



## Terms of Reference

### Funding and Awards Committee

#### 1. *Mandate*

- 1.1 The Faculty of Arts and Science Funding and Awards Committee administers Faculty level funding and awards. The Committee's purpose is to support academic practice and foster faculty engagement by recognizing excellence in teaching, scholarly activity, and / or service. The committee administers funding opportunities that advance the work of faculty. The committee oversees the life cycle of awards, from their conception to their creation, adjudication, review, and revision as needed.

#### 2. *Accountability*

- 2.1 The Funding and Awards Committee is a Standing Committee of the Faculty of Arts and Science Council. The Committee faculty Co-Chair will provide an annual report, including award recipients, to the Faculty Council and submit recommendations as required for the Faculty Council's consideration. The Committee Co-Chair will, as needed, work collaboratively with the Co-Chairs of the Teaching and Scholarship Committee. The Committee will develop a work plan, to be updated annually, which defines the Committee's new and ongoing activities.
- 2.2 New awards and budget for awards may be determined annually in consultation with the Dean.

#### 3. *Composition*

- 3.1 The Committee will consist of the following members:
  - 3.1.1 Dean or Dean's delegate(s), *ex-officio*. One delegate shall serve as administrative Co-Chair of the Committee.
  - 3.1.2 Two representatives from the Humanities (Alternating Two-year terms)
  - 3.1.3 Two representatives from the Social Sciences (Alternating Two-year terms)
  - 3.1.4 Two representatives from the Natural Sciences (Alternating Two-year terms)
  - 3.1.5 One Decanal Appointee (One-year term)
  - 3.1.6 At elections, three alternates across the trifurcated divisions will be elected. The alternates would stand in, should the need arise.
- 3.2 Up to two members in section 3.1.1 will be appointed by the Dean.
- 3.3 Members in sections 3.1.2 to 3.1.6 will be tenured or tenure-track.
- 3.4 Decanal Appointee (3.1.5) is chosen for the purpose of professional development and is usually drawn from the list of candidates who stood, unsuccessfully, for the most recent election to this committee.



- 3.5 Additional non-voting resource members may be added to the membership in consultation with the Dean, via a motion at the Committee level.
- 3.6 The faculty Co-Chair is elected by the Committee from amongst its members for a one-year term. Decanal appointee identified in 3.1.5 is not eligible to be Co-Chair.
- 3.7 All members in 3.1 are voting, though the Co-Chair presiding over the meeting customarily does not vote. The presiding Co-Chair normally exercises the right to vote only if a committee vote is tied.
- 3.8 Quorum is the presiding Co-Chair and at least five other voting members not serving as Co-Chair, though every effort will be made to encourage the robust participation of all.
- 3.9 If a member is absent (without sending regrets) for two consecutive meetings within the academic year, the Faculty of Arts and Science Executive Committee may fill the member's position for the remainder of the term, except for ex-officio members.

#### ***4. Roles and Responsibilities***

The Faculty of Arts and Science Funding and Awards Committee will, within the scope of its mandate:

- 4.1 Use funding and awards to support and recognize academic achievements in teaching, scholarship, and/or service.
  - 4.1.1 Consult with the Dean to identify appropriate uses of funds available to support faculty-level awards and funding.
  - 4.1.2 Implement and promote strategies to acknowledge and celebrate faculty accomplishments.
  - 4.1.3 Collaborate with institutional partners, including other Faculty committees such as the Teaching and Scholarship Committee.
- 4.2 Administer faculty-level awards
  - 4.2.1 Oversee awards from creation to implementation
  - 4.2.2 Develop, review, and revise awards, including criteria and conditions
  - 4.2.3 Review and adjudicate award applications
  - 4.2.4 Promote awards
- 4.3 Administer faculty-level funding opportunities
  - 4.3.1 Propose new faculty-level funding opportunities
  - 4.3.2 Adjudicate and allocate funds as delegated by the Dean
  - 4.3.3 Identify sources of funding to support initiatives and implement strategies of the Funding and Awards Committee
  - 4.3.4 Promote funding opportunities



#### 4.4 Roles of the Co-Chairs:

##### 4.4.1 Role of the faculty Co-Chair:

4.4.1.1 Accepts recommendations for agenda items

4.4.1.2 Sets the agenda for each meeting in collaboration with the administrative Co-Chair

4.4.1.3 Reviews meeting materials prior to circulation

4.4.1.4 Presents items to Executive Committee and/or Faculty Council as needed

##### 4.4.2 Role of the administrative Co-Chair

4.4.2.1 Collaborates with the faculty Co-Chair regarding meeting organization

4.4.2.2 Schedules meetings in collaboration with the governance administrator

4.4.2.3 Reviews meeting materials prior to circulation

4.4.2.4 Acts as liaison with the Office of the Dean

4.4.2.5 Ensures funding and awards criteria are reviewed at least every three (3) years

### ***5. Conflict of Interest***

5.1 The Committee is solely responsible for determining whether any individual member has a conflict of interest as defined in the Employees Code of Conduct whether real, potential, or perceived, with respect to any business of the Funding and Awards Committee. Committee Members with a potential conflict of interest will disclose to the Committee such conflict(s).

5.2 Conflicts of interest include, but are not limited to, a situation when a Member is nominated for an award or has applied for funding under discussion.

5.3 Committee Members should recuse themselves from business if they have a conflict of interest. When it is determined that a Member has a conflict of interest, the presiding Co-Chair will ensure the Member does not vote on any motion for which a conflict of interest exists and may choose to excuse the Member from the meeting when business for which a conflict of interest exists is under discussion.

### ***6. Review of Terms of Reference***

6.1 The Committee will review its Terms of Reference two years following initial implementation and subsequently at least every five years.

6.2 More frequent reviews may be requested by Faculty Council or the Committee Chair.

6.3 Terms of Reference may be amended, replaced, or repealed by resolution of the Faculty Council.