

**SCHOLARSHIP AND BURSARY COMMITTEE
OF ACADEMIC COUNCIL
TERMS OF REFERENCE**

Effective Date: September 1, 2024

Supersedes:

Date of Next Review:

The Scholarship and Bursary Committee is responsible for oversight of awards and bursaries for King's University College students.

Student award policies

- Review and recommend policies regarding student awards and bursaries to Academic Council
- Review and recommend new awards and revisions to terms of existing awards to Academic Council.
- Determine questions of eligibility for continuing and entrance scholarships
- Advise the President on expenditures from bursary-related bequests

Selection of student award winners

- Select candidates for bursaries and academic awards in accordance with relevant donor agreement criteria and in consultation with the Executive Director of the King's Foundation, as necessary.

COMPOSITION

Nine (9) voting members:

Voting members

- Four faculty members elected by Academic Council
- One student elected by KUCSC

Ex officio (voting)

- Associate Academic Dean (Chair)
- Dean of Students or designate
- Director of Enrolment Services or designate

- One member appointed by Foundation, Alumni, and Development

Ex officio (non-voting):

- One representative appointed by the Foundation, Alumni and Development
- One representative appointed from among Student Financial Services

Chair:

The Chair of the Committee shall be the Associate Academic Dean. The Vice-Chair shall be elected from among the Committee members.

Terms:

The terms of office for elected members shall be one year (renewable) for students and three years (renewable) for faculty/others. One, two and three-year terms will be used initially to establish a staggered term for the faculty members of the committee.

GENERAL PROCESS FOR COMMITTEES

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report as required to Academic Council, or the Board if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee, and report results to its members for their review.

Quorum:

50 percent of voting members.

Non-voting ex officio members do not count toward quorum.