Sample Award Nomination

**Note: The Faculty Award has been used for the purposes of this guide, but the sample responses are suggestive of the level of detail likely to be useful to all of the award committees. Of course, you are welcome to write more in the nomination you submit; this is simply meant to serve as a reference.*

Faculty Award
The Faculty Award singles out that faculty member who, in the opinion of his or her colleagues, has contributed outstanding service to the University of Notre Dame, such as through leadership activities, mentoring faculty colleagues, or exemplary dedication to students.

Nominee's name*
Jane Sample

How do you know the nominee?*
We are both faculty members in the Department of Economics.

How long have you known the nominee?*
four years

Why are you nominating this person for this award?*
Jane is known across campus—and indeed her field—as a top-flight researcher. But what people outside of our department may not know is how dedicated she is to her colleagues, particularly junior faculty who are just learning how to navigate the numerous demands on their time. She is one of the most effective (and caring) mentors I have ever seen.

Keeping in mind the criteria stated at the top of the page, please give at least two specific examples of how the nominee has exemplified the spirit of this award.*
Last year, Jane began organizing monthly departmental dinners, which have proven invaluable not only in introducing junior and new faculty to the department but also in allowing long-time colleagues to better connect with one another. These gatherings have truly enhanced our sense of collegiality. In terms of more traditional service, Jane previously served as chair of the Department of Economics and has completed multiple terms on the Arts and Letters College Council. She is a scholar and a teacher first, as her record attests, but she is always quick to step up on behalf of our department and her peers.

Do you have any additional comments you would like the selection committee to consider?

SAMPLE

I'm fairly certain Jane has won a Joyce Award and at least one other teaching award while at Notre Dame. Anecdotally, I can tell you that her classes are almost always among the first in our department to fill during course registration, and she is regarded by her colleagues as one of the most effective teachers we have.

It is not required, but you are welcome to attach the nominee's CV or any other document that supports your nomination.

If you attached a file in response to the previous question, please feel free to include a note here explaining what you uploaded.
The attached is a screenshot of an email one of our junior faculty sent to the entire department following one of the dinners Jane organized.

**required field*

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