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GUIDELINES FOR OCUFA ACADEMIC LIBRARIANSHIP AWARD

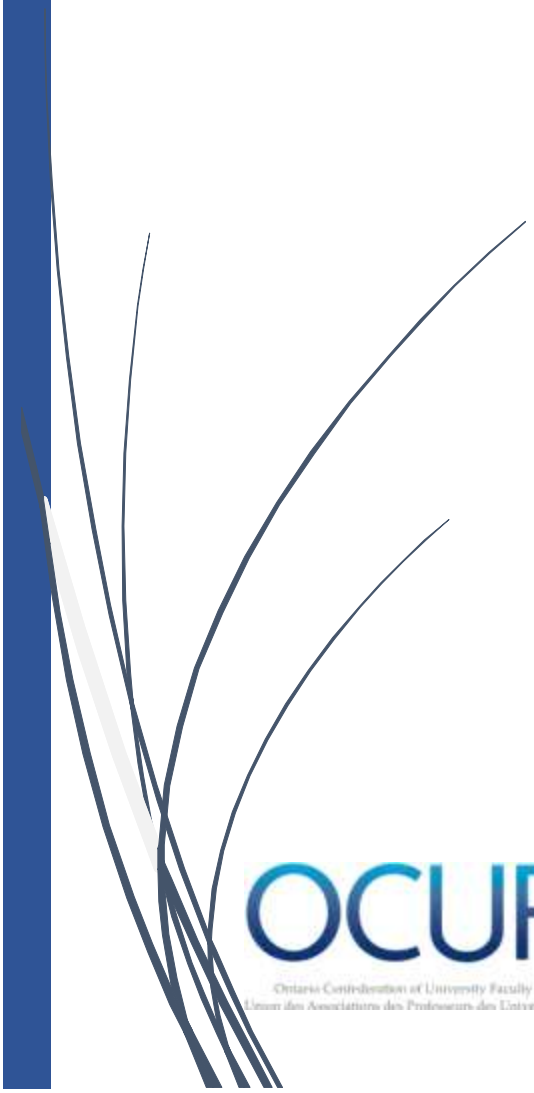

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TABLE OF CONTENTS

ELIGIBILITY **3**

EVALUATION CRITERIA **5**

ACCEPTABLE SUPPORTING DOCUMENTS **6**

NOMINATOR'S BRIEF **7**

DOSSIER PREPARATION **8**

DOCUMENT SUBMISSION **10**

TEACHING AND ACADEMIC LIBRARIANSHIP AWARDS CEREMONY **10**

GUIDELINES FOR OCUFA ACADEMIC LIBRARIANSHIP AWARD NOMINATIONS

ELIGIBILITY

The OCUFA Academic Librarianship Award recognizes individuals with exceptional contributions to the higher education community.

Individuals may be nominated for an OCUFA academic librarian award on the basis of outstanding contributions made in the practice of academic librarianship. Nominations of groups are not considered. A candidate must meet both of the following prerequisites to be considered:

1. Candidate is a member of an OCUFA affiliated faculty association
2. Candidate was not previously nominated

or

Candidate was nominated in a previous year, but did not win

or

Candidate was nominated twice consecutively, but did not win. At least two years have passed since the last nomination.

To help you determine the eligibility of the candidate, please answer the following questions:

1. Is the candidate a member of an OCUFA-affiliated faculty association?

   Yes.

   No. (See Result A below)

2. Has the candidate been previously nominated for an OCUFA Teaching Award?

   Yes.

   No. (See Result B below)

3. If Yes to question 2, was the nomination successful (i.e., won an OCUFA Librarianship award)?

   Yes. (See Result A below)

   No.

4. If No to question 3, was the candidate nominated more than once before?

   Yes.

   No. (See Result B below)

5. If Yes to question 4, were the previous nominations made in two consecutive years?

   Yes.

   No. (See Result B below)

6. If Yes to question 5, were the two consecutive unsuccessful nominations made in the past two years?

   Yes. (See Result A below)

   No. (See Result B below)

Result A: Sorry, the candidate is not eligible for nomination

Result B: Yes! The candidate is eligible for nomination.

Posthumous nominations can be made for those who passed away in the award year. For example, if the award year is 2015-2016, nominations can only be made for those who passed away between July 1, 2015 and June 30, 2016.

