



The following Motions and Documents were considered by the GFC University Teaching Awards Committee at its Thursday, November 01, 2018 meeting:

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Agenda Title: **GFC University Teaching Awards Committee Terms of Reference**

CARRIED MOTION: THAT the GFC University Teaching Awards Committee recommend that General Faculties Council approve the proposed changes to the GFC University Teaching Awards Committee Terms of Reference as set forth in Attachment 1, to take effect May 1, 2019.

Final Item 4.

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Agenda Title: **GFC University Teaching Awards Committee Adjudication Guidelines**

CARRIED MOTION: THAT the GFC University Teaching Awards Committee approve the GFC UTAC Adjudication Guidelines as set forth in Attachment 1.

Final Item 5.

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**Governance Executive Summary  
Action Item**

Agenda Title: **GFC University Teaching Awards Committee (UTAC) Terms of Reference**

**Motion:** THAT the GFC University Teaching Awards Committee recommend that General Faculties Council approve the proposed changes to the GFC University Teaching Awards Committee Terms of Reference as set forth in Attachment 1, to take effect May 1, 2019.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	GFC University Teaching Awards Committee
Presenter	Pierre Lemelin, Chair, GFC University Teaching Awards Committee

**Details**

Responsibility	General Faculties Council
The Purpose of the Proposal is	To approve the revised terms of reference for the GFC University Teaching Awards Committee.
Executive Summary	<p>In April 2017, General Faculties Council endorsed the report of the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority and approved the following principles documents to guide the implementation of the committee's recommendations, the revisions to standing committees and terms of reference, and to serve as a basis for future efforts to evaluate and improve academic governance at the University of Alberta.</p> <ul style="list-style-type: none"> <li>• <a href="#">Principles for Delegation of Authority</a></li> <li>• <a href="#">Principles of Standing Committee Composition</a></li> <li>• <a href="#">Roles and Responsibilities of Members</a></li> <li>• <a href="#">Meeting Procedural Rules for GFC and its standing committees</a></li> </ul> <p>Specific to UTAC, the report noted that the mandate and delegated authority of UTAC were well defined and recommended no major changes.</p> <p>UTAC reviewed the terms of reference and had extensive discussion about the composition of the committee with respect to its mandate and the GFC Principles of Standing Committee Composition.</p> <p>The draft terms of reference remove committee procedures from the terms of reference to be incorporated into the UTAC adjudication guidelines to be reviewed and endorsed annually by the committee.</p> <p>The draft terms of reference also make some changes to committee composition as follows:</p> <ol style="list-style-type: none"> <li>1. Increasing the Academic Staff representation by one member to 5, with at least 2 members from GFC and no more than one from any Faculty. This will ensure the diversity of disciplines participating with the committee.</li> <li>2. The committee will elect a Chair and a Vice-Chair, at least one of whom is a member of GFC</li> </ol>

**FINAL Item No. 4**

	<p>3. The Academic Teaching Staff criteria be generalized to allow a broader pool of potential committee members from that category</p> <p>4. Increasing the elected undergraduate student representation from 2 to 3 (no change was proposed to the number of graduate students), with at least one of the undergraduate students <u>or</u> the elected graduate student being a member of GFC.</p> <p>5. Changing the Alumni representation from “nominated by” to “appointed by” the Alumni Association to align with current practice.</p> <p>The members suggest that the work of this committee benefits more by maintaining broad representation from faculty, student and the community (Alumni) than the potential membership limiting factor of requiring the majority be GFC members. Members point to #6 In the Principles for General Faculties Council Standing Committee Composition. “Standing Committees should be populated with a commitment to diversity and broad representation from across the university.” The committee’s mandate, oriented to awards, is different than the majority of GFC standing committees, which are more policy oriented.</p> <p>The draft Terms of Reference were before GFC Executive Committee on October 15, 2018 and GFC on October 22, 2018 for early consultation.</p>
Supplementary Notes and context	

