

## FAQ- SGS Graduate Supervision Awards

**Disclosure:** An FAQ is provided below, as well as a student nomination letter template upon request. Please feel free to reach out to student lead for awards [kyla.lee@mail.utoronto.ca](mailto:kyla.lee@mail.utoronto.ca), [sf.medscience@utoronto.ca](mailto:sf.medscience@utoronto.ca), or [glse.awards@utoronto.ca](mailto:glse.awards@utoronto.ca) if you have any additional questions.

### 1. Who should complete and submit the JJ Berry Smith Doctoral Supervision Award nomination to IMS?

**Answer:** IMS graduate students (both MSc and PhD) who wish to nominate a faculty member (supervisor) they feel exemplifies outstanding mentorship and supervision should submit the attached SGS Graduate Supervision Award Nomination Form and nomination letters (addressed to Dr. Justin Nodwell) to IMS ([sf.medscience@utoronto.ca](mailto:sf.medscience@utoronto.ca)) by **Friday, March 3rd at 11:59pm**. Active SGS graduate faculty members being nominated for the JJ Berry Smith Award, must have supervised doctoral students for a **minimum of 15 years**.

### 2. Who should complete and submit the SGS Early Career Supervision Award nomination to IMS?

**Answer:** IMS graduate students (both MSc and PhD) who wish to nominate a faculty member (supervisor) they feel exemplifies outstanding mentorship and supervision should submit the attached SGS Graduate Supervision Award Nomination Form and nomination letter(s) to IMS ([sf.medscience@utoronto.ca](mailto:sf.medscience@utoronto.ca)) by **Friday, March 3<sup>rd</sup> at 11:59pm**.

Active graduate faculty members being nominated for the Early Career Supervision Award, must be tenure stream or status-only, within the first 6 years of acquiring a graduate faculty appointment, and have engaged in supervision of graduate students at the University of Toronto as a committee member, co-supervisor, or sole advisor are eligible for nomination.

### 3. How can I confirm that the nominee holds an SGS appointment?

**Answer:** You can check the SGS listings of appointed graduate faculty [here](https://facultyandstaff.sgs.utoronto.ca/gfm/faculty-members-a-z/) (<https://facultyandstaff.sgs.utoronto.ca/gfm/faculty-members-a-z/>)

### 4. What is the selection criteria for a successful nomination?

**Answer:** Nominations will be evaluated based on the following 6 categories:

- Inspiring and guiding students to achieve excellence in scholarship, fostering a strong sense of academic integrity;
- Providing an environment that is supportive with particular attention to mental health and work-life balance;
- Enabling students to learn the essential methodologies, concepts, and cultures of their discipline;
- Introducing students to the wider context of the discipline and relevant scholars;
- Promoting student participation in professional development that position them for future careers within and outside academia; and
- Leading a research environment that is dedicated to EDI.

5. **Can students nominate a faculty member who has been nominated in the past, so long as they were not successful? And if so, how many times? If I am nominating the same person next year, do I need a nomination letter?**

**Answer:** Nominations of unsuccessful candidates are eligible to be resubmitted for consideration a second time in the year following their initial nomination. After this, the graduate unit must wait at least two years to resubmit. A new application must be submitted.

6. **What do students need to provide?**

**Answer:** Student nominators need to submit an [online nomination form](#), upon which they will be asked to provide the following:

- A completed excel sheet list of nominators (attached)
- At least 2 nomination letters of support from current or former student(s). Group letters are encouraged (template provided upon request; please email [kyla.lee@mail.utoronto.ca](mailto:kyla.lee@mail.utoronto.ca) for assistance)
- The nominated candidate's CV is (see specifications in award announcement).

7. **Should students let the candidate know they are being nominated?**

**Answer:** You may notify them, but IMS will notify them as well.

8. **Does the candidate have to be the student's supervisor?**

**Answer:** No, they can be their supervisor, co-supervisor or PAC member/advisor, but must have been in a supervisory role. Refer to question #1 or #2.

9. **When will the successful nominees be notified?**

**Answer:** IMS will receive results from the Office of the Vice Dean, Research & Health Science Education (OVRHSE) late March/early April of 2023. SGS results will be available May 2023.

10. **How specific should I be in my nomination letter about the experiences I've had with the nominee?**

**Answer:** Be as specific as possible! Give explicit examples and write like you are telling a story. See the nomination letter template for examples. There is no maximum number of pages for the letter.