

## Awards, Scholarships and Grants Policy

| Version            | Effective Date                | Supersedes                                       |
|--------------------|-------------------------------|--------------------------------------------------|
| 1.1                | October 22, 2025              | December 2024                                    |
| Policy Approver    | Policy Owner                  | Policy Contact                                   |
| Board of Directors | Policy & Governance Committee | UWOFA Vice-President                             |
| Last Reviewed      | Next Review Date              | Required Reviewers                               |
| November 2024      | November 2026                 | Policy & Governance Committee<br>UWOFA Treasurer |

### I. PURPOSE

The purpose of this policy is to govern and maintain the sustainability of the awards, scholarships and grants supported by UWOFA and outlined in this policy according to their terms of reference which are included as appendices.

### II. ADMINISTRATION OF AWARDS, SCHOLARSHIPS AND GRANTS

1. The Treasurer shall oversee the financial management of all endowed funds created to sustain the awards and report annually on the funds to the Board. The President shall report award recipients at the next regularly scheduled Meeting of Members.
2. The Allan Heinicke Memorial Service Award, Tom Murphy Memorial Service Award and Dan Belliveau Memorial Service Award shall be supported through endowed funds held by Western University through two Memorandums of Agreement (MOA) with UWOFA (Allan Heinicke Memorial Service Award Fund (71H000); UWOFA Faculty Recognition Awards Fund (71M005)).
3. The UWOFA Scholarships at Western University shall be supported through annual contributions made by UWOFA to Western University and administered by Western University under the terms of a time-limited Donation Agreement. In addition, two student scholarships – Sarah J. Shorten UWO Faculty Association Scholarship and UWO Faculty Association President's Scholarship – are supported through endowed funds held by Western.
4. The Contract Faculty Research and Professional Development Fund shall be supported by funds provided from the UWOFA Operating Fund used for daily and general expenses.
5. Subject to the terms of the respective MOA or donation agreement, the Board may alter the terms of reference of awards or scholarships to maintain viability and relevancy. This may include making additional financial contributions or altering the eligibility criteria, value, number or timing of the award or scholarship. The Board may direct the President or designate to engage with representatives of Western to make alterations to MOAs or donation agreements.

6. Subject to terms of the respective MOA or donation agreement, the Board may terminate an award or scholarship. Notice of this decision and reasons shall be presented to the Members at the next regularly scheduled Meeting of Members.
7. UWOFA may only alter or reclaim the portion of any award or scholarship which was contributed by UWOFA.
8. UWOFA shall inform Western prior to June 1 for the upcoming academic year in the event of termination of funding for the UWOFA Scholarships at Western.

## **Appendix A: Terms of Reference for Allan Heinicke Memorial Service Award**

### **Purpose:**

For many years, Professor Allan Heinicke contributed to the inner workings of the University in a variety of capacities: Chair and President of UWOFA, member of Senate committees and subcommittees, member of the Board of Governors, and frequent member of departmental and Faculty committees. His research papers were considered fundamental by leaders in the field and he was a dedicated and thoughtful teacher known for his meticulous preparation of materials for his students. Professor Heinicke died in December 2007.

The Allan Heinicke Memorial Service Award was established to honour and to recognize outstanding service and achievement in financial, technical, or policy development and/or analysis supporting the aims of UWOFA. The outstanding quality of a nominee's contribution may derive from the result of a single project or activity or the accumulation of efforts through consistent involvement over a long period of time.

### **Eligibility:**

All current and former Members of UWOFA are eligible for the award.

### **Nominations and Adjudication:**

All Members of UWOFA are eligible to submit nominations. Nominations will be called for every three academic years by the Executive of UWOFA in the fall of that year, to be submitted by January 31 of that year, using the format determined by UWOFA. Nominations shall take the form of an appropriate curriculum vitae and a letter signed by four Members of UWOFA providing a detailed statement describing the specific contributions and achievements of the nominee as they relate to financial, technical or policy development and/or analysis in support of the aims of UWOFA. The Executive shall decide, after receiving nominations, whether or not an award shall be made, and if so to whom.

### **Timing:**

Nominations will be called for every three years beginning in 2026-27. Awards will be presented at the spring Meeting of Members.

### **Value:**

1 at \$6,000. Recipients may choose to receive the award: 1) on a cash basis; 2) as a grant to be expended over a period of up to three years to support research; or 3) to advance their academic career by supporting reimbursement of expenses including but not limited to travel, equipment and professional development.

