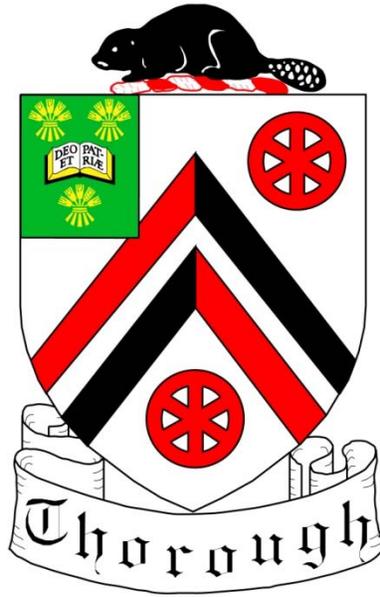


*The College of Engineering Constitution, 2012*

*Updated November 28, 2018*



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## **Part I**

### **Preamble**

- 1** The College of Engineering Constitution sets forth selected aspects of College of Engineering governance.
- 2** This Constitution is aligned with documents approved by university-level bodies governing the functioning of the University of Saskatchewan. Those documents take precedence.
- 3** The Constitution includes the College of Engineering Faculty Council bylaws. These bylaws are subject to the bylaws, policies and regulations of the University Council, which establishes the Faculty Council. To the extent that any previous resolution of the Faculty Council or its predecessors or any committee of that Council is inconsistent with this document, the University Council document has precedence.
- 4** In addition to the obligations in the Faculty Council bylaws, Faculty Council expects:
  - (a) the Dean of the College of Engineering to:
    - (i) annually provide a report on the College's accomplishments of the past year and the goals for the coming year;
    - (ii) meaningfully engage Faculty Council in the Dean's role of overseeing the work of the College and of the teaching and training of the students of the College; and
    - (iii) attend and participate in Faculty Council meetings.
  - (b) all administrative leaders, including but not limited to the Dean and Associate Deans of the College, to provide an opportunity for Faculty Council to provide input and advice on all significant decisions and on significant changes in College policy.
- 5** Faculty Council will provide guidance and advice when it is requested, and will work with college administration to implement initiatives and/or decisions that are endorsed by Faculty Council.

## Part II

### Faculty Council Bylaws

#### Constitutional Powers and Duties

- 1 The Faculty Council of the College of Engineering is established under the authority of the University of Saskatchewan Council, whose powers and duties are in turn established by the *University of Saskatchewan Act, 1995*.
- 2 (1) Under Part Three of the University Council Bylaws and Regulations, the Faculty Council of each college or school, subject to the provisions of the act, the bylaws of the University Council and the general control of the University Council, shall have charge of matters of scholarship and discipline. The duties delegated by University Council to the Faculty Councils are laid out in Part Three, Section V, Subsection 2 of the University Council Bylaws and Regulations.
  - (2) At the time of last revision of these bylaws, the duties of Faculty Council were specified as follows:
    - (a) To make recommendations to the University Council concerning the requirements for admission to programs offered by the college or school;
    - (b) To establish and report to the University Council on the number of students who may be admitted to a college or program of study and to report to the University Council on the number of students admitted each year;
    - (c) To make recommendations to the University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
    - (d) To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
    - (e) Subject to the University Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or school;
    - (f) To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the Faculty Council, and to hear appeals of such decisions;
    - (g) To approve candidates for degrees, diplomas and certificates;
    - (h) To approve candidates for scholarships, prizes, and other awards and honours;

- (i) To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under the University Council's regulations governing academic misconduct;
  - (j) To consider appeals from students in accordance with the University Council's regulations governing student appeals in academic matters.
- 3** In addition to these statutory powers and duties, Faculty Council serves as a forum for the participation and engagement of members of Faculty Council in discussions of policies, plans and decisions by the College administration that directly affect those areas for which Faculty Council has responsibility.

### **Membership**

- 4** The membership of the Faculty Council of the College of Engineering is prescribed in the Bylaws of the University Council, Part Three, Section V, Subsection 1.
- 5** Members on leave retain their right to participate in meetings and are counted in quorum.
- 6** In accordance with a duly approved motion of the Faculty Council, Faculty Council may recommend changes in its membership to the University Council.

### **Appointment and Election of Members**

- 7** The majority of Faculty Council members belong to Council as a result of holding an academic appointment in the College of Engineering. Other members of Faculty Council are appointed as follows:
- (a) The representatives of departments from other colleges shall be appointed by the respective department heads and shall hold membership for a period of three years.
  - (b) The representatives of other colleges and schools that are not specific to a department shall be appointed by the Dean of that college or school and shall hold membership for a period of three years.
  - (c) The representatives from the Department of Physics and Engineering Physics shall be identified by the department head annually for a period of twelve months.
  - (d) The graduate student representatives must be enrolled in a graduate program that is affiliated with the College of Engineering. These representatives shall be appointed by the University of Saskatchewan Graduate Students' Association and shall hold membership for a period of twelve months.
  - (e) The Associate Dean – Academic shall determine which undergraduate student associations are entitled to have membership on Faculty Council as provided in the University Council bylaws. At the time this constitution was last revised, the list was as follows:

- (i) two representatives from the Saskatoon Engineering Students' Society, as voting members; and
  - (ii) the president or equivalent of each discipline/program undergraduate students group as non-voting members.
- 8** All members' terms begin on July 1<sup>st</sup>, with the exception of student members' terms, which begin on May 1st.
- 9** If a member is unable to serve his or her complete term, he or she is deemed to have resigned and a replacement member shall be appointed in accordance with the above provisions.
- 10** An ex officio member who is entitled under Council bylaws to delegate his or her membership may designate an individual to serve on the Faculty Council with the same powers as the designator. The Faculty Council Chair may, at his or her discretion, ask for written documentation of the delegation prior to allowing a delegate to participate.

### **Officers of Faculty Council**

- 11** The officers of the Faculty Council are the Chair and the Secretary.
- 12** (1) The Chair of the Faculty Council shall be elected by the members of the Faculty Council.
- (2) The Secretary shall provide all members of Faculty Council with a minimum of twenty clear business days notice that an election will be held for Faculty Council Chair.
- (3) The Secretary will make available a nomination form and allow a minimum of ten clear business days for receipt of nominations.
- (4) A Council member is nominated for the position of Chair when the Secretary receives the nomination form signed by the nominee and three members of the Council. The nomination form will contain a brief description of the nominee stating the nominee's qualifications for the position of Chair of the Council.
- (5) A minimum of five clear business days prior to the date of the election, the Secretary will send to all members of the Council the names of the nominees and the brief description of each nominee as provided in the nomination form.
- (6) Voting will take place in a Faculty Council meeting using secret ballots.
- (7) In the event of a tie, the Secretary will select the Chair by lot.
- (8) In the event that no nominations are received by the deadline for nominations for Chair, a second call for nominations shall be sent. If the second call for nominations

does not elicit a nomination within five business days, the Dean shall appoint a member of Faculty Council to serve as Chair for a one-year term.

