Operating Policy – MSU Teaching Awards

# Criteria

## The McMaster Students Union (MSU) shall grant MSU Teaching Awards in recognition of excellence among educators at McMaster University based on criteria, including, but not limited to:

### Organization of the material;

### Ability to communicate;

### Delivery of style;

### Flexibility;

### Accessibility;

### Approachability;

### Enthusiasm of instructor;

### Overall teaching ability;

### Knowledge of course material.

## The Teaching Awards Committee (TAC) shall confer Academic Division Awards to one (1) instructor in each academic division who:

### Did not receive the award for the previous academic year;

### Rank among the top two (2) nominees per nomination period;

#### The top nominees will be determined by the percentage of nominations cast from the registered students in the instructor’s course with the discretion of the Coordinator;

### Received the highest average score of top nominees determined by the in-class evaluations.

## The TAC may confer Lifetime Achievement Award(s) to one (1) instructor each year who:

### Has shown dedication to teaching at McMaster University for a minimum of ten (10) years;

### Is close to retirement;

### Have shown evidence in their application of contribution to McMaster Academia, Student Life, and community outside of McMaster;

### Is selected by the TAC through a blinded review process of the applications.

## The TAC may confer Teaching Merit Award(s) to up to two (2) instructors each year who:

### Are in their first or second year of teaching at McMaster University;

### Have shown evidence in their application of contribution and teaching abilities that have been significant, effective and worthy of distinction;

### Are selected by TAC through a blinded review process of the applications.

## The TAC may confer Teaching Assistant Awards to up to two (2) Teaching or Instructional Assistants each year who:

### Rank among the top three (3) nominees per nomination period;

#### The top nominees will be determined by the percentage of nominations cast from registered students in the instructor’s course with the discretion of the Coordinator;

### Received the highest average score of the top nominees determined by the in-class evaluations.

## The TAC may confer Pedagogical Innovation Award(s) to one (1) instructor who:

### Has shown innovation within their teaching or course design;

### Is one of the top four (4) nominees within their Faculty;

### Has been selected by the TAC, with the aid of the Vice-President (Education), through a blinded review process using comments received from the nomination and evaluation process.

## The TAC may confer Community Engagement Award(s) to up to two (2) instructors each year who:

### Has shown dedication to community-engaged education at McMaster University;

### Has shown evidence in their application of contribution to the broader community;

### Are selected by TAC through a blinded review process of applications.

## The TAC may confer Ontario Undergraduate Student Alliance (OUSA) Award for Teaching Excellence to one (1) instructor each year who:

### Has shown evidence of interesting students in learning the course materials and engage their students in learning and discovery;

### Has shown evidence of helping students develop thinking and learning skills;

### Is a close second place nominee for another award;

### Has a contractually limited appointment;

### Has been selected by the TAC, with the aid of the Vice-President (Education), through a blinded review process using comments received from the nomination and evaluation processes as well as curriculum vitae or teaching portfolio.

# Selection Committee

## The TAC shall be appointed annually at the first SRA meeting in November for the purpose of considering nominations for the MSU Teaching Awards;

## Members of the TAC shall be:

### The Macademics Teaching Awards Coordinator, as Chair;

### The Macademics Coordinator;

### Three (3) SRA members;

### At least four (4) non-SRA MSU members, who shall:

#### Support the TAC Coordinator in completing their responsibilities;

#### Be selected by the SRA via election;

#### Perform other duties as outlined in the Elected TAC Committee Member job description.

## The total membership of the committee minus one (1) shall constitute quorum.

# Procedures

## The TAC shall determine the award recipient(s) according to the criteria for granting the award;

### The TAC shall meet at least once monthly across the academic term;

### The TAC shall accept nominations for:

#### Fall term courses no later than the second week of November;

#### Winter term courses no later than the second week of February;

### The TAC shall host one (1) awards ceremony each semester to present the awards formally to recipients.

#### Deliberations shall be held in closed session and the recipient(s) shall be determined by a two-thirds (2/3) affirmative vote;

#### All nominees shall be invited to the awards presentation.

### The TAC’s decision shall not be disclosed to the public until the award is presented to the recipient(s).

#### A news release honouring the award recipients shall be issued following the award’s presentation.

## The Chair of the TAC shall:

### Coordinate the activities of the TAC;

### Work with the Marketing & Communications Director to promote award nominations and arrange for the public announcement of award recipients over any media deemed appropriate;

### File a year-end report with the Executive Assistant in accordance with the records retention requirements set out in **Operating Policy – Awards & Distinctions, Section 5**.

## Vacancies on the TAC shall be filled by the body which elected/appointed the original member;

### Should the Macademics Teaching Awards Coordinator resign or be forced to relinquish their seat, the vacant seat shall be filled in the following order of priority:

#### First, by the Macademics Coordinator; and

#### Second, by an alternative Executive member of MSU Macademics.