

## Terms of Reference

### Education & Teaching Awards Committee

#### **PURPOSE:**

To advise the Dean, through the Education Vice-Deans with respect to the nominations of leading and eligible individual faculty members within the Faculty of Medicine for awards recognizing excellence in teaching, education-scholarship, leadership in education and contributions to local, national, and international activities.

#### **MEMBERSHIP: (14)**

Chair (non-voting) (1), ex officio, designated by/from among Education Vice-Deans  
Faculty Members (7) at least 1 of whom is a previous external award winner

- Basic Sciences Sector
- Clinical Sciences Sector
- Rehabilitation Sciences Sector
- Education Extra-departmental Units (Wilson Centre, CFD, CIPE)
- 3 Others

Students (4), 2 UME, 1 Graduate, 1 Postgraduate

Centre for Teaching Support & Innovation (CTSI) (1)

Administrative Support (non-voting) (1), Education & Teaching Awards Coordinator

#### **TERM OF OFFICE**

Membership is voluntary at the invitation of the Dean. The Committee members shall take office July 1st and shall remain in office until June 30th. Students shall be elected or appointed by their own governing structures. The Education Vice-Deans shall appoint one of their number as Chair of the Committee. Faculty members will be appointed for 3-year terms, renewed on a staggered basis to ensure continuity.

#### **TERMS OF REFERENCE**

- To report to the Education Vice-Deans
- To advise and make recommendations to the Education Vice-Deans and the Dean on the teaching and education awards and grants under the jurisdiction of the Dean of the Faculty of Medicine, or those requiring a Decanal nomination and a coordinated approach within our Faculty.
- For purposes of formalizing decisions or recommendations of the committee, a simple quorum of 6 voting members, at least one of whom is a student member, shall be required.

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- To advise the Education Vice-Deans on the development and implementation of an internal nominations process for external awards in consultation with the Departmental Chairs of the Faculty.
- To review and recommend, as may be required, statements or guidelines related to any teaching and education award under the jurisdiction of the Faculty, including the recommendation of terms for any new award.
- To advise on the development and maintenance of a database on teaching and education leadership awards
- To review the Faculty's role in the mentorship of newer faculty members, and aiding in the furtherance of the career development of candidates within the Faculty who are prominent in teaching and education.
- To advise on the content, format, and organization of the annual Education Achievement Celebration.
- To annually review the Terms of Reference for the Education and Teaching Awards Committee.
- Committee members may from time-to-time be asked to vote electronically to determine decisions in a timely fashion in the event that a meeting is not possible, or quorum cannot be reached.

#### **DUTIES**

To fulfill its terms of reference as outlined above, the Committee shall carry out the following duties:

#### **Routine Awards Duties**

- a) The Committee will review internal nominations for external teaching and education awards and prizes,
- b) Suggest appropriate candidates for consideration for external teaching and education awards and prizes,
- c) Make recommendation to the Education Vice-Deans, of candidates for high level external awards requiring decanal nominations
- d) Attend meetings as required, at minimum twice annually; once in the summer and once in the winter in anticipation of major award deadlines,

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- e) As requested, committee members will provide feedback in the candidacy of internal nominees to facilitate career development and appropriate matching of candidates with awards criteria.

#### **Guiding Principles**

1. Members of the committee are ineligible for nomination for external education and teaching awards requiring decanal nomination.
2. Members of the Faculty of Medicine's Decanal Team (Dean, Deputy-Dean, Vice-Deans, and Associate-Deans) are eligible for nomination for external education and teaching awards requiring decanal nomination.
3. Members of the committee shall recuse themselves from discussion and decision-making with respect to any award for which there is a conflict of interest, including but not limited to cases where one of the candidates under consideration is a close colleague, relation, mentor, or mentee; or if the committee member is a voting member of the external awarding decision-making body relevant to the award in question.
4. The composition of the committee shall be a matter of public record.
5. The committee will carefully protect the confidentiality of internal nominees, all material submitted in support of internal nominations, and the deliberations of the committee itself.
6. The committee will endeavour to achieve the greatest possible transparency with respect to procedures and decisions, without compromising the confidentiality of candidates.