



RECOGNITION OF SCHOLARLY ACTIVITY COMMITTEE TERMS OF REFERENCE

PURPOSE:

RDC supports the creation and dissemination of knowledge by fostering scholarly activities in an environment of open inquiry, academic freedom, creativity, and innovation. This Committee recognizes the following categories of Scholarship.

- Scholarship of Discovery
- Scholarship of Teaching
- Scholarship of Application
- Scholarship of Integration

Recognition of Scholarly Activity Committee is responsible for administering the \$10,000 fund provided by the College each fiscal year in recognition of faculty scholarship.

This Committee works within the framework of the College values of exploration, inclusiveness, excellence, integrity, community and accountability. The committee is guided by the Scholarly Activity at Red Deer College Policy and works within the framework.

MANDATE:

This Committee is referenced as the Faculty Scholarship Recognition Committee in the FARDC/RDC Collective Agreement. This Committee was established in the 2006-2008 FARDC/RDC Collective Agreement, Article 9.5(c) which stated "The College will provide \$10,000 each fiscal year to a fund administered by the Faculty Scholarship Recognition Committee, which will distribute this money to Faculty in accordance with Terms of Reference that the Committee establishes and periodically reviews." In the 2010-2013 FARDC/RDC Collective Agreement, this is Article 10.5b.

The following functions, related responsibilities, and levels of authority* are delegated to this Committee:

1. Coordination

Principal authority in assuring the \$10,000 allocated each fiscal year is distributed in accordance with these Terms of Reference.

2. Communication

Principal authority to communicate the process, timelines, and outcomes of the Recognition of Scholarly Activity Committee.

The faculty member who is Chair of the Recognition of Scholarly Activity Committee will be responsible for communication with the Faculty Association of RDC (FARDC).

The Chief Academic Officer will be responsible for communication with the RDC President.

3. Decisions

Principal authority for decisions regarding the allocation of the \$10,000 allotted each fiscal year in recognition of faculty scholarship.

RELATIONSHIP TO OTHER COMMITTEES:

The Research and Scholarship Committee

COMPOSITION:

The Collective Agreement has defined the Faculty Scholarship Recognition Committee composition as follows:

- two administrators
- five faculty members. Names and length of terms will be provided annually by FARDC.

Members of the committee cannot be applicants for scholarship recognition in that year.

The Chair of the Recognition of Scholarly Activity Committee will be a faculty member. The Committee may appoint a Co-Chair.

ACCOUNTABILITY:

This Committee is accountable to the President of FARDC and the President of RDC.

RESPONSIBILITY:

The Chair of the Recognition of Scholarly Activity Committee is responsible for the operation of the Committee including issuing agendas, ensuring records are kept, and timely communication.

ADMINISTRATIVE SUPPORT:

The office of the Vice President Academic provides the administrative support to this Committee.

OPERATING PROCEDURES:

Recognition of Scholarly Activity Committee:

- Meets as needed to fulfill the responsibilities of the Committee
- May seek expertise and advice from individuals in the college.
- May strike sub committees and may appoint members outside of the Committee to sit on these sub committees.
- May invite guests to its regular meetings.
- Quorum is a minimum of three (3) faculty members and one (1) administrator.

*** Levels of Authority for Decision Making:**

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action or recommendations. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.