

Guidelines for Nominations

- Review all of the possible awards and find the best fit for your nominee. Some awards require that the faculty or staff member have a specified number of years of service or be a certain employee classification. Make sure your nominee meets all of the criteria before you start writing the nomination.
- Provide a specific and concise citation, which is a statement that sums up the nominee's accomplishments relative to the award. A citation should be written so that it can be read aloud easily at the awards ceremony and displayed on the recipient's award certificate. Ask yourself how they would want to be remembered for their accomplishments.
- In addition to the award form and citation, you can provide your own letter of support and ask for letters of support from other colleagues. While these letters are not mandatory, they greatly strengthen the depth of the nomination.
- If you are requesting letters of support from colleagues, please allow them plenty of time to complete their letters. You should also consider getting a variety of support letters from colleagues with whom the nominee interacts. You are welcome to request support letters from students and those outside the University, provided that they know this person in a professional capacity.
- When writing letters of support, please keep the following suggestions in mind:
 - Personal identifiers (e.g., name, department, title) are redacted from the nominations before the selection committee reviews them. The selection committee members are relying on your words and examples to see the nominee's skills and contributions. The support letters will paint a picture of who the nominee is and what they do that has an impact on the University.
 - Use specific examples and measurable outcomes that demonstrate how the nominee met one or more of the award criteria. Share how the nominee reflects Mason's values and provide concrete examples.
 - You are welcome to use quotes from customers and excerpts from emails that demonstrate the nominee's accomplishments.
- The depth and quality of the award nomination will make a difference in whether or not the nominee is an award recipient. Recipients are not chosen based on the size of their department or simply because a nomination was submitted.
- Submit a completed and signed nomination form with any documentation attached.
- Submit your nomination by the deadline. Late nominations will not be considered.
- Questions? Contact the Reward & Recognition Coordinator at 3-2739 or awards@gmu.edu.