

Memorandum

Office of the Dean of Engineering

Faculty of Engineering

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TO: Senate

FROM: Professor Jim A. Nicell, Dean of Engineering

SUBJECT: Terms of Reference of the Faculty Council of the Faculty of Engineering

DATE: May 15, 2019

DOCUMENT #: D18-69

ACTION REQUIRED: ☐ INFORMATION ☒ APPROVAL/DECISION

ISSUE The Terms of Reference of the Faculty Council of the Faculty of Engineering, McGill University are presented for Senate's consideration.

**BACKGROUND
& RATIONALE**

The Faculty of Engineering's Faculty Council was established in 1968 and its Terms of Reference remained unmodified until 2006, at which it: (1) modified its membership to include undergraduate and graduate student members from each of the departments and schools in the Faculty; and (2) changed quorum from the original 48 members to 30% of the members. An additional change to allow for reduced quorum in summer months was approved in 2007. With the relatively recent creation of a new department in the Faculty and with the establishment of a new student society in this unit and elsewhere, the Terms required updating. As such, a detailed review was undertaken of the Terms of Reference of the Faculty Council including its authority, membership and mandate.

The proposed Terms of Reference are presented in Appendix A. Note that these terms grant authority to the Faculty Council to establish the list of student societies that are eligible for representation on Faculty Council, the procedures for its meetings, and the terms and composition of its committees.

Given that the establishment of the Faculty Council and its Terms had not been previously adopted by Senate, these Terms of Reference are brought to Senate for approval in accordance with section 7.3 of the Statutes.

**PRIOR
CONSULTATION**

The proposed Terms of Reference were prepared following extensive consultation with all Chairs, Directors, and Associate Deans and administrative leaders in the Faculty, as well as student leaders. The guidance of the Secretary General was also sought. Following a Notice of Motion, the document was circulated to all members of the Faculty Council including academic and student representatives. On March 12, 2019, the Faculty Council unanimously recommended that these Terms be approved by Senate.

**SUSTAINABILITY
CONSIDERATIONS**

Not applicable.

IMPACT OF DECISION AND NEXT STEPS	The Faculty Council has worked in parallel to revise its procedures to ensure that they are in line with good governance practices. Upon approval of these Terms, the recently adopted procedures of the Faculty Council will come into effect. In addition, the Faculty Council will next move to finalize the list of students societies that are approved for purposes of membership. A review of the terms and composition of its standing committees is now underway with the goal of ensuring that they best meet the current needs of the Faculty.
MOTION OR RESOLUTION FOR APPROVAL	<i>Be it resolved that Senate approve the Terms of Reference of the Faculty Council of the Faculty of Engineering, as presented in Appendix A.</i>
APPENDICES	Appendix A: Terms of Reference of the Faculty Council of the Faculty of Engineering, McGill University

Terms of Reference of the Faculty Council of the Faculty of Engineering, McGill University

(Approved by Faculty Council: March 12, 2019)

(Approved by Senate: insert date)

1. Enacting Provisions

As contemplated by the Statutes of McGill University, the Faculty of Engineering shall have a Faculty Council.

A meeting of the Faculty Council shall be a meeting of the Faculty of Engineering for purposes of section 7.6 of the Statutes.

2. Purpose

The Faculty Council provides a collegial setting for discussion of the governance, strategic direction and general management of the Faculty, and advises or makes decisions, where required, on matters tending to enhance the academic work of the Faculty with respect to teaching, research and service.

It considers and reports on matters within the Council's mandate and function, provides advice and makes recommendations, as appropriate, to the Dean, Provost and Vice-Principal (Academic), Principal, and Senate.

It facilitates communication and consultation within the Faculty of Engineering and with affiliated institutes and centres, and with the broader University community, as appropriate.

3. Composition

For the purposes of its meetings, the membership of the Faculty Council shall consist of:

(a) Voting members:

- i. Academic staff as defined by Article 7.2 of the University Statutes and including all professors, associate professors, assistant professors, and other ranked full-time academic staff in the Faculty of Engineering who are appointed to it by the Board of Governors;
- ii. Student representatives, whose eligibility shall be governed by the provisions of Articles 6.1.1.1, 6.1.1.5 and 6.1.2.1 of the Statutes, as follows:
 - a. The President of the Engineering Undergraduate Society (EUS) or delegate duly appointed by the EUS;
 - b. The Presidents (or equivalent) of recognized undergraduate student societies of the departments and schools in the Faculty of Engineering, or delegates duly appointed by each respective society, each of whom has successfully completed one year of study in the Faculty of Engineering;
 - c. The Presidents (or equivalent) of recognized graduate student societies of the departments and schools in the Faculty of Engineering, or delegates duly appointed by each respective society.

The list of student societies recognized by Faculty Council for the purposes of membership shall be appended to these Terms of Reference (see Appendix 1).

(b) *Ex officio* non-voting members:

- i. Principal
- ii. Provost and Vice-Principal (Academic)

4. Authority and Powers

4.1 The Faculty Council shall be advisory to the Dean, and, subject to the established governance structure, authority and policy of McGill University, shall:

- (a) Have authority to deal with all matters which, under the University Statutes, may be properly dealt with by the Faculty of Engineering;
- (b) Establish, and from time to time amend, the rules and regulations governing its own meetings and procedures for the transaction of business properly coming before it, including the determination of quorum, and these shall be appended to these Terms of Reference (see Appendix 2);
- (c) Consider matters related to the governance, strategic direction and management of the Faculty as may be referred to it by the Dean, Provost and Vice-Principal (Academic) or Principal, or be identified by the Faculty Council, including, but not limited to strategic plans and priorities, goals and objectives, budget planning, policies and procedures, establishment and discontinuance of departments, schools, centres and institutes;
- (d) Exercise appropriate oversight of the academic work of the Faculty in accordance with Senate and Academic Policy Committee (APC) authority and expectations, and may include:
 - i. Development and implementation of academic programs;
 - ii. Degree requirements,
 - iii. Curricula, courses and admission standards for recommendation to Senate and APC;
 - iv. Methods of instruction and assessment of students;
 - v. Academic standing and graduation of students in undergraduate programs of the Faculty of Engineering;
 - vi. Accreditation of professional programs;
 - vii. Addressing matters as may be referred by the Principal, the Provost, the Dean or Senate and the APC; and
 - viii. Consideration and advising of the Dean on other matters affecting the Faculty.
- (e) Establish standing and *ad hoc* committees as it deems necessary to act on any matter within the mandate of the Faculty Council, with membership and terms of reference as the Faculty Council shall determine.
 - i. Standing committees shall report, in writing and verbally, to Faculty Council at least once each year.
 - ii. *Ad hoc* committees will report as defined by their terms of reference.

- iii. Without limiting the generality of the foregoing, the Secretary of Faculty Council shall maintain a list of all committees of the Faculty Council with the up-to-date membership. The terms of reference of all standing committees shall be appended to these Terms of Reference (see Appendix 3).
- 4.2 Any decision or recommendation of the Faculty Council shall have force only upon approval in accordance with the established governance structure, authority and policy of McGill University, with the understanding that for academic matters this usually will mean approval by the Academic Policy Committee and Senate.

5. Changes to these Terms of Reference

Revisions to these Terms of Reference, as may be considered from time to time by the Faculty Council, shall be subject to approval by a two-thirds majority vote of the members of Faculty Council in attendance at a duly constituted meeting following notice of such motion in advance of the meeting, and subject to final approval by the Senate.