

The CAG Awards Revisions committee was struck at the second 2019 CAG Executive meeting held in Winnipeg. The Committee spent time during Summer 2019 studying awards outcomes and procedures of the CAG and a handful of other scholarly associations in North America and conferred with the newly published [Canada Research Chairs Handbook for Equity, Diversity and Inclusion](#). At the end of the summer, the Committee put forward a series of motions related to updating and clarifying CAG Awards outcomes and procedures to the full Executive for voting. With the vote now complete, the CAG Executive is empowered to implement the following:

1. The CAG will ensure accurate and consistent nomination and awards data record keeping. This shall include: retaining digital copies of nomination packages indefinitely, keeping an updated and confidential spreadsheet of individuals nominated and individuals awarded for each CAG-administered award, and posting the names of award winners on the CAG website.
2. A letter from the CAG President that acknowledges concerns about gendered award outcomes, and outlines the steps being taken to address award committee structure and award nomination and deliberation processes, will be made available through a link on the CAG awards page.
3. Calls for CAG Award nominations will usually begin in September, with the Awards Chair posting on CAGlist and emailing all department chairs, study group chairs and CAG members. Depending on the flow of nominations, calls for nominations will be re-posted as needed.
4. A common fillable-PDF cover sheet for all nominations will be developed and used.
5. The following statement will be added to calls for nominees: “The CAG encourages nominations of geographers from equity-seeking groups”.
6. A broad definition of excellence will be added to calls for nominees: “Beyond individual award descriptions, the CAG encourages nominators to consider an expansive definition of excellence, using qualitative and quantitative measures that take into account career interruptions, publication conventions by subdiscipline, and the nuances of collaborative, emerging, community-engaged and policy-engaged research, amongst other factors”.
7. The Awards Chair will invite nominations that have ‘timed out’ to resubmit. Within seven years from the first submission, resubmissions may be made with an updated CV for the nominee; nominators will be given the option to write a new nomination letter. Resubmitting the previous letter within the seven-year window will be permitted.
8. The CAG Awards Committee will be populated following the new ‘Awards Committee Composition Guidelines’ (p. 2).
9. The CAG Awards Committee will undertake its deliberations following the new adjudication procedures (p. 2).

10. The CAG President's Award will fall under the CAG awards adjudication process and the line in the award description "is made at the discretion of the CAG President" will be removed.

11. The CAG President will meet with study group chairs and heads of Regional Divisions at the CAG Annual Meeting 2020, to discuss whether the procedures set out in this document can be adopted/adapted for use across the CAG.

Awards Committee Composition Guidelines

The CAG Awards Committee is composed of one Chair and one 'executive member at large' nominated and elected by the CAG Executive, who then invite a past award winner and another member to join the committee.

- The CAG Awards Committee Chair and 'executive member at large' will preferably be from different regions and/or active in different sub-disciplines of geography;
- The third CAG Awards Committee member shall be a past CAG Award winner and the fourth CAG Awards Committee member shall be a geographer who works outside of Canada;
- When recruiting members of the CAG Awards Committee, the Committee Chair should be mindful of diversity. Reasonable efforts shall be made to avoid a committee that is comprised entirely of people who are men, white, etc.

Awards Committee Adjudication Process

1. The Chair reviews adjudication procedures and ensures committee members are aware of their duties.
2. The Chair will ask committee members to complete an [unconscious bias training module](#), developed for the Canadian Research Chairs program.
3. The Chair determines whether there are enough nominees to begin deliberations on each award, considering the number of nominees and also their diverse identities, if known (if declared by the nominee in their application). If needed, the Chair may reopen the call for nominees for a period of time agreed upon by the committee.
4. When nominations close, committee members will be sent nominees' files, and award descriptions. They will be asked to individually rank nominees, considering the inclusive definition of scholarship mentioned above (see Motion 6), and the CRC guidelines for assessing excellence [here](#).
5. The Chair will compile and share rankings with the committee. If there is disagreement about the rankings, the Chair will arrange a meeting to reach consensus.
6. Normally, one award will be given for each award. In exceptional circumstances, and with the permission of the CAG president, it may be possible to have two awardees for an award.