



# University Students' Council of the University of Western Ontario TEACHING AWARDS RULES OF PROCEDURE

**EFFECTIVE:** 2 October 2012

**SUPERSEDES:** NONE

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**AUTHORITY:** University Affairs Standing Committee  
**RATIFIED BY:** Council  
26 September 2012  
Executive Council  
2 October 2012

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**RELATED DOCUMENTS:** • Teaching Awards Coordinator Terms of Reference **PAGE | 1 of 6**

## **PREAMBLE:**

The USC is committed to advocating for quality teaching in Western's classrooms and seeks to recognize such excellence where possible. The Awards of Excellence in Undergraduate Teaching were established as a means for celebrating and solidifying a place for outstanding teaching at Western. This document outlines the process for giving out these Awards, including procedures for nominations, evaluations, and deliberations.

### **1.00 ASSEMBLING THE COMMITTEE**

- 1.01 The Teaching Awards Coordinator will assemble a committee to assist in the process of determining the recipients of the Awards of Excellence in Undergraduate Teaching.
- 1.02 The committee shall consist of no less than 25 volunteers and shall not exceed 30 volunteers unless it is deemed to be necessary by the Teaching Awards Coordinator for the timely completion of the process.
- 1.03 All committee members must be undergraduate students of The University of Western Ontario at the time of their service on the committee.
- 1.04 The committee shall be responsible for administering all nominations, conducting all evaluations, and participating in all deliberations as directed by the Teaching Awards Coordinator.
- 1.05 The Teaching Awards Coordinator will provide committee members with suitable training prior to the opening of the first nomination period.

### **2.00 NOMINATIONS**

- 2.01 There shall be two nomination periods, one in each semester of the regular academic year.
  - (1) The nomination period for the Fall semester shall open no later than October 31.
  - (2) The nomination period for the Winter semester shall open no later than January 31.



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- 2.02 Each nomination period shall be open for a minimum of two weeks.
- 2.03 Nominations shall be available online via the USC website.
- 2.04 The Teaching Awards Coordinator shall be responsible for coordinating advertising for nominations.
- (1) Nominations shall be advertised in print and online.
- (2) Any other promotions methods shall be at the discretion of the Teaching Awards Coordinator and the committee.
- 2.05 The Teaching Awards Coordinator, upon the advice of the Vice-President University Affairs, may close nominations prematurely (relative to the date specified in advertisements) if the number of nominations risks becoming greater than the capacity of the committee to evaluate the nominees.
- 2.06 The Teaching Awards Coordinator shall inform all nominees of their nomination and inquire if the nominee is willing to accept the nomination.
- (1) Only nominees who accept their nomination will be eligible for the Awards.
- (2) Any nominee who declines their nomination will be removed from the list of nominees and shall not be eligible for the Awards.
- 2.07 Any faculty member who has won an Award in the previous three academic years shall not be eligible for the Awards and shall be removed from the list of nominees should they be nominated.

### **3.00 EVALUATIONS**

- 3.01 Evaluations shall be conducted during both semesters.
- 3.02 Evaluations shall begin during the nominations period.
- (1) Evaluations in the Fall semester shall conclude no later than November 30.
- (2) Evaluations in the Winter semester shall conclude no later than the first Monday in March.
- 3.03 All evaluations shall be conducted in-class by a committee member with no previous association with the nominee.
- 3.04 The Teaching Awards Coordinator shall be responsible for creating and maintaining an evaluation schedule for the committee.



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(1) The committee shall ask each nominee for a selection of classes to attend for the purposes of evaluation

3.05 Evaluations shall be conducted according to the standardized evaluation form.

(1) The Teaching Awards Coordinator shall be responsible for the maintenance and distribution of the standardized evaluation form.

### **4.00 INITIAL DELIBERATION**

4.01 Initial deliberation shall be held following the conclusion of evaluations in both the Fall and Winter Semesters.

4.02 Each semester's initial deliberation shall produce four (4) finalists who shall move on to final deliberation.

(1) Finalists shall be chosen without bias for faculty or department.

