

I THE FACULTY OF BUSINESS

(i) Membership

- (a) Ex Officio: President
Provost
Vice-President (Research)
Dean of the Faculty (Chair)
Associate Dean (Academic)
Associate Dean (Graduate Studies and Research)
Associate Dean (Faculty Affairs and Accreditation)
Associate Vice-President and Dean of Graduate Studies
Director, MBA Program
Director, Professional and Executive Education Programs
Director of the Engineering and Management Program
Chair of the Department of Economics
Chair of the Department of Mathematics & Statistics
- (b) Faculty: All faculty members holding appointment in the Faculty of Business at the rank of Lecturer or higher
One faculty member from each of the other Faculties
- (c) Students: Two undergraduate students, elected by and from the undergraduate students in Commerce
Two graduate students elected by and from the graduate students registered in the Faculty of Business
(Students shall withdraw when the cases of specific students are under consideration, but on other matters shall have full voting privileges.)
- (d) Non-teaching Staff: Two members, one elected by and from The Management Group and one elected by and from CAW-Canada Local 555 members for a two-year renewable term. To be eligible for election, candidates must be part of the full-time, non-teaching staff of the Faculty of Business.
- (e) Secretary: Secretary of the Senate or delegate
(non-voting)

(ii) Regular Meetings

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- (a) The Faculty shall meet at least four times during the period September to June, inclusive. A notice of meeting and a preliminary agenda shall normally be circulated at least one week before a meeting, and a final 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 faculty members holding full-time appointments in the Faculty at the rank of Lecturer or higher. For action on items not on the final agenda, however, a quorum shall consist of one-half of the faculty members holding full-time appointments in the Faculty at the rank of Lecturer or higher.
 - (d) The maximum length of a meeting of the Faculty shall be two and one-half hours. A meeting may be extended for a further half hour, however, on the affirmative vote of two-thirds of the members present.
 - (e) In the absence of the Dean of the Faculty, the Chair shall be the Associate Dean (Faculty Affairs and Accreditation) of the Faculty or, in his/her absence, another of the Associate Deans 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 also 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 DEAN'S ADVISORY COUNCIL

(i) Composition

Ex Officio: President
Provost
Dean of the Faculty (Chair)
Associate Dean (Academic)
Associate Dean (Graduate Studies and Research)
Associate Dean (Faculty Affairs and Accreditation)
Associate Vice-President and Dean of Graduate Studies
Director, MBA Program (non-voting)
Director, Professional and Executive Education Programs (non-voting)

Area Chairs of all Areas in the Faculty.

Faculty: One member elected by and from the Faculty for a renewable one-year term

Consultant: Director, Administration
(non-voting)

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

Quorum: One-half of the members

(ii) Functions:

To advise and assist the Dean with short-term and long-term planning for the Faculty of Business, including establishing the objectives and priorities of the Faculty within the context of a comprehensive Faculty plan; to advise and assist the Dean in identifying strategic priorities for the hiring of faculty members; to advise and assist the Dean in 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 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 act as a nominating committee, as specified in Section V below.

III AD HOC COMMITTEES

The Dean of the Faculty may appoint Ad Hoc Committees for assistance and advice in the operation of the Faculty, or as requested by the Faculty, and the Faculty shall be informed about the function and composition of these committees. Such committees shall report, at least annually, to the Faculty.

IV STANDING COMMITTEES

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

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

Unless otherwise specified in these By-laws, a quorum shall consist of one half of the voting members of a committee.

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

(i) Undergraduate Recruiting, Admissions and Student Affairs Committee

Functions:

- (a) To assess and make recommendations to the Faculty on matters of undergraduate admissions policy, and to adjudicate admission matters referred to it.
- (b) To plan, for approval by the Faculty, all recruitment activities and events within the Faculty and at an institutional level.
- (c) To review, at the end of an academic session, the grades of all students registered in undergraduate programs in the Faculty of Business (i.e., students working toward a Commerce degree); to make recommendations to the Faculty concerning the status of in-course students; and to recommend to the Faculty candidates for undergraduate degrees.

