

FACULTY OF APPLIED SCIENCE & ENGINEERING BYLAWS OF COUNCIL

B1 Rules of Procedure for the Appointment of Members to Council

.1 Appointments for constituencies of Council will be completed and reported to the Secretary of Council by their respective appointing bodies before the first regular Council meeting of each academic year.

Teaching Staff

.2 Teaching Staff are appointed members of Faculty Council upon appointment to the University, on an ongoing basis. Normally, Teaching Staff members are appointed for a three-year term.

Undergraduate Students

.3 Undergraduate Students are appointed annually by the Engineering Society Executive to a maximum of 38. In addition, the President and Vice-President, Academic are ex officio members. Undergraduate Student members are appointed for a one-year term.

Graduate Students

.4 Graduate Students from each Department and Extra-Departmental Units A and B offering graduate programs are appointed annually by the Graduate Engineering Council of Students in consultation with the discipline Graduate Student Associations, to a maximum of two from each such unit, for a total of up to 14. Graduate student members are appointed for a one-year term.

Alumni

.5 Alumni are appointed annually by the Engineering Alumni Network, to a maximum of 14. In addition, the President of the Engineering Alumni Network is an ex officio member. Alumni members are appointed for a one-year term.

Professors Emeriti

.6 Professors Emeriti who consent to be members of Council are appointed upon the time of their appointment as Professors Emeriti, for a five-year term.

Registrar

.7 The Registrar of the Faculty of Applied Science & Engineering is an ex officio member of Council on an ongoing basis.

- Administrative Staff*
- 8 Administrative Staff representatives, one from each of the Faculty's Departments and Extra-Departmental Units A and B, and two from the Faculty's administrative offices, up to a total of 11, are appointed annually for a one-year term.
- Appointments of Administrative Staff representatives are made by the Chair or Director of the respective Departments and Extra-Departmental Units A and B, or, in the case of the Faculty's administrative offices, by the Dean.
- Secretary of Council*
- 9 The Secretary of Faculty Council is appointed by the Dean in consultation with the Speaker, and serves on Council as a non-voting, ex officio member on an ongoing basis.
- University Officers*
- 10 University Officers and representatives from appropriate Divisions of the University are invited by the Speaker, to a maximum of 15, including, ex officio, the President of the University or designate; the Vice-President and Provost or designate; the Dean of the School of Graduate Studies or designate; and the University Librarian or designate.
- B2 Officers of Council**
- 1 The Officers of Council are the Speaker and the Secretary.
- Speaker*
- 2 The Speaker shall chair the meetings of Council.
- 3 The Speaker shall conduct an orientation session for new Council members prior to the first Council meeting of each academic year and will meet with constituent groups as deemed necessary.
- Secretary*
- 4 The Secretary shall take charge of the records and papers of the Council and keep the same properly arranged for convenient reference; attend all meetings of the Council and keep regular minutes of all the proceedings thereof; prepare all resolutions, reports, or other papers which the Council may direct; prepare and sign all official documents and discharge such other duties as may be assigned by Council.

B3 General Procedures of Council

.1 Notwithstanding the following, the Speaker shall conduct the proceedings in conformity with any special rules of order the Council may adopt. Ambiguities in these rules shall be resolved by referring to the most recent edition of *Bourinot's Rules of Order*.

Notice of Meetings

2 For regular meetings, the agenda and all matters being reported shall be delivered to all Council members at least 14 days prior to the announced date of the meeting. No matter that arises after the date of mailing and before the announced date of the meeting can properly be before Council without the consent of two-thirds of the members present and voting at the meeting, which members must constitute a quorum to accept such modification to the agenda.

