Terms of Reference for the Industrial Advisory Board
for the Department of Mechanical and Aerospace Engineering at Carleton University
Approved Feb. 28, 2017

The role of the Industrial Advisory Board (IAB) will be to advise, support, and advocate for the Department in its teaching and research endeavours. The Board should provide a strong linkage between the Department and the professional community, and help the Department to achieve its strategic objectives.

The Department is an independent academic body, and as such all legislative, administrative and programmatic authority must rest with the Department itself. However, by establishing the IAB, the Department recognizes the value of the advice and perspective offered by external stakeholders, and will strive to take this advice into consideration when establishing its policies, plans, and practices.

Constitution of the Industrial Advisory Board

The IAB will consist of a diverse group of volunteers, comprising industry and business leaders, academics and government and policy officials who have strong interests in providing advice, support and recommendations to the Department.

The IAB will consist of:

- the Chair of the Department,
- one additional member of the Department, and
- ten to twelve external members from industry, government and academia, selected and recommended by the Tenure and Promotion Committees of the Department and approved by the Chair of the Department. Appointments will normally be for a three-year term (renewable). The initial composition of the board will start half of the members with a two-year term (also renewable) so that the board will not all come up for renewal at the same time.

The IAB shall elect its Chair from within the ranks of its external members, to serve for one three-year term.

The IAB shall ideally include representation from all the department’s disciplines (mechanical, aerospace, sustainable energy and biomedical).

While some members may be from government or other academic institutions, the majority shall be from industry and the engineering profession.

The IAB shall strive to be representative and inclusive in accordance with the University’s human rights policies and procedures.¹

Roles and Objectives

The IAB members act as representatives of the community of our Department’s potential research collaborators and prospective employers of MAE graduates. They also serve as ambassadors for the Department, the Faculty of Engineering and Design, and the University. The IAB will work with the Department to achieve our strategic goals through the following roles:

- Provide advice and recommendations to the Department as it works to ensure that it meets desired program expectations and outcomes, learning objectives, and other educational and professional needs of our students.
- Support, promote and advise the department in ways that strengthen its research activities.
- Support the development and enhancement of a strong industrial network to address large-scale collaborative research projects.
- Seek and recommend ways to facilitate commercialization of research results.
- Identify and recommend opportunities for the Department, in collaboration with the Department of University Advancement, to cultivate individuals and companies for fundraising activities.
- Recommend outstanding professionals and practitioners to provide field and industrial experience as adjunct professors, capstone project lead engineers, student mentors and contract instructors.
- Promote the Department through their industry and professional contacts.
- Promote industry support for co-op placements for MAE students.
- Seek creative ways to improve recruitment of women and other underrepresented groups to MAE programs.

A key role of the IAB is to assist the department in securing external support. As such, it is expected that members of the board or the organizations they represent will themselves contribute to the department in ways that may include (but are not limited to): in-kind or financial support for research projects, scholarships, or co-op opportunities for our students.

Meetings

The IAB will typically meet three times per year. Each meeting shall not exceed the equivalent of one morning or one afternoon. The Chair of the IAB, in close consultation with the Chair of the Department, shall call for a meeting and prepare an agenda for distribution to all board members, and other invited guests.

Meeting minutes will be maintained by the Chair of the Department, and approved by the IAB. These minutes will be available to faculty members within the Department.