



Frequently Asked Questions

Who may nominate an individual for this award?

Any administrator, faculty or staff member associated with a CGS member institution can nominate an assistant or associate dean for this award (either Regular or Associate).

May I nominate an assistant or associate dean not affiliated with the graduate school or college for this award?

CGS recognizes that institutional structures for managing graduate education and training may vary widely. It is possible in a decentralized model for graduate education that assistant or associate deans within colleges or schools may play substantial roles in graduate education. Such individuals are eligible for nomination for this award, as long as they have the endorsement of the current senior graduate dean or the senior-most person with responsibility for graduate education at the nominee's institution.

May I nominate a staff member or faculty member who does not have assistant or associate dean in their title?

No, this award is meant to recognize the emerging leadership and contributions of assistant or associate deans to graduate education.

May I nominate an individual at an institution different from my own?

Yes. However, please bear in mind that:

- Both the nominator and the nominee must be employed at a CGS member institution (Regular or Associate – please contact [Janice Goggins](#), Director for Membership, for the IHE1 information).
- The letter of endorsement included in the application must be signed by the graduate dean (IHE1) or senior-most person with responsibility for graduate education at the nominee's institution. For that reason, it is recommended that you work closely with the leadership of the graduate school at the nominee's institution to prepare the nomination package. This will also help prevent duplicate nominations.

May individuals self-nominate for this award?

No. The nomination form must be signed by an individual other than the nominee.

Does the nomination form and the letter of endorsement need to be signed by the same individual?

No.



What if there is a change in a nominated individual's professional status prior to the selection of the awardee?

Nominators should let CGS know of the status of professional status on nominee as soon as possible. Only individuals who are assistant or associate graduate deans at the time when the award committee is reviewing nomination packages (September-mid-October) will be eligible for consideration.

What if a nominated individual retires or steps down from their role after the selection is made but before the award is conferred?

The award decision is final regardless of changes in a nominee's professional title after the Board deliberates and makes its decision.

If the individual I nominated wasn't chosen last year, may I re-nominate him or her? If so, may the same nomination package be submitted?

The committee welcomes and encourages re-nominations. However, nominators must fill out a new nomination form and are encouraged to provide an updated version of the summary of achievements and curriculum vitae. Letters of support may be re-submitted without change as long as they are dated no more than two years prior to the current date of submission.

When will the award be conferred?

If a selection is made, the award will be conferred at the CGS Annual Meeting in December. A prize of \$1500 will be provided to the awardee at the Annual Meeting Awards Luncheon.