

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 reference¹ are generic and intended to guide the operation of the Faculty /School/Campus Awards Committees. References within these Terms of

1. Membership

1.1

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 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 the 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.