

The following Motions and Documents were considered by the University Teaching Awards at its Thursday, September 7, 2023 meeting:

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Agenda Title: **University Teaching Awards Committee (UTAC) Procedures**

THAT the GFC UTAC approve the proposed Procedures as set forth in attachment 1 to take effect upon approval.

FINAL ITEM 3.

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**Decision**  **Discussion**  **Information**

**ITEM OBJECTIVE:** The proposal is before the committee for decision on proposed procedures for the General Faculties Council (GFC) University Teaching Awards Committee (UTAC).

<b>DATE</b>	September 7, 2023
<b>TO</b>	GFC UTAC
<b>RESPONSIBLE PORTFOLIO</b>	University Governance

**MOTION:**

THAT the GFC UTAC approve the proposed Procedures as set forth in attachment 1 to take effect upon approval.

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**EXECUTIVE SUMMARY:**

As part of its responsibilities and as set out in the UTAC Terms of Reference, the committee is to review and approve, on an annual basis, the GFC UTAC Procedures that speak to conflicts of interest and adjudication procedures and reflect transformed and transformative processes that embrace the knowledges and experiences of the committee’s membership in practice and outcome.

**Supporting Materials:**

1. [Proposed UTAC Procedures](#)



The GFC University Teaching Awards Committee (UTAC) considers application packages that reflect the University of Alberta's commitment to inclusive recognition, celebration and learning from all teaching practices and pedagogies and from all members of the institution including those from equity-denied groups. Members share responsibility through collective decision-making and work in collaboration with the [Office of the Provost and Vice-President \(Academic\)](#).

### **Meeting Procedures:**

- The committee will consider its composition on an ongoing basis to ensure that membership reflects the University's teaching community and when required, the committee will make use of the provision in the terms of reference to add members to the composition.
- Members will attend to the legacy of colonization on meeting practices and the ways that hierarchies can perpetuate colonial ways of thinking and acting.
- To encourage each member to exercise their voice, the Chair will encourage discussion and ask members to share their thoughts if they do not volunteer them.
- Committee orientation and training will include, but not be limited to: Indigenous teachings, equity, diversity and inclusion, bias awareness, unexamined ideas and systems.
- Ongoing opportunities to support learning will aim to support the committee in developing and constantly refining the definition of teaching excellence.
- Members will work to guide improvements to meeting and adjudication procedures through annual review.

### **Adjudication Procedures:**

- These procedures will flow from the [Awards for Teaching Excellence](#) processes managed by the Office of the Provost.
- The application packages are compiled by the Office of the Provost following the guidance set out in the [UAPPOL Recognition of Teaching Policy](#) and [Teaching Awards Procedure](#).
- The Committee will use only the information provided in the application packages additional information that the committee collectively determines is required, as well as any resources developed to support adjudication (matrices, templates, rating sheets, etc.).
- Each member will commit to engaging in a thoughtful and thorough review of all application packages assigned to them.
- The committee will identify when they do not have the experience necessary to evaluate an application and the committee Chair and Coordinator will work to enlist aid from appropriate experts (e.g. pedagogy, disciplinary expertise etc.).

### **Confidentiality and Conflict of Interest:**

The principle of confidentiality aligns with the [UAPPOL Ethical Conduct and Safe Disclosure Policy](#) and ensures respect for colleagues and a fair process.

- All materials and deliberations on nominees are confidential.
- The names of the awards recipients remain confidential until after they have been released by the Provost and Vice-President (Academic).
- Conversations about candidates will only be held in committee.
- If members download or save confidential documents on one or more of their own devices, it is their responsibility to delete the documents after the adjudication meeting. This includes documents in the recycle bin on a device.

Managing conflict of interest and conflict of commitments as laid out in [UAPPOL Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict](#) helps to ensure the integrity and inclusivity of the process.

- All UTAC members are expected to divest themselves of their particular concerns and act in the best interests of the University of Alberta in selecting award recipients.
- When a member has a conflict with a nominee, especially where the conflict represents significant issues or negative experiences, they will communicate with the Chair who will ensure members can disclose in a way that protects their privacy and the confidentiality of other processes.
- UTAC members must declare any conflicts of interest, real or perceived. If a member feels that they are unable to participate ethically in the adjudication process, the member may withdraw from the discussion of a particular nominee.
- UTAC members should not participate in the application process within their Faculties. Such participation includes, but is not limited to, assistance in preparation of application packages, including preparation of letters of support.

Approved by GFC University Teaching Awards Committee, September 7, 2023