

AGENDA

NOTE: Members who wish to have items moved from the Consent to the Regular Agenda should contact the University Secretariat before the Senate meeting. Members may also request to have items moved when the Agenda is presented for approval.

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REGULAR

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McMaster University

SENATE MINUTES

VOL. LXV

Wednesday, October 10, 2018 at 3:30 p.m.
In the Council Room (111), Gilmour Hall

PRESENT: Dr. Patrick Deane (Chair), Dr. David Farrar, Dr. Karen Mossman, Ms Mary Williams, Dr. Maureen MacDonald, Dr. Jeremiah Hurley, Dr. Michael Thompson, Dr. Susan Searls Giroux, Dr. Lorraine Carter, Dr. Aaron Schat, Dr. Thomas Adams, Dr. Spencer Smith, Dr. Nicola Nicolici, Dr. Christina Baade, Dr. Bonny Ibhawoh, Dr. Mary Silcox, Dr. Catherine Anderson, Dr. Martin Beckmann, Dr. Nancy Doubleday, Dr. Megan Brickley, Dr. Katherine Cuff, Dr. Philippa Carter, Dr. Kim Dej, Dr. Sigal Balshine, Dr. Ana Campos, Dr. Ian Dworkin, Dr. Mark Walton, Dr. Jonathan Schertzer, Dr. Alison Holloway, Ms Beth Manganelli Staite, Ms Moira Taylor, Mr. Gary Collins, Mr. Jim McCaughey, Mr. Daniel Morrison, Mr. Aaron Roberts, Ms Anita Acai, Ms Christi Garneau (Secretary of the Senate), Mr. Mark Downard (Associate University Secretary), Ms Alysha Suckert (Governance Coordinator)

OBSERVERS: Ms Susan Denburg, Ms Andrea Farquhar, Mr. Sean Corner, Ms Esme Davies, Ms Andrea Farquhar, Ms. Ikram Farah, Dr. Alison Sills, Dr. Jacy Lee, Dr. Jean Wilson, Ms Melissa Paglialunga

REGRETS RECEIVED: Dr. Roger Couldrey, Dr. Paul O’Byrne, Dr. Leonard Waverman, Dr. Ishwar Puri, Dr. Robert O’Brien, Dr. Brenda Vrkljan, Dr. Anne Niec, Ms Rebecca Jamieson, Ms Maleeha Qazi, Ms Alannah De Angelis

A. OPEN SESSION

OPENING REMARKS

Dr. Deane welcomed members to the meeting.

Senators were informed that on October 1 and 2 the University had its annual McMaster Day in Ottawa, which included a well attended reception for members of government, civil servants, alumni and friends of McMaster. Over the two days the McMaster team met with the Ministers and senior members of the civil service.

McMaster Alumna Donna Strickland has won the Nobel Prize in Physics, the first woman to do so in 55 years and one of only three in the history of the award. Dr. Strickland received her Bachelor of Engineering degree in engineering physics in 1981. Two McMaster honorees at the recent SSHRC Impact Awards included Shane Neilson, a PhD candidate in the Department of English and Cultural Studies, and Michelle Ogradnik, a PhD student in the Department of Kinesiology.

McMaster has been ranked among the world's top 100 universities. The University moved up one spot from 78th to 77th in the world and was once again ranked fourth among Canadian institutions.

Dr. Deane reminded Senators of the Magna Charta. It is a document which celebrates and defines the values that are central to the university. The purpose of signing was to be a part of a network of universities and to declare in a public way the university's commitment to ongoing growth. The Magna Carta will come to McMaster in exactly a year's time and will focus on the UN Sustainable Development Goals.

1 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 Senate approve the Open Session agenda for the meeting of October 10, 2018 and that item 2 be approved by Consent.

The motion was **carried**.

CONSENT

2 MINUTES of the Meeting of September 12, 2018 – Open Session

Motion:

that the minutes of the Open Session portion of the meeting held on September 12, 2018 be approved as circulated.

Approved by Consent

3 COMMUNICATIONS

There were no communications.

REGULAR

4 BUSINESS ARISING

There was no business arising for the Open Session.

5 ENQUIRIES

There were no enquiries.

