



## MEMORANDUM

**To:** Faculty Council

**From:** Yu-Ling Cheng, Acting Dean

**Date:** March 18, 2013

**Re:** **Revisions to Constitution regarding the approval of new academic programs and modification of existing programs**

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### REPORT CLASSIFICATION

This is a major policy matter that will be considered by Faculty Council for vote as a special motion (requiring a 2/3 majority of members present and voting to carry).

### BACKGROUND

Two parallel processes developed a few years ago: the University of Toronto's Task Force on Governance (TFOG) conducted a comprehensive governance review<sup>1</sup>, and the Council of Ontario Universities (Ontario Council of Academic Vice-Presidents) reviewed and restructured the quality assurance processes for undergraduate and graduate programs.

This resulted in a policy change<sup>2</sup> and in changes to the Terms of Reference of the Academic Board and two of its standing committees. One of the TFOG's recommendations was that there should be delegation of authority with respect to transactional matters to the lowest appropriate level of governance.

Among the approved Terms of Reference revisions which arose from that recommendation is the following (AP&P Terms of Reference, Section 4.4 - Academic Program Proposals, pages 4-5):

The Councils of the academic divisions have delegated authority to approve:

- (a) modifications to existing degree programs

The Committee on Academic Policy and Programs receives for information an annual report on modifications to existing programs that are defined in the University of Toronto Quality Assurance Process as major modifications<sup>3</sup>.

(b) transcript notations within existing degree programs

The Committee on Academic Policy and Programs receives for information an annual report on the establishment and termination of transcript notations.

(c) establishment, termination and modification of diploma programs and certificate programs, where authority is delegated to the academic divisions in the University's Policy on Diploma and Certificate Programs

The Committee on Academic Policy and Programs receives for information an annual report on such actions where reporting is required by the Policy on Diploma and Certificate Programs.

The Office of the Governing Council requested that all Faculties at the University revise their Constitutions accordingly. The attached reflects these changes, as well as other minor updates to modernize and standardize the language of our Constitution.

## **CONSULTATION**

The proposed revisions were reviewed by the Office of the Vice-Provost, Academic Programs; the Office of the Governing Council; and the Provostial Advisory Group.

## **PROPOSAL/MOTION**

“That Council approved the changes to the Constitution of the Faculty of Applied Science and Engineering, as indicated in the attached report and subject to approval by the Governing Council.”

<sup>1</sup> *Report of the Task Force on Governance* (approved October 28, 2010) –

<http://www.governingcouncil.utoronto.ca/taskforce/reportTFOG.htm>.

<sup>2</sup> *Policy for Approval and Review of Academic Programs* (approved June 24, 2010) –

[http://www.governingcouncil.utoronto.ca/policies/AcaProgs\\_Units\\_pdf.htm](http://www.governingcouncil.utoronto.ca/policies/AcaProgs_Units_pdf.htm).

<sup>3</sup> *University's Quality Assurance Process (UTQAP)* (approved March 31, 2011) defines a major modification as a restructuring of a program, a merger of existing programs, or a renewal of a program in order to keep it current with its academic discipline. 'Major Modifications' include: (a) significant changes to program requirements; (b) significant changes to the learning outcomes; and (c) significant changes to the faculty engaged in delivering the program and/or to the essential physical resources as may occur, for example, where there have been changes to the existing mode(s) of delivery (e.g. different campus, online delivery, inter-institutional collaboration).



**CONSTITUTION of the  
FACULTY OF APPLIED SCIENCE AND ENGINEERING**

Amended March 18, 2013

	<b>Preamble</b>
	The following Constitution describes the authority and responsibilities of the Council and the Dean of the Faculty of Applied Science and Engineering, University of Toronto. Every member of Council has a duty to ensure that this Constitution and the Bylaws enacted thereunder are interpreted and followed in a manner that is consistent with the best interests of the public, the engineering profession, the University and the Faculty of Applied Science and Engineering.
<b>C1</b>	<b>Authority from U of T Act</b> The Council <u>of the Faculty of Applied Science and Engineering</u> exercises its responsibilities under the authority of the <i>University of Toronto Act, 1971</i> , as amended <u>, and the Governing Council of the University of Toronto.</u>
<b>C2</b>	<b>Definitions</b> The following Definitions shall apply to this Constitution <u>and the accompanying Bylaws:</u>
	.1 <u>“Faculty” means the Faculty of Applied Science and Engineering and “Faculty-Council” means the properly composed Council of the Faculty of Applied Science and Engineering of the,</u> University of Toronto, which is presided over by the Speaker;
	.2 <u>“Faculty Member Teaching Staff” means a member of the teaching staff of the</u> Faculty of Applied Science and Engineering at the rank of Professor, Associate Professor, Assistant Professor, <u>Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor who holds an academic appointment of 2550% or more;</u>
	.3 <del>“Undergraduate Student” means any student registered in a program of study for the degree of Bachelor of Applied Science;</del> <u>“Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Applied Science and Engineering who is not registered in the School of Graduate Studies;</u>
	.4 <del>“Graduate Student” means any student registered with the School of Graduate Studies and in a Department or Institute within the Faculty in a program of study leading to a Master’s or Ph.D. degree;</del> <u>“Graduate Student” means any student registered with the School of Graduate Studies and in a Department or an Extra-Departmental Unit A or B within the Faculty of Applied Science and Engineering in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Applied Science and</u>



