

**DEAN'S AWARDS FOR EXCELLENCE****2016-2017**

The Dean of Arts and Science offers annual awards to recognize outstanding contributions to the Faculty by faculty and staff. These awards are as follows:

- For **faculty members**, awards for *Excellence in*
  - *Scholarship,*
  - *Teaching, and*
  - *Academic Service.*
- For **staff members**, awards for *Excellence in Service to the Faculty by a Staff Member.*

While accomplishments over the course of an entire career may be taken into consideration, the primary period of focus is the five years that precede the year of nomination. In the case of prior award-winners who are nominated for a second award in the same area, only new accomplishments since the earlier award are considered.

**Eligibility**

1. All faculty members in the Faculty of Arts and Science are eligible to be nominated for one or more of the faculty awards, with the exception of the Dean, Associate Deans, Chairs, and Principals.
2. All staff members in the Faculty of Arts and Science, with the exception of those who report directly to the Dean or Associate Deans, are eligible to be nominated for the *Dean's Award for Excellence in Service to the Faculty.*
3. Faculty and staff members in areas of Concordia University other than the Faculty of Arts and Science may be deemed eligible for an award on the basis of exceptional services rendered to the Faculty of Arts and Science.

**Nomination**

1. The Dean of Arts and Science invites nominations once each academic year.
2. Nominations must reach the office of the Dean **no later than April 28, 2017.**
3. Any faculty or staff member in the Faculty of Arts and Science, with the exception of the Dean and Associate Deans and staff who report directly to the Dean or Associate Deans, may submit a nomination for one or more of the Dean's Awards.
4. Any undergraduate or graduate student enrolled in a degree program in the Faculty of Arts and Science may nominate a faculty member for the *Dean's Award for Excellence in Teaching.* Such nominations must have the support of at least two additional current or former students, at least one of whom must be currently enrolled in a degree or diploma program in the Faculty.
5. Nominations must be accompanied by documentation sufficient to permit assessment on the basis of evidence of achievement substantially superior to normal expectations. All adjudication is based on the dossier submitted to the Awards Committee; the Awards Committee does not solicit additional information.

## FACULTY OF ARTS AND SCIENCE

### Adjudication

1. The Faculty of Arts and Science's Awards Committee, chaired by the Associate Dean for Faculty Affairs, is charged with evaluating nominations for the various categories of awards.
2. The final decision is made by the Dean. The number of awards made in any given category may be fewer than the maximum permitted, if submitted nominations that are deemed adequate to warrant an award are too few.
3. No more than one award in each category is awarded per department or college.

### Nature of the Awards

1. The awards for *Excellence in Scholarship*, *Excellence in Teaching*, and *Excellence in Academic Service* consist of a certificate and a grant of \$500, administered by the Faculty of Arts and Science, to be used for approved research or professional development expenses.
2. The award for *Excellence in Service to the Faculty by a Staff Member* consists of a certificate and a gift certificate in the amount of \$500.

### Guidelines

Please follow the following guidelines when submitting nominations for any of the *Dean's Awards for Excellence*:

- Use single-sided 8 ½ by 11 inch sheets.
- Avoid staples and paper clips.
- Use a coloured dividing sheet between sections.
- Avoid unnecessary binding, hole-punching, or folders.
- Please note that the files will not be returned to the nominators.
- Please complete a separate form (see below) for each nomination.

### AWARD FOR EXCELLENCE IN SCHOLARSHIP

The purpose of the *Dean's Award for Excellence in Scholarship* is to recognize, reward, and further motivate research excellence and constructive participation in the life of the University by identifying outstanding researchers in the Faculty of Arts and Science. There are up to six awards available, with up to two awards in each of the following three categories:

<i>Junior Scholar Award:</i>	At the time of application, any tenure-track or tenured faculty member within seven years of obtaining their first tenure-track or tenured position.
<i>Mid-career Scholar Award:</i>	At the time of application, any tenure-track or tenured faculty member in their eighth year or more since obtaining their first tenure-track or tenured position, other than those at the rank of Professor.
<i>Senior Scholar Award:</i>	At the time of application, any faculty member at the rank of Professor, excluding faculty who are designated as Endowed Chairs, Research Chairs, or Distinguished Professors.

## FACULTY OF ARTS AND SCIENCE

Dossiers compiled in support of a nomination for the award for *Excellence in Scholarship* should include, but are not restricted to, the following:

- A completed nomination form (see below).
- A letter of nomination that is comprehensive and clearly states the merits of the case.
- An up-to-date and complete curriculum vitae that highlights the nominee's record in research output and funding from external granting agencies over the past five years, as well as the most significant contributions over the researcher's career.
- Letters, of no more than three pages each, from two or three departmental colleagues or other recognized scholars in the field, describing the quality of research and contribution to knowledge, and the nominee's accomplishments in fostering an environment of respect that is conducive to the University's mission of research and learning.
- Should any additional supporting materials be provided (e.g. representative samples of scholarly work), an itemized list should also be included.

