McMaster University

SENATE MINUTES

Wednesday, May 18, 2016 at 3:30 p.m.
In the Council Room (111), Gilmour Hall

PRESENT: Dr. Patrick Deane (Chair), Ms Leah Allan, Dr. Vishwanath Baba, Mr. Jacob Bailey, Dr. Lee Beach, Mr. Ken Clarke, Mr. Roger Couldrey, Dr. Ken Cruikshank, Dr. Tim Davidson, Dr. James Dunn, Mr. Daniel Elbirt, Dr. Susan Fast, Dr. Carlos Filipe, Mr. Peter Gardhouse, Dr. Don Goellnicht, Dr. Elzbieta Grodek, Dr. Alison Holloway, Dr. Janice Hladki, Dr. Jerry Hurley, Dr. John Kelton, Dr. Patricia McNiven, Dr. Bruce Milliken, Mr. Sid Nath, Prof. Bridget O'Shaughnessy, Dr. Dorothy Pawluch, Dr. Aaron Schat, Dr. Ravi Selvaganapathy, Ms Moira Taylor, Ms Veronica van der Vliet, Dr. Matt Valeriote, Dr. Leonard Waverman, Dr. Doug Welch, Dr. David Wilkinson, Ms Mary Williams, Ms Helen Ayre (Secretary of the Senate), Susan Welstead (Assistant University Secretary)

OBSERVERS: Ms Carolyn Brendon, Ms Esme Davies, Dr. Michelle Dion, Ms Andrea Farquhar, Ms Karen Richmond, Dr. Michael Thompson, Mr. Sean Van Koughnett, Dr. Jean Wilson

BY INVITATION: Dr. Megumi Harada

REGARDS RECEIVED: Dr. Patrick Bennett, Dr. Narat Charupat, Mr. Ian Cowan, Dr. Susan Denburg, Dr. Shafiqul Huque, Ms Rebecca Jamieson, Ms Varda Khan, Dr. Ivona Kücerová, Dr. Suzanne Labarge, Dr. Colleen McKey, Dr. Paul McNicholas, Ms Melissa Pool, Dr. Ishwar Puri, Dr. Christine Quail, Dr. Petra Rethmann, Dr. Carl Richards, Dr. Susan Searls Giroux, Dr. Allison Quail, Dr. Chris Sinding, Mr. Peter Tice, Mr. Philip Tominac, Dr. Brenda Vrkljan, Dr. J.P. Xu

A. OPEN SESSION

OPENING REMARKS (Appendix A)

Dr. Deane noted that, as mentioned at the last Senate meeting, the federal budget included $2 billion in infrastructure funding for the post-secondary education sector for the modernization of research and commercialization facilities and for projects that reduced greenhouse gas emissions and promoted environmental sustainability. Submissions had to be made by May 9, and McMaster submitted two proposals, one focusing on lab upgrades, improved infrastructure, the creation of interdisciplinary space, and maximized energy efficiency from a co-generation facility for the Arthur Bourns Building; and one focusing on providing additional research and development facilities in support of commercialization and innovation in the McMaster Innovation Park Emerging Technologies Building.

It appeared that there had been 645 applications to the fund -- from universities, colleges, and other affiliated institutions -- and it seemed likely that these would exceed the $2 billion
available. The government intended that all projects would be reviewed by the end of May, with decision-making to take place in early to mid June.

The federal government was also launching a comprehensive review of all fundamental science undertakings. The Hon. Dr. Kirsty Duncan, the recently appointed Minister of Science, intended to review the way funding was being conducted and to render it more effective. Her stated interests were in supporting early-career researchers and women in research, and her ministry would also be looking at international research collaborations.

The University was also continuing its discussions on ways to respond to the Truth and Reconciliation Commission's Calls to Action.

I APPROVAL OF AGENDA – OPEN SESSION

Dr. Deane confirmed that no requests had been received to move any items from the Consent to the Regular agenda of the Open Session.

It was duly moved and seconded,

"that the Senate approve the Open Session agenda for the meeting of May 18, 2016, and that items II and III be approved by Consent."

The motion was carried.

CONSENT

II MINUTES

Motion:

that the minutes of the Open Session portion of the meeting held on April 13, 2016 be approved as circulated

Approved by Consent

III REPORT FROM THE COMMITTEE ON APPOINTMENTS (Appendix B)

a. Recommendation to Change the Name of the DesRoches Chair in Bone Marrow Transplantation

Motion:

that the Senate approve, for recommendation to the Board of Governors, changing the name of the DesRoches Chair in Bone Marrow Transplantation to the Joseph E. DesRoches Chair in Bone Marrow Transplantation, as set out in Appendix B
Approved by Consent

REGULAR

IV BUSINESS ARISING

There was no business arising from the Open Session minutes.

V ENQUIRIES

A member asked when Senate would be reviewing a policy on sexual violence and harassment, as mandated by the provincial government. Dr. Wilkinson responded that the draft policy was being reviewed by various campus groups for comment and feedback. It was likely that the policy would come to Senate in the fall. Dr. Wilkinson noted that the government requirement was that universities have a policy on sexual violence in place by January 1, 2017.

There were no other enquiries.

VI COMMUNICATIONS

a. Open Letter re a Comprehensive Review of the New Budget Model (Appendix C)

Dr. Deane explained that, as permitted by Senate by-law 64, any member of the University community may request an appearance before the Senate for the presentation of a brief. The request would be considered by the Senate if the request and brief were submitted to the Secretary of the Senate at least four working days prior to the date set for a Senate meeting.

Ms Ayre received such a request from Dr. Megumi Harada, Associate Professor, Mathematics and Statistics, regarding her wish to present Appendix C, “Open Letter to the President and Provost Requesting a Review of the New Budget Model.”

It was duly moved and seconded,

“that the Senate approve the request that Dr. Megumi Harada be permitted to speak on the subject of an Open Letter to the President and Provost re a Comprehensive Review of the New Budget Model at the May 18, 2016 meeting of Senate.”

The motion was carried.

Dr. Harada said she just wanted to note that her open letter had had 106 co-signatories when it was circulated to Senate, and now had 108. She was representing a majority of the members of the Faculty of Science.
The intention of the open letter was to make two points: to express the concern of members of the Faculty of Science that the new budget model was driving strategy and vision, when it should be the other way around.

The concrete request was for a comprehensive review of the budget.

There was recognition that the new model had some advantages, such as its transparency, and it was also reassuring to see that some changes were already being made, but the co-signatories did not think that the changes went far enough.

The co-signatories of the letter were not looking for an expensive external audit, but rather for internal review by a committee of members selected by the McMaster University Faculty Association.

Dr. Wilkinson responded that he appreciated Dr. Harada's bringing these concerns forward. He reminded Senate that one of the intentions of the new budget model was to have a system in place that completely rationalized and made transparent the way that revenue was received and distributed by the University.

He said he did want to correct one statement in the open letter: the assertion that there was a five-year hiring freeze in the Faculty of Science. There was no five-year hiring freeze; in fact, the Faculty has two approved faculty positions. However, it was true that both Science and the Faculty of Humanities were seeing deep decreases in their faculty numbers.

A big hurdle in developing a budget model was keeping it related to the University's strategies and key initiatives. He noted that the Science faculty's open letter called for more commitment from the budget model to McMaster's stated identity as a research-intensive university. But very few dollars came into the University as research income; most research income went to the Faculties. There was some overhead income, but that went where it was needed. Most of the money that came into McMaster was enrolment-driven.

The decision had been made years ago at McMaster to take an activity-based approach, whereby revenue would go to the Faculties that earned it. But it was realized that it was necessary to go somewhat outside the activity-based model, to create a bit of a hybrid, so that support-unit budgets do not fluctuate with activity and are instead held flat.

In terms of having the budget model speak to research intensivity, the Research Infrastructure Fund was developed to redirect some of the framework funding received to support Faculties with high research infrastructure costs. The tax rate feeding the RIF pool for the high-tuition Faculties and the Arts and Science program had now been increased.

The budget model had also prompted an ongoing discussion of the right value to put on service teaching. A significant recent change to the budget model was an increase in the revenue associated with out-of-Faculty teaching, from 75 percent to 100 percent of tuition.
These recent changes and others were the outcome of a comprehensive review reported in early April. There was broadly based support for the adjustments, including support from MUFA.

However, Dr. Wilkinson expected that the dialogue would be ongoing, and he appreciated the continuing feedback of University groups, such as the open-letter co-signatories.

VII REPORTS FROM COUNCILS

a. Graduate Council (Appendix D)

i. Proposal to Establish an Industrial PhD Option, Faculty of Engineering

Dr. Welch explained that Graduate Council has approved a proposal from the Faculty of Engineering for the introduction of a full-time Industrial PhD option in each Department. These would not be considered new degrees but, to be eligible for this option, candidates would have to be employed at a company or research institute and be self-funded (either personally or through employer assistance), and would be expected to conduct much of their thesis project research at their place of employment. All normal degree requirements would apply to students taking this option, with the exception of adherence to the seminar requirements.

It was duly moved and seconded,

"that the Senate approve the introduction of a full-time Industrial PhD Option in the Faculty of Engineering, as detailed in Appendix D, effective September 2016."

A member noted that there were professional degree programs for engineering researchers that resulted in a Doctor of Science or Doctor of Engineering, and wondered why the Faculty was preferring to call this degree "Doctor of Philosophy" rather than, for example, "Doctor of Engineering."

The Associate Dean of Graduate Studies (Engineering), Dr. Thompson, explained that the intention was to have this degree seen as a "real" academic PhD. There would be focus on technical components, but the proposers did not want the program to devolve into a technical degree.

The motion was then voted on and carried.

ii. Change to Admission Requirements, School of Engineering Practice (MEngD, MEPP, MEEI)

Dr. Welch explained that the School of Engineering Practice and Technology had received Graduate Council support to change the wording of admission requirements for the degrees Master of Engineering Design, Master of Engineering and Public Policy, and Master of
Engineering, Entrepreneurship and Innovation, effective September 2016, to reflect the fact that applicants with a science, technology, engineering or math background would be considered for admission.

It was duly moved and seconded,

"that the Senate approve the revision to the admission requirements for the MEngD, MEPP, and MEEI degrees in the School of Engineering Practice and Technology, as recommended by Graduate Council and set out in Appendix D, effective September, 2016."

The motion was carried.

iii. Change to Calendar Copy, School of Engineering Practice, Faculty of Engineering
iv. Change to Course Requirements for the Master of Engineering Design, School of Engineering Practice
v. Change to Calendar Copy, School of Engineering Practice (MEPP, MEEI, MTEI)
vi. Revisions to Administrative Sections of the Graduate Calendar
vii. New Graduate Scholarship

Senate received the above-listed reports for information.

b. Undergraduate Council (Appendix E)

i. Proposal to Establish a Leadership in Community Engagement Certificate Program

Dr. Wilkinson explained that Undergraduate Council was recommending the establishment of a Leadership in Community Engagement Certificate program, to be offered through the Centre for Continuing Education. The target audience for this program was working professionals in City of Hamilton departments and other community-oriented agencies whose work included one or more aspects of community engagement.

It was duly moved and seconded,

"that the Senate approve the establishment of a Leadership in Community Engagement Certificate program, effective September 2016, as set out in Attachment I of Appendix E."

The motion was carried.

ii. Establishment of Executive Management Certificate of Attendance and Certificate of Completion Programs, Faculty of Business
iii. Revisions to Health Information Systems Certificate of Completion Program
iv. New Course in Business Administration Programs: Foundations in Business Finance
v. Terms of Award
vi. Curriculum Revisions for Inclusion in the 2016-17 Undergraduate Calendar

Senate received the above-listed reports for information.

VIII REPORTS FROM SENATE COMMITTEES

a. University Planning Committee (Appendix F)

i. Recommendation to Close the Child Life Studies Diploma Program

Dr. Wilkinson explained that Senate had approved the establishment of a Master of Science in Child Life and Pediatric Psychosocial Care program last year to align with new professional credentialing requirements. Since all students currently registered in the Child Life Studies Diploma program would graduate this month, the University Planning Committee was now recommending the closure of the diploma program.

It was duly moved and seconded,

“that the Senate approve the closure of the Faculty of Health Sciences Graduate Diploma Program in Child Life Studies, as detailed in Appendix F.”

The motion was carried.

ii. Recommendation to Close the Technology Certificate and Technology Leadership Certificate Programs

Dr. Wilkinson reported that this recommendation was being withdrawn since the certificates were submitted for closure in error.

iii. Recommendation to Close the Case Management Certificate Program

Dr. Wilkinson explained that the Centre for Continuing Education had recently undertaken a review of its Case Management Certificate program, and had determined that, although the program was strong, it did not fully meet the needs of graduates and employers. In particular, a broader focus on case management beyond the context of health care was needed. It was recommended that the program be closed effective May 1, 2016, and a new program, with a new name, be developed and brought forward in the coming months. Students currently enrolled would be able to complete the requirements of the program.

It was duly moved and seconded,
“that the Senate approve the closure of the Case Management Certificate program, effective May 1, 2016, as outlined in Attachment I of Appendix F.”

The motion was carried.

iv. Recommendation to Close the Bachelor of Arts / Bachelor of Social Work Program

Following on Senate’s approval last year of a new Honours Bachelor of Social Work program, Dr. Wilkinson explained that it was now being recommended that the combined BA/BSW program be closed. Students currently enrolled would have the option of completing their program or transferring to the new program, if eligible.

It was duly moved and seconded,

“that the Senate approve the closure of the Bachelor of Arts / Bachelor of Social Work program effective September 2016, as set out in Appendix F.”

A member asked if there would be mentoring for students who had to decide whether to switch to the new program or complete the current one, and Dean Hurley confirmed that there would be.

The motion was then voted on and carried.

v. Recommendation to Close the Combined Bachelor of Arts and Science and Social Work Program

Also in the wake of the establishment of the new Honours Bachelor of Social Work program, the combined Bachelor of Arts and Science and Social Work Program was being recommended for closure. The structure and level of the new honours program would not allow for the continuation of the combined option. There are no students currently enrolled in the program.

It was duly moved and seconded,

“that the Senate approve the closure of the Combined Bachelor of Arts and Science and Social Work program, effective September 2016, as set out in Appendix F.”

The motion was carried.

vi. Establishment of Executive Management Certificate of Attendance and Certificate of Completion Programs, Faculty of Business

Senate received the above-listed report for information.
b. Committee on By-laws (Appendix G)

i. Proposed Revisions to the Senate By-laws

Dr. Fast explained that, because the Senate By-laws had not undergone a comprehensive review since 1980, the By-laws Committee was asked last December to review them and propose revisions that would bring them up to date, ensuring that the terms of reference of committees were reflective of their current responsibilities.

The Committee on By-laws was now recommending a number of both editorial and substantive revisions. The major changes were highlighted in the report from the Committee. Senate was being asked to approve these changes in principle, on the understanding that they would be reviewed again by the Committee in light of any comments received and would be presented for final approval at the June meeting of Senate.

It was duly moved and seconded,

"that the Senate approve in principle proposed revisions to the By-laws of the Senate, as set out in Appendix G."

A member said he noticed that the by-law requiring each committee to report to Senate at least once a year had been removed, and he expressed concern that some committees might now never be heard from.

Ms Ayre pointed out that committees do report to Senate when they have something to report; some committees, such as the Faculty Discipline Board, might not have any business in a given academic year. It seemed unnecessarily bureaucratic to have a committee report that it had nothing to report.

Members also expressed concern about making sure that the by-laws did get reviewed every 10 years as required.

The motion was then voted on and carried.

c. Committee on Student Affairs (Appendix H)

i. Proposal to Establish a Code of Student Rights and Responsibilities

Mr. Van Koughnett explained that the Committee on Student Affairs was recommending a new Code of Student Rights and Responsibilities, intended to streamline policies and regulations on student conduct by replacing a number of stand-alone policies such as the Student Code of Conduct, the Residence Code of Conduct, the Residence Community Alcohol Policy, and the Code of Conduct for Competitive Teams. A comprehensive policy that consolidated the requirements for student conduct would make it easier for students to
understand the expectations for behaviour. The new code has also been designed to emphasize a restorative and educational approach to student discipline.

It was duly moved and seconded,

"that the Senate approve the Code of Student Rights and Responsibilities, as recommended by the Committee on Student Affairs and set out in Appendix H, effective June 1, 2016."

The motion was carried.

ii. Proposed Appendix to the Residence Agreement / Contract

Mr. Van Koughnett further explained that, as part of its work on developing the new code, the Committee on Student Affairs also approved the addition of an appendix to the Residence Agreement / Contract that would provide fuller information on items and behaviours that are specifically prohibited in residence. This appendix would be reviewed annually and adjusted as necessary.

It was duly moved and seconded,

"that the Senate approve ‘Appendix A: Prohibited Items and Alcohol Regulations’ as an appendix to the Resident Agreement / Contract, effective May 1, 2016, as outlined in Attachment II of Appendix H."

The motion was carried.

IX OTHER BUSINESS

There was no other business in Open Session.

In Closed Session, Senate:

a. approved the Closed Session portion of the minutes of the meeting of April 13, 2016;

b. approved, on recommendation of the Executive Committee, the membership of Senate Committees and Boards for 2016-17, as follows:

COMMITTEE ON APPOINTMENTS

<table>
<thead>
<tr>
<th>Membership</th>
<th>Composition</th>
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<tbody>
<tr>
<td>Dr. Suzanne Labarge</td>
<td>- Chancellor</td>
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<tr>
<td>Dr. Patrick Deane</td>
<td>- President</td>
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<tr>
<td>Dr. David Wilkinson</td>
<td>- Provost and Vice-President (Academic)</td>
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<tr>
<td>Dr. Rob Baker</td>
<td>- Vice-President (Research)</td>
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</table>
Dr. Doug Welch - Acting Associate Vice-President and Dean of Graduate Studies
Dr. Christine Quail - seven elected faculty members of Senate
Dr. Brenda Vrklijan (Chair)
Dr. Carlos Filipe
Dr. J.P. Xu
Dr. Dorothy Pawluch
Dr. Vishwanath Baba
Dr. Colleen McKey
Mr. Sid Nath - student member of Senate

COMMITTEE ON HONORARY DEGREES

Membership
Dr. Suzanne Labarge (Chair)
Dr. Patrick Deane
Dr. Stanley Porter
Dr. Patricia Wakefield
Dr. Colleen McKey
Dr. Catherine Anderson
Dr. Graeme Luke
Mr. Peter Tice

Composition
- Chancellor
- President
- Principal, Divinity College
- member of Senate
- member of Senate
- member of Senate
- member of Senate
- Alumni member of Senate

SENATE BOARD FOR STUDENT APPEALS

Membership
Dr. Suzanne Labarge
Dr. Patrick Deane
Dr. Audrey Hicks (Chair)
Dr. Aaron Schat (Vice-Chair)
Dr. Daniel Cassidy
Dr. Phil White
Dr. Anne Niec
Dr. Sean Corner
Mr. Mitchell Hajnal (Social Sciences)- four undergraduate students
Ms Varda Khan (Humanities)
Mr. Jacob Bailey (Health Sciences)
Ms Veronica van der Vliet (Science)

Composition
- Chancellor
- President
- six faculty members

Mr. Philip Tominac (Engineering) - two graduate students
Mr. Alexander Nielsen (Science)
COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

Membership

Dr. Suzanne Labarge
Dr. Patrick Deane
Dr. Henry Jacek
Dr. Janice Hladki
Dr. Ana Campos
Dr. Carlos Filipe
Dr. Petra Rethmann
Dr. Sheila Harms (Chair)
Dr. David Earn
Ms Veronica van der Vliet
Mr. Sid Nath
Ms Melissa Pool

Composition

- Chancellor
- President
- University Bedel
- member of Senate
- member of Senate
- member of Senate
- member of Senate
- member of Senate
- member of Senate
- member of Senate
- member of Senate
- undergradate student Senator
- graduate student Senator
- Registrar (Consultant)

COMMITTEE ON BY-LAWS

Membership

Dr. Suzanne Labarge
Dr. Patrick Deane
Ms Helen Ayre
Dr. David Clark (Chair)
Dr. Catherine Anderson
Dr. Meridith Griffin

Composition

- Chancellor
- President
- Secretary of the Senate
- Senate member
- faculty member
- faculty member

COMMITTEE ON ACADEMIC INTEGRITY

Membership

Dr. Suzanne Labarge
Dr. Patrick Deane
Dr. Doug Welch
Dr. Susan Searls Giroux
Dr. Lehana Thabane (Chair)
Dr. Narat Charupat
Dr. Philippa Carter
Dr. Spencer Smith
Mr. Mitchell Hajnal
Vacancy
Ms Andrea Thyret-Kidd
Ms Melissa Pool

Composition

- Chancellor
- President
- Acting Associate Vice-President and Dean of Graduate Studies
- Associate Vice-President (Faculty)
- four faculty members of Senate
- one undergraduate student Senator
- one graduate student Senator
- Academic Integrity Officer (Consultant)
- Registrar (Consultant)
TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE

Composition

6 full-time tenured faculty members, normally at the rank of professor, appointed by Senate but not necessarily drawn from Senate, one from each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences, none of whom, during his or her term on the Committee, shall be a member of a Faculty Tenure and Promotion Committee or of the Senate Committee on Appointments

Membership

Dr. Ron Balvers (Business)
Dr. Sue Becker (Science)
Dr. Jamal Deen (Engineering)
Dr. Stephanie Atkinson (Health Sciences)
Dr. William Hanley (Humanities)
Dr. Byron Spencer (Social Sciences) (Chair)

COMMITTEE ON STUDENT AFFAIRS

Membership

Dr. Suzanne Labarge
Dr. Patrick Deane
Mr. Sean Van Koughnett (Chair)
Dr. Grace Kehler
Dr. Shafiqul Huque
Dr. Michael Farquharson
Ms Susan Marsh-Rollo (part-time)
Ms Jamie Dan (residence)
Ms Sarah Jama (full-time)

Composition

- Chancellor
- President
- Associate Vice-President (Students and Learning) and Dean of Students
- three faculty members, one of whom shall be a member of Senate
- three undergraduate students, one of whom shall be a part-time student and one of whom shall be a student residing in a University residence
- one graduate student Senator

BOARD-SENATE RESEARCH MISCONDUCT HEARINGS PANEL

Senate Component

Composition
18 tenured faculty members appointed by Senate after consultation with the Faculty Association

3 graduate and 3 undergraduate students appointed by the Senate

12 full-time staff members who have been employees of the University for at least two years, appointed by the Board of Governors after consultation with the appropriate staff associations

Non-student members of the Panel shall be appointed for staggered three-year terms, once renewable; student members of the Panel shall be appointed for two-year terms, once renewable

**Membership of Senate Component:**

**Business**
- Dr. Mahmut Parlar (2017)
- Dr. Brian Detlor (2017)
- Dr. Peter Miu (2018)

**Engineering**
- Dr. Chan Ching (2017)
- Dr. Gianluigi Botton (2017)
- Dr. Natalia Nikolova (2018)

**Health Sciences**
- Dr. Alexander Ball (2017)
- Dr. Ram Mishra (2018)
- Dr. Michael Mazurek (2018)

**Humanities**
- Dr. Michele George (2017)
- Dr. Pamela Swett (2017)

**Science**
- Dr. Matt Valeriote (2019) (Vice-Chair)
- Dr. Colin Seymour (2019)
- Dr. Kari Dalnoki-Veress (2017)
- Dr. Alison Sills (2017)

**Social Sciences**
- Dr. Shayne Clarke (2019)
- Dr. Michael Veall (2017)
- Dr. Robert Storey (2018) (Chair)

Student members:
Undergraduate: *Vacancy* (2018); Ms Natasha Sandhu (2018); *Vacancy* (2018)
Graduate: Mr. Philip Tominac (2017); Ms Chelsea Barranger (2017); Mr. Tim van Boxtel (2017)
BOARD-SENATE HEARING PANEL FOR DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT

Senate Component

Composition

6 members of the teaching staff

3 undergraduate students

3 graduate students

The Chair is appointed by Senate from among the above members. Student members are appointed for two-year terms and teaching staff for three-year terms.

Membership

Dr. Elzbieta Grodek (Humanities) (2018) - six members of the teaching staff
Prof. Bridget O’Shaughnessy (Social Sciences) (2018)
Dr. Tim Davidson (Engineering) (2019)
Dr. Susan Fast (Humanities) (2018)
Dr. Kari Dalnoki-Veress (Science) (2019)
Dr. Michelle MacDonald (Health Sciences)(Chair) (2019)
Ms Udoka Okafor (2018) - three undergraduate students
Ms Varda Khan (2017)
Vacancy (2018)
Ms Anna D’Angela (2018) - three graduate students
Ms Stephanie Tombari (2018)
Mr. Neil Barr (2017)

FACULTY DISCIPLINE BOARD

Composition

6 tenured faculty members at the rank of professor, appointed for staggered three-year terms

Membership

Business - Dr. Rick Hackett (2019)
Engineering - Dr. William Farmer (2019)
Health Sciences - Dr. Judith West-Mays (2017)
Humanities - Dr. Michael Gauvreau (2018)
Science - Dr. David Venus (2018)
Social Sciences - Dr. Byron Spencer (2018);

c. received, for information, a report from the Executive Committee indicating that it had approved on behalf of Senate the 2016 Spring graduands for the Divinity College;

d. approved, on recommendation of the Committee on Appointments, the following appointments and re-appointments:

- an extension of the appointment of the Acting Associate Vice-President (Research) until December 31, 2016;
- an Acting Associate Dean for Graduate Studies (Science) for the period May 1 to December 31, 2016;
- the re-appointment of the Director of the Arts and Science Program for the period July 1, 2016 to June 30, 2022;
- a Chair of the Department of Religious Studies for a five-year term, effective July 1, 2016;
- an Acting Chair of the Department of Biology for the period July 1 to December 31, 2016;
- an Acting Director of the Indigenous Studies Program for the period July 1, 2016 to June 30, 2018; and
- the Director of the McMaster Stem Cell and Cancer Research Institute and Chair in Stem Cell and Cancer Biology for a five-year term, effective July 1, 2016;

e. received from the Committee on Appointments, for information, a report on the decision of the Provost and Vice-President (Academic) to appoint an Acting Dean of Science for the period May 1 to August 31, 2016, and a report from the Faculty of Health Sciences on its decision to appoint an Assistant Dean of the Physician Assistant Education Program for the period April 1, 2016 to June 30, 2021;

f. approved the 2016 Spring graduands for the School of Graduate Studies for Health Sciences and for the Faculty of Health Sciences;

g. received from the Executive Committee a slate of two nominees for an election to the Board of Governors to fill a vacancy for a Senate representative, together with information on how to make additional nominations;

h. approved, on recommendation of the Committee on Appointments, the composition of a Selection Committee for a Provost and Vice-President (Academic) as follows:

Dr. Patrick Deane (Chair) President and Vice-Chancellor
Ms Jagoda Pike  
Dr. Susan Searls Giroux  
Dr. Milena Head  
Dr. Marilyn Lightstone  
Dr. Susan Denburg  
Dr. Sean Corner  
Dr. Maureen MacDonald  
Dr. James Dunn  
Ms Melissa Pool  
Ms Mai Yamamoto  
Mr. Spencer Nestico-Semianiw

Chair, Board of Governors  
Associate Vice-President (Faculty)  
Professor, Information Systems, Business  
Professor and Chair, Mechanical Engineering, Engineering  
Associate Vice-President (Academic), Health Sciences  
Associate Professor and Chair, Classics, Humanities  
Professor and Director, School of Interdisciplinary Science, Science  
Professor and Chair, Health, Aging and Society, Social Sciences  
University Registrar  
PhD Student, Faculty of Science  
Undergraduate Student, Arts and Science Program;

i. approved two requests for early graduation; and

j. received notice that two faculty members were submitting appeals of the decisions to take no action on their promotion to Professor.
1) POST-SECONDARY INSTITUTIONS STRATEGIC INVESTMENT FUND:

As mentioned at the last Senate meeting, the federal budget included $2 billion of infrastructure funding available for the post-secondary education sector. The focus of the Fund is on the modernization of research and commercialization facilities and projects that reduce greenhouse gas emissions and environmental sustainability.

Submissions had to be made by May 9 and the University has submitted two projects:

1) **Arthur Bourns Building** – this project is focused on lab upgrades, retrofitted and improved infrastructure, the creation of interdisciplinary space for accelerated discovery, and maximized energy efficiency from a cogeneration facility. This will provide improved research infrastructure for researchers in the Faculties of Science and Engineering; and

2) **McMaster Innovation Park Emerging Technologies Building** – this project is focused on providing additional research and development facilities in support of commercialization and innovation. It will include lab, office and mixed industrial space, as well as meeting spaces, and is intended to complement existing MIP space dedicated to advanced materials and manufacturing.

It appears that there have been 645 applications to the fund – which includes universities, colleges, and other affiliated institutions. The total ask has not yet been confirmed but it seems likely that it will exceed the $2 billion available. The government intends that all projects will be reviewed by the end of May, with decision-making to take place in early to mid-June.

