

GENERAL

In this document Faculty means the Faculty of Social Sciences; any reference to Departments shall also apply to the Schools and the Programs within the Faculty, and any reference to Chairs of Departments shall also include the Directors of Schools and Programs.

I THE GENERAL FACULTY

(i) Membership:

Ex Officio: President and Vice-Chancellor
Provost and Vice-President (Academic)
Vice-President (Research)
Associate Vice-President (Academic)
Vice-Provost and Dean (Graduate Studies)
Dean of the Faculty (Chair)
Associate Dean (Undergraduate Studies) of the Faculty
Associate Dean (Graduate Studies) of the Faculty
Associate Dean (Research) of the Faculty
Assistant Dean (Undergraduate Studies) of the Faculty
Director of the McMaster Continuing Education
University Librarian
Registrar

Faculty: All full-time, part-time and associate members at the rank of lecturer or higher, of the Departments of Anthropology; Economics; Health, Aging and Society; Indigenous Studies; Institute on Globalization and the Human Condition; Political Science; Religious Studies; and Sociology; the School of Social Work; the School of Labour Studies; the Department of Psychology, Neuroscience and Behaviour; and the School of Earth, Environment & Society; including those who hold joint appointments in one or more of these Departments, Schools and Programs, and including those members of the Faculty without departmental affiliation.¹

¹ Members of the School of Earth, Environment & Society, the Department of Psychology, Neuroscience and Behaviour, the Social Psychology Program and/or the Institute on Globalization and Human Condition who are not also members of a Department in the Faculty of Social Sciences are not eligible to participate in the Faculty Tenure and Promotion Committee, or in Faculty elections outlined in H (i), (ii), and (iii).

One member from each of the other Faculties of the University.

Two part-time instructors, elected by and from the Social Sciences members of CUPE, Local #3906, Unit #2 for one-year terms.

Students: One undergraduate student, to be selected by and from the undergraduate students in each of the aforementioned Departments, Schools and Programs; and (where applicable) one graduate student to be selected by and from the graduate students in each of the aforementioned Departments and Schools; and two students selected by the Dean from the students in Level I Social Sciences.

Staff: Three members, elected by and from the regular full-time, non-teaching staff of the Faculty, for staggered two-year renewable terms.

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

(ii) Functions:

The General Faculty shall hold regular meetings twice a year, at which the rules of procedure of the Senate shall apply. A quorum for a regular meeting 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 fifty per cent of the members. In the absence of the Dean of the Faculty, the Chair shall be an Associate Dean, or in their absence, a member of the Faculty designated by the Dean.

The General Faculty may, within its area of jurisdiction and subject to the constraints imposed by its By-laws, determine the various levels of responsibility within the Faculty and establish appropriate standing and *ad hoc* committees of the Faculty. Under the authority of its By-laws, the General Faculty may determine the functions and powers that may be delegated to subordinate bodies.

The General Faculty delegates to the Faculty Council responsibility for the conduct of regular Faculty business subject to the following conditions and constraints.

- a) The agenda and minutes of the Faculty Council, as well as summaries of minutes of the Faculty Council and of the standing committees of Faculty (excluding the Tenure and Promotion Committee) shall be available to all members of the General Faculty.
- b) Meetings of the Faculty Council shall be open to all members of the General Faculty as observers.

- c) At the request of the Dean of the Faculty, or of the General Faculty, or of the Faculty Council, or of any ten members of the General Faculty, an issue can be reserved for action at a special meeting of the General Faculty, for which the quorum shall be fifty members.
- d) A special meeting of the General Faculty with power to override either the Faculty Council, or any Committee of the Faculty (with the exception of the Tenure and Promotion Committee, and the Budget and Planning Advisory Committee), shall be called at the written request of ten members of the General Faculty. The quorum for such a special meeting shall be fifty members.
- e) A notice of a General Faculty meeting and an agenda shall normally be circulated to all members at least one week prior to the meeting. Any substantive change in the agenda shall be brought to the attention of members at least forty-eight hours prior to the meeting.

