

I THE GENERAL FACULTY

(i) Membership:

- Ex Officio: President
Provost
Associate Vice-President (Academic)
Vice-President (Research and International Affairs)
Dean of the Faculty (Chair)
Associate Vice-President and Dean of Graduate Studies
University Librarian, or delegate
Associate Dean of Humanities
[hereinafter referred to as Associate Dean]
Assistant Dean (Studies)
Director, Centre for Continuing Education
Director, Centre for Peace Studies
Director, Women's Studies Programme
- Faculty: All faculty members holding appointments at the rank of Lecturer or higher in the School of the Arts, and the Departments of Classics, Communication Studies and Multimedia, English and Cultural Studies, French, History, Modern Languages and Linguistics, Philosophy, and such other departments as may be added by action of the Senate
One faculty member from each of the other Faculties in the University
- Students: One undergraduate student elected by and from each department¹, for a one-year renewable term
One graduate student elected by and from each department¹ offering graduate work, for a one-year renewable term
The two Humanities student Senators
President of the McMaster Humanities Society or delegate
- Staff: One member, elected by and from the regular full-time, non-teaching staff of the Faculty, for a two-year renewable term
- Secretary: Secretary of the Senate and/or delegate
(non-voting)

¹ All references to Departments include the School of the Arts.

(ii) Meetings:

- (a) The Faculty shall meet at least four times during the period September to June, inclusive. A notice of meeting and an agenda normally will be circulated at least one week before each meeting, and must be circulated no later than forty-eight hours before each meeting.
- (b) A quorum for a regular meeting shall consist of those present at the meeting, provided that a notice of meeting and an agenda have been circulated at least one week before the meeting. For action on items not on the circulated agenda, and for meetings called on less than one week's notice, a quorum shall consist of forty members, other than ex officio members.
- (c) Meetings of the Faculty shall be conducted in accordance with the rules and procedures of the Senate.
- (d) In the absence of the Dean of the Faculty, the Chair shall be the Associate Dean of the Faculty, or in his/her absence, a member of the Faculty designated by the Dean.

(iii) Authority of the Faculty

- (a) The Faculty shall, within its area of jurisdiction and subject to the constraints imposed by these By-laws, determine the various levels of responsibility within the Faculty and establish appropriate standing and ad hoc committees of the Faculty.
- (b) Under the authority of these By-laws, which are subject to approval and amendment by the Senate, the Faculty shall determine the functions and powers that may be delegated to subordinate bodies.
 - 1. The General Faculty shall be responsible for making recommendations to the Senate, the Undergraduate Council, the Graduate Council and other bodies on any appropriate matter which shall include:
 - (a) revisions of these By-laws;
 - (b) approval of new programmes of study, and major revisions in programmes of study;
 - (c) new or revised general requirements for degrees;
 - (d) substantive revisions of admission regulations and requirements;
 - (e) establishment of new departments, and the establishment of committees of instruction for the implementation and

administration of approved interdisciplinary or interdepartmental programmes of study.

2. At the request of the Dean of the Faculty, or of any ten or more members of the Faculty, a special meeting of the General Faculty may be called; for such a special meeting, the quorum shall be forty members, other than ex officio members.
 3. A special meeting of the General Faculty with power to overrule any Committee of the Faculty (except the Tenure and Promotion Committee) shall be called at the written request of ten or more members of the Faculty; for such a special meeting, the quorum shall be forty members, other than ex officio members.
- (c) Minutes of the standing committees of the Faculty (excluding the Tenure and Promotion Committee) shall be available to all members of the General Faculty, except that student members of the General Faculty shall not be entitled to receive minutes of standing committees which have no student members.

II COMMITTEES

A. ADVISORY COMMITTEES

(i) Dean's Ad Hoc Committees

The Dean of the Faculty may appoint Dean's Ad Hoc Committees for assistance and advice, or as requested by the Faculty. The Faculty shall be informed of the function and composition of all such committees.

