



Operating Policy – MSU Teaching Awards

1. Criteria

1.1. 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:

- 1.1.1. Organization of the material;
- 1.1.2. Ability to communicate;
- 1.1.3. Delivery of style;
- 1.1.4. Flexibility;
- 1.1.5. Accessibility;
- 1.1.6. Approachability;
- 1.1.7. Enthusiasm of instructor;
- 1.1.8. Overall teaching ability;
- 1.1.9. Knowledge of course material.

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

- 1.2.1. Did not receive the award for the previous academic year;
- 1.2.2. Rank among the top two (2) nominees per nomination period;
 - 1.2.2.1. 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;
- 1.2.3. Received the highest average score of top nominees determined by the in-class evaluations.

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

- 1.3.1. Has shown dedication to teaching at McMaster University for a minimum of ten (10) years;
- 1.3.2. Is close to retirement;

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- 1.3.3. Have shown evidence in their application of contribution to McMaster Academia, Student Life, and community outside of McMaster;
 - 1.3.4. Is selected by the TAC through a blinded review process of the applications.
- 1.4. The TAC may confer Teaching Merit Award(s) to up to two (2) instructors each year who:
 - 1.4.1. Are in their first or second year of teaching at McMaster University;
 - 1.4.2. Have shown evidence in their application of contribution and teaching abilities that have been significant, effective and worthy of distinction;
 - 1.4.3. Are selected by TAC through a blinded review process of the applications.
- 1.5. The TAC may confer Teaching Assistant Awards to up to two (2) Teaching or Instructional Assistants each year who:
 - 1.5.1. Rank among the top three (3) nominees per nomination period;
 - 1.5.1.1. 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;
 - 1.5.2. Received the highest average score of the top nominees determined by the in-class evaluations.
- 1.6. The TAC may confer Pedagogical Innovation Award(s) to one (1) instructor who:
 - 1.6.1. Has shown innovation within their teaching or course design;
 - 1.6.2. Is one of the top four (4) nominees within their Faculty;
 - 1.6.3. 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.
- 1.7. The TAC may confer Community Engagement Award(s) to up to two (2) instructors each year who:
 - 1.7.1. Has shown dedication to community-engaged education at McMaster University;
 - 1.7.2. Has shown evidence in their application of contribution to the broader community;
 - 1.7.3. Are selected by TAC through a blinded review process of applications.

- 1.8. The TAC may confer Ontario Undergraduate Student Alliance (OUSA) Award for Teaching Excellence to one (1) instructor each year who:
 - 1.8.1. Has shown evidence of interesting students in learning the course materials and engage their students in learning and discovery;
 - 1.8.2. Has shown evidence of helping students develop thinking and learning skills;
 - 1.8.3. Is a close second place nominee for another award;
 - 1.8.4. Has a contractually limited appointment;
 - 1.8.5. 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.

2. Selection Committee

- 2.1. The TAC shall be appointed annually at the first SRA meeting in November for the purpose of considering nominations for the MSU Teaching Awards;
- 2.2. Members of the TAC shall be:
 - 2.2.1. The Macademics Teaching Awards Coordinator, as Chair;
 - 2.2.2. The Macademics Coordinator;
 - 2.2.3. Three (3) SRA members;
 - 2.2.4. At least four (4) non-SRA MSU members, who shall:
 - 2.2.4.1. Support the TAC Coordinator in completing their responsibilities;
 - 2.2.4.2. Be selected by the SRA via election;
 - 2.2.4.3. Perform other duties as outlined in the Elected TAC Committee Member job description.
- 2.3. The total membership of the committee minus one (1) shall constitute quorum.

3. Procedures

- 3.1. The TAC shall determine the award recipient(s) according to the criteria for granting the award;
 - 3.1.1. The TAC shall meet at least once monthly across the academic term;
 - 3.1.2. The TAC shall accept nominations for:
 - 3.1.2.1. Fall term courses no later than the second week of November;

- 3.1.2.2. Winter term courses no later than the second week of February;
- 3.1.3. The TAC shall host one (1) awards ceremony each semester to present the awards formally to recipients.
 - 3.1.3.1. Deliberations shall be held in closed session and the recipient(s) shall be determined by a two-thirds (2/3) affirmative vote;
 - 3.1.3.2. All nominees shall be invited to the awards presentation.
- 3.1.4. The TAC's decision shall not be disclosed to the public until the award is presented to the recipient(s).
 - 3.1.4.1. A news release honouring the award recipients shall be issued following the award's presentation.
- 3.2. The Chair of the TAC shall:
 - 3.2.1. Coordinate the activities of the TAC;
 - 3.2.2. Work with the Marketing & Communications Director to promote award nominations and arrange for the public announcement of award recipients over any media deemed appropriate;
 - 3.2.3. 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**.
- 3.3. Vacancies on the TAC shall be filled by the body which elected/appointed the original member;
 - 3.3.1. 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:
 - 3.3.1.1. First, by the Macademics Coordinator; and
 - 3.3.1.2. Second, by an alternative Executive member of MSU Macademics.