**This template is provided to assist committee chairs 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**](mailto:facultysenate@unt.edu)**. Rev. 11-2021**

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***Report to the Faculty Senate Executive Committee* Date:**  4/20/23

**“x” or circle:**   **Mid-year report x**  **Year-end report**

**Committee Name**: TA/TF Award Committee

**Chair or Co-Chairs: Daniel Cook**

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

No set meetings– operations via online correspondence only

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

**These column and row titles may vary based upon the nature of the committee composition. Please highlight names of members missing three or more meetings.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Represented, committee office, if applicable** | **Name** | **Department or administrative unit affiliation** | **Term End**  **(if applicable)** | **Meetings Attended** | **Meetings Absent / # Excused** |
| Chair | Daniel Cook | MUCE | 2025 |  |  |
| Co-chair |  |  |  |  |  |
| Secretary |  |  |  |  |  |
| Group I | Hae Jin Gam | ADES | 2025\* |  |  |
| Group II | **#Gahangir Hossain** | COI |  |  |  |
| Group III | Hamid Sadat Hosseini | MEEN | 2024 |  |  |
| Group IV | Yu Kelly Shi | DPA | 2024\* |  |  |
| Group V | Doug Killough | MGMT | 2025 |  |  |
| Group VI | Cindy Watson | TNTX | 2023 |  |  |
| Group VII | David Hoeinghaus | BIOL | 2023\* |  |  |
| Group VIII | **@Daniel Cook%** | MUCE | 2025\* |  |  |
| At-large |  |  |  |  |  |

**The Executive Committee establishes charges for each standing committee and may amend them as needed; alternatively, the standing committee may propose amended charges, composition, etc., by making a written proposal and sending to the Faculty Senate office** [**facultysenate@unt.edu**](mailto:facultysenate@unt.edu)**.) Do your committee charges remain relevant? If not, what changes to the charges do you propose?**

Our primary charge is the conducting of the annual award process. This is a rigorous and time consuming period of the year, and is worthwhile for as an incentive and recognition of our wonderful graduate students. We frequently discuss methods for changing the application criterion or rating applicants and have a quality system that we are pleased with, having refined it over the last few years. As charged, SPOT scores have been included, among the many other criteria. We have not yet completed a survey of how department evaluations are done for TFs/TAs, but this charge remains relevant and we can embark upon this.

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

We began the year by evaluating and making changes to the award criterion. Over the spring semester, our committee evaluated 18 TF and 15 TA applications for recognition. Applications were thoroughly reviewed and included letters of application, philosophical teaching statements, recommendation letters, SPOT evaluations, and required application paperwork. We selected three TFs and one TA to be recognized. We arrived at the conclusion that we should attempt, as possible, to award in different departments, and to explicitly save at least one award for TAs, and to differentiate departments when at all possible.

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

We will continue the award process as we have now solidified it, and will look to the new charges of discussing evaluations.