

ALUMNI AWARD NOMINATION TIPS

Thank you for taking the time to nominate an alumnus or professor for a UHCL Alumni Association Award. Here are some tips to help you complete your nomination:

- **Read the award criteria carefully.** Consider your nominee's achievements, why you are nominating them and how those factors best line up with the individual award criteria.
- **Consider why you are making the nomination.** As good at their job as this person may be, was the nominee fulfilling their job requirements or did they go above and beyond what their job required to be worthy of significant recognition?
- **Take your time.** Your nominee has worked hard to earn consideration for this recognition, so do them justice by taking the time to submit a detailed and thorough nomination.
- **Be specific.** Spell out acronyms and explain awards and recognitions that may be understood in the nominee's field but may be unfamiliar to those not in that industry.
- **Give examples.** Share specific details on what the nominee did to meet the award criteria for which they are being nominated.
- **Complete the entire nomination and provide all information requested.** This includes current and accurate biographical information for the nominee, education details, work history and all contact information for nominators.
- **If you don't know the answer to the specific questions, ask the nominee.** These awards are not intended to be secrets or surprises and nominations received with incomplete or inaccurate information will be removed from the candidate pool.
- **If you have any additional questions, please ask.** We can help clarify the questions being asked, so contact us at alumni@uhcl.edu or 281-283-2021. However, if you need help with the actual writing of the nomination you are welcome to solicit help from fellow colleagues, friends or other UHCL alumni.

ALUMNI AWARD CRITERIA

Distinguished Alumni. The purpose of the Distinguished Alumni Award is to honor University of Houston-Clear Lake graduates or recipients of a teacher's certification who have made substantial contributions to society and whose accomplishments within their careers have brought significant credit to the institution. The Distinguished Alumni Award has been presented by the UHCL Alumni Association since 1984.

Early Achievement. The Early Achievement Alumni Award is granted to University of Houston-Clear Lake graduates or recipients of a teacher's certification, currently age 45 or younger, for significant accomplishments in business or professional life. The Early Achievement Award was first awarded in 2005.

Marilyn S. Sims Leadership Service. Established in 2004 and renamed in 2014, the Marilyn S. Sims Leadership Service Award is presented to an alumnus/a whose exceptional contributions to University of Houston-Clear Lake and its community strengthens and supports the values and the mission of the institution. It is presented to persons whose special qualities and accomplishments merit university recognition.

Outstanding Professor. The purpose of the Outstanding Professor Award is to honor University of Houston-Clear Lake professors who embody the fulfillment of learning and discovery by utilizing innovative teaching methods to inspire students and building a sense of community among students through active involvement with student organizations, shared governance and mentoring. Honorees share a passion for the university, its mission and the potential for change through education. The Outstanding Professor Award has been presented by the UHCL Alumni Association since 2006.