



## Tips/FAQ for Academy of Fellows Award

### Why is a bio/resume of the nominee important/helpful?

Recipients of the Academy of Fellows Award typically have a substantial track record of contributions to the profession. In addition to the nominee's involvement with and contributions to NACE, the Awards Committee also considers how the nominee contributed to the profession through leadership, advancement of knowledge, or advancement of professional practice through other local, state, regional, or national organizations. Recognitions of achievement by the nominee's institution/ employer and by other associations are important to highlight. The focus on the bio or summary of the nominee's experiences should include years in the profession; organizations for whom the nominee worked; leadership roles and/or contributions to NACE and other related professional groups; publications, articles, presentations; and recognitions.

### How can I obtain information about the nominee's "track record"?

NACE maintains data on its members' involvement, committee work, awards, and so forth as they pertain to NACE. Contact Cecelia Nader at [cnader@naceweb.org](mailto:cnader@naceweb.org) for a history of NACE involvement. In addition, we suggest contacting individuals with access to the nominee's bio or resume, e.g., the administrative assistant or other staff members in the nominee's office.

### What constitutes a strong nomination packet?

The responsibility of a nominator is to compile information that supports nomination and documents the nominee's contributions and achievements. That includes:

- The online nomination form
- A bio or resume
- Letters of support from people in the profession familiar with the nominee's contributions and/or impact.

## Tip: How to solicit/compile letters of support

A minimum of three letters of support (in addition to the letter provided by the nominator) are recommended. When soliciting letters of support:

- Consider providing those you are approaching for letters with a list of the criteria for the Academy of Fellows award and briefly summarizing why you believe the nominee is a strong candidate for the award.
- Is there at least one letter writer who is known or active in NACE or in the profession?
- Can those writing the letters provide specific examples related to the nominee's contributions, achievements, or impact?
- Decide whether you prefer letters of support to come to you directly to compile into a packet that you will submit online or via e-mail, or whether to direct writers of letters to the online Academy of Fellows nomination form.
- Your objective is to make it as easy as possible for individuals familiar with the nominee's achievements to submit a letter of support or to join you in nominating this individual.
- Be sure to communicate that you are taking responsibility for submission of a bio/resume of the nominee.