

## **Unit Awards Committees Suggested Terms of Reference**

### **Mission Statement**

Memorial University strives to recognize those individuals with outstanding achievements in research, teaching and service. The success of Memorial's faculty and staff is an important part of building energy and confidence within the university and strengthening our reputation throughout the province, the country and the world. For all the incredible work that these individuals do, they deserve to receive recognition through the various distinctions and honours that exist both internally and externally. It is the responsibility of the individual Faculty/School/Campus Awards Committees to identify those individuals whose work and accomplishments warrant acknowledgement within their respective faculty.

The following terms of reference<sup>1</sup> are generic and intended to guide the operation of the Faculty /School/Campus Awards Committees. References within these Terms of Reference to the "Committee" mean the Faculty /School/Campus Awards Committees.

### **1. Membership**

- 1.1 Members of the Committee shall be appointed by the Dean of the respective faculty.
- 1.2 Each Committee will select one committee member as Chair of the Committee.
- 1.3 Normally, appointments to the Committee shall be for a period of up to three years. Committee members may be re-appointed at the end of their term. Membership of the Committee will be reviewed annually to ensure there is an appropriate balance of continuity and perspectives.

### **2. Quorum**

- 2.1 The quorum for the meetings of the Committees shall be three members.

### **3. Meetings**

- 3.1 The Committees shall meet at least three times per year. The Chair of a particular faculty Committee may consider it necessary or appropriate to meet on additional instances.
- 3.2 The Committee Chairs will serve on an awards advisory committee with the Executive Director of Marketing and Communications, a representative from the Instructional Development Office in DELTS and the Coordinator Institutional Nominations and Awards. The advisory committee shall meet three (3) times per year and at such other times as the Committee co-chairs and/or the Coordinator Institutional Nominations and Awards considers necessary or appropriate.
- 3.3 Meetings of the Faculty Awards Committees for each respective faculty will be called by the Chair.
- 3.4 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to

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<sup>1</sup>These generic terms of reference may be supplemented by Faculty/School/Campus specific terms.

each member at least 1 week in advance of the meeting date. Supporting documentation shall be sent to committee members as appropriate, at the same time.

4. **Duties**

The Committee shall:

- 4.1 Give full consideration to the awards and honours with upcoming deadlines by reviewing their conditions, criteria for selection, nomination process, and previous recipients.
- 4.2 Review awarding opportunities and consider candidates for such awards.
- 4.3 To nominate individuals for internal awards.
- 4.4 Identify processes needed at Memorial University that will support the nomination of faculty and staff for awards and honours.
- 4.5 Maintain absolute confidentiality regarding the details of each candidate's participation in award nominations.
- 4.6 Work collaboratively to assist in the nomination of individuals from your faculty/school/campus for awards and honours.

5. **Conflict of Interest**

- 5.1 All Committee members will adhere to Memorial University's Conflict of Interest Policy and Procedures.

6. **Other matters**

- 6.1 At least once a year, each Committee shall review its own performance to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to their respective Dean/Campus VP. At least once a year the Committee shall provide a summative report to the Dean/Campus VP that includes a list of all its nominations for university level internal awards and for external awards recognizing that an external nomination may ultimately emanate from the awards advisory committee.