

## CRITERIA CHECKLIST FOR OUTSTANDING ACCOMPLISHMENT AWARDS

The following criteria apply to all six award categories:

1. Nomination (**three** pages in length – either one and a half pages double-sided or three pages single-sided)
  - a. Content (check to be sure all of the following are included):
    - Name and Executive Summary (Is the Executive Summary written with a layperson or non-expert's perspective in mind?)
    - Description of Activity
    - Impact and/or Significance of Activity and Justification of Nomination
  - b. Did the accomplishment occur during the past five years? (Note that the Mentoring Award can include activities longer than five years ago but must include activities in the previous five years.)
  - c. Is the impact and/or significance of the activity discussed?
  - d. Is the nomination, but in particular, the impact and/or significance section, written with a layperson or non-expert's perspective in mind? Please note that jury members are drawn from across the organization and include both scientists and non-scientists.
  - e. Are the benefits to the UCAR community noted and, where possible and appropriate, quantified?
  - f. Is the nomination limited to three pages in length?
2. Supporting Documents (**three** pages in length, in addition to the nomination - either one and a half pages double-sided or three pages single-sided):
  - a. Does the supporting material emphasize the impact of the work and not just list what was done?
  - b. If supporting material takes the form of letters of support, are they written by people who appreciate the scope of the work and its impact? Does the letter clearly delineate the impact of the work?
  - c. If websites, CDs, books, papers, or other items are referenced, have their importance and impact been explained?
  - d. Is the supporting documentation limited to three pages in length?
3. In either the nomination material or in the letters of support, please briefly identify the position or relationship of the supporter to the nominee(s) and/or the supporter's qualifications in the field (i.e. Director of....., or Co-PI on....., or Winner of X in X field, etc.). Please don't assume that because someone is well known or highly esteemed in a particular field, they are recognizable to all the jury members.
4. For those preparing the nomination: If a team has been nominated, was the manager of that team contacted to ensure that all members crucial to its success were included in the nomination?

Additional criteria for each specific award:

**Publication:** given for the published results in the past five years of original research, review papers, or pedagogically oriented books that contribute to the atmospheric sciences.

- On publications with multiple authors, does the nomination include an explicit description of who is being nominated? (The jury will assume that all co-authors [including non-UCAR employees] on a multi-author publication are included in the nomination and will share equally in the monetary award, unless otherwise noted in the nomination.)
- Is the nomination limited to one publication, even if it is part of a series? Note that the other publications can be referenced.
- Is a copy of the publication included with the nomination?

Does the nomination include a discussion of how the publication exhibits the following:

- 1. The importance of the *subject* to atmospheric (and related) sciences including work connecting atmospheric science with other disciplines or matters of public policy.
- 2. The importance of the publication's contribution to its specific subject area.
- 3. Evidence of creativity and originality in the publication.
- 4. Clarity of exposition in the publication.

**Scientific and/or Technical Advancement:** given for efforts in the past five years leading to substantial improvements in scientific and/or technical capabilities, including advances in hardware or software engineering, computer science, and applied science that may or may not result in a publication.

- 1. Is this an effort that has led to substantial improvements in scientific and/or technical capabilities?
  - 2. Does the nomination include a discussion of how the activity exhibits the following:
    - a. Innovation and creativity.
    - b. The impact on atmospheric and/or related sciences.
    - c. Degree of difficulty.
- 3. If this is a team nomination, is there an explicit description of each individual's contribution?

**Administrative Achievement:** given for outstanding leadership and professional excellence in the area of administrative support in the past five years. Contributions that could be nominated are efforts resulting in substantial, innovative achievements in service to sponsors, constituents, and customers; accomplishments that help create a work environment that fosters excellent customer service, maximizes employee potential, and fosters high ethical standards; and achievements in administrative support demonstrated by substantial improvement in productivity or cost savings to the organization.

- 1. Does the nomination demonstrate, through outstanding leadership and professional excellence in the area of administrative support, how this effort substantially improves UCAR's ability to manage its affairs?
  - 2. Does the nomination include a discussion of how the activity exhibits the following:
    - a. Innovation and creativity.
    - b. Degree of difficulty.
    - c. Magnitude of effort.
- 3. If this is a team nomination, is there an explicit description of each individual's contribution?

**Education and Outreach:** given for efforts in the past five years having a significant impact on and leading to improvements in scientific, mathematical, or technical education or for other efforts that significantly enhance the public's understanding of scientific or technical issues. The work may involve postgraduate, graduate, undergraduate, K-12, or general public education.

- 1. Does this nomination clearly demonstrate the significant impact upon and/or improvements in scientific, mathematical, or technical education? Does this nomination significantly enhance the public's understanding of scientific or technical issues?
  - 2. Does the nomination include a discussion of how the activity exhibits the following:
    - a. Innovation and creativity.
    - b. Degree of difficulty.
    - c. Magnitude of effort.
- 3. If this is a team nomination, is there an explicit description of each individual's contribution?

**Mentoring:** This award is given for exemplary and sustained mentoring efforts that directly enhance one or more persons' career development. While there is no time limit on this award, mentoring activities must include the previous five years. This award is intended primarily for mentoring UCAR employees by an individual. This does not preclude nominations that recognize mentoring by one or more UCAR employees of outside individual(s), especially when these efforts lead to increased diversity in UCAR's workforce or the broad geosciences community. Examples of contributions that could be used to justify a nomination are exceptional mentoring of junior scientific, administrative, technical, or other staff that substantially benefits the mentees' career development and/or capacity for further professional growth.

- 1. Does this nomination demonstrate exemplary and sustained mentoring efforts that directly enhance one or more persons' career development?
- 2. Does this nomination demonstrate the nominee's:
  - a. Direct, long-term impact on mentees' career(s) or capacity?
  - b. Magnitude of effort?
  - c. Innovation and creativity in the mentoring process?
- 3. If this is a team nomination, is there an explicit description of each individual's contribution?

**Diversity:** This award is given for significant efforts in the past five years to increase or support diversity among populations that have been historically under-represented in the geosciences. This would include, for example: 1) reducing obstacles; 2) creating and enhancing opportunities; 3) addressing issues of access and bias based on race, ethnicity, gender, sexual orientation, disability or age; and 4) inspiring members of historically under-represented groups to pursue Science, Technology, Engineering, and Mathematics (STEM) opportunities. For examples of possible areas of work and definitions, please refer to the UCAR Diversity Guidelines at: <https://www.ncar.ucar.edu/ncardir/internal/diversity/files/RFP/UCARDiversityGuidelines.pdf>.

- 1. Does this nomination demonstrate impact or potential future impact on diversity at UCAR or the geosciences community, measured by increases in recruiting, collaborations, education, advancement, and retention of under-represented populations?
- 2. Does this nomination demonstrate the nominee's:
  - a. Magnitude of effort?
  - b. Degree of difficulty?
- 3. If this is a team nomination, is there an explicit description of each individual's contribution?