



## MEMORANDUM

**To:** Executive Committee of Faculty Council (February 1, 2022)  
Faculty Council (April 27, 2022)

**From:** Professor Javad Mostaghimi  
Faculty Council Speaker

Laura Berneaga  
Chair, Graduate Engineering Council of Students (GECoS)

Archit Bhargava  
Vice-President, Academic, Engineering Society (EngSoc)

**Date:** January 17, 2022

**Re:** **Amending the FASE Constitution and Bylaws regarding Student Members of Council**

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## REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a special motion (requiring a 2/3 majority of members present and voting to carry).

## BACKGROUND

The chair of the Graduate Engineering Council of Students (GECoS) currently sits on the Executive Committee of Faculty Council as an ex-officio member, but does not have a seat on Faculty Council.

Faculty Council membership includes seats for two student representatives from each discipline-specific graduate student association (BME, CHE, CIV, ECE, MIE, MSE and UTIAS). The only way for the GECoS chair to be a member of Council is if they fill one of the seats available in their discipline.

Revising the Faculty's constitution (C5.3) and bylaws (B1.4) would allow an additional seat on Council for the GECoS chair (ex officio) and would be a more equitable approach since the chair represents the entire graduate student body and is responsible for coordinating discipline-specific appointments to Council each year. It would also mirror the structure of undergraduate

student representation on Council, where the Engineering Society president and vice-president, academic are ex officio members, in addition to the discipline representatives.

### **CONSULTATION**

Consultations were done with the GECoS Board, namely the current chair, vice-chair, treasurer and commissioner presidents, as well as with the presidents of the seven aforementioned graduate student associations. There was broad support for this revision.

### **AMENDING NUMBER OF UNDERGRADUATE STUDENT MEMBERS OF COUNCIL**

The constitution currently states (C5.2) that there are up to 38 undergraduate student members of Council, when in fact there are up to 40 (38 plus the Engineering Society president and vice-president, academic as ex officio members). It is proposed that this error be corrected along with the amendment regarding the GECoS chair.

### **RECOMMENDATIONS FOR COUNCIL**

THAT the constitution and bylaws of the Faculty of Applied Science and Engineering be revised to add the chair of the Graduate Engineering Council of Students as an ex officio member of Faculty Council, as described in Report 3713, effective in the 2022-2023 academic year.

THAT the constitution of the Faculty of Applied Science and Engineering be revised to change the number of undergraduate student representatives on Council from 38 to 40.

# **CONSTITUTION of the FACULTY OF APPLIED SCIENCE & ENGINEERING**

## **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 who holds an academic appointment of 50% or more in the Faculty and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Assistant Professor (conditional); Assistant Professor, Teaching Stream (conditional).
- .3 “Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or for-credit certificate in the Faculty who is not registered in the School of Graduate Studies.
- .4 “Graduate Student” means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma, or for-credit certificate in the Faculty.
- .5 “Administrative Staff” means an appointed staff member of the Faculty who is not a member of the teaching staff and who holds an appointment of 50% or more.
- .6 “Alumnus/a” means anyone who has received a degree, post-secondary diploma or for-credit 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 Officers of Council**

The Officers of Council shall be the Speaker and the Secretary.

- .1 The presiding Officer of Council shall be the Speaker, who will be a non-voting member of Council.

The Speaker shall be elected biennially after the final Council meeting of the academic year for a two-year term. Those eligible for election shall be a member of the Teaching Staff other than the Dean, Vice-Deans, Associate Dean or Standing Committee members.

In the event the Speaker of Council cannot attend a Council meeting, the Dean will appoint an acting Speaker from among the Chairs of the Faculty's departments and divisions and Directors of the Faculty's Extra-Departmental Units A and B.

- .2 The recording and corresponding Officer of Council shall be the Secretary as appointed by the Dean in consultation with the Speaker. The Secretary shall be a non-voting ex officio member of Council.

### **C4 Meetings**

- .1 There shall normally be four regular meetings of Council in each academic year. Council will be advised of these meeting dates no later than the end of June of the previous academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least 14 days in advance of the meeting.
- .2 A special meeting may be called by the Speaker of Council, the Dean, or upon the written request of 30 members of the Council. Special meetings shall normally require not less than seven business days' notice to consider the matter(s) requiring the meeting, however, at the discretion of the Speaker, a special meeting may be called with not less than 24 hours' notice. Special meetings shall be for the transaction of such business only as may be specified in the notice of meeting.
- .3 Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. Council will then move in camera.
- .4 Motions pass with a simple majority unless otherwise stated in any special rules of order the Council may adopt. Each voting member of Council has one vote on any question. In the case of a tie vote, the Speaker may cast a deciding vote or redirect the question for further consideration.