EVALUATION CRITERIA

Areas which will be considered by the OCUFA Teaching and Academic Librarianship Awards Committee include:

1. Development and delivery of services that successfully support academic programs and research
2. Provision of resources that ensure the effective use of library resources and services
3. Development of a supportive environment for research and educational abilities
4. Provision of services and resources that positively contribute to the Library's and the University's academic mission
5. Contributions to the development and management of collections that support teaching and research
6. Development of resources and/or pedagogical approaches that improve access to teaching and research materials
7. Contributions to the professional development of colleagues, and to development and support of the profession
8. Research on academic librarianship
9. Contributions to academic planning and policy making

10. Publications and conference presentations
11. Contributions to university governance

ACCEPTABLE SUPPORTING DOCUMENTS

Evidence of outstanding performance may be derived from a number of different sources, including the following:

1. Letters of support from fellow librarians, faculty members, administrators , individual students, alumni, or professional/institutional staff

2. Endorsements from groups of faculty, faculty associations, student groups or community partners,

3. Petitions of support from library users

Nominators should be explicit as to the categories of academic librarianship and the sources of evidence on which the nomination is based. Not all sources of evidence are appropriate for all categories of academic librarianship.

There are no fixed criteria or decision rules for the selection of OCUFA award recipients; members of the selection committee are free to weigh different categories of academic librarianship and different sources of evidence as they see fit. Preference will normally be given to candidates who:

1. Have been successful in several areas of academic librarianship

2. Have the support of several constituencies -- for example, library and faculty colleagues, alumni, administrators, students, professional/institutional staff, and community partners, rather than only a single constituency

3. Are judged to be "truly outstanding," rather than merely "very good"

4. Have had a positive effect upon the intellectual, scholarly, and community functions of their institutions

NOMINATOR'S BRIEF

The nominator's brief broadly summarizes the documentation that is presented and supports the evaluation criteria upon which the candidate has been nominated. The nominator's brief should comprehensively and yet succinctly justify the nomination and clearly identify how the supporting documents address the nomination.

Since there are many nominations each year, and committee members are committed to reading and understanding them, it is important to present a well-prepared, concise brief that clearly indexes the relevant sections of criteria contained within the dossier.

We all recognize that it is not possible to cover all the grounds on which the merits of an academic librarian may be considered. Since academic librarianship is an infinitely diverse endeavour, you are quite free in choosing the format for presenting your evidence but you are advised to consider maximizing the amount of information per page. The majority of nominations have stressed some mix of the criteria listed under "Evaluation Criteria".

DOSSIER PREPARATION

THE ESSENCE OF A GOOD DOSSIER IS ONE THAT IS CONCISE, YET EXPLICIT.

1. **IMPORTANT!** Nomination package should have a 12-point font, double-spaced, 1-inch margin, and **not exceed fifty (50) pages including any appendices or supplementary materials. Packages exceeding fifty (50) pages will not be considered.**

2. **New!** The committee will consider online links; however, for each hyperlink provided, the maximum allowed page limit for the nomination package will be reduced by three (3) pages.

3. Please include a Table of Content with corresponding page numbers for the various sections of the nomination package.

4. The committee requires **nominations prepared especially for its use** and only in unusual, clearly explained circumstances will it accept copies of material taken from promotion and tenure files or collected for other awards.

5. Very important are letters from colleagues, supervisors, administrators, students, alumni, and/or community partners if they are substantive and speak to the subject of the candidate's achievements.

*****Very Important:**

- Letters should be current and prepared specifically for the OCUFA Librarianship Award dossier.
- There should be a maximum of 2 letters from each constituency and each letter should not exceed 2 pages. Endless letters from friends and alumni saying what a fine person the candidate is are not helpful. Be selective; include a few of the best and summarize the sentiments of the rest in your brief with quotes if you feel this enhances the nomination. There should be no more than 8 letters in total.
- Letters should not be solicited by the candidate.

5. Student petitions can be useful supporting materials. They should be appended to the brief.

6. It is not necessary or desirable to submit copies of texts written by the candidate. A copy of the cover or title page is sufficient.

7. While concise statements about the candidate's research activity are appropriate in your brief, lists of research papers are of almost no interest. Comments about ways in which his/her research reflects on his/her academic librarianship are most useful. Numbers of publications can be listed under appropriate headings.

8. A specialized curriculum vitae designed to clearly highlight the candidate's teaching and learning efforts is essential to helping the committee get a feeling for the person as a human being, both within and outside his/her educational role.

9. Although no permission is needed to make a nomination, we request that you inform the faculty association at your university that you are making your nomination. The candidate must be a member of the Faculty Association at your institution to receive an OCUFA award.

10. Students are welcome and encouraged to submit nominations, but are urged to do so in conjunction with a faculty/librarian co-nominator.

DOCUMENT SUBMISSION

We request that all submissions be uploaded onto OCUFA's secured online submission system as a single PDF file.

The link to the online submission system is: http://awards.ocufa.on.ca

TEACHING AND ACADEMIC LIBRARIANSHIP AWARDS CEREMONY

Recipient of an OCUFA Academic Librarianship Award is a guest of OCUFA at a special awards ceremony, where they are presented with a citation and gift to commemorate their achievement. OCUFA pays accommodation and travel costs from the home university for each recipient and a guest to attend the awards ceremony.