



APTA

Acute CareSM

An Academy of the American
Physical Therapy Association

Strategies for Honoring Colleagues with Award Nominations



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Step 1 – Review Criteria and Past Awardees

Review the awards, and the criteria for the awards:



<https://www.aptaacutecare.org/page/Awards>

Consider your colleagues, and the special things they do for the profession and our organization.

When there is a good fit, take a look at the list of past award recipients and determine if your colleague has already been honored with that award.



Now you are ready to honor your colleague with a nomination!



Step 2 – Contact Nominee

Contact the nominee and ask for their resumé or curriculum vitae. You will be writing a nomination based on the criteria. While considering those, ask the nominee about colleagues who could provide a quote, or a letter of support, that provides their perspective about how they have met the criteria.

Reach out to those folks and request support for the nomination. Be explicit-

- Provide a description of the award and the criteria.
- Tell them what you want, and when you want it. A letter of support? A quote that is 2-3 sentences in length? Be clear with your request.



Send a reminder two to three weeks later if you haven't received their support!

Step 3 – Start Writing Your Story!

A well-developed nomination will tell stories about how the nominee has met the criteria, so tell stories!

It's nice to say the nominee is a leader, it is much more informative to tell a story about pulling a team together in a manner that recognized all of the voices on that team.

It's nice to say that the nominee worked hard, it is much more informative to tell a story about how their hard work fostered the organization's ability to overcome a big challenge.

It's nice to say that the nominee is inclusive, it's much more informative to tell a story about how they reached out to recruit or engage with early career members.



Step 4 – Writing Your Nomination



Keep in mind that the nomination will be read by colleagues serving on the Awards Committee, and they probably do not know the nominee, so it's your responsibility to help them learn about the nominee

- To summarize, a well-developed letter will elaborate about the nominee so that the people reading it will appreciate why they deserve to be honored with the award.

Step 5 – Sit on it.....



After writing it,
put it aside for
a few days

After letting it sit, re-read
it carefully and make
sure that it clearly
communicates what you
want it to say.

Consider having a
colleague proof-read it.

Step 6 – Submit it!

It's now
ready
to
submit

- Re-read the criteria to make sure that you meet each of the criteria for the submission.
- Submit, and congratulate yourself for the kindness you have shown a colleague!

Additional Thoughts.....



You can reach out to members of the Membership Committee with questions about criteria and the process for nominating. However, they cannot assist with the nomination (including reviewing or editing the nomination), as that presents a conflict of interest.



This is a competitive process, so not every colleague who has done extraordinary work on behalf of the profession will be honored. In my experience the problem is not the nominee, the problem is with the nomination I developed. That means that I get started right away on developing a better nomination for the next year.



Good luck!