****

**Department/School Awards Committee**

**Terms of Reference Template**

**Purpose of Committee**

To foster the recognition of faculty, staff and trainees who have made outstanding contributions to teaching, research and service. This committee is responsible for promoting the nomination of members of the Department/School of XX demonstrating extraordinary or outstanding achievements throughout the previous academic year. These awards can be at the departmental, faculty, university, national and international level.

**Composition of Committee**

*The following are suggested representatives but composition will be unique for each unit. It is recommended that each member serve a 3 year term though this may need to be staggered if this is a new committee for the unit to ensure that there is continuity on the committee.*

Chair – *department/school awards representative*

Three academic faculty representatives - *consider a balance of expertise in teaching and research excellence; a balance in early career and senior faculty members; and a balance across divisions)*

Clinical faculty representative *- if applicable, otherwise one additional academic faculty*

Emeriti representative

Research coordinator representative

HR or Communications representative

Trainee representative

Secretariat (non-voting)

**Role of the Committee**

1. Insert role of committee in adjudicating department/school specific awards
2. Actively seek out and promote recognition opportunities at the faculty, university, national, and international level to the unit.
3. Identify potential faculty, staff and trainees eligible for these awards and identify a point person to be responsible for the nomination package.
4. Encourage and mentor faculty, trainees and staff to nominate those who demonstrate excellence and outstanding achievement in their respective fields for awards.
5. Promote opportunities within the unit to sit on local, national and international awards committees to increase the Faculty’s profile and influence.

**Role of the Chair**

1. The chair of the committee will be elected by the members of the committee and will also sit on that committee.
2. The chair will be responsible for calling meetings as required and overseeing aspects of the business conducted by the committee.
3. The chair will bring recommendations from the committee to the Department/School Head as needed.
4. The chair does not vote but can have input and is the tie breaker if necessary.
5. Insert unit-specific role in departmental/school awards coordination.
6. Act as the primary contact between the Dean’s Office and the unit on matters pertaining to awards.
7. To ensure that any requests for letters of support from the Dean are supported by the Department/School head and that these draft letters have been reviewed for accuracy and effectiveness.

**Meeting Frequency**

The committee will meet three times a year or at the call of the chair.

**Quorum**

TBC by unit.