

Nomination Process Toolkit

American Academy of Arts and Science
National Academy of Science
National Academy of Medicine
National Academy of Engineering

1. Major Award Information

- Ohio State Faculty in the Academies are listed on each academy website.

Academy	Nomination deadline
American Academy of Arts and Science https://www.amacad.org/election-process	June
National Academy of Science http://www.nasonline.org/programs/awards/how-to-nominate.html https://www.nasonline.org/membership/	July
National Academy of Engineering https://www.nae.edu/BecomingaMember.aspx	May
National Academy of Medicine https://nam.edu/about-the-nam/	February

2. Advantages of having OSU faculty nominated

- Recognizes and acknowledges excellence of Ohio State University faculty.
- Nominees feel supported (retention) and nominators are happy to support.
- Increases recognition of the individual, unit, college, and Ohio State University.

Nominations are a win for everyone.

3. Things that Help Major Award Nominations

- Faculty list honors on faculty website
e.g., <https://microbiology.osu.edu/people/henkin.3>
- Faculty have a curated google scholar page.

- Faculty keep their CV updated and posted to their website.
- Department has current CV of faculty (as part of annual review)
- **Coordinate with OAA to help facilitate nominations.**

4. Major Award Nominations Schedule

Fall: Identify candidates for nomination

- Look at criteria/info on organization website.
- Check that they are not already being nominated (members can check)
- Let OAA know of potential nominations (Grottoli.1, record keeping, permission NOT needed)
- Decide which section is most appropriate (consult with OSU academy member)
- Get current CV of nominee (review for type-o's, style)
- Reach out to two potential non-OSU nominators in the appropriate field/section (OAA can help)
 - Include candidate full CV and statement of why you think they are eligible.
 - Offer to prepare the nomination package (OAA can help) – greatly increases chances they will agree.
- Secure a nominator(s) for the nominee (note, academy members are limited in the number of nominations they can make/year, so good to start early)

Winter: compile nomination materials (OAA can facilitate)

- 1) BRIEF summary statement (word count limits) for general audience (no jargon) that emphasizes the impact of the candidate on the field
- 2) List of top publications (annotated)
- 3) One or more letters (separate or joint)
 - Collect information that nominator would need
 - Draft bulleted text to help nominator
 - Maintain communication with nominator (thank them, follow up if not successful)

May-July: submit nomination (deadlines in previous slide)

5. American Academy of Arts & Sciences Nomination Tips

Candidate Contact Info: XX

Candidate Date of Birth or Age (approximate): XX

Gender: XX

(OPTIONAL) Please indicate if the candidate would bring an element of diversity to the Academy's membership (for example race, ethnicity, geography, institutions, fields, or professions):

Example: Dr. Buckeye provides regional and institutional diversity, as the number of members from the state of Ohio and Ohio State University is low relative to the population and number of faculty members. [and whatever else might be appropriate for the candidate]

Proposed in Class: XX **Section:** ## (see instruction sheet for classes and sections)

Type of Nomination (Please select one.): X Fellow ___ International Honorary Member

Descriptor/Recommendation (100 Words): Describe the candidate's work and area of influence. Give your professional evaluation of the candidate's accomplishments and potential contributions to the Academy that merit election. Please avoid superlatives and laudatory phrases.

Example: Buckeye's career focuses on the experimental discovery of new mechanisms for XXX... Major accomplishments include XXX... Her work on XXX has advanced the field of YYY because ZZZ...

Focus on how the candidate's accomplishments have had impact on the field or society.

Candidate's Principal Contributions: List of 10 (no more) most important publications/creative works/inventions/etc.

BRIEFLY list or describe other Interests, Activities, Awards, and Service that would merit election to the Academy : List of major awards and activities related to the candidate's discipline and accomplishments

- awards, editorships, major service to professional organizations, conference organization...
- **major contributions/awards**

Nominators Information: Two nominators are required—no more and no less. The nominators must be members of the Academy and from different institutions from each other. One nominator may be an International Honorary Member. One nominator can be OSU if same field, but generally better if both are external. Name/institution/email/signature

Additional Documents (optional): 1 page letter from one nominator or both nominators together and 1 page CV/biographical profile of the candidate.

Optional but do it!!! Common for one nominator to write the letter, the other nominator might modify it, and both sign it.

