SLA Awards Nominations Tipsheet

Learn how to submit a complete and persuasive award nomination.

Collaborate

Work with others who know the nominee to create one complete nomination with letters of support. Including multiple perspectives helps the Awards & Honors Committee get a complete picture of the nominee's accomplishments.

Collaborators could be other members or non-members who have worked with the nominee. If the nominee has worked with multiple SLA communities or committees, look for collaborators in those other groups.

Submitting one strong nomination with support from collaborators is more effective than submitting multiple nominations for the same nominee.

Focus on Award Criteria

Award descriptions, criteria, and previous awardees are all listed on SLA's website. The nomination should help the committee understand how the nominee meets the criteria. Write for someone who has never met the nominee. Collaborators can provide information about aspects of the nominee's work you are less familiar with.

Be explicit. It is best to give specific examples of how the nominee has met or exceeded the requirements for the award. It is not useful to offer a statement noting that the nominee is excellent. Evidence is needed to support the claim, especially in situations where the nominee has gone above and beyond the expectations.

Consider including the following evidence in your supporting statements:
- WHAT did the nominee do?
  - Projects and/or activities above the nominee's job description
  - Any challenges or issues encountered and overcome
- HOW did they do it?
  - Initiative and/or leadership
  - Teamwork
  - Creativity and/or innovation
  - Behaviors and/or attitudes
- WHAT were the results and/or impact?
  - What did the nominee's efforts accomplish?
  - Are there specific benefits that SLA has derived from those efforts?

Include Supporting Documentation

The suggested word count for nominations is 500. Include additional information in supporting documentation.

One letter of support is required. The letter should address the award criteria and demonstrate the nominee's qualifications, accomplishments, or impact on the association or profession. Joint nominations are welcome and encouraged.

Supporting documents (up to 10) could include additional letters of support, the nominee's bio or resume, published magazine or journal articles, presentations, other commendations, and previous awards and honors the nominee has received. All documents should relate to the award criteria.

Required Information
- Nominator's name, email, and phone
- Nominee's name, email, and phone
- SLA communities with which the nominee is affiliated
- Community submitting the nomination (if applicable)
- Previous SLA awards the nominee has received
- Brief description of how the nominee meets the award criteria (500 words)
- Letter of support
- Additional supporting documents (optional, up to 10)