



Notre Dame Scholarships Selection Committee

Terms of Reference

1. Establishment

The Notre Dame Scholarships Selection Committee is established by Student Success as the responsible office for the administration and disbursement of University Scholarships.

2. Purpose

The purpose of the Notre Dame Scholarships Selection Committee (*Committee*) is to comprise a diverse and broadly skilled group of staff to undertake a fair, equitable, transparent, and objective assessment of scholarship applications in the pursuit of selecting scholarship recipients.

3. Authority

The Committee acts as an advisory body and has no authority to award scholarships.

4. Terms of Reference

The Committee has responsibility to:

- 4.1 Undertake training on how to use scholarships assessment recourses, including subconscious bias and diversity considerations.
- 4.2 Assess applications for scholarships prescribed to the Committee by the Chair.
- 4.3 Conduct assessment based on eligibility and selection criteria stipulated by relevant scholarship conditions and facilitated by rubrics and selection resources provided by Student Success.
- 4.4 Commit to the *anticipated workload* prescribed by Student Success for each scholarship selection round.
- 4.5 Provide Student Success a recommendation of nominated recipients for each scholarship prescribed to the Committee for selection within the *selection timeframe*.

5. Nomination and election

- 5.1 All staff members may nominate for election to the Committee via expression of interest, including:
 - i. Academic and professional staff of all levels.
 - ii. Continuing and fixed term staff.
 - iii. Full time and part time staff.
- 5.2 All expressions of interest will require line-manager approval for the capacity and commitment available to the *anticipated workload* of the selection responsibilities of the relevant scholarship round.
- 5.3 The Committee is elected by Student Success through:
 - i. The Chair shall evaluate expressions of interest received and propose elected members to meet the Composition requirements.
 - ii. In the event the composition requirements are not met through expressions of interest received, nominations shall be sought from relevant area authorities requiring representation.
 - iii. Proposed elected members shall be reviewed and endorsed by the National Manager, Student Success.
- 5.4 Successful Committee members will be notified in writing.

6. Composition

The Committee membership will compose of:

- 6.1 No less than five (5) University staff members, elected by Student Success.
- 6.2 The Committee should aim to represent:
 - i. All Campuses of the University.
 - ii. All Faculties of the University.
 - iii. Aboriginal and Torres Strait Islander staff.
 - iv. The relevant discipline or area of each scholarship.
 - v. A balance of academic and professional staff.



- vi. A balance of gender.
 - vii. The diverse backgrounds of the Notre Dame student cohort.
- 6.3 A Chair shall be elected to manage and preside over the Committee and its business.
- 6.4 A Deputy Chair may be elected as and when necessary to support the Chair.
- 6.5 An Executive Officer may be appointed to service the Committee as and when necessary.
- 6.6 The Committee may invite members of Student Success to meetings to assist the Committee with its work.

7. Term of office

- 7.1 Once appointed, the members of the Committee will serve a twelve-month period encapsulating both the semester 1 and semester 2 scholarship rounds of the relevant year.
- 7.2 Throughout this twelve-month period Committee members may be asked to support additional selection requirements for out-of-round Scholarships as and when necessary.
- 7.3 If a member leaves the Committee for reasons outlined below, a replacement will be appointed or elected at the discretion of Student Success.
- i. The Member leaves the University.
 - ii. The Member withdraws capacity to serve the Committee.
 - iii. The Member declares a substantial and unresolvable conflict of interest.

8. Frequency of meetings

- 8.1 The Committee will meet at least twice each scholarship round.
- 8.2 One of the meetings must be to undertake compulsory training on how to use scholarships assessment recourses, including subconscious bias and diversity considerations.

9. Quorum

- 9.1 A quorum will be one half of the members of the Committee and must include the Chair.
- 9.2 For any matters requiring decision, each member will hold one deliberative vote and decisions shall be made on a majority basis.
- i. In the event of a tied vote, the Chair shall have a casting vote.
- 9.3 Participation in meetings may be in person or online.

