



## Faculty of Engineering By-laws

Policy Title:

**Faculty of Engineering By-laws**

Approved by:

**Senate**

Date of Most Recent Approval:

**June 5, 2024**

Supersedes / Amends Policy Dated:

May 16, 1984; December 11, 1985; May 11, 1987; June 14, 1989; March 13, 1991; February 12, 1992; February 10, 1993; October 11, 1995; September 11, 1996; Editorial revision July 1, 1998 to reflect new Departmental structure, effective on that date, November 12, 2003; June 13, 2007; June 3, 2009; June 2, 2010; June 3, 2015; October 14, 2015; May 12, 2021; June 8, 2022.

Date(s) of Original Approval:

June 9, 1982

---

Responsible Executive: **Dean of the Faculty of Engineering**

Policy-Specific Enquiries: [Dean's Office, Faculty of Engineering](#)

---

**Disclaimer:** If there is a discrepancy between this electronic Policy and the approved copy held by the University Secretariat, the approved copy prevails.

**Accessible Format Requests and General Policy Enquiries:** [policy@mcmaster.ca](mailto:policy@mcmaster.ca)

## Section I: The Faculty of Engineering

### (i) Membership

#### (a) Ex Officio:

- President
- Provost
- Vice-President (Research and Innovation)
- Vice-Provost and Dean of Graduate Studies
- Dean of the Faculty (Chair)
- Associate Deans of the Faculty
- Assistant Dean (Undergraduate Studies)
- Director, Experiential Learning Office
- Co-Director (Engineering), Integrated Biomedical Engineering and Health Sciences (iBEHS/iBioMed)
- co-Director (Engineering), Engineering and Management Program
- Director, Engineering and Society
- Director, Minor in Innovation
- Director, Finance and Administration
- Director, Outreach and Engagement

#### (b) Faculty:

- All faculty members holding appointment at the rank of Lecturer or higher in the Departments of Chemical Engineering, Civil Engineering, Computing and Software, Electrical and Computer Engineering, Engineering Physics, Materials Science and Engineering and Mechanical Engineering, as well as in the Walter G. Booth School of Engineering Practice and Technology and the School of Biomedical Engineering, and in such other Departments, schools and programs as may be added to the Faculty of Engineering by the Senate.
- One full-time faculty member from each of the other Faculties.

#### (c) Staff:

## **Faculty of Engineering By-laws**

---

- Three full-time staff members in the Faculty of Engineering, elected for two-year terms, one to be elected by and from each of the following groups: Management, Technical, and Administrative.

### **(d) Students:**

- The President of the McMaster Engineering Society and four undergraduate students, elected annually by and from the full-time undergraduate students in the Faculty of Engineering
- The President of the Engineering Graduate Society and two graduate students selected annually by and from the students sitting on the Engineering Graduate Society Council.
- Students may be asked to withdraw when the cases of specific students are under consideration, but on other matters, they shall have full voting privileges.

### **(e) Secretary (non-voting):**

- Secretary of the Senate or delegate.

### **(f) Affiliated Members (non-voting):**

- Such other faculty members, holding full-time appointments, as shall from time to time be designated by the Faculty of Engineering to hold membership, for any period designated by the Faculty, by virtue of their responsibilities for, or interest in, the work and the students of the Faculty.

## **(ii) Regular Meetings**

- (a) The Faculty shall meet at least five times during the period 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 not less than forty-eight hours before a meeting.
- (b) Meetings of the Faculty shall be conducted in accordance with the rules and procedures of the Senate with the provision that matters related to individual cases or records be dealt with in Closed Session.
- (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

## **Faculty of Engineering By-laws**

---

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 one of the Associate Deans of the Faculty or, in their 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, at the request of the Dean of the Faculty or upon the submission of a written request to the Dean by ten or more voting members of the Faculty.

### **(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 subordinated bodies.

## Section II: Dean's Council

### **Functions:**

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 that 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 do short-term and long-term planning for the Faculty; to establish the objectives and priorities of the Faculty within the context of a comprehensive Faculty plan and in consultation with the individual Departments in the Faculty and its programs and schools; to be responsible for the planning of the Faculty's physical facilities and services.

To act as a nominating committee, as set out in Sections [V \(i\)](#) and [V \(ii\)](#) below.

