

## FACULTY OF GRADUATE STUDIES OUTSTANDING ADMINISTRATOR AWARD

The Faculty of Graduate Studies will offer one award annually to recognize one member of the University of Manitoba's complement of academic staff members who have provided exceptional administrative service with respect to graduate studies.

To be considered, the nominee or applicant must be employed full-time as an academic staff member at the University of Manitoba.

Complete nomination packages must be received by **May 10, 2019** and must include (a) a nomination letter that describes the nominee's record of excellence in administrative service (please see criteria below), (b) an abbreviated curriculum vitae outlining the nominee's record related to graduate student mentoring, (c) letters of support from former and/or current graduate students, and (d) other supporting documents or letters as appropriate.

Winners will be selected on the basis of evidence of (a) excellence in administrative support of graduate students, (b) responsiveness to graduate students' needs, (c) outstanding support of faculty members working with graduate students, (d) quality of administrative support of graduate programs, and (g) other information as deemed relevant by the selection committee.

The awards will be adjudicated by a committee chaired by the Vice-Provost (Graduate Education) and Dean (Faculty of Graduate Studies) or designate. The committee will include the Director of the Centre for the Advancement of Teaching and Learning (CATL), the President of the Graduate Students' Association (GSA), the Associate Deans of the Faculty of Graduate Studies, and three faculty members selected by the Executive Committee of the Faculty of Graduate Studies from amongst its members.