2) **TRUTH AND RECONCILIATION COMMISSION OF CANADA CALLS TO ACTION:**

The University has discussions underway, at the President-Vice-Presidents-Deans group, with the Indigenous Educational Council, and with colleagues across the country, regarding appropriate and meaningful responses to the TRC, with the goal of putting in place some initiatives to meet the Calls to Action over the coming year. This is very important work, and post-secondary education institutions have a huge role to play in it. Recently McMaster sponsored, jointly with Universities Canada, a conference on the Indigenous Research Landscape, thanks to the leadership of the Acting Vice-President (Research).
3) **PAVLOS KANAROGLOU:**

Professor Emeritus Dr. Pavlos Kanaroglou, well known to many Senators, sadly passed away last Friday. Pavlos was the director and founder of the McMaster Institute for Transportation and Logistics. He was also a Canada Research Chair in Spatial Analysis and a past director of the School of Geography and Earth Sciences. The funeral and a celebration of Pavlos’s life took place yesterday, and the flags were lowered to mark the occasion. He was a fine faculty member and an outstanding University citizen and will be very much missed.
REPORT TO SENATE

FROM THE

COMMITTEE ON APPOINTMENTS

Open Session

At its meeting on April 18, 2016, the Committee on Appointments approved a recommended revision to the name of the DesRoches Chair in Bone Marrow Transplantation and now recommends to the Senate:

“that the Senate approve, for recommendation to the Board of Governors, changing the name of the DesRoches Chair in Bone Marrow Transplantation to the Joseph E. DesRoches Chair in Bone Marrow Transplantation, as set out in the attached.”

Senate: For Approval
May 18, 2016
March 18, 2016

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Name Change for the DesRoches Chair in Bone Marrow Transplantation

On behalf of the Faculty of Health Sciences, I would like to recommend the name of the DesRoches Chair in Bone Marrow Transplantation be changed to the Joseph E. DesRoches Chair in Bone Marrow Transplantation.

Last year, funding from a private donor (supplemented from other approved, unencumbered funding from the Faculty) was directed to the Faculty of Health Sciences to support this position. The Chair will help support research into bone marrow transplants as a treatment for cancer.

In recent discussions with the family of the deceased donor, they have expressed their wish to have the Chair named for the late Joseph E. DesRoches, as this fund was entirely his initiative and execution. The Faculty is in agreement with this approach.

A revised terms of reference document has been prepared (see attached) that reflects the proposed name. A copy of the original terms of reference is included for reference.

Thank you for considering this recommendation. If you require further information please do not hesitate to contact me.

Yours sincerely,

John G. Kelton, MD
Dean & Vice-President

Encl.

JGK/r1
TERMS OF REFERENCE

Joseph E. DesRoches Chair in Bone Marrow Transplantation

General

A transfer of funds has been directed to the Faculty of Health Sciences to provide support for the Joseph E. DesRoches Chair in Bone Marrow Transplantation. The incumbent will have demonstrated excellence in the area of bone marrow transplants as a treatment for cancer.

Details and Duties

The holder of the Chair shall be an individual with sufficient research and clinical experience.

Specifically, the chairholder will:

- Hold a full-time appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;

- Be an integral part of the institutional vision towards establishing and maintaining a world-class program in bone marrow transplantation which exemplifies the central values of the University and the Department of Medicine;

- Contribute significantly to the body of scholarship in the area of bone marrow transplants as a treatment for cancer, through teaching, research and/or clinical work at McMaster University;

- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Medicine, including participation in the education programs of the Department.

Selection Process

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc selection committee which shall include, at minimum, the Associate Dean, Research and the Chair of the Department of Medicine. The Committee will forward its recommendation to the Senate Committee on Appointments.

Term

An appointment to the Joseph E. DesRoches Chair in Bone Marrow Transplantation shall be for up to five (5) years, with the understanding that renewal for additional terms is possible.

Acknowledgement

The incumbent will acknowledge that she/he holds the “Joseph E. DesRoches Chair in Bone Marrow Transplantation” in all publications, lectures and any other activities supported through the fund.

March 2016
TERMS OF REFERENCE

DesRoches Chair in Bone Marrow Transplantation

General

A transfer of funds has been directed to the Faculty of Health Sciences to provide support for the DesRoches Chair in Bone Marrow Transplantation. The incumbent will have demonstrated excellence in the area of bone marrow transplants as a treatment for cancer.

Details and Duties

The holder of the Chair shall be an individual with sufficient research and clinical experience.

Specifically, the chairholder will:

- Hold a full-time appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;

- Be an integral part of the institutional vision towards establishing and maintaining a world-class program in bone marrow transplantation which exemplifies the central values of the University and the Department of Medicine;

- Contribute significantly to the body of scholarship in the area of bone marrow transplants as a treatment for cancer, through teaching, research and/or clinical work at McMaster University;

- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Medicine, including participation in the education programs of the Department.

Selection Process

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc selection committee which shall include, at minimum, the Associate Dean, Research and the Chair of the Department of Medicine. The Committee will forward its recommendation to the Senate Committee on Appointments.

Term

An appointment to the DesRoches Chair in Bone Marrow Transplantation shall be for up to five (5) years, with the understanding that renewal for additional terms is possible.

Acknowledgement

The incumbent will acknowledge that she/he holds the “DesRoches Chair in Bone Marrow Transplantation” in all publications, lectures and any other activities supported through the fund.

October 2015
Open Letter to the Provost and the President requesting a comprehensive review of the New Budget Model

This report and attached materials is intended to alert you to the fact that a group of 106 McMaster faculty members (current and emeritus) have signed an open letter to the Provost and President requesting a comprehensive review of the New Budget Model. The open letter has been publicly available since early April at

http://www.mcmasterletter.online/

and the letter, along with a list of co-signatories, was officially sent to the Provost and President on Thursday May 5th, 2016.

It is worth noting that 75% of the faculty in Mathematics and Statistics, and over 72% of the faculty in Physics and Astronomy, have signed the letter. Furthermore, 7 additional faculty members in Science have informally expressed support for this initiative, but have declined to formally sign the letter due to their positions in University-level administration and/or committees. Therefore, this letter has the support of a majority of the faculty members in the Faculty of Science. (As of Tuesday May 10th, there are a total of 106 co-signatories on the online version of the letter.)

Please find attached (1) an Executive Summary of the letter, (2) a full text of the letter, and (3) the current list of co-signatories.

Sincerely,
Megumi Harada (representing the 106 signatories)

Megumi Harada
Associate Professor and Canada Research Chair (Tier 2)
Department of Mathematics and Statistics
McMaster University
1280 Main St. West
Hamilton, Ontario L8S4K1
Canada

Phone: (905) 525-9140, ext. 23432
Fax: (905) 522-0935
E-mail: Megumi.Harada@math.mcmaster.ca

http://www.math.mcmaster.ca/Megumi.Harada
Executive summary.

We, the undersigned faculty members of McMaster University, strongly believe that the current implementation of the New Budget Model (NBM) has serious flaws: the costs and benefits of research have not been assigned explicit values, and there is a mistaken conflation of the “marginal cost of teaching” and the “actual cost of teaching”. While we are particularly concerned about the consequences of the NBM on the Faculty of Science, we also believe that the NBM is having overall effects which conflict with the academic priorities and strategic goals of this University.

We strongly urge the President and Provost to promptly implement an independent and University-level review of the budget model itself. To ensure that the University community can have faith in the integrity of the reviewing process, the committee’s membership should include the VP of Research, the Deans of each of the Faculties and representatives of the service units, the CFO of the University, and additional members selected by MUFA. The committee’s mandate should include evaluating the alignment (or lack thereof) between the effects of the budget model on the university as a whole and the University’s strategic goals, and making changes to the basic structure, and the internal parameters defining, the budget model itself.
The Faculty of Science has traditionally been one of the strongest research faculties of this university, with several departments ranking among the very top in all of Canada and well-ranked internationally. Moreover, the enrollment growth of the Faculty of Science in recent years has been the largest at this University, with an 80% increase since 2004 – without a commensurate increase in faculty/staff complement. Through our service teaching, the Faculty of Science has also supported the significant growth of the Faculties of Engineering and Business. Clearly, the Faculty of Science is an integral part of the academic mission of this university, and this Faculty must remain healthy for the University to remain competitive, viable, and attractive to students, as well as to top tier research faculty.

However, our Faculty's Dean has told us repeatedly over the last several years that our Faculty is in a "financial crisis", which led him to implement a strict austerity regime, including a 5-year hiring freeze. The consequences of austerity to our Faculty have been serious and negative. We have experienced a loss of high-powered researchers, difficulties in recruiting top-tier graduate students, postdocs, and new faculty, and increased stresses in assignments of teaching duties. Retirement-age faculty are not retiring because they know they will not be replaced. These adverse circumstances lead some of us to doubt this university's commitment to support basic science and research.

In the following discussion, we accept certain basic principles, made explicit below. They are consistent with the principles laid out in "Forward with Integrity".

- We are committed to the student community and their academic experience and training.
- We are committed to continuing research excellence.
- The university should be strong as a whole, and that the whole is greater than the sum of its parts.
- It is through its budget that an institution lays bare its core beliefs and values. Thus, the vision, values, priorities, and strategic goals of the university should inform and drive its budget model, and not vice versa.

We recognize and appreciate that the Provost has recently announced changes which take us in the right direction. These include, but are not limited to, the replacement of "hold harmless" by supplements/subsidies, and an implementation of a higher RIP tax rate for certain Faculties. However, we believe that certain fundamental issues have not been resolved, as we now describe.

**Problem 1.** This university has not undertaken a comprehensive and independent review of the budget model itself at a University-wide level. The NBM is arguably the most drastic change in the operation of this University that we have experienced in decades. As a complex, dynamic institution, we surely must periodically ask broad and holistic questions such as: does the budget allocation to different units truly reflect the University’s strategic goals, intellectual mission, and its ascribed value to that unit? Are some Faculties accumulating financial and resource advantages over others, and if so, does this reflect the University’s strategic goals? Failing to ask and answer such questions is a path towards having the budget drive the priorities, and not vice versa.

**Proposed Solution 1.** The NBM has now been in full operation for two academic years. Based on this experience, we now call for an independent, thorough, and rigorous review of the model itself, in light of its overall effects. This would be an independent process from that of the current Budget Committee, which approves unit/Faculty budgets constrained within the current model. To ensure that the broad University community can have faith in the integrity of the reviewing process, the committee's membership should include the VP of Research, the Deans of each of the Faculties and representatives of the service units, the CFO of the University Deirdre Henne, and additional members nominated and selected by MUFA. We also suggest that third-party representatives of Ontario universities who have implemented Activity-Based budget models – e.g. Queens, U of Toronto – should be asked to participate in the review and act in a neutral and advisory capacity. The mandate of the committee should include an overall evaluation of the alignment (or lack thereof) between the effects of the budget model on the university as a whole and the University's strategic goals, and the recommendation of changes to the basic structure of, and internal parameters (e.g. values of various taxes, income/cost splitting) defining, the budget model. Finally, the reviewing process should be robust and public, giving all concerned university members an opportunity for input.

We understand that the Provost believes that it is too early to conduct a review of the NBM. However, the current adverse environment in the Faculty of Science is unsustainable. The risk of a delay is that the damage to this Faculty may be irreversible by the time a review is conducted.
Problem 2. The second pressing problem in the current budget model is two-fold. Firstly, the cost and benefits of research have not been assigned an explicit values. There is no funding associated to the value that our Faculty brings to the university as a whole, despite the fact that our research and teaching in fundamental science and mathematics informs and supports much of the intellectual activities in other Faculties. Secondly, the revenue to our Faculty for our service teaching makes the mistake of conflating the “marginal cost of teaching” with the “cost of (research and) teaching”. In other words, it neglects the basic fact that high-quality teaching in a Faculty of Science requires a substantial supporting infrastructure. A research-intensive Faculty of Science cannot function without laboratories, which require extensive equipment, materials, technicians, maintenance; moreover, the labs and equipment play an essential role in our teaching mission. Incomplete metrics such as the above create an environment in which one of the core missions of our university – basic research – must struggle to survive.

Proposed Solution 2. In his recent State of the Academy address, the Provost said that BIUs are partially intended to fund the cost of research. Student fees and BIUs constitute 97% of revenue to the university and, as a consequence, also to the Faculties. It is clearly stated in the Forward of Integrity document that the two pillars of a university are research and teaching. The flow of income to the Faculties must be changed to reflect this dual mission. Specifically, some portion of BIUs must follow students to a teaching Faculty.

We understand that one of the Provost’s concerns is that if the funding that flows to teaching Faculties is too high, then the home Faculty may opt to offer the courses “in-house”. However, this conflicts with the University’s commitment to the student experience and also with accreditation rules. We ask the University leadership to uphold its commitment to intellectual and academic integrity, by establishing University-wide policies clearly stating that a faculty member’s home department should be in his/her field of academic expertise.

We understand that the Provost considers the Faculty of Science to be already subsidized by the rest of the university, because all units are charged equal rent (per-NASM charge) for space. It is implicit in this NASM point of view that research is “only” a cost. We, on the contrary, believe that our research adds value to this institution, and a meaningful Activity-Based budget model should ascribe a positive value to our research activities as measured by metrics directly related to the research itself.

We hope we stand alongside the University leadership in our call to uphold our dual mission of research and teaching excellence as measured (and explicitly valued) by meaningful metrics, and that we can together move to more strongly support the Faculty which has shown the strongest growth within the University in the last decade.
Co-signatories on the Open Letter to the Provost and the President requesting a comprehensive internal review of the New Budget Model, as of May 10th, 2016.

NOTE: an additional 7 faculty members have expressed support for the letter but have declined to formally sign the letter due to their positions within the University (e.g. members of University-level committees and/or positions as Deartment chair).

1 Megumi Harada Mathematics and Statistics
2 Walter Craig Mathematics and Statistics
3 Deirdre Haskell Mathematics and Statistics
4 Nicholas Kevlahan Mathematics and Statistics
5 McKenzie Wang Mathematics and Statistics
6 Patrick Speissegger Mathematics and Statistics
7 Bartek Protas Mathematics and Statistics
8 Ian Hambleton Mathematics and Statistics
9 Traian Pirvu Mathematics and Statistics
10 David Lozinski Mathematics and Statistics
11 David Earn Mathematics and Statistics
12 Dmitry Pelinovsky Mathematics and Statistics
13 Aaron Childs Mathematics and Statistics
14 Lia Bronsard Mathematics and Statistics
15 Matt Valeriote Mathematics and Statistics
16 Gail Wolkowicz Mathematics and Statistics
17 Manfred Kolster Mathematics and Statistics [Emeritus]
18 Ben Jonathan Evans Biology
19 Colin Seymour Biology
20 Rama Singh Biology
21 Ben Bolker Mathematics and Statistics and Biology
22 James S. Quinn Biology
23 Carmel Mothersill CRC Chair in Radiobiology
24 Jurek Kolasa Biology
25 Richard Stubbs Political Science
26 Cecile Fradin Physics and Astronomy
27 Jonathan Dushoff Biology
28 Joseph Rose DeGroote School of Business
29 Duncan O'Dell Physics and Astronomy
30 Soo Hyun Byun Physics and Astronomy
31 Fiona E. McNeil Physics and Astronomy
32 James Wadsley Physics and Astronomy
33 Richard Arthur Philosophy
34 David R. Chettle Physics and Astronomy
35 Denys deCatanzaro PNB
Miroslav Lovric  Mathematics and Statistics
Grant McClelland  Biology
Kari Dalnoki-Veress  Physics and Astronomy
Richard Harris  Geography and Earth Science
Matheus Grosselli  Mathematics and Statistics
Ralph Pudritz  Physics and Astronomy
Joseph Boyce  Geography and Earth Science
Shui Feng  Mathematics and Statistics
Daniel Goldreich  PNB
Bruce Gaulin  Physics and Astronomy
Stanley Alama  Mathematics and Statistics
Itay Yavin  Physics and Astronomy
William Prestwich  Medical Physics [Emeritus]
Gillian R. Goward  Chemistry and Chemical Biology
Erik Sorensen  Physics and Astronomy
Christopher David Rollo  Biology
Thomas Hurd  Mathematics and Statistics
Randall Dumont  Chemistry and Chemical Biology
Peter Kruse  Chemistry and Chemical Biology
Jim McNulty  Chemistry and Chemical Biology
Alex Adronov  Chemistry and Chemical Biology
Kathryn Murphy  PNB
Paul Harrison  Chemistry
Robin K. Cameron  Biology
Roman Viveros-Aguilera  Mathematics and Statistics
Suzanna Becker  Chemistry
Sigal Balshine  PNB
Natalia K. Nikolova  Electrical and Computer Engineering
William Harris  Physics and Astronomy [Emeritus]
David Venus  Physics and Astronomy
Andrew Nicas  Mathematics and Statistics
Sung-Sik Lee  Physics and Astronomy
Thomas Timusk  Physics and Astronomy
Bradd Hart  Mathematics and Statistics
Paul W. Ayers  Chemistry and Chemical Biology
Robert Wilton  Geography and Earth Sciences
Niko Yiannakoulias  Geography and Earth Sciences
Janok P. Bhattacharya  Geography and Earth Sciences
Ian Dworkin  Biology
Michael Mercier  Geography and Earth Sciences
Catherine Kallin  Physics and Astronomy
Susan A. Dudley  Biology
Christine Wilson  Physics and Astronomy
Maikel Rheinstadter  Physics and Astronomy
Paul Higgs  Physics and Astronomy
Cliff Burgess  Physics and Astronomy
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<td>Hugh Couchman</td>
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<td>An-Chang Shi</td>
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<td>Ayesha Khan</td>
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<td>Laurel Trainor</td>
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<td>Jean-Pierre Gabardo</td>
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<td>Jose M. Moran-Mirabal</td>
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To: Senate

From: Christina Bryce
Assistant Graduate Secretary

Re: Report from Graduate Council

At its meeting on April 26th Graduate Council approved the following for recommendation to Senate:

For Approval:

1. Faculty of Engineering
   Introduction of Industrial Ph.D. Option
   The Faculty of Engineering proposed the introduction of an Industrial PhD option under each department in Engineering. This is not a new degree and the degree name will not be changed from the regular doctoral option in each program. Eligible candidates must be employed at a company or research institute under the Industrial PhD option, be self-funded by themselves or their employer, and will be expected to (but not required) to conduct much of their research towards the thesis project at their company/institute. All normal doctoral degree requirements must still be fulfilled by taking this option including the regular course load, milestones and exams. To accommodate the degree requirements, this option will exempt these students from seminar requirements under the program but does not alter any other requirements of the degree. To facilitate timely completion of the degree as well as recognize the time to degree completion done at the company, the student must be enrolled full-time under this option. This change will be included in the next Graduate Calendar, effective September 2016.

School of Engineering Practice
Change to Admission Requirements (M.Eng.D, M.E.P.P., M.E.E.I.)
   The School of Engineering Practice proposed a change in the wording around their admission requirements for these degrees to reflect that applications from students from a STEM background will be considered for admission. This change will be included in the next Graduate Calendar, effective September 2016

For Information:

2. Faculty of Engineering

School of Engineering Practice
Change to Calendar Copy
The program proposed a change to the section describing the School of Engineering Practice to remove references to the ‘Centres’ as they are no longer referenced by the school. This change will be included in the next Graduate Calendar, effective September 2016.

School of Engineering Practice
Change to Course Requirements (M.Eng.D)
The program proposed a change to their course requirements, including making SEP 760 (Design Thinking) and SEP 763 (Selected Topics in Design) mandatory courses for all students in this degree. These changes are intended to increase the emphasis on hands-on prototyping within the program. This change will be included in the next Graduate Calendar, effective September 2016.

School of Engineering Practice
Change to Calendar Copy (M.E.P.P., M.E.E.I., M.T.E.I.)
The program proposed a change to their calendar copy to clarify the program length. This change will be included in the next Graduate Calendar, effective September 2016.

3. Graduate Calendar Administrative Sections Revision
All changes made can be found via the link below:
http://hdl.handle.net/11375/19173

A number of changes to the administrative section of the graduate calendar were approved. They include a change to section 2.1.1 Admission Requirements to note that some programs have been approved with alternate admission averages than the norm. A change was also made to section 2.5.3 to clarify the issue of a full time student working full time. The following text was added: “The University considers full-time students to be those that have their studies as their priority. Full-time employment may be compatible with full-time registration if the employment is in an area closely linked to the student’s academic work. All full-time students must be available to conduct research (as appropriate), participate in courses and the other activities required by their program.” A new section, 2.5.5, was added to clarify issues around enrolment for international students on study permits. Section 2.5.6 was added to clarify information around the expectation for full time students to be full time on campus. Section 2.6.6 was added to clarify that audited courses have no academic credit and that an audited course may not be retaken for credit. Section 2.6.7 was added to clarify that except for in the case of remediating a failed grade or a reading/special topics course that graduate students can’t repeat courses for credit. Section 2.6.9 was added to clarify which placeholder courses students need to register in and when they needed to do so. In section 3.3 information was added to clarify the process around reconvening a defence at the Masters level. In Section 4.4 some additional detail around scheduling the Ph.D. was added, including: ‘Any travel and/or employment arrangements made by the candidate based on the original defence date are entirely at their own risk.’ In Section 5 some language was added to clarify that a student changing their status from full time to part time will still pay full time tuition for duration of program. A section was also added (5.1.4) to clarify that a change in residency can have an impact on fees, can only be accepted at the start of term and cannot be applied retroactively. These changes will be included in the next Graduate Calendar, effective September 2016.

4. New Scholarship

Farncombe Family Student Scholarship Fund
A gift from the Farncombe Family has been directed to the Faculty of Health Sciences at McMaster University to provide a fund in support for the Farncombe Family Student Scholarship Fund.

The Fund will be used to support the next generation of researchers in the field of digestive health research at the Farncombe Family Digestive Health Research Institute. Specifically, it will support those who wish to pursue research careers in digestive diseases and microbiome-related areas.

To be awarded by the Faculty of Health Sciences to full-time graduate students or postdoctoral fellows at McMaster who, in the judgement of a selection committee from the Institute chaired by the Director, demonstrate academic achievement and are working in the area of digestive diseases and/or microbiome-related areas at the Farncombe Institute or with a Farncombe scientist. Nominations will be sought by the Director of the Farncombe Institute.

It is expected that the supervisor will seek contributing funds from their respective Department or the Faculty of Health Sciences’ Graduate Studies office. Funding will be provided for a maximum of two years for MSc students and a maximum of five years for PhD students. Ongoing funding will be dependent on satisfactory progress as reflected in the student’s supervisory committee reports.

In the case of postdoctoral fellows, the scholarship is designed to support research fellows holding a PhD or MD degree and wishing to pursue a career in preclinical GI research. The award will provide funding for a maximum of three years. Priority will be given to applicants who are new to the Institute. Funds may be used in certain situations to support existing PDFs, particularly those toward the end of their projects.

Costs to support the administration of this scholarship program are allowable on this fund, within reasonable limits, at the discretion of the Director of the Farncombe Family Digestive Health Research Institute.
REPORT TO SENATE FROM UNDERGRADUATE COUNCIL

I Establishment of New Leadership in Community Engagement Certificate
At its meeting on April 12, 2016, Undergraduate Council approved, for recommendation to Senate, the establishment of a Leadership in Community Engagement Certificate program, to be offered through the Centre for Continuing Education. This program provides learners with the opportunity to build knowledge and skills in the practice of community engagement, with a particular focus on projects within the City of Hamilton.

Undergraduate Council now recommends,

that Senate approve the establishment of a Leadership in Community Engagement Certificate program, effective September 2016, as set out in Attachment I.

For Information:

II Business Executive Management Certificate of Attendance and Certificate of Completion Programs
At its meeting of April 12, 2016, Undergraduate Council received, for information, details of a suite of Certificates of Attendance and a Certificate of Completion in the Faculty of Business’ Executive Management program, as per the Policy on Certificates and Diplomas.

III Revisions to Health Information Systems Certificate of Completion Program
At the same meeting, Undergraduate Council approved revisions to the Health Information Systems Certificate of Completion program offered through the Centre for Continuing Education. Two courses, recently approved for the Health Informatics Diploma, have been added to the course list for the Health Information Systems Certificate of Completion.

IV New Course in Business Administration Programs: Foundations in Business Finance
Also at the same meeting, Undergraduate Council approved a new course in the Centre for Continuing Education’s Business Administration programs: Foundations in Business Finance.

V Terms of Award
Also at the same meeting, Undergraduate Council approved: i) terms of award for two new awards and ii) five new bursaries.

(i) Terms of Award for New Awards
The Mary C. Shane Scholarship
The Williamson Family Commerce Scholarship
(ii) New Bursaries
The Paul Maranger Bursary
The McQuigge Family Bursary
The Austin Noronha Bursary
The Dr. John S. Scott (Class of ’53) Memorial Bursary
The Jennifer Young Memorial Bursary

VI Curriculum Revisions for Inclusion in the 2016-2017 Undergraduate Calendar
At its meeting of April 12, 2016 and by e-mail vote on April 15-19, 2016, Undergraduate Council approved curriculum revisions in the Faculty of Science and the Faculty of Social Sciences for inclusion in the 2016-2017 Undergraduate Calendar.

Documents detailing items for information are available for review on the Undergraduate Council Meeting Materials Page [http://www.mcmaster.ca/univsec/agendas/agendaUGC.cfm](http://www.mcmaster.ca/univsec/agendas/agendaUGC.cfm)

Senate: May 18, 2016
Academic Assessment

Leadership in Community Engagement Certificate

Submitted by:
Dr. Lorraine Carter, Director
McMaster University
Centre for Continuing Education
Cartell1@mcmaster.ca, ext. 23325
Letter of Endorsement and Statement of Academic Merit

DATE: March 10th, 2016

TO: Certificate and Diploma Committee of Undergraduate Council

FROM: James Gillett, Associate Dean, Faculty of Social Sciences

RE: Certificate in Leadership in Community Engagement

I have reviewed the submission to be made to Undergraduate Council by the Centre for Continuing Education working in partnership with the School of Social Work for a Certificate in Leadership in Community Engagement. I am confident that the program meets the standards of academic rigour held by the Faculty of Social Sciences and that the program is comprehensive and appropriate.

In a rigorous, collaborative, and iterative way, I have reviewed all program materials and am confident that the objectives of the program are viable. The courses that comprise the program fulfill these objectives and are aligned with the University's commitment to community engagement.

I am pleased to have worked with the designated subject matter expert and reviewer, the Centre for Continuing Education, and other partners from the City on the development and review of this program. The decision to offer the program as a Certificate is a response to an expressed interest in this kind of programming.

Again, I am pleased to endorse this submission. It is of high quality and serves important needs in our community.

James Gillett,

Associate Dean, Faculty of Social Sciences
1.0 Academic Merit: Program Learning Objectives

Terms and Context
Students enrolled in the courses of this Certificate program are called co-learners. This term is used in order to convey that participants will learn from and with each other. It is anticipated that rich learning opportunities will develop because of the multi-sectoral nature of the learning group.

While the context used in the course is the City of Hamilton, the principles and practices explored in the courses may be transferable to community engagement work in other diverse urban settings.

Overview of Program
This 15-unit Certificate called Leadership in Community Engagement will be offered to working professionals in the urban setting of the City of Hamilton. Its overarching purpose is to enable greater knowledge and skill in the practice of community engagement. Building on the topics explored in the (i) Foundational Principles and Practices in Community Engagement course, co-learners will complete courses in (ii) research and evaluation, (iii) communication and conflict management, and (iv) the facilitation of collaborative leadership. The final course in the Certificate (v) draws together theoretical concepts and practices from the four previous courses, offering co-learners the opportunity to practice and hone their emerging skills in community engagement by working together to plan a community-based project.

Bringing together individuals whose work includes one or more aspect of community engagement from City of Hamilton departments and other community-oriented agencies, the program will take a multi-sectoral lens to both course structure and curricular issues. In addition to experiencing talks, workshops, and activities focused on community engagement projects within the City of Hamilton, co-learners will have opportunities for experiential learning and mentoring. Co-learners will learn from and with each other over an extended window of time. This model allows for networking and relationship building to occur organically, enhancing and extending the community engagement goals of the program beyond the five courses.

In each course, the course co-facilitators will make every effort to engage co-learners as active creators and contributors to the overall structure of the course and curriculum, understanding that curriculum is an evolving entity. The participatory, collaborative, and active structure of this Certificate will support co-learners in developing a deep understanding of the values and skills required to facilitate collaborative community engagement initiatives within their work in the City of Hamilton.

Reflecting the core values of authentic community-based engagement, the program has been developed as part of an ongoing collaboration involving the McMaster University Centre for Continuing Education, the McMaster Office of Community Engagement, and the Hamilton Community Foundation, the Faculty of Social Sciences including the School of Social Work, and in consultation with the City of Hamilton and other key stakeholders in the Hamilton community. The certificate has been developed in response to demand by community stakeholders for a program that will enable and enhance the community engagement work of public and non-profit employees across multiple sectors in the City. Moreover, the courses are a direct representation of the
priorities, topics, and skills identified as crucial by both academic and community participants. In summary, this Certificate is the result of a community-driven vision and will support strategic and grassroots change initiatives within Hamilton.

Program Admission Requirements
In compliance with the Certificates and Diplomas admission policy from Undergraduate Council, students who wish to enter the Certificate of Community Engagement must meet one of the following requirements:

1. Be a mature student as defined in the Undergraduate Calendar of McMaster University; or
2. Be deemed an exceptional case by the Centre for Continuing Education

Program Pre-requisites
- Required: A demonstrated interest in working with diverse urban communities
- Desirable: Experience working in community engagement

Certificate in Community Engagement Completion Requirements
- Co-learners must complete all 5 core courses (15 units).