## **Appendix B: Terms of Reference for Tom Murphy Memorial Service Award**

### **Purpose:**

Tom Murphy was a long-standing contract faculty Member, joining the Department of Sociology in 1988. He was involved in UWOFA since certification in 1998, serving as a Director on the Board for four terms, member of the Executive, and regular member of the Policy and Governance Committee. He also served UWOFA in other ways. His reports from the Parking Appeals Committee were the highlight of many General Meetings. Perhaps most importantly, however, he was a long-standing member and co-chair of the Committee for Contract Faculty (CCF).

Through his work, he was instrumental in raising awareness about the working conditions of UWOFA's contract faculty Members. His relentless efforts to highlight the issues affecting his contract faculty colleagues helped to change the direction of UWOFA, pushing it to bring these issues to the foreground of its work and to situate them within its commitment to fairness, academic freedom, and social justice within the academy. In his work, he showed rigorous insight, compassion, and dedication. His tireless commitment to contract faculty, and to the ideals of collegiality, solidarity, and service to others left an indelible mark on UWOFA.

This award recognizes the exemplary hard work and commitment of a contract faculty Member to the work of UWOFA. The outstanding quality of a nominee's contribution may derive from the result of a single project or activity or the accumulation of efforts through consistent involvement over a long period of time.

### **Eligibility:**

All current and former contract and part-time Members of UWOFA are eligible for the award.

### **Nominations and Adjudication:**

All Members of UWOFA are eligible to submit nominations. Nominations will be called for every three academic years by the Executive of UWOFA in the fall of that year, to be submitted by January 31 of that year, using the format determined by UWOFA. Nominations shall take the form of an appropriate curriculum vitae and a letter signed by four Members of UWOFA providing a detailed statement describing the specific contributions and achievements of the nominee as they relate to the overall aims of UWOFA. The Executive shall decide, after receiving nominations, whether or not an award shall be made, and if so to whom.

### **Timing:**

Nominations will be called for every three years, beginning in 2025-26. Awards will be presented at the spring Meeting of Members.

### **Value:**

1 at \$6,000. Recipients may choose to receive the award: 1) on a cash basis; 2) as a grant to be expended over a period of up to three years to support research; or 3) to advance their academic career by supporting reimbursement of expenses including but not limited to travel, equipment and professional development.

## **Appendix C: Terms of Reference for Dan Belliveau Memorial Service Award**

### **Purpose:**

Dan Belliveau was a faculty Member from 1998 to 2020. He was a founding member of the School of Health Studies and served as its Director. He devoted many years of dedicated service to UWOFA, his most significant contributions being as Chair of the Pensions & Benefits Committee, Deputy Chief Negotiator, and President. It was in large part through his efforts that the Wellness Spending Account and many improvements to retirement benefits came to be. In carrying out these roles, he stood out not only for his diligence in serving his colleagues effectively, but also for his welcoming approach to leadership and building the UWOFA community by warmly encouraging colleagues to participate.

His outstanding contributions throughout his career brought him impressive accolades including the Edward G. Pleva Award for Excellence in Teaching, the Allan Heinicke Memorial Service Award and the CAUT Dedicated Service Award. In nominating him for these awards, his colleagues emphasized his integrity and his embodiment of qualities of fairness, sincerity, virtue, decency, and the highest moral ethics.

He was devoted to fulfilling his roles to the absolute best of his ability and with full consideration for his colleagues. This award recognizes exceptional service to UWOFA while adhering to high standards of integrity. The outstanding quality of a nominee's contribution may derive from the result of a single project or activity or the accumulation of efforts through consistent involvement over a long period of time.

### **Eligibility:**

All current and former Members of UWOFA are eligible for the award.

### **Nominations and Adjudication:**

All Members of UWOFA are eligible to submit nominations. Nominations will be called for every three academic years by the Executive of UWOFA in the fall of that year, to be submitted by January 31 of that year, using the format determined by UWOFA. Nominations shall take the form of an appropriate curriculum vitae and a letter signed by four Members of UWOFA providing a detailed statement describing the specific contributions and achievements of the nominee as they relate to the overall aims of UWOFA. The Executive shall decide, after receiving nominations, whether or not an award shall be made, and if so to whom.

### **Timing:**

Nominations will be called for every three years, beginning in 2024-25. Awards will be presented at the spring Meeting of Members.

### **Value:**

1 at \$6,000. Recipients may choose to receive the award: 1) on a cash basis; 2) as a grant to be expended over a period of up to three years to support research; or 3) to advance their academic career by supporting reimbursement of expenses including but not limited to travel, equipment and professional development.

