



# Terms of Reference

**University of Calgary Teaching Awards Adjudication Committee**  
**Terms of Reference**  
*(Last updated January 25, 2021)*

<b>Purpose &amp; Description</b>	<p>Since 2014, the University of Calgary Teaching Awards have recognized and celebrated outstanding contributions to teaching and learning. The University of Calgary Teaching Awards are comprised of 13 categories that recognize teaching excellence in diverse learning contexts. Students, faculty and staff nominate individuals and groups who make outstanding contributions to enriching the quality and breadth of learning.</p> <p>The selection process for each of the university-level teaching awards is similar. Administrative processes surrounding communication, nomination and selection processes will be coordinated through the Taylor Institute for Teaching and Learning.</p> <p>Each University of Calgary Teaching Award has a distinct Call for Nominations which outlines the eligibility requirements, award criteria, nomination requirements, and the adjudication committee structure for the award.</p>
<b>Scope &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Engage in adjudication training, including strategies for addressing and mitigating bias</li> <li>• Disclose potential conflicts of interest prior to the start of the adjudication process</li> <li>• Commit to and maintain confidentiality throughout the adjudication process, including ensuring all nomination materials are kept in confidence</li> <li>• Exercise impartiality in adjudicating the nominations to ensure the process mitigates bias</li> <li>• Individually and collectively evaluate the nominees for each award, with reference to the award criteria</li> <li>• Attend the adjudication selection process meeting and participate in an inclusive, collaborative, fair and equitable decision-making process</li> <li>• Ensure a fair, impartial and objective process in selecting award recipients</li> <li>• Provide feedback and suggestions for improving the adjudication process</li> <li>• Attend the annual Celebration of Teaching (if available)</li> </ul>
<b>Composition</b>	<p>The composition of each committee is outlined in the Call for Nominations for each University of Calgary Teaching Award. Each adjudication committee normally consists of the Vice-Provost Teaching and Learning (or delegate) as neutral chair, two academic staff members, an undergraduate student, a graduate student, and a support (AUPE) staff,</p>

	<p>management or professional staff (MaPS) or postdoctoral scholar representative. The committee will consist of members from across faculties, units and disciplines.</p> <p>Recommendations for adjudication committee representation are sought through members of the General Faculties Council (Teaching and Learning Committee). Delegate chairs are selected by the Vice-Provost (Teaching and Learning) from members of the University of Calgary Teaching Academy, as well as networks such as the Associate Deans (Teaching and Learning) and academic staff in the Taylor Institute.</p> <p>The University of Calgary recognizes that a diverse staff, faculty, student and postdoctoral community benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to address systemic inequities by removing barriers that have been historically encountered by underrepresented identity groups in our society. We strive to ensure equitable representation on the Teaching Awards adjudication committees. To this end, we encourage equity-seeking identity groups including Indigenous peoples, racialized people, people with disabilities, 2SLGBTQI+ and women to join and serve on these committees.</p>
<b>Agendas &amp; Meetings</b>	<p>New committees shall be convened annually to adjudicate the award nominations and select award recipients. Depending on the number of nominees received in each category, a committee may adjudicate multiple award categories. Chairs and adjudication committee members are offered training related to the adjudication process, including strategies for addressing and mitigating bias.</p>
<b>Reporting</b>	<p>Immediately following the adjudication process, committee chairs (with support from staff at the TI) verify and report adjudication decisions to the Provost and Vice-President Academic, and the Vice-Provost (Teaching and Learning). Results are shared publicly at the annual Celebration for Teaching and Learning.</p>
<b>Evaluation</b>	<p>Adjudication committee chairs and members are invited to provide feedback on the adjudication process annually.</p>
<b>Required Resources</b>	<p>The Vice Provost (Teaching and Learning) will ensure that adjudication committees have the required resources to support their decision-making.</p>