

Senate Committee on University Teaching Awards (SUTA)

Effective Date: September 13, 2024

Supersedes: July 1, 2022

Date of Next Review: Spring 2027

TERMS OF REFERENCE

To consider annually nominations for awards for teaching excellence submitted according to procedures established by Senate.

To consult, when requested, with Deans and Chairs (or equivalents) regarding nominations and the preparation of dossiers.

To seek additional information regarding nominees when necessary.

On behalf of Senate, to select recipients for the awards.

To recommend to Senate changes in the policies, procedures and criteria governing the teaching awards.

To report to Senate annually.

To be mindful of the Truth and Reconciliation Commission's Calls to Action on Education (no. 62 – 65) and principles of Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) as set out in Western's EDI Strategic Plan and Indigenous Strategic Plan in fulfilling its responsibilities, particularly in advising on the preparation of dossiers and reviewing nominations.

COMPOSITION

Elected:

Four members of faculty, elected by Senate, for three-year terms (renewable once). To be eligible for election, faculty members must hold full-time appointments or be Academic Clinicians appointed under *Conditions of Appointment for Physicians (2018)*. Each faculty member must be from a different Faculty, School, or Affiliated University College.

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One graduate student, elected by Senate, for a one-year term.

Ex officio (voting):

President & Vice-Chancellor
Vice-Provost (Academic Planning, Policy & Faculty), who shall be Chair
USC Grants and Recognition Coordinator

Ex officio (non-voting):

University Secretary

Members of SUTA may not, during their term of membership, stand for the awards or prepare dossiers or write letters of support for nominees for the awards.

GENERAL PROCESS FOR SENATE COMMITTEES AND BOARDS

Designates: Per Senate By-Law VI. 8. a), an *ex officio* member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.

Terms: Per Senate By-Law VI. 10. a), unless otherwise specified, the terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others.

Quorum: Per Senate By-Law VI. 11. a), quorum shall be one-half of the voting members, including at least one-half of the elected or appointed members, during September to May, and one-third of the voting members, including one-third of the elected or appointed members, during June, July and August.

Quorum September to May: 4 members,
including 3 elected/appointed

Quorum June to August: 3 members,
including 2 elected/appointed