1. **Mandate and Role of the Committee**
   The University Teaching Awards Committee (UTAC) is a standing committee of General Faculties Council (GFC) charged with adjudicating:
   - the William Hardy Alexander Award for Excellence in Undergraduate Teaching
   - the Rutherford Award for Excellence in Undergraduate Teaching
   - the Provost’s Award for Early Achievement of Excellence in Undergraduate Teaching
   - the Teaching Unit Award
   - the Award for Excellence in Graduate Teaching

2. **Areas of Responsibility**
   a. Adjudicate GFC’s annual teaching awards
   b. Review and recommend changes to the UAPPOL Awards for Teaching Excellence Policy and its procedures for these awards

3. **Composition**
   **Voting Members (12)**
   - Elected by GFC (10)
     - 5 academic staff (A1.1, A1.5, A1.6, A1.7), with no more than one from any Faculty. At least two of the academic staff members should be members of GFC. The committee will elect a Chair and a Vice-Chair, at least one of whom is a member of GFC
     - 1 Academic Teaching Staff (ATS)
     - 3 undergraduate students and 1 graduate student, at least one of whom is a member of GFC
   **Appointed (2)**
     - 2 alumni, appointed by the Alumni Association
   **Non-Voting Members**
     - University Secretary
     - GFC Secretary

4. **Delegated Authority from General Faculties Council**
   *Should be reviewed at least every three years and reported to GFC.*
   4.1 Determine winners of these awards according to approved UAPPOL policies and procedures.

5. **Responsibilities Additional to Delegated Authority**
   5.1 Review and approve, on an annual basis, the GFC UTAC Adjudication Guidelines that speak to conflicts of interest and adjudication procedures.
   5.2 Review UAPPOL Awards for Teaching Excellence Policy and its procedures and recommend changes to GFC or the Provost and Vice President (Academic) for approval as appropriate.

6. **Sub-delegations from University Teaching Awards Committee**
   *Should be reviewed at least every three years and reported to GFC.*
   None.
7. **Limitations to Authority**
   7.1 The committee will use criteria outlined in UAPPOL policies and procedures and conduct activities in accordance with UTAC adjudication guidelines.

8. **Reporting to GFC**
   The Committee should regularly report to GFC with respect to its activities and decisions.

9. **Definitions**
   Academic staff – as defined by the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues in UAPPOL

   Sessional staff - as defined by the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues in UAPPOL

10. **Links**
    
    Awards for Teaching Excellence Policy
    Award for Excellence in Graduate Teaching Procedure
    Provost’s Award for Early Achievement of Excellence in Undergraduate Teaching Procedure
    Rutherford Award for Excellence in Undergraduate Teaching Procedure
    Teaching Unit Award Procedure
    William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure
    GFC UTAC Adjudication Guidelines

Approved by General Faculties Council: November 26, 2018