

2021 Award for Excellence in Graduate Student Supervision

The purpose of the Award for Excellence in Graduate Student Supervision (AEGSS) is to recognize those supervisors who demonstrate outstanding excellence in advising, monitoring and mentoring graduate students through their training. Excellence is judged on the quality of supervision and mentorship in facilitating the acquisition of skills and resources needed for students to succeed as scholars and professionals. Characteristics include availability, timeliness and quality of guidance and feedback, responsiveness to student needs, and enthusiasm for the pursuit of knowledge. In addition, the supervisor must promote timely completion of the thesis and support supervisees in developing their academic and professional skills and transitioning beyond graduate studies. *Preference will be given to faculty members who have displayed sustained mentorship activity over many years.*

Adjudication process

A selection committee will be convened, consisting of the Dean or delegate of the School of Graduate Studies, one member from the SGPS executive, two graduate student representatives (one from the Social Sciences and Humanities and one from the Life Sciences, Natural Sciences and Engineering), one graduate coordinator from any department, and one member from the Centre for Teaching and Learning who will serve as the Chair (non-voting). Two awards will be presented at Fall Convocation: one in the Social Sciences and Humanities, and one in Life Sciences, Natural Sciences and Engineering. The winners of the awards will be announced in September in Queen's media (*Gazette*) and on the School of Graduate Studies' website.

The selection committee reserves the right to not give out these awards if suitable candidates are not found. Supervisors who have won this award within the past five years are not eligible to be considered.

Application checklist

1. Completed nomination form (Page 2).
2. A letter of support from the Department Head or Graduate Coordinator that includes a statement as to why the nominee qualifies for the Award, referring specifically to the Award criteria (do NOT include a CV). The statement must include information about each of the following:
 - a. The essential and unique features of mentoring within the discipline in question;
 - b. Student productivity as reflected by student-authored publications, conference papers, artistic performances and shows, and other scholarly accomplishments directly related to the research undertaken while under supervision;
 - c. Timely completion of thesis requirements;
 - d. A chronological listing of all students mentored, degrees conferred, and career paths if known (append to letter).
3. At least three letters of support from individuals who are either current graduate students (Master's or PhD) under the supervision of the nominee (can be a single or jointly submitted letter), or who have been supervised as graduate students by the nominee in the past, explaining why the nominee qualifies for the award, including aspects of their advising, monitoring, and mentoring.

Note: Letters of support from past or current graduate students should be submitted directly to sqsasst@queensu.ca where they will be added to the nomination package by the School of Graduate Studies.
4. Submit completed nomination package to the Dean, School of Graduate Studies by **Friday, October 29th 2021.** The entire nomination package (including the nomination form) must not exceed 20 pages – see Page 3, Tips for Preparing Effective Nomination Packages.

IT IS THE RESPONSIBILITY OF THE NOMINATOR TO ENSURE THE COMPLETENESS AND ACCURACY OF THE APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ADJUDICATED.

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Nomination Form

Nominee's Full Name: _____
Department/ Program: _____
Faculty: _____
Telephone Number: _____
E-Mail Address: _____
Number of full time graduate students currently under supervision by the nominee:
Master's _____ Doctoral _____
Total number of students supervised to completion at Queen's University
Master's _____ Doctoral _____

Nominator's Full Name: _____
Degree program: _____
Relationship to nominee: _____
Has known the nominee for _____ year(s).
Department: _____
Faculty: _____
Telephone: _____
Home Telephone: _____
E-Mail Address: _____

Completed nomination packages should be submitted to the Vice-Provost and Dean, School of Graduate Studies at Queen's University by email to: sgsasst@queensu.ca, by **4:00 pm EST on Friday, October 29th 2021.**

The entire nomination package (including the nomination form) must not exceed 20 pages.

Tips for Preparing an Effective Nomination Package for the Award for Excellence in Graduate Student Supervision

1. When assembling a nomination, start early. It will take some time to collect the letters and information required for the nomination package, and to ensure that the nomination is carefully proofread and error-free.
2. Nominations must be kept confidential from the nominee. Information about the number of graduate students who have completed their degrees in the past can be obtained from the Department Head or Graduate Coordinator who prepares the letter on behalf of the department, and who must provide information about all students supervised as an attachment to their letter. If your supervisor is the Department Head, please ask the Graduate Coordinator or Associate Head to provide the letter of support from the department. If your supervisor is the Graduate Coordinator, please ask the Department Head to prepare the letter.
3. Letters of support from current and past students are extremely helpful to the adjudication committee. In these letters, it is important to be specific and to provide examples. Saying, for instance, that a nominee motivates students to do their best work is less effective than giving a precise example of when and how the nominee motivated a particular student to undertake and successfully complete a task. These letters may contain confidential information, past and current students wishing to submit a letter of support should submit them directly to sgsasst@queensu.ca.
4. If you are trying to find names and contact information for past graduate students who might want to write letters of support, good sources of help are the Graduate Assistant in your department, current or past research collaborators of your supervisor, and the Alumni Relations group in the Office of Advancement. Also, check out your supervisor's web page. Past students may be listed.
5. The nomination committee receives impressive nomination packages from graduate students from a wide range of disciplines. If your supervisor is truly exceptional and does not win the first time that he or she is nominated, do not be shy about nominating your supervisor again in future years.
6. Check the website for the Centre for Teaching and Learning where past recipients for teaching awards are listed, to determine whether your supervisor has received the Award for Excellence in Graduate Student Supervision within the past five years and is therefore currently ineligible to receive it again.
7. Count the total pages of your nomination package – there is a 20-page limit (including the Nomination Form). The Nomination Form should appear as Page 1 (no additional cover page required). As letters of support from past and current students are to be submitted directly to SGS, it is the responsibility of the Nominator to coordinate the length of each letter of support to meet the 20-page limit.
8. The nomination package and all letters of support should be addressed to the Vice-Provost and Dean, School of Graduate Studies, Queen's University. The nomination package should be submitted electronically to the School of Graduate Studies by 4:00pm EST on Friday, October 29th 2021, by email to sgsasst@queensu.ca