(ii) Dean's Advisory Council

Functions:

To advise the Dean of the Faculty on budget and related matters; to exchange information on, and to coordinate, departmental policies and procedures; to assist in the dissemination of information about Faculty policies as established by the General Faculty and University policies as established by the Senate and other appropriate bodies; and to nominate candidates for election, by the Faculty, to the Nominating Committee, in accordance with the provisions of Section III, A, (i).

Composition:

Chair: Dean of the Faculty

Ex Officio: Associate Dean
Assistant Dean (Studies)
Chairs of all departments in the Faculty
Director, Comparative Literature Programme
Director, Centre for Peace Studies
Director, Women's Studies Programme

Consultants: Director, Administration
(non-voting) Faculty Executive Officer
Faculty Liaison Officer
Manager, Humanities Teaching Labs

B. STANDING COMMITTEES

General

- (a) The President, the Provost and the Dean of the Faculty are ex officio members of all committees, except that the President and the Provost are not ex officio members of the Tenure and Promotion Committee and the Undergraduate Awards Committee.
- (b) The Committees listed below, and such other committees as the General Faculty may establish, shall meet at the call of the Chair; unless otherwise specified in these By-laws, a quorum shall be one-half of the voting members, provided that at least one-half of the elected members are present.
- (i) **Academic Planning Committee**

Functions:

To review and update the Faculty's long-range plan and to respond, on behalf of the Faculty, to periodic academic reviews of Departments and programmes; to receive reports from the Dean on matters of interest to the Faculty, and to offer advice on these matters; to develop admissions and curriculum policy and to make recommendations to the General Faculty on such policy; to review, within the context of the Faculty's long-range plan and its objectives, proposed new academic programmes, major revisions to existing programmes and proposed alterations to the structure and mandate of departments in the Faculty, and to make recommendations

to the Faculty and/or the relevant Standing Committee regarding the appropriateness of these initiatives in relation to the Faculty's academic priorities; to review proposals for the establishment of chairs, research groups, centres, institutes and the like, and to formulate, for discussion and approval by the Faculty, recommendations on these matters; and, when appropriate, to report to the General Faculty, to seek the General Faculty's advice and approval, and to act on the Faculty's behalf in these matters.

Composition:

Chair: Dean of the Faculty

Ex Officio: President
Provost
Associate Dean
Chairs of all Departments
Director, Comparative Literature Programme
Director, Centre for Peace Studies
Director, Women's Studies Programme
Chair of the Undergraduate Curriculum and Calendar Committee

Faculty: One member selected by and from the Humanities members on Graduate Council for a one-year renewable term
Two members elected by and from the Faculty at large for staggered, two-year terms

Consultants: Assistant Dean (Studies)
(non-voting) Director, Administration
Manager, Humanities Teaching Labs

Observers: The non-teaching staff person who is the member of the
(non-voting) General Faculty
Members of the Faculty (if any) who are members of the University Planning Committee

(ii) Undergraduate Curriculum and Calendar Committee

Functions:

To co-ordinate all curriculum matters in the Faculty in consultation with individual departments and the Faculty's Academic Planning Committee; to consider curriculum changes requested by departments and to attend to the resultant calendar changes; to approve requests from chairs of

departments for the waiving of final examinations and for the limiting of course enrolments; to recommend to the General Faculty the next session's curriculum as it pertains to the Faculty of Humanities; to make recommendations to the Faculty's Academic Planning Committee on matters of curriculum policy; and to undertake periodic reviews of departmental curricula in relation to the Faculty's curriculum policies and the University's academic regulations.

Composition:

Chair: To be elected by and from the Committee

Ex Officio: President
Provost
Dean of the Faculty
Associate Dean
Assistant Dean (Studies)

Faculty: Four members representing four departments, appointed by the Nominating Committee for staggered three-year terms
When there is no member of the committee from a department making a proposal, a representative of that department shall have the rights of other members, including voting, while the department's proposal is under consideration

Students: One undergraduate student elected by and from the student representatives on the General Faculty

Consultants: Calendar and Convocation Coordinator
(non-voting)

(iii) Undergraduate Reviewing Committee

Functions:

To adjudicate the results of formal re-readings in accordance with the *Student Appeal Procedures*. Each case will be considered by a minimum of three members of the Committee. To review and approve in-course results on behalf of the Faculty; and to establish and review guidelines related to the adjudication of petitions for special consideration, including applications for reinstatement and requests for deferred examinations.