6 REPORT FROM THE COMMITTEE ON APPOINTMENTS

Dr. Alison Holloway presented the report from the Senate Committee on Appointments.

a. Establishment of the F.L. Johnson Chair in Women's Reproductive Health Research

Dr. Holloway explained that at its meeting on September 17, 2018, the Committee on Appointments approved, for recommendation to Senate, a proposal to establish the F.L. Johnson Chair in Women's Reproductive Health Research. The Chair is named in honour of Dr. F.L. Johnson, founding Chair of the Department and the Chief of Obstetrics and Gynecology at Hamilton Civic Hospitals from 1958-1972, in recognition of the many contributions he made to the care of women and to medical education both locally and nationally.

It was duly moved and seconded,

that Senate approve, for recommendation to the Board of Governors, the establishment of the F.L. Johnson Chair in Women's Reproductive Health Research, as circulated.

The motion was **carried**.

7 REPORT FROM THE UNIVERSITY PLANNING COMMITTEE

Dr. David Farrar presented the report from the University Planning Committee.

a. Establishment of the CanChild Centre for Childhood Disability Research

Dr. Farrar explained that at its meeting on September 19, 2018, the University Planning Committee approved, for recommendation to Senate, a proposal to establish the CanChild Centre for Childhood Disability Research. CanChild is a research and educational centre founded in 1989 with funding provided by the provincial government. CanChild has become an international leader in childhood disability and child health through innovative research and a commitment to making its findings accessible to a wide range of audiences.

It was duly moved and seconded,

that Senate approve, for recommendation to the Board of Governors, the establishment of the CanChild Centre for Childhood Disability Research as an official research centre at McMaster.

The motion was **carried**.

8 BYLAWS COMMITTEE REPORT

a. Establishment of the Ad Hoc Committee to review the By-Laws of the Senate McMaster University that Govern Elections

Dr. Ana Campos, Chair of the By-laws Committee, presented the report. At its meeting on September 24, 2018, the Committee reviewed and recommended that Senate approve the establishment of an Ad Hoc Committee to Review the By-Laws of the Senate of McMaster University that Govern Elections.

As noted in the proposed terms of reference, the Committee is tasked with reviewing the By-Laws and proposing which, if any, changes should be recommended for approval through the governing bodies. The Committee will undertake this review with an eye to ensuring that the electoral processes facilitate equity and inclusion, balance accountability and efficiency, and reflect good practice among comparator institutions. The Committee may also make recommendations to the Faculties regarding electoral matters within the scope of its responsibilities.

It was duly moved and seconded,

that Senate establish the Ad Hoc Committee to review the By-Laws of the Senate of McMaster University that Govern Elections as described in the attached Terms of Reference

The motion was **carried**.

b. Forthcoming Notices of Motion for By-Law Changes

Members were informed that the item was included for information.

9 REPORTS FROM COUNCILS

a. Graduate Council

Dr. Michael Thompson presented the report from Graduate Council.

Two items were included for information. The first item was the changes to the parenting leave which was approved last June. The second item was a new PhD scholarship which will be administered through the school of graduate studies.

b. Undergraduate Council

Dr. Susan Searls Giroux presented the report from Undergraduate Council which was included for information.

The report included information on new boards, changes of terms, changes to bursaries and removals of awards.

10 OTHER BUSINESS

There was no other business in open session.

REPORT TO THE SENATE

FROM THE

COMMITTEE ON By-Laws

Open Session (Regular Agenda)

The Committee on By-Laws presents the following proposed amendments to the *By-Laws of the Faculty of Science* and to the *By-Laws of the Senate of McMaster University* for notice of motion. Amending any By-Laws requires two meetings of the Senate. Notice of motion is presented at the first and the question is considered at the second.

1. Amendments to the Faculty of Science By-Laws (FOR APPROVAL)

At its meeting on September 24, 2018, the Committee reviewed and recommended that Senate approve the amendments to the *Faculty of Science By-Laws*.

The Senate Committee on By-Laws now recommends,

NOTICE OF MOTION:

That Senate accept Notice of Motion regarding proposed amendments to the Faculty of Science By-Laws as set out in Attachment I.

2. Senate Observers Proposal (FOR APPROVAL)

At its meeting on September 24, 2018, the Committee reviewed and recommended that Senate approve the Senate Observers Proposal. Following the appointment of McMaster's first Associate Vice-President (Equity and Inclusion) earlier this year, it is proposed that the incumbent be named an ex-officio Senate Observer. The Committee also recommends housekeeping amendments to the list of Senate Observers to reflect the current titles of positions already described in Schedule A of the *By-Laws*.

