

The need for confidentiality is paramount.

The nominee should not be informed they are under consideration.

- Enter information in the fields below.
- To save completed form - select “save as” under the “file” tab.
- Nominators should refer to [Guidelines for the Awarding of University Professor Emeritus/a](#) for full criteria and documentation requirements.

### Nominee Information

Name:

Department:

Ext:                      Home  
                                Phone:

Email:

Campus Address:

Home Address:

Emeritus

Emerita

### Nominee Academic Record

Last Academic Appointment  
at the University of Guelph:

### Inclusions Checklist

- The following documentation must be included with the nomination.
- Details for each item can be found within the [Guidelines - s.4. Documentation](#)

- |                                                |                                                                                                                     |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 1. Completed Nomination Form                   | 5. Confirmation of College Endorsement<br>(from the college committee responsible for<br>reviewing UPE nominations) |
| 2. Statement of Nomination (maximum 250 words) |                                                                                                                     |
| 3. Academic Career Summary (1-2 pages)         | 6. Two (2) Letters of Support                                                                                       |
| 4. Letter of Support from the Dean             | 7. Curriculum Vitae                                                                                                 |

### Submission Instructions

Completed nomination forms, with required documentation, may be submitted electronically, in confidence, to the University Secretariat at [univsec@uoguelph.ca](mailto:univsec@uoguelph.ca)

Questions can be directed to the University Secretariat via email [univsec@uoguelph.ca](mailto:univsec@uoguelph.ca)

## University Professor Emeritus/a Academic Career Summary

As per the [Guidelines for Awarding University Professor Emeritus/a](#), the Academic Career Summary shall be one (1) to two (2) pages in length and include the following:

**Nominee Name:**

**Career (salient features)** - List degrees and positions held.

Degrees:

- Doctorate
- Master's
- Bachelor's

Employment:

- Professor, Department, University of Guelph (Year – Year)
- Dean, College, University (Year – Year)
- Chair, School, Institution (Year – Year)
- Senior Lecturer, Department, University (Year – Year)
- Lecturer, Department, University (Year – Year)
- Postdoctoral Research Fellow, Institute, University (Year – Year)

Affiliations:

- President, Group (Year – Year)
- National Coordinator for XYZ Council (Year – Year)

**Scholarship** – List relevant activities (a nominee's list should be reflective of their discipline and scholarship, and is not limited to the examples provided below)

- # peer-reviewed publications
- Developed XYZ
- Multiple patents and disclosures
- Artistic output such as juried art shows, musical compositions, and performances
- Books, monographs
- Research consistently supported by funding from [add sources]
- Graduate Student Supervision:
  - PhD: #
  - MSc: #
  - Post-doctoral researchers: #

**Awards and Honours** – List awards and honours received, plus any positions of note within the discipline (i.e. editorship of a journal, executive member of a learned society, etc.)

- Keynote Address, [conference name and location] (Year)
- Invited speaker at numerous international conferences
- Associate Editor, Journal of XYZ (Year – Year)