Order of Business

- 3 The following order of business shall be observed by the Speaker in preparing the agenda of regular meetings of Council:
- a. Adoption of the minutes of the previous regular meeting and those of any intervening special meetings
 - b. Business (to be listed) arising from the minutes
 - c. Motions with respect to reports from the Executive Committee and Standing Committees
 - d. Reports of any Special Committees
 - e. Matters brought by the Dean and Vice- and Associate Deans, including, when relevant, the annual report of the Dean
 - f. Matters brought by the Academic Appeals Board, including its annual report
 - g. Submissions from members
 - h. Announcements
 - i. Questions from members

- Visitors*
- 4 Subject to the provisions below, meetings of Council shall be open to visitors at the discretion of the Speaker.
- Closed Meetings*
- 5 An open meeting may at any time be declared closed by Council upon passage of the appropriate motion by majority vote, and visitors shall be required to withdraw. By a similar procedure, a closed meeting may at any time be declared to be open.
- Minutes*
- .6 The Secretary shall prepare the minutes of all meetings of the Council, including the date of the meeting and names of members present, and circulate them to all members of Council.
- .7 In the case of matters considered in open session, a summary of the substance of every matter considered, the text and disposition of every motion considered, and the recorded votes as directed by Council shall be included in the minutes.
- .8 In the case of matters considered in closed session, only the motion indicating the final disposition of each matter considered in closed session shall be included in the minutes.
- Regular Motions*
- 9 Unless designated special motions, all motions to be considered by Council shall be brought before Council as regular motions.
- .10 A regular motion shall be passed only if it:
- a. Has been circulated to all members of Council not less than 14 days prior to the meeting of Council
 - b. Is heard, and any amendments to the original motion are accepted by not less than a simple majority of members present and voting
 - c. Is accepted, as amended, by not less than a simple majority of members present and voting
- Special Motions*
- .11 Motions which, if passed by Council, will have a major academic impact on the Faculty's Departments or Extra-Departmental Units A and B shall be brought before Council by way of a special motion.

.12 Without limiting the generality of the foregoing, such motions include:

- a. Amendments of the Bylaws and Constitution
- b. Major academic decisions affecting curricula or programs which will have a substantial impact on more than one Department or Extra-Departmental Unit A or B
- c. Changes in organizational structure including the creation, elimination or merger of Departments and Extra-Departmental Units A and B

.13 A special motion shall be passed only if it:

- a. Has been circulated to all members of Council not less than 14 days prior to the meeting of Council, or in the case of amendments to the Bylaws and Constitution, has been circulated to members of Council not less than 30 days prior to the meeting of Council
- b. Is heard, and any amendments to the original motion are accepted, by not less than two-thirds of the members present and voting
- c. Is accepted, as amended, by not less than two-thirds of the members present and voting

B4 Boards and Committees of Council

1 The boards and committees of Council shall be the Academic Appeals Board (Undergraduate), the Executive Committee of Council, the Standing Committees, and any Special Committees.

Appointments

2 A list of candidates for service on the Academic Appeals Board (Undergraduate) and Standing Committees shall be provided annually to the Secretary of Council by their respective appointing bodies by July 1 of each academic year. Student members shall be provided before the first regular Council meeting of each academic year.

Procedures

3 The Academic Appeals Board (Undergraduate) and Standing Committees are operated within the guidelines provided by the *Procedures for Committees of Council*.

4 The Executive Committee shall meet in closed session.

B4.1 Academic Appeals Board (Undergraduate)

.1 The composition and function of the Academic Appeals Board (Undergraduate) shall be established by Council and reflected in the Board's manual of operation, separate from the Bylaws. The manual must be reviewed at least once in a five-year cycle, with re-affirmations submitted to Council for information, and revisions submitted to Council for approval.

B4.2 Executive Committee of Council

.1 The function of the Executive Committee of Council is:

- a. To endorse the agenda for each Council meeting.
- b. To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council.
- c. To direct items of business to Council or the appropriate Standing Committee(s), or to recommend to Council the creation of special committees.
- d. To endorse motions to be made at Council and/or raise risks/opportunities.
- e. To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.
- f. To review and advise Council on the effectiveness of the Constitution and By-Laws.
- g. At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.
- h. To monitor the functioning of Council and its Committees.

