

Senate
Order of the University of Calgary Nomination Review Committee
Terms of Reference

1. ESTABLISHMENT

The Senate (**Senate**) hereby establishes a subcommittee called the Order of the University of Calgary Nomination Review Committee (the **Subcommittee**), under the provisions of the Senate’s General Terms of Reference for Standing Committees and these Subcommittee Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Terms of Reference and the General Terms of Reference, these Terms of Reference will govern.

The Manager of the OCS shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

All defined terms which are used, but not defined herein, and which are defined in the General Terms of Reference or the Bylaws shall have the meaning given to such term in the General Terms of Reference or the Bylaws.

2. COMPOSITION

Chair

The Member named as set out under “Voting Members” below.

Vice Chair

The Member named as set out under “Voting Members” below.

Voting Members¹

The following Voting Members shall be appointed by the Senate or its delegate:

- Three of the Senators appointed by a constituency group internal to the University. One of these Members shall be named as Chair by the Senate or its delegate.
- One External Senator, who shall act as the Vice Chair of the Committee.
- One Member of the Honors Committee, excluding the Senate Chair and the Senate Vice Chair.

3. ROLE

The Subcommittee assists the Honors Committee in the administration of the Order of the University of Calgary program by carrying out the specific responsibilities assigned to the Subcommittee.

4. RESPONSIBILITIES

The Subcommittee will review individual nominations for the Order of the University of Calgary and recommend recipients to the Chancellor and President & Vice-Chancellor for approval.

¹ The Subcommittee must have a minimum of three voting members in accordance with the Senate’s Standing Committees General Terms of Reference.

5. AUTHORITIES

The Subcommittee has the authority to carry out its responsibilities, subject to any specific conditions or restrictions that are imposed on it by the Senate. The Subcommittee does not have decision-making authority except where, and to the extent that, such authority has been expressly delegated or assigned by the Senate in these Terms of Reference or by a resolution of the Senate.

6. OPERATIONS

In respect of all regularly scheduled Subcommittee meetings, other than in-camera meetings or sessions, the responsible senior administrator will be invited to attend all meetings, unless excused by the Chair for the whole or a portion of a meeting. Unless objected to by the Chair; the responsible senior administrator may invite such persons as they see fit to take part in the presentation or discussion of items for which they are responsible.

7. EFFECTIVE DATE

These Terms of Reference will be effective on the date that they are approved by the Senate or its delegate. All prior or existing Terms of Reference of the Subcommittee are repealed as of the effective date of these Terms of Reference.

Dated: September 7, 2017