Faculty of Engineering and Applied Science (FEAS) Administrative Code

Table of Contents

INTRODUCTION

Ontario Tech University and Faculty Administrative Codes are documents that formally define the administrative framework within which Ontario Tech's formal structures and processes operate. In particular, these Codes define the roles and responsibilities of academic and administrative committees and officers, and identify the various sites of organizational decision-making, and the structures, policies and procedures that shape and support our work and ensure that such work is performed within the context of Ontario Tech's statutes, mission and values. In this way we can remain open and transparent in the way we conduct our business and be accountable to our community for our activities and actions.

The University-level Code provides information that applies universally within the University, while the Faculty-specific codes act as companion documents, addressing Faculty-specific items within the spirit of the university code.

The Codes are intended to serve together as reference tools and are living documents. They will evolve with the University and Faculties as they continue to grow. As part of this evolution we will rely on readers to bring appropriate changes or omissions to our attention; this will help ensure that the documents remain accurate and informative going forward.

OVERVIEW OF THE FACULTY OF ENGINEERING AND APPLIED SCIENCE

In 2002, the Faculty of Engineering and Applied Science was established as a School of Manufacturing Engineering under the leadership of the founding, Dean Dr. Marc A. Rosen. In 2003, the School hired five founding professors; Dr. Ibrahim Dincer, Dr. Ebrahim Esmailzadeh, Dr. Ali Grami (joint appointment with School of Business and IT), Dr. Clemens Martin (joint appointment with School of Business and IT) and Dr. Remon Pop-Iliev. In 2004 the School was transformed to Faculty of Engineering and Applied Science, and since then numerous programs have been added. To accommodate the Faculty growth in terms of students and new programs, the Faculty established two governance councils, one for Electrical, Computer and Software Engineering and another for Automotive, Mechanical and Manufacturing Engineering. These led to the creation of departments with those names in July 2012. The Department of Automotive and Mechatronics Engineering was established in July 2020 and as a result of the Department of Automotive, Mechanical and Manufacturing Engineering was renamed the Department of Mechanical and Manufacturing Engineering. In 2022, the Faculty of Engineering and Applied Science (FEAS) and the Faculty of Energy Systems and Nuclear Science (FESNS), merged and established FESNS as the Department of Energy and Nuclear Engineering within FEAS.

Since the inception of Engineering at Ontario Tech University several Deans have assumed the leadership:

Dr. Marc A. Rosen (Founding Dean: Sept 2002-June 2007)
Dr. Rene Tinawi (Interim Dean: July 2007-June 2008)
Dr. Richard Marceau (Interim Dean: July 2008-June 2009)
Dr. George Bereznai (Dean: July 2009-June 2011)
Dr. Tarlochan Sidhu (Dean: Jan 2012-Dec 2017 & July 2018-Feb 2020)
Dr. Hossam Kishawy (Interim Dean: Jan 2017-July 2017 & March 2020-October 2020)
(Dean November 2020-present)

VISION, MISSION AND VALUES OF THE FACULTY

The mission of the Faculty of Engineering and Applied Science is to deliver the highest quality of engineering education through teaching and research excellence, a state-of-the-art educational environment and innovative programs. It aims to provide engineering graduates with the knowledge and skills needed to succeed and become leaders of tomorrow. The Faculty of Engineering and Applied Science is market-oriented, and connects to the needs of industry and communities, striving to contribute to sustainable economic development through innovative research and highly qualified personnel, and the overall betterment of society.

FACULTY STRATEGIC PLAN

The FEAS Strategic Plan is an integral part of Ontario Tech's Strategic Plan. The FEAS Strategic Plan will contribute to the overarching priorities and objectives of the integrated plan.

Objectives and strategies

- Offer high-quality, accredited undergraduate and graduate programs in engineering and applied science and related market- and career-oriented fields.
- Instill life-long learning abilities and prepare professionally competent and broadly educated students capable of addressing the demands of the twenty-first century.
- Conduct high-calibre basic and applied research in engineering, applied science, and related fields.
- Promote a vibrant and fulfilling student-centered experience and foster student success by providing the necessary support.
- Utilize advanced and innovative teaching and learning methods and tools, including advanced information, computing and communication technologies, to facilitate successful learning within a technology-enriched learning environment.
- Foster a collegial, respectful and productive environment that attracts and retains the best faculty, staff and students and creates a sense of spirit and loyalty.
- Provide university-level educational opportunities for college students through appropriate transition mechanisms.
- Engage in value-added activities that serve and address the needs of industry and engineering professionals, and advance and improve the economic, environmental and social welfare of the region, province and country.

WORK AND PERFORMANCE MANAGEMENT

The workload and performance of the staff and faculty members are governed by their prospective collective agreements.

For more information please visit the following collective agreements.

Faculty Associate Collective Agreement
OPSEU Collective Agreement

ORGANIZATION STRUCTURE OF THE FEAS

DEAN

The Dean of the Faculty of Engineering and Applied Science is responsible for providing leadership in the development of the Faculty while overseeing all aspects of the Faculty's activities, including: academic operations; human, material and space resource management; research activities; mentoring of faculty members and staff; and the continued development of Faculty structures and processes. The Dean also facilitates the selection of appropriate strategic directions; provides oversight of strategic planning activities and the subsequent tracking of outcomes aimed for in such activities; sets quality standards and ensures that appropriate structures and processes are in place in both the workplace environment and Faculty operations; ensures that all Faculty decisions are made by the appropriate body and through the appropriate formal processes; aims to motivate the Faculty's students, faculty and staff; and plans and participates in advocacy and fundraising activities on behalf of the Faculty. The organization chart that shows the Dean's direct reports and the overall reporting relationships within FEAS are shown in Appendix D.

