



EMERGING SCHOLARS COLLECTIVE TERMS OF REFERENCE

1. Background and Purpose

The Emerging Scholars Collective(ESC) formerly know as the Women Scholars Speaker Series (WSSS) was established by Professor Shelley Wismath in 2002 to highlight the research excellence of women scholars at the University of Lethbridge. In the years since, the series has expanded to incorporate emerging scholars from equity-deserving groups within and beyond the University of Lethbridge. Each year, the ESC is co-ordinated by two University of Lethbridge faculty members, who work together to invite speakers (virtually and/or in person) to share their research as well as conduct writing retreats to expand research and scholarship .

2 Funding and Administrative support

- 2.1 The Emerging Scholars Collective is supported through funding from the President's Office (\$6,000).
- 2.2 The Accessibility, Belonging & Community(ABC) office provides support for website administration and the processing of payments for speakers/writing retreats.
- 2.3 The University of Lethbridge also provides administrative support through the home department of one of the Co-Chairs.

3 Appointment and Selection of Co-Chairs

- 3.1 Co-chairs will be appointed through a call for expressions from the ABC Office. Expressions of interest should include:
 - the names and institutional affiliations of proposed co-chairs
 - a brief description of ideas for speakers and/or themes/goals for the year.
- 3.2 The VP ABC will appoint the two co-chairs for a two-year term. This will be done by the end of each Spring semester.

4 Co-Chair Responsibilities

- 4.1 Each academic year, the co-chairs will work together to curate either a line-up of speakers or writing retreats from September through to April that supports the goals of the ESC.
- 4.2 The co-chairs are responsible for allocating the yearly budget with the monies received from the President's office. This can include but is not limited to speaker honorariums, refreshments for in-person meetings, events, and wages for a student support which provides training in knowledge mobilization and event planning.



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5. Reporting

The co-chairs will be responsible for preparing a final report to the President's Office on events and budget spent.