The Senate Committee on By-Laws now recommends,

NOTICE OF MOTION:

That Senate accept Notice of Motion regarding the proposal to establish the Associate Vice-President (Equity and Inclusion) as a Senate Observer & Administrative Updates to List of Observers as described in Schedule "A" of the *By-Laws* and as set out in Attachment II.

3. Eligibility of Non-Ontario Residence to Serve as Chancellor (FOR APPROVAL)

At its meeting on November 1, 2018, Senate Committee on By-Laws discussed the residency requirements for the Chancellor. It has been observed that the Senate *By-Laws* residency requirement restricts the candidate pool and may limit the University's ability to appoint candidates who reflect that values, diversity and vision for the role.

The Senate Committee on By-Laws now recommends,

NOTICE OF MOTION:

That Senate accept Notice of Motion of the amendment of Article II, section 5, of the *By-Laws* to remove language requiring the Chancellor's customary place of residence to be the Province of Ontario.

**Senate: FOR APPROVAL
November 14, 2018**

I THE FACULTY OF SCIENCE

(i) Membership:

- Ex Officio: President
Provost
Vice-President (Research ~~and International Affairs~~)
Dean & Vice-Provost of Graduate Studies
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 (Academic Studies), Faculty of Science
~~Library Director, Science and Engineering~~
Director of Finance & Administration, Faculty of Science
Directors of Senate-approved Centres and Institutes that report to the Dean, Faculty of Science in which the Faculty of Science is involved (see Schedule A)
~~Director of Administration, Faculty of Science~~
Directors of Interdisciplinary Graduate Programs involving the Faculty of Science
Chair, Department of Biochemistry & Biomedical Sciences, Faculty of Health Sciences
- Faculty: All full-time faculty members holding appointment at the rank of Lecturer or higher in the Departments/Schools of Biochemistry and Biomedical Sciences, Biology, Chemistry & Chemical Biology, ~~Computing and Software~~, Geography & Earth Sciences, Interdisciplinary Science, Kinesiology, Mathematics & Statistics, ~~Materials Science and Engineering~~, ~~Medical Physics and Applied Radiation Sciences~~, Physics & Astronomy, and Psychology, Neuroscience & 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: Three full-time staff members in the Faculty of Science, elected by and from the full-time, non-teaching staff of the Faculty, for staggered three-year, once renewable terms

~~Staff members should normally have at least one year of service within the Faculty. Continued service within the Faculty for at least the term of election is normally expected.~~

~~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: ~~The elected undergraduate student to the University Senate from the Faculty of Science~~

~~The President of the McMaster Science Society (undergraduate student association), or delegate, and 4 additional undergraduate students to be appointed annually by the Faculty Dean upon recommendation by the President of the McMaster Science Society~~

~~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~~

~~The elected graduate student to the University Senate from the Faculty of Science~~

~~The President of the Scientist Association at McMaster (graduate student association), or delegate, and 1 additional graduate student to be appointed annually by the Faculty Dean upon recommendation by the President of the Scientist Association at McMaster~~

~~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 Affairs~~), Faculty of Science
Directors of Senate-approved Centres and Institutes that report to the
Vice-President (Research) in which the Faculty of Science is
involved (see Schedule B)

(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 an~~ 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 & Vice-Provost of Graduate Studies
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
Assistant Dean (Academic)
Director of Finance & Administration

Consultants:
(non-voting) Members of the Faculty who are members of the University Planning
Committee
~~Director of Administration~~
~~Assistant Dean (Studies)~~
Directors of Interdisciplinary Graduate Programs involving the Faculty of
Science
Chair, Department of Biochemistry & Biomedical Sciences, Faculty of
Health Sciences
Administrator (Research and Facilities)
Administrator (Faculty, Staff and Systems)

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

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; and 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~~~~Academic~~) 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 (Academic Studies) (Chair) Assistant Dean (Academic Studies)
Faculty:	Undergraduate Associate Chairs (or equivalent) of each Department, and School, and Program in the Faculty of Science offering programs in which there are students registered in the Faculty of Science
Students:	President, McMaster Science Society, or delegate Vice-President, Academic, McMaster Science Society 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)

