

TERMS OF REFERENCE
FACULTY OF ALES AWARDS COMMITTEE
APPROVED BY FACULTY COUNCIL SEPTEMBER 22, 2017

1. PURPOSE

- Actively pursue recognition for excellence in research, education and creative activities through nomination of faculty members for university, national and international awards.
- Raise the profile of the Faculty of ALES (ALES) staff in their career development and recognition of their achievements.
- Increase the ALES quantity and success in obtaining local, national and international research, teaching and community service awards.
- Coordinate with departments to develop nominations and applications and to identify those awards that are best organized by the Faculty, departments or individuals.

Awards refers to but is not exclusive to: ALES faculty awards, University of Alberta (UofA) awards for faculty excellence, UofA awards for teaching excellence, Faculty of Graduate Studies and Research (FGSR) graduate student teaching awards, other FGSR awards, UofA community connection awards, UofA alumni awards, UofA research awards (Kaplan, Martha Cook Piper, Killam) UofA staff and leadership awards and regional, provincial, national and international research and teaching honours and awards.

2. FUNCTIONS

- Provide information regarding awards in ALES and UofA.
- Monitor available awards and ensure they are advertised as appropriate and request nominations to be submitted to the committee chair and/or Dean's office staff.
- Appraise faculty members and assist in screening candidates for internal (ALES and UofA) and external research and teaching awards (regional, provincial, national, international).
- Provide advice and mentoring to researchers and educators applying for relevant awards.
- Assist in identifying and requesting individuals to provide support letters for nominations.
- Review and advise on draft nominations for research awards and prizes.
- Aid in dissemination and promotion of award winners using various appropriate venues (ALES website, others).
- Oversee faculty led honorary degree nominations.
- Initiate activities leading to the nomination of prospective distinguished visitors, and forward nominations to the Vice President, Research.
- Adjudicate nominations for ALES awards and submissions for UofA awards where required.

3. COMPOSITION

Total Members (7)	Type
Chair, Vice Dean	Statutory
Professor Emerita(us), maximum of 2, appointed by the Dean for a two year term	Volunteer
Associate Dean (Academic)	Statutory
Associate Dean (Research and Graduate Studies)	Statutory
Vice Dean	Statutory
4 faculty members (Category A1.1), one per department appointed for a two year term by the Department Chair	Appointed



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- In addition to the standing members, single meeting appointed members may be added at the discretion of the committee chair. Examples include a graduate student or undergraduate student representative, or alumni.
 - If an elected member is absent from three consecutive meetings or is frequently absent without a reason satisfactory to the remaining members of the committee, the committee chair shall declare the position vacant.
 - Members going on sabbatical after serving for a year in the committee will be deemed to have completed their terms and will be replaced.

4. OPERATIONAL PROCEDURES

- Meetings quarterly as needed.
- Quorum of 5 members.
- Meeting notes to be recorded and circulated by appointed staff from the Dean's office.