

SCHOLARLY ACTIVITY FUND ADJUDICATION COMMITTEE

TERMS OF REFERENCE

PURPOSE:

- To serve as the body to adjudicate applications to the scholarly activity fund (SAF) and to make recommendations for funding.
- To provide advice, response and recommendations to the Vice President's Academic Counsel (VPAC) for amendments to the Terms of Reference for the Scholarly Activity Fund.
- To provide advice, response and recommendations to the Director of the Centre for Academic and Faculty Development (CAFD) on amendments to the application form and application process.

MEMBERSHIP:

- One elected member from each of the six Faculties and the Department of Student Development – instructional programs for a total of not more than seven representatives. Each should identify an alternate to take their place should they be unable to fulfill their duties.
- Scholarly Activity Coordinator

COMMUNICATION/LIAISON:

- Vice President's Academic Council (VPAC)
- Senior Management Team (SMT)

RESPONSIBILITIES:

- Adjudicate applications to the scholarly activity fund and make recommendations on funding.
- Liaise with Deans, Directors, Chairs and Coordinators to ensure that information on the SAF is widely disseminated.
- Advise on changes to the Terms of Reference for the SAF and changes to application processes and procedures as needed.

- Facilitate mentoring relationships between aspiring applicants and former award winners to help with the application process when asked to do so.

COMMITTEE OPERATIONS:

- **MEETINGS:**

Four times per year. Two meetings will normally follow within two weeks after the deadline for applications. One meeting will normally be held in May to recommend changes to the TOR for the fund and changes to application procedures or processes, including changes to the form. A follow-up to the May meeting may be scheduled for late August or early September if needed.

- **CHAIR:**

The committee will be chaired by the Scholarly Activity Coordinator who shall be a non-voting member and not required to formally adjudicate proposals.

- **MEMBERSHIP TERMS:**

Membership shall be for a term of three years. Extensions of a further year shall be granted in the event that a replacement cannot be found and the member is willing to remain on the committee. Ideally the committee membership should rotate to ensure a mix of new and experienced adjudicators.

- **CONFLICT OF INTEREST:**

Members are eligible to apply to the SAF. However, in the round that the application is made, the member must secure an alternate member for the committee. No proposals will be sent to the member who has stepped aside and the adjudication process will remain confidential for them as it is for all candidates. Members who intend to apply annually will be advised to step down from the committee.

- **CONFIDENTIALITY:**

All deliberations of the committee will remain confidential.

- **APPEALS PROCESS:**

There is no appeal process. The Scholarly Activity Coordinator can be directed by the committee to discuss the reasons for rejection of any proposal and to provide advice and encouragement for a reapplication at a later call if appropriate. In the event that a discipline specific matter is involved, this function may also be delegated to a committee member if the committee so recommends and the member is willing to assume the responsibility.

- **DECISIONS:**

Decisions will be made by consensus, where possible. In cases, where consensus is not possible, a simple majority vote of the committee shall determine the matter.

- **STAFF SUPPORT:**

The Centre for Academic and Faculty Development Office Coordinator shall be a non-voting committee member. They shall be present at the adjudication and other meetings solely as a recorder.

- **RESIGNATIONS:**

Members wishing to resign before their term expires are asked to submit the resignation in writing to the Scholarly Activity Coordinator at least one month in advance of the fall or winter deadline for proposals, October 15th and February 15th respectively.