



Standing Committee Orientation 2025-2026

September 11, 2025

Professor Ning Yan, Council Speaker
Caroline Ziegler, Council Secretary



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

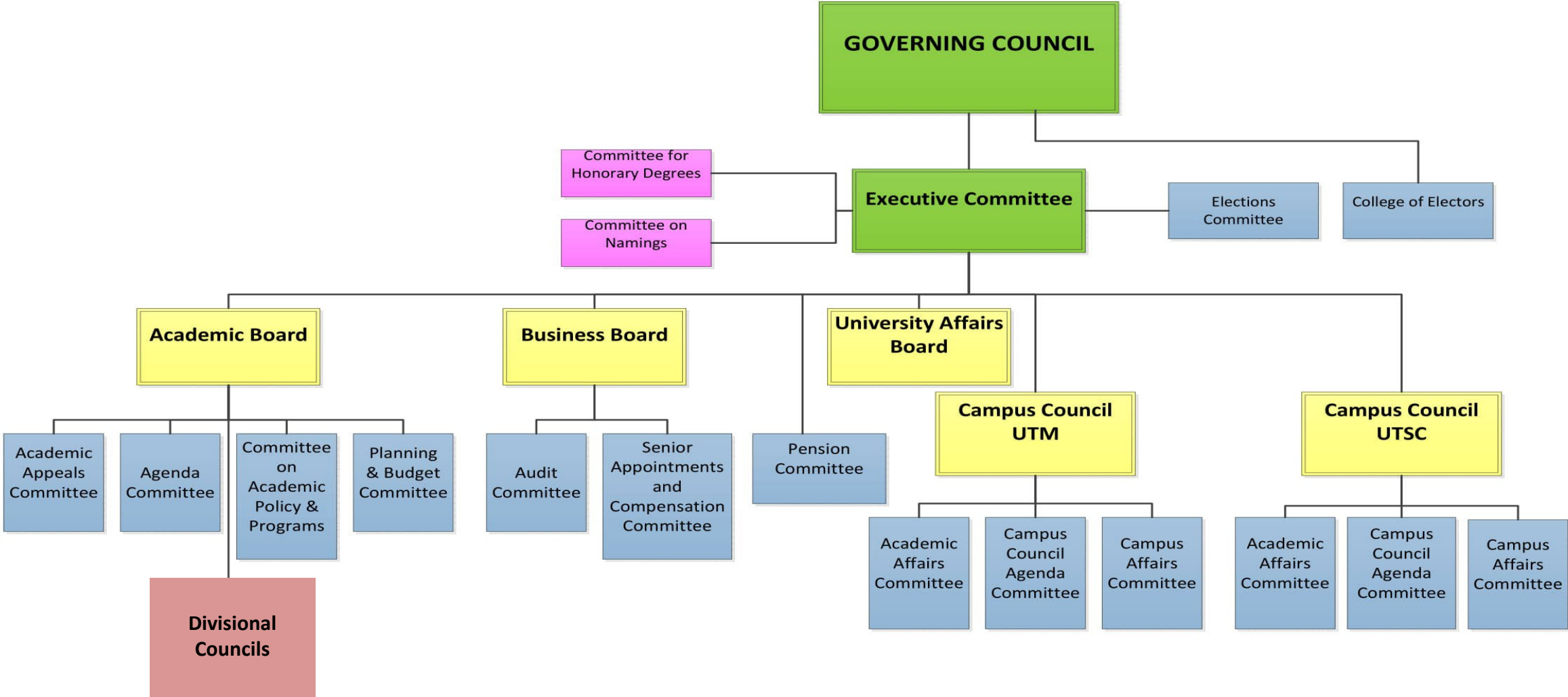


Principles of Good Governance

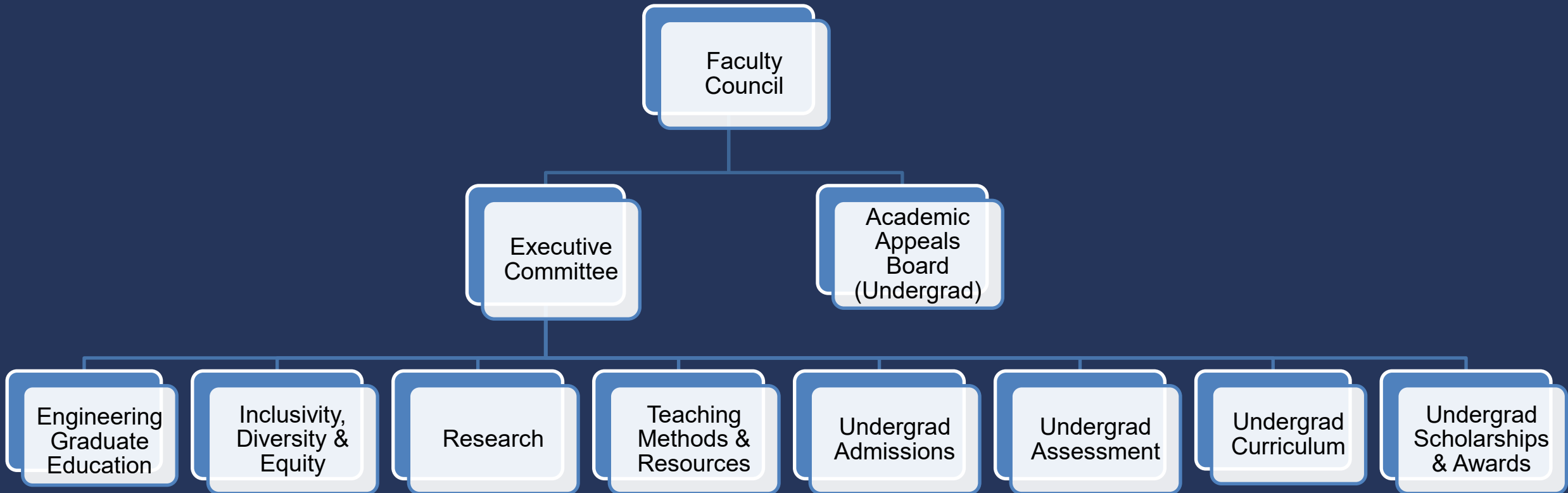
- The fundamental autonomy of universities
- The responsibility for public accountability
- The need to respect the academic mission of excellence in teaching and research
- The importance of ensuring academic freedom and responsibility
- The need to be seen to be accountable
- The desire for meaningful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

