

COMMITTEE CHARTER

Committee:	Awards Committee
Committee Sponsor:	Mount Royal Faculty Association
Date Last Revised:	May 15, 2020

Mandate

The Awards Committee shall select recipients for the Mount Royal Faculty Association Teaching Excellence Awards annually.

Authority

The Awards Committee is a standing committee of the Mount Royal Faculty Association. It recommends selection criteria and guidelines for the MRFA teaching awards to the Executive Board. It recommends recipients for these awards to the Executive Board and reports on the allocation of awards to the Regular Members of the Association.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

Membership

The Awards Committee shall consist of:

- a member appointed by the Executive Board in odd-numbered years to serve a term of two years as non-voting chair;
- one member appointed from and by the MRFA Professional Development Committee in odd-numbered years to serve a term of two years¹;
- one member appointed from and by the MRFA Faculty Evaluation Committee in even-numbered years to serve a term of two years¹;
- two members who have previously won the award, selected in alternating years by the chair of the Awards Committee to serve terms of two years, one (1) of whom must be full-time, and one (1) of whom must be contract;
- one student representative appointed annually by the Students' Association of Mount Royal University; and
- a Member Emeritus/Emerita of the Association appointed by the Executive Board in even-numbered years to serve a term of two years².

¹The appointee from the Professional Development Committee and Faculty Evaluation Committees need not remain on those committees for the entire two year term on the Awards Committee.

²If the Executive Board were unsuccessful in appointing a member emeritus/emmerita of the Association, then the committee would operate without this member.

Meetings

Meetings of the Awards Committee shall be called as required by the chair. Quorum shall be more than half of the sitting members of the committee, including the chair. In selection meetings, any sitting members who are not present must send their selections to the chair prior to the meeting. Minutes shall be recorded for each meeting and submitted to the Executive Board for information.

Expected Activities

The Awards Committee shall:

- recommend selection criteria and guidelines for the Mount Royal Faculty Association Teaching Excellence Awards to the Executive Board for approval;
- annually conduct the nomination process for the Teaching Excellence Awards and select one full-time faculty member and one contract faculty member who have demonstrated sustained commitment to the development of teaching and learning at Mount Royal University as recipients, as per the following process;
 - distribute information packages and nomination forms;
 - receive nominations from faculty, students, alumni, administrators, and staff;

- review nominations to ensure nominees meet the eligibility requirements;
- gather and review evaluative information on nominees' teaching performance;
- select recipients, should there be appropriate nominations, for approval by the Executive Board.

Resources

The MRFA will provide funding for these awards, each to consist of a framed certificate, a plaque in the Faculty Centre, and a \$1000 monetary award. Administrative support will be provided by the MRFA Senior Administrative and Faculty Relations Officer.