Learning Objectives of Program
Upon completion of this Certificate program, co-learners will be able to:

- Describe the history, philosophies, and frameworks behind community development and community engagement approaches
- Articulate the significance of community engagement to community work in diverse urban contexts, and specifically to community work in the City of Hamilton
- Discuss and critically reflect on the importance of multi-sectoral collaboration to social change processes at the level of communities
- Articulate and critically reflect on the importance of taking an anti-racist, anti-oppressive (ARAO), equity-seeking stance in working across difference within communities that include but are not limited to racialized, Indigenous, and immigrant communities
- Critically reflect on issues of personal identity and experience, social location, power, and history, in order to align the individual’s community engagement work with the values of social justice, equity, and shared leadership.
- Identify key research and evaluation methodologies and their significance to community engagement work in diverse urban settings
- Explore the practical, political, cultural, ethical, and interpersonal dimensions of doing research and evaluation within diverse urban communities
- Describe the relationships between communication, conflict management, and effective community projects
- Critique dominant and alternative models of leadership; and articulate the importance of grassroots, collaborative leadership development within diverse urban communities
- Critically reflect on key characteristics, capabilities, and skills of effective leaders, with a focus on understanding and developing capacities that support grassroots leadership development
- Demonstrate abilities and skills that are essential to effective community engagement work, including group facilitation, communication, conflict
resolution and mediation, research and evaluation, collaborative leadership development, and project design, delivery, and promotion and dissemination strategies.

- Identify and create professional connections and networks for community engagement practices in Hamilton
- Support grassroots community change initiatives within the City of Hamilton

**Meeting Learning Objectives**
The five courses comprising the Certificate will enable the achievement of the program objectives. Individual course objectives are mapped to the overall program objectives. Delivery formats and teaching methods have been carefully selected in order support achievement of the learning objectives.

**Program Delivery Format**
In this program, collaborative approaches to learning and curriculum development, as found in the adult education literature and in line with community engagement values, have been used. Participants are envisioned as co-learners who take an active role in creating and supporting opportunities for learning. Course sessions are coordinated by co-facilitators who provide oversight for all learning activities, and ensure that local community members, including grassroots neighborhood leaders and citizens more generally, are involved in the courses. While co-facilitators are responsible for the coordination and evaluation of course activities and assignments, co-learners and/or other facilitators may be involved in both processes.

The first course in the Certificate, the Foundations course, will be delivered in a face to face (F2F) format. Online discussion boards may be used to support the development of strong relationships among the co-learners, while also providing opportunities to develop comfort and familiarity with McMaster University’s learning management system, A2L.

Following the Foundations course, co-learners will take three topic-based courses in which blended learning approaches will be used. Building on the networks and relationships co-learners have formed in the Foundations course, we anticipate that including an online component will provide maximum flexibility for the working professionals enrolled in the Certificate program. In these courses, theories and concepts will be presented online through McMaster University’s learning management system via web links, readings, web-casts, podcasts, video lecture/presentations, and other strategies. During online weeks, the co-learners will also participate in dialogue through discussion boards. In their discussions, co-learners will be challenged to bring various concepts and ideas to Hamilton-based examples of community initiatives. All online sessions will be followed by face-to-face sessions that will provide opportunities for co-learners to engage more deeply with and critically examine concepts through a combination of further dialogue and experiential learning activities (e.g., small and large group activities, workshops, group projects, and presentations).

The final project-based course will be offered as a weekly face-to-face seminar course. In this course, the co-facilitators will support co-learners in determining how they will utilize online technologies to enhance their small group participation and ensure the success of their projects.

Co-learners are encouraged to take 1-2 courses at a time. Each course is designed so that co-learners are members of a cohort although the members of the cohort will vary from course to
course. This part-time and flexible model was selected to support the learning needs of working professionals.

**Student Evaluation (Grading Process)**
Each course includes an evaluation strategy. Co-learners will be evaluated in diverse ways including but not limited to attendance, online participation, analytic and reflective papers, group projects, peer and self-evaluations, and presentations. Where appropriate, evaluations will be structured to assess co-learners' level of competency in achieving overall learning objectives. Additionally, whenever possible, the course co-facilitators will engage co-learners in the development of evaluation frameworks, in line with the collaborative values of community engagement and the educational philosophy of this program.

**Course Evaluation**
Co-learners will evaluate their courses in order to provide feedback on content, delivery, materials, method of evaluation, and instructional approaches. Again, as appropriate, the course co-facilitators will engage co-learners in the development and execution of evaluation tools and processes to enhance skill development around evaluation.

**Course Facilitation**
Co-facilitators for courses will be selected from a pool of qualified individuals who espouse the values of community engagement within the program and have relevant facilitation and community engagement experience. This selection process is in compliance with McMaster's Senate and Undergraduate Council Guidelines for Certificates and Diplomas that state that selection will be based on academic background and/or experience within the field. Facilitators must have a Master's Degree (or equivalent), significant professional experience in community engagement, and academic facilitation/teaching experience. Other facilitators with specialized knowledge and skill will be invited to meet with the co-learners as well.

**Credit Towards Degree Program Studies**
The academic credit courses included in this Certificate program may be used for credit towards degree studies in accordance with the normal academic rules specified by the Faculty offering the degree.

**Program Advanced Standing**
The program has a unique focus on the City of Hamilton and goal of developing relationships and networks with those involved in community engagement in the City. While prior learning is always valued, persons with such learning are encouraged to see the value of the Certificate in this light. Should a prospective participant wish to discuss alternatives such as advanced standing, she or he is advised to contact the CCE lead in advance of the start of a given course.

**Statement of Financial Viability**
I have reviewed the reviewed the business case and financial projections which includes enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include significant up front development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).

*Lorraine Carter, Director, Centre for Continuing Education, March 2016*
Statement of Administrative Responsibility
The administrative responsibilities for the program are handled by the Centre for Continuing Education working in partnership with the Hamilton Community Foundation (HCF). The human resources and systems infrastructure to support the functions listed below exist within CCE. Which resources will be used and how systems will be implemented will be the result of ongoing dialogue between CCE and the HCF. Costs will be covered by tuition generated by the program. CCE will play a significant role in the start-up of the program.

Responsibilities for CCE include the following:
- Budget development and monetary responsibilities including payment of facilitators
- Hiring of facilitators in consultation with other key stakeholders in the program
- Management of program and course materials including the use of A2L
- Oversight of a comprehensive program review process after five years and before in the event of changes that significant affect the program
- Facilitation of minor changes as required
- Course registrations/administration
- Communication with and support of facilitators to ensure adherence of University policies and practices and to determine that courses are taught according to program requirements and standards
- Booking of rooms and AV as required
- Communications with stakeholder groups
- Marketing and promotion strategies
- Course evaluations

Relationship with the Faculty of Social Sciences
The Faculty of Social Science will act as the academic contact for the program and will collaborate with CCE on on-going academic review and assessment of curriculum. In return for this rendered, the Faculty of Social Sciences will receive a stipend at the end of each fiscal year during which the program records a surplus.

2.0 Listing of Courses

Leadership in Community Engagement Certificate
The Certificate includes 15.0 units in total based on completion of all 5 core courses. The schedule for first offerings of the five courses is noted below.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Academic Units</th>
<th>Scheduled Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundational Principles and Practices in Community Engagement</td>
<td>3.0</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>A Primer on Evaluation, Community-based</td>
<td>3.0</td>
<td>Winter 2017</td>
</tr>
<tr>
<td>Research, and Persuasive Asks: Data Driven Community Work</td>
<td></td>
<td></td>
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<tr>
<td>----------------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Communication &amp; Conflict in Communities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethical Approaches in Supporting Successful Group Process and Decision Making</td>
<td>3.0</td>
<td>Winter 2017</td>
</tr>
<tr>
<td>Facilitating Collaborative Leadership and Grassroots Governance in Communities</td>
<td>3.0</td>
<td>Spring 2017</td>
</tr>
<tr>
<td>Practicing Engagement: A Reflective Project Course</td>
<td>3.0</td>
<td>Spring 2017</td>
</tr>
</tbody>
</table>

**Course Descriptions**

**Proposed Course Name:** Foundational Principles and Practices in Community Engagement

**Proposed Unit Value:** 3.0 units

**Course Description**

This course provides co-learners with a broad overview of community engagement philosophies, practices, and skills. Offered to working professionals in the urban setting of the City of Hamilton, this course prepares co-learners to begin incorporating community engagement approaches and values into their own work in diverse urban settings. Through focus on the history and development of community engagement approaches; exploration of themes including working across difference, multi-sectoral group work, relationships, communication, conflict resolution, and project management; and consideration of the role of technology and media in community engagement, this course provides a strong foundation for the Leadership in Community Engagement Certificate. By taking a multi-sectoral lens to both course structure and activities, co-learners are encouraged to network, build relationships, and incorporate aspects of their professional experience into the weekly sessions. In addition to experiencing talks, workshops, and activities with a community engagement focus within the City of Hamilton, co-learners will have opportunities to reflect on their learning through individual assignments and group discussion. Co-learners will practice their emerging community engagement skills by planning and troubleshooting a community initiative with a small, multi-sectoral group of their co-learners.

**Course Learning Outcomes**

Upon successful completion of this course, co-learners will be able to:

- Identify the history, language, and commonly held meanings of the terms community development and community engagement
- Distinguish between concepts such as service provision, community development, and community engagement
- Discern common perceptions and misperceptions about community engagement
- Explain personal perceptions, biases, and expectations in relation to working with communities
- Describe with evidence the landscapes of ‘community’ in the City of Hamilton from the perspectives of geography, socioeconomics, education, health, and other shared identities and/or experiences
- Use the language of community engagement appropriately and contextualize community engagement in Hamilton within provincial and national settings and the larger literature
• Identify and critically analyze issues of power dynamics, identity, privilege, and equity, as they intersect with the complexities of working across difference within Hamilton communities (and within similar diverse urban settings)
• Describe and analyze the role of local and provincial politics in community engagement work
• Distinguish between different kinds of groups and analyze the value of group membership from across multiple sectors in the context of community engagement work
• Identify the basic principles of project management and troubleshooting, and articulate their importance to community projects
• Identify and evaluate the increasing use of technology (mobile and other) and media in community engagement
• Describe the significance of conflict resolution practices to community engagement
• Develop networks within the City of Hamilton to support common goals related to community

Proposed Course Name: A Primer on Evaluation, Community-based Research, and Persuasive Asks: Data Driven Community Work
Proposed Unit Value: 3.0 units

Course Description
This course prepares co-learners to engage in community-based research and evaluation (R&E) projects, by introducing them to prevalent research and evaluation methodologies, and engaging co-learners in exploring the practical, political, cultural, ethical, and interpersonal dimensions of doing research and evaluation within diverse urban communities. Based in best practices research, and rooted in real-life examples within a Hamilton context, the course provides practical tools for leading effective research and evaluation projects, and for engaging in persuasive community-driven dissemination of project results and findings. Co-learners will have an opportunity to consider their roles and impact as outsiders in facilitating authentic, community-driven R and E projects. Using a blended approach to learning, the course provides co-learners the opportunity to learn about methodologies and dissemination methods at their own pace through online technologies while face to face (F2F) time is used to engage deeply with the challenges of doing R and E in communities, and to collaborate in applying these approaches to real-life situations and settings in their professional lives.

Course Learning Outcomes
Upon completion of this course, the co-learner will be able to:
- Articulate the purposes of research and evaluation in community settings
- Recognize common challenges and barriers to effective and authentic evaluation and research in community settings
- Outline the unique challenges and goals of research and evaluation projects in diverse urban settings
- Explore issues of power and privilege in relation to outsider facilitation in community projects
- Describe different methodologies for collecting and evaluating information about communities and community projects
- Identify the key strengths and limitations of these methodologies
Assess which research and evaluation methodologies are most effective in particular communities and settings, and which methodologies best address particular audiences, project goals, and/or identified gaps in knowledge

Formulate an evaluation plan for a community organization, in response to a real life problem, challenge, or opportunity

Describe genres for conveying results of research and evaluation efforts

Articulate effective dissemination strategies for various purposes and audiences

Participate in the creation of data-driven stories for a variety of audiences

**Proposed Course Name:** Communication & Conflict in Communities: Ethical Approaches in Supporting Successful Group Process and Decision Making

**Proposed Unit Value:** 3.0 units

**Course Description**
This course prepares co-learners to take roles as facilitators and mediators within their work engaging diverse urban communities. Rooted in real life scenarios and challenges experienced in community engagement work in Hamilton and similar communities, co-learners will hone their skills in supporting effective communication and in mediating complex group dynamics. This course takes a blended learning approach, alternating online and face to face (F2F) interactions with the content, in order to explore frameworks for group development, facilitation, decision-making, and conflict resolution. Practical skills building is emphasized and supported through ongoing online dialogue and through F2F group-based skills-building activities. Co-learners will engage in ongoing personal reflection on how power, privilege, and identity intersect with the roles and characteristics required to authentically support grassroots leadership. Doing so will enhance their abilities to engage communities in moving through communication barriers and conflicts toward collaboratively defined goals and outcomes.

**Course Learning Outcomes**
Upon completion of this course, the co-learner will be able to:

- Articulate the purposes of communication and conflict resolution in community engagement work within diverse urban communities
- Describe some key models of communication in groups and communities
- Recognize common issues that lead to communication breakdown in groups, in particular the issues and dynamics unique to diverse urban community settings
- Define the main stages of group formation, and identify the processes which occur at each stage
- Identify and critically analyze the ways that power and difference play out in groups and communities
- Identify the key roles and tasks of community leaders
- Assess which leadership roles are appropriate in particular community settings, and which roles are best suited to address particular issues or challenges
- Identify the steps to effective mediation and conflict resolution
- Apply leadership skills in group facilitation and conflict resolution to real life scenarios or problems
Proposed Course Name: Facilitating Collaborative Leadership and Grassroots Governance in Communities
Proposed Unit Value: 3.0 units

Course Description
This course prepares co-learners to support communities in developing their own leadership skills, setting their own priorities, and driving local change. This course will explore how concepts of governance and leadership are taken up in various sectors, with a focus on approaches that promote collaboration and power sharing in diverse urban settings. Building on and expanding the “7 C’s” of the Social Change Leadership Development (SCLD) Model, and rooted in real life projects and initiatives, co-learners will explore strategies for supporting the development of collaborative leadership within Hamilton communities. Co-learners will critically reflect on key characteristics, capabilities, and skills of effective leaders, with a focus on understanding and developing capacities that support grassroots leadership development. This course takes a blended learning approach, dividing class time between face-to-face (F2F) sessions, and online content delivery and discussion. Through written analysis, group activities, and in dialogue with their peers, co-learners will reflect on issues of social location, power, and history in order to align their community engagement work with the values of social justice, equity, and shared leadership.

Course Learning Outcomes
Upon completion of this course, the co-learner will be able to:

- Describe key approaches to leadership and governance, across multiple sectors
- Articulate the importance of grassroots, non-hierarchical leadership and governance to community engagement work within diverse urban contexts
- Critically analyze which approaches (or elements of approaches) best support collaborative leadership, given the unique demands of particular projects, agency, and community dynamics and histories
- Identify and describe the significance of the 7C’s—consciousness of self, congruence, commitment, collaboration, common purpose, controversy with civility, citizenship, and change—to grassroots leadership development in Hamilton and similar urban settings
- Describe the skills, characteristics, and core capabilities of leaders, as identified in various leadership models
- Identify and critically reflect on the leadership capabilities and skills that best support collaborative leadership development in diverse urban communities
- Critically reflect on the differences between taking leadership and supporting leadership, within the context of the co-learner’s community engagement work

Proposed Course Name: Practicing Engagement: A Reflective Project Seminar
Proposed Unit Value: 3.0 units

Course Description
This course prepares co-learners to be effective participants in a community-based project. Building on topics and themes from other certificate courses, co-learners will develop skills and learn to use practical tools for project management, by engaging in hands-on, sustained participation with other group members, to achieve a mutually agreed upon project related to community engagement in Hamilton. This course includes regular face-to-face (F2F) sessions wherein co-learners will support each other in achieving their project goals; reflect on their
developing skills; as well work toward their small group’s component of the chosen group project. Throughout the course, co learners will identify and work through issues and challenges related to group formation and process, and will engage in ongoing critical reflection about the roles they take when working within diverse urban communities. At the end of this course, co learners will have assembled a collection of documents that demonstrate their acquired experience in the areas of group formation, project design and delivery, and process evaluation.

**Course Learning Outcomes**

Upon completion of this course, the co-learner will be able to:

- Describe the stages of project management, from definition to evaluation
- Demonstrate skills in group formation, project planning, project implementation, evaluation, and promotion/dissemination
- Articulate common practical, interpersonal, and political issues and challenges that emerge during projects, including the unique challenges related to group projects in diverse urban communities
- Identify appropriate tools to assist in each stage of a project
- Describe the roles taken by group members, and identify which roles are particularly helpful in a diverse urban community engagement context
- Critically reflect on the roles assumed by persons working in groups
Appendix F
May 18, 2016

REPORT TO SENATE
FROM THE
UNIVERSITY PLANNING COMMITTEE

I Program Closures

At its meeting on April 20, 2016, the University Planning Committee approved, for recommendation to Senate, proposals to close several programs.

(a) Child Life Studies Diploma Program
As a result of changes required by the certification body, child life specialists will require a Master’s degree for certification. A new Master of Science in Child Life and Pediatric Psychosocial Care program was established in 2015 and will replace the Child Life Studies Diploma. All students currently registered in the program are expected to graduate in May 2016.

The University Planning Committee now recommends,

that Senate approve the closure of the Faculty of Health Sciences graduate diploma program in Child Life Studies, effective September 2016, as set out in Attachment I.

(b) Technology Certificate and Technology Leadership Certificate Programs
The proposed closures are due to low enrolment. The courses for the Technology Certificate and Technology Leadership Certificate programs are offered through the Bachelor of Technology program and will remain available to degree students. All students currently registered in the certificate programs will be able to complete their programs.

The University Planning Committee now recommends,

that Senate approve the closure of the Technology Certificate and Technology Leadership Certificate programs, effective September 2016, as set out in Attachment I.

(c) Case Management Certificate Program
Following a review of the Case Management Certificate program offered through the Centre for Continuing Education, it was determined that, although the program is strong, it does not fully meet the needs of graduates and of employers. In particular, a broader focus on case management beyond the context of health care is needed. The program will be closed, effective May 1, 2016, and a new program, with a new name, will be developed and brought forward in the coming months. Students enrolled as of the final intake date of April 18, 2016 will be able to complete the requirements of the program.

The University Planning Committee now recommends,

that Senate approve the closure of the Case Management Certificate program, effective May 1, 2016, as outlined in Attachment I.
(d) Bachelor of Arts/Bachelor of Social Work Program (B.A./B.S.W.)
Following an IQAP review, it was determined that the Bachelor of Arts/Bachelor of Social Work program has a very heavy workload and that the Social Work component is at the level of an honours program and should be designated as such. As a result, a new Honours Bachelor of Social Work program was developed and approved to replace the current Bachelor of Arts/Bachelor of Social Work program commencing in September 2016. It is now recommended that the B.A./B.S.W. program be closed. Students currently in the Bachelor of Arts/Bachelor of Social Work program will be able to complete the program requirements or to transfer into the new program.

The University Planning Committee now recommends,

that Senate approve the closure of the Bachelor of Art/Bachelor of Social Work (B.A./B.S.W.), effective September 2016, as set out in Attachment I.

(e) Combined Bachelor of Arts and Science and Social Work Program
At its meeting of January 21, 2015, the University Planning Committee approved, for recommendation to Senate, the proposed closure of the Combined Bachelor of Arts and Science and Social Work program. This closure was proposed in anticipation of the forecasted closure of the Bachelor of Arts/Bachelor of Social Work (Item I (d)) resulting from the launch of the new Honours Bachelor of Social Work program. The structure of the new Honours Bachelor of Social Work program does not afford a combined program (and this combined program is not an honours program). Given that there were no students registered in the program, entry was suspended in September 2015 to facilitate the closure.

The University Planning Committee now recommends,

that Senate approve the closure of the Combined Bachelor of Arts and Science and Social Work program, effective September 2016, as set out in Attachment II.

FOR INFORMATION

II Establishment of Business Executive Management Certificate of Attendance and Certificate of Completion Programs

At its meeting of April 20, 2016 the University Planning Committee approved the business case for a suite of Faculty of Business Executive Management Certificate of Attendance and Certificate of Completion programs, as per the Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty.

Under the Policy on Certificates and Diplomas, Certificates of Completion and Certificates of Attendance do not require approval, but it is recommended that they be submitted for information.

Senate: For Approval/Information
May 18, 2016
January 7, 2016

Susan Searls Giroux
Associate VP, Faculty
Provost & VP (Academic)
UH 203

Dear Susan,

On behalf of the Faculty of Health Sciences, I am recommending the closure of the undergraduate Child Life Studies Diploma Program. As you will note from the attached letter from Cathy Humphreys, Director, Child Life Studies the diploma program has become redundant, since by 2020 a Master’s Degree will be the required pathway for Child Life Specialists to obtain certification eligibility and McMaster has received, as of August 2015, Ministry approval to commence a new MSc in Child Life and Pediatric Psychosocial Care.

As noted by Cathy Humphreys, contingency plans have been made for the unlikely situation that any of the current students in the Child Life Studies Diploma program should require remediation prior to a September program closure.

The Faculty of Health Sciences is fully supportive of the new MSc in Child Life and Pediatric Psychosocial Care and recognizes the necessity for the closure of the Child Life Studies Diploma Program.

I would be grateful if you would forward this recommendation to Undergraduate Council for their consideration.

Yours sincerely,

Dr. Alan J. Neville BMed Biol (Path),
MBChB, MEd FRCP (Lond), FRCPC
Professor, Department of Oncology
Associate Dean, Health Professional Education
Faculty of Health Sciences
McMaster University

AN/jmd

c.c. Tamara Bates
Dr. Alan Neville  
Associate Dean, Health Professional Education  
Faculty of Health Sciences  
Health Sciences Centre, Rm. 2E18

January 6, 2016

Dear Dr. Neville,

The Child Life Studies Diploma Program would like to request that this program be formally closed as a Master's degree will be the required pathway for child life specialists to obtain certification eligibility in the near future. In August of 2015, Ministry approval was received to commence a new MSc in Child Life and Pediatric Psychosocial Care program. This new MSc program will therefore offer the appropriate education level and training, with advanced theory and clinical skills for graduates to enter the profession fully prepared. It will also meet the healthcare system's need for certified child life specialists with Master's level training. As this new MSc program is preparing to launch in the fall of 2016, there is a lack of student demand to maintain the diploma program. There are also insufficient human resources to continue the current cost recovery diploma program simultaneously.

Current Child Life Studies diploma students are in their final semester of this eight-month program. All 10 students have successfully completed five of their eight courses. While there is no indication of need at the present time, remediation plans have been made as a precaution to take place over the spring/summer semester should any unforeseen challenges arise. Students could therefore complete prior to a September program closure.

Potential applicants interested in the diploma program have been advised of the approaching professional certification eligibility changes. There is strong interest in the new MSc. program and a high number of applicant inquiries are being received. As the first Master's degree in child life in Canada, the child life community is highly supportive of its launch to sustain our profession's growth, and the closure of the current diploma program.

Thank you for your consideration of this request.

Sincerely,

Cathy Humphreys
Director, Child Life Studies
Assistant Clinical Professor
Dept. of Pediatrics, Faculty of Health Sciences
January 26, 2016

To: Dr. Susan Searls Giroux, Associate Vice President Faculty
From: Dr. Ken Coley, Associate Dean (Academic)
Cc: Dr. Emad Mohammad, Chair of Certificates & Diplomas Committee
    Ms. Tamara Bates, Assistant University Secretary

Regarding: Closure of two Bachelor of Technology Certificate Programs in
    • Technology Diploma
    • Technology Leadership Diploma

The Faculty of Engineering recommends that above certificate programs be phased out commencing 2016-17 academic year.

Both certificates have very low enrolment. We will ensure that any students currently in the program will be able to complete all required courses. The closure of these two programs has no resources implications.

These closures have been approved by the following bodies:

• Bachelor of Technology Curriculum Committee
• Faculty of Engineering Undergraduate Curriculum Policy Committee
• Faculty of Engineering Faculty Council
• Undergraduate Curriculum and Admissions Committee
Date: March 8, 2016

To: Certificate and Diploma Committee
From: Lorraine Carter, Director, Centre for Continuing Education
Cc: Dr. Susan Giroux, AVP (Faculty), Kimberley John, Program Manager, Centre for Continuing Education, Carolyn McEwen, Assistant Director, Centre for Continuing Education
Re: For Information: Case Management Certificate Program Closure

I am writing to request your support in the closure of the Case Management program offered through the Centre for Continuing Education (CCE) based on the program review results.

Program Review Process
In 2009, the Centre for Continuing Education developed a Program Review process for its Certificate and Diploma programs. The process begins with research in the field, and includes assessing and revising learning outcomes at the program and course levels. In addition, a review of curriculum and evaluation strategies for each course is included in the process.

Certificate in Case Management Review Process
The Case Management program is the fourth program to be reviewed using the Centre for Continuing Education’s Program Review process. The Program Review was designed to focus on the existing structure of the program, the alignment of courses with industry core competencies, and the establishment and/or revision of a set of learning outcomes for the program.

An advisory group was convened which included people involved with the program (instructors, graduates, current students, and CCE program staff). The purpose of the advisory group was to provide expert insights for the program review team (Program Review project lead, Case Management Program Manager, CCE Assistant Director) regarding the strengths and weaknesses of the program, to identify the target audience, and to discuss areas of knowledge and skills associated with a program in case management.

Based on information provided by the advisory group, the program review team conducted research to identify knowledge and skills associated with the practice of case management.
Information was gathered from employers in the health and social service sectors, other Canadian educational programs in case management, and core competency documentation from professional organizations. An employer survey was circulated to identify the specific knowledge and skills needed to work as a case manager in the health, social service, and legal fields. A second survey was circulated to program graduates and current students in order to gather their perspectives on program strengths, areas for improvement, desired other areas, or achieved knowledge and skills.

Results from the student and graduate survey revealed overall positive feedback for the Case Management Certificate program. Students expressed appreciation for the online format of courses, the variety in learning activities, and the quality of resource materials presented by instructors and fellow students. The findings identified some areas for improvement including greater integration of case management practices and principles for non-health related areas (i.e., social work, addiction services, insurance, disability services) as well as more practical/experiential activities to align with specific case management competencies (i.e., report writing, financial management, providing case management services in diverse sectors and to diverse clients).

Results from the employer survey identified a number of specific knowledge areas and practical skills an employer would expect from a graduate of a case management program. In many instances, the employer results were similar to those found in the graduate and student feedback in terms of identifying the importance of specific competencies for a case manager that can be applied to different service sectors. Some of these areas include assessment strategies (formal and informal); developing a case management plan; knowledge of legal, privacy and ethical standards; financial management strategies; conflict management skills; and service coordination skills. Employers identified the importance of skills in communication, problem solving, and group work.

Based on this information and research, the program review team determined that the program in its current state meets a number of the needs of employers and graduates. However, there are a number of significant items that should be addressed within the program. In particular, the program must address the practice of case management in multiple service sectors rather than primarily in healthcare. This level of revision would entail the development of new program objectives, revision of existing program courses, and/or the development of new courses, and the integration of more experiential activities. Therefore, the program review team recommends the closure of the existing Case Management Certificate program in order to develop and offer a new certificate program in Case Management. This decision provides the opportunity to relaunch a program in case management with new and updated curriculum as well as to rebrand itself within this niche market.
The rationale for this recommendation to the Case Management program reflects the information collected from professionals in the field and people directly associated with the program. The development of new courses for the Case Management program will align the curriculum with the knowledge and skills currently required to work in multiple service sectors, and provide a learning experience that meets the needs of students and potential employers. In particular, the new Certificate in Case Management program will meet the needs of students who want to learn and apply the principles and practices of contemporary case management. The proposed changes will appeal to a broad student audience and serve to improve the financial viability of the program.

Summary of Program Review Process:
- Establishment of a Program Review Process for CCE’s Certificate and Diploma program
- Consultation with Program Review advisory group for Case Management
- Secondary research from various sources within the case management field
- Primary information gathered through employer survey, student, and graduate survey
- Evaluation of collected data
- Development of program recommendations

Summary of Proposed Changes:
- Close the Certificate in Case Management program
- Create a new certificate program in case management (up to 15 units of study)

Plan to Wind Down the Program
Every effort will be made to ensure that students who are currently enrolled have the opportunity to complete their certificate in the program.

The following steps will be taken to communicate the closure of the program and manage the wind down phase:

- Instructors will be informed and consulted with regarding course scheduling.
- An email will be sent to all students who have been enrolled in the Case Management Certificate program and have taken a course since May 2010.
- These students will be asked if they wish to complete the program. A plan will be developed to ensure that each student has an opportunity to complete the program within a reasonable period of time.
- The last program application intake will be offered spring 2016; no further intakes will be permitted after April 18, 2016. Only active students in the program will be permitted to enrol in Case Management courses.
- Scheduling for subsequent terms will be aligned with the requirements for current students to complete their program choice, and an end date will be established for the program.
- A similar message will be posted on the CCE website, coinciding with the distribution of the catalogue.

