12.0 FACULTY AWARDS COMMITTEE

12.1 ROLE

The purpose of the Faculty Awards Committee is to grant awards and other forms of recognition to be awarded to members of the-faculty_of Medicine-or-the-medical-profession where the underlying award terms of reference require the decision to be made by the Faculty of Medicine. <a href="mailto:The-Faculty Awards Committee also oversees the nomination of members of the Faculty of Medicine for other (e.g., university or external) awards, at the request of the Dean.

The Faculty Awards Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – "Standing Committees" of the Faculty's procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

12.2 MEMBERSHIP

a) Elected Voting Members

- j) FourThree faculty members of Facultywith a primary appointment in the Faculty of Medicine, including one member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick;
- ii) ji) Up to two members from outside the University;
- -One medical student nominated by the Dalhousie Medical Students Society; and,
- <u>__iv)</u>___One resident nominated by Maritime Resident Doctors (MarDocs).

b) Ex Officio Non-Voting Members

- i) ____, Associate Dean, Undergraduate Medical Education;
- ii) Associate Dean, Postgraduate Medical Education;
- iii) iii) Associate Dean, Continuing Professional Development

& Medical Education.

- iv)____Associate Dean, Research;
- Associate Dean, Dalhousie Medicine New Brunswick;
- ———Associate Dean Academic (Basic Sciences)
- v) vi) Director of Medical Humanities.
- c) Term of voting members: Voting members shall be appointed to 4-year staggered

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terms, with the exception of learners, who shall be appointed to 1-year terms. Voting members may be reappointed to additional terms.

d) Chair: The Chair shall be selected by the Dean among the non-voting (ex officio) members. The Chair shall only vote in the event of a tie by voting members.

12.3 RESPONSIBILITIES

The Faculty Awards Committee is responsible for the following:

- a) Selecting recipients for the following Faculty of Medicine awards:
 - T.J. Murray Visiting Scholar Aaward, the
 - Gold-Headed Cane Award (Dr. -
 - Gerald and Gale Archibald Award for Medical Humanities)
 - the Allan Cohen Memorial Award infer Community Service.
 - the Excellence in Education Awards,
 - the Excellence in Clinical Practice Awards
 - the Community Teacher of the Year Award
 - the Program Director of the Year Award
 - Wayne Putnam Award
 - and Aany other award or recognition to be awarded to members of the Faculty of Medicine or the medical profession where the underlying award terms of reference require the decision to be made by the Faculty of Medicine;
- In the course of exercising the responsibilities set out in paragraph a), complying with the specific award criteria and process requirements, if any, set out in the award terms of reference;
- Upon request, assist departments or units with the review and selection of internal award recipients;
- Timely communication of the criteria and process requirements to the broader community;
- e) Oversee the nomination process and/or mMake recommendations to the Dean and senior leaders regarding faculty-nominations of Faculty of Medicine members eligible for other awards (e.g. University or external)-national and international awards, such as: AFMC, Royal College, Medical Council of Canada, Order of NS, Order of Canada, Honorary Degrees, etc.;
- f) Reporting to Faculty Council concerning the award recipients;
- Coordinating the presentation of <u>Faculty of Medicine internal</u> awards at the Annual Faculty Meeting; and
- h) Administering any funds associated with such awards.
- i) Making recommendations to the Dean or Faculty Council regarding

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improvements to our awards process.

12.4 MEETING PROCEDURES

- a) Meeting frequency: The committee shall normally meet 3-4 times per year,
- <u>b)</u> Quorum: Quorum shall consist of two-thirds of the voting members (excluding those recused for conflict of interest reasons), rounded to the nearest whole.
 Deliberations shall not proceed without quorum, the Chair, and at least one other member among the non-voting (ex officio) group.
- c) Administration: Administrative support shall be provided by the Dean's Office.

12.54 REPORTING

The Faculty Awards Committee (normally via the Chair) shall report annually to Faculty Council and the Dean, and shall report the annual selection of Chair of the Faculty Awards Committee to the Chair of Faculty Council and to the Dean.

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