ASSOCIATE/ASSISTANT DEANS

The Associate and Assistant Deans, in combination with Department Chairs and the Dean, form the senior decision-making team for the Faculty. Decisions affecting both short- and long-term operations of the Faculty will typically be made after consensus has been achieved. Within established policies and practices, the Associate Deans are authorized to act on behalf of the Dean, in their respective areas of responsibility. Associate Deans are normally appointed for a five-year term, with the possibility of renewal.

I. Associate Dean, Academic

The Associate Dean, Academic is expected to provide leadership support to the Dean in the areas of academic programs. The responsibilities include effective academic and administrative leadership in the areas of undergraduate and graduate programs, including curriculum development and new programs, oversight of program delivery, and student support services, including recruitment and student appeals, internal liaison, and international initiatives. The Associate Dean, Academic is also responsible for providing support to the Dean in the areas of accreditation, development and implementation, review, and promotion of academic programs.

II. Associate Dean, Experiential Learning and Engineering Outreach

The Associate Dean, Experiential Learning and Engineering Outreach is responsible for providing leadership support to the Dean in the areas of engineering outreach, partnerships, experiential learning, women in engineering (WiE), community engagement and support external relation initiatives within FEAS. The Associate Dean is expected to provide leadership to the engineering co-op and internship office and work closely with the Assistant Dean, Laboratory, to provide strategic leadership to the Engineering Design Studio.

III. Assistant Dean, Graduate Studies

The Assistant Dean of Graduate Studies provides strategic leadership and oversight for graduate programs within the Faculty of Engineering and Applied Science. This role involves close collaboration with academic departments to support program development, ensure compliance with institutional policies, and enhance the overall graduate student experience. Key responsibilities include promoting academic excellence, leading student recruitment initiatives, chairing the graduate student awards committee, and fostering cross-faculty collaboration. The Assistant Dean is also expected to lead interdisciplinary graduate programs within the Faculty, serve as Chair of the Faculty Graduate Committee and lead strategic projects as assigned by the Dean.

IV. Assistant Dean, Laboratories and Technical Services

The Assistant Dean for Engineering Laboratories is a member of the Faculty's administration team and is expected to contribute to the academic mission of the Faculty through formal and informal avenues. The Assistant Dean reports directly to the Dean of the Faculty and may represent and interact with other academic and non-academic support units across the campus.

The Assistant Dean is usually a teaching focus or a tenure track faculty member who has the ability to maintain, plan, and develop teaching laboratories that are conducive to meeting engineering program requirements and providing experiential learning opportunities for students as well as providing academic and administrative leadership for the FEAS Teaching Laboratories and Technical Services unit. The primary duties of this administrative position include, but are not limited to, the advancement of the Faculty's academic mission and upholding of the highest standards, participating in accreditation efforts, work closely with the Director of Planning and Operation to manage the laboratories budget and purchasing of laboratory equipment, oversight of the laboratory and technical support staff, the allocation of laboratory space to optimize lab operations, and carrying out annual performance reviews.

DEPARTMENT CHAIR

Department Chairs are responsible for advising the Dean and managing the respective academic programs of their departments. This includes, but is not limited to, the determination of appropriate course loading, facilitation of the assignment of Teaching Assistant hours, working with the Graduate Program Director(s) to facilitate the graduate programs, working closely with Academic Advisors to deal with student issues of both academic and non-academic natures, and collaborating with the Associate Deans and colleagues in the pursuit of program development and quality improvement. The Department Chairs will be responsible for enabling much closer relationship in terms of teaching and research to the programs and to the faculty members in their Departments. This will allow the Department Chairs to work closely with their colleagues, provide mentorship in both teaching and research, and to promote graduate studies in their departments. Overall, work and performance management of faculty members will remain with the Dean in accordance with the Collective Agreement with the Faculty Association. Department Chairs will manage the "University Service" obligations of faculty colleagues in their respective Departments.

GRADUATE PROGRAM DIRECTOR

Graduate Program Directors (GPD) are responsible for managing all aspects of their respective graduate program and providing advice for the students enrolled in their programs. The GPD is the primary contact for the academic matters related to their graduate program(s) and work closely with Department Chairs to manage graduate courses and ensure the academic quality of their respective program(s). The Graduate Program Director is expected to serve as Chair of the Department Graduate Committee and as a member of the Faculty Graduate Committee.

DIRECTOR OF PLANNING AND OPERATIONS

The Director of Planning and Operations administrative responsibilities include the functional and operational management and integration of administrative services across the Faculty, supporting the development and implementation of administrative policies and procedures; representing FEAS at meetings and on committees dealing with administrative affairs of the Faculty and University administrative policy.

