

## MERIT AWARD FOR SERVICE

**NOMINATION/APPLICATION PROCEDURES:** This nomination/application form must be completed in full. Please do not exceed the page limits (where indicated). Incomplete applications will not be considered.

Once prepared, Applicants/Nominees must submit their full application via the '[Merit Award Nomination Form](#)'. Note: Materials must be compiled into one single PDF with a maximum size of 100mb. No paper or email submissions will be accepted.

Note: All matters pertaining to Merit Awards are governed by the provision of Article 25 of the Collective Agreement between the University of Manitoba (UM) and the University of Manitoba Faculty Association (UMFA).

Note: "Service includes internal and external activities related to the research and teaching functions of the University" (Article 20.A.1.2.3 of the Collective Agreement for Faculty Members; and Article 20.B.1.2.3 of the Collective Agreement for Academic Librarians.)

### QUESTIONS

1. Explain how the initiatives/activities/innovations engaged in during the year under consideration demonstrates meritorious service for an audience that may not be a specialist in your discipline. Applicants/Nominators should describe the extent, success, and impact that his/her/their service has had in academia and/or a professional organization(s). Faculty Members should provide context for their general service duties (e.g., level of direct involvement in committee work, outputs, outcomes, time commitments, etc.), while Academic Librarians should provide a context for their general administrative service (i.e., other than normal administrative functions, as well as their direct involvement in this work and time commitments). If applicable, Faculty Members may wish to describe their service to the University in the form of counselling students or assisting their colleagues, while Academic Librarians may wish to describe how they provide advice and assistance to colleagues, faculty, and students. Identify awards/citations received for service in the year under consideration, including the criteria used in making the award.

**MAXIMUM one page, or roughly 500 words.**

2. Using the four headings below (as applicable), list all activities during the year under consideration you wish to have considered where you have made non-remunerative contributions.
  - a. Participation in University, Faculty/School/College, departmental/unit, and UMFA-related committees.
  - b. Service to professional organizations.
  - c. Service to the academic profession (e.g., review of grants, manuscripts).

Community service.

3. Please identify which supporting materials are being uploaded in the single document application form in support of this nomination/application. Examples include: reference letters from University colleagues or officials, members or officials of professional, artistic, or community organizations, or other qualified peers; reference letters received from students specific to examples cited above (anonymous submissions should not be included); and published accounts of service rendered, or of recognition accorded with respect to service.