

Cowan Award Nomination

Frequently Asked Questions & Tips for a Strong Nomination

FAQs:

- What is considered as 'service'?
 - For this award, service will be defined as going beyond the definition of your job; not just doing your job well. Service is not creative achievement, it is “doing good for others,” rather than accomplishing things for yourself.
- How long should the narrative essay be?
 - There is no specific length required, however be sure to detail the accomplishments and types of service the nominee has done or been involved in, and the number of people impacted.
- Does my nomination need to have more than one supportive letter?
 - It is not required, but the more supporting information provided about the nominee the more helpful it is to the reviewers. Additional support letters can provide different information regarding the nominee.

TIPS FOR SUBMITTING A STRONG NOMINATION:

- Be specific when explaining the service(s) done by the nominee. Provide dates and numbers when/if you can.
- Ask around - If you are not sure of specific services that your nominee has done, or what the nominee does within their position, ask around...ask fellow faculty/staff on campus. If you know where the nominee does service within the community, contact that place/person and ask.
- The nomination process is not a secret. If you are interested in nominating someone but are unsure of what types of services they are involved in on/off campus...ask them!