II FACULTY COUNCIL

(i) Membership:

- Ex Officio: President and Vice-Chancellor
Provost and Vice-President (Academic)
Dean of the Faculty (Chair)
Associate Dean (Undergraduate Studies)
Associate Dean (Graduate Studies)
Associate Dean (Research)
Assistant Dean (Undergraduate Studies)
Vice-Provost and Dean (Graduate Studies), or delegate
Chair, or delegate, from each of the Departments of Anthropology; Economics; Health, Aging, and Society; Indigenous Studies; Political Science; Psychology, Neuroscience and Behaviour; Religious Studies; and Sociology
Director of the School of Earth, Environment & Society, or delegate
Director of the Institute on Globalization and the Human Condition, or delegate
Director of the School of Social Work, or delegate
Director of the School of Labour Studies, or delegate
Members of the Senate elected by the Faculty
Chairs of Standing Committees of the Faculty
- Faculty: At least one, and no more than two, representatives, elected annually by and from each of the Departments, Schools and Programs (see definition on p.1) that report to the Dean of the Faculty on matters administrative.
- Students: Five students elected annually by and from the student members of the General Faculty. Student members shall withdraw from meetings when the cases of specific students are under consideration.

Staff: One non-teaching staff member from the General Faculty elected by the non-teaching staff members of the General Faculty

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

(ii) Functions:

To conduct the business of the Faculty subject to the conditions and constraints specified in Section I (ii).

(iii) Procedures:

In the absence of the Dean of the Faculty, the Chair shall be an Associate Dean or, in their absence, a member of the Faculty designated by the Dean.

A quorum shall consist of one third of the members.

III DEAN'S AD HOC OPERATING COMMITTEES

The Dean of the Faculty may appoint Dean's Ad Hoc 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 composition of any such committee. Such committees shall report, at least annually, to the Faculty.

IV STANDING COMMITTEES

General

- a) 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 or the IT Governance Committee and the Associate Dean (Graduate Studies), rather than the Dean, is an *ex officio* member of the Graduate Curriculum and Policy Committee.
- b) The Committees listed below, and such other committees as the General Faculty or Faculty Council, shall meet at the call of the Chair unless otherwise specified in these By-laws, three voting faculty members, in addition to the Chair, and not including the President, the Provost, or the Dean of the Faculty, shall constitute a quorum.
- c) Student members of committees shall withdraw from meetings when the cases of specific students are under consideration.

- d) The Committees listed below shall report at least annually to the General Faculty.
- e) Where the Chair of a Standing Committee is to be elected from among the members, the Dean or delegate shall call the first meeting and preside until a Chair has been elected.

A. Undergraduate Academic Planning and Policy Committee

(i) Membership:

Chair: Associate Dean (Undergraduate Studies)

Ex Officio: President and Vice-Chancellor
Provost and Vice-President (Academic)
Dean of Faculty
Assistant Dean (Undergraduate Studies)

Faculty: Undergraduate Chairs of each Department, School, and Program (see definition in Section I) offering programs in which there are students counselled by the Associate Dean (Undergraduate Studies)

Students: One undergraduate student from each Department, School, and Program (see definition in Section I) offering programs in which there are students counselled by the Associate Dean (Undergraduate Studies)

Consultants: Manager of Careers and Experiential Education (non-voting); Others as required (non-voting)

(ii) Functions:

To advise the Associate Dean (Undergraduate Studies) on policy related to undergraduate academic planning, enrolment management, and student awards. Responsible for matters related to undergraduate curriculum and admissions.

B. Undergraduate Reviewing Committee

(i) Membership:

Chair: Associate Dean (Undergraduate Studies)

Ex Officio: President and Vice-Chancellor
Provost and Vice-President (Academic)
Dean of the Faculty

Faculty: One member appointed by and from each Department, School and Program (see definition in Section I) offering programs in which there are students who are counselled by the Associate Dean (Undergraduate Studies), for staggered two-year terms

Consultants: Assistant Dean (Undergraduate Studies) (non-voting)

(ii) Functions:

To review and adjudicate, when necessary, petitions for special consideration including applications for reinstatement, retroactive accommodations, and requests for deferred examinations, and to adjudicate the results of formal re-readings in accordance with Section 15 of the *Student Appeal Procedures*.

