

USC Teaching Awards Committee: Sub-Committee Application
Sub-Committee and Officer Duties & Responsibilities

Every committee member on the USC Teaching Awards Committee is also part of an additional sub-committee. Refer to the duties and responsibilities listed below for each sub-committee and officer position. List sub-committees/positions in ranked order of preference in the answer field of the application. Successful applicants will be placed into their sub-committees on a first-applied, first-served basis.

- A. USC Awards Ceremony Program Sub-Committee (4):** annual USC Awards Ceremony held by the USC Teaching Awards Committee in association with Alumni Relations. Recognizes four faculty members per year for their excellence in teaching, as voted upon by the USC Teaching Awards Committee.
- I. Work with the sub-committee chair who will speak for the sub-committee during board meetings, meet sub-committee goals, and maintain internal relations;
 - II. Organize, promote and execute the annual USC Awards Ceremony with guidance from the coordinator and Alumni Relations;
 - III. Introduce and award the recipients of the USC Teaching Awards at the ceremony;
 - IV. Communicate with the Design & Branding Officer to organize ceremony's promotional material for social media channels;
 - V. Attend all USC Teaching Awards Committee and USC Awards Ceremony sub-committee meetings.
- B. USC Honour Roll Program Sub-Committee (5):** held annually, the USC Honour Roll recognizes with a certificate all faculty members who have received an average of 6.3 or higher in student-professor evaluations in a given academic year.
- I. Work with the sub-committee chair who will speak for the sub-committee during board meetings, meet sub-committee goals, and maintain internal relations;
 - II. Organize the creation and manage upkeep of the USC Honour Roll;
 - III. Locate faculty members on the Honour Roll for certificate delivery;
 - IV. Coordinate and execute the distribution of USC Honour Roll certificates;
 - V. Attend all USC Teaching Awards Committee and USC Honour Roll Program sub-committee meetings.
- C. USC Teaching Awards Program Sub-Committee (5):** the USC Teaching Awards Committee holds bi-annual nomination and deliberation periods to determine two faculty members who have demonstrated excellence in teaching as nominated by their students and deliberated upon by the USC Teaching Awards Committee.

- I. Work with the sub-committee chair who will speak for the sub-committee during board meetings, meet sub-committee goals, and maintain internal relations;
- II. Organize and promote the bi-annual nomination for the USC Teaching Awards;
- III. Schedule USC Teaching Awards Committee council for lecture visits;
- IV. Analyze and report to the coordinator the results from preliminary evaluations of the USC Teaching Awards;
- V. Tally nominee ballots and summarize deliberation results from Teaching Awards Committee meetings;
- VI. Communicate with the Design & Branding Officer to organize nomination's promotional material for social media channels;
- VII. Attend all USC Teaching Awards Committee and USC Teaching Awards Program sub-committee meetings.

D. Design & Branding Officer (1): responsible for all promotional projects associated with the USC Teaching Awards Committee. Individuals who are strongly interested in this position should submit examples of their work in the appropriate section on the application form.

- I. Create and upkeep the USC Teaching Awards Program Facebook page;
- II. Create Facebook cover photos for all USC Teaching Awards Program activities;
- III. Promote USC Teaching Awards Program events through social media;
- IV. Communicate with the coordinator and sub-committees;
- V. Post news relating to Western faculty's teaching excellence on the USC Teaching Awards Program Facebook page;
- VI. Attend all USC Teaching Awards Committee meetings.