Composition:

Chair: To be appointed annually by the Nominating Committee,
from among the members of the Committee

Ex Officio President
Provost
Dean of the Faculty
Associate Dean

Faculty: Five members, appointed by the Nominating Committee for
staggered three-year terms

Consultant: Assistant Dean (Studies)
(non-voting)

(iv) Undergraduate Awards Committee

Functions:

To recommend to the Undergraduate Council, with respect to students who have fulfilled the requirements, the awards of those prizes and scholarships which are restricted to students registered in the Faculty, and to submit recommendations to the Undergraduate Council concerning the establishment of new awards and other related matters.

Composition:

Chair: To be elected by and from the Committee

Ex Officio: Associate Dean

Faculty: Three members, appointed by the Nominating Committee
for staggered three-year terms

Consultant: Director, Student Financial Aid and Scholarships
(non-voting)

(v) Undergraduate Essay Prize Committee

Functions:

To evaluate undergraduate submissions for the two Humanities Essay Prize competitions (in January and in May) and to adjudicate the results and submit them to the Associate Dean of the Faculty. The Chair will determine the number of faculty members needed to judge the submissions. Normally the Chair will perform a coordinating function and may participate in the process at his/her discretion.

Composition:

Chair: To be appointed annually by the Nominating Committee, from among the members of the Committee

Ex Officio: President
Provost
Dean of the Faculty

Faculty: Eight faculty members, including the Chair, appointed by the Nominating Committee for staggered three-year terms

Consultant: Associate Dean
(non-voting)

(vi) Graduate Curriculum and Policy Committee (Joint With the Faculty of Social Sciences)

Functions:

To make recommendations to the Faculty/Faculty Council on matters of graduate policy, on curriculum changes arising from consideration of departmental proposals and from the curriculum policies adopted by either Faculty, and on new programmes and fields of study, arising from departmental proposals; and to deal with matters referred to it by the Graduate Admissions and Study Committee. To report to both Faculties and Graduate Council at least annually. To review and update its operating procedures on a regular basis and to file a copy of these procedures with the Office of each Dean and with the Associate Vice-President and Dean of Graduate Studies.

Composition:

Chair: Associate Dean of Graduate Studies (Business, Humanities, Social Sciences)

Ex Officio: President
Provost
Deans of Humanities and Social Sciences
Associate Vice-President and Dean of Graduate Studies
Associate Deans of Humanities and Social Sciences

Faculty: The three faculty members from each Faculty who are also members of Graduate Council (No two members shall be from the same department. One faculty member from the Faculty of Humanities must be from a department offering only the master's degree.)

Students: Four full-time graduate students, one Ph.D student from each Faculty and one M.A. student from each Faculty, elected annually by and from the Ph.D and M.A. students respectively in each Faculty (No two students may be from the same department)

Quorum: Three voting faculty members in addition to the Chair, and not including the President, Provost or Faculty Deans

Secretary: Graduate Registrar and Secretary of the School of Graduate (non-voting) Studies or delegate

(vii) Graduate Admissions and Study Committee (Joint with the Faculty of Social Sciences)

Functions:

- (a) To determine the admissibility to graduate study of any applicant, on the recommendation of a department, programme, school, unit or institute.
- (b) To approve each student's course programme, to determine action on the recommendation of departments in instances of failure in a course, and to recommend to the Graduate Council students to receive graduate degrees.

- (c) To rule on petitions from individual students for special consideration with respect to off-campus and part-time study, extension of time to complete a degree, etc.
- (d) To refer, through the Joint Graduate Curriculum and Policy Committee, any matter to the General Faculty/Faculty Council or to the Graduate Council before taking action if either the Associate Vice-President and Dean of Graduate Studies or the Committee considers that a matter of precedent or policy is involved.

