



## **University Faculty Scholarship Awards Adjudication Subcommittee Terms of Reference**

### Mandate

The University Faculty Scholarship Awards Adjudication Subcommittee (Subcommittee) is a subsidiary body of the GFC Standing Committee on Scholarly Activity. The Subcommittee administers the selection and review of candidates for the Distinguished Research Award and for the title of Chancellor's/Board of Governors Research Chair.

The Distinguished Researcher Award (DRA) is an honour that recognizes faculty who distinguish themselves in Scholarship, with an emphasis being on research conducted while at MacEwan University. This Scholarship will have made significant contributions to society and/or the scholarly community within local, regional, national, or international contexts. A Distinguished Research Award holder must be a continuing faculty member and must not have received the award previously.

The Chancellor's/Board of Governors Research Chair title recognizes faculty who have demonstrated sustained high-quality Scholarship and potential for exceptional scholarly distinction through their capacity to produce local and internationally recognized scholarly activity. They are role models who will play leadership roles in their field of expertise, stimulate growth in research enterprise and are dedicated to training the next generation of Highly Qualified Personnel. They contribute to building a strong academic and scholarly culture both within the institution and beyond to foster scholarship. This position serves to grant the awardee time off from teaching, during the regular academic year, to pursue their research and creative work over a two-year period. A Research Chair must be a continuing faculty member and the title is not renewable.

### Membership

#### *Voting*

- One student member, appointed by SAMU
- One faculty member from each of the following Faculties and Schools:
  - Business
  - Fine Arts and Communication
  - Health and Community Studies
  - Nursing
- Two faculty members from the Faculty of Arts and Science with each member's research or related activities primarily representing expertise that aligns with one of the following:
  - natural sciences and engineering and therefore aligned with Natural Sciences and Engineering Research Council of Canada's (NSERC) legislated mandate.
  - social sciences and humanities and therefore aligned with Social Sciences and Humanities Research Council of Canada's (SSHRC) legislated mandate.
- One faculty member from the Library.
- The senior administrator responsible for research, or a designated delegate, will serve as the Chair of the Committee, and will be an ex-officio member and non-voting.
- The senior administrator responsible for research is responsible for the administration of the nomination and of the selection process for the Distinguished Research Award, and



consults on the selection process with the General Faculties Council Standing Committee on Scholarly Activity.

*Non-voting*

- Administrative Support is provided by the Office of Research Services.

*Terms of Office*

- Faculty Members
  - Are appointed by their respective Deans. Appointments from Deans will be brought forward by May 31, so that appointments may be made by July 1 in any given year.
  - Will normally be appointed for a 2-year term with appointments staggered such that roughly 50% of the Subcommittee will turn over each year. Reappointment is limited to two successive terms.
- Student member(s):
  - are appointed by SAMU.
  - shall serve a 1-year term.
- Past Subcommittee members may be re-appointed after an absence of one year.

Subcommittee Responsibilities

The Subcommittee shall:

- Hold calls at least once per year.
- Review and revise the criteria by which the award and title applications will be awarded on an annual basis. The Office of Research Services (ORS), in collaboration with the General Faculties Council Standing Committee on Scholarly Activity, subsequently evaluates and approves these criteria.
- Review and adjudicate the DRA and Research Chair application packages and makes recommendations through a peer review process.
- Recommend award recipients to the Provost and Vice President Academic via the Chair of the Subcommittee.

Roles and Responsibilities of Members

Members should:

- Provide insight, advice and recommendations on other topics related to its mandate.
- Attend and complete training on adjudication processes; equity, diversity and inclusivity; and evaluation criteria prior to each funding deadline.
- Review and evaluate each assigned application prior to the group adjudication meeting.
- Attend a group meeting to discuss applications and to reach a consensus regarding the ranking of each application for each award.
- Attend all meetings of the University Faculty Scholarship Awards Adjudication Subcommittee.



### Meetings

- The Subcommittee will meet as required by deadlines for applications and nominations, and at the call of the Chair. The review of applications will generally be conducted individually by the Subcommittee members with group discussions being held on an as-needed basis.
- Meeting frequency is at least once per term. Additional meetings or electronic votes may occur as issues emerge.
- A simple majority of the current members shall constitute a quorum at any Internal Grants Adjudication Subcommittee meeting.
- It is the responsibility of the Chair to ensure that discussions are noted, and that action and decision items are recorded.

### Proxies and Alternates

- Each appointing body may identify one alternate Subcommittee member to attend meetings and conduct the business of the Subcommittee in the event a regular member of the Subcommittee is unavailable.
- An alternate Subcommittee member may participate in any Subcommittee meeting and will have a voice at all meetings. However, they will not be counted in establishing a quorum or voting unless the regular Subcommittee member is absent.

### Conflict of Interest

- A Subcommittee member must declare any potential conflict of interest associated with any application(s) in a specific year. The Subcommittee will determine the extent, if any, of the conflict of interest and what measures – such as recusal – are required.
- Subcommittee members are not eligible to submit applications or be nominated for any of the awards during years in which they serve on the Subcommittee.

### Confidentiality

- All deliberations, rankings, and recommendations shall remain confidential to the Subcommittee.
- The contents of applications shall also remain confidential. Members will also be bound by the confidentiality stipulations of the *Tri-Agency Framework: Responsible Conduct of Research* and the federal policy, *Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations*.

### Voting

- Each member present shall have one vote. Only members may move, second, and vote on motions presented at meetings.
- Motions shall be passed by a simple majority of members present at the meeting.
- The Subcommittee shall strive for consensus; however, when a vote must be taken, a quorum shall consist of half + 1 of voting members. In the event of a tie, the Chair will cast the deciding vote.

### Reporting

- The University Faculty Scholarship Awards Adjudication Subcommittee will provide an annual report to the Committee on Scholarly Activity at the end of each academic year.
- Membership for University Faculty Scholarship Awards Adjudication Subcommittee will be shared with Scholarly Activity at the start of each academic year.

### Office of Record

- The Office of University Governance is the official repository of records and documentation for the University Faculty Scholarship Awards Adjudication Subcommittee.
- It is the responsibility of the Chair to send approved minutes and any relevant documents to the Office of University Governance.

### Terms of Reference Review

- The University Faculty Scholarship Awards Adjudication Subcommittee will review the Terms of Reference and provide them to the Committee on Scholarly Activity annually.
- The Committee on Scholarly Activity will need to approve any changes to the Terms of Reference.

### Policies

That the members of the Internal Grants Adjudication Subcommittee be familiar with the following policies

- Titled Chairs
- Responsible Conduct of Research and Creative Activity
- Ethical Review of Research with Human Participants
- Employees' Code of Conduct
- Student Code of Conduct
- External documents:
  - Responsible Conduct of Research (Tri-Agency Framework; see [www.rcr.ethics.gc.ca](http://www.rcr.ethics.gc.ca))
  - Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations (see [https://science.gc.ca/eic/site/063.nsf/eng/h\\_90108244.ht](https://science.gc.ca/eic/site/063.nsf/eng/h_90108244.ht))