



Association for Information Science and Technology

COMMITTEE TERMS OF REFERENCE

AWARDS & HONORS COMMITTEE

COMMITTEE TYPE

Standing

PURPOSE / ROLE

The committee will oversee and coordinate the ASIS&T international awards and honors program, ensuring the selection and presentation of all ASIS&T awards and honors consonant with Board approved policies and procedures.

- This committee serves as the umbrella committee under which all ASIS&T international (as distinct from chapter and SIG) award juries operate. The Committee has overall responsibility for ensuring that all awardees are selected in a timely manner consistent with Board-approved award guidelines.
- Provide strategic guidance to the Board on how the Awards & Honors Program may be used to increase member value and the visibility of the organization.
- Annually review criteria, guidelines, and descriptions for all awards to ensure clarity and consistency of wording as well as clearly distinguishing between awards.
- Invite (but not directly solicit) nominations for all ASIS&T International Awards.
- Ensure that juries for all awards are appointed as required by individual award guidelines.
- Ensure that all juries conclude deliberations and provide decisions to committees and to headquarters in the required timeframe.
- Note: direct solicitation of nominations, which was previously a responsibility of the Awards Nominations Subcommittee, will be distributed to the appropriate committee for which it is relevant.
- Other duties as assigned through the annual committee charge.

COMPOSITION

- This committee will be comprised of twelve (12) members as follows:
 - One Chair and one Vice Chair who will not serve on any jury.
 - The chairs of the Juries for the following awards:
 - Award of Merit

- Best Information Science Book Award
- Best JASIST Paper Award
- Clarivate Analytics Doctoral Dissertation Proposal Scholarship
- Cretsos Leadership Award
- Outstanding Information Science Teacher Award
- Pratt Severn Best Student Research Paper Award
- ProQuest Doctoral Dissertation Award
- Research in Information Science Award
- Watson Davis Award
- Note: Jury chairs will be appointed by the President at the recommendation of the Awards & Honors Committee.
- The President will assign a Board Liaison to the Committee each year (see the Liaison Job Description for more information on this role.)
- The Director of Membership & Communications will serve as the staff liaison to the Committee
- The Vice-Chair may be selected from sitting committee members, in which case the committee member would be replaced for the remainder of their term. Committee members appointed to complete the term of a Vice-Chair are eligible to continue with a full 2-year term appointment as Vice-Chair then Chair following on the replacement term.

ACCOUNTABILITY

- The Chair is responsible for reporting on the timing of upcoming meetings and activities of the group with the Board Liaison on a regular basis.
- The Chairs of each Jury in parallel under the Awards & Honors Committee are responsible for reporting to their own Jury on the activities of the Awards & Honors Committee, specifically those activities in need of action and decision making.
- The Chairs of Juries associated with the Awards & Honors Committee will liaise with other ASIS&T committees when needed.
- HQ will create a pool of potential jury members each year to ensure that there is a strong “feeder” list from which Chairs can draw members each year
- The Vice-Chair of the Awards & Honors Committee is responsible for reporting quarterly to the Board of Directors as well as informing the President as and when award selections are made.

MEANS OF CONDUCTING WORK

- The Committee as a whole should meet up to four times per year as follows:

- December to review and, as needed, revise award guidelines so that they may be reviewed and acted upon by the Board at their February meeting.
 - Optional as needed: In April to discuss any issues arising from the awards review process.
 - July to debrief the awards review process and make recommendations for the future.
 - September/October (depending on the timing of the Annual Meeting) to conduct a committee self-evaluation and identify recommended Jury Chairs for the next year's cycle to the President.
- Attendance at the Annual Meeting during the term of committee membership is highly recommended for all committee members. All committees will meet in person during the Annual Meeting so in-person attendance is strongly encouraged. However, in order to engage all committee members, those who cannot attend in person may participate via video conferencing.
 - The Chair should communicate with the Board Liaison on a regular basis about the timing of meetings and report content.
 - Chair will organize and chair meetings. Vice Chair will act as a Secretary to take the minutes and write the reports for the Boards.
 - Topics for the agenda of meetings will be prepared by the Chair.
 - The agenda and meeting notes will be circulated by the Vice Chair to members of the Committee as directed by the Chair.
 - Meetings will include a variety of means of engagement.

