

# President's Community Engagement Award Nomination

## Award Description & Purpose

The President's Community Engagement Award recognizes exemplary community-academic partnerships, community-engaged research, and community outreach activities of faculty, staff, students, and community partners of the Medical College of Wisconsin (MCW). Awardees will be recognized for their achievements during a ceremony held in person on Friday, May 3, 2024, from 11:30 a.m.-1:30 p.m. at the Medical College of Wisconsin's Milwaukee campus.

Winners each will receive a personalized plaque and be featured in our commemorative event program, in addition to special recognition on our website and social media.

## Nomination Criteria

Individuals and organizations, regardless of previous nominations, are eligible for nomination, as long as they have not received the award within the past 5 years. Nominations submitted in the past may be updated and resubmitted. Please contact the MCW Office of Community Engagement for details on how to proceed. Nominations can be for: An individual who is a staff member, faculty member, student, or alumna/alumnus of MCW; or A community partner of MCW (may be an individual or organization); or A community program that is administered by an MCW faculty or staff member or student in partnership with an MCW community partner. This may include individuals or organizations that are external to MCW such as affiliated healthcare organizations, and government and non-government organizations. A single nomination can be for a team of two or more individuals. Please note that in this case the nomination and supporting letters should be written about the team, and not as separate letters per individual. However, each team member should submit an individual resumé/CV/biosketch. **Nomination Procedure**

The online form below must be completed in its entirety and submitted by the deadline of Friday, February 9, 2024 @ 11:59 p.m. Required documents (to be uploaded using the appropriate fields in the online form below): Nomination letter from MCW faculty member, MCW staff member, or MCW student (maximum of 2 pages) Two supporting letters from faculty, staff, students, community partners, and/or alumni (maximum of 2 pages each) Nominee's resumé, CV, or biosketch (maximum of 5 pages) Optional: maximum of 2 pages total of additional supporting documentation of honors, articles, press releases, etc. (Advertising, images, spacing, or extraneous content will not be counted toward the 2-page limit) **Review Criteria**

Nomination packets will be reviewed, scored, and ranked based on the following criteria:

Institutional and community impact and outcomes  
Strength of community partnership  
Effort and commitment given toward partnership/project  
Evidence of exceptionalism in partnership/project  
Overall merit

**For your reference, examples of successful nomination letters are available for download below:**

MCW faculty member sample nomination letter

[Attachment: "GouthroNominationLetter\_Faculty.pdf"]

MCW staff member sample nomination letter

[Attachment: "PearsonNominationLetter\_Staff.pdf"]

MCW community partner sample nomination letter

[Attachment: "CastroNominationLetter\_Partner.pdf"]

**IMPORTANT NOTES**

**In this form, the NOMINATOR is the person who is nominating someone to receive the award.**

**The NOMINEE is the person who is being nominated.**

**Before you continue with the nomination process, please ensure that the Nominee is aware that you are nominating her/him/them for this award.**

**It is a condition of the award that the recipient will participate in the award ceremony on May 3.**

Nominator preferred prefix:

- Miss
- Ms.
- Mrs.
- Mr.
- Mx.
- Dr.
- Other

Please indicate the Nominator's preferred prefix:

\_\_\_\_\_

Nominator first name:

\_\_\_\_\_

Nominator last name:

\_\_\_\_\_

Nominator email:

\_\_\_\_\_

Briefly describe the relationship between you (the Nominator) and the Nominee:

Is this nomination a re-submission from a previous year?

- Yes
- No

If you submitted a nomination for the same individual(s) in the past, you will still need to complete and submit the online form again this year. However, please contact the MCW CE Office for guidance on re-using nomination materials. Note that anyone who has received this award within the past 5 years is not eligible to be nominated.

**About the Nominee**

Please select whether an individual, group or program is being nominated:

- One individual
- A group (more than one individual)
- A program

Name of program:

\_\_\_\_\_

Please provide information below for the primary team member of the group/program being nominated. Information on additional team members will be requested further on.

Nominee's preferred prefix:

- Miss
- Ms.
- Mrs.
- Mr.
- Mx.
- Dr.
- Other

Please specify the Nominee's preferred prefix:

\_\_\_\_\_

Nominee first name:

\_\_\_\_\_

Nominee last name:

\_\_\_\_\_

Nominee's degree(s), if applicable:  
(example: MD, PhD)

\_\_\_\_\_

Nominee position/title:

\_\_\_\_\_

Nominee email:

\_\_\_\_\_

Please select the status of the Nominee:

- MCW Staff
  - MCW Faculty
  - MCW Student
  - MCW Community Partner
- (Note: after selecting the Nominee's status, a window will open for you to upload the nominee's CV / resumé / biosketch (as appropriate).)