### **Composition:**

#### **Chair:**

- Dean of the Faculty

#### **Ex Officio:**

- President
- Provost
- Associate Deans of the Faculty
- Assistant Dean (Undergraduate Studies)
- Any Engineering faculty member(s) elected to the University Planning Committee
- Director, Experiential Learning Office
- co-Director (Engineering), Integrated Biomedical Engineering and Health Sciences Program (iBEHS/iBioMed)
- co-Director (Engineering), Engineering and Management Program

## **Faculty of Engineering By-laws**

---

- Director, Engineering and Society Program
- Director, Minor in Innovation
- co-Director (Engineering), School of Biomedical Engineering
- Director, Walter G. Booth School of Engineering Practice and Technology
- Chairs of Departments in the Faculty
- Director, Finance and Administration
- Director, Outreach and Engagement

### **Secretary (non-voting):**

- Secretary of the Senate or delegate.

## **Section III: Dean's Operating Committees**

The Dean of the Faculty may appoint Dean's Operating Committees for assistance and advice in the operation of the Faculty, or as requested by the Faculty, and the Faculty shall be informed regarding the function and the composition of any such committees. Such committees shall report, at least annually, to the Faculty.

All such committees shall annually review and update their operating procedures and file a copy in the Office of the Dean.

### **(i) Engineering and Management Operating Committee**

#### **Functions:**

To develop curriculum recommendations for the Engineering and Management program to the Undergraduate and Curriculum Policy of the Faculty of Engineering, and the Faculty of Business where appropriate.

To work closely with the Engineering and Management Industrial Advisory Council by seeking advice on the continuing development of the Engineering and Management program and career development component of the program.

#### **Composition:**

##### **Chair:**

- co-Director (Engineering), Engineering and Management Program
- co-Director (Business), Engineering and Management Program

##### **Ex Officio:**

- President
- Provost
- Dean, Faculty of Business
- Dean, Faculty of Engineering
- Associate Dean (Undergraduate Studies), Faculty of Business
- Associate Dean (Undergraduate Studies), Faculty of Engineering

### **Faculty:**

- Seven faculty members from each of the Faculties of Business and Engineering, representing the different Departments and Areas, to be appointed by their respective Deans on the recommendations of their Department or Area Chairs, for staggered three-year terms.

### **Students:**

- One undergraduate student, registered in the Engineering and Management program, to be appointed by both Deans on the recommendation of the executives of the McMaster Engineering and Management Society, for a one-year term.

### **Consultants (non-voting):**

- Assistant Dean (Undergraduate Studies), Faculty of Engineering
- Manager, Academic Programs Office, at the Faculty of Business
- Resource Staff, as appropriate

### **Secretary (non-voting):**

- Manager, Engineering Five-Year Programs.

## **(ii) Engineering and Society Operating Committee**

### **Functions:**

To consider and make recommendations regarding the operation of the Engineering and Society program. This includes developing curriculum recommendations for the Undergraduate and Curriculum Policy Committee of the Faculty of Engineering.

### **Composition:**

#### **Chair:**

- Director, Engineering and Society Program

#### **Ex Officio:**

- President
- Provost

## **Faculty of Engineering By-laws**

---

- Dean, Faculty of Engineering
- Associate Dean (Undergraduate Studies), Faculty of Engineering

### **Faculty:**

- One faculty member representative from each department in the Faculty, appointed by the Dean in consultation with Dean's Council.

### **Students:**

- One undergraduate student, registered in the Engineering and Society program, to be appointed by the Dean on the recommendation of the executives of the Engineering and Society Student Association, for a one-year term.

### **Consultants (non-voting):**

- Assistant Dean (Undergraduate Studies), Faculty of Engineering

### **Secretary (non-voting):**

- Manager, Engineering Five-Year Programs

## **(iii) Engineering I Operating Committee**

### **Function:**

To consider and make recommendations regarding the operation of Engineering I, including the Canadian Engineering Accreditation Board (CEAB) Accreditation, Graduate Attribute reporting, student success, students at risk of failure, and opportunities for change and improvement.

### **Composition:**

#### **Chair:**

- Director, Experiential Learning Office

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty

## **Faculty of Engineering By-laws**

---

- Associate Dean (Undergraduate Studies)
- Assistant Dean (Undergraduate Studies)

### **Faculty:**

- One faculty member representative from each department in the Faculty, appointed by the Dean in consultation with Dean's Council.

### **Students:**

- President, McMaster Engineering Society
- Vice-President, Academic, McMaster Engineering Society
- One Engineering I student appointed annually by the Director

### **Consultants (non-voting):**

- Undergraduate Student Advisor
- Representative from other Faculties or groups appointed by the Chair, as required.

