



**Academic Staff Professional Development Committee
Academic Staff Awards
Instructions for Nominators**

Please review the following information in detail before submitting a nomination letter. This information sheet is provided to give nominators the necessary information to ensure they are constructing their nomination letters as best possible and making nominations in the appropriate categories.

Information Sheet for Nominators

Professional Achievement Award

(NOTE: This award is dedicated to recognizing senior academic staff, i.e. more than seven years of university service.)

Nomination letters should contain several, current, relevant examples of the following:

- Demonstrated leadership
- Significant accomplishments in professional organizations
- Presentations and/or publications

Distinguished Service Award

(NOTE: This award is dedicated to recognizing senior academic staff, i.e. more than seven years of university service.)

Nomination letters should contain several, current, relevant examples of one or more of the following:

- Significant service to students
 - Significant service to committees, department, and/or the university
 - Significant service to professional and/or community organizations
- Note: Examples of service should be beyond normal job responsibilities.

Outstanding Contributor Award

(NOTE: This award is dedicated to recognizing junior academic staff, i.e. less than seven years of service.)

Nomination letters should contain several, current, relevant examples of one or more of the following:

- Significant accomplishments during the previous three years beyond normal responsibilities
- Emerging leadership
- Scholarship (presentations and/or publications)

Additionally, all nomination letters should include:

- The relationship of the nominator to the nominee
- Why the nominee is a fitting candidate for the award
- What, in their current capacity, is the nominee is doing to uphold the integrity of the award

The Nomination Cover Sheet is available at <http://aspcd.wayne.edu/nomination-form.php> and should accompany the nomination letter. All completed award nominations must be submitted not later than Friday, March 22, 2013, to Chardin Claybourne, (313) 577-3246, ay1414@wayne.edu. Submissions must be made electronically in MS Word compatible (.rtf, .doc, .docx) or PDF file format.