

Department of Industrial & Manufacturing Systems Engineering (IMSE)

Committee Memberships, Mandate, Duties & Responsibilities, and Regulations (2009 – 20010)

*Staff & Recording Secretary (blue) are non-voting , except as indicated
Membership "Positions" & Alternates also shown*

Approved By IMSE AAU Council (5 November 2009)

| Faculty Counselling Duties / Committees Membership | Chair & Members, IMSE Committees (5 November 2009) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Head & Chair of the IMSE AAU Council: [Duties & Responsibilities per Senate Bylaw 5]. Ex-Officio member of IMSE Committees; Member of the Faculty Coordinating Council (FCC); Member of the Faculty of Graduate Studies Council (FGS); IMSE Ph.D. Program Coordinator (OCGS reports, Coordinates with various participants of the Multidisciplinary Ph.D. Program); Chair of the AAU PTR and appointments Committees. | IMSE Head (Dr. W. ElMaraghy, P.Eng.) (Chair) Membership, Quorum and applicable Senate Bylaws, detailed on page 2 of 4, and Senate Bylaws, Official University Calendar, Collective Agreements, etc... IMSE Staff , recording Secretaries, and Employment Equity Rep. play a crucial role (normally non-voting). |
| Faculty of Engineering Coordinating Council (FCC): [Per Senate Bylaw 44]: AAU Head, Faculty member (up to 3 years), student elected by students on the AAU. | IMSE Head (Dr. W. ElMaraghy, P.Eng.); & Dr. R. Lashkari, P.Eng. (3/3); Ben de Mendonca (student); Mr. R. Barakat (Staff) |
| Faculty of Engineering Academic Standing Committee (ASC): [Calendar] | Dr. W. Abdul-Kader, P.Eng.; Dr. R. Lashkari, P.Eng. (alt.) |
| Faculty of Engineering Appeals Committee: [Calendar & Senate Bylaw 51] | Dr. Z. Pasek ; Dr. W. ElMaraghy, P.Eng. (alt.) |
| IMSE Representative on Co-op Education Committee: | Dr. W. Abdul-Kader, P.Eng. |
| Strategic Advisory Committee (SAC): (SAC has been established on Recommendation # 7 of PDC Review, approved by Senate June 6, 2007 Sa070606-5-2.13). The Committee will undertake biennial reviews of the curriculum and provide feedback to the Department.). Preparation of Strategic plans; committee will work to promote of UG & Grad programs, and organise special events, and liaise with University & Community. | IMSE Head (Dr. W. ElMaraghy, P.Eng.); Dr. M. Wang, P.Eng.; Dr. Z. Pasek ; 1st UG Student- B. de Mendonca; Past Graduates; Industry Representatives ; Ms. J. Mummery - Secretary |
| AAU Promotion, Tenure, Renewal (PTR) Committee: [Senate Bylaw 22]: For Terms of Reference and voting rights see below (page 2 of 4). | IMSE Head (Dr. W. ElMaraghy, P.Eng.) (Chair); Dr. H. ElMaraghy, P.Eng.; Dr. R. Lashkari, P.Eng. ; Dr. M. Wang, P.Eng.; Student - K. Ramaran (alt. B. de Mendonca & S. Palit); Employment Equity Rep. (Dr. Janice Drakich or delegate); Dean G. Reader, P.Eng. or Delegate; Ms. Jacquie Mummery (Secretary) |
| AAU Appointments Committee: [Senate By-Laws 2.1.1] For Terms of Reference and voting rights see below (page 2 of 4). | IMSE Head (Dr. W. ElMaraghy, P.Eng.) (Chair); Dr. H. ElMaraghy, P.Eng.; Dr. M. Wang, P.Eng.; Dr. G. Zhang, P.Eng.; Student - S. Palit (alt. K. Ramaran & B. de Mendonca) Employment Equity Rep. (Dr. Janice Drakich or delegate); Dean G. Reader, P.Eng. or Delegate; Ms. Jacquie Mummery (Secretary) |
| Undergraduate Committee: UG Curriculum [IE and BEA (ME) Programs]; Co-op Education; PDC & CEAB Reports; UPR Reports (PDC); Undergraduate Counselling; UG Student Recruitment; and UG Laboratories Equipment and Safety. High School Liaison, Faculty Phone Campaign, etc. The Chair is the "IMSE UG Program Coordinator"; UG students counselling, liaison with other programs w.r.t. common curriculum, etc. | Dr. J. Urbanic, P.Eng. (Chair and UG Coordinator); Dr. Z. Pasek; IMSE Head (Dr. W. ElMaraghy, P.Eng.); Student - S. Palit; Mr. D. McKenzie, P.Eng.; Mr. R. Barakat; Ms. Jacquie Mummery (Secretary) |
| Graduate Committee: Grad. Curriculum [MEng., MASc., and Ph.D. Programs]; Curriculum Development; preparation of PDC & OCGS Reports; Student Recruitment.; Graduate Posters, Graduate Seminars. The Chair is the "IMSE Graduate Program Coordinator"; Member of FGS Council; processes graduate applications; counselling Grad students; member of the IMSE Scholarship Committee. | Dr. G. Zhang, P.Eng. (Chair and Graduate Coordinator); Dr. M. Wang, P.Eng.; IMSE Head (Dr. W. ElMaraghy, P.Eng.); Grad. Student Rep. (K. Ramadan); Mr. R. Barakat; Mr. D. McKenzie, P.Eng.; Ms. Angela Haskell (Secretary) |
| Student Scholarships & Awards Committee (SSAC): The Chair will also do: - Graduate Student Scholarships, promotion, Selection, recommendations to FGSR through the Head; OGS and NSERC Scholarships; recommendations to the Head who in turn liaise with Dean's Office in FGS and Faculty of Engineering; - Undergraduate scholarships and awards, etc.. | Dr. H. ElMaraghy, P.Eng.(Chair); Graduate Coordinator (Dr. G. Zhang, P.Eng.); IMSE Head (Dr. W. ElMaraghy, P.Eng.); Ms. Angela Haskell (Secretary) |
| IMSE Communication Committee (ICC): IMSE Web; this should be the IMSE window and door on the world using the latest UWin system (Drupal). Information and data about IMSE Faculty, students, achievements, opportunities, jobs; application information "Links", CLEW For IMSE Faculty & Students, etc..... | Dr. A. Azab; Dr. Z. Pasek ; IMSE Head (Dr. W. ElMaraghy, P.Eng.); 2nd UG student Rep. Student - S. Palit;; and Ms. Angela Haskell |
| IIE Student Chapter Faculty Advisor (University of Windsor): | Dr. J. Urbanic, P.Eng. |

