Terms of Reference

LFS Graduate Awards & Scholarship Committee

Date last Updated: June 8, 2017
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1.0 Purpose
The purpose of the Committee is:

1. to establish policies and procedures to guide the annual graduate scholarship and fellowship competitions and awards;
2. to review, rank, and adjudicate applications for annual scholarship and fellowship competitions and awards;
3. to periodically review award descriptions / deeds and oversee necessary changes through working with the Development Office;
4. to establish ways of using scholarship and award funding (in addition to other sources of funding) to establish minimum stipend levels within each Graduate Program in the Faculty of Land and Food System (LFS); and
5. to seek opportunities for establishing new graduate awards and scholarships.

2.0 Objectives
The Committee’s objectives are:

1. to ensure a fair, transparent, and consistent evaluation process amongst all Graduate Programs in LFS with regards to the adjudication of scholarship, fellowships, and awards;
2. to use available scholarship, fellowship, and awards as a means to recruit top applicants; and
3. to implement the relevant rules, procedures, and policies established by the Faculty of Graduate & Postdoctoral Studies as they apply to scholarships, fellowships, and awards.

3.0 Membership
Membership of the Committee:

1. Associate Dean, Graduate Studies (Chair; non-voting);
2. representative faculty members from each of the 7 LFS graduate programs (voting members); and each of the 3 LFS professional programs (voting members); and
### 4.0 Procedures

1. Voting members review and rank electronic applications in advance of the adjudication meetings for annual 4YF competitions and major LFS graduate awards, which are greater than $10,000 in value. The rankings are discussed and recorded at the meeting;
2. An adjudication meeting is called by the Chair and the agenda prepared by the Chair is circulated to the Committee members prior to the meeting. Committee members are solicited for additional agenda items;
3. A majority of voting members (50% plus one) constitutes a quorum for the Committee;
4. Decisions are made by majority vote (50% plus one); and
5. Meeting minutes are recorded by the Manager or his/her delegated administrative support personnel and circulated to the Committee members. Approved minutes will serve as the official record of the Committee’s deliberations.

### 5.0 Meetings

1. The Committee meets:
   i. to rank and award 4YFs in early spring;
   ii. to review and rank LFS graduate awards, and unassigned 4YFs in mid-summer;
   iii. to review and discuss policies and procedures in mid-November annually;
2. Meetings are normally 90 minutes in duration, unless otherwise agreed upon by the members; and
3. Additional meetings can be called throughout the year at the call of the Chair.
Current Membership (2016/17):

Zhaoming Xu (Chair)
Ronaldo Cerri (AANB)
Siyun Wang (FOOD)
Yvonne Lamers (HUNU)
Carol McAusland (ISLFS)
Mahesh Upadhyaya (PLNT)
Les Lavkulich (SOIL, MLWS)
Shelley Small (Manager, Graduate Programs)
Jerzy Zawistowski (MFS)
George Kennedy (MFRE)