

Gerald Bronfman Department of Oncology Awards Committee Terms of Reference

Membership

The Awards Committee is a permanent committee of the Gerald Bronfman Department of Oncology whose membership represents a cross section of the Department's activities including research, clinical care and administration. There are a minimum of nine members on the committee including the Department Chair (*ex officio*).

Mandate

1. Members of the Gerald Bronfman Department of Oncology, including members of the Awards Committee, can submit a nomination for the following merit awards (one award in each category/year):
 - Teaching and Mentorship
 - Research or Clinical Service
 - Academic, Clinical or Research Support
2. Through a two-step scoring process, the committee will select the winner of the award in each of the three categories.
3. The awarding of Lifetime Achievement Awards in any given year will be at the discretion of the Department Chair in consultation with the Dean of Medicine and Health Sciences.

Award Eligibility

1. All tenure and non-tenure stream faculty members in the Gerald Bronfman Department of Oncology (Professor, Associate Professor, Assistant Professor, Faculty Lecturer, Associate Member) are eligible for the Teaching and Mentorship Award.
2. All tenure and non-tenure stream faculty members in the Gerald Bronfman Department of Oncology (Professor, Associate Professor, Assistant Professor, Faculty Lecturer, Associate Member) are eligible for the Research or Clinical Service award.
3. The Academic, Clinical or Research Support Award is restricted to all non-academic staff anywhere at McGill or its affiliated hospitals and centres/institutes in the areas of administration, academic affairs, research, and clinical service, provided that their work assists the mission of the Gerald Bronfman Department of Oncology.

Process for Award Nomination

1. In late summer/early fall the Department Chair will send out a request for nominations for each of the award categories above. Deadline for receipt of nominations and supporting documents is between October 1st and October 15th depending on the date the request is sent out and the date the event will take place.
2. The nomination package should be comprised of the following:
 - Name and affiliation of the nominee
 - Name and affiliation of the nominator
 - The category in which the nomination is being made
 - A 300-word (maximum) narrative from the nominator outlining the reasons why the candidate merits the award
 - The candidate's CV or résumé (regular CV, not grant-related CV)
 - Letter(s) or email(s) of support from others (maximum 4).

3. Nominations and supporting documents will be submitted to the Chair's Senior Advisor for Academic Programs who will compile the documents into a single PDF nomination package for each nominee.
4. Nominators should obtain the nominee's consent to the nomination process and confirmation that s/he would be present at the awards ceremony if selected for the award.
5. Nominators must be available to attend the Gerald Bronfman Department of Oncology Distinguished Lecture and Awards Ceremony.
6. A previous winner may be nominated for another category but not for the same one in which s/he was recognized earlier.
7. Nominators are encouraged to resubmit applications for previous candidates not yet selected for these awards. The runner(s)-up from the previous two years will be automatically considered as candidates.

Selection Process

1. Upon receipt of the nomination packages from the Department Chair, members of the committee will score each nominee on a scale of 1-10 (1 = lowest and 10 = highest merit) in integers only, according to award category. **Committee members will be given a maximum of two weeks to submit their scores.**
2. The Department Chair will determine the average score for each nominee and then request committee members to rank the two highest in each category in order of preference (1 = member's choice, 2 = runner-up). **Committee members will have four days to submit their preference to the Department Chair.**
3. The Department Chair will choose the most frequent top choice in each category and will notify the committee of the award winners.
4. Submission of each round of scoring will be strictly confidential, via email to the Department Chair only.

Note: All deadlines must be strictly adhered to in order to give the Faculty of Medicine and Health Sciences enough time to order and receive the engraved plaques.

Award Notification

1. The Department Chair will notify the nominator of each winning nominee. The nominator will then notify the winning nominee.
2. The awards will be presented at the annual Gerald Bronfman Department of Oncology Distinguished Lecture and Awards Ceremony scheduled in October, November, or December. The names of the award winners will be publicly announced by the Chair at the official communiqué with the event invitation. At the ceremony, when the award is presented to the winner, a photograph will be taken of the nominee standing between the nominator and the Dean (or his/her delegate) of the Faculty of Medicine and Health Sciences.
3. The names of the award winners will appear on the Department Awards Plaque situated at the Department headquarters. The names/photos also will appear on the Department website and social media platforms.