Committees Mandate, Terms Of Reference, and Voting Rights (Per Senate Bylaws):

AAU Appointments Committee:

Senate By-Laws 2.1.1 An AAU appointments committee shall be composed as follows: • AAU Head, ex officio (Chair). [Votes in case of a secret ballot else breaks a tie]. • Dean, where the Faculty is departmentalized, (or Associate Dean as delegate), ex-officio (may vote for AAU Appointments Committee but NOT in the AAU PTR Committee] • EE/PA [non-voting]

- Three or more faculty members elected by and from all regular faculty members in the AAU
- student representation which shall equal the number of voting faculty members divided by three and rounded to the nearest whole number. The students shall be elected by the students on the AAU Council.
- student alternates, to a maximum of two, may be elected by the students on the AAU Council to serve as representatives in cases where the elected student representative(s) are unable to participate for an extended period of time due to program requirements (e.g., co-op or field placements, internships, etc.). In all instances, there shall be no alternating among and between student representatives during the course of a single search.

AAU PTR Committee

Senate Bylaw 22: Committees and Procedures on Renewal, Promotion and Tenure :

- AAU Head, Chair ;
- 3 to 5 faculty members elected by all full-time faculty members in the AAU from those eligible, as defined in Senate By-law 40, clause 4.1.5, the majority of whom must be tenured faculty;
- Student Re. + up to 2 Alt. (elected by & from students on AAU Council). No alternation during;
- Executive Dean (or Associate Executive Dean) non- voting ;
- EE/PA - non-voting; - Both genders shall be elected to all promotion and tenure committees.

Strategic Advisory Committee (SAC)

Strategic Advisory Committee (SAC): (SAC has been established on Recommendation # 7 of PDC Review, approved by Senate June 6, 2007 Sa070606-5-2.13). The Committee will undertake biennial reviews of the curriculum and provide feedback to the Department.). Preparation of Strategic plans; committee will work to promote of UG & Grad programs, and organise special events, and liaise with University & Community.

