Helpful Tips for Preparing Applications

Applications must be complete and submitted by the deadline (February 17, 2023). Incomplete applications will not be considered.

1. The nominator is responsible for specifying why s/he thinks the award should be given to the nominee.

2. It is the responsibility of the nominee to assemble the application materials.

3. Assume that the Academic Recognition Committee (ARC) knows little about you and the nominee's work. ARC's membership represents different disciplines across campus.

4. Contact the ARC chair for advice.

5. The application must stand on its own merits.

6. Any external letters submitted in support of applicants should address the nominee's achievements. The letter writer should indicate his/her background* and credentials (* e.g., how long s/he has known the applicant).

7. Supporting materials such as publications, presented papers and letters should be submitted as part of the application.

8. The ARC does not automatically recommend the conferring of awards each year.

9. All applications must include the cover sheet.

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