



1. Mandate and Role of the Committee

The University Teaching Awards Committee (UTAC) is a standing committee of General Faculties Council (GFC) charged with adjudicating:

- the William Hardy Alexander Award for Excellence in Undergraduate Teaching
- the Rutherford Award for Excellence in Undergraduate Teaching
- the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching
- the Teaching Unit Award
- the Award for Excellence in Graduate Teaching

2. Areas of Responsibility

- Adjudicate GFC's annual teaching awards (*see above*)
- Review and recommend changes to the UAPPOL Awards for Teaching Excellence Policy and its procedures for these awards

3. Composition

Voting Members (10)

Elected by GFC (8)

- 4 academic staff (A1.1, A1.5, A1.6, A1.7) at least two of the academic staff members should be members of GFC (with no more than one from any Faculty) – one of whom will be elected by the Committee to serve as Chair, and one elected to serve as Vice Chair.
- 1 sessional academic staff at-large (A2.3)
- 2 undergraduate students from GFC
- 1 graduate student from GFC

Nominated Appointed by the Alumni Association (2)

- 2 alumni, appointed by the Alumni Association

Non-Voting Members

- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

- 4.1 Determine winners of these awards according to approved criteria. The guidelines and procedures for the committee can be found at governance.ualberta.ca

5. Responsibilities Additional to Delegated Authority

- 5.1 Review UAPPOL Awards for Teaching Excellence and Policy and its procedures
- 5.2 To recommend to GFC on changes to UAPPOL Awards for Teaching Excellence Policy
- 5.3 To recommend to the Provost and Vice-President (Academic) on changes to UAPPOL Teaching Award Procedures

6. Sub-delegations from University Teaching Awards Committee

Should be reviewed at least every three years and reported to GFC.

None.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to UTAC:

7.1 Information Management

- a. Information management of UTAC's proceedings must be clearly defined and able to stand up to close scrutiny. All information that forms the basis of a decision must be clearly understood and documented, along with the source of such information.
- b. Additional Information about nominees - Decisions will be based on the contents of the nomination files but may involve a consideration of additional information provided this information is publicly available and shared with all members of UTAC. Offering anecdotal information (eg a testimonial) regarding individual candidates could unfairly influence the outcome of deliberations and is not permitted.

7.2 Conflicts of interest [to be further developed]

- a. All members are expected to divest themselves of their particular concerns and act in the best interests of the University of Alberta in choosing award winners
- b. Members must acknowledge any conflicts or perceived conflicts. Should a conflict arise, the member should not participate in the nomination process within their Faculties. Such participation includes but is not limited to assistance in preparation of nomination packages, including and especially the preparation of letters of support. If a member feels he or she is unable to participate ethically in the adjudication process, the member should withdraw from the discussion.

8. Reporting to GFC

The Committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Sessional staff - as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

10. Links

[Awards for Teaching Excellence Policy](#)
[William Hardy Alexander Award for Excellence in Undergraduate Teaching](#)
[Rutherford Award for Excellence in Undergraduate Teaching](#)
[Provost's Award for Early Achievement of Excellence in Undergraduate Teaching](#)
[Teaching Unit Award](#)
[Award for Excellence in Graduate Teaching](#)

Approved by General Faculties Council: [date]