### **Secretary (non-voting):**

- Assigned by the Office of the Associate Dean (Undergraduate Studies)

## **(iv) Engineering Co-op Operating Committee**

### **Functions:**

To consider and make recommendations regarding the operation of all Faculty of Engineering Co-op programs.

### **Composition:**

#### **Chair:**

- Associate Dean (Undergraduate Studies)
- Associate Dean, Graduate Studies (Engineering)

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty

## **Faculty of Engineering By-laws**

---

- Manager, Engineering Co-op & Career Services
- President, McMaster Engineering Society
- President, Engineering Graduate Society

### **Members:**

- One faculty member per Department with one-year terms nominated by Departmental Chairs
- Six undergraduate student representatives from the McMaster Engineering Society Executive Committee
- Three graduate student representatives from the Engineering Graduate Society Executive Committee

### **Secretary (non-voting):**

- Assigned by the Office of the Associate Dean (Undergraduate Studies)

## Section IV: Standing Committees

### **General**

The President, the Provost, and the Dean of the Faculty are *ex officio* members of all Standing Committees, except that the President and Provost are not *ex officio* members of the Tenure and Promotion Committee.

The Standing Committees listed below, and such other committees as the Faculty or the Dean's Council may establish, shall meet at the call of the Chair. With respect to the Committees that hear certain student appeals, the Senate policies governing such hearings shall prevail. Student members of committees may be asked to withdraw when cases of specific students are under consideration.

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

Any of the Standing Committees may establish sub-committees. The Chairs of any such sub-committees shall be appointed by the Committee, normally from among its members.

All Standing Committees shall annually review and update their operating procedures and file a copy in the Office of the Dean.

All Standing Committees shall report to the Faculty at least annually.

### **(i) Undergraduate Recruiting and Admissions Committee**

#### **Functions:**

To make recommendations for the Faculty on admission of applicants to Level I and to make recommendations to the Faculty on undergraduate admissions policy.

To plan, for approval by the Faculty, the secondary school student liaison and recruitment activities and assist in the organization of, and to attend, Faculty approved events (e.g. Experience Weekend, Discovery Days, design competitions, Open House, Science and Engineering Fairs, etc.) for recruiting of students.

**Composition:**

**Chair:**

- Associate Dean (Undergraduate Studies)

**Ex Officio:**

- President
- Provost
- Dean of the Faculty
- Assistant Dean (Undergraduate Studies)
- Director, Experiential Learning Office
- co-Director (Engineering), Integrated Biomedical Engineering and Health Sciences Program
- co-Director (Engineering), Engineering and Management Program
- Director, Engineering and Society Program
- Manager, Engineering Co-Op and Career Services and Internship Program
- Registrar

**Faculty:**

- One member selected by and from each Department in the Faculty
- One member selected by and from the Walter G. Booth School of Engineering Practice and Technology

**Students:**

- President, McMaster Engineering Society (MES) (or delegate)
- One undergraduate student appointed annually by the Dean

**Consultants (non-voting):**

- Director, Finance and Administration
- Director, Alumni Advancement (or delegate)
- Manager, Strategic Recruitment & Enrolment
- Representatives of other Faculties and groups as required

## **Faculty of Engineering By-laws**

---

- High School Teacher/Counsellor, appointed by the Dean of the Faculty (as required)

### **Secretary (non-voting):**

- Assigned by the Associate Dean (Undergraduate Studies) of the Faculty

## **(ii) Undergraduate Reviewing Committee**

### **Functions:**

To review, at the end of an academic session, the grades of all students registered in undergraduate programs in the Faculty of Engineering; to make recommendations to the Faculty concerning the status of in-course students; and to recommend to the Faculty candidates for undergraduate degrees.