- 13** The Chair shall hold office for a period of three years unless removed by a vote of two thirds of the members of the Council. Terms are renewable.
- 14** The Chair shall appoint an acting Chair for a maximum of 12 months if he or she is absent or is incapable of acting for any reason. If the Chair is incapable of acting and no designate is appointed, the Chair shall be the Dean of the College of Engineering until such time as an election can be held as specified in section 12.
- 15** The Chair shall:
  - (a) preside at all meetings of the Faculty Council, to preserve order and decorum and, subject to appeal, decide all questions of order and other questions as provided in these bylaws;
  - (b) in consultation with the Dean and the Secretary, prepare a draft agenda for each meeting of the Faculty Council and present it for approval at the meeting;
  - (c) in accordance with University Council bylaws, transmit to University Council for consideration and review all matters which belong to the care of the University Council or which from their nature concern more than one college or school;
  - (d) ensure the maintenance of an archive of the proceedings and all approved minutes of Faculty Council meetings;
  - (e) as the spokesperson for Faculty Council, explain the decisions, activities and procedures of Faculty Council;
  - (f) encourage and facilitate broad participation of Council members in the business of Faculty Council; and
  - (g) monitor the work of Council committees and ensure decisions are made in accordance with Faculty Council bylaws and procedures.
- 16** The Chair may seek the guidance and assistance of the Dean and the University Secretary with respect to matters of procedure.
- 17** The Secretary acts as the delegate of the University Secretary under University Council Bylaws Part Three, Section V.1.E. The Chair shall collaborate with the Dean and the University Secretary to ensure a Secretary is named to the Faculty Council.
- 18** Under the general direction of the Chair, the Secretary shall:
  - (a) assist the Chair in the preparation of agendas and minutes;

- (b) arrange for the distribution of notice of meetings, agendas and minutes to all members of the Faculty Council;
- (c) record attendance at all meetings;
- (d) record all motions, resolutions, and other decisions made at meetings;
- (e) facilitate the election of the Chair and the Nominations and Bylaws Committee,
- (f) facilitate the appointment of members to Faculty Council in accordance with these bylaws;
- (g) maintain a comprehensive list of the members of Faculty Council and its committees and their terms, and make this list accessible to the College community; and
- (h) ensure Faculty Council committee records are secure, accessible and maintained in such a way that promotes accountability, transparency and eases transition between committee chairs.

## **Meetings**

- 19** Regular meetings of the Faculty Council will be held during the academic year. No less than three meetings will be held each academic year.
- 20** Notice of regular meetings will be in writing and will be provided to all members no less than 30 days in advance of the meeting.
- 21** A special meeting of the Faculty Council may be held at any time upon the call of the Chair. Upon the written petition of not fewer than 10 voting members, the Chair shall call a special meeting for the transaction of such business only as may be specified in the notification of the meeting. Special meetings require written notice to all members not less than 5 clear business days in advance.
- 22** An agenda and, wherever practical, all supporting material shall be sent to each member of the Faculty Council at least 5 clear business days in advance of the meeting. Notice of any substantive motions to be voted upon by the Faculty Council shall be included. A 'substantive motion' refers to any motion dealing with a substantive matter which requires consideration by members of the Faculty Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this definition is determined by the Chair. This requirement may be suspended upon vote of two thirds of the members present and voting at a meeting.
- 23** Notwithstanding section 22, the convocation lists of degrees, certificates, honours and distinctions and the recommendations of convocation awards need not be included in advance in the agenda material but may be circulated at the meeting at which these items are considered.

- 24 The quorum for regular and special meetings will be 25 members with at least 50 per cent of these being administratively assigned to the College of Engineering.
- 25 A meeting may be postponed or cancelled at the call of the Chair.
- 26 Meetings of the Faculty Council are normally open to the members of the University community and may, at the discretion of the Chair, be open to the public. Non-members may participate in the discussion at the discretion of the Chair.
- 27 The Chair may call for any meeting or portion of a meeting to be closed. Every member of the Faculty Council, whether a voting or non-voting member, shall be entitled to attend closed meetings and/or sessions, unless that member has a conflict of interest. If a real or perceived conflict of interest is declared, the Chair shall rule whether the member should remain.

### **Procedures and Voting**

- 28 Meetings shall be presided over by the Chair or, in the absence or disability of the Chair, the designate; or, in the absence or disability of both, by the Dean.
- 29 The agenda will be approved at the beginning of each meeting. Except as provided elsewhere in these bylaws, all questions legitimately before Faculty Council shall be decided by a majority of votes of the members present. The Chair shall not vote on a motion before Faculty Council except when there is an equal number of voting members supporting and opposing the motion.
- 30 Voting will normally be by a show of hands, unless otherwise specified in these bylaws. A procedural motion to require a secret ballot vote must be seconded and approved by a majority.
- 31 In an emergency circumstance as determined jointly by the Dean and the Chair, a motion may be put to the members electronically. Electronic approval of a two-thirds majority of the members of Faculty Council who vote to any motion, provided quorum is met, will be deemed to have the same force and effect as a motion adopted by a vote of the members at a meeting duly convened, and will be recorded in the minutes of the next regular meeting.
- 32 Any member may have his or her vote recorded for the minutes on request. The number voting for or against a motion shall be entered on the minutes at the call of any two members.
- 33 For procedures not covered in these bylaws, Faculty Council adopts the rules of order contained in *Procedures for Meetings and Organizations, Third Edition* by Kerr and King.