### **C5 Membership of Council**

Council shall be composed of the following appointed members:

- .1 All Teaching Staff
- .2 [Up to ~~38~~40] Undergraduate Students
- .3 [Up to ~~14~~15] Graduate Students
- .4 [Up to 15] Alumni
- .5 All consenting Professors Emeriti (for a five-year term after appointment as emeriti)

- .6 The Registrar of the Faculty, ex officio
- .7 [Up to 11] Administrative Staff
- .8 [Up to 15] University Officers and representatives from appropriate Divisions of the University, 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
- .9 The Secretary of Council, ex officio

### **C6 Term and Quorum of Council**

- .1 Unless otherwise stated, the term of office of members of Council and its Committees shall be from July 1 to June 30.
- .2 The quorum for meetings of Council shall be 45 members.

### **C7 Council's General Powers and Duties**

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 general powers and duties:

- .1 Council shall determine its composition and the number, composition and authority of its committees.
- .2 Council shall recommend for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.
- .3 Council shall play an advisory role, tendering advice to the divisional administration.

### **C8 Council's Specific Powers and Duties**

Council shall have the following specific powers and duties:

- .1 Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
- .2 Council shall pass Bylaws setting forth its procedures and regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.
- .3 Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.
- .4 Standing Committees of Council shall be listed in the Bylaws. Each Standing Committee shall maintain a manual that describes its composition, powers and duties and each such manual shall be reviewed and revised or re-affirmed by the Standing Committee, normally on a five-

year cycle. The creation of and revision to such Standing Committee manuals shall be subject to the approval of Council.

- .5 Council shall 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.

Council shall recommend for approval to the appropriate body of Governing Council proposals for new academic programs.

Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for-credit certificates in accordance with the Policy on Certificates (For Credit and Not-for-Credit). These approvals shall be reported annually for information to the appropriate body of Governing Council.

Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas<sup>1</sup> and certificates. All major modifications shall be reported annually for information to the appropriate body of Governing Council.

- .6 Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Speaker of Council, and/or the Dean or the Dean's designate, and/or the Vice-President and Provost or the Vice-President and Provost's designate.
- .7 Council shall 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, and the Guidelines for Extra-Departmental Units.
- .8 Council may 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*.
- .9 Council shall 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.

<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.

- .10 Council shall determine and regulate the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.
- .11 Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or Officers of the Faculty.
- .12 Council shall 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*.

### **C9 Powers and Duties of Dean**

Council recognizes that the Dean exercises powers under the authority of the *Policy on Appointment of Academic Administrators*, as amended from time to time, as follows:

- .1 The Dean of the Faculty is its Chief Executive Officer and reports directly to the Vice-President and Provost or delegate.
- .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 and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources.
- .3 The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within the Dean's jurisdiction and authority.
- .4 The Dean shall consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.
- .5 The Dean may advise Council of the resource implications of proposed academic policies.
- .6 The Dean, from time to time, may seek advice from a Committee composed of Chairs and Directors.

### **C10 Faculty Resources**

- .1 The Chair of a department in a departmentalized Faculty and the Director of an Extra-Departmental Unit A or B is the Chief Executive Officer of the department or Extra-Departmental Unit and reports directly to the Dean. While the Chair or Director may elect to delegate authority to other academic administrators in the department or Extra-Departmental Unit, he/she must retain responsibility for the overall direction of the

department or Extra-Departmental Unit, and in particular for authority over the budget and recommendations for appointments and, where appropriate, promotions. The Chair or Director shall consult with the members of the department or Extra-Departmental Unit on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.

- .2 The Departments and Extra-Departmental Units A within the Faculty shall provide the personnel and the physical resources required for teaching, research and scholarship related to their designated disciplines, and for the administration of programs of study.

Extra-Departmental Units B within 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.

### **C11 Parliamentary Authority**

The rules contained in the most recent edition of *Bourinot's Rules of Order* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Council may adopt.

### **C12 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. 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 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.

### **C13 Enactment**

First approved June 1972. Amended November 1997, March 2014 and December 2021. Most recent amendments approved by Faculty Council on [April 27, 2022](#); approved by the Academic Board on [TBD](#); and confirmed by the Executive Committee of the Governing Council on [TBD](#).



## FACULTY OF APPLIED SCIENCE & ENGINEERING BYLAWS OF COUNCIL

### **B1 Rules of Procedure for the Appointment of Members to Council**

#### *Teaching Staff*

.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.

.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. - In addition, the Chair of the Graduate Engineering Council of Students is an ex officio member. 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 of 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 of 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]<sup>1</sup>
    - 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)

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<sup>1</sup> 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~~April 27, 2022.