

Faculty of Education
Teaching Awards Committee

1. Terms of Reference

Under the authority of Education Faculty Council, the Teaching Awards Committee shall:

- 1.1 Provide information regarding teaching awards available in the Faculty of Education and the University of Alberta.
- 1.2 Invite and adjudicate nominations for the Faculty of Education: Graduate Teaching Award, Sessional Undergraduate Teaching Award, Undergraduate Teaching Award.
- 1.3 Invite, review, vet and submit nominations for the University of Alberta: Faculty of Graduate Studies and Research – Graduate Student Teaching Award, Provost’s Award for Early Achievement of Excellence in Undergraduate Teaching, Rutherford Undergraduate Teaching Award, William Hardy Alexander Award for Excellence in Undergraduate Teaching.
- 1.4 Review nominations for the externally adjudicated teaching awards listed in 1.3 to ensure that they meet the awards-specific criteria to an adequate standard prior to submission.
- 1.5 Monitor and update procedures and guidelines for Faculty of Education Teaching Awards, and information on University of Alberta Teaching Awards.
- 1.6 To submit an annual report to Education Faculty Council.

2. Composition

- 2.1 *Statutory Members*
An Associate Dean from Undergraduate Student Services, who shall be Chair.
Associate Dean - Graduate Studies, or designate. (FETAC Nov 2013, EFC Dec 3 2013)
- 2.2 *Elected Members*
Three full-time continuing academic staff members, each from different departments.
- 2.3 *Appointed Members*
President, Education Students’ Association (Undergraduate), or designate.
One graduate student chosen in consultation with the Faculty of Education’s Graduate Students’ Associations from among the full-time graduate student body.
One representative from the Faculty of Education Alumni Association.
One Sessional representative chosen by Faculty of Education Sessional staff.

3. Procedures

- 3.1 The selection of Elected Members to the Teaching Awards Committee shall take place during the Spring ballot of the Faculty. (FETAC Nov 2013, EFC Dec 3 2013)
- 3.2 The selection of Appointed Members to the Teaching Awards Committee shall take place at the start of Fall term and will be facilitated through the Dean's Office. (FETAC Nov 2013, EFC Dec 3 2013)
- 3.3 The terms of the elected members shall be two years. (FETAC Nov 2013, EFC Dec 3 2013)
- 3.4 The terms of the appointed members shall be one year. (FETAC Nov 2013, EFC Dec 3 2013)

4. Quorum

- 4.1 A quorum shall consist of five members. (FETAC Nov 2013, EFC Dec 3 2013)

5. Meetings

- 5.1 The Teaching Awards Committee shall meet to consider applications for each of the respective awards, in accordance with the award deadlines. (FETAC Nov 2013, EFC Dec 3 2013)

Revised: Teaching Awards Cmte Nov, 2013; Faculty Council Dec 3 2013
Updated: Teaching Awards Cmte Feb 1, 2012
Approved: Executive Council Sept 15, 1998