Guidance for Award Nominations



The components of a strong nomination letter for a MSEN award:

- 1. Provide a short description of the relationship between the recommender and the candidate (what qualifies the recommender to write about the nominee?).
- 2. Provide award-specific information. For example, when nominating for a best paper award, provide the full paper citation and acceptance date (as required by the award criteria). When nominating for a best thesis award, state the title of the thesis, advisor's name, graduate date, and similarly for other awards (details may be found in award descriptions).
- 3. Discuss the candidate's background, attributes and qualifications for the award. The narrative should include specific examples whenever possible. A comment that compares or rates the quality of the candidate to a well-defined peer group would be helpful. For teaching awards, student reviews or testimonials may be included.
- 4. Provide any additional information that may be important for the consideration of the awards committee (e.g. if the nominee overcame extraordinary obstacles on their path to success, etc.).
- 5. Closing statement giving level of nomination rating (e.g. recommend, strongly recommend, highest recommendation, etc.).
- 6. Optional: under the signature line, provide a brief description of relevant background info for the recommender.