



The following Motions and Documents were considered by the GFC University Teaching Awards Committee at its Tuesday, April 30, 2019 meeting:

Agenda Title: **To approve GFC UTAC Adjudication Guidelines**

CARRIED MOTION:

THAT the GFC University Teaching Awards Committee approve the GFC UTAC Adjudication Guidelines as set forth in Attachment 1, as amended.

Final Item 4.

**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>UTAC reviews and approves changes to the GFC UTAC Adjudication Guidelines on an annual basis. These guidelines speak to conflicts of interest and adjudication procedures.</p> <p>In 2019, nomination packages moved to an on-line submission. Nomination packages were made available to the committee through a secure meeting portal. The GFC UTAC Adjudication Guidelines have been amended to include confidentiality and management of electronic and/or print documents.</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><For information on the protocol see the Governance Toolkit section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> University Teaching Awards Committee
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> University Teaching Awards Committee
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> University Teaching Awards Committee
Approval Route (Governance) (including meeting dates)	GFC University Teaching Awards Committee – April 30, 2019



Strategic Alignment

Alignment with <i>For the Public Good</i>	<i>For the Public Good</i> 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

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.

Confidentiality

Members of the committee are reminded that all materials and deliberations on nominees are confidential. The names of the awards recipients remains confidential until after they have been contacted by the Provost and Vice-President (Academic).

Electronic and/or Print Documents

Members receive access to confidential nomination packages through a secure meeting portal (website). If members download or save documents on one or more of their own devices or memory keys, it is their responsibility to permanently delete the documents after the adjudication meeting. This includes documents in the recycle bin on a device. Members are instructed to destroy or return printed copies of confidential documents to University Governance for shredding following the adjudication meeting.

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

The Provost and Vice-President (Academic) will confirm the total number of awards available each year. Within the parameters of the awards procedures, the committee will determine how they are distributed between eligible awards. 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
April 2019*