### **AWARD FOR EXCELLENCE IN TEACHING**

The *Dean's Award for Excellence in Teaching* recognizes superior performance in four areas of teaching: classroom teaching, curriculum or program development, non-classroom pedagogical activities in the Faculty of Arts and Science, and fostering an environment conducive to learning. Nominations must be accompanied by a dossier of materials sufficient to permit assessment of claims made by the nominator.

Dossiers compiled in support of a nomination for the award for *Excellence in Teaching* should include:

- A completed nomination form (see below).
- A letter of nomination that is comprehensive, clearly stating the nominee's accomplishments in the following four areas:
  - excellence and innovation in classroom teaching, including
    - effective engagement with students;
    - support for the varied learning needs of students; and
    - approaches that foster creativity, problem-solving, and enthusiasm and skill in mastering different areas of scholarship;
  - excellence and innovation in course and curriculum development;
  - excellence and innovation in non-classroom pedagogical activities, including supervision of graduate students and mentorship of student and junior colleagues
  - demonstrated ability to foster an environment of respect and inclusion that is conducive to the University's mission of research and learning.
- An up-to-date and complete curriculum vitae.
- Evidence of accomplishments highlighted in the nomination letter.
- Two or three letters of support from students (each one should be no more than three pages).
- Should any additional supporting materials be provided besides those listed below, an itemized list should also be included.

Nominees can include tenured or tenure-track faculty, limited- and extended-term professors, and part-time faculty, with the proviso that all nominees must have taught a total of no fewer than six course sections in the Faculty of Arts and Science in the current and previous two academic years combined. Up to two awards for *Excellence in Teaching* may be granted in a single year.

**AWARD FOR EXCELLENCE IN ACADEMIC SERVICE**

The *Dean's Award for Excellence in Academic Service* recognizes an exceptional record of academic service, normally including components both within and outside the Faculty of Arts and Science. Nominations must be accompanied by a dossier of materials sufficient to permit assessment of claims made by the nominator.

Dossiers compiled in support of a nomination for the award for *Excellence in Academic Service* must include:

- A completed nomination form (see below).
- A letter of nomination that is comprehensive, clearly stating the merits of the case.
- An up-to-date and complete curriculum vitae, including the nominee's committee and administrative work.
- Evidence that the nominee's service has had a significant positive impact on the Faculty of Arts and Science and has fostered an environment of respect and inclusion that is conducive to the University's mission.
- Two or three letters of support from relevant sources.
- Should any additional supporting materials be provided, an itemized list should also be included.

Up to two awards for *Excellence in Academic Service* shall be granted in any one year.

**AWARD FOR EXCELLENCE IN SERVICE TO THE FACULTY BY A STAFF MEMBER**

The *Dean's Award for Excellence in Service to the Faculty by a Staff Member* recognizes a record of service within the Faculty characterized by leadership, commitment, resourcefulness, and the fostering of an environment of respect and inclusion that is conducive to the University's mission of research and learning. Nomination dossiers must include a nomination form (see below), a comprehensive nomination letter outlining the merits of the nominee, as well as substantial supporting materials including two or three letters from faculty, staff, or students from within the candidate's department or other units. An itemized list of supporting documents must preface the documentary portion of the dossier. Up to two awards for *Excellence in Service to the Faculty by a Staff Member* shall be granted in any given year.

DEAN'S AWARDS FOR EXCELLENCE  
NOMINATION FORM

*Any faculty or staff member in the Faculty of Arts and Science, with the exception of the Dean and Associate Deans, may submit a nomination for any of the Dean's Awards.*

*Any undergraduate or graduate student enrolled in a degree program in the Faculty of Arts and Science may nominate a faculty member for the Dean's Award for Excellence in Teaching.*

I, \_\_\_\_\_, hereby nominate \_\_\_\_\_

for the 2017 Dean's Award for Excellence in (please choose only one)

- Scholarship** (for faculty members only)
- Teaching** (for faculty members only)
- Academic Service** (for faculty members only)
- Service to the Faculty by a Staff Member** (for staff members only)

I have attached letters of support (at least two, no more than three) from:

1) \_\_\_\_\_  
Name Department/Unit

2) \_\_\_\_\_  
Name Department/Unit

3) \_\_\_\_\_  
Name Department/Unit

Please return form and supporting documents to Richard Bernier in person or via internal mail to AD-524, or electronically to [richard.bernier@concordia.ca](mailto:richard.bernier@concordia.ca) to arrive **no later than April 28, 2017**.