CCE is committed to helping all current students complete the Certificate in Case Management, if that is their wish. We are also committed to working with our instructors to maintain good relationships and seek their support in creating a smooth and professional closure of the program.

We look forward to presenting the proposal for a new program for the case management field in Fall 2016, and trust that you will support our decision to approve the closure of the Case Management program.
DATE: Tuesday April 5, 2016

TO: Susan Sears-Giroux, Associate Vice-President (Faculty)

FROM: Chris Sinding, Director, School of Social Work, Faculty of Social Sciences

RE: Undergraduate Program Closure Recommendation

The School of Social Work recommends the closure of the Combined Bachelor of Arts/Bachelor of Social Work (BA/BSW) program.

The rationale for this recommendation is as follows:

- The course load associated with the program has been a longstanding source of concern. In order to accommodate the number of required courses in the BSW component as well as meet BA requirements, students in the BA/BSW program take 138 units in total, 18 units more than a student in a regular Honours program. Over the years students have described their workloads as heavy, a description echoed in the external reviewers’ report submitted as part of the School’s 2014 IQAP review.
- It appears that 3-year BAs will undergo considerable restructuring over the next few years in the Faculty of Social Sciences. As 3-year BAs are restructured, it is likely that students will eventually have few 3-year BAs with which to easily combine a BSW degree.
- The School of Social Work has received approval for an Honours BSW (approved by Senate on March 11, 2015). The transition to an Honours BSW program responds to concerns raised in the IQAP, as it involves a reduction in the overall units to 120. This change also brings the undergraduate Social Work course load into line with other honours social science undergraduate programs.
- The approval process for the Honours BSW forewarned the closure of the BA/BSW program
- There are no resource implications for this closure.

Students who are accepted into the 4-year undergraduate Social Work program this year (to begin September 2016) will be enrolled in the Honours BSW program.

Students currently enrolled in the BA/BSW program will have the option of either completing the requirements of the combined degree, or transferring to the Honours BSW.
CLOSURE OF COMBINED PROGRAM

*Arts & Science and Social Work*

*Rationale:* The Bachelor of Arts/Bachelor of Social Work program is being phased out and there are currently no students registered in the combined Arts & Science and Social Work program.
REPORT TO SENATE

FROM THE

COMMITTEE ON BY-LAWS

As requested by the Senate Executive Committee and reported to Senate at its December 2015 meeting, the Committee on By-laws has undertaken a general review of the Senate By-laws to ensure that the current membership, terms of reference, quorum requirement, etc., of each committee continues to be the most efficient and appropriate. As a result of this review the Committee is now proposing a number of revisions to the by-laws of the Senate, as detailed in the attached. While most of the changes are editorial or minor in nature the more substantive changes are outlined below.

i. Quorum Requirements

The Committee is proposing changes in the membership and/or quorum requirements for the following committees, to ease scheduling challenges, or to align with changes in policy:

Article II, Sec. 9(a) Committee for Nominating a Chancellor
Article IX, Sec. 123 Committee on Honorary Degrees
Article IX, Sec. 133 Committee on Academic Integrity
Article IX, Sec. 138 Committee on Student Affairs
Article IX, Sec. 140 (a) Board-Senate Research Misconduct Hearings Panel
Article IX, Sec. 141 (a) Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Harassment
Article IX, Sec. 142 Faculty Discipline Board

ii. Terms of Reference

Article IX, Sec. 112
The terms of reference of the Senate Executive Committee are being expanded to include responsibility for reviewing petitions from students for the removal of certain transcript notations.
Article IX, Sec. 115 (c), 115 (d)

The terms of reference of the University Student Fees Committee are being added to University Planning Committee. Although the terms of reference of the University Planning Committee no longer reflect current practice, revisions to this particular committee would require a more thorough review of its operation and mandate than the Committee on By-laws is equipped to carry out. These terms have, therefore, been left intact for the most part.

Article IX, Sec. 118, 119

The terms of reference of the Senate Committee on Appointments is being expanded to clarify the appointments requiring approval and to add responsibility for recommending Distinguished University Professor and University Scholar appointments.

Article IX, Sec 137 (a)

The terms of reference of the Tenure and Promotion Appeals Nominating Committee are being revised to align with revisions to the Tenure and Promotion Policy that were enacted in 2012.

Article IX, Sec. 139

The terms of reference of the Committee on Student Affairs are being revised to reflect operational changes within the Student Affairs Department.

Article IX, Sec. 140, 141

The terms of reference of both the Board-Senate Research Misconduct Hearings Panel and the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Harassment are being revised to reflect current policy.

Article XII, Sec. 169

The duties of the Secretary of the Senate are being revised to remove those responsibilities that more properly belong with the University Registrar.

iii. Observers

Schedule A

The list of Observers is being reduced from 34 to 25. It was felt that since the Associate Vice-President and Dean of Graduate Studies and the Vice-President (Research) are both members of Senate and have Councils through which to disseminate information, a
smaller number of Observers would be more manageable and would not reduce information sharing materially.

iv. Student Elections

Schedule C

The number of seconders for student nominations for election to Senate is being reduced from ten to five, to encourage participation.

The Committee on By-laws recommends,

that the Senate approve in principle proposed revisions to the By-laws of the Senate, as set out in the report from the Committee on By-laws

Senate: For Approval
May 18, 2016
PROPOSED REVISIONS

BY-LAWS

OF

THE SENATE

OF

McMASTER UNIVERSITY

December, 1969
(Revised September, 1975)
(Renumbered November, 1976)
(Revised and Renumbered, 1980)
Revised and Renumbered June, 2016

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THE SENATE OF McMaster UNIVERSITY ENACTS AS FOLLOWS:

ARTICLE I

INTERPRETATION

1. Unless otherwise provided herein, words defined in Section I of An Act respecting Respecting McMaster University have the same meaning in these by-laws as in the Act.

2. In these by-laws, unless the context otherwise requires,

(a) The McMaster University Act means An Act respecting Respecting McMaster University as enacted by statutes of Ontario, 1976, as from time to time amended;

(b) By-laws means by-laws of the Senate;

(c) President means the President and Vice-Chancellor of the University;

(d) Provost means Provost and Vice-President (Academic) of the University;

(e) Chair of the Senate means the President or, in the absence of the President, the Vice-Chair of the Senate or such officer of the University as is authorized to act in conformity with these by-laws;

(f) Vice-Chair of the Senate means the Provost;

(g) Deans means the Deans of the several Faculties of the University, the heads of which are known by that title;

(h) Associate Deans means the Associate Dean (Academic) of the Faculties of Business, the Associate Dean of Humanities, the Associate Dean of Science (Studies), the Associate Dean of Social Sciences, the Associate Dean of Engineering, the Associate Dean of Health Sciences (Health Professional Education), the Associate Dean of Health Sciences (Undergraduate Education), the Associate Dean of Health Sciences (Health-Clinical Services and Commercial Enterprises), the Associate Dean of Health Sciences (Nursing), the Associate Dean of Health Sciences (Rehabilitation Science), and the Associate Dean Research and/or Graduate Studies of each Faculty, and the Associate Dean of Health Sciences (Research);

(i) Observer means any person to whom the Senate has granted the right to attend all meetings of the Senate, including Closed Session, and to receive the minutes thereof, with all appendices;

(j) Session means an academic year of the University, being from September first of one calendar year to August thirty-first of the following calendar year;
(k) **Commencement** means the first regular degree-granting Convocation of the University held in the spring of each Session;

(l) **Closed Session** means a meeting, or that part of a meeting, of the Senate (or a Senate committee or board) at which only members, observers, and specifically invited guests of the Senate (or the committee or board) are present, such session being deemed to begin upon declaration of the Chair of the Senate (or committee or board). Only persons entitled to be present in Closed Session may be informed of the proceedings that transpire in Closed Session (see also clause (m) below).

(m) This clause shall apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996. For meetings that took place on or after February 16, 1996, the provisions of clause (l) above apply.

**In camera**, as it pertains to the meetings of committees and boards of the Senate, means that only members, consultants and specifically invited guests of the committee or board may be present. The proceedings that transpire in the meetings of Senate committees and boards may be divulged only to such persons as have right of access to the record of those proceedings (as provided for in Sections 94 [b] Schedule F and [e]).
ARTICLE II

THE CHANCELLOR AND THE PRESIDENT

3. The Chancellor shall be appointed by the Senate upon nomination from a Committee for Nominating a Chancellor.

4. The term of office of Chancellor shall be three years, normally renewable only once, commencing the first day of September of the year of appointment.

5. No person shall occupy the office of Chancellor whose customary place of residence is not in the Province of Ontario. No person shall occupy the office of Chancellor who is the President or the Vice-President, the head of an affiliated college, or a member of the teaching or administrative staff of the University or of an affiliated college.

6. When the office of Chancellor becomes vacant, the vacancy shall be filled by the appointment of a successor in the manner set out in Section 3, and such successor shall hold office as set forth in Section 4.

7. When a Chancellor ceases to be eligible for such office, or becomes incapable of acting, the office shall be deemed to be vacant.

8. A declaration of the existence of a vacancy in the office of Chancellor by the Senate entered in the minutes of the Senate is conclusive evidence of the vacancy.

9. (a) The Committee for Nominating a Chancellor shall consist of the President, the Chair of the Board, the Principal of the Divinity College, the alumni members of the Senate and five other members of the Senate elected by the Senate in accordance with the procedure described in Section 118 (a). Eight-Seven members of the Committee for Nominating a Chancellor, including the President, and the Chair of the Board and the Principal of the Divinity College, shall constitute a quorum at any meeting thereof.

(b) The Senate component of a Committee for Recommending a President shall consist of three faculty members, one graduate student and one undergraduate student, to be elected by the Senate, but not necessarily from the Senate, in accordance with the procedure described in Section 118 (a).

(c) The Committee for Nominating a Chancellor and the Committee for Recommending a President shall each appoint its own chair from among its members and determine its own procedure.

10. The Committee for Nominating a Chancellor and the Committee for Recommending a President shall report to the Senate in writing. Each report shall be made available to Senate members in the office of the Secretary of the Senate no later than 24 hours prior to the relevant Senate meeting at which the report is to be presented, and to observers at the beginning of the Closed Session of the Senate meeting, at which the report is to be presented.
ARTICLE III

COMPOSITION OF, ELIGIBILITY FOR, AND ELECTION TO THE SENATE

11. Subject to such changes in the composition of the Senate as may be made from time to time under the authority of The McMaster University Act, and subject to the provisions of any statute in force respecting the period of membership of any member of the Senate, the Senate shall be composed of the members set out in Schedule "A" attached hereto and shall have as observers those designated in Schedule "A".

12. A faculty member, either full-time or part-time, shall be eligible for election to the Senate provided that at the time of nomination the member holds a contractually-limited appointment, or a tenured, tenure-track, permanent teaching, teaching-track, or special appointment, or continuing appointment without annual review by the Board or a regular appointment by the Board of Trustees of the Divinity College, or that the member has been confirmed in a tenured, tenure-track, permanent teaching, teaching-track, or special appointment, or continuing appointment without annual review by the Board or a regular appointment by the Board of Trustees of the Divinity College to take effect on the first day of July of the year in which the member is nominated.

13. The academic rank of a faculty candidate for election to the Senate shall be deemed to be the rank that the candidate will hold on the first day of July of the year in which the candidate is nominated, provided that this rank has been confirmed by the Board approved by the Senate Committee on Appointments or by the Board of Trustees of the Divinity College at the time of nomination. If a change in rank has not been confirmed approved at the time of nomination, the academic rank of a faculty candidate for election to the Senate shall be deemed to be the rank that the candidate holds at the time of nomination.

14. In the election of the faculty members of the Senate under Sections 12 (g) and 12 (h) of The McMaster University Act, each Faculty shall include in its By-laws such distribution of faculty seats on the Senate by rank or type of appointment or department or any combination of these, as it may deem appropriate.

15. The nomination and election of faculty members to the Senate under Sections 12 (g) and 12 (h) of The McMaster University Act shall be on a Faculty basis. Faculty members in departments that are members of two Faculties and faculty members on joint appointments in departments that are in different Faculties may vote in the Faculty of their choice, but shall have a vote in only one Faculty.

16. The annual election of faculty members to the Senate under Sections 12 (g) and 12 (h) of The McMaster University Act shall be completed by March 31, but such members shall not take office until the first day of July in the year of election.

17. One undergraduate student shall be elected by and from the undergraduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences for a two-year term or until graduation or withdrawal from the University, whichever corresponds to the shorter term. The electorate shall include students who have completed the requirements for a bachelor’s degree, but who are proceeding toward their first professional degrees, e.g., the M.D. but not the M.Div., students who are taking additional work toward a second undergraduate degree, or continuing students, meaning students possessing a bachelor’s degree who are taking additional undergraduate work but not for credit toward a degree.

18. An undergraduate student to be a candidate for election shall be a full-time undergraduate student who has not been declared ineligible to continue at the University in the preceding Session; or shall be a part-time student registered for at least six units of undergraduate work.
19. A continuing student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.

20. A second-degree student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.

21. A student who has been elected as an undergraduate member of the Senate and who completes the requirements for a bachelor's degree during the Session in which such student was elected may continue as a member of the Senate for a second year, provided that in the next ensuing Session such student is registered as a continuing student or a second-degree student for at least six units of undergraduate work.

22. Undergraduate students registered in joint programs under the auspices of more than one Faculty may vote in only one of those Faculties. Students registered in programs not under the auspices of any Faculty may vote in the Faculty of their choice, but shall have a vote in only one Faculty.

23. Six graduate students, each proceeding toward a Master's or a Doctor's degree, shall be elected for two-year terms or until graduation or withdrawal from the University, whichever occurs sooner. One graduate student shall be elected by and from the graduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences. Students registered in McMaster University degree programs in the McMaster Divinity College shall be eligible to vote and be candidates for election as graduate students in the Faculty of Humanities.

24. Graduate students registered in joint or collaborative programs under the auspices of more than one Faculty may vote and be candidates in only one of those Faculties. Students registered in interdisciplinary programs not under the auspices of any Faculty may vote and be candidates in the Faculty of their choice, but shall have a vote in only one Faculty.

25. Any graduate student, either full-time or part-time, is eligible to be elected.

26. Nomination of student members shall be on a Faculty basis in accord with Schedule "A", each nomination to be supported by at least ten-five names from undergraduate students in the case of nominations of undergraduate students, and ten-five names from graduate students in the case of nominations of graduate students, and all such names shall be drawn from the electorate of the Faculty from which the nominee has been nominated. For students in joint/collaborative or interdisciplinary graduate programs, the seconder must be registered either in the same program or in the Faculty in which the candidate intends to run for election.

27. The election of student members of the Senate under Sections 12 (d) and 12 (e) of The McMaster University Act shall be conducted during the primary election period (January 15-March 31), and such elected members shall take office on the first day of the July following. In the event that there are vacant student seats on September 7, a secondary set of elections shall be conducted during September 15-October 31. The term of office of members elected during the secondary election period shall be deemed to begin on the first day of the previous July.

28. A student member of the Senate who is declared ineligible to continue at the University or who transfers to another Faculty shall relinquish his or her seat, and shall be replaced subject to the provisions of Section 29, below.

29. The election of members of the Senate under Sections 12(d), 12 (e), 12 (g) and 12 (h) of The McMaster University Act shall be conducted by the Secretary of the Senate using procedures approved by the Executive Committee and contained in Schedules "B" and "C" attached hereto.
ARTICLE IV

VACANCIES IN THE SENATE

30. Whenever a vacancy in the Senate occurs, the Senate shall determine by resolution whether the vacancy is to be filled. If it is determined that the vacancy shall be filled, the following procedures shall obtain. If the vacancy is that of an appointed member, the vacancy shall be filled by a new appointment. If the vacancy is that of a member elected under Sections 12(g) and 12(h) of The McMaster University Act, the vacancy shall be filled through a by-election. If the vacancy is that of a member elected under Sections 12(d) and 12(e) of The McMaster University Act, the vacancy shall be filled during the next election period as specified in Section 26.

31. The Senate shall declare vacant the seat of any member who, without being granted leave of absence by the Senate, fails to attend four consecutive regular meetings of the Senate, may be declared vacant, at the discretion of the Chair of the Senate.

32. The Executive Committee of the Senate may, upon the written request of a member, grant leave of absence to such member for one non-renewable period not to exceed four consecutive months, for illness or for other cause deemed by the Senate to be appropriate. A member who is to be absent from the University or who will be unable to attend Senate meetings for a period longer than four months shall resign his or her seat before the beginning of such period, and shall be replaced in accordance with the provisions of Section 29.
ARTICLE V
ELECTION OF SENATE MEMBERS TO THE BOARD

33. The McMaster University Act includes in the membership of the Board of Governors three members to be elected to the Board by and from the members of the Senate, for three-year terms. As required, the Executive Committee of the Senate shall prepare a slate consisting of at least two names of members of the Senate for each any such vacancy on the Board which it is the duty and responsibility of the Senate to fill. These nominations shall be circulated to all members of the Senate, who may nominate additional candidates for inclusion on the slate, provided that such nominations are signed by five members of the Senate and are accompanied by a declaration of willingness to serve. The Committee shall include on the slate all such additional nominations and shall ensure that the electorate is provided with a selection of candidates consonant with Sections 8(1)(e) and 8(3) of The McMaster University Act. In the election of Senate members to the Board, the electorateeligible voters shall be provided with a brief résumé of each candidate's qualifications for service on the Board.

34. The election shall normally be carried out before the regular meeting of the Senate in June of each year. Ballots shall be mailed to members of the Senate at their last address of record with the Secretary of the Senate. Instructions on the ballot shall indicate that votes are to be cast in accordance with the transferable vote procedure.
ARTICLE VI

THE MACE, THE UNIVERSITY SEAL, AND THE EXECUTION OF DOCUMENTS

35. There shall be a Mace of the University representing the authority of the Senate of the University, and the Mace now in use shall continue to be the Mace of the University.

36. The Mace shall be used only on an official University occasion, this being defined as one on which the Chancellor or Vice-Chancellor is present in role of office or one on which both are so present, unless otherwise authorized by the Senate Committee on University Ceremonials and Insignia. Except as provided in Section 37, the Mace shall be carried by the University Bedel or, in the absence of the Bedel, by the University Pro-Bedel.

37. The University Bedel and Pro-Bedel shall be those professors of the University with the longest and second-longest tenure service respectively, or such other professors as shall be designated by the Senate. If neither the Bedel nor Pro-Bedel is available at a Convocation, the Mace shall be carried by the longest-tenured serving faculty member present and available.

38. The University Registrar shall be responsible for the custody and security of the Mace, and shall keep it in place of deposit and in such charge as the Senate from time to time shall direct.

39. There shall be a University Seal and the Seal now in use shall continue to be the Seal of the University. The Seal may be impressed by duplicate instruments, one to be retained by the Senate and the other by the Board, for use in respect of documents made under their respective powers.

40. The duplicate instrument of the Seal retained by the Senate shall be kept in the custody of the University Registrar, who shall keep it in such place of deposit and in such charge as the Senate from time to time shall direct.

41. The University Seal may be affixed to any document or instrument in writing bearing the signatures of the Chancellor, or the President, or the acting President, or the Secretary of the Senate, or such other person as may be authorized by resolution of the Senate.

42. The signatures of the Chancellor, the President, and the Secretary of the Senate may be engraved, lithographed, printed, stamped or otherwise reproduced mechanically on any document or instrument in writing requiring signature by such persons or any of them, whether or not the University Seal is affixed thereto.

43. The signatures of the Vice-Presidents, Deans, the Associate Vice-President and Dean of Graduate Studies, Directors and other Heads of the Faculties, Schools, Institutes, and Centres may likewise be engraved, lithographed, printed, stamped or otherwise reproduced mechanically on any document or instrument in writing requiring signature by such persons or any of them, whether or not the University Seal is affixed thereto, and whether or not the signatures of the persons mentioned in Section 42 or any of them are affixed thereto manually or reproduced mechanically.

44. The Secretary of the Senate is responsible for the custody and proper use of any such mechanical means of reproduction, provided that, in the case of a mechanical means of reproducing any signature, such use be first authorized in writing by the signatory.

45. Any such mechanically reproduced signature, if so reproduced with the authority of the Secretary of the Senate, is deemed for all purposes to be the signature of the person concerned.
ARTICLE VII

RULES OF PROCEDURE OF THE SENATE

Day, Time and Place of Meetings

46. Regular meetings of the Senate shall be held on the second Wednesday of each month from September to April. The regular meetings of Senate for May and June shall be held on the Wednesday preceding the Divinity College Convocation and in the week preceding Commencement, respectively. At the discretion of the Chair, a regular meeting of the Senate can be cancelled in the event of insufficient business.

47. A special meeting may, and on the written requisition of twelve or more members shall, within two weeks of receipt of the requisition, be called by the Chair of the Senate for the transaction of only such business as is specified in the notice of such meeting. At least forty-eight (48) hours’ notice of any such special meeting shall be given.

48. Unless otherwise directed by the Chair of the Senate, every meeting shall begin at 3:30 p.m.; and, if after a lapse of fifteen (15) minutes from that time there is not a quorum, the Secretary of the Senate may call the roll and the Senate shall then stand adjourned until the next meeting.

49. The Senate shall not remain in session later than 6 p.m., except by an affirmative vote of at least two-thirds of the members present.

50. All meetings shall be held in the Council Room, Gilmour Hall, McMaster University, unless the Chair of the Senate directs that a meeting be held elsewhere in metropolitan Hamilton or its environs.

Notice of Meeting

51. Where, by any by-law, provision is made for the holding of a meeting, the notice of meeting, unless otherwise expressly provided herein, shall be in writing. Notice of meeting for a regular meeting of the Senate shall be circulated at least one week prior to such meeting. The notice of meeting is deemed to be given when it is sent by electronic mail to the member or other person to be notified at the last address of record with the Secretary of the Senate.

52. The accidental omission to give notice of a regular or special meeting to any member, or any accidental irregularity in connection with the giving of such notice, does not invalidate the proceedings at that meeting.

Chair

53. The President, or in his/her absence the Vice-Chair of the Senate, shall act as Chair at all meetings of the Senate. In the absence of both the Chair and the Vice-Chair, a Chair shall be elected by a majority of the members present.

54. The Chair may take part in a debate on any question, but before doing so shall leave the Chair and appoint some other member present to act as Chair pro tem.

55. The Chair may vote on any question.

Quorum
56. At all meetings held between September and June, both months inclusive, thirty members shall constitute a quorum.

57. At any meetings held during the months of July and August, twenty members shall constitute a quorum, provided that if at any such meeting a question of general policy or general legislation arises and fewer than thirty members are present, the consideration of such question shall be postponed until the next regular meeting.

Record of Proceedings

58. A record of the proceedings of all meetings of the Senate shall be made by the Secretary of the Senate. Items of business dealt with by the Senate in Closed Session shall appear as appendices to the record and such appendices shall be made available only to persons entitled to be present in Closed Session unless otherwise ordered by the Senate, or by the Executive Committee in accordance with the provisions of Section 114.

Procedural Authority

59. The Chair of a meeting shall conduct the proceedings in conformity with the by-laws and rules of procedure enacted by the Senate and, in all cases not so provided, the following reference shall be used: M.K. Kerr and H.W. King, Procedures for Meetings and Organizations, Carswell Legal Publications, 1984. Procedures for meetings of the Senate, other than when the Senate is in Closed Session, are as set forth in Schedule "D" attached hereto.

Recording Devices

60. No form of recording device (photographic or electronic) or sound-amplification device shall be permitted at any meeting of the Senate unless by the express authority of the Chair of the Senate, with the exception of instruments for official use by the Senate.

Preserving Order

61. The Chair shall preserve order and decorum at all meetings of the Senate. Any person admitted to a meeting of the Senate who, in the opinion of the Chair, misconducts himself or herself must withdraw from the meeting at the order of the Chair. In the event that such a person refuses to withdraw, the Chair has the discretion to declare a short recess, or to adjourn the Senate, and may declare that the continuation of such recessed or adjourned meeting shall be in Closed Session.

Orders of the Day

62. The agenda for regular meeting of Senate shall employ the consent agenda format for routine approval items and for information items, as set forth in Schedule D. Except as otherwise provided herein, the following order of business shall be observed at all regular meetings for both the consent and regular agenda and no variation from this order shall be allowed except by the vote of two-thirds of the members present, which vote shall be taken without debate, subject however to the provision of Section 77:

(a) receiving and disposing of the minutes of the last regular meeting and of any intervening special meetings, except the confidential appendices associated therewith;
(b) business arising out of the approved minutes, except business arising from the confidential appendices;
(c) enquiries;
(d) reading and disposing of communications, to be disposed of as read;
(e) receiving and disposing of a report from the Chair of the Graduate Council concerning the activities of that Council;
(f) receiving and disposing of a report from the Chair of the Undergraduate Council concerning the activities of that Council;
(g) reading and disposing of reports of Faculties, and Councils;
(h) reading and disposing of reports of standing and special committees and boards, to be considered in the following order:

(i) reports submitted, but not disposed of at the previous meeting;
(ii) reports of standing committees and boards in the order in which they appear in Section 91, subject to any limitations that may be imposed by Section 79;
(iii) reports of special committees in the order of their establishment by the Senate;
(i) other unfinished business from the last meeting;
(j) new business to be taken in the order of receipt of notice of motion;
(k) any business on the order paper that was not presented or proceeded with when reached, to be taken in the order announced on the order paper;
(l) new business not on the order paper;
(m) business to be dealt with in Closed Session.

63. Notice of any motion to be considered at a regular meeting, other than a motion in the ordinary course of business, or a proposal to amend the by-laws, shall be in the hands of the Secretary of the Senate at least six working days before the meeting at which the motion is to be made, and the Secretary of the Senate shall note the date of receipt upon the face of the notice and shall place the matter on the order-paper for the meeting at which the motion is to be made.

64. If any committee or member fails to proceed with a report or business on the order-paper when it is reached, such report or business shall be placed on the order-paper for the next regular meeting at the end of the class of business to which it belongs.

65. Any member of the University community may request an appearance before the Senate for the presentation of a brief. The request will be considered by the Senate if the request and brief are submitted to the Secretary of the Senate at least four working days prior to the date set for a Senate meeting.

**Debate**

66. Any member desiring to speak during a meeting shall rise and address the Chair.

67. A member called to order shall sit down, but may afterwards explain. The Chair shall decide the point of order, subject to an appeal to the Senate whose decision shall be final and made without debate.
68. Each member shall speak only to the question in debate.

69. No member while speaking shall be interrupted by another member except upon a point of order or for the purposes of an explanation, and the member so interrupting shall speak only to the point of order or to the explanation.

70. Any member may require the question under discussion to be read at any time during the debate, but not so as to interrupt a member who is speaking.

71. Except for the mover of a substantive motion, who shall be allowed to reply, no member shall speak more than once to a question, unless in explanation of a material part of a speech which may have been misunderstood, and in such case shall not introduce new matter.

72. No member shall speak more than ten minutes at one time, except by leave of a majority of the members present, which leave shall be granted or refused without debate.

73. No member shall speak to a question after it has been put by the Chair.

Voting

74. Except as provided in Sections 49, 62, 78, 79, and 174, all questions that come before the Senate shall be decided by the vote of a majority of the members present. Each member present is entitled to one vote, and in the event of an equality of votes the question is deemed to be decided in the negative.

75. All members shall vote in accordance with their individual assessment of the merits of each question before the Senate and not as delegates of the constituencies by which they have been elected.

76. Questions normally shall in the first instance be decided by a show of hands. The Chair shall declare the result of every vote and the declaration of the Chair as to the result of a show of hands and an entry to that effect in the minutes of the proceedings at the meeting shall, unless a poll is demanded, be prima facie evidence of the result of the vote. The Chair or any member present may require the yeas and nays to be recorded on any question except a motion to adjourn the Senate or adjourn a debate or move into Closed Session, in which event a poll shall be taken in such manner as the Chair directs. A demand for a poll may be withdrawn at any time prior to the taking of the poll. Any member of Senate who wishes to propose that a question be decided by ballot must make such a request before any vote is taken. On receipt of such a request, Senate will determine by a show of hands of a majority of the members present whether or not a question, and any amendments thereto, shall be decided by means of a ballot.

Motions and Questions

77. The Senate may decide by a simple majority of the members present at any time and at any meeting to move into Closed Session, such vote to be taken without debate.

78. Unless previous notice has been given, no motion introducing new matter, other than a matter of privilege or a motion to move into Closed Session, shall be taken into consideration at any regular meeting of the Senate, except upon the vote of two-thirds of the members present.

79. No matter that has been decided by the Senate shall be reconsidered before the first regular meeting of the following session, except upon the vote of two-thirds of the members present; a motion to reconsider may be made by any member.

80. All motions, except those to adjourn the Senate or to adjourn a debate or to move into Closed Session, shall be put in writing and seconded before being debated or put from the Chair, and when a motion has been seconded it shall be read to the Senate by the Chair before being debated.
81. When a motion has been made, seconded, and read, it shall be disposed of by the Senate, unless the mover, with the consent of the seconder, withdraws it or allows it to stand over.

