

Terms of Reference

Sexton Campus Engineering Equipment Fund (SEEF) Committee

A. Authority

The Sexton Campus Engineering Equipment Fund (SEEF) Committee is a standing committee of the Engineering Undergraduate Society (EUS). It is established by the EUS for the purpose of recommending policy on, and developing guidelines for, the management of the Sexton Campus Engineering Equipment Fund, for reviewing applications for financial support under the Fund and for recommending on the funding of those applications.

The Committee is expected to respect the Sexton Campus Engineering Equipment Fund's goal to support the pursuit of excellence in education, research, and public service in the Faculty of Engineering of Dalhousie University on Sexton Campus. It is expected to promote, through its actions, the enhancement of instructional and research facilities and equipment, innovative staff and student activities, visits by guest speakers, staff development courses and workshops for the purposes of improving the educational environment at Dalhousie, Sexton Campus, special library acquisitions, enhancement of facilities, and outreach efforts.

B. Composition

The Committee consists of:

- a. The SEEF Chair appointed of the EUS executive
- b. The EUS President
- c. An EUS executive member
- d. The Dean of Engineering or a designate Associate or Assistant Dean in the event that the Dean of Engineering is unable to attend.
- e. Dalhousie University, Faculty of Engineering Administrator
- f. Two undergraduate students in Engineering on Sexton Campus to be appointed by the EUS executive

Appointment of student members is normally for a one-semester term, with possible reappointments for a second and third one-semester term. Those who are on the committee shall not submit proposals for during their term.

A quorum consists of four members of the Committee.

C. Responsibilities

The Committee's responsibilities are:

- a. to develop and maintain procedures for soliciting properly documented proposals for funding;
- b. to establish criteria for reviewing proposals for funding;
- c. to issue an invitation, at least three times a year, to academic staff, support staff, undergraduate students, and alumni for proposals for funding;
- d. to receive and review proposals for funding according to criteria established for that purpose

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- e. to submit recommendations on funding proposals to the Chair of the SEEF; these will take the form of a primary list recommended for funding and a second list of proposals not recommended for funding;
- f. to authorize the provision to each proponent of a written record of the Committee's recommendation to the Chair of the SEEF;
- g. to authorize the publication, through the Sextant, at meetings for the Faculty of Engineering, at EUS general council meetings, and by other appropriate means, description of proposals approved for funding by the chair of SEEF;
- h. to review these terms of reference at least every three years and, if deemed advisable, to propose amendments to the EUS council in consultation with the Dean.

Policy, Terms of Reference, Procedures, and Guidelines

Sexton Campus Engineering Equipment Fund

1. Introduction

The Sexton Campus Engineering Equipment Fund (SEEF) Committee will commence operation in September 2001. The purpose of this document is to assemble in one place the individual earlier statement on policy, procedures, and guidelines affecting various aspects of the work of the Committee. These various aspects are reflected in this document as follows:

1. Introduction
2. Objective of the Sexton Campus Engineering Equipment Fund (SEEF)
3. Terms of Reference of the Advisory Committee
4. Membership of the Advisory Committee
5. Responsibilities of the Advisory Committee
6. Responsibilities of the chair of the Sexton Campus Engineering Equipment Fund
7. Responsibilities of the Award Winners

Appendix A. Guidelines on Establishing Procedures for the Tri-Annual Competition

Appendix B. Types of Activities and Project Supported

Appendix C. Guidelines for the Allocation of Sexton Campus Engineering Equipment Fund

Appendix D. Criteria for Assessing Proposals

Definitions: "SEEF" means "the Sexton Campus Engineering Equipment Fund", "Chair" means "the Chair of SEEF", "Faculty of Engineering" refers to only Dalhousie University, Sexton Campus, "Advisory Committee" means the "Sexton Campus Engineering Equipment Fund (SEEF) Advisory Committee", "Dean" means the "Dean of Engineering", and "projects" means "projects or activities".

2. Objective of the Sexton Campus Engineering Equipment Fund (SEEF)

The objective of SEEF is to support the pursuit of excellence in education, research and public service in the Faculty of Engineering at Dalhousie University, Sexton Campus. Monies available from earnings of the Fund will be used to support activities and projects such as the enhancement of instructional and research facilities and equipment, the encouragement of innovation student and staff activities, visits by guest speakers and researchers, undergraduate scholarships, staff self-improvement courses and workshops, special library acquisitions and enhancement of facilities, and outreach presentations. A

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more detailed list of the types of activities and projects, which may be supports, is included in Appendix A.