Composition:

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- Chair: Associate Dean (Academic)
- Ex Officio President
Provost
Dean of the Faculty
- Faculty: One faculty member from each Area of the Faculty, to be appointed by the Dean of the Faculty after seeking the advice of the Area Chairs, for staggered three-year terms
- Consultants: Associate/Assistant Registrar (Admissions or Records, as appropriate)
(non-voting) Director, Centre for Business Career Development
Manager, Undergraduate Programs
Resource staff, as appropriate
- Secretary: To be provided by the Academic Programs Office
(non-voting)

(ii) Undergraduate Curriculum and Policy Committee

Functions:

To develop undergraduate curriculum policy and undertake long-term curriculum planning for recommendation to the Faculty; to make recommendations on curriculum changes arising from requests from members of the Faculty, or from the curriculum policies adopted by the Faculty or proposed by the School of Business Committee of Instruction; to report to the Faculty on the curricula of programs in the Faculty; and to ensure that the undergraduate calendar contains up-to-date program curricula

Composition:

- Chair: Associate Dean (Academic)
- Ex Officio President
Provost
Dean of the Faculty
- Faculty: One faculty member from each Area of the Faculty, to be appointed by the Dean of the Faculty after seeking the advice of the Area Chairs, for staggered three-year terms

Students: One undergraduate student, registered in a Commerce program, to be appointed by the Dean on the recommendation of the Commerce Society Executive for a one-year term

Consultants: Manager, Undergraduate Programs
(non-voting) Director, Centre for Business Career Development
Resource staff, as appropriate

Secretary: To be provided by the Academic Programs Office
(non-voting)

(iii) 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 Engineering and Dean of Business, alternately, for two-year terms

Ex Officio: President
Provost
Dean of the Faculty of Business, when not serving as Chair
Dean of the Faculty of Engineering, when not serving as Chair
Director, Engineering and Management Program
Associate Dean (Academic) of the Faculty of Business
Associate Dean (Academic) of the Faculty of Engineering

Secretary: Administrator, Engineering and Management Program
(non-voting)

(iv) Graduate Curriculum and Policy Committee

Functions:

To develop and make recommendations to the Faculty on the graduate curriculum and on matters of graduate policy, including new programs and course changes; and to consider recommendations made by the MBA Program Development Committee.

Composition:

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- Chair: Associate Dean (Graduate Studies and Research)
- Ex Officio: President
Provost
Dean of the Faculty
Associate Vice-President and Dean of Graduate Studies
Director, MBA Program
- Faculty: One faculty member from each Area of the Faculty, to be appointed by the Dean of the Faculty after seeking the advice of the Area Chairs, for staggered three-year terms
- Students: One graduate student, registered in the MBA program in the Faculty of Business, to be appointed by the Dean of the Faculty on the recommendation of the MBA Association Executive for a one-year term
One graduate student, registered in the doctoral program in the Faculty of Business, to be appointed by the Dean of the Faculty on the recommendation of the DeGroote Doctoral Students Association Executive for a one-year term
- Consultants: Director, Centre for Business Career Development
(non-voting) Graduate Program Co-ordinator
Manager, MBA Program
Resource staff, as appropriate
- Secretary: Secretary of the School of Graduate Studies or delegate
(non-voting)

(v) Graduate Admissions and Study Committee

Functions:

To determine the admissibility of applicants to graduate programs in the Faculty; to review the progress of students engaged in graduate programs; to determine action on the recommendation of the Associate Dean (Graduate Studies and Research) in instances of failure in a course; to recommend to the Graduate Council students to receive graduate degrees; to decide on requests for readmission to the graduate programs; to decide petitions from graduate students for special consideration in respect of off-campus or part-time study, extension of time to complete degree requirements, etc; and to refer any matter to the Graduate Curriculum and Policy Committee, before taking action, if either the Associate Vice-President and Dean of Graduate Studies or the Committee considers a matter of precedent or policy to be involved.

Composition:

- Chair: Associate Dean (Graduate Studies and Research)
- Ex Officio: President
Provost
Dean of the Faculty
Associate Vice-President and Dean of Graduate Studies
Director, MBA Program
- Faculty: One faculty member from each Area of the Faculty, to be appointed by the Dean of the Faculty after seeking the advice of the Area Chairs, for staggered three-year terms
- Consultants: Graduate Program Co-ordinator
(non-voting) Manager, MBA Program
Director, Centre for Business Career Development
Resource staff, as appropriate
- Secretary: Secretary of the School of Graduate Studies or delegate
(non-voting)

(vi) Student Awards Committee

Function:

To administer internal and external awards for graduate and undergraduate students within the Faculty; to make recommendations to Undergraduate Council and Graduate Council, as appropriate, for the award of prizes and scholarships restricted to students in the Faculty of Business and concerning the establishment of new awards and other related matters; and to encourage, develop and promote the nomination of students for other internal and external awards, as appropriate.

