

## **2017 AWARD FOR EXCELLENCE IN GRADUATE STUDENT SUPERVISION**



The purpose of this award is to recognize those outstanding supervisors who demonstrate excellence in advising, monitoring and mentoring graduate students through their training. Excellence is judged on the quality of supervision and mentorship in facilitating the acquisition of skills and resources needed for the student to succeed as scholars and professionals. Characteristics include availability, timeliness and quality of guidance and feedback, responsiveness to student needs, and enthusiasm for the pursuit of knowledge. In addition the supervisor must promote timely completion of the thesis and encourage the career development of the student through the provision of leadership and support in academic matters such as publishing, presenting, applying for funding. ***Preference will be given to faculty members who have displayed sustained mentorship activity over many years.***

### **Adjudication process**

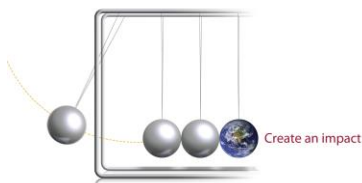
A selection committee will be convened, consisting of the Dean or delegate of the School of Graduate Studies, one member from the SGPS executive, two graduate student representatives (one from the Social Sciences and Humanities and one from the Life Sciences, Natural Sciences and Engineering), one graduate coordinator from any department, and one member from the Centre for Teaching and Learning who will serve as the Chair (non voting). Two awards will be presented at Fall Convocation: one in the Social Sciences and Humanities, and one in Life Sciences, Natural Sciences and Engineering. The winners of the awards will be announced in September in Queen's media (*Gazette* and *For the Record*) and on the School of Graduate Studies website.

The selection committee reserves the right to not give out these awards if suitable candidates are not found. Supervisors who have won this award within the past five years are not eligible to be considered.

### **Application checklist**

1. Completed nomination form (Page 2).
2. A letter of support from the department head or graduate coordinator that includes a statement as to why the nominee qualifies for the Award (do **NOT** include a CV). The statement must include information about each of the following:
  - a. The essential and unique features of mentoring within the discipline in question;
  - b. Student productivity as reflected by student-authored publications, conference papers, artistic performances and shows, and other scholarly accomplishments directly related to the research undertaken while under supervision;
  - c. Timely completion of thesis requirements;
  - d. A chronological listing of all students mentored, degrees conferred, and career paths if known (append to letter).
3. At least three letters of support from individuals who are either current graduate students (Master's or PhD) under the supervision of the nominee (can be a single or jointly submitted letter), or who have been supervised as graduate students by the nominee in the past, explaining why the nominee qualifies for the award, including aspects of their advising, monitoring, and mentoring.
4. Submit completed nomination package to the Dean, School of Graduate Studies by **Friday, May 26 2017**. **The entire nomination package (including the nomination form) must not exceed 20 pages – see Page 3, Tips for Preparing Effective Nomination Packages.**

**IT IS THE RESPONSIBILITY OF THE NOMINATOR TO ENSURE THE COMPLETENESS AND ACCURACY OF THE APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ADJUDICATED.**



## AWARD FOR EXCELLENCE IN GRADUATE STUDENT SUPERVISION



### Nomination Form

**Nominee's** Full Name: \_\_\_\_\_  
Department/ Program: \_\_\_\_\_  
Faculty: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Number of full time graduate students currently under supervision by the nominee:  
Master's \_\_\_\_\_ Doctoral \_\_\_\_\_  
Total number of students supervised to completion at Queen's University  
Master's \_\_\_\_\_ Doctoral \_\_\_\_\_

**Nominator's** Full Name: \_\_\_\_\_  
Degree program: \_\_\_\_\_  
Relationship to nominee: \_\_\_\_\_  
Has known the nominee for \_\_\_\_ year(s).  
Department: \_\_\_\_\_  
Faculty: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Submit completed nomination package to the Dean, School of Graduate Studies,  
Queen's University, Gordon Hall 425, Kingston ON K7L 3N6,  
**by 4 pm on Friday May 26, 2017.**

**The entire nomination package (including the nomination form) must not exceed 20 pages.**

### **Tips for Preparing an Effective Nomination Package for the Award for Excellence in Graduate Student Supervision**

1. When assembling a nomination, start early. It will take some time to collect the letters and information required for the nomination package, and to ensure that the nomination is carefully proofread and error-free.
2. Sometimes students who nominate their supervisors want the nomination to be a surprise, and find it difficult to obtain information about the number of graduate students who have completed their degrees in the past. This information can be obtained with from the Department Head or Graduate Coordinator who prepares the letter on behalf of the department, and who must provide information about all students supervised as an attachment to their letter.
3. If your supervisor is the Department Head, please ask the Graduate Coordinator or Associate Head to provide the letter of support from the department. If your supervisor is the Graduate Coordinator, please ask the Department Head to prepare the letter.
4. Letters of support from current and past students are helpful to the adjudication committee. In these letters it is important to be specific and to provide examples.
5. If you are trying to find names and contact information for past graduate students who might want to write letters of support, good sources of help are the Graduate Assistant in your department, current or past research collaborators of your supervisor, and the Alumni Relations group in the Office of Advancement. Also, check out your supervisor's web page. Past students may be listed.
6. The nomination committee receives impressive nomination packages from graduate students from a wide range of disciplines. If your supervisor is truly exceptional and doesn't win the first time that he or she is nominated, don't be shy about nominating your supervisor again in future years.
7. Check the website for the Centre for Teaching and Learning where past recipients for teaching awards are listed, to determine whether your supervisor has received the Award within the past five years and is therefore currently ineligible to receive it again.
8. Count the total pages of your nomination package – there is a 20-page limit (including the Nomination Form)! The Nomination Form should appear as Page 1 (no additional cover page required). In cases where multiple letters of support outnumber the page limit, you may consider reformatting the package such that the letters run together continuously, rather than each starting on a separate page. You may also consider including relevant excerpts from some of the letters and formatting several of these on a page.
9. For ease of scanning, please present the nomination package unbound, in a letter-size file folder on white letter-size paper, single sided, and with no staples (paper-clip the pages together).
10. The nomination package and all letters of support should be addressed to the Dean, School of Graduate Studies, Queen's University. The nomination package should be mailed, couriered or hand-delivered to the School of Graduate Studies, Queen's University, Gordon Hall 425, 74 Union Street, Kingston ON K7L 2N8 by 4pm on the day of the deadline.