Western Engineering

FACULTY COMMITTEES
2026-2027

TABLE OF CONTENTS

ACADEMIC ADMINISTRATIVE SEARCH COMMITTEES 2
Chair Selection Committees 2
Selection Committees for Assistant and Associate Deans 3
Advisory Council for Western Engineering 4
APPOINTMENTS COMMITTEE for the THOMPSON CENTRE OF ENGINEERING LEADERSHIP & INNOVATION 7
FACULTY AWARDS COMMITTEES 8
DEAN'S ADVISORY COMMITTEE ON MAJOR AWARDS 10
EQUITY, DIVERSITY, AND INCLUSION (EDI) STEERING COMMITTEE 14
Key Responsibilities 15
Membership 15
Conflict of Interest 16
Terms of Office 16
Meetings 16
Quorum 16
Recording Board Decisions 16
EXECUTIVE COMMITTEE 17
GRADUATE COMMITTEE – FACULTY OF ENGINEERING 18
GRADUATE PROFESSIONAL PROGRAMS COMMITTEE 19
HEALTH & SAFETY COMMITTEE – ENGINEERING 20
NOMINATING COMMITTEE – FACULTY OF ENGINEERING 25
Undergraduate Committee– Faculty of Engineering 26
Program Admissions Committee 27
First Year Curriculum Committee 28
Teaching Effectiveness Committee 29
Major Scholarships Committee 31
WESTERN UNIVERSITY COMMITTEES REQUIRING ENGINEERING REPRESENTATIVES
Senate 32
Faculty of Science 32
Ivey School of Business 32
Faculty of Social Science 32

Faculty of Health Sciences.....32
Subcommittee on Undergraduate Program Review (SUUPR) 32
Graduate Education Council 32

ACADEMIC ADMINISTRATIVE SEARCH COMMITTEES

Chair Selection Committees

Excerpt from the Department Chairs and Directors of Schools Article of the Faculty Collective Agreement 2022 – 2026:

Department Chair, School Director Selection Committee

9. Each Department shall have a Chair Selection Committee, when required according to Clause 9.1 of this Article.

9.1 The Dean shall call for election of Members to the Chair Selection Committee no later than the month of May of the year preceding the last year in the term of a current Chair, or when a vacancy occurs through departure of a Chair before the end of their term.

9.1.1 An incumbent Chair is not eligible for election to the Chair Selection Committee.

9.2 The Chair Selection Committee shall consist of:

a) the Provost, or designate;
b) the Dean of the Faculty with fiscal responsibility for the Department, who shall chair the Committee but shall not vote except in the case of a tie;
c) where the Department has Members involved in the teaching and supervision of graduate students, the Vice-Provost of the School of Graduate and Post-doctoral Studies or designate;
d) four Tenured or Continuing Status Members from the Department, elected by Members of the Department. Where a Department has fewer than four Tenured or Continuing Status Members, or fewer than four Tenured or Continuing Status Members available, the Members of the Department shall elect two Tenured or Continuing Status Members from the Department and two other Full-Time Members from the Department. If there are not enough eligible Members in the Department, the Faculty Council shall elect the remaining Tenured or Continuing Status Full-Time Members from one or more of the other Departments within the Faculty;
e) two Tenured or Continuing Status Members who are not from the Department, elected by the Faculty Council.
f) a Tenured or Continuing Status Member to act as alternate, in the event a regular Full-Time Member cannot act, elected by Members from the Department.

9.3 Following the election of Members to the Chair Selection Committee, the Dean shall inform the Members in the Department of the names of the members of the Committee.

9.4 The Chair Selection Committee, with one of its members being designated the Committee's Equity Representative, shall be convened by the Dean as soon as possible after the election of the members of the Committee.

Selection Committees for Assistant and Associate Deans

Approved Faculty Council, 1987 Mar 25
Revised Faculty Council, 1996 Oct 11
Revised Faculty Council 2000 Oct 25
Revised Faculty Council 2003 Jun 12
Revised Faculty Council, 2020 Mar 12

Terms of Reference

The Committee shall solicit nominations from faculty members, students and staff of the Faculty of Engineering and shall advise the Dean on the selection of the Assistant/Associate Deans.

Membership

- Ex-officio – The Dean of the Faculty who shall be Chair
- Director, Administration (or designate)
- Elected by the Faculty Council – Four faculty members elected by the Faculty Council of whom two will be Department Chairs/School Directors*
- One Engineering graduate or undergraduate student elected by the graduate or undergraduate students registered in the Faculty of Engineering

** Elected through Nominating Committee*

2024-2025	Associate Dean, Graduate
Dean	K. Coley
Administration	K. Edwards
Faculty Member	S. Rohani (CBE)
Faculty Member	G. Knopf (MME)
Faculty Member	G. Bitsuamiak (CEE)
Faculty Member	F. Fang (ECE)
Graduate Student	

ADVISORY COUNCIL FOR WESTERN ENGINEERING

Approved ACWE - revised 2012 June

Terms of Reference

General

1. The Advisory Council of Western Engineering is a group of engineering, business and community leaders who assist and advise the Dean and the President in setting and pursuing strategic directions for Engineering at Western University, in a manner that is visible and responsive to the needs of the community.

Membership

2. The Advisory Council shall consist of members appointed by the Dean of Engineering. These members all have voice and voting privileges:
   a) At least twelve (12) and no more than twenty (20) representatives to serve four (4) year (staggered) terms as regular members. At least nine (9) of these representatives shall be from industry (including government departments and agencies, professional engineering organizations as well as private industry). In addition, there may be up to three (3) community members appointed because of their special skills, expertise or knowledge. Terms may be renewed up to two times beyond the initial term;
   b) Two (2) recent graduates (within 10 years at the time of initial appointment) of the graduate and/or undergraduate programs, one male and one female, to serve four (4) year staggered terms;
   c) Two (2) faculty members to serve four (4) year staggered terms as nominated by Faculty Council;
   d) Three (3) members ex-officio: The Past Chair of ACWE, The President of Western University or designate, The Dean of the Faculty;
   e) Current President of the London Economic Development Corporation or designate

3. The Chair and the Vice-Chair of the Council shall each be appointed for a two-year term. These positions shall be nominated to the Dean of Engineering by ACWE and shall be elected from among the members in 2a.

4. In addition, should Council choose, the following resource persons may be invited to meetings, with voice but no vote: Associate Deans of the Faculty, Department Chairs, Directors, Associate Directors, the Alumni & Development Officer, the Communications Specialist, representative from undergraduate student executive, representative from graduate student executive, and others as decided by Council.

5. After serving at least one complete term on ACWE, and upon completion of service as a regular member (2a), the member's status will change to associate member. Members have the right to decline this honorary status. Associate members shall maintain this status as long as the member chooses to. Associate members are invited to attend meetings, and to receive minutes and notices. Associate members have voice but no vote.

Executive Committee

6. Council may establish an Executive Committee with membership to consist of the Chair, Vice-Chair, the Past Chair, the Dean and other members and/or resource persons as required. The secretary shall be elected by the Executive Committee.

7. ACWE may delegate its responsibilities to the Executive Committee but any recommendations made by the latter shall be subject to ratification by the Council.

Duties and Responsibilities

8. The Council shall meet at least twice annually at the call of the Chair to consider matters brought before it by any member of Council.