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Toolkit section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>• <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority</li> <li>• University Teaching Awards Committee</li> </ul>
	<p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>• Report of the <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority (endorsed by GFC April 21, 2017) Appendix 6: List of Consultations</li> <li>• University Teaching Awards Committee</li> <li>• General Faculties Council</li> <li>• GFC Executive Committee</li> <li>• GFC Executive Committee Transition Committee – September 2018</li> </ul>
	<p><b><u>Those who have been informed:</u></b></p> <ul style="list-style-type: none"> <li>• University Teaching Awards Committee</li> <li>• General Faculties Council</li> <li>• Board of Governors has been provided with brief highlights of the work of the <i>ad hoc</i> Committee on Academic Governance Including Delegated Authority</li> </ul>



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Approval Route (Governance) (including meeting dates)	GFC University Teaching Awards Committee – November 1, 2018 GFC Executive Committee – November 19, 2018 General Faculties Council – November 26, 2018
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**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<b><i>For the Public Good</i></b> Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.  <a href="#"><u>Principles for General Faculties Council Delegation of Authority</u></a>  <a href="#"><u>Principles for General Faculties Council Standing Committee Composition</u></a>
Alignment with Institutional Risk Indicator	
Legislative Compliance and jurisdiction	<i>Post Secondary Learning Act (PSLA)</i> GFC University Teaching Awards Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Attachment 1: proposed UTAC Terms of Reference
2. Attachment 2: Current UTAC Terms of Reference

*Prepared by:* University Governance



## **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**

- a. Adjudicate GFC's annual teaching awards
- b. Review and recommend changes to the UAPPOL Awards for Teaching Excellence Policy and its procedures for these awards

## **3. Composition**

### **Voting Members (12)**

#### **Elected by GFC (10)**

- 5 Academic Staff (A1.1, A1.5, A1.6, A1.7), with no more than one from any Faculty. At least two of the academic staff members should be members of GFC. The committee will elect a Chair and a Vice-Chair, at least one of whom is a member of GFC.
- 1 Academic Teaching Staff (ATS)
- 3 undergraduate students and 1 graduate student, at least one of whom is a member of GFC

#### **Appointed (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 UAPPOL policies and procedures.

## **5. Responsibilities Additional to Delegated Authority**

5.1 Review and approve, on an annual basis, the GFC UTAC Adjudication Guidelines that speak to conflicts of interest and adjudication procedures.

5.2 Review UAPPOL Awards for Teaching Excellence Policy and its procedures and recommend changes to GFC or the Provost and Vice-President (Academic) for approval as appropriate.

## **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**

7.1 The committee will use criteria outlined in UAPPOL policies and procedures and conduct activities in accordance with UTAC adjudication guidelines.

**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

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

**10. Links**

UAPPOL

[Awards for Teaching Excellence Policy](#)

[Award for Excellence in Graduate Teaching Procedure](#)

[Provost's Award for Early Achievement of Excellence in Undergraduate Teaching Procedure](#)

[Rutherford Award for Excellence in Undergraduate Teaching Procedure](#)

[Teaching Unit Award Procedure](#)

[William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure](#)

GFC UTAC Adjudication Guidelines

Approved by General Faculties Council: [date]

## **GFC University Teaching Awards Committee Terms of Reference**

### **1. Authority**

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and over "academic awards" (section 26(1)(m)). GFC delegates certain of these powers to its University Teaching Awards Committee. GFC has thus established a University Teaching Awards Committee (GFC UTAC), as set out below.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

### **2. Composition of the Committee**

#### **Elected by GFC:**

- Four members from Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7 (no more than one from any Faculty)
- One member from Category A2.3
- Two undergraduate students
- One graduate student

#### **Nominated by the Alumni Association:**

- Two Alumni

(GFC 29 JUN 1981) (GFC 28 NOV 1988)(EXEC 14 NOV 1994) (EXEC 01 MAY 2000) (EXEC 06 MAY 2002)

### **3. Mandate of the Committee**

The University Teaching Awards Committee (UTAC) adjudicates the William Hardy Alexander Award for Excellence in Undergraduate Teaching, the Rutherford Awards for Excellence in Undergraduate Teaching, the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching and the Teaching Unit Award (see the *Awards for Teaching Excellence Policy* and procedures as posted in UAPPOL). (EXEC 03 MAY 2004)

UTAC has responsibility for reviewing the awards policies and criteria for the Rutherford, William Hardy Alexander, Early Achievement, and Teaching Unit Awards, and for alerting the GFC Executive Committee of any problems with the policies governing these awards.