*Membership
(30 voting members)*

.2 The membership of the Executive Committee of Council consists of:

- a. Dean's Office (ex officio) [7]
 - Dean (Chair of the Executive Committee)
 - Vice-Dean, First Year
 - Vice-Dean, Graduate Studies
 - Vice-Dean, Research
 - Vice-Dean, Undergraduate
 - Vice-Dean, Strategic
 - Associate Dean, Cross-Disciplinary Programs

- b. Chairs and Directors representing all academic units (ex officio) [9]
 - Chemical Engineering & Applied Chemistry
 - Civil & Mineral Engineering
 - Electrical & Computer Engineering
 - Engineering Science
 - Materials Science & Engineering
 - Mechanical & Industrial Engineering
 - Institute of Biomedical Engineering
 - Institute for Studies in Transdisciplinary Engineering Education & Practice
 - University of Toronto Institute for Aerospace Studies

- c. Faculty Council (ex officio) [14]
 - Faculty Council Speaker (non-voting)
 - The Chair of each of the Standing Committees of Council as named in Section B4.3.1 [8]
 - Engineering Alumni Network President Chair
 - Engineering Society President
 - Engineering Society Vice-President, Academic
 - Graduate Education Council of Students (GECoS) President
 - Administrative Staff Member Unit Representative

- d. Dean's Office Staff (ex officio; non-voting)
 - Chief Administrative Officer
 - Chief Financial Officer
 - Director, Awards & Hours
 - Director, Facilities & Infrastructure Planning
 - Director, Office of the Dean
 - Executive Director, Advancement
 - Executive Director, Communications & Public

- Affairs
 - Faculty Registrar
 - Assistant Dean, Diversity, Inclusion and Professionalism

- e. Recording Secretary (non-voting)
 - Secretary of Faculty Council

B4.3 Standing Committees of Council

- 1 The Standing Committees of Council include the:
 - a. Engineering Graduate Education Committee (EGEC)
 - b. Inclusivity, Diversity and Equity Advisory Committee (IDEA)
 - c. Research Committee (RC)
 - d. Teaching Methods & Resources Committee (TMRC)
 - e. Undergraduate Admissions Committee (ADM)
 - f. Undergraduate Assessment Committee (UAC)
 - g. Undergraduate Curriculum Committee (UCC)
 - h. Undergraduate Scholarships & Awards Committee

Cyclical Review

- 2 The composition, terms of reference and domain of Standing Committees shall be established by Council and reflected in the Bylaws. They must be reviewed at least once in a five-year cycle, with re-affirmations submitted to Council for information, and revisions submitted to Council for approval.

Terms of Reference

- 3 All Standing Committees, being comprised of representative of stakeholders within the domain of the committee and supported by subject matter experts and administrative staff, are responsible, with respect to their domain to:
 - a. Provide a forum for the full range of stakeholder voices to discuss present practice and new proposals
 - b. Pursue best practice: investigate, study, report on and promote
 - c. Review, periodically, policies and procedures
 - d. Recommend, as appropriate, changes to policy and procedures

- e. Carry out specific, defined duties
- f. Report, regularly, to Council on its activities and intentions

B4.3.1 Engineering
Graduate Education
Committee

1. With respect to graduate studies, the Engineering Graduate Education Committee is responsible for the domain including:
 - a. New graduate courses, minor and major course changes and minor and major program changes
 - b. Graduate Degree Level Expectations (GDLEs)
 - c. Faculty-originated, graduate-supervisor awards and University-level nominations
 - Scholarships and awards
 - Faculty-originated scholarships/awards
 - Post-doc University-level nominations
 - d. Faculty-level implementation of SGS policies and best practice, e.g., admissions, student supervisory committees, supervision, stipends, assessment and grading in courses
 - e. Professional development
 - f. Petitions and appeals of graduate students taking 500-level courses - limited to personal matters, e.g. extensions, missed exams (academic matters being adjudicated by the Examinations Committee)
2. Exclusions (managed by):
 - a. Academic offences by graduate students (SGS)
 - b. Academic appeals for graduate students taking graduate courses (Departments/SGS)
 - c. Non-standard admissions in graduate program (Departments/SGS)

- d. Modification of University-wide policies regarding, admissions, assessment, and grading for graduate students (SGS)
- e. Individual student exemptions from SGS policies (SGS)
- f. Teaching awards in graduate courses (TMRC)

