



## CONSTITUTION of the FACULTY OF APPLIED SCIENCE & ENGINEERING

Approved March 27, 2014

### Preamble

The following Constitution describes the authority and responsibilities of the Council and the Dean of the Faculty of Applied Science & 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 & Engineering.

### C1 Authority from U of T Act

The Council of the Faculty of Applied Science & Engineering exercises its responsibilities under the authority of the *University of Toronto Act, 1971*, as amended.

### C2 Definitions

The following definitions shall apply to this Constitution and the accompanying Bylaws:

- .1 “Faculty” means the Faculty of Applied Science & Engineering and “Council” means the properly composed Council of the Faculty of Applied Science & Engineering of the University of Toronto;
- .2 “Teaching Staff” means a member of the Faculty of Applied Science & 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 & 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 & Engineering in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Applied Science & Engineering;
- .5 “Administrative Staff” means an appointed staff member of the Faculty of Applied Science & Engineering who is not a member of the teaching staff and who holds an appointment of 25% or more; and

- .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.

### **C3 Mandate of Council**

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:

- .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; and
- .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.

### **C4 Officers of Council**

- .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.

### **C5 Membership of Council**

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;

- .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 & Engineering;
- .7 Administrative Staff representatives, one from each Department and Extra-Departmental Unit A or B from the Faculty and two from the Faculty Offices elected annually by members of their constituencies, to a total of 12; and
- .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
  - Vice-President and Provost, or designate
  - Dean of the School of Graduate Studies, or designate.

**C6 Quorum**

The quorum for meetings of Council shall be 45 members.

**C7 Powers and Duties of Council**

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 to:

- .1 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 Make rules and regulations for governing its procedures, including the election or appointment of members of Council and its Committees;
- .3 Determine the policies regarding the academic affairs of the Faculty;
- .4 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;
- .5 Recommend for approval to the appropriate body of Governing Council proposals for new academic programs;
- .6 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;

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<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.

- .7 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;
- .8 Approve and regulate the standards for admission of students to the Faculty;
- .9 Award scholarships, bursaries, prizes and other awards in the gift of the Faculty;
- .10 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*;
- .11 Delegate authority for administration of its policies to its Committees and Officers as it deems fit;
- .12 Consider reports by the Committees and sub-Committees of the Council, as appropriate;
- .13 Receive other reports for information;
- .14 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*;
- .15 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*; and
- .16 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.

## **C8 Powers and Duties of Dean**

Notwithstanding Section C7, 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; and
  - .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; and
- .4 The Dean, from time to time, may seek advice from a Committee composed of Chairs and Directors.

## **C9 Executive Committee**

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.

## **C10 Faculty Resources**

- .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 Extra-Departmental Units A or B 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.

**C11 Amendment of the Constitution and Bylaws**

- .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.

**C12 Enactment**

Upon approval of this Constitution by the Governing Council, this Constitution replaces the Constitution of the Faculty of Applied Science & Engineering first approved in June 1972, and last revised in November 1997.

*Amended and approved by Faculty Council on April 18, 2013 and approved by the Executive Committee of the Governing Council on March 27, 2014.*