Application Checklist for
the Walton National Sustainability Teachers’ Academy

Step 1 of 3: Pre-Application Stage

• Admission requirements
  We are seeking two-person teams of presently employed, middle school teachers that have at least three years full-time teaching experience (by program start date). Teachers from all subject areas are encouraged to apply. Teachers must be highly recommended by their principal and agree to share their experience with other teachers. No part-time, substitute, or pre-service teachers or teaching assistants need apply. Teacher teams may be from the same school or different schools in the same school district.
  Note: The online application will ask for the name of your team member that is also applying to the Teachers’ Academy so be prepared to enter the necessary information prior to starting online form.

• Letter of Support
  To ensure the success of the participating teachers, we are requiring that the principal at your school support your participation in the sustainability professional development program. Talk with your principal prior to application and verify that they are willing to sign a letter of support. The online form for the principal takes approximately 20 minutes to complete and includes basic contact information, yes/no questions regarding their support for your participation in the Teachers’ Academy and two short answer questions. Your principal can find the form for the letter of support on our webpage at sustainabilitysolutions.asu.edu/teachersacademy.

• Professional Experience
  There will be a section on the online application form where you can include the following information:
  1. Professional Experience: title of position, school, number of years teaching, grade level taught, name of principal, extracurricular activities led
  2. Academic background: schools attended and degrees earned

• Personal Statement
  Please draft a brief personal statement of no more than 2,000 characters (approximately 250 words) per question:
  1. Why are you interested in educating for sustainability?
  2. What do you hope to learn through participation in the Walton National Sustainability Teachers’ Academy?
  3. How do you envision working with your school or district partner?
  4. What do you hope to achieve in your classroom, school and/or community through your participation in this professional development program?
  5. How would you engage your fellow teachers in sustainability?
6. Optional: Please provide any additional information you would like to bring to our attention. 

Note: We recommend pre-writing your responses to these questions because the online form cannot be saved and re-opened.

Step 2 of 3: Online Application

• Section 1: Contact Information
  Includes name, address, phone, email.

• Section 2: Professional Information
  There will be space to insert your work and academic experience.

• Section 3: Personal Statement
  There will be space to insert your responses to the above questions. 
  Note: Please allow for 30 minutes to insert information into application form if responses are pre-drafted (more time will be needed if the responses to the questions are not pre-drafted).

• Section 4: Team member Information
  Provide the name, school and subject taught by your team member who is submitting their own Teachers' Academy application.

• Supplemental Materials: Letter of Support
  The Letter of Support is not a part of your online application – the principal fills out the Letter of Support form that can be found on the website (sustainabilitysolutions.asu.edu/teachersacademy). Your principal has until the application deadline to submit their part of the application. The form will take approximately 20 minutes to complete.

Step 3 or 3: Post-Application

• Application Materials
  Applications are considered complete when the online application has been submitted by both applying teachers and the Letter of Support has been completed by their principal(s). A complete application includes general information, professional Information, personal statement, name of other teacher on your team and Letter(s) of Support for both team member applicants.

• Application Deadline
  All required materials must be received by April 1st, 2015

Should you have additional questions, please contact Erin Redman at 480-727-3096 or email her at erin.redman@asu.edu. We will gladly provide individual assistance throughout the application process.