Senate Bylaw 1---Sec 2: Elections of faculty members to the Senate shall be held in the Spring with those elected to take office on September 1.

From Bylaw 2: Senate Rules of Procedure K. Quorum The University of Windsor Act, 1968-69, establishes that "one-half of the members constitutes a quorum." [Section 26(2)].

From Bylaw 3: Senate Standing Committees 1.4 Unless otherwise specified, the quorum for a meeting is one-half of the voting membership, except during the period May to August when the quorum shall be forty per cent, including one student, or, fifty percent of the voting membership.

From Senate Bylaw 40- Academic Administrative Units: 5. Quorum and notice of meeting

The rules governing quorum and notice of meeting requirements for AAU Councils shall be those of Senate, **except that during the months of May, June, July and August, student members shall be considered present for the purposes of quorum determination and be accorded both speaking and voting privileges if in contact by speaker telephone or video conference with the meeting venue.**

4.1.3 student representation which shall equal the number of voting faculty members divided by three and rounded to the nearest whole number.

- ★ Students on IMSE AAU Council are elected in accordance with the Senate Bylaw 30 and the IMSE AAU Regulations, copy below (page 4 of 4).

IMSE AAU Council Membership (2009- 10 Academic Year) (Approved By IMSE AAU Council on 5 November 2009)

| | Regular Faculty Members: | Voting in AAU Council | Voting On Appointments | e-mail address |
|----|--------------------------------------------------------------------------------|-----------------------|------------------------|----------------------------------------------------------------|
| 1 | Dr. Ahmed Azab Ismail, Ph.D. | X | X | azab@uwindsor.ca |
| 2 | Dr. Walid Abdul-Kader, Ph.D., P.Eng. | X | X | kader@uwindsor.ca |
| 3 | Dr. Hoda ElMaraghy, Ph.D., P.Eng. | X | X | hae@uwindsor.ca |
| 4 | Dr. Waguih ElMaraghy, Ph.D., P.Eng. (Chair) | X | X | wem@uwindsor.ca |
| 5 | Dr. Reza Lashkari, Ph.D., P.Eng. | X | X | lash@uwindsor.ca |
| 6 | Dr. Leo Oriet, Ph.D., P.Eng., CCPE | X | X | lporiet@uwindsor.ca |
| 7 | Dr. Zbigniew Pasek. Ph.D. | X | X | zjpasek@uwindsor.ca |
| 8 | Dr. Mike Wang, Ph.D., P.Eng. | X | X | wang5@uwindsor.ca |
| 9 | Dr. Jill Urbanic, Ph.D., P.Eng. | X | X | jurbanic@uwindsor.ca |
| 10 | Dr. Guoqing Zhang, Ph.D., P.Eng. | X | X | gzhang@uwindsor.ca |
| | Limited-term Faculty Members: | | | |
| | N/A | | | |
| | Cross-Appointed Faculty Members: | | | |
| 11 | Dr. D. Andrews, Ph.D. | | | dandrews@uwindsor.ca |
| 12 | Dr. F. Baki, Ph.D. | | | fbaki@uwindsor.ca |
| | Student Representation (Normally updated in September): | Per Bylaw 30 | | |
| 13 | Grad. Student Rep.- Mr. Kalid Ramadan | X | X | ramada3@uwindsor.ca |
| 14 | 1st UG Rep. - Mr. Ben de Mendonca | X | X | demend@uwindsor.ca |
| 15 | 2nd UG Rep. - Mr. Swaroop Palit | X | X | palits@uwindsor.ca |
| | Other Council Members: | | | |
| 16 | Mr. R. Barakat | X | - | barakat@uwindsor.ca |
| 17 | Mr. Dave McKenzie | | | davemc@uwindsor.ca |
| 18 | Ms. Jacquie Mummery, IMSE Secretary | | | mummery@uwindsor.ca |
| 19 | Ms. Angela Haskell, IMSE Graduate Secretary | | | haskell@uwindsor.ca |
| 20 | IMSE Sessional Instructors (In the Semester they are teaching) | | | XYZ@uwindsor.ca |
| | Total Number of IMSE AAU Council Members | 20 | | |
| | Total Number of Voting Members | 14 | 13 | |
| | Quorum | 7 * | 7 | |

★ **UNIVERSITY OF WINDSOR Industrial & Manufacturing Systems Engineering Department (IMSE) Regulations Governing Procedures for the Elections of Student Representatives to the IMSE AAU Council and the Sub-committees of Council**