### **4. Committee Procedures**

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.

All UTAC 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. Decisions are to be based on the

contents of the nomination files but may involve a consideration of additional information (see below), provided this 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.

### **I Additional Information about Nominees**

Members may bring forward to the meeting ONLY publicly available additional information provided that this information is shared with all other committee members.

Members may NOT bring forward additional anecdotal information.

In all cases, the Secretary to the Committee will note the full content and the source of the information for the record.

### **II Conflict of Interest**

UTAC members 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.

Members should disclose to other members all perceived conflicts of interest. If a member feels he or she is unable to participate ethically in the adjudication process, the member should withdraw from the discussion. The Secretary will note for the record statements of conflicts of interest.

## **5. Additional Reporting Requirements**

None.

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Approved November 26, 2007 (GFC)



**Governance Executive Summary**  
**Action Item**

Agenda Title: **GFC University Teaching Awards Committee (UTAC) Adjudication Guidelines**

**Motion:** THAT the GFC University Teaching Awards Committee approve the GFC UTAC Adjudication Guidelines as set forth in Attachment 1.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	GFC University Teaching Awards Committee
Presenter	Pierre Lemelin, Chair, GFC University Teaching Awards Committee

**Details**

Responsibility	GFC University Teaching Awards Committee
The Purpose of the Proposal is	To approve the revised adjudication guidelines for the GFC University Teaching Awards Committee.
Executive Summary	<p>As part of the responsibilities of UTAC, the committee is to review and approve, on an annual basis, the GFC UTAC Adjudication Guidelines. These guidelines speak to conflicts of interest and adjudication procedures.</p> <p>As part of the revisions to committee terms of reference, the committee procedures were removed from the terms of reference and incorporated into the adjudication guidelines, where they can be reviewed and revised as necessary on an annual basis. The attached proposed adjudication guidelines have therefore undergone significant revision.</p> <p>The committee will review and approve these on an annual basis.</p>
Supplementary Notes and context	

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Toolkit section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>University Teaching Awards Committee</li> </ul>
	<p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>University Teaching Awards Committee</li> </ul>
	<p><b><u>Those who have been informed:</u></b></p> <ul style="list-style-type: none"> <li>University Teaching Awards Committee</li> <li>General Faculties Council</li> <li>GFC Executive Committee</li> </ul>
Approval Route (Governance)	GFC University Teaching Awards Committee – November 1, 2018



FINAL Item No. 5

(including meeting dates)	
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**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<b><i>For the Public Good</i></b> Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator	
Legislative Compliance and jurisdiction	<i>Post Secondary Learning Act (PSLA)</i> GFC University Teaching Awards Terms of Reference

Attachments (each to be numbered 1 - <>)

1. Attachment 1: proposed GFC UTAC Adjudication Guidelines
2. Attachment 2: GFC UTAC Adjudication Guidelines dated February 2018

*Prepared by:* University Governance

## GFC UTAC Adjudication Guidelines

The GFC University Teaching Awards Committee (UTAC) considers nomination packages of exceptional quality. Members share responsibility through collective decision-making and trusting in the value of their common knowledge and wisdom. UTAC's strength resides in the diversity and commitment of its members.

This document, reviewed and approved annually by the committee, ensures that the processes used by the committee in its adjudication work are clearly defined and able to stand up to close scrutiny.

### Conflicts of interest

- a. All UTAC members are expected to divest themselves of their particular concerns and act in the best interests of the University of Alberta in selecting award recipients.
- b. UTAC members must declare any conflicts of interest, real or perceived. If a member feels that they are unable to participate ethically in the adjudication process, the member may withdraw from the discussion of a particular nominee.
- c. UTAC members 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 preparation of letters of support.

### Information provided on nominees

- a. Considering that nominations received by UTAC are excellent, most, if not all nominees will meet each criterion for the award to which they have been nominated. Thus, the point is not to consider whether a nominee deserves a specific teaching award *in abstracto*, but to decide whether a nominee is better than the others in the same pool of nominees.
- b. Decisions will be based on the contents of the nomination packages, but may also involve consideration of additional information, provided this information is publicly available and can be shared amongst all UTAC members. Offering anecdotal information (e.g., a testimonial) regarding individual nominees could unfairly influence the outcome of deliberations and is not permitted.