9. ACWE shall assist and support the Dean to advance the mission of the Faculty of Engineering. To accomplish this, it shall represent the community's needs to the Faculty. As well, it shall promote the Faculty's services, accomplishments and needs to the community. More specifically, the Council shall be concerned with any matters related to the interface of the Faculty with the community, including, but not limited to:

    a) exchange of scientific and engineering education information
    b) professional development of faculty members
    c) professional development programs and opportunities for industry
    d) cooperative research projects
    e) cooperative education initiatives (e.g., internship and co-op placements, graduate training opportunities)
    f) participation of practicing engineers in classroom academic experiences for students
    g) transfer of research results to industry (including the development of new products or processes)
    h) evaluation of program content as it relates to the future demands of the profession
    i) educational research related to recruitment and retention of undergraduate and graduate students and to evaluation of programs by former students
    j) funding plans and strategies in support of excellence
    k) review of plans for new academic and infrastructure developments
    l) employment opportunities for engineering graduates
    m) promoting Western Engineering to the community at large
    n) assisting the Faculty of Engineering in its strategic academic and research planning
    o) seeking collaborative/joint R&D initiatives between industry and Western Engineering
    p) identifying industry exchange programs

Reports

10. The Dean shall present to the Advisory Council a written annual report highlighting the accomplishments of the Faculty and plans for future development.

11. The Chair of ACWE shall present to the Dean a written annual report of the activities and recommendations of the Council for onward transmission to the President.

Review

12. The Terms of Reference of ACWE shall be reviewed by the Council annually.

ADVISORY COUNCIL FACULTY MEMBERSHIP

Term	Member
2024 – 2028	Kelly Tang (CEE/ECE)
2022 – 2026	Abouzar Sadrekarimi (CEE)
2020 – 2024	Roy Eagleson (ECE)
2018 – 2022	H. El Naggar (CEE)
2016 – 2020	Xianbin Wang (ECE)
2015 – 2016	George Knopf (MME)
2014 – 2018	Amarjeet Bassi (CBE)
2012 – 2015	Miriam Capretz (ECE)
2010 – 2014	George Knopf (MME)
2008 – 2012	Franco Berruti (CBE)
2006 – 2010	Abdallah Shami (ECE)
2004 – 2008	Hugo DeLasa (CBE)
2004 – 2006	Rajiv Varma (ECE)
2000 – 2004	Jesse Zhu (CBE)
1998 – 2004	Peter Castle (ECE)

APPOINTMENTS COMMITTEE for the THOMPSON CENTRE OF ENGINEERING LEADERSHIP & INNOVATION

Approved Faculty Council, 2018 Jun 6

The Appointments Committee for CELI shall be comprised of:

a) The Dean (or designate) of Engineering shall act as Chair;
b) The Director of CELI;
c) Two (2**)** Full-Time faculty Members appointed (including joint) in CELI, selected by Full-Time faculty members appointed in CELI; and
d) Three (3) Full-Time faculty Members, each selected by the Faculty Council of the Faculty of Engineering.

		Term
Dean of Engineering	K. Coley (ex-officio)	2019 – 2024
Director of CELI	H. El Naggar	2022 – 2027
Engineering CELI Member	J. Reeves	2023 – 2024
Engineering CELI Member	N. Mathieson	2023 – 2024
Engineering Faculty Member	A El Ansary	2023 – 2024
Engineering Faculty Member		2023 – 2024
Engineering Faculty Member		2023 – 2024

FACULTY AWARDS COMMITTEES

Western Engineering Awards Adjudication Committee

Approved Faculty Council, 2020 Mar 12; to be effective July 1, 2020

This committee is responsible for adjudicating and making decisions on award winners for the following awards offered by the Faculty of Engineering at Western University:

1. R. Mohan Mathur Award of Excellence in Teaching
2. Engineering Award for Excellence in Research
3. The Sharon A. Ling Award of Excellence for Outstanding Achievement by a Staff Member
4. Engineering Award of Recognition (Faculty & Staff)
5. Engineering Junior Faculty Award for Excellence in Research

Committee Structure

This committee will be chaired by the Dean of Engineering and consist of the following members:

- Undergraduate UES President
- Graduate GES President
- Six faculty members (appointed by Faculty Council) with at least one faculty member from each of CBE, CEE, ECE and MME, serving 2 year terms, staggered. Every attempt will be made to select the other two at large members from CELI and SBME. At least one member will be at each academic rank (Assistant, Associate and Full Professor). Preference should be given to previous award winners to serve.
- Four staff members (appointed by the staff) with no more than one staff member from any one "unit" in the Faculty, serving 2 year terms, staggered. There are 9 units within the Faculty of Engineering: Dean's Office, CBE, CEE, CELI, ECE, MME, SBME, BLWT, UMS. Research Centres fall under their respective departments. Every attempt should be made to have equal representation between the administrative staff and technical staff.
- An equity representative should attend the committee meetings to ensure the consideration of equity, diversity and inclusion in the nominations. The equity representative may be one of the voting committee members, but not the Chair of the Committee.
- The Human Resources Coordinator in the Faculty of Engineering will serve as a resource to the committee (non-voting).

Eligibility for Membership on the Committee:

a) Committee members are not eligible for any awards reviewed by this Committee during their terms as this is considered a conflict of interest. If they wish to be considered for an award, then they can withdraw from the committee.
b) Committee members cannot nominate a candidate or provide a supporting letter for a candidate during the term on this committee as it represents a conflict of interest.
c) Each member shall have worked at Western Engineering for a period of two or more years so that they will be able to bring some historical knowledge to the Committee. The member cannot be in one of the following administrative roles: Associate Dean, Assistant Dean, Department Chair/Director, Staff Director. Members on administrative leaves, sabbaticals, maternity/paternity leaves, or other leaves are not eligible. If a member goes on a leave during their term, they will be replaced to serve for the duration of their leave.

Responsibilities of the Committee:

d) Attendance at meetings is important. There will be 2-4 meetings each year (usually in February/March). Pre-meeting preparation is mandatory to continue sitting on this Committee. At times, nomination packages must be reviewed before attending the meeting.
e) The Committee should ensure that there is a review of unsuccessful nominations from the previous year and consider their possible resubmission. At the discretion of the Committee, nomination packages of worthy nominees can stand for up to 3 years within this Committee. This decision will be communicated to the nominator and the nominee. The nominee can either accept or decline their standing nomination. Annually, the nominator/nominee will be given the opportunity to update the nomination package.

COMMITTEE MEMBERSHIP

		Term
Dean (Chair, ex-officio)	K. Coley	*Ex-officio*
Secretary (ex-officio)	C. Park	*Ex-officio*
UES President (ex-officio)	J. Lee	*Ex-officio*
GES President (ex-officio)	V. Shahedgharahshiran	*Ex-officio*
Faculty Member (CBE)	P. Charpentier	2025 – 2027
Faculty Member (CEE)	B. Li	2025 – 2027
Faculty Member (ECE)	A. Dounavis	2026 – 2028
Faculty Member (TCELI)	K. McGuire	2025 – 2027
Faculty Member (MME)	H. Shi	2026 – 2028
Staff Member	A. Bannon	2026 – 2028
Staff Member	D. Jacques	2025 – 2027
Staff Member	J. Blom	2025 – 2027
Staff Member	A. Adawi	2025 – 2027
Equity Representative	S. Hanna	2025 – 2027

DEAN'S ADVISORY COMMITTEE ON MAJOR AWARDS

Approved Faculty Council, 2018 June 6
Revised Faculty Council, 2020 Mar 12
Revised Faculty Council, 2024 May 30

Background:

Many of our faculty members are well-known internationally for their special achievements and areas of expertise. Nevertheless, this has not always been reflected upon reviewing lists of recipients of many major external awards.

