Excellence Awards Terms of Reference
2018 - 2019 Academic Year

Intake Period: January 14 - 28, 2019
Intake Deadline: Monday, January 28, 2019 4:00 PM MT

Submit applications online. Applications and/or letters of reference received outside of the Intake Period will NOT be evaluated. Late applications will NOT be evaluated. Incomplete applications will NOT be evaluated. It is the sole responsibility of the applicant to ensure completeness of the application package.

This document and the application form is available on the Association's web site. Questions regarding this application should be directed to the Association’s Awards Committee Chair or Vice Chair at awards.gsa@ucalgary.ca.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and Federal Taxation Act. It is required to determine your eligibility for awards. If you have any questions about the collection or use of this information, please contact the Awards Committee Chair at awards.gsa@ucalgary.ca.

Purpose
The Graduate Students’ Association (Association) Excellence Awards recognize administration staff, supervisors, research assistants, and teaching assistants who have gone above and beyond their job descriptions to help and support graduate students at the University of Calgary (UCalgary).

Award Categories
Excellence Awards are divided into seven (7) categories: A.1, A.2, B, C.1, C.2, D.1, and D.2.

A. Excellence in Administrative Support (EAA)

A.1 Support Staff:
Staff serving graduate students in administrative support positions such as staff in the Faculty of Graduate Students (FGS), the Association, and departmental graduate offices.

A.2 Senior Administrator:
Senior administrators who have contributed directly to improving the experience of graduate students such as department heads, graduate program directors, Deans, Provosts, and Vice-Provosts.
B. Excellence in Supervision (ESA):
This category refers to UCalgary faculty members who have supervised Master’s and Doctoral students.

C. Excellence in Teaching (ETA)

C.1 Graduate Students:
Graduate students serving in different teaching positions such as sessional instructor, teaching assistant, lab instructor, and grader.

C.2 Senior Instructors:
University staff serving in teaching positions such as university professors, full time/part time instructors, and technicians in teaching positions.

D. Excellence Awards in Research (ERA)

D.1 Graduate Students:
Graduate students serving in different research positions such as mentoring other graduate students, undergraduate students, interns, or excellence as a research assistant. Contribution must be beyond the graduate student thesis.

D.2 Senior Research Affiliates:
Research affiliates working full- or part-time at the UCalgary who assist graduate students in their research such as Postdoctoral Fellows, research associates, lab technicians, and core facilities staff serving in research positions.

Value
These awards serve as recognition for outstanding contributions made to the UCalgary graduate student experience and are not monetized.

Eligibility
To be eligible for this award, applicants MUST:
• Be affiliated with the UCalgary; and
• Have worked in an administrative capacity (for EAA), supervisory capacity (for ESA), teaching position (for ETA), or research position (for ERA) at some point during the Spring/Summer 2018, Fall 2018, and/or Winter 2019 semesters.

Document Required
Nominators MUST submit one (1) PDF file that include:
• The complete application form; and
• Letters of support:
  o The combined length of the letters must not exceed four (4) pages in length and must have normal margins (2.54 cm top, left, bottom, and right), 12 pt. font, single spaced, Calibri or Times New Roman font;
  o Letters must outline why the nominee meets the criteria for this award as well as provide any information thought to be important for the committee to consider during adjudication; and
  o Supporting letters can be signed by several nominators.
**Submission Requirements**
Application(s) for all the above categories are based on nomination. The primary nominator must be affiliated with the UCalgary and is responsible for completing and submitting the application form.

1. Completed applications MUST be submitted online during the Intake Period;
2. Applications MUST be a single PDF file;
3. Applications MUST be written and signed in English;
4. Applications MUST be submitted with a UCalgary email address; and
5. Incomplete applications or applications received after the Intake Deadline will NOT be considered.

**Selection Criteria**

*For Excellence Awards in Administrative Support (EAA – both categories A.1 and A.2), Excellence Award in Supervision (ESA), Excellence Award in Teaching (ETA – C.2 Senior Instructors), and Excellence Award in Research (ERA – D.2 Senior Research Affiliates).*

The Awards Committee will evaluate applications based on how well the nominees have demonstrated excellence in support of graduate students (as evidenced in the reference letters) and have contributed to fostering a positive environment for learning and research. Examples of ways in which nominees demonstrate excellence may include, but not limited to:

- Displaying mastery of, and enthusiasm for, their subject area;
- Inspiring and supporting students to think creatively and execute ideas effectively;
- Demonstrating creativity in teaching and supervision and a willingness to tailor their approach to meet the needs of their students;
- Demonstrating rapport with students (being approachable, likeable, and engaging);
- Demonstrating reliability and availability;
- Exhibiting fairness in all aspects of teaching and supervision (testing, grading, interacting with students, etc.);
- Providing timely and constructive feedback to students, peers, and colleagues;
- Offering academic guidance and professional support;
- Going above and beyond the call of duty to provide support to graduate students; and
- A clear commitment to improving the graduate student experience.

*For Excellence in Teaching (ETA – C.2 Graduate Student) and Excellence Awards in Research (ERA – D.1 Graduate Student)*

The Awards Committee will evaluate applications based on how well the nominees have demonstrated excellence as a graduate student (as evidenced in the reference letters) and have contributed to fostering a positive environment for learning and research. Examples of ways in which nominees demonstrate excellence may include, but not limited to:

- Displaying mastery of, and enthusiasm for, their subject area;
- Inspiring and supporting students and colleagues to think creatively and execute ideas effectively;
• Demonstrating creativity in teaching and supervision and a willingness to tailor their approach to meet the needs of their students;
• Demonstrating rapport with students, colleagues, and superiors (being approachable, likeable and engaging);
• Demonstrating reliability and availability;
• Exhibiting fairness in all aspects of teaching and supervision (testing, grading, interacting with students, etc.);
• Providing timely and constructive feedback to students and colleagues; and
• Offering academic guidance and professional support.

Additional Regulations

1. All application packages are anonymized by the Association’s Staff;
2. Excellence Awards are evaluated by a committee led by the Awards Committee Chair and Vice Chair under the supervision of the VP Academic;
3. Successful applications will be kept for two (2) years after the date of notification of the award. Unsuccessful applications will be kept for eight (8) weeks after the same date. Both will be destroyed after these respective time periods;
4. Questions about the application process must be directed to the Awards Committee Chair or Vice Chair at awards.gsa@ucalgary.ca; and
   a. The Awards Committee aims to respond to all emails in a timely manner, but cannot guarantee a response within the 48-hour window prior to the Intake Deadline.
5. Individual award winners and honourable mentions are not eligible for consideration in the category that they were recognized in for a period of two (2) years.