

SGPS Award for Excellence in Service

The School of Graduate and Postdoctoral Studies (SGPS) Excellence in Service Award was established in 2019 to recognize Ontario Tech University staff members who have displayed professional excellence in graduate education.

Eligibility

The nominee should be a university staff member with a **full-time** continuing appointment and must have been involved in graduate education for a minimum of two years at Ontario Tech. Nominees not selected to receive an Award may be nominated in a subsequent year. Previous recipients are not eligible to be nominated for a period of 3 years following the year in which he or she received the award.

Nomination process

Any faculty, staff or senior administrator may submit a nomination package to recognize a colleague.

A complete nomination package will contain:

1. Completed nomination form.
2. Letter from the nominator(s) describing the attributes of the nominee.
3. Two letters of support from a graduate student and a colleague (or other Ontario Tech members) who have closely interacted with the nominee in the past (maximum 2 pages).
4. Letter of support from their supervisor, including a rationale as to why the nominee qualifies for the award (maximum 2 pages).
5. The nominee's one-page summary of accomplishments, which may include: any qualifications received, their current position, and any awards or special recognitions.

Public recognition of the award

A maximum of one award will be presented annually. Each award consists of a recognition plaque from the Dean of the School of Graduate and Postdoctoral Studies. The award will be publicly announced during the annual SGPS Excellence Awards ceremony.

Award criteria

Excellence is broadly defined and judged on the quality of the nominee's service and commitment to graduate education at Ontario Tech. Nominees should demonstrate **excellence** in one or more of the following areas:

1. Support and guidance of graduate students that exceed expectations;
2. Leadership that contributes to the growth and well-being of graduate students;
3. Initiatives, policies or procedures that further Ontario Tech's mission as it pertains to graduate education; and/or,
4. Community participation, volunteering and other significant achievements that enhance the graduate profile of the university.

Selection process

The selection committee will be chaired by the Dean of the School of Graduate and Postdoctoral Studies or designate. The committee will consist of at least three members, including one graduate faculty member, one graduate student (which may be the Graduate Studies Committee representative) and one full-time continuing staff member from outside SGPS. A member of SGPS will participate at committee meetings as a resource. Committee membership should include at least one of the previous award winners when available. The committee will review the nomination packages and recommend the recipient to the Dean of Graduate and Postdoctoral Studies.

All nominees will be notified of their nomination and invited to the SGPS Excellence Awards event for the announcement of the winner.

Nomination deadline

The award will normally be given out annually and will typically correspond to the SGPS Excellence awards cycle. As such, the submission deadline for nomination packages will normally be the **last week of May**. The School of Graduate and Postdoctoral Studies will announce the submission dates as part of the call for nominations.

Nomination packages should be submitted via email to gradexcellenceawards@ontariotechu.ca