Operating Policy – MSU Macademics

# Purpose

## To recognize, promote, and encourage excellence in teaching and learning at McMaster University.

# Operating Parameters

## MSU Macademics shall recognize excellence in teaching at McMaster University by awarding MSU Teaching Awards on behalf of MSU members;

## MSU Macademics shall collect and disseminate information on the quality of education at McMaster University by establishing formal collaborations and communications with campus partners, including, but not limited to:

### The MacPherson Institute for Innovation and Excellence in Teaching and Learning;

### The McMaster University Faculty Association (MUFA); and

### The Student Success Centre (SSC).

## Holding campaigns to gather student input on quality of education at McMaster University;

## MSU Macademics shall collect and promote online resources to students to aid in academic success.

# Personnel Structure

## The Macademics Coordinator, who shall:

### Be responsible for managing all activities of MSU Macademics;

### Perform other duties outlined in the Macademics Coordinator job description.

## The Teaching Awards Coordinator, who shall:

### Chair the Teaching Awards Committee in accordance with **Operating Policy – Teaching Awards**;

### Plan the Teaching Awards Ceremonies;

### Perform other duties as outlined in the Macademics Teaching Awards Coordinator job description;

### Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.

## The Student Recognition Awards Coordinator, who shall:

### Chair the following student recognition awards committees in accordance with their respective Operating Policies:

#### Honour M Award;

#### Rudy Heinzl Award of Excellence;

#### J. Lynn Watson Award for Community Service;

#### MSU Spirit Award;

#### MSU Merit Scholarship Award.

### Ensure adherence to Operating Policy – Awards & Distinctions;

### Perform other duties as outlined in the Macademics Student Recognition Awards Coordinator job description;

### Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.

## The Research & Resources Coordinator, who shall:

### Be responsible for the creation and maintenance of an online library of academic resources available on and off campus;

### Liaise with campus partners in the collection of academic resources for students.

### Perform other duties as outlined in the Macademics Research & Resources Coordinator job description;

### Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.

## The Promotions Executive, who shall:

### Be responsible for creating and sharing promotional materials for all MSU Macademics:

#### Events;

#### Programs; and

#### Campaigns.

### Perform other duties as outlined in the Macademics Promotions Executive job description;

### Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process

## The Volunteer & Logistics Executive, who shall:

### Be responsible for the outreach, engagement, scheduling, and coordination of volunteers;

### Assist in day-to-day actions and operations of the service;

### Perform other duties as outlined in the Macademics Volunteer & Logistics Executive job description;

### Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.

## The Volunteers, who shall:

### Support the service in completing its mandate;

### Be selected by the Macademics Coordinator;

### Perform the duties outlined in the Macademics Volunteer job description.