## **Council Committees**

- 34** Faculty Council may establish standing and ad hoc committees to facilitate its work and, subject to the approval of University Council and without jeopardizing Council's authority, may delegate decisions to its standing committees.
- 35** Unless otherwise specified in these bylaws, all recommendations of committees will be brought to Faculty Council for decision.
- 36** The chair of each standing committee is responsible for the committee fulfilling its mandate as specified in these bylaws. The committee chair will regularly provide updates to faculty council and will provide a full report on committee operations annually.
- 37** Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Faculty Council. A majority of members of any standing committee shall be members of Faculty Council. Standing committees may not delegate decision-making authority to subcommittees unless specifically provided for in these bylaws.
- 38** A standing committee shall have written terms of reference outlining its composition and accountabilities that are approved by Faculty Council. Each committee shall regularly, or at the request of the Faculty Council Chair, review its terms of reference, and may recommend changes to the Nominations and Bylaws Committee.
- 39** Standing committee members shall be appointed in accordance with committee terms of reference. The Chair shall appoint members of ad hoc committees. If possible, the Chair shall seek input from Faculty Council, the Nominations and Bylaws Committee and other college leaders.
- 40** Unless otherwise specified or provided for in the committee terms of reference, the terms of office of each Faculty Council committee member, including the Chair:
  - (a) is three years, renewable for a total of six consecutive years, and
  - (b) begins on July 1, with the exception of student members' terms, which begin on May 1.
- 41** A committee member cannot delegate his or her responsibilities to another faculty member unless specifically provided for in the committee terms of reference.
- 42** A vacancy will be declared in the case of a committee member who resigns, is absent from the campus or otherwise unavailable to attend meetings for a period of six consecutive months or more. A vacancy shall be filled in accordance with the Nominations and Bylaws Committee terms of reference.
- 43** The Dean and the Chair of Faculty Council are ex officio non-voting members of all standing committees.

- 44 An ex officio member of a committee may designate an individual to serve in her or his place with the same powers as the designator. To initiate the designation, the ex officio member will inform the Chair of the committee in writing.
- 45 The quorum for all standing committees except the Nominations and Bylaws Committee is a majority of voting members. The quorum for the Nominations and Bylaws Committee is two thirds of the voting members.
- 46 Matters decided by the Committee shall be decided by a majority vote of those present and eligible to vote. The Committee Chair has the same voting rights and obligations as any other committee member.
- 47 The Committee Chair shall ensure there is a record of decisions from each committee meeting and shall make these minutes available to all members of the Faculty Council upon request. Minutes for meetings when confidential matters are discussed shall be handled in accordance with Faculty Council's procedures for confidential matters as specified in section 52.
- 48 The Dean may seek the advice or assistance of a committee of Faculty Council with respect to particular items of business. The advice and assistance shall not contradict or conflict with policies of the Faculty Council, and the Committee shall report to Faculty Council on the general nature of the advice given.

## **Records**

- 49 University Council Bylaws require that each Faculty Council keep a record of its proceedings and this record be open to any member of the Faculty Council. A copy of the proceedings shall, upon request, be furnished by the Secretary to the Chair of the University Council and/or to the President of the University.
- 50 Wherever practical, draft minutes, including a record of all motions and resolutions, from all regular and special meetings shall be circulated to all members with the agenda material for the next meeting, and be presented for adoption at that meeting.
- 51 Faculty Council, its committees and its officers shall strive for transparency in all proceedings except when dealing with issues of privacy or confidentiality as specified in section 52. Subject to section 52, the record of all general and special meetings shall, once adopted, be signed by the presiding Chair and the recording Secretary of the meeting and made available for inspection by any member of the Faculty Council.
- 52 Records of motions from closed sessions may be deemed confidential by the Chair and the related portion of the minutes may remain confidential. In such cases, the non-confidential portion of the minutes will reflect the fact that a confidential section has been removed. Both the non-confidential and the confidential portion of the minutes are considered to constitute the official record of the meeting and will be preserved for the official archive.

## **Independence and Conflict of Interest**

- 53** Members of the Faculty Council and its committees will have as their principal concern the welfare of the college and of the university. Members will exercise independent judgment and may not act as agents of any person or organization.
- 54** All members of the Faculty Council and its committees are expected to be aware of and act in accordance with the University's policies on conflict of interest.
- 55** A member of Faculty Council or a Faculty Council committee must disclose and identify a conflict of interest (including a perceived conflict of interest), and will abstain from voting on matters on which he or she has a conflict of interest. When appropriate, the member will withdraw from deliberations with respect to the matter. The minutes will reflect the disclosure and any abstention or withdrawal.
- 56** A committee member may raise the question of whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee, and to ask a member to withdraw from the deliberations and/or to refrain from voting on a matter. The Chair may request full disclosure of the individual's relevant interests or an explanation that no conflict of interest exists. The Chair shall rule on any questions of conflict of interest and all rulings shall be final. If there are questions of conflict of interest regarding a committee chair, the rulings shall be made by the Faculty Council Chair. If there are questions of conflict of interest of the Faculty Council Chair, rulings shall be made by the Dean of Engineering.
- 57** Student members will be considered to be in a conflict of interest and excluded from consideration of those matters where the performance of students is under review or consideration.

## **Part III**

### **Faculty Council Committees**

- 1** There shall be the following committees of Faculty Council:
  - (a) Nominations and Bylaws Committee
  - (b) Student Academic Affairs Committee
  - (c) Undergraduate Academic Programs Committee
  - (d) Academic Misconduct and Appeal Committee
  - (e) Student Awards Committee
  - (f) Engineering Program Improvement Committee
- 2** The terms of reference for each standing committee are included in the Faculty Council bylaws.

## **Part IV**

### **Faculty Committees**

#### **College Review Committee**

- 1** The College Review Committee exists as a committee of the faculty of the College of Engineering.
- 2** This committee operates in accordance with the University of Saskatchewan Faculty Association Collective Agreement.
- 3** The committee shall be comprised of:
  - (a) The Dean of the College of Engineering, as Chair
  - (b) The Associate Dean, Faculty Relations (non-voting)
  - (c) Five College of Engineering tenured faculty members comprised of one member from each of the following units:
    - Department of Chemical & Biological Engineering
    - Department of Civil & Geological Engineering
    - Department of Electrical & Computer Engineering
    - Department of Mechanical Engineering
    - School of Professional Development
  - (d) Two College of Engineering tenured faculty members rotating between four departments in the following order: Chemical & Biological Engineering, Civil & Geological Engineering, Electrical & Computer Engineering and Mechanical Engineering.
- 4** The seven faculty members provided for in Section Three, Part (c) and (d) above shall:
  - (a) include a minimum of four full professors; and
  - (b) be appointed by Faculty Council in accordance with Part II, sections 40 and 42 of the constitution and the Nominations and Bylaws Committee terms of reference.
- 5** A faculty member planning a leave is not eligible to serve on the Committee for the academic year of his or her leave. As necessary, a replacement member shall be appointed by the Nominations and Bylaws Committee for the full academic year.
- 6** If a vacancy arises due to an unplanned leave or other unforeseen circumstances, the Nominations and Bylaws Committee shall appoint a replacement member in accordance with the above terms for the balance of the academic year.