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

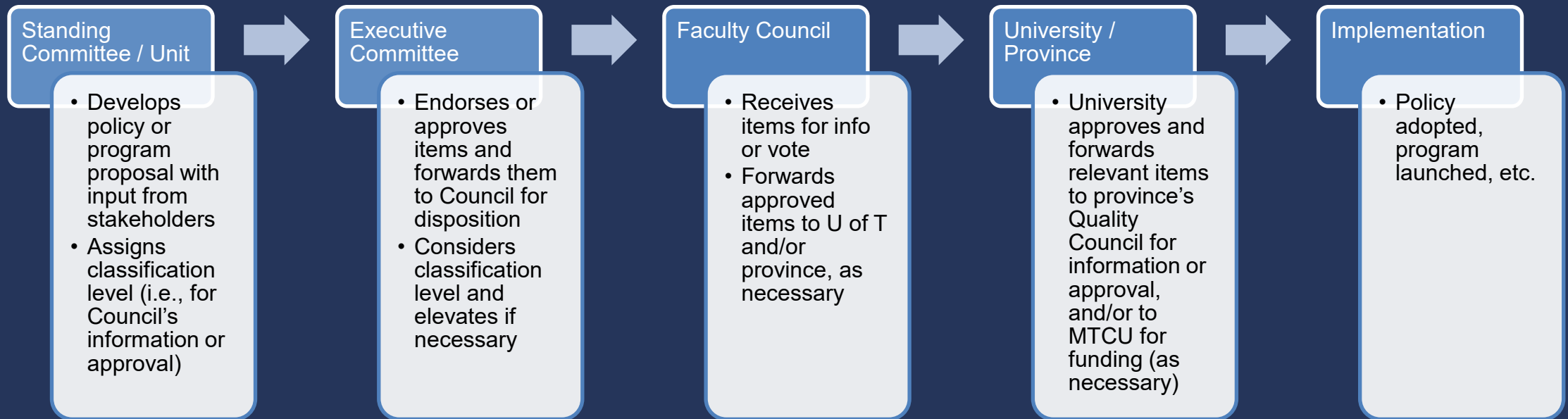
U of T Governance Structure



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**
 - Chairs Council meetings.
 - Chairs Standing Committee Chairs Committee meetings.
 - Conducts orientation sessions for Council and Standing Committee members and meets with constituent groups as necessary.
- **Secretary of Council**
 - Manages Council documents and records.
 - Oversees logistics of Council meetings.
 - Attends and creates minutes of Council meetings.
 - Acts as a resource for procedural and governance matters.

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 for the Faculty.
- Manages the Faculty's budget and resources.
- Directs appointments, promotion and tenure of teaching staff.

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.

Adapted from: University of Toronto, *Governing Council Expectations of Governors and Attributes of Governors 2010*

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)

- Reports directly to Faculty Council (not via Executive Committee).
- Composition and function 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 and revised or re-affirmed with no changes.

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.
- Domains and activities are described in each committee's manual of operations, separate from the Bylaws.
- Manuals must be reviewed at least once in a five-year cycle and revised or re-affirmed with no changes.

Standing Committees of Council

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

Procedures for Committees of Council

- Council approved 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 manual

Highlights of Committee Procedures

- Orienting/onboarding standing committee members
- Responsibilities of committee members
- Assigning report classification level
- Importance of submission deadlines
- Updating committee manuals
- Setting committee meeting schedule/format
- Deciding major things to focus on for the year

Standing Committee Chairs Committee (SCCC)

- Role of SCCC
- Goals for SCCC in 2025-2026
 - Review Council cover memo
 - Create feedback survey
 - Review and update Procedures of Committees of Council
- Some discussion points:
 - Member attendance in the committee
 - Anything else?

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.



Thank you for attending

September 11, 2025

Please send feedback to:
governance.fase@utoronto.ca



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