

Teaching Awards Committee

Terms of Reference

September 12, 2022

1. Relevant Policy

1.1. [Teaching Awards](#)

2. Mandate

2.1. The Teaching Awards Committee is a sub-committee of the Teaching and Learning Committee, a standing committee of the General Faculties Council. The Teaching Awards committee adjudicates internal teaching awards. The committee also provides recommendations to the Teaching and Learning Committee regarding the adjudication process and additional awards.

3. Roles and Responsibilities of the Committee and Members

- 3.1. Invite and promote nominations for MacEwan University-wide teaching awards.
- 3.2. Assess all nominations and recommend award recipients to the Teaching and Learning Committee.
- 3.3. The Teaching and Learning Committee recommends award recipients to the Provost and Vice-President Academic.

4. Meetings

- 4.1. The Committee members will attend a training meeting to review the awards criteria and the process for adjudicating nominations for each award. This mandatory meeting will be held prior to award deadlines.
- 4.2. Following the review of applications, which will generally be conducted individually by the Committee members, the Committee will meet as a group, as required, following award deadlines. These mandatory meetings will involve group discussions to ensure consensus.
- 4.3. A quorum will be a majority of the voting members of the Committee.
- 4.4. A meeting to review award criteria and nomination processes will be held once per year to make recommendations to the Teaching and Learning Committee as needed, normally for the following year.

5. Membership

- 5.1. The Committee shall consist of the following members:
 - 5.1.1. The Associate Dean, Teaching and Learning, or designated delegate will serve as the Chair of the Committee and will be an ex-officio member and non-voting. The Chair may vote to break a tie.
 - 5.1.2. One (1) elected member of the Teaching and Learning Committee of GFC.

- 5.1.3. Three (3) Teaching Award recipients (of any award) who are currently faculty members at MacEwan University.
- 5.1.4. Four (4) faculty members.
- 5.1.5. One (1) student representative, namely the Vice-President, Academic of the Students' Association of MacEwan University, or their delegate.
- 5.1.6. As required up to two (2) additional voting faculty members may be added to the committee for specific meetings, at the discretion of the chair.
- 5.2. Administrative support is provided by the Centre for Teaching and Learning.

6. Terms of Appointment

- 6.1. Following a call for expressions of interest, faculty members, including past teaching award recipients, will be appointed by the Provost for a two-year term. Reappointment is limited to two successive terms.
- 6.2. As much as possible, faculty members will be appointed to represent members from across all faculties and schools.
- 6.3. The student member is appointed by SAMU.