### **Composition:**

#### **Chair:**

- Associate Dean (Undergraduate Studies)

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty
- Assistant Dean (Undergraduate Studies)
- Director, Experiential Learning Office
- co-Director (Engineering), Integrated Biomedical Engineering and Health Sciences Program
- co-Director (Engineering), Engineering and Management Program
- Director, Engineering and Society Program
- Registrar

#### **Faculty:**

- One member selected by and from each Department in the Faculty

## **Faculty of Engineering By-laws**

---

- One member selected by and from the Walter G. Booth School of Engineering Practice and Technology

### **Consultants (non-voting):**

- Associate Registrar (Records and Registration)
- Faculty of Engineering Undergraduate Student Advisor

### **Secretary (non-voting):**

- Assigned by the Office of the Associate Dean (Undergraduate Studies)

## **(iii) Undergraduate Curriculum and Policy Committee**

### **Functions:**

To make recommendations to the Faculty on all matters of curriculum policy, including consideration of the requirements of the Canadian Engineering Accreditation Board; to make recommendations on curriculum changes to the Faculty, arising from the consideration of Departmental proposals and from the curriculum policies adopted by the Faculty; to report to the Faculty on the curricula of programmes in the Faculty; to ensure that the undergraduate calendar contains up-to-date programme curricula; to consider and make recommendations to the Faculty concerning course evaluation procedures, and to review the effectiveness of such evaluations.

### **Composition:**

#### **Chair:**

- Associate Dean (Undergraduate Studies)

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty
- Assistant Dean (Undergraduate Studies)
- Director, Experiential Learning Office

## **Faculty of Engineering By-laws**

---

- co-Director (Engineering), Integrated Biomedical Engineering and Health Sciences Program
- Director, Engineering and Management Program
- Director, Engineering and Society Program

### **Faculty:**

- One member selected by and from each Department in the Faculty, such member normally to be the Chair of the Departmental Undergraduate Curriculum Committee or equivalent
- Two members selected by and from the Walter G. Booth School of Engineering Practice and Technology, one to represent the four-year programs, one to represent the degree completion programs

### **Student:**

- One undergraduate student appointed annually by the Dean of the Faculty

### **Consultants:**

- The member of Undergraduate Council elected by the Faculty

### **Secretary (non-voting):**

- Assigned by the Office of the Associate Dean (Undergraduate Studies) of the Faculty

## **(iv) Undergraduate Student Awards Committee**

### **Functions:**

To make recommendations to the Undergraduate Council for the award of prizes and scholarships restricted to undergraduate students in the Faculty of Engineering; to prepare information for the use of committees responsible for university-wide awards such as the Chancellor's Gold Medal and the Governor General's Medal; to make recommendations to the Undergraduate Council concerning the establishment of new awards and other related matters; to rank the applicants for other competitive awards; and to initiate and coordinate Faculty-sponsored events which recognize academic excellence.

**Composition:**

**Chair:**

- To be appointed by the Dean of the Faculty in consultation with Dean's Council

**Ex Officio:**

- President
- Provost
- Dean of the Faculty
- Associate Dean (Undergraduate Studies)

**Faculty:**

- Three or more members, representing at least three Departments in the Faculty, appointed by the Dean in consultation with Dean's Council.

**Consultants (non-voting):**

- Director, Student Financial Aid and Scholarships
- Director, Finance and Administration
- The Committee shall have power to add additional members, including non-faculty members, where such are needed to meet the requirements attendant on making an award.

**Secretary (non-voting):**

- Assigned by the Office of the Associate Dean (Undergraduate Studies)

**(v) Undergraduate Graduate Attributes Committee**

**Functions:**

In accordance with the [Washington Accord](#), all engineering programs accredited by the Canadian Engineering Accreditation Board (CEAB) must demonstrate that the graduates of their programs possess the attributes designated by the CEAB.

The functions of this committee are:

## **Faculty of Engineering By-laws**

---

- To have oversight on the outcomes-based assessment and the resulting continuous improvement processes for all Faculty undergraduate engineering programs accredited by the Canadian Engineering Accreditation Board (CEAB);
- To develop, review and modify (as necessary) indicators for each of the graduate attributes specified by the CEAB;
- To review and approve curriculum maps and indicator measurement maps for all programs and options;
- To review stakeholder engagement reports from all departments;
- To review and approve regular reports from all programs on methods of indicator data collection, analyses and conclusions made from programs;
- To ensure continuous improvement in programs by making recommendations to the Departments on specific curricular or other program improvements, improvements in the achievement of graduate attributes, and/or improvements in the graduate attributes' assessment process itself.

### **Composition:**

#### **Chair:**

- Associate Dean (Undergraduate Studies)

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty
- Assistant Dean (Undergraduate Studies)
- Director, Experiential Learning Office
- co-Director (Engineering), Integrated Biomedical Engineering and Health Sciences Program
- co-Director (Engineering), Engineering and Management Program
- Director, Engineering and Society Program

#### **Faculty:**

## **Faculty of Engineering By-laws**

---

- One member selected by and from each Department in the Faculty which offers a Canadian Engineering Accreditation Board (CEAB) accredited engineering program.

