



AWARDS FOR EXCELLENCE IN RESEARCH, SCHOLARSHIP & CREATIVE ACTIVITY

NOMINATION GUIDE

Updated September 2017

Contents

2017 Calls for Nominations & Names	1
Awards for Excellence in Research, Scholarship & Creative Activity	2
Outstanding Faculty Research Awards	2
Outstanding Student Research Awards	4
Outstanding Staff Research Award	7
Outstanding Community Engagement, Knowledge Transfer & Knowledge Mobilization Award	9
Special Honours & Awards Conferred by External Organizations	12
Patents	13
Contacts	14

2017 Calls for Nominations & Names

Every day, across our campus, our community, our nation, and globally, University of Windsor faculty, students, and staff are making a difference through research, scholarship, and creative activity. Our nationally and internationally acclaimed researchers are making significant, real-world contributions to the humanities; social, physical, environmental, and biological sciences; business; law and human dignity; nursing; engineering; education; and the creative arts. Through research, scholarship, and creative activity and the cross-transfer of knowledge, technology, and expertise, we are advancing understanding of the world around us, maximizing benefits to society, and enhancing quality of life today and tomorrow.

Each year, the Office of the Vice-President, Research and Innovation celebrates the outstanding achievements and contributions of University of Windsor faculty, students, and staff to research, scholarship, and creative activity through its Research Excellence Awards and by highlighting special awards and honours conferred upon our faculty by external organizations.

CALL FOR NOMINATIONS: The Office of the Vice-President, Research and Innovation is now accepting nominations for 2017 Awards for Excellence in Research, Scholarship and Creative Activity in the following categories:

- Outstanding Faculty Research Awards at the Emerging, Mid-Career, and Established Scholar Levels
- Outstanding Student Research Awards at the Undergraduate and Graduate Levels
- Outstanding Staff Research Award

NEW THIS YEAR! The Office of the Vice-President, Research and Innovation is inviting nominations for Awards for Outstanding Community Engagement, Knowledge Transfer and Knowledge Mobilization.

CALL FOR NAMES: The Office of the Vice-President, Research and Innovation is also inviting the submission of names of faculty researchers who have been the recipients of special honours and awards conferred by external organizations for excellence in research, scholarship and creative activity or have been awarded patents for technologies they have developed in 2017.

The Vice-President, Research and Innovation will announce award recipients and give special recognition to recipients of external awards and honours, and awardees of patents at or before the official Celebration of Excellence in Research, Scholarship, and Creative Activity event in 2018 (date to be announced).

The deadline for submission of nominations and names for consideration in this year's competition is November 15, 2017.

Nomination dossiers should be submitted electronically in the format outlined in the **Research Excellence Awards Nomination Guide** to acdavie@uwindsor.ca no later than 11:59pm on November 15, 2017.

Please note that only nomination dossiers submitted in the prescribed format will be considered.

Questions relating to this call for nominations and names should be directed to Amy Davie in the Office of the Vice-President, Research and Innovation at acdavie@uwindsor.ca or 519-253-3000 extension 3925.

Awards for Excellence in Research, Scholarship & Creative Activity

OUTSTANDING FACULTY RESEARCH AWARDS

Outstanding Faculty Research Awards are conferred annually upon emerging, mid-career, and established faculty in recognition of excellence in research, scholarship, and creative activity.

CRITERIA

Excellence in research, scholarship, and creative activity will be the key criterion in all categories across disciplines.

ELIGIBILITY & AWARD CATEGORIES

All current full-time, permanent faculty members who have achieved a terminal degree in their field and have been at the University of Windsor for at least three (3) years are eligible for nomination. Librarians will also be considered eligible.

Candidates are not eligible to receive awards in more than one category in the same year and cannot have been the recipient of an award in another category within the previous three (3) years. Candidates are not eligible to receive more than one award in each category throughout their career at the University of Windsor.

Nominations for Outstanding Faculty Research Awards will be accepted in the following three categories:

Emerging Researchers, Scholars & Artists

Awards in the emerging category are valued at \$2,000 and are conferred annually to faculty and librarians who are within the first six (6) years of their career. This award recognizes both early excellence in research, scholarship, and creative activity and future promise.

