Awards Standing Committee constitution

(Endorsed by the Teaching and Learning Committee – R2/10)

This committee operates in accordance with the Principles and Rules for the Operation of Committees available at http://www.secretariat.uwa.edu.au/page/89528

Members must act in accordance with the University Committee Members’ Code of Conduct available at http://www.secretariat.uwa.edu.au/page/89528

Position of the Committee within the University of Western Australia

1. The Awards Standing Committee is a standing committee of the University’s Teaching and Learning Committee.

Role

2. The role of the Awards Standing Committee is to -

(a) engage in selection processes for internal and external awards relating to teaching and learning, including:

- the Office of Australian Learning and Teaching Council (OALTC):
  - Citations for Outstanding Contributions to Student Learning
  - Awards for Teaching Excellence
  - Awards for Programs that Enhance Learning

- University Awards including:
  - Distinguished Teaching and Learning Awards for Schools
  - Contributions to Student Learning Awards
  - UWA Excellence in Teaching Awards

(b) monitor and review awards guidelines and procedures, as appropriate;

(c) monitor progress of implementation strategies included in the Education Section of the University’s Operational Priorities Plan as they relate to reward and recognition of excellence in teaching and teaching support;

(d) advise and make recommendations to the Teaching and Learning Committee and/or other University bodies or officers, as appropriate, on matters relating to the award and recognition of excellence in teaching, including associated budgetary issues.

Membership

3. (1) The committee comprises:

- Pro Vice-Chancellor (Education) Deputy Chair of the Teaching and Learning Committee as Chair;
- Academic Coordinator, ESO as Deputy Chair;
- Chair of the Academic Board or nominee
- Director, Student Services or nominee
- Director, Centre for the Advancement of Teaching and Learning
- Academic Director, Educational Strategies Office
- Associate Director, Academic Policy Services
- President of the Guild or nominee
- The representative of the School of Indigenous Studies from the University's Teaching and Learning Committee
- Up to five co-opted members, if required for balance or specific expertise
  - The Chair may appoint a Deputy Chair from among the members to perform essential duties in the Chair's absence.

(32) Co-opted members are appointed for two years and may be re-appointed.

Standing Invitees

4. No standing invitees.

Skills and/or Qualifications of Members and Standing Invitees

5. It is desirable that members have a leadership role within the teaching and learning/education portfolio in their respective functional area, or other leadership role related to the student learning experience, and this important role is to be taken into account when nominees are appointed.

Quorum

6. The quorum for the Awards Standing Committee is half the current membership plus one.

Decisions

7. (1) Each member has a vote.
   
   (2) The Chair has an ordinary vote and a casting vote.

Frequency of Meetings

8. The Committee normally meets up to four times per annum.

Delegation

9. (1) The Awards Standing Committee has the delegated authority from the Teaching and Learning Committee to undertake selection of UWA nominees for national awards and UWA winners of University Awards within the parameters of any policies (internal or external) for the various awards processes;

   (2) Any changes to existing policies for University Awards must be forwarded by the Awards Standing Committee to the Teaching and Learning Committee for its approval.