

I THE FACULTY OF SCIENCE

(i) Membership:

- Ex Officio: President
Provost
Vice-President (Research and International Affairs)
Dean of the Faculty (Chair)
Associate Deans of the Faculty
Associate Vice-President and Dean of Graduate Studies or an Associate
Dean of Graduate Studies designated by the Associate Vice-
President and Dean of Graduate Studies
Assistant Dean (Studies), Faculty of Science
Library Director, Science and Engineering
Directors of Senate-approved Centres and Institutes in which the Faculty
of Science is involved (see Schedule A)
Director of Administration, Faculty of Science
- Faculty: All faculty members holding appointment at the rank of Lecturer or higher
in the Departments of Biochemistry and Biomedical Sciences,
Biology, Chemistry, Computing and Software, Mathematics and
Statistics, Materials Science and Engineering, Medical Physics
and Applied Radiation Sciences, Physics and Astronomy, and
Psychology, Neuroscience and Behaviour, in the School of
Geography and Earth Sciences and in such other departments
and schools as may be added to the Faculty of Science by the
Senate
One faculty member from each of the other Faculties
- Staff: One member of The Management Group (TMG), elected by and from that
group for a two-year term
One member of the Technical/Instructional support staff, elected by and
from that group for a two-year term
One member of the Administrative/Student Services support staff, elected
by and from that group for a two-year term
- Students: One undergraduate student, elected by and from the full-time
undergraduate students in each department and school of the
Faculty of Science for two years or until graduation, whichever
term is the shorter

One graduate student elected by and from the full-time graduate students
in each department and school of the Faculty of Science for two
years or until graduation, whichever term is the shorter

Students may be asked to withdraw when the cases of specific students are under consideration, but on other matters shall have full voting privileges.

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

Consultants: Director of the Centre for Continuing Education, or delegate
(non-voting) Registrar, or delegate
Manager, Environmental and Occupational Health Support Services, or delegate
Manager, Science Career and Cooperative Education
Administrator (Research and Facilities), Faculty of Science
Administrator (Faculty, Staff and Systems), Faculty of Science

(ii) Regular Meetings:

- (a) The Faculty shall meet at least two times during the period from September to June, inclusive. A notice of meeting shall normally be circulated at least one week before a meeting, and an agenda shall be circulated at least forty-eight hours before any such meeting.
- (b) Meetings of the Faculty shall be conducted in accordance with the rules and procedures of the Senate.
- (c) A quorum shall consist of those present at the meeting, provided that the meeting has been properly called and that regrets have not been received by the Secretary from more than one half of the members of the Faculty. However, for action on items not on the circulated agenda, a quorum shall consist of one half of the members of the Faculty.
- (d) In the absence of the Dean of the Faculty, the Chair shall be the Associate Dean (Studies) of the Faculty or, in his/her absence, a member of the Faculty designated by the Dean.

(iii) Special Meetings:

Special meetings may be called, under the same conditions of notice and agenda as specified in sub-section (ii) above, by the Dean. They shall be called when at least twenty voting members of the Faculty request such a meeting by written submission to the Dean.

(iv) Authority of the Faculty:

- (a) The Faculty shall, within its area of jurisdiction and subject to the constraints imposed by these By-laws, determine the various levels of responsibility within the Faculty and establish appropriate Standing and Ad Hoc Committees.
- (b) Under the authority of these By-laws, which are subject to approval and amendment by the Senate, the Faculty shall determine the functions and powers that may be delegated to subordinate bodies.

II THE FACULTY COUNCIL

(i) Composition:

Ex Officio: President
Provost
Dean of the Faculty (Chair)
Associate Deans of the Faculty
Associate Vice-President and Dean of Graduate Studies or an Associate
Dean of Graduate Studies designated by the Associate Vice-
President and Dean of Graduate Studies
Chairs of Departments and Directors of Schools in the Faculty of Science

Consultants: Members of the Faculty who are members of the University Planning
(non-voting) Committee
Director of Administration
Assistant Dean (Studies)
Administrator (Research and Facilities)
Administrator (Faculty, Staff and Systems)

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

Quorum: One half of the voting members

(ii) Functions:

To do short-term and long-term planning for the Faculty of Science; to co-ordinate the academic objectives and priorities of the Departments and Schools in the Faculty of Science into a coherent Faculty plan; to be responsible for the planning of the Faculty's physical facilities and services; to deal with such matters as may be referred to it by the Dean of the Faculty or by the Faculty; to act on behalf of the Faculty in the period between the last regular Faculty meeting of one academic year and the first regular Faculty meeting of the succeeding academic year, submitting a written report to the Faculty at the latter meeting on all actions taken; to advise the Dean on matters of concern; to make recommendations to the Faculty on any appropriate matter; to act as a nominating

committee, as set out in Section V below; and to appoint an appropriate member of staff to each Department Chair Ad Hoc Selection Committee.

