

TIL Members:

Nominations are now open for new members. Please use the attached form to nominate any person you believe should become a member of TIL. **Keep in mind that no nominee is to be aware of his or her nomination.** Not all nominees are approved, and this avoids embarrassment.

1. The Council discussed placing a limit on the number of nominees a member could submit each year, simply because of the burden of processing many lengthy submissions. In the end, the Council decided not to do this. However, the Council **highly recommends you limit the number of nominations you make to no more than two.** If there are more than two people whom you believe should be members, you should either spread your nominations out over several years or enlist the aid of other members to nominate people you think should be members.
2. **This is very important.** Create a separate packet of information for each person you nominate. This packet must include
 - * a **completed nomination form,**
 - * a **list of major works,**
 - * a **letter of nomination,**
 - * a **seconding letter, and**
 - * a **sample or samples of the nominee's writing.**

This packet should be sent to the Vice President, who coordinates the nominations. It would be helpful if this material could be scanned, preferably in PDF format, and sent in digital format to the Vice President. Please be sure that all material is clearly legible. Please DO NOT make multiple nominations in a single letter or make multiple seconds in a single letter. With the number of nominations we are now receiving, this simply places too great a burden on the members of the Council to keep everything straight.

3. Complete the nomination form. Try to include as much contact information as possible, including phone numbers and e-mail addresses.
4. A new feature of the form is a place for you to state the eligibility of the nominee. TIL's by-laws state: "Members shall have been residents of Texas for at least two years at any time prior to nomination and have some substantial connection or affiliation with the state through their work. Members shall be practicing writers who have demonstrated substantial literary achievement in their genres. In rare instances, persons who are not practicing writers may be considered for membership." If the nominee currently lives in Texas, please state where and for approximately how long. If the person was born here, please state that. If the person has "some substantial connection or affiliation" with Texas, please state that.
5. Spend some time composing the letter of recommendation. Make a meaningful argument for membership. The seconding letter can be a simple statement of a second, but the letter of recommendation should be well thought out.

6. We highly recommend that you spend some time selecting the writing sample or samples. The writing samples are often the make it or break it element of the nomination. They should represent outstanding work. Samples typically should be published work, and there should be a citation of some sort listing where the work was published. Again, take care that you create a clear scan or copy of the sample, that none of the pages are cut off, and that the pages are in order.

Incomplete nominations or nominations received after the deadline will not be considered.

Your help in adhering to these guidelines will ensure that the new member process will proceed effectively.

Send your nominations to our Vice President, Andrés Tijerina, who has the job of compiling the packets and submitting them to the Council for approval by a four-fifths vote of those who are present at our January meeting. Then the successful nominations are submitted to the full membership for approval by a majority vote.

Texas Institute of Letters: New Member Nomination Form

All nominations should be made in confidence. The nominee must not know of his/her nomination. Deadline: **November 4, 2013.**

Person Nominated _____

Home address _____

Telephone number(s) _____

E-mail address _____

Eligibility for membership

TIL member making the nomination _____

TIL member seconding the nomination _____

Date submitted _____

Items to be included with the nomination form:

- Letter outlining the reasons for the nomination.
- List of major works, awards, etc. Do not send a vita.
- Ten to fifteen pages of published writing by the nominee.

This form and the additional items should be sent to:

Andrés Tijerina

andrest@austincc.edu

If you are unable to submit your material electronically, you may mail it to

Andrés Tijerina
Austin Community College
7748 W. Hwy. 290
Austin, TX 78736