

Center for Architectural Structures & Technology (C.A.S.T.) Committee Terms of Reference¹

1.0 Center for Architectural Structures & Technology Committee Mandate

The mandate of the C.A.S.T. Committee is according to its mission, to advance the goals and programming of the Centre, which seeks to promote both discipline-specific and cross-disciplinary research that advances knowledge, promotes creativity, and supports innovation in teaching benefiting students, faculty, researchers and industry Professionals.

2.0 Membership

- Chair, appointed by the Dean (non-voting, except in a tie)
- Associate Dean Research
- C.A.S.T. Coordinator/Technician (see job description below)
- One representative from each Department and Program (Architecture, Interior Design, Landscape Architecture, City Planning and Environmental Design), elected by the respective unit
- Up to two Faculty of Engineering representatives, appointed by the Dean of Architecture in consultation with the Dean of Engineering
- 1 undergraduate and 1 graduate student representative, elected by the respective student associations

2.1 Terms:

Each representative to serve for 2 years, and may be reappointed

3.0 Meetings

- The Committee shall meet at least once per academic term
- Meetings of the C.A.S.T. committee shall be held at the call of the Chair
- Where applicable, an agenda should be sent with notice of meeting
- Minutes shall be recorded by the Chair and kept on record

4.0 Duties and Responsibilities

- Shall report to Faculty Council and submit an annual report
- Represents the interests of the Faculty of Architecture, its Departments and Programs
- Oversees the broad scope of activities and functions of C.A.S.T.
- Coordinates and confers with the C.A.S.T. Coordinator
- Provides guidance to the C.A.S.T. Coordinator about operational aspects such as: the use of facility space and resources, scheduling of long-term and/or most important activities
- Assists the Faculty of Architecture in the promoting C.A.S.T. through special initiatives such as exhibitions, workshops, Researcher in Residence programs, lectures, and conferences, in collaboration with the Cultural Events Committee and the Partners Program
- Promotes connections to other faculties and industry partners
- Reviews and recommends on the selection of the C.A.S.T. Researcher in Residence, and the appointment of other visiting researchers
- Pursues funding, evaluates and recommends on the feasibility of funded research proposals involving C.A.S.T.

5.0 C.A.S.T. Coordinator/Technician (Part-Time) Responsibilities

- Oversees day-to-day operations and function of C.A.S.T.
- Organizes use of space
- Provides safe work environment
- Maintains tools and equipment
- Manages finances related to the operation of C.A.S.T.
- Secures funding and grant money for continued research
- Seeks out initiatives and projects

¹Ratified by Faculty Council August 29, 2017.