



Policy Number	2.1.4.2
Approval Body	Senate
Policy Officer	President + Vice-Chancellor
Approval Date	Feb 2009, Sept 2010, Nov 2013, May 2014
Reviewed	April 2018

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## 2.1.4.2 FINANCIAL AWARDS COMMITTEE

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### TERMS OF REFERENCE

#### Membership

##### *Voting members*

- One (1) Senate member
- VP, Academic + Provost / Vice Chair of Senate
- One (1) Faculty member from each Faculty, not necessarily the faculty member serving on Senate
- Two (2) students who are not necessarily the student members serving on Senate, who are in good standing
- Executive Director, Student Services + Registrar / Secretary of Senate or designate
- Executive Director, Advancement + Events or designate

##### *General*

Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.

##### *Resource Personnel*

- Associate Registrar, Awards + Advising
- At the invitation of the Chair of the Committee, any other member of the University Community, including from a specific program or service area, whose expertise and knowledge would be of benefit to the Committee

#### Support

Support for the Committee shall be provided by the Executive Assistant to the Executive Director, Student Services + Registrar.

#### Chair

The Chair shall be elected annually at the first meeting of the Committee after the Senate has reviewed and approved Committee membership and shall report to the Academic Planning + Priorities Committee of Senate.

**Authority and Mandate**

The Committee reports to the Academic Planning + Priorities Committee of Senate and shall prepare, review and recommend to the Academic Planning + Priorities Committee:

- |             |                                                                                                  |
|-------------|--------------------------------------------------------------------------------------------------|
| 35.2 (5)(i) | criteria for awards recognizing academic excellence                                              |
| 27 (2)(k)   | to provide for...scholarships...bursaries and prizes the board and the senate consider advisable |

***General Responsibilities***

- To develop and recommend policies for awards recognizing academic excellence
- To develop and recommend policies for awarding bursaries
- To assess and award all scholarship and bursary applications

**Conflict of Interest**

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

**Meetings**

Meetings will be held at the call of the Chair of the Committee as required. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.