

**First National Leadership Workshop for SEM Department Chairs  
July 8-9, 2004**

## **Ways to Bring Recognition to Your Faculty**

There are a number of different systems Chairs can use to nominate their faculty for awards and recognition.

To start, it is useful to keep a list of all possible awards for which you may wish to nominate your faculty, along with their nomination due dates. During the annual merit review meeting with individual faculty, Chairs could ask for suggestions on awards for which faculty would like to be nominated and/or award ideas for their colleagues. This discussion could be particularly useful if the Chair is not very familiar with all the professional areas. Possible awards might include

- Distinguished Teaching awards in the University and College
- Distinguished Service awards in the University
- Early career recognition such as the Sloan Research Fellowship, NSF CAREER award, MIT TR100, ONR PYI, US Army YPI, etc.
- National awards for teaching and/or research
- Elected Fellow of a professional society

Next, recognize that in most cases, faculty are delighted to be nominated at all. Chairs can likely ask faculty to help with the nomination package, although it would be most useful if Chairs could start by writing a rough draft of the nomination letter. A good place to pull material for the rough draft is the faculty member's self-advocacy statement from his/her most recent promotion case, if applicable.

Another approach is to have a departmental committee whose job is to nominate faculty for internal and external awards. The committee could decide who to nominate and then draft the initial letter.

Chairs may also wish to maintain a list of people who are in queue to be nominated for an award. Chairs might also share their nomination intention with the potential nominee, giving that faculty a strong vote of confidence and allowing the nominee to help prepare materials for the nomination. Maintaining some type of award nomination record keeping system helps prevent faculty from being overlooked and helps Chairs stay on top of the nomination process.

Writing strong nomination letters is a lot of work but it gets easier with practice. Nominating your faculty for awards is a wonderful way to help retain them.