

The President's Awards for Excellence in Education

Award Guidelines

The President's Award for Outstanding Assistant Supervisor

These awards celebrate and recognise the valuable contribution that Postdocs make towards the supervision of the College's PhD students. Eligible nominees are Postdocs who have completed the College's [mandatory training for assistant supervisors](#), who are fulfilling the [roles and responsibilities of an assistant supervisor](#) and individuals who are within the first 10 years of their postdoctoral research activity.

Nominees should show excellence in:

- being approachable and supportive
- fostering a welcoming and inclusive working environment
- providing effective feedback

Proposers will also be asked to provide one or more student references (preferably from those who have been supervised by the nominee) and to comment on the overall impact of the nominee's supervision.

Eligibility

- Nominations can be made by any member of the Imperial community (staff and student)
- This award is open to individual nominations only
- Self-nomination is not permitted for this award category

The nomination must be completed by **Friday 15 March 2024**.

Previous award winners may not be re-nominated for the same category of award until at least three years have passed since their previous success (i.e. winners of 2021, 2022 and 2023 cannot be re-nominated for the same award in 2024).

Those who have been nominated previously but did not receive an award can be nominated again the following year.

Up to three awards will be granted to Postdocs, up to one of these will also be selected for a President's Medal for Outstanding Assistant Supervisor.

Selection Criteria

There are four criteria, equally weighted:

- Approachable and supportive
- Encourages a welcoming and inclusive working environment
- Provides effective feedback
- Student feedback, based upon the student reference

Nomination process

Nominations can be made by staff and students from all areas of the College, but would likely be students, members of supervisory teams, other departmental representatives, and other postdocs.

The awards are decided by a selection panel, representing all faculties, and chaired by the Head of Postdoc and Fellows Development.

Please ensure relevant written student feedback is included with this nomination as well as evidence of how the nominee meets the relevant criteria.

All nominations should be underpinned by consistently role modelling the College's expected values and behaviours, Respect, Collaboration, Integrity, Innovation and Excellence.

There are 5 sections that make up the Outstanding Assistant Supervisor nomination form;

- Approachable and Supportive
 - o Please describe how the nominee is approachable and supportive to PhD students, setting out examples where possible
- Encourages a welcoming and inclusive working environment
 - o Please set out how the nominee encourages a welcoming and inclusive working environment, with examples where possible.
- Provides effective feedback
 - o Please set out how the Postdoc provides effective feedback
- Student Reference
 - Please provide one or more student references
- Nominator Comments
 - o Any additional comments that may provide more evidence for the nomination

The selection panel will ONLY draw on the evidence presented when making their decision, so please ensure a good case is presented for submission.

Attachments are permitted.