

## **Award Committee Composition Procedure**

1. Separate, 4-person review committees will be established each year for:
  - Thesis/Research Project Award (both cycles)
  - Graduate Mentor Awards
  - Wilber, Stephens, & Peace and Justice Awards
2. Whenever feasible, every award committee will include at least one member from CGS.
3. A list of proposed committee members and alternates will be created by COGA and shared with the Chair of CGS based on the following guidelines:
  - Thesis/Research Project award - Selection will take place in advance of receipt of nominations. Committee membership will ensure broad disciplinary representation. The committee will include at least one member of CGS whenever feasible. Invited members will be asked to verify that they do not intend on nominating any of their advisees.
  - Graduate Mentor Awards – Selection will take place in advance of receipt of the nominations. Committees will include at least 2 past mentor award winners and, when feasible, at least one member of CGS. Additional membership will ensure disciplinary representation and may include additional past award winners.
  - Wilber, Stephens, & Peace and Justice Awards - Selection will take place in advance of receipt of nominations. Committee membership will ensure broad disciplinary representation. The committee will include at least one member of CGS whenever feasible. Invited members will be asked to verify that they do not intend on nominating any of their advisees.
4. The Chair of CGS will review the proposed list of committee members and alternates and either modify or approve.
5. Any committee member who decides after the fact to nominate a student will no longer be eligible to serve on the committee and an alternate member will be selected.