



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Orientation to FASE Governance

2022-2023

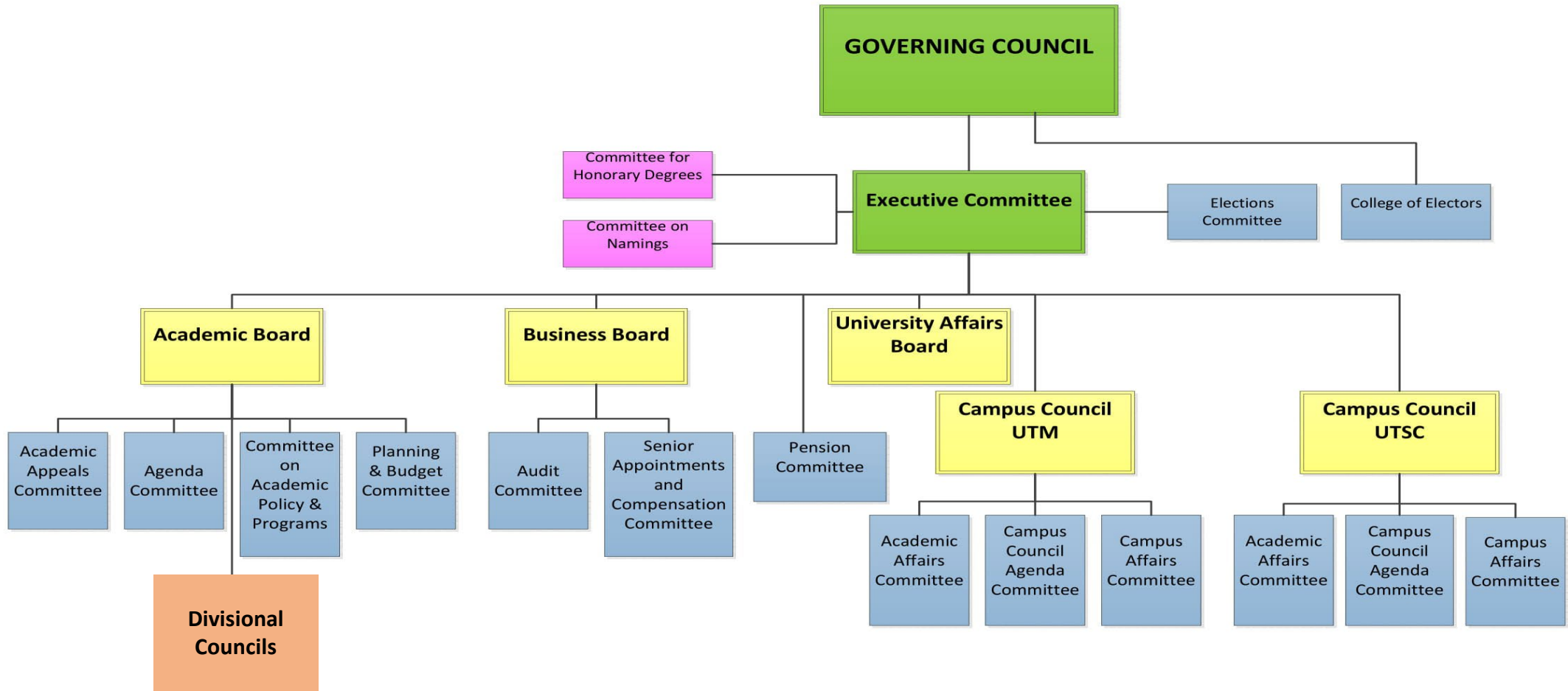
Professor Jun Nogami, Council Speaker
Caroline Ziegler, Council Secretary