Mid-Career Researchers, Scholars & Artists

Awards in the mid-career category are valued at \$3,000 and are conferred annually to faculty and librarians who are between the sixth and twelfth (6-12) year of their career. This award recognizes recently-established research, scholarly, and creative programs and practice that are opening up new fields or insights of inquiry.

Established Researchers, Scholars & Artists

Awards in the established category are valued at \$4,000 and are conferred annually to faculty and librarians who are beyond the twelfth (12) year of their career. This award recognizes national and/or international leadership in research, scholarship, and creative activity.

PROCESS & PROCEDURES

Nominations will only be accepted from University of Windsor faculty and librarians. Nominations originating outside the University of Windsor will not be considered.

The faculty member or librarian making the nomination must submit a complete nomination dossier that includes a letter of nomination, citation, detailed appraisal, curriculum vitae, list of referees, and up to

three (3) sample copies of publications or creative work via email to acdavie@uwindsor.ca no later than 11:59pm on the nomination deadline. While additional materials may be solicited after the nomination deadline, no new submissions will be considered.

Required components of all nominations for Outstanding Faculty Research Awards are as follows:

Letter of Nomination

Letters of nomination should introduce the candidate and provide a concise outline describing how the candidate meets the nomination criteria for the award. In particular, the letter of nomination should highlight the originality, significance, and impact of the candidate's contributions to research, scholarship, and creative activity in his or her field within the scope of the category in which the nomination will be considered in.

Emphasis should be placed on research, scholarship, and creative activity. While activities and contributions associated with teaching and student engagement are important, they should be framed within the context of research.

Letters of nomination should not reiterate the contents and will not be considered a substitute for the detailed appraisal.

Citation

Each nomination dossier must include a citation of up to 75 words outlining the significance of the candidate's contributions to his or her field. The citation should briefly summarize in laymen's terms why the candidate has been nominated and how he or she meets the criteria of the award. If the nomination is successful, the citation will be announced at the annual Celebration of Excellence in Research, Scholarship, and Creative Activity.

Detailed Appraisal

Each nomination dossier must include a detailed appraisal of up to 1,000 words clearly outlining how the candidate meets the criteria of the award. A well-written detailed appraisal will explicitly demonstrate that the candidate's work is both original and significant, and show the significance of or potential for impact in the candidate's field based on the stage of their career. When establishing impact, areas for consideration might include awards, honours, prizes, fellowships, and scholarship conferred by external organizations; election to national or international scholarly bodies or service on advisory panels; publication in top field journals; exhibitions and demonstrations; and representation in the media.

While the detailed appraisal should be as technical as necessary to demonstrate the originality, significance, and impact of the candidate's contributions, it should not be written in a way that allows for the members of the Research Excellence Awards Adjudication Committee to make a confident assessment of the candidate's work.

The detailed appraisal is not a letter of nomination and should not include details related to the nominator.

Curriculum Vitae

Each nomination dossier must include an up-to-date copy of the candidate's curriculum vitae. Canadian Common CV format will be accepted.

List of Referees

Nomination dossiers must include a list of five (5) or more potential referees. The name and email address must be provided for each potential referee.

Sample Copies of Publications & Creative Work

Nomination dossiers may also include up to three (3) samples of publications and/or creative work that illustrate the nominee's excellence in research, scholarship, and creative activity.

Please note that in the case of the submission of monographs as samples, only an abstract will be provided to the Research Excellence Awards Adjudication Committee for consideration. Nominators are invited to supply this abstract. Full copies of monographs will not be circulated and will only be returned to the nominator where requested.

Additional Materials

The Research Excellence Awards Adjudication Committee reserves the right to request submission of additional materials in support of a nomination for their consideration.

ADJUDICATION & ANNOUNCEMENT

Nomination dossiers will be considered annually by a Research Excellence Adjudication Committee. The adjudication committee will be comprised of representatives from each Faculty with nomination dossiers under consideration and will be chaired by the Vice-President, Research and Innovation. The adjudication committee will evaluate nomination dossiers and select recipients of awards.

All decisions made by the Research Excellence Awards Adjudication Committee will be considered final.

