

## Teaching Awards Committee Terms of Reference

### **Authority:**

The MD Program Teaching Awards Committee operates under the authority of the MD Program Executive Committee.

### **Mandate:**

The committee is responsible for:

- supporting the nomination process for program-wide teaching awards, particularly with respect to the W. T. Aikins Awards;
- adjudication of program-wide teaching awards, which may include the establishment of award-specific sub-groups;
- reporting to the MD Program Executive Committee on the recipients of program-wide teaching awards;
- reviewing and approving on behalf of the MD Program new program-wide teaching awards or changes to existing program-wide teaching awards.

### **Membership:**

- Chair (appointed by the Vice Dean, MD Program for a three-year term, renewable once)
- Vice Dean, MD Program
- Centre for Faculty Development representative
- Wilson Centre representative
- Six additional faculty members, appointed at large
- Ten MD Program student representatives (Years 1 through 4 class co-presidents and MD/PhD class co-presidents)

*The representative faculty members are appointed by the Vice Dean, MD Program for a three-year term, renewable once, in consultation with the leaders of the groups being represented. The 'at large' faculty members are appointed by the Vice Dean, MD Program for a three-year term, renewable once. Decisions regarding the appointment of the 'at large' representative members are informed by the principle of representative teacher input, including faculty members who teach in Years 1 and 2 (Foundations) and faculty members who teach in Years 3 and 4 (Clerkship).*

*The adjudication of program-wide teaching awards may involve the establishment of award-specific sub-groups by the committee, including the appointment of additional sub-group members as appropriate to ensure alignment with the purpose of the award.*

### **Quorum:**

At least 5 faculty members, including the Chair or Vice Dean, MD Program and at least 5 student members.

Quorum for award specific sub-groups will normally include at least half of the voting members of the sub-group, including equal representation of students and faculty, in keeping with the quorum requirements of the parent committee.



**Decision-making guidelines:**

Teaching award adjudication decisions will normally be reached by consensus. However, at the discretion of the Chair, a vote may be called. In such cases, a successful nomination must receive at least 70% of the votes cast by those in attendance.

**Approved:** November 28, 2017 by the MD Program Executive Committee