PGME Awards Subcommittee
Terms of Reference

PURPOSE

The Awards Subcommittee is a permanent body of the Office of Postgraduate Medical Education (PGME). The Awards Subcommittee reports to the Associate Dean, Office of Postgraduate Medical Education.

The purpose of the Awards Subcommittee is to facilitate the awarding of: Program Administrator Awards, Program Director Awards, Resident Awards, Fellow Awards, and Preceptor/Teaching Faculty Awards, via any or all of the following, as per individual award Terms of Reference or guidelines in the Office of Postgraduate Medical Education, the Cumming School of Medicine or external national groups or offices.

- Invitation of nominations
- Nomination and submission of potential award recipients to relevant bodies
- Selection of award recipients
- Delegation of a specific group to nominate and/or select award recipients.
- Documentation for external awards nominations

The scope of the Awards Subcommittee covers awards for all **current or exiting** Program Administrators, Program Directors, Residents, Fellows, or Preceptors.

MEMBERSHIP

- Member of PGME Leadership Team, Chair
- One additional member of PGME Leadership Team
- PGME Learning and Education Resource Specialist
- PGME QI Specialist
- Member of Culture and Belonging Committee
- PGME Manager, Administration
- Four senior educators *
- One faculty representative from a rural training site
- One Resident
- One Fellow
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* Current or former Residency or Fellowship Program Directors, Department Vice-Chairs for Education, Faculty

Term of Office

Members of the PGME office staff or leadership will have standing membership. Faculty and trainee members will be appointed for a term of 2 years, renewable once.

All individuals in these positions are invited to attend each Awards Committee meeting, however these named

positions will hold one seat each for the purposes of establishing quorum and hold one vote for the purposes of voting.

Where specific award Terms of Reference require, guests may be invited to PGME Awards Committee for the specific purpose of adjudicating that award.

COMMITTEE RESPONSIBILITIES

- Understand and apply award-specific Terms of Reference or guidelines.
- Contribute to discussion and decision-making of the committee.
- Participate in committee and/or ad hoc work that arises between meetings.
- Create a process to nominate potential awardees.
- Develop a process to facilitate the application for awards.
- Recommend additional awards to Associate Dean
- Recommend nominees for external awards
- Develop the means of tracking successful nominations.
- Recognize and celebrate recipients of awards.

REPORTING ACCOUNTABILITY

The PGME Awards Committee is advisory to the Associate Dean, Office of Postgraduate Medical Education.

FREQUENCY AND FORMAT OF MEETINGS

- The committee will meet at the call of the Chair to share best practices, discuss strategies, and review awards (~October). The Committee will meet in January to adjudicate nominations. There will be a minimum of two meetings per academic year.
- Meeting quorum shall be 60% or greater.

REFERENCE

List of awards can be found here:
Awards, Grants & Scholarships | POSTGRADUATE MEDICAL EDUCATION | Cumming School of Medicine | University of Calgary

HISTORY

2023-10-17 Created
2024.10.18 -Approved
2026-10-01 – Updated
2026-11-01 – Approved by PGMEC