All successful candidates and their nominators will be notified in writing of the decision of the Research Excellence Awards Adjudication Committee.

Award recipients will be announced at the annual Celebration of Excellence in Research, Scholarship, and Creative Activity.

OUTSTANDING STUDENT RESEARCH AWARDS

Outstanding Student Research Awards are conferred annually upon undergraduate students and graduate students and their supervisor in recognition of excellence in research, scholarship, and creative activity.

CRITERION

Excellence in research, scholarship, and creative activity will be the key criterion in both categories across disciplines.

ELIGIBILITY & AWARD CATEGORIES

All students who are currently enrolled or have been enrolled at the University of Windsor in the academic year preceding the nomination are eligible.

Candidates are not eligible to receive awards in more than one category in the same year and cannot receive more than one award in each category throughout their academic career at the University of Windsor.

Nominations for Outstanding Student Research Awards will be accepted in the following two categories:

Undergraduate Student Research Awards

Awards in the undergraduate category are valued at \$750 and are conferred annually to students who are currently an undergraduate student or have been an undergraduate student at the University of Windsor in the academic year preceding the nomination. This award recognizes undergraduate students for significant research, scholarly, and creative contributions to their discipline. Contributions recognized may include but are not limited to original published work, key research contributions deemed inventive in nature, or a creative work of writing, art, performance, or music.

Graduate Student Research Awards

Awards in the graduate category are valued at \$1,000 and are conferred annually to students who are currently a graduate student or have been a graduate student at the University of Windsor in the academic year preceding the nomination. This award recognizes graduate students for significant research, scholarly, and creative contributions to their discipline. Contributions recognized may include but are not limited to original published work, key research contributions deemed inventive in nature, or a creative work of writing, art, performance, or music.

Supervisors of award recipients in the graduate category will automatically be recognized along with their student.

PROCESS & PROCEDURES

Nominations will only be accepted from University of Windsor students, faculty, and librarians. Nominations originating outside the University of Windsor will not be considered.

The student, faculty member, or librarian making the nomination must submit a complete nomination dossier that includes a letter of nomination, citation, detailed appraisal, curriculum vitae, academic transcript, a letter of reference from the student's supervisor, a letter of reference from someone other than the student's supervisor, and up to three (3) sample copies of publications or creative work via email to acdavie@uwindsor.ca no later than 11:59pm on the nomination deadline. While additional materials may be solicited after the nomination deadline, no new submissions will be considered.

Required components of all nominations for Outstanding Student Research Awards are as follows:

Letter of Nomination

Letters of nomination should introduce the candidate and provide a concise outline describing how the candidate meets the nomination criteria for the award. In particular, the letter of nomination should highlight the significance of the candidate's research, scholarly, and creative contributions to his or her discipline.

Letters of nomination should not reiterate the contents and will not be considered a substitute for the detailed appraisal.

Please note that where the nominator is also the candidate's supervisor, an additional letter of reference from someone other than the supervisor is required.

Citation

Each nomination dossier must include a citation of up to 75 words outlining the significance of the candidate's contributions to his or her discipline. The citation should briefly summarize in

laymen's terms why the candidate has been nominated and how he or she meets the criteria of the award. If the nomination is successful, the citation will be announced at the annual Celebration of Excellence in Research, Scholarship, and Creative Activity.

Detailed Appraisal

Each nomination dossier must include a detailed appraisal of up to 1,000 words clearly outlining how the candidate meets the criteria of the award. A well-written detailed appraisal will explicitly demonstrate the significance of the candidate's contributions to and potential impact on research, scholarship, and creative activity within the context of their discipline and the early stage of their academic career. While most detailed appraisals will on the significance and potential impact of a particular publication, project, or creative work, those focusing on the general excellence of a candidate's contributions to research, scholarship, and creative activity are also acceptable.

While the detailed appraisal should be as technical as necessary to demonstrate the originality, significance, and impact of the candidate's contributions, it should not be written in a way that allows for the members of the Research Excellence Awards Adjudication Committee to make a confident assessment of the candidate's work.

The detailed appraisal is not a letter of nomination and should not include details related to the nominator.

Curriculum Vitae

Each nomination dossier must include an up-to-date copy of the candidate's curriculum vitae.

