

## Faculty of Engineering Academic Service Award

### Description and Nomination Guidelines

#### 1. Name, nature, and frequency of awards

The Faculty of Engineering has established an annual award to recognize outstanding contributions by an individual academic staff member in service to the Department, Faculty and/or University, in support of the University's mission. Each award consists of plaque and a monetary award of \$2,500, which the recipient may use as salary stipend or to support his/her research, teaching and professional activities.

#### 2. Eligibility

Candidates must be full-time tenured or tenure track academic staff in the Faculty of Engineering. Previous winners are not eligible for nomination for 4 years after receiving the award. Service contributions for which the candidate is receiving or has received a stipend are not eligible for consideration.

#### 3. Criteria

Candidates are evaluated in terms of (i) the leadership and commitment to their service duties; (ii) the level and impact of their contributions to service and (iii) the diversity of their service engagement. The award can be given in recognition of an extraordinary example of service within a limited timeframe or a sustained pattern of exceptional service over a longer time frame. **Note that the award focuses on service to the University, as opposed to service to the community at large.**

#### 4. Nominating Procedure

Any tenure-track faculty member may submit a nomination. No self-nominations are accepted. All nominations shall include the following documents.

Nomination package shall include:

- A letter of nomination outlining the specific service contributions of the nominee, with special emphasis over the last 5 years and in particular their nature, extent and impact to the benefiting group or community;
- A complete CV of the nominee, including all service contributions;
- A short support letter from the nominee's chair or director, unless the chair or director is the nominator; if the nominee is a chair or director, a letter of support from the Dean should be included.
- Two (2) additional support letters. These should be from members of the University community (academics, students or staff) who are familiar with the contributions for which the nomination is made. Additional letters will not be considered.

The nomination should be sent directly to the Dean's Office (attention of Rosie Russo-Pinzarrone, Room 378) from the Chair/Director. No other documents will be accepted.

**Note that candidates nominated in the previous year will not be automatically re-considered.**

**Deadline: Nominations must be received in the Dean's Office Room 382, Macdonald Engineering Building, by Wednesday, January 31, 2018, 4:00 p.m.**

#### 5. The Engineering Committee on Faculty Awards

The Engineering Committee on Faculty Awards, chaired by the Dean or his/her representative, makes the final decision as to whether or not to give an award and to whom it is to be given. If a member of this Committee is nominated for an award, the Dean will appoint a replacement member.