

**Subcommittee on Teaching Awards (SUTA)**

**Effective Date:** January 2013

**Revised:** \*

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**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, Chairs and Principals 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 SCAPA changes in the policies, procedures and criteria governing the awards.

To report to SCAPA annually.

**COMPOSITION**

Four members of faculty, elected by SCAPA, for three-year terms (renewable). To be eligible for election, faculty members must hold full-time appointments or be Academic Clinicians appointed under Conditions of Appointment: *Physicians Appointed in Clinical Departments and Clinical Divisions of the Basic Sciences Departments*.

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

Ex officio:

Provost & Vice-President (Academic), or designate  
Chair of SCAPA, who shall be Chair  
USC Teaching Awards Commissioner

Secretary of Senate, who shall be Secretary (non-voting)

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

## Subcommittee on Teaching Awards (SUTA)

### **ADMINISTRATIVE NOTES**

Membership Cycle: July 1 - June 30

New Members: Appointed by SCAPA in September.

Meetings: January and February.

Procedures: Nominations for Teaching Awards are due on January 15

It is the aim of the Subcommittee to determine the winners and report its decisions in confidence to SCAPA so that the names of the award winners may be announced at the March meeting of Senate.

Regulations for the awards are at <http://www.uwo.ca/univsec/pdf/senate/sutaregs.pdf>