1. Mandate

1.1 The Dr Sherrill Brown Distinguished Research Award selection committee administers this prize to recognize scholarly excellence of faculty whose research, scholarship or creative activity has made significant contributions to society and the scholarly community within a local, regional, national, or international context.

2. Roles

2.1 The selection committee administers the award, including developing and publishing the nomination criteria, processes and procedures.

2.2 The selection committee adjudicates the nomination packages and makes recommendations through a peer review process.

2.3 The selection committee recommends award recipients to the Provost.
3. Membership

3.1 The selection committee includes representation from MacEwan University community, including faculty, students, Professional Resource Faculty, and administration. The committee shall consist of the following members:

a) Vice President Academic from SAMU or designate.

b) A minimum of one and maximum of two instructional members from each faculty and/or school.

c) A minimum of one and maximum of two Professional Resource Faculty members with a minimum of one member from Library Services.

d) The most recent Award recipient (or representative from awarded team)

e) The senior administrator responsible for research or designate is ex-officio and non-voting.

3.2 Members are appointed by the Research Council following nominations by their respective Deans

3.3 Faculty members shall serve a 2-year term, renewable once to a second 2-year term. Should a faculty member assume chair responsibilities during the second year of their term, their appointment may also be extended by one additional year in order to fulfill their duties as chair. Student members shall serve a 1-year non-renewable term. Committee members serving in the role of the most recent Award recipient shall serve a 1-year term, renewable until the award is presented to a new recipient.

3.4 Membership is rotating with up to half of the members appointed in alternate years.

3.5 Past committee members may be reappointed after an absence of one term.

3.6 The Chair is a faculty committee member selected by the members of the committee for a two-year term. The chair may only serve two consecutive terms.
4. Operations

4.1 The committee shall strive for consensus; however, when a vote must be taken, a quorum shall consist of half + 1 of voting members. In the event of a tie, the Chair will cast the deciding vote.

4.2 A meeting to review terms of reference, award criteria, and processes will be held once per year.

5. Conflict of Interest

5.1 A committee member must declare any potential conflict of interest associated with any application(s) in a specific year. The committee will determine the extent, if any, of the conflict of interest and what measures – such as recusal – are required.

5.2 Committee members are not eligible to submit nominations or be nominated during years in which they serve on the committee.

6. Confidentiality

6.1 All deliberations, rankings and recommendations shall remain confidential to the committee. The contents of applications shall also remain confidential. Members will also be bound by the confidentiality stipulations of the Tri-Agency Framework: Responsible Conduct of Research.

7. Related Policies, Procedures, and Academic Governance Council motions

7.1 C6002 - Distinguished Research Award Committee, approved 2014.03.18 – 2019.03

7.2 C5050 – Research, Scholarship and Creative Activity

7.3 D1330 – Employee Recognition

7.4 D1330-1 – Employee Recognition Procedure

7.5 D1330-2 – MacEwan University Awards of Excellence Procedure