**This template is provided as guidance in assisting committees to satisfy the reporting requirements found in Faculty Senate Bylaws, Article III, Section 2. Please note the following applicable provisions:**

***The Chair of each Faculty Senate Committee shall report at least once each semester to the chair of the Executive Committee regarding the business conducted by the Faculty Senate Committee….***

***It shall be the responsibility of committee chairs to monitor their committee membership’s status and any vacancies (whether occurring by repeated absence, leave of absence, resignation or retirement), and promptly report any occurring vacancies to the Senate leadership.***

**Email completed reports to** **facultysenate@unt.edu****.**

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**Report to the Faculty Senate Executive Committee**

XX

 **Mid-year report Year-end report**

**Date: December 18, 2017**

**Committee Name**: TA/TF Awards Committee

**Chair or Co-Chairs:** Dr. Pierina E. Beckman, Chair

**Meetings for the term/year**: **[insert dates of all meetings to-date, whether electronic or in-person]**

**This Committee does not meet in person. We handle all our work via e-mail. Most of the committee’s work is done during the spring semester when each committee member has to review 30-40 TA and TF files of students who have been nominated by their department. Only the Chair of the committee does some work during the fall semester in cooperation with the Senate Office (Ms. Jill Stover) to make sure the criteria for the evaluation is in order, to agree on different deadlines regarding the awards, and to make sure the announcement goes out to all departmental Chairs and Deans.**

**\*NOTE: I tried to check the box above for Mid-year report, but the system did not allow me to mark it.**

**Membership and Attendance** (year-to-date attendance record):

**[These column and row titles may vary based upon the nature of the committee composition]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Represented, committee office, if applicable** | **Name** | **Department or administrative unit affiliation** | **Term End****(if applicable)** | **Meetings Attended** | **Meetings Absent (# Excused)** |
| Chair | Dr. Pierina E. Beckman | Spanish | 2018 | NA | NA |
| Co-chair | NA |  |  |  |  |
| Secretary | NA |  |  |  |  |
| Group I | Dr. Pierina E. Beckman | SPANISH | 2018 |  |  |
| Group II | Dr. Scott Warren (Senator) | LTEC | 2018 |  |  |
| Group III | Dr. Pieter Allaart | MATH | 2018 |  |  |
| Group IV | Dr. Margie Tieslau | ECON | 2018 |  |  |
| Group V | Dr. Donna Ledgerwood | MGMT | 2019 |  |  |
| Group VI | Dr. Barrett Taylor | CHE | 2019 |  |  |
| Group VII | Dr. David Hoeinghaus | BIOL | 2020 |  |  |
| Group VIII | Dr. Steven Menard | MUIS | 2019 |  |  |
| At-large |  |  |  |  |  |

**Accomplishments (including items submitted for review or approval to the Executive Committee or Faculty Senate): [bulleted list or narrative]**

**Ongoing/future projects: [bulleted list or narrative]**

The call for nominations of TAs and TFs has gone out. The deadline to nominate students is January 29, 2018, and the committee members have as a deadline February 23 to submit their choices. By February 26, the Chair of the committee will be sending the results to the Senate Office indicating the four winners. There is no Co-chair or Secretary for this committee. The Chair of the committee works with the Senate Office during the fall semester to update documents, come of with working deadlines, and anything else that needs to be taken care of.