Date Issued: 1 October 2009 Revised to be approved by IMSE AAU Council on 22 October 2009

- 1) IMSE AAU Council procedures for the elections of student representatives to the IMSE AAU Council shall be governed by Senate Bylaw 30, and all other applicable Senate Bylaws.
- 2) By the end of the third week of September each year, the IMSE Departmental Secretary shall produce, with the assistance of the Registrar's Office, the lists of: eligible Undergraduate and Graduate students. These lists will include the names of the students and their UWindsor e-mails (Student ID numbers will not be made available).
- 3) By the end of the third week of September each year, the IMSE Departmental Secretary will contact students through their University of Windsor e-mail, to inform them of the regulations herein, and nomination procedures, the dates and deadlines for nominations. The duration for nomination shall be 1 calendar week. Nominees will be allowed a one page information and publicity typed write-up, to be submitted with the nomination. Self-nominations are not allowed. The nomination/publicity data to also include: the student nominees full name, the year of registration (Semester to be in accordance with SIS data), the student's UWindsor e-mail, and the signature of the nominee and nominator.**
- 4) The duration for the elections shall be 1 calendar week. Elections will be conducted by secret ballot to be organized for the eligible Undergraduate Students in second Year, 3rd year and 4th year, as well as for the eligible MAsc. Ph.D., and M.Eng. students. The IMSE Departmental Secretary will facilitate the management of the Election process and provide the typed ballots, and receive the completed ballots. Ballots to be completed and delivered in person in the IMSE Departmental Office during election period.
- 5) All nominated and elected students must be honours or majors students in the IMSE AAU. Graduate students nominated for election to the AAU Council shall be full-time graduate students in IMSE AAU.
- 6) Student representation shall equal the number of voting faculty members divided by three and rounded to the nearest whole number. The ratio of representation of graduate to undergraduate students shall be determined in proportion to their enrollment and rounded to the nearest whole number.
- 7) The Graduate students on the IMSE AAU Council shall be elected by and from the registered graduate students in the IMSE programs, in two groups: a) Ph.D. and MAsc.; and b) MEng. students.
- 8) The Undergraduate student(s) on IMSE Council shall be elected by and from the undergraduate students registered in the IE Program (IMSE Department).
- 9) There shall be at least one graduate and one undergraduate student representative on the AAU Council.
- 10) Efforts shall be made to include at least one undergraduate full-time student and one undergraduate part-time student on AAU council.
- 11) Students normally will hold office for one year starting in October, or until new student representatives are elected.
- 12) The IMSE Departmental Secretary will inform all students with the names of their representatives on the IMSE AAU Council by 15 October each year.

** Nominations as well as the one page publicity information should preferably be submitted from the UWindsor e-mail account as an attached document (PDF file format). This will facilitate distribution to all students eligible to vote.

For Faculty Members:

FROM THE COLLECTIVE AGREEMENT: The Collective Agreement is a written contract between the Faculty Association and the Board of Governors at the University of Windsor which provides the terms of employment for faculty and librarians working for the University of Windsor.

ARTICLE 5 RIGHTS, DUTIES AND RESPONSIBILITIES

5:07 ...The overall workload of faculty members comprises the following elements which may vary from time to time and from member to member: teaching, research/scholarship/creative activity, service to the University and academic, professional and/or civic community, without limiting the generality of clauses 5:36 and 5:37 and subject to any agreement which the member may make with the Dean, on the recommendation of the Head, under this Article to alter the normal distribution of his/her workload;

5:35 Consistent with his/her teaching and research responsibilities to the University, a faculty member shall have the right and responsibility, where eligible, to serve as a member of AAU or Faculty councils and committees and, where eligible, in duly constituted bodies under the University of Windsor Act and/or this Agreement when called upon to do so or when elected to such bodies. In exercising these rights and fulfilling these responsibilities, a faculty member shall not act so as to infringe the academic freedom of any other faculty member.

Course load reduction per the WUFA/University of Windsor Collective Agreement (CA):

- is normally only for Heads and Program Chairs (Article 38:04 of the CA)
- also for members on "reduced responsibility" (Article 14.13);
- and Under Article 5:04 (f) "on an annual basis, a teaching assignment one (1) course lower than the overall average teaching load assigned pursuant to clause 5:13 may be made where the faculty member demonstrates a significant current record of research/scholarship/creative activity"