4.03 The voting criteria shall be explained to the committee in a explicit and thorough manner by the Teaching Awards Coordinator prior to the start of deliberations.

(1) These criteria shall mimic the criteria expressed on the standardized evaluation form.

4.04 The deliberation shall follow the following procedure:

(1) Committee members shall present the evaluations they have conducted to the committee.

(2) A round of discussion shall follow the presentation of each evaluation with the express purpose of discussing the merits of that specific nominee.

(3) The committee member presenting the evaluation shall record any and all relevant comments or discussion on the reverse of the evaluation form.

a. The combined body of the evaluation and the comments of the committee shall be referred to as the evaluation summary and shall be used in final deliberations.

(4) Once all evaluations have been presented and discussed, there shall be another round of discussion to weigh the relative merits of the nominees.

(5) Voting shall be conducted by secret ballot in a single round.

a. Each committee member shall write down their top four (4) nominees on their ballot.



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- b. Preferential balloting shall not be used.
- c. The four (4) nominees with the most votes shall be considered the finalists.
- d. There shall not be more than one round of voting.
- e. The ballots shall be destroyed after the votes have been tabulated.

(6) In the event of a tie for fourth (4th) place, a vote-off shall be held between the tied nominees.

- a. A committee member may ask for the evaluations of the tied nominees to be re-read for the benefit of the committee.
- b. Voting will be conducted by secret ballot.
- c. Each committee member shall write down their preferred nominee.
- d. The nominee with the most votes shall be considered the fourth (4th) finalist.
- e. The ballots shall be destroyed after the votes have been tabulated.

4.05 The evaluation summaries of the four (4) finalists shall be kept on file by the Teaching Awards Coordinator for use in final deliberations.

### **5.00 FINAL DELIBERATIONS**

5.01 Final deliberations shall be held following the conclusion of initial deliberations in March.

(1) Final deliberations shall conclude no later than April 1.

5.02 The final deliberation shall produce four (4) Award winners and one (1) OUSA Award winner.

(1) Winners shall be chosen without bias for faculty or department.

5.03 The voting criteria shall be explained to the committee in a explicit and thorough manner by the Teaching Awards Coordinator prior to the start of deliberations.

(1) These criteria shall mimic the criteria expressed on the standardized evaluation form.

5.04 The deliberation shall follow the following procedure:



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- (1) The Teaching Awards Coordinator shall present the evaluation summaries of the eight (8) finalists to the committee.
- (2) A round of discussion shall follow the presentation of each evaluation summary with the express purpose of discussing the merits of that specific finalist.
- (3) Once all evaluation summaries have been presented and discussed, there shall be another round of discussion to weigh the relative merits of the finalists.
- (4) Voting shall be conducted by secret ballot in a single round.
  - a. Each committee member shall write down their top four (4) finalists on their ballot.
  - b. Preferential balloting shall not be used.
  - c. The four (4) finalists with the most votes shall be considered the winners.
  - d. The finalist with the more votes than any other finalist shall be considered the OUSA Award winner.
  - e. There shall not be more than one round of voting.
  - f. The ballots shall be destroyed after the votes have been tabulated.
- (5) In the event of a tie for first (1st) or fourth (4th) place, a vote-off shall be held between the tied finalists.
  - a. A committee member may ask for the evaluation summaries of the tied finalists to be re-read for the benefit of the committee.
  - b. Voting will be conducted by secret ballot.
  - c. Each committee member shall write down their preferred finalist.
  - d. The finalist with the most votes shall be considered the OUSA Award winner or fourth (4th) Award winner, depending on the circumstances of the vote-off.
  - e. The ballots shall be destroyed after the votes have been tabulated.

### **6.00 DISTRIBUTION OF AWARDS**

- 6.01 Awards shall be given out at the annual USC Awards Ceremony in late March or early April.



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- 6.02 The Teaching Awards Coordinator and the committee are responsible for coordinating presenters for the ceremony, sending invitations to the Award winners and other dignitaries, booking space, and arranging all other considerations for the event.
- 6.03 The Teaching Awards Coordinator, in conjunction with the Vice-President University Affairs, shall coordinate the distribution of the monetary awards through the USC Finance department.