

Rush Faculty Awards

Faculty Award Nominations | Frequently Asked Questions

Where can I find a copy of the nomination form and biographical sketch?

Contact faculty_affairs@rush.edu for the documents, which can also be found on [Faculty Affairs Awards webpage](#).

Can letters of support be from external individuals or only Rush employees?

Letters of support can be from both external individuals and Rush employees.

I'm submitting a nomination for the Excellence in Mentoring award, and the people who would provide letters of support are, or were, research assistants. Although they reported to the nominee, they were also mentored by him or her. Are they allowed to write letters of support?

If they are former mentees, then they are acceptable sources for letters of support. If, however, they are current mentees, then we would prefer to avoid a conflict of interest.

Should letters of support be attached to the application or sent separately?

All letters of support should be submitted with the nomination form along with all other required documents.

Should the personal statement on Page 3 (the biographical sketch) be written by the nominator or the nominee? If the nominator writes it, how does the statement from Page 1 differ from the one on Page 3?

As the nominator, you are required to submit a one-page statement illustrating why the individual you are selecting should be chosen for the designated award. Then, the nominee is required to explain their own accomplishments and successes as they relate to the nomination. The nominee may be able to provide more detail on their work than the nominator. Both documents are required with the submission of the nomination.

Do nominees need to be made aware of their nomination? Do they need to participate in the nomination process?

Nominees must participate in the process. They are required to write a statement explaining how their merits fit the award referenced on the nomination form. Since the nominee's background (i.e., education, honors, experiences and achievements) is also required, they may be better able to provide this content. The nominee's picture is also required.

Do doctors qualify for any of the awards if they only work a percentage of their time at Rush?

As long as the individual has a faculty appointment at Rush, they qualify to be nominated for an award.

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Can nominators select their acting department chair for an award?

Yes.

Can one individual be nominated for two awards by one nominator?

No. A nominator can only nominate one individual for one award. Nominees may only be nominated for one award for the year.

Can multiple individuals nominate the same individual for the same faculty award?

Multiple individuals can nominate the same person for the same award. However, individuals may only be nominated for one award for the year.

Who are the previous winners? I don't want to nominate the same individual.

View the [Faculty Affairs Awards webpage](#) to view past winners.