

# RECOGNITION AND AWARDS COMMITTEE

## DRAFT NEW POLICY

This policy was developed to provide guidelines about the Recognition and Awards Committee (RAAC), a standing committee within the psychology department. The objective of this committee is to identify and acknowledge the outstanding contributions made by the faculty members, staff, and students in the fields of psychology research, education, and service.

## ROLES AND RESPONSIBILITIES

The primary roles and responsibilities of the Recognition and Awards Committee are:

- **Individual Recognition:** The committee is responsible for identifying individuals who have shown exceptional commitment to their roles and have significantly contributed to the academic and professional communities.
- **Award Selection:** The committee recognizes the achievements by creating, reviewing, and awarding awards in various categories, including university, college, and department-level awards.
- **Award Ceremony & Recognition-related Events:** With the assistance of department staff and the department head, the committee will arrange and execute the department's annual award ceremony and other recognition-related events.

## COMMITTEE CONSTITUTION

The committee consists of:

- **A chair:** The chair will be selected from within the RAAC through the collective agreement of those faculty volunteers. If a cooperative agreement is not possible, the department head will make the appointment. The chair serves one, two-year term.
- **Members** comprise a mixed group of faculty, staff, and students. This composition ensures a diverse perspective in decision-making and improves the fairness of the recognition and awarding process. Early in the fall semester, the department head will make department-wide calls for volunteers to fill open positions.
  - At least three faculty members from the set of volunteers will be selected to each serve a two-year term (repeatable for two consecutive terms).
  - At least two students (from the department's graduate or undergraduate communities) members will be selected to each serve a one-year term (repeatable for two consecutive terms) from the set of volunteers.
  - At least one psychology department professional staff member will be selected from the set of volunteers to serve a two-year term (repeatable for two consecutive terms).