



## Operating Policy – MSU Macademics

### 1. Purpose

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

### 2. Operating Parameters

- 2.1. MSU Macademics shall recognize excellence in teaching at McMaster University by awarding MSU Teaching Awards on behalf of MSU members;
- 2.2. 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:
  - 2.2.1. The MacPherson Institute for Innovation and Excellence in Teaching and Learning;
  - 2.2.2. The McMaster University Faculty Association (MUFA); and
  - 2.2.3. The Student Success Centre (SSC).
- 2.3. Holding campaigns to gather student input on quality of education at McMaster University;
- 2.4. MSU Macademics shall collect and promote online resources to students to aid in academic success.

### 3. Personnel Structure

- 3.1. The Macademics Coordinator, who shall:
  - 3.1.1. Be responsible for managing all activities of MSU Macademics;
  - 3.1.2. Perform other duties outlined in the Macademics Coordinator job description.
- 3.2. The Teaching Awards Coordinator, who shall:
  - 3.2.1. Chair the Teaching Awards Committee in accordance with **Operating Policy – Teaching Awards**;
  - 3.2.2. Plan the Teaching Awards Ceremonies;
  - 3.2.3. Perform other duties as outlined in the Macademics Teaching Awards Coordinator job description;

Revised 83X, 84F, 85H, 85Q, 88K, 90R, 91R, 93N, 95S, 96Q, 97J, 98N, 99M, 02Q, 04E, 05P, 09R, 13R, 14K, EB 15-02, EB 16-03, 20Q

- 3.2.4. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.
- 3.3. The Student Recognition Awards Coordinator, who shall:
  - 3.3.1. Chair the following student recognition awards committees in accordance with their respective Operating Policies:
    - 3.3.1.1. Honour M Award;
    - 3.3.1.2. Rudy Heinzl Award of Excellence;
    - 3.3.1.3. J. Lynn Watson Award for Community Service;
    - 3.3.1.4. MSU Spirit Award;
    - 3.3.1.5. MSU Merit Scholarship Award.
  - 3.3.2. Ensure adherence to Operating Policy – Awards & Distinctions;
  - 3.3.3. Perform other duties as outlined in the Macademics Student Recognition Awards Coordinator job description;
  - 3.3.4. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.
- 3.4. The Research & Resources Coordinator, who shall:
  - 3.4.1. Be responsible for the creation and maintenance of an online library of academic resources available on and off campus;
  - 3.4.2. Liaise with campus partners in the collection of academic resources for students.
  - 3.4.3. Perform other duties as outlined in the Macademics Research & Resources Coordinator job description;
  - 3.4.4. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.
- 3.5. The Promotions Executive, who shall:
  - 3.5.1. Be responsible for creating and sharing promotional materials for all MSU Macademics:
    - 3.5.1.1. Events;
    - 3.5.1.2. Programs; and
    - 3.5.1.3. Campaigns.
  - 3.5.2. Perform other duties as outlined in the Macademics Promotions Executive job description;
  - 3.5.3. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process
- 3.6. The Volunteer & Logistics Executive, who shall:

- 3.6.1. Be responsible for the outreach, engagement, scheduling, and coordination of volunteers;
- 3.6.2. Assist in day-to-day actions and operations of the service;
- 3.6.3. Perform other duties as outlined in the Macademics Volunteer & Logistics Executive job description;
- 3.6.4. Be selected by the incoming and outgoing Macademics Coordinators through an application and interview process.

3.7. The Volunteers, who shall:

- 3.7.1. Support the service in completing its mandate;
- 3.7.2. Be selected by the Macademics Coordinator;
- 3.7.3. Perform the duties outlined in the Macademics Volunteer job description.