

Award for Excellence in Graduate Student Supervision and Mentorship

About the Award

The purpose of this award is to recognize graduate-level supervision and mentorship that foster's intellectual, professional and personal development of graduate students at the University of Victoria.

Recognition

The recipient will receive \$1,000 and be formally recognized at an appropriate public forum TBD.

Eligibility

Who can be nominated?

All full-time continuing faculty members¹ who have supervised graduate students for a minimum of five years at the University of Victoria, currently holds a regular faculty position, and anticipate continuing in that position for the next academic year.

Who can submit a nomination?

The nomination is coordinated by the nominator(s) and the nominee. Nominations may be submitted by a former UVic graduate student (i.e., not currently supervised by, or enrolled in a graduate program with, the nominee), faculty colleague, or academic administrator, or by any combination of up to three co-nominators belonging to these groups, and ideally across groups.

For those nominations that are not selected as the recipient, nominations will be held and eligible for review for a period of three years. During the three year period, nominees will be asked if they want their nomination package to stand for the upcoming deadline and will also be asked to update their nomination package as per the current guidelines.

Award Administration and Selection Process

The Office of the Vice-President Academic and Provost administers the award.

Selection Committee

- Chair, Dean of the Faculty of Graduate Studies (or designate);
- Regular member from the Faculty of Graduate Studies;
- Graduate student representative selected by the Graduate Students' Society Graduate Adviser from any academic unit; and,
- One member from the Division of Learning and Teaching Support and Innovation (LTSI), selected by the Executive Director of the LTSI.

Details of the committee's discussions and deliberations will be held in camera.

¹ Faculty Member is defined in Part 1, Section 2, of the [Collective Agreement](#).

Criteria

Nominations will be assessed based on evidence of excellence distributed across each of the following six areas (10 points each):

1. Exhibits a comprehensive knowledge of the field of study/research.
2. Creates an environment that fosters critical thinking, creativity, scholarly rigour, engagement and dialogue, and provides constructive timely appraisal of students' work.
3. Inspires and models enthusiasm for the field, excellence in scholarship and teaching, as well as collegiality, professional conduct and integrity.
4. Fosters the development of professional skills and competencies including (but not limited to) written, oral and interpersonal communication to facilitate the transition beyond graduate studies.
5. Integrates students into the culture of the discipline and encourages them to share and disseminate their research and scholarly activities within and beyond academia.
6. Responds to the needs of their students to explore and fulfill their post-graduate career and future aspirations.

Nomination Dossier

- The dossier must be submitted as an **electronic pdf file not exceeding 20 pages**;
- Cover page, Table of Contents, and Nomination Form pages are not counted;
- Use a standard 12-point font with one-inch margins;
- Each page must be numbered; and,
- Please do not include URLs or materials besides those requested. The Selection Committee will not review them.

Please Note: All submissions have a 20 page limit—adjust your application accordingly.

1.0—Cover Page and Table of Contents

2.0—Nomination Form

Please include all requested information.

3.0—Nominator and Endorsement Letters

3.1—Nominator Letter

This should be a comprehensive summary of the dossier. The letter should both offer the nominator's unique point of view on the nominee, as well as make reference to evidence of excellence in graduate supervision and mentorship contained throughout the letters of reference and record of supervision. The nomination letter will be written by a colleague, former graduate student, administrator, or can be a joint letter.

3.2—Endorsement Letter from Chair of Academic Unit (e.g., Department or School)

The Chair must provide a letter that endorses the nomination and communicates how the academic unit benefits from the nominee's contribution to graduate supervision and mentoring.

If the nominator is the nominee's Department or School Chair/Director, the endorsement letter is redundant so can be exempted from the nomination.

4.0—Supervision and Mentorship Philosophy from Nominee

In the philosophy statement, the nominee explains how he or she views their role as supervisor, adviser, and mentor, including values, principles and goals, and how these are realized in approaches to advancing graduate student success. As with the nominator letter, the philosophy should make reference to other parts of the dossier. (suggested length one to two pages)

5.0—Evidence of Excellence in Graduate Student Supervision and Mentoring

5.1—Record of Graduate Student Supervision

A list of graduate students supervised at UVic including program start and end dates, thesis title, and any co-authored publications. This list should also include co-supervision as well as supervisory committee membership.

5.2—Signed Letters of Support by Former Graduate Students

Provide from three to five signed and dated letters of support from former graduate students who were supervised and mentored by the nominee, each with a summary of the experience with the nominee related to the evaluation criteria. **Optional:** an additional letter of support from a faculty colleague who can attest to the supervision and mentorship of the nominee.

Where the dossier limit allows, nominees are welcome to provide other documents relevant to the award criteria.