

FACULTY OF GRADUATE STUDIES OUTSTANDING SUPPORT STAFF AWARD

This award is intended to recognize one member of the University of Manitoba's complement of support staff who has provided exceptional support to graduate students.

To be considered, the nominee or applicant must be employed full-time as a support staff member at the University of Manitoba in a unit offering a graduate program.

The Faculty of Graduate Studies will offer one award annually to recognize outstanding support of graduate students and programs by a member of the University of Manitoba support staff.

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 graduate students and programs (please see criteria below), (b) up to three letters of support, and (c) other supporting documents or letters as appropriate.

Winners will be selected on the basis of evidence of (a) excellent 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 (e) 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 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.