PRINCIPLES OF GOOD GOVERNANCE

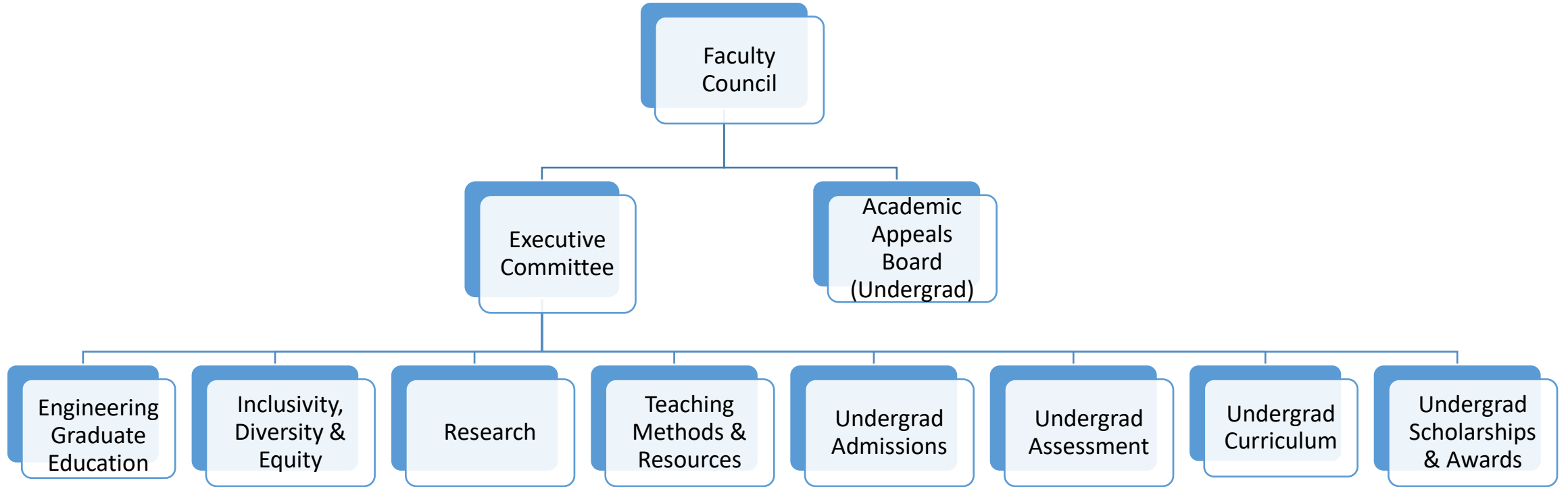
- The fundamental autonomy of universities
- The responsibility for public accountability
- The need to respect the academic mission of excellence in teaching and research
- The importance of ensuring that academic freedom and responsibility
- The need to be seen to be accountable
- The desire for meaningful stakeholder participation in governance
- The diversity and broad representation of governors

From: University of Toronto, Governing Council *Principles of Good Governance, 2010.*

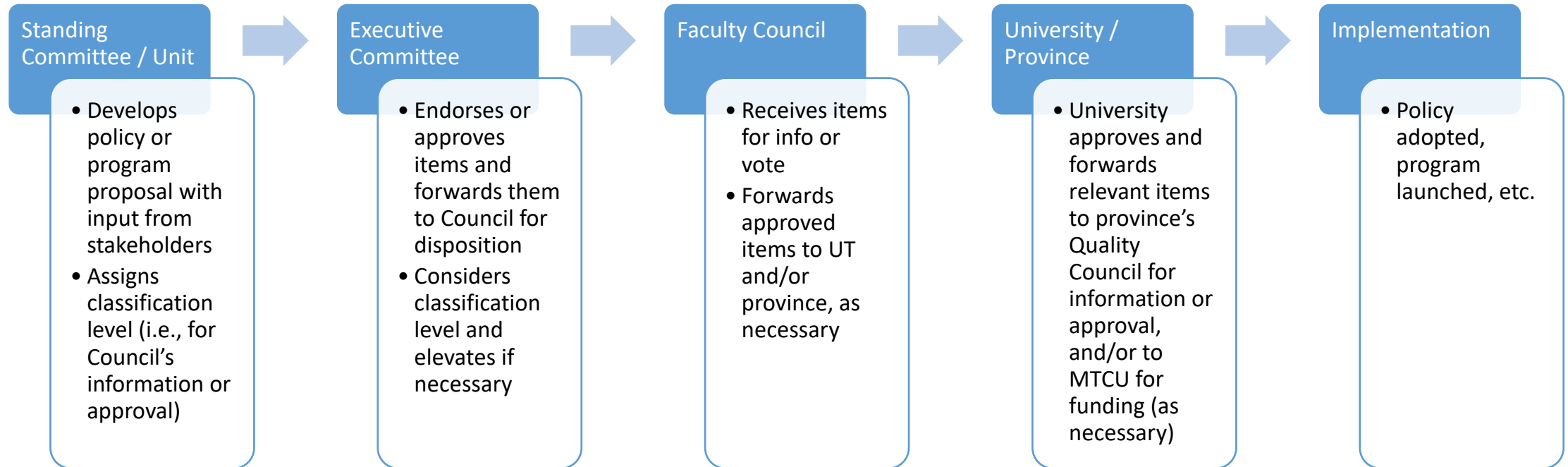
U OF T GOVERNANCE STRUCTURE



FASE GOVERNANCE STRUCTURE



FACULTY COUNCIL GOVERNANCE PATH



FACULTY COUNCIL

Faculty Council sets and approves academic policy, principles, priorities, and the general direction for the teaching and research activities of the Faculty.

