

SENATE GRADUATE STUDIES COMMITTEE SCHOLARSHIP & AWARDS SUB-COMMITTEE TERMS OF REFERENCE

MANDATE

Consistent with the Senate Graduate Studies Committee Terms of Reference as outlined in the Senate Bylaws [FHB Section 2, 9.6.1.g.], the SGSC Scholarship & Awards Subcommittee approves “graduate scholarships, awards, and prizes as specified in the terms of relevant awards”.

GOALS

To approve and adjudicate graduate student awards as necessary and report to SGSC.

MEMBERSHIP

The committee typically consists of a Chair and two members drawn from the membership of the SGSC and Administrative Support provided by FGSPA.

Annual membership is established early in the academic year when final composition of SGSC is known (i.e., September). Membership is established through canvassing for volunteers.

When the Terms of Reference for a scholarship or award require Graduate Student membership (e.g., Michael Plyley Mentorship Awards), then additional committee members will be sought.

SUBCOMMITTEE ADJUDICATIONS AND APPROVALS

Scholarship and award processes are shared with members of SGSC for information.

MEETING

The Sub-Committee meets throughout the academic year dependent on the volume of materials submitted to it for consideration. Typically, frequent meetings are scheduled early in the fall term to process FGPSA Continuing Awards approval and adjudications.

TERMS OF OFFICE

The term of office is one year as SGSC committee membership changes annually. Members may serve consecutive terms. There are no term limits.

CONFLICTS OF INTEREST

Members are expected to declare conflicts of interest when present.