



## LEADERSHIP DEVELOPMENT AWARD TERMS OF REFERENCE

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### **Application Deadline – Annually on March 1**

#### **The Award**

ACP will award up to five-thousand dollars (\$5,000) to advance the recipient's leadership skills through attendance at a single prominent leadership conference, or leadership development opportunity delivered through a university or college program.

The award can be used to cover program registration fees, travel expenses to attend the program, and accommodation and meal expenses while attending the program. The award must be used within three years from the date of the award being presented.

The award will be accompanied by a framed certificate.

#### **Purpose**

To support the development and advancement of professionalism, citizenship, and leadership in pharmacy.

#### **Award criteria**

The award will be presented annually to a candidate who has demonstrated exemplary professionalism, leadership, and citizenship.

#### **Eligible candidates**

Candidates must:

- Be a Canadian Citizen or Permanent Resident of Canada.
- Be enrolled full time in their third or fourth year of pharmacy studies at the University of Alberta Faculty of Pharmacy and Pharmaceutical Sciences (the faculty).
- Have completed at least 80% of a full-normal course load (i.e., at least 24 units of course weight) in the previous year of post-secondary studies at the University of Alberta Faculty of Pharmacy and Pharmaceutical Sciences.
- Maintain a minimum GPA of 3.2 during the previous two years of study in the faculty.

Candidates must be an Alberta Resident as defined by Alberta Scholarships. An Alberta Resident, according to the *Alberta Scholarship Act*, is:

- A person who has maintained permanent residence in Alberta for a period of 12 months immediately prior to attending a post-secondary institution, or
- A person whose parents or guardians have maintained permanent residence in Canada for 12 consecutive months and reside in Alberta, or
- A person who marries an Alberta resident.

## **Presentation of the Award**

The award will be presented in June at the Alberta College of Pharmacy “Celebration of Leadership.” Should the event be held outside of Edmonton, the college will cover transportation, accommodation, and out of pocket expenses for the successful candidate to attend.

## **How to apply**

### **1. Cover Letter**

Please submit a cover letter introducing yourself along with a resume, essay, transcripts, and references (see sections 2–5 below for further details). Please identify how you plan to use the award.

Forward your complete application prior to **March 1 at 11:59 p.m. to:**

Greg Eberhart  
Registrar  
Alberta College of Pharmacy  
1100, 8215-112 Street  
Edmonton, AB T6G 2C8

### **2. Leadership Resume**

Please submit a resume that outlines how you have served through your leadership, citizenship, and professionalism over the past 5 years. This may include, but is not limited to, contributions to student government, athletics, the arts, religious service groups, community service, and employment. It is appropriate to note contributions on a local, provincial, national, or international level here as well. When developing your leadership resume, clearly state your roles and responsibilities for each service, and what achievements were experienced as a result of your leadership, citizenship, and/or professionalism. Please also identify awards, special recognitions and honours received during this period.

#### **Resume Directions**

1. Use reverse chronological order to present activities.
2. Avoid acronyms since the selection committee may not be familiar with all your organizations.
3. Give specific names of schools, towns, community groups, and businesses.
4. Please include your dates of involvement and average hours per week, per month, or per year as indicated above.
5. Use 1-3 lines in each description to show your contribution and its impact in each role.
6. Limit resume to two pages.

### **3. Essay**

Applications/nominations must be accompanied by a single 8.5” x11” page (Arial/Times New Roman -11 font-single space) essay that addresses the following questions.

1. What do you see as the most significant challenges and opportunities for pharmacy practice in the next ten years?
2. Discuss the importance of leadership, citizenship, and professionalism in pharmacy in addressing the challenges and opportunities you have identified.

3. How do you plan on using the award if you are the selected recipient; and in turn, how will this positively impact others?

#### 4. Eligibility Verification

Please submit the applicable documentation and transcripts to verify the following eligibility criteria:

- a) Canadian Citizenship or Permanent Resident of Canada.
- b) Be enrolled full time in the third or fourth year of pharmacy studies at the University of Alberta Faculty of Pharmacy and Pharmaceutical Sciences (the faculty).
- c) Have completed at least 80% of a full-normal course load (i.e., at least 24 units of course weight) in the previous year of post-secondary studies at the University of Alberta Faculty of Pharmacy and Pharmaceutical Sciences.
- d) Verification maintaining a minimum GPA of 3.2 during the previous two years of study in the faculty.
- e) Applicants must be an Alberta Resident as defined by Alberta Scholarships. An Alberta Resident, according to the *Alberta Scholarship Act*, is:
  - i) A person who has maintained permanent residence in Alberta for a period of 12 months immediately prior to attending a post-secondary institution, or
  - ii) A person whose parents or guardians have maintained permanent residence in Canada for 12 consecutive months and reside in Alberta, or
  - iii) A person who marries an Alberta resident.

NOTE: eligible candidates who are registered on ACP's student register, need only provide evidence for criteria 4(c-e).

#### 5. References

Each application/nomination must be accompanied by two letters of reference that provide adjudicators further insight about the attributes, contributions, and achievements of the candidate. At least one reference should be from a colleague not associated with the practice of pharmacy.

#### Adjudication

Prior to application being adjudicated, all applicants will be interviewed by members of ACP's Executive Committee. Thereafter the Committee will evaluate the resume, essay and references in context with each other, with 25% weighting on the interview, 40% weighting on the resume, 25% weighting on the essay, and 10% on the references. Emphasis will be placed on the achievements resulting from the leadership, citizenship, and professionalism of each candidate. Applicants will meet with the Executive Committee prior to the adjudication. Decisions of the Executive Committee will be final.

#### Notification

The recipient will be notified in writing. The recipient will meet with the Registrar to discuss:

- forthcoming leadership development opportunities that the award may support; and,
- the distribution of the financial component of the award.

**Please contact Leslie Ainslie, Executive Assistant, if you require clarification or assistance. Leslie can be reached at [Leslie.Ainslie@abpharmacy.ca](mailto:Leslie.Ainslie@abpharmacy.ca) or 780-990-0321.**

The Alberta College of Pharmacy respects the privacy of all individuals. The personal information collected on this form is being collected to determine suitability for an award. All personal information collected on this form will be managed in accordance with our privacy of personal information policy which can be viewed on the college website at [abpharmacy.ca](http://abpharmacy.ca). Any questions or concerns may be directed to our privacy lead at (780) 990-0321 or [privacyinfo@abpharmacy.ca](mailto:privacyinfo@abpharmacy.ca)