



Senate Undergraduate Scholarships & Bursaries Committee – Terms of Reference

Approved by: Senate

Established on: October 2003

Revised: December 4, 2009; March 17, 2014; September 18, 2017; February 12, 2018; January 14, 2019; January 25, 2021; January 26, 2022 (editorial); November 25, 2024

Quorum: Shall consist of 5 filled voting positions, of which at least 3 are faculty members.

Five business days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

COMPOSITION

1. Associate Registrar, Recruitment & Admissions
2. Vice Provost (Students) & Registrar
3. Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
4. One member of the Ojimaawin Indigenous Education Council (OIEC) recommended by the OIEC
5. Associate Registrar, Student Awards & Financial Aid (non-voting)
6. Vice-President, External Relations, or delegate (non-voting)
7. Associate Vice-President, Financial Services (non-voting)
8. One student member of the Lakehead University Student Union (LUSU) Executive (or delegate), elected by Senate on the recommendation of LUSU
9. Director, Athletics (non-voting)

Terms of Office

1 & 2; ex officio

3; three-year terms (renewable) (staggered)

4; two-year term (renewable)

5, 6 & 7; ex officio

8; one-year term (renewable)

9; ex officio

ORGANIZATION

1. Chair to be elected annually by the Committee from among the 6 faculty members elected by Senate
2. Administrative Support: Financial Aid Specialist, Student Awards and Financial Aid

TERMS OF REFERENCE

1. To annually review and recommend changes for the Lakehead University calendar as they pertain to the work of the Senate Undergraduate Scholarships and Bursaries Committee.
2. To review and/or develop procedures for the implementation of student awards policies.
3. To assist in approving recipients for major medals (Governor's General Silver Medal, Governor's General College Bronze Medal, Chancellor's Medal, Vice-Chancellor's Medal) to be brought forward to Senate.
4. To review and make decisions regarding scholarship/award appeals.