

**Faculty of Human and Social Development
Community Service Award
Terms of Reference**

Criteria for the Award

The Human and Social Development Community Service Award will be offered biennially, with up to two awards presented each time.

Community Service excellence will be judged in two complementary areas, both of which reflect the strengths of our Faculty in the University of Victoria.

1. Community engagement and contributions to the community at large demonstrating active citizenship and commitment.
2. Relevance to the mission of HSD which focuses on the health and social well-being of children, families and communities.

Award nominees may include any faculty (regular and sessional) and staff (CUPE, PEA and term appointments) within the Faculty of Human and Social Development.

Nomination Process

Nominations will be solicited in the Fall by means of notices and email notification that will be distributed widely to faculty and staff within the Faculty. The Call for Nominations will be made on or before November 15 in the year before awards are being presented.

Nominations shall be provided in a nomination statement consisting of 300 – 500 words. This nomination statement may also be used as the recipient's citation. Two or more letters of support shall accompany the nomination statement. All letters and nominations must contain current contact information.

The closing date for receipt of nominations and complete nomination packages will be February 1 of the year in which awards are made. Nomination packages will be kept in the Office of the Dean until the award winners are announced and then returned to the nominees.

Recognition of award recipients

Normally, award recipients will be announced by April 1 in the year the award is presented. Notice of the award recipient/s will be announced at the Faculty meeting and provided to the Ring newspaper, the Learning and Teaching Centre, the Ceremonies Office and outside publications where applicable.

Award recipients' names will be inscribed on a plaque, and portrait photographs of award recipients will be located in the main entrance A-wing stairwell of the Human and Social Development Building.

Each award winner will receive an honorarium of \$500 to be designated to a scholarship fund of the recipients' choice, taken as professional development support, received as a salary supplement or provided to a designated charity.

Normally, the presentation ceremony will take place in early May in the year the award is presented.

The Awards Committee

The HSD Community Service Awards Committee will consist of faculty, staff or members from the Dean's Advisory Council as designated by the Dean or Associate Dean of the Faculty.

The Dean or designate will serve as the non-voting chair of the committee. In cases where a committee vote is tied, the chair will cast the deciding vote.

A quorum for committee deliberations will be the number of members minus one.

Conflicts of interest for HSD Community Service Awards Committee Members are expected to declare any real or perceived conflicts of interest as the committee begins its review of nominees.

For faculty and staff members, including the Dean or designate, conflicts of interest would include, but not be limited to currently working with a nominee on a research or teaching project; having written a letter of support for any nominee, or having worked with any nominee to prepare grant proposals or reference letters.

Where a conflict of interest exists, the committee shall decide what effect that will have on the member's participation in committee deliberations. If committee members are evenly divided on such an issue the chair will make the final decision.