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	<u>Engineering:</u>
.5	<del>“Administrative Staff” means any person who is employed by the Faculty with an appointment of at least 25%; “Administrative Staff” means an appointed staff member of the Faculty of Applied Science and Engineering who is not a member of the teaching staff and who holds an appointment of 25% or more;</del>
.6	<del>“Alumnus/ai” means anyone who has received a degree, post-secondary diploma or certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University. is a registered member of the Engineering Alumni Association, University of Toronto.</del>
<b>C3</b>	<b>Mandate of Council</b> <del>Faculty Council is the highest intra Faculty legislative and judicial authority. Subject to the provisions of the University of Toronto Act, 1971, as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:  Faculty Council has responsibilities that may be categorized as follows:</del>
.1	major policy and planning matters, which shall be decided by <del>Faculty</del> Council, subject to Governing Council approval where necessary;
.2	minor routine matters, which may be delegated as deemed appropriate by Council to a Committee of Council. All decisions made by any Committees of Council must be reported to Council;
.3	advisory, where Faculty of Council or its representatives are tendering advice to the administration, other bodies in the University, or other bodies external to the University.
<b>C4</b>	<b>Officers of Council</b>
.1	The presiding officer of Council shall be the Speaker, who shall be a member of Council, other than the Dean, Vice-Dean or an Associate Dean or a member of a Standing Committee, and shall be elected annually by the members of Council.
.2	The recording and corresponding officer of Council shall be the Secretary as appointed by the Speaker.
<b>C5</b>	<b>Membership of Council</b> Council shall be composed of:



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	.1 All Faculty Members
	.2 Undergraduate Students, one student elected annually from each year of each program by the student body, the President and one other representative of the Engineering Society, ex officio;
	.3 Graduate Students, two from each <del>Graduate Department</del> <u>or associated with the Extra-Departmental Unit A or B Departments and Institutes</u> of the Faculty <u>offering graduate programs</u> , elected annually by the graduate students in each such <u>Department or Extra-Departmental Unit A or B;</u> <del>Department or Institute;</del>
	.4 Alumni, to a total of 15, 14 elected annually from and by the Engineering Alumni Association, and the President of the Alumni Association, ex officio;
	.5 Professors Emeriti, who consent annually to continue as members of Council, for a period of up to five years from the time of appointment as Professor Emeritus;
	.6 The Registrar of the Faculty of Applied Science and Engineering;
	.7 Administrative Staff representatives, one from each Department, Division and Institute and two from the Faculty Offices elected annually by members of their constituencies, to a total of 12;
	.8 Designated University officers and representatives from appropriate Divisions of the University as invited by the Speaker, to a total of 15 including: the President of the University, the Vice-President and Provost, or designate the Dean of the School of Graduate Studies, or designate
<b><u>C6</u></b>	<b><u>Quorum</u></b> <u>The quorum for meetings of Council shall be 45 members.</u>
<b><u>C11</u></b> <b><u>7</u></b>	<b>Powers and Duties of Council</b> The power and the duty to express formally a position regarding academic matters as that of the Faculty shall rest in Council. All powers and duties shall be subject to the approval of the Governing Council, as required, and shall be:
	.1 to establish through the enactment of Bylaws, such Committees, Rules and Procedures as it deems appropriate for the conduct of the business of the Faculty;
	.2 to make rules and regulations for governing its procedures, including the <del>determination election or appointment of of the membership and quorum necessary for the transaction of business</del> <u>members of Council and its Committees;</u>



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	.3 to determine the policies regarding the academic affairs of the Faculty;
	<p><del>to approve the courses of study, content and curricula of all undergraduate programs and the requirements for graduation;</del><u>to consider the content, quality and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; consider proposals for the closure of any such programs or courses of study; and monitor the quality and standards of the programs and courses of study;</u></p> <p><u>to recommend for approval to the appropriate body of Governing Council proposals for new academic programs;</u></p> <p><u>to have delegated authority to approve proposals for major and minor modifications to existing academic programs<sup>1</sup>. All major modifications shall be reported annually for information to the appropriate body of Governing Council;</u></p> <p><u>to have delegated authority to approve proposals for the modification of existing diploma and certificate programs, pursuant to the University’s Policy on Diploma and Certificate Programs. An annual report on such actions as required by the Policy, shall be provided for information to the appropriate body of Governing Council;</u></p>
	.5 to approve and regulate the standards for admission of students to the Faculty;
	.6 to award scholarships, bursaries, prizes and other awards in the gift of the Faculty;
	<p><del>to deal with and decide upon all appeals by students in connection with the application of academic rules and regulations by Officers of the Faculty or by instructors in connection with marks or grades, subject to an appeal to the School of Graduate Studies (if appropriate), and to the Governing Council. Council may delegate this responsibility to a committee or committees;</del><u>to establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by Officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the Policy on Academic Appeals within Divisions.</u></p>
	.8 to delegate authority for administration of its policies to its Committees and Officers as it deems fit;

<sup>1</sup> Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.



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	.9 to consider reports by the Committees and sub-Committees of the Council, as appropriate;
	.10 to receive other reports for information.
	<u>.11 Council shall consider and recommend for approval to the governing Council proposals concerning academic units. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the Policy on Interdisciplinary Education and Research Planning.</u>
	<u>.12 Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the University of Toronto Quality Assurance Process.</u>
	<u>.13 Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.</u>
<b>C12</b> <b>8</b>	<b>Powers and Duties of Dean</b> Notwithstanding Section C67, Council recognizes that:
	.1 the Dean exercises powers under the authority of the “Policy on Appointment of Academic Administrators,” as amended from time to time, as follows:
	.1.1 the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost or delegate;
	.1.2 while the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty. In particular, the Dean has responsibility for general administration, policy execution, policy referral to Council, the budget and other financial matters and extra-Faculty relationships. The Dean shares responsibility for personnel with appropriate Chairs and Directors;
	.2 The authority to express formally a position regarding matters of personnel, financial or physical resources shall rest with the Dean;
	.3 the Dean may delegate to such Vice-Deans, Associate Deans and Assistant Deans as may be appointed such of his/her authority as he/she deems fit within the University policy regarding such delegation;