3. Terms of Reference of the Advisory Committee

The Advisory Committee is the standing Committee of the Engineering Undergraduate Society (EUS). It is established by the EUS for the purpose of recommending policy on, and developing guidelines for, the management of the Sexton Campus Engineering Equipment Fund, for identifying needs and developing initiative to address them, for reviewing applications for financial support from the Fund, and for recommending on the funding of those applications. In consultation with the Dean of Engineering it may also act to encourage additional contributions to the Sexton Campus Engineering Equipment Fund, and to support projects that may lead to additional donations in cash or in kind to the Faculty of Engineering.

The Chair of SEEF distributes funds (earnings) available from SEEF after receiving advice from the Advisory Committee. The membership and responsibilities of the Advisory Committee are detailed in Section 4 and 5, respectively, of this document.

4. Membership of the Advisory Committee

Advisory Committee members are appointed by the EUS executives from a list of individuals nominated by the groups named below. They must be approved by the Dean of Engineering.

The Advisory Committee includes: The SEEF Chair appointed by the EUS executive, the EUS President, a EUS executive member, the Dean of Engineering, and two undergraduate students in Engineering on Sexton Campus to be appointed by the EUS executive.

Appointments to the Advisory Committee are normally on a one-semester basis due to a high turnover of students enrolled in the Cooperative Education program.

The EUS executive names a chair from its membership, the normal term being one calendar year, April to March 31. A quorum consists of four members of the Committee. The chair has no vote except in the event of a tie. In a situation with co-chairs, then the co-chair who is not presiding retains the right to vote.

5. Responsibilities of the Advisory Committee

The responsibilities of the Advisory Committee are the following:

- a. To meet at least three times each year
- b. To develop and maintain procedures for soliciting properly documented proposals for projects and activities to be funded (guidelines are in Appendix A)
- c. To issue invitations at least three time per year to academic and support staff, undergraduate students, and alumni, for proposals for projects and activities to be funded
- d. To receive and review all proposals submitted based on criteria (detailed in Appendix D) established by the Advisory Committee

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- e. To submit recommendations on funding proposals to the Chair of the SEEF; these will take the form of a primary list recommendation for funding and a second list of proposals not recommended for funding (see 6(d) below)
- f. To authorize the publication, through the Sextant, at meetings for the Faculty of Engineering, at EUS general council meetings, and by other appropriate means, description of proposals approved for funding by the Chair of SEEF, and the amount of funding for each project
- g. To identify additional sources of in-cash and in-kind support, and to work with the appropriate university bodies to acquire this support
- h. To receive reports on successfully completed projects from the offices of the EUS (see 7(b)); and to reallocate any assigned funding if it is unspent by the date the associated report is due. Unspent funding may be returned to the Chair of SEEF for reallocation proposals on the appropriate secondary list; or by returned to the SEEF
- i. To review the policies, procedures, and guideline in this document at least every three years in consultation with the Dean and, if deemed advisable, to propose amendments to the EUS council. (The Dean will provide documentation for the EUS meeting detailing his/her opinions regarding the proposes amendments)

6. Responsibilities of Chair of the Sexton Campus Engineering Equipment Fund

The responsibilities of the Chair of SEEF are described below:

- a. The chair, through the EUS office, shall provide administrative support for the Advisory Committee.
- b. Before the Advisory Committee assesses the applications for funds in any given semester, and preferably before the call for proposals goes out, the Chair shall make known the approximate amount of money available for disbursement according to the SEEF Financial Plan.
- c. The Chair shall disburse the funds available after receiving advice from the advice from the Advisory Committee. The Chair shall inform all applicants on the level of funding assigned to their proposals. At the time of notifications of the award, the Chair shall make known to award winners their responsibilities (Section 7 below).

7. Responsibilities of the Award Winners

The responsibilities of the award winners are as follows:

- a. To spend the awarded funds in a manner consistent with the original purpose;
- b. To submit a report upon completion of the project, (and in any case not longer than one year after the initial award) detailing how the funds were spent (the precise date for reviewing the report to be indicated by the Advisory Committee at the time of the award);
- c. When the award involves equipment, to affix a sticker to the equipment, which indicates the purchase of the equipment was with funds supplied by SEEF; when the award does not involve equipment, then some acknowledgment should be made through otherwise suitable means (for example through the Sextant); and
- d. In the event that the funds committed to a project cannot be spent in a manner consistent with the original proposal, to notify the Chair of SEEF at the earliest possible time so the funds can be reallocated by the Chair or returned to the Fund. The availability of funds will cease two years after they have been awarded unless approval is obtained to extend the award.