C. Graduate Curriculum and Policy Committee

(i) Membership:

Chair: Associate Dean (Graduate Studies)

Ex-Officio: President and Vice-Chancellor
Provost and Vice-President (Academic)
Vice-Provost and Dean (Graduate Studies)
Associate Dean (Undergraduate Studies)

Faculty: One representative from each Department, School and Program offering Social Sciences graduate work (normally, the graduate chair or other faculty member responsible for graduate matters in the Department, School or Program). Each of these representatives has one vote.

Students: Two full-time graduate students, one Ph.D. student and one master's student, elected annually by and from the Ph.D. and master's students respectively. Each student representative has one vote.

Consultants: Faculty representatives to Graduate Council (non-voting)

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

(ii) Functions:

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

to both Faculty Council and Graduate Council at least annually. To review and update regularly its operating procedures, and file a copy with the Dean's Office and with the School of Graduate Studies.

(iii) Procedures:

Quorum shall be two (2) voting faculty members in addition to the Chair, and not including the President, Provost or Faculty Deans

D. Tenure and Promotion Committee

(i) Membership:

Chair: Dean of the Faculty

Faculty: Seven tenured members of the full-time faculty who are also members of the Departments and Schools which report to the Dean of the Faculty on matters administrative, 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.

Quorum: Quorum shall be All members but one

(ii) Functions:

To consider all recommendations regarding the granting or withholding of tenure or permanence received from Chairs of Departments, Directors of Schools, and, where appropriate, the Directors for Educational Programs.

To consider all recommendations regarding promotion received from Department Chairs, the Directors of Schools, and, where appropriate, the Directors of Educational Programs.

In carrying out these functions, the work of the Committee will comply with all relevant elements of the *McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion*.

E. SS IT Governance Committee

(i) Membership:

Ex Officio: Dean of Faculty

Co-Chairs: Faculty Co-Chair (appointed by the Dean)
Staff Co-Chair (appointed by the Dean)

- Faculty: Four faculty members from the Faculty of Social Sciences to include a mixture of ranks and appointment types (tenure-stream, teaching-stream), and research approaches, and to represent, as much as is feasible with a limited number of members, diverse IT needs of faculty in fulfilling their research, educational and service responsibilities.
- Staff: Four staff members from the Faculty of Social Sciences to include a mixture of non-teaching (administrative staff, research staff) and teaching staff and to represent, as much as is feasible with a limited number of members, diverse IT needs of staff in supporting the research, educational and service mission of the Faculty.
- Students: Two students, one undergraduate and one graduate, enrolled full-time in programs offered by the Faculty of Social Sciences.
- Quorum: Quorum is 50 percent of membership, including at minimum two faculty, two staff and one student.

Membership terms are for three years for faculty and staff and two years for students and are consecutively renewable once.

(ii) Functions:

The overall function of the Faculty of Social Sciences IT Governance Committee is to set IT-related goals for the Faculty of Social Sciences that support our research, teaching and administrative functions, and to make recommendations to the Dean and the Director of Finance and Administration regarding resources, best practices, and policies to achieve these goals.

(iii) Meetings:

The Committee will normally meet at least three times per year but may meet more frequently as appropriate.

(iv) Procedures:

Meetings will be led by the Co-chairs and will provide a forum for contributions by all Committee members. Decisions will be taken by consensus (meaning balance of views, not unanimity) or, where appropriate, by a vote of the members.

F. Dean's Advisory Council

(i) Membership:

Faculty of Social Sciences By-Laws

Ex Officio:	President and Vice-Chancellor Provost and Vice-President (Academic) Dean of the Faculty Associate Dean (Undergraduate Studies) Associate Dean (Graduate Studies) Associate Dean (Research)
Chair:	Dean of the Faculty (Chair)
Faculty:	Chairs of Departments, Directors of Schools, and Directors of Educational Programs that report to the Dean of the Faculty on matters administrative.