### **Student:**

- One undergraduate student appointed annually by the Dean of the Faculty

### **Consultants (non-voting):**

- The member of Undergraduate Council elected by the Faculty

### **Secretary (non-voting):**

- Assigned by the Office of the Associate Dean (Undergraduate Studies) of the Faculty

## **(vi) Faculty Awards Committee**

### **Functions:**

To encourage, develop and promote applications for prestigious awards for Engineering faculty. Awards can be international, national or specific to the University. Such awards include, but are not limited to, the Killam Award, membership in the Royal Society of Canada, membership in the Canadian Academy of Engineers, the NSERC Steacie Award and the 3M Teaching awards. To encourage and develop applications for prestigious awards to alumni and friends of the Faculty. The Committee will work with the Faculty Advancement Officer to ensure that awards recipients are appropriately recognized within the Faculty.

### **Composition:**

#### **Chair:**

- Associate Dean, Research, Innovation, and Partnerships

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty

#### **Members:**

## **Faculty of Engineering By-laws**

---

- One faculty member from each academic Department

### **Secretary/Consultant:**

- Advancement Officer of the Faculty of Engineering

## **(vii) Graduate Curriculum and Policy Committee**

### **Functions:**

To make recommendations to the Faculty on matters of graduate policy, on curriculum changes arising from consideration of Departmental proposals and from the curriculum policies adopted by the Faculty, and on new Programs and fields of study, arising from Departmental proposals; and to deal with matters referred to it by the Graduate Admissions and Study Committee.

### **Composition:**

#### **Chair:**

- Associate Dean, Graduate Studies (Engineering)

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty
- Vice-Provost and Dean of Graduate Studies

#### **Faculty:**

- One member selected by and from each Department offering graduate work in the Faculty
- One member selected by and from each of the Schools offering graduate programs in the Faculty

#### **Students:**

- One Engineering graduate student from each department and school currently offering graduate work in the Faculty. Students currently sitting on the Engineering Graduate Society Council will represent their department or school

## **Faculty of Engineering By-laws**

---

on the committee. If no representative is available from the Engineering Graduate Society Council, one will be appointed from the department or school by the Engineering Graduate Society Council in conjunction with the department or school's administration.

### **Consultants (non-voting):**

- The three members of the Graduate Council elected by the Faculty

### **Secretary (non-voting):**

- Secretary of the School of Graduate Studies or delegate.

## **(viii) Graduate Admissions and Study Committee**

### **Functions:**

To rule on the admissibility of applicants to Graduate Programs in the Faculty; to oversee the progress of students in course; to recommend to the Graduate Council, and to report to the Faculty, students to receive graduate degrees; to refer, before taking action, to the Graduate Curriculum and Policy Committee, any matter deemed by either the Associate Vice-President and Dean of Graduate Studies or the Committee to involve matters of precedent or policy; and to consider and make decisions on petitions from graduate students with respect to off-campus or part-time study, extension of time to complete degree requirements, etc.

### **Composition:**

#### **Chair:**

- Associate Dean, Graduate Studies (Engineering)

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty
- Vice-Provost and Dean of Graduate Studies
- Senior Associate Registrar, Graduate Studies

#### **Faculty:**

## **Faculty of Engineering By-laws**

---

- One member selected by and from each Department offering graduate work in the Faculty
- One member appointed by the Graduate Council from Departments other than those of the Faculty
- One member selected by and from each of the Schools offering graduate work in the Faculty

### **Consultants (non-voting):**

- Director, Finance and Administration
- Director, Alumni Advancement (or delegate)
- Manager, Strategic Recruitment & Enrolment
- Graduate Coordinator

### **Secretary (non-voting):**

- Secretary of the School of Graduate Studies or delegate.

## **(ix) Faculty Committee on Scholarships**

### **Functions:**

To rank scholarship applicants in compliance with the eligibility criteria and selection instructions of the Tri-Council agencies (NSERC, CIHR and SSHRC) and Ontario Ministry of Training, Colleges and Universities.

### **Composition:**

#### **Chair:**

- Associate Dean, Graduate Studies, Engineering

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty

#### **Members:**

- Two faculty members per Department with one-year terms nominated by Departmental Chairs

## **(x) Student and Professional Affairs Committee**

### **Functions:**

To initiate short-term and long-term planning, and to recommend to the Faculty policies and actions regarding: engagement among the faculty, students and alumni; improving student engagement; student employment and career development; interactions with industry, governmental bodies, professional organizations, professional societies, and the general public; and professional development and continuing education.