There are many different types of awards and distinctions that are available to faculty members in recognition of special achievements. These may or may not have a financial component associated with them, and normally have a nomination process that does not involve the individual directly. These can be roughly categorized as:

a) Internal Western Awards, adjudicated at the department or Faculty level

These awards are usually related to a particular discipline, and recognize exceptional accomplishments by faculty members, relative to their peers in their home department or Faculty. The criteria for these awards can be quite varied and have often been established through initiatives by the department or Faculty, and are administered at that level. They are usually specific to either Teaching or Research, or in certain cases, both.

Such awards are important ways of providing recognition to faculty members who have demonstrated special abilities in a particular area of expertise, and they encompass a broad range of eligibility criteria.

b) University-Wide Awards

These awards represent a "next-higher" level of recognition. In many cases, the awards have specific eligibility criteria, but are not restricted to a particular discipline. They tend to give recognition to individuals who have established a significant set of achievements over a period of time.

Nominations for these awards are reviewed at the University administrative level, either through the University Senate or through the Office of one of the Vice-Presidents. Usually, external letters of support are required and a significantly detailed nomination dossier needs to be prepared.

c) External Awards

These awards are those that are administered by organizations that are external to the University. This could involve a professional society that is specific to a particular discipline or a group or organization that is not discipline specific. Both national and international competitions might be involved. This category would include the major prizes of the granting Councils and professional societies, and also those administered by academic societies such as the Royal Society of Canada. As might be expected, nominees who might be put forward for these awards should be persons who have had a distinguished set of accomplishments, and certainly would be expected to have already received recognition through other awards, both internal and external to the University.

External research awards will be the primary focus of the Dean's Advisory Committee on Major Awards.

Terms of Reference:

The following aspects should be considered for the Dean's Advisory Committee on Major Awards:

f) There will be two representatives from each department (CBE, CEE, ECE, MME), nominated by the Faculty Nominating Committee and elected by Faculty Council.
g) One member from each Department shall be a tenured full-time professor. Members should represent a range of career stages. Members cannot be in one of the following academic administrative roles: Dean, Associate/Assistant Dean and Department Chair. Professors on sabbaticals or leaves are not eligible. If a member goes on a leave during their term, they will be replaced to serve for the duration of their leave.
h) Terms are two years, renewable once, staggered to ensure consistency, and knowledge transfer.
i) All members must have undertaken the Bias in Peer Review training offered by the CRC/Tri-councils and the Building Inclusivity Through Anti-Racism module by Western's EDI Office prior to their first Committee meeting.
j) Attendance at meetings is important. If a committee member misses two consecutive meetings, that member will be removed from the committee and replaced. There will be 3-4 meetings each year.
k) Pre-meeting preparation is mandatory to continue sitting on this Committee. Award details/nomination packages must be reviewed before attending the meeting.
l) If Committee members are being considered for awards, those specific members will not participate in the discussion of those awards. Self-nomination is not permitted.
m) The Committee will contact the Office of Research Services (Western Research) bi-annually to obtain a current list of available major awards and honors. They should then review the faculty members within their unit to decide if a suitable nominee might be available for that year's nomination. There should also be an invitation for Department Chairs to suggest names for consideration by the Committee.
n) The Committee will review all potential candidates and recommend to the Dean who might be put forward as a nominee for a particular award.
o) The Committee should ensure that there is a review of unsuccessful nominees from the previous year and to consider their possible resubmission.
p) The initial consideration of potential nominees for an award should involve a list of names and a short description of why each of them fulfills the terms of reference for the award. Once a name has been selected, a series of steps need to be undertaken. The Chair of the Committee should report the results of recommendation to the Dean and relevant Department Chair(s). Upon the approval of the Dean and Department Chair(s), the nominee will need to be approached to seek their agreement to let their name be put forward.
q) For awards that fall outside the Awards & Distinctions portfolio within the Office of Research Services (Western Research), the home department of the nominee shall be responsible for putting the nomination package together, including the collection of support letters, with direction from this Committee and the Associate Dean, Research.
r) The Committee should promote awareness of these awards and the success of past winners.

Preparing the Nomination Dossier (For awards that fall outside the Awards & Distinctions portfolio within the Office of Research Services (Western Research):

It is recommended that the Department Chair and the Administrative Officer be assigned to oversee the nomination process and package preparation.

Although the specific nomination requirements for each award are readily available, some judgement is necessary during the preparation of the nomination dossier so that the information is presented in a manner that will have the most impact. Invariably, there will be external letters of support, an up-to-date CV, a covering letter and one or more letters of nomination. Additional documentation may also be needed. The Western Engineering Research Office should provide guidance in how best to carry out this task. Examples of previous year's nomination packages may be available for guidance in preparation of the package.

Once the dossier has been prepared, the Dean is provided with the original copy for final review and signature where appropriate. The Western Engineering Research Office will provide a final evaluation to ensure all necessary documents are in order before submission. The Western Engineering Research Office will then submit the completed package and keep a record of all submitted nominations.

Committee Membership:

- Associate Dean, Research (Chair)
- Two Faculty Members from each department (CBE, CEE, ECE, MME)
- Research Officer, Engineering Research Office (ex-officio, no vote)
- Manager, Engineering Research Office (ex-officio, no vote)
- Manager, Research Awards & Distinctions (Office of Research Services) (ex-officio, no vote)
- One staff or faculty member focusing on equity, diversity, and inclusion (EDI) considerations (ex-officio, no vote)

The term start date is July 1. Other support personnel may be invited to attend Committee meetings as appropriate.

COMMITTEE MEMBERSHIP

		Term
Associate Dean, Research (Chair)	M. Capretz	
CBE Rep	J. Herrera	2026 – 2028
CBE Rep	Y. Zheng	2025 – 2027
ECE Rep	X. Wang	2025 – 2027
ECE Rep	K. Grolinger	2026 – 2028
CEE Rep	W. Zhou	2026 – 2028
CEE Rep	M. Zaki	2026 – 2028
MME Rep	R. Tutunea-Fatan	2026 – 2028
MME Rep	M. Floryan	2024 – 2027
Research Officer (ex-officio)	A. Cecala	*Ex-officio*
Manager, Engineering Research Office (ex-officio)	T. MacCrone	*Ex-officio*
Manager, Research Awards & Distinctions (ex-officio)	J. Hall	*Ex-officio*
EDI Rep (ex-officio)	G. Trifon-Morgan	*Ex-officio*

DEPARTMENT COUNCILS – FACULTY OF ENGINEERING

Revised Faculty Council, 1996 Oct 11
Revised Faculty Council, 2005 Dec 22
Revised Faculty Council, 2020, Mar 12

Terms of Reference

To deal with and make recommendations to the Faculty Council on all academic matters pertaining to the academic programs offered by the department, for example, admissions, curriculum and course changes, grading procedures, student affairs, academic planning.

