GSA Leadership Award Terms of Reference 2020 – 2021 Academic Year

Intake Period: January 18 – February 1st, 2021
Intake Deadline: Monday, February 1st, 2021 4:00 PM MT

Submit applications online. Applications and/or letters of reference received outside of the intake period will NOT be evaluated. Late or incomplete applications will NOT be evaluated, this includes missing information, extra information/documents, and/or incorrectly filled out applications. It is the sole responsibility of the applicant to ensure completeness of the application package.

This document and the application form are available on the GSA’s website. Questions regarding this application should be directed to the Vice President Academic at vpa.gsa@ucalgary.ca.

This information is collected following the standards set by the Personal Information and Privacy Act (PIPA). It is required to determine your eligibility for the award and may be used for research and statistical analysis. 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
This award was established by the Graduate Students’ Association of the University of Calgary in recognition of graduate students who have demonstrated outstanding leadership in the University of Calgary graduate student community, and whose work has impacted the University of Calgary graduate student body.

Value
One (1) $5,000 CDN award.

Eligibility
To be eligible for this award:

1. Applicant must be more than 18 months into their first graduate degree at the University of Calgary. Students within 18 months of their first graduate degree at the University of Calgary should apply for the emerging leadership award.
2. Applicant must not have received this award previously during any degree at the University of Calgary.
3. Applicant must be an active member of the GSA as defined by Section 4, subsection 4.2 of the GSA Bylaws during the 2020/2021 academic year; and
4. Applicant must be in Good Standing with the GSA.
Documents Required
The following documents are required to apply for this award:

1. Most recent University of Calgary transcript;
   - A recent unofficial transcript (less than a month old from the date of application) is acceptable. For information on how to download the most recent unofficial transcript, please see Supplemental Information at the end of this document.
2. A CV highlighting leadership and volunteer contributions;
3. Admission letter to the University of Calgary that includes the program start date;
4. Confirmation of enrollment;
5. A statement outlining contributions to the University of Calgary community since the start of your first graduate degree program at the University of Calgary. This statement must describe the impact the applicant's leadership work has had on graduate students and the graduate student body. The statement must not exceed 500 words and must fit into Part B of the “Leadership Award Personal Statement” document;
6. Two reference letters supporting the applicant's leadership experience and involvement in the University of Calgary community.
7. Incomplete applications (missing information, extra information/documents, and/or incorrectly filled out) or applications received after the intake deadline will NOT be considered.

Submission Requirements
When applying for this award, the following process must be followed:

1. Completed applications MUST be submitted online;
2. Applications MUST be in a single PDF file;
3. Applications MUST be written and signed in English;
4. Reference letters MUST be sent directly from the referee to the VP Academic at vpa.gsa@ucalgary.ca PRIOR to the deadline. Letters received after the deadline will not be accepted and will, therefore, result in an incomplete awards package from the applicant.
   a. Please instruct your referees to include your name and the award you're applying for in the Subject line of the email;
5. Applications MUST be submitted with a University of Calgary email address;
6. Incomplete applications (missing information, extra information/documents, and/or incorrectly filled out) or applications received after the intake deadline will NOT be considered.

Adjudication Criteria
Applicants must meet eligibility and submission requirements as described above. All eligible applications will be assessed using the following criteria:

• **Academic excellence** as demonstrated by transcripts, awards, and distinctions; and
• **Leadership** (potential and demonstrated ability) as demonstrated by the candidate's personal statement, reference letters, and CV. Leadership may include, but is not limited to, the following qualities:
  o Personal achievements;
  o Active involvement in campus groups and organizations;
  o Contribution to university committees and councils; and
  o Off-campus community service where the activity has direct impact on the University of Calgary graduate student community.
Please note that this list is not intended to include all possible categories and is provided for guidance only.

Additional Regulations

1. The GSA’s Board of Directors evaluate all application packages based on the selection criteria stated above;
2. Submit only when your application is complete and submit your application only ONCE. Any subsequent applications received will not be accepted for review. No exceptions;
3. The top five (5) applicants will be shortlisted for the award. The shortlisted applicants will be invited to the Awards Gala where the winner will be announced. A notification of shortlist status will be sent to all applicants two (2) weeks prior to the Awards Gala (to be determined);
4. Students cannot apply to both the GSA Emerging Leader Award and the GSA Leadership Award during the same academic year;
5. All applications will be prescreened for completeness before being forwarded for review. Not all applicants will move onto the reviewing process;
6. Decisions will be made 10 – 12 weeks from the intake deadline and application feedback will not be provided;
7. The GSA will not be responsible for any tax liability incurred from awarding funds;
8. Questions about the application process must be directed to the VP Academic at vpa.gsa@ucalgary.ca.
   a. The VP Academic is committed to answering questions regarding this award when possible. Questions that arrive less than 48 hours before the Intake Deadline may not be answered.
Supplemental Information
(these instructions are provided as a guide, some links/buttons may have moved)