



UNIVERSITY OF
CALGARY

Faculty of Graduate Studies Council Awards Oversight Committee
Terms of Reference

1. **ESTABLISHMENT**

The Faculty of Graduate Studies Council (FGSC) hereby establishes a standing committee called the FGSC Awards Oversight Committee (the **Committee**) which delegates to the Committee the authorities set out herein.

2. **MEMBERSHIP**

a) Chair

Associate Dean (Scholarships), Faculty of Graduate Studies

b) Voting Members

Dean of Graduate Studies

Seven academic staff members who hold supervisory privileges appointed for a three-year term by FGSC through an election process (broad Faculty representation is preferable), at least four of whom are members of FGS Council at the time of appointment.

One member of the Graduate Students' Association

Non-Voting Members

FGS Senior Director, Strategic Operations

Manager, FGS Scholarship Office

3. **ROLE**

The Committee serves as an advisory group to the Dean of Graduate Studies on all matters concerning graduate awards and scholarships including, but not limited to, awards policies, fund development and strategic use of funds. The Committee also acts on behalf of, and with full authority of FGSC, concerning awards and scholarship matters that must be handled between regularly scheduled FGSC meetings.

4. **RESPONSIBILITIES**

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee, however, the Committee may carry out additional responsibilities and duties within its role.

The Committee's primary responsibilities are as follows:

- a) Provide guidance on the philosophy of graduate award funding;
- b) Provide guidance on strategic graduate award funding;
- c) Review and update any and all aspects of the Graduate Awards Policy as needed, to recommend to FGSC;
- d) Provide guidance on fund development;
- e) Review new awards prior to approval by FGSC;
- f) Such other activities and responsibilities delegated or assigned to it by FGSC from time to time.

5. POWERS

Other than, or in the absence of, specific delegations of authority from FGSC to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations concerning awards and scholarships to the Dean of Graduate Studies.

6. AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to FGSC.

- a) Act on behalf of, and with full authority of FGSC concerning awards and scholarships matters that must be handled between regularly scheduled FGSC meetings.