

Senate Awards and Honours Committee Terms of Reference

RESPONSIBILITIES

The Senate Awards and Honours Committee has the responsibility to:

1. Advise Senate on the criteria for award application, adjudication, and decision, ensuring that the criteria used to decide on awards and honours is clear, demonstrable, and measurable.
2. Specifically, advise Senate on the criteria and procedures for:
 - a. Academic awards, honorary recognition, and other awards as directed by Senate.
 - b. Awards stipulated in the Board policy on Academic Excellence Awards (BRP 235.03).
3. Oversee the procedures for academic awards, including academic excellence awards, honorary recognition, and other awards, as directed by Senate.
4. Consult with relevant Senate committees and/or other groups as needed and appropriate for any given award, including the UFV Student Awards Committee.
5. Ensure the appropriate expertise and/or representation is in place for the award administration and decision-making process.
6. From time to time, review the UFV forms of recognition and make recommendations for changes to Senate regarding “fellowships, scholarships, exhibitions, bursaries and prizes” [University Act, Section 27 (2) (k)].
7. Provide an annual written report to Senate.
8. Perform other duties, as defined by Senate.
9. Meet as needed, with a minimum of three meetings per year.
10. Conduct an annual review of its terms of reference and composition for approval by Senate.

COMPOSITION

Chair

To be elected annually from the membership for a one-year term, unless directed otherwise by Senate

Vice Chair

A voting member to be elected annually from the membership for a one-year term

Voting Members

- Provost & Vice-President, Academic (or designate) * (ex officio)
- Five faculty members, approved by Senate, at least one of whom shall be a member of Senate†
- One dean or associate dean
- One staff approved by Senate
- Two students, one of whom shall be a senator
- Vice President, Students (or designate) * (ex officio)

Non-Voting Member

- University Secretary (ex officio)

Administrative Support

- Secretariat Office

*The designate is appointed for a minimum of a one-year term to ensure continuity.

† Normally, there shall be at least one member from each of the faculties selected to ensure that the composition of the committee reflects the diversity of disciplines at the university. Preference will be given to those with experience in graduate studies.