	.4 the Dean, from time to time, may seek advice from a Committee composed of Chairs and Directors.
<b>C89</b>	<p><b>Executive Committee</b> There shall be an executive Committee of Council.</p> <p>.1 Membership of the Executive Committee shall include all Chairs and Directors, all Chairs of Standing Committees, the President of the Engineering Alumni Association, the President of the Engineering Society, the Dean and Vice-Dean of the Faculty, the Chair of First Year, and as appointed by the Speaker from Faculty Council, one member of the Engineering society Executive, one Administrative Staff Member, and one Graduate Student.</p> <p>.2 The Executive Committee shall receive and approve reports from Standing Committees and shall submit all reports to Faculty Council for final disposition.</p>
<b>C91</b> <b>0</b>	<p><b>Faculty Resources</b></p> <p>.1 The chief executive officer of a Department or Division is its Chair, and that of an Institute is its Director. Chairs and Directors may delegate to such Associate and Assistant Chairs and Directors as may be appointed, such of their authority as they deem appropriate within the University policy regarding such delegation.</p> <p>.2 The Departments and Institutes of the Faculty shall provide the personnel and the physical resources required for teaching and research related to their designated disciplines, and for the administration of programs of study.</p> <p>.3 The Divisions of the Faculty shall provide the personnel and physical resources required for the administration of their designated inter-Departmental and inter-Faculty undergraduate programs of study.</p> <p>.4 The recording and corresponding officer of the Faculty shall be the Registrar, who shall be appointed by the Dean, and who may delegate to assistants such authority as he/she deems appropriate.</p>
<b>C10</b> <b>11</b>	<p><b><u>Amendment of the Constitution and Bylaws</u></b></p> <p><b><u>.1 The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 30 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment will be forwarded to the appropriate body of the Governing Council for approval.</u></b></p> <p><b>Amendments</b></p>





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	<p><del>This Constitution shall be amended only if: .1 a motion to amend the Constitution has been circulated to all members of Council, not less than 30 days prior to the regular meeting of Council, and</del></p> <p><del>.2 the motion is heard, and any amendments to the original motion are accepted, by not less than two-thirds of the members present, and</del></p> <p><del>.3 the motion as amended is accepted by not less than two thirds of the members present.</del></p>
	<p><u>.2 The Bylaws of Council may only be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been not less than 30 days' notice of the proposed amendment.</u></p>
<p><del>C11</del> <u>C12</u></p>	<p><b>Enactment</b> Upon approval of this Constitution by the Governing Council, this Constitution replaces the Constitution of the Faculty of Applied Science and Engineering <u>first approved in June 1972 and last revised in</u> <del>as approved by the Board of Governors in June 1972</del> <u>dated November 1997, immediately after the last meeting of Council in the 2013-2014 academic year.</u></p>



**CONSTITUTION of the  
FACULTY OF APPLIED SCIENCE AND ENGINEERING**

Amended March 18, 2013

	<b>Preamble</b>
	The following Constitution describes the authority and responsibilities of the Council and the Dean of the Faculty of Applied Science and Engineering, University of Toronto. Every member of Council has a duty to ensure that this Constitution and the Bylaws enacted thereunder are interpreted and followed in a manner that is consistent with the best interests of the public, the engineering profession, the University and the Faculty of Applied Science and Engineering.
<b>C1</b>	<b>Authority from U of T Act</b> The Council of the Faculty of Applied Science and Engineering exercises its responsibilities under the authority of the <i>University of Toronto Act, 1971</i> , as amended.
<b>C2</b>	<b>Definitions</b> The following Definitions shall apply to this Constitution and the accompanying Bylaws:
	.1 “Faculty” means the Faculty of Applied Science and Engineering and “Council” means the properly composed Council of the Faculty of Applied Science and Engineering of the University of Toronto, which is presided over by the Speaker;
	.2 “Teaching Staff” means a member of the Faculty of Applied Science and Engineering at the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor who holds an academic appointment of 50% or more;
	.3 “Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Applied Science and Engineering who is not registered in the School of Graduate Studies;
	.4 “Graduate Student” means any student registered with the School of Graduate Studies and in a Department or an Extra-Departmental Unit A or B within the Faculty of Applied Science and Engineering in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Applied Science and Engineering;
	.5 “Administrative Staff” means an appointed staff member of the Faculty of Applied Science and Engineering who is not a member of the teaching staff and who holds an appointment of 25% or more;
	.6 “Alumnus/a” means anyone who has received a degree, post-secondary diploma or certificate from the Faculty, or who has completed one year of full-time studies or



	equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.
<b>C3</b>	<b>Mandate of Council</b> Subject to the provisions of the <i>University of Toronto Act, 1971</i> , as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:
	.1 major policy and planning matters, which shall be decided by Council, subject to Governing Council approval where necessary;
	.2 minor routine matters, which may be delegated as deemed appropriate by Council to a Committee of Council. All decisions made by any Committees of Council must be reported to Council;
	.3 advisory, where Faculty of Council or its representatives are tendering advice to the administration, other bodies in the University, or other bodies external to the University.
<b>C4</b>	<b>Officers of Council</b>
	.1 The presiding officer of Council shall be the Speaker, who shall be a member of Council, other than the Dean, Vice-Dean or an Associate Dean or a member of a Standing Committee, and shall be elected annually by the members of Council.
	.2 The recording and corresponding officer of Council shall be the Secretary as appointed by the Speaker.
<b>C5</b>	<b>Membership of Council</b> Council shall be composed of:
	.1 All Faculty Members
	.2 Undergraduate Students, one student elected annually from each year of each program by the student body, the President and one other representative of the Engineering Society, ex officio;
	.3 Graduate Students, two from each Department or Extra-Departmental Unit A or B of the Faculty offering graduate programs, elected annually by the graduate students in each such Department or Extra-Departmental Unit A or B;
	.4 Alumni, to a total of 15, 14 elected annually from and by the Engineering Alumni Association, and the President of the Alumni Association, ex officio;