Appendix A. Guidelines on Establishing Procedures for the Tri-Annual Competition

The following guidelines should be used in establishing procedures for the annual competition for funds;

- a. The call for proposals shall be widely circulated in the Faculty of Engineering at a date that allows adequate time to prepare proposals. Included in the information package shall be: the types of activities and projects supported (Appendix B here); criteria for assessing proposals (Appendix D here); the amount of funds available for disbursement (according to the SEEF Financial Plan); and the deadline date by which proposals must be received.
- b. Each proposal shall be submitted on a form that contains the following information: name(s) and signature(s) of the proposer(s); whether the proposers are academic staff, support staff, undergraduate students, alumni, or others; address and telephone numbers of the proposer(s); title of the project; objective of the project; the plans and methods by which the project will be carried out; a detailed budget for the project, indicating clearly the amount required from SEEF, other funding already committed to the project, and other sources to which the application has been made; a project schedule; significance of the project and benefit to the university, Faculty, department, or other groups; and sufficient background on the personnel involved in the project to allow an assessment of the likelihood of its successful completion. Some awards will be granted contingent upon matching and/or outside funds to pay for a percentage of the proposal.
- c. Proposals shall be distributed to the Advisory Committee members in sufficient time to allow careful assessment, using agreed upon assessment procedures.
- d. The committee shall decide tri-annually on which proposers, (if any) will be invited to present their proposals in person to the committee. Additional information on a presentation may be required.

Appendix B. Types of Activities and Projects Supported

The list below indicates the types of activities and projects that may be supported by SEEF. This list is neither exhaustive nor restrictive. The fund is not intended to be used for activities or projects that would normally be funded by the operating or capital budgets of Dalhousie University or the Faculty of Engineering.

- a. Research
 - i. Support for invited speakers
 - ii. Support for visiting researchers
 - iii. Partial support for "Chairs" in special fields
 - iv. Partial support for facilities and equipment
- b. Teaching
 - i. Funds for teaching aids (audio-visual, films, etc.)
 - ii. Funds for encouragement of teaching innovations
 - iii. Recognition for exceptional teaching effort
- c. Student Activities

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- i. Funds for undergraduate student projects
- ii. Funds for field trips

- d. Equipment and Facilities
 - i. Classroom enhancement, particularly if this involves the possible development of new funding sources.
 - ii. Enhancement of laboratory intuitional equipment
 - iii. Enhancement of student facilities – EUS, technical societies, etc.
 - iv. Enhancement of office environment

- e. Academic and Support Staff
 - i. Support for staff self-improvement courses, workshops, etc.

- f. Library
 - i. Special facilities
 - ii. Special acquisitions

- g. Outreach
 - i. Presentations to high schools, service clubs, etc.

Appendix C. Criteria for Assessing Proposals

The following guidelines will be used for assessing proposals:

- a. The proposal's relevance to the categories suitable for funding.
- b. Experience of the applicant(s). For academic-staff applicants, account will be taken of contributions in teaching, research, academic services, or relevant community activity. (More weight will be given to recent contributions.) Student and support-staff applicants should make the case that they have the relevant experience and commitment to bring the project to completion.
- c. Excellence of the proposal. Aspects that will be considered include
 - i. A clearly written proposal, including a clear statement of objectives.
 - ii. Inclusion of a statement of activities for which funds are sought, and the personnel involved.
 - iii. Inclusion of a schedule of activities, completion date of project, etc.
 - iv. Inclusion of a detailed budget, itemizing proposed expenditure of funds
 - v. Feasibility in terms of budget, schedule, personnel, and technical content.
 - vi. The value/benefit/recognition expected to accrue to students, staff, the Faculty, the University, etc.

- d. The need for funds. Aspects that will be considered include:
 - i. The need for the project.
 - ii. Appropriateness of the budget to the stated objectives and activities.
 - iii. Special costs such as travel, testing costs, materials, etc.
 - iv. Supplementary funds that confirm the value of the proposal and the abilities of the applicant(s).