Academic Transcript

Each nomination dossier must include an up-to-date copy of the candidate's academic transcript.

Letter of Reference from Supervisor

Except where the nominator is the candidate's supervisor, nominations must be supported by a letter of reference from the candidate's supervisor. If the nominator is the candidate's supervisor, the nomination dossier must include an additional letter of reference from someone other than the candidate's supervisor.

Letter(s) of Reference from Someone other than Supervisor

Each nomination dossier must be supported by one (1) letter of reference from someone other than the candidate's supervisor. If the nominator is the candidate's supervisor, the nomination dossier must include two (2) letters of support from someone other than the candidate's supervisor.

Letter of reference from outside the University of Windsor will be considered.

Sample Copies of Publications & Creative Work

Nomination dossiers may also include up to three (3) samples of publications and/or creative work that illustrate the nominee's excellence in research, scholarship, and creative activity.

Where the focus of the nomination is a particular publication, project, or creative work, a sample copy of the work highlighted must be included in the nomination dossier.

Additional Materials

The Research Excellence Awards Adjudication Committee reserves the right to request submission of additional materials in support of a nomination for their consideration.

ADJUDICATION & ANNOUNCEMENT

Nomination dossiers in the undergraduate category will be considered annually by representatives from the Faculty from which the nomination originated at the invitation of the Vice-President, Research and Innovation. Faculty representatives will evaluate nomination dossiers and make recommendations to the Vice-President, Research and Innovation on the allocation of awards.

Nomination dossiers in the graduate category will be considered annually by the Graduate Council Awards Committee. The Graduate Council Awards Committee will evaluate nomination dossiers and make recommendations to the Vice-President, Research and Innovation on the allocation of awards.

All decisions made by the Vice-President, Research and Innovation will be considered final.

All successful candidates and their nominators and supervisors will be notified in writing of the decision of the Research Excellence Awards Adjudication Committee.

Award recipients will be announced at the annual Celebration of Excellence in Research, Scholarship, and Creative Activity.

OUTSTANDING STAFF RESEARCH AWARD

Outstanding Staff Research Awards are conferred annually upon University of Windsor staff members who have gone beyond the call of duty to support, facilitate, and advance research, scholarship, and creative activity within their department.

CRITERIA

Demonstrated commitment and service excellence in supporting, facilitating, and advancing research, scholarship, and creative activity will be the key criterion across disciplines.

ELIGIBILITY & AWARD

All current University of Windsor non-academic staff are eligible. Candidates are not eligible to receive more than one award in this category throughout their career at the University of Windsor.

Awards in the staff category are valued at \$1,000 and are conferred annually in recognition of outstanding commitment and service excellence in supporting, facilitating, and advancing research, scholarship, and creative activity at the University of Windsor.

PROCESS & PROCEDURE

Nominations will only be accepted from University of Windsor staff, students, faculty, and librarians. Nominations originating outside the University of Windsor will not be considered.

The staff member, student, faculty member, or librarian making the nomination must submit a complete nomination dossier that includes a letter of nomination, citation, detailed appraisal, a letter of reference from the candidate's supervisor, letters of reference from someone other than the candidate's supervisor, and supporting documentation via email to acdavie@uwindsor.ca no later than 11:59pm on

the nomination deadline. While additional materials may be solicited after the nomination deadline, no new submissions will be considered.

Required components of all nominations for Outstanding Staff Research Awards are as follows:

Letter of Nomination

Letters of nomination should introduce the candidate and provide a concise outline describing how the candidate meets the nomination criteria for the award. In particular, the letter of nomination should highlight the significance and impact of the candidate's contributions in support of research, scholarship, and creative activity at the University of Windsor.

Letters of nomination should not reiterate the contents and will not be considered a substitute for the detailed appraisal.

Citation

Each nomination dossier must include a citation of up to 75 words outlining the significance and impact of the candidate's contributions research, scholarship, and creative activity at the University of Windsor. The citation should briefly summarize in laymen's terms why the candidate has been nominated and how he or she meets the criteria of the award. If the nomination is successful, the citation will be announced at the annual Celebration of Excellence in Research, Scholarship, and Creative Activity.

