

Open University Students Association

Tutor Awards Shortlisting Panel

Terms of Reference

Purpose

Each Tutor Awards Shortlisting Panel is a sub-committee of the Open University Students Association Central Executive Committee.

They have delegated authority to consider and make recommendations to the Central Executive Committee on the winner of the annual Tutor Awards for their respective faculty.

Membership

1. Each Tutor Awards Shortlisting Panel will include:
 - a. The respective Faculty Association Representative (Chair)
 - i. If the position is vacant, this position will be decided by the President.
 - b. 4 Volunteers to be chosen from expressions of interest by the Chair, President and Director of Membership Services (or their chosen nominee).
2. Three voting members will constitute quorum. Where quoracy is not met because of declarations of interests from Committee members, the Students Association President will appoint additional members to meet quoracy.
3. Membership of this panel is for the period up until a decision is made only. At this conclusion, the panel is disbanded.

Meetings

1. Panel members will review a nomination in a private forum or platform created for this purpose, meeting as and when required online to make final decisions.
2. Final decisions, and the reason for these, will be minuted and shared with the Central Executive Committee and Board of Trustees.

Duties of the Appointments

1. Operating on behalf of the Central Executive Committee to determine the winner of the Annual Tutor Award for that respective faculty.
2. To ensure all personal data and details of any specific application are treated confidentially.

Mode of Operation

1. Only members of the Tutor Awards Shortlisting Panel can vote at meetings.
2. Members may be supported by a member of the staff team, where appropriate.

3. All meeting and forum discussions will be entirely confidential, though nominations will not be anonymised to the panel to allow for the declaration of any conflict of interest.
4. Members must be vigilant of their own and each other's conflicts of interest and ensure that these are declared to the Chair as soon as they become aware of such conflicts of interest. This will include any significant personal relationship with the nominee, or a nomination submitted by the panel member themselves.

Reporting

1. The panel will report their decision, and the reasons for it, to the Central Executive Committee and Board of Trustees once made.

Support

1. Where necessary, the panel will be supported by a member of the OU Students Association staff team in facilitating its administration.
2. The Students Association will supply a private forum or space on a platform for confidential discussions to take place.