

<b>Teaching Excellence Awards Committee Terms of Reference</b>		
<b>Parent Policy:</b>	Union Bylaw	
<b>Related Policies:</b>	Teaching Excellence Awards Procedure	
<b>Approving Body:</b>	Students' Legislative Council	
<b>Passed:</b>	Unknown	
<b>Amended:</b>	November 5, 2019 (77.20)	

## History

Since its inception in 1984-85, The University of Calgary Students' Union has celebrated the accomplishments and positive impact of university instructors and teaching assistants with its annual Teaching Excellence Awards. The creation of the Teaching Excellence Awards by the Students' Union was an effort to improve the profile and the importance of high quality undergraduate instruction at the University of Calgary. The Teaching Excellence Awards have become a highly recognized program in the university community and the only award based solely on student feedback.

## Definitions

*Confidential Information* refers to personal, financial, and strategic information which reasonably will not be made available to the public when providing minutes, meeting agendas, or reports. This includes, but is not limited to, human resources matters, award applications, hardship and funding requests, club or union finances, and information that may affect the interest of the Students' Union, such as details of policies or agreements which have not yet been finalized.

## Authority

- 1 (1) The Union Bylaw establishes the Teaching Excellence Awards Committee as a standing Committee of the Students' Union.

## Mandate

- 2 (1) The Teaching Excellence Awards Committee (TEAC) shall be responsible for selecting recipients of the Students' Union's annual Teaching Excellence Awards.
- (2) The Teaching Excellence Awards Committee shall:
  - (a) Enable and encourage students to provide feedback that recognizes the quality of instruction and excellence in teaching within their courses and faculties;
  - (b) Promote innovative and engaging teaching methods; and
  - (c) Ensure that excellence in teaching is valued and recognized at the University of Calgary.

## Membership

- 3 (1) The Committee shall be composed of:
  - (a) Vice President Academic, as Chair;

- (b) Seven non-executive members of SLC;
  - (c) Five students-at-large; and
  - (d) Students' Union General Manager or designates (non-voting).
- (2) Committee members shall be appointed by virtue of association with the exception of non-executive members of SLC and Students-at-Large whom shall be appointed by the Nominations Committee.
- (3) Appointments to the Committee shall be for the duration of the Fall and Winter sessions.

### **Quorum**

- 4 (1) Quorum shall consist of eight members, which must include:
- (a) The Chair;
  - (b) Six non-executive SLC members or Students-at-Large; and
  - (c) The Students' Union General Manager or designate.

### **Duties of the Chair**

- 5 (1) The Chair shall:
- (a) Chair Committee meetings;
  - (b) Appoint another member of the Committee as Acting Chair, if the Chair is unable to attend for any reason.
  - (c) Act as the official spokesperson for the Teaching Excellence Awards;
  - (d) Provide oversight for the Teaching Excellence Awards Ceremony.

### **Duties and Responsibilities**

- 6 (1) The Committee shall:
- (a) Establish procedures for the selection of Teaching Excellence Award winners;
  - (b) Conduct a minimum of four classroom visits per term to evaluate nominated instructors;
  - (c) Review all TEA nominations and evaluations;
  - (d) Select award winners from evaluation forms collected in both the Fall and Winter sessions;
  - (e) Approve a final list of award winners;
  - (f) Be prompt and responsive to communications from the Chair and General Manager or designates;
  - (g) Provide any other necessary support to the Chair and General Manger or designates in the general promotion and administration of the Teaching Excellence Awards; and
  - (h) Provide feedback for future nominations and evaluations processes.
- 7 (1) The Committee shall conduct an annual review of the Teaching Excellence Awards Committee Terms of Reference and Procedures.

### **Meeting Protocol**

- 8 (1) Committee meetings shall be closed to the public.
- 9 (1) The Committee shall meet at least once in both the Fall and Winter sessions or at the discretion of the Chair.
  - (2) The Chair shall call a meeting within two business days of receiving a written request from a minimum of three committee members;
- 10 (1) Guests may attend at the discretion of the Chair to participate in discussion.
- 11 (1) The Chair shall designate the General Manager or designate the responsibility for distributing the agenda and meeting materials to the Committee at least 48 hours' in advance of the meeting.
- 12 (1) The Chair shall designate the General Manager or designate the responsibility for recording meeting minutes.
  - (2) The final list of award recipients must be put on record with the authorized approval date and names of the Committee members present.
- 13 (1) The Committee shall require a Super Majority vote to approve the final list of award recipients.
  - (2) The Committee may employ other decision-making methods to guide its deliberations in compiling the final list of award recipients.
- 14 (1) Committee documents (meeting agendas, reports, and minutes) shall be made available to Active Members upon written request to the Chair.
  - (2) Committee documents requested under section 14 (1), shall be provided within five – ten business days.
  - (3) Notwithstanding section 14 (1), the SU shall redact any Confidential Information prior to making the Committee documents available.
  - (4) Committee documents may be made available to individuals other than Active Members at the discretion of the Chair.

## **Reporting**

- 15 (1) The Chair shall report on Committee activities to SLC at the next available opportunity following a meeting.

**Amendment History:** September 27, 2007 (63.13); September 28, 2010 (68.25); September 25, 2012 (70.21); January 28, 2014 (71.58); June 6, 2017 (75.04); July 31, 2018 (76.12); November 5, 2019 (77.20).