### **Composition:**

#### **Co-Chairs:**

- President, McMaster Engineering Society
- President, McMaster Engineering Graduate Society

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty
- Associate Dean (Undergraduate Studies)
- Associate Dean, Graduate Studies (Engineering)
- Director, Experiential Learning Office
- co-Director (Engineering), Integrated Biomedical Engineering and Health Sciences Program
- co-Director (Engineering), Engineering and Management Program
- Director, Engineering and Society Program
- co-Director, School of Biomedical Engineering
- Director, Walter G. Booth School of Engineering Practice and Technology
- Director, Outreach and Engagement

## **Faculty of Engineering By-laws**

---

- Director, Finance and Administration

### **Faculty:**

- Two members from the Faculty selected by the Dean

### **Students:**

- Six undergraduate students chosen by the McMaster Engineering Society Executive, representing the leadership of student clubs and teams.
- Two graduate students, appointed by the Engineering Graduate Society from the students sitting on the Engineering Graduate Society Council.

### **Consultants (non-voting):**

- Manager, Communications
- Associate Director, Engineering Co-Op and Career Services
- Manager, Engineering Alumni Relations

### **Quorum:**

A quorum shall consist of those present at the meeting, provided that meeting has been properly called and that regrets have not been received from more than one half of the membership of the Committee. However, for action on items not on the circulated agenda, a quorum shall consist of one half of the membership of the Committee.

## **(xi) Student Academic Accommodation Committee**

### **Functions:**

The committee constitutes the Faculty of Engineering's Academic Accommodation Team as described under the 2017 Senate Policy "[Academic Accommodation of Students with Disabilities](#)". The committee shall be an informal network of individuals within academic units in the Faculty who have the knowledge and expertise required to inform decisions related to Academic Accommodations. The committee complements the expertise residing centrally in Student Accessibility Services and support the Associate/Assistant Deans in the consideration of complex and/or retroactive Academic Accommodation decisions and appeals.

**Composition:**

**Co-Chairs:**

- Associate Dean (Undergraduate Studies)
- Associate Dean, Graduate Studies (Engineering)

**Ex Officio:**

- Assistant Dean (Undergraduate Studies)
- Graduate Coordinator

**Faculty:**

- Three members from the Faculty, selected by the Dean

**Consultants:**

- Director, Student Accessibility Services
- Associate Vice-President, Equity and Inclusion
- Director, Human Rights and Dispute Resolution

**Quorum:**

A quorum shall consist of those present at the meeting, provided that the meeting was called with at least five days' notice and three voting members of the Committee are in attendance, with at least one of the attending members being a co-chair.

**Meetings:**

This Committee shall be called together only at certain times of year based on a need to consider complex and/or retroactive Academic Accommodation decisions and appeals. The agenda items are decided prior to the meeting by the Co-Chairs of the Committee, the Associate Dean (Undergraduate Studies) and the Associate Dean, Graduate Studies (Engineering).

**(xii) Microcredentials Committee**

**Functions:**

To make recommendations to the Faculty on matters specifically concerning microcredentials, on the creation and delivery of associated learning activities, on

## **Faculty of Engineering By-laws**

---

changing approved learning activities, and on approval of co-curricular and external learning activities that will not be recorded on a student's transcript.

### **Composition:**

#### **Chair:**

- To be appointed by the Dean of the Faculty in consultation with Dean's Council

#### **Ex Officio:**

- Dean of the Faculty
- Dean's representative

#### **Faculty:**

- One member selected by and from each participating department, school, or program in the Faculty

#### **Staff:**

- Director, Finance and Administration
- Designated Project Manager (Faculty of Engineering)

#### **Consultants (non-voting):**

- Associate Deans
- Director, Outreach and Engagement

#### **Secretary (non-voting):**

- To be provided by the Dean of the Faculty.

### **(xiii) Faculty Joint 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, faculty members, staff or students, wherever appropriate, concerning potential hazards;

## **Faculty of Engineering By-laws**

---

- to assist in formulating policy relating to the safe conduct of undergraduate laboratories and research laboratories, in consultation with teaching assistants, graduate students, and research staff;
- 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 of the Faculty on any departure from the above, for action;
- to remind all employees, including teaching assistants, of their rights and responsibilities under the Ontario *Occupational Health and Safety Act* and other relevant legislation; and,
- to represent the Faculty of Engineering in all matters of health and safety designated under the *Occupational Health and Safety Act*.

