**Manual for the**

**XYZ Committee**

**A Standing Committee of Faculty Council**

Approved by the Council of the Faculty of Applied Science & Engineering:
[YYYY-MM-DD]

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(Blue text is intended to provide guidance and/or examples for discussion and preparation of manuals and is meant to be deleted or replaced in the final version of the manual. The black text is to be included in each manual.)

**Preamble**

Standing Committees of Council and the Academic Appeals Board (Undergraduate) are to be operated within the guidelines provided by the *Procedures for Standing Committees of Council*, which describes committee responsibilities, membership structure, duties of the chair and vice-chair, and meeting operating procedures.

Each Standing Committee is required to have an up-to-date manual which provides details particular to the committee. The purpose of the manual is to promote clarity and consistency in committee responsibilities and operations. Standing Committee manuals are approved by the Speaker of Faculty Council and posted on the Faculty’s governance webpage.

**1. Name of the Committee: Teaching Methods and Resources Committee**

**2. Terms of Reference** (This is the same for all standing committees and should not be edited.)

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 the 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
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**

The domain is to be defined in point form, a listing of words and short phrases. For example, for the Teaching Methods & Resources Committee, the domain may be described as:

With respect to undergraduate and graduate education:

1. Teaching methods
2. Teaching resources
3. Teaching aids
4. Delivery of academic programs
5. Evaluating teaching effectiveness
6. Rewarding teaching effectiveness

**4. Membership**

The manual will contain a general specification of the membership roster following the guideline of the table below. Length of membership terms are set out in the Procedures for Committees of Council and should not be changed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Constituent Group** | **Number** | **Length****of Term** | **Notes** |
| CHOOSE EITHER A Teaching Staff: Representing Academic Units(List each unit represented)* 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
 |  | 3 years |  |
| OR CHOOSE BTeaching Staff: Members-at-large (To be used for a committee that does not have a teaching staff representative from each academic unit) |  | 3 years |  |
| Undergraduate Students |  | 1 year |  |
| Graduate Students |  | 1 year |  |
| Alumni/ae |  | 3 years |  |
| Non-academic Staff (Members-at-large) (Optional) |  | 3 years |  |
| Ex officio: (list those applicable, e.g.)* Associate Dean, Cross-Disciplinary Programs
* Vice-Dean, First Year
* Vice-Dean, Graduate Studies
* Vice-Dean, Research
* Vice-Dean, Undergraduate
* Registrar
 |  | ongoing |  |
| Subject Matter Expert(s) (non-voting) (List by job title if appropriate) |  | ongoing |  |
| Recording Secretary (non-voting) | 1 | ongoing |  |

**5. Duties**

The designation of duties as routine/administrative or major/policy affects the disposition of any reports to Council: routine/administrative items will be for Council’s information, while major/policy items will be for Council’s approval.

* Policy Duties
* Recurring Duties (Routine, Administrative)
* Reporting and Coordinating Duties

**6. Rules and Procedures Differing from the Procedures for Committees of Council**(If applicable)

**7. For further information:**

This committee’s current membership list and Faculty governance documents are available on the Faculty Council [webpage](https://www.engineering.utoronto.ca/about/governance/faculty-council/).

**Appendices**

(If applicable. Committees may provide appendices to their manuals, e.g., operating principles for decision making, details of procedure, lists of units involved, reference materials, etc.)