

STATEMENT 1.3.1 – Student Award Review Committee Process

Approved by:	Progression & Awards Committee
Date of original approval:	November 2014
Date of last review:	January 4, 2018

I. PURPOSE

The Progression & Awards Committee of the Doctor of Medicine Program in the Schulich School of Medicine & Dentistry at Western University is responsible for confirming recipients of student awards. The Student Award Review Committee ensures that awards are determined without conflict of interest and in a transparent manner.

II. STATEMENT

Awards requiring adjudication of nomination packages will be shortlisted by a review committee, called by the Chair, Progression & Awards at the request of the Registration & Curriculum Liaison (UME).

- a. From time to time, members of review committees may also be members of Progression & Awards, but this is not a requirement or an expectation.
- b. Those who serve on an Award Review Committee will be required to sign a declaration that they are not in conflict of interest with the award donor or any nominees.
- c. An Award Review Committee will consist of the following representatives:
 - i. 1 Windsor Faculty member (voting)
 - ii. 1 London Faculty member (voting)
 - iii. 1 Windsor Student (voting)
 - iv. 1 London Student (voting)
 - v. Manager, UME (non-voting, to ensure due process and validate student edibility for awards, i.e.: good academic standing, etc. and report back to PAC)
- d. The Award Review Committee members will independently rank each nomination package for overall quality of submission based on award criteria and meet one time to determine a short list which will be presented by the Manager, UME on behalf of the committee to PAC.
- e. The Award Review Committee will be selected by the Associate Dean, UME (for the London faculty representative), Associate Dean, Windsor (for the Windsor faculty representative) the President, HIPPO (for the London student representative) and the VP Windsor (for the Windsor student representative). If not in conflict of interest, any of the above may select themselves to serve on an Award Review Committee.
- f. Once membership of an Award Review Committee has been determined, the Registration & Curriculum Liaison will determine a meeting date and circulate to the committee the following:
 - i. all required documentation for each award nomination package (i.e.: essay, CV, nomination letter, etc.)
 - ii. an overview of award criteria
 - iii. a check list or tool to assist the committee in their review
- g. The Award Review Committee will have as its sole task the responsibility of selecting no less than 2 nominees and no more than 4 nominees that will be presented to PAC for final selection.
- h. At the end of each process, the Associate Dean, UME will provide a letter of recognition to each faculty and student representative on the Award Review Committee. The faculty letter will document the number of service hours which can be used in career development path or promotion & tenure reviews.