

## **Guidelines for Submitting an Effective Women of Excellence Award Nomination**

Baylor College of Medicine Women of Excellence Award is very competitive. So, it is extremely important to ensure the package is well formulated and represents the same excellence that the nominee exhibits. These guidelines are intended to help nominators develop a strong package.

**The Candidate:** Carefully consider the accomplishments of the individual or group being nominated to ensure the time is right or whether a delay off a year or two might be better to substantially add to their accomplishments.

### **Nomination letter:**

- Be clear on your relationship to the nominee and why you are more than capable of assessing their worthiness for the award.
  
- Describe the impacts of their accomplishments (e.g., lives saved, body of science, developing next generation leaders) especially as they relate to the award criteria and/or description. Identify their leadership in addressing diversity, equity, and inclusion above and beyond their generally anticipated scope of responsibilities as a staff, faculty, trainee, or student Within the page limits imposed on nomination letters, be as complete as possible, providing an accurate representation of the nominee's full body of work.
  
- Demonstrate how the achievements made the candidate deserving, paying close attention to their relationship to the award criteria and/or description. Specific examples reinforcing your points are important.
  
- Make it clear why your candidate stands out.
  
- Speak to how the candidate has modeled Baylor's mission areas, that address issues that affect women at Baylor College of Medicine, or in the larger community.

### **Supporting Letters:**

- Avoid three letters that tell substantially the same story. Together, the letters should tell a comprehensive but not redundant story that addresses all the award criteria.
  
- When you approach letter writers, suggest what part of the candidate's accomplishments (e.g., research impacts, community service) they should focus on. The strongest supporting letters frame their remarks on one or more aspects of the award criteria.