The main financial responsibilities include: budget planning, monitoring and reporting; developing and administering business plans for programs; monitoring and reporting on the financial performance; strategic financial planning and reporting; office and office equipment allocation; and Faculty-wide integration of course scheduling activities and liaison with the central scheduling group.

DIRECTOR OF INDUSTRY TRAINING AND PARTNERSHIPS

The Director of Industry Training and Partnerships will collaborate with industry professionals and the Ontario Tech's experiential learning team to create opportunities for students to engage with industry through training, co-op programs, internships, site visits, and informational events. Additionally, the Director will facilitate partnerships with industry to provide students with the opportunity to work on industry-sponsored capstone design projects.

DIRECTOR OF NUCLEAR FACILITIES

The Director of Nuclear Facilities provides academic leadership and strategic guidance for all nuclear undergraduate teaching labs and nuclear facilities within FEAS. Working closely with the Dean, department leadership, technical staff, safety committees and licensing authority to ensure regulatory compliance, support teaching activities, oversee TA training, coordinate infrastructure planning, identify opportunities for synergy and sustainability, and promote the faculty's nuclear capabilities through outreach and engagement. The Director also oversees strategic projects related to nuclear operations and infrastructure as assigned by the Dean.

MANAGER OF TECHNICAL SERVICES

The Manager of Technical Services is responsible for managing and coordinating the labs and facilities in the Faculty of Engineering and Applied Science. In particular, these responsibilities include: ensuring safety and compliance of equipment and experiments in undergraduate teaching

laboratories to conform with appropriate safety codes and regulations; ensuring that teaching assistants are adequately trained and supported to conduct labs; managing the utilization of these facilities, operations and maintenance of equipment and technical services; managing and administering the budgets and financial reports associated with the labs; manage the procurement, purchasing, fabrication, machining and other tasks associated with installing equipment for undergraduate lab needs; overseeing laboratory utilization by students, to follow appropriate protocol; managing personnel, lab technicians and other laboratories support staff; providing technical services to professors and graduate students in relation to research laboratory and projects. The Manager of Technical Services is responsible for managing, developing and maintaining an engineering course information system. The Manager of Technical Services advises the Dean and/or designate on these and other related matters, such as space and lab utilization, and the contribution of lab support staff to undergraduate teaching.

The following documents support the Health and Safety aspect of Research and Laboratories.

1) Engineering and Applied Science Safety Manual:
https://shared.ontariotechu.ca/shared/faculty/feas/documents/Safety-Manual-Current.pdf

2) Engineering Laboratory Policies and Safety Protocols Reference Manual:
https://shared.ontariotechu.ca/shared/faculty/feas/documents/FEAS-Lab-Policies-and-Protocols-Manual-Current.pdf

3) Laboratory Policies and Safety Protocols Acknowledgement Form:
https://shared.ontariotechu.ca/shared/faculty/feas/documents/student-acknowledge-form-current.pdf

4) University Health and Safety Policy:
https://usgc.ontariotechu.ca/policy/policy-library/policies/legal,-compliance-and-governance/uoit-health-and-safety-policy.php

FACULTY GOVERNANCE

FACULTY COUNCIL

As stipulated by Ontario Tech's Academic Council, the Faculty Council is responsible for the academic governance and approval of new programs and courses, policies of the Faculty including admissions to the Faculty, academic standards, curriculum and degree requirements, and long-range academic planning. The Faculty Council was established by the Academic Council and operates under delegated authority from Academic Council. The rules, procedures, membership and other details regarding the Faculty Council were in accordance with the Academic Council Handbook. The Chair of the Faculty Council was identified as the Dean or Vice-Chair.

Faculty Council shall elect a Vice-Chair annually from among the core faculty members of the Faculty or Faculty Council will solicit expressions of interest for the Vice-Chair role from its eligible members annually to be considered by the Dean and the Dean will make a recommendation to Academic Council.

As a Faculty of Engineering and Applied Science the majority of members of the Faculty Council are expected to be licensed engineers in Canada. If the normal procedures used to establish the membership of the Faculty Council result in a membership that does not include a majority of engineers licensed in Canada, the Chair of the Faculty Council will recommend to Faculty Council sufficient members of Faculty Council to be non-voting members, to ensure that a majority of voting members of Faculty Council are licensed engineers in Canada. The recommendation will be voted upon by the faculty members who are licensed professional engineers in the Faculty of Engineering and Applied Science.

Each Faculty Council shall consist of the following regular voting members:

a. The Dean, Associate Deans and Assistant Deans of the Faculty;

b. All core faculty members of the Faculty with a primary appointment in the Faculty including those on sabbatical or leave;

c. All core faculty members whose primary appointment is in another Faculty, but who hold a 25% or more secondary appointment in the Faculty;

d. All full-time academic associates holding a primary appointment in the Faculty and all full-time academic associates holding at least a 25% secondary appointment in the Faculty;

e. Representatives of the Teaching Assistants and Part-Time Faculty who have taught in the Faculty for at least two consecutive academic years not to number more than 10% of categories a, b, c and d combined (where this number is at least 10);

f. Students not to number more than 10% of categories a, b, c and d combined (where this number is at least 10);

g. Professional/Management/Technical and Administrative Staff of the Faculty not to exceed 10% of categories a, b, c and d combined (where this number is at least 10).

Meetings will be scheduled at a minimum of once per quarter, or at the discretion of the Council Chair.

