



Excellence in Faculty Development Award

“**Faculty development** is a systematic process whereby faculty are supported and assisted by institutions to acquire and expand their knowledge and skills in teaching, education, administration, leadership, research, and other areas relevant to their faculty roles. The process is facilitated through informal and formal learning activities and educational programs, as well interventions at the organizational level” (AFMC Faculty Development Network, 2017).

Essentially, faculty development focuses on supporting and developing teaching excellence and the faculty role.

A **faculty developer** is an individual who engages in faculty development activities. Activities may include creating faculty development materials, curricula, or programs; facilitating or presenting sessions; engaging in related educational research or quality improvement activities; and mentoring in any of these areas.

Purpose: To recognize outstanding contributions in Faculty Development in the Department of Family Medicine (DFM)

Eligibility: Any individual or group within the University of Manitoba’s Department of Family Medicine who has made contributions to Faculty Development within the Department of Family Medicine, the Max Rady College of Medicine, the Rady Faculty of Health Sciences, or beyond.

Selection: The selection committee will consider the following criteria:

- Nominees demonstrate sustained leadership in the creation, implementation and/or dissemination of innovative faculty development activities
- Nominees integrate and apply theory into practice
- Preference will be given to individuals or teams whose faculty development activities start with clear goals and adequate preparation; use appropriate methods; and achieve significant outcomes that are effectively self-critiqued and disseminated to peers.

Process: Nominations can be made by any faculty or staff member of the DFM, including self-nomination. The nominations and applications are submitted to the Faculty Development Committee who will then make recommendations to the Awards & Promotions Committee for final decision. The nominator is responsible for the collection and submission of the award nomination/application package and informing the nominee of their nomination.

Application Package: The following will be considered as part of the candidate’s application and must be emailed to DFMAwards@umanitoba.ca by May 31.

1. A completed application form - **Required**
2. Two letters of support
3. A current and complete curriculum vitae (CV)
4. Additional material documenting evidence of excellence – see selection criteria



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Timeline:

If the following dates fall on a weekend or statutory holiday, the deadline moves to the next business day.

- March 1: Submissions open
- May 31: Application submission deadline
- June 30: Recipients & Nominees notified of award decisions
Announcements of award recipients are made first in confidence to the recipient and then publicly at a later date

Note: Recipient/s will be recognized at Department Council meeting, in the DFM newsletter, annual report, website and possibly other promotional materials.

Department of Family Medicine

Excellence in Faculty Development Award Form

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Details	
Nominee Details:	
Nominee Full Name: Nominee's Email Address: Nominee's Phone Number: Position: Site Nominee at:	
Self-Nomination:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nominator Details: <i>Please complete this section if it is not a self-nomination</i>	
Disclosure – Conflict of Interest pertaining to Nomination:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Nominator Full Name: Nominator's Email Address: Nominator's Phone Number: Why are you nominating this individual? Describe how the nominee meets the award criteria.	

Application Package: The following are considered as part of the candidate's application submission	
Nominee Details:	
<p>This completed nomination form <i>Required</i></p> <p>Nominee's current and complete curriculum vitae (CV)</p> <p>Two letters of support</p> <p>Additional material documenting evidence of excellence</p>	
<p>The candidate's application package must be submitted to DFMAwards@umanitoba.ca by May 31.</p> <ul style="list-style-type: none"> • March 1: Submissions open • May 31: Application submission deadline • June 30: Recipients & Nominees notified of award decisions <p>Announcements of award recipients are made first in confidence to the recipient and then publicly at a later date.</p> <p>Notes: Recipient/s will be recognized at Department Council meeting, in the DFM newsletter, annual report, website and possibly other promotional materials.</p>	
Submission Declaration:	
I confirm the above information is correct and submitted to the best of my knowledge Date Form Submitted: Electronic Signature:	