(ii) Functions:

- a) To advise the Dean on academic and administrative policies, procedures for the Faculty, and on short- and long-term planning for the Faculty.
- b) To make nominations sufficient to ensure an election for representatives of the Faculty on the Graduate Council, the Undergraduate Council, and the Senate, and for members of the Tenure and Promotion Committee; to make nominations to Faculty Standing Committees, and to nominate Social Sciences faculty members to other Faculties in which the Faculty has representation, as required.
- c) To select members of the Undergraduate Hearings Committee, the Research Funding and Priorities Committee and the Teaching and Learning Committee.

G. Recognition, Awards, and Ranking Committee

(i) Membership:

Ex Officio:	President and Vice-Chancellor Provost and Vice-President (Academic) Dean of Faculty
Chair:	To be appointed by the Dean, in consultation with the Dean's Advisory Council
Faculty:	One member nominated from each Department and School
Secretary:	Provided by the Office of the Dean (non-voting)

(ii) Functions:

To review and nominate faculty members for University wide, national, and international awards related to academic or teaching excellence, research and/or scholarship and to make recommendations to the Dean *for* honorary degree nominations.

V ELECTIONS

- (i) Elections shall be held before the end of April each year to fill vacancies on Faculty Standing Committees, as required, and on the Faculty Tenure and Promotion Committee. Nominations for these positions shall be emailed to the eligible voters, at their University email address giving them the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nomination to have the consent of the nominee and to be supported by three eligible voters. The elections shall be conducted by the Secretary of the Senate by means of ballots circulated electronically to the University email address of each eligible voter. The electorate for the Tenure and Promotion Committee shall consist of all full-time members of the Faculty (see definition I(i)).
- (ii) The Dean's Advisory Council shall nominate a representative of the Faculty of Social Sciences, for a three-year renewable term, to each of the other Faculties in which the Faculty of Social Sciences has representation. Additional nominations may be made by members of the Faculty of Social Sciences, within a designated period, any such nomination to be supported by three members of the Faculty of Social Sciences. If an election for any of these representatives should be necessary, it shall be held concurrently with the elections alluded to above.
- (iii) Elections shall be held before the end of April each year to fill Faculty vacancies on the Graduate Council, the Undergraduate Council and the Senate. Nominations for these positions shall be provided to the eligible voters, giving them the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nomination to have the consent of the nominee and to be supported by three eligible voters. The elections shall be conducted by the Secretary of the Senate by means of ballots provided to each eligible voter. The electorate shall consist of all part-time and full-time members, at the rank of lecturer or higher of each Department, Program and School that reports to the Dean of the Faculty on matters administrative (see definition I (i)).
- (iv) All elections (unless otherwise specified) shall be conducted in accordance with the single transferable vote procedure.
- (v) If any of the elected positions referred to in the above paragraphs, except a position on the Tenure and Promotion Committee, becomes vacant, the Faculty Council shall have the power to fill this position for the remainder of the session.
- (vi) In the election of members to the Faculty Tenure and Promotion Committee and the Senate, eligible voters shall be provided with a modified *curriculum vitae* of each candidate, which should not exceed one page, and should include degrees, dates and ranks of appointments, lists of representative publications or other scholarly works, and relevant experience.
- (vii) Retiring members of all Standing Committees shall be replaced by newly-elected or appointed members on July 1 of each year.

- (viii) The conduct of the election of the regular full-time, non-teaching staff members of the Faculty to the Standing Committees shall be carried out by the Office of the Dean. Any member of the non-teaching staff who is eligible to vote may be nominated as a candidate for election, provided written consent has been filed with the Office of the Dean and the nomination paper has been signed by two members of the non-teaching staff eligible to vote. The election, if necessary, shall be conducted by means of ballots emailed to the University address of each regular full-time, non-teaching staff member of the Faculty.

H. 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 the By-laws 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.
- (iii) By-Laws shall be reviewed and updated, at a minimum, every three years.

I. IMPLEMENTATION

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

Revised:

February 9, 1983		May 8, 1989		June 13, 1990		June 12, 1991
February 8, 1995		November 5, 1997		September 9, 1998		October 10, 2002
November 12, 2003		June 15, 2005		June 14, 2006		June 3, 2009
June 2, 2010		June 6, 2012		June 25, 2014		October 14, 2015
June 9, 2021		May 17, 2023				