Subcommittee of SCAPA
Terms of Reference

Subcommittee on Teaching Awards (SUTA)

Effective Date: July 1, 2021
Supersedes: December 2018; January 2013
Date of Next Review: Spring 2024

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 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 (voting):

- Provost & Vice-President (Academic), or designate
- Chair of SCAPA, who shall be Chair
- USC Recognition & Awards Program Coordinator

Ex officio (non-voting):

- University Secretary

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