1. Reports to
   President and Vice-Chancellor

2. Purpose and Scope
   To provide strategic advice to the President on priorities in nomination for the most prestigious external awards, honours and prizes and the most competitive candidates. To recommend proactive processes to support the development of competitive nominations.

3. Objectives
   a. To champion a culture of recognition across the University
   b. To prioritize nominations for the most prestigious awards and honours
   c. To identify the most meritorious individuals for nomination
   d. To submit the most competitive nomination dossiers
   e. To make recommendations to address challenges and opportunities

4. Outcomes
   a. An increase in both the number of nominations submitted and in the number of award recipients
   b. A transparent, equitable, and timely selection, vetting and nomination process
   c. A complete record of institutional nominations and results

5. Membership
   • President (ex-officio)
   • Vice-President, Research and International (Co-Chair)
   • Provost and Vice-President, Academic (Co-Chair)
   • A minimum of five (5) faculty members, (including emeriti) with expertise in major awards (as a recipient or a member of an adjudication committee) serving for a term of three years. The terms of initial members will be staggered from one to three years to ensure continuity. These members will be selected by the President and invited to serve, and may be reappointed.
   • Director, Major Awards Office (Secretary)

   The Co-Chairs may appoint ad-hoc members or working groups for a specific purpose, as required.

6. Roles and Responsibilities
   a. Co-Chairs
      i. One of the Co-Chairs shall reside at each meeting and forward recommendations to the President
      ii. Will bring issues forward from the President to the Committee members
b. Faculty members
   i. Will help to identify, solicit and vet nominations for specific award opportunities
   ii. Will review statements of case to identify the most meritorious individuals for specific opportunities
   iii. Will contact individuals to serve as expert reviewers of draft nominations, as required
   iv. Will assist with the review of nomination packages
   v. Will work with the Director, Major Awards Office to institute the institutional strategy for major awards

c. Secretary
   i. The Director, Major Awards Office
   ii. Will schedule meetings, prepare and circulate agendas and meeting materials
   iii. Shall compile an annual report summarizing Committee activities and award nominations and results for the Co-Chairs and President
   iv. Shall source additional material and data as requested by the Committee
   v. Is tasked with implementing the overall awards strategy and specific awards strategies and to bring forward any issues and suggestions to the Committee

7. Quorum
   Quorum shall be reached when at least one of the two Co-Chairs and a majority of the members are present at a meeting.

8. Meetings
   a. Frequency: Meetings shall be held once per semester or at the call of the Co-Chairs.
   b. Organization: The agenda will be delivered to the Committee seven (7) days in advance.

9. Terms of Reference
   These Terms of Reference will be reviewed annually by the co-chairs and recommendations for revision brought forward to the President.