

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>TOR-3097</b>
<b>Department:</b>	<b>Academic Surgery</b>		
<b>Title:</b>	<b>Scholarships Evaluation and Monitoring Committee</b>		

**1. PURPOSE AND SCOPE**

This policy outlines the terms of reference for the Royal Australasian College of Surgeons' (RACS) Scholarships Evaluation and Monitoring Committee.

**2. KEYWORDS**

Evaluation, Monitoring, Outcomes, Assessment, Research, Travel, Grant, Fellowship, Scholarship, Global Health, Indigenous Health, Younger Fellows, Rural Fellows

**3. BODY OF POLICY**

**3.1. Objectives**

The Scholarships Evaluation and Monitoring Committee (SEMC) is responsible for monitoring the effectiveness of all RACS Scholarship Programs (managed by the Research Audit and Academic Surgery (RAAS)), evaluating the outcomes of the Programs.

**3.2. Duties and responsibilities**

The Committee monitors all associated activities relating to the selection, placement and evaluation of scholars, including policy development, review and assessment of the outcomes of the activities.

The responsibilities of the SEMC are:

- to provide guidance on the strategic direction of the Scholarships Program
- to evaluate the effectiveness of the Scholarships Program in delivering predetermined goals
- to report its findings to the RACS Research and Academic Surgery Committee (RASC).
- to evaluate the experience of scholars during their scholarship-funded period.
- to evaluate scholars at the end of the scholarship, at three years, and nine years post-scholarship.

Where necessary, the SEMC will recommend improvements in planning, administration and implementation of Scholarship placements.

- the Chair is responsible for maintaining an overview of all activities.

**3.3. Tenure and Method of Appointment**

The Chair shall be appointed by the Chair of the Professional Standards and Advocacy Committee (PSAC) for a three-year term with a maximum of three terms or nine years.

All members of the Committee are appointed for a three-year term, with a maximum of three terms or nine years.

- one Fellow of the RACS Academic Surgery Committee appointed by the Academic Surgery Committee
- one Fellow of the RACS appointed by the RASC with an interest in Global Health
- one Fellow of the RACS appointed by the RASC with an interest in Indigenous Health
- one Fellow of the RACS appointed by the RASC with an interest in the Younger Fellows area

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- one Fellow of the RACS appointed by the RASC with an interest in Rural Fellows Section
- a non-Fellow

**3.4. Composition and Voting Rights**

3.4.1. Committee membership with full voting rights comprises:

- the Chair, appointed by the Chair of the PSAC
- one Fellow of the RACS Academic Surgery Committee appointed by the Academic Surgery Committee
- one Fellow of the RACS appointed by the RASC with an interest in Global Health
- one Fellow of the RACS appointed by the RASC with an interest in Indigenous Health
- one Fellow of the RACS appointed by the RASC with an interest in the Younger Fellows area
- one Fellow of the RACS appointed by the RASC with an interest in Rural Fellows Section
- a non-Fellow

3.4.2 The SEMC is an independent review committee. As such, no current member of the ANZ Scholarships and Grant Committee or any other scholarship selection committee may participate as a member of this Committee.

3.4.3. The Committee shall have the power to co-opt specific individuals from time to time for their specific expertise or experience for definite periods of time to serve on the committee.

3.4.4. Meeting attendees (no voting rights):

- Surgical Director, Research and Evaluation
- General Manager, Research, Audit and Academic Surgery
- Manager, Research and Academic Surgery

**3.5. Meetings**

The Committee shall meet twice per year as required prior to meetings of the PSAC and at other times as determined by the Chair.

**3.6. Quorum**

A quorum shall be the majority of the voting membership of the Committee.

**3.7. Accountability**

The Committee is accountable to the PSAC through the RASC for fulfilment of the duties and responsibilities outlined in these terms of reference and for the fulfilment of any other matters delegated by PSAC and Council.

The Committee also reports its activities to the Board of the Foundation for Surgery for noting.

**3.8. Reporting Structure**

The Scholarships Evaluation and Monitoring Committee’s proceedings shall be recorded in minutes and reported to the RASC as Council determines.

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**3.9 Publications**

Any publications generated by SEMC will be submitted to RASC and PSAC for noting

**4. ASSOCIATED DOCUMENTS**

ANZ Scholarship and Grants Committee Terms of Reference

Research and Travel Scholarship Policies

Research Academic Surgery Committee Terms of Reference

**5. COMMUNICATION**

The policy is available on the College’s Website for access by Fellows, Trainees, Scholars and staff.

Any proposed changes in policy will be determined by direct consultation between the SEMC, RASC and Professional Standards and Advocacy Committee (PSAC).

**Approver** CEO

**Authoriser** PSAC