

**TERMS OF REFERENCE**

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**ToRID & Cte Name: TOR12: PRESIDENT'S DISTINGUISHED ACHIEVEMENT AWARDS  
SELECTION COMMITTEE***Issued by:* President*Effective:* 2025-10-08

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**1. PURPOSE**

The purpose of this committee is to recommend to the President the recipients of the President's Distinguished Achievement Awards. The Committee is a standing Subcommittee of Senior Leadership Council.

**2. DEFINITIONS**

None

**3. MEMBERSHIP AND TERM OF OFFICE**

Committee membership includes:

- One member appointed by the President, for a one year term, from among full-time academic employees who have indicated an interest in serving;
- One member appointed by the President, for a one year term, from among full-time Support Staff employees who have indicated an interest in serving;
- One representative of the Student Union for a 1-year term, who is either the President of the Student Union or a designate who has indicated an interest in serving;
- The President, ex officio, who serves as Committee chair.

Selection Committee members are not eligible for nomination for an award during their term of office.

**4. MEETINGS AND CONDUCT OF BUSINESS**

- 4.1. The Committee meets once per year, facilitated by the Office of the President.
- 4.2. Quorum for holding a meeting is all members.
- 4.3. The Committee recommends to the President award recipients from among nominees. In selecting recipients, the Committee applies the criteria outlined in Standard 1 of policy C301: President's Distinguished Achievement Awards.
- 4.4. Resolution on matters before the Committee is by consensus.
- 4.5. Communication between the Committee and the College community on all matters pertaining to the President's Distinguished Achievement Awards is channelled through the President's Office.

## COLLEGE COMMITTEES

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### 5. AMENDMENT AND RESOLUTION

These terms of reference may be amended by the President.

### 6. REFERENCES

College policy [C301: President's Distinguished Achievement Awards](#)

### 7. ATTACHMENTS

None.

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