## **Part V**

### **Administrative Committees**

- 1** The Dean shall establish standing committees to support college operations. These committees include:
  - (a) College Executive Committee
  - (b) Local Safety Committee
  - (c) Research and Partnerships Committee
  - (d) CJ Mackenzie Organizing Committee
  - (e) Outstanding Service Award Selection Committee
  - (f) Faculty Recognition Committee
  - (g) Saskatchewan Centre of Excellence for Transportation and Infrastructure Management Committee
  - (h) Saskatchewan Centre for Masonry Design Management Committee
  - (i) Danyluk Staff Development Fund Committee
  - (j) Advisory Council to the Dean
  
- 2** The Dean shall establish terms of reference for each standing committee.

## **Part VI**

### **Amending the Constitution**

- 1** Part I, II, III and IV of this document, as well as this clause, are under the authority of the Faculty Council. A motion to amend these parts of this constitution will be preceded by a notice of motion presented in writing to Faculty Council members not less than 15 clear business days prior to the date of the meeting at which the motion is to be considered. This notice period may be waived upon vote of two thirds of the members present and voting at the meeting. The motion on amending the bylaws will require a two-thirds majority vote of those present and voting to pass.
- 2** Amendments to Part V, as well as this clause, are under the purview of the Dean and require the Dean's written authorization to revise. Faculty Council will be promptly informed of any changes approved by the Dean.

# **Appendix A**

## **Committee Terms of Reference**

# Nominations and Bylaws Committee

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## Faculty Council Committee Terms of Reference

### *Mandate:*

The Nominations and Bylaws Committee is established to:

- ensure all Faculty Council committees and the College Review Committee are populated in accordance with Faculty Council bylaws; and
- ensure Faculty Council membership, bylaws and operating procedures are complete, up to date and consistent with University Council bylaws and university policies.

### *Committee Members:*

The Committee consists of:

- six College of Engineering Faculty Council members comprised of one representative from each of the following units:
  - Department of Chemical & Biological Engineering
  - Department of Civil & Geological Engineering
  - Department of Electrical & Computer Engineering
  - Department of Mechanical Engineering
  - School of Professional Development
  - Department of Physics & Engineering Physics; and
- the Faculty Council Secretary (ex-officio and non-voting).

### *Principles:*

**Good Governance:** The Committee will strive to ensure that the work of Faculty Council is conducted through decision-making processes that balance broad participation, accountability, transparency, responsiveness, effectiveness and efficiency, and are consistent with University Council bylaws and University policies.

**Completeness:** A committee is best able to fulfill its mandate when it has clear terms of reference and is fully populated with members.

**Timeliness:** Faculty Council shall strive to make nominations/decisions well in advance of members' terms ending to facilitate a smooth transition in committee operations. Whenever possible, nominations will be completed by January 31<sup>st</sup> for the next academic year.

**Collaboration with Department Heads:** Department heads are responsible for assigning duties. The Committee shall consult with department heads before recommending nominees to Faculty Council as part of the Committee's due diligence in vetting nominees.

### ***Responsibilities:***

The Committee, under the direction of the Chair, is responsible for fulfilling its mandate by undertaking activities including but not limited to:

- recommending to Faculty Council the nominees for standing committees of Faculty Council (other than the Nominations and Bylaws Committee) and the College Review Committee;
- ensuring nominations are conducted in accordance with Faculty Council bylaws;
- advising the Faculty Council Chair on the appointment of representatives to other University and non-University bodies, upon request;
- reviewing the membership of Faculty Council and recommending necessary modifications to Faculty Council for transmission to University Council; and
- reviewing Faculty Council bylaws, including committee terms of reference, and recommending necessary revisions to Faculty Council.

### ***Procedures:***

#### **Selecting Faculty Council Committee and College Review Committee Members:**

The Chair of the Nominations and Bylaws Committee shall send to all members of Faculty Council a call for nominations. The Chair will allow a minimum of ten clear business days for receipt of nominations.

In the event that no nominations from one or several academic units or programs are received, the Chair will ask the respective department head to provide a nominee from the unit or program. In the event that one or more nominations from an academic unit or program are received, the Committee will consult with the department head(s) and recommend a nominee to Faculty Council. The Committee may send a second call for nominations if it deems necessary.

The Committee will exercise reasonable care and diligence prior to recommending nominees to Faculty Council, including but not limited to discussing the nominees with department heads.

The Nominations and Bylaws Committee will present the list of nominees to Faculty Council and call for any further nominations from the floor. If there is a single nominee from an academic unit or program, the nominee will be acclaimed. If there is more than one nominee, elections will be held by secret ballot. The nominee with the greatest number of votes will be elected. In the event of a tie, the winner shall be chosen by random draw.

When possible, committee member terms will be staggered to strive for no more than three new members per year.

When a vacancy arises pursuant to faculty council bylaws, the Nominations and Bylaws Committee is authorized to appoint a member in accordance with the committee terms of reference for the balance of the academic year or the period of the vacancy provided it does not extend beyond the academic year.

The above processes do not apply to the appointment of Nominations and Bylaws Committee members.

### **Selecting Faculty Council Representatives to Participate in College or University Committees:**

The Faculty Council Chair may ask the Nominations and Bylaws Committee to name a Faculty Council or faculty representative to committees in the college or university. The Committee may use an open nomination process similar to the process used to appoint Faculty Council committee members or, as the Faculty Council Chair deems necessary, the Nominations and Bylaws Committee may expedite the process and the Faculty Council Chair shall approve the representative(s) on behalf of Faculty Council. The outcome shall be reported at the next Faculty Council meeting.

### **Selecting Members of the Nominations and Bylaws Committee:**

The Faculty Council Secretary shall send to all members of Faculty Council a call for nominations to the Nominations and Bylaws Committee. The Secretary will allow a minimum of ten clear business days for receipt of nominations.

In the event that no nominations from an academic unit or a program are received, the Secretary will ask the department head to provide a nominee from the unit.

In the first Faculty Council meeting after having a full list of nominees, the Faculty Council Chair will present the list of nominees and call for any further nominations from the floor.

If there is a single nominee from an academic unit or program, the nominee will be acclaimed. If there is more than one nominee, elections will be held by secret ballot. The nominee with the

greatest number of votes will be elected. In the event of a tie, the winner shall be chosen by random draw.

When possible, committee member terms will be staggered to allow for no more than three new members per year.

A vacancy will be declared in the case of a Nominations and Bylaws Committee member who resigns, is absent from the campus or otherwise unavailable to attend meetings for a period of six consecutive months or more. If a vacancy arises, the department head is authorized to appoint a member in accordance with the membership requirements of the Committee for the balance of the academic year or the period of the vacancy provided it does not extend beyond the end of the academic year.

### **Selecting the Nominations and Bylaws Committee Chair:**

The Faculty Council Secretary shall ensure a meeting is convened to elect the Chair. The Committee shall, by majority vote, elect the Committee Chair for a three year term. If the Chair is on leave, the Committee shall elect an acting chair by majority vote.

