

FGSR Scholarship and Awards Committee

Purpose: The FGSR Scholarship and Awards Committee is a standing committee of the Council Committee of the Faculty of Graduate Studies and Research. As such, it is responsible for advising Council on scholarships and awards.

Membership:

Appointed:

- (minimum of) One FGSR-accredited Faculty member from each Line Faculty offering graduate programs for graduate students eligible for FGSR funding (two faculty members for faculties offering PhD programs)
- Two graduate student representatives
(Selection process to be determined by Faculties and GSA, respectively)

Ex officio:

- Dean, FGSR (or Designee)

Resources:

FGSR Dean's Office

Term:

Appointed members' terms run for three years, except for the graduate student representatives whose terms are for two years.

Quorum:

The quorum is set at six (6) members

Roles and Responsibilities:

- The Scholarship and Awards Committee shall work with the Manager of Scholarships and Awards
 - To adjudicate FGSR administered scholarships such as titled scholarships (Winter, Spring/Summer, Fall)
 - To participate in other adjudications as required by FGSR
 - To determine the winner of the Governor General's Academic Gold Medal, and the President's Distinguished Graduate Student Award
 - To recommend changes to the definition or Terms of Reference of titled scholarships to the Manager of Graduate Scholarships and Awards, who in turn will recommend any changes to External Relations
 - To recommend changes to the adjudication process and related matters
 - If needed, to assist the Manager of Graduate Scholarships and Awards with the determination of eligibility of applicants for scholarships based on the scholarship's Terms of Reference
- The Scholarship and Awards Committee shall work with the Dean of FGSR
 - To serve as an advisory body regarding the financial support of graduate students
 - To provide feedback on the Terms of Reference of new and revised scholarships offered by FGSR.

Administrative Matters:

- The Scholarship and Awards Committee is a Standing Committee of the Council Committee on the Faculty of Graduate Studies and Research (CCFGSR) reports to the CCRGSR.
- Membership of the committee should be staggered. If needed, terms of committee members may be extended or shortened to ensure adequate staggering.
- The members of the committee determine the chair of the committee in a special meeting at the start of each fall semester.
- The committee chair coordinates the adjudication process with the support of the Manager of Scholarships and Awards.
- Adjudications need to follow an evidence-based process and should use rubrics.
- Adjudications may be done by e-mail exchanges between members. In case of disagreements, a final decision has to be rendered in a meeting that has quorum.
- Final adjudication results have to be confirmed as a ranked list of applicants by the Manager of Graduate Scholarships and Awards and the committee chair
- Committee members are expected to participate in all adjudications.
- If an appointed member misses more than 50% of adjudications during one calendar year, the member will be removed from the Committee.
- Terms of appointed members who go on leave or sabbatical will end at the start of the leave or sabbatical.
- The Manager of Scholarships and Awards provides administrative assistance to the Committee.