Membership

i) Department Chair (Chair) or Acting Department Chair (Acting Chair), as applicable
ii) The Dean (ex-officio) or Acting Dean, as applicable
iii) All full-time faculty members holding the rank of lecturer or higher in the Department
iv) All limited duties faculty who are UWOFA members, holding a Standing Appointment
v) One undergraduate student elected annually by the undergraduate Engineering students registered in that department
vi) One graduate student elected annually by the graduate Engineering students registered in that department
vii) Representatives from other departments (optional, to be determined by majority vote of the other members of the Department Council)
viii) Administrative Officer, who will also be Recording Secretary of the Department Council
ix) Other individuals may be invited to participate as members of sub-Committees of the Department Council (for which they are eligible) and as such, may be invited by the Department Chair/Acting Chair to attend at Department Council meetings from time to time. These individuals may participate in the work of the Department Council, however, their role is advisory and they are not eligible to propose motions or vote on questions/motions.

Operation and Procedure

- Meet at least 4 times per year at the call of the Chair/Acting Chair
- Special meetings to be called on a written notice from two members of the Department Council
- Quorum: Minimum one-third of the membership
- All members of Department Council, unless otherwise specified, shall be entitled to participate fully in meetings of the Department Council, speak, propose motions, vote on all questions/motions and be elected to Committees for which they are eligible.
- By-laws and rules of procedures shall be where practicable as adopted by Senate.

EQUITY, DIVERSITY, AND INCLUSION (EDI) STEERING COMMITTEE

Approved Faculty Council, 2023, Sept 28

Background

Western Engineering creates, disseminates and applies knowledge for the benefit of society through excellence in teaching, research and scholarship. We aim at training our graduates to be global citizens whose education and leadership serve the public good and make an impact on complex global problems which requires a diversity of skills, ideas and talents.

In order to be a destination of choice for the world's brightest minds seeking the best learning and training experience at Western Engineering, we need to properly identify and remove systemic barriers and biases and provide equal access to opportunities and resources for all individuals, including undergraduate and graduate students, as well as staff and faculty members.

Mandate

Western Engineering EDID Steering Committee (henceforth 'the Committee') is established for developing high-level recommendations to Western Engineering Faculty Council (henceforth 'the Council') in creating and maintaining an inclusive and safe environment for all underrepresented groups (e.g., women, persons with disabilities, Indigenous Peoples, racialized minorities, individuals from the LGBTQ2+ community) at the Faculty. After the Council's approval, the recommendations will be directed to the appropriate governance committees for implementation.

The Committee is responsible for translating the principles and regulations on EDID into clear policies and action plans. The action plans should explicitly describe how the priorities and objectives have been identified and progressed, outcomes tracked and monitored, and risks managed.

The Committee works closely with its three sub-committees on all matters of significance related to equity, diversity and inclusion issues that have and/or might have an impact on:

- Research and Graduate Education
- Undergraduate Education
- Inclusivity in the Faculty community at large

Western Engineering EDID Steering Committee is committed, through its sub-committees, to ensure that the impact and outcomes of the policies implemented and actions taken are accurately and constantly measured, monitored, and reported.

Key Responsibilities

The Committee:

a. Develops an EDID Strategic Plan, including implementation and risk assessment plans, for Western Engineering.
b. Provides a forum for the identification and consideration of equity and inclusion issues, aiming to enhance diversity.
c. Builds an effective system that allows individuals to safely report their concerns and problems regarding EDID.
d. Advises on EDID aspects in Western Engineering strategic, functional and operational plans and assists in developing broad position statements in this regard.
e. Advises on the implications of Western Engineering EDID policies and measures and on responses to EDID initiatives by the University, Government and other external agencies.
f. Ensures effective coordination between sub-committees.
g. Provides an annual EDID report to the Council, which includes the measurements of agreed performance criteria.
h. Ensures effective communication of its activities to all its relevant stakeholders, both internal and external.
i. Addresses other equity matters as directed by the Council.

Membership

Western Engineering EDID Steering Committee is co-chaired by one faculty member (elected by the Faculty Council) and one staff member (elected by the Western Engineering staff community). The initial appointment of one of the co-chairs will be for two years, and the other for one year to ensure consistency and knowledge transfer.

Each sub-committee has two co-chairs from the Western Engineering community (faculty member, staff member, student or postdoctoral fellow/associate). The co-chairs are elected by the members of their respective sub-committees at the beginning of the academic year.

Membership of the EDID Steering Committee consists of:

- Faculty member (1), co-chair
- Staff member (1), co-chair
- Co-chairs of the sub-committee on Research and Graduate Education (2)
- Co-chairs of the sub-committee on Undergraduate Education (2)
- Co-chairs of the sub-committee on Inclusivity in the Faculty Community (2)
- Resource persons (2) – non-voting

The resource persons are selected by the Steering Committee co-chairs in consultation with sub-committees' co-chairs.

The agenda and related material will be sent to Committee members prior to each meeting, a minimum of one week in advance, and the minutes of the meeting are taken and duly circulated at the next meeting for approval.

The Committee may request ad hoc representation from individuals with specialized expertise (e.g., EDID Specialist), at which time, said individuals may provide advice to the Committee and/or sit as observers at the invitation of the co-chairs.

Conflict of Interest

Members should not be in a position of direct or indirect personal or financial gain from their activities on the Committee. Conflicts of interest will be declared at every meeting. A member considered in real or potential conflict of interest shall declare this to the co-chairs and recuse themselves from that part of the meeting during which related matters are discussed and/or voted on. This should be recorded in the minutes of the meeting.

Terms of Office

Co-chairs of the Steering Committee (2 years, staggered, renewable)
Co-chairs of sub-committees (1 year, renewable)
Resource persons (1 year, renewable)

Meetings

The Committee shall meet at least four times a year on a date set by the co-chairs. The agenda should be prepared by the co-chairs.

Quorum

A simple majority of members constitute quorum for meetings of the Committee. Decisions will be made by consensus. If consensus is not forthcoming within a reasonable timeframe, the co-chairs may proceed with voting where a majority of members voting on the question. Each voting member has one (1) vote. In the case of a tie, the co-chairs of the Committee shall be entitled to a second or casting vote.

Recording Board Decisions

A written record of the decisions arising at each meeting will be duly documented in official meeting minutes, which will be available for audit upon request.

EXECUTIVE COMMITTEE

Approved Faculty Council, 1987 Mar 25
Revised Faculty Council, 1996 Oct 11
Revised Faculty Council, 2018 Jun 6

Terms of Reference

May act in the name and on behalf of the Faculty Council between regular meetings of the Council but shall be responsible to Council.

