**Operating Policy – MSU Macademics**

1. Purpose
   1. To recognize, promote, and encourage excellence in teaching and learning at McMaster University.
2. Operating Parameters
   1. MSU Macadamics shall recognize excellence in teaching at McMaster University by awarding MSU Teaching Awards on behalf of MSU members;
   2. MSU Macademics shall maintain and moderate an editable database of courses known as the MSU Course Wiki;
   3. MSU Macademics shall work in partnership with faculty societies and McMaster University to promote student evaluation of teaching via the Course Evaluations period;
   4. MSU Macademics shall collect and disseminate information on quality of education at McMaster University not limited to:
      1. Establishing formal collaboration and communication with the McMaster Institute for Innovation and Excellence in Teaching and Learning, and;
      2. Holding campaigns to gather student input on quality of education at McMaster University.
   5. MSU Macademics shall collect and promote online resources to students to aid in academic success.
3. Teaching Awards Committee   
   1. The TAC's voting members shall be:
      1. The TAC Coordinator (chairperson);
      2. Three (3) SRA members;
      3. At least four (4) MSU members (non-SRA), who shall:
         1. Support the TAC Coordinator in completing their responsibilities;
         2. Be selected by the SRA via election;
         3. Perform the duties outlined in the Elected TAC Committee Member job description.
   2. The TAC shall meet at a minimum on a monthly basis;
   3. The TAC shall accept nominations for first term courses no later than the second week of November and shall accept nominations for second term courses no later than the second week of February;
   4. The TAC shall confer awards including but not limited to criteria in Operating Policy Teaching Awards;
   5. The TAC shall confer awards by a two-thirds vote;
   6. The TAC shall host one (1) awards ceremony each semester in order to present the awards formally to recipients.
4. Personnel Structure
   1. The Macademics Coordinator, who shall:
      1. Be responsible for managing all activities of MSU Macademics;
      2. Perform duties outlined in the Macademics Coordinator job description;
      3. Be hired by a hiring committee struck by the Executive Board that shall consist of:
         1. The outgoing Coordinator;
         2. The Vice President (Education);
         3. One (1) Executive Board Member.
   2. The Teaching Award Committee Coordinator, who shall:
      1. Chair the Teaching Awards Committee;
      2. Plan the Teaching Awards Ceremonies;
      3. Perform duties outlined in the Macademics Teaching Awards Coordinator job description;
      4. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.
   3. The Course Wiki Coordinator, who shall:
      1. Moderate and oversee all functions of the MSU Course Wiki;
      2. Perform duties outlined in the Macademics Course Wiki Coordinator job description;
      3. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.
   4. The Research & Resources Coordinator, who shall:
      1. Be responsible for the creation of an online library of academic resources available on and off-campus;
      2. Liaise with the McMaster Institute for Innovation and Excellence in Teaching and Learning, faculty societies, the Student Success Centre, and other groups on campus;
      3. Perform duties outlined in the Macademics Research & Resources Coordinator job description;
      4. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.
   5. The Promotions Executive, who shall:
      1. Be responsible for creating and sharing promotional materials for all MSU Macademics events, programs, and campaigns;
      2. Be responsible for promotions of McMaster University's Course Evaluations Period;
      3. Perform duties outlined in the Macademics Promotions Executive job description;
      4. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.
   6. The Volunteer & Logistics Executive, who shall:
      1. Be responsible for the outreach, engagement, scheduling, and coordination of volunteers;
      2. Assist in day-to-day actions and operations of the service;
      3. Perform duties as outlined in the Macademics Volunteer & Logistics Executive job description;
      4. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.
   7. The Volunteers, who shall:
      1. Support the service in completing its mandate;
      2. Be selected by the Macademics Coordinator;
      3. Perform the duties outlined in the Macademics Volunteer job description.