

# University Teaching Awards Committee Transition Manual

Last updated: May 2018

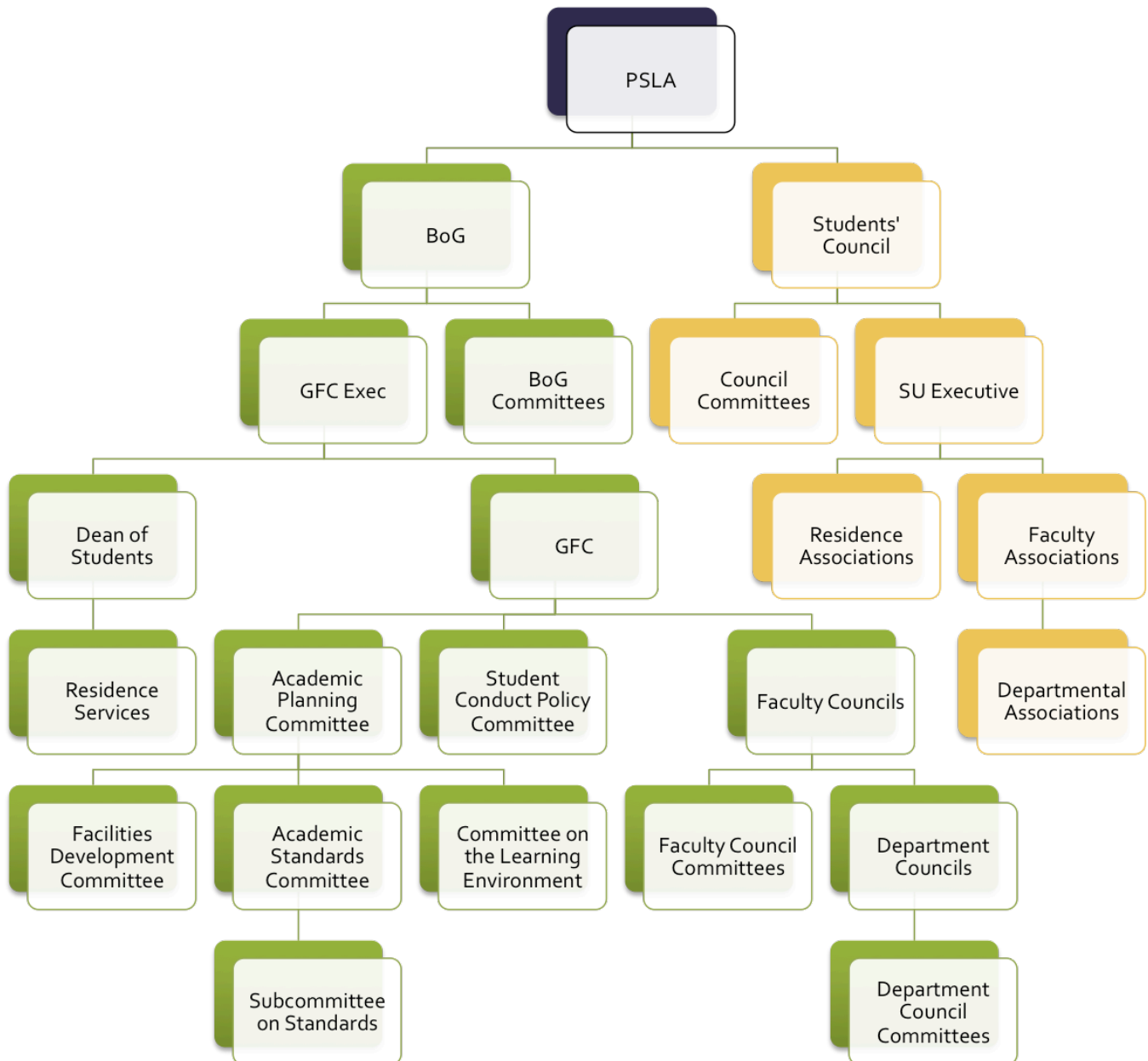
Where this transition manual deviates from University Legislation, the University Legislation will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

## What is the University Teaching Awards Committee?

The University Teaching Awards Committee (UTAC) adjudicates a specific set of teaching awards.

### Role in Governance Structures

UTAC works pretty independently, but will alert the GFC Executive Committee of any problems with the policies that govern those awards.



## Who Sits on this Committee?

Note: some of the representatives listed below may be delegates of the position listed, and therefore don't necessarily formally occupy the position they are listed under, but do currently fill that seat on this committee.

### *Voting Members*

- **Chair:** Academic staff member appointed as chair - Pierre Lemelin - [pierre.lemelin@ualberta.ca](mailto:pierre.lemelin@ualberta.ca)
- Four academic staff
  - Pierre Lemelin - [pierre.lemelin@ualberta.ca](mailto:pierre.lemelin@ualberta.ca)
  - Jen Beverly - [jen.beverly@ualberta.ca](mailto:jen.beverly@ualberta.ca)
  - Ryan Dunch - [ryan.dunch@ualberta.ca](mailto:ryan.dunch@ualberta.ca)
  - Marianne Morris - [marianne@cs.ualberta.ca](mailto:marianne@cs.ualberta.ca)
  - Cheryl Poth - [cpoth@ualberta.ca](mailto:cpoth@ualberta.ca)
- Two alumni
  - Robin Everall - [robin.everall@ualberta.ca](mailto:robin.everall@ualberta.ca)
  - Heather Raymond - [hraymond@ualberta.ca](mailto:hraymond@ualberta.ca)
- Two undergraduate students
- One graduate student

## Duties and Responsibilities of the UTAC

Below is a list of the awards UTAC adjudicates and reviews the criteria for:

1. William Hardy Alexander Award for Excellence in Undergraduate Teaching
2. Rutherford Awards for Excellence in Undergraduate Teaching
3. Provost's Award for Early Achievement of Excellence in Undergraduate Teaching
4. Teaching Unit Award

## How to Add Agenda Items

Members wishing to add items to the agenda should contact either the Chair of the committee (Pierre Lemelin - [pierre.lemelin@ualberta.ca](mailto:pierre.lemelin@ualberta.ca)) or the GFC Secretary (Meg Brolley - [meg.brolley@ualberta.ca](mailto:meg.brolley@ualberta.ca)) at least two weeks in advance.

## UTAC Timeline

The agenda items will largely vary each month based on changes that are brought forward, but there are certain items listed below that will likely be reviewed around the same time every year.

### *June:*

Discuss proposed revisions to the Awards for Teaching Excellence Procedures

### *March:*

Discuss proposed UTAC Adjudication Guidelines

## Who to Ask Questions

The Students' Union Vice President Academic (Akanksha Bhatnagar - [vp.academic@su.ualberta.ca](mailto:vp.academic@su.ualberta.ca))

The Discover Governance office ([governance@su.ualberta.ca](mailto:governance@su.ualberta.ca))