Date: February 27, 2019

To: Deans, Directors and Department Heads
    All Members of the UMFA Bargaining Unit

From: Dr. Diane Hiebert-Murphy, Vice-Provost (Academic Affairs)

Re: Merit Awards - Applications and Nominations
    Calendar Year 2018

INVITATION FOR APPLICATIONS/NOMINATIONS:
The purpose of this memorandum is to invite applications/nominations for Merit Awards for
members of the University of Manitoba Faculty Association (UMFA) bargaining unit. Unit
heads are reminded to consider persons who may be away on leave and who might
otherwise not be aware of their eligibility for this competition.

Article 25 of the Collective Agreement between The University of Manitoba and the UMFA
provides for Merit Awards of $3,000 each. Under the provisions of Article 25,
applications/nominations are invited for the calendar year 2018.

Awards are available in four specified categories:

a) Teaching - up to eight (8) awards;
b) Research, Scholarly Work, and Other Creative Activities - up to eight (8)
    awards;
c) Service - up to six (6) awards;
d) Any combination of Teaching, Research, Scholarly Work and other Creative
    Activities, and Service - up to eight (8) awards; and

e) Promoting Indigenous Achievement - up to three (3) awards.

ELIGIBILITY:
Applicants and nominees must have been a member of the UMFA bargaining unit as
of March 31, 2018. Applicants/Nominators must specify the category in which an award
is being sought. Applications/Nominations will only be considered for an award in the
category specified. No individual shall receive more than one (1) merit award in any
one year, or more than one (1) merit award per category in a three (3) year period.

"The factors that may be considered in assessing nominations or
applications for such awards may include but are not limited to those set
out in Article 20.A.1.2.1 through 20.A.1.2.3, or 20.B.1.2.1 through
20.B.1.2.4, as appropriate." (Article 25.3 of the Collective Agreement.)
APPLICATION/NOMINATION PROCESS:
Starting this year, we are moving to an electronic format and will no longer accept paper applications.

Please submit 4 USB drives (8 USB drives for Promoting Indigenous Achievement applications/nominations), each containing the following files:

- Completed Application/Nomination Form;
- Cover Letter or Letter of Support clearly stating the reasons why an applicant should be given an award in a particular category; and
- Any supporting documentation (such as curriculum vitae, summaries of evaluations, etc.).

Please label each USB drive with the last name of the applicant/nominator and the category of award. USB drives will be returned to the applicant/nominator once the committee concludes its deliberations.

Applications/nominations must be made using the appropriate application form located at http://umanitoba.ca/admin/vp_academic/outreach_merit.html:

- Merit Award for Teaching
- Merit Award for Service
- Merit Award for Research, Scholarly Work and Other Creative Activities
- Merit Award for any combination of Teaching, Service and/or Research, Scholarly Work and Other Creative Activities
- Merit Award for Promoting Indigenous Achievement

ADJUDICATION:
The committees will consider only the evidence submitted by the applicant/nominator. In the category of Research, Scholarly Work, and Other Creative Activities, the committees will give priority to work that has been published (in the case of research and scholarly work) or produced (as in the case of other creative activities) in the 2018 calendar year.

APPLICATION/NOMINATION DEADLINE:
Applications must be received by the Joint Committees, c/o Dr. Diane Hiebert-Murphy, Vice-Provost (Academic Affairs), 208 Administration Building, no later than 4:00 p.m., Friday, April 5, 2019.

Late and ineligible applications/nominations will not be considered. Applicants/nominators will be notified of the Committee’s decisions in Spring 2019.

Please contact Karen Schwartz (karen.schwartz@umanitoba.ca) or Norman Delos Reyes (norman.delosreyes@umanitoba.ca) if you have any questions.

DHM/nhr

cc: Ms. L. Halket
     Ms. B. Lockie
     Dr. G. Flemming, UMFA