### Ranking before the adjudication meeting

In order to allow the committee adequate time to discuss nominations, the following process has been established:

- a. After reviewing the nomination packages, UTAC members fill out a table categorizing each nominee as either in the top, in the middle, or at the bottom of their ranking for each award.

The three categories can be interpreted as follows:

- Top: nominees you *very strongly* believe should get the award
- Bottom: nominees you *would not mind* if they did not get the award
- Middle: all other nominees

Putting a nominee in the bottom category does not lessen the appreciation of their teaching. Clearly, categorizing nominees either in the top or bottom category, inasmuch as it is possible, is *most useful* when we consider all UTAC members' rankings together.

- b. Members provide the committee coordinator with their ranking table at least five (5) working days before the adjudication. An informal tally will be prepared by the committee coordinator, and shared with the committee.
- c. Collating member rankings will show whether a nominee is obviously at the top or at the bottom when considering all nominations. The tally also provides a ranking of all nominees prior to the adjudication meeting, which helps to focus the committee's discussions.

#### At the adjudication meeting

UTAC decides by consensus how to proceed with the nominations. The tally of rankings is used as a guide to streamline discussion. A member may, at any time, ask to discuss any nominee regardless of position in the tally.

- Nominees at the bottom of collated rankings:

Taking as a starting point the tally made of all rankings, members agree on which nominees not to discuss. A member may, however, request a nominee be discussed, even if at the bottom of the collated rankings. It is important to keep this in mind as previous experience has shown that the discussion can result in reconsideration.

- Nominees at the top of collated rankings:

Based on the ranking tally, members agree on which nominees should be granted the awards. Usually, such nominations are not discussed at length, however, any UTAC member may request a full discussion of any of the nominees.

- Other nominees/awards:

Depending on the number of remaining nominees and awards, the committee may choose to discuss all remaining nominees or only those near the top of the collated rankings.

- Annual additional award

The committee may, as provided for and outlined in published procedures of the Awards for Teaching Excellence Policy for certain awards, choose to either award or carry forward the additional award for one year.

*Approved by GFC University Teaching Awards Committee  
November 2018*

## GFC UTAC Adjudication Guidelines

Considering the quality of applications received by the GFC University Teaching Awards Committee (UTAC) every year, evaluating the applications could be seen by members as a daunting task. However, GFC UTAC's strength resides in the number, diversity, and quality of its members. By taking collective decisions and trusting in the value of our common knowledge and wisdom, our individual responsibility becomes much more enjoyable.

### Before the adjudication meeting:

- After reviewing the files, members fill out a table categorizing the applicants as either in the top, in the middle, or at the bottom of their ranking for each award
- Members send their tables to Andrea Patrick at least five (5) working days before the adjudication so that a tally can be done
- The purpose of the tally is to show whether any award applicant is obviously at the top or at the bottom of all tables when considered together

### Advice

All applications received by GFC UTAC can be considered excellent, and most, if not all, of them will meet each criterion for the award to which that nomination applies. Thus, the point is not to consider whether an applicant would deserve the specific teaching award *in abstracto*, but to decide whether this applicant is better than the others in the same pool of applicants. In other words, putting an applicant in the bottom category does not lessen our appreciation of their teaching. Clearly categorizing applicants either in the top or bottom category, inasmuch as it is possible, is *most useful* when we consider all members' rankings together.

The three categories could be interpreted as:

- Top: applicants you *very strongly* believe should get the award
- Bottom: applicants you *would not mind* if they did not get the award
- Middle: all other applicants

### At the adjudication meeting:

- Applications at the very bottom of all rankings

Taking as a starting point the tally made of the members' rankings, members agree on which applications not to discuss

- *Any application, even if at the bottom of most rankings, may be discussed at the request of any member* – it is important to keep this in mind; experience shows that such a request can result in a ranking change

- Applications at the very top of all rankings

On the basis of the tally made of the members' rankings, members agree on which applicants should be granted the award.

- Usually, such applications are not discussed at length. However, *any member may request a full discussion of any of them.*

- Other applications

Depending on the number of remaining applications, they can either be all discussed, or only those at the top until all awards have been granted. GFC UTAC decides on how to proceed.