

# 2022 Nominations Open for Baylor College of Medicine's Women of Excellence

The **Women of Excellence Awards** has been established to celebrate individuals who exemplify Baylor Values and demonstrate exceptional dedication to issues that affect women at Baylor College of Medicine, or in the larger community. Recipients will demonstrate this commitment through (1) leadership in addressing diversity, equity, and inclusion above and beyond their generally anticipated scope of responsibilities as a staff, faculty, trainee, or student; (2) documented extraordinary contributions and accomplishments, within one or more of Baylor's mission areas, that address issues that affect women at Baylor College of Medicine, or in the larger community.

**Eligibility:** Baylor College of Medicine faculty, staff, students, or trainees in any mission area who meet the award criteria and have been an employee or trainee for at least one year. The nominee must also be in good standing with the College.

*NOTE: A Baylor College of Medicine community member who has received a Women of Excellence Award is not eligible for consideration again until three additional years of service at Baylor have been completed.*

## Checklist for Nomination Packet:

- 1. Nomination cover sheet filled out by the nominator and signed by the nominee's supervisor endorsing the nomination.
- 2. Three letters as follows:
  - A nomination letter (not to exceed two pages) specifying the individual's contributions and accomplishments. The primary nomination may be submitted by any member (or group of members) of the faculty, staff, students, or trainees at Baylor. The primary nominator will be the point of contact and will collect and submit all components of the nomination packet.
  - A letter of recommendation from the nominee's peer or supervisor (external or internal).
  - A letter of recommendation from a Baylor institutional leader familiar with the nominee's efforts (for example, department chair or vice chair, academic center director, division or section chief, program director or school dean).

Letters should include specific examples of the contribution and accomplishments of the nominee towards meeting the award criteria.

- 3. Nominee's Updated Curriculum Vitae/Resume
  - Faculty applicants: Please see the [sample BCM-formatted CV](#) on the awards website. This format is not required, but the overall format is preferred
  - Staff applicants: Please see the [BCM resume template](#) on the awards website. This format is not required, but the overall format is preferred.
- 4. Supporting documents (up to two) that provide specific evidence and showcase how the nominee meets the award criteria.

Complete nominations should be submitted to the Office of Institutional Diversity, Equity, and Inclusion at [institutionaldiversity@bcm.edu](mailto:institutionaldiversity@bcm.edu) by **5 p.m. on Feb. 25, 2022**

# Nomination Form: Women of Excellence Award Baylor College of Medicine



**NOTE: INCOMPLETE NOMINATIONS WILL NOT BE CONSIDERED FOR REVIEW**

<b>Nominee Information</b>	
<input type="checkbox"/> Faculty* <input type="checkbox"/> Staff* <input type="checkbox"/> Student** <input type="checkbox"/> Trainee***	
Name:	
Title:	
Department/Center/Unit:	
Email Address:	
Phone Number:	
<b>Contact Information of Nominator</b>	
Name:	
Title:	
Department/Center/Unit:	
Email Address:	
Phone Number:	
<b>Contact Information and Signature of Nominee's Supervisor, Dean or Program Director</b>	
Name:	
Title:	
Department/Center/Unit:	
Email Address:	
I support the nomination of this individual and affirm to the best of my knowledge, information listed on this transmittal form is correct.	
<b>Signature of Nominee's Supervisor, Dean or Program Director:</b>	

\*Nomination of faculty or staff member must be approved by the nominee's supervisor.

\*\*Nomination of a student must be approved by the nominee's school dean.

\*\*\*Nomination of a resident or clinical fellow must be approved by the nominee's program director.

Nomination of a postdoc must be approved by the nominee's supervisor or PI.

Use this form as page one of the completed nomination packet. All materials should be submitted as a single PDF document to [institutionaldiversity@bcm.edu](mailto:institutionaldiversity@bcm.edu) by 5 pm on the due date.