**Terms of Reference for:**

**JCAA Subcommittee to Adjudicate the Adjunct Fund for Scholarly Research and Creative Work and Professional Development (Approved by JCAA – Oct 1, 2018)**

In accordance with the terms outlined in the Queen’s-QUFA Collective Agreement (2015-19) Article 36.2, this subcommittee of the JCAA shall operate as follows.

Governance:

1. There shall be six members of the committee, three appointed by Queen’s and three appointed by QUFA.
2. Queen’s and QUFA shall each appoint two members who hold academic appointments and one administrative member.
3. The Queen’s administrative appointee shall manage the Fund web page and receive applications, queries and reports from Adjuncts.
4. Academic appointees shall normally serve two-year renewable terms.
5. All members have voice. Academic appointees have vote.
6. The committee shall be chaired by one of the academic appointees and the chair shall alternate between Queen’s and QUFA appointees.
7. Decisions may be made by consensus or by democratic vote. Abstentions are possible (see conflict of interest below).
8. The chair shall have the tie-breaking vote when needed.

Duties:

1. The committee shall determine the frequency of fund competitions.
2. The committee shall monitor the application and reporting forms used and shall review these in odd years for accessibility compliance and continued relevance.
3. The committee shall adjudicate applications at regular meetings or in the interim by email as required and permitted.
4. The committee shall review progress/completion reports from award holders.
5. Summaries of the decisions of the committee and the criteria used to make the decisions shall be kept and form the basis of an annual report to the JCAA. The annual report shall include the number of applications/ applicants/awards by Faculty noting the number of first time applicants in each competition. The committee may report on other observations as they deem necessary.
6. The committee shall ensure that both parties, Queen’s and QUFA, advertise the award.
7. The chair of the committee meeting will review and sign the letters to applicants on behalf of the committee.
8. When the number of acceptable applications exceeds the amount of money in the Fund, the committee will record the criteria by which successful applications were selected.

Principles:

1. Article 18 of the Queen’s-QUFA Collective Agreement on Conflict of Interest and Reasonable Apprehension of Bias is in operation for QUFA members and staff. Non-QUFA members are governed by Queen’s Conflict of Interest Policy (<http://www.queensu.ca/secretariat/policies/senate/conflict-interest-and-conflict-commitment>).
2. A member of the committee who submits an application to the fund shall not serve on the committee for the fund year (May-April) in which his or her application is to be considered. The members shall report their intention to apply to the authority that named them to the committee as soon as they can. A substitute will be named for that year.
3. Committee members who suspect they may be in a conflict of interest or commitment or may cause the reasonable apprehension of bias for other reasons shall declare this to the committee as soon as possible and before adjudication of the next round of applications begins. The Committee shall then decide the best remedy (if any) including:
   1. The member sits out that year’s competitions and a substitute is named;
   2. The member sits out that round of competition;
   3. The member abstains from participating in the discussion and decision for a particular application;
   4. Other reasonable precautions.