### ***Reporting Requirements:***

The Committee shall annually before May 31<sup>st</sup> provide a report to Faculty Council, through the Faculty Council Secretary, that includes:

- a summary of the Committee's activities and accomplishments for the year; and
- a brief assessment of the Committee's terms of reference including any updates/revisions that should be considered.

# Student Academic Affairs Committee

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## Faculty Council Committee Terms of Reference

### *Mandate:*

The Student Academic Affairs Committee (SAAC) is established to:

- ensure the College of Engineering Faculty Council has adequate and appropriate policies for student admission, promotion, graduation, assessment and examination; and
- ensure undergraduate students are treated fairly and in accordance with established policies in the decisions concerning student standing in the program, promotion, graduation and assessment/examination.

### *Committee Members:*

The Committee consists of:

- the Associate Dean – Academic as Chair;
- six College of Engineering Faculty Council members comprised of one representative from each of the following units:
  - Department of Chemical & Biological Engineering
  - Department of Civil & Geological Engineering
  - Department of Electrical & Computer Engineering
  - Department of Mechanical Engineering
  - School of Professional Development
  - Department of Physics & Engineering Physics
- a faculty member rotating between four departments in the following order: Chemical & Biological Engineering, Civil & Geological Engineering, Electrical & Computer Engineering and Mechanical Engineering; and
- a staff member as designated by the Director, Engineering Student Centre (ex-officio and non-voting).

Administrative support for the Committee will be provided by the Engineering Student Centre.

## ***Principles:***

Consistent with the University of Saskatchewan policies on “*Admission to Degree Programs*” and “*Student Appeals of Evaluation, Grading and Academic Standing*,” the principles that govern the committee’s work include:

- **Justice and Fairness:** All rules, regulations and procedures regarding students must embody the principles of procedural fairness. Processes involving student appeals will be pursued fairly, responsibly and in a timely manner.
- **Learning as a Shared Responsibility:** As described in the University’s *Learning Charter*, learning requires the active commitment of students, instructors, and the institution, and depends on each party fulfilling its role in the learning partnership.
- **Quality:** The University of Saskatchewan will recruit and admit students who have demonstrated commitment to learning and have the potential to successfully complete the academic requirement of the program.
- **Mutual Respect and Diversity:** The University of Saskatchewan values diversity and is committed to promoting a culture of mutual respect and inclusiveness on campus.
- **Confidentiality:** Committee members are prohibited from disclosing any student information received through participation in the Committee, including information received orally or in writing.
- **Conflict of Interest:** A Committee member shall apply the highest ethical standards to avoid actual or perceived conflicts of interest or conflict of commitment in fulfilling his or her responsibilities. This includes but is not limited to ensuring appeals are heard by committee members who have not had prior involvement with the case.

## ***Responsibilities:***

The Committee, under the direction of the Chair, is responsible for fulfilling its mandate by undertaking activities including but not limited to:

- developing college policies on:
  - student standing in the program, including policies on student promotion, discontinuation and requirement to withdraw
  - graduation requirement, Dean’s Honour Roll and degrees with distinction
  - student assessment and examination
  - admission and readmission requirements
  - the number of students who may be admitted to the College;

- recommending the above policies to Faculty Council for approval;
- ensuring the above policies are maintained and published;
- providing advice to the Assistant Dean – Teaching and Learning regarding transfer articulation and block transfer agreements;
- hearing appeals of decisions concerning a student’s standing in the program, including promotion of students and their discontinuation or requirement to withdraw for failure to meet the requirements for promotion; and
- considering the readmission applications of students who discontinued and wish to return to the program in accordance with policies on readmissions.

**Chair:**

The Chair of SAAC is responsible for:

- ensuring the committee operates in accordance with its Terms of Reference, other Faculty Council and University Council bylaws and within University policy;
- requesting the presence of non-committee members as needed;
- representing SAAC at Faculty Council meetings; and
- coordinating work with Undergraduate Academic Programs Committee, as necessary.

***Subcommittees:***

**Appeals Subcommittee:**

**Mandate:** The Appeals Subcommittee is established to make decisions on student appeals and requests regarding promotion, graduation, examination and assessment.

**Membership:** The Appeals Subcommittee is comprised of:

- the Associate Dean – Academic as Chair; and
- four voting members of SAAC, as appointed by the Committee.

Quorum is three of five members.

**Readmissions Subcommittee:**

**Mandate:** The Readmissions Subcommittee is established to make decisions on readmission applications of students who discontinued as a result of their failures to meet the requirement for promotion and desire to return to the program after a minimum of one year. The Subcommittee will do so in accordance with University and College policies.

**Membership:** The Readmissions Subcommittee is comprised of three voting members of SAAC, as appointed by the Committee.

The Readmissions Subcommittee will elect a member to serve as Chair of the Subcommittee.

Quorum is two of three members.

# Undergraduate Academic Programs Committee

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## Faculty Council Committee Terms of Reference

### *Mandate:*

The Undergraduate Academic Programs Committee (UAPC) is established to ensure the quality and integrity of undergraduate programs and curricula under the purview of the College of Engineering Faculty Council.

### *Committee Members*

The Committee consists of:

- the Associate Dean – Academic (Chair);
- the undergraduate program chair or equivalent of each engineering program as appointed by a department head;
- the chair of the General Engineering courses committee, as appointed by the Associate Dean Academic
- one representative from each undergraduate academic option that is not specific to one program as appointed by the Associate – Dean Academic ;
- one representative from each of the following undergraduate academic options or certificates that is not specific to one program, as appointed by the Associate – Dean Academic:
  - Engineering Entrepreneurship Option
  - Certificate of Professional Communication
- one full-time undergraduate student as designated by the Associate Dean Academic; and
- a staff member providing administrative leadership to the undergraduate program as designated by the Director, Engineering Student Centre (ex-officio and non-voting).

In accordance with Canadian Engineering Accreditation Board criteria and procedures, the majority of committee members are expected to be engineers licensed in Canada, preferably in Saskatchewan. The Chair of UAPC must be an engineer licensed in Canada.

Administrative support for the Committee will be provided by the Engineering Student Centre.

It is essential to the Committee's work that each program be represented at each discussion. The representative shall send a delegate to the meeting if he or she cannot attend. Delegates shall have voting rights, but shall not count towards quorum.

