

### Volunteer Position Description

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<b>Position Title:</b>	Alumni Member, Engineering Graduate Education Committee
<b>Division:</b>	Faculty of Applied Science and Engineering
<b>Department:</b>	Office of Advancement
<b>Staff Contacts:</b>	Director of Alumni Relations; Manager of Alumni Relations; Faculty Governance & Programs Officer

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### U of T Engineering's Commitment to Equity, Diversity, and Inclusion

We are committed to fostering an environment in which each member of our community can excel, contribute, and benefit from different perspectives. Engaging students, staff, alumni and faculty from a wide range of backgrounds, we leverage all forms of diversity to promote inclusivity and create opportunities to experience working collaboratively across cultures. We aim to build a community that reflects the society we serve.

### Purpose

Faculty Council sets and approves academic policy, principles, priorities, and the general direction for the teaching and research activities of the Faculty. Reporting up through Faculty Council are several standing committees pertaining to: Admissions, Community Affairs and Gender Issues, Undergraduate and Graduate Curriculum, Scholarships and Awards, Teaching Methods and Resources, Engineering Graduate Education and Examinations.

### Terms of Reference of Standing Committees of Faculty Council

All Standing Committee, being comprised of representative of stakeholders within the domain of the committee and supported by subject matter experts and administrative staff, are 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 to Council, as appropriate, changes to policy and procedures
5. Carry out specific, defined duties
6. Report, regularly, to Council on its activities and intentions

### Duties

With respect to graduate studies, the Engineering Graduate Education Committee is responsible for the domain including:

- a. New graduate courses, minor and major course changes and minor and major program changes;
- b. Graduate Degree Level Expectations (GDLEs);

- c. Faculty-originated, graduate-supervisor awards and University-level nominations
  - Scholarships and Awards
  - Faculty-originated scholarship/awards
  - Post-doc University-level nominations
- d. Faculty-level implementation of SGS policies and best practice, e.g. admissions, student supervisory committees, supervision, stipends, assessment and grading in courses;
- e. Professional development;
- f. Petitions and appeals of graduate students taking 500-level courses limited to personal matters, e.g. extensions, missed exams (academic matters being adjudicated by the Examinations Committee)

### Qualifications Required

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#### **Education:**

Must be an alumnus/a of the Faculty of Applied Science & Engineering. “Alumnus/a” means anyone who has received a degree, post-secondary diploma or for-credit certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University. Preference will be given to an alumnus with a graduate engineering degree.

#### **Experience:**

All Engineering alumni are welcome to apply for the alumni vacancies of the Standing Committees of Faculty Council. Alumni members should be experienced alumni who have existing and contemporary knowledge of Faculty operations and alumni involvement, via previous roles within the University community as either an alumnus/a or a student.

Roles are subject to availability. The Advancement office will work with the Engineering Alumni Network (EAN)’s Nominations & Governance Committee to determine the candidate’s suitability for recommendation to Faculty Council.

Standing Committee meetings have traditionally been held on-campus. There is some flexibility for consideration of an online or hybrid model at the discretion of the Chair of the Committee. Meetings are typically held between the hours of 9-5 EST. Please note the time difference if you are applying outside of this time zone. Most standing committees meet between 4-6 times per year except for the Scholarships and Awards Committee that meets for a half day in late May/early June and 2 full days or 4 half days in late July. Time for preparing/reading materials in advance of Committee meetings should also be considered.

The alumni representatives of Faculty Council Standing Committees will serve a three (3) year term beginning July 1 and ending June 30 and is appointed at the discretion of the Advancement Office and the Engineering Alumni Network.