Action taken by Faculty Council shall be reported to the Faculty at the next Faculty meeting.

III DEAN'S AD HOC COMMITTEES

Ad hoc committees, for advice and/or assistance in the operation of the Faculty, may be appointed on the Dean's initiative or at the request of the Faculty. The Faculty shall be informed of the function and composition of all such ad hoc committees.

IV STANDING COMMITTEES

(i) General

The President, the Provost, and the Dean of the Faculty are ex officio members of all Standing Committees, except that neither the President nor the Provost is an ex officio member of the Tenure and Promotion Committee.

The Standing Committees listed below, and such other committees as the Faculty or the Faculty Council may establish, shall meet at the call of the Chair. Student members of committees may be asked to withdraw from meetings when cases of specific students are under consideration.

Unless otherwise specified, a quorum shall consist of one half of the committee members.

(ii) Undergraduate Academic Planning and Policy Committee

Functions:

To advise the Associate Dean (Studies) on matters and policy related to undergraduate academic planning, recruitment, course enrolment management, and student awards; and to consider undergraduate curriculum matters affecting the Faculty of Science and make recommendations thereon to the Faculty.

Composition:

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

Faculty: Undergraduate Associate Chairs (or equivalent) of each Department, School, and Program offering programs in which there are students registered in the Faculty of Science

Students: Two undergraduate students registered in the Faculty of Science, elected annually by and from that group

Consultant: Manager, Science Career and Cooperative Education
(non-voting)

(iii) Undergraduate Hearing Committee

Functions:

To serve as final adjudicator of undergraduate student appeals involving substantive academic judgement, as described under Sections 28 to 33 of the *Student Appeal Procedures*. Each case shall be heard by a tribunal of the Committee appointed by the Chair and appropriate to the case. Normally, tribunals shall consist of three members including either the Chair or the Vice-Chair.

Composition:

Chair: To be appointed by the Faculty Council from among the members of the Committee

Vice Chair: To be appointed annually by the Faculty Council from among the members of the Committee

Ex Officio: President
Provost
Dean of the Faculty

Faculty: Ten faculty members, appointed by Faculty Council for staggered three-year terms. No Department or School shall have more than two representatives.

Secretary: Provided by the Office of the Associate Dean (Studies)
(non-voting)

Consultant: Secretary of the Senate
(non-voting)

(iv) Committee on Graduate Curriculum, Policy, Admissions and Study

Functions:

To consider matters of policy and curriculum affecting graduate work in the Faculty of Science, including new programs and course changes, and to make recommendations thereon to the Faculty; to determine the admissibility to graduate study of any applicant recommended by a Department, School, Unit or Institute; to approve each graduate student's course program; to review annually the progress of each graduate student; to determine action on the recommendation of a Department or School in instances of failure in a course; to recommend to the Graduate Council the students to receive graduate degrees; to decide on petitions from graduate students for special consideration in respect to off-campus or part-time study, extension of time to complete degree requirements, etc.; and to hear appeals of graduate students with respect to matters of academic standing involving substantive academic judgement, as described in Sections 28 to 33 of the *Student Appeal Procedures*.

Composition:

Chair: An Associate Dean of Graduate Studies designated by the Associate Vice-President and Dean of Graduate Studies

Ex Officio: President
Provost
Dean of the Faculty
Associate Vice-President and Dean of Graduate Studies

Faculty: The two faculty members most recently elected by the Faculty of Science to the Graduate Council, their term to be concurrent with their term on the Graduate Council or two years, whichever is the shorter
Six faculty members, appointed by Faculty Council for staggered three-year terms
One member appointed by the Graduate Council from a department or school other than those of the Faculty of Science

Students: Two graduate students, elected annually by and from the graduate student members of the Faculty
Students may be asked to withdraw when the cases of specific students are under consideration, but on other matters shall have full voting privileges.

