



CREATING STRONG NOMINATIONS

Concrete strategies can yield nomination packages that help you stand out from the field.

■ EARLY CAREER FACULTY

Actively work to generate a new professional network that expands your references beyond your dissertation committee.

■ READ INSTRUCTIONS

Review award instructions carefully and develop a plan for obtaining the required materials. Some materials listed as optional? Include them anyway.

■ TAILOR YOUR REFERENCES

Choose supporters who can enthusiastically speak to your eligibility. Prestigious external references will strengthen your nomination; collaborators who have already won the award in question can be excellent choices.

■ GET EXPERT HELP

Past winners are strong references and resources. Seek their advice, review their award packets, ask them to write a letter, and ask them to review your materials before you submit.

■ COLLECT DRAFT MATERIALS

When you contact a potential letter writer (or if someone else does on your behalf), you should be prepared to provide draft materials such as an updated CV, nomination materials, and information about the award. This will reduce the time and effort required by the writer.

■ SET CLEAR DEADLINES AND EXPECTATIONS

Give your references plenty of lead time - at least one month. Offer to meet with them to discuss career highlights.

■ DO NOT RECYCLE LETTERS

References who have already written letters for you - for other awards, promotion and tenure, etc. - can be great resources for new awards because some of the work is already done. However, each nomination requires a new, distinct letter that highlights your latest accomplishments and speaks to your current work.

■ ACKNOWLEDGE SUPPORT

Always thank your nominators and references and update them as the process moves forward. A hand-written note goes a long way towards helping your references feel appreciated.

The Institute for Critical Technology and Applied Science provides resources for faculty pursuing honorific awards.

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