

STUDENT AWARDS SELECTION COMMITTEE

TERMS OF REFERENCE



PURPOSE:

The Student Awards Selection Committee ensures that the selection process for awards is fair and equitable.

MANDATE:

The Student Awards Selection Committee is established by Red Deer College in the Student Awards Policy. The mandate of this committee is to select suitable recipients for student awards.

1. Decisions

Principal authority for selecting recipients of awards with criteria beyond financial need and/or academic achievement where a personal knowledge of the student is not required.

2. Forum for Input and Response

Advising authority to Student Funding & Awards on the awards selection process.

RELATIONSHIP TO OTHER COMMITTEES:

The Student Awards Selection Committee may receive advice and direction from the Student Awards Advisory Committee.

COMPOSITION:

The Student Awards Selection Committee members include:

- Student Funding & Awards Manager
- Seven faculty representatives appointed by the Faculty Association of Red Deer College (rotating bi-annually, overlapping appointments where possible)
- Seven student representatives appointed by the Red Deer College Students' Association (rotating bi-annually, overlapping appointments where possible)

The Student Funding & Awards Manager ensures the appointment of a Student Awards Selection Committee.

ACCOUNTABILITY:

The Student Awards Selection Committee is accountable to the Director of Student Services.

REPORTING:

This committee provides an annual report to the Director of Student Services and to Deans' Council.

RESPONSIBILITY:

The Student Funding & Awards Manager is responsible for the operations of the Student Awards Selection Committee.

ADMINISTRATIVE SUPPORT:

The Student Funding & Awards Office provides administrative support to the Student Awards Selection Committee.

OPERATING PROCEDURES:

The Student Awards Selection Committee:

- Meets a minimum of two times per year.
- Meetings are closed (members only).
- May request information from any group or individual in the College.
- Is chaired by the Student Funding & Awards Manager or delegate.
- All materials related to award selections are provided by the Student Funding & Awards Office.
- Award selections are governed by the Student Awards Policy.
- Quorum for the selection of awards is achieved when an equal number of student and faculty members are available to select each individual award.
- Quorum for meetings of the Student Awards Selection Committee is achieved when a minimum of 3 members of each constituency group are in attendance.
- Agendas are set by the Student Funding & Awards Manager.
- These terms of reference can be changed by Deans' Council upon recommendation from the Student Awards Selection Committee.

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. 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.