

High School Teacher of Excellence Award **TIMELINE**

PHASE 1: ONLINE INTEREST FORM

January – September 2026

- Application Opens: January 7, 2026
- Before You Begin: Review eligibility requirements, application instructions, and program timeline
- How to Apply:
 - Eligible teacher award applicants must submit an official interest form online
 - Start by creating a profile, selecting the award for which you are applying, and completing the interest form.
 - Applications are reviewed on a rolling basis
 - Applicants must provide a copy of their resume

PHASE 2: FULL APPLICATION

February – September 2026

- Review Process: Interest forms will be reviewed by TBHF on a rolling basis
 - Selected applicants will be invited to complete the full application with supporting documentation
 - Applicants not selected to proceed will be notified by April 2026
- Required Documents for Full Application:
 - Professional Headshot – High-resolution, forward-facing, business professional attire (suit preferred), simple background
 - Professional Bio – 150-word bio in the third person, highlighting professional, entrepreneurial, and community involvement
 - Signed letter of support from your current Principal or Administrator

PHASE 3: INTERVIEW

Summer/Fall 2026

- Finalist Notification: Applicants selected as finalists will be informed of their interview date, time, and location
- Interview Process: Interviews will be conducted in two phases. Following a review of full applications, selected applicants will participate in a brief phone or Zoom interview. From this group, finalists will be chosen and invited to attend an in-person interview with a panel of interviewers.
- Classroom Observation: Award finalists may be asked to allow TBHF representatives to conduct a classroom observation
- Applicants not selected to proceed will be notified by May 2026

PHASE 4: AWARD RECIPIENT ANNOUNCEMENT

Fall 2026

- Finalists will be notified if they are selected as award recipient

www.TexasBusiness.org/Awards
Questions? Contact Patrice Bartlett
pbartlett@texasbusiness.org