

Distinguished Teaching Awards Selection Committee Terms of Reference

Mandate

MacEwan University annually awards Distinguished Teaching Awards to faculty who have a demonstrated record of teaching excellence and who further the educational goals of the institution (see Policy C6001). The Selection Committee is responsible for reviewing nominations and selecting recipients each year.

Responsibilities

As per s. 4.1.2 of the policy, the Committee reviews nominations and selects recipients. In consultation with the Director of the Office of Teaching and Learning Services (TLS) or her or his designate, the committee is also responsible for developing and reviewing the award criteria and nomination process.

From time to time, the Committee shall be responsible for developing promotional campaigns.

Copies of the nomination materials are circulated to all members of the Selection Committee. Before the selection meeting, they evaluate each nomination package against the published criteria. When the Committee convenes after privately reviewing the files, members work toward consensus until no more than four nominees are agreed upon.

Once the selection process is complete, the Committee forwards its recommendations to the Provost, who (s. 4.3) approves the selections and notifies the successful award winners.

Accountability

The Committee is an advisory committee of TLS.

Composition

The Committee consists of the following membership:

- One representative from at least four of the Faculties and Schools, as nominated by the Deans or Faculty Councils;
- One student representative, namely the Vice-President, Academic of the Students' Association of MacEwan University, or his/her delegate; and
- Two recent teaching award winners, as appointed by the Provost.

The Director of TLS serves ex officio.

Terms of Office

The members are appointed to serve two-year terms. Terms may be renewed once for a period of one or two years.

Committee Operations

The Committee is chaired by a member chosen by the committee as a whole at the first meeting of the academic year.

TLS provides administrative and resource support for the Committee.

The Committee normally holds meetings as needed, with at least one meeting in Fall term, and at least one meeting in Winter term. Business may be conducted electronically, where appropriate.

Meeting agendas and minutes are filed with TLS, as is all award documentation.

Dispute Mechanism

In the case of disputes or deadlocks, the Director of TLS may make a final decision in consultation with the Provost.

Matters not covered by either the Policy or these Terms of Reference shall be decided by the Director of TLS, with input from the committee.

Revised October 4, 2019