Prescott Award Nomination Best Practices

Pharmacy Leadership & Education Institute

The following suggestions have been provided by Selection Committee members as items that facilitate review and consideration.

Nomination Form Best Practices:

- Complete the nomination form completely and submit the complete nomination packet, including all letters of nomination.
- Top three accomplishments should highlight the uniqueness of the nominee, what makes them stand out amongst their peers.
- Top three accomplishments should be bullet points to make them easy to read and understand for the Selection Committee.
- The nominator's task is to make clear the ground-breaking/pioneering contributions of the nominee, recognizing that the Selection Committee will be assessing multiple nominations. Fewer, well-selected words may be clearer than longer passages.
- We encourage nominators to resubmit nominations for individuals as long as they remain eligible, adding additional accomplishments or experience, as relevant.

Letter of Support Best Practices:

- Up to 5 letters of support (in addition to the nominator's letter) are allowed and strongly encouraged.
- All letters should be listed on the nomination form with name and organization of the author.
- Supporting letters are most meaningful when they come from diverse groups, e.g., no more than 2 from the same organization/department.
- If the nominee is active in state/national associations, it is appropriate to have a supporting letter from someone in that organization knowledgeable about the nominee's contributions.
- Individual letters should be limited to 2 pages.
- Letters should emphasize the nominee's evidence of pushing the boundaries of the profession, developing new practice roles, carving out new practice areas, broadening impact beyond traditional bounds. In other words, doing a traditional job well is less relevant than breaking new ground.
- Include accomplishments from the full ten years (or appropriate time frame), not just those in the current position.
- When a program that figures heavily in the nominee's work is not nationally known please provide a short description (1-2 sentences) on how the program applies to the ground-breaking, pioneering contributions.
- Avoid acronyms. If used, be sure to spell out in the first use in each letter and top three accomplishments.
- As always, check the letters for spelling/grammar.

Curriculum Vitae Best Practices:

- All leadership positions, honors, and awards should be included in the CV, including those in non-pharmacy organizations (speaks to the breadth of leadership).
- All professional associations should be included in the CV (e.g., honorary memberships, fraternity, etc.). Reminder: this is a profession-wide award and contributions to the profession through fraternity channels is one possible avenue among many.