



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Awards Policy

Category:	Member Benefits
Date last Revised:	February 2024
Scheduled for Review:	Spring 2026

I. Overview

The MRFA is committed to fostering an environment that values and recognizes outstanding contributions, achievements, and dedication of our members. This Awards Policy is designed to ensure that the process of granting awards is equitable, transparent, and conducted with the utmost confidentiality.

II. Principles:

Equity: equal opportunities shall be provided for all eligible individuals or entities, irrespective of their background, role, or position within the organization. Awards are granted based on merit, without bias or discrimination.

Transparency: awards processes shall be transparent. The criteria for each award, the selection process, and the timeline are clearly communicated to all potential candidates. Any changes to the awards policy are made accessible to everyone affected.

Confidentiality: confidentiality of the awards process shall be maintained. All information related to award nominations, deliberations, and decisions is treated with discretion, protecting the privacy of both nominators and nominees.

III. Authority

The Awards Committee is responsible for calling for nominations for MRFA, CAUT, and CAFA awards. For CAUT and CAFA awards, the Awards committee shall consider potential nominees and reach out to individuals to solicit nominations.

The Awards Committee is responsible for reviewing nominations and related information packages, where applicable, and makes recommendations to the Executive Board on MRFA award recipients. The Executive Board is authorized to approve award allocations and the monetary value of each award. The latter may be subject to change at the recommendation of the Audit and Finance Committee.

IV. Eligibility

All current MRFA Members are eligible for MRFA awards as outlined in the awards documents. The awards documents are maintained by the Awards Committee and changes to these documents may only be made with the approval of the Executive Board.

V. Processes Applicable to MRFA Awards

- i. A call for Nominations will be included in the fall and winter semesters.
- ii. The call for nominations shall be sent out as a single item email with reminders included in Weekly Bulletins.

- iii. A poster for awards nominations will be put on the MRFA bulletin board on Mainstreet annually in January.
- iv. Nominations shall close the Thursday prior to the Winter Reading Week
- v. Where applicable, Nominees' packages shall be due the third Monday of April
- vi. When the Awards Committee has made its adjudication, nominees up to the second runner up, may, at the discretion of the Awards Committee, be given the option to resubmit a nomination package or to let their nomination package carry forward for up to one academic year.
 - i. Only when a new award is created by the Association, the Awards Committee may recommend a variation from this policy without precedent or prejudice wherein there may be more than one recipient for an award in a given year.
- vii. Awards recipients will be celebrated at the Annual General Meeting where they will be given their certificates and monetary awards.

II. Related Committees

- Awards Committee
- Audit and Finance Committee
- Executive Board.