82. When a question is under debate, no motion shall be received by the Chair except a motion:
   
   (a) to adjourn the Senate;
   (b) to move into Closed Session;
   (c) to adjourn the debate;
   (d) to proceed to the next order of business;
   (e) to table the motion;
   (f) to put the previous question;
   (g) to postpone to a specified time;
   (h) to refer the question;
   (i) to amend the main motion; or
   (j) to postpone indefinitely.

83. A motion to adjourn the Senate or to move into Closed Session is always in order, is undebatable, and no second motion to the same effect shall be made until after some intermediate proceeding has been taken.

84. A motion to adjourn a debate is always in order, and no second motion to the same effect shall be made until after some intermediate proceeding.

85. A motion to put the previous question shall, until it is decided, preclude all amendments to the main motion. It shall be put in the following words: "that the question on the main motion be now put" and, if it be resolved in the affirmative, the original question shall be put forthwith without any amendment or debate. If it be resolved in the negative, discussion will continue on the original question, and the vote on the original question may be taken at a later time in the same meeting.

86. A motion to refer the question shall, until it is disposed of, preclude all amendments to the main motion.
ARTICLE VIII
COMMITTEES

COMMITTEE OF THE WHOLE

87. When the Senate resolves to go into Committee of the Whole, the Chair of the Senate shall appoint a chair of the Committee who shall preside over its deliberations, decide points of order subject to an appeal to the Chair of the Senate, and report its proceedings to the Chair when the Senate rises from the Committee of the Whole.

88. The rules of procedure of the Senate (Article VII) shall be observed in Committee of the Whole except that:

(a) no motion is required to be seconded;
(b) no motion for the previous question or for an adjournment shall be received;
(c) in divisions the names of members shall not be recorded;
(d) the number of times that a member may speak is not limited.

89. On a motion in Committee of the Whole to "rise and report", the question shall be decided without debate.

90. A motion in Committee of the Whole that the Chair leave the chair, or that the Committee "rise without reporting", shall be in order and shall take precedence over any other motion. If it is carried, the Chair of the Senate shall at once resume the Chair and proceed to the next order of business.
STANDING COMMITTEES

91. There shall be the following standing committees of the Senate and the duties of such committees shall be as defined herein and from time to time by these by-laws:

(a) The Executive Committee
(b) The University Planning Committee (joint with the Board of Governors)
(c) The Committee on Appointments
(d) The Committee on Honorary Degrees
(e) The Board for Student Appeals
(f) The Committee on University Ceremonials and Insignia
(g) The Committee on By-laws
(h) The Committee on Academic Integrity
(i) The Tenure and Promotion Appeals Nominating Committee
(k) The Committee on Student Affairs
(l) The Board-Senate Research Misconduct Hearings Panel
(m) The Board-Senate Hearing Panel for Sexual Harassment and Anti-Discrimination, Harassment, and Sexual Harassment
(n) The Faculty Discipline Board

The membership of all Senate Committees and Boards shall take effect on the first day of July 1 following the Regular June meeting of the Senate, with the exception of the Board for Student Appeals, the membership of which shall take effect on the first day of September 1 following the Regular June meeting of the Senate.

92. The Senate may join with the Board in establishing one or more joint committees of the Senate and the Board.

93. The Chancellor and the President shall be ex officio members of every standing committee of the Senate, with the exception of the Tenure and Promotion Appeals Nominating Committee, the Board-Senate Research Misconduct Hearings Panel, the Board-Senate Hearing Panel for Discrimination, Harassment and Sexual Harassment, the Board-Senate Hearing Panel for Sexual Harassment and Anti-Discrimination and the Faculty Discipline Board, and the Senate Board for Student Appeals.

94. The provisions of sections 94(a) and (b) shall apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996 are set out in Schedule F. For meetings that took place on or after February 16, 1996, the provisions of 94(d) and (e) following shall apply.

(a) Each standing committee shall fix the times and places of its meetings, which shall be in camera except as provided for in Sections 128, 141, and 149(d), (h) and (l). Each committee shall report at least once a year to the Senate.

(b) The record of the proceedings of each standing committee shall be available to members, consultants and specifically invited guests of the standing committee, and to members and observers of the Senate subject to the following provisos:

Senators and observers shall have access to the minutes and records of Senate's standing committees, except for those matters

(i) in which Senate has delegated power of decision; or

(ii) that involve confidential material about individuals.

Upon receipt of a written request from a Senator or observer, an ad hoc Committee, consisting of the Chair of the Senate, the Chair of the standing committee in question, and the Secretary of the Senate, shall determine
(a) whether the material requested falls under category (i) or (ii) above; and, if not,
(b) in what form the material shall be made available.

This section shall not apply by analogy to subordinate bodies of the Senate.

(a) Except for joint committees of Senate and the Board of Governors, each standing committee shall
fix the times and places of its meetings, which shall be open to the public except:

(i) when matters confidential to the University may be discussed,

(ii) when matters of a personal nature concerning an individual may be discussed
(unless the individual requests that such part of the meeting be open to the public),

(iii) when the chair of the committee or board decides that an item of business shall be
discussed in Closed Session,

(iv) when at least one third of the committee or board members present at any meeting
without debate request the chair of the committee or board to declare the meeting,
or any part thereof, a Closed Session, or

(v) as provided for in Sections 128, and 140(d), 141(d), and 145.

Each standing committee may otherwise determine its own procedure consistent with these
by-laws. Each committee shall report at least once a year to the Senate.

(b) A record of the proceedings of each standing committee and board shall be made by the
Secretary of the Senate. Items of business dealt with in Closed Session shall appear as
appendices to the record and such appendices shall be available to members, consultants and
specifically invited guests of the standing committee or board, unless otherwise ordered by the
committee or board.

Section 94, sub-sections (a) to-and (b) shall not apply by analogy to subordinate bodies of the
Senate.

All material provided under this By-law concerning a Closed Session or an in camera session of a
standing committee or board or a joint Board-Senate committee shall be treated with the same
confidentiality as material dealt with in Closed Session of the Senate.

(c) Normally, it is expected that members attend committee meetings in person. At the discretion of
the Chair, however, a member(s) who is (are) unable to attend in person may participate in that
meeting by such means as telephone or other communication facilities that permit all members
to communicate simultaneously and instantaneously. A member(s) participating in such a
meeting by such means is (are) deemed to be present at the meeting. For those meetings, or
portions thereof, held in Closed Session or in camera, it is expected that members participating
by such means of telephone or other communication facilities will ensure that the necessary
standards of confidentiality are maintained and that their participation is conducted in a setting
that ensures such confidentiality.

(d) At the discretion of the Chair, a committee may be asked to consider a matter outside of a
committee meeting and to determine the matter by means of an electronic vote. Such matters
would, in the judgment of the Chair, be time-sensitive so that delay until the next regularly
scheduled meeting would have an adverse effect, or would, in the judgment of the Chair, normally
require little, if any, discussion prior to voting. Matters considered in this manner shall be reported
at the next regular meeting of the committee. Members with concerns who would like an item to
be discussed by the committee in advance of the electronic vote, must notify the Secretary
without delay. The Chair will then determine an appropriate course of action and inform the committee on the disposal of the matter.

95. Vacancies that occur in a standing committee or board may be filled at any regular meeting of the Senate or at a special meeting thereof.

96. Any written communication on a subject coming properly within the cognizance of a standing committee or board or of the Graduate Council or of the Undergraduate Council shall stand referred as a matter of course to that committee or board or council, which shall report thereon at the next regular meeting of the Senate.

97. Any written communication dealing with a new graduate degree program; a major new undergraduate degree program; a new Faculty, Department, School, Institute, Centre or the like, shall stand referred as a matter of course to the University Planning Committee, which shall report thereon at the next regular meeting of the Senate and such report shall be received before the Senate proceeds to the consideration of the proposal.

98. On receipt of any such communication, referred to in Sections 96 and 97, the Secretary of the Senate shall forthwith, after acknowledging its receipt, submit it under the direction of the Chair of the Senate to the Chair of the appropriate standing committee or board or Graduate or Undergraduate Councils.

99. Any such communication, referred to in Sections 96 and 97, that is not received in time to be considered by the appropriate standing committee or board or council before the next regular meeting of the Senate may by direction of the Chair of such committee or board or council be read at such meeting and the Senate may, if it deems fit, take the communication into immediate consideration or otherwise dispose of it.

100. Every standing committee and board of the Senate has the power to invite consultants to its meetings.
SPECIAL COMMITTEES AND CONSULTANTS

101. The Senate may from time to time appoint special committees with specified terms of reference. Unless otherwise specifically provided in the resolution by which a special committee is appointed, or later determined by the Senate, it is dissolved on the date of the its final report to the first regular meeting of the Senate, in the Session next following that in which it was appointed, but may be reappointed by the Senate with the same or different members, and with the same or revised terms of reference.

102. The provisions of Sections 93, 94, 95, 96, 97, 98, 99 and 100 apply to every special committee unless otherwise provided in the resolution by which it is appointed.

103. The Chair of the Senate shall have power to appoint consultants to the Senate as the need may arise.
ARTICLE IX

COMPOSITION, POWERS, AND DUTIES OF STANDING COMMITTEES AND BOARDS

THE EXECUTIVE COMMITTEE

104. The Executive Committee shall consist of the Chancellor; the President; the Provost; and eight members of the Senate, appointed by the Senate, of whom at least four shall be faculty members of the Senate, at least one shall be an undergraduate student member of the Senate, at least one shall be a graduate student member of the Senate, and at least one shall be an alumni member of the Senate. Five members of the Committee shall constitute a quorum.

105. The Chair of the Committee shall be the Chair of the Senate.

106. The Committee shall act for the Senate between Senate meetings on matters pertaining to the affairs of the Senate, as referred to it by the President, the Senate, the Faculties, the Graduate Council or Undergraduate Council, or committees or boards of the Senate. Such actions shall be reported at the next regular meeting of the Senate.

107. The Committee shall consider and report to the Senate on any other matter which may from time to time be referred to it by the President, the Senate, or by any committee or board or council of the Senate.

108. The Committee shall nominate members of the Senate for election to the Board in conformity with the provisions of Sections 33 and 34.

109. The Committee shall nominate the members of the standing committees of the Senate and the student members of Undergraduate Council once a year as required, with the exception of the Executive Committee (for which see Section 122 (a)) and, where it is not otherwise expressly provided, shall nominate the chairs thereof, and the vice-chairs where appropriate, and shall report such nominations to the next regular meeting of the Senate, in June of each year.

110. After the report of the Executive Committee regarding nominations is submitted to the Senate, the Senate shall appoint the members of all standing committees and boards whose appointment is the duty of the Senate.

111. If a regular meeting of the Senate is not held in June, a special meeting of the Senate shall be held in June to receive and consider the report of the Executive Committee and to appoint the standing committees and board, for the next academic sessions.

112. The Executive Committee shall also consider requests from students and former students for the removal of transcript notations related to penalties assigned under the Academic Integrity Policy or the Student Code of Conduct.

113. On the advice of the Chair, the Vice-Chair and the Secretary of the Senate, the Committee shall adjudicate and decide on any requests, submitted in writing to the Secretary of the Senate, by a Senator seeking access to Closed Session Senate minutes of a meeting which took place when that individual was not a Senate member.
THE UNIVERSITY PLANNING COMMITTEE

114. (a) The University Planning Committee shall consist of Chancellor; the Chair of the Board of Governors (or delegate); the Vice-Chair of the Board of Governors (or delegate); the President; the Provost, who shall be Chair; the Vice-President (Administration); the Vice-President (Research); the Associate Vice-President and Dean of Graduate Studies; five faculty members, no more than two from any one Faculty, elected for staggered three-year terms; one Faculty Dean elected annually (by and from the Faculty Deans); one staff member, elected for a three-year term; one graduate student, elected for a two-year term; and one undergraduate student, elected for a two-year term. The following shall be Observers on the University Planning Committee, who may participate in the proceedings but who shall have no vote: the Dean and Vice-President (Health Sciences) or delegate, unless elected; the Vice-President (University Advancement); the Associate Vice-President (Students and Learning) and Dean of Students; and the Chair of Undergraduate Council. One-half of the membership, excluding the ex officio members, shall constitute a quorum.

The election of faculty, staff and student members to the University Planning Committee shall be conducted by the Secretary of the Senate and the Board of Governors following a call for nominations from the appropriate University constituency. The Senate Executive Committee shall review the nominations; it may make any additional nominations it deems necessary to ensure an election. The counting of ballots in elections to the University Planning Committee shall be in accordance with the transferable vote system.

(b) The University Planning Committee’s fundamental mandate is to coordinate academic and resource planning so that the Senate and the Board of Governors may be assured that any proposal presented for approval has academic merit that supports the mission of the University and that resources necessary for the implementation of any proposal have been appropriately assessed. In this context the University Planning Committee shall:

i. review the Plan for the University annually, and recommend revisions to it as necessary, for approval by the Senate and the Board of Governors;

ii. review, for recommendation to the Senate and the Board of Governors, major initiatives (including those which are part of submissions to external agencies) that have significant resource implications, providing comment on how the proposals fit within the University Plan;

iii. review and approve annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Associate Vice-President (Faculty), the Associate Vice-President (Students and Learning) and Dean of Students, the University Registrar, the University Librarian, and other units (as appropriate) that report directly to the Provost, providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;

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1The University Planning Committee is a joint Board-Senate Committee and is the successor to the Board-Senate Committee on Academic Planning. It is also the successor to the Board-Senate Committee on Long-Range Planning named in The McMaster University Act, 1976. All references to the Board-Senate Committee on Long-Range Planning in The McMaster University Act, 1976 shall be deemed henceforth to refer to its successor, the University Planning Committee.
iv. review and approve annual planning reports as prescribed by the Vice-President (Administration) from those administrative and service units that report directly to the Vice-President (Administration), providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information; 

v. review and approve annually a report from the Vice-President (Research) and (International Affairs) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research) and (International Affairs), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information; 

vi. receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan; 

vii. provide commentary, with reference to the McMaster University Campus Master Plan, to the Planning and Building Committee relevant committee of the Board of Governors on proposals for capital development and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.; 

viii. review, for recommendation to the Senate and the Board of Governors, the annual report on the McMaster University Campus Master Plan, including any updates, amendments and elaborations; and 

ix. report to the Senate and the Board of Governors any matters of concern formally identified as such by a majority of the Committee.

115. (a) The Budget Committee shall be a subcommittee of the University Planning Committee with membership drawn from the University Planning Committee as follows: the President, the Provost, the Vice-President (Administration), three faculty members (one of whom shall serve as Chair), one member of the non-teaching staff, one graduate student, one undergraduate student. Two-thirds of the membership shall constitute a quorum. If more than two members are absent when a vote is taken on the final budget, the vote must be confirmed by mail ballot.

The Chair of the Budget Committee shall be elected annually by the University Planning Committee from among the faculty members on the University Planning Committee following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the five faculty members on the University Planning Committee for service commencing on the first day of July or immediately following a vacancy. The Chair may vote on all questions.

(b) The Budget Committee shall:

i. review the budget framework prepared by the University administration in consultation with the Office of Institutional Analysis and Research, including any changes to the McMaster Budget Model; this framework (including the models and
projections upon which it is based) will be provided to the Joint Administration / Faculty Association Committee to Consider University Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (The Joint Committee) as will updates to the framework should these arise;

ii. receive and respond to budget submissions from all Faculties, areas, and units;

iii. make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in advance of the budget being transmitted to other deliberative bodies;

iv. make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Finance Committee of the Board of Governors; and

v. deliver budget recommendations to the President of the University for transmittal to the Finance Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments.

All meetings of this Committee are in closed session.

(c) The University Student Fees Committee shall be a sub-committee of the University Planning Committee with the following membership:

Ex Officio
Associate Vice-President (Institutional Research and Analysis) – Chair
Associate Vice-President (Faculty)
Associate Vice-President (Students and Learning) and Dean of Students
Associate Vice-President and Dean of Graduate Studies
Director, Education Services, Faculty of Health Sciences
Director of Finance
University Registrar

Student Members
Graduate Student Representative – selected from applicants for a 1 year term
Full-time Undergraduate Student Representative – selected from applicants for a 1 year term
Part-time Undergraduate Student Representative – selected from applicants for a 1 year term
*Student positions are renewable once.

Consultants
Assistant Dean, Student Affairs and Director of the Student Success Centre
Associate Registrar and Graduate Secretary
Executive Director, Finance and Administration (Academic), Office of the Provost and Vice-President (Academic)
Manager, Receipts and Receivables, Financial Services
Budget Manager, Budgeting Services
Director, Student Financial Aid and Scholarships
Senior Project Analyst, Institutional Research and Analysis

(d) The University Student Fees Committee shall:

i. recommend all revisions to tuition (undergraduate and graduate degree, diploma and
certificate) and supplementary fees to the Budget Committee;

ii. establish deadlines for the submission of all proposed tuition and supplementary fees to
the University Student Fees Committee;

iii. recommend policy guidelines to the Budget Committee that outline services and
materials for which fees can be charged;

iv. recommend policy guidelines to the Budget Committee for charging fees for existing and
new programs that are not funded through grants from the Ministry of Training, Colleges
and Universities;

v. ensure that all proposed changes to existing student fees and all proposed new fees are
reasonable, conform to government regulations and have been approved through
appropriate processes within the University; and,

vi. ensure that proposed changes to student fees are feasible and do not involve undue
complications to calculate and administer; where appropriate, determining the most
efficient2 method for students who are being charged these fees.

All meetings of this Committee are in closed session.
THE COMMITTEE ON APPOINTMENTS

116. The Committee on Appointments shall consist of the Chancellor; the President; the Provost; the Vice-President (Research) and International Affairs; the Associate Vice-President and Dean of Graduate Studies; and eight other members of the Senate, seven of whom shall be elected faculty members of the Senate and one of whom shall be a student member of the Senate; and six members of the Committee constitute a quorum at any meeting thereof, except when decisions are being made on tenure, permanence, reappointment, or promotion recommendations, at which meeting eight members of the Committee, one of whom shall be the Provost and one of whom shall be the Associate Vice-President and Dean of Graduate Studies, shall constitute a quorum. In the event of an equality of votes on tenure, permanence, reappointment or promotion recommendations, the question is deemed to be decided in favour of the Faculty Tenure and Promotion Committee's recommendation, notwithstanding the provision of Section 74.

117. The Committee shall nominate the members of the Committee for Nominating a Chancellor in conformity with the provisions of Section 9(a) and shall nominate the members of the Senate component of the Committee for Recommending a President in conformity with Section 9(b). These nominations shall be presented at a Senate meeting, together with a brief résumé of each candidate's qualifications. No additional nominations may be made at that Senate meeting, but subsequent to the meeting, members of the Senate shall be provided with the opportunity to submit written nominations of additional candidates for inclusion on the slate, in writing provided that such nominations are signed by five (5) members of the Senate and are accompanied by an indication of the candidate's willingness to serve. All such additional nominations shall be included on the slate. If an election is necessary, an election shall be conducted by the Secretary of the Senate, by means of ballots mailed to all Senate members, immediately following the end of the nomination period. A brief résumé of each nominee's qualifications shall be provided to Senators along with the ballots. Not more than one faculty member from any one Faculty shall be elected by Senate to the Committee for Nominating a Chancellor or the Committee for Recommending a President.

118. The Committee shall have as a standing order of business the making of nominations for such ad hoc selection committees as are charged to nominate to the Senate those to be appointed to senior academic administrative offices and to the offices of Vice-President (Administration) and Vice-President (University Advancement). In this context, senior academic administrative offices include those of Provost, Vice-President (Health Sciences), Vice-President (Research) and International Affairs, Dean, Associate Vice-President and Dean of Graduate Studies, Dean of Adult Education, Director of Continuing Education, academic Associate/Assistant Vice-Presidents, Associate/Assistant Deans of Graduate Studies and/or Research, Associate Deans of Faculties (see Section 2 [h]), Chair of Undergraduate Council, University Secretary, Registrar, University Librarian and such other positions as are designated by Senate from time to time. The Committee shall ensure that the nominations for each ad hoc selection committee include, as nominated Chair of the ad hoc selection committee, the name of the academic administrative officer to whom the appointee shall report. The Committee shall review, and express its opinion to the Senate on, nominations made by the ad hoc selection committees, before any commitment is made to the nominated candidate.

119. The Committee shall consider and report recommendations to the Senate on academic appointments, terms of reference, tenure policy, promotion policy, research leave policy, and all matters related to academic appointments. In this context, academic appointments shall be taken to include appointments of Departmental Chairs and Directors of Schools, Programs, Research Institutes, and Centres, appointments to Named Chairs and Professorships, and academic Assistant Deans. The Committee shall receive for information reports on the appointment of Associate Department Chairs, Associate Directors of Programs, Research Institutes and Centres, Executive in Residence, and Faculty honorific appointments.
The Committee shall recommend to the Senate candidates for the titles of Distinguished University Professor and University Scholar.

120. The Committee shall consider recommendations for appointment to the teaching staff from Faculty or joint-Faculty Tenure and Promotion Committees and shall:

(a) decide that the faculty member is to be nominated for a tenured appointment, a continuing appointment without annual review or a permanent teaching appointment and so inform the Senate; or

(b) recommend to the President that the period of a tenure-track appointment, a special appointment or a teaching-track appointment be extended, and so inform the Senate; or

(c) decide that no action be taken on the case; or

(d) decide that a faculty member’s tenure-track appointment, special appointment or teaching-track appointment be allowed to lapse and so inform the Senate.

121. The Committee shall consider recommendations for promotion from Faculty or joint-Faculty Tenure and Promotion Committees and shall:

(a) decide that promotion is to be granted at this time, and so inform the Senate; or

(b) decide that no action is to be taken in regard to promotion.

122. The Committee shall nominate the membership of the Executive Committee, and shall report thereon to the regular meeting of the Senate in June of each year.

THE COMMITTEE ON HONORARY DEGREES

123. The Committee on Honorary Degrees shall consist of the Chancellor, who shall be Chair; the President; the Principal of the Divinity College; and five or six other members of the Senate, one of whom shall be a member from among the members of the Alumni Association of the University on the Senate; and four members of the Committee constitute a quorum at any meeting thereof.

124. The Committee shall make recommendations to the Senate of names of persons upon whom it is thought fitting to confer the honorary degree of Doctor of Laws, Doctor of Science, Doctor of Letters, Doctor of Divinity, or any other honorary degree that may be established by the Senate.

THE BOARD FOR STUDENT APPEALS

125. The Board for Student Appeals shall consist of the Chancellor, the President, and twelve members appointed by the Senate for two-year terms, of whom six shall be members of the faculty who are not senior academic administrative officers, four shall be undergraduate students, and two shall be graduate students. In addition, the Chair of the Board has the authority to appoint, on an ad hoc basis, faculty and students who are not members of the Board for Student Appeals to serve on appeal tribunals as auxiliary Board members. For meetings of the Board which do not relate to the hearing of a specific appeal, seven members of the Board constitute a quorum.
126. The Board for Student Appeals

(a) shall adjudicate all student appeals from rulings of other authorities (e.g., Faculty Reviewing Committees, Faculty Committees on Graduate Admissions, Deans, Associate or Assistant Deans) on matters of academic standing other than those involving solely a substantive academic judgment, or the outcome of a formal re-read or re-assessment, and shall, where appropriate, adjudicate appeals by students in respect of any other allegation of injustice, except in cases where another body has been named as the final decision maker; and

(b) shall, when deemed appropriate, consider and make recommendations to the Senate on policy and procedure relating to student appeals.

127. The hearing of an appeal shall be before a Tribunal consisting of at least three members or auxiliary members of the Board for Student Appeals, one of whom shall be a student. They shall be chosen in accordance with procedures approved by the Senate.

128. Hearings before Tribunals of the Board for Student Appeals shall be conducted in accordance with the procedures approved by the Senate.

THE COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

129. The Committee on University Ceremonials and Insignia shall consist of the Chancellor; the President; the University Bedel; and eight members of the Senate, one of whom shall be a graduate student and one of whom shall be an undergraduate student; and five members of the Committee constitute a quorum at any meeting thereof. The University Registrar and the Calendar and Convocation Coordinator shall be consultants to the Committee.

130. (a) The Committee shall be responsible for the planning and conduct of all University ceremonials, including all Convocations; and shall keep under continual review the form of and procedure at such ceremonials and all matters relating thereto.

(b) The Committee shall also be responsible for reviewing and making decisions, or recommendations to the Senate or the Board of Governors, on matters relating to heraldic practice and policy.

THE COMMITTEE ON BY-LAWS

131. The Committee on By-laws shall consist of the Chancellor; the President; and four members appointed by the Senate, one of whom shall be a member of the Senate and one of whom shall be the Secretary of the Senate; and three members of the Committee constitute a quorum at any meeting thereof.

132. The Committee shall make recommendations to the Senate:

(a) for the appropriate form of any amendment to any by-law and of any new by-law, of the Senate or of a Council or of a Faculty, that the Senate has approved in principle;

(b) for any alteration of any by-law, of the Senate or of a Council or a Faculty, deemed by the Committee to be necessary as a consequence of any amendment or of any new by-law approved by the Senate or to be desirable for reasons of consistency or the like;
(g) on any matter pertaining to the by-laws of the Senate or of a Council or of a Faculty that may be referred to the Committee by the Senate, or on any such matter that the Committee may deem appropriate for the attention of the Senate.

THE COMMITTEE ON ACADEMIC INTEGRITY

133. The Committee on Academic Integrity shall consist of the Chancellor; the President; the Associate Vice-President and Dean of Graduate Studies; the Associate Vice-President (Faculty); and six members of the Senate, four of whom shall be faculty members (one of whom shall be appointed Chair of the Committee), one of whom shall be a graduate student and one of whom shall be an undergraduate student. Six-Five members of the Committee constitute a quorum. The Academic Integrity Officer, the University Registrar, and the Graduate Registrar and Secretary of the School of Graduate Studies shall be consultants to the Committee.

134. The Committee shall, when deemed appropriate, make recommendations to the Senate on policy and procedures relating to issues of academic integrity and on measures designed to reduce instances of academic dishonesty.

135. The Committee shall review, prior to its presentation to the Senate, the annual report prepared by the Office of Academic Integrity.

THE TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE

136. The Tenure and Promotion Appeals Nominating Committee shall consist of six full-time tenured faculty members, normally at the rank of professor, appointed by the Senate but not necessarily drawn from the Senate, one from each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences, none of whom, during his or her term on the Committee, shall be a member of a Faculty Tenure and Promotion Committee or of the Senate Committee on Appointments; and four members of the Committee constitute a quorum at any meeting thereof. The Chair shall be elected by and from the members of the Committee.

137. (a) When an appeal of a tenure, a continuing appointment without annual review or a permanent teaching or promotion decision has been referred to the Committee, the Committee shall nominate to the Senate the membership of an Appeal Tribunal, composed of three full-time tenured or permanent members of faculty who have not been previously involved in the decision under review and who are at arm's length from both parties to the appeal. The Tribunal in each case shall normally consist of one member from the appellant's Faculty and two members from outside the Faculty.

(b) Each Appeal Tribunal shall normally report to the Senate within three-four months of its establishment.

THE COMMITTEE ON STUDENT AFFAIRS

138. The Committee on Student Affairs shall consist of the Chancellor; the President; the Associate Vice-President (Students and Learning) and Dean of Students, who shall be Chair; three faculty members, at least one of whom shall be an elected faculty member of the Senate; three undergraduate students, one of whom shall be a part-time student and one of whom shall be a student residing in a University residence; and one graduate student. Of the student members, at least one shall be a member of the Senate. Six-Five members of the Committee constitute a quorum at any meeting thereof.
The Committee shall recommend to the Senate policies, and receive submissions, on non-academic aspects of student life, including University residences and student services, and on matters of student conduct and discipline.

This responsibility shall include:

(a) developing and periodically reviewing in consultation with relevant student leadership, for recommendation to the Senate, a University code of student conduct and discipline, including for resident students;

(ii) approving and annually reviewing a code of conduct for resident students;

(b) approving the constitutions of student residences and any amendments thereto;

(c) approving the constitution of the Inter-Residence Council and the constitutions of all the student residences and any amendments thereto;

(iv) receiving annually a report from the Dean of Student Affairs which shall include reference to non-academic disciplinary problems on campus; and

(d) establishing such sub-committees as may from time to time be deemed necessary.

THE BOARD-SENATE RESEARCH MISCONDUCT HEARINGS PANEL

(a) The Board-Senate Research Misconduct Hearings Panel shall consist of eighteen tenured faculty members appointed by the Senate after consultation with the Faculty Association, three graduate and three undergraduate students appointed by the Senate, and twelve full-time staff members who have been employees of the University for at least two years, appointed by the Board of Governors after consultation with the appropriate staff associations. Non-student Members of the Panel shall be appointed for staggered renewable three-year terms, once renewable, whereas student members of the Panel shall be appointed for two-year terms, once renewable. The Chair and one Vice-Chair of the Panel shall be appointed by Senate from among the tenured faculty members; one Vice-Chair shall be appointed by the Board of Governors on an ad hoc basis, faculty, staff and students who are not members of the Panel to serve on Hearings Committees as auxiliary Panel members. For meetings of the Panel that do not relate to a specific case, nineteen-fifteen members of the Panel constitute a quorum.

