

Instructions for Required Content in Nomination Letters

Star Faculty Award for Excellence in Patient Care

1. Letter Submission

Please address the nomination letter to the Excellence in Patient Care Award Selection Committee and provide the signed letter to the nominee for inclusion in their application packet.

2. Eligibility Requirements

Nominees must meet all of the following criteria:

- a. Hold a faculty appointment at the rank of Instructor, Assistant Professor, Associate Professor, or Professor.
- b. Be actively engaged in patient care:
 - i. Full-time faculty: At least 50% of effort (FTE) devoted to patient care.
 - ii. Part-time faculty: At least 75% of their allocated part-time effort devoted to patient care.
- c. Years of clinical service:
 - i. Completed a minimum at least six (6) years of clinical service as a Baylor faculty member.
 - ii. Faculty members recruited from other institutions who have accumulated comparable clinical faculty service may be considered eligible after completing three (3) years at Baylor College of Medicine, provided their combined clinical faculty service totals at least six (6) years.

3. Purpose of the Nomination Letter

The nomination letter for this award differs from letters prepared for faculty promotion or for the Norton Rose Fulbright Faculty Excellence Award. It should focus specifically on the nominee's excellence in patient care and address the selection criteria for this award.

4. Required Content

Please include the following information in the nomination letter:

- a. Academic and Clinical Background
Provide a brief overview of the nominee's academic background, including faculty rank, clinical appointments, leadership responsibilities, and major clinical roles.
- b. Assessment of Clinical Excellence
Describe the nominee's standing within the section, division, department, or peer group with respect to excellence in patient care. When possible, indicate their relative ranking (e.g., top 1%, top 5%, top 10%) and provide supporting evidence for this assessment.
- c. Alignment with Award Criteria
Review the award evaluation form and address the relevant selection criteria in your letter. Specific examples and measurable outcomes are strongly encouraged to demonstrate the nominee's impact and contributions to patient care.

5. Guidance for Preparing a Strong Nomination Letter

The most effective nomination letters provide specific examples and objective evidence demonstrating the nominee's impact on patient care. Nominators are encouraged to describe

measurable outcomes, exceptional clinical achievements, innovations in care delivery, patient-centered contributions, and evidence of sustained excellence. Letters that include concrete examples and clear documentation of the nominee's clinical impact are particularly helpful to the Selection Committee during the review process.

Review the [Star Faculty Award Scoring Rubric](#) to familiarize yourself with the selection criteria and address the relevant components in your letter.

6. Additional Information

For details regarding eligibility requirements, evaluation criteria, and the nomination process, please visit the [Star Faculty Award for Excellence in Patient Care Webpage](#).