



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Cristina Amon, Dean

2018-19/01

MEMORANDUM

To: Members of the Council of the Faculty of Applied Science & Engineering

From: Cristina Amon, Dean

Date: July 12, 2018

Re: **Announcement of Working Group to Update the Constitution and Bylaws of the Faculty of Applied Science & Engineering**

As required by Governing Council, we must amend our Faculty's constitution and bylaws to reflect the teaching-stream faculty appointment categories approved by Governing Council in 2015, and establish delegated authority with respect to for-credit certificates. At the same time, we will take this opportunity to review and update our Faculty's bylaws.

I am pleased to announce that I have appointed a working group to conduct this review and bring forward recommendations. The mandate, process, timing and membership of this working group are listed below.

Mandate

1. Conduct an environmental scan of bylaws and governance procedures from across the University to determine best practices.
2. Consult with stakeholder groups.
3. Prepare recommendations for revisions to the bylaws that:
 - a. Reflect the new teaching-stream faculty appointment categories,
 - b. Establish delegated authority with respect to for-credit certificates,
 - c. Reflect best practices,
 - d. Align with University standards, and
 - e. Eliminate redundancies with the Faculty's rules of order.

Process

The working group will seek input from stakeholders (representatives from Council's constituency groups) and other interested parties (i.e., department and institute Chairs and Directors, Office of Governing Council). Its recommendations will be documented in the form of recommendations to the Dean and a report to Faculty Council.

Timing

1. Appoint working group: July 2018
2. Conduct meetings and consultations: July-October 2018
3. Submit recommendations to the Dean: November 2018
4. Present report to Faculty Council for approval: December 2018

Membership

I am grateful for the following FASE members who have agreed to serve on this working group and look forward to receiving their recommendations.

- Professor Doug Reeve, Chemical Engineering & Applied Chemistry (Faculty Council Speaker and Working Group Chair)
- Ms. Sonia De Buglio, Alumni Relations (Staff Representative)
- Mr. Andrew Kidd, EngSci 1T8 (Undergraduate Student Representative)
- Professor Lisa Romkey, Engineering Science (Faculty Representative)
- Mr. Paul Malozewski, EE 8T3 (Alumni Representative)
- Mr. David Philpott, MSc ECE 1T9 (Graduate Student Representative)
- Ms. Caroline Ziegler, Dean's Office (Secretary of Faculty Council)