### ***Principles:***

Consistent with the University of Saskatchewan Learning Charter and College of Engineering planning documents, the principles that govern the committee work include:

- ensuring programs prepare students for professional and academic careers, graduate studies and leadership roles;
- ensuring that course content is current, accurate, relevant to course objectives, representative of the body of knowledge covered in the course, and appropriate to the position of the course within the program of studies in which it is embedded;
- developing and grounding programs and curricula in ways that are socially relevant, adaptive, and responsive, and that will facilitate engagement with the relevant community; and
- evaluating programs and curricula against the Learning Vision and Learning Goals identified in the Learning Charter, and reviewing and adapting these on an ongoing basis.

### ***Responsibilities:***

The Committee, under the direction of the Chair, is responsible for fulfilling its mandate by undertaking activities including but not limited to:

- ensuring courses and programs meet accreditation standards and other measures of program quality;
- overseeing curriculum planning and curriculum design initiatives in undergraduate programs;
- supporting the continuous improvement of the quality of engineering education;
- reviewing and evaluating curricula to ensure alignment with College goals and priorities;
- overseeing the development and maintenance of accurate course descriptions; and
- providing advice to the Associate Dean – Academic regarding transfer articulation and block transfer agreements.

## ***Committee Member Responsibilities:***

### **Chair:**

The Chair of UAPC is responsible for:

- ensuring the Committee operates in accordance with its Terms of Reference, other Faculty Council and University Council bylaws and within University policy;
- requesting the presence of non-committee members as needed;
- representing the UAPC at Faculty Council meetings; and
- coordinating work with the Student Academic Affairs Committee, as necessary.

### **Program Chair or Option Representatives:**

In addition to the Committee responsibilities, each member is responsible for:

- representing the program/option in UAPC discussions;
- facilitating discussion and engagement in the UAPC's work with faculty delivering the program or option.

### **Student Representative:**

In addition to the Committee responsibilities, the student representative is responsible for providing an undergraduate student perspective into the committee's discussion.

## ***Jurisdiction:***

The UAPC is responsible for approving and submitting to University Council's Academic Programs Committee the College's recommendations on:

- special topic courses;
- course and program catalogue;
- new courses;
- courses deletions; and
- minor program revisions.

The UAPC is responsible for making recommendation to Faculty Council regarding major program revision and the creation or deletion of programs.

The Faculty Council Chair and the UAPC Chair shall jointly determine whether a program revision is major or minor.

The UAPC shall consult with Faculty Council as the Committee Chair deems necessary. The UAPC shall report all committee decisions at the next Faculty Council meeting.

## Academic Misconduct and Appeal Committee

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### Faculty Council Committee Terms of Reference

#### ***Mandate:***

The Academic Misconduct and Appeal Committee is established to:

- hear allegation of academic misconduct in accordance with the *University of Saskatchewan Council Regulations on Student Academic Misconduct*;
- hear undergraduate student appeals pursuant to College and University policy including:
  - appeal of decisions of the Student Academic Affairs Committee; and
  - appeal of assessment in course work not directly involving substantive academic judgment;
- advise the Dean or designate on the development of college policies and procedures for academic misconduct.

#### ***Reporting Structure:***

The Committee is accountable to the Dean of Engineering for fulfilling its mandate.

Faculty council delegates decision-making authority to this committee within the scope of the above mandate and university policy.

#### ***Committee Members:***

The Committee consists of:

- six College of Engineering Faculty Council members comprised of one representative from each of the following units:
  - Department of Chemical & Biological Engineering
  - Department of Civil & Geological Engineering
  - Department of Electrical & Computer Engineering
  - Department of Mechanical Engineering
  - School of Professional Development
  - Department of Physics & Engineering Physics; and

- one full-time undergraduate student as designated by the Associate Dean – Academic.

The Committee Chair will create a panel of committee members to hear each misconduct case or appeal comprised of the committee chair, three faculty members and the student member.

Administrative support for the Committee will be provided by the Engineering Student Centre.

### ***Selecting the Academic Misconduct and Appeal Committee Chair:***

The Academic Misconduct and Appeal Committee Secretary shall ensure a meeting is convened to elect the Chair. The Committee shall, by majority vote, elect the Committee Chair for a three year term. If the Chair is on leave, the Committee shall elect an acting chair by majority vote.

### ***Conflict of Interest:***

A committee member shall apply the highest ethical standards to avoid actual or perceived conflicts of interest or conflict of commitment in fulfilling his or her responsibilities. This includes but is not limited to ensuring appeals and misconduct cases are heard by committee members who have not had prior involvement with the case.

# Student Awards Committee

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## Faculty Council Committee Terms of Reference

### *Mandate:*

The Student Awards Committee is established to grant the awards, scholarships and bursaries open to Engineering undergraduate students.

### *Committee Members:*

The Committee consists of:

- the Associate Dean – Academic as Chair;
- six College of Engineering Faculty Council members comprised of one representative from each of the following units:
  - Department of Chemical & Biological Engineering
  - Department of Civil & Geological Engineering
  - Department of Electrical & Computer Engineering
  - Department of Mechanical Engineering
  - School of Professional Development
  - Department of Physics & Engineering Physics; and
- a staff member providing administrative leadership to undergraduate awards as designated by the Director, Engineering Student Centre (ex-officio and non-voting).

College of Engineering Development Officers will be invited as guests to the Committee meetings.

Administrative support for the Committee will be provided by the Engineering Student Centre.

## ***Principles:***

The Committee shall respect the following principles in its work:

- ensuring fairness, competence, transparency and inclusiveness in granting awards;
- advancing the College's priorities through the process of granting awards; and
- promoting an atmosphere of student appreciation and recognition in the College of Engineering.

## ***Responsibilities:***

The Committee, under the direction of the Chair, is responsible for fulfilling its mandate by undertaking activities including but not limited to:

- distributing available awards, scholarships and bursaries;
- ensuring the selection of the best candidate in accordance with the award terms of reference and, where possible, College priorities; and
- making recommendations on award, scholarship and bursary terms of reference and on college policies and procedures regarding the distribution of awards, scholarships and bursaries to the Associate Dean – Academic, on request.

The Chair of the Committee is responsible for:

- ensuring the Committee operates in accordance with its Terms of Reference, other Faculty Council and University Council bylaws and within University policy;
- requesting the presence of non-committee members as needed; and
- representing the Committee at Faculty Council meetings.

# Engineering Program Improvement Committee (EPIC)

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## Faculty Council Committee Terms of Reference

### *Mandate*

The Engineering Program Improvement Committee has been established to assist the Undergraduate Academic Programs Committee and the Associate Dean Academic in identifying and analyzing undergraduate curriculum outcomes, monitoring that programs meet accreditation standards and other measures of program quality, as well as supporting the continuous improvement of engineering education.

