



COLLEGE OF NATURAL SCIENCE

NatSci Support Staff Award Nomination Form

Nominee Information

Enter nominee name as it will appear on award certificate.

Nominee:

Email address:

NatSci Unit:

Title:

Employee Group:

of Years in NatSci:

Nominator 1:

Email address:

NatSci Unit:

Nominator Email:

Please submit a single pdf with the following items, in the order listed to natsci.dean@msu.edu

1. Please describe the nominee's accomplishments in job performance, supportive attitude, and contributions that lead to improved efficiency or effectiveness to better the College's ability to fulfill its mission.
2. Attach up to 3 letters of recommendation by individuals other than the nominator.
3. Award Citation 50-250 words

Due to NatSci Dean (natsci.dean@msu.edu) by April 1.

Suggestions for requesting supporting letters.

To the Nominators:

Nominating letters should humanize the nominee, "tell a story "about why they are exceptional. In cases where one must make rather subjective decisions, a well-written statement of what the individual has done that is noteworthy, and concrete, quantitative evidence of how the nominee's work benefited their students and the institution, and broader community are critical. For university awards it is especially important to provide a description of their accomplishment that can be easily understood by a review committee of mostly non-scientists .

Template for letter request:

Dear XX:

XXX is nominated for the MSU XX Award, and I am writing to ask you to join me in the nomination by providing a letter of support. In order to meet the nomination deadline, receipt of your letter by August 31, XXXX would be greatly appreciated. The letter should be addressed to: The All-University Awards Committee.

Below are a couple of key items to consider when writing the letter:

- Letters should be written to connect with award committee members, most of whom are naïve of specific fields. It would be helpful to give a brief explanation of technical terms used in your letter and/or the significance and impact of the specific achievements by the nominee within the discipline.
- The most effective letters will also highlight the impact of the nominee's career on the lives of individuals or groups at local and/or national/international levels. How has the nominee's career affected the community at large/the world?

Please let me know in the next week if you are able to provide a letter.

Thank you,
XXXX

CITATIONS OUTLINE

TIPS FOR WRITING DRAFT CITATIONS

(Use this outline as applicable to the award)

IMPORTANT:

Please print name as it should appear on the award certificate and in the awards brochure.

The citation will be printed in the program booklet. The citation should be an accurate statement of the person's achievements, but it should also be:

Distinctive. The citations should reflect an honoree's distinction; a relevant tidbit about the person (as opposed to the person's achievements) is helpful—e.g., "A scientist who is also broadly versed in music, literature, and the fine arts, Dr. X."

Creative. Search for unusual and descriptive adjectives, varying cadences and turns of phrase.

Easily understood by a lay audience.

A quotation from a student (or a colleague) from the material submitted adds human interest to the citation. Such quotations should be specific rather than general. Rather than, for example, "She was the best teacher I've ever had," use "One of the most important things Dr. X communicates is his conviction that thinking and teaching can be the heart of an honorable way of life." Don't overlook humorous quotations.

Although following this outline slavishly is not necessary (especially if you are feeling particularly creative), the citations usually take the form below. Keep in mind that each item can only be several sentences long at most.

1. Statements of the person's area of expertise and overall significance of the person's contributions/achievements to the world/the university, especially across disciplines. How far does their influence reach? State? National? International? Public/private sector? What constituent groups?
2. Specific ways in which their excellence in teaching has been evidenced. Undergraduate, graduate, or both. Extension. Advancing diversity. Textbooks and curriculum development. Student advising and mentorships. Where do students go after MSU? Support of funding for equipment or scholarships.
3. Specific evidence of scholarship and research. Avoid citing numbers of things unless they are really phenomenal. Instead, cite capstone examples. Use layperson's terms where possible, and cite the usefulness or results of the person's work in their largest context. Grants, professional societies, and awards are appropriate here, but only the most significant.
4. Other—Professional affiliations, consulting, outreach and engagement/service. MSU committee service. Again, use only the most significant examples.
5. Summary sentence of the person's worthiness for the award.