

I GENERAL FACULTY OF 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, Undergraduate Studies
Director of Finance & Administration
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

Faculty: All full-time faculty members holding appointment at the rank of Lecturer
or higher in the Departments/Schools of Biology, Chemistry &
Chemical Biology, Earth, Environment & Society, 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 Dean of the Faculty
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
(graduate student association), or delegate, and 1 additional
graduate student to be appointed annually by the Dean of the

Faculty 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: Director, Science Career & Cooperative Education
(non-voting) Director, Research and Planning, Faculty of Science
Managing Director, Research Centres & Institutes, Faculty of Science
Manager, Communications, Faculty of Science
Executive Advisor, Development, Faculty of Science
Manager, Information Technology, Faculty of Science
Administrator, Faculty Relations, 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) General 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 General 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 General Faculty. However, for action on items not on the circulated agenda, a quorum shall consist of one half of the members of the General Faculty.
- (d) In the absence of the Dean of the Faculty, the Chair shall be an Associate Dean of the Faculty or, in their absence, a member of General 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 General Faculty request such a meeting by written submission to the Dean.

(iv) Authority of General Faculty:

- (a) General Faculty shall, within its area of jurisdiction and subject to the constraints imposed by these By-laws, determine the various levels of responsibility within General 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, General Faculty shall determine the functions and powers that may be delegated to subordinate bodies.

II 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, Undergraduate Studies
 Director of Finance & Administration
- Secretary: Secretary of the Senate, or delegate
(non-voting)
- Quorum: One half of the voting members, excluding the President, Provost, and
 Dean & Vice-Provost of Graduate Studies

(ii) Functions:

- (a) Participate in the short-term and long-term planning for the Faculty of Science;
- (b) Co-ordinate the academic objectives and priorities of the Departments and Schools in the Faculty of Science into Faculty plans;
- (c) Support, implement, and promote the University's and Faculty's equity, diversity, inclusion, and indigeneity principles, plans and projects to faculty, staff and related stakeholders;
- (d) Plan the Faculty's physical facilities and services;
- (e) Deal with such matters as may be referred to it by the Dean of the Faculty or by the Faculty;
- (f) Act on behalf of General Faculty in the period between the last regular General Faculty meeting of one academic year and the first regular General Faculty meeting of the succeeding academic year, submitting a written report to General Faculty at the latter meeting on all actions taken;
- (g) Advise the Dean on matters of concern;
- (h) Make recommendations to General Faculty on any appropriate matter; and,
- (i) Act as a nominating committee, as set out in Section V below.

Action(s) taken by Faculty Council shall be reported to General Faculty at the next meeting.

III DEAN'S AD HOC COMMITTEES

Ad hoc committees, for advice and/or assistance in the operation of the Faculty of Science, may be appointed on the Dean's initiative or at the request of General Faculty. General 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 of Science are ex officio members of all Standing Committees, except that neither the President nor the Provost is an ex officio member of the Tenure, Permanence & Promotion Committee.

The Standing Committees listed below, and such other committees as General Faculty or 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 & Policy Committee

Functions:

- (a) Advise the Associate Dean, Undergraduate Studies on matters and policy related to undergraduate academic planning, recruitment, course enrolment management, and student awards; and,
- (b) Consider undergraduate curriculum matters affecting the Faculty of Science and make recommendations thereon to General Faculty.

Composition:

Ex Officio: President
Provost
Dean of the Faculty
Associate Dean, Undergraduate Studies (**Chair**)
Assistant Dean, Undergraduate Studies

Faculty: Undergraduate Associate Chair/Director (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: Director, Science Career & Cooperative Education
(non-voting)

Secretary: Provided by the Office of the Associate Dean, Undergraduate
(non-voting) Studies, Faculty of Science

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

Functions:

- (a) 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 General Faculty;
- (b) Determine the admissibility to graduate study of any applicant recommended by a Department, School, Unit or Institute;
- (c) Approve each graduate student's course program;
- (d) Review annually the progress of each graduate student;
- (e) Determine action on the recommendation of a Department or School in instances of failure in a course;
- (f) Recommend to the Graduate Council the students to receive graduate degrees;
- (g) 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.