- 1 page profile should list educational background, positions, major honors and accomplishments, maybe summary of publications (e.g., X number of peer-reviewed, maybe h-index, etc.), whatever else would impress a committee...

6. National Academy of Science Nomination Tips

50-word statement: citation – **IMPORTANT!!!**

Example statements: Buckeye is the world leader in the field of X. Among her contributions are discoveries of x, y, z. Buckeye pioneered the use of X. Buckeye has [illuminated] [discovered] [revolutionized] X. Buckeye made [fundamental] [foundational] [transformative] [seminal][landmark] [highly influential] contributions to X. Her work has revolutionized how we think about X. Her work has opened new pathways to X. Buckeye initiated the field of X.

Curriculum Vitae: (summary paragraph)

Example: Born June 1, 19XX in Columbus, OH [if not US, then also when became US citizen]. BA [field, school, year]. PhD [field, school, year]. [List of previous positions, institution, years XXXX-XXXX] [**Current Position, years XXXX-XXXX – in bold**] [Major contributions to the discipline – include editorial roles, grant panels, offices held in/service to organizations, etc.] [Awards & honors, local and external – end with most significant, e.g., Elected a Fellow of XXX, year]. **Important to build a resume for rising star candidates, include local/disciplinary honors, important service to discipline, etc.**

Statement of Accomplishments: Description of the candidate's work... no technical jargon, understandable by anyone regardless of discipline; **if a lot of work is collaborative, describe their intellectual leadership**

Example statements: These groundbreaking studies have greatly impacted our view of X. Buckeye's work has addressed XXX, the major unanswered question in the field of X. Buckeye developed new technologies that allowed the study of X. Her studies revealed previously unknown aspects of X. Her work utilizes creative approaches to obtain key insights into X. These discoveries have transformed our understanding of X. This work has inspired X - **FOCUS ON IMPACT**

Consider including diversity activities, if a strength:

Example statements: Buckeye has been effective in promoting diversity and inclusion, having trained # Black PhDs (# men and # women) and # Hispanic PhDs (# men and # women). Buckeye has led innovative mentorship program through her training grant (stats). Beyond her groundbreaking research, Buckeye has been active in scientific education and outreach by organizing X [e.g., workshop, training opportunity, mentoring program, etc.]

7. National Academy of Engineering Nomination Tips

NAE's constituency: Academia, Industry, Government and National Labs (fewer members).
Criteria for academics and industry are different.

Proposed citation:

Example statement starters: For advancement of... For the management of... **Focus on IMPACT!**

Specific technical, professional engineering and/or engineering team leadership accomplishments/contributions:

Example statements: Buckeye has made seminal contributions to the science and engineering of X. The work is covered by ## patents, of which ## protect **products that have been commercialized.**

Impacts of work:

Examples statements: Technological importance in the management of X, which is the critical parameter in Y. The influence of Buckeye's work is reflected in the Web of Science citation report that lists over ## citations and an H-index over ##, in addition to the over ## invited lectures at universities and technical conferences.

- Note: H-index and publications do not matter much for industry candidates, but they do for candidates that come from academia. Standards vary with fields.

Documentation for each impact:

- Three original research articles: Science..., Nature..., PNAS...
- Two perspective articles: Encyclopedia of... , Materials Today...
- Important patents/patent portfolios

Demonstrated record of service to the nation, the profession and the world:

Example: Editor-in-Chief of X, Chair of NSF X, Conference organizer

Professional recognition:

Example: Awards in engineering, Fellow AAAS (American Association for Advancement of Science), Fellow of your professional society

Other information requested: Record of professional work experience, Current employment position and institution (e.g., Professor, XXX University; XXX Chair in Engineering), Citizenship (name of country or countries), Education, Professional registrations or licenses.

8. National Academy of Medicine Nomination Tips

These are the categories on the nomination form. Please refer to the previous slides for tips on the type of information to include in each.

Personal information: Gender, Ethnicity, Geographic Location...

Past and Potential Contributions to NAM:

Citation of Accomplishment (50 words): See example text above. **Focus on IMPACT**

Proposers' Statement: See example text above. **Focus on IMPACT**

Current Employment:

Principal Previous Employment:

Residencies or Fellowships:

Education:

Principal Honors, Awards: (major)

Current Major Grant(s):

Major National Leadership Positions, Societies and Boards:

Selected Bibliography (limit 10):