

# How to Prepare an Effective Award Nomination

## ***Considerations***

### Why take the time?

- Preparing an effective nomination is the key to presenting the accomplishments of a candidate to the award committee.
- The Staff Make Students Count (SMSC) Awards are very competitive; award committees review many excellent candidates.
- Review committees may not know your candidate.
- You must communicate to the committee using the nomination. Writing is important.

### Why is writing important?

- Award committees rely on concise and complete nominations.
- Well written nominations allow committee members to use their time effectively.
- Poorly prepared nominations will not highlight the technical or service accomplishments of your candidate.
- You must communicate effectively to give your candidate a good chance.

### Keys to a Good Nomination

- Start early - The call for nominations begins in January.
- Work with a team. Delegate tasks to team members – research, recommendations, writing.
- Research the award criteria and the candidate.
- Write a well-documented argument.
- Arrange for or collect letters of recommendations and complete nomination form.
- Submit by the deadline.

### Include Justification

- Write a concise, compelling nomination letter explaining why your candidate should receive the award.
- Provide specific examples of your candidate's work that support the award criteria.
- This is your opportunity to communicate the best qualifications of your candidate to the review committee.
- Provide a full and complete statement of the reasons for proposing the candidate and include specific examples that support the award requirements.
- Include a record of the candidate's professional and industrial achievements in sufficient detail to enable the committee to pass judgment on the candidate's worthiness to receive the award.

### Items to include in Nominations and Recommendations

- Professional history:
  - Education
  - Job experience

- Company affiliations
- Licenses and certifications
- Organization membership
- Major Accomplishments
  - Academic
  - Public Service/Community-focused Service

### Solicit Support

- Collect at least three (3) letters from colleagues and/or students familiar with the candidate's work to support the nomination.
- Letters should contain specific examples that support the award requirements.

### ***Other Items of Importance***

#### Nominations are Confidential

- All SMSC Award nomination materials are confidential.
- Candidates cannot review the nomination.

#### Who is Not Eligible?

- UA Administrators
- Temporary employees
- Part-time employees
- Student employees
- You cannot nominate yourself

#### Meet the Deadline

- The call for nominations begins January 31, 2024.
- All SMSC award nominations and letters of support must be received by March 18, 2024.

#### Contact Information for the UA Staff Councils

- Refer to the Staff Make Students Count Nomination Form.

#### Contact Information for General Questions

- UA Governance Office
- [ua-sogov-office@alaska.edu](mailto:ua-sogov-office@alaska.edu)
- (907) 450-8055
- [Staff Make Students Count](#)