

Dear Hydrology Section,

## Hydrology Section Nominations Procedures for 2019

Based upon generally positive input and positive results from last year, the Hydrology Section will continue its two-step nomination processes for 2019 with **MINOR TIMING MODIFICATIONS** (See below). These guidelines pertain *only* to the following Hydrology Section Awards: [Walter Langbein Lecture](#), [Paul A. Witherspoon Lecture](#), [Early Career Award](#), and the [Hydrologic Sciences Award](#). [Union awards, medals and prizes](#) and [Union Fellows](#) honors are overseen by the Union and remain unchanged. The deadline for all [Union](#) awards is March 15, 2019.

The only major change for Hydrology Section Awards from last year is in the timing. Some nominators were concerned that last year's 2-week window between nomination letter and complete package submission was too short. We have now extended that window to more than 4 weeks by requiring that your nomination letter be submitted by **March 1, 2019**.

### How to submit a Hydrology Section nomination?

Making a nomination is a two-part process:

1. Beginning on **January 15, 2019**, nominators may submit their 1-page nomination letter, nominee CV and contact information of three potential letter writers directly to Antonio Covington at AGU ([acovington@agu.org](mailto:acovington@agu.org)) to be received no later 11:59 PM EST **March 1, 2019**. Each award committee chair will meet with their committee members within 1-2 weeks of this submission deadline to develop a shortlist (no more than 5 nominations) for more in-depth consideration.
2. Once the selection committees identify the shortlist of nominations, the nominator will be notified to begin the process of securing the required support letters and uploading all material. Nominators will be responsible for uploading the complete nomination package to the [AGU submission site](#) by the **April 15, 2019** deadline. Easy step-by-step instructions can be found in this quick [video tutorial](#).

### What else is needed along with the 1-page nomination?

The 1-page nomination letter must be accompanied by the nominee's full CV, as well as the contact information of 3 potential writers of letters of support. Nominators should contact the letter writers to ensure that they can accommodate the April 15 deadline.

### Who can submit a nomination for these awards?

Anyone can be a nominator. While this has always been the case, there continues to be some confusion in this regard. All are encouraged to nominate a deserving candidate.

Below are snippets of very useful material from AGU on [how to craft a compelling nomination letter](#):

- **Read the criteria for each honor and award carefully.** Is your nominee right for the award? Intent, criteria and required nomination components for all AGU honors can be found on the Hydrology Section website. You can also ask the committee chair or any committee member regarding the award you are thinking of nominating someone for, to get further information.
- **Assure that your letter addresses why the candidate is deserving of the award.** Does your nomination address the specific criteria for this award? All nomination letters should explicitly address the selection criteria and explain the importance of the science/accomplishments relevant

to the award and assure the nomination materials are tailored to the award. Include the following relevant elements, with an emphasis on each of the specific criteria and goals of the award, e.g. science, specific papers that changed the field; service, unique impact/AGU service; teaching/mentoring or outreach.

- **Provide a complete overview of your nominee and emphasize the unique elements of his/her accomplishments that make your nomination stand out from others.**
  - Focus on the science/service/education achievements (depending on goal of the award), the impact, novelty, creativity, depth and breadth of the nominee's research rather than quantitative metrics (number of publications, h-factor, etc.) and biographical facts (education, employment history, awards) that are listed in the nominee's CV.
  - Mention other accolades. Distinguish and highlight the role of the nominee (is the nominee a motivator/leader/implementer?).
  - Mention relationships to co-workers (students, postdoc, mentor, etc.). If the nominee has a large research group, highlight the intellectual contributions made by the individual to the work. Also, mention the success of coworkers the nominee has influenced (students, postdocs, and adjunct faculty).
  - For senior awards, focus on transformational science documented by specific publications and how they might have changed the course of research in the field. Link to specific papers in a bibliography or on the CV and discuss why they are important. Always support with evidence for each criterion.
  - Emphasize service to AGU and the science community and contribution to education. These can be important tie breakers.
  - Check the list of previous winners and identify what they have in common with your nominee.
- **Submit a concise, well-written 1-page letter**
  - Follow the nomination requirements and include in addition to the 1-page letter the nominee's CV and the names of the 3 letter writers. Avoid the phrase "I know of no one else more deserving of this award."
- **If at first you don't succeed.... resubmit!** Solicit feedback from the selection committee after the process is complete. As long as your nominee meets the criteria of the honor, review and update the submission for the following cycle and resubmit.

**Other Details.** On March 1, 2019, AGU will send the respective award chairs an exported report of all nomination letters and CV's that have been submitted. This will be done through a secured drop file. Once the award chairs have informed AGU of the nomination packages they wish to move forward, AGU will inform the respective nominators and these nominators will be allowed to upload complete packages to the [nomination submission site](#) by April 15, 2019 after which the award committee will have full access and can proceed with deliberation and selection. Again, to repeat for full clarity, please view this [tutorial video](#) to explain the upload process.

Note that after the award committees have submitted their recommendation to either the Section or Union leadership, candidates will be required to complete AGU's new Professional Conduct Disclosure form. More information on this process can be found at <https://ethics.agu.org/new-professional-conduct-disclosure-agu-honors-governance-candidates>