### *Committee Membership*

The Committee consists of:

- Associate Dean, Academic (Chair);
- One representative from each program;
- Staff member providing leadership to the Undergraduate Programs; and
- Administrative Support (Secretary and/or Co-Secretary) as designated by the Chair.

### *Committee Responsibilities*

The Committee, under the direction of the Chair, is responsible for fulfilling its mandate by undertaking activities including but not limited to:

- Reviewing accreditation attribute reports from all programs with the intent of identifying college-level themes that require attention and action;
- Reviewing the continuous improvement processes and attribute measurement tools of the College and revising the tools as necessary;
- Recommending graduate attribute measurements and data collection that cross program boundaries (including required measurements in colleges outside of Engineering) to the Associate Dean Academic;
- Gathering and reporting on program-specific recommendations/actions to identify any college-wide curricular themes and concerns;

- Following discussion on and review of program-specific attribute reports, developing and submitting recommendations to the UAPC that articulate college-level themes that require attention and action; and
- Maintaining an action register to document recommended program improvement initiatives.

The Committee has the following reporting responsibilities:

- Preparing and delivering a report (and accompanying recommendations) to the Undergraduate Academic Programs Committee on a regular basis; and
- Receiving reports, responses, or assignments from the UAPC as necessary.

## ***Committee Member Responsibilities:***

### **Chair:**

The Chair of EPIC is responsible for:

- Ensuring that EPIC operates in accordance with its Terms of Reference, other Faculty Council and University Council bylaws, and with consideration of regulations prescribed by the CEAB;
- Requesting the presence of non-committee members as needed;
- Representing EPIC at Undergraduate Academic Programs Committee meetings;
- Advocating for the recommendations of the Engineering Program Improvement Committee to other governing bodies;
- Coordinating (or delegating) and monitoring graduate attribute measurements and data collection that cross program boundaries (including required measurements in colleges outside of Engineering);
- Following up on the status of recommended courses of action with the appropriate governing bodies as necessary; and
- Delivering inter-committee correspondence and reports as required.

### **Program Representatives:**

In addition to the Committee responsibilities, members are responsible for:

- Representing their program in EPIC discussions as well as having a thorough understanding of the nuances associated with their program's accreditation status; and
- Coordinating graduate attribute measurements within their programs.

### **Secretary/Co-Secretary:**

The Secretary and/or Co-Secretary is responsible for:

- Preparing agenda, minutes, and coordinating meetings;
- Working alongside the Chair to coordinate and follow up on action items of the committee;
- Conducting research and providing advice at the request of the Chair;

- Maintaining an action register on behalf of the committee; and
- Preparing inter-committee correspondence and reports on behalf of the Chair.

# Local Safety Committee

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## College of Engineering Administrative Committee

### ***Purpose***

The Local Safety Committee (LSC) is established to review and address health and safety concerns in the College of Engineering.

The committee is one component of the University's Occupational Health and Safety policies and procedures. In accordance with the *Occupational Health and Safety Act*, the University of Saskatchewan has established an Occupational Health Committee (OHC) to provide a forum for consultation between the University of Saskatchewan and representatives of its employees concerning health and safety issues in the University workplace. The primary focus of the OHC is to address health and safety issues that have implications for the University as a whole. In support of the OHC and its activities, a network of local safety committees is established to identify, review and address health and safety concerns arising at the college/division level.

### ***Scope of this Policy***

The Committee operates in accordance with the University [Terms of Reference for Local Safety Committees](#). The College of Engineering LSC terms of reference are intended to supplement the university-wide policies and procedures. If there is a conflict between these terms of reference and the university policies and procedures, the university documents prevail.

### ***Reporting Structure***

Within the College of Engineering, the Dean delegates responsibility for his or her role in overseeing this committee to the College Chief Operating and Financial Officer (COO/CFO). The Committee reports through the COO/CFO to the Dean of Engineering.

### ***Responsibilities***

The Committee, under the direction of the co-chairs, is accountable for fulfilling its mandate as laid out in this document and in the University LSC Terms of Reference, including:

- a) Promoting health and safety at the University with a focus towards the Workplace Responsibility System and injury prevention.

- b) Assisting in identifying, eliminating and/or controlling hazards in the workplace.
- c) Receiving, reviewing and responding to local safety concerns in cooperation with the Workplace Safety and Environmental Protection (WSEP) unit that have not been resolved between a worker and his/her supervisor.
- d) Conducting workplace inspections. The frequency of inspections is to be determined based on the identified risks in the workplace. Workplace inspections shall be conducted at least once per year.
- e) Providing input to the department/unit head and/or COO/CFO concerning the management of safety issues in the workplace.
- f) In consultation with WSEP, referring to the Occupational Health Committee (OHC) any concerns which the LSC is unable, after diligent effort, to resolve.
- g) Referring dangerous work refusals to the OHC.
- h) Cooperating with WSEP and the OHC.
- i) Provide advice and guidance on college policies and procedures relating to the committee's mandate.

## ***Committee Members and Appointment Process***

The Committee is comprised of the following members:

- the COO/CFO, as Management Co-Chair
- one technician from each engineering department as appointed by the Department Head
- a representative from Engineering Shops as appointed by the COO/CFO
- the head custodian of the College of Engineering, as appointed by FMD
- the College Fire Warden
- a representative from Sci-Fi Camps as appointed by the Director, Engineering Student Centre
- up to three representatives selected annually by the co-chairs to ensure a diversity of perspectives on the committee
- a member of the College Administrative Office, as Secretary, as appointed by Executive Assistant to the Dean

Members of the OHC are ex-officio members.

The Committee shall elect by secret ballot an employee co-chair to a three year term.

The following organizations shall be invited to attend committee meetings:

- the Undergraduate Engineering Student Association
- the Graduate Engineering Student Association
- WSEP

## ***Committee Member Responsibilities:***

Each committee member shall:

- attend and actively participate in meetings;
- promote and support a healthy and safe workplace;
- raise any health and safety concerns in a timely manner with the co-chairs and/or the committee;
- enforce OHS polices and work to resolve contraventions; and
- exercise due diligence in undertaking the work of the committee.

Within the first year of committee membership, a member shall complete level one WSEP training and is encouraged to complete level two training.

The Employee Co-Chair shall:

- ensure a meeting agenda is developed and circulated in advance of the meeting;
- chair committee meetings;
- oversee the day-to-day work of the committee, including necessary follow up with FMD, department heads and unit leads to resolve outstanding health and safety concerns; and
- liaise with the OHC and/or WSEP as necessary.

