

Graduate Faculty Award– Letter of Nomination Exemplary Sentence Starters

(Date)

Attention:

IMS Selection Committee:

It is with great enthusiasm that I put forward (***name of nominee***)(***email of nominee***) for the (***name of IMS Award in Education***).

I have known (***name of nominee***) for (***duration***)... in the capacity of ... (***explanation***).

- Example: I have known Dr. X for 2 years. I first met Dr. X as an undergraduate student in their “Theory of X” course in 2019. In 2020, I began graduate school and enrolled in Dr. X’s “Theory of X for Grad Students” course.
- Give some context to the capacity in which you met them:
 - Example: The “Theory of X” course was a weekly one-hour class of 80+ students, while the “Theory of X for Grad Students” was a biweekly two-hour class of 10-20 students. Dr. X gave lectures and promoted active learning and collaboration through discussion groups in both courses.

I believe they are deserving of this award because... (***rationale for nomination with explicit examples – use the criteria in the award description to guide information presented***).

- Be specific with your examples. Tell a story!
 - Example: accessibility to students
 - It is very evident that Dr. X cares about their students. Dr. X always responded in a timely manner. For example, I emailed Dr. X with a last-minute question about an assignment the night before the deadline. Although it was late, Dr. X responded within several hours with a detailed answer to my question, which I very much appreciated. Dr. X also holds office hours twice a week for 2 hours in their office. This has been very helpful for me to get the extra help I need.
 - Example: subject mastery and ability to emphasize material and principles
 - When I was confused about the topic “Y” in the “Theory of X for Grad Students” course, I approached Dr. X in their office hours with questions. Dr. X was able to explain to me topic “Y” and gave me tips on how to best study their material.
 - Example: demonstrated ability to stimulate students
 - Dr. X is enthusiastic about their subject and it is reflected in their material. In Dr. X’s lectures, Dr. X often starts with the theory behind the topic, and always includes a real-world application and thought-provoking questions and time for class discussion. Dr. X’s enthusiasm and way that they extend the classroom theory to the real-world has brought me to be more interested in this topic.
 - Example: COVID-19
 - Despite moving courses online, Dr. X has been very appreciative of the difficulties that students may face. Dr. X has provided accommodations in the form of: audio transcripts, recorded lectures, and has waived attendance grades.
 - In February 2021, I was enrolled in Dr. X’s “Theory of X for Grad Students” course and was struggling to keep up with the material due to the effects of COVID-19 on my personal life. I reached out to Dr. X to request an extension and Dr. X promptly responded to let me know that an extension was available.

Overall, I believe (***name of nominee***) is deserving of the (***name of IMS Award in Education***) because (***list/summarize rationales above***). It has been (***adjective***) working with and learning from (***name of nominee***).

Most Sincerely,

(*Your Name*)

(*Your contact information*)