

June 6th, 2024

Dear Fellow Graduate Students,

Applications for the 2024-2025 University of Manitoba Graduate Student's Association Teaching Award are now open. In the following pages, you will find instructions for completing the application process and the Terms of Reference for the Awards. Application forms for the Teaching Award can be downloaded directly at [www.umgsa.org/teaching-award/](http://www.umgsa.org/teaching-award/).

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 at [vpa@umgsa.org](mailto:vpa@umgsa.org). The deadline for the receipt of application materials is Friday, June 21st, 2024 at 4 PM. Students who are interested in nominating their advisor for the teaching award, are welcome to submit the relevant application form(s) electronically.

I look forward to hearing from you.

Yours sincerely,

**Oyo Jakpa**

Vice-President Academic and Senator

UMGSA

## **Instructions for Submitting the Graduate Teaching Award Nomination Form**

1. Read the application instructions on page two of this document.
2. Read the terms of reference on page three of this document.
3. Go to [www.umgsa.org/teaching-award/](http://www.umgsa.org/teaching-award/) to find the application form.
4. Complete the application electronically.
5. Submit the following documents with the application as a PDF file:
  - I. Nominee's resume (maximum five pages listing the graduate courses taught, the graduate students advised, and any graduate advisory committees), including page numbers on this and all additional pages.
  - II. Attach two reference letters from graduate students (maximum of two authors per letter).

### **Status of your Nomination**

Only completed applications will be considered for processing. It is your responsibility to ensure that the Vice-President Academic receives a complete application by **Friday, June 21st, 2024 at 4 PM**.

The University of Manitoba Graduate Students' Association Academic Affairs Committee understands and respects the need for confidentiality in the evaluation processes. Once an application has been successfully received by the Vice-President Academic, all materials contained therein will be the property of the Graduate Students' Association Academic Affairs Committee until the close of the competition, after which they will be destroyed. The Chair of the Graduate Students' Association Awards Committee will notify successful nominees by email. The successful nominees will be recognized on UMGSA.org, and in the UMGSA Newsletter.

If you have any questions, please feel free to contact the Vice-President Academic by email at [vpa@umgsa.org](mailto:vpa@umgsa.org), or during office hours at 204-474-9181.

## Terms of Reference of the UMGSA Teaching Award

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 Academic Affairs Committee as the governing document for the operations of the committee.

The purpose of the award is to recognize 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 honor. Graduate students are encouraged to nominate their thesis advisor, a seminar or course instructor, or a faculty member with whom they have conducted research.

The UMGSA Academic Affairs Committee is interested in selecting individuals who display dedication to knowledge and sensitivity to their students and the student community. To properly assess the impact of the nominee, the UMGSA Academic Affairs Committee requires that the nominating student provide the following:

1. One completed Graduate Teaching Award Form (Parts I & II).
2. One resume (maximum 5 pages) that includes:
  - a. selected list of graduate courses taught;
  - b. a selected list of graduate students advised;
  - c. a selected list of graduate advisory committees.
3. Two letters of recommendation from current or former graduate students (maximum of two authors per letter of recommendation).

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. All Award recipients will get email notifications should there be an Awards Luncheon in Fall 2024.