### **Composition**

#### **Co-Chairs:**

- One to be appointed by the Dean of the Faculty
- One to be selected by and from the elected Committee members

#### **Ex Officio:**

- President
- Provost
- Dean of the Faculty

#### **Members:**

- One employer-designated member from each Department/Unit
- One elected committee member from the Health and Safety Committee of each Department/Unit, selected by the elected members of the Department/Unit
- 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 Engineering, as long as the total number of elected members on the Committee comprises at least 50% of the Committee membership

#### **Consultants (non-voting):**

- Manager, Environmental and Occupational Health Support Services

## **Faculty of Engineering By-laws**

---

- Safety Specialist, Environmental and Occupational Health Support Services
- Additional resource persons appointed by the Co-Chairs as required by the legislation

### **Secretary (non-voting):**

- Assigned by Dean's Office

## **Department/Unit Health and Safety Committees**

### **Functions:**

To provide advice to the Department Chair 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/Unit level and to report to the Department Chair or Unit Director on potential hazards; to conduct safety surveys within the Department/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/Unit Director from among the faculty members in that Department/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 the non-supervisory employees of the Department/Unit, one of whom shall be a non-supervisory technician
- One graduate student to be elected by and from the graduate students in the Department/Unit

- One person to be appointed by the Department Chair or Unit Director from among the employed members of the Department.

#### **(xiv) Tenure and Promotion Committee**

##### **Functions:**

To receive from Chairs of Departments, and to consider, all recommendations for the granting or withholding of tenure or permanence. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that (a) tenure or permanence be granted, or (b) no action be taken in regard to tenure or permanence, or (c) the Departmental recommendation for tenure or permanence be denied and the appointment be extended instead, or (d) the candidate's appointment be allowed to lapse, or (e) promotion be granted, or (f) no action be taken in regard to promotion.

To receive from Chairs of Departments, 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:**

- Six tenured members of the full-time rank 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:**

- Faculty Dean and the rest of the Committee save one.

#### **(xv) Engineering and Management Policy Committee**

**Functions:**

To consider and make recommendations regarding the operation of the Engineering and Management Program; to recommend, to the appropriate Faculty committees, policy on admission numbers and major Program changes; and to consider proposals from the Director requiring policy decisions.

**Composition:**

**Chair:**

- Dean of the Faculty of Engineering and Dean of the Faculty of Business, alternately, for two-year terms

**Ex Officio:**

- President
- Provost
- Dean, Michael G. DeGroote School of Business, when not serving as Chair
- Dean, Faculty of Engineering, when not serving as Chair
- co-Director (Engineering), Engineering and Management Program
- co-Director (Business), Michael G. DeGroote School of Business
- Associate Dean (Undergraduate Studies) (Business)
- Associate Dean (Undergraduate Studies) (Engineering)

**Secretary (non-voting):**

- Manager, Engineering Five-Year Programs.

**(xvi) Engineering and Society Policy Committee**

**Functions:**

To consider and make recommendations regarding the operation of the Engineering and Society Program; to make recommendations, to the appropriate Faculty committees, on policy changes; and to consider proposals from the Director requiring policy decisions.

**Composition:**

**Chair:**

- Dean of the Faculty

**Ex Officio:**

- President
- Provost
- Director, Engineering and Society Program
- Associate Dean (Undergraduate Studies)
- One member to be appointed by the Director

**(xvii) Instructor Development and Evaluation Committee (IDEC)**

**Functions:**

The Instructor Development and Evaluation Committee (IDEC) is responsible for carrying out the Formative Observation and Summative Reviews of teaching within the Faculty of Engineering, following the Faculty's Policy on Evaluation of Teaching, fostering a community of practice of educators, and training Reviewers to perform these tasks. The IDEC will provide a qualitative evaluation of effective teaching in line with SPS B1.

**Composition:**

**Chair:**

- To be appointed for a three-year term by the Dean of the Faculty in consultation with Dean's Council.

**Co-Chair(s):**

- Up to two appointed for a three-year term by the Dean of the Faculty in consultation with Dean's Council.

