

**TEACHING EXCELLENCE AWARDS COMMITTEE
OF ACADEMIC COUNCIL**

TERMS OF REFERENCE

Effective Date: September 1, 2024

Supersedes:

Date of Next Review:

The Teaching Excellence Awards Committee selects recipients for King's annual Awards for Teaching Excellence for full-time and part-time faculty. The selection of award recipients has been delegated to this Committee by Academic Council.

Areas of responsibility

Nominations and reviews

- Solicit nominations from among full-time and part-time faculty for awards for teaching excellence.
- Highlight the benefit to faculty of such awards for their career progression.
- Review and evaluate all nominations received.
- Review and recommend to Academic Council changes of award terms and procedures as appropriate.

Selection of recipients

- Following the review, select recipients for the Teaching Excellence Awards for full-time faculty and for part-time faculty and report to Academic Council.
- Ensure appropriate opportunity to celebrate recipients and allow them to speak about their teaching to an audience of King's community members.

COMPOSITION

Voting:

- One Professor Emeritus appointed by Academic Council
- Two faculty members, elected by Academic Council, at least one of whom should ideally be a prior recipient of the Teaching Excellence Award
- One student member of Academic Council
- One alum who is a professional officer as elected by Academic Council
- One alum who is a non-academic staff member as elected by Academic Council

Ex officio (voting)

- Associate Academic Dean

Chair:

The Chair of the Committee shall be the Associate Academic Dean. The Vice-Chair shall be elected from among the voting members.

Terms:

The term of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty.

GENERAL PROCESS FOR COMMITTEES

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report as required to Academic Council, or the Board if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee, and report results to its members for their review.

Quorum:

50 percent of voting members.

The quorum must include at least the two faculty members elected by Academic Council and the Chair.

Ex officio members do not count toward quorum