FACULTY COUNCIL EXECUTIVE COMMITTEE

In addition to the Faculty Council, the Academic Council mandated an Executive Committee of the Faculty. The responsibilities of the committee are as follows:

- Organize the regular ongoing business of the Faculty Council including the preparation of the agenda for all regular and special meetings;
- Exercise the powers held by the Faculty Council for what are normally considered routine administrative matters (all such actions are to be reported to the Faculty Council);
- Receive and review reports and recommendations from Faculty Committees prior to their submission to the Faculty Council at regular meetings;
- Present to the Faculty Council, normally at the last regular meeting in the academic year, a list of members of Faculty Committees for the coming year; and
- To make recommendations to the Faculty Council as may be necessary from time to time regarding the establishment of ad hoc Committees of the Faculty Council (recommendations shall include terms of reference and Committee members).

The Executive Committee is comprised of the Dean of the Faculty, who serves as Chair of the Executive Committee, the Vice-Chair of Faculty Council, the Associate Dean(s), the Assistant Dean, the Department Chair(s), the Director of Planning and Operations as a resource member, and the Secretary of Faculty Council.

FACULTY MEETINGS

Faculty meetings provide a forum for dealing with matters related specifically to the management of the Faculty, programs, personnel and resources. They are less formal in structure than Faculty Council meetings, although minutes are recorded, and it is possible for items to be approved, as long as they relate to Faculty management. Meetings are held at the discretion of the Dean and provide opportunities for issues to be discussed with faculty members.

DEPARTMENT COUNCIL

The Faculty is currently organized into four Departments, and corresponding to these, there are four Department Councils:

1) Automotive and Mechatronics Engineering (AME)
2) Electrical, Computer and Software Engineering (ECSE);
3) Energy and Nuclear Engineering (ENE)
4) Mechanical and Manufacturing Engineering (MME);

The responsibilities of the Department Councils are to (each for their respective Department group):

- Make recommendations with respect to policy matters pertaining to the quality, standards and offering of courses and undergraduate program delivery.
- Make recommendations for the effective operation of undergraduate teaching laboratories.
- Make recommendations on all types of resources, including space, staffing and areas of future hiring for faculty members.
- Make recommendations to the faculty graduate committee with respect to new graduate programs/ courses, and modifications of graduate programs/ courses, regarding quality, learning strategies and any other program related requirements.
- Ensure that all programs and program changes meet the standards required by CEAB and coordinate the collection of materials required for CEAB accreditation purposes.
- Monitor student performance issues and make recommendations pertaining to procedures and guidelines aimed at improving the academic performance of undergraduate students in programs.
- Make recommendations on matters involving academic probation and suspension, including policies on how to improve the academic performance of students on probation or suspension.

All full-time faculty members teaching in one or more of the programs that fall under the jurisdiction of the respective group of programs are voting members of that Department Council. The meetings of a Department Council are open to all faculty members of FEAS. Meetings will be scheduled at a minimum of once per quarter, or at the discretion of the Department Chair, and every effort will be made to hold meetings at times when most voting members are available. Information to be discussed at the meetings will be distributed at least two working days in advance of the meeting. Responses and voting via teleconferencing and advance e-mail will be accepted, and decisions will be made by a majority of the voting council members. The Department Chair will forward decisions of the Department Council to the appropriate Faculty Committee, Faculty Council or Associate Deans.

Each Department Council forms its own Program Curriculum Committees, and may form Ad Hoc Department Committees at its own discretion.

FEAS DEPARTMENTS

AUTOMOTIVE AND MECHATRONICS ENGINEERING

Program	**Program Launch**	**Initial Program Accreditation**	**Current Program Accreditation Valid until**
Automotive	September 2005	June 2009, 2018, 2025	June 30, 2031
Mechatronics	September 2016	June 2020	June 30, 2029
Engineering and Management	Same of above (for each respective program)	Same as above (for each respective program)	Same as above (for each respective program)

ELECTRICAL COMPUTER AND SOFTWARE ENGINEERING

Program	Program Launch	Initial Program Accreditation	Current Program Accreditation Valid until
Electrical	September 2005	June 2009, 2018, 2025	June 30, 2031
Software	September 2005	June 2009, 2018, 2025	June 30, 2031
Engineering and Management	Same of above (for each respective program)	Same as above (for each respective program)	Same as above (for each respective program)

ENERGY AND NUCLEAR ENGINEERING

Program	Program Launch	Initial Program Accreditation	Current Program Accreditation Valid until
Nuclear	September 2003	2007, 2016, 2018	June, 30, 2026
Energy	September 2023		
Engineering and Management	Same of above (for each respective program)	Same as above (for each respective program)	Same as above (for each respective program)

MECHANICAL AND MANUFACTURING ENGINEERING

Program	Program Launch	Initial Program Accreditation	Current Program Accreditation Valid until
Industrial	September 2023		
Manufacturing	September 2003	June 2007, 2016	June 30, 2029
Mechanical	September 2004	June 2008,2014,2020	June 30, 2026
Engineering and Management	Same of above (for each respective program)	Same as above (for each respective program)	Same as above (for each respective program)

FEAS COMMITTEES

Ontario Tech's Academic Council and Administrative Code authorize Faculty Councils to form committees. Several Faculty committees, including the Curriculum Committee, Graduate Committee, Academic Integrity Committee, Faculty Committees have been formed and are in operation in FEAS. All such committees derive their authority as delegated from the Board and Academic Council, and are principally advisory in nature. The approval and implementation of committee recommendations are subject to the approval of higher levels of authority, except where such authority has been expressly delegated, and to resource constraints as exercised by the appropriate signing authorities.