Membership (* members elected through Nominating Committee)

(i) Dean, Chair (ex-officio)
(ii) Chair, Undergraduate Committee (ex-officio)
(iii) Chair, Graduate Committee (ex-officio)
(iv) Six members elected by Faculty Council (two-year terms staggered ensuring that all departments are represented *
(v) The President of the Graduate Engineering Student Society (GES)
(vi) The President of the Undergraduate Engineering Student Society (UES)
(vii) Director of Operations (ex-officio)

Membership

		Term
Dean (Chair, ex-officio)	K. Coley, Dean	*Ex-officio*
Chair, Undergraduate Committee	J. Wood, Associate Dean U/Grad	*Ex-officio*
Chair, Graduate Committee	L. Rehmann, Associate Dean Grad	*Ex-officio*
Faculty Member	S. Primak (ECE)	2026 – 2028
Faculty Member	T. Newson (CEE)	2026 – 2028
Faculty Member	A. Hrymak (CBE)	2026 – 2028
Faculty Member	M. A Youssef (CEE)	2025 – 2027
Faculty Member	A. Ouda (ECE)	2025 – 2027
Faculty Member	L. Jiang (MME)	2025 – 2027
UES President	J. Lee	2026 – 2028
GES President	V. Shahedgharahshiran	2026 – 2028
Director of Operations	J. Paciocco	*Ex-officio*

GRADUATE COMMITTEE – FACULTY OF ENGINEERING

Approved Faculty Council, 2015 Dec 17
Revised Faculty Council, 2020 Mar 12

Terms of Reference

1) Recommendations on graduate program changes (that require SUPR-G approval) and new program offerings proposed by the Departments to Faculty Council prior to submission to School of Graduate and Postdoctoral Studies (SGPS).
2) Review and rank scholarships, fellowships and other award applications and nominations which require Faculty ranking or are awarded by the Faculty.
3) Coordination of common curriculum, policies and procedures among Engineering Graduate programs.
4) Recommendations of policies and procedures to Faculty Council or Dean's Council, as required (e.g. policies or admissions, progression, appeals, funding, etc.).
5) Communicate policy and procedure changes from SGPS to the Departments through the Associate Chairs (Graduate).
6) Perform other functions related to graduate studies delegated by the Dean, Dean's Council or Faculty Council.

Membership

(i) Dean (ex-officio)
(ii) Associate Dean – Graduate and Postdoctoral Studies (Chair)
(iii) Associate Chairs/Directors – Graduate for each of the 5 graduate programs (CBE, CEE, ECE, MME, BME)
(iv) One graduate engineering student elected yearly by graduate students in the Faculty of Engineering
(v) Graduate Officer (ex-officio)

Note: MEng Program Coordinators are invited to discussions pertaining to MEng programs, but are non-voting.

	Member
Dean	K. Coley
Associate Dean, Graduate & Postdoctoral	L. Rehmann
Associate Chair, CBE	A. Paul
Associate Chair, CEE	H. El Chabib
Associate Chair, ECE	A. Samani
Associate Chair, MME	J. Makaran
Associate Director, SBME	J. Zhang
Graduate Student (GES President)	V. Shahedgharahshiran
Graduate Officer	K. Edwards

GRADUATE PROFESSIONAL PROGRAMS COMMITTEE

Approved Faculty Council, 2020 Jun 18

The Graduate Professional Programs Committee of the Faculty of Engineering is a consultative forum for discussions related to graduate professional programs in the Faculty. It serves as a forum for interdepartmental exchange of opinions, practices and common policy formulation for recommendation to the Dean's council. It also serves as an avenue for distribution of information related to the Graduate professional programs provided by the Dean's council and SGPS.

The Committee shall endeavor to establish policies and procedures to further enhance graduate education in professional programs, which are broadly supported by Faculty members of constituting Departments, both through informal consultations and formal voting by corresponding Departments. The Committee shall strive to operate on a consensus basis. When such consensus is not achievable, recommendation to the Dean's council will be based on the majority opinion but may also include proper expla nation of the counter arguments, if any. The committee will meet at least monthly or more often, if required.

Terms of Reference:

- To promote excellence in graduate professional programs at the Faculty of Engineering through establishing graduate professional programs admission, curriculum, procedures and guidelines that shall reflect the strategic directions chosen by the Faculty of Engineering and are consistent with the SGPS regulations and policies.
- To make recommendations and provide consultation to Dean's Council and/or Faculty Council on new or revised policies and procedures as required on behalf of Western Engineering (e.g. policies on admissions, progression, appeals, etc.)
- To review academic policies and procedures in Western Engineering at least once annually
- To review program changes and new program offerings recommended by Department Graduate/Professional Committees and/or Department Council (e.g. new MEng programs) and make recommendations to Faculty Council prior to submission to SGPS and the Graduate Education Council (GEC)
- To communicate proposed changes related to Graduate Education pertaining to professional programs, to Department Council through the Associate Chairs (Graduate Professional programs)
- To perform other functions related to graduate professional programs delegated by the Dean, Dean's council, or the Faculty council in order to provide the best graduate student experience

***Membership*:**

Ex Officio and Chair: Associate Dean (Graduate and Postdoctoral Studies)
Associate Chairs (MEng or Graduate Professional programs) of the four dept. (CBE, CEE, ECE MME)
Director of Thompson Centre for Engineering Leadership and Innovation (or designate)
MEng student representative (nominated by GES) *Non-voting member*: Graduate Officer

	Member
Associate Dean, Graduate & Postdoctoral Studies	L. Rehmann
Associate Chair, MEng, CBE	A. Paul
Associate Chair, MEng, CEE	H. El Chabib
Associate Chair, MEng, ECE	A. Samani
Associate Chair, MME	J. Makaran
Director, Thompson Centre	H. El Naggar
MEng Graduate Student	V. Shahedgharahshiran
Graduate Officer	K. Edwards

HEALTH & SAFETY COMMITTEE - ENGINEERING

PREAMBLE

(1) The Occupational Health & Safety Act requires the establishment of Workplace Occupational Health & Safety Committees, where 20 or more workers are regularly employed at a workplace, and to hold Committee meetings on a regular basis.

(2) It is our firm belief that, through joint education programs, joint investigations of problems, and joint resolution of those problems, the workplace will be made safe and healthy for all employees.

(3) The parties acknowledge that the proper functioning of the Health & Safety Committee can only be carried out where the representatives are committed to these responsibilities.

STRUCTURE OF THE COMMITTEE

1.0 The Faculty of Engineering Committee (referred to hereafter as "the Committee") shall consist of 13 members as prescribed below. See Engineering Health and Safety Committee Members list for current membership.

a. A regular full-time (non-contact staff) departmental technical staff member from each department below, elected by the Department, to serve a minimum one-year term:
    a. Civil and Environmental Engineering (Elected by CEE Dept)
    b. Chemical and Biochemical Engineering (Elected by CBE Dept.)
    c. Electrical and Computer Engineering (Elected by ECE Dept.)
    d. Mechanical and Materials Engineering (Elected by MME Dept.)
b. The following ex-officio members to represent their designated groups:
    a. Associate Director Western Engineering ITG (ex-officio)
    b. Western Engineering Stores Staff Supervisor / Director of Finance (ex-officio)
    c. Technical representative from ICFAR
c. A regular-fulltime (non-contract) member from each of the Ancillary units:
    a. University Machine Services (Elected by UMS)
    b. Boundary Layer Wind Tunnel (Elected by BLWT)
d. Two Fulltime (probationary, tenured, limited term or externally funded) Faculty Members (Elected by Faculty Council – Term 2 years, staggered)
e. Administrative Staff Representative (Elected by Administrative Staff of the Faculty of Engineering)
f. Facilities Manager (ex-officio)
g. Resource Person from Health and Safety (non-elected, ex-officio)

Attendance at Meetings – If a committee member misses three consecutive meetings, that member will be removed from the committee and the members of the group will select a new rep.

