



Emerging Leaders Award: Guidelines for Applications

Call for Applications: October 30, 2018 – January 11, 2019 (11:59pm)

Administering Department: Student Life

Internal Address: 225 University Centre, Fort Garry Campus

Thank you for your interest in applying for the University of Manitoba Emerging Leaders Award. The following questions will be used to select up to 75 award recipients for the 2018/2019 academic year. Below is a application guideline, including award criteria and application questions.

Selection Criteria

A University of Manitoba Emerging Leader is:

Any current full-time or part-time University of Manitoba undergraduate or graduate student with a minimum 2.5 sessional GPA, in any faculty, school or program that:

- Supports the University's educational mission by contributing to the social, cultural or economic well-being of communities on and/or off campus
- Encourages cross-cultural understanding
- Demonstrates sustained leadership and initiative that is worthy of recognition
- Has completed at least one year of study at the University of Manitoba

Applicants and Referees should know that:

- An online application (completed by the student) and two letters of support are required (see below for additional information)
- The selection committee defines leadership in its broadest sense
- Applications will be evaluated on the quality, not quantity, of leadership described in their submission

Applicants who were selected as Emerging Leaders in 2017/2018 are ineligible to re-apply.

The online application is available through UCommunityLINK at:

<https://communitylink.umanitoba.ca/submitter/form/start/11093>

Application questions

In addition to demographic and personal information, the following are questions asked in the application process (which must each be answered in up to 250 words). It is suggested that you pre-write your answers before starting the online application form.

- Please outline any leadership initiatives or activities you have been involved with, as well as the dates and duration of commitment for these involvements.
- Of the initiatives previously outlined, please expand upon up to three to include details about the breadth and depth of leadership that you displayed, including your role and impact that you had to the University community or to another community.
- The University of Manitoba has outlined several key values integral to the vision of the university within the Strategic Planning Framework. Please select up to three of these values (*excellence, integrity, equity and diversity, accountability, innovation, humanity, responsibility to society, environmental sustainability, and academic freedom*), and outline how you embody these values as an emerging leader.
- Select one of the University of Manitoba's power words (*adventurer, challenger, defender, innovator, trailblazer, visionary*), and describe how you demonstrate leadership in this capacity.

When completing your application, be sure to:

- 1) Click "Create PDF" to save a copy of your application form (for your reference, and to assist those writing your letters of support)
- 2) Click "Submit for Approval" to complete your submission and submit your application.
- 3) Check that it has been received by checking your Submissions in the "My Involvement" tab – if your application is listed as "Pending" it has been received.

The screenshot shows the application submission interface. At the top, there are three buttons: "Back to Submissions", "Print Submission", and "Create PDF". The "Create PDF" button is highlighted with an orange box and a red arrow labeled "1". Below this is the title "Review Submission for Emerging Leaders Award Application". A blue information box contains the text: "If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form." Below this is the "Submission" section, which is currently "In Progress". A list of steps is shown: "1. Emerging Leaders Award Application" with sub-steps: "Award Information", "Personal Information", "Application Questions", and "Letters of Support". The "Application Questions" step is highlighted with an orange box and a red arrow labeled "2". At the bottom, there are two buttons: "Submit for Approval" (highlighted with an orange box) and "Delete Submission".

Letters of Support

In order to gain a comprehensive view of your leadership contributions, two letters of support are required to complete your application. Failure to provide letters of support will result in an incomplete application and incomplete applications will not be considered.

Selecting Referees

- One referee must be a University of Manitoba staff or faculty member (who must be able to directly support your University of Manitoba involvement), and
- the second referee may be one of your choice.

Please note that the University of Manitoba staff or faculty member does not have to be an academic reference, and can include staff from U of M affiliated organizations such as UMSU or CanU. Please additionally note that familial references will not be accepted.

These letters must be submitted directly to the Student Life Office no later than **11:59pm on January 11, 2019**. Letters can be submitted by email (in PDF format) to emerging.leaders@umanitoba.ca or in person (in signed sealed envelope) to 225 University Centre. Your referee may also mail their letter of support in a signed sealed envelope to:

Emerging Leader Award
c/o Sarah Saunders
225 University Centre
University of Manitoba
Winnipeg, MB
R3T 2N2

To give your referee enough information about your application, it may be helpful to include a copy of your application form (you can access your application form online through Submissions in the My Involvement tab of UMCommunityLINK; select the PDF icon to download a copy of your application).

You may use the text on the following page for an email to your referees to inform them of your application and request their support.

Dear *(referee's name)*,

I want let you know that I have applied for the University of Manitoba Emerging Leader Award (*Include reason for application here*).

A University of Manitoba Emerging Leader is any current full-time or part-time University of Manitoba undergraduate or graduate student with a minimum 2.5 sessional GPA, in any faculty, school or program that:

- Supports the University's educational mission by contributing to the social, cultural or economic well-being of communities on and/or off campus
- Encourages cross-cultural understanding
- Demonstrates sustained leadership and initiative that is worthy of recognition
- Has completed at least one year of study at the University of Manitoba

Please also note that the selection committee defines leadership in its broadest sense, and applications will be evaluated on the quality, not quantity, of leadership described in the submissions.

As part of the application, I am required to obtain two letters of support. I would like to request your support for my application.

To provide you with more information about what to include in the letter of support please see the [Emerging Leaders Award: Guidelines for Letters of Support](#) developed by the award administrators.

Letters of support must be submitted by referees to the Student Life Office no later than **11:59pm on January 11, 2019**. The information you provide will be considered carefully by the Emerging Leaders Award selection committee and all letters will be held in confidence. Letters can be submitted by email (in PDF format) to emerging.leaders@umanitoba.ca or in person (in a sealed and signed envelope) to 225 University Centre. You may also mail your letter of support in a signed sealed envelope to:

Emerging Leader Award
c/o Sarah Saunders
225 University Centre
University of Manitoba
Winnipeg, MB
R3T 2N2

I have included a copy of my application for you to review and incorporate when writing your letter. (*Offer to provide further information if the referee requires it*).

(Thank the referee for their consideration of your request; and ask that they contact you or the Student Life Office (204-474-9093 or emerging.leaders@umanitoba.ca) with any additional questions).

Sincerely,

(Your Name Here)

Selection Process

An award selection committee of University of Manitoba staff and students will review applications following the submission deadline. The committee will consider all applicants against the selection criteria of the award.

The decisions of the selection committee are final.

Final notes

Applicants will be contacted regarding the status of their application in mid-February.

Award recipients will receive an invitation to the Emerging Leaders Dinner (March 2019) and an award certificate.

Questions

Any additional questions about the Emerging Leaders Award can be directed to emerging.leaders@umanitoba.ca or 204-474-9093.