



The Senate Committee on Awards shall:

1. Approve and recommend to Senate new or revised undergraduate and graduate student awards and the terms and conditions for those awards;
2. Consider and approve the student recipients nominated or recommended for undergraduate awards including those nominated or recommended for awards external to the university (graduate award recipients will be approved by the Faculty of Graduate Studies);
3. Request from faculty, if terms and conditions so specify, recommendations for awards;
4. Make recommendations to Senate about all university policies, procedures and regulations pertaining to student awards;
5. Liaise and maintain a close relationship with the Director of Student Awards and Financial Aid and the Faculty of Graduate Studies Scholarships Officer and, when requested, advise on the process for administering all undergraduate and graduate student awards at the university; and
6. Consider, on behalf of Senate, matters of social responsibility regarding student awards in accordance with university policy and the committee's procedural guidelines and advise Senate with respect to any concerns relating to a particular student award.

Senate standing and ad hoc committee meetings are normally closed. A committee may determine that the whole or part of any committee discussion or document presented to the committee shall be held in confidence.

Composition:

- 5 faculty members (at least 2 of whom shall be members of Senate and 1 of whom shall be from the Faculty of Graduate Studies) (voting)
- the Chair of the Faculty of Graduate Studies Graduate Awards Committee (*ex officio*, voting)
- 1 Alumni Association representative (voting)
- 2 students, one of whom shall be a student member of Senate and one of whom shall be a graduate student representative (voting)
- President or nominee (*ex officio*, voting)
- Registrar (*ex officio*, non-voting)
- Scholarships Officer, Faculty of Graduate Studies, (*ex officio*, non-voting)
- Director, Student Awards and Financial Aid (*ex officio*, non-voting)

Total membership - 13 members (10 voting members)

The secretary of the committee is a representative from the Department of Student Awards and Financial Aid.

Approved and Revised by Senate:

January 9, 1980

November 6, 1996

November 4, 2011

October 4, 2013

December 6, 2013

SENATE COMMITTEE ON AWARDS PROCEDURAL GUIDELINES

These procedural guidelines have been established to provide guidance to the Senate Committee on Awards (the "Committee") when considering the new or revised terms of reference for student awards.

1. The Committee approves and recommends student awards to Senate in accordance with its terms of reference and the *Student Awards Policy* (AC1130).

Recommendation Process for Terms of Reference of Student Awards

2. The Committee reviews proposed new and revised terms of reference for student awards that have been established by the university, or by Development and External Relations offices working in coordination with donors and relevant constituents (e.g. faculties, deans, directors, Graduate Awards Committee).
3. Merit-based awards for graduate students will be recommended to the Senate Committee on Awards by the Faculty of Graduate Studies' Graduate Awards Committee.
4. After consideration of the proposed terms of reference for a student award, the Committee may:
 - a. approve and recommend the terms of reference to Senate with no revisions;
 - b. approve and recommend the terms of reference to Senate with minor revisions;
 - c. refer terms of reference that require major revisions to the Donor Relations Coordinator, who will coordinate consultation with the pertinent dean(s) and donor(s) or the Graduate Awards Committee with a view to revising the terms of reference for reconsideration by the Committee; or
 - d. decline to recommend the terms of reference of a student award to Senate.

Criteria for Student Awards

5. The Committee is guided by the *Student Awards Policy* (AC1130), which sets out the criteria for student awards.
6. In addition to the criteria set out in the *Student Awards Policy* (AC1130), the Committee may also consider the following:
 - a. If the terms of reference for a student award include complex criteria, the Committee may request details regarding how the selection of recipients will be carried out before approving the terms of reference.
 - b. Occasionally it may be desirable to approve student awards that give preference to a particular underrepresented group in the student population in an effort to address equity and diversity goals as outlined in the university's *Strategic Plan* and the *Policy on Human Rights, Equity and Fairness*.
 - c. Although student awards with complex or restrictive criteria are discouraged, student awards with a very narrow academic focus may be considered when it can be demonstrated that a pool of eligible candidates can be easily identified by the university.

- d. Student awards that have no geographic restrictions are encouraged.
- e. Affiliation awards, which include student awards restricted to members or dependents of members of specified employee groups, unions, clubs etc., are accepted; however, the university may be unable to confirm the information provided by students regarding their application.
- f. The values of endowed student awards are set by the University of Victoria Foundation. Due to fluctuations in the financial market, dollar values of endowed student awards are subject to change, and therefore award amounts should not be stated in the terms of reference of endowed student awards.

Social Responsibility Concerns

7. The Committee will consider, on behalf of Senate, matters of social responsibility regarding student awards and advise Senate with respect to any concerns relating to a particular student award.
8. If the Committee recommends to Senate a student award that causes a member of Senate or a member of the university community concern, the member may submit a request to the Secretary of Senate that the student award be referred back to the Committee. The Senate agenda and docket are available prior to meetings to members of the university community for viewing on the University Secretary's website. If Senate passes a motion to refer the student award back to the Committee, the member shall have 10 days following the date of the Senate meeting to provide the Committee with a written statement of concern.
9. If no submission is received, the Committee may at its discretion return the student award to Senate with a recommendation that it be approved. If a written statement is submitted, the Committee will consider the nature of the social responsibility issue raised and the extent of concern among relevant university constituents. The Committee need not poll the university or carry out surveys, but will study and report on any evidence presented to it. If the student award being considered has been supported or sponsored by a donor, the Committee will consult with the External Relations division, which may request a response from the donor or sponsor to the issues raised.
10. After completion of its review the Committee will recommend to Senate one or more of the following actions:
 - a. acceptance of the student award;
 - b. recommendation to the Chair of Senate that a communication of the concern be expressed to the donor or sponsor, that further clarification of its policy be requested and/or that a letter be sent urging changes in practice if there is clear evidence that the concerns are justified;
 - c. removal of the student award from the list to be forwarded to the Board of Governors for approval accompanied by a written statement from Senate that the student award was not accepted.

Approved by Senate November 4, 2011