1.1 The Committee shall meet bi-monthly on the first Wednesday of the month.

1.2 The committee will be Co-chaired, elected from the Committee members. Co-chairs will alternate duties.

(1) The Co-chairs will be appointed for a definite period of 24 months.

(2) Terms of office can be expanded to a maximum of 12 further months.

1.3 A Co-chair may, with the consent of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comments.

1.4.1 All members, regular and alternates, will receive training and instruction on the duties, rights and responsibilities of the committee.

1.5 The Committee shall have a quorum of 7 members present in order to conduct business. At least one Co-chair must be present.

POWERS OF THE COMMITTEE

2.1 It is the function of the Faculty of Engineering Safety Committee, and it has power to:

(a) Identify situations that may be a source of danger or hazard to workers.

(b) Make recommendations to the Dean of Engineering and workers for the improvement of Health and safety of workers in the Faculty.

(c) Make recommendations to the Dean of Engineering (or designate – Director of Administration) and workers in the Faculty for the establishment, maintenance and monitoring of programs, measures and procedures respecting health and safety of workers in the Faculty.

(d) Obtain information from the Faculty of Engineering respecting,

(i) the identification of potential or existing hazards of materials, processes or equipment, and
(ii) health and safety experience and work practices and standards in similar or other industries of which the Faculty of Engineering has knowledge.

(e) Obtain information from the Faculty of Engineering concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical, or physical agent in or about a workplace for the purpose of occupational health and safety; and

(f) Be consulted about and have a designated member representing workers be present at the beginning of, testing referred to in clause (e) conducted in or about the workplace if the designated member believes his or her presence is required to ensure that the test results are valid.

FUNCTIONS OF THE COMMITTEE

GENERAL

3.0 To attain the spirit of the Occupational Health & Safety Act, the Committee shall:

(1) Identify, evaluate and recommend a resolution of all Health & Safety matters applicable to the Faculty of Engineering to appropriate senior management.

(2) Encourage adequate education and training programs in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act.

INSPECTIONS

3.1 Workplace inspections shall be performed in compliance with the OHSA and cooperation of the Western JHSC.

ACCIDENT INVESTIGATION

3.2 A committee member may participate, along with a representative from the Department of Occupational Health and Safety and a worker representative from the Western Joint Occupational Health and Safety Committee, in the investigation of all critical (as defined by the occupational Health & Safety Act) workplace accidents, deaths, and incidents that have the potential for a critical injury involving Faculty of Engineering staff.

(a) The Committee will receive accident/incident details (as defined by the Occupational Health & Safety Act) and statistics on a regular basis.

(b) All medical and sensitive information will be treated as confidential.

ACCOMPANIMENT

3.3 A committee member may accompany, along with a worker representative from the Western Joint Health and Safety Committee, Ministry of Labour Inspector(s) investigating concerns related to the Faculty of Engineering.

(1) The Committee will receive copies of Ministry of Labour investigations and orders written which affect the Faculty of Engineering.

WORK REFUSALS AND STOPPAGES

3.4 Refusals to work, and work stoppages related to Faculty of Engineering staff will be investigated by the worker's supervisor and a consultant from the department of Occupational Health and Safety (OHS) in the presence of the worker and a worker representative of the Joint Health and Safety Committee who, if possible, is a certified representative. If possible a member of the Engineering Health and Safety Committee will attend.

MEETING PREPARATION

4.0 Each committee member will in turn be designated as secretary for a meeting and will be responsible for preparation of the agenda and the recording and distributing of minutes from that meeting.

(1) All employees will be encouraged to discuss health & safety concerns with their supervisor before bringing it to the attention of the Committee members.

(2) Committee members will thoroughly investigate all complaints to get all the facts prior to the meeting. These facts will be exchanged when searching for a resolution to the problem.

MEETING AGENDA

4.1 A written agenda will be prepared and distributed three working days prior to the scheduled meeting date.

(1) All items to be included on the agenda should be submitted with all pertinent documentation.

(2) The Committee may accept any item as proper for discussion and revolution pertaining to health and safety, except to amend, alter, subtract from or add to, any terms of the Collective Bargaining Agreement(s).

(3) The Co-Chairs will forward items for the scheduled meeting to the committee secretary for agenda preparation six working days prior to the meeting date.

(4) The agenda will be forwarded to all **regular and alternate** Committee members.

4.2 Motions

(1) Motions can be brought forward by any member of the committee.

(2) All motions must be seconded.

(3) Motions will require a majority vote in favour to pass. A majority being 50% +1 of the voting members in attendance in favour.

MINUTES OF MEETINGS

4.2 Minutes will be prepared by the designated secretary for that meeting and will be distributed to the Co-Chairs and the Dean and Director of Administration within 5 working days.

(1) All resolved items will be reported in the minutes. Unresolved items will be written into the minutes and placed on the agenda for the next meeting.

(2) All items raised from the agenda in meetings will be dealt with on the basis of consensus. However, when consensus cannot be reached, voting will be used with greater than 50% deciding the outcome.

(3) Minutes of meetings will be reviewed, and edited where necessary by the Co-Chairs, prior to distribution. Minutes will be distributed within 10 working days of the meeting.

(4) The minutes will be signed by the Co-Chairs and circulated to all **regular and alternate** Committee members, Faculty of Engineering Management and the Dean of the Faculty (or designate – Director of Administration) before any broader circulation takes place (i.e., Health and Safety bulletin board). Names of Committee members will not be used in the minutes except to record attendance and assignment of specific nature to be followed up for a future meeting.

AMENDMENTS TO THESE GUIDELINES

5.0 Any amendments, deletions or additions to these terms of reference must have the consensus of the total Committee and shall be set out in writing and attached as an Appendix to this document.

MEMBERSHIP

ICFAR Rep	Tom Johnston
CEE Technical Rep	Aiham Adawi
CBE Technical Rep	Nataphan Sakulchaicharoen
ECE Technical Rep	Lyudmil Marinov
MME Technical Rep	Walid Altahan
ITG	Ron Farren
EFS	Remington Wickman
UMS	Matt Dougherty
BLWT	Anthony Burrgraaf
Faculty Member (2 Yr Term – June 30, 2027)	Kelly Ogden
Faculty Member (2 Yr Term – June 30, 2028)	Aaron Price
Administrative Staff Rep	Julie Anderson
Facilities Manager	Mike Gaylard
H&S Consultant- HR, Western	AnnMarie McCluster
Dean of Engineering	Ken Coley

NOMINATING COMMITTEE – FACULTY OF ENGINEERING

Approved Faculty Council, 1987 Mar 25
Revised Faculty Council, 1993 Dec 9
Revised Faculty Council, 1996 Oct 11
Revised Faculty Council, 1998 Feb 6
Revised Faculty Council, 2013 Jun 13
Revised Faculty Council, 2018 Jun 6
Revised Faculty Council, 2020 Mar 12

Terms of Reference

Make nominations for committees as requested by Faculty Council. Submit names of Engineering Faculty to the Senate Secretariat to serve on appropriate Senate committees. The Nominating Committee will submit their report to Faculty Council members at least one week in advance of the Faculty Council meeting.

Nominations for the following specific committees will require a ballot election process, administered by the Director of Administration: Senate, Decanal Selection, Executive Committee, Advisory Council for Western Engineering (ACWE), Chair Selection, Associate Dean and Assistant Dean Selection.