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	.5 Professors Emeriti, who consent annually to continue as members of Council, for a period of up to five years from the time of appointment as Professor Emeritus;
	.6 The Registrar of the Faculty of Applied Science and Engineering;
	.7 Administrative Staff representatives, one from each Department, Division and Institute and two from the Faculty Offices elected annually by members of their constituencies, to a total of 12;
	.8 Designated University officers and representatives from appropriate Divisions of the University as invited by the Speaker, to a total of 15 including: the President of the University, the Vice-President and Provost, or designate the Dean of the School of Graduate Studies, or designate
<b>C6</b>	<b>Quorum</b> The quorum for meetings of Council shall be 45 members.
<b>C7</b>	<b>Powers and Duties of Council</b> The power and the duty to express formally a position regarding academic matters as that of the Faculty shall rest in Council. All powers and duties shall be subject to the approval of the Governing Council, as required, and shall be:
	.1 to establish through the enactment of Bylaws, such Committees, Rules and Procedures as it deems appropriate for the conduct of the business of the Faculty;
	.2 to make rules and regulations for governing its procedures, including the election or appointment of members of Council and its Committees;
	.3 to determine the policies regarding the academic affairs of the Faculty;
	.4 to consider the content, quality and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; consider proposals for the closure of any such programs or courses of study; and monitor the quality and standards of the programs and courses of study;  to recommend for approval to the appropriate body of Governing Council proposals for new academic programs;



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	<p>to have delegated authority to approve proposals for major and minor modifications to existing academic programs<sup>1</sup>. All major modifications shall be reported annually for information to the appropriate body of Governing Council;</p> <p>to have delegated authority to approve proposals for the modification of existing diploma and certificate programs, pursuant to the University's Policy on Diploma and Certificate Programs. An annual report on such actions as required by the Policy, shall be provided for information to the appropriate body of Governing Council;</p>
.5	to approve and regulate the standards for admission of students to the Faculty;
.6	to award scholarships, bursaries, prizes and other awards in the gift of the Faculty;
.7	to establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by Officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the Policy on Academic Appeals within Divisions.
.8	to delegate authority for administration of its policies to its Committees and Officers as it deems fit;
.9	to consider reports by the Committees and sub-Committees of the Council, as appropriate;
.10	to receive other reports for information.
.11	Council shall consider and recommend for approval to the governing Council proposals concerning academic units. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the Policy on Interdisciplinary Education and Research Planning.
.12	Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the University of Toronto Quality Assurance Process.

<sup>1</sup> Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.



	<p>.13 Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.</p>
<b>C8</b>	<p><b>Powers and Duties of Dean</b> Notwithstanding Section C7, Council recognizes that:</p>
	<p>.1 the Dean exercises powers under the authority of the “Policy on Appointment of Academic Administrators,” as amended from time to time, as follows:</p>
	<p>.1.1 the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost or delegate;</p>
	<p>.1.2 while the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty. In particular, the Dean has responsibility for general administration, policy execution, policy referral to Council, the budget and other financial matters and extra-Faculty relationships. The Dean shares responsibility for personnel with appropriate Chairs and Directors;</p>
	<p>.2 The authority to express formally a position regarding matters of personnel, financial or physical resources shall rest with the Dean;</p>
	<p>.3 the Dean may delegate to such Vice-Deans, Associate Deans and Assistant Deans as may be appointed such of his/her authority as he/she deems fit within the University policy regarding such delegation;</p>
	<p>.4 the Dean, from time to time, may seek advice from a Committee composed of Chairs and Directors.</p>
<b>C9</b>	<p><b>Executive Committee</b> There shall be an executive Committee of Council.</p> <p>.1 Membership of the Executive Committee shall include all Chairs and Directors, all Chairs of Standing Committees, the President of the Engineering Alumni Association, the President of the Engineering Society, the Dean and Vice-Dean of the Faculty, the Chair of First Year, and as appointed by the Speaker from Faculty Council, one member of the Engineering society Executive, one Administrative Staff Member, and one Graduate Student.</p> <p>.2 The Executive Committee shall receive and approve reports from Standing Committees and shall submit all reports to Faculty Council for final disposition.</p>



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<b>C10</b>	<b>Faculty Resources</b>
	.1 The chief executive officer of a Department or Division is its Chair, and that of an Institute is its Director. Chairs and Directors may delegate to such Associate and Assistant Chairs and Directors as may be appointed, such of their authority as they deem appropriate within the University policy regarding such delegation.
	.2 The Departments and Institutes of the Faculty shall provide the personnel and the physical resources required for teaching and research related to their designated disciplines, and for the administration of programs of study.
	.3 The Divisions of the Faculty shall provide the personnel and physical resources required for the administration of their designated inter-Departmental and inter-Faculty undergraduate programs of study.
	.4 The recording and corresponding officer of the Faculty shall be the Registrar, who shall be appointed by the Dean, and who may delegate to assistants such authority as he/she deems appropriate.
<b>C11</b>	<b>Amendment of the Constitution and Bylaws</b>
	.1 The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 30 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment will be forwarded to the appropriate body of the Governing Council for approval.
	.2 The Bylaws of Council may only be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been not less than 30 days' notice of the proposed amendment.
<b>C12</b>	<b>Enactment</b>
	Upon approval of this Constitution by the Governing Council, this Constitution replaces the Constitution of the Faculty of Applied Science and Engineering first approved in June 1972 and last revised in November 1997, immediately after the last meeting of Council in the 2013-2014 academic year.

