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Parent Policy: [Awards for Faculty Excellence Policy](#)

## University Cup Application and Selection Procedure

<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The University Cup is the highest honour this University can bestow on a member of its academic staff and is granted only to those individuals who have achieved outstanding distinction in each of the areas of scholarly research, teaching, service to the University and the community at large. Thus the recipient of the University Cup is a leader whose scholarly work has merited international attention; whose teaching and student supervision ability is highly esteemed by colleagues and students alike as exceptional and who has earned outstanding regard from the community which favours both the individual and the University.

The Cup itself is a sterling silver soup tureen that was used in the Athabasca Hall dining room. It bears the crest of the University and is mounted on a base made from a tree that was grown on campus. The name of the Cup and winners of the award are engraved on plaques on the base of the Cup.

### Purpose

The University Cup at the University of Alberta was created to recognize contributions to scholarly research, teaching and service to the community and University and by this recognition to provide incentive, encouragement and guidance for others to significantly contribute to their fields.

## PROCEDURE

### 1. ELIGIBILITY REQUIREMENTS

Any full-time member of the academic teaching staff (Categories A1.1 and A1.6) with 20 years of service as a faculty member in a university community and at least 10 years of service as a faculty member at the University of Alberta may apply. The University Cup is a capstone career award.

There is no screening of nominees at the Faculty level, but nominators are asked to give preference to nominees teaching in an undergraduate context who have held previous awards or earned other comparable recognition.

Faculty members who are or will be retired at the time the award is conferred are not eligible for this award.

Professional service, including the transmission of scholarly knowledge within the academy and to the general public shall also be a factor in choosing a recipient. Service shall be considered, however, only after the primary criteria of teaching and research have been assessed.

### 2. SUBMISSION REQUIREMENTS

Submissions should be sent to the Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron, no later than 4:00 p.m. on the first working day of May. Please 3-hole punch all documentation and submit a total of 9 copies of each nomination.

The submission shall include these items in the following order:

- a. Curriculum vitae
- b. Highlights of a **teaching dossier** (not to exceed 4 pages)
- c. Highlights of a **research dossier** (not to exceed 4 pages)
- d. Highlights of a **service dossier** (not to exceed 4 pages)
- e. A letter from the nominator, and six letters of assessment, as **supporting documentation**
- f. Supporting documentation with multiple signatures will be accepted and will be counted as one letter.

Please note that submissions should not be bound, tabbed or include cover pages; however, sections should be separated by a coloured sheet.

### 3. SUBMISSION PROCEDURE

Nominations may be submitted by current or past students, faculty members, Deans or Chairs.

Nominations may be resubmitted up to three years in a row. Each resubmission must be accompanied by a new letter from the nominator. The nominator is responsible for contacting all previous supporters for permission to carry forward letters of support.

Unsuccessful nominations that exceed the three-year limit may be resubmitted after a two-year hiatus, provided new supporting material is submitted.

### 4. TERMS OF SELECTION

- a. Selection Committee

The Selection Committee consists of the following:

- i. Provost and Vice-President (Academic) or delegate, *Chair*
- ii. A Vice-Provost appointed by the Provost and Vice-President (Academic)
- iii. Vice-President (Research) or delegate
- iv. An Executive member of the Students' Union or delegate (one-year appointment and may be appointed for a second year)
- v. An Executive member of the Graduate Students' Association or delegate (one-year appointment and may be appointed for a second year)
- vi. Dean of Faculty of Graduate Studies and Research or delegate
- vii. A previous winner of the award appointed by the Office of the Provost and Vice-President (Academic)

Once members have been elected, the Provost may, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name one additional full-time faculty member (Categories A1.1 and A1.6) to the selection committee to ensure broad representation from the Faculty.

- b. Selection Process

Normally, selections will be made annually.

The quorum for the Selection Committee for the University Cup shall be that only one member may be absent from any meeting where decisions are made. Its proceedings are to be confidential.

The Convocation and Ceremonies Office will be advised of the appointment. The appointment will be announced at the annual Celebrate! Teaching. Learning. Research event.

5. TERMS OF APPOINTMENT

Normally, no more than one award a year shall be given.

6. VALUE OF AWARD

Recipients are given a monetary award of \$5,000.00, a replica of the University Cup, and their names are engraved on the base of the original cup.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

<p><b>Teaching Dossier</b></p>	<p>A teaching dossier should include:</p> <ul style="list-style-type: none"> <li>- A list of all courses taught.</li> <li>- Major awards and distinctions in teaching.</li> <li>- Philosophy of teaching.</li> <li>- Evidence of teaching excellence.</li> </ul> <p>If appropriate a letter from the Chair/Dean in which the teaching record of the nominee is assessed, including the record of assessment in FEC and peer assessment.</p> <p>For consultation to prepare a teaching dossier, consult with the Centre for Teaching and Learning.</p>
<p><b>Research Dossier</b></p>	<p>A research dossier should include:</p> <ul style="list-style-type: none"> <li>- Description of program of research.</li> <li>- Major awards and distinctions in research.</li> <li>- Description of impact of research on self and others' career.</li> <li>- Administrative and professional affiliations and responsibilities.</li> <li>- A list of the top 5 publications and a description of why they are significant.</li> <li>- A list of grants awarded in the past 3 years, specifying agency, amount of award and title of the project(s).</li> <li>- A list of the top 5 graduate students and post doctoral fellows supervised and a description of their career trajectory.</li> </ul>

<b>Service Dossier</b>	<p>A service dossier should include:</p> <ul style="list-style-type: none"> <li>- Description of engagement in service activities.</li> <li>- Description of how the service activities linked to the applicant's disciplinary knowledge.</li> <li>- Description of the benefits of the service activities to student, peers, the institution and community at large.</li> </ul>
<b>Supporting Documentation</b>	<p>Supporting documentation should include:</p> <ul style="list-style-type: none"> <li>- Letter from nominator. Nominators must make the case as to why nominees have unusual scholarly work and are pre-eminent in their discipline(s). They must comment on the impact of nominees' work and how their contributions are influential. It would be helpful to describe the specific major University and community-related positions held, services provided, consultantships held, etc.</li> <li>- Information provided should not be merely testimonial in nature, but should clearly articulate the involvement, impact and significance of nominees' contributions to research and scholarship, teaching, and professional and community service mission of their university.</li> <li>- Three letters of assessment of from Full Professors (most senior, tenured faculty rank) who, if possible, have an international reputation. The letters should contain documentation on the significance and impact of research; the quality of teaching including undergraduate, graduate students and post doctoral fellow supervision; and service.</li> <li>- Three letters of support from previously supervised (graduate or undergraduate) students or post doctoral fellows, one of which must be from an undergraduate student. The letters should contain documentation on mentorship, supervision, teaching and why nominees are worthy of this high-level recognition.</li> </ul> <p>The nominator shall send the requests for the letters of assessment to individuals selected from names forwarded by the candidate. The nomination process is to be confidential.</p>

## **FORMS**

There are no forms for this Procedure. [[▲ Top](#)]

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲ Top](#)]

There are no related links for this Procedure.