

UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE AND ENGINEERING

MANUAL
FOR
THE ADMISSIONS COMMITTEE

March 2014

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The terms of reference for each Committee must be clearly established and kept under constant review. Each Committee should have a manual of procedures, continuously updated, wherein all policy decisions are recorded and which is available for immediate reference, to promote ease and consistency in Committee deliberations. Each Chair must assume executive responsibility for the efficient working of his/her Committee, towards which he/she can expect to have strong administrative support available through the Registrar's Office.

1. MEMBERSHIP AND TERMS OF OFFICE

1.1 Membership

Undergraduate Programs, faculty members 9

Chair of First Year Studies, ex-officio

Dean of the Faculty of Applied Science and Engineering, ex-officio

Vice-Dean Undergraduate, ex-officio

Faculty Registrar, ex-officio

Associate Registrar, Admissions, ex-officio

Associate Director, Engineering Student Recruitment and Retention Office,
ex-officio

1.2 Terms of Office

The Committee shall take office on July 1, and shall remain in office until June 30 of the following year.

2. TERMS OF REFERENCE

The Committee will be responsible for initiating and implementing policies and procedures with respect to the selection and admission of all undergraduate applicants to the Faculty of Applied Science and Engineering and granting of any advanced standing in courses (course exemptions). The Committee will further be responsible for initiating and implementing policy with respect to academic awards for incoming first-year students.

To support its admissions and advanced standing functions, the Committee shall:

- 1) Establish an appropriate admission procedure to review all applicants to the Faculty,
- 2) Establish an appropriate procedure with respect to the granting of advanced standing in courses,
- 3) Serve as the final authority regarding the admissibility of an applicant, the granting of advanced standing in courses, and scholarships,
- 4) Monitor changes in the education systems in the province, in Canada and internationally that would impact on the qualifications of an applicant to the Faculty,
- 5) Examine admissions-related trends and issues and provide information, to the Chair of First Year, the Vice-Dean Undergraduate, and other stakeholders, on best practices with respect to enrolment planning,
- 6) Monitor changes in the first year curriculum in the Faculty to ensure appropriate qualification standards,

- 7) Monitor the progress of admitted students throughout their undergraduate program to ensure that the admissions procedure is aligned with student success,
- 8) Establish an appropriate review procedure of applicants to the Faculty as to their eligibility for scholarships awarded by the Faculty.

3. RULES OF PROCEDURE

The Committee shall operate according to the rules of procedure established and from time to time amended by Council as set out in “Procedures for Committees of Council of the Faculty of Applied Science and Engineering”.

4. DUTIES

4.1 Major Duties

To fulfill its terms of reference as outlined above, the Committee shall carry out the following duties:

- 1) Establish admissions policies and procedures,
- 2) Establish policies and procedures with respect to the granting of advanced standing courses,
- 3) In consultation with the Faculty Registrar or their designate and the Chair of First Year, oversee the admissions process for the Faculty, including all of its departments, programs and divisions,
- 4) In consultation with the Faculty Registrar or their designate and the Chair of First Year, oversee the process for the granting of advanced standing for the Faculty, including all of its departments, programs and divisions,
- 5) Review and make recommendations to Council with regards to entrance requirements,
- 6) Ensure that the qualifications of applicants seeking admission are appropriately assessed and reviewed, and that fair and equitable consideration is given to each applicant,
- 7) Ensure that consideration for advanced standing in courses is appropriately assessed and reviewed and that fair and equitable treatment is given to each applicant,
- 8) In consultation with the Faculty Registrar, or their designate and the Chair of First Year, oversee the scholarships process,
- 9) From time to time, in its role as the final decision making authority regarding admissions, advanced standing and scholarships, the Committee shall be required to consider the admissibility of an applicant, advanced standing in courses for an applicant, or the scholarship awarded to an applicant,
- 10) In consultation with the Faculty Registrar or their designate and the Chair of First Year, regularly review the criteria for admission and recommend changes to admissions policy in accordance with relevant Faculty policy, goals and objectives.

4.2 Routine Admission and Advanced Standing Duties

- 1) The Committee, in consultation with the Faculty Registrar or their designate and the Chair of First Year, shall annually review existing admission standards for the Faculty,
- 2) The Committee, in consultation with the Faculty Registrar or their designate and the Chair of First Year, shall annually disseminate details of the admission standards and procedures along with appropriate guidelines of interpretation,
- 3) The Committee shall annually review the standards for the granting of advanced standing in courses for applicants to the Faculty.

4.3 Routine Administrative Duties

A subcommittee consisting of the Chair of the Committee and the Faculty Registrar, or their designate, are empowered to carry out the following routine administrative duties consistent with the decisions of the Committee and Faculty Council:

- 1) Update the “Manual for the Admissions Committee”,
- 2) Annually, receive in part, originate in part, co-ordinate, approve and report all text for the annual Calendar of the Faculty with respect to Admissions and Advanced Standing,
- 3) Annually, compile the results of the admissions process.

4.4 Reporting and Coordinating Duties

- 1) Interact as needed on matters involving either admissions with appropriate committees of this and other Faculties and of the Governing Council,
- 2) Report actions and recommendations of the Committee according to the rules of procedure established under Policy 5.1 “Procedures for Committees of Council of the Faculty of Applied Science and Engineering”.

5. MAJOR POLICIES

- 5.1 Rules of Procedures for Standing Committees