UNDERGRADUATE CURRICULUM COMMITTEES

- Engineering Curriculum Committee
- Program Curriculum Committees

I. Engineering Curriculum Committee

The Engineering Curriculum Committee is responsible for reviewing and approving curricular matters related to all undergraduate engineering programs offered by the university to ensure that they meet the requirements of the Canadian Engineering Accreditation Board. This includes: new programs, admissions to programs, academic standards, and curriculum and degree requirements. The committee will receive recommendations for new engineering programs or changes to existing engineering programs or curricula from the respective engineering department or the Chair of the Program Curriculum Committee of the responsible Faculty. Decisions of the Engineering Curriculum committee will be reported to the appropriate Faculty Council (s) and, after gaining concurrence, will be put forward for approval and/or information to the Academic Council directly through the appropriate standing committee (e.g., the Undergraduate Studies Committee).

To achieve quorum, 50% of the members (including the Chair) must be present at the meeting. The Associate Dean, Academic of the Faculty of Engineering and Applied Science will act as the Chair of the Committee. Note: All curriculum matters related to undergraduate engineering programs (except first year) must first seek approval from Department Councils (non-departmental programs will seek the programs curriculum committee approvals), after which they would be submitted to the Engineering Curriculum Committee for review and approval, followed by the respective Faculty Council(s) and the Undergraduate Studies Committee of Academic Council. Changes in the engineering curriculum of the first year are expected to be shared with each Department Council to seek their feedback before it is considered for approval by the Engineering Curriculum Committee.

The Engineering Curriculum Committee will meet at least once a term. Meetings will be held when needed, as determined by the Chair. All engineering undergraduate program-related matters will be submitted to the Chair of the Committee through the respective Department Chair or the Chair of the program curriculum committee (in case of non-departmental programs). The Engineering Curriculum Committee will ensure that all undergraduate programs and program changes meet the standards required by the Canadian Engineering Accreditation Board.

The committee membership consists of the Chair of each engineering program curriculum committee. All voting members of the Engineering Curriculum Committee are expected to be licensed engineers in Canada. One Academic Advisor, usually the Manager of Engineering Academic Advising, will serve as a resource to the Engineering Curriculum Committee; if the matter under

consideration is related to first year the Academic Advisor will be represented by the Manager – First Year. The Associate Dean(s) for undergraduate programs of other Faculties where an engineering program resides will serve as a non-voting member of this committee.

Responsibilities of the Engineering Curriculum Committee include all the Faculty Curriculum Committee responsibilities as mandated by Academic Council, including:

- Receive recommendations on program content from the respective Department Chairs, as recommended by the applicable Department Council, or from the Chair of Program Curriculum Committee in case of non-departmental programs, excluding the development of common first year curriculum;
- Make recommendations to Faculty Council(s) with respect to new undergraduate programs/courses, and modifications of undergraduate programs/ courses, regarding quality, learning strategies, and accreditation requirements;
- Make recommendations to Faculty Council with respect to rules and regulations for the governance and management of undergraduate programs in the Faculty;
- Make recommendations on how design is to be incorporated and enhanced as a core integral element of all engineering programs in the engineering programs;
- Provide the Undergraduate Studies Committee of Academic Council with a summary of the Faculty Council's deliberations and actions in the areas of curriculum matters;
- Coordinate and oversee all matters in the engineering programs relating to examinations, grading and assessment practices, and academic standards;
- Investigate undergraduate curriculum policy issues including instructional development and quality of teaching; then report its findings and make recommendations to Faculty Council and Academic Council where relevant;
- Advise the Dean on all matters relating to the undergraduate curriculum within the Faculty, including the development of common first year curriculum;
- Make recommendation to Faculty Council(s) with respect to the common first year curriculum;
- Monitor the performance and outcomes of service courses for the programs, including liaison with other Faculties and instructors to convey program needs, and ensure that high standards are maintained.

II. Program Curriculum Committees

Each engineering program shall establish a program curriculum committee with identical responsibilities for their respective programs. The responsibilities of the committee are:

- Make recommendations to Department Council (to the Engineering Curriculum Committee in case of non-departmental programs) with respect to new undergraduate programs/courses, and modifications of undergraduate programs/ courses, regarding quality, learning strategies and accreditation requirements, excluding first year engineering curriculum development;
- Investigate undergraduate curriculum policy issues including instructional development and quality of teaching; then report its findings and make recommendations to Department Council where relevant;
- Coordinate, as required, with other Program Curriculum Committees for courses offered in more than one program;
- Advise the Department Council (Engineering Curriculum Committee in case of non-departmental programs) on all matters relating to undergraduate curriculum within the Program.

Each Program Curriculum Committee will consist of at least three faculty members who are experts in the program area and one full-time undergraduate student enrolled in the program; All members are expected to serve a two-year term. The membership of each committee is to be approved by the Dean or by the Deans in the case of joint programs. The quorum shall be 50% of the members excluding the Chair.