Nominee's institution of primary affiliation:

- MCW - Milwaukee
- MCW - Pharmacy School
- MCW - Central Wisconsin
- MCW - Graduate School
- MCW - Green Bay

Nominee organization/institution:

\_\_\_\_\_  
(Please indicate the institution or organization the Nominee is primarily affiliated with.)

Is the Nominee available to attend the MCW President's Community Engagement Award Ceremony?

- Yes
- No

**Nominee's Biosketch (appropriate for MCW faculty)**

If needed, download a blank biosketch template here:

[Attachment: "biosketch-blank-format-rev-12-2020-exp-02-28-2023.docx"]

Upload the Nominee's current biosketch here:  
(maximum of 5 pages)

**Nominee's Resumé / CV**

Upload the Nominee's current resumé/CV here:  
(maximum of 5 pages)

**Additional Team Members**

For group and program nominations, how many individuals total are being specifically acknowledged in your nomination letter?

- 1
- 2
- 3
- 4
- 5

Team member #2 preferred prefix:

- Miss
- Ms.
- Mrs.
- Mr.
- Mx.
- Dr.
- Other

Team member #2 first name

\_\_\_\_\_

Team member #2 last name

\_\_\_\_\_

Team member #2 degree(s), if applicable:  
(example: MD, PhD)

\_\_\_\_\_

Team member #2 email

\_\_\_\_\_

Team member #2 organization/institution

\_\_\_\_\_

Team member #2 status

- MCW Staff
- MCW Faculty
- MCW Student
- MCW Community Partner

Team member #2 resumé/CV/biosketch:  
(maximum of 5 pages)

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Team member #3 preferred prefix:

- Miss
- Ms.
- Mrs.
- Mr.
- Mx.
- Dr.
- Other

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Team member #3 first name

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Team member #3 last name

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Team member #3 degree(s), if applicable:  
(example: MD, PhD)

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Team member #3 email

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Team member #3 organization/institution

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Team member #3 status

- MCW Staff
- MCW Faculty
- MCW Student
- MCW Community Partner

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Team member #3 resumé/CV/biosketch:  
(maximum of 5 pages)

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Team member #4 preferred prefix:

- Miss
- Ms.
- Mrs.
- Mr.
- Mx.
- Dr.
- Other

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Team member #4 first name

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Team member #4 last name

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Team member #4 degree(s), if applicable:  
(example: MD, PhD)

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Team member #4 email

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Team member #4 organization/institution

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Team member #4 status

- MCW Staff
- MCW Faculty
- MCW Student
- MCW Community Partner

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Team member #4 resumé/CV/biosketch:  
(maximum of 5 pages)

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Team member #5 preferred prefix:

- Miss
- Ms.
- Mrs.
- Mr.
- Mx.
- Dr.
- Other

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Team member #5 first name

\_\_\_\_\_

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Team member #5 last name

\_\_\_\_\_

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Team member #5 degree(s), if applicable:  
(example: MD, PhD)

\_\_\_\_\_

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---

Team member #5 email

\_\_\_\_\_

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---

Team member #5 organization/institution

\_\_\_\_\_

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Team member #5 status

- MCW Staff
- MCW Faculty
- MCW Student
- MCW Community Partner

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Team member #5 resumé/CV/biosketch:  
(maximum of 5 pages)

**Nomination Letter**  
**In the field below, please upload a Nomination Letter from an MCW faculty or staff member or student. The letter must:**  
**Be no more than two pages in length**Specify the relationship between the letter writer and the Nominee**Include a narrative description which should demonstrate:**the strength of the Nominee's community partnership, with respect to bi-directional communication, collaboration, ability to overcome partnership challenges, etc.the Nominee's commitment and effort toward community engagement**the beneficial impact and/or successful outcomes within the targeted community**how the Nominee is the best candidate for this award

Upload Nomination Letter here:

**Supporting Letters - Maximum of two letters allowed**

**In the field below, please upload a maximum of two supporting letters from faculty, staff, students, community partners, and/or alumni. Each letter must:**  
**Be no more than two pages in length**  
**Specify the relationship between the letter writer and the Nominee**  
**Demonstrate how the Nominee meets the criteria for the award**

Upload first supporting letter here:

Upload second supporting letter here:

**OPTIONAL: Additional Supporting Documents - Maximum of two pages total\***

**You have the option of including up to two pages\* of press releases, articles, etc. related to the Nominee's community engaged work.**

**\*Advertising, images, spacing, or extraneous content will not be counted toward the 2 page limit.**

Upload optional supporting documents here:  
Should not exceed a total of two pages.

**Please note: all nominations will undergo our multi-stage review process. During that time, the Community Engagement Award Committee may request further information from the Nominee or department if deemed necessary to inform the review process.**

Attestation

I, [submitter\_fname] [submitter\_lname], verify the information in this application is accurate and true, and the Nominee is aware of and accepts this award nomination.

- Yes  
 No