Membership

(i) Dean (ex-officio) or delegated Associate Dean
(ii) Four faculty members, one elected by each Department Council (CBE, CEE, ECE, MME), nominated by each Department Nominating Committee, by May 30th of each year (2 year terms)
(iii) Longest serving, elected Engineering Faculty representative on Senate
(iv) Director of Administration (non-voting; to support with administrative tasks)

The Committee shall elect and inform the Director of Administration of its own Committee Chair by July 15th of each year. The Committee Chair should review its work with the Directors of CELI and SBME before finalizing nominations.

Membership

		Term
Dean	K. Coley	*Ex-officio*
Faculty Member – MME	H. Mao	2025 – 2027
Faculty Member – CBE	S. Barghi	2025 – 2026
Faculty Member – CEE	W. Zhou	2026 – 2028
Faculty Member – ECE	S. Nikan	2026 – 2028
Longest Serving Senate Rep	X. Wang	2026 – 2028
Director of Ops & Strategy	J. Paciocco	*Ex-officio*

2026 – 2028 Chair: Xianbin Wang

UNDERGRADUATE COMMITTEES

Undergraduate Committee– Faculty of Engineering

Revised Faculty Council, 1996 Oct 11
Revised Faculty Council, 2000 May 26
Revised Faculty Council, 2014 Mar 20
Revised Faculty Council, 2015 Sept 17
Revised, Faculty Council, 2016 Sept 15
Revised, Faculty Council, 2020 Mar 12

The Undergraduate Committee is tasked with ensuring that the Faculty's programs provide graduating students with the attributes necessary to become highly competent professionals. The committee recognizes that departments and programs will define their particular needs and requirements to meet this goal.

Terms of Reference

i. Recommendations of undergraduate course and curriculum changes proposed by the Departments and by the First Year Curriculum Committee to the Faculty Council.
ii. Co-ordination of common curriculum among engineering programs.
iii. Develop and review Faculty-wide Academic Policies for consideration by the Faculty Council
iv. Recommendations on Undergraduate Scholarships and Awards.
v. Admission limits into programs.
vi. Monitor and facilitate CEAB Program Requirements

Membership

i. Dean (ex-officio)
ii. Associate Dean, Undergraduate Studies (Chair)
iii. Assistant Dean, First Year Studies
iv. Associate Chair/Director (Undergraduate) or designate of CBE, CEE, ECE, MME, SBME
v. Director, Integrated Engineering Program
vi. Directors, or designates, of Engineering Programs administered by Departments (ex-officio)
vii. One undergraduate Engineering student elected by undergraduate students in the Faculty of Engineering
viii. The Manager of Undergraduate Services and the Academic Counsellors (ex-officio, as information resources)

Note: Faculty members on this committee should be registered professional engineers.

		Term
Dean	K. Coley	
Associate Dean, Undergraduate Studies	J. Wood	2024 – 2029
Assistant Dean, First Year Studies	C. Miller	2021 – 2026
Associate Chair, CBE	D. Pjontek	2022 – 2025
Associate Chair, CEE	J. Southen	2024 – 2027
Associate Chair, ECE	L. Brown	2024 – 2027
Associate Chair, MME	R. Willing	2024 – 2027
Director, Integrated Engineering	M. Ha	2023 – 2025

Associate Director, SBME	E. Lalone	2024 – 2027
Directors Engineering Programs: Mechatronics Software	 M. Naish L. Capretz	 2024 – 2027 2021 – 2025
Undergraduate Student (VP Academic)	R. Tang	2025 – 2026
Manager UGS & Academic Counsellors	N. Sansone	*Ex-officio*

Program Admissions Committee

Approved Faculty Council, 1993 Apr 16
Revised Faculty Council, 1996 Oct 11
Revised Faculty Council, 1998 Feb 6
Revised Faculty Council, 2016 Sept 15
Revised Faculty Council, 2018 Jun 6

Revised Executive Committee, 2021 Oct 20
Approved Faculty Council, 2025 Mar 27

Terms of Reference

a) The committee will be responsible for determining the progression of all students who have completed the First Year Engineering program and who are eligible for admission to one of the Second Year programs offered by the Faculty of Engineering.
b) The committee shall meet once adjudication of all students in the First Year Engineering program has been completed in mid-late May/early June to determine which Second Year program(s) a student is eligible to receive an offer of admission for.
c) The committee shall meet a second time in mid- to late-August to consider those First Year Engineering students who have completed the Extended First Year Engineering program, or retaken courses over the summer.

Membership

a) The membership of the committee will be as follows:
    - The Dean (ex-officio)
    - The Associate Dean, Undergraduate Studies (Chair)
    - The Assistant Dean, First Year Studies
    - The Associate Chair/Director (Undergraduate) or designate of CBE, CEE, ECE, MME, SBME
    - The Director, Integrated Engineering Program
    - Directors, or designates, of Engineering Programs administered by Departments, which are currently MSE, SE, and AISE
    - The Manager of Undergraduate Services and the First Year Engineering Academic Counsellors (ex-officio, as information resources)

b) The committee will be a sub-committee of the Undergraduate Committee of the Faculty of Engineering.

** Regular applicants are: Out-of-province secondary school students, CEGEP students, College of Applied Arts and Technology (CAAT) students, Transfer Students from other universities and International Students.*
*** Elected through Nominating Committee*

		Term
Associate Dean, Undergraduate Studies	J. Wood	*Ex-officio*
Assistant Dean, First Year Studies	C. Miller	
Chemical & Biochemical Engineering Rep	J. Zhang	2026 – 2028
Electrical & Computer Engineering Rep	I. Polouchine	2026 – 2028
Civil & Environmental Engineering Rep	S. Moradi	2026 – 2028
Mechanical & Materials Engineering Rep	R. Willing	2026 – 2028
School of Biomedical Engineering Rep	E. Lalone	2026 – 2028
Academic Counsellors	N. Sansone	*Ex-officio*
Office of the Registrar		*Ex-officio*

First Year Curriculum Committee

Approved Faculty Council, 2016 Sept 15
Revised Faculty Council, 2020 Mar 12

The First Year Curriculum Committee is tasked with ensuring that the common first year of Engineering is delivered effectively. The First Year Curriculum Committee shall report to the Faculty of Engineering Undergraduate Committee.