(b) The Board-Senate Research Misconduct Hearings Panel shall

(i) receive all cases of alleged research misconduct referred to it and arrange the adjudication of them in accordance with the procedures outlined in the Research Integrity Policy and approved by the Senate and the Board of Governors, and

(ii) when deemed appropriate, review the policy and procedures relating to academic ethics and allegations of research misconduct and make recommendations to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Panel.

(c) The hearing of any case referred to the Panel shall be conducted before a Hearings Committee, established according to the procedures outlined in the Research Integrity Policy.

(d) The conduct of hearings before a Hearings Committee of the Board-Senate Research
Misconduct Hearings Panel shall be in accordance with the procedures outlined in the Research Integrity Policy.

**BOARD-SENATE HEARING PANEL FOR SEXUAL HARASSMENT AND ANTI-DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT**

141. (a) The Board-Senate Hearing Panel for Sexual Harassment and Anti-Discrimination, Harassment, and Sexual Harassment shall consist of six faculty members, three undergraduate students and three graduate students appointed by the Senate; and six staff members appointed by the Board of Governors. The Chair and one Vice-Chair shall be appointed by the Senate from among the members appointed by the Senate and the one Vice-Chair shall be appointed by the members appointed by the Board of Governors. Student members shall serve for staggered two-year terms and faculty and staff members for staggered three-year terms. No member shall serve for more than two consecutive terms, but on the served the second of two consecutive terms, such person on the Hearing Panel. In addition, the Chair of the Panel has ad hoc basis, faculty, staff and students who are not members of the Panel to serve on Hearings Committees as auxiliary Panel members. For meetings of the Panel that do not relate to a specific case, ten members of the Panel constitute a quorum.

(b) The Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Harassment Sexual Harassment and Anti-Discrimination shall:

(i) receive all cases of alleged sexual harassment from the Sexual Harassment OfficerReferrals to Hearing/ Formal Requests for a Hearing or other University officer and arrange for their adjudication in accordance with procedures approved by the Senate and the Board of Governors, and

(ii) when deemed appropriate, review the policy and procedures relating to discrimination, harassment, and/or sexual harassment and make recommendations, through the Senate Executive Committee, through the Senate Committee on Human Rights, to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Panel.

(c) The hearing of any case referred to the Panel shall be before a Tribunal, consisting of three members of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Harassment Sexual Harassment and Anti-Discrimination. These members shall be free of conflict of interest and shall be chosen by the Chair, or a Vice-Chair as appropriate, of the Hearing Panel in accordance with procedures approved by the Senate and Board of Governors.

(d) Hearings before a Tribunal of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Harassment Sexual Harassment and Anti-Discrimination shall be conducted in accordance with the procedures approved by the Senate and the Board of Governors.

**FACULTY DISCIPLINE BOARD**

142 The Faculty Discipline Board shall consist of twelve six tenured or permanent faculty members at the rank of professor, appointed by the Senate for staggered renewable three-year terms. For meetings of the Board that do not relate to a specific case, eight four members of the Board constitute a quorum.
The Faculty Discipline Board shall

(a) adjudicate faculty discipline cases referred by a Faculty Dean to the Provost, in accordance with the relevant procedures approved by the Senate and the Board of Governors, and

(b) when deemed appropriate, review the policy and procedures relating to the code of conduct and disciplinary procedures for faculty and make recommendations to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Faculty Discipline Board.

The hearing of any case referred to the Board shall be before a Discipline Tribunal, consisting of three members of the Faculty Discipline Board who do not have a conflict of interest, chosen by the Provost in accordance with procedures approved by the Senate and the Board of Governors. At least one of the three members shall be from outside the Faculty of the faculty member concerned. The Provost shall also designate which of the Board members shall serve as Chair of the Discipline Tribunal.

Hearings before a Tribunal of the Faculty Discipline Board shall be conducted in accordance with the procedures approved by the Senate and the Board of Governors.
ARTICLE X

THE GRADUATE COUNCIL

146. There shall be a Graduate Council which shall consist of the Chancellor, the President, the Provost, the Vice-President (Research and International Affairs), the Associate Vice-President and Dean of Graduate Studies, the Dean of each Faculty offering graduate work, the Principal of McMaster Divinity College, and the Associate Deans of Graduate Studies, all *ex officio* with vote; the University Librarian, the University Registrar, the Secretary of the Senate, the Associate Registrar and Graduate Secretary, the Assistant Dean (Graduate Student Life and Research Training), and the Executive Director (Strategic Planning and Administration), all *ex officio* without vote; three full-time faculty members from each of the Faculties of Business, Engineering, Humanities, Science, and Social Sciences and three full-time graduate faculty members from the Faculty of Health Sciences, elected by the members of the Faculty, from the ranks of assistant professors, professors, associate professors, and Assistant professors; the faculty member of the Senate appointed by McMaster Divinity College; two full-time graduate students from each Faculty offering graduate work, elected by and from the graduate students in that Faculty with the proviso that in any Faculty engaged in doctoral studies at least one of the graduate students shall be registered in a PhD program; observers (as defined in Section 2(j)) named from time to time by the Associate Vice-President and Dean of Graduate Studies to attend Graduate Council’s meetings; and one-third of the voting members excluding one-third of the elected faculty members shall constitute a quorum at any meeting thereof.

147. The Chair of the Graduate Council shall be the Associate Vice-President and Dean of Graduate Studies or, in the absence of the Associate Vice-President and Dean of Graduate Studies, an Associate Dean of Graduate Studies.

148. The Secretary of the Graduate Council shall be the Associate Registrar and Graduate Secretary.

149. The faculty members elected from each Faculty offering graduate work shall be elected in accordance with the requirements of Section 15.

150. The term of office of faculty members on the Graduate Council shall commence on the first day of 4 July following their election, and shall be for three years, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election. Terms of office are renewable.

151. The election of faculty members of the Graduate Council shall be conducted by the Secretary of the Senate.

152. The term of office of graduate students on the Graduate Council shall commence on the first day of 4–September annually, and shall be for one-two years, subject to the requirement that a vacancy occurring when six or more months remain in the term of office shall be filled by an special election or appointment by the appropriate Faculty Dean. Terms of office are renewable.

153. The student members of the Graduate Council shall be elected by and from the graduate students in their respective Faculties, in accordance with procedures determined by their Faculties.

154. The Graduate Council may declare vacant the seat of any elected member who, without being granted leave of absence by the Council, fails to attend three consecutive regular meetings of the Council. Whenever a seat is declared vacant, the vacancy shall be filled through a by-election in the constituency which elected the person whose membership is vacant, unless the person is a graduate student, in which case the requirement stipulated in Section 152 for filling a vacancy shall apply.
The Graduate Council may, upon written request of a member, grant leave of absence to any member for a period not to exceed six consecutive months for illness or for other reasons deemed appropriate by the Council.

The powers and duties of the Graduate Council are:

(a) to make rules and regulations for governing its proceedings;

(b) to establish standing and *ad hoc* committees. These committees shall include, but are not limited to:
   (i) an Executive Committee, and
   (ii) a Scholarship Committee;

(c) to regulate matters concerning graduate work of concern to the University as a whole;

(d) to act upon recommendations concerning graduate work from each Faculty and McMaster Divinity College, upon such matters as are of particular concern to each Faculty and McMaster Divinity College;

(e) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Graduate Council, the Principal of McMaster Divinity College, or a Dean of a Faculty offering graduate work;

(f) to recommend to the Senate the names of graduate students who have completed all requirements for a degree, diploma or certificate;

(g) to determine the eligibility of Departments, Units, Schools, Institutes, Centres, or the like, to offer graduate work, and to make recommendations to the Senate for the administration of graduate work in areas not clearly lying within the jurisdiction of a single Faculty;

(h) to report to the Senate upon such matters as may be judged necessary by the Graduate Council or as required by the Senate;

(i) subject to final approval by the President, to stipulate the conditions of award of all fellowships, scholarships, assistanceships, bursaries, prizes and other awards established for graduate students, having due regard to the wishes of the donor;

(j) to arrange for action upon all applications or recommendations for fellowships, scholarships, assistanceships, bursaries, prizes and other awards for graduate students;

(k) to meet at least twice per academic year;

(l) to post the agenda and the minutes of its meetings electronically.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new graduate programs;
- closure of existing graduate programs;
- substantial revisions of admission standards;
- substantial revisions to degree, diploma and certificate requirements and/or academic regulations;
ARTICLE XI
THE UNDERGRADUATE COUNCIL

157. There shall be an Undergraduate Council consisting of the Chancellor, the President, the Provost, the Associate Vice-President (Faculty), the Associate Deans (Academic) of the Faculties of Business, Engineering, Humanities, Science and Social Sciences (or their respective delegates); the Associate Dean of Health Sciences (Undergraduate Education), the Director of the Arts and Science Program, the Director of the Centre for Continuing Education, the University Registrar, and the Associate Vice-President (Students and Learning) and Dean of Students, and the University Librarian, all ex officio; six faculty members elected from the professors, associate professors, and assistant professors, comprising one member from each Faculty offering undergraduate work; and seven undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by the Senate, on the recommendation of the Dean/Director. Twelve members of the Council, excepting the Chancellor, the President and the Provost, shall constitute a quorum.

158. The Chair of the Undergraduate Council shall be the Associate Vice-President (Faculty).

159. The Vice-Chair of the Undergraduate Council shall be elected annually by and from the members of the Undergraduate Council.

160. The Secretary of the Undergraduate Council shall be the Secretary of the Senate.

161. The faculty member elected from each Faculty offering undergraduate work shall be elected in accordance with the requirements of Section 15. These elections shall be conducted by the Secretary of the Senate.

162. The term of office of faculty members on the Undergraduate Council shall commence on the first day of July following their election, and shall be for three years, renewable once, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election.

163. The term of office for an undergraduate student member shall commence on the first day of July following the appointment of such member, and shall be for one year, renewable.

164. The powers and duties of the Undergraduate Council are:

(a) to make rules and regulations for governing its proceedings;

(b) to initiate and regulate matters concerning undergraduate work of concern to the University as a whole, in accordance with such directives and priorities as have been established by the Senate;

(c) to act upon recommendations concerning undergraduate work from the several Faculties or from the Arts and Science Program;
(d) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Undergraduate Council, an Associate Dean or Dean of a Faculty offering undergraduate work or the Director of the Arts and Science Program;

(e) to report and to make recommendations to the Senate upon such matters as may be judged necessary by the Undergraduate Council or as required by the Senate;

(f) to stipulate the conditions of award of all fellowships, scholarships, medals, prizes and other awards established for undergraduate students, and to make such awards;

(g) to give direction to the Office of Student Financial Aid and Scholarships on policies and procedures respecting the acceptance of all fellowships, scholarships, medals, prizes and other awards for undergraduate students, and the administration thereof;

(h) to meet at least once each academic term; and

(i) to make publicly available the agenda and the minutes of its meetings.

The Undergraduate Council shall also have the power to establish committees as set forth in Schedule E. Revisions to Schedule E shall be approved by Undergraduate Council and forwarded to Senate for information.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- (i) establishment of new degree programs;
- closure of existing programs
- (ii) substantial revisions of admission standards;
- (iii) substantial changes in degree, diploma and certificate requirements, and/or academic regulations.
ARTICLE XII
DUTIES OF OFFICERS OF THE SENATE

THE CHANCELLOR

165. The Chancellor shall preside at Convocation, and in the absence of the Chancellor the Vice-Chancellor shall preside.

THE VICE-CHANCELLOR

166. The Vice-Chancellor shall perform the duties of the Chancellor in the event that the Chancellor is prevented from discharging such duties owing to illness or any other cause.

THE CHAIR OF THE SENATE

167. The Chair of the Senate shall ensure that at all times its meetings are conducted and its business transacted in a manner consonant with these by-laws.

THE VICE-CHAIR OF THE SENATE

168. The Vice-Chair of the Senate shall perform the duties of the Chair of the Senate in the event that the Chair of the Senate is prevented from discharging such duties owing to illness or any other cause.

THE SECRETARY OF THE SENATE

169. The duties of the Secretary of the Senate are to take charge of the academic records and papers of the University and to keep the same properly arranged for convenient reference in such place as is directed by the Senate, and until such direction, in such place as is appointed by the President; the Secretary shall keep regular entries in a form to be approved by the President, of the names of all persons who are candidates for examinations, degrees, diplomas, or certificates of standing or scholarships, awards, prizes and certificates of honour, of all examiners who are from time to time appointed, and of all such particulars connected with each examination as the President directs; the Secretary of the Senate shall conduct all necessary correspondence under the supervision of the President and keep proper records thereof; and shall attend all meetings of the Senate; and keep regular minutes of the proceedings thereat. The Secretary or delegate shall attend all meetings of standing and special committees and boards of the Senate; and keep minutes of the proceedings thereat; and shall prepare all by-laws, resolutions, reports or other papers which the Senate directs, and all copies that are required of any such documents or papers; subject to the provisions of Article VII hereof, shall prepare and countersign all official documents; and shall generally discharge such other duties as are assigned by these by-laws or by the Senate or, when the Senate
is not in session, by the President.

ARTICLE XIII

OATHS OF OFFICE OF OFFICERS OF THE SENATE

170. Before entering upon the duties of the office, the Chancellor shall accept the following charge, to be administered by the Chair of the Board, at a Convocation:

"You are now to assume the function and office of Chancellor of this University, to which you have been duly appointed. You shall now swear to keep and preserve, well and faithfully, during your period of office, the statutes, liberties, customs, rights and privileges of the University, and to promote its well-being and that of its members so far as in you lies."

171. Before entering upon the duties of the office, the President and Vice-Chancellor shall accept the following charge, to be administered by the Chair of the Board, at a Convocation:

"You are now formally to assume the functions and the office of President and Vice-Chancellor of this University, to which you have been duly appointed. You shall now swear to keep and preserve, well and faithfully, during your period of office, the statutes, liberties, customs, rights and privileges of the University, and to promote its well-being and that of its members so far as in you lies."

172. Before entering upon the duties of the office, the Secretary of the Senate shall swear and subscribe to the following oath, to be administered by the President:

"I, A.B., do solemnly swear that I will to the best of my ability, faithfully discharge the duties of the Secretary of the Senate of McMaster University, according to law and to the by-laws of the Senate of the University, and the directions to be given to me under the authority thereof, and that I will not, directly or indirectly, publish or make known any of the proceedings, affairs or business of the University unless under the authority of the Senate or under compulsion of legal process."
ARTICLE XIV

CONFERRING OF TITLES

173. The Senate shall confer the title professor Emeritus/Emerita on all retiring faculty members on with tenured or permanent regular appointment and with the rank of professor, and may confer such other honorific titles as the Senate may from time to time declare appropriate.

The Senate reserves the right to revoke any honorific title. The Senate may consider if the holder has brought the reputation of the University into disrepute or has acted in a manner inconsistent with the criteria for the title. Any Faculty-specific honorific title which Senate has approved for conferral by the Faculty Dean may also be revoked by the Dean for similar cause.

ARTICLE XV

AMENDMENT OR SUSPENSION OF THE BY-LAWS

174. Any of the foregoing provisions respecting procedure may be suspended at any meeting of the Senate at which a quorum is present by the vote of two-thirds of the members present. A motion to this effect may be made at any time.

175. A proposal to amend these by-laws shall be considered by the Senate only at a regular meeting of the Senate, and only after notice of the proposed amendment has been given at a previous meeting of the Senate.
ARTICLE XVI

MATTERS NOT PROVIDED FOR

176. In regulating all matters not provided for in these by-laws, the practice and procedure shall be regulated by analogy thereto.

ARTICLE XVII

REPEAL OF FORMER BY-LAWS

177. Any by-laws heretofore passed insofar as the same are inconsistent with the enactments herein contained, are repealed; but such repeal does not affect anything heretofore done or any right heretofore acquired under or in pursuance of, or revive any by-law repealed by, such by-laws.

ARTICLE XVIII

DECENNIAL REVIEW OF THE BY-LAWS

178. The Senate shall make provision for decennial reviews of the by-laws, such reviews to be effected by a sub-committee appointed by the Senate Committee on By-laws, at the request of the Executive Committee, the first next such review to be initiated no later than during the Session 1979-80.
SCHEDULE "A" - COMPOSITION OF THE SENATE

Ex Officio: The Chancellor
The President and Vice-Chancellor
The Provost and Vice-President (Academic)
The Vice-President (Administration)
The Vice-President (Health Sciences)
The Vice-President (Research) and International Affairs

The Vice-President (University Advancement)
The Dean of the Faculty of Business
The Dean of the Faculty of Engineering
The Dean of the Faculty of Health Sciences
The Dean of the Faculty of Humanities
The Dean of the Faculty of Science
The Dean of the Faculty of Social Sciences
The Associate Vice-President and Dean of Graduate Studies
The Dean of Adult Education

Director of the Centre for Continuing Education

Education

The Principal of McMaster Divinity College
The Chair of the University Planning Committee
The Chair of the Undergraduate Council

Appointed by the Alumni Association of McMaster University from among the graduates: Four members

Appointed by and from the Board of Governors: Three members

Elected by and from the students in each Faculty: Twelve members

Faculty of Business one graduate student and one undergraduate student
Faculty of Humanities one graduate student and one undergraduate student
Faculty of Social Sciences one graduate student and one undergraduate student
Faculty of Engineering one graduate student and one undergraduate student
Faculty of Science one graduate student and one undergraduate student

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2 The position of Director of the Centre for Continuing Education is the successor to the position of Dean of Adult Education named in the McMaster University Act (1976). All references to the Dean of Adult Education shall be deemed henceforth to refer to the Director of the Centre for Continuing Education.
SCHEDULE "A" (continued)

Elected by and from the Teaching Staff of the University:

Thirty-one members

Faculty of Business - three members
Faculty of Humanities - six members
Faculty of Engineering - three members
Faculty of Health Sciences - six members
Faculty of Science - six members
Faculty of Social Sciences - six members
Faculty of Theology - one member

Appointed by and from the Teaching Staff of the Divinity College:

One member

Observers:

Associate Vice-President (Academic), Faculty of Health Sciences
Associate Vice-President (Students and Learning) and Dean of Students
Associate Vice-President (Research)

Associate Vice-President (International Affairs)
Associate Vice-President (Institutional Research and Analysis)
Assistant Vice-President (Information Services and Technology)

Associate Dean of Business (Academic)
Associate Dean of Engineering (Academic)
Associate Dean of Humanities (Academic)
Associate Dean of Health Sciences (Undergraduate Education)
Associate Dean of Health Sciences (Clinical Services)

Associate Dean of Health Sciences (Nursing)
Associate Dean of Health Sciences (Rehabilitation)

Associate Dean of Health Sciences (Research)
Associate Dean of Science (Studies Academic)
Associate Dean of Social Sciences (Academic)

Associate/Assistant Dean(s) of Graduate Studies
Ombudsperson
Secretary of the Board of Governors
University Registrar
University Librarian
Director of the Centre for Continuing Education
Director of the Arts and Science Program
Director of Government and Public Relations (or delegate[s])
Senior Advisor to the President
Academic Co-Chair, Indigenous Education Council
One student registered in the Arts and Science Program
President or Designate, McMaster University Faculty Association
President or Designate, McMaster Students Union
President or Designate, Graduate Students Association
President or Designate, McMaster Association of Part-Time Students

Revised: May 10, 1982; November 9, 1983; June 13, 1984; February 13, 1985; March 13, 1985; June 14, 1985; November 11, 1992; December 13, 1995; November 6, 1996; December 11, 1996; January 8, 1997; October 10, 2001; December 12, 2001; April 10, 2002; September 8, 2010; June 8, 2011; November 9, 2011; June 19, 2013
SCHEDULE "B"

FACULTY ELECTIONS TO THE SENATE

A. ELECTION PERIOD

4. The annual election of faculty to the Senate shall be completed by March 31.

B. TERMS OF OFFICE

4. Faculty members on the Senate assigned either a one-year or a two-year term shall not have those terms counted as one of their two consecutive terms.

C. NOMINATIONS

1. As nominations are completed, the names of nominees shall be forwarded to the Secretary of the Senate, for inclusion on the ballot. Nomination papers shall bear the names of five (5) seconders.

2. Nominees from Faculties each shall be required to sign a "Declaration of Willingness to Serve" and also to provide brief résumés of their qualifications for Senate membership, for circulation to the electorate.

D. BALLOTS

1. In any given Faculty, all candidates for Senate elections shall be listed on the ballot in alphabetical order, showing rank. Instructions on the ballot shall indicate that votes are to be cast in accordance with the single transferable vote procedure and shall indicate any distributional limitations required by the particular Faculty.

2. A list of eligible candidates shall be posted on the University Secretariat election website and on the University Senate notice board opposite Gilmour Hall Room 114 notice boards as soon as possible after the close of nominations.

3. Eligible voters may cast their votes via the link to MacVote provided by the University Secretariat, such votes to be cast no later than March 31, the precise dates to be determined by the Secretary of the Senate.

E. COUNTING OF BALLOTS

1. The counting of ballots shall take place in the office of the Secretary of the Senate.

2. Two scrutineers shall be appointed by and from the Senate at the first Regular meeting of the Senate in February of each year, to be present during the counting of ballots.

F. ELECTION RESULTS

4. Successful candidates shall be notified by letter, by the Secretary of the Senate, and the names of successful candidates shall be posted on the Senate notice board.

Revised: January 12, 1983; Revised November 9, 1983; Revised November 21, 1984; March 11, 2016
SCHEDULE "C"

STUDENT ELECTIONS TO THE SENATE

A. ELECTION PERIOD

4. Senate elections for undergraduate students and graduate students shall be held annually in the following periods:

January 15 - March 31: primary election period
September 15 - October 31: secondary election period.

B. NOMINATIONS PAPERS

1. Nomination Papers shall be available on the University Secretariat election website and in the Office of the University Secretariat, during normal business hours (i.e., from 9:00 a.m. to 4:30 p.m.); during the nomination period.

2. Nomination Papers shall bear the signature of the nominee, supported by the names of ten-five (40) seconders, registered in the same Faculty as the nominee or, in the case of students in joint/collaborative or interdisciplinary graduate programs, in the same Faculty or program in which the nominee is running for election.

3. Nominees each shall be required, on the nomination paper, to sign a "Declaration of Willingness to Serve". Nominees shall also provide brief résumés of their qualifications for Senate membership, for publication on the University Secretariat election website.

4. Nomination Papers shall be delivered to the Office of the Secretary of the Senate by the end of the first week in February (October)* annually.

C. BALLOTS

1. A list of eligible candidates shall be posted on the University Secretariat election website and on the Senate University notice boards as soon as possible after the close of nominations, and in The Silhouette at least ten (10) days prior to the election day(s).

2. Eligible voters may cast their votes via the link to MacVote provided by the University Secretariat, such votes to be cast no later than March 31 (October 31)*, the precise dates to be determined by the Secretary of the Senate.

D. COUNTING OF BALLOTS

1. The counting of ballots shall take place in the University Secretariat on a date to be specified (see C.2).

2. Each candidate may appoint an individual to act as his or her scrutineer. Candidates must notify the Secretary of the Senate of their scrutineers at least 24 hours prior to the beginning of voting day(s). A candidate may not be a scrutineer.

E. ELECTION RESULTS

4. Successful candidates shall be notified by letter, by the Secretary of the Senate, and the names of successful candidates shall be posted on University Senate notice boards and on the University Secretariat election website.

* The dates in parentheses refer to the secondary election period.

Revised: June 13, 1984; June 3, 2009; June 19, 2013; March 11, 2016
SCHEDULE "D"

PROCEDURE FOR OPEN MEETINGS OF THE SENATE

I Location of Meetings

Meetings of the Senate of McMaster University are normally held in the Council Room, Gilmour Hall.

II Arrangements for Meetings

Seating accommodation in the Council Room is arranged to provide a spectators' gallery. The total seating capacity in accordance with the Fire Marshall's regulations is 183 seats. Eighty-one (81) seats are reserved for members of the Senate and observers. The remainder of the seats constitute the spectators' gallery.

III Admission to the Council Room

Admission to the spectators' gallery is on a first-come, first-served basis.

All unofficial recording devices (photographic or electronic) and sound amplification devices are excluded from any room in which the Senate may be holding a meeting.

IV Notice of Meeting

The Senate meets regularly on the second Wednesday of every month during the academic year, with the exception of the months of May and June when meetings may be scheduled otherwise to approve graduand results. A list of regular Senate meeting dates will be published on the website of the University Secretariat, in The Silhouette, and on the bulletin Senate notice board opposite Room 114, Gilmour Hall. When it becomes necessary to hold special meetings that fall between the dates of the regular meetings, these dates will be published in a similar fashion.

V Agenda

The agenda for Senate meetings is drawn up in conformity with the By-laws of the Senate by the Chair and Secretary of the Senate. The agenda employs the consent agenda format, whereby the Secretary indicates action and information items that are routine and/or non-controversial. In so doing, the Secretary may consult with the Chair and the relevant committee chair. Before taking the vote, the Chair allows time for any member to indicate that he or she wishes to have an item removed from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then voted upon en bloc without discussion. The agenda is drawn up in considerable detail in order that it have meaning for persons in the spectators' gallery. The By-laws provide for certain matters to be dealt with by the Senate in Closed Session.

The agenda which accompanies the notice of meeting will be circulated, and posted on the Senate notice board opposite Room 114, Gilmour Hall, one week in advance of each Senate meeting, and will be posted on the website of the University Secretariat. Additional items of business may be added only with consent of the Senate in conformity with the By-laws.

VI Availability of Minutes and Senate Documents

Full Senate Minutes are distributed only to Senators and Observers. When approved, the minutes of the Open Session are posted, without the appendices, on the University Secretariat website.

VII Rules of Procedure
Rules of procedure are outlined in Article VII of the Senate By-laws, which are available on the University Secretariat website.

VIII Briefs

Any member of the University Community may request an appearance before the Senate for the presentation of a brief. The request will be considered by Senate, if the request and brief are submitted to the Secretary of the Senate at least four working days before the date set for a Senate meeting.

Revised: March 24, 1983; June 14, 1989; April 10, 2002; January 14, 2015
Schedule E
UNDERGRADUATE COUNCIL COMMITTEES

1. The committees of Undergraduate Council shall include, but shall not be limited to:
   (ia) the Executive Committee
   (ii) the Awards Committee
   (c) the Curriculum and Admissions Committee
   (d) the Certificates and Diplomas Committee, and
   (e) ad hoc committees and task forces as required

   Except for the Executive Committee, each committee should be chaired by an elected faculty representative, an Associate Dean, or a knowledgeable faculty member of the University. These appointments shall be made by the Executive Committee. Each committee will consist of at least five members, including the Chair of Undergraduate Council. A majority of the Committee members shall be members of Undergraduate Council.

2. (a) The Executive Committee shall consist of the Chairs of the Standing Committees of Undergraduate Council, the Chair of Undergraduate Council and the Vice-Chair of Undergraduate Council.

   (b) The Chair of the Committee shall be the Chair of Undergraduate Council.

   (c) The Committee shall act for Undergraduate Council between Council meetings on matters pertaining to Undergraduate Council. Such actions shall be reported for ratification at the next regular meeting of Undergraduate Council.

   (d) The Committee shall nominate members to the committees of Council and, where otherwise not expressly identified, shall nominate the Chairs thereof. The Committee may invite two committee membership people whose expertise is sought, but who are not members of Undergraduate Council.

3. The Awards Committee shall be responsible for reporting to Undergraduate Council all scholarships and academic awards winners and adjudicating recommendations for scholarship and academic award winners as necessary. The Committee shall act as the guardian of standards and non-discriminatory fairness in award descriptions and nominations, develop and enforce policy regarding academic awards and adjudicate petitions regarding variances in the terms of awards.

4. The Curriculum and Admissions Committee shall coordinate the curriculum changes from all Faculties with a view to fairness to students, avoidance of conflicts, and equity among Faculties. It shall also ensure that any new admissions policies or the revision of existing policies are consistent with general University guidelines. Dialogue with Institutions that seek unique University admission arrangements for their own students shall also be handled by the Curriculum and Admissions Committee.

5. The Certificates and Diplomas Committee shall scrutinize proposals for new certificate and diploma programs and ensure their conformity with the Policy on Certificates and Diplomas.
Schedule F  PROVISIONS THAT APPLY ONLY TO THE RECORDS OF MEETINGS OF SENATE
COMMITTEES AND BOARDS THAT TOOK PLACE PRIOR TO FEBRUARY 16, 1996

The provisions set out below shall apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996. For meetings that took place on or after February 16, 1996, the provisions of Sections 94(a) and (b) shall apply.

(a) Each standing committee shall fix the times and places of its meetings, which shall be in camera except as provided for in Sections 129, 141, and 149(d),(h) and (l). Each committee shall report at least once a year to the Senate.

(b) The record of the proceedings of each standing committee shall be available to members, consultants and specifically invited guests of the standing committee, and to members and observers of the Senate subject to the following provisos:

Senators and observers shall have access to the minutes and records of Senate’s standing committees, except for those matters

(i) in which Senate has delegated power of decision; or

(ii) that involve confidential material about individuals.

Upon receipt of a written request from a Senator or observer, an ad hoc Committee, consisting of the Chair of the Senate, the Chair of the standing committee in question, and the Secretary of the Senate, shall determine

(a) whether the material requested falls under category (i) or (ii) above; and, if not,

(b) in what form the material shall be made available.

