

BIRT SGPS Council approve the following rewriting of P.6 SGPS Awards and P.8.2.5 SGPS Awards Standing Committee

P.6 SGPS Awards

- a. The SGPS awards are to be given annually and are to recognize individuals for their work and dedication to the SGPS membership, the Queen's Community, and/or their local region.
- b. The six SGPS awards shall be:
 - (1) SGPS Student Contribution Award
 - (2) SGPS Teaching Assistant/Teaching Fellow Excellence Award
 - (3) SGPS International Student Contribution Award
 - (4) SGPS International Student Academic Excellence Award
 - (5) SGPS John G. Freeman Faculty Excellence Award
 - (6) SGPS Staff Contribution Award
- c. Information about the composition and responsibilities of the SGPS Awards Standing Committee can be found in P.8.2.5.

P.6.1 Eligibility Criteria

- a. Awards Standing Committee members may not be considered for any award and may not put forth nominations.
- b. Eligibility for SGPS Student Contribution Award:
 - (1) Must be an SGPS member
 - (2) Must have made a significant contribution to the SGPS membership, the Queen's community, and/or their local region.
 - (3) The nominee's contribution may include actions they have undertaken while holding formal job titles but can also include or even focus on informal actions that the nominee has taken individually or as part of collective efforts.
 - (4) Since graduate and professional students have different amounts of time to contribute based on their individual circumstances, these circumstances into consideration by the committee when determining a winner.
- c. Eligibility for SGPS Staff Excellence Award:
 - (1) Must be a Queen's University staff member, and
 - (2) Must have made a significant contribution to the SGPS membership outside of the classroom.
- d. Eligibility for SGPS John G. Freeman Faculty Excellence Award:
 - (1) Must be a Queen's University faculty member (professor, adjunct, or post-doctoral fellows) who have taught courses during the academic year for which nominations are being accepted.
 - (2) Must have made a significant contribution to the SGPS membership in the realm of teaching, supervision, and/or mentorship.
 - (3) The nominee's level of experience will be taken into consideration to fairly adjudicate this award. For example, a first-year adjunct faculty and a tenured professor will not be expected to have similar levels of accomplishment by the adjudication committee.
 - (4) While contributions will likely include work that is valued within the nominee's employment contract, we also seek to recognize other types of work, including but not limited to: Providing emotional labour to students or other members of teaching teams; using innovative teaching methods that strive to improve the course for those who

might experience marginalization based on race, class, gender, orientation, or ability; or creating or facilitating groups, workshops, or initiatives to better address the needs of students or the Queen's community.

- e. Eligibility for SGPS Teaching Assistant/Teaching Fellow Excellence Award:
 - (1) Must be a Teaching Assistant or Teaching Fellow AND an SGPS member during the academic year for which nominations are being accepted.
 - (2) Must have made a significant contribution to the classes in which they work.
 - (3) The nominee's level of study will be taken into consideration when adjudicating this award. For example, first year MA/MSc students who just finished their first Teaching Assistantship or fourth year PhD candidates who are more seasoned teaching employees will not be expected to have similar levels of experience or accomplishment by the adjudication committee.
 - (4) While contributions will likely include work that is valued within the nominee's employment contract, we also seek to recognize other types of work, including but not limited to: providing emotional labour to students or other members of teaching teams; offering creative or helpful suggestions on how to improve a course to your supervisor; or using innovative teaching methods that strive to improve the course for those who might experience marginalization based on race, class, gender, orientation, or ability.
- f. Eligibility for SGPS International Student Contribution Award:
 - (1) Must be an international graduate or professional student AND an SGPS Member
 - (2) Must have made a significant contribution to the SGPS membership, the Queen's community, and/or their local region.
 - (3) The nominee's contribution may include actions they have undertaken while holding formal job titles but can also include or even focus on informal actions that the nominee has taken individually or as part of collective efforts.
 - (4) Since graduate and professional students have different amounts of time to contribute based on their individual circumstances, we will take these circumstances into consideration when making our decision.
- g. Eligibility for SGPS International Student Academic Excellence Award:
 - (1) Must be an international graduate or professional student AND an SGPS Member
 - (2) Must demonstrate academic excellence. Academic excellence includes achievement in courses and research contributions, as well as instances in which the nominee has, in ethically responsible ways, applied what they have learned through their studies or research to initiatives that have a positive impact within or external to Queen's.
 - (3) The nominee's level of study will be taken into consideration when adjudicating this award. For example, MA/MSc students who just presented at their first conference or fourth year PhD candidates who have published multiple papers and held multiple Research Assistantships will not be expected to have similar levels of experience or accomplishment by the adjudication committee.

