University of Manitoba

MERIT AWARD FOR SERVICE
2020 Calendar Year

NOMINATION/APPLICATION PROCEDURES:

1. This nomination/application form must be completed in full. Incomplete nominations/applications will not be considered.

2. Applicants/Nominees must submit their full application via **Microsoft Teams**. Please contact Karen Schwartz (karen.schwartz@umanitoba.ca) to receive instructions for uploading all materials. **NOTE:** Submissions should include the completed application/nomination form, the cover letter/ letter of support and **all** supporting documentation in PDF format. Please ensure all PDF files are **labeled with the name of the document and the last name of the applicant/nominee. Do not submit paper documents or send electronic attachments via email.**

NOMINATION/APPLICATION INFORMATION:

Name: Rank:

 Department:

 Faculty/School:

Nominated by (if applicable):

 Department:

 Faculty:

For Nominators only: I certify that I have advised this nominee of this nomination, of the grounds cited and supporting material provided, and of the right he/she has to submit such additional material as may be appropriate, by no later than **4:00 pm, Monday, March 22, 2021.**

 Signature of Nominator:

  Cover Letter (Applicant) or Letter of Support (Nominator) Attached
  (Clearly stating the reasons why an applicant should be given this award)

Please select which Merit Committee you wish to have consider this nomination/application:

 The Merit Committee - Social Sciences, Humanities, Fine Arts usually considers nominations from Art, Arts, Education, Extended Education, I. H. Asper School of Business, Law, Libraries, Marcel A. Desautels Faculty of Music, Social Work, and Student Affairs.

 The Merit Committee - Life Sciences, Natural Sciences, Engineering usually considers nominations from Agricultural & Food Sciences, Architecture, Clayton H. Riddell Faculty of Environment, Earth & Resources, Dentistry, Engineering, Kinesiology and Recreation Management, Medicine, Nursing, Pharmacy, and Science.

Note: All matters pertaining to Merit Awards are governed by the provisions of Article 25 of the Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association (UMFA). An applicant/nominee must have been a Member of the UMFA bargaining unit as of March 31, 2020.

PART A: QUESTIONS

Note: "Service includes internal and external activities related to the research and teaching function of the University." (Section 20.A.1.2.3 of the Collective Agreement for Faculty Members; and Section 20.B.1.2.3 of the Collective Agreement for Academic Librarians.)

Note to Nominator/Applicant: Summary, comparative, and evaluative data would be particularly helpful, especially to members of the Committee who are not specialists in your area.

1. What initiatives/activities/innovations have you engaged in during 2020 that demonstrate meritorious service?

    Using the six headings below [also drawn from 20.A.1.2.3 and 20.B.1.2.3] (as applicable), on an attached page, list all activities during 2020 that you wish to have considered.

    a) Participation in University, faculty, departmental, and staff committees. (Note: for Academic Librarians, include participation in Library Committees.)

    b) (i)   For Faculty Members: counselling students
        (ii)   For Academic Librarians: providing advice and assistance to faculty and students

    c) Service in professional organizations

    d) (i)   For Faculty Members: general administrative duties
        (ii)   For Academic Librarians: general administrative service (other than normal administrative functions)

    e) Service to the academic profession (e.g., review of grants, manuscripts)

    f) Community service, where the individual has made an essentially nonremunerative contribution for special academic (and/or professional in the case of Academic Librarians) competence.

2. In what ways have you demonstrated meritorious service through the above activities?

    Following the list of activities, state clearly and specifically the characteristics of the service cited for which an award should be considered.

PART B: SUPPORTING MATERIALS

Please indicate the supporting materials **uploaded to Microsoft Teams** in support of this nomination/ application:

Reference letters from University colleagues or officials, from members or officials of professional, artistic, or community organizations, or from others as appropriate.

Awards, citations, or other forms of recognition, including criteria connected with the award.

Published accounts of service rendered, or of recognition accorded with respect to service.

Other (please specify):