This section shall not apply by analogy to subordinate bodies of the Senate.
REGULATIONS GOVERNING STUDENT ELECTIONS TO SENATE

All candidates are responsible for the conduct of their campaigns, including the actions of others who are campaigning for them. It is the responsibility of all candidates to follow the campaign rules.

Campaign Rules

1. Campaigning may start once the candidate receives their letter of validation confirming that their nomination has been approved by the Secretary of the Senate.

2. All campaign activities are subject to official University regulations and policies (By-laws, Codes of Conduct, etc.), as well as the laws of the land;

3. Any campaigning that is slanderous or libellous is prohibited.

4. Any use of social media, such as Facebook or Twitter, must be in good taste and adhere to all Codes of Conduct.

5. Spamming of public forums or University e-mail distribution lists is forbidden.

6. All campaigning must end at 11:59 p.m. the night prior to the start of the first day of voting.

7. Candidates shall take down signs or posters within sight of the computer lab(s) by 11:59 p.m. the night prior to the first day of voting.

8. Candidates may not approach voters requesting them to cast votes in their favour on election day(s).

9. Candidates may not provide computers or other devices to the electorate for the purposes of voting.

10. Candidates must notify the Secretary of the Senate of their scrutineers at least 24 hours prior to the beginning of voting days. A candidate may not be a scrutineer.

11. Campaign expenses will be limited to $50.00 for each candidate, in order that those students with limited finances are not placed at a disadvantage during the election campaign. The Secretary of the Senate is authorized to reimburse each candidate for campaign expenses up to the amount of $50.00, upon submission of receipts for expenses by the candidate.

12. The Secretary of the Senate reserves the right to disqualify any candidate if regulations are violated. He or she shall also:

   (a) up to 14 days after the election, receive and investigate allegations of malpractice;
   (b) up to 14 days after the election, hear appeals for a re-count, evaluate them, and arrange for a re-count if judged necessary;
   (c) have the authority to levy fines, up to the amount claimed for campaign expenses, for violation of campaign rules;
   (d) have the authority to declare an election invalid.

13. The Secretary of the Senate shall report to Senate on the student elections to Senate at the first regular meeting of Senate after the elections have been completed.

In addition to the above regulations, it is each candidate’s responsibility to ensure that any and all posters are displayed according to each building’s poster and advertising policies. For many campus buildings, this is MSU Operating Policy 1.3.2 – Promotions & Advertising, which can be viewed on the MSU website: https://msu-production.s3.amazonaws.com/uploads/assets/attachments/661/original_Operating_Policy_1.3.2_-_Promotions___Advertising.pdf. Other campus buildings, such as the McMaster University Student Centre, the McMaster University Medical Centre, and McMaster residences, etc., have their own policies that must be followed.
REPORT TO SENATE
FROM
THE COMMITTEE ON STUDENT AFFAIRS

i. Code of Student Rights and Responsibilities (Attachment I)

At its meeting of April 21, 2016 and by e-mail vote on April 28-May 4, 2016, the Committee on Student Affairs approved, for recommendation to Senate, the Code of Student Rights and Responsibilities. The Code of Student Rights and Responsibilities is an amalgamation of the Student Code of Conduct, the Residence Community Alcohol Policy, the Residence Code of Conduct, and the Code of Conduct for Competitive Teams. The amalgamation of these four codes and policies is driven by a desire to better reflect current practice, to frame the language of the code in terms of a restorative and educational approach rather than a punitive one, and to simplify and reduce the number of documents students need to read in order to know what is expected of them.

The Committee on Student Affairs now recommends,

that Senate approve the Code of Student Rights and Responsibilities, effective June 1, 2016, as outlined in Attachment I.

ii. Appendix to Residence Agreement/Contract (Attachment II)

By e-mail vote on April 28-May 4, 2016, the Committee on Student Affairs approved, for recommendation to Senate, an appendix to the 2016-2017 Residence Agreement/Contract. The Appendix: Prohibited Items and Alcohol Regulations expands on sections of the Code of Student Rights and Responsibilities and provides a list of examples of items prohibited from residences.

The Committee on Student Affairs now recommends,

that Senate approve an appendix to the Residence Agreement/Contract, Appendix A: Prohibited Items and Alcohol Regulations, effective May 1, 2016, as outlined in Attachment II.

Senate: May 18, 2016
Complete Policy Title: Code of Student Rights and Responsibilities

Policy Number (if applicable):

Approved by: Senate

Date of Original Approval(s):

Date of Most Recent Approval: May 18, 2016, effective June 1, 2016

Supersedes/Amends Policy dated:

Student Code of Conduct, April 8, 2015, effective May 1, 2015

Residence Community Alcohol Policy, March 11, 2009, effective May 1, 2009

Residence Code of Conduct, April 8, 2015, effective May 1, 2015

Code of Conduct for Competitive Teams, May 8, 2000

Enquiries: University Secretariat

RESOLUTION:

If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.
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SECTION I: INTRODUCTION

PREAMBLE

1. In keeping with the mission of the University, the Student Affairs Office values integrity, quality, inclusiveness and teamwork and strives to support the personal and collective growth of the McMaster student community. Students are expected to conduct themselves in a manner consistent with these principles.

2. All McMaster students have an obligation to familiarize themselves with this Code as it applies to their particular role as a student, student-athlete, Residence student, student leader and/or student group member, in order to ensure that they are aware of their Rights and Responsibilities to this community.

3. For the purpose of interpreting this document:
   a) words in the singular may include the plural and words in the plural may include the singular;
   b) Adjudicator means the Student Affairs Adjudicator:
      i. the Manager of Student Conduct and Community Standards (or delegate);
      ii. the Director of Housing and Conference Services;
      iii. the Director of Athletics and Recreation;
   c) Administrator means the Student Affairs Administrator:
      iv. Student Conduct Officer for all student students;
      v. Residence Managers, or delegate, or the Residence Life Coordinator, for Residence students;
      vi. Associate Director of Athletics and Recreation, or the Athletic Services Coordinator for student-athletes;
   d) Athletics and Recreation means the Department of Athletics and Recreation;
   e) Dean of Students means the Associate Vice-President (Students and Learning) and Dean of Students;
   f) Student Groups means University Recognized Student Groups;
   g) Security Services means Security and Parking Services; and
   h) Student Affairs means the Student Affairs Office.

AUTHORITY AND JURISDICTION

4. The Senate of McMaster University has set out in this Code, the expectations for acceptable conduct of students and the procedure for dealing with conduct that does not meet these expectations. Senate has delegated to the Dean of Students the authority to administer this Code and impose sanctions, including suspension or expulsion. The Dean of Students may delegate certain responsibilities to the Director of Housing and Conference Services, the Director of Athletics and Recreation, or other Student Affairs Staff. Whenever appropriate, sanctions will be assigned with an emphasis on education and restorative practices; however, in certain circumstances, punitive sanctions may be assigned. The application of the Code may intersect with the application of other University policies or procedures regarding the same matter. Examples of other such policies or procedures are listed in Appendix G: Related Policies and Legislation.
IN VolvE EM Of CiEvL AuthoriTiES

5. The existence of this Code does not preclude any individual from proceeding under applicable laws against another individual, nor does it preclude Security Services from carrying out its responsibilities. Proceedings under this Code may be carried out prior to, simultaneously with, or following other off-campus proceedings, including civil or criminal proceedings, at the discretion of the Dean of Students.

6. In cases where the Dean of Students, and/or delegate, determines that processing an allegation under this Code might prejudice another internal or external process they may suspend these proceedings indefinitely or pending the outcome of these non-Code proceedings. Interim measures may be used at any point to ensure the safety of all students and the University community. See Appendix B: Interim Measures.

PRIVACY STATEMENT

7. The University will protect personal information and deal with records in accordance with the Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act.

8. Where a Student's behaviour, personal security, concern to campus safety, and/or health issues are of serious concern, Student Affairs reserves the right to disclose personal information, regardless of age, in accordance with applicable privacy laws. This could include information gathered for the purpose of proceeding through this Code. In these circumstances the University will contact parents or other appropriate contacts if there are reasonable grounds to believe that it is necessary to do so.

9. Upon disclosure of personal information, notification will be made to the individual whom the information relates in person or via McMaster e-mail.

10. In some situations, when deemed necessary by the Director or their designate, information regarding a situation may be shared within Student Affairs, in the interest of supporting the student and/or in the interest of safety to the individual and the University community. (e.g. when behaviour that occurred within Residence may impact or influence the student in their role as a Student-Athlete).

ScoPe

All Students

11. Every student has a responsibility to respect the rights of others and to conduct themselves in a responsible manner that contributes positively to the University and the University community. By enrolling at the University students agree to respect the Rights of other community members, the expectations for behaviour outlined in this Code and the procedures for reaching a resolution; students further acknowledge the right of the University to use this Code to address any instance of unacceptable behaviour, including behaviour that is unlawful, a potential risk to the University or members of its community and/or may cause damage to University property or to the property of a member of the University community, or that may bring the University into disrepute.

12. Behaviour dealt with under this Code includes any action that allegedly violate the Responsibilities of Students or negatively affects any member of the University community, and arises;

a) on University property;

b) at a University sanctioned event or when representing the University;

c) through electronic media, where there is a clear connection to the University community; and/or

d) off University property and where there is a clear connection to the University community.
Student-Athletes

13. In addition to the expectations for all students, Student-Athletes are also required to abide by the additional expectations outlined in clause 24. These expectations apply to any member of an athletic inter-university team, and to their behaviour at any Athletics and Recreation sanctioned event, or a team related function held either on or off campus and/or which occurs on the internet or through social media.

Residence Students

14. In addition to the expectations for all students, Residence Students are also required to abide by the additional expectations outlined in clause 23. These expectations apply to any behaviour that occurs in Residence and/or at an approved Residence event held either on or off campus and/or which occurs on the internet or through social media.

Student Leaders and Student Groups

15. In addition to the expectations for all students, Student Leaders, all Student Groups (including their executives, and any member operating in their capacity as a Primary Event Organizer) are also required to abide by the expectations outlined in clauses 25-26.

Guests

16. A student host is responsible for supervising their guests and ensuring their guests actions are not breaches of the behaviour standards outlined in this Code.

GUIDING PRINCIPLES

17. The principles used to guide this Code are:

The Rights of the Individual must be Balanced with the Rights of the University Community

a) the University recognizes the complexity of student life at a post-secondary institution and recognizes that students may have differing levels of experience addressing conflict, however, students will be responsible for their interactions with others;

b) students are expected to be individually responsible for their actions whether acting individually or in a group;

c) the University will uphold the rights of students to live and work in a respectful, positive environment, as well as those of the broader University community;

The Safety and Security of the University Community must be Protected

d) the health and well-being of individuals involved in any situation processed under this Code will be taken into account while also considering the safety and security of the broader University community;

e) the University reserves the right to take necessary and appropriate action to protect the safety and welfare of the campus community. This may include taking appropriate temporary action in cases where a student is accused of serious misconduct;

This Code Should be used in a Manner that Maximizes Opportunities for Learning

f) where possible and practicable, violations of this Code will be addressed through educational and/or restorative initiatives. These initiatives provide learning opportunities that help the individuals involved learn and develop.
SECTION II: RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS

ALL STUDENTS

18. McMaster University is a student centered community committed to excellence, integrity, inclusiveness and teamwork. Membership in this community implies acceptance of the principle of mutual respect for the rights, responsibilities, dignity, and well-being of others, and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Student rights, and the responsibilities that accompany them, include, but are not limited to:

Rights

19. All students have the right to:
   a) protection under the laws of the land and this Code;
   b) fair procedures and process under this Code;
   c) participate unhindered in their academic pursuits which includes the opportunity to participate in respectful dialogue that examines diverse views and ideas;
   d) live and work in an environment free from harassment, intimidation, discrimination or assault; and
   e) have their personal privacy respected by other students, to the extent possible.

Responsibilities

20. All students are responsible for:
   a) obeying all the laws of the land and being acquainted with the relevant policies, procedures and rules of the University as they apply to their specific role(s) within the University;
   b) treating others in a way that does not harm them physically and/or threaten or intimidate them emotionally or mentally;
   c) supporting the ethical environment on campus through civility, honesty, respect and through valuing the inherent diversity of our community;
   d) consuming legal substances in a safe and responsible manner; and
   e) complying with any disciplinary measures assigned under this Code, and respecting the authority of University officials in the course of their duties.

21. For a list of behaviours that may be considered a violation of this code, refer to Section III: Violations.

22. The University recognizes that unusual situations may arise that are not necessarily covered by the above Rights and Responsibilities, but still raise concern for the safety or well-being of students or the University community. In such cases, the Dean of Students (or delegate) reserves the right to use the procedures outlined in this Code to ensure the safety and security of students and the University community as a whole.
RESIDENCE STUDENTS: ADDITIONAL EXPECTATIONS

23. Students living in Residence are part of a unique and interconnected community on campus. As such, there are additional, contextual expectations for Residence students, and their guests. These expectations are identified and agreed upon by every Residence student in the Residence Agreement Contract. By requesting to live in Residence, students agree to:

Community Standards

a) avoid creating significant nuisances for, or infringe on, a resident's peaceful use of their room/space (e.g. excessive noise, indoor sporting activity, pranks, etc.);

b) take reasonable steps to prevent a problem situation from occurring or, if it occurs, to prevent it from escalating to a more serious level;

c) refrain from possessing prohibited items as defined by Housing and Conference Services in the Residence Agreement Contract Appendix A: Prohibited Items and Alcohol Regulations;

Policy

d) abide by University policies, procedures, or protocols (e.g. Residence Agreement/Contract, Guest/Escort protocol, Decorating protocol, etc.);

Personal and Community Safety

e) refrain from actions that compromise fire safety standards (e.g. propping doors, lighting candles, smoking inside, failing to evacuate, tampering with fire safety equipment, causing a false alarm, etc.);

f) refrain from actions that compromise the safety of an individual(s) (e.g. tampering with building systems, fabricating or building structures, accessing restricted areas, etc.) or are considered unsafe practices by Housing and Conference Services;

g) refrain from actions that compromise the safety of the Residence community (e.g. loaning keys, fraudulently gaining entry to a building, misusing identification, etc.);

Substance Use Standards

h) abide by Residence Agreement Contract Appendix A: Prohibited Items and Alcohol Regulations and the Liquor License Act, including refraining from underage consumption/service, excessive consumption/public intoxication, open alcohol in a public space, drinking games, or alcohol practises considered unsafe by Housing and Conference Services; and

i) refrain from the possession, use, sale or being under the influence of illegal drugs (including drug traces, paraphernalia, and smell) and/or use of medication for purposes other than those for which it was prescribed.

STUDENT ATHLETES: ADDITIONAL EXPECTATIONS

24. The University recognizes that student-athletes participate in distinctive settings on and off campus, and are part of a unique community within the University. Playing and competing for the University is a privilege, not a right. Therefore there are additional, contextual expectations for student-athletes that are identified and agreed upon during their registration process. Student-athletes are expected to:

a) represent the University and portray themselves, their team, and the University in a positive manner at all times.
b) treat everyone with courtesy and respect within the context of their sport.

c) abide by the rules and regulations of their sport, as set out by Ontario University Athletics, the Canadian Interuniversity Sport and the sport governing body;

d) refrain from the use of anabolic steroids or other illegal performance enhancing drugs and techniques (e.g. blood doping), as outlined by the Centre for Ethics in Sport;

e) avoid any negative interaction or conflict with members of opposing teams and/or officials except as they occur in the actual course of competition and which constitute the legitimate expression of the competitive spirit of their teams or team members;

f) refrain from willfully damaging the property of others which includes, but is not limited to, hotel rooms, facilities at other universities, and/or transportation vehicles;

g) refrain from the consumption or transportation of any alcoholic beverages on team vehicles;

h) be an ambassador for the University and the sport and avoid engaging in activities likely to cause personal injury, intimidation or harassment; and

i) refrain from any form of hazing, which includes, but is not limited to: any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harms; and which may demean, degrade or disgrace any person, regardless of location, intent or consent of participants.

STUDENT LEADERS AND STUDENT GROUPS: ADDITIONAL EXPECTATIONS

25. Student groups have a responsibility to respect the rights of others and to conduct themselves in a responsible manner that contributes positively to the University community while on University premises and/or at events off-campus organized by the group.

26. Student group executives and/or the primary event organizer may be held responsible for violations of this Code. All Student Leaders and Student Groups are expected to:

a) follow risk management procedures as contained in the Student Event Risk Management Policy;

b) follow the expectations outlined in the policy Recognition of Student Campus Groups; and

c) comply with a directive of the Dean of Students, or their designate.
SECTION III: VIOLATIONS

27. Violations of this Code include, but are not limited to:

Personal or University Property
a) vandalising, stealing, or being in possession of property that is not one's own e.g. intellectual property, digital files, property of the university and personal property, etc.;

Safety of Oneself and the Community
b) failing to comply with fire safety regulations, e.g. setting unauthorized fires, tampering with fire and emergency equipment, failing to exit a building during an alarm, etc.;
c) possessing, storing, or using a hazardous material, explosive substance or weapon, including any item that can be reasonably be perceived to be a weapon by others e.g. replica guns, air soft guns, etc.;
d) engaging in physical actions which are threatening, physically abusive and/or compromise the safety and security of any individual and/or group;
e) engaging in verbal or non-verbal behaviour or communication toward any individual or group that may be perceived to be intimidating, degrading, harassing and/or discriminatory, and in a manner that exceeds the bounds of freedom of expression;

Community Standards
f) failing to cooperate with Special Constables, or a University official who is performing their duties under this Code, e.g. including furnishing false information, etc.;
g) assisting with or conspiring in any conduct that violates this Code;
h) trespassing and/or fraudulently gaining, or attempting to gain entry to University property;
i) engaging in disruptive behaviour in or out of class e.g. making excessive noise at any time of the day, causing a disturbance in class, or interrupting the daily functions of the University;
j) sharing the private information of any individual without consent;
k) fraud of any kind, including misusing University issued keys or identification, passwords, meal cards;
l) publically displaying and/or making pornography material anywhere on University campus;
m) smoking in non-designated areas according to the Smoking in the Workplace/Public Areas Program;
n) failing to adhere to their responsibilities and expectations as identified in Section II: Rights, Responsibilities, and Expectations;
o) breaching any contract under this Code that outlines specific parameters for a student’s behaviour (e.g. behavioural contract, probation) and/or failing to complete an educational outcome or sanction on time;

Legal and Illegal Substances
p) possessing, consuming, trafficking or being under the influence of any illegal substance;
q) possessing or consuming alcohol when under 19 years of age, or distributing alcohol to those under 19 years of age;
r) consuming or being intoxicated by any legal controlled substance, in a public space regardless of age.
SECTION IV: PROCEDURES

PROCEDURAL GUIDELINES

Burden and Standard of Proof

28. At each stage of decision-making the onus of establishing that there has been a violation of the Code shall be on the University authority. Decisions are made on the balance of probabilities (the evidence shows it is more likely than not the alleged violation occurred).

Notice

29. Notices and other written communications under this Code may be delivered in-person, by phone, McMaster email, or mail (campus, regular, priority, courier, or registered), and for Residence students via a letter under the appropriate Residence door. Mail service will be deemed effective on the fifth day after mailing for regular mail, and on the fourth day for campus mail. Documents may be sent to a student’s address as recorded in the Registrar’s Office, unless the student requests in writing that they be sent to another address.

Previous Violations

30. Records of previous violations will be considered only when (i) determining who shall hear a case, and (ii) following a finding or admission of misconduct for the purposes of determining an appropriate sanction(s) or resolution.

REPORTING

31. Allegations from members of the University community that a student’s behaviour may be a violation of this Code should be reported to the appropriate Student Affairs Administrator (see clause 3) who shall determine whether the alleged behaviour is within the scope of the Code. If the matter is determined to not be within the scope of the Code, the matter may be dismissed and/or referred to another applicable University policy, or appropriate authorities. If the matter is not within their authority to address under the Code, the Administrator who received the report shall refer it to the appropriate Administrator within Student Affairs.

32. The Student Affairs Administrator or Adjudicator may determine at any stage of this process that the behaviour is related to a health condition and refer to Appendix C: Behaviour Related to a Health Condition for alternate procedures.

33. For Residence students: When a Student Affairs Staff member (Community Advisor) and/or Residence Manager responds to, or are made aware of a situation in Residence, it will be documented as soon as possible and will follow up through the Inquiry process outlined below. For information on sanctions that a Community Advisor or Residence Manager may assign, please see Appendix I: Sanctions and Appeal Decisions.

INQUIRY

34. The Student Affairs Administrator will make every reasonable effort to initiate an inquiry within 10 business days of being informed of the matter.
35. The purpose of an inquiry is to explore the matter to determine whether a violation of the Code has occurred and, when appropriate or where there are extenuating medical circumstances, determine whether corrective action might be taken without proceeding to Adjudication.

**Inquiry Meeting**

36. The Administrator (or Student Affairs Staff acting on their behalf) shall contact the student by phone and/or McMaster email to request a meeting. The student will be informed of the following:
   a) the time and location of the meeting;
   b) the nature of the meeting;
   c) the parties attending the meeting (when possible);
   d) that should they fail to attend without contacting the Administrator, the Administrator will proceed to gather information in their absence; and
   e) if contacted via email, that they must reply within three (3) business days.

37. If there is no response from the student within three (3) business days of the initial contact them, a meeting will be assigned, and scheduled at least three (3) business days after delivery of the notification. The student will be notified by phone, via McMaster email and/or by letter delivered under their Residence door and will include the information as outlined clause 36 above.

38. These timelines may be expedited, in some cases, when the situation is deemed significant and/or when the student agrees to an expedited timeline.

39. The Administrator will make every reasonable effort to gather information from relevant participants, offices, and witnesses involved in the matter.

40. During the Inquiry Meeting the Administrator shall review the allegation with the student. The student will be made aware of all relevant information pertaining to the matter that is available at the time of the meeting and will be given the chance to respond to the information presented, provide evidence, and identify any relevant witnesses.

41. Should new information be received from other parties and/or witnesses, the student will be provided another opportunity to meet with the Administrator to respond and provide their perspective on the new information.

**Determining Whether a Violation of the Code has Occurred**

42. If the Administrator concludes that there is insufficient evidence to proceed, or that there is no violation of the Code, the matter shall be closed. The student will be informed in writing as outlined in clause 29 (Notice) and there will be no further proceedings.

43. If the Administrator concludes that a violation has occurred the student shall be so informed. In the following circumstances, they shall refer the matter to Adjudication (clauses 49-53):
   a) the sanctions they are recommending are more severe and can only be assigned through Adjudication; or
   b) the matter involves serious allegations, or the number of violations in the student's record warrants referral directly to Administrative Adjudication.
Administrator Decision

44. The Administrator may seek to resolve the matter through one-on-one meetings or through a facilitated group dialogue which may include but is not limited to: mediation, restorative processes, and/or intervention on behalf of another.

45. The Administrator may discuss possible sanctions with the student to determine whether the student is interested in accepting the possible sanctions. This may include specific educational sanctions that will help the student, while protecting the safety and integrity of the University community (e.g. behavioural contract, loss of privileges etc.).

46. The Administrator may decide either to refer the matter to Adjudication, or make a finding and impose sanctions. For information on who may impose various levels of sanctions for residence specific situations, refer to Appendix I. For non-residence specific situations, the Student Affairs Administrator may impose all sanctions except suspension or expulsion.

47. If the Administrator makes a finding and imposes sanctions they shall provide the student with written notice of the finding and sanctions.

48. If the student wishes to appeal the finding and/or sanction they may follow the Appeal procedures outlined in Appendix D: Appeals.

ADJUDICATION

49. If the Administrator refers the matter to Adjudication, the student will be so informed in writing and, in most cases, shall have the opportunity to choose to have the matter adjudicated as follows:
   a) Administrative Adjudication before the Student Affairs Adjudicator; or
   b) Administrative Adjudication before the Dean of Students; or
   c) Peer Conduct Board Adjudication. The Peer Conduct Board will not be used in cases where it is determined that the behaviour in question has resulted in significant harms to an individual and it would be inappropriate or unfair to those affected by the behaviour for information to be shared beyond the normal participants of an Administrative Resolution identified above.

50. Every reasonable effort will be made to arrange an Adjudication date within seven (7) business days of the decision being made to proceed to Adjudication.

51. Prior to the adjudication, either verbally or in writing, the Administrator will inform the student that should they be absent from a scheduled Adjudication without first contacting the Administrator to reschedule, and demonstrating reasonable grounds, the matter may proceed in their absence.

52. In the event that the Student fails to attend an Inquiry Meeting as directed, an Adjudication date will be scheduled at least three (3) business days after delivery of the notification of Adjudication. The notification will include the date, the time and location, as well as specifics of the alleged violation.

53. The student shall have the opportunity to bring a support person, and bring witnesses. Students shall provide, as soon as possible, the names of any relevant witnesses that have agreed to testify. If the Adjudicator has not previously met with the witnesses identified, they shall arrange to do so prior to the Adjudication date. If new information arises the student will have a chance to speak to it prior to the Adjudication.
SECTION V: SANCTIONS

54. Sanctions may be used independently or in combination for any single offence and shall be proportional to the severity of the offence. In the event that previous findings exist, the severity of sanctions may be greater.

55. Sanctions include, but are not limited to:
   a) oral warning: an oral warning is notification given to a student;
   b) written warning: a notice given to a student indicating the date, time, and nature of the violation. Such behaviour must stop and repeat offences may result in more severe sanctions;
   c) educational sanctions: completion of specific educational or developmental activities as deemed appropriate. These may include, but are not limited to, service to the University or greater community, participation in educational seminars, written assignments, and written or oral apologies;
   d) restitution: requirement that restitution to be made to another individual or the University for any loss or damage to personal or University property;
   e) behavioural contract: a set of behavioural expectations, terms and conditions that is developed with the student and signed by the student and the appropriate Administrator/Adjudicator. With their signature, the student agrees to the expectations being placed upon them and acknowledges that any breach of this contract constitutes an offence and may result in more serious sanctions, including suspension or expulsion from the University;
   f) no contact order: the student is required to have no direct or indirect contact (including but not limited to in-person, phone, email, text, social media, through a third party, etc.) with a specific individual or group as outlined in a behavioural contract;
   g) behavioural bond: the student is required to provide a sum of money up to a maximum of $500.00 for a specific period of time [maximum one (1) academic year] and sign and abide by a contract as outlined in clause 55 (e). If, at the end of that time, the student has not breached the contract, the money will be returned. If they do breach the contract, any money collected will be used by Student Affairs for educational purposes and more severe sanctions may be imposed;
   h) fines up to $500.00: fines may be applied for the following purposes:
      i. failure to complete an assigned outcome/sanction;
      ii. refusal to participate in or failure to complete alternative outcomes/sanctions;
      iii. violations related to fire and fire safety; violations related to drugs;
      iv. violations related to alcohol and unsafe use; and repeat offences;
      v. in addition, repeat offences may result in increased fines;
      vi. some examples of fines for first time violations include:
          • $50.00 - Failing to complete a non-financial outcome/sanction of this Code
          • $50.00 - Late Move out of Residence (per day)
          • $60.00 - Setting off Fire Alarms/Failure to exit the building during a fire alarm
          • $100.00 - Tampering with Fire Safety equipment
          • $125.00 - Possession, use, or trafficking an illegal substance
i) loss of privileges: loss of specified privileges for a designated time period. The lost privileges may include, but are not limited to, parking privileges, unrestricted access to the library, access to athletic facilities, and extra-curricular activities;

j) persona non grata (PNG): persona non grata is the designation given to an individual who is denied the privilege of entering specific parts of the University. If PNG individuals are found or seen in the area they are denied, then they will be subject to a charge by Security Services under the Trespass to Property Act;

k) suspension (academic): loss of all academic privileges at the University for a specified period of time and/or until imposed conditions are met. The student is eligible to return after this time but may be required to fulfill specified non-academic conditions upon return. The suspension is noted on the student’s transcript (see clause 47 for further details); and

l) expulsion: loss of all academic privileges at the University for an indefinite period. The expulsion is noted on the student’s transcript (see Section 48 for further details).

**Athletics Specific**

56. In addition to the above sanctions, the following sanctions are only applicable to student athletes.

a) athletic financial awards: financial awards offered through Athletics and Recreation may be rescinded for a period of time or permanently;

b) community service (competitive teams): community service by the individual or team;

c) removal of funding (competitive teams): removal of funding from the team;

d) suspension (competitive teams): suspension of the individual or team for one or more competitions or an entire season.

