

<b>Award for Excellence in Graduate Student Supervision (AEGSS) Procedure</b>			
<b>Parent Policy</b>	Academic Excellence Awards Policy		
<b>Policy Sponsor</b>	Provost and Vice President, Academic	<b>Category</b>	Academic
<b>Policy Contact</b>	Provost and Vice President, Academic	<b>Effective Date</b>	January 14, 2021
<b>Procedure Contact</b>	Provost and Vice President, Academic	<b>Review Date</b>	January 14, 2021

### 1. Purpose

The Award for Excellence in Graduate Student Supervision honors AU Academics who excel in the supervision of graduate students.

### 2. Scope

The Award for Excellence in Graduate Student Supervision (AEGSS) award is given in recognition of exemplary performance by an AU Academic and adjudicated by the Academic Excellence Awards Committee (AEAC).

### 3. Definitions

<b>Academic Excellence Awards Committee (AEAC)</b>	Athabasca University General Faculties Council Academic Excellence Awards Committee.
<b>AU Academic</b>	An employee designated as such by the Board.
<b>Nominee</b>	An eligible individual who agrees to allow their name to stand for an Academic Excellence Award.
<b>Graduate Student Supervision</b>	Advising, monitoring and mentoring graduate students. Supervision is interpreted to include supervision of projects, theses and dissertations.
<b>University</b>	Athabasca University

### 4. Guiding Principles

**4.1. Eligibility** – AU Academic(s) who have had continuous service of at least three years are eligible for the Award for Excellence in Graduate Student Supervision.

#### **4.2. Nomination Process**

- a) 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.
- b) Nominations are to be submitted using the [Award for Excellence in Graduate Student Supervision Nomination Form](#).
- c) Nominations must be received by the deadline date. Late nominations will not be considered.
- d) All nominations must be completed in full as outlined below:
  - i. Nominators for this award may come from current or former students, alumni, faculty colleagues or academic administrators.
  - ii. Seconders must be a current or former student, alumni, faculty colleagues or academic administrators.
  - iii. Nominations should include:
    - A letter describing the graduate student supervision responsibilities of the Nominee, including the number of graduate students supervised (e.g., 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.
- e) Nominators and seconders may participate in the nomination of only one Nominee in any given year.
- f) A Nominee may, upon request, view the supporting documentation.

#### **4.3. 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) 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;
- b) 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;
- c) External scholarships or awards earned by graduate students on the basis of work completed under the direction of the supervisor; and

- d) Other elements that the nominator considers important to contributing to a positive learning/research environment for graduate students.

#### **4.4. The Award**

- a) AEAC adjudications will be conducted each January.
- b) The AEGSS recipient(s) will receive:
- i. A certificate of recognition.
  - ii. Recognition on Athabasca University's public web page for Awards for Excellence The web page will also list past AEGSS recipients.
  - iii. A professional development contribution of \$2,000 to the recipient in a dedicated Academic and Professional Development Fund account administered by Financial Services and used within established guidelines applicable to the Fund.
- c) The successful recipient(s) will be informed in writing by the Chair of the AEAC, and a communique will be sent to the AU Community.

#### **5. Applicable Legislation and Regulations**

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

#### **6. Related Procedures/Documents**

[Academic Excellence Awards Policy](#)  
[AU Designation as Academic Policy](#)  
[Academic and Professional Development Fund Policy](#)

NOTE: The subject matter and scope of this procedure are also supported by internal use only Standard Operating Procedures.

#### **History**

<i>Date</i>	<i>Action</i>
January 14, 2021	GFC Motion# 61-03 (Associated Policy Revisions Approved)
March 22, 2017	GFC Motion# 37-05 (Associated Policy Approved)