## Appendix D: Terms of Reference for UWOFA Scholarships at Western

### **Purpose:**

Through the UWOFA Scholarships at Western, UWOFA Members have been proudly supporting students since 1969. The number has grown to 36 non-endowed annual student awards. Western administers this program which annually provides approximately \$54,000 in support to students. In addition to UWOFA's non-endowed annual awards, there are two endowed UWOFA student awards that are established and administered through Western:

#### 1. Sarah J. Shorten UWO Faculty Association Scholarship

Awarded to a student with the best academic performance in the second year of a program in Philosophy, who has taken at least three full Philosophy courses, no more than one of which is at the 1000-level. Endowed in memory of the late Sarah Shorten by colleagues and friends. Value: 1 at \$1,000

#### 2. UWO Faculty Association President's Scholarship

Awarded to a student with the highest academic standing who is entering the final year of the academic discipline of the immediate past president of the Faculty Association. Value: 1 at \$1,500

The UWOFA Scholarships at Western are subject to approval by the University Senate and Board of Governors in accordance with [Policy 2.10 Student Scholarships, Awards and Prizes](#) and [Policy 1.44 Naming Policy](#).

### **Criteria:**

Awards are allocated across the faculties based on enrollment and according to the following criteria. A student can receive a UWOFA Scholarship at Western only once.

| Faculty             | Award Name                                             | Criteria                                                                                                         |
|---------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Arts and Humanities | Faculty Association Scholarship in Arts and Humanities | Awarded to full-time undergraduate students in the Faculty of Arts and Humanities based on academic achievement. |
| Education           | Faculty Association Scholarship in Education           | Awarded to full-time undergraduate students in the Faculty of Education based on academic achievement.           |
| Engineering         | Faculty Association Scholarship in Engineering         | Awarded to full-time undergraduate students in the Faculty of Engineering based on academic achievement.         |

|                                                    |                                                                                |                                                                                                                                                                                                                                                                            |
|----------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Sciences                                    | Faculty Association Scholarship in Health Sciences                             | Awarded to full-time undergraduate students in the Faculty of Health Sciences based on academic achievement. At least one scholarship is to be awarded to a student in each of the Schools of Kinesiology, Nursing.                                                        |
| Health Sciences - Health Studies                   | Daniel Belliveau Memorial Scholarship                                          | Awarded annually to full-time undergraduate students in the Faculty of Health Sciences, School of Health Studies based on academic achievement.                                                                                                                            |
| Information and Media Studies                      | Faculty Association Scholarship in Information & Media Studies                 | Awarded to full-time undergraduate students in the Faculty of Information and Media Studies based on academic achievement.                                                                                                                                                 |
| Ivey Business School                               | Faculty Association Scholarship in Business                                    | Awarded to full-time undergraduate students in the HBA program at the Ivey Business School based on academic achievement.                                                                                                                                                  |
| Law                                                | Faculty Association Scholarship in Law                                         | Awarded to full-time undergraduate students in the Faculty of Law based on academic achievement.                                                                                                                                                                           |
| Music                                              | Faculty Association Scholarship in Music                                       | Awarded annually to full-time undergraduate students in the Don Wright Faculty of Music based on academic achievement.                                                                                                                                                     |
| Schulich School of Medicine & Dentistry            | Faculty Association Scholarship in the Schulich School of Medicine & Dentistry | Awarded annually to full-time undergraduate students in the Schulich School of Medicine & Dentistry School based on academic achievement. At least one scholarship is to be awarded to a student in the Honors Specialization in Neuroscience Bachelor of Science program. |
| Schulich School of Medicine & Dentistry - Medicine | J.A.F. Stevenson Memorial Scholarship                                          | Awarded annually to full-time undergraduate students in the Schulich School of Medicine & Dentistry, Department of Medicine based on academic achievement.                                                                                                                 |
| Science                                            | Faculty Association Scholarship in Science                                     | Awarded annually to full-time undergraduate students in the Faculty of Science based on academic achievement.                                                                                                                                                              |
| Science - Mathematics                              | Allan Heinicke Memorial Scholarship                                            | Awarded annually to full-time undergraduate students in the Faculty of Science, Department of Mathematics based on academic achievement.                                                                                                                                   |

|                            |                                                                                 |                                                                                                                      |
|----------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Science - Part-time        | Faculty Association Scholarship in Science PT - Vicki Olds Memorial Scholarship | Awarded annually to part-time undergraduate students in the Faculty of Science based on academic achievement.        |
| Social Science             | Faculty Association Scholarship in Social Science                               | Awarded annually to full-time undergraduate students in the Faculty of Social Science based on academic achievement. |
| Social Science - History   | W. Balderston Memorial Scholarship                                              | Awarded annually to full-time undergraduate students in the Faculty of Social Science, Department of History.        |
| Social Science - Part-time | Faculty Association Scholarship in Social Science PT                            | Awarded to part-time undergraduate students in the Faculty of Social Science based on academic achievement.          |
| Social Science - Sociology | G. Edward Ebanks Scholarship                                                    | Awarded annually to full-time undergraduate students in the Faculty of Social Science, Department of Sociology.      |

**Nomination and Adjudication:**

The Office of the Registrar will select the recipients based on the criteria, number, and value of scholarships as determined in the Donation Agreement between UWOFa and Western.