Terms of Reference

i. Review and revise of the First-Year curriculum to ensure:
   - Course material remains appropriate and relevant
   - Material from the different courses is complementary and together forms a strong basis for further studies in engineering
   - Material provides appropriate foundation for the upper year courses in the different engineering programs at Western

ii. Review and recommend revisions to the delivery of the First Year program
iii. Monitor and facilitate CEAB program requirements

Membership

i. Assistant Dean, First Year Studies (chair, voting)
ii. One representative from the Ivey School of Business (2-year term)
iii. Two representatives from the departments that offer courses in the common Engineering first year: one from Applied Mathematics and one from Physics and Astronomy or Chemistry (2 year terms, staggered)

iv. Four Associate Chairs/Directors (Undergraduate), one from CBE, CEE, ECE, MME, and SBME
v. Directors, or designates, of Engineering Programs administered by Departments (ex-officio)
vi. One upper year undergraduate Engineering student selected by the undergraduate students in the Faculty of Engineering
vii. The Manager of Undergraduate Services and the Academic Counsellor for the First-Year students (ex-officio, as information resources)
viii. Associate Dean, Undergraduate Studies (ex-officio)

		Term
Assistant Dean, First Year Studies	C. Miller	2021 – 2026
Ivey School of Business Rep	L. Austin	2023 – 2026
Applied Mathematics Rep	C. Denniston	2024 – 2025
Physics & Astronomy or Chemistry Rep	C. Denniston	2024 – 2025
Associate Chair, CBE	M. Ray	2024 – 2027
Associate Chair, CEE	J. Southen	2022 – 2025
Associate Chair, ECE	L. Brown	2024 – 2027
Associate Chair, MME	R. Willing	2023 – 2026
Associate Director, SBME	E. Lalone	2024 – 2027
Directors Engineering Programs: Mechatronics Software AISE	 L. Brown L. Capretz S. Ali	 2022 – 2025 2021 – 2025 2022 – 2025
Undergraduate Student	E. Sharma	2025 – 2026
Manager UGS & Academic Counsellors	N. Sansone	Ex-officio
Associate Dean, Undergraduate Studies	J. Wood	2024 – 2029

Teaching Effectiveness Committee

Revised Faculty Council, 1996 Oct 11
Revised Faculty Council, 2013 Oct 10
Revised, Faculty Council, 2016 Sept 15

Terms of Reference

(i) To review procedures used to monitor teaching effectiveness by the Departments within Engineering to identify and recommend best practices.

(ii) To consider student comments (preferably written and submitted prior to the meeting), both favourable and unfavourable, regarding the undergraduate teaching program. This may include, but is not limited to: Instructor effectiveness; Teaching Assistant effectiveness; perceived fairness of course tests, quizzes and mid-term exams.

(iii) To request that the Associate Dean (Undergraduate Studies) review the student comments/concerns raised, and, after appropriate consultation, report to the committee the outcome including positive steps taken to address the concerns. It is envisaged that such actions may involve advising a Department within Engineering of comments concerning courses offered by that Department, or discussions with appropriate individuals regarding comments concerning courses offered as Engineering Science courses, or by other Faculties at Western.

(iv) To prepare an annual report to the Dean and make recommendations where appropriate.

Membership

(i) The Associate Dean (Undergraduate Studies), who shall serve as a non-voting co-chair of the committee. The Associate Dean may choose to invite a staff member from the Undergraduate Services Office to attend the meeting to provide meeting minutes.
(ii) The U.E.S. Vice President (Academic), who shall serve as a non-voting co-chair of the committee.
(iii) The Assistant Dean (First Year Studies), who shall be a non-voting member.
(iv) Two faculty members elected by Faculty Council, 2 year terms, staggered *
(v) Four undergraduate students, elected by U.E.S., one of whom shall be a first year student and the others selected to reflect the breadth of programs offered in Engineering

*Note: the Committee should meet at least once each academic term. * Elected through Nominating Committee. Note: Undergraduate elections occur in October each year.*

		Term
Associate Dean, Undergraduate	J. Wood	*Ex-officio*
UES Vice-President (Academic)	J. Kayilaasan	*Ex-officio*
Assistant Dean (First Year Studies)	C. Miller	*Ex-officio*
Faculty Member*	J. Southen	2024 – 2026
Faculty Member*		
Chemical Rep (4th year)		
Integrated Rep (4th year)		
ECE Rep (2nd year)		
1st Yr Rep		

Major Scholarships Committee

Approved Faculty Council, 2025 Mar 27

Terms of Reference

a) The committee will be responsible for the review of applications to Western's National Scholarships program. Committee members will review approximately 30-35 National Scholarship applications in each of two rounds, the first round considering applicants to the Faculty of Engineering only, the second round considering all those applicants from all faculties on campus who were selected to progress to the second round. The first round of reviews typically takes place in late February, the second round in early- to mid-March. Applications typically take 10 – 15 minutes each to review, indicating up to a 14-hour time commitment for each of the committee members from late February to mid-March each year.
b) The committee will also be responsible for the review of applications to the Schulich Leadership Scholarships program from applicants to the Faculty of Engineering. Committee members will review approximately 30-35 Schulich Leadership Scholarship applications in a single round taking place in mid- to late-March each year. Applications typically take 10 – 15 minutes each to review, indicating up to a 7-hour time commitment for each of the committee members from mid-to late-March each year.
c) The term of office will be 2 years, staggered.
d) Term of office to run from September 1 to August 31

Membership

a) The membership of the committee will be as follows:
    - The Associate Dean, Undergraduate Studies, of the Faculty of Engineering, who will be the chair, ex-officio,
    - The Assistant Dean, First Year Studies, of the Faculty of Engineering, who will be the vice-chair,
    - Eight members of faculty elected by the Council of the Faculty of Engineering, with at least one from each Department *
    - The Recruitment Manager for the Faculty of Engineering
b) Faculty members will be elected to staggered terms to ensure continuity.
c) The committee will be a sub-committee of the Undergraduate Committee of the Faculty of Engineering.

** Elected through Nominating Committee*

Membership

		Term
Associate Dean, Undergrad Studies	J. Wood	*Ex-officio*
Assistant Dean, First Year Studies (Vice-Chair)	C. Miller	
Faculty Member – CBE	S. Barghi	2025 – 2027
Faculty Member – CBE	Y. Zheng	2025 – 2027
Faculty Member – CEE	S. Moradi	2025 – 2027
Faculty Member – ECE	A. Naryaan	2025 – 2027
Faculty Member – MME	G. Knopf	2025 – 2027
Faculty Member – MME	Y. Zhao	2025 – 2027
Faculty Member – TCELI	A. Mawdsley	2025 – 2027
Faculty Member – TCELI	S. Rakhimbekova	2025 – 2027
Recruitment Manager	P. Guzzo	

WESTERN UNIVERSITY COMMITTEES REQUIRING ENGINEERING REPRESENTATIVES

Senate

Term July 1, 2023 to June 30, 2027: J. Herrera (CBE)
SGPS seat – Term July 1, 2023 – June 30, 2025
K. Coley, Dean

OTHER FACULTY COUNCILS

Faculty of Science

S. Moradi (CEE) July 1, 2025 – June 30, 2028
I. Polushin (ECE) July 1, 2025 – June 30, 2028
J. Sabarinathan (ECE) July 1, 2023 – June 30, 2026

Ivey School of Business

Minha Ha (CELI) July 1, 2023 – June 30, 2026

Faculty of Social Science

S. Asokanthan (MME) July 1, 2024 – June 30, 2026

Faculty of Health Sciences

D. Karamanev (CBE) July 1, 2024 – June 30, 2027

Subcommittee on Undergraduate Program Review (SUUPR)

Associate Dean, Undergraduate Studies

Graduate Education Council

http://www.grad.uwo.ca/faculty_staff/viceprovost/graduate_education_council.html

Associate Dean-Graduate: Lars Rehmann

One Faculty Member who is a member of the School – July 1, 2023, to June 30, 2025
Dan Langohr (MME)
One Graduate Chair who is a member of the School – July 1, 2023, to June 30, 2025
Clare Robinson (CEE)
One Graduate Assistant – July 1, 2023 to June 30, 2025 Courtney Harper (ECE)
One Graduate Student – July 1, 2023 to June 30, 2024 Ali Rabiei (PhD student ECE, nominated by GES)