

**Science Teaching Committee
Department of Cellular and Physiological**

DRAFT TERMS OF REFERENCE

- 1. Role:** The **Science Teaching Committee (STC)** identifies, prioritizes and acts upon issues related to the promotion of an effective educational environment, curriculum development, course planning, delivery and scheduling; and formulates, at the request of the Department Head, strategies relating to faculty teaching portfolios, course development and innovation in undergraduate Science courses and programs.

- 2. Teaching Committee selection, composition and membership term:**
 - a. The Department Head will select STC members in consultation with the Executive Committee and the STC. The STC membership must include at least two professors (Professor or Professor of Teaching) and the STC composition will be ratified at a departmental faculty meeting.
 - b. The STC will comprise full-time faculty members with representation, where possible, from Assistant-, Associate- and Professors of Teaching, Assistant-, Associate- and Professors, and include undergraduate student, and TA representation to be invited on an *ad hoc* basis. The STC will include members that promote a balanced, diverse and inclusive committee, representing the diversity of the department.
 - c. The Department Head will appoint a Chair (Co-Chairs) from the ranks of Professor or Associate Professor, Professor of Teaching or Associate Professor of Teaching, whose role(s) will be to set the agenda and chair monthly STC meetings and report the deliberations of the meeting at full faculty meetings.
 - d. The undergraduate secretary will sit on the STC as a non-voting member, for the purposes of record keeping and policy/operational reference.
 - e. STC members will normally serve variable terms of up to five years to ensure membership turnover is staggered while retaining continuity.

- 3. Responsibilities:**
 - a. To oversee core content, continuity integrity and cohesion of the CAPS Majors Program.
 - b. To be a resource for course directors in the design and delivery of undergraduate courses to maximize their educational quality, and for issues regarding academic integrity within their course.
 - c. To review, and facilitate proposals either for new undergraduate courses or for changes to existing courses, if requested.
 - d. To summarize the annual faculty peer reviews and student evaluations of courses, faculty, and teaching assistants and make recommendations to the course directors and Head of the Department*.
 - e. To make recommendations to the Head on the disbursement of academic equipment funds and other finances related to teaching.
 - f. To be a resource for the introduction of evidence-based teaching

strategies.

- g. To provide an annual summary of scheduled Science course teaching hours of all faculty members.
- h. To make recommendations to the Head, in consultation with the course directors, regarding replacement or succession teachers for faculty members going on sabbatical, on sick leave or retiring.
- i. To make recommendations to the Head and the Chair of the Awards Committee for the CPS Excellence in Teaching Award and the Faculty of Medicine Killam Teaching Prize.
- j. To formulate, at the request of the Department Head, discussion papers on policy relating to teaching activities and deal with ad hoc issues related to departmental teaching activity.
- k. To work with ARPT members to produce the Summary of Teaching document that is based on the Teaching Dossier, for reappointment, promotion and tenure applications.
- l. To assist CPS faculty, when asked, to investigate allegations of academic misconduct by a student.
- m. To work with pre-tenure faculty to plan their portfolio of teaching, in consultation with assigned mentors, the Head of Department, and where appropriate also a representative of other programs in which the faculty member wishes to teach. Additional teaching planning will also be made available for any faculty member at any stage of career, upon request.

4. Operational Protocol:

- a. Meetings will be held on a monthly basis at a time agreed to by the members of the STC to ensure maximal attendance.
- b. Agenda items will be circulated by the Chairperson at latest 2 days prior to the meeting.
- c. Minutes of the meetings will be circulated with the agenda for the faculty meetings.

* restricted to a STC member who has access to the SEOTs

Approved: