



## Award Adjudication Policy & Procedures – Faculty and Staff Development Committee (FSDC):

The FSDC will form an adjudication committee made up of a minimum of 3 members drawn from the FSDC membership.

### Awards:

There are **two sets** of awards that the FSDC oversees:

- I. **RSI Recognition Awards for Faculty & Staff (INTERNAL)**, and
- II. **The Graduate Faculty Teaching & Graduate Supervision Awards**, Temerty Faculty of Medicine (EXTERNAL)

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### I. RSI Recognition Awards for Faculty & Staff:

There are **4 award categories**:

1. **STUDENT MENTORSHIP**
2. **RSI TEACHING AWARD**
3. **SERVICE AWARD**
4. **PEER MENTORSHIP**

**NOTE:** *These are RSI INTERNAL awards. Formal recognition of these awards will occur during the **Annual RSI Research Day**.*

#### 1. **STUDENT MENTORSHIP AWARDS (x2)**

- **Dr. Patty Rigby Award for Early Career Excellence in Supervision and Mentorship:** Restricted to RSI faculty members within 8 years of their initial SGS appointment (including any other graduate appointments elsewhere) as of December of the application year
- **Dr. Dina Brooks Award for Continuing/Sustained Excellence in Graduate Student Supervision and Mentorship:** Restricted to RSI faculty members who are at least 8 years past their initial SGS appointment (including all graduate appointments elsewhere) as of December of the application year

These awards are to recognize RSI faculty members who have demonstrated outstanding contributions to the training and experience of graduate students at RSI. Characteristics demonstrated by the nominees include but not limited to:

- ✓ Major contribution to graduate student learning
- ✓ Enthusiastic and constructive appraisal of students' work

- ✓ Timely assessment of students' research programs including advisory committee meetings and prompt turnaround of written work
- ✓ Careful attention to a critical path laid out for students' research
- ✓ Objective evidence of graduate student outcomes (e.g. students with high quality publications, students with timely completion of degree etc.)
- ✓ Mentorship and teaching life skills and advising on career matters (ex; academic/career options, CV preparation)
- ✓ Providing an equitable environment to all trainees
- ✓ Consideration of student well-being and wellness

Nominations must be initiated by at least one **current** or **recent RSI graduate student**. Group nominations are encouraged. Nomination can be supported by faculty members.

## 2. RSI TEACHING AWARD

This award is to recognize RSI faculty members who have demonstrated outstanding contributions to teaching of the required or elective courses solely or jointly administered by RSI. Characteristics exemplified by the nominees include but not limited to:

- ✓ Significant contribution to graduate student learning
- ✓ Inspiring students
- ✓ Creating an equitable environment for learning
- ✓ Enthusiastic, timely and constructive appraisal of students' work
- ✓ Consideration of student well-being and wellness

Nominations must be initiated by at least one **current** or **recent RSI graduate student**. Group nominations are encouraged. Nomination can be supported by faculty members.

## 3. RSI SERVICE AWARD FOR FACULTY & STAFF

This award is to recognize an outstanding service contribution to vision and mission of RSI through dedicated service contribution. Both staff members and RSI faculty members will be considered for this award. Characteristics exemplified by the nominees will include but not limited to:

- ✓ Leadership and contribution to an RSI standing committee, working group or special task force/activity, leading to a significant change in the workings of the institute, faculty engagement, and overall improvement in the overall function of the faculty and students.

Example of recognized activities may include:

- ✓ Promotion of RSI initiatives
- ✓ Recruitment of graduate students
- ✓ Assistance with advancement and fundraising
- ✓ External promotion of RSI
- ✓ Creation of a positive work environment within RSI.

Nominations can be initiated and supported by faculty or staff members as well as RSI graduate students.

#### 4. PEER MENTORSHIP AWARD

This award is to recognize an appointed staff or faculty of the RSI who have been mentoring a colleague(s) for a sustained period of time. Characteristics exemplified by the nominees include but not limited to:

- ✓ Demonstrates mentorship characteristics including being supportive, collegial, serving as a sounding board for problem solving, sharing experiences, providing learning opportunities, being accessible, motivating, and providing valuable guidance regarding career advancement and personal growth.

Nominators of this award are mentees/protégées **junior** or **mid-career RSI faculty members** whose professional development has benefited from this relationship.

### Call for Nominations

The information regarding all RSI Recognition Awards will be distributed via the RSI mailing list, social media platforms, and on the RSI website, as follows:

- The call for nominations should be sent in **early February**, by the RSI Admin to students and faculty. The deadline for nomination applications should be for a date set in **early April**. The FSDC should adjudicate the awards in a committee meeting and determine results by **mid-April**. Awards are given at the **Annual RSI Research Day** in **May**.

### Review Criteria & Process

The committee will consider:

- Clear evidence of award criteria demonstrated in nominations
- Nominators are appropriately positioned to comment on the nominee
- Nominees are eligible for the award

The members of the committee will be given 2 weeks to individually rank nominees for each award, in advance of a review committee meeting.

Rankings will be shared in a committee meeting. Discrepancies will be discussed.

The committee's first attempt at a final decision will be made based on a consensus process, and if necessary a vote will take place. First informed by individual reviewers' rankings, and finalized through the follow-up discussion.

## II. The Graduate Faculty Teaching & Graduate Supervision Awards – Temerty Faculty of Medicine:

These are Temerty Faculty of Medicine awards (i.e. external to the Department). RSI solicits nominations from within its unit, and the FSDC selects a top nominee in each category to put forward to GLSE each year. The FSDC is also involved if multiple nominations are put forward for each award category. If a single nomination is made, the application is supported by the RSI Director and competed in collaboration with the Department where the nominee holds their primary SGS appointment. Up to **two winners** will be selected for each award, from across graduate units, by Graduate and Life Sciences Education (GLSE).

Recipients will be offered a framed certificate, cash prize and formal recognition at the **Faculty of Medicine Education Achievement Celebration Day** which takes place in ***early May***.

**[LINK TO THE AWARD DESCRIPTIONS HERE](#)**

NB: Nominees who are not put forward by FSDC to GLSE may be re-entered for consideration by the FSDC the following year. This point will be highlighted in the calls for nomination and if a selected nominee from the previous year is chosen, the nominee will be given a minimum of two weeks to update their package.

### Call For Nominations

Following the Temerty Faculty of Medicine announcement, information regarding each set of awards will be distributed via the RSI mailing list, social media platforms, and advertised in the RSI building.

### Graduate Faculty Teaching Awards:

The call for nominations should be sent in ***September***, by the RSI Admin, with the nomination deadline to set for ***late October***. The Graduate Unit deadline to Graduate and Life Sciences Education (GLSE) is set for a date in ***early December***. Thus, the FSDC should review and select the nominations in ***early November***, giving at least two weeks to selected nominees to adjust their applications based on feedback from the FSDC committee if applicable. The nominees will then be put forth by FSDC to the GLSE by the December deadline with decisions made by GLSE by ***late January***.