*Membership
(14 voting members)*

- 3 The membership of the Engineering Graduate Education Committee consists of:
 - a. Teaching Staff [8]
 - Chemical Engineering & Applied Chemistry
 - Civil & Mineral Engineering
 - Electrical & Computer Engineering
 - Institute for Aerospace Studies
 - Institute of Biomedical Engineering
 - Institute for Studies in Transdisciplinary Engineering Education & Practice
 - Materials Science & Engineering
 - Mechanical & Industrial Engineering
 - b. Members-at-Large
 - Graduate Students [2]
 - Alumni/ae [1]
 - Non-academic Staff – Graduate Counsellor [1]
 - c. Ex officio [2]
 - Vice-Dean, Graduate Studies
 - Vice-Dean, Research
 - d. Recording Secretary (non-voting)

B4.3.2 Inclusivity, Diversity and Equity Advisory Committee

- .1 With respect to undergraduate and graduate students, teaching staff, and non-academic staff, the Inclusivity, Diversity and Equity Advisory Committee is responsible for the domain including equity, diversity and inclusion, including aspects of:
 - a. Member experience
 - b. Safety and belonging
 - c. Professional conduct

- d. Diversity in all its dimensions, including but not limited to race, ethnicity, gender identity, sexual orientation, religion, age, ability, legal status, Indigenous identity and socioeconomic background

*Membership
(28 voting members)*

- 2 The membership of the Inclusivity, Diversity and Equity Advisory Committee consists of:
 - a. Teaching Staff [9]
 - Chemical Engineering & Applied Chemistry
 - Civil & Mineral Engineering
 - Electrical & Computer Engineering
 - Engineering Science
 - Institute for Aerospace Studies
 - Institute for Studies in Transdisciplinary Engineering Education & Practice
 - Institute of Biomedical Engineering
 - Materials Science & Engineering
 - Mechanical & Industrial Engineering
 - b. Members-at-Large
 - Undergraduate Students [6]
 - Graduate Students [2]
 - Alumni/ae [1]
 - Non-academic Staff [2]
 - c. Ex Officio [8]
 - Vice-Dean, Graduate
 - Vice-Dean, Undergraduate
 - Vice-Dean, First Year
 - Vice-Dean, Research
 - Registrar
 - Associate Director, Engineering Student Recruitment & Retention Office (ESRRO)
 - Assistant Dean and Director of Diversity, Inclusion and Professionalism
 - Associate Director, Outreach

- d. Subject Matter Experts (non-voting)
 - Dean’s Advisor on Black Inclusivity Initiatives
 - Dean's Advisor on Indigenous Initiatives
 - Engineering Equity, Diversity, and Inclusion Action Group Representative
 - Engineering Positive Space Committee Representative
- e. Recording Secretary (non-voting)

B4.3.3 Research Committee

- 1 The function of the Research Committee is:
 - a. To serve as an advisory and coordinating body to advance engineering research excellence and innovation, and strengthen the Faculty’s research community.
 - b. To provide advice on research matters pertaining to strategic planning, and support implementation of the strategic research plan.

*Membership
(9 voting members)*

- 2 The membership of the Research Committee consists of:
 - a. Associate Chairs, Research [7]
 - Chemical Engineering & Applied Chemistry
 - Civil & Mineral Engineering
 - Electrical & Computer Engineering
 - Institute for Aerospace Studies
 - Institute of Biomedical Engineering
 - Materials Science & Engineering
 - Mechanical & Industrial Engineering
 - b. Ex Officio [2]
 - Dean
 - Vice-Dean, Research
 - c. Administrative Staff (non-voting)
 - Director, Foundation & Corporate Partnerships
 - d. Recording Secretary (non-voting)

B4.3.4 Teaching Methods & Resources Committee

- 1 With respect to undergraduate and graduate classroom / course instruction, the Teaching Methods & Resources Committee is responsible for the domain including:

- a. Teaching methods, resources, and aids
- b. Evaluating and rewarding teaching effectiveness

