



SU Teaching Excellence Awards Committee

Committee Position Description

Overview:

The Teaching Excellence Awards (TEA) Committee is made up of voting and non-voting members (staff) who oversee the planning and execution of the TEA program and annual gala. Tasks include informing students about the opportunity to recognize outstanding teachers, conducting class visits for short-listed teachers, assisting to select winners and participating in award distribution at the TEA Gala in April. Committee members may also be asked to review the current Award Selection criteria and discuss updates as necessary.

Supervisor:

Nikhath Ahmed
Manager, Student Services
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Time Commitment:

- Fall Semester:
 - Attend a mandatory orientation session held in mid-October.
 - Conduct a minimum of four class visits.
- Winter Semester:
 - Conduct a minimum of four class visits.
 - Attend the award selection meeting in March.
 - Attend the TEA gala in April.
- Total time commitment for the year is approximately: 15 hours

Responsibilities:

- Promote both rounds of nominations in fall and winter to undergraduate students via social media and word-of-mouth.
- Sign up for at least four class visits during each of the fall and winter.
- Read assigned documents prior to the award selection meeting and be prepared to deliberate.
- Prepare the given speech for the TEA awards and attend the ceremony to present the awards.
- Conduct yourself in a professional manner during all class visits and the awards gala and represent the SU and the TEA program in a positive manner.

Important Dates:

- Mid-October, Orientation, TBD
- Some weekday, daytime availability required for class visits on campus between Oct 27 and Nov 24 and again Mar 1 to 20
- 10:00 am to 1:00 pm, Saturday March 25, (Award Selection Meeting)
- 4:00 pm to 7:30 pm, Wednesday April 19, (TEA Awards Gala)

Benefits:

- Meet new people from across the UCalgary community
- Gain experience with public speaking
- Build professional meeting and committee experience
- Add to your co-curricular record