psychological, social, and cognitive characteristics of adult learning
- Accepts the learner's cultural and ethnic uniqueness
- Provides a non-threatening, supportive atmosphere for learning, which fosters freedom of thought and expression
- Assists learners in formulating personal objectives and assessing progress towards those objectives
- Uses instructional methods, techniques, materials, and resources most appropriate for the learning tasks and characteristics of the adult learner.

For **Administrator of the Year**, OAAACE is particularly seeking to recognize an administrator who:

- Has five or more years of adult education experience
- Has made outstanding contributions to adult education
- Has a clear understanding of adult education and literacy not only as a process, but also as a concept that continues through life
- Has demonstrated leadership qualities at all levels (local, state, and national levels) and is a strong advocate of adult education and literacy
- Has proven results and is respected by his/her colleagues
- Has received awards and recognition for his/her work.



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Guidelines for Submission:

- The second page should be responses to the requested information under “Written Description,” including the statement on the nominee’s service to the field.
- The packet should include at least two, but no more than four, one-page support letters attached to the submission email from individuals other than the person who is submitting the nomination.
- Additional information may be included, but the entire packet, including the cover page, cannot exceed ten pages. Packets that exceed this limit will not be considered.
- Include a headshot/picture of the nominee.

Checklist to verify packet submission contents:

- ☐ Nomination cover letter
- ☐ Written description
- ☐ Support letters (2 to 4 letters)
- ☐ Headshot/picture of nominee

Submitting the packet:

The nomination packet must be emailed by **Friday, September 19, 2025**, to:

Christina Miller
OAACE Scholarships and Awards Chair

Email: christina.miller@mahoningctc.com

Phone: 330-729-4000, extension 1418



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Cover sheet

Nomination information:

Please check one:

- ☐ Teacher: Includes instructors, trainees, tutors, and direct service providers
- ☐ Administrator: Includes supervisor and training manager
- ☐ Support Staff: Includes instructional assistants, clerical, and other support staff
- ☐ Contributor

OAACE Region:

- ☐ Central/Southeast ☐ Northeast ☐ Northwest ☐ Southwest

Nominee:

Name:

Position/title:

Organization:

Address:

Telephone number:

Email address:

OAACE member?

Number of years of ABE experience:

Nominator:

Name:

Position/title:

Organization:

Address:

Telephone number:

Email address:



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Written description

Please respond to the following in a separate document and attach in the nomination email:

1. Nominee's work experience (with ABE and outside of ABE)
2. Biography of the nominee
3. Nominee's qualifications
4. Nominee's future plans and goals
5. A description of the nominee's outstanding service to the field of adult and continuing education. Include contributions at the local, state, and/or national level.

Sharon Davis-Stubbe Award Support Letters

Include two to four letters of support in the nomination email that address the following items. These letters of support should be from people other than the nominator.

1. Nominee's name and position they are nominated for
2. Describe how long, and in what capacity, you have known the nominee.
3. Describe the contributions this person or organization has made to the local adult education field.
4. What contributions has this nominee made to the field of adult education at the state or national level?
5. What qualities make this nominee stand out in his or her particular area?
6. Do you have any additional comments?
7. Include your name, title, and the date in your letter.