

Terms of Reference

University of Calgary Teaching Awards
Adjudication Committee Terms of Reference
(Last updated June 1, 2023)

<p>Purpose & Description</p>	<p>Since 2014, the University of Calgary Teaching Awards have recognized and celebrated outstanding contributions to teaching and learning. The University of Calgary Teaching Awards are comprised of 14 categories that recognize teaching excellence in diverse learning contexts. Students, faculty and staff nominate individuals and groups who make outstanding contributions to enriching the quality and breadth of learning.</p> <p>The selection process for each of the university-level teaching awards is similar. Administrative processes surrounding communication, nomination and selection processes will be coordinated through the Taylor Institute for Teaching and Learning.</p> <p>Each University of Calgary Teaching Award has a distinct Call for Nominations which outlines the eligibility requirements, award criteria, nomination requirements, and the adjudication committee structure for the award.</p>
<p>Scope & Responsibilities</p>	<ul style="list-style-type: none"> • Participate in adjudication training, that includes strategies for addressing and mitigating bias • Disclose potential conflicts of interest (COI) prior to the start of the adjudication process; COI derives from a committee member’s relationship with a nominee and/or affiliation with a nominee’s relevant group/team/unit); further information on University policies and procedures on COI can be found here. • Commit to and maintain confidentiality throughout the adjudication process and ensure: all nomination materials are kept in confidence; committee deliberations are not shared with anyone outside the committee; committee recommendations are not discussed before formal announcements have been made; and feedback is not shared directly with applicants • Exercise impartiality in adjudicating the nominations to ensure the process mitigates bias and review each application package with reference to the award criteria • Individually and collectively evaluate the nominees for each award, with reference to the award criteria • Attend the adjudication selection process meeting and participate in an inclusive, collaborative, fair and equitable decision-making process • Ensure a fair, impartial and objective process in selecting award recipients • Provide feedback and suggestions for improving the adjudication process • Attend the annual Celebration of Teaching (if available)

<p>Composition</p>	<p>The composition of each committee is outlined in the Call for Nominations for each University of Calgary Teaching Award. Each adjudication committee normally consists of the Vice-Provost Teaching and Learning (or delegate) as neutral chair, two academic staff members, an undergraduate student and/or a graduate student, and a support (AUPE) staff, management or professional staff (MaPS) or postdoctoral scholar representative. The committee will consist of members from across faculties, units, and disciplines. Nominees for any award within a given year are not permitted to chair or to adjudicate any award category for that specific year.</p> <p>Recommendations for adjudication committee representation are sought through members of the General Faculties Council (Teaching and Learning Committee) and via an open call for volunteers to the broad academic community through the TI newsletter, the website and email communications. Delegate chairs are selected by the Vice-Provost (Teaching and Learning) from members of the University of Calgary Teaching Academy, as well as networks such as the Associate Deans (Teaching and Learning) and academic staff in the Taylor Institute. Chairs typically serve for two years.</p> <p>The University of Calgary recognizes that a diverse staff, faculty, student and postdoctoral community benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to addressing systemic inequities by removing barriers that have been historically encountered by underrepresented identity groups in our society. We strive to ensure equitable representation on the Teaching Awards adjudication committees. To this end, we encourage equity-deserving identity groups including Indigenous peoples, racialized people, people with disabilities, 2SLGBTQI+ peoples, and women to join and serve on these committees.</p>
<p>Agendas & Meetings</p>	<p>New committees shall be convened annually to adjudicate the award nominations and select award recipients. Depending on the number of nominees received in each category, a committee may adjudicate multiple award categories. Chairs and adjudication committee members are offered training related to the adjudication process, including strategies for addressing and mitigating bias.</p>
<p>Reporting</p>	<p>Immediately following the adjudication process, committee chairs (with support from staff at the TI) verify and report adjudication decisions to the Provost and Vice-President Academic, and the Vice-Provost (Teaching and Learning). Results are shared publicly at the annual Celebration for Teaching and Learning.</p>
<p>Evaluation</p>	<p>Adjudication committee chairs and members are invited to provide feedback on the adjudication process annually.</p>
<p>Required Resources</p>	<p>The Vice Provost (Teaching and Learning) will ensure that adjudication committees have the required resources to support their decision-making.</p>