Composition:

- Co-Chairs: Associate Dean (Academic) and Associate Dean (Graduate Studies and Research) *(The agenda of any meeting will determine which Associate Dean shall preside.)*

Ex Officio: President
Provost
Dean of the Faculty
Associate Dean (Academic)
Associate Dean (Graduate Studies and Research)
Associate Dean (Faculty Affairs and Accreditation)
Director, MBA Program

Faculty: One faculty member from each Area of the Faculty, to be appointed by the Dean of the Faculty after seeking the advice of the Area Chairs, for staggered three-year terms

Consultant: Graduate Program Co-ordinator
(non-voting) Manager, MBA Program
Manager, Undergraduate Program
Resource staff, as appropriate

Secretary: Associate, MBA Programs and Administration, MBA Academic
(non-voting) Services Office

(vii) Tenure and Promotion Committee

Functions:

To consider recommendations from the Area Tenure and Promotion Committees for the granting or withholding of tenure or permanence and/or promotion to Associate Professor. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that tenure or permanence and/or promotion be granted, that the tenure- or teaching-track appointment be allowed to lapse, that the period of the tenure- or teaching-track appointment be extended, or that no action be taken on the case. The Chair shall convey the Committee's recommendations to the Senate Committee on Appointments.

To consider recommendations from the Area Tenure and Promotion Committees for promotion to Professor. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that promotion be granted or withheld. The Chair shall convey the Committee's recommendations to the Senate Committee on Appointments.

Composition:

Chair: Dean of the Faculty

Faculty: Six full-time tenured members of the Faculty of Business elected from those holding the rank of Professor or Associate Professor.

Of these, at least three shall be Professors and at least one shall be an Associate Professor. They shall be elected for staggered three-year terms by the full-time members of the Faculty.

Quorum: The Dean of the Faculty, and the rest of the Committee save one.

(viii) Faculty Research and Awards Committee

Functions:

To advise and assist the Dean with regard to the strategic direction for research within the Faculty; to promote and monitor the effective sharing and dissemination of research results amongst faculty members; to develop and promote initiatives to create a collaborative interdisciplinary research community within the Faculty; to evaluate applications for internal Faculty research funds and make recommendations to the Dean; to administer internal Faculty research awards (currently the Faculty Research Excellence Award and Research to Practice Excellence Research Award); and to encourage, develop and promote the nomination of Faculty members for other internal and external awards, as appropriate.

Composition:

Chair: Associate Dean (Graduate Studies and Research)

Ex Officio: President
Vice-President (Research)
Dean of the Faculty
Associate Dean (Academic)
Associate Dean (Faculty Affairs and Accreditation)

Faculty: Five faculty members, two of whom hold Research Chairs, appointed by the Dean of the Faculty for staggered three-year terms. One of these members shall be selected by the Dean of the Faculty to serve on the Arts Research Board.

Secretary:
(non-voting) To be provided by the Associate Dean (Graduate Studies and Research)

(ix) MBA Program Development Committee

Functions:

To review MBA curriculum and to develop and make recommendations on MBA curriculum to the Graduate Curriculum and Policy Committee.

Composition:

Chair: Director, MBA Program

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

Faculty: One faculty member from each Area of the Faculty, to be appointed by the Dean of the Faculty after seeking the advice of the Area Chairs, for staggered three-year terms

Students: One graduate student, registered in the MBA program in the Faculty of Business, to be appointed by the Dean of the Faculty on the recommendation of the MBA Association Executive for a one-year term

Consultants: Director, Centre for Business Career Development
(non-voting) Manager, MBA Program
Resource staff, as appropriate

Secretary: To be provided by the Associate Dean (Graduate Studies and
(non-voting) Research)

(x) School of Business Committee of Instruction

Functions:

To ensure the quality of program delivery across all programs in the Faculty and to provide advice to the Associate Dean (Faculty Affairs and Accreditation) on appropriate teaching assignments for faculty members.

Composition:

Chair: Associate Dean (Faculty Affairs and Accreditation)

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

Associate Dean (Academic)
Associate Dean (Graduate Studies and Research)
Director, MBA Program

Consultants: Resource staff, as appropriate
(non-voting)

Secretary: To be provided by the Associate Dean (Faculty Affairs and
(non-voting) Accreditation)

(xi) Integrated Business and Humanities Operating Committee

Functions:

The program is overseen by a Director and is supported by an Administrative Assistant. A standing Integrated Business and Humanities Operating Committee has responsibility for curriculum development recommendations for the Integrated Business and Humanities program to the Undergraduate and Curriculum Policy Committees of the Faculty of Business and the Faculty of Humanities, where appropriate. The Operating Committee would also elect a subcommittee for admissions consisting of the program director and one faculty member from each Faculty.

