

USC Recognition & Awards Committee: Sub-Committee Application

Sub-Committee and Officer Duties & Responsibilities

Every committee member on the USC Recognition & 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 Recognition & Awards Committee in association with Alumni Relations. Recognizes four faculty members per year for their excellence in teaching.
- 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
- B. USC Honour Roll Program Sub-Committee (10):** 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;
- 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

- D. **Student Awards Program Student-at-Large (2):** responsible for assisting in the process of determining the recipients of the USC Student Awards. Each Student-At-Large will also be part of a sub-committee of the Teaching Awards Program (see above: A to C)
 - I. Attend and speak at meetings of the Student Awards Committee, consisting of the USC President, USC Councillor (2), Students-at-Large (2), and the Recognition and Awards Coordinator;
 - II. Review, verify and rank each application to the USC Student Awards;
 - III. Introduce and award the recipients of the USC Student Awards at the USC Awards Ceremony;
 - IV. Participate fully in their associated sub-committee for the Teaching Awards Program.

- E. **Design & Branding Officer (1):** responsible for all promotional projects associated with the USC Recognition & 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 Recognition & Awards Program Facebook page;
 - II. Create Facebook cover photos for all USC Recognition & Awards Program activities;
 - III. Attend all USC Recognition & Awards Committee meetings.