**Residence Specific**

57. In addition to the above sanctions, the following sanctions are only applicable to students living in Residence:

a) guest restrictions: restriction of a student’s right to host guests in Residence for a specified period of time.

b) Residence notice: notification that any kind of further offence will result in a formal process and may result in eviction. The notice may include a loss of privileges (e.g. access to space, attendance at Residence programs, etc.). This status is in place for the balance of the academic year in which it is assigned.

c) Residence probation: a formal notice informing the student that any kind of further offence will result in eviction. The Adjudicator normally writes the letter citing the reason(s), the terms, and the length of time it will be in place. The length and terms of the probation will be determined based on the circumstances.
d) **room transfer:** a student may be transferred to another hall when their behaviour is disruptive to their hall but does not warrant eviction from the Residence system. A room transfer under these circumstances is normally accompanied by a declaration that the Student is *persona non grata* in their original Residence and an automatic probationary status for the remainder of the academic year.

e) **denial of readmission:** denial of readmission to Residence or participation in the lotteries to return to Residence are outcomes levied in serious cases at the discretion of the Director, Housing and Conference Services. This will be communicated in writing to the Student, indicating the reason(s) and the period of time for which it will be in effect.

f) **eviction:** a student who is evicted from Residence must leave Residence within a time period determined by Housing and Conference Services. The time period will be commensurate with the seriousness of the offence, normally 24 hours, and reflect Housing and Conference Services' assessment of the risk to persons and property within the hall if the student were to remain. Students evicted from Residence will not be eligible for re-admission to Residence. Eviction from Residence is always accompanied by a declaration that the student is *persona non grata* (PNG) in all University Residences. Eviction does not affect nor will it appear on the student's academic record. The student will receive a letter outlining the reason(s) for the eviction as well as any terms and conditions related to their removal from Residence. A copy of this letter will be forwarded to Security Services.
APPENDIX A: PROCEDURAL GUIDELINES FOR ADJUDICATION

1. The following procedural guidelines are designed to assist in the student in preparing and presenting their case and to ensure that they are fully aware of the evidence and are given a fair opportunity to be heard during the process.

   Parties

2. Parties to an Adjudication shall include the Administrator presenting the allegation and the student against whom the allegation has been made.

   Notice

3. The student shall be given reasonable written notice of the Adjudication hearing in accordance with clause 29 of the Code (Notice).

   Closed Hearings

4. Hearings shall be held in camera (closed) unless one or both of the parties requests that the hearing, or some part of the hearing, should be held in public. In the event of such a request, representations shall be heard from all parties on whether matters of an intimate financial or personal nature are to be raised, whether there is an issue of public safety involved, the desirability of holding an open hearing and other relevant circumstances.

   Scheduling

5. An attempt shall be made to schedule the Adjudication hearing at a time and place convenient for all parties. However, if a party, who has been notified of an Adjudication date, is absent without contacting Student Affairs or without providing a satisfactory explanation, the Adjudication hearing may proceed in their absence.

   Similar Questions of Fact/Policy

6. If two or more proceedings before the Peer Conduct Board (PCB) or the Adjudicator involve the same or similar questions of fact or policy, the PCB or the Adjudicator may:
   a) combine the proceedings or any part of them, or
   b) hear the proceedings at the same time, or
   c) hear the proceedings one immediately after the other.

   Advisor

7. The student shall have the right to have an advisor present at the adjudication hearing. Such advisor may consult with the student, but shall not be allowed to speak at the hearing.

   Evidence

8. The student is entitled to receive, prior to the adjudication meeting, detailed information regarding the allegation against them.

9. Parties have the right to present evidence, including written statements, in support of their case, prior to and at the hearing, and to see any written evidence presented at the hearing.
10. The decision-maker may admit as evidence any oral testimony and any document, written statement or other thing, relevant to the subject matter of the proceeding.

11. The decision-maker may require the production of written or documentary evidence by the parties or by other sources.

12. The decision-maker must not hear evidence or receive representations regarding the substance of the case outside of the hearing.

**Witnesses**

13. Parties have the right to call, question and cross-examine witnesses. Parties are responsible for producing their own witnesses and paying for any costs associated with their appearance.

14. Parties may submit witness statements as evidence. In the event that a party wishes to cross-examine a witness on their statement, the adjudication may be adjourned to permit the witness to appear. Alternatively, the Parties may consent to contacting the witness by telephone; provided that all Parties and decision-maker can hear one another throughout the cross-examination of the witness.

15. The decision-maker may limit testimony and the questioning of witnesses to those matters it considers relevant to the disposition of the case.

16. The witnesses will stay in the adjudication meeting only while they are testifying and responding to questions.

**Recording**

17. At the discretion of the Student Affairs Adjudicator or at the request of the student, the adjudication hearing will be audio recorded. Such recording is done for convenience purposes only and the malfunction of the recording device or subsequent loss of the recording shall not invalidate, in anyway, the related meeting. The recording shall be held in confidence following Appendix E: Records, Transcripts, Registration, and Notations regarding the record of a violation. Any party may request access to the tape and the reproduction thereof, upon reasonable notice and payment of the reasonable costs associate therewith.

**Order of Adjudication Hearing**

18. The order of the Adjudication hearing shall be as follows:

a) The Administrator shall present the findings of their investigation and shall call any witnesses. The student and the decision-maker shall be permitted to question each witness at the end of their testimony. The Administrator shall be permitted to clarify any new points arising from such questioning.

b) The student shall present their evidence and shall call any witnesses. The Administrator and the decision-maker shall be permitted to question each witness at the end of their testimony. The student shall be permitted to clarify any new points arising from such questioning.

c) The Administrator may respond to any evidence presented by the student in (b) above.

d) The parties will be permitted an opportunity to summarize their respective cases. The summary should address both the substance of the alleged violation and the appropriate sanction in the event that the allegation is determined to be valid.

e) The decision-maker may alter the order described above in the interests of fairness to any or all parties.
Adjournment

19. The decision-maker may grant an adjournment at any time during the adjudication hearing to ensure a fair hearing.

Peer Conduct Board Voting Procedures

20. The Panel shall attempt to work on a consensus basis, failing which a majority vote will govern.

21. If the Panel has determined that a violation of the Code has occurred, before making a final decision on sanctions, the Panel shall consult with the Adjudicator regarding whether the Panel's proposed sanctions are consistent with the sanctions imposed in similar cases.

Appropriate Procedures

22. Where any procedural matter is not dealt with specifically in this Code, the decision-maker may, after hearing submissions from the parties and considering the principles of fairness, establish an appropriate procedure.

23. Any procedural requirement contained in this Code may be waived with the consent of the decision-maker, and all the Parties to the Hearing so long as basic procedural fairness is maintained.

Decision

24. The decision-maker shall notify the student, in writing, of their decision, with reasons, and any appeal rights. Notification shall normally occur within ten (10) business days of the hearing.

25. The decision-maker may decide to:
   a) direct the case to Appendix F where a student has established that they have medical circumstances that may have contributed to the behaviour;
   b) following the Adjudication, the Adjudicator may:
      i. dismiss the case, or
      ii. make a finding of misconduct and impose a sanction(s) contained in Section V: Sanctions.
   c) The decision of the Dean of Students is final unless the decision imposes a sanction of suspension or expulsion.

26. A decision takes effect immediately and filing an appeal will not stay the implementation of any sanction imposed.

27. It is the responsibility of the Adjudicator to ensure the implementation of the sanction.

28. A student who has been evicted must leave Residence before they are permitted to commence an appeal. If the appeal is successful, the student will be considered for re-admission to Residence in the first available space deemed appropriate for that student by the Director of Housing and Conference Services.

29. If the student wishes to appeal the finding and/or sanction they may follow the Appeal procedures outlined in Appendix F: Appeals.
APPENDIX B: INTERIM MEASURES

1. In exceptional circumstances, e.g. where the health and safety of the student or members of the University community are compromised or at risk, the Provost or delegate may implement Interim Measures, in writing, including altering or suspending the right of a student to be present on campus or to attend classes for an interim period before the case is resolved.

2. The alleged violation that led to the interim suspension shall be investigated and heard in accordance with the procedures contained within this Code. An assessment to determine a student’s readiness to return to studies may be required in some cases. **Within seventy-two (72) hours** following the imposition of an interim suspension, the student shall be informed in writing of the reasons for the suspension. The student shall also be afforded the opportunity to respond to the allegations being made against them. Following that opportunity to respond, the Provost or designate will then reassess the decision to suspend, and either revoke or continue it.

3. For Student-Athletes, the Director of Athletics and Recreation may enact interim measures, in writing; this could include but is not limited to suspension from games, practices, athletics facilities or athletic related events and/or functions.

4. For a Student Group event or activity, the Dean of Students may implement interim measures, in writing, including suspending the operations, and/or any planned events or functions, of a group until the situation is resolved.

5. For Residence Students the Director of Housing and Conference Services (or delegate) may enact any combination of the following measures, in writing:
   a) assign a Persona Non Grata (PNG) status, Guest Restrictions or a No Contact contract;
   b) negotiate a Letter of Understanding with the Student, that outlines a plan for access to Residence while the process is ongoing;
   c) transfer the Student to another Residence building. The Student will be deemed to be PNG from their original Residence building and any other Residence buildings as identified by the Director of Housing and Conference Services until after the case has been heard. Every effort will be made to have the case adjudicated as expeditiously as possible;
   d) provide alternate accommodation off campus; or
   e) issue a suspension from Residence, citing a specific timeline and plan for the student to leave and return to Residence.

6. In circumstances where there is a risk of harm to the student and/or community and the behaviour is believed to be linked to a Health Condition, or the student is not able to participate fully in the process, the Dean of Student’s may implement an interim leave of absence on compassionate grounds, until the student is able to demonstrate that they are able to fully engage in the process. If there are safety concerns, the onus will be on the student to provide assurance (e.g. medical assessment and/or documentation provided by a regulated health professional) to confirm they are ready to participate in the academic and social life of the University.
APPENDIX C: BEHAVIOUR RELATED TO A HEALTH CONDITION

1. An alternative process is appropriate when there is reason to believe that the behavior may be related to a health condition. These procedures do not preclude the University from responding to and addressing the student's behaviour; but rather, outline an alternate approach with distinct procedures to support the student as well as to further understand how the health condition may have contributed to the behaviour. The intention of this approach is to enhance the understanding of the contributing factors that may have caused the behavior and to ensure access to supports and treatment, with the hope of reducing the likelihood of further behavior. In cases where it is determined that the behaviour is in violation of the Code and is directly related to a health condition, alternate outcomes/sanctions outlined in Section V: Sanctions may be utilized as part of the resolution in recognition of the mitigating factors.

2. A Student Affairs Administrator who has referred a situation to this section has identified that there may be reason to believe that a student's behaviour is related to a Health Condition (including a physical or mental disability, as defined by the Ontario Human Rights Code). The Administrator will review the option to proceed under this section with the student.

3. The student will be given an opportunity to review and respond to a document outlining the concerns raised, including the options available to proceed under this Code.

4. This section applies to the following:
   a) behaviour prohibited under this code;
   b) behaviour prohibited under any other University code of behaviour where the Dean of Students determines that the student's behaviour should be considered under this process;
   c) behaviour giving rise to a reasonable apprehension of a risk of harm to the student himself/herself or others; and
   d) behaviour that suggests a student is unable to function in a University setting, even with accommodation(s), if required, and/or the University's reasonable assistance.

Information Gathering Meeting

5. In non-imminent matters, Student Affairs reserves the right to meet with the student, if a meeting has not taken place already, in order to provide an overview of the Inquiry process and to inform the student of the behaviour that has been reported to be a violation of the Code.

6. If a meeting is not feasible, other forms of communication with the student will be utilized to ensure that the student has an opportunity to respond to the allegations, and to understand the procedures and explore the options available to the student.

Determination to Enact Procedures for a Student With a Health Condition

7. Based on the information available the Dean of Students (or delegate) shall review the information that has been gathered and determine if there are reasonable grounds to believe that the behavior is likely related to a health condition.

8. If the Dean of Students (or delegate) determines that it is reasonable to believe that the behaviour is likely related to a health condition, the situation will be considered, if the following conditions are met:
a) it is determined there is no imminent risk posed by the student being on campus, or that the risk has been mitigated with interim measures;

b) the student is deemed by the Dean of Students (or delegate) to be fit to adequately participate in these procedures; and

c) the student agrees to the matter proceeding under this section of the Code.

9. If the Dean of Students (or delegate) determines that there are no reasonable grounds to believe that the behaviour is related to a Health Condition, the case will be redirected back to the appropriate process. This determination does not preclude the student from raising their health condition as a consideration in the determination of any subsequent outcome/sanction.

Response to a Student With a Health Condition as it Pertains to the Code

10. When enacting these procedures, the following will be considered:

a) where a student’s behavior is determined to be primarily related to a health condition, the University will make every reasonable effort to enable the student to continue their studies;

b) for students with a disability (as outlined by the Ontario Human Rights Code), the University shall ensure that the student is appropriately accommodated; and

c) in determining an appropriate response to a student’s behavior, the Dean of Students may review any previous, relevant, decisions under this policy or any other behavioral Code.

Review Meeting

11. If it is determined that it is appropriate to proceed under this section, a review meeting will be scheduled. The Review Meeting will include the student and may include; healthcare professionals or other experts as deemed appropriate. The student may bring a support person. If the student does not bring a support person, the University may appoint a support person if it determines that the student is in need of assistance.

12. The purpose of the Review Meeting is to review all relevant information and consider whether there are reasonable grounds to believe that the behavior in question is primarily related to a disability under the Human Rights Code and/or whether a health condition may be a mitigating factor related to the situation/behaviour. Consultations with appropriate professionals, supporting documentation and/or additional information provided by the student may further assist in this determination.

13. In addition, the review meeting may be used to:

a) more fully understand the contributing factors that caused the behaviour;

b) create a plan to support the student with the intent of making every reasonable effort to enable the student to continue their studies; and/or

c) ensure that necessary steps have been taken to appropriately accommodate the student through the process.

14. The student does not have to provide supporting medical documentation. However, the student may be requested to submit, in confidence, additional relevant documentation (e.g. a letter from the student’s health provider establishing that the behavior is related to a health condition). The absence
of sufficient supporting documentation, may affect the Dean of Students’ ability to conclude that the behavior in question is primarily related to a health condition.

15. If there are sufficient grounds to believe that the behavior may be related to a health condition, the Dean of Students (or delegate) may, at their discretion, consult with appropriate professionals and/or offices (e.g. Student Accessibility Services). The purpose of such consultations will be to identify whether it is reasonable to conclude that the health condition is contributing to the behavior, including a determination of the health condition as a mitigating factor or a primary cause of the behavior.

16. In responding to the student’s behavior the Dean of Students will consider the following:
   a) the effect of the behavior on the campus community;
   b) any previous and/or concurrent violations of the Code;
   c) the possibility of allowing the student to continue their studies; and
   d) any accommodations or supports that could be put in place to assist the student, e.g. a behavior contract, wellness agreement, a mental health assessment by a regulated health professional, restriction to parts of campus, no-contact agreements, reduced course load, modified privileges, or, a voluntary or involuntary leave on compassionate grounds.

**Involuntary or Voluntary Withdrawal**

17. Voluntary or involuntary leave withdrawal occurs when a student agrees or is required to temporarily discontinue studies at the University for either a specified time and/or until imposed conditions are met.

18. Once the withdrawal period has expired and/or the conditions have been met, the student is not required to re-apply for admission unless the Faculty can establish, to the satisfaction of the Dean of Students, that it is reasonable to do so as a result of the lapse of time. The withdrawal will not be noted on their transcript.

19. Students who return after a withdrawal may be required to fulfill other specified academic and non-academic conditions. One such condition may require the student to provide corroborating evidence that the health condition has sufficiently improved or is being managed.

20. If the student wishes to appeal the finding and/or sanction they may follow the Appeal procedures outlined in Appendix D: Appeals.
APPENDIX D: APPEALS

1. The decision from a lower level stays in effect unless and until it is overturned on appeal. This means that submitting an appeal will not prevent the decision/sanctions being appealed from being carried out.

2. Appeals are to be filed in letter format and are to be submitted to Student Affairs within 15 business days of receipt of the decision. The appeal must contain:
   a) a copy of the decision;
   b) a full statement of the grounds for the appeal;
   c) the outcome sought; and
   d) any relevant supporting documentation.

3. Grounds for an appeal may include but are not limited to:
   a) the evidence did not warrant the finding;
   b) the procedures in this Code were not properly followed;
   c) new evidence was found which could not reasonably have been presented earlier; and/or
   d) the sanction was not appropriate for the behaviour which occurred.

4. Parties to the appeal shall include the Appellant who shall be the student, and the Respondent who shall be the University authority whose decision is being appealed.

5. Appeals shall be heard as follows:
   a) decisions of the Administrator may be appealed to the appropriate Adjudicator as listed below:
      i. Student Conduct Officer's decision appealed to the Manager of Student Conduct and Community Standards;
      ii. Information on residence specific appeals can be found in Appendix I. Associate Director of Athletics and Recreation appealed to the Director of Athletics and Recreation;
   b) decisions of the Adjudicator may be appealed to the Dean of Students, with the exception of residence cases as outlined in Appendix I.

6. The Adjudicator may, after reviewing the case:
   a) uphold the findings and/or sanctions;
   b) reverse the finding and/or sanctions; or
   c) modify the sanctions.

7. The Adjudicator will normally provide written notice to the appellant of the receipt of the appeal within 2 business days.

8. The Adjudicator will normally have 15 business days to conduct their investigation, which may include meeting with the parties, and shall then inform the student in writing of their decision with reasons and any further right to appeal.

9. Decisions of the Dean of Students that impose a sanction of suspension, expulsion or involuntary withdrawal may be appealed to the Senate Board for Student Appeals within three weeks of receipt of the decision. Refer to the Student Appeal Procedures.
APPENDIX E: RECORDS, TRANSCRIPTS, REGISTRATION, AND NOTATIONS

RECORDS

1. Student Affairs shall maintain a confidential record of any finding of violation and related sanctions. These records include the documents and notes of the Administrator, Adjudicator and Dean of Students. The record shall be retained for five years after last use. The records involving transcript notations for suspensions and expulsions shall be retained permanently, or until the student's petition to delete the transcript notation has been granted by Senate (the record shall be destroyed when the transcript notation is deleted). At the Dean of Student's discretion, and after written notice to the student, a record may be retained longer than five years. Such notice shall cite the reasons for this decision and the extended retention date.

2. The purpose of this record, which shall be kept separate from any other of the student's records, is to determine whether there has been a previous offence, before a sanction is levied. Records may be taken into consideration whether a student seek a position of responsibility within Student Affairs only. Students will be asked to consent to a records check when applying for a position (e.g. when a student applies to be a Community Advisor, Welcome Week Representative etc.).

3. In the event that the case is dismissed or overturned on appeal, all records of the proceeding shall be removed from the student's file.

4. Decisions of the Adjudicator and the Dean of Students, including a commentary on the type of misconduct occurring in a particular year and the sanctions applied, shall be reported in anonymized form, annually to Senate. No individuals will be identified in such a report. The University does not release confidential records regarding violations of the Code.

RESIDENCE SPECIFIC RECORDS

5. Housing and Conference Services shall maintain a record of each finding against a resident until the end of the current academic year. When probation, eviction, persona non grata (PNG), or denial of readmission outcomes are issued, these records will be retained by Student Affairs for a period of five years from the end of the academic year the decision was made.

6. Residence specific findings against the Student does not result in a notation on the Student's academic transcript. All residence records may be taken into consideration in the event that a Student seeks a position of responsibility with Housing and Conference Services.

STUDENT'S STATUS - TRANSCRIPTS, REGISTRATION, AND NOTATIONS

7. While under investigation for an alleged violation of the Code a student shall not be permitted to withdraw formally from the University.

8. In the case of suspension the notation will read: "Suspended for Student Code of Conduct Violation by the Senate for ___ months (Date)." A student may petition Senate to remove the transcript notation after the minimum time specified by the Dean of Students or Senate Board for Student Appeals, as the case may be, when the suspension was imposed has elapsed.

9. In the case of expulsion the notation will read: "Expelled by the Senate for Student Code of Conduct Violation." If the Senate at some later date reinstates the student, this will be followed by the notation: "Reinstated by the Senate (Date)." Such a notation may be removed from a student’s transcript on petition to Senate, but not before five (5) years after the penalty commences.
APPENDIX F: PEER CONDUCT BOARD

PEER CONDUCT BOARD MEMBERSHIP

1. The Peer Conduct Board is normally made up of twenty undergraduate and graduate students in good academic standing. Members are normally selected annually by a selection process to be determined each year by Student Affairs. The process shall include advertising the positions in appropriate student publications.

2. Each Peer Conduct Board member shall be appointed for a renewable one-year term. Members shall receive appropriate training to discharge their responsibilities.

PEER CONDUCT BOARD PANEL SELECTION

3. The Hearing of a case referred to the Peer Conduct Board shall be before a panel of a minimum of three members (the Panel). The Panel shall choose one member as the Chair (the Chair), who shall be responsible for the conduct of the deliberation portion of the hearing and for ensuring that a decision is made in a timely fashion.
   a) In cases where the student with alleged violations is an undergraduate student, every reasonable effort will be made for the Peer Conduct Board hearing, to consist of at least two undergraduate students.
   b) In cases where the student with alleged violations is a graduate student, every reasonable effort will be made for the Peer Conduct Board hearing, to consist of at least two graduate students.

4. No one shall serve on a Panel who has any direct interest or prior involvement in the case under consideration. Both the student and the Panel member who feels there is a conflict are expected to express this to the Adjudicator prior to the beginning of the hearing.
APPENDIX G: RELATED POLICIES AND LEGISLATION

This Code is to be read in conjunction with the following policies, statements, and collective agreements. Normally the policies listed below act independently of one another. However, they may intersect with the application of other University policies or procedures regarding the same matter. Any question of the application of this Code or related policies shall be determined by the Associate Vice-President (Students and Learning) and Dean of Students, in consultation with the administrator of the other policy or policies. The University reserves the right to amend or add to the University’s policies and statements from time to time (this is not a comprehensive list):

- Academic Accommodation of Students with Disabilities
- Academic Accommodation for Religious, Indigenous and Spiritual Observances
- Academic Integrity Policy
- Alcohol Policy, University
- Conflict of Interest Guidelines: Undergraduate Studies and Graduate Studies
- Discrimination, Harassment and Sexual Harassment: Prevention and Response, Policy
- Employee/Labour Relations – Collective Agreements (students acting in their role as Teaching Assistants are acting as University employees and should refer to their collective agreement.)
- First Year Student Guiding Principles
- Fraternities, Sororities and Honour Societies, Policy on
- Freedom of Information and Protection of Privacy Act
- Group Conflict and Senate Mediation Procedures
- Ontario Human Rights Code
- Personal Health Information Protection Act
- Professional Behaviour Code for Graduate Learners, Health Sciences
- Professional Behaviour Code for Undergraduate Learners, Health Sciences
- Recognition of Student Campus Groups
- Statement on Building an Inclusive Community with a Shared Purpose
- Statement and Guidelines on Inclusive Communications
- Student Event Risk Management Policy
- University Technology Services (UTS) – Policies and Procedures
- Violence in the Workplace, Policy on
- Welcome Week Regulations
APPENDIX H: GLOSSARY OF TERMS

Administrative Hearing means the adjudication process carried out by the Student Affairs Administrator or the Dean of Students.

Balance of Probabilities is the test to be met to show, by the weight of the evidence presented, that all of the facts necessary to make a finding of violation of the Code have a greater likelihood of being true than not.

Community includes but is not limited to, faculty, staff, postdoctoral fellows, medical residents (except in certain circumstances), students, adjunct professors, librarians, visiting professors, volunteers, visitors, observers and institutional administrators and officials representing the University.

Dean of Students means Associate Vice-President (Students and Learning) and Dean of Students.

Director of Housing and Conference Services is responsible for addressing violations of the specific expectations of Residence students.

Director of Athletics and Recreation is responsible for addressing violations of the specific expectations of student-athletes.

Guest means a person who is visiting a student on campus.

Peer Conduct Board Hearing means the adjudication process carried out by the Peer Conduct Board.

Primary Event Organizer means the individual who is leading the planning and implementation of an Event under the Student Event Risk Management Policy.

Student
A student is any individual recorded by the University Registrar as enrolled in an educational course of study recognised by the Senate and for whom the University maintains education records.

Student Affairs Administrator means an individual appointed by the Dean of Students with authority to hear allegations of misconduct under the Code. Student Affairs Administrators include, but are not limited to: Student Conduct Officer, Residence Managers, the Residence Life Coordinator, the Associate Director of Athletics and Recreation, and the Athletic Services Coordinator.

Student Affairs Adjudicator are those in the position to adjudicate Administrative Formal Resolution Meetings and facilitate Peer Conduct Board Formal Resolution Meetings. They may also hear appeals of decisions made by Student Affairs Administrators. In most cases, this will be the Manager of Student Conduct and Community Standards.

Student Affairs Staff are those responsible for reporting violations, and collecting information at the time the situation takes place. This includes, but is not limited to, Community Advisors, Inter-University Athletic Coaches, etc.

Student-Athlete is defined as a student who has been selected to be a member of a varsity team or extramural competitive program. Students who belong to extramural competitive programs which do not have a selection process will be considered to be student-athletes once they have registered for the program.
**Student Conduct Officer** is the individual appointed by the Dean of Students to the inquiry into potential violations of the Code.

**Student Host** means a person who has a Guest on campus.

**Student Leader** is defined as an executive member of a University Recognized Student Group or any member of such a group operating in their capacity as a Primary Event Organizer.

**University Premises** means buildings and lands owned, leased, operated, controlled or supervised by the University and includes places or facilities used for the provision of the University's courses, programs or services or for University approved or sponsored events or activities.

**University Recognized Student Group** includes organizations and student groups that have been recognized under the *McMaster University Policy on the Recognition of Student Groups*. 
## Appendix I – Sanctions and Appeal Decisions

The following chart illustrates the specific roles, sanctions and appeal rights applicable to residence students.

<table>
<thead>
<tr>
<th>Roles</th>
<th>Accessible Sanctions</th>
<th>Appeals</th>
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| Community Advisors (i.e. Student Affairs Staff) | • Oral Warning  
• Written Warning  
• Educational Outcome  
* As approved by the Residence Life Coordinator | • Sanctions appealable to the Residence Manager, who has final decision.       |
| Residence Managers (i.e. Student Affairs Administrators) | • Oral Warning  
• Written Warning  
• Educational Outcome  
• Restitution  
• Fine up to $500.00  
• Behavioural Contract  
• * Guest Restrictions  
• * No Contact  
• * Residence Notice  
• * Room Transfer  
* As approved by the Residence Life Coordinator | Violation and Sanctions appealable to the Student Affairs Adjudicator, who has final decision. |
| Manager, Student Conduct and Community Standards (i.e. Student Affairs Adjudicator) | All Sanctions listed above, and;  
• Probation  
• Persona Non Grata (PNG)  
• * Eviction  
• * Denial of Readmission  
* As approved by the Director, Housing and Conference Services | • Violations/sanctions appealable to Director, Housing and Conference Services, who has final decision.  
• Appeals of Eviction or Denial of Readmission will be heard by the Dean of Students. |
| Director, Housing and Conference Services (i.e. Director) | All Sanctions listed above | Appeals of Eviction or Denial of Readmission will be heard by the Dean of Students. |
APPENDIX A: PROHIBITED ITEMS AND ALCOHOL REGULATIONS

Residence students, and their guests, are expected to be aware of the additional expectations regarding Residence community standards, policy, personal and community safety, and substance use standards, as defined in the Code of Student Rights and Responsibilities. This Appendix provides further clarification of these additional expectations. Violations of these expectations may result in disciplinary action under the Code of Student Rights and Responsibilities.

All Residence students, and their guests, are expected to comply with the terms set out in this Appendix, as listed below. These lists apply to all spaces in Residence, including private and common room, unless otherwise specified.

Prohibited items in Residence include, but are not limited to:

- Weapons (including toy replicas);
- Explosives and Pyrotechnic substances (e.g. fireworks);
- Firearms (including toy replicas);
- Pets (with the exception of approved service animals);
- Appliances and/or any type of heating elements within individual residence rooms (e.g. coffee makers, hotplates, toaster ovens, kettles, etc.);
- Halogen Lamps (or those requiring combustible fuel);
- Lit candles or incense.

The Alcohol Regulations define the restrictions regarding alcohol use in Residence. The regulations include, but are not limited to:

- Any activity (e.g. drinking games) that requires alcohol consumption in order to participate, or has intoxication as its main goal or its inevitable end is not allowed.
- Possession or consumption of beer in glass bottles is prohibited (beer is allowed in cans only).
- Possession of large amounts of alcohol (e.g. one 26oz bottle or 24 cans of beer per resident, or kegs) is prohibited.
- When carrying or transporting any container of alcohol outside of a residence room/floor common lounge, the container must be closed/capped.
- Consumption of alcohol by individuals under 19 years of age is prohibited.
- Sale and/or service of alcohol to individuals under 19 years of age is prohibited.
- Excessive consumption of alcohol at any age is prohibited.
- Students living in traditional residences and their guests who are 19 years of age and older are permitted to have and to consume alcoholic beverages in common rooms under the following conditions:
Only one drink/container per person is permitted. A container must be made of plastic or other non-breakable material.

Containers must not hold more than sixteen (16) ounces of liquid.

Residents in Bates and Mary E. Keyes and their guests who are 19 years of age and older are only permitted to possess and to consume alcoholic beverages in apartments or suite units.

They may not consume alcoholic beverages in the floor common rooms, lounges, study rooms and/or games rooms as these are deemed to be public spaces in Bates and Mary E. Keyes residences.

No resident or their guests are allowed to consume or have open alcohol in hallways, stairwells, elevators, bathrooms, study rooms, games rooms, laundry rooms and/or building common rooms (e.g., EMR, Ravine Room etc.).

No resident or their guests are allowed to congregate in the halls with open and/or closed alcohol

Unsafe practices related to alcohol* whereby problems of misuse and over-consumption occur are not allowed.

*Housing and Conference services reserves the right to define unsafe practices.