

Recommendations for Completing the Awards Criteria Section

(Please note this document does not provide details for the Lifetime Achievement Award)

WIA highly recommends that the nominator take the time to review the specific criteria for the award and draft a nomination that provides responses to each of the specific level of criteria. For example, for the Outstanding Achievement Award, the criteria, to be weighted equally, is as follows:

- *Noteworthy, proven, technical or scientific achievement on or contributions to a single aerospace project or program that represents a breakthrough or milestone in the aerospace field.*
 - *The achievement or contribution should have been made during the 18 months preceding the nomination period.*
- *Commitment to professional growth.*
- *Service as a role model or mentor that shows dedication to the advancement of women in aerospace.*

A successful nomination will include a written statement that addresses accomplishments for each of these bullet points of the criteria. The following is a sample nomination, addressing the bulleted criteria points:

Example:

Noteworthy, proven, technical or scientific achievement on or contributions to a single aerospace project or program that represents a breakthrough or milestone in the aerospace field.

Jane Smith is being nominated for this award due to the work she performed on _____ project that took place during the time period of June 2022 – March 2023. The project involved: _____ and her role was _____.

Commitment to professional growth

Ms. Smith continues to challenge herself professionally, with her most recent dedication in this area being:

Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

A key reason for why we believe Ms. Smith should be nominated for this award is due to her:

*The nominator should feel empowered to have full creative authority to write as much as he/she wishes to write regarding this nomination, provided the nominations stays within the **5-page limit**. Adding an introductory, closing statement or other creative pieces are welcomed. This recommendation should be used as a guideline to ensure the most important pieces of the criteria are captured in the award nomination.*

Letters of recommendation do not count toward the 5-page limit. Nominees can include up to three letters – all no longer than 1 page each. It is required to at least submit 1 letter of recommendation for all awards. When choosing individuals to write the letter of recommendation, it is encouraged to find individuals who are outside the member firm/agency in which the individual works. If you are submitting more than 1 letter of recommendation, we recommend only 1 from within the org/agency and then the other 2 should be outside references.

To help you through the nomination process, here are steps to complete the nomination for all awards except the Lifetime Achievement Award:

1. Enter your information as the Nominator (*required*)
2. Enter the Nominee's information (*required*)
3. Select an Award
4. Enter a citation exactly how it should appear on the award (*required - limit 180 characters*)
5. Provide a high-resolution Photo of the Nominee in Jpeg format (*required*)
6. Provide a copy of the Nominee's resume or bio as either a PDF or formatted text (*required - limit 3 pages*)
7. For each specific Award, enter the Nominee's qualifications, as it relates to the award criteria, as either a PDF or formatted text (*required - limit 5 pages*)
8. For each specific Award, provide a letter of recommendation (*can include up to three letters – all no longer than 1 page each*), as either a PDF or formatted text (*required - limit 3 pages all-together*).

As a guide, the criteria, to be weighted equally for all awards, are as follows:

The Allyship Award

The Allyship Award is presented to any individual (man or woman), who actively promotes and aspires to advance a culture of inclusion for women through purposeful, positive and intentional efforts that benefit women in the aerospace community. The criteria is as follows:

- Noteworthy achievement or contributions on behalf of a single aerospace individual or group of individuals, who identifies as women, that represents a breakthrough or milestone for women in the aerospace field.
- Commitment to eliminating barriers and/or opening doors for women in aerospace.
- Serve as a role model, mentor or sponsor that shows dedication to the advancement of women in aerospace.

The Outstanding Achievement Award

- Noteworthy, proven, technical or scientific achievement on or contributions to a single aerospace project or program that represents a breakthrough or milestone in the aerospace field.
- The achievement or contribution should have been made during the 18 months preceding the nomination period.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

The Initiative-Inspiration-Impact Award

- An individual in her early career, who consistently surpasses expectations from a technical, interpersonal, and management (if applicable) perspective.
- The achievement or contribution should have been made during the 24 months preceding the nomination period.
- Noteworthy contributions to the aerospace industry during a career spanning fewer than 10 years.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

The Aerospace Awareness Award

- Excellence in outreach and building public awareness of aerospace programs and developments.
- Innovative approaches to increasing public understanding of aerospace development and activities.
- Commitment to advancing and defining the roles that aerospace plays in all aspects of society.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

The Aerospace Educator Award

- Excellence as a full-time educator teaching aerospace topics (at least in part) at the K-12, collegiate, or graduate levels.
- Motivation of students to excel in aerospace-related educational endeavors.

- Service to colleagues and community.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

The Leadership Award

- Demonstration of exemplary leadership abilities that enable others to succeed in the aerospace field.
- Leadership of noteworthy contributions to the aerospace field on a single project over several years or during a career.
- Commitment to professional growth.
- Service as a role model or mentor that shows dedication to the advancement of women in aerospace.

We recommend submitting your nomination as a pdf.

PDFs to be submitted as one of the following versions:

- Acrobat 5 (PDF 1.4)
- Acrobat 4 (PDF 1.3)

Please feel free to call the WIA Headquarters Office with questions
Info@womeninaerospace.org 202-547-0229

Deadline for Award Nominations and Final Day to Make Changes in System: June 27, 2023