



University of Manitoba

MERIT AWARD FOR TEACHING; SERVICE; RESEARCH, SCHOLARLY WORK, AND OTHER CREATIVE ACTIVITIES 2021 Calendar Year

NOMINATION/APPLICATION PROCEDURES:

1. This nomination/application form must be completed in full. Please do not exceed the space provided except where indicated. Incomplete nominations/applications will not be considered.
2. Applicants/Nominees must submit their full application via **Microsoft Teams**. Please contact jill.christie@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 one single PDF. **Do not submit paper documents or send electronic attachments via email.**
3. **Please check the combination of awards for which you are applying/nominating:**

Teaching/Research

Teaching/Service

Research/Service

Teaching/Research/Service

NOTE: If you are only applying/nominating for one area, please use the individual forms

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 21, 2022.**

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, 2021.

Please complete the relevant sections based on the combination of awards for which you are applying/nominating.

MERIT AWARD FOR TEACHING

PART A: QUESTIONS

Note to Applicant/Nominator: 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 2021 that demonstrate meritorious teaching? On an attached page, list all teaching activities during the 2021 calendar year that you wish to have considered. Please include:
 - a) All courses taught for the University of Manitoba during the calendar year under consideration, indicating credit hours and distinguishing clearly between degree and non-degree.
 - b) All graduate and undergraduate students directly supervised and the number of students in each category who graduated during the calendar year under consideration. (Note: Indicate the number of graduate students supervised and the category of such students - Masters or PhD.)
 - c) Any courses developed, innovative teaching techniques, and/or other activities related to teaching you wish to be considered.
2. In what ways have you demonstrated meritorious teaching through the above activities? State clearly and specifically the factors for which an award for meritorious teaching should be considered.

3. Have you received any awards/citations for teaching? Please list the award together with criteria used in making the award.

PART B: SUPPORTING MATERIALS

Please indicate which supporting materials are being **uploaded in your application package** in support of this nomination/application. For example:

Reference letters from Department Head, Dean, Director, team teacher, or other qualified peers.

Reference letters received from students in the classes or supervisions cited above.

Curriculum vitae.

Student evaluations (for example, student ratings of instruction or other evidence as appropriate).

Other (please specify):

MERIT AWARD FOR SERVICE

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 2021 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 you have made an essentially non-remunerative 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):

MERIT AWARD FOR RESEARCH, SCHOLARLY WORK , OR OTHER CREATIVE ACTIVITIES

PART A: QUESTIONS

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 2021 that demonstrate meritorious research/scholarly work/creative activity? On an attached page(s), list all of these relevant activities.
Under separate headings, list all refereed/juried works followed by all non-refereed/juried works published or produced during 2021. Publications and produced works must be dated in 2021. For each work, give details of the publication and production (including, in the case of publications with multiple authors, an indication of relative responsibilities for the primary research). Each item must be preceded with the appropriate letter from the classifications listed below.
 - (a) Books and monographs of which you are author or co-author.
 - (b) Books to which you have contributed (e.g. chapters, editorial service).
 - (c) Papers contributed to learned journals of national or international reputation.
 - (d) Letters, notes, and communications.
 - (e) Reviews and review articles in learned journals.
 - (f) Papers of more general interest contributed to periodicals of recognized standing.
 - (g) Papers in published conference proceedings.
 - (h) Contributions to published government reports.
 - (i) Contributions to trade journals and published proceedings of conferences, committees and organizations, and published abstracts.
 - (j) Contributions to literary and professional periodicals of local rather than national or international reputation.
 - (k) Papers published by a University of Manitoba research centre or institute.
 - (l) Creative works such as exhibitions, films, musical, or other artistic compositions.
 - (m) Patents (include title and brief description of patent; patent number; and country or countries of issue; date of issue; name(s) of joint inventors, if any; current and/or potential use of patent).
 - (n) Specialized publications, technical reports, internal reports, discussions, abstracts, or symposium records.
 - (o) Conference presentations (identify those you were invited to give).
 - (p) All other publications (including those you have supervised, i.e., theses).
 - (q) Editorial assignments (Journal Editor; Series Editor).
 - (r) Other.

If possible, please include electronic versions of the published works to be considered.

Supporting documentation such as referees' reports would be useful. It is strongly encouraged that material which would help indicate the importance of publications (i.e., a listing of reviews, citation record, evidence of impact on communities, policies, programs, etc.) be provided.

- | <u>Category</u> | <u>Number</u> |
|------------------------|---------------|
| Undergraduate students | |
| Master's students | |
| PhD students | |
| Post-doctoral fellows | |
| Research associates | |
3. What is the extent of personal involvement in the research (e.g., director of a team, with graduate students, wholly independent, etc.).
4. What research funding has been received (i.e., source, amount, project title)? Specify the year the funding was received, the period of the funding, and whether you are the principal investigator or a co-applicant. (Attach an additional page if needed.)

5. What are your assigned duties within the department/faculty (i.e., full-time research versus combination of teaching, research, and service)?

PART B: SUPPORTING MATERIALS

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

Copies of the published work:

Other (please specify):

Form updated: December 2021