

**Scholarships, Awards, and Bursaries Committee**  
**TERMS OF REFERENCE**  
October 16, 2015

**Mandate**

The **Scholarships, Awards, and Bursaries Committee** shall:

1. adjudicate and make nominations for graduate scholarships and awards.
2. provide feedback to graduate students.
3. determine procedures pertaining to graduate scholarships and awards.

**Process**

The Scholarships and Awards Committee serves the SLIS Academic Council. Major regulatory or policy decisions identified by the Scholarships and Awards Committee will be recommended for approval to the Academic Council.

**Composition**

This Committee will be composed of the following members:

All full-time SLIS faculty members drawn from SLIS Academic Council, one of whom chairs the committee (as appointed by the Chair)

The Graduate Student Services Administrator supports the work of the Scholarships and Awards Committee.

**Term of Office**

SLIS faculty members will normally serve for a two-year period.

**Responsibilities**

The Chair is responsible for:

- Calling meetings of the Scholarships and Awards Committee as necessary;
- Conducting Committee meetings and arranging for Committee decisions to be communicated to the appropriate person(s) or authority(ies);
- Conveying information about student scholarships and awards to members of the School and to School Council;
- Answering questions about the scholarships and awards posed by students (this may involve correspondence, telephone calls, or meetings with students).

The Graduate Student Services Administrator acts as Secretary to the Scholarships and Awards Committee and is responsible for:

- Providing scholarship and award criteria to Committee members;
- Academic status evaluation and distribution of potential student files to Committee members for assessment;
- Answering questions posed by potential applicants;
- Referring unusual queries to the Scholarships and Awards Chair; and
- Modifying form letters as necessary, in consultation with the Chair.