Killam awards for excellence in mentoring

The Killam Awards for Excellence in Mentoring recognize outstanding mentorship of numerous graduate students over many years. The awards will be adjudicated by a committee chaired by the Dean and Vice Provost of Graduate and Postdoctoral Studies. The Killam General Endowment at the University of British Columbia (administered by the Office of the Provost and Vice-President Academic) provides the funds for the awards.

## General Instructions

The information provided on this form is extremely important to the university adjudication committee. It is designed to be completed on your computer using the “TAB” key to navigate through the document, and it is not expected that the entire space available will be filled for each section.

Each department is entitled to submit one nomination (either a new nomination or a nomination carried forward from a previous competition) for each category to the Faculty of Graduate and Postdoctoral Studies. Each department may use whatever procedures it deems appropriate in the selection of its nominee, and should consider nominations forwarded by graduate students.

Materials regarding undergraduate teaching will not be considered for this competition and should not be included in nomination packages.

### In addition to this nomination form, please attach the following:

1. Up to five letters of support from individuals who are/were mentored by the nominee, each including a summary of the author’s experience with the nominee and subsequent career development
* Only letters signed by the author are acceptable
* Original, faxed, and scanned copies sent by email directly to the department are acceptable. Please scan and upload them along with this nomination form into your WorkSpace folder.
1. The nominee’s current curriculum vitae

If the nominee is not already using this format, please encourage them to use the ***CV for the Professoriate Stream*** template on the bottom of this [UBC HR webpage](http://www.hr.ubc.ca/faculty-relations/administrator-tools/forms/).

**Please submit a copy of this nomination form with the nomination package. Deadline for submission of nominations to Graduate and Postdoctoral Studies via** [**UBC Workspace**](https://files.workspace.ubc.ca) **is 4:00 PM on Friday, September 23, 2016.**

Please email killam.fellowships@ubc.ca with questions, as well as to request a Workspace folder for your nomination.

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Nomination Form

(to be completed by UBC departments and units)

### Nominee Information

|  |  |
| --- | --- |
| **Last Name** (family name) |  |
| **Given Name(s)** |  |
| **Current Rank**  |  |
| **Name of Department or Unit** |  |
| **Category** – year appointed to clinical, tenure or grant tenure –       | [ ]  **Mid-career** (has held a university appointment for less than 12 years) | [ ]  **Senior** (those with 12 or more years of university service) |

### UBC Information

|  |  |  |
| --- | --- | --- |
| **Person Responsible for Nomination**  | Name  | Title: |
| Email: |
| **Administrative Staff Contact** (e.g., Head’s Assistant) | Name  | Title: |
| Email: |

### Department Head or representative’s signature:

*Signing this document indicates that the Head or his/her representative approves of this nomination, and confirms that this is the only nomination coming from this department/unit.*

|  |  |  |
| --- | --- | --- |
| **Department Head** | Name  | Title: |
| Email: |
| **Signature** |  |

### Part 1 – Nominator’s statement detailing why the nominee qualifies for the award, including the following information:

* the essential and unique features of mentoring within the discipline in question
* student productivity and excellence, as reflected in awards held, publications, conference papers, artistic performances and shows, and other scholarly accomplishments by students mentored
* student progress, as reflected in retention rates, timely graduation, student satisfaction with graduate supervision, and student involvement in professional organizations
* student placement, as reflected in the success of former students including positions held and contributions made to their chosen field

**Statement may not exceed space provided below (this page and next page)**

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### Part 1 – (continued, if required) Nominator’s statement detailing why the nominee qualifies for the award

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### Part 2 – Nominee’s statement describing his or her philosophy on mentoring, and how he or she views the role, including comments on approaches to promoting student success

Statement may not exceed space provided below (one page maximum)

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### Part 3 – List all individuals mentored using the below form, including a brief descriptions of any notable circumstances of students (see instructions on following page)

Mentoring Record

**Name of nominee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of student mentored** | **Program** | **Supervision** | **Co-supervisor** | **Current position** |
| **Type** | **Start date (mmm yyyy)** | **End date (mmm yyyy)** | **Outcome** | **Start date****(mmm yyyy)** | **End date (mmm yyyy)** |
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#### Instructions: Please enter information regarding each graduate student mentored by the nominee in the table on the previous page. Please include explanatory notes where appropriate (as demonstrated below).

Undergraduate, postdoctoral fellows and others who have been mentored by the nominee may be listed in the nominee’s CV, but should not be listed in the table.

Examples of expected information are provided below. **Please do not submit this instruction page with the nomination file.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of student mentored** | **Program** | **Supervision** | **Co-supervisor** | **Current position** |
| **Type** | **Start date (mmm yyyy)** | **End date (mmm yyyy)** | **Outcome** | **Start date****(mmm yyyy)** | **End date****(mmm yyyy)** |
| Jane Lee | PhD | Sep 2007 | May 2014 | Graduated | Sep 2007 | May 2014 | -- | PDF, Cambridge U |
| Mohammed Khan | PhD | Jan 2008 | May 2013 | Graduated | Sep 2009 – transferred supervisor | May 2013 | -- | Research scientist, IBM |
| Albert White | MSc | Sep 2009 | July 2010 | Withdrew – for family reasons | Sep 2009 | Jul 2010 | Martin Black | Parental care |
| Jun Wong | PhD | May 2013 |  | ongoing | May 2013 | Jul 2014 – transferred supervisor | -- |  |