Change	Page (clean copy)	Current Version (approved Nov 1997)	Proposed Change	Proposed Final Version
1.	1.	<p><b>Authority from U of T Act (C1)</b></p> <p>The Council exercises its responsibilities under the authority of the <i>University of Toronto Act, 1971</i>, as amended, and the Governing Council of the University of Toronto.</p> <p>The following Definitions shall apply to this Constitution:</p>	<p><b>Authority from U of T Act (C1)</b></p> <p>The Council <u>of the Faculty of Applied Science and Engineering</u> exercises its responsibilities under the authority of the <i>University of Toronto Act, 1971</i>, as amended, <del>and the Governing Council of the University of Toronto.</del></p>	<p><b>Authority from U of T Act (C1)</b></p> <p>The Council of the Faculty of Applied Science and Engineering exercises its responsibilities under the authority of the <i>University of Toronto Act, 1971</i>, as amended.</p>
2.	1.	<p><b>Authority from U of T Act (C2)</b></p> <p>The following Definitions shall apply to this Constitution:</p>	<p><del><b>Authority from U of T Act (C2) Definitions (C2)</b></del></p> <p>The following Definitions shall apply to this Constitution <u>and the accompanying Bylaws:</u></p>	<p><b>Definitions (C2)</b></p> <p>The following Definitions shall apply to this Constitution and the accompanying Bylaws:</p>
3.	1.	<p><b>Authority from U of T Act (C2.1)</b></p> <p>“Faculty Council” means the properly composed Council of the Faculty of Applied Science and Engineering, University of Toronto, which is presided over by the Speaker;</p>	<p><del><b>Authority from U of T Act (C2.1) Definitions (C2.1)</b></del></p> <p><u>“Faculty” means the Faculty of Applied Science and Engineering and</u> “Faculty Council” means the properly composed Council of the Faculty of Applied Science and Engineering <u>of the</u> University of Toronto, which is presided over by the Speaker;</p>	<p><b>Definitions (C2.1)</b></p> <p>“Faculty” means the Faculty of Applied Science and Engineering and “Council” means the properly composed Council of the Faculty of Applied Science and Engineering of the University of Toronto, which is presided over by the Speaker;</p>
4.	1.	<p><b>Authority from U of T Act (C2.2)</b></p> <p>“Faculty Member” means a member of the teaching staff of the Faculty of Applied Science and Engineering at the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Senior Tutor, or Tutor who holds an academic appointment of 25% or more;</p>	<p><del><b>Authority from U of T Act (C2.3) Definitions (C2.2)</b></del></p> <p><u>“Teaching Staff” means a member of the Faculty of Applied Science and Engineering who holds an academic appointment of 50% or more in the Faculty of Applied Science and Engineering and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor;</u> <del>Faculty Member” means a member of the teaching staff of the Faculty of Applied</del></p>	<p><b>Definitions (C2.2)</b></p> <p>“Teaching Staff” means a member of the Faculty of Applied Science and Engineering who holds an academic appointment of 50% or more in the Faculty of Applied Science and Engineering and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor;</p>



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			<p><del>Science and Engineering at the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Senior Tutor, or Tutor who holds an academic appointment of 25% or more;</del></p>	
5.	1.	<p><b>Authority from U of T Act (C2.3)</b></p> <p>“Undergraduate Student” means any student registered in a program of study for the degree of Bachelor of Applied Science;</p>	<p><del><b>Authority from U of T Act (C2.3)</b></del> <b>Definitions (C2.3)</b></p> <p><del>“Undergraduate Student” means any student registered in a program of study for the degree of Bachelor of Applied Science;</del></p> <p><u>“Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Applied Science and Engineering who is not registered in the School of Graduate Studies;</u></p>	<p><b>Definitions (C2.3)</b></p> <p>“Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Applied Science and Engineering who is not registered in the School of Graduate Studies;</p>
6.	1.	<p><b>Authority from U of T Act (C2.4)</b></p> <p>“Graduate Student” means any student registered with the School of Graduate Studies and in a Department or Institute within the Faculty in a program of study leading to a Master’s or Ph.D. degree;</p>	<p><del><b>Authority from U of T Act</b></del> <b>Definitions (C2.4)</b></p> <p>“Graduate Student” means any student registered with the School of Graduate Studies and in a Department or <del>Institute</del> <u>an Extra-Departmental Unit A or B</u> within the Faculty <u>of Applied Science and Engineering</u>, in a program of study leading to a <del>Master’s or Ph.D. degree</del> <u>degree, post-secondary diploma, or certificate in the Faculty of Applied Science and Engineering;</u></p>	<p><b>Definitions (C2.4)</b></p> <p>“Graduate Student” means any student registered with the School of Graduate Studies and in a Department or an Extra-Departmental Unit A or B within the Faculty of Applied Science and Engineering, in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Applied Science and Engineering;</p>
7.	1.	<p><b>Authority from U of T Act (C2.5)</b></p> <p>“Administrative Staff” means any person who is employed by the Faculty with an appointment of at least 25%;</p>	<p><del><b>Authority from U of T Act (C2.5)</b></del> <b>Definitions (C2.5)</b></p> <p><del>“Administrative Staff” means any person who is employed by the Faculty with an appointment of at least 25%;</del></p> <p><u>Administrative Staff” means an appointed staff member of the Faculty of Applied Science and Engineering who is</u></p>	<p><b>Definitions (C2.5)</b></p> <p>“Administrative Staff” means an appointed staff member of the Faculty of Applied Science and Engineering who is not a member of the teaching staff and who holds an appointment of 25% or more;</p>