FACULTY GRADUATE COMMITTEE

The Faculty Graduate Committee is responsible for the academic quality and standards of the graduate programs in the Faculty of Engineering and Applied Science. The committee will prepare reports to the Dean or to Faculty Council (as appropriate) on these and related matters involving policies and procedures for engineering graduate studies.

The responsibilities of the committee are to:

- Receive recommendations on program content from the respective Department Chairs, as recommended by the applicable Department Council;
- Review and make recommendations to Faculty Council concerning new graduate programs, new graduate courses, and major changes to existing graduate programs, as submitted by the respective Department Chairs;
- Recommend processes and procedures for graduate student admissions in compliance with University policies and procedures;
- Receive, approve materials, and make recommendations to Faculty Council concerning changes to courses and programs;
- Review, monitor and recommend changes to graduate program procedures and program requirements to Faculty Council;
- Provide recommendations on graduate student financial support issues, including TA commitments and scholarships;
- Provide recommendations for graduate student recruitment activities.
- Advise the Dean on all matters relating to graduate studies within the Faculty.

The committee will consist of the Graduate Program Director(s), a graduate faculty member from each Department, and two graduate student representatives, one from each Department, as recommended by the Department Chair(s) and approved by the Dean. The Graduate Committee will be Chaired by the Associate Dean, Academic. All non-student members serve a two-year term, student members serve a two-year term.

DEPARTMENTAL GRADUATE COMMITTEE

The Departmental Graduate Committee is responsible for the academic quality and standards of graduate programs in the Department. The committee will prepare recommendations to their respective Department Council on matters related to program quality, program modifications, and membership.

The responsibilities of the committee are to:

- Review and make recommendations to their respective Department Council concerning new graduate programs, new graduate courses and major changes to existing graduate programs, as submitted by members of their program;
- Review, monitor, and recommend changes to their respective graduate programs to Department Council;
- Organize events and activities related to graduate studies and graduate students.
- Advise the Department Council on the renewal/new membership within their respective graduate program.
- The Graduate Program Director will seek guidance on issues related to graduate students progress' and quality within their respective programs.

The committee will consist of the Departmental Graduate Program Director (Chair), and three faculty members from the Department as recommended by the Department Chair(s) and approved by the Dean.

ACADEMIC INTEGRITY COMMITTEE

The Academic Council mandates a Faculty Academic Integrity Committee. If a course instructor cannot resolve an allegation of academic misconduct, or if the course instructor or student refers the complaint to the course Dean, the Dean shall be responsible for addressing the allegation. All allegations of professional misconduct must be addressed by the Dean.

The Dean shall establish an Academic Integrity Committee comprised of the Dean's delegate and two appointed members of academic staff to investigate the allegation and recommend a resolution. All other membership rules shall be consistent with those of the University Academic Integrity Committee. A student will not be permitted to withdraw from the course in which the offence was alleged to have been committed, until the matter is resolved.

The University Academic Integrity Policy and related Procedures ensure the rights and fair treatment of all University Members regarding the response to suspected acts of Academic Misconduct and are outlined in the links below.

Academic Integrity Policy

Academic Integrity Violation Procedures

FACULTY SEARCH COMMITTEE

Faculty Search (Hiring) Committees are appointed and subject to the rules of the University, specifically the Procedures Governing Academic Appointments.

https://www.uoitfa.ca/wp-content/uploads/CA-FINAL-wLA.pdf

THIRD YEAR REVIEW COMMITTEE

A Third Year Review Committee is established by the Dean as outlined in Article 19 of the Faculty Association Collective Agreement. A copy of the Collective Agreement and related Articles can be found at:

https://www.uoitfa.ca/wp-content/uploads/CA-FINAL-wLA.pdf

FACULTY REVIEW COMMITTEE

A Faculty Review Committee is established by the Dean as outlined in Article 20.04 of the Faculty Association Collective Agreement. A copy of the Collective Agreement and related Articles can be found at:

https://www.uoitfa.ca/wp-content/uploads/CA-FINAL-wLA.pdf

TENURE AND PROMOTION COMMITTEE

A Tenure and Review Committee is established by the Dean as outlined in Article 20.05 of the Faculty Association Collective Agreement. A copy of the Collective Agreement and related Articles can be found at:

https://www.uoitfa.ca/wp-content/uploads/CA-FINAL-wLA.pdf

FEAS SPECIFIC POLICIES AND PROCEDURES

The FEAS is a growing Faculty and as a result, policies and procedures are being developed on an ongoing basis. This section will be updated regularly, but serves as a reference rather than a final authority. Please be sure to confirm with the appropriate Dean, Associate Dean or respective Department Chair with respect to the status of a given policy or procedure before usage.

You can also refer to the FEAS Handbook of Standard Operating Procedures which is a dynamic document that captures various processes within the Faculty with the intention to provide staff and faculty members with the needed guidance to ensure efficient processes are followed.

ACCREDITATION PROCEDURE

[from multiple sources, including CEAB Accreditation Criteria and Procedures 2008, as well as input from UOIT faculty, June 2009]

The Canadian Engineering Accreditation Board (CEAB) was established by Engineers Canada in 1965 to accredit undergraduate engineering programs that provide the academic requirements necessary for licensure as a professional engineer in Canada. Program accreditation is granted for up to six (6) years.

