



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Manual for the
Teaching Methods and Resources Committee
A Standing Committee of Faculty Council

**Approved by the Council of the Faculty of Applied
Science & Engineering: February 1, 1999
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Manual for the Teaching Methods and Resources Committee

Preamble

Each Standing Committee of Faculty Council is required to have a manual, approved by the Speaker of Faculty Council and posted on the Faculty Council [webpage](#), which provides detail particular to the committee. The purpose of the manual is to promote clarity and consistency in committee responsibilities and operations.

Each Standing Committee and the Academic Appeals Board (Undergraduate) are to be operated within the guidelines provided by the [Procedures for Committees of Council](#). These procedures provide information on the committee responsibilities, membership structure, chair and vice-chair, and meeting operating procedures.

1. Name of Committee

Teaching Methods and Resources Committee (TMRC)

2. Terms of Reference

On behalf of Faculty Council, each Standing Committee, being comprised of representative of stakeholders within the domain of the committee and supported by subject matter experts and administrative staff, is responsible, with respect to their domain, to:

1. Provide a forum for the full range of stakeholder voices to discuss present practice and new proposals;
2. Pursue best practice: investigate, study, report on and promote;
3. Review, periodically, policies and procedures;
4. Recommend, as appropriate, changes to policy and procedures;
5. Carry out specific, defined duties; and
6. Report regularly to Council on its activities and intentions.

3. Term of Office

July 1 of each academic year until June 30 of that academic year.

4. Domain

With respect to undergraduate and graduate classroom/course instruction, the Teaching Methods and Resources Committee is responsible for the domain including:

- a) Teaching methods, resources, and aids; and
- b) Setting guidelines for the evaluation of teaching effectiveness and rewarding teaching effectiveness via the Faculty Teaching Awards.

5. Membership

The membership of the Teaching Methods and Resources Committee consists of:

Constituent Group	Number of Reps	Length of Term
5.1. Teaching Staff <ul style="list-style-type: none"> • Chemical Engineering & Applied Chemistry • Civil & Mineral Engineering • Electrical & Computer Engineering • Engineering Science • Institute for Aerospace Studies • Institute for Studies in Transdisciplinary Engineering Education & Practice • Institute of Biomedical Engineering • Materials Science & Engineering • Mechanical & Industrial Engineering 	9 (One from each Academic Unit)	3 years
5.2. Members-at-Large <ul style="list-style-type: none"> • Undergraduate Students • Graduate Students • Alumni/ae 	2 1 1	1 year 1 year 3 years
5.3. Ex officio <ul style="list-style-type: none"> • Vice-Dean, First Year • Vice-Dean, Undergraduate • Registrar 	1 1 1	Ongoing Ongoing Ongoing
5.4. Subject Matter Expert(s) (non-voting) <ul style="list-style-type: none"> • Faculty Learning Strategist • Librarian, Engineering and Computer Science Library • Technology Specialist, Faculty 	1 1 1	Ongoing Ongoing Ongoing
5.5. Recording Secretary (non-voting)	1	Ongoing

6. Duties

6.1. Policy Duties

- The committee is responsible for creating and/or advising on and reviewing policy related to matters under its domain.
- The Chair or the Vice-Dean, Undergraduate shall be the official Faculty representative, where such is requested, on any University or Extra-University Committee, the scope of which falls within the terms of reference.
- The Committee shall represent the Faculty of Applied Science and Engineering in matters concerned with teaching resources at the University level, such as the Centre for Teaching Support and Innovation (CTSI) and the University of Toronto Library.

- The Committee shall provide input to the design of course teaching evaluations and monitor their use and administration.

6.2. Recurring Duties (Routine, Administrative)

- Administer all Faculty Teaching Awards.

6.3. Reporting and Coordinating Duties

- Report the decision on Faculty Teaching Awards to the FASE Director, Awards and Honours.
- Interact as needed on teaching methods and awards issues with appropriate committees and offices of this and other Faculties and the Governing Council.
- Report actions and recommendations of the Committee according to the rules of procedure established and from time to time amended by Council as set out in the *Procedures for Committees of Council*.

7. Rules and Procedures Differing from the Procedures for Committees of Council

N/A

8. Appendices

N/A

9. For further information:

For policy and information items submitted to Faculty Council, see the Faculty Council [webpage](#). For other items produced by the Committee regarding operations, etc., contact the committee's Recording Secretary.