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			<u>not a member of the teaching staff and who holds an appointment of 25% or more;</u>	
8.	1.	<p><b>Authority from U of T Act (C2.6)</b></p> <p>“Alumni” means anyone who is a registered member of the Engineering Alumni Association, University of Toronto</p>	<p><del>Authority from U of T Act (C2.6)</del> <b>Definitions (C2.6)</b></p> <p><del>“Alumnus/a” means anyone who has received a degree, post-secondary diploma or certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University. is a registered member of the Engineering Alumni Association, University of Toronto</del></p>	<p><b>Definitions (C2.6)</b></p> <p>“Alumnus/a” means anyone who has received a degree, post-secondary diploma or certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.</p>
9.	2.	<p><b>Mandate of Council (C3)</b></p> <p>Faculty Council is the highest intra-Faculty legislative and judicial authority.</p> <p>Faculty Council has responsibilities that may be categorized as follows</p>	<p><del>Mandate of Council (C3)</del></p> <p><del>Faculty Council is the highest intra-Faculty legislative and judicial authority.</del></p> <p><del>Subject to the provisions of the <i>University of Toronto Act, 1971</i>, as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:</del></p> <p><del>Faculty Council has responsibilities that may be categorized as follows</del></p>	<p><b>Mandate of Council (C3)</b></p> <p>Subject to the provisions of the <i>University of Toronto Act, 1971</i>, as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:</p>
10.	3.	[Clause moved from Bylaws]	<p><b>Quorum</b></p> <p><u>The quorum for meetings of Council shall be 45 members.</u></p>	<p><b>Quorum (C6)</b></p> <p>The quorum for meetings of Council shall be 45 members.</p>
11.	3.	<p><b>Membership of Council (C5.3)</b></p> <p>Graduate Students, two from each Graduate Department associated with the Departments and Institutes of the Faculty, elected annually by the graduate students in each such Department or Institute;</p>	<p><b>Membership of Council (C5.3)</b></p> <p>Graduate Students, two from each <del>Graduate</del> Department <del>or associated with the Extra-Departmental Unit A or B Departments and Institutes</del> of the Faculty <del>offering graduate programs</del>, elected annually by the graduate students in each such <del>Department or Extra-Departmental</del></p>	<p><b>Membership of Council (C5.3)</b></p> <p>Graduate Students, two from each Department or Extra-Departmental Unit A or B of the Faculty offering graduate programs, elected annually by the graduate students in each such Department or Extra-Departmental Unit A or B;</p>

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			<del>Unit A or B; Department or Institute;</del>	
12.	3.	<p><b>Powers and Duties of Council (C6.2)</b></p> <p>to make Rules and Regulations for governing its procedures, including the determination of the membership and quorum necessary for transaction of business;</p>	<p><b>Powers and Duties of Council (C67.2)</b></p> <p>to make Rules and Regulations for governing its procedures, including the <del>determination</del> election or appointment of the <del>membership and quorum necessary for the transaction of business</del> members of Council and its Committees;</p>	<p><b>Powers and Duties of Council (C7.2)</b></p> <p>to make Rules and Regulations for governing its procedures, including the election or appointment of members of Council and its Committees;</p>
13.	3.	<p><b>Powers and Duties of Council (C6.4)</b></p> <p>to approve the courses of study, content and curricula of all undergraduate programs and the requirements for graduation;</p>	<p><b>Powers and Duties of Council (C117.4)</b></p> <p><del>to approve the courses of study, content and curricula of all undergraduate programs and the requirements for graduation;</del> <u>to consider the content, quality and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; consider proposals for the closure of any such programs or courses of study; and monitor the quality and standards of the programs and courses of study;</u></p> <p><u>to recommend for approval to the appropriate body of Governing Council proposals for new academic programs;</u></p> <p><u>to have delegated authority to approve proposals for major and minor modifications to existing academic programs<sup>1</sup>. All major modifications shall be reported annually for information to the appropriate body of Governing Council;</u></p>	<p><b>Powers and Duties of Council (C7.4)</b></p> <p>to consider the content, quality and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; consider proposals for the closure of any such programs or courses of study; and monitor the quality and standards of the programs and courses of study;</p> <p>to recommend for approval to the appropriate body of Governing Council proposals for new academic programs;</p> <p>to have delegated authority to approve proposals for major and minor modifications to existing academic programs. All major modifications shall be reported annually for information to the appropriate body of Governing Council;</p> <p>to have delegated authority to approve proposals for the modification of existing diploma and certificate programs,</p>

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			<p><u>to have delegated authority to approve proposals for the modification of existing diploma and certificate programs, pursuant to the University’s Policy on Diploma and Certificate Programs. An annual report on such actions as required by the Policy, shall be provided for information to the appropriate body of Governing Council;</u></p>	<p>pursuant to the University’s Policy on Diploma and Certificate Programs. An annual report on such actions as required by the Policy, shall be provided for information to the appropriate body of Governing Council;</p>
14.	4.	<p><b>Powers and Duties of Council (C6.7)</b></p> <p>to deal with and decide upon all appeals by students in connection with the application of academic rules and regulations by Officers of the Faculty or by instructors in connection with marks or grades, subject to an appeal to the School of Graduate Studies (if appropriate), and to the Governing Council. Council may delegate this responsibility to a committee or committees;</p>	<p><b>Powers and Duties of Council (C117.7)</b></p> <p><del>to deal with and decide upon all appeals by students in connection with the application of academic rules and regulations by Officers of the Faculty or by instructors in connection with marks or grades, subject to an appeal to the School of Graduate Studies (if appropriate), and to the Governing Council. Council may delegate this responsibility to a committee or committees;</del><u>to establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by Officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the Policy on Academic Appeals within Divisions.</u></p>	<p><b>Powers and Duties of Council (C7.7)</b></p> <p>to establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by Officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the Policy on Academic Appeals within Divisions.</p>
15.	4.	[New clause 2013]	<p><b>Powers and Duties of Council (C117.11)</b></p> <p><u>to consider and recommend for approval to the Governing Council proposals concerning academic units. Council shall also review and approve or recommend for</u></p>	<p><b>Powers and Duties of Council (C7.11)</b></p> <p>to consider and recommend for approval to the Governing Council proposals concerning academic units. Council shall also review and approve or recommend for</p>

