
Award for Excellence in Graduate Student Supervision (AEGSS) Procedure

Policy Sponsor:	Provost and Vice-President, Academic
Name of Parent Policy:	Academic Excellence Awards Policy
Policy Contact:	Provost and Vice-President, Academic
Procedure Contact:	Provost and Vice-President, Academic
Effective Date of Procedures:	March 22, 2017
Review Date:	Biennially

Purpose

The Award for Excellence in Graduate Student Supervision honors academic staff members who excel in the supervision of graduate students.

Definitions

Academic Excellence Awards Committee (AEAC)	Athabasca University General Faculties Council Academic Excellence Awards Committee.
Academic Staff	Academic staff means academic staff who are appointed under the Faculty Association agreement to a full-time faculty position in which the person has been or may be granted tenure, and includes Professors, Associate Professors, Assistant Professors, and Academic Coordinators.
Supervision	Advising, monitoring and mentoring graduate students. Supervision is interpreted to include supervision of projects, theses and dissertations.



Procedures

Eligibility

Academic Staff members who have had continuous service of at least three years are eligible for the Award for Excellence in Graduate Student Supervision.

Nomination Process

The call for nominations will be issued annually through the Office of the University Secretariat. The call will include information regarding timelines, nomination forms and any other information relevant to the award.

Nominations are to be submitted using the Award for Excellence in Graduate Student Supervision Nomination Form. The form, which includes information and supporting documentation, is available through the Office of the University Secretariat at [http://ous.athabascau.ca/policy/academicexcellenceawards/AEGSS Nomination Form 2018.doc](http://ous.athabascau.ca/policy/academicexcellenceawards/AEGSS%20Nomination%20Form%202018.doc).

Nominations must be received by the deadline date. Late nominations will not be considered. All nominations must be completed in full as outlined below.

a. **Nominators:**

Nominations for this award may come from current or former students, alumni, faculty colleagues or academic administrators.

b. **Seconders:**

Nominations must be seconded by one current or former student, alumni, faculty colleagues or academic administrators.

Note: Nominators and seconders may participate in the nomination of only one nominee in any given year.

c. **Nominee:**

The nominee must agree to let their name stand for consideration of the Award and may, upon request, view the supporting documentation.

Nominations should include:

- a letter describing the graduate student supervision responsibilities of the nominee, including the number of graduate students supervised (breakdown of master's, doctoral, thesis, etc.);
- the academic successes of the nominee's students;
- supporting letters from students (minimum number of one) and faculty colleagues (maximum number of two); and
- the nominee's abbreviated curriculum vitae.



Criteria

Nominations will be adjudicated by the Academic Excellence Awards Committee (AEAC) based on the nominee's contributions to excellence in graduate student supervision as demonstrated by:

- a reputation, among students and colleagues, for superior supervisory and mentoring ability including the ability to interest, stimulate and excite students and to motivate them to achieve high standards;
- demonstrated excellence in scholarship undertaken with students which includes a record of encouraging and aiding students to present their material at conferences and/ or publishing their scholarly work;
- external scholarships or awards earned by graduate students on the basis of work completed under the direction of the supervisor; and
- other elements that the nominator considers important to contributing to a positive learning/research environment for graduate students.

The Award

AEGSS recipients receive:

- A certificate of recognition.
- Recognition on Athabasca University's public web page for Awards for Excellence – Athabasca University Employees. The web page will also list past AEGSS recipients.
- A professional development contribution of \$2,000 to the recipient's Academic and Professional Development Fund account administered by Financial Services and used within established guidelines applicable to the fund.

The successful recipient(s) will be informed in writing by the Chair of the AEAC. An "All Staff" email will be issued to announce the award recipient(s) to the University community.

Applicable Legislation and Regulations

[Alberta Freedom of Information and Protection of Privacy Act](#)
Canada [Income Tax Act](#)

Related References, Policies, Procedures and Forms

[Academic Excellence Awards Policy](#)
[Academic and Professional Development Fund Policy](#) and [Procedure](#)

History

General Faculties Council, March 22, 2017, Motion # 37-05 (associated policy approved)