The Management Co-Chair shall:

- work with department/unit heads to ensure the committee is fully populated at all times;
- ensure the suggestions and concerns raised by the committee are addressed in a reasonable period of time;
- assist the employee co-chair and department head/unit lead in resolving any health and safety concerns;
- resolve any financial barriers to needed health and safety improvements;
- provide biannual reports to the College Executive Committee on the College's health and safety and the LSC's operations and effectiveness; and
- ensure policies and procedures are in place to support a healthy workplace.

The Committee Secretary shall:

- maintain and make available a complete membership list, including positions and terms;
- work with the employee co-chair to prepare meeting agendas and distribute them to the committee;
- schedule meetings;
- record the meeting minutes using the format provided by WSEP;
- maintain committee records;
- submit the meeting minutes to WSEP within two weeks of the meeting;
- ensure the committee website is relevant and up to date; and
- ensure the approved minutes are available to employees of the College of Engineering.

# Advisory Council to the Dean

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## College of Engineering Committee Terms of Reference

### *Purpose:*

The Advisory Council serves as a consultative group to the Dean of the College of Engineering, serving as a vital link between the college and the external communities. The council plays a valuable role in advising the Dean on matters relating to the academic activities and future strategic directions of the college, in a manner that is visible and responsive to the needs of the community.

The Council is made up of alumni, professionals and community leaders who are invaluable sources of knowledge, ideas, and contacts for the college in a variety of endeavors. Council members also serve as ambassadors and spokespersons for the University of Saskatchewan, linking the campus to the world.

This is a standing council created September 1, 2014.

### *Membership:*

The Council will consist of no less than fifteen (15) members and no more than twenty (20) members, not including the chair:

1. The Dean of Engineering will serve as chair (ex-officio with voting).
2. The following groups will be represented on the membership as ex-officio with voting privileges:
  - Saskatoon Tribal Council (Chief or designate);
  - Representative appointed by APEGS Council;
  - Representative from the provincial Ministry of Advanced Education;
  - Engineering Graduate Course Council (President or executive designate)
  - Saskatoon Engineering Student Society (President or executive designate)
3. At least twelve (12) of these representatives shall be from industry (including government departments and agencies, professional engineering organizations as well as private industry).
4. Members from the College of Engineering may be invited to attend council in a resource capacity. These members will not have voting privilege and do not account toward quorum.

The term of membership will be two consecutive years, rotating to ensure continuity remains with at least one-third of the membership. Terms may be renewed up to two times beyond the initial term.

The quorum for regular and special meetings will be 1/2 of the voting membership.

Administrative support for this Council will be provided by the Executive Assistant to the Dean (or designate).

### ***Process for Appointing Members:***

Advisory Council members are to be nominated by the Department Heads to the Dean for each engineering discipline. Department Heads will be invited to put forth nominations for each membership vacancy.

The student representatives will be nominated by their respective governing executive councils to the Dean.

The respective ex-officio groups will be invited by the Dean to participate as members on the Council.

The Dean will provide the final recommendations for Council membership to the President of the University for approval.

### ***Nomination Criteria:***

The Department Heads are to consider the need for broad representation on the council, including areas such as diversity in gender, age, expertise, and industrial experience when considering their nominations. It will be common that one council member may fall into more than one of the below criteria categories.

The below criteria outlines areas that should be considered when developing a nomination for a vacant council position:

1. The demographics of gender, age, ethnicity, and years of experience should be considered when developing the membership of the Council to ensure broad representation.
2. Majority of the following engineering disciplines should be equitably represented on the membership:
  - Agriculture/Biological Engineering
  - Chemical Engineering
  - Civil Engineering
  - Computer Engineering
  - Electrical Engineering
  - Engineering Physics
  - Environmental Engineering

- Geological Engineering
  - Mechanical Engineering
  - Mining Engineering
3. Majority of the following provincial industrial sectors should be equitably represented in the expertise of the membership:
- Agriculture
  - Construction
  - Energy
  - Mining
  - Oil and Gas
  - Public/Private Infrastructure
  - Technology
4. It is strongly encouraged to nominate alumni of the College of Engineering.

### ***Reporting Structure:***

The council reports its recommendations to the Dean.

### ***Responsibilities:***

The Council's primary objectives are to:

- Oversee the College's response to industry and community demands to better prepare students for careers in the engineering profession.
- Identify ways to better support/facilitate research by College of Engineering faculty with the appropriate resources to implement the improvements.

The Council, under the direction of the Chair, is responsible for fulfilling its mandate by undertaking activities including but not limited to:

- Act as a sounding board for the academic direction of the college;
- relay/survey results on trends in the engineering profession and provide guidance as to how the college can meet the needs of these trends;
- support and provide guidance to the college in areas of fundraising opportunities; and
- provide the college feedback to be incorporated into the accreditation processes.

The Chair of Council is Responsible for:

- calling the meetings;
- preparing the agenda and related papers and draft recommendations;
- ensuring that the minutes of Council meetings are recorded;
- forwarding recommendations to respective college leadership;
- ensuring the Council operates in accordance with its Terms of Reference and within University policy;
- requesting the presence of non-Council members as needed; and

- representing the Council at college-level meetings.

Council members are expected to:

- attend and fully participate in scheduled meetings either in person or electronically;
- work to find innovative ways to respond to opportunities and overcome challenges;
- provide leadership to specific initiatives as assigned by the Chair; and
- adhere to the principles outlined in the terms of reference.

The council will meet quarterly unless a meeting is called by quorum or by the chair.

### ***Principles:***

1. **Learning as a Shared Responsibility:** The University of Saskatchewan Learning Charter is committed to ensuring programs prepare students for professional and academic careers, graduate studies and leadership roles. Members of this Council are committed to providing input that will enhance the learning outcomes of the college's student and faculty population.
2. **Building Local Capacity:** Members of Council will aim to build local skills and resources in the context of their collaborative efforts in order to achieve the objectives of this Council.
3. **Mutual Respect and Diversity:** The University of Saskatchewan values diversity and is committed to promoting a culture of mutual respect and inclusiveness on campus. Members of Council will display mutual respect and support for the mission, integrity, sustainability and autonomy of each partner within the Council.
4. **Transparency and Trust:** All records of the Council's operations will be made public on the College's Website to ensure transparency and trust of all stakeholders.
5. **Fairness and Equality:** Members of Council hold equal voice at the table.
6. **Good Faith:** Members of Council are committed to operate in good faith in order to achieve the objectives of the Council.
7. **Collaboration with the Community:** Members of Council are committed to consulting with community in order to ensure broad perspective is being brought to the Council for consideration.

### ***Reporting Requirements:***

The Council is expected to ensure accurate and current record of their business is made public on the College's website.

### ***Membership (to be updated as necessary)***

Committee members are appointed by the President. At time of creation, the membership is as follows:

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