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			<u>approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the Policy on Interdisciplinary Education and Research Planning.</u>	approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the Policy on Interdisciplinary Education and Research Planning.
16.	4.	[New clause 2013]	<b>Powers and Duties of Council (C7.12)</b>  <u>Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the University of Toronto Quality Assurance Process.</u>	<b>Powers and Duties of Council (C7.12)</b>  Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the University of Toronto Quality Assurance Process.
17.	4.	[New clause 2013]	<b>Powers and Duties of Council (C7.13)</b>  <u>Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.</u>	<b>Powers and Duties of Council (C7.13)</b>  Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.
18.	4.	<b>Powers and Duties of Dean (C7)</b>  [section re-numbered]	<b>Powers and Duties of Dean <del>C128</del></b>  Notwithstanding Section <del>C67</del> , Council recognizes that:	<b>Powers and Duties of Dean (C8)</b>  Notwithstanding Section C7, Council recognizes that
19.	5.	<b>Executive Committee (C8.1)</b>  [section re-numbered]	<b>Executive Committee (C89)</b>	<b>Executive Committee (C9)</b>
20.	5.	<b>Faculty Resources (C9)</b>	<b>Faculty Resources (C<del>13</del>10)</b>	<b>Faculty Resources (C10)</b>

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		[section re-numbered]		
21.	6.	<p><b>Amendments (C10)</b>                      This Constitution shall be amended only if: .1 a motion to amend the Constitution has been circulated to all members of Council, not less than 30 days prior to the regular meeting of Council, and</p> <p>.2 the motion is heard, and any amendments to the original motion are accepted, by not less than two-thirds of the members present, and</p> <p>.3 the motion as amended is accepted by not less than two thirds of the members present.</p>	<p><b><u>Amendment of the Constitution and Bylaws (C1411)</u></b>  <u>.1 The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 30 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment will be forwarded to the appropriate body of the Governing Council for approval.</u></p> <p><b><u>Amendments</u></b>  <del>This Constitution shall be amended only if: .1 a motion to amend the Constitution has been circulated to all members of Council, not less than 30 days prior to the regular meeting of Council, and</del></p> <p><del>.2 the motion is heard, and any amendments to the original motion are accepted, by not less than two-thirds of the members present, and</del></p> <p><del>.3 the motion as amended is accepted by not less than two thirds of the members present.</del></p>	<p><b>Amendment of the Constitution and Bylaws (C11)</b>                      .1 The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 30 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment will be forwarded to the appropriate body of the Governing Council for approval.</p>
22.	6.	[New clause 2013]	<p><u>The Bylaws of Council may only be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been not less than 30 days' notice of the proposed amendment.</u></p>	<p>The Bylaws of Council may only be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been not less than 30 days' notice of the proposed amendment.</p>

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23.	6.	<p><b>Enactment (C11)</b></p> <p>Upon approval of this Constitution by the Governing Council, this Constitution replaces the Constitution of the Faculty of Applied Science and Engineering as approved by the Board of Governors in June 1972</p>	<p><b>Enactment (C11)</b></p> <p>Upon approval of this Constitution by the Governing Council, this Constitution replaces the Constitution of the Faculty of Applied Science and Engineering <u>first approved in June 1972 and last revised in <del>as approved by the Board of Governors in June 1972</del> dated November 1997, immediately after the last meeting of Council in the 2013-2014 academic year.</u></p>	<p><b>Enactment (C12)</b></p> <p>Upon approval of this Constitution by the Governing Council, this Constitution replaces the Constitution of the Faculty of Applied Science and Engineering first approved in June 1972 and last revised in November 1997, immediately after the last meeting of Council in the 2013-2014 academic year.</p>

**CONSTITUTION**

**of the**

**FACULTY OF APPLIED SCIENCE  
AND ENGINEERING**

**UNIVERSITY OF TORONTO**

**November 26, 1997**



## **Preamble**

The following Constitution describes the authority and responsibilities of the Council and the Dean of the Faculty of Applied Science and Engineering, University of Toronto. Every member of Council has a duty to ensure that this Constitution, and the Bylaws enacted thereunder, are interpreted and followed in a manner that is consistent with the best interests of the public, the Engineering Profession, the University, and the Faculty of Applied Science and Engineering.

## **Authority from U of T Act**

C1 The Council exercises its responsibilities under the authority of the University of Toronto Act, 1971, as amended, and the Governing Council of the University of Toronto.

C2 The following Definitions shall apply to this Constitution:

- .1 “Faculty Council” means the properly composed Council of the Faculty of Applied Science and Engineering, University of Toronto which is presided over by the Speaker;
- .2 “Faculty Member” means a member of the teaching staff of the Faculty of Applied Science and Engineering at the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Senior Tutor, or Tutor who holds an academic appointment of 25% or more;
- .3 “Undergraduate Student” means any student registered in a program of study for the degree of Bachelor of Applied Science;
- .4 “Graduate Student” means any student registered with the School of Graduate Studies and in a department or institute within the Faculty in a program of study leading to a Master’s or Ph.D. degree;
- .5 “Administrative Staff” means any person who is employed by the Faculty with an appointment of at least 25%;
- .6 ”Alumni” means anyone who is a registered member of the Engineering Alumni Association, University of Toronto.

