

UNION FELLOWS COMMITTEE TIPS FOR SUBMITTING SUCCESSFUL NOMINATIONS

Below are some general ideas to assist in making a strong nomination for AGU Fellowship.

GENERAL GUIDANCE

- A) Please write for the non-specialist. AGU science is incredibly broad, and it becomes difficult to evaluate the contributions of a nominee if too much jargon is used. Explain how the nominee's contributions have changed or impacted the field.
- B) Please be sure to correctly identify collaborations or connections (i.e., supervisor/supervisee) between the nominator or letter writers and nominee.

AGU VALUES

C) In the nomination package, please provide specific examples that illustrate how the candidate exemplifies AGU's values of excellence, integrity, respect, diversity, collaboration, and science education and outreach. Please avoid generic statements. Rather than focusing solely on quantitative metrics (like the number of women or minorities mentored), consider addressing the following:

1. **Inclusive mentoring practices:** Describe how the candidate has created a supportive environment for all mentees. What strategies have they employed to ensure that mentoring relationships are accessible and equitable? Have they facilitated professional development opportunities that cater to underrepresented groups?
2. **Promoting diverse voices:** Provide instances where the candidate has actively sought out and amplified diverse perspectives in their research, discussions, or community engagement. How have they integrated these voices into their work or decision-making processes?
3. **Commitment to community building:** Highlight initiatives the candidate has led or participated in that foster a sense of belonging and community within their research group, department, or broader scientific community. What efforts have they made to encourage collaboration across diverse backgrounds?
4. **Advocacy and outreach:** Describe ways in which or times when the candidate has participated in any of the following:
 - A. Improving scientific literacy by reaching out to non-science audiences and promoting STEM.
 - B. Participation in AGU's Congressional Visits Days (CVDs), where they met with policymakers to advocate for the importance of federally funded scientific research.
 - C. Engaged with the community to promote science and inclusivity.
 - D. Participation in outreach programs aimed at underrepresented groups and communities (e.g., low-lying areas, flood-prone areas, socioeconomically

disadvantaged populations)? What impact have these efforts had in helping these communities understand how science affects them personally?

5. **Personal growth and reflection:** Seeking out workshops that focus on work life balance, promoting that with junior staff, understanding new modes of research in a changing scientific landscape, communication training. Share how the candidate has demonstrated a commitment to their own growth and professional development. Have they participated in or developed/led trainings, workshops, or discussions that deepen their awareness and effectiveness in promoting more collaborative research experiences, and inclusive research environments?
6. **Integrity:**
 - A. **Ethical research practices:** Provide specific examples of how the candidate has adhered to ethical guidelines in their research. Have they implemented protocols to ensure the responsible conduct of research, such as maintaining data integrity and managing conflicts of interest? Describe any situations where their commitment to ethical practices has influenced their team or field.
 - B. **Full attribution and credit to colleagues:** Highlight instances where the candidate has recognized and credited the contributions of all colleagues, especially junior and diverse team members. How have they ensured that everyone's work is acknowledged in publications and presentations? Please provide examples that demonstrate their commitment to fostering an inclusive atmosphere where all contributions are valued.
 - C. **Transparency in the peer review process:** Discuss how the candidate has promoted transparency in the peer review process. Have they advocated for or participated in initiatives that increase openness, such as open peer review? Provide details on how their efforts have contributed to a more equitable environment in academic publishing.
7. **Open Science:**
 - A. **Sharing data and research openly:** Describe how the candidate has prioritized the sharing of data and research findings with the broader scientific community. Have they made their datasets publicly available or developed accessible repositories? Provide specific examples that illustrate the impact of their open sharing on collaboration and reproducibility.
 - B. **Publishing in open-access journals:** Highlight the candidate's commitment to open access by detailing their publication history. Have they chosen to publish in open-access journals to ensure that their research is accessible to a wider audience? Share specific publications and the rationale behind their choices, emphasizing the importance of disseminating knowledge freely.
 - C. **Contributing to citizen science projects:** Discuss the candidate's involvement in citizen science initiatives. How have they engaged with the public to promote scientific understanding and participation? Provide examples of specific projects they have led or contributed to and reflect on

the impact these efforts have had on community engagement and scientific literacy.

NOMINATION/SUPPORTING LETTERS

- D) Use the space available as effectively as possible.
- Try to eliminate unnecessary repetition between letters. While it is difficult to eliminate all repetition, it's more effective to have each letter address a different aspect of the nominee's contributions rather than repeat the same things.
 - It is important for nominators and letter writers to make it clear what the contributions of the nominee are specific to the work being referenced (i.e., if the nominee is part of a large research group and/or a multiyear effort, identify their specific contributions.)
- E) Letters should demonstrate the depth, breadth, and impact of the nominee's work.
- F) Include letters from individuals in the field who have no collaboration or direct relationship with the nominee so that they can provide an 'arms-length' review of the nominee's work. If this is not possible because the field is very small, it would be helpful if the nominator explains this in their letter.
- G) Avoid unsupported accolades. Provide examples or evidence to support evaluative comments.
- For example, if a letter notes that the nominee's publication record is impressive, provide context by describing how it compares to others in the subdiscipline or at a similar career stage

BIBLIOGRAPHY

- H) If citation numbers are provided, please:
- Cite the source of the number (e.g., Google Scholar, Web of Science).
 - Provide context (e.g., how does the nominee's publication record compare to others in the same field at a similar career stage?).
- I) Recognizing that author order convention varies by field, please make it clear what the nominee's contribution is in this context. (e.g., alphabetic, senior author as last author, contribution-based ordering, etc.) **Please list this at the top of the bibliography.**
- J) In cases where important papers are coauthored, please define the role of the nominee in this collaboration.
- K) While not required, it is helpful to highlight which coauthors are advisees (e.g., students or postdocs) of the nominee.

CV

L) Providing the following information in the order in which it appears below would be helpful for the Union Fellows Committee to see in the CV:

- Personal Data
 - Name
 - Telephone and Email Address
- Education
 - Baccalaureate
 - Graduate
 - Postgraduate
- Postdoctoral Training
- Appointments
 - Note: List inclusive dates where appropriate
- Professional Affiliations: List professional affiliations and membership in scientific societies including any offices held (local, national, international), include inclusive dates where appropriate.
- Service to Professional Organizations: Service to professional organizations including national advisory committees, editorships, peer review activities, and include role and beginning/ending dates.
- Professional Awards and Honors
- Training and Mentoring
- Other Relevant Information: List patents, grants, etc.