The accreditation process is initiated by the institution, which extends the invitation to CEAB through the Accreditation Board Secretariat. If this invitation receives consent from the appropriate members of Engineers Canada, the visit proceeds as follows:

- Visiting Team Selection: the CEAB selects a Visit Chair. The Chair selects other team members, often in consultation with the Board. All visitors must be licensed engineers.
- Visit Preparation: The Accreditation Board Secretariat issues a request for documentation several months before the visit. This includes a questionnaire to be completed and a request for Visit details. There are two parts to the questionnaire, Part I provides information at the Institutional and Faculty levels, and Part II provides program specific information. This includes a detailed breakdown of the Accreditation Units associated with each course, which must be

demonstrated to meet the CEAB requirements. Copies of the questionnaire responses and any supporting documentation are sent to all Visiting Team members at least 6 weeks prior to the campus visit.

- Accreditation Visit: over the course of up to 3 days, the Visiting Team gathers information about the program. This is done through: interviews with senior administrators, faculty, students, support and technical staff; tours of campus facilities; review of recent exams, labs, student work etc.; and observation. In addition to gathering information, the Team is encouraged to assess qualitative factors such as morale, and intellectual atmosphere. Before leaving the campus, the Team provides feedback to the program administration.
- Visiting Team Report: post visit the Team drafts a report that includes perceived strengths and weaknesses, any matters of concern, suggestion. It is worthy of not that this report does not include recommendations. The report is submitted to the Accreditation Board Secretariat, as well as the Program.
- Program Response: the University is given an opportunity to respond to the report either with additional information, or counter arguments. These submissions are made directly to the Secretariat.
- Accreditation Decision: the Board considers the institutional history, the submitted questionnaire responses, the visit report, the report response, and any other information that has been submitted. They then make the decision as to whether the program will be granted accredited status.

TEACHING ASSISTANT (TA) COURSE ASSIGNMENT PROCEDURE

The Teaching Assistant course assignment procedures are subject to the COLLECTIVE AGREEMENT between The University of Ontario Institute of Technology and The Public Service Alliance of Canada for Teaching Assistants, Research Assistants and Exam Invigilators (Local 000555).

- The list of undergraduate courses that require TA support is prepared before the beginning of each term. This includes the course scheduling and instructor names.
- The list of graduate students in Pools A, B and C and their respective TA hours to be fulfilled are sent by the School of Graduate and Postdoctoral Studies to the Associate Dean, Academic, and the Graduate Program Directors.
- A preliminary draft of TA assignments is prepared by the Graduate Program Directors, ensuring compliance with the Collective Agreement. The draft of TA hours and assigned names is reviewed by the Dean with respect to budgetary constraints.
- Suggested TA changes are balanced according to various factors such as equitable distribution of hours amongst all TAs, past TA performance, and potential differences amongst the instructor, supervisor and student.
- TA assignments and hour allocations are sent to the Dean for final review and approval. An appropriate correction factor on the TA formula may be required, due to budgetary constraints. Faculty members are again notified and the final TA contracts are prepared.
- Each faculty member is encouraged to meet the suggested TA in person to confirm that he/she is qualified, and no scheduling conflicts.
- All assigned duties to the TAs shall be included in the calculation of required hours of work, set out in the Work Supervision and Teaching Assistant Hours of Work Form (TAF).
- At the beginning of each TA assignment, the TA must receive, no later than one (1) week after the start of Term, a copy of the TAF completed by the course instructor/supervisor in charge of

the TA. Both the TA and the supervisor must sign the form. If a TA is assigned to more than one (1) course, TA must receive a separate TAF for each course.

- A supervisor must meet with the TA at approximately mid-point of their appointment to review the TAs assigned duties, ensuring the hours allocated in the TAF continue to be appropriate. In the event that hours need to be altered a new TAF is required. Any extra paid hours must be approved by the Dean. The TA can decline the extra paid hours with no consequence.

TEACHING ASSISTANT (TA) COMMITMENTS

TA commitment is the process of assigning TA hours to new incoming graduate students. In consultation with the Department Chairs, the Graduate Program Director is responsible for assigning TA hours using the following principles:

- All requests for TA commitments received by this date will be ranked based on the following criteria:

  TA demand, based on program delivery needs and budgetary considerations

  Faculty member's existing TA commitments

  Excellence of the student

- TA commitments will be allocated based on this ranking until all positions are exhausted.

RECOGNITION AND FUNDING OF STUDENT GROUPS PROCEDURE

The Faculty of Engineering and Applied Science supports the efforts of organized student engineering groups through a combination of advice and direction, administrative support where necessary, and, where practicable, with financial resources. The Faculty encourages its students to participate in various organized groups and societies and encourages the organized groups and societies to work toward the betterment of the student experience at Ontario Tech.

- **RECOGNITION OF ENGINEERING STUDENT GROUPS**

  The Faculty recognizes all engineering student groups which are also members of the Ontario Tech Student Association. Non-SA-affiliated engineering groups will be recognized as formal entities by the Faculty providing that the group has notified the Dean of FEAS of the group's Faculty Advisor and the officers of the group (President, Vice-President, etc.) and provides a list when asked of its members. Each organized engineering student group should have a written constitution indicating the terms and conditions for membership and a list of its officers. This document should be submitted to the Dean of the Faculty (or his or her designate) on a yearly basis.

