

Policy Number	2.1.7
Approval Body	Board + Senate
Policy Officer	President
Approval Date	November 2008 (B) February 2009 (S)

2.1.7 AWARDS COMMITTEE

TERMS OF REFERENCE

Membership

Members may include, but are not limited to, representation from the following areas:

- Two (2) representatives from the Board of Governors, one of whom will be Chair
- Two (2) representatives from the Senate, one of whom will be Vice Chair
- One (1) representative from the University Advancement Department
- VP Academic or designate
- One (1) Faculty representative suggested by the faculty reps to the Board
- One (1) Support Staff representative suggested by the staff rep to the Board
- One (1) student representative as suggested by the student reps to the Board
- Any other individual whose knowledge and expertise would be of benefit to the Committee, as agreed to by the above members

Authority and Mandate

Legislation:

27(2)(k) “...the board has the following powers: ... to provide for chairs, institutes, fellowships, scholarships, exhibitions, bursaries and prizes the board and the senate consider advisable;”

35.2(5)(b) “The senate of a special purpose, teaching university has the power and duty to ...set criteria for awarding certificates, diplomas and degrees, including honorary degrees;”

1. To prepare policies and procedures for the nominations and selections of awards at Emily Carr University for approval by the Senate and Board.
2. To prepare criteria for the selection of nominees for awards at Emily Carr for approval by the Senate.
3. To call for and review nominations for the Emily Carr Honorary Doctorate Degrees, and to recommend to the Board appropriate recipients.
4. To call for and review nominations for the Emily Award and to recommend to the Board appropriate recipient(s).

Conflict of Interest

Committee members must consider the Conflict of Interest and Code of Conduct Bylaws of the University and/or Senate prior to any discussion or resolution being considered that would involve situations that might constitute any real, potential or apparent conflict of interest.

Meetings

All meetings will be considered confidential when dealing with possible award nominations and will take place at the call of the Chair of the Committee.