

April 3, 2013

Dear fellow graduate students,

Nominations for the **2013-2014 University of Manitoba Graduate Students' Association Graduate Teaching Award** is now open. Attached you will find:

1. Instructions for completing the nomination process;
2. The terms of reference for the award; and
3. The nomination form.

Please review all materials carefully before beginning the process. If you have any questions, please feel free to contact me at any step of the process. The deadline for the receipt of nomination materials is **Monday, May 27, 2013**. I hope to hear from you soon.

Sincerely,



Yijie (Jennifer) Chen
Vice-President Academic
University of Manitoba Graduate Students' Association

Instructions for Submitting Graduate Teaching Award Nomination Form

1. Your package should contain a total of five (5) pages. Please ensure that you have all five (5) pages and then finish reading these instructions.
2. Read the terms of reference contained on page three (3) of this package.
3. Complete page four (4) of this package.
4. Print all five (5) pages of this package.
5. Attach your nominee's curriculum vitae and include page numbers on these and all additional pages.
6. Attach two (2) letters of recommendation from graduate students.
7. Complete the declaration and checklist on page five (5) of this package.
8. Make a copy of all of the above materials for your records.
9. Put the original nomination documents, containing all five (5) pages of this document, a curriculum vitae and two letters of recommendation in an envelope with the following information clearly marked on the envelope:

Graduate Teaching Award Nomination:

Prepared by:

From the Department of:

10. Hand in or mail the envelope to the following address:

To: The Vice-President Academic
University of Manitoba Graduate Students' Association
221 University Centre
University of Manitoba
Winnipeg, MB R3T 2N2

11. Send an email to **vpa@umgsa.ca** requesting a confirmation of receipt of your materials.

Status of your Nomination

Your nomination form will be processed no later than three working days after your submission. You will be notified in your confirmation of receipt as to the status (complete / incomplete) of your submission. Only completed nominations will be considered. It is the nominating student's responsibility to ensure that a complete nomination is received by the Vice-President Academic by **Monday, May 27, 2013**.

If you have any questions, please contact the Vice-President Academic at the GSA office, by phone at (204) 474-9181 or by e-mail at **vpa@umgsa.ca**.

Terms of Reference of the Graduate Teaching Award Nominations

These Terms of Reference are based upon the principles outlined in The University of Manitoba Graduate Students' Association Bylaws and have been developed and ratified by the University of Manitoba Graduate Students' Association Awards Committee as the governing document for the operations of the committee.

The purpose of the award is to recognize those individuals who have made, in the estimate of their graduate students, a significant contribution to their teaching profession. Registered students in the Faculty of Graduate Studies are not eligible for this award. The award will include a cash prize of five hundred dollars (\$500.00) and a scroll given at Fall Convocation during the following academic year to commemorate the honour. Graduate Students are encouraged to nominate their thesis advisor, seminar or course instructor, or a faculty member with whom they have conducted research. The Graduate Students' Association Awards Committee will be interested fundamentally in those individuals who display a dedication to knowledge and sensitivity to their students and the student community. In order to properly assess the impact of the nominee, the Graduate Students' Association Awards Committee requires that the nominating student provide the following:

1. One (1) completed Graduate Teaching Award Form (Parts I & II).
2. One (1) curriculum vitae that includes:
 - 2.1. a selected list of graduate courses taught;
 - 2.2. a selected list of graduate students advised;
 - 2.3. a selected list of graduate advisory committees.
3. Two (2) letters of recommendation from current or former graduate students.

To be eligible, the nominee should be an individual who has spent at least two years as a member of the Faculty of Graduate Studies at the University of Manitoba and is currently engaged in such activities at the time of nomination. The nominee must be teaching graduate level courses at the time of nomination.

The University of Manitoba Graduate Students' Association Awards Committee understands and respects the need for confidentiality in evaluation processes. Once an application has been successfully received by the Vice-President Academic, all materials contained therein will be property of the Graduate Students' Association Awards Committee until the close of the competition, at which point they will be destroyed. The Chair of the Graduate Students' Association Awards Committee will notify all candidates within five (5) working days of the committee's final decision.

Graduate Teaching Award Nomination Form Part I

(To be filled out electronically)

Nominee Information

I hereby nominate _____, from the department
of _____ for the Graduate Teaching Award. I have known the
nominee in the capacity of _____ for _____ years.

Nominee U of M Mailing Address (as of August 1st, 2013):

Nominee email: _____

Nominee phone#: _____

Nominating Student Information:

Name: _____ Student #: _____

Department: _____

(PhD/Master's): _____ Year of Study: _____

Student email: _____

Student phone#: _____

FOR OFFICE USE ONLY

Received by: _____ on _____ at _____.

Verified by the Vice-President Academic on _____ at _____.

Graduate Teaching Award Nomination Form Part II

(To be completed by hand)

Declaration

I certify that I have carefully read all the material contained within this package. I declare that all information contained within this application is correct and accurate. I authorize the University of Manitoba Graduate Students' Association Awards Committee to investigate the information provided in this application to assess the qualification for this award.

Signature of Nominating Student

Date

Document Checklist

- ☐ One (1) completed Graduate Teaching Award Form (Parts I & II).
- ☐ One (1) curriculum vitae that includes:
 - ☐ a selected list of graduate courses taught;
 - ☐ a selected list of graduate students' advised;
 - ☐ a selected list of graduate advisory committees
- ☐ Two (2) letters of recommendation from current or former graduate students.