



**University
of Manitoba**

Office of the Provost and Vice-President (Academic)

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Date: February 4, 2021

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 2020**

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 2020**.

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/nominees must have been a member of the UMFA bargaining unit as of March 31, 2020. 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:

REMINDER: We have moved to an electronic submission format and will no longer accept paper applications.

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. Applications/nominations should contain the following documents **in PDF format**:

- 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 ensure all PDF files are labeled with **the name of the document and the last name of the applicant/nominee**. Please **do not** submit documents **in any format other than PDF**.

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 2020 calendar year. *Please note that nominees do not have an advantage over applicants who apply directly.*

APPLICATION/NOMINATION DEADLINE:

Applications must be received by the Joint Committees through Teams **no later than 4:00 p.m., Monday, March 22, 2021**.

Late and ineligible applications/nominations will not be considered. Applicants/nominators will be notified of the Committee's decisions in Spring 2021.

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

DHM/ndr

cc: Ms. L. Halket
Ms. J. Pearse
Dr. G. Flemming, UMFA