Composition:

Chair: Associate Dean of Graduate Studies (Science)

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

Faculty: The longest serving faculty member on Graduate Council currently elected by the Faculty of Science
Graduate Associate Chair/Director (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: 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, Permanence & Promotion Committee

The Tenure, Permanence & Promotion Committee is recognized as the Faculty Tenure and Promotion Committee as outlined in the Tenure and Promotion Policy.

Functions:

- (a) Receive and consider from the Chair of each Department and the Director of each School all recommendations for the granting or withholding of tenure/permanence;
- (b) 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;
- (c) Receive and consider from the Chair of each Department and the Director of each School all recommendations for promotion; and,
- (d) 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 faculty members of the Faculty.

In the election of faculty members to the Committee, no Department or School shall hold more than two seats.

Consultants: One faculty member with Permanence at the rank of Associate Professor
(non-voting) or Professor, appointed annually by Faculty Council upon recommendation by the Dean of the Faculty
Associate Dean, Equity, Diversity, Inclusion & Indigeneity, or delegate

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

(v) Research Excellence, Awards, Prizes & Rankings Committee

Functions:

- (a) Serve as an advisory group to the Associate Dean, Research & External Relations, with a mandate to increase research excellence; build and strengthen collaborations across the Faculty of Science, McMaster, Canada and internationally.
- (b) Identify ways to expand the impact of our research scholarship.
- (c) Enhance equity, diversity and inclusion (EDI) across the research enterprise.
- (d) Act as a catalyst to bring together cross-disciplinary groups and teams to develop successful research initiatives including major strategic and partnership grant submissions, such as NSERC CREATEs and CFI Innovation Fund projects.
- (e) Nominate Science faculty members for prestigious international, national and University-specific research and teaching excellence awards.
- (f) Make recommendations to the Dean for honorary degree nominations from the Faculty of Science.
- (g) Provide recommendations to the Dean on matters related to reputation and rankings.
- (h) Work with Communications staff in the Faculty and at the University to promote faculty members' public profiles and enhance science communication and outreach.

Composition:

Chair: To be held by one of the two Associate Deans on the committee on an annual rotation

Ex Officio: President
Provost
Dean of the Faculty
Associate Dean, Research & External Relations
Associate Dean, Equity, Diversity, Inclusion & Indigeneity

Faculty: One faculty member from each Department or School

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

(vi) Faculty Finance Committee

Functions:

- (a) Monitor the financial position of the Faculty and recommend strategies to ensure a financially viable organization to the Dean;
- (b) Develop financial policies and guidelines for the review and management of the fiscal resources, to recommend thereon to the Dean;

- (c) 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,
- (d) Recommend the establishment of other *ad hoc* committees as may be deemed appropriate to review specific financial issues with Faculty-wide implications.

This 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
Department Chairs and School Directors in the Faculty of Science
Director, Finance & Administration, Faculty of Science
- By Invitation: Associate Director, Finance & Administration, Faculty of Science
(non-voting) Academic Department Managers, or delegates

(vi) Faculty Appointments Advisory Committee (FAAC)

Functions:

- (a) Review all Department and School applications for new full-time tenure- and teaching-stream faculty positions; and,
- (b) Recommend to the Dean 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: One faculty member from each School and Department (not Chairs/Directors or Associate Chairs/Directors) not represented by the Associate Deans, appointed by the Dean after consultation with the relevant Chairs/Directors

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

(vii) Academic Accommodation Teams

Functions:

The revised McMaster University policy, *Academic Accommodation of Students with Disabilities*, effective September 1, 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, Undergraduate Studies, Faculty of Science

Ex-Officio: Assistant Dean, Undergraduate Studies, Faculty of Science
Manager, Undergraduate Recruitment & Education, Faculty of Science

Members*: Academic Advisor(s) in the Office of the Associate Dean, Undergraduate Studies, Faculty of Science
Course Instructor(s) of the Student
Assistant Dean, Undergraduate Studies from another Faculty

Consultant: SAS Program Coordinator(s)
Academic Accommodations Officer, Office of the Associate Dean,
Undergraduate Studies, Faculty of Science

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

For Graduate Students:

Chair: Associate Dean of Graduate Studies (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)
Graduate Studies Administrative