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

(v) **Tenure and Promotion Committee**

Functions:

To receive from the Chair of each Department and the Director of each School, and to consider, all recommendations for the granting or withholding of tenure/permanence; to recommend to the Senate Committee on Appointments, for each candidate, that either tenure/permanence be granted or the appointment be allowed to lapse or the period of the appointment be extended or no action be taken on the case; to receive from the Chair of each Department and the Director of each School, and to consider, all recommendations for promotion; and to recommend to the Senate Committee on Appointments the granting or withholding of promotion.

Composition:

Chair: Dean of the Faculty

Faculty: Seven tenured members of the full-time faculty (as specified in these By-laws) elected from those holding the rank of Professor or Associate Professor. Of these, at least three shall be Professors and at least one shall be an Associate Professor. They shall be elected for staggered three-year terms by the full-time members of the Faculty.

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

(vi) **Library Committee (Joint with the Faculty of Engineering)**

Functions:

To consider general policy for the Science and Engineering Library and to make recommendations to the University Libraries Committee; to advise the Science and Engineering Librarian on the day-to-day operations of the Science and Engineering Library in the best interests of the Library's users; to recommend to the University Libraries Committee appropriate acquisitions policies and budget allocations for each Department, School, Institute or Research Unit; and to consider any other matter relevant to the effective operation of a teaching and research library, reporting to the Faculties to provide information or to solicit advice.

Composition:

Chair: Appointed jointly by the Deans of Science and Engineering

Ex Officio: President
Provost

Dean of the Faculty of Science
Dean of the Faculty of Engineering
Associate Dean (Studies)
University Librarian
Library Director, Science and Engineering
Chair of the Arts Library Committee
Chair of the Health Sciences Library Committee

Faculty: One representative (generally the Library representative) selected annually from each Department, School, Institute or Research Unit in the Faculties of Science and Engineering

Students: One undergraduate and one graduate student, from each of the Faculties of Science and Engineering, elected annually by the undergraduate and graduate student members of each of the Faculties

(vii) A. Faculty Joint Occupational Health and Safety Committee

Functions:

For all buildings and areas under the control of the Faculty: to receive information on safety and hazards from the University and other sources and disseminate it to faculty members, staff and students as needed; to provide advice to the Dean of the Faculty, Department Chairs, Directors of Schools, faculty members, staff or students, wherever appropriate, concerning perceived hazards; to monitor compliance by McMaster University with the spirit and the letter of the Ontario Occupational Health and Safety Act and other relevant legislation and to report to the Dean on any variances; and to represent the Faculty of Science legally in all legal Joint Occupational Health and Safety Committee matters designated under the Occupational Health and Safety Act.

Composition:

Co-Chairs: One to be selected from the faculty/management members
One to be selected by and from the elected worker members

Ex Officio: President
Provost
Dean of the Faculty

Members: One employer-designated member from each Department/School/Unit
One elected committee member from the Health and Safety Committee of each Department/School/Unit, selected by the elected members of the Department/School/Unit
One part-time instructor selected by CUPE
Additional members as may be appointed by the co-chairs, in consultation with the Dean, from other groups which use the facilities of the

Faculty of Science, as long as the total number of elected members on the Committee comprises at least 50% of the Committee membership

- Consultants: Manager, Environmental and Occupational Health Support Services
(non-voting) Safety Specialist, Environmental and Occupational Health Support Services
Additional resource persons to be appointed by the Co-Chairs as required by the legislation
- Secretary: Provided by the Office of the Dean
(non-voting)

B. Department/School/Unit Health and Safety Committee

Functions:

To provide advice to the Department Chair, School or Unit Director concerning health and safety matters having to do with the safe conduct of undergraduate laboratories and all research activities at the Department/School/Unit level and to report to the Department Chair, School or Unit Director on potential hazards; to conduct safety surveys within the Department/School/Unit in accordance with the Ontario Occupational Health and Safety Act; and to provide representation to the Faculty Joint Health and Safety Committee

Composition:

