

**Awards and Development Committee (ADC)
Dept. of Cellular and Physiological Sciences**

TERMS OF REFERENCE

1. Role

To foster the recognition of faculty, staff and trainees who have made outstanding contributions to teaching, research and service, and to identify fundraising and partnership opportunities to enhance the academic mission of the Department of Cellular and Physiological Sciences.

2. Research committee selection, composition and membership term:

- 2.1 Nominations for ADC membership will be solicited when required by the Department Head, and this will normally occur at the June departmental faculty meeting.
- 2.2 The Department Head will select ADC members in consultation with the Executive Committee. The ADC composition will be ratified at a departmental faculty meeting.
- 2.3 The ADC will include 7 faculty members (full-time or adjunct) who will provide broad representation of the academic and service activities within the department.
- 2.4 The ADC will elect a Chairperson whose role will be to set the agenda and chair monthly ADC meetings and report the deliberations of the meeting a full faculty meetings.
- 2.6 The Head's secretary will sit on the ADC as a non-voting member, for the purposes of record keeping and policy/operational reference.
- 2.7 ADC members will be expected to serve for three to five year terms to ensure membership turnover is staggered while retaining continuity.

3. Budget:

- 3.1 There is no budget to support the Committee but incidental expenses will be covered for specific projects with the department head's approval.

4. Responsibilities:

- 4.1 To actively identify University, Provincial, National and International awards for which faculty may be nominated.
- 4.2 To engage with the V. P. Research & International Office and the Deans of Medicine and Science to promote faculty for major external awards and recognition.
- 4.3 To work with nominees on the preparation of nomination letters and packages.
- 4.3 To identify fund-raising and partnership opportunities and present these to the department head and at department faculty meetings.
- 4.4 To engage interested faculty and to work with UBC faculty of Medicine Development Office and other institutions to promote fund raising and partnership opportunities.
- 4.5 To encourage CPS faculty members to sit on local (UBC and Provincial) and National/ International Committees to increase the department's profile and influence.

5. Operational Protocol:

- 5.1 Meetings will be held normally one week before departmental faculty meetings on a date and time that will ensure maximal attendance.
- 5.2 Agenda items without reference to specific individuals will be circulated 3 days before meetings.
- 5.3 The committee deliberations should be held in confidence, but records of meetings will be by the ADC Chairperson. The Chairperson will table the main issues at monthly departmental faculty meetings for information or further discussion.