Composition:

- Chair: Associate Vice-President and Dean of Graduate Studies or delegate
- Ex Officio: President
Provost
Deans of Humanities and Social Sciences
Associate Deans of Humanities and Social Sciences
Chair of the Graduate Curriculum and Policy Committee
- Faculty: Four faculty members (two from the Faculty of Humanities and two from the Faculty of Social Sciences, all four of whom shall be members of Graduate Council) appointed by the Associate Vice-President and Dean of Graduate Studies in consultation with the Dean of the Faculty of Humanities and the Dean of the Faculty of Social Sciences
One member appointed by the Graduate Council to represent departments outside the two Faculties
- Quorum: Three voting faculty members in addition to the Chair, and not including the President, Provost or Faculty Deans
- Secretary: Graduate Registrar and Secretary of the School of Graduate
(non-voting) Studies or delegate

(viii) Tenure and Promotion Committee

Functions:

To consider recommendations for the granting or withholding of tenure or permanence and for promotion to Associate Professor. For each

candidate, the Committee shall recommend to the Senate Committee on Appointments that tenure or permanence and/or promotion be granted, that the tenure- or teaching-track appointment be allowed to lapse, that the period of the tenure- or teaching-track appointment be extended, or that no action be taken on the case. To consider recommendations for promotion to Professor from chairs of departments. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that promotion be granted or withheld. The Chair shall convey the Committee's recommendations to the Senate Committee on Appointments.

Composition:

Chair: Dean of the Faculty (Chair)

Faculty: Seven tenured members of the full-time faculty elected from those holding the rank of Professor or Associate Professor, to be elected for staggered three-year terms by the full-time members of the Faculty. Of these at least three shall be Professors and at least two shall be Associate Professors.

Quorum: Dean of the Faculty, and all other members save one

(ix) Nominating Committee

Functions:

To prepare nominations for the election to Faculty standing committees, the Graduate Council, the Undergraduate Council, and the Senate, of faculty members from the Faculty. To nominate representatives of the Faculty to those other Faculties in which the Faculty has representation.

Composition:

Chair: Dean of the Faculty

Ex Officio President
Provost
Dean of the Faculty

Faculty: Four members elected annually

Consultant: Secretary of the Senate, or delegate
(non-voting)

(x) **Joint Committee on Occupational Health and Safety**

Functions:

To meet not less than twice annually to provide advice to the Dean on matters of occupational health and safety; to identify potential health and safety problems in the workplace; to stimulate awareness of safety issues; to recognize and deal with workplace risks, and fulfill the fire-safety programme requirements.

Composition:

- Chair: Two co-chairs, one appointed by the Dean, the other elected by the elected worker representatives on the Committee
- Faculty: Two faculty members, elected by and from the General Faculty, one of whom must be from the School of the Arts
- Students: One teaching assistant, elected by and from the Humanities members of C.U.P.E. Local 3906
- Staff: One member of the non-supervisory support staff in the Faculty, elected by and from the support staff in the Faculty
One member of the supervisory support staff in the Faculty, appointed by the Dean
- Consultants: Manager, Environmental and Occupational Health Support Services
Director, Administration

(xi) **Audio-Visual and Electronic Resources Committee**

Functions:

To oversee the functions of the Humanities Media and Computing Centre. To review the annual plans of this unit including its policy and service plans. To recommend new services and policies to the Dean and Associate Dean. To provide a conduit for communication with programmes that make use of relevant instructional services and resources. To advise Faculty representatives on University committees on matters relating to instructional technology and resources.