10. Conflict of interest

- 10.1 Committee Members must declare any conflicts of interest upon appointment and at the first Committee meeting, although can be declared at any moment throughout the selection timeframe.
- 10.2 Conflicts of interest include any real, perceived, or potential conflicts with the Committee's agenda or any of the content pertaining to scholarships and the applications received and shared for the purpose of assessment.
- 10.3 If the Chair deems a Member of the Committee to have a conflict of interest in a matter, the Member will be excused from discussions or decisions relating to that matter.

11. Privacy and confidentiality

- 11.1 Committee Members must declare and sign a privacy and confidentiality agreement upon appointment.
- 11.2 Committee Members will respect the confidential nature of the business of the Committee and no documents or information relating to the committee or meetings should be disclosed without the Chair's consent.
- 11.3 Any documents relating to scholarship applications are not to be printed or transferred from the server provided to the Committee by Student Success, without the Chair's consent.

12. Structure of selection

- 12.1 The Committee will be grouped into no less than two (2) assessors per up to twenty-five (25) scholarship applications, forming a sub-group.
- 12.2 Each sub-group will be prescribed a pack of scholarship applications by the Chair and be asked to assess applications against assessment resources provided in a collaborative manner.
- 12.3 The Chair may convene a meeting with each sub-group at any time throughout the selection timeframe.
- 12.4 Sub-groups within the Committee are encouraged to meet and collaborate outside of the prescribed Committee meeting times assess the scholarship applications and build consensus.
- 12.5 The Chair will guide and oversee any matters arising throughout assessment within each sub-group.



- 12.6 Recommendations of nominated recipients for each scholarship must be the consensus reached within the sub-group.
- 12.7 In the event a consensus is not reached, the Chair will hold a deliberative vote to determine the outcome of the scholarship application assessment.

13. Chair

- 13.1 The Scholarships Coordinator shall be the appointed Chair to the Committee.
- i. In the event the Scholarships Coordinator is not able to fill this role, the Chair shall be elected by Student Success and approved by the Deputy Vice Chancellor, Learning and Teaching.
- 13.2 The Chair is responsible for:
- i. Convening and residing over Committee meetings;
- ii. Allocating sub-groups of assessors within the Committee;
- iii. Prescribing scholarship applications to each sub-group for assessment.
- 13.3 In the event of a tied vote, the Chair shall have a casting vote.
- 13.4 The Chair must consent to any disclosure or distribution of scholarship application data outside of the Committee.
- 13.5 The Chair may convene a meeting with each sub-group at any time throughout the selection timeframe.
- 13.6 The Chair will guide and oversee any matters arising throughout assessment within each sub-group.
- 13.7 The Chair shall escalate all extraordinary matters relating to the Committee and its business, to the National Manager, Student Success.

14. Deputy Chair

- 14.1 The Deputy Chair may be elected to the Committee as and when necessary, by Student Success and approved by the Chair.
- 14.2 The Deputy Chair is responsible for supporting the duties of the Chair.
- 14.3 The Deputy Chair shall act as the Chair in the absence of the Chair.

15. Executive Officer

- 15.1 The Administration Officer (Scholarships) shall be the appointed Executive Officer to the Committee as and when necessary.
- i. In the event the Administration Officer (Scholarships) is not able to fill this role, the Executive Officer shall be elected by Student Success and approved by the Chair.
- 15.2 The Executive Officer, in consultation with the Chair will prepare and send notices of meetings, agendas, and will accurately transcribe all decisions of the Committee.
- 15.3 The Executive Officer is also required to declare any conflicts of interest and sign a privacy and confidentiality agreement upon appointment.

16. Reporting

- 16.1 The Committee will undertake an evaluation of its performance at the end of its term and provide a written or verbal report on this performance to Student Success.
- 16.2 The purpose of this evaluation is to identify and implement any improvements to the Committees purpose and business. This will include a review of these Terms of Reference.
- 16.3 The Committee will keep a record of its deliberation, including meeting minutes, selection matrices, and a table of all decisions and recommendations made.

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