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KILLAM ANNUAL PROFESSORSHIPS

Terms of reference and application process

The Killam Annual Professorships were established in July 1991 to suitably acknowledge the generous Izaak Walton and Dorothy Killam bequest. The award is granted to faculty members based on the quality of their scholarly activities such as teaching, research, publications, creative activities, presented papers, and supervision of graduate students.

A maximum of eight Killam Annual Professorships are awarded annually for the period from July 1 to June 30. The prizes are funded from the Killam General Endowment.

Killam Annual Professors duties are no different from those faculty already perform. Professorships are open to new and junior staff members as well as established academics.

Eligibility

There are two main criteria:

1. **Primary:** A record of outstanding scholarship and teaching over three or more years as evidenced by any or all of research, publications, creative activities, presented papers, graduate student supervision and courses taught.
2. **Secondary:** A record of substantial contributions to the community outside the university, above and beyond what is usually expected of a professor, as evidenced by community involvement normally directly linked to the applicant's University responsibilities and activities.

Other forms of community involvement will be considered, especially, but not exclusively, where the applicant's discipline does not readily lend itself to professors making community contributions and also where the university's reputation is clearly enhanced by the applicant's contributions.

All regular, continuing, full-time academic faculty members not on leave during the period of the award shall be eligible, with the following conditions:

- No more than two Killam Annual Professorships will be awarded to staff members in any one faculty in any given year.
- No more than one Killam Annual Professorship will be awarded to any one person.
- Deans, departments chairs and other senior University of Alberta administrators with personnel responsibilities are not normally eligible (associate deans and department associate chairs are eligible providing they do not have personnel responsibilities).

Selection Process

A subcommittee of the Killam Trusts Committee appointed by the Vice-President (Research) will select Killam Annual Professors. Subcommittee members include the following:

- Chair, Vice-President (Research).
- Chair of the Preliminary Selection Committee as the Associate Chair.
- Provost and Vice-President (Academic) or designate.
- Five or more other members (professors or professors emeriti, usually previous Killam Annual Professors, chosen by the Vice-President (Research), for their scholarly reputation and to provide cross discipline representation).

The Preliminary Selection Committee will review the applications and forward recommendations to the subcommittee. Subcommittee will request comments from the applicant's dean after the final adjudication and before announcing the recipients. Those selected as Killam Annual Professors will be asked to confirm in writing that they accept the award before the awards are announced. The recipients' names will then be forwarded to the Killam Trustees.

The Office of the Vice-President (Research) will ensure that the Killam Annual Professorships are given appropriate publicity by:

- Sending annual letter to deans requesting they and their faculty evaluation committees encourage suitable faculty members to apply.
- Announcing recipients of the Killam Annual Professorships by the end of May each year
- Posting news articles on UAlberta website in the months during which the awards are held.

Killam Annual Professors will receive their awards at the annual Killam Luncheon held each fall.

Application process

1. Complete [application form](#) (all pages).
2. Submit an application cover letter (maximum 2 pages).
3. Submit current and complete curriculum vitae, including a list of publications and research grants/contracts awarded.
 - In the section on graduate supervision, it would help the adjudication committee if you indicate which students you have supervised directly.
 - If you have not directly supervised a considerable number of graduate students, you may wish to also identify students for whom you have served as a member of the supervisory committee. Where possible, please indicate positions obtained by graduate students whom you have directly supervised.
4. Submit a PDF of your application (application, application cover letter and curriculum vitae) electronically to annette.kujda@ualberta.ca

5. Letters of support—submit four individual letters of support, each no longer than two pages. **Letters over two pages may not be considered** by the committee. Applicants are encouraged to have at least one letter from categories below written by a colleague at the University of Alberta.
- i. Letter from prominent colleague (external to University of Alberta) addressing applicant's research.
 - ii. Letter from prominent colleague (internal or external to University of Alberta) addressing applicant's teaching and student supervision.
 - iii. Letter of support from one appropriate person (external to University of Alberta) confirming applicant's substantial contribution to community beyond the university.
 - iv. Letter of support from applicant's department chair, or dean in the case of non-departmentalized faculties. Letter should provide evaluative remarks, e.g., on overall teaching scores as appropriate and brief comments on each of the following four areas:
 - a. scholarship
 - b. teaching and supervision of undergraduate students
 - c. teaching and supervision of graduate students
 - d. contributions to the community

Letters of support will be received by the University of Alberta in confidence. Except under limited and specific circumstances, letters of reference will be maintained in confidence by the University of Alberta. Please request letters of support be sent directly to:

Annette Kujda,
Administrative Officer
Office of the Vice-President (Research)
University of Alberta
2-51 South Academic Building (SAB)
Edmonton, Alberta, Canada T6G 2J9

Deadline

Application package and four letters of support must be received by the Office of the Vice-President (Research) no later than 4:30 pm, February 8, 2019. 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.

**APPLICATION FORM
KILLAM ANNUAL PROFESSORSHIPS**

1. a) UNIVERSITY OF ALBERTA EMPLOYMENT HISTORY:

Name _____
 Rank _____
 Department _____
 Campus Address _____
 Campus Telephone _____

<u>Position</u>	<u>Employment History</u>
Professor	_____ to _____
Associate Professor	_____ to _____
Assistant Professor	_____ to _____
Post-Doctoral Fellow	_____ to _____
Sessional Lecturer	_____ to _____
Other (specify)	_____ to _____

b) ADMINISTRATIVE POSITIONS HELD (not including committees):

<u>Position</u>	<u>Dates</u>
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

c) UNIVERSITY OF ALBERTA AWARDS RECEIVED:
 (Fellowships, Professorships, Research and Teaching Prizes)

<u>Award Received</u>	<u>Dates</u>
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

2. CERTIFICATION:

I am aware of the conditions attached to the Killam Annual Professorship.

 Signature _____
 Date

3. SCHOLARSHIP:

In no more than 300 words, indicate the contribution of your scholarship (both theoretical and applied and including research, publications, creative activities and presented work) that qualify you for consideration as a Killam Annual Professor. Indicate how the scholarship has built on itself and led to career accomplishments.

Signed: _____

4. TEACHING AND SUPERVISION OF UNDERGRADUATE STUDENTS:

In no more than 300 words, outline your achievements in teaching of students at the undergraduate level.

Signed: _____

5. TEACHING AND SUPERVISION OF GRADUATE STUDENTS:

In no more than 300 words, outline your achievements in teaching and supervision of students at the graduate level.

Signed: _____

6. CONTRIBUTIONS TO THE COMMUNITY

In no more than 300 words, describe how your scholarly and research activities have contributed to communities beyond the University of Alberta whether local, national or international.

Signed: _____