



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

MANUAL OF PROCEDURES
FOR THE
TEACHING METHODS AND RESOURCES COMMITTEE

Approved by the Council of the Faculty of Applied Science & Engineering: February 1, 1999
Revision approved: October 8, 2014

1. Preamble

Each Committee shall have a clearly established and frequently monitored manual of procedures and terms of reference, wherein all policy decisions can be 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 her/his Committee, towards which she/he can expect to have strong administrative support available through the Registrar's Office.

2. Membership

Faculty Undergraduate Programs	7
• Chemical Engineering	
• Civil and Mineral Engineering	
• Electrical and Computer Engineering	
• Engineering Science, including UTIAS and IBBME	
• Mechanical and Industrial Engineering	
• Material Science and Engineering	
• Engineering Communication Program	
Undergraduate Students	4
Graduate Students	1
Administrative Staff	1
Alumni	1
Vice-Dean Undergraduate, ex officio	
Dean, ex officio	
Registrar, ex officio	
Chair First-Year, ex officio	

3. Term of Office

The Committee shall take office at the close of the regular Spring meeting of Council, and shall remain in office until the adjournment of the following regular Spring meeting. Selections of student representatives shall take place in the Fall.

4. Terms of Reference

To serve as an advisory and coordinating body concerned with the promotion of improved teaching methods, the quality of teaching resources, the effectiveness of teaching aids, and the general delivery of the undergraduate academic programs in the Faculty.

To identify and promote advances in methods of evaluating and rewarding teaching effectiveness.

To initiate, support and encourage innovative teaching projects.

5. Rules of Procedures

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.”

6. Duties

6.1. Policy Duties

The Chair or the Vice-Dean Undergraduate shall be the official Faculty representative, where such is requested, on any University or Extra-University Committee, the scope of which falls within the terms of reference.

The Committee shall represent the Faculty in matters concerned with teaching resources at the University level, such as the Centre for Teaching Support and Innovation (CTSI) and the Library.

The Committee shall provide input to the design of course teaching evaluations and monitor their use and administration.

6.2. Routine Duties

Administer all Faculty Teaching Awards.

Prepare nominations for teaching awards administered outside of the Faculty.

6.3. Reporting and Coordinating Duties

Report the decision on Faculty Teaching Awards to Council.

Interact as needed on teaching methods and awards issues with appropriate committees and offices of this and other Faculties and the Governing Council.

Report actions and recommendations of the Committee 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.”