



## ACADEMY OF ASSOCIATE DEGREE NURSING

### GUIDE FOR REFERENCE LETTERS

The following are guidelines to assist in composing a letter of support for a colleague's consideration for induction into the Organization for Associate Degree Nursing's Academy of Associate Degree Nursing. Please submit a one to two page PDF version letter (no more than 500 words) electronically to [harriet.mcclung@oadn.org](mailto:harriet.mcclung@oadn.org). **Please do not send the letter to the candidate.**

The letter of support should include the following:

- 1) Be on professional letterhead and include your contact information.
- 2) Be addressed to the Chair of the Awards/Honor Society Committee.
- 3) State your affiliation with the candidate and how long you have known the candidate.
- 4) Describe the candidate's commitment to associate degree nursing education.
- 5) Explain specifically how the individual has excelled in one or more of the following areas. **Note:** A candidate does not need to have contributions in each of the areas.
  - a. Innovative strategies in teaching and learning with enhanced student learning outcomes
  - b. Advocacy for the profession through local, state, and/or national efforts
  - c. Innovative clinical practices with enhanced student learning outcomes
  - d. Research related to efficacy of associate degree nursing education
  - e. Leadership in education, practice, or policy that enhances associate degree nursing education.
- 6) Describe other exceptional qualities and/or professional attributes the candidate may possess.

Visit [www.oadn.org](http://www.oadn.org) for information about the Academy of Associate Degree Nursing and to download the application.