# Terms of Reference

**SSE Prizes & Awards Working Committee**

**Mandate**

To facilitate the nomination of faculty and staff in the Schulich School of Engineering for prizes and awards (for teaching & learning, research and/or service).

**Committee Membership**

The Prizes & Awards Working Committee shall be appointed annually, preferably for a two year term, and nominated by the Schulich School of Engineering Striking Committee and approved by Engineering Faculty Council (EFC). The Committee will consist of:

* One (1) representative from each of the five (5) Departments,
* One (1) representative, from the SSE’s Centres (CBRE & CEERE),
* One (1) representative from the Schulich School of Engineering Dean’s office (non‐voting member),
* Up to two (2) additional members from the University of Calgary’s institutional level Prizes

and Awards Committee

* SSE Associate Dean, Equity, Diversity, and Inclusion (Chair)

**Responsibilities of the Prizes & Awards Working Committee**

* Maintain a list of awards in the areas of teaching & learning, research and/or service relevant to Schulich School of Engineering faculty and staff.
* Support department nominations of faculty and staff who are strong and deserving candidates for these awards
* When no candidates are suggested for priority awards, canvas faculty members in their home departments and recommend candidates for nominations, providing written justification for the nomination based on the criteria of the award
* Review and recommend nominees for awards when numerous applicants are nominated for the same award.
* When a candidate is not chosen for nomination, make recommendations regarding areas to strengthen with a view towards a future nomination and/or alternate award opportunities
* Review and provide constructive advice on nomination, via written and/or oral feedback, on any aspect of the nomination, including all supporting documentation and the selection of nominators and referees.
* Recommend faculty members with special expertise to review, on an ad-hoc basis, nominations for specific awards
* Maintain processes for (i) tracking all nominations, (ii) maintaining current information on award nominations and successes, and (iii) celebrating recipients of awards.
* At the call of the Chair, it is anticipated the committee will meet at least six (6) times a year.
* The Committee will be advisory to the Dean of the Schulich School of Engineering.

Additional Information:

A calendar of award deadlines relevant to the Schulich School of Engineering has been developed to assist the Committee.

Additional award information can be found at [Awards & recognition | Schulich School of Engineering | University of Calgary (ucalgary.ca)](https://schulich.ucalgary.ca/about/about-faculty/awards)

Inquiries can be sent to [sse.awards@ucalgary.ca](mailto:sse.awards@ucalgary.ca)

UofC Research Awards contact: Tiago Lier – Specialist, Research Awards (403) 210‐7224, [researchawards@ucalgary.ca](mailto:researchawards@ucalgary.ca)

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