

## **MERIT AWARD FOR TEACHING; SERVICE; RESEARCH, SCHOLARLY WORK, AND OTHER CREATIVE ACTIVITIES**

**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).

### **MERIT AWARD FOR TEACHING**

1. Explain why your teaching undertaken in the current year is meritorious for an audience that may not be a specialist in your discipline. You should describe the extent, success, and impact your teaching has had on students including, if applicable, non-academic forms of engagement. Applicants/Nominators should also describe evaluation methods (e.g., writing assessments) and the nature of classroom delivery (e.g., teaching techniques and/or other activities related to teaching). Identify awards/citations received for teaching in the year under consideration, including the criteria used in making the award.

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

2. List all teaching activities during the calendar year under consideration. Please include:
  - a. All courses taught for the University of Manitoba, indicating credit hours, distinguishing between degree and non-degree, on-load or over-load, and if extra renumeration was received
  - b. All undergraduate and graduate students (indicating Master's or PhD) directly supervised and whether they graduated during this period, as well as postdoctoral fellows directly supervised.
  - c. All undergraduate and graduate students (indicating Master's or PhD) as well as postdoctoral fellows that you have served as a committee member or provided indirect supervision (briefly explain the nature of this indirect supervision).
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 Department Head, Dean, Director, team teacher, or other qualified peers; reference letters received from students in the classes or supervisions cited above (anonymous submissions must not be included); student evaluations (e.g., student ratings of instruction or other evidence as appropriate); and syllabi, assignments, rubrics (or other evidence of course content).

## **MERIT AWARD FOR SERVICE**

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.)

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 the 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).
  - d. 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.

## **MERIT AWARD FOR RESEARCH, SCHOLARLY WORK, OR OTHER CREATIVE ACTIVITIES**

1. Explain why the research, scholarly work, or other creative activities produced in the current year is meritorious for an audience that may not be a specialist in the discipline. In the submission, Applicants/Nominators should describe how the work advances knowledge, its impact, and/or serves as a particularly cogent articulation of a problem. Please also provide context that will help the committee evaluate the contributions. For example, depending on the discipline, specify your role in the work produced with collaborators and co-authors, the role of undergraduate, graduate, postdoctoral and affiliated scholars, as well as how the work produced in the current year fits into a broader programme of funding and scholarship. Please identify a maximum of two of these items and explain how they particularly exemplify your meritorious contributions. These electronic copies of published work must be included in the single Application/Nomination form (unless, in the case of books and monographs, electronic versions do not exist; if this is the case, please contact [Jill.Bonner@umanitoba.ca](mailto:Jill.Bonner@umanitoba.ca)). In summary, the foremost criteria for merit should be the quality and importance of the work produced. **MAXIMUM two pages, or roughly 1000 words.**
2. List the initiatives, scholarly activities, and/or innovations to which you/the applicant have contributed to in the year under consideration.

Under separate headings, list all works published or produced during the year under consideration (i.e., publications and produced works must be dated in the year the merit award application is being considered). Refereed contributions should be preceded with an (r). For publications/contributions with multiple authors, an indication of relative responsibilities should be provided in parentheses. Each item must be preceded with the appropriate letter from the classifications listed below.

- (a) Books and monographs of which you are author or co-author.
- (b) Book to which you have contributed (e.g., chapters, editorial service).
- (c) Articles/Papers published in journals (including reviews and review articles).
- (d) Research and technical reports
- (e) Specialized publications such as government reports, papers of more general interest, research contributions to committees and organizations, abstracts, symposium records, and literary and professional periodicals.
- (f) Papers in published conference proceedings.
- (g) Conference presentations (identify those you were invited to give).
- (h) Creative works such as exhibitions, films, musical, or other artistic compositions.
- (i) Patents (include title and brief description of patent; patent number; and country or countries of issue; date of issue; name(s) of joint inventors, if any; current and/or potential use of patent).

- (j) All other publications (including those you have supervised, i.e., theses).
- (k) Editorial assignments (Journal Editor; Series Editor).
- (l) Letters, notes, and communications.
- (m) Other.

3. (a) List grants, fellowships or awards given for your research, scholarly work, or other creative activities. Grants that have been awarded in previous years can be selected and described for their research excellence in the context of the current year (e.g., multi-year grants or projects).

(b) List any research-, scholarly-, or other creative works-related awards received in the year under consideration.