Composition:

Chair: Director, Integrated Business and Humanities

Ex Officio: President
Provost
Dean, Faculty of Business
Dean, Faculty of Humanities
Associate Dean (Academic), Faculty of Business
Associate Dean (Academic), Faculty of Humanities

Faculty: Five faculty members, three from the Faculty of Business and two from the Faculty of Humanities, 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 IBH program, to be appointed by both Deans, for a one-year term

Consultants: Manager, Academic Programs Office of the Faculty of
(non-voting) Business
Assistant Dean (Studies), Faculty of Humanities

Resource Staff, as appropriate

Secretary: Administrative Assistant, IBH Program
(non-voting)

(xii) 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, faculty members, staff or students, wherever appropriate, concerning potential 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 Business legally in all matters of health and safety designated under the Occupational Health and Safety Act.

Composition:

Chair: Two co-chairs, one of whom shall be appointed by the Dean from among the supervisory staff, and the other of whom shall be the elected non-supervisory support staff member of the committee

Ex Officio: President
Provost
Dean of the Faculty

Members: One faculty member, appointed by the Faculty Dean for a two-year term
One member of the non-supervisory support staff in the Faculty, elected by and from the support staff in the Faculty for a two-year term
One graduate student, elected for a two-year term by and from the graduate students registered in the Faculty of Business who are members of the CUPE Local 3906

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 Business, as long as the total number of elected members on the Committee comprises at least fifty per cent of the Committee membership.

Consultant: (non-voting)	Senior Manager, Health, Safety and Risk Management
Secretary: (non-voting)	Selected by and from the Committee
Quorum:	Quorum shall consist of the majority of the voting members of the Committee, excluding the President and Provost

V ELECTIONS

- (i) Elections of Faculty of Business representatives to the Senate, Graduate Council, Undergraduate Council, and to fill such vacancies on the Faculty's Standing Committees as are required to be decided by an election, shall be held before the end of April each year. The Dean's Advisory Council shall prepare nominations for all such vacancies. These nominations shall be made available, either in hard copy or electronically, to all members of the Faculty of Business eligible to vote in such elections, at their University address, giving such 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 Faculty of Business. The elections, if necessary, shall be conducted by the Secretary of the Senate by means of ballots made available, either in hard copy or electronically, to each member of the Faculty, except insofar as the electorate for the Tenure and Promotion Committee is restricted by the Senate to full-time members of the Faculty.
- (ii) In the election of faculty members from the Faculty of Business to the Senate, at least one of the three allotted seats shall be filled by a professor and at least one by an associate professor.
- (iii) The Dean's Advisory Council shall nominate a representative of the Faculty of Business, for a three-year renewable term, to each of the other Faculties in which the Faculty of Business has representation. Additional nominations may be made by members of the Faculty of Business, within a designated period and any such nomination shall be supported by five members of the Faculty of Business. If an election for any of these representatives be necessary, it shall be held concurrently with the elections referred to in Section V (i).
- (iv) The conduct of the election of undergraduate and graduate student members of the Faculty is the responsibility of the Dean who normally shall delegate this task to the Commerce Society and the MBA Association respectively.
- (v) The conduct of the election of the regular full-time, non-teaching staff members of the Faculty (one elected by and from The Management Group and one elected by and from CAW-Canada, Local 555 members) 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 form has been signed by two members of the non-teaching staff eligible to vote within their respective employment group. The election, if necessary, shall be conducted by means of ballots made available, either in hard copy or electronically, to each regular full-time, non-teaching staff member of the Faculty of the respective employment group. The candidate receiving the most ballots shall be declared elected.

- (vi) All elections, with the exception of that described in Section V (v), shall be conducted in accordance with the single transferable vote procedure.
- (vii) If a position on a Standing Committee other than the Tenure and Promotion Committee, becomes vacant, the Dean's Advisory Council may select a replacement to fill that position for the remainder of the 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.
- (viii) All committee memberships shall take effect on July 1.

VI AMENDMENTS TO THE BY-LAWS

- (i) Any amendment to these By-laws shall, to have effect, require the approval of the Senate.
- (ii) A recommendation to the Senate for any amendment to any 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 meeting of the Faculty of Business. Notice of motion to request such amendment shall be given at a previous meeting of the Faculty of Business, or shall be sent electronically to all members of the Faculty of Business at least four (4) weeks before a Faculty of Business meeting.

VII IMPLEMENTATION

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

