

Graduate Awards Committee (GAC)

Terms of Reference

The **Graduate Awards Committee (GAC)** is an ad hoc committee in the Faculty of Health Sciences. The GAC is responsible for Faculty-level adjudication of awards, scholarships, bursaries and external funding competitions for graduate students in the Faculty of Health Sciences. As stated in the Faculty's constitution, all FHS committees are advisory to the Dean. The GAC reports to the Master and PhD Committee (MPC) and may be supported by the work of the MPC and the PPAC Committee.

Tasks and Responsibilities

- To identify and promote sources of financial support and awards for graduate students.
- To develop the awards process and policies, and review annually. Students, donors and other parties may be represented or consulted when available/appropriate.
- To evaluate student applications and make recommendations for the nominating or awarding of funding opportunities based on the criteria as set out by FHS, the University and/or the donors.
- To evaluate student applications and provide ranking of applications as required by the University.
- When applicable, recommend nominees for external awards.
- To carry out tasks and activities as assigned by the MPC or Education Programs Committee (EPC).

Any decisions emanating from the work of the GAC will be considered in accordance with existing university approval processes and structures. If there is a conflict, the SFU policies override GAC policies.

Membership & Appointment Terms

The Director, MSc and PhD Programs is the Chair of the GAC and is a voting member. The Dean is an ex officio member with no voting privileges.

The committee includes the following members:

- Associate Dean, Education
- Director, MSc and PhD Programs
- Director, Professional Programs and Accreditation
- Two (2) additional elected faculty members
- Manager, Graduate Programs

With the exception of the Manager, Graduate Programs, all members identified above are voting members.

Other non-voting members are those who are expected to attend meetings when appropriate. This includes the Director, Education Programs. Any other member of FHS may be asked to attend by invitation. Due to confidentiality, most meetings will be restricted to GAC members.

Appointments of members are generally for three (3) years, starting July 1. Elected faculty members serve a three-year term, renewable for a maximum of two terms. The Director and staff serve in conjunction with their positions.

Responsibilities of the Chair

- Calling committee meetings and ensuring notices of meetings and draft agendas are provided to all committee members. Normally, this will be at least three business days in advance of regularly scheduled meetings and at least 24 hours in advance of meetings called for special consideration of committee business
- Maintaining order and decorum during discussions, and following the principles articulated in Policy A30.01: Code of Faculty Ethics and Responsibilities
- Ensuring that information about a student's or faculty member's identity, academic progress, personal life, financial status, personal views, etc. are kept in confidence and treated with respect and sensitivity. Meetings where information relating to individual students is discussed shall be closed to non-members and to student representatives
- Ensuring that meetings are held on a timely basis and follow an agenda
- Reviewing and approving FHS Graduate Student Conference Support applications
- The Chair will generally consult with the GAC on any award decisions; however, in circumstances requiring prompt action, the Chair together with the Associate Dean, Education, will make decisions on behalf of the GAC. These decisions will be communicated to the GAC, MPC and EPC as appropriate.
- As needed reporting to the MPC and EPC

Voting & Quorum

Voting will be conducted by a show of hands, or by voice for telephone/video attendance, and is restricted by those in attendance (ie. not by email or proxy). Motions must be passed by a majority vote; in the event of a tie vote, the motion will fail.

Quorum is more than 50% of the voting members of the committee, and shall include the Director, MSc and PhD program, as well as a minimum of two elected faculty members.

Meeting Frequency & Attendance

The GAC will meet as needed, normally a minimum of once per term.

Operating Procedures

- Items may be referred to the committee by the Dean or any other member of FHS, by the Education Programs Committee (EPC), by the Faculty Executive Committee (FEC), by Senate Committees, or by others within the University.

- The Chair of the GAC may restrict attendance at a meeting or during part of a meeting when confidential student and/or personnel matters are discussed.
- Faculty members will be notified of the times, dates, and agendas of GAC meetings. Notice of meetings and circulation of agenda will normally be provided a minimum of three business days in advance of the meeting.