



President's Award for Outstanding Graduate and Postgraduate Supervision, 2024 Information for Nomination Coordinators

One person must act as the **Nomination Coordinator**. The nomination coordinator for this award must be a current or former graduate or postgraduate student of the nominee. The coordinator must ensure that the nomination is complete and must serve as the liaison between the nominee, the nomination supporters, and the School of Graduate Studies. Specifically the coordinator must

- obtain the nominee's acceptance of the nomination,
- obtain the signatures of ten people who support the nomination,
- collect five letters of support, and
- submit the completed nomination form and letters by the deadline date.

Details are provided below and assistance is available from the School of Graduate Studies.

Nomination Deadline

Thursday, June 6, 2024

The completed **nomination form** and **five letters of support** must be submitted by the nomination coordinator.

Nomination Process

Nominations for this award can be made by graduate and postgraduate students. Self-nominations are not considered.

The following procedure should be followed by the nomination coordinator to nominate a faculty member for the President's Award for Outstanding Graduate and Postgraduate Supervision:

1. Print the Nomination Form (citl.mun.ca/TeachingSupport/PresidentAwards.php)
2. Obtain the nominee's acceptance of the nomination and have them sign the nomination form. Inform the nominee that acceptance of the nomination will require the self-submission of a nomination document of a maximum of 20 pages.
3. Obtain the signatures of **ten** people who support the nomination.
 - At least **five** supporters must be current or former graduate or postgraduate students of the nominee.
 - At least **one** supporter must be an academic administrator of the nominee.
 - The nomination coordinator may be one of the supporting signatories and may provide a letter of support.
4. Collect **five** individual letters in support of the nominee from supporters **listed on the nomination form**.
 - **Three** of the letters must be written by current or former graduate or postgraduate students of the nominee.

- **One** letter must be written by an academic administrator of the nominee.
- All letters of support should be current, should address award criteria, and should be professional in content, structure and format.
- All letters of support should be **signed** and **dated**. In the event that a letter is received via email and therefore, without an original signature, the nomination coordinator must complete an Affidavit for Unsigned Letters (see note below).

Letters of support may be addressed to “Members of the Selection Committee for the President’s Award for Outstanding Graduate and Postgraduate Student Supervision”.

Inform the authors of letters of support that the letters may be read by the nominee and that quotes from the letters may be used in promotional material or in citations for the award recipient.

It is recommended that the nomination coordinator also inform the supporters of the qualities of a good letter of support. Letters should be specific and authentic. They should provide details about the way in which the nominee has been particularly effective in bringing about success in learning, research, scholarship, and professional development in his/her graduate or postgraduate students. A letter of support which merely states that the nominee is a wonderful supervisor is unhelpful. It should come from personal experience and provide concrete evidence of excellence in graduate or postgraduate student supervision from the perspective of the writer.

It is the responsibility of the nomination coordinator to ensure that

- no more than five letters of support are submitted, and
- they are submitted with the nomination form as a single PDF by the deadline date.

5. Email the completed **nomination form** and **five letters of support** as a single PDF to the School of Graduate Studies, sgs@mun.ca, by **Thursday, June 6, 2024**.

Note: If a nomination supporter is not available to sign the nomination form, the nomination coordinator may enter the name of the individual on the form and attach an email from that individual stating their desire to “support the nomination of [name of nominee] for the 2024 President’s Award for Outstanding Graduate and Postgraduate Supervision”. When letters of support are received by email and therefore without original signatures, the nomination coordinator must sign an **Affidavit for Unsigned Letters** (citl.mun.ca/TeachingSupport/PresidentAwards.php) which verifies the submission of complete and **unedited** letters.

Contact

School of Graduate Studies
IIC-2012, Bruneau Centre for Research and Innovation
Memorial University of Newfoundland
St. John's, NL A1C 5S7

709-864-2445

sgs@mun.ca