Detailed Appraisal

Each nomination dossier must include a detailed appraisal of up to 1,000 words clearly outlining how the candidate meets the criteria of the award. A well-written detailed appraisal will explicitly demonstrate and exemplify the exceptional contributions made by the candidate to research, scholarship, and creative activity at the University of Windsor and explain the impact that his or her contributions have made.

While the detailed appraisal should be as technical as necessary to demonstrate the originality, significance, and impact of the candidate's contributions, it should not be written in a way that allows for the members of the Research Excellence Awards Adjudication Committee to make a confident assessment of the candidate's work.

The detailed appraisal is not a letter of nomination and should not include details related to the nominator.

Letter of Reference from Supervisor

Except where the nominator is the candidate's supervisor, nominations must be supported by a letter of reference from the candidate's supervisor. If the nominator is the candidate's supervisor, the nomination dossier must include at least two (2) letters of reference from someone other than the candidate's supervisor.

Letters of Reference from Someone other than Supervisor

Each nomination dossier must be supported by at least one (1) but no more than three (3) letters of reference from someone other than the candidate's supervisor. If the nominator is the candidate's supervisor, the nomination dossier must include at least two (2) letters of support from someone other than the candidate's supervisor.

Letter of reference from outside the University of Windsor will be considered.

Supporting Documentation

Nomination dossiers may also include up to three (3) examples of documents that illustrate the nominee's commitment and service excellence in supporting, facilitating, and advancing research, scholarship, and creative activity at the University of Windsor.

Additional Materials

The Research Excellence Awards Adjudication Committee reserves the right to request submission of additional materials in support of a nomination for their consideration.

ADJUDICATION & ANNOUNCEMENT

Nomination dossiers will be considered annually by a Research Excellence Adjudication Committee. The adjudication committee will be comprised of representatives from each Faculty with nomination dossiers under consideration and will be chaired by the Vice-President, Research and Innovation. The adjudication committee will evaluate nomination dossiers and select recipients of awards.

All decisions made by the Research Excellence Awards Adjudication Committee will be considered final.

All successful candidates and their nominators and supervisors will be notified in writing of the decision of the Research Excellence Awards Adjudication Committee.

Award recipients will be announced at the annual Celebration of Excellence in Research, Scholarship, and Creative Activity.

OUTSTANDING COMMUNITY ENGAGEMENT, KNOWLEDGE TRANSFER & KNOWLEDGE MOBILIZATION AWARD

Outstanding Community Engagement, Knowledge Transfer and Knowledge Mobilization Awards are conferred annually upon University of Windsor faculty in recognition of their commitment and excellence in engaging community, industry, and government stakeholders to facilitate the cross-transfer of knowledge, technology, and expertise.

CRITERIA

Dedication, excellence, and impact in community engagement and facilitation of the knowledge transfer and knowledge mobilization will be the key criterion across disciplines.

ELIGIBILITY & AWARD

All current University of Windsor faculty, students, and staff are eligible for nomination.

Candidates are not eligible to receive awards more than one category in the same year and are not eligible to receive more than one award in each category throughout their career at the University of Windsor.

Awards in the community engagement, knowledge transfer, and knowledge mobilization category are valued at \$2,000 and are conferred annually in recognition of outstanding commitment, excellence, and impact in engaging community, government, and industry stakeholders to facilitate the cross-transfer of knowledge, technology, and expertise.

PROCESS & PROCEDURES

Nominations will be accepted from University of Windsor faculty and librarians, and from community, government, and industry stakeholders.

Nominators must submit a complete nomination dossier that includes a letter of nomination, citation, detailed appraisal, curriculum vitae, and up to five (5) letters of support by email to acdavie@uwindsor.ca no later than 11:59pm on the nomination deadline. While additional materials may be solicited after the nomination deadline, no new submissions will be considered.

Required components of all nominations for Outstanding Community Engagement, Knowledge Transfer and Knowledge Mobilization Awards are as follows:

Letter of Nomination

Letters of nomination should introduce the candidate and provide a concise outline describing how the candidate meets the nomination criteria for the award. In particular, the letter of nomination should highlight the nature, significance, and impact of the candidate's contributions to community engagement, knowledge translation, and knowledge mobilization.

