

## Tips for assembling a DUP nomination

This award is for “sustained excellence as a complete scholar” and winning nominations must be strong in all three of research, teaching **and** service. The nomination letter should clearly summarize the evidence as to why the individual is excellent in **all three areas**.

This award can be held by no more than 3% of the active faculty at any time (c. 30 people) and all nominations may be rejected in any given year. The committee is looking for nominations at a similar level to Royal Society nominations, as well as for nominations which reflect the diversity of our faculty.

The complete package must include a nomination letter of no more than 3 pages, the nominee’s cv, and letters of support, internal and external. It may include any other material the nominator(s) think will support the nomination, but the complete package, exclusive of the cv, **should not exceed 50 pages**. The review committee is multi-disciplinary and nominators and letter-writers should be aware that the committee may not be cognizant of major publications, awards, impacts, workloads etc. in the discipline of the nominee. They should elaborate on the significance of particular achievements and/or the value of particular service.

What constitutes excellence differs by discipline and therefore what constitutes evidence will also differ. A successful nomination is likely to include some combination of:

### Research

- metrics of research outputs as relevant to the discipline
- evidence of the impacts of this research (editorships, advisory or other boards, funding success, community partnerships etc.)
- awards

The evaluation of research excellence is often best supported by letters, particularly **international** letters, interpreting the research impact.

### Teaching

- awards
- classroom excellence/innovation
- supervision/mentorship
- curricular contributions
- teaching scholarship

The evaluation of teaching excellence is often best supported by peer review of classroom activity, student letters describing impact, or letters interpreting the scholarship impact.

### Service

- committee work, peer review, governance, university leadership roles, external leadership roles etc.

The evaluation of service excellence can be well-supported by internal and/or external letters.

The full terms of reference for this award are available at:

[https://www.uwo.ca/facultyrelations/academic\\_planning/dup.html](https://www.uwo.ca/facultyrelations/academic_planning/dup.html)