

## COMMITTEE CHARTER

---

<b>Committee:</b>	Awards Committee
<b>Committee Sponsor:</b>	Mount Royal Faculty Association
<b>Date Last Revised:</b>	September 20, 2013

---

### Mandate

The Awards Committee shall select recipients for the Mount Royal Faculty Association Teaching Excellence Awards and shall make recommendations to the Executive Board on potential recipients for the Mount Royal Faculty Association Distinguished Service Award.

### Authority

The Awards Committee is a standing committee of the Mount Royal Faculty Association. It recommends selection criteria and guidelines for the MRFA teaching and service awards to the Executive Board. It recommends recipients for these awards to the Executive Board and reports on the allocation of awards to the Regular Members of the Association.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

### Membership

The Awards Committee shall consist of:

- a member appointed by the Executive Board in odd-numbered years to serve a term of two years as non-voting chair;
- one member appointed from and by the MRFA Faculty Evaluation Committee in even-numbered years to serve a term of two years<sup>1</sup>;
- one member appointed from and by the MRFA Professional Development Committee in odd-numbered years to serve a term of two years<sup>1</sup>;
- two members who have previously won the award, selected in alternating years by the chair of the Awards Committee to serve terms of two years<sup>2</sup>;
- one student representative appointed annually by the Students' Association of Mount Royal University; and
- a Member Emeritus/Emerita of the Association appointed by the Executive Board in even-numbered years to serve a term of two years<sup>3</sup>.

<sup>1</sup>The appointees from the Faculty Evaluation Committee and the Professional Development Committee need not remain on that committee for the entire two year term on the Awards Committee.

<sup>2</sup>These positions will initially be filled by Executive Board appointments.

<sup>3</sup>If the Executive Board were unsuccessful in appointing a member emeritus/emmerita of the Association, then the committee would operate without this member.

### Meetings

Meetings of the Awards Committee shall be called as required by the chair. Quorum shall be more than half of the sitting members of the committee, including the chair. In selection meetings, any sitting members who are not present must send their selections to the chair prior to the meeting.

### Expected Activities

The Awards Committee shall:

- recommend selection criteria and guidelines for the Mount Royal Faculty Association Teaching Excellence Awards and Distinguished Service Award to the Executive Board for approval;
- annually conduct the nomination process for the Teaching Excellence Awards and select one full-time faculty member and one contract faculty member who have demonstrated sustained commitment to the development of teaching and learning at Mount Royal University as recipients;
  - distribute information packages and nomination forms;
  - receive nominations from faculty, students, alumni, administrators, and staff;

- review nominations to ensure nominees meet the eligibility requirements;
- gather and review evaluative information on nominees' teaching performance;
- select recipients, should there be appropriate nominations, for approval by the Executive Board.
- at the direction of the Executive Board, make recommendations on potential recipients of the Distinguished Service Award to the Executive Board.
  - receive nominations only from the Executive Board;
  - make recommendations based on exemplary contributions to Association and University governance over a period of many years.

## **Resources**

The MRFA will provide funding for these awards, each to consist of a framed certificate, a plaque in the Faculty Centre, and a \$1000 monetary award. Administrative support will be provided by the MRFA Executive Assistant.