Letters of nomination should not reiterate the contents and will not be considered a substitute for the detailed appraisal.

Citation

Each nomination dossier must include a citation of up to 75 words outlining the significance of the candidate's contributions to community engagement, knowledge translation, and knowledge mobilization. The citation should briefly summarize in laymen's terms why the candidate has been nominated and how he or she meets the criteria of the award. If the nomination is successful, the citation will be announced at the annual Celebration of Excellence in Research, Scholarship, and Creative Activity.

Detailed Appraisal

Each nomination dossier must include a detailed appraisal of up to 1,000 words clearly outlining how the candidate meets the criteria of the award. A well-written detailed appraisal will explicitly outline the nature and scope of the candidate's community engagement efforts and clearly demonstrate the significance and impact of his or her work within the context of knowledge translation and mobilization. When establishing impact, areas for consideration might include successful outcomes of collaborative endeavors, community and/or industry recognition; or, representation in the media.

While the detailed appraisal should be as technical as necessary to demonstrate the originality, significance, and impact of the candidate's contributions, it should not be written in a way that allows for the members of the Research Excellence Awards Adjudication Committee to make a confident assessment of the candidate's work.

The detailed appraisal is not a letter of nomination and should not include details related to the nominator.

Curriculum Vitae

Each nomination dossier must include an up-to-date copy of the candidate's curriculum vitae. Canadian Common CV format will be accepted.

Letters of Support

Each nomination dossier must be supported by up to five (5) letters of support from academic, community, government, or industry stakeholders.

Sample Copies of Publications & Creative Work

Nomination dossiers may also include up to three (3) samples of publications and/or creative work that illustrate the nominee's excellence in community engagement, knowledge translation, and knowledge mobilization.

Additional Materials

The Research Excellence Awards Adjudication Committee reserves the right to request submission of additional materials in support of a nomination for their consideration.

ADJUDICATION & ANNOUNCEMENT

Nomination dossiers will be considered annually by a Research Excellence Adjudication Committee. The adjudication committee will be comprised of representatives from each Faculty with nomination dossiers under consideration and will be chaired by the Vice-President, Research and Innovation. The adjudication committee will evaluate nomination dossiers and select recipients of awards.

All decisions made by the Research Excellence Awards Adjudication Committee will be considered final.

All successful candidates and their nominators and supervisors will be notified in writing of the decision of the Research Excellence Awards Adjudication Committee.

Award recipients will be announced at the annual Celebration of Excellence in Research, Scholarship, and Creative Activity.

Special Honours & Awards Conferred by External Organizations

Each year, the University of Windsor recognizes faculty researchers who have received special honours and awards from external organizations for excellence in research, scholarship, and creative activity.

PROCESS & PROCEDURES FOR THE SUBMISSION OF NAMES

To be considered for recognition for awards and honours conferred by external organizations, the following information must be submitted by email to acdavie@uwindsor.ca no later than 11:59pm on the nomination deadline:

1. Name of Recipient
2. Title of Award or Honour
3. Name of External Organization that Conferred the Award or Honour
4. Date that Award or Honour was Conferred
5. Brief description of the Award or Honour

Please note that not all awards and honours will be recognized. Determination of recognition will be at the sole discretion of the Vice-President, Research and Innovation.

Patents

Each year, the University of Windsor recognizes faculty researchers who have been awarded patents for technologies they have developed.

PROCESS & PROCEDURES FOR THE SUBMISSION OF NAMES

To be considered for recognition for patents awarded, the following information must be submitted by email to acdavie@uwindsor.ca no later than 11:59pm on the nomination deadline:

1. Name of Inventor
2. Name(s) of Co-Inventors
3. Name(s) of Student Inventors
4. Title of Patent
5. Patent Number
6. Patent Country
7. Date of Patent Award

Contacts

Questions pertaining to nominations for Research Excellence Awards and the submission of names for recognition of awards and honours conferred by external organization or patent awards should be directed to Amy Davie in the Office of the Vice-President, Research and Innovation.

AMY DAVIE

Executive Assistant to the Vice-President, Research and Innovation
519-253-3000, ext. 3925
acdavie@uwindsor.ca