P.6.2 Nomination Criteria

- a. Nominations for the awards will be accepted only from current SGPS members, with the exception of the SGPS Teaching Assistant/Teaching Fellow Excellence Award, for which nominations may be accepted from any member of the Queen's Community.
- b. SGPS Members may nominate themselves for the four awards they are eligible to win.

- c. The nomination forms shall be made available on the SGPS website and must contain the following information:
 - (1) The nominator's full name and student number (if applicable)
 - (2) The name of the nominee
 - (3) The name of the Award
 - (4) Contact Information for the nominator and nominee
- d. For the four student awards, the following will also be required, and should be tailored to inform the SGPS Awards Standing Committee about how the nominee meets the eligibility requirements for the award outlined in P.6.1:
 - (1) A statement (250-500 words) from the nominator (or the nominee, in the case of self-nomination – see P.6.2.b).
 - (2) A resume (three pages or less). The resume format can be modified in whatever way highlights the nominee's achievements best.
 - (3) Two reference letters (250-500 words). No preference will be shown for reference letters from those who are "above" the nominee in any sort of hierarchical organizational structure, though two referees who can attest to the nominee's achievements from different perspectives (for example, as a course instructor, a community member, a gallery owner, or a supervisor for a Research Assistantship) will help the adjudication committee make a more informed decision. Referees should briefly describe their relationship to the nominee as well as the length of that relationship. Only two reference letters will be reviewed for each application.
- e. For the SGPS Staff Excellence Award, the following shall also be required:
 - (1) A statement (250-500 words) that outlines the contributions that the nominee has made to the SGPS membership and/or the Queen's community.
 - (2) Two letters of support (250-500 words) from people who can attest to the nominee's work, including but not limited to faculty members, department heads, or students. No preference will be shown for letters from those who are "above" the nominee in any sort of hierarchical organizational structure, but letters from people who can attest to the nominee's contributions and character from different perspectives will help the adjudication committee make a more informed decision. Those who write letters of support should briefly describe their relationship to the nominee as well as the length of that relationship. Only two letters will be reviewed for each application.
- f. For the SGPS John G. Freeman Faculty Excellence Award, the following shall also be required and should be tailored to inform the SGPS Awards Standing Committee about how the nominee meets the eligibility requirements for the award as outlined in P.6.1:
 - (1) A statement (250-500 words) outlining examples of the nominee's contributions as a teacher, supervisor, or mentor.
 - (2) Two letters of support (250-500 words) from people who can attest to the nominee's contributions, including but not limited to faculty members, department heads, or students. No preference will be shown for letters from those who are "above" the nominee in any sort of hierarchical organizational structure, but letters from people who can attest to the nominee's contributions and character from different perspectives will help the adjudication committee make a more informed decision. Those who write letters of support should briefly describe their relationship to the nominee as well as the length of that relationship. Only two letters will be reviewed for each application.

P.8.2.5 SGPS Awards Standing Committee

- a. The membership of the committee shall be:
 - (1) The Social Commissioner who shall chair the committee
 - (2) A minimum of four other SGPS members
- b. As committee chair, the Social Commissioner (in consultation with the Vice President Community and the Executive Director) shall be responsible for:
 - (1) Establishing with the Vice President Finance whether there will be financial components attached to student awards and in what amount
 - (2) Establishing a deadline for award nominations
 - (3) Recruiting committee members and ensuring they are ratified at Council
 - (4) Advertising details and nomination periods for each award
 - (5) Communicating results with successful and unsuccessful applicants
 - (6) Preparing guidelines for the committee in terms of decision-making
 - (7) Planning and facilitating committee meetings
 - (8) Coordinating with the Executive Director to purchase plaques and send them, along with any financial award, to each winner.
 - (9) Making determinations about any conflicts of interest (or the appearance of conflicts of interest) that Standing Committee members report (see P.8.2.5.d).
- c. The Special Awards Standing Committee shall be responsible for:
 - (1) Reviewing each nominee's application
 - (2) Selecting the recipients of the six SGPS Special Awards
 - (3) Making recommendations to Council about changes to award eligibility or criteria
- d. While nomination packages shall be redacted, if a committee member believes from context cues that they have a personal relationship with a nominee, they must declare this potential COI (or the appearance of a COI) to the Committee Chair.
- e. More information about the awards, including eligibility criteria and the nomination process, can be found in P.6.