- **FUNDING OF ORGANIZED ENGINEERING STUDENT GROUP OR SOCIETY ACTIVITIES**

  The Faculty expects that the engineering student association, group or society will be self-funded for its activities. This funding could be provided through individual faculty members' research grants, corporate or other donations, fund-raising or, should the Engineering Student Society undertake the effort to become an independent (of the Ontario Tech Student Association) society like others in Canada, through fees levied on engineering students on their student account bill.

  The Faculty recognizes that there are some events or activities that the student groups wish to participate in but for which they do not have sufficient funding. In such a case, a request for funding can be made to the Dean. All requests for funding must be made at the beginning of each term and must meet minimally the following conditions:

- The request must be made in writing and state the purpose of the activity for which funding is sought;
- The request should include a summary report of all previous events and activities for the society, group or organization;
- The request must include a full written proposal, outlining the details of the event or activity;
- The request must contain a preliminary budget showing expected costs, broken down by categories of expenses, and expected revenues apart from the funds requested;
- The President of the society, group or organization on behalf of that group must make the request. If the organized group has a faculty supervisor, the faculty supervisor must also sign the request document as an acknowledgement of the request;
- All requests for funding that do not originate from the Engineering Student Society (the umbrella organization of the engineering students at Ontario Tech) must be copied to the President of the Society. The purpose of this is to ensure that all the students know what activities require support.

The Dean will respond to the request in a timely manner, following the deadline established each term. Should funding be approved, the following conditions will apply to the funds:

- No funds will be disbursed directly from the Faculty but will instead be used to reimburse activities undertaken;
- A completed Expense Form that outlines the information required about the expense must accompany all requests for reimbursement. Original receipts must accompany all expense claims;
- Reimbursement from the Faculty shall not exceed the amount agreed upon by the Dean in support of the activity;
- A full report must be submitted to the Dean immediately following the event. The report should include details of the event or activity and a final itemized budget showing actual expenses, by category of expense.

Approval for funding in any given year does not guarantee continued support in subsequent years. Please note that the Faculty will not support any student activities involving alcohol consumption.

EXPENSE APPROVAL POLICY

With respect to the Faculty's operating budget, in addition to any benefits as outlined in employment contracts or Collective Agreement terms only those expenses that are pre-approved by the Dean, or designate, in writing will be reimbursed by the Faculty. While this directive does not apply to research accounts, it is still prudent to ensure that any expense you are claiming for reimbursement meets the internal University policy and/or granting agency criteria. If you are unsure of an expense, consult with the Finance Department.

The Expense Policy and the Expenses Procedures are linked here.

APPENDIX A

A.1 UNDERGRADUATE PROGRAMS

Bachelor of Engineering (Honours)

- Automotive Engineering
- Automotive Engineering – Railway Engineering specialization
- Electrical Engineering
- Electrical Engineering – Smart Grid specialization
- Energy Engineering
- Industrial Engineering
- Manufacturing Engineering
- Manufacturing Engineering – Railway Engineering specialization
- Mechanical Engineering
- Mechanical Engineering – Artificial Intelligence specialization
- Mechanical Engineering – Energy Engineering specialization
- Mechanical Engineering – Railway Engineering specialization
- Mechatronics Engineering
- Mechatronics Engineering – Artificial Intelligence specialization
- Mechatronics Engineering – Railway Engineering specialization
- Nuclear Engineering
- Software Engineering
- Software Engineering – Internet of Things specialization

Bachelor of Engineering and Management (Honours)

- Engineering and Management in the Faculty of Engineering and Applied Science

Bachelor of Science (Honours)

- Health Physics and Radiation Science

Co-operative Education

- Engineering Co-op

Minors

- Health Physics minor
- Nuclear Technology minor

A.2 GRADUATE PROGRAMS

- Automotive Engineering, MASc
- Automotive Engineering, MEng
- Electrical and Computer Engineering, MASc
- Electrical and Computer Engineering, MEng
- Electrical and Computer Engineering, PhD
- Engineering Management, Graduate Diploma
- Engineering Management, MEngM
- Mechanical Engineering, MASc
- Mechanical Engineering, MEng
- Mechanical Engineering, PhD
- Mechatronics Engineering, MASc
- Mechatronics Engineering, MEng
- Nuclear Design Engineering, Graduate Diploma
- Nuclear Engineering, MASc
- Nuclear Engineering, MEng
- Nuclear Engineering, MEng - UNENE administered program
- Nuclear Engineering, PhD
- Nuclear Technology, Graduate Diploma - Fuel, Materials and Chemistry
- Nuclear Technology, Graduate Diploma - Health Physics
- Nuclear Technology, Graduate Diploma - Operation and Maintenance
- Nuclear Technology, Graduate Diploma - Radiological Applications
- Nuclear Technology, Graduate Diploma - Reactor Systems
- Nuclear Technology, Graduate Diploma - Safety, Licensing and Regulatory Affairs
- Software Engineering, MASc
- Software Engineering, MEng
- UNENE Graduate Diploma in Nuclear Engineering