

**TERMS OF REFERENCE**

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ToRID & Cte Name: **TOR02: SCHOLARSHIP SELECTION SUBCOMMITTEE**

Issued by: Registrar

Effective: 2015-11-04

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**1. PURPOSE**

The purpose of the Scholarship Selection Subcommittee is to make recommendations to the President on matters pertaining to the award of College-wide, sector-wide or designated scholarships awarded under the auspices of the College. The Committee does not make recommendations on scholarships awarded by third-party organizations or under government-funded programs.

**2. DEFINITIONS**

*Scholarship:* An award that recognizes and rewards student success, or assists in the pursuit of student success, based on academic, athletic or other achievement.

*College-wide or sector-wide scholarship:* A scholarship that is open to competition across the College or a wide sector of the College.

*Designated scholarship:* A donor-funded scholarship that has specific selection criteria (e.g., may be awarded to a student in a specified School, program, course or College activity).

**3. MEMBERSHIP AND TERMS OF OFFICE**

3.1. The following members are elected through nominations to College Council:

3.1.1. Six academic (faculty) members at large, with no more than two members from the same Faculty.

3.1.2. Three support staff at large.

3.1.3. Three administrators at large.

3.2. The following members are ex officio voting members:

3.2.1. The Registrar, who is the Secretary of the Subcommittee;

3.2.2. The Executive Assistant, Office of the President;

3.3. The Chair of the Subcommittee is elected by the members of the Subcommittee. The Chair is elected for a term of one year but may stand for re-election to a maximum of three terms. Ex officio members are not eligible to serve as Chair.

3.4. The term of office for elected members of the Subcommittee is three years with each year running from September 1 to August 31. Two-thirds of the elected membership is carried over each year with elections held annually for one-third of the elected positions. Elected members may not serve more than two three-year terms.

3.5. In the event that an elected member cannot complete their term, an election is held in accordance with section 3.1 to elect a new member to serve the remainder of the original term.

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- 3.6. In the event that an administrative position is not able to be filled, an additional support staff member may be elected in accordance with section 3.1, provided that the number of support staff members does not exceed four.

### 4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1. The Subcommittee meets as required at the call of the Chair (typically twice per year) but not less than once a year.
- 4.2. Quorum for holding a meeting is a majority of sitting members. Ex officio members are considered in determining quorum.
- 4.3. Motions are carried by simple majority of votes cast, provided that a quorum is present. A tie vote results in the defeat of the motion.
- 4.4. Persons other than Subcommittee members may be invited to attend meetings, or to participate on selection teams (including interviews), in a non-voting, resource capacity and may participate in discussions.
- 4.5. Except in mitigating circumstances accepted by the Chair, if an elected member misses three Subcommittee meetings, selection interviews or task force meetings of which they are a member over the course of a calendar year, their term expires and a replacement is elected to complete the term.

#### Subcommittee Communications

- 4.6. Communication from the Subcommittee is conducted by the Secretary.
- 4.7. The Subcommittee reports (with or without recommendations) to College Council at least annually.

#### Scope of Recipient Selections

- 4.8. The level of involvement by the Subcommittee in selecting proposed recipients is determined by the category of scholarship as defined in section 2 above.
- 4.8.1. *College-wide or Sector-wide Scholarships*  
Applications for these scholarships are forwarded to the Subcommittee. Recipients are chosen by a selection team of at least three members of the Subcommittee as chosen by the Secretary, having due regard for the criteria and stipulations established for the scholarship.
- 4.8.2. *Application-based Designated Scholarships*  
Applications for these scholarships are forwarded to the Subcommittee. Recipients are chosen by a selection team of at least three representatives as chosen by the Secretary, having due regard for the criteria and stipulations established for the scholarship. The selection team includes one member of the Subcommittee and two representatives from the relevant Faculty, School or other area for which the scholarship is designated, in accordance with the criteria established for the scholarship. Such selections are processed and administered through the Registrar.

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**5. AMENDMENT AND RESOLUTION**

These terms of reference may be amended by the Registrar, normally on recommendation from College Council.

**6. REFERENCES**

None

**7. ADDENDA**

None.

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