



HOW TO BE AWARD READY

Keep track of opportunities and eligibility and cultivate a strong professional network

- Many awards require membership in the sponsor organization (e.g. AAAS, IEEE, AGU, etc.) to be eligible. Joining the appropriate professional organizations in your field and playing an active role can position you for these awards.
- For awards you may be interested in, familiarize yourself with the nomination process, eligibility requirements, and due dates.
- Grow your professional network and maintain those relationships. Most awards require letters from highly prestigious nominators outside the institution.
- Familiarize yourself with the career and awards path of the leading scholars in your profession and meet with leadership or the faculty award specialist to develop short and long term plans for building a competitive profile and awards path.
- Department Heads are often involved in the nomination process, update them regularly on your accomplishments, work, and collaborations and make awards a topic of discussion in your meetings with leadership.
- Help create a culture of recognition by nominating your colleagues, peers, and mentors.
- Join or create an honorifics committee to get an inside look at the nomination process.
- Awards often have short deadlines. Give yourself plenty of time to gather nomination material ahead of time and have polished material like professional headshots and updated CVs always ready to go and available to leadership and nominators so that you do not miss a nomination cycle.
- Consider self-nominations or ask an external colleague to nominate you. Don't pass up awards because you think you won't win them - You can't win if you don't get nominated!
- Be persistent! Some awards need a nominee to be nominated more than once before they are finally successful.