- Co-Chairs: One person to be appointed by the Department Chair/School or Unit Director from among the faculty members in that Department/School/Unit
One person to be selected by and from the non-supervisory employees
- Ex Officio: President
Provost
Dean of the Faculty
- Members: One or more non-supervisory employees to be elected by and from those in the Department/School/Unit. One of the elected people must be a non-supervisory technician.
One graduate student to be elected by and from the graduate students in the Department/School/Unit
One person to be appointed by the Department Chair, School or Unit Director from among the employed members of the Department/School/Unit

(viii) Faculty of Science Awards and Honorary Degree Committee

Functions:

To nominate Science faculty members for prestigious international, national and University-specific research and teaching excellence Awards, and to make recommendations to the Dean for honorary degree nominations from the Faculty of Science.

Composition:

Chair: To be appointed by the Dean of the Faculty in consultation with Faculty Council

Ex Officio: President
Provost
Dean of the Faculty

Faculty: One faculty member from each Department or School

Secretary: Provided by the Office of the Dean
(non-voting)

V ELECTIONS

(i) At an appropriate time each year, the Faculty Council shall make appointments or nominations to fill the vacant positions on each Standing Committee as appropriate, except the Tenure and Promotion Committee. Nominations shall be mailed to all members of the electorate, at their University address, giving members the opportunity to make additional nominations, within a designated period, any such nomination to be supported by five members of the electorate. In the event that further nominations are received, an election shall be conducted by the Secretary of the Senate, by means of ballots mailed to the University address of each member of the electorate.

(ii) At an appropriate time each year, the Faculty Council shall make nominations sufficient to ensure an election of representatives of the Faculty of Science on the Graduate Council, on the Undergraduate Council, on the Senate and on the Tenure and Promotion Committee.

These nominations shall be mailed to all members of the electorate eligible to vote in such elections, at their University address, giving members the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nomination to be supported by five members of the electorate. The elections shall be conducted by the Secretary of the Senate, by means of ballots mailed to the University address of each member of the electorate.

(iii) The Faculty Council shall nominate a representative of the Faculty of Science, for a three-year renewable term, to each of the other Faculties in which the Faculty of Science has representation. Additional nominations may be made by members of the electorate, within

a designated period, any such nomination to be supported by five members of the electorate. If an election for any of these representatives be necessary, it shall be held concurrently with the election of members of Standing Committees.

- (iv) In the election of faculty members from the Faculty of Science to the Senate, no department or school shall hold more than two of the six allotted seats.
- (v) All elections shall be conducted in accordance with the single transferable vote procedure.
- (vi) The electorate shall consist of those faculty members holding the rank of Lecturer and above in the Departments and Schools of the Faculty of Science except insofar as the electorate for the Tenure and Promotion Committee is restricted by Senate to full-time members of the Faculty.
- (vii) Appointments to Standing Committees from Departments and Schools shall be forwarded by the Directors of Schools and Department Chairs to the Dean prior to July 1 of each year.
- (viii) Retiring members of Standing Committees shall be replaced by new members on **July 1** of each year, except for the Undergraduate Hearing Committee. For this Committee, retiring members shall be replaced by newly appointed members on **September 1** of each year.
- (ix) If a position on a Standing Committee other than the Tenure and Promotion Committee becomes vacant, the Faculty Council may fill that vacancy for the remainder of the vacated term. In the case of a vacancy on the Tenure and Promotion Committee, a by-election must be held in accordance with the procedures outlined above.
- (x) In the election of staff members to the Faculty, Faculty Council shall make sufficient nominations to ensure an election. Additional nominations shall be solicited from the electorate, within a designated period and any such nomination shall be supported by three members of the electorate.

VI AMENDMENTS TO THE BY-LAWS OF THE FACULTY OF SCIENCE

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

VII IMPLEMENTATION

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

Date of Most Recent Approval by Senate: **June 3, 2009**

Faculty of Science By-laws: Schedule A

Senate-approved Centres and Institutes in which the Faculty of Science is involved:

- Brockhouse Institute for Materials Research
- McMaster Institute for Molecular Biology and Biotechnology (MOBIX)
- McMaster Institute for Music and the Mind (MIMM)
- McMaster Institute for Transportation and Logistics (MITL)
- McMaster Institute of Applied Radiation Sciences (McIARS)
- McMaster Institute of Environment and Health (MIEH)
- Origins Institute

March 2008