RESPECTIVE DUTIES

Committee Duties	Jury Duties
<ul style="list-style-type: none"> • In collaboration with the President, identify Jury Chairs for each of the 10 Awards that fall under the purview of this Committee. (Chairs) • In collaboration with the individual Jury Chairs, identify and appoint members to complete each the juries for each of the 10 Awards that fall under the purview of this Committee. (Chairs). • Annually review and make recommendations to improve the guidelines for each award, to include the criteria and eligibility requirements (Committee) • Oversee the award selection process and ensure the timely completion and communication of award selection. (Chairs) 	<ul style="list-style-type: none"> • In collaboration with the Committee Chairs, identify and appoint members to complete each the juries for each of the 10 Awards that fall under the purview of this Committee. (Jury Chair) • Review all nominations for their respective award and complete the needed response in a timely fashion. (Jury) • Provide a citation for the award winner. (Jury) • Communicate the decision of the Jury to the Committee Chairs as well as the Executive Director of ASIS&T. (Jury Chair) • Provide feedback to HQ on the effectiveness of the review tool and

<ul style="list-style-type: none"> • Serve as the first point of contact for resolving problems in award selection. (Chairs) • Report on the timing and content of meetings and activities of the Committee to the Board Liaison on a regular basis. (Chair) • Report quarterly to the Board of Directors as well as informing the President as and when award selections are made. (Vice-Chair) 	<p>process, as well as thoughts for future guideline revisions. (Jury Chair)</p>
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COMMUNICATION AND RESOURCE SHARING

- The Committee will use the iConnect platform to conduct committee business and to communicate among committee members.
- ASIS&T staff will ensure that all documents housed on the community platform are organized in such a fashion as to provide adequate institutional knowledge to allow committee members to come up to speed on committee issues quickly.
- Committee members are expected to familiarize themselves with the committee’s purpose and charge, as well as background materials housed on the platform.
- Confidential materials and/or copyrighted materials will not be shared via the iConnect platform.
- If Association documents that the Committee needs to use contain information not intended for wider sharing within the Association, this information will be redacted by staff before it is made available to Committee members.
- At the end of each award cycle, any information pertaining to specific award nominees or individuals will be downloaded from the iConnect platform and archived at HQ. It will be removed from the iConnect platform.

SELF-EVALUATION

- Each year (prior to the Annual Meeting), the Chair of the Awards & Honors Committee will lead members in a review of its relevance, the value of its work, the effectiveness of its work process over the past year, and its terms of reference.

OTHER CONSIDERATIONS

- The Awards & Honors Committee will demonstrate the values outlined in the ASIS&T Diversity Statement when developing awards juries and considering award criteria for ASIS&T. The statement is as follows:

The ASIS&T community is committed to the values of diversity and inclusion, which we believe support our efforts to achieve and sustain excellence in the information science and technology field. We strive for diversity in all its forms, including but not limited to age, race and ethnicity, gender, sexual orientation,

religion, disability, geographic location, socioeconomic status, or education level. We believe that we can best promote excellence by engaging diverse group members and other stakeholders and providing opportunities at all levels of engagement for any individual or group that shares these values. ASIS&T leaders, volunteers, and staff will strive to keep diversity and inclusion at the forefront of all program planning and development efforts in order to ensure the most welcoming and engaging environment possible for our stakeholders.

CRITICAL DEADLINES

Event	Date
Chair / Vice Chair Appointment	2 months before Annual Meeting
Jury Chair Appointment	1 month before Annual Meeting
Guideline Revisions Proposed	January 15 (or closest weekday)
Jury Appointment	February 1 (or closest weekday)
Award Nominations Open	February 15 (or closest weekday)
Awards Nominations Close	March 31 (or closest weekday)
Selection Deadline	May 31 (or closest weekday)
Board Reports Due	1 month before scheduled Board meetings (tbd)

Approved by the ASIS&T Board of Directors on September 5, 2018.

COMMITTEE ORGANIZATION CHART