*Membership
(16 voting members)*

2 The membership of the Teaching Methods & Resources Committee consists of:

- a. Teaching Staff [9]
 - Chemical Engineering & Applied Chemistry
 - Civil & Mineral Engineering
 - Electrical & Computer Engineering
 - Engineering Science
 - Institute for Aerospace Studies
 - Institute for Studies in Transdisciplinary Engineering Education & Practice
 - Institute of Biomedical Engineering
 - Materials Science & Engineering
 - Mechanical & Industrial Engineering
- b. Members-at-Large
 - Undergraduate Students [2]
 - Graduate Students [1]
 - Alumni/ae [1]
- c. Ex Officio [3]
 - Vice-Dean, Undergraduate
 - Vice-Dean, First Year
 - Registrar
- d. Subject Matter Experts (non-voting)
 - Faculty Educational Technology Specialist
 - Faculty Learning Strategist
 - Engineering & Computer Science Librarian
- e. Recording Secretary (non-voting)

B4.3.5 Undergraduate Admissions Committee

.1 With respect to undergraduate programs, the Undergraduate Admissions Committee is responsible for the domain including:

- a. Admissions
- b. Advanced standing

- c. Enrolment planning policy
- d. Awards for incoming first year students

*Membership
(10 voting members)*

- 2 The membership of the Undergraduate Admissions Committee consists of:
 - a. Teaching Staff [6]
 - Chemical Engineering & Applied Chemistry
 - Civil & Mineral Engineering
 - Electrical & Computer Engineering
 - Engineering Science
 - Materials Science & Engineering
 - Mechanical & Industrial Engineering
 - b. Members-at-Large
 - Undergraduate Students [1]
 - c. Ex officio [3]
 - Vice-Dean, Undergraduate
 - Vice-Dean, First Year or delegate to represent Track One
 - Registrar
 - d. Subject Matter Experts (non-voting)
 - Assistant Dean and Director, Diversity, Inclusion and Professionalism
 - Associate Director, Engineering Student Recruitment and Retention Office
 - Associate Registrar and Director, Admissions
 - Departmental Undergraduate Admissions Staff (one from each Academic Unit and Track 1)
 - e. Recording Secretary (non-voting)

B4.3.6 Undergraduate Assessment Committee

- 1 With respect to undergraduate programs or courses, the Undergraduate Assessment Committee is responsible for the domain including:
 - a. Course-level grading practices and standards (including 500-level courses) (Note that instructors “recommend” course grades but the committee determines final grades.)

- b. Academic standing including honours, promotion, and Dean's List
- c. Policy concerning final exams, e.g., schedule, duration, calculators, requests for regrading and exam viewing, and invigilation
- d. Use of non-grade statements and symbols (e.g., EXT, INC, SDF)
- e. Petitions in final exams and for special consideration: e.g., grades, promotion regulations, academic standing, late withdrawals, re-enrolment, awarding of degrees, and non-grade symbols and statements
- f. Policies concerning term work petitions

2 Exclusions (managed by):

- a. Academic offences (Departments or the Dean's office)
- b. Tuition and other financial matters (Registrar)
- c. Transfers between programs (Admissions Committee)
- d. Student awards and recognitions other than Honours Standing, Dean's List, and Honours upon graduation (SAC)
- e. Program load and full-time status (UCC)
- f. Program-specific degree requirements (UCC)
- g. Policy concerning curricular degree requirements such as the Practical Experience or English Proficiency Requirements (UCC)
- h. Student workload associated with student assessment (Departments & UCC)
- i. Petitions relating to personal circumstances from graduate students or students from other divisions

enrolled in undergraduate FASE courses (Student's originating division)

- j. Petitions relating to course-policy issues from FASE undergraduate students in graduate or non-FASE courses (Graduate Division Academic Appeals Committee (GDAAC), or course division)

*Membership
(13 voting members)*

- 3 The membership of the Undergraduate Assessment Committee consists of:
 - a. Teaching Staff [7]
 - Chemical Engineering & Applied Chemistry
 - Civil & Mineral Engineering
 - Electrical & Computer Engineering
 - Engineering Science
 - Institute for Studies in Transdisciplinary Engineering Education & Practice
 - Materials Science & Engineering
 - Mechanical & Industrial Engineering
 - b. Members-at-Large
 - Undergraduate Students [2]¹
 - Non-academic Staff – Departmental Undergraduate Academic Advisor [1]
 - c. Ex Officio [3]
 - Registrar
 - Vice-Dean, First Year
 - Vice-Dean, Undergraduate
 - d. Subject Matter Experts (non-voting)
 - Associate Registrar, Student Services and Records
 - Departmental Undergrad Academic Advisors (from the first-year office and from each undergraduate program)
 - e. Recording Secretary (non-voting)

¹ Four undergraduate students will be voting members in order to share the considerable burden of the work of this committee among four rather than two students. At any given time, only two students will count towards quorum and only two students will be permitted to vote.

