

## TIP SHEET

## Prepare a Competitive Nomination Packet – Norman

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Award evaluation committees are made up of faculty from a variety of disciplines and multiple campuses. As such it is important to frame the nomination packet for a wide audience. The Offices of the Senior Vice President and Provost for the Norman and Health Campuses have compiled this tip sheet to help nominators build a compelling and well-organized packet for consideration.

### REVIEWING INFORMATION ABOUT AWARDS

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- Pay close attention to the information about the awards. Each description provides information about the rubrics used for evaluation.
- Identify the key areas that the supporting materials must address (usually 3-5 areas).
- Check eligibility. Make sure the nominee is at the appropriate faculty rank for the award and that other stated criteria are met.
- Be aware of word count and page limits for all packet materials. Not adhering to the submission requirements may disqualify your nominee from consideration.
- Know the deadlines. Extensions are rarely granted.
- Do **not** submit extra materials/pages beyond what is required unless explicitly permitted in the guidelines. Extra materials will be removed.

### WRITING A STRONG NOMINATION LETTER

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- Organize your letter according to the award criteria and use headings that match the criteria.
- Consider interviewing the nominee to learn first-hand how their work meets the criteria. This can provide rich anecdotes and details you might not otherwise know.
- Provide clear, detailed examples of the nominee's accomplishments and their impacts (i.e., quantitative and qualitative information).
- If nominated by a group, such as Committee A, include the names and signatures of all faculty in the nominating group. (The Provost's Office relies on this information for sending questions, announcements, and feedback.)
- Explain what is considered typical of the nominee's unit for teaching, research, service, and/or leadership. Use this to highlight the nominee's excellence in the area of nomination.

### ASSEMBLING STRONG LETTERS OF SUPPORT

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- Ask for more letters than you need.
- Framing the ask: Make it clear what the criteria are, which criteria the letter writer should cover, and why you are nominating the candidate.
- Consider sending a one-page guide to each writer that clearly lays out the expectations, tailored to the specific award and nominee. Students especially will benefit from very specific instructions.
- Request the letters be on institutional letterhead (or personal if a student) and signed.

- Make sure you leave yourself time to review and request changes/updates if needed.
- Curate letters of support: You might not use all of the letters you receive. Those not used can be quoted in your letter of nomination.
- Be aware of the maximum number of letters allowed. Any additional letters over the number allotted will be removed. (Note: The Dean's letter does not count toward the limit.)

## TAILORING THE C.V. AND BIOGRAPHY

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- Work with the candidate to organize the C.V. in relation to the award criteria.
  - Emphasize information related to the award criteria at the **top** of the tailored C.V.
  - Example: If nominating for a teaching award, include student project overviews or abstracts, and list student awards earned.
- Do **not** include a photo of the nominee with the biography or C.V.

## COMPILING SUPPLEMENTAL MATERIALS

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- *For Presidential Professorships:* Submit summary reports of the faculty member's annual evaluations, **not course evaluations/course reflection surveys**.
- *For the Office of the VPRP Research and Creative Activity faculty awards:* Submission of additional supporting information should follow guidance provided on the VPRP webpage.
- *Dean's Letter:* Share bullet points with the nominee's Dean's Office ahead of the deadline so the office can prepare a letter of support.

## ORGANIZING AND SUBMITTING THE PACKAGE

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- Use Adobe Acrobat Pro to combine all nomination packet materials into a single PDF; pay close attention to ensure the order the items are listed in follows the call for nominations.
- Add clearly labeled bookmarks to the Table of Contents (where required) so that committee members can easily navigate the package.
- Name the file: YEAR\_NomineeLastName\_AwardName (e.g., 2024\_Smith\_DLB).
- Coordinate the submission with the Dean's Office of the nominee (or both deans if the nominee is a split appointment across colleges). Many award nominations require the signature of the dean on the nomination form and will be accepted only when submitted by the Dean's office.