Composition:

Chair: Manager of Humanities Teaching Labs

Ex Officio: Humanities Audio/Visual Specialists

Faculty: Three members, appointed by the Nominating Committee
 for staggered three-year terms

III ELECTIONS

A. Faculty Members

- (i) An election to fill vacancies on Faculty standing committees shall be held between April 15 and May 15 each year. The Nominating Committee of the Faculty shall prepare nominations for all such committees except for the Nominating Committee (see Section II, A.(ii)). These nominations shall be circulated to the members of the Faculty, who may add additional names, provided that such nominations are signed by at least five faculty members of the Faculty. The election shall be conducted by the Secretary of the Senate by means of ballots mailed to the University address of each faculty member.
- (ii) The Nominating Committee of the Faculty shall nominate representatives of the Faculty to those other Faculties in which the Faculty has representation. These nominations shall be circulated to the members of the Faculty, who may add additional names provided that such nominations are signed by at least five faculty members of the Faculty. The election, if necessary, shall be held in conjunction with the elections of committees of the Faculty.
- (iii) The Nominating Committee of the Faculty shall prepare nominations for the election to the Graduate Council, the Undergraduate Council, and the Senate of faculty members from the Faculty. These nominations shall be circulated to the members of the Faculty, who may add additional names, provided that such nominations are signed by at least five faculty members of the Faculty. The election shall be conducted by the Secretary of the Senate by means of ballots mailed to the University address of each faculty member.
- (iv) In the election of faculty members from the Faculty to the Senate, of the six allotted seats, at least one shall be filled by a professor and at least one by an associate or assistant professor.

- (v) If a position on a Standing Committee, except for the Tenure and Promotion Committee, becomes vacant, the Nominating Committee shall have the power to fill that vacancy for the remainder of the vacated term. In the case of the Tenure and Promotion Committee, a by-election shall be held to fill the position for the remainder of the term.
- (vi) The conduct of the election of the regular full-time, non-teaching staff member of the Faculty shall be carried out by the Office of the Dean. Any member of the non-teaching staff who is eligible to vote may be nominated as a candidate for election, provided written consent has been filed with the Office of the Dean and the nomination paper has been signed by two members of the non-teaching staff eligible to vote. The election, if necessary, shall be conducted by means of ballots mailed to the University address of each regular full-time, non-teaching staff member of the Faculty. The candidate receiving the most ballots shall be declared elected.
- (vii) Retiring committee members shall be replaced by newly-elected members on September 1 of each year.
- (viii) The terms of Standing Committee members and Chairs shall be two years, unless otherwise specified.

B. Student Members

- (i) Chairs of Departments shall have the responsibility for organizing elections of student members and for ensuring a fair and democratic selection.
- (ii) Election of undergraduate student representatives to the General Faculty shall be held no later than March 15 for a term beginning September 1. Election of graduate student representatives to the General Faculty shall be held no later than September 30 for a term beginning October 1. Chairs of departments shall communicate the election results in writing to the Dean of the Faculty.
- (iii) Student representatives on Undergraduate Council and on Graduate Council shall be elected by and from the student members of General Faculty.
- (iv) If a position held by a student member on any committee of the Faculty becomes vacant, the Dean of the Faculty shall convene the student members of General Faculty to elect a student member of General Faculty to fill that position for the remainder of the vacated term.

IV AMENDMENT TO THE BY-LAWS

- i) Any amendment to these By-laws shall require the approval of the Senate.
- ii) A recommendation to the Senate for any amendment to any By-law, or for any new By-law, shall be made only after the proposed change in the By-laws has been approved at a meeting of the General Faculty. Notice of motion to request such amendment shall be given at a previous meeting of the General Faculty, or in writing to all members of the General Faculty at least four weeks before the General Faculty meeting.

V IMPLEMENTATION

The date of effect for these By-laws shall be the date on which they receive approval from the Senate.

Revised: January 12, 1983; June 12, 1985; December 11, 1985; September 10, 1986; December 9, 1987; July 1, 1987 (editorial revision to reflect new departmental structure, effective on that date); January 11, 1989; June 13, 1990; June 12, 1991; September 15, 1993; November 8, 1993; May 25, 1994; September 11, 1996; November 5, 1997; May 26, 1999; December 13, 2000 (editorial revision to reflect new departmental structure, effective on that date); October 9, 2002; February 11, 2004; June 15, 2005, June 3, 2009, December 9, 2009