**Ex Officio:**

- President
- Provost
- Dean of the Faculty

## **Faculty of Engineering By-laws**

---

- Associate Dean (Undergraduate Studies)
- Associate Dean, Graduate Studies (Engineering)
- Director, Experiential Learning Office

### **Faculty:**

- The co-Chairs will identify an appropriate number of Reviewers needed for each academic year. The number of Reviewers appointed is proportional to the size and need of each department/school. Chairs/Directors will nominate Reviewers to the committee.

### **Consultants (non-voting):**

## **Section V: Elections**

- (i)** Elections of Faculty of Engineering representatives to the Senate, the Graduate Council, and the Undergraduate Council, and to fill vacancies on the Faculty's Standing Committees, shall be held before the end of April each year. The Dean's Council shall prepare sufficient nominations to ensure an election for all such positions. The nominations shall be sent to all members of the electorate, at their McMaster email address, giving members the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nominations to be supported by three members of the electorate. The elections shall be conducted by the Secretary of the Senate by means of ballots emailed to the University address of each member of the electorate.
- (ii)** The Dean's Council shall nominate a representative of the Faculty of Engineering, for a three-year renewable term, to each of the other Faculties in which the Faculty of Engineering has representation. Additional nominations may be made by members of the Faculty of Engineering within a designated period, any such nomination to be supported by three members of the Faculty of Engineering. If an election for any of these representatives be necessary, it shall be held concurrently with the election of members of Standing Committees.
- (iii)** Appointments to all Standing Committees from Departments shall be forwarded by the Department Chairs to the Dean prior to July 1 of each year.
- (iv)** The electorate shall consist of all faculty members holding the rank of Lecturer and above in Departments in the Faculty of Engineering, except insofar as the electorate for the Tenure and Promotion Committee is restricted by Senate to full-time faculty members.
- (v)** All elections shall be conducted in accordance with the single transferable vote procedure.

## **Faculty of Engineering By-laws**

---

- (vi)** In the election of faculty members from the Faculty of Engineering to the Senate, of the three allotted seats, at least one shall be filled by a professor and at least one by an associate or assistant professor.
- (vii)** The conduct of the election of undergraduate students to the Faculty is the responsibility of the Dean of the Faculty, who will normally delegate the task to the McMaster Engineering Society, in consultation with the Associate Dean (Undergraduate Studies).
- (viii)** In the election of staff members to the Faculty, of the three allotted seats, one shall be filled for each of the following categories: professional/management, technical and clerical/secretarial. Elections shall be conducted by the Office of the Dean.
- (ix)** If a position on a standing committee, except for the Tenure and Promotion Committee, becomes vacant, the Faculty Council may fill that position for the remainder of the term. In the case of the Tenure and Promotion Committee, a by-election shall be held to fill the position for the remainder of the term.
- (x)** All committee memberships shall take effect from July 1.
- (xi)** The terms of office of Standing Committee members and Chairs shall normally be two years, staggered, unless otherwise specified.
- (xii)** Elections of the student members to the Graduate Council shall be held before the end of August. The Engineering Graduate Society Council shall provide the student members for the Graduate Council in accordance with the by-laws of the Engineering Graduate Society and the Senate.

## **Section VI: Amendments to the By-laws**

- (i)** Any amendment to these By-laws shall require the approval of the Senate.
- (ii)** A recommendation to the Senate for any amendment to any By-law, or for any new By-law, shall be made only after the proposed change in the By-laws has been approved at a meeting of the Faculty. 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.

## **Section VII: Implementation**

The date of effect for these By-laws, and any amendments thereto, shall be the date on which they receive the approval of the Senate.

## Faculty of Engineering By-laws: Schedule A

### Senate Approved Offices, Centres and Institutes in which the Faculty of Engineering is involved:

- Centre for Effective Design of Structures (CEDS)
- Centre for Emerging Device Technologies (CEDT)
- Centre of Excellence in Protective Equipment and Materials (CEPEM)
- Centre for Research in Micro-and-Nano-Systems
- General Motors Centre for Automotive Materials and Corrosion (CAMC)
- McMaster Centre for Software Certification (McSCert)
- McMaster Institute for Energy Studies (MIES)
- McMaster Manufacturing Research Institute (MMRI)
- McMaster Steel Research Centre

### Reports to the VPR

- Brockhouse Institute for Materials Research
- Canadian Centre for Electron Microscopy (CCEM)
- Project Centre for Biomedical Engineering and Advanced Manufacturing (BEAM)
- McMaster Institute for Research on Aging (MIRA)
- McMaster Institute for Transportation and Logistics (MITL)