



Thursday, February 15, 2024
South Academic Building (SAB) 2-31
1:00 PM - 2:30 PM

OPENING SESSION 1:00 - 1:05 PM

- 1. Approval of the Agenda Trish Manns
- 2. Comments from the Chair (no documents) Trish Manns
 - Faculty Excellence Awards

ACTION ITEMS

- 3. Approval of the Minutes from the October 5, 2023 meeting Trish Manns

DISCUSSION ITEMS

- 4. Establishing Committee Practices (no documents) 1:05 - 1:25 PM Evelyn Hamdon
- 5. University Teaching Awards Committee Procedures 1:25 - 1:40 PM Kate Peters

IN CAMERA SESSION

- 6. Review of Phase 1 Applications 1:40 - 2:30 PM Karsten Mündel

INFORMATION REPORTS

- 7. Information Forwarded to Members Between Meetings
 - UTAC | 2024 Awards for Teaching Excellence Adjudication Materials and Process

CLOSING SESSION

- 8. Adjournment
 - Next meeting of GFC: February 26, 2024
 - Next meeting of UTAC: April 4, 2024

Presenter(s):

Trish Manns	Vice-Chair of GFC University Teaching Awards Committee (UTAC)
Evelyn Hamdon	Senior Advisory, Equity and Human Rights
Kate Peters	Secretary to General Faculties Council
Karsten Mündel	Vice-Provost (Learning Initiatives)

Documentation was before members unless otherwise noted.

Meeting REGRETS to: kate.peters@ualberta.ca
 Prepared by: Kate Peters, GFC Secretary
 University Governance www.governance.ualberta.ca

General Faculties Council
University Teaching Awards Committee (UTAC)
Approved Open Session Minutes

Thursday, October 5, 2023
South Academic Building (SAB) 3-07
1:00 PM - 3:00 PM

ATTENDEES:

Trish Manns, Chair
Minn N Yoon, Vice-Chair
Ali Assi
Angelina Botros
Florence Glanfield
Aamir Mohamed
Karsten Mündel

Joanne Rodger
Victoria Ruetalo
Megan Tipler
Nakita Valerio
non-voting:
Kate Peters

REGRETS:

Carrie Smith
John Lemieux
Cayden Ransom

OPENING SESSION

Before calling the meeting to order, the Chair acknowledged the territory and led a round of introductions.

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Trish Manns, Professor and Chair of UTAC

Discussion: T Manns described how the agenda was articulated and asked if members felt comfortable with the document as proposed. Hearing no feedback, the agenda was considered to be approved.

2. Comments from the Chair (no documents)

Presenter(s): Trish Manns, Professor and Chair of UTAC; Karsten Mündel, Vice-Provost (Learning Initiatives)

The Chair noted two vacancies on the committee and thanked B Cheung and T Mayberry for their work.

ACTION ITEMS

3. Approval of the Minutes from the August 31 and September 7 meetings

Materials before members are contained in the official meeting file.

Presenter(s): Trish Manns, Professor and Chair of UTAC;

Discussion:

The Chair asked for feedback on the minutes from August 31 and September 7th. An editorial change was noted and the minutes were considered approved.

4. In Camera Session

Members agreed to move in camera to consider phase 1 applications.

ACTION ITEMS

3. Decision on the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching

Presenter(s): Trish Manns, Professor and Chair of UTAC;

Discussion:

Following their discussion, the committee moved a motion to name award winners as follows.

The motion was moved and seconded:

THAT the University Teaching Awards Committee approve, with delegated authority from General Faculties Council, the winners of the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching:

- Willow White
- Filsan Ahmed Youssouf

DISCUSSION ITEMS

3. Consultation on application and adjudication guidelines (no documents)

Presenter(s): Trish Manns, Professor and Chair of UTAC; Kate Peters, GFC Secretary and Manager of GFC Services

Discussion: Members discussed the process they had just completed including, but not limited to:

- The two-phase format and the use of the Narrative CV, application, and request for artifacts;
- How to clearly articulate the importance of each requirement;
- The format of submissions, and how to adjudicate different artifacts;
- The possibility of carry-forwards for award adjudication;

INFORMATION ITEMS

Materials before members are contained in the official meeting file.