**Timing:**

The UWOFa Scholarships at Western will be awarded on a yearly basis. Recipients will be selected by September 30. Award winners will be announced on UWOFa's webpage. Western will seek opt-in consent from recipients by October 31 to receive direct communication from UWOFa for the purposes of event engagement and relationship building.

**Value:**

For the non-endowed annual awards, 36 at \$1,500. The University will send timely and secure electronic payment to recipients' finance accounts and issue income tax receipts through the Student Center. Receipt of the scholarship will be added to the Western student record and appear on the student transcript.



## **Appendix E: Terms of Reference for UWOFA Contract Faculty Research and Professional Development Grant**

### **Purpose:**

The purpose of this funding is to support the participation of UWOFA contract faculty Members in professional development activities, academic conferences, and research.

### **Eligibility & Conditions:**

Only UWOFA contract faculty Members are eligible to apply for the funding. Each Member can submit only one application in any given academic year. A Member who receives funding for an academic year is not eligible in each of the next two academic years.

Funded activities or projects must either have been completed in the twelve months prior to the submission deadline or be completed within the twelve months following the submission deadline, although in exceptional circumstances in the latter situation an extension may be granted by the Committee for Contract Faculty. If the research project requires approval from Western Ethics Research Board or Animal Use Subcommittee, a copy of the approval documentation must be submitted with the application or forthwith once it is obtained.

### **Advertisement & Adjudication:**

Applications will be called for by the Executive of UWOFA, to be submitted by January 31 of that academic year, using the format determined by UWOFA. The funding shall be advertised on the UWOFA website and to all Members on UWOFA's contract faculty email lists.

The UWOFA Committee for Contract Faculty is responsible for appointing an adjudication committee. The adjudication committee shall have five members, three of whom shall be members of the Committee for Contract Faculty.

The adjudication committee shall determine the recipients of the funding within one month of the submission deadline and shall so advise the President. Among other considerations, it shall consider the merits of each project or activity, the qualifications of each applicant, and the financial circumstances of each project or activity. An application may be funded in full or in part.

### **Application:**

An application must include:

- (a) for research projects, a description (1000 words or less) of the project including its rationale, methodology, projected timeline and results (anticipated or actual) and the role of the Member in the project;
- (b) for professional development activities, a description (1000 words or less) of the activity and a justification for the Member's involvement in it (it is expected to be relevant to the Member's career);
- (c) for attending a conference, a description (1000 words or less) of the conference and the Member's expected involvement in it (such as presenting a paper or poster) and a copy of the call for presentations and other promotional materials for the conference;

- (d) for all applications, a budget setting out all expenses relating to the project or activity and indicating the amount of funding sought (see for assistance the UWOFA Reimbursement Policy);
- (e) for all applications, details of any other funding (received, applied for, or to be applied for) for the same project or activity;
- (f) the applicant's CV.

### **Value & Timing:**

UWOFA shall provide at least \$10,000 in funding each academic year, of which half is available for Limited-Term Members (which includes Members in a Limited-Term Appointment created under Clause 1.1 of the Article Transition Provisions of the 1998-2002 Collective Agreement and Members on a Limited-Term Appointment without a specified end date) and half is available for Part-Time Members (those holding a Limited-Duties Appointment or a Standing Appointment). However, if the adjudication committee determines that the total of the fundable applications from either the Limited-Term or the Part-Time applicants is less than half of the total funding it may allocate the difference to the other group.

Up to ten Limited-Term and up to ten Part-Time applicants may be funded in a given academic year. The funding will normally be provided as reimbursement, after the funded Member submits receipts for expenses to UWOFA. In exceptional circumstances, a funded Member may request the funding in advance, in which case receipts must be submitted later. In all cases receipts must be submitted within one month of being selected for funding or completing the project or activity, whichever occurs later.

### **Acknowledgement and Reporting:**

Funded Members shall, in the project or activity, take reasonable steps to acknowledge UWOFA's financial support. Funded Members shall, in a timely manner, provide UWOFA with a written report (not more than 500 words) on the completed project or activity. The Committee for Contract Faculty shall provide an annual report to the President on the applications which indicates the number of applications received and summarizes the projects and activities for which funding was sought.