~~Secretary: Provided by the Office of the Dean
(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: ~~Associate Dean (Graduate Studies), Faculty of Science~~
~~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~~ & Vice-Provost of Graduate Studies
- Faculty: The ~~two faculty members most recently longest serving faculty member~~ currently 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~~
Graduate Associate Chair (or equivalent) of each Department and School in the Faculty of Science offering programs in which there are students registered in the Faculty of Science
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~~
The elected graduate student to the University Senate from the Faculty of Science
The President of the Scientist Association at McMaster (graduate student association), or delegate
- 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 term 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~~ four 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
(non-voting) — Services
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~~ Recognition and Rankings Committee**

Functions:

To nominate Science faculty members for prestigious international, national and University-specific research and teaching excellence ~~A~~awards, and to make recommendations to the Dean for honorary degree nominations from the Faculty of Science, to provide recommendations to the Dean on matters related to reputation and rankings.

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)

(#) Faculty Finance Committee

Functions:

To monitor the financial position of the Faculty and to recommend strategies to ensure a financially viable organization to the Dean; to develop financial policies and guidelines for the review and management of the fiscal resources, to recommend thereon to the Dean; to establish a mechanism (e.g. reports, key performance indicators, etc.) for financial decision-making, including recommending comprehensive financial plans and budgets for the Faculty; and, to establish such other *ad hoc* committees as may be deemed appropriate to review specific financial issues with Faculty-wide implications. The Faculty Finance Committee is advisory to the Dean.

Composition:

Chair: Dean of the Faculty

Ex-Officio: President
 Provost
 One (1) member of the Faculty who is a member of the University Budget
 Committee (if applicable)
 Associate Deans of the Faculty
 Director, Finance & Administration, Faculty of Science

Members: Two (2) Department Chairs, both to be appointed for staggered three-year
 terms (once renewable) by the Dean, in consultation with the Associate
 Deans. One (1) of whom will also serve to orient new Chairs to University
 and Faculty financial processes.

Two (2) members of the Faculty to be appointed for staggered three-year
 terms (once renewable) by the Dean, in consultation with the Associate
 Deans.

Normally, members will be selected such that departmental
 representation is not duplicated.

(#) Faculty Appointments Advisory Committee

Functions:

To review all Department and School applications for new full-time tenure- and teaching-
stream faculty appointments, and recommend to the Dean on the allocation of the number
and nature of the faculty positions. This Committee is advisory to the Dean.

Composition:

Chair: Dean of the Faculty

Ex-Officio: President
 Provost
 Associate Deans of the Faculty

Members: Five (5) faculty members (not Chairs/Directors or Associate
 Chairs/Directors), one from each School and Department not represented
 by Associate Deans, appointed by the Dean after consultation with the
 relevant Chairs/Directors

Consultant: Administrator (Faculty Affairs)
(non-voting)

V ELECTIONS

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- (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: ~~TBD~~ June 3, 2009

Faculty of Science By-laws: Schedule A

Senate-approved Centres and Institutes ~~in which the Faculty of Science is involved~~ that report to the Dean, Faculty of Science:

- Biointerfaces Institute (BI)
- McMaster Centre for Climate Change
- McMaster Centre for Nutrition, Exercise and Health Research (McNEHR)
- ~~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)~~
- McMaster Physical Activity Centre of Excellence (PACE)
- Origins Institute (OI)

March 2008 As of Date TBD

Faculty of Science By-laws: Schedule B

Senate-approved Centres and Institutes that report to the Vice-President (Research) in which the Faculty of Science is involved:

- Brockhouse Institute for Materials Research (BIMR)
- Fraunhofer Project Centre for Biomedical Engineering and Advanced Manufacturing (BEAM)
- MacData Institute
- McMaster Institute for Healthier Environments (MIHE)
- McMaster Institute for Transportation and Logistics (MITL)

As of Date TBD

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)
- 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 Vice-Provost and Dean of Graduate Studies
- The Director of the Centre for Continuing Education²
- The Principal of McMaster Divinity College
- 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:

12 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
Faculty of Health Sciences	one graduate student and one undergraduate student

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.

