Guidance for Award Nominations

The components of a strong nomination letter for a MSEN award:

1. Provide a short description of the relationship between the recommender and the candidate (what qualifies the recommender to write about the nominee?).

2. Provide award-specific information. For example, when nominating for a best paper award, provide the full paper citation and acceptance date (as required by the award criteria). When nominating for a best thesis award, state the title of the thesis, advisor's name, graduate date, and similarly for other awards (details may be found in award descriptions).

3. Discuss the candidate's background, attributes and qualifications for the award. The narrative should include specific examples whenever possible. A comment that compares or rates the quality of the candidate to a well-defined peer group would be helpful. For teaching awards, student reviews or testimonials may be included.

4. Provide any additional information that may be important for the consideration of the awards committee (e.g. if the nominee overcame extraordinary obstacles on their path to success, etc.).

5. Closing statement giving level of nomination rating (e.g. recommend, strongly recommend, highest recommendation, etc.).

6. Optional: under the signature line, provide a brief description of relevant background info for the recommender.