OFFICERS OF FACULTY COUNCIL

- Speaker of Council

- The Speaker shall chair the meetings of Council.
- 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 of Council

- 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.

FACULTY COUNCIL MEMBERSHIP

- Teaching staff
- Graduate and Undergraduate students
- Professors emeriti (for five years upon retirement)
- Alumni
- Administrative staff
- Registrar
- U of T representatives or designates (ex officio)

FACULTY COUNCIL RESPONSIBILITIES

- Establish policies regarding academic matters (e.g., curriculum, appeals)
- Approve and regulate standards of admissions
- Advise the Dean on matters relating to academic matters
- Establish committees for the conduct of council business
- Delegate authority for administration of its policies to its committees and academic administrative officers

DEAN'S RESPONSIBILITIES

- Provides strategic direction and management
- Directs appointments, promotion and tenure
- Manages budget and resources

FACULTY COUNCIL CULTURE

- Formal
 - Adheres to timing and duration of agenda items
 - Follows procedures and rules of order/conduct
- Respectful and collegial
- Expectation that all have familiarized themselves to the extensive documentation provided

ROLE OF FACULTY COUNCIL MEMBERS

- Advance and uphold the mission of the Faculty
- Give relevant input into the Faculty's vision, strategies and objectives
- Exercise informed judgement – become knowledgeable
- Prepare thoroughly for each meeting
- Communicate persuasively and logically at Council meetings
- Be accountable for Council decisions
- Vote except where a conflict of interest exists

TYPICAL FACULTY COUNCIL AGENDA

1. Welcome and Approval of Agenda
2. Introduction of New Faculty
3. Adoption of Minutes of Previous Meeting
4. Memorial Tribute(s)
5. Report of the Dean
6. Reports that Require Approval
7. Reports to Receive for Information
8. Discussion Items or Presentations

EXECUTIVE COMMITTEE OF COUNCIL

- Primary working group of Faculty Council
- Chaired by the Dean, members include:
 - Dean, Vice- and Associate-Deans
 - Chairs and Directors
 - Standing Committee Chairs
 - Council Speaker
 - Administrative Staff representative from departments and institutes
 - Alumni, Undergraduate and Graduate Students
 - Dean's Administrative Staff (non-voting)
 - Secretary (non-voting)

EXECUTIVE COMMITTEE RESPONSIBILITIES

- Endorse the agenda and motions for each Council meeting.
- Ensure that adequate documentation is provided for each agenda item and refer back any item deemed not ready for submission.
- Receive reports from standing committees.
- Direct items of business to Council or the appropriate standing committee(s).
- Review and advise Council on all proposed Constitution and By-Law changes.
- Monitor the functioning of Council and its Committees.

ACADEMIC APPEALS BOARD (UNDERGRADUATE)

- The composition and function of the Academic Appeals Board (Undergraduate) is 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.

STANDING COMMITTEES OF COUNCIL

- Standing committees report to Faculty Council via the Executive Committee
- Their terms of reference, domains and membership compositions are recorded in the Faculty's Bylaws
- They are responsible for policy review and development within their domains, and in most cases, for routine activities
- This is described in each committee's manual of operations, separate from the Bylaws

STANDING COMMITTEES OF COUNCIL

- Admissions Committee, Undergraduate
- Assessment Committee, Undergraduate
- Curriculum Committee, Undergraduate
- Engineering Graduate Education Committee
- Inclusivity, Diversity & Equity Advisory Committee
- Research Committee
- Scholarships & Awards Committee, Undergraduate
- Teaching Methods & Resources Committee

PROCEDURES FOR COMMITTEES OF COUNCIL

- Council approved new committee procedures in April 2021, which outline:
 - Committee responsibilities
 - Committee membership structure
 - Duties of Chair and Vice-Chair
 - Meeting operating procedures
 - Template for standing committee manuals

QUESTIONS?

- For more information about Faculty Council and its committees, see <http://www.engineering.utoronto.ca/about/governance/faculty-council/>.
- For questions about governance, contact Caroline Ziegler at governance.fase@utoronto.ca or 416-978-7743.