Elected by and from the
Teaching Staff of the
University:

30 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

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

One member

Observers:

~~Associate Vice-President (Academic), Faculty of Health Sciences~~
~~Executive Vice-Dean and Associate Vice-President (Academic) Faculty of Health Science~~
Vice-Provost (International Affairs)
Associate Vice-President (Students and Learning) and Dean of Students
Associate Vice-President (Research)
Associate Vice-President (Institutional Research and Analysis)
Associate Dean of Business (Academic)
Associate Dean of Engineering (Academic)
Associate Dean of Humanities (Academic)
~~Associate Dean of Health Sciences (Undergraduate Education)~~
~~Vice-Dean, Undergraduate Education, Faculty of Health Sciences~~
~~Associate Dean of Health Sciences (Nursing)~~
~~Vice-Dean, Faculty of Health Sciences, Executive Director, School of Nursing~~
~~Associate Dean of Health Sciences (Rehabilitation Science)~~
~~Vice-Dean, Faculty of Health Science, Executive Director, School of Rehabilitation Science~~
Associate Dean of Science (Academic)
Associate Dean of Social Sciences (Academic)
Ombudsperson
University Registrar
University Librarian
Director of the Arts and Science Program
~~Director of Government and Public Relations (or delegate)~~
~~Assistant Vice-President, Communications & Public Affairs~~
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
~~Associate Vice-Provost (Equity and Inclusion)~~

TO: Senate Committee on By-Laws

FROM: Christi Garneau, Secretary of the Senate

DATE: October 25, 2018

RE: Amendment to Article II of the Senate By-Laws: Residency Requirements for the Chancellor

Background

At its meeting on October 10, 2018, Senate began the process to form the Committee for Nominating a Chancellor to replace Dr. Suzanne Labarge as she will conclude her second term next year. The Chancellor is the titular head of the institution, whose main duty is conferring degrees at Convocation, along with defined roles in University governance as an ex-officio member of the Board of Governors and Senate. Chancellors often also participate in the cultural, philanthropic, and ceremonial aspects of University life. It is McMaster's practice to appoint members of the alumni to the role, although this is not codified.

Currently, the Senate By-Laws require that the Chancellor's customary place of residence be the Province of Ontario. While the exact origin of this requirement has not been confirmed, it is understood to be a longstanding criterion that candidates must meet. It is possible that there may have been historical reasons necessitating this, such as the practicalities of long-distance travel, which may not be relevant anymore.

More recently, it has been observed that this residency requirement restricts the candidate pool and may limit the University's ability to appoint candidates who reflect the values, diversity, and vision for the role. Accordingly, the President's Office has asked that the Committee on By-Laws consider whether this residency requirement for Chancellors be removed.

Motion:

That the Committee on By-Laws recommend to the Senate the amendment of Article II, section 5, to remove language requiring the Chancellor's customary place of residence to be the Province of Ontario.

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). Seven members of the Committee for Nominating a Chancellor, including the President and the Chair of the Board, 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 by the Secretary of the Senate no later than 24 hours prior to the relevant Senate meeting, and to observers at the beginning of the Closed Session of the Senate meeting.

REPORT TO SENATE FROM UNDERGRADUATE COUNCIL

FOR INFORMATION

I Terms of Award

At its meeting of October 30, 2018, Undergraduate Council approved: a) terms of award for one new award; b) changes to terms of two awards; and c) the removal of one award from the *Undergraduate Calendar*.

a) New Awards

The Adi Development Group Bachelor of Technology Scholarship

b) Changes to Terms of Award

The Dr. Sina Sazger Memorial Scholarship

The Graham Todd Memorial Entrance Scholarship

c) Removal of Awards from the Undergraduate Calendar

The Bruce M. Hamilton Award

II Award Value Changes

At the same meeting, Undergraduate Council received, for information, three award value changes.

III Travel and Exchange Scholarship Reports

At the same meeting, Undergraduate Council received, for information, the Travel and Exchange Scholarship Reports.

IV 2017-2018 Award Recipient Report

At the same meeting, Undergraduate Council received, for information, the 2017-2018 Award Recipient Report.

V 2017 Award Summary Report

At the same meeting, Undergraduate Council received, for information, the Award Summary Report.

VI Major University & External Awards Selection Committee

At the same meeting, Undergraduate Council received, for information, the Award Summary Report.

VII Ad-Hoc Committee on Deferred Examinations

At the same meeting, Undergraduate Council approved the creation of an Ad Hoc Committee on Deferred Examinations.

Senate: November 14, 2018