

**Teaching Excellence Awards Committee  
Terms of Reference**

*Students' Legislative Council*

Created: Unknown

Amended: 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)



**Authority & Mandate**

- 1 (1) The Teaching Excellence Awards Committee (TEAC) is responsible for selecting recipients of the Students' Union's annual Teaching Excellence Awards.
- 2 (1) TEAC is established by the Union Bylaw as a Standing Committee of the Students' Legislative Council of the Students' Union, University of Calgary.  
  
(2) TEAC shall adhere to the Union Bylaw regarding the authority and administration of Students' Union committees.

**Membership and Terms of Office**

- 3 (1) The committee shall be composed of:
  - (a) The Vice President Academic, as Chair;
  - (b) Seven non-Executive SLC members;
  - (c) Five students-at-large; and
  - (d) The General Manager or designate (non-voting).
- 4 (1) Non-Executive SLC members and students-at-large shall be appointed by Nominations Committee for the given academic year. A committee member's term ends when SLC receives the final report of the committee.  
  
(2) Committee members shall be held accountable to the duties and responsibilities described in section 9.
  - (a) If the appointed member is unable to fulfill this mandate in the Fall term, the Chair and General Manager or designate may use their discretion to revoke that individual's committee membership.
  - (b) If the appointed member is unable to fulfill this mandate in the Winter term, that individual shall, at the discretion of the Chair and General Manager or designate, not attend the awards selection meeting and Teaching Excellence Awards Ceremony.

- (3) In the event of a vacancy, the Chair shall notify the Nominations Committee so that the position may be filled.

### **Quorum**

- 5 (1) Quorum shall be composed of:
  - (a) The Chair;
  - (b) Six non-Executive SLC members or students-at-large; and
  - (c) The General Manager or designate.

### **Voting**

- 6 (1) TEAC will vote to approve the final list of award recipients through a two-thirds majority vote.
  - (2) The committee may employ other decision making methods to guide its deliberations in compiling the final list of award recipients.

### **Duties of the Chair**

- 7 (1) The Chair shall:
  - (a) Chair committee meetings;
  - (b) Act as the official spokesperson for the Teaching Excellence Awards;
  - (c) Report committee decisions to SLC;
  - (d) Cancel or add meetings as necessary;
  - (e) Provide a minimum 24-hour notice prior to the convening of any unscheduled committee meeting;
  - (f) Call a meeting of the committee within two days of receiving a request to do so in writing from at least three committee members;
  - (g) Provide oversight for committee activities including the coordination of meetings and the Teaching Excellence Awards Ceremony.

### **Duties and Responsibilities**

- 8 (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) Provide feedback for future nominations and evaluations processes;
  - (e) Select award winners from evaluation forms collected in the Fall and Winter terms;
  - (f) Approve a final list of award winners;
  - (g) Be prompt and responsive to communications from the Chair and General Manager or designate; and
  - (h) Provide any other necessary support to the committee chair and General Manger or designate in the general promotion and administration of the Teaching Excellence Awards.

## **Meeting Protocol**

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- (1) TEAC shall meet at least once in each the Fall and Winter Terms.
- (2) Any discussions regarding the selection of award winners shall be conducted In-Camera.
- (3) The Chair may designate a member of the committee as interim chair, in case of absence.

## **Record Keeping**

- 10 (1) The date, time, and location of each meeting of the committee, along with any motioned decisions of the committee, shall be recorded and stored.
- (2) The final list of award recipients must be put on record with the authorized approval date and names of Committee members present.