



## Writing Toolkit: Tips for Writing an Effective Excellence Award Nomination

Have you ever wondered, how ARE Excellence Award winners selected? How DOES the Selection Committee read through over 100 incredible nominations and select such a short list of winners?

More importantly, how do I ensure that MY nomination STANDS OUT?!?!

Use this writing toolkit designed to help you craft an effective, well written nomination.

- 1) First, familiarize yourself with the 2022 [Nomination questions](#) (*also shown on the last page below*). NOTE: The main write-up is limited to 5,000 characters or approximately 750-900 words.
- 2) Next, look at our newly updated 2022 Excellence Award Nomination Rubric (below). An effective nomination will follow these Rubric guidelines:
  - Demonstrates a clear sense of the benefit and impact of the work
  - Tells a compelling story and is clear and understandable to someone unfamiliar with the department and its work
  - Provides sufficient detail and uses specific, measurable metrics
  - Outlines the ways in which the project/accomplishment is exceptional and goes above and beyond the individual/team assigned role
  - Follows form instructions, including word count, rubric guidelines, etc.
- 3) Consider signing up for [open office hours](#) with one of our trained Writing Tutors. You may also want to take a look at [samples of past winning nominations](#).
- 4) Lastly, let's look at a past winning nomination and run it through the rubric to see how it measures up!

### **2019 Team Award for Citizenship & Environmental Stewardship:** Central Heat Plant, Facilities Management

“Demonstrates a clear sense of the benefit and impact of the work.”

Facilities Management central heat plant staff worked tirelessly this past year in supporting Brown's strategic plan toward becoming a net-zero carbon emissions campus by 2040. ...As a result, this past summer the campus central heating plant was converted from a steam-powered high-temperature system to high-temperature hot water and will by the end of the project be a medium-temperature hot water distribution system, thus eliminating all steam distribution. In doing such a project, this has eliminated the need for nearly 50-year-old inefficient equipment.

“Tells a compelling story and is clear and understandable to someone unfamiliar with the department and its work.”

FM staff bought into this project from the very first day it was shared with them and they were asked for feedback. FM staff have not only been supportive of all the changes, but in many cases have assisted in the final design and operations of the finished project.....FM staff worked side-



by-side with the many consultants, engineers, and contractors on this project and shared current standard operating procedures and tribal knowledge to ensure the project was successful. Staff were eager to assist in any way asked.

“Provides sufficient detail and uses specific, measurable metrics.”

Working toward this goal, Tom Demanche and his staff fully supported the efforts of the Thermal Energy Efficiency Project in the reduction of greenhouse gas emissions goal of 42 percent reduction from 2007 levels by 2020. ....Initial savings from the project will result in the reduction of radiant losses and higher plant efficiency at these lower temperatures estimated to save the University annually over \$1 million in utility costs and reduce greenhouse gas (GHG) emissions by 5,000 tons per year.

“Outlines the ways in which the project/accomplishment is exceptional and goes above and beyond the individual/team assigned role.”

Tom and his staff attended the various meetings and walk thru's during the planning and construction phases and were heavily involved in data collection and investigative work asked of them. ....None of this work could have been accomplished in the tight time durations without the expertise and enthusiasm of facilities management and its stationary engineers, equipment mechanics and technicians.



## 2022 Nomination Form Questions

- Please fill in the Primary Nominator first name, last name and email address.
  - *Note: Avoid using nicknames.*
    - First, last and email address
- Please list any additional nominators.
- Excellence Award Category nominated for?
  - Citizenship
  - Environmental Stewardship
  - Diversity & Inclusion
  - Efficiency
  - Innovation
  - Leadership
  - Rising Star
  - Service
- Do you supervise the employee(s) for this nomination?
  - Yes, I am the supervisor
  - No, I am not the supervisor
- Is this nomination for an Individual or a Team?
  - Individual
  - Team
- Please fill in the nominee's first name, last name and email address.
  - *Note: Avoid using nicknames.*
    - First, last and email address
- Enter the count of employees for this team nomination.

Enter the total number of employees on a team. A best practice is to nominate teams with a maximum of 10-12 employees.

  - *NOTE: Please fill in the first of the nominee names (if there is more than one), using their full name and avoiding nicknames. Then select the red/white arrow to proceed until all of your nominees have been successfully listed.*
- Briefly describe the accomplishment of the nominee(s) and its impact on the department, Brown University and/or the local community. Provide specific examples and metrics, including the role the nominee(s) played, the scope of the work, the timeline, and the challenges. (maximum of 5,000 characters, approximately 750-900 words)
- What was the result of the accomplishment? (1,000 characters)
- Briefly outline metrics that show the impact of the accomplishment. (1,000 characters)
- When did the bulk of the work take place? Is it completed or ongoing? (1,000 characters)
- Is there anything else you would like to add? (1,000 characters)