

Non-Academic Staff Awards

The purpose of this award is to recognize a member of the Non-Academic Staff Association (NASA) of the University of Alberta for their exceptional performance and/or service to graduate students. One or more Certificate(s) of Distinction may be conferred annually.

GSA Policy: GSA Recognition Awards and Adjudication Criteria

O.POL.1 General

O.POL.1.1 There is no maximum number of GSA Recognition Awards an individual can apply for each year, but they must meet the application eligibility requirements for the award, and each award applied for must have a complete application package. GSA members can receive no more than one (1) GSA Recognition Award each year.

O.POL.1.2 An individual can be nominated or self-nominated for the same GSA Recognition Award only once each year. The first nomination received will be the one adjudicated.

O.POL.1.3 Current Directly-Elected Officers and members of the GSA Awards Selection Committee are not eligible to be nominated or self-nominated for GSA Recognition Awards.

O.POL.1.4 An individual can receive no more than one (1) GSA Recognition Award each year.

O.POL.1.5 A GSA Graduate Student Group or individual can receive the same GSA Recognition Award no more than two (2) times.

O.POL.1.6 Any individual (excluding associate members) who was a GSA member at any time in which the GSA Recognition Awards nomination period was open is eligible for the self-nominated GSA Recognition Awards.

O.POL.1.7 Late and/or incomplete nominations and extraneous documents will not be accepted.

Eligibility

Any member of NASA is eligible for this award. The nominee must have been a member of NASA when their contribution was made.

Adjudication Criteria

The Non-Academic Staff Award will be adjudicated on the basis of two (2) criteria:

- a. Excellence in support of graduate student teaching and/or research leadership in collaboration with graduate students; and
- b. Overall commitment to the success of graduate students in their programs.

Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

Nomination Requirements

Nominees must be nominated by a graduate student. Self-nominations are not accepted; group nominations are not accepted.

A completed nomination package must include ONLY the following components and no others:

- a. Two signed letters of support from graduate students outlining how the nominee meets the criteria
- b. Any additional questions posed on the online application must be fully completed

Incomplete Nomination Packages

Incomplete packages will not be accepted or adjudicated. Nomination packages will be considered incomplete without any of the components listed above and will not be accepted or adjudicated.

Policy and Procedure

- a. Nominations will be reviewed by the GSA staff for eligibility and completeness

- b. According to its mandate, the GSA Awards Selection Committee (GSA ASC) "is responsible for selecting the recipients of the Council-approved GSA Recognition Awards" and "the GSA ASC may decide not to give out an award in a particular category if a qualified candidate is not identified" (Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards and Selection Committee, Sections O.POL.5.1 and O.POL.5.2).
- c. Results of the adjudication will be sent to nominees via email.

Letter of Support Template: Non-Academic Staff Awards

Background

The purpose of this award is to recognize a member of the Non-Academic Staff Association (NASA) of the University of Alberta for their exceptional performance and/or service to graduate students. One or more Certificate(s) of Distinction may be conferred annually.

Please explain how the nominee demonstrates:

a. Excellence in support of graduate student teaching and/or research leadership in collaboration with graduate students

b. Overall commitment to the success of graduate students in their programs.

I, the undersigned, confirm that the information provided in this letter of recommendation is accurate and reflects my honest assessment of the nominee.

Name

Position

UofA Department or Name of Organization

Date

Signature