5. Information Sent Between Meetings

Information Forwarded to Members Between Meetings

- UTAC Meeting Materials Now Available - Preparation for August 31, 2023

CLOSING SESSION

6. Adjournment

- Next meeting of GFC: October 16, 2023
- Next meeting of UTAC: February 15, 2024



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).

DATE	February 15, 2024
TO	GFC UTAC
RESPONSIBLE PORTFOLIO	University Governance

EXECUTIVE SUMMARY:

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

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



Kate Peters <peters3@ualberta.ca>

UTAC | 2024 Awards for Teaching Excellence Adjudication Materials and Process

1 message

Teaching Excellence Awards <teaching.awards@ualberta.ca>

19 January 2024 at 13:57

Cc: Karsten Mundel <kmundel@ualberta.ca>, Jenny Lambe <jmlambe@ualberta.ca>, Jaime Chan <jaime1@ualberta.ca>, Carley Roth <caroth@ualberta.ca>, Faiza Billo <Faizad@ualberta.ca>

Sent on behalf of Karsten Mündel, Vice-Provost (Learning Initiatives)

Dear UTAC Committee members,

I'm writing today regarding the 2024 Awards for Teaching Excellence Adjudication process.

Phase 1 applications for the following awards have been received:

- Award for Excellence in Graduate Teaching
- Provost's Award for Early Achievement of Excellence in Undergraduate Teaching
- Rutherford Award for Excellence in Undergraduate Teaching
- Teaching Collaboration Award

*Note: No applications were received for the William Hardy Alexander Award for Excellence in Undergraduate Teaching*The materials are now live for your review on the secure [Google site!](#)

We have used 1 site with the individual awards on separate tabs. You can navigate to the different pages via the top navigation bar.

In preparation for our work together on February 15 at 1pm, I would like to ask:

1. Please review and sign the attached Statement of Commitment and Confidentiality form and return to teaching.awards@ualberta.ca **by February 15, 2024**
2. Everyone completes their reviews of the Phase 1 applications for all awards.
3. Based on your review of the applications, please complete the ranking forms linked on the individual award pages on the secure site **by end of day, February 14, 2024.**

NOTE:** the ranking will help to direct our conversations on February 15. This is not your final opportunity to share your thoughts and opinions on the applicationsPhase 1 application includes:** Teaching focused Narrative CV (5 pages).If you think you may have a conflict of interest please contact teaching.awards@ualberta.ca before February 15, 2024.

Following our discussion on February 15, all applicants will be contacted with the next steps for their application. Long-listed candidates will be asked for additional materials in support of their application as determined during our meeting on February 15, and the Office of the Provost and Vice-President (Academic) will solicit reference letters from the identified referees. Supporting materials will be shared with UTAC via the secure site in advance of our final adjudication meeting scheduled for April 4, 2024 1-4 pm.

Should you have any questions or concerns regarding the adjudication process please contact teaching.awards@ualberta.ca.

Thank you for your continued engagement in recognizing and celebrating teaching excellence at the University of Alberta, and I look forward to our discussion on February 15.

Sincerely,

Karsten Mündel

Vice-Provost (Learning Initiatives)

OFFICE OF THE PROVOST AND VICE-PRESIDENT (ACADEMIC)

UNIVERSITY OF ALBERTA

2-40 South Academic Building
8303 112 Street NW
Edmonton, AB Canada T6G 2G7
T 780 492 3443



**UNIVERSITY
OF ALBERTA**

The University of Alberta respectfully acknowledges that we are situated on Treaty 6 territory, traditional lands of First Nations and Métis people.

Awards for Teaching Excellence | www.ualberta.ca/provost/funding/awards/teaching-excellence-awards

This email message, including any attachments, is intended only for the named recipient(s) and may contain information that is confidential and/or exempt from disclosure under applicable law. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender by reply email and delete this email message, including any attachments. Any communication received in error, or subsequent reply, should be deleted or destroyed.