

Toolkit | Nominating BWH Faculty for Awards & Prizes

Introduction

To encourage more frequent and varied nominations of research faculty for awards and prizes, Brigham Research has compiled a toolkit to support departments and divisions. The toolkit contains several components, listed below, to help navigate the vast number of awards/prizes and the subsequent nomination process.

A special thanks to the BWH Department of Medicine's Faculty Development Office for providing insight into their internal processes and for sharing their best practices.

Questions, comments, suggestions may be directed to BWHResearch@partners.org.

Toolkit Contents

- [Inventory/database of awards and prizes](#)
 - Notice something missing? Complete [this form](#) to request an award/prize be added to the list.
- Best practices for writing recommendation/nomination letters (pg. 2)
- Acquiring signatures from institutional leadership (pg. 3)
- Best practices for tracking nominations and outcomes within department/division (pg. 4)
 - [Form to report submitted nomination to BRI](#)
 - [Form to report successful award to BRI](#)

Best Practices for Writing Recommendation/Nomination Letters

Each award's criteria are unique. Letters in support of nominees should be tailored to both the award's unique criteria and the individual nominee. Below are some general tips to keep in mind when writing nomination letters. A special thanks to the BWH Department of Medicine's Faculty Development Office for providing insight into their internal processes and for sharing their best practices.

Strong Recommendation/Nomination Letters Include:

1. Clearly described connection between the nominee and the call for nomination, stated early in the letter and revisited throughout. Include keywords from the call for nominations.
2. Brief summary of training and experience, including clinical, teaching, research, and community activities.
3. Description of progression of responsibility and experience, aligning with the award criteria.
4. Leadership roles and key accomplishments.
5. Data/metrics to quantify accomplishments.
6. Evidence/examples of reputation (at least regionally) that align with the themes of the award.
7. Description of key scholarly activity (publications, lectures, committee work) related to the spirit of the award.

Additional Tips:

1. Avoid jargon. Define complex concepts.
2. Provide context so that others outside the field understand the significance/impact of important findings and milestones.
3. Use multiple, concrete examples to describe the nominee's work and accomplishments.
4. Nominate regularly and consider revising and resubmitting letters if unsuccessful the first time.

Additional Resources: Avoiding Bias in your Letter of Support

- Travis, Elizabeth L. (2011, November 7). *Preparing Successful Award Nominations: More Art than Science*. AAMC Group for Women in Medicine and Science. Retrieved August 24, 2021 from <https://www.aamc.org/media/10366/download>
- Asefaw Berhe, Asmeret & Kim, Sora. *Here's How Unconscious Racial Bias Can Creep Into Recommendation Letters – And How You Can Avoid It*. Retrieved August 24, 2021 from <https://www.themuse.com/advice/avoid-racial-bias-reference-letters>

References

- Kong JH, Steele LJ, Botham CM (2021) Ten simple rules for writing compelling recommendation letters. *PLoS Comput Biol* 17(2): e1008656. <https://doi.org/10.1371/journal.pcbi.1008656>
- Massachusetts Institute of Technology (MIT). *Tips for Writing a Nomination*. Retrieved August 24, 2021 from <https://hr.mit.edu/recognition/excellence/tips>
- University of Toronto. *Award Nomination Tips & Resources*. Retrieved August 24, 2021 from <https://research.utoronto.ca/honours-awards/award-nomination-tips-resources>

Acquiring Signatures from Institutional Leadership

When you need signatures from institutional leadership for a nomination, please reach out to the Chief Academic Officer. Be sure to include the following information in your email so that they have the appropriate context:

- Name of award
- Deadline
- Name and rank of individual you are nominating
- Department / Division
- Clear description of what you need (whose signature, on attached document, etc.)

Contact Information as of 9/1/2021:

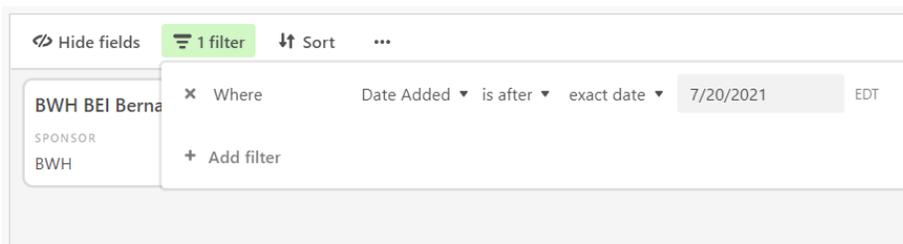
Email Dr. Paul Anderson (panderson@partners.org) and copy Gabriella Campozano (gcampozano@bwh.harvard.edu)

Best Practices for Tracking Nominations and Outcomes within Department/Division

BWH leadership is keenly interested in increasing and diversifying the nominations of our faculty for awards and prizes at all levels. We encourage departments/divisions to maintain a central list of nominations and outcomes from year to year and have provided some tips and tools for doing so below. A special thanks to the BWH Department of Medicine's Faculty Development Office for providing insight into their internal processes and for sharing their best practices.

Tracking

- Some columns that may be helpful for you to track internally include: the status of recommendations, cover letters, nomination forms, signatures, etc.
 - You can [click here](#) for a template spreadsheet that you can customize to fit your process.
- If you prefer to track by individual awards, you can download a CSV file of the live AirTable found at orc.bwh.harvard.edu/awards and add your own columns for your department's process.
 - **TIP:** if you want to check if any new awards have been added to our website since your last download, you can add a Filter where "Date Added" is after a certain date:



- Note that such filters will not carry over to the downloaded CSV file, which will include all entries.

Reporting

- The categories that BWH Research leadership are most interested in tracking include:
 - HMS Rank
 - Gender
 - Race/Ethnicity
 - Dept/Division
- The BRI is interested in collecting data on nominations and outcomes across the institution. When you nominate someone for an award in our database, you can quickly let us know by filling out this [Form to Report Nomination to BRI](#) and selecting the appropriate award.
- We would also love to know when your nominations are successful! You can report these by filling out this [Form to Report Successful Award to BRI](#) and selecting the appropriate award.
- The specific information you share with the BRI will not be made public. We will use this to better understand the state of nominations (in number, outcome, and equity) across BWH and to inform our strategy for increasing the number of nominations overall. If you are interested in getting access to view the summary of nominations for your department, please contact BWHORC@partners.org.