

Faculty Awards and Honours Committee Terms of Reference

Rationale

The Faculty of Medicine seeks to recognize and promote excellence in teaching, research, clinical innovation, educational scholarship, leadership, and service. The Faculty Awards and Honours Committee ensures outstanding contributions are acknowledged and celebrated both here at Memorial and nationally.

Purpose

The Faculty Awards and Honours Committee will support the recognition of faculty members and staff by coordinating nomination processes for internal and external awards and honours, helping to strengthen nominations, and providing recommendations to the Dean.

Reporting and accountability

The Committee will be a special committee of Faculty Council. They will provide recommendations to the Dean and an annual report to Faculty Council.

Membership

- Committee members shall be appointed by the Dean for a period of three (3) years (renewable).
- Membership of the Committee will be reviewed annually to ensure there is an appropriate balance of continuity and perspectives.
- The Vice Dean, Research and Graduate Studies will serve as the faculty's representative on the University's Awards Advisory Committee.
- Membership will consist of:

Voting Members:

Vice Dean Research and Graduate Studies (Chair)

Clinical Faculty (2) – one (1) from Family Medicine and one (1) from the Royal College Disciplines Faculty, BioMedical Sciences (1)

Faculty, Population Health & Applied Health Sciences (1)

Members of the administrative staff (2)

Non-Voting Members:

Administrative Support Staff (recording secretary)

Additional experts may be invited as needed.

Responsibilities

- To promote and disseminate information regarding awards.
- Identify nominees and nominators for awards from the Faculty, discipline societies, professional associations, and other possible external awards.
- Seek and review nominations for honorary appointments such as Professor Emeritus Order of Newfoundland and Labrador, Order of Canada, etc.
- Actively encourage potential nominators to prepare nominations of candidates deserving of receiving awards, thereby ensuring a good pool of candidates for each award.
- Ensure eligibility of applicants for awards.
- Prepare assessments and ranking of candidates and make recommendations to the Dean for Faculty awards requiring a recommendation from the Dean.

Meetings

- The Committee will meet at least three (3) times per year or at the call of the Chair.
- Quorum is 50% plus one (1) voting member.
- Committee members are expected to attend all meetings and, if unable to do so, send advance notice of their absence.
- Decisions will be made by consensus when possible; otherwise, by simple majority vote. Members must declare conflicts of interest and recuse themselves as appropriate.
- Administrative support will maintain records, track deadlines, coordinate materials, and assist.
- The Committee will review the Terms of Reference on an annual basis.

Approved by Faculty Council on September 15, 2026