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 to the committee to pass judgment on the candidate’s worthiness to receive the award.

Items to include in Nominations and Recommendations
• Professional history:
  o Education
  o 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
  - (907) 450-8055
• Staff Make Students Count