B4.3.7 Undergraduate Curriculum Committee

.1 With respect to undergraduate programs, the Undergraduate Curriculum Committee is responsible for the domain including:

- a. Curriculum change
- b. Curriculum quality control including:
 - Canadian Engineering Accreditation Board (CEAB) Graduate Attributes (GA)
 - CEAB Accreditation units (AU)
 - U of T Quality Assurance and Degree Level Expectations
- c. Selection of sessional dates

*Membership
(18 voting members)*

.2 The membership of the Undergraduate Curriculum Committee consists of:

- a. Teaching Staff (9)
 - Chemical Engineering & Applied Chemistry
 - Civil & Mineral Engineering
 - Electrical & Computer Engineering
 - Engineering Science
 - Institute for Aerospace Studies
 - Institute for Studies in Transdisciplinary Engineering Education & Practice
 - Institute of Biomedical Engineering
 - Materials Science & Engineering
 - Mechanical & Industrial Engineering
- b. Members-at-Large
 - Undergraduate Students [2]
- c. Ex Officio [7]
 - Vice-Dean, Undergraduate
 - Vice-Dean, First Year
 - Associate Dean, Cross-Disciplinary Programs
 - Registrar
 - Director, First Year Curriculum
 - Assistant Dean and Director of Diversity, Inclusion and Professionalism
 - Engineering Society Vice President, Academic

- d. Subject Matter Experts (non-voting)
 - Scheduling Officer (Registrar’s office)
 - Faculty Teaching and Learning Specialist
 - Engineering & Computer Science Librarian
 - Assistant Director, Cross-Disciplinary Programs
- e. Recording Secretary (non-voting)

B4.3.8 Undergraduate Scholarships & Awards Committee

- 1 With respect to undergraduate programs or courses, the Undergraduate Scholarships & Awards Committee is responsible for the domain including:
 - a. Academic awards, grants and prizes controlled by the Faculty
 - b. Promoting student awareness of external awards and aid

2 Exclusions: (managed by)

- a. Awards for incoming first-year students (Undergraduate Admissions Committee)

*Membership
(13 voting members)*

3 The membership of the Undergraduate Scholarships & Awards Committee is comprised as follows:

- a. Teaching Staff [6]
 - Chemical Engineering & Applied Chemistry
 - Civil & Mineral Engineering
 - Electrical & Computer Engineering
 - Engineering Science
 - Materials Science & Engineering
 - Mechanical & Industrial Engineering
- b. Members-at-Large
 - Alumni/ae [1]
 - Undergraduate Students [2]
- c. Ex Officio [4]
 - Awards Administrator, Registrar’s Office
 - Registrar
 - Vice-Dean, First Year
 - Vice-Dean, Undergraduate

- d. Subject Matter Experts (non-voting)
 - Assistant Director, Student Experience & Teaching Development
 - Undergrad Academic Advisors (one from the first-year office and one from each Academic Unit)
- e. Recording Secretary (non-voting)

B6.4 Special Committees

- 1 From time to time, Council may establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:
 - a. An issue cannot be accommodated easily within a Standing Committee's schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time
 - b. An issue does not fall readily under an existing Standing Committee, or
 - c. There is need for the participation of experts not represented on the relevant committee
- 2 A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.
- 3 At the final meeting of Council of the academic year, each Special Committee shall recommend either that it be discharged or that it be continued. If no such recommendation be made for a particular Committee, then that Committee shall be deemed to have been discharged as of the adjournment of the final meeting of Council.

B6 Amendments

- 1 First approved November 26, 1997. Amendment approved by Faculty Council on December 16, 2021.