## **Mandate of Council**

C3 Faculty Council is the highest intra-Faculty legislative and judicial authority. Faculty Council has responsibilities that may be categorized as follows:

- .1 major policy and planning matters, which shall be decided by Faculty Council, subject to Governing council approval where necessary;
- .2 minor routine matters, which may be delegated as deemed appropriate by Council to a Committee of Council; all decisions made by any Committees of Council must be reported to Council;
- .3 advisory, where Faculty of Council or its representatives are tendering advice to the administration, other bodies in the University or other bodies external to the University.

### **Officers of Council**

- C4 .1 The presiding officer of Council shall be the Speaker, who shall be a member of Council other than the Dean, Vice-Dean or an Associate Dean or a member of a Standing Committee, and shall be elected annually by the members of Council.
- .2 The recording and corresponding officer of Council shall be the Secretary as appointed by the Speaker.

### **Membership of Council**

C5 Council shall be composed of:

- .1 all faculty members;
- .2 Undergraduate Students, one student elected annually from each year of each program by the student body, the President and one other representative of the Engineering Society, ex officio;
- .3 Graduate Students, two from each Graduate Department associated with the Departments and Institutes of the Faculty, elected annually by the graduate students in each such department or institute;
- .4 Alumni, to a total of 15, 14 elected annually from and by the Engineering Alumni Association, and the President of the Alumni Association, ex officio;
- .5 all Professors Emeriti, who consent annually to continue as members of Council, for a period of up to five years from the time of appointment as Professor Emeritus;
- .6 the Registrar of the Faculty of Applied Science and Engineering;
- .7 Administrative Staff representatives, one from each Department, Division and Institute and two from the Faculty Offices elected annually by members of their constituencies, to a total of 12;
- .8 Designated University officers and representatives from appropriate Divisions of the University as invited by the Speaker, to a total of 15 including:
  - The President of the University,
  - The Vice-President and Provost, or designate,
  - The Dean of the School of Graduate Studies, or designate.

### **Powers and Duties of Council**

C6 The power and the duty to express formally a position regarding academic matters as that of the Faculty shall rest in Council. All powers and duties shall be subject to the approval of the Governing Council, as required, and shall be:

- .1 to establish through the enactment of Bylaws, such Committees, Rules and Procedures as it deems appropriate for the conduct of the business of the Faculty;
- .2 to make Rules and Regulations for governing its procedures, including the determination of the membership and quorum necessary for the transaction of business;
- .3 to determine the policies regarding the academic affairs of the Faculty;
- .4 to approve the courses of study, the content and curricula of all undergraduate programs, and the requirements for graduation;
- .5 to approve and regulate the standards for admission of students to the Faculty;
- .6 to award Scholarships, Bursaries, Prizes and other Awards in the gift of the Faculty;
- .7 to deal with and decide upon all appeals by students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with marks or grades, subject to an appeal to the School of Graduate Studies (if appropriate), and to the Governing Council. Council may delegate this responsibility to a Committee or Committees;
- .8 to delegate authority for administration of its policies to its Committees and Officers as it deems fit;
- .9 to consider reports by the Committees and Sub-committees of the Council, as appropriate;
- .10 to receive other reports for information.

### **Powers and Duties of Dean**

C7 Notwithstanding Section C6, Council recognizes that:

- .1 the Dean exercises powers under the authority of the “Policy on Appointment of Academic Administrators,” as amended from time to time, as follows:
  - .1 the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost or delegate;
  - .2 while the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty. In particular, the Dean has responsibility for general administration, policy execution, policy referral to Council, the budget and other financial matters and extra-Faculty relationships. The Dean shares responsibility for personnel with appropriate Chairs and Directors;
- .2 the authority to express formally a position regarding matters of personnel, financial or physical resources shall rest with the Dean;
- .3 the Dean may delegate to such Vice-Deans, Associate Deans and Assistant Deans as may be appointed such of his/her authority as he/she deems fit within the University policy regarding such delegation;

- .4 the Dean, from time to time, may seek advice from a Committee composed of Chairs and Directors.
- C8 There shall be an executive Committee of Council.
- .1 Membership of the Executive Committee shall include all Chairs and Directors, all Chairs of Standing Committees, the President of the Engineering Alumni Association, the President of the Engineering Society, the Dean and Vice-Dean of the Faculty, the Chair of First Year, and as appointed by the Speaker from Faculty Council, one member of the Engineering society Executive, one Administrative Staff Member, and one Graduate Student.
  - .2 The Executive Committee shall receive and approve reports from Standing Committees and shall submit all reports to Faculty Council for final disposition.

### **Faculty Resources**

- C9
- .1 The chief executive officer of a Department or Division is its Chair, and that of an Institute is its Director. Chairs and Directors may delegate to such Associate and Assistant Chairs and Directors as may be appointed, such of their authority as they deem appropriate within the University policy regarding such delegation.
  - .2 The Departments and Institutes of the Faculty shall provide the personnel and the physical resources required for teaching and research related to their designated disciplines, and for the administration of programs of study.
  - .3 The Divisions of the Faculty shall provide the personnel and physical resources required for the administration of their designated inter-Departmental and inter-Faculty undergraduate programs of study.
  - .4 The recording and corresponding officer of the Faculty shall be the Registrar, who shall be appointed by the Dean, and who may delegate to assistants such authority as he/she deems appropriate.

### **Amendments**

- C10 This Constitution shall be amended only if:
- 1. a motion to amend the Constitution has been circulated to all members of Council, not less than 30 days prior to the regular meeting of Council, and
  - .2 the motion is heard, and any amendments to the original motion are accepted, by not less than two-thirds of the members present, and
  - .3 the motion as amended is accepted by not less than two thirds of the members present.

### **Enactment**

C11 Upon approval of this Constitution by the Governing Council, this Constitution replaces the Constitution of the Faculty of Applied Science and Engineering as approved by the Board of Governors in June 1972.