

XIII SENATE TEACHING & LEARNING COMMITTEE

Approved by Senate: September 2002; February 2006; January 23, 2009; Dec. 04, 2009; Feb. 15, 2013

Seven (7) days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

Quorum: A simple majority of all filled positions. Committee members whose positions are listed as ** shall not be included in the total when quorum is counted.

Composition

1. Provost & Vice-President (Academic)**
2. Deputy Provost (non-voting except in the absence of the Provost)**
3. Vice-Provost (Student Affairs) (non-voting member)**
4. One academic Dean (appointed from and by the Deans' Council)
5. Six full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee
6. One undergraduate and one graduate student elected by Senate on the recommendation of the Lakehead University Student Union
7. Director of the Instructional Development Centre
8. Manager of Student Accessibility Services (non-voting) **
9. Director of Continuing Education & Distributed Learning (non-voting)**
10. **Coordinator of the Instructional Development Centre (non-voting)****

Exceptions to Voting

The exceptions to the voting are as follows:

1. The Committee is responsible for providing a recommendation to the Provost & Vice-President (Academic) on the candidates for the Distinguished Instructor Award and the Contribution to Teaching Awards. The Provost & Vice-President (Academic) and Deputy Provost shall, therefore, not vote on the candidates for the awards.

The Director of the Instructional Development Centre may be involved in advising the nominees for the Distinguished Instructor and Contribution to Teaching Awards and shall, therefore, not vote on the candidates for the awards.

Terms of Office

1, 2, & 3 ex officio

4 one-year term (renewable)

5 two-year terms (renewable) (staggered)

6 one-year terms (renewable)

7, 8, & 9 & 10 ex officio

Organization

1. Chair: to be elected annually by the Committee from among those members holding academic appointment

2. Administrative Office: Office of the Provost & Vice-President (Academic)

3. Secretary: secretarial duties rotated among the members

Terms of Reference

1. To meet at least four (4) times each academic year and submit an annual report to the Senate for the May meeting.

2. To advise Senate on ways to enhance teaching and learning at Lakehead University.

3. To serve in an advisory capacity to the Director of the Instructional Development Centre.

4. To support the activities of the Instructional Development Centre.

5. To review the effectiveness of the Instructional Development Centre in the planning and delivery of services and activities which promote excellence in teaching and support the teaching activities of instructors, academic units and programs.

6. To promote Lakehead University's annual teaching awards and to subsequently review the candidates or the awards.

7. To work with the Instructional Development Centre to support, where appropriate, the nomination of Lakehead University teaching award recipients for an external teaching award. To advise the Provost & Vice-President (Academic) regarding:

- the effectiveness of the Instructional Development Centre

- the outcome of the review of candidates for the Distinguished Instructor and Contribution to Teaching Awards