J. GORDIN KAPLAN AWARD FOR EXCELLENCE IN RESEARCH
Terms of reference and application process

The University of Alberta’s most prestigious research award is named for the University’s first Vice-President (Research). Two awards are presented annually to recognize outstanding work in distinct fields of research:

1. excellence in general area of humanities, social sciences, law, education and fine arts and
2. excellence in the sciences or engineering.

The award recognizes and honours faculty members:

- Whose research contributions, fundamental and applied, add significantly to our knowledge base.
- Who are recognized nationally and internationally for their scholarly accomplishments.
- Who set a standard of excellence for other University of Alberta faculty, graduate and undergraduate students and the community-at-large.

Selection Process

1. Each faculty may use whatever procedures it deems appropriate to select its nominee.
2. The department must prepare a case in support of the nominee, which will include the following:
   - Statement describing procedures followed in making nomination.
   - Statement of the category in which nomination is to be considered.
   - Statement regarding why nominee qualifies for the award.
   - Brief description of nominee’s three or four most important publications.
   - Current curriculum vitae listing authorship of publications as the authorship appears in print (i.e., for multiple author publications, nominee’s name shall appear in the correct sequence).
   - Letter of recommendation from department chair.
3. Deans will provide a detailed letter of support for the nominee, separate from the letter of transmittal.
4. Three letters are required from external assessors in the nominee’s field. Assessors should be outside experts with no close collegial or trainee link to the nominee. At least one of the letters must be from an international assessor.

Letters should address the nominee’s suitability in terms of the criteria for the award. The faculty should submit a short biography on each external assessor for the jury. The University of Alberta will receive letters of reference in confidence. Except under limited and specific circumstances, the university will maintain letters of reference in confidence.
5. Teaching will not be part of the evaluation except for graduate teaching and supervision relevant to the nominee's research.

6. Faculties are welcome to resubmit the name of an individual nominated before. If this is done, a complete dossier is required for each subsequent submission.

7. Each faculty shall indicate which category it would like its nomination to be considered:
   - humanities, social sciences, law, education and fine arts or
   - sciences or engineering.
   
   If the nomination is not an obvious fit in the category selected, the faculty will provide a rationale for its choice of category.

Application process
Prepare the dossier for the J. Gordin Kaplan Award nomination as follows:

1. Nominations must be submitted electronically.
2. The dossier MUST be compiled in the following order:
   - Statement of procedures followed in making nomination.
   - Statement of the category in which the nomination is to be considered (with rational if required).
   - Statement why nominee qualifies for award.
   - Letter of support from the dean.
   - Letter of recommendation from the department chair.
   - List of three or four most significant publications/creative works or equivalent (for fine arts) with brief summary of their importance.
   - Three letters from external assessors addressing nominee's suitability in terms of award criteria.
   - Copy of nominee's current curriculum vitae.
   - Other supporting documentation (reprints may be included but are not required).

Deadline and submission
The deadline for receiving nominations, including dossiers, is 4:30 pm, February 10, 2017. Please submit the PDF nomination electronically to Annette Kujda at annette.kujda@ualberta.ca.

Records from this competition will be managed in accordance with the Alberta Freedom of Information and Protection of Privacy Act.