Writing a Strong Nomination

Brown University Excellence Awards
It takes time to write a strong nomination. Start early and give yourself time to prepare a well organized, thoughtful account of the individual or team accomplishments.
STEP 1
Describe the accomplishment

• Be specific

• Provide concrete examples that reflect the category
  Citizenship & Environmental Stewardship
  Diversity & Inclusion
  Efficiency
  Innovation
  Leadership
  Rising Star
  Service

• Don’t repeat the job description
Scott started last year and immediately picked up on our core functions. He created a new series of useful dashboards while doing the job of two staff members for the last few months after a vacancy.

The new set of dashboards are vastly more efficient, and they solved major data delivery problems for 5 Brown departments. Scott improved the quality of our data and took on most of the presentation work that I did with our previous data analysts. I am now able to focus on much higher level responsibilities in the dean’s office as a result of his sound technical and analytical skills.
STEP 1
Describe the accomplishment

Not Recommended - Stephanie

Stephanie does an all-around great job with the events and curricular programs she staffs. She is always friendly and her customer service is great.
STEP 2
Describe the impact
Don’t just say it – prove it!

Include measurable outcomes or milestones like:

<table>
<thead>
<tr>
<th>Growth in programs</th>
<th>Impressive survey results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased applications</td>
<td>Increased program registrations</td>
</tr>
<tr>
<td>Increased web traffic</td>
<td>Increased efficiencies</td>
</tr>
<tr>
<td>Number of issues resolved</td>
<td>New programs serving the RI community</td>
</tr>
<tr>
<td>Increased funding</td>
<td>Cost savings</td>
</tr>
</tbody>
</table>
Step 2: Describe the impact

Don’t forget to include…

• How things were before the achievement

• The knowledge your nominee had and the actions taken

• The scale of the achievement; is it complete or ongoing?

• Whether the achievement will have a lasting impact on the department, the University, the Brown community

• What made this an outstanding achievement – were there extraordinary circumstances
Step 2: Describe the impact

Recommended Example - Scott

Scott’s dashboards provide quick access to program-level metrics on 2250 students in 120 Ph.D. and MA programs.

Data is now more accessible for the 7-10 external reviews conducted each year and the turnaround time has been reduced from 14 days to 3 days.

Dashboards reduced the workload of our analyst by 30%, allowing him to focus on other important work and freed up the director’s time so that he may focus on higher level department initiatives.

Scott also routinized the annual review report, turning it from a 6-week project to a streamlined process that was completed in 2 meetings.
STEP 2
Describe the impact

Not Recommended - Stephanie

Stephanie's impact is seen and heard with every high-end event and curricular activity. She is an outstanding employee who deserves to be recognized.
More Tips

Seek input from others before you begin writing

Eliminate vague language
Outstanding Customer Service. Always supports his team.

Don’t repeat the job description
Susan is a top-notch executive assistant responsible for correspondence, booking travel, and meeting coordination.

Avoid relying on personality traits
Anna is professional, enthusiastic, and always willing to listen and learn. She is a wonderful employee.
Clear & Concise

Make every word count!
- Don’t add details irrelevant to the nominee’s accomplishment

Longer is NOT better
- Keep your explanations clear and to the point

Organize your thoughts
- Use bullet points if appropriate

Use plain language
- Eliminate jargon and explain all acronyms
Proofread!

Type your application in Microsoft Word first
  ➢ Catch errors in spelling and grammar

Give to a colleague to read
  ➢ Two pairs of eyes always helps!
And finally, ask yourself:

- Does your nomination cite specific accomplishments?
- How did your nominee contribute to the goals of the department and/or Brown?
- How were things before the achievement?
- What was the end result?
- Did you include measurable outcomes or milestones?