

I THE FACULTY OF SCIENCE

(i) Membership:

Ex Officio: President
Provost
Vice-President (Research)
Dean & Vice-Provost of Graduate Studies
Dean of the Faculty (Chair)
Associate Deans of the Faculty
Assistant Dean (Academic), Faculty of Science
Director of Finance & Administration, Faculty of Science
Directors of Senate-approved Centres and Institutes that report to the
Dean, Faculty of Science (see Schedule A)

Directors of Interdisciplinary Graduate Programs involving the Faculty of
Science

Chair, Department of Biochemistry & Biomedical Sciences, Faculty of
Health Sciences

Faculty: All full-time faculty members holding appointment at the
rank of Lecturer or higher in the Departments/Schools of Biology,
Chemistry & Chemical Biology, Geography & Earth Sciences,
Interdisciplinary Science, Kinesiology, Mathematics & Statistics,
Physics & Astronomy, and Psychology, Neuroscience &
Behaviour, and in such other departments and schools as may be
added to the Faculty of Science by the Senate
One faculty member from each of the other Faculties

Staff: Three full-time staff members in the Faculty of Science,
elected by and from the full-time, non-teaching staff of the Faculty,
for staggered three-year, once renewable terms

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

Students: The elected undergraduate student to the University Senate from
the Faculty of Science
The President of the McMaster Science Society
(undergraduate student association), or delegate, and 4 additional
undergraduate students to be appointed annually by the Faculty

Dean upon recommendation by the President of the McMaster Science Society

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

The President of the McMaster Science Graduate Students Association or delegate, and 1 additional graduate student to be appointed annually by the Faculty Dean upon recommendation by the President of the McMaster Science Graduate Students Association

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

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

Consultants: Manager, Science Career and Cooperative Education
(non-voting) Manager, Communications, Faculty of Science
Manager, Development, Faculty of Science
Manager, Information Technology, Faculty of Science
Administrator (Research and Facilities), Faculty of Science
Administrator (Faculty Affairs), Faculty of Science
Directors of Senate-approved Centres and Institutes that report to the Vice-President (Research) in which the Faculty of Science is involved (see Schedule B)

(ii) Regular Meetings:

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

- (d) In the absence of the Dean of the Faculty, the Chair shall be an Associate Dean of the Faculty or, in his/her absence, a member of the Faculty designated by the Dean.

(iii) Special Meetings:

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

(iv) Authority of the Faculty:

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

II THE FACULTY COUNCIL

(i) Composition:

- Ex Officio: President
Provost
Dean & Vice-Provost of Graduate Studies
Dean of the Faculty (Chair)
Associate Deans of the Faculty
Chairs of Departments and Directors of Schools in the Faculty of Science
Assistant Dean (Academic)
Director of Finance & Administration
- Consultants:
(non-voting) Members of the Faculty who are members of the University Planning Committee
Directors of Interdisciplinary Graduate Programs involving the Faculty of Science
Chair, Department of Biochemistry & Biomedical Sciences, Faculty of Health Sciences
Manager, Communications
Manager, Development
Manager, Information Technology
Manager, Science Career and Cooperative Education
Administrator (Research and Facilities)
Administrator (Faculty, Staff and Systems)
- Secretary: Secretary of the Senate, or delegate

(non-voting)

Quorum: One half of the voting members

(ii) Functions:

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

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

III DEAN'S AD HOC COMMITTEES

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

IV STANDING COMMITTEES

(i) General

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

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

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

(ii) Undergraduate Academic Planning and Policy Committee

Functions:

To advise the Associate Dean (Academic) on matters and policy related to undergraduate academic planning, recruitment, course enrolment management, and student awards; and

to consider undergraduate curriculum matters affecting the Faculty of Science and make recommendations thereon to the Faculty.

Composition:

Ex Officio:	President Provost Dean of the Faculty Associate Dean (Academic) (Chair) Assistant Dean (Academic)
Faculty:	Undergraduate Associate Chair (or equivalent) of each Department and School in the Faculty of Science offering programs in which there are students registered in the Faculty of Science
Students:	President, McMaster Science Society, or delegate Vice-President, Academic, McMaster Science Society
Consultant: (non-voting)	Manager, Science Career and Cooperative Education
Secretary: (non-voting)	Provided by the Office of the Associate Dean (Academic), Faculty of Science

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

Functions:

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

Composition:

Chair:	Associate Dean (Graduate Studies), Faculty of Science
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Ex Officio: President
Provost
Dean of the Faculty
Dean & Vice-Provost of Graduate Studies

Faculty: The longest serving faculty member currently elected by the Faculty of Science to the Graduate Council
Graduate Associate Chair (or equivalent) of each Department and School in the Faculty of Science offering programs in which there are students registered in the Faculty of Science
One member appointed by the Graduate Council from a department or school other than those of the Faculty of Science

Students: The elected graduate student to the University Senate from the Faculty of Science
The President of the McMaster Science Graduate Students Association, or delegate

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

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

(iv) Tenure and Promotion Committee

Functions:

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

Composition:

Chair: Dean of the Faculty

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

shall be elected for staggered three-year terms by the full-time members of the Faculty.

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

(v) Faculty of Science Recognition and Rankings Committee

Functions:

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

Composition:

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

Ex Officio: President
Provost
Dean of the Faculty

Faculty: One faculty member from each Department or School

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

(vi) Faculty Finance Committee

Functions:

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

Composition:

Chair: Dean of the Faculty

Ex-Officio: President

Provost

One (1) member of the Faculty who is a member of the University Budget Committee (if applicable)

Associate Deans of the Faculty

Director, Finance & Administration, Faculty of Science

Members: Two (2) Department Chairs/School Directors, both to be appointed for staggered three-year terms (once renewable) by the Dean, in consultation with the Associate Deans.

The Department Chair(s)/School Directors during their first term of appointment as Chair/Director, to be appointed for a one-year term (non-renewable) by the Dean

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

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

Consultants: Assistant Vice-President (Administration) & Chief Financial Officer
(non-voting) Associate Vice-President, Finance and Planning (Academic)

(vii) Faculty Appointments Advisory Committee

Functions:

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

Composition:

Chair: Dean of the Faculty

Ex-Officio: President
Provost
Associate Deans of the Faculty

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

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

(viii) Academic Accommodation Teams

Functions:

The revised McMaster University policy, *Academic Accommodation of Students with Disabilities*, effective September 1st, 2017 created the concept of “Academic Accommodation Teams” in each Faculty to assist Student Accessibility Services (SAS) in developing academic accommodation decisions. The mandate of the Faculty Academic Accommodation Team is defined in the Policy thus: “The Academic Accommodation Teams (AAT) are informal networks of individuals within academic units who have the knowledge and expertise required to inform decisions related to Academic Accessibility Services and support the Associate/Assistant Deans in the consideration of complex and/or retroactive Academic Accommodation decisions and appeals. In some areas there may be Accommodation Teams specific to the departments and professions within that Faculty.”

Composition:

For Undergraduate Students:

- Chair: Associate Dean (Academic), Faculty of Science
- Ex-Officio: Assistant Dean (Academic), Faculty of Science
Manager, Undergraduate Recruitment & Education, Faculty of Science
- Members*: Academic Advisor(s) in the Office of the Associate Dean (Academic),
Faculty of Science
Course Instructor(s) of the Student
Assistant Dean (Academic) from another Faculty
- Consultant: SAS Program Coordinator(s)

* *Members to be determined by the Committee Chair based on the matter under consideration.*

For Graduate Students:

- Chair: Associate Dean (Graduate Studies), Faculty of Science
- Ex-Officio: Associate Chair/Director (Graduate) or Director of the Interdisciplinary
Graduate Program in which the Student is registered, as
appropriate
- Members*: Chair/Director of the Department/School where the Graduate Program is
delivered or with which it is affiliated, if applicable
Associate Chair/Director (Graduate) of the Department/School where the
Graduate Program is delivered or with which it is affiliated, if
applicable

Consultant: SAS Program Coordinator(s)

** Members to be determined by the Committee Chair based on the matter under consideration.*

V ELECTIONS

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

These nominations shall be mailed to all members of the electorate eligible to vote in such elections, at their University address, giving members the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nomination to be supported by five members of the electorate. The elections shall be conducted by the Secretary of the Senate, by means of ballots mailed to the University address of each member of the electorate.
- (iii) The Faculty Council shall nominate a representative of the Faculty of Science, for a three-year renewable term, to each of the other Faculties in which the Faculty of Science has representation. Additional nominations may be made by members of the electorate, within a designated period, any such nomination to be supported by five members of the electorate. If an election for any of these representatives be necessary, it shall be held concurrently with the election of members of Standing Committees.
- (iv) In the election of faculty members from the Faculty of Science to the Senate, no department or school shall hold more than two of the six allotted seats.
- (v) All elections shall be conducted in accordance with the single transferable vote procedure.
- (vi) The electorate shall consist of those faculty members holding the rank of Lecturer and above in the Departments and Schools of the Faculty of Science except insofar as the electorate for the Tenure and Promotion Committee is restricted by Senate to full-time members of the Faculty.

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- (vii) Appointments to Standing Committees from Departments and Schools shall be forwarded by the Directors of Schools and Department Chairs to the Dean prior to July 1 of each year.
 - (viii) Retiring members of Standing Committees shall be replaced by new members on **July 1** of each year.
 - (ix) If a position on a Standing Committee other than the Tenure and Promotion Committee becomes vacant, the Faculty Council may fill that vacancy for the remainder of the vacated term. In the case of a vacancy on the Tenure and Promotion Committee, a by-election must be held in accordance with the procedures outlined above.
 - (x) In the election of staff members to the Faculty, Faculty Council shall make sufficient nominations to ensure an election. Additional nominations shall be solicited from the electorate, within a designated period and any such nomination shall be supported by three members of the electorate.

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

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

VII IMPLEMENTATION

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

Date of Most Recent Approval by Senate: **June 5, 2019**

Faculty of Science By-laws: Schedule A

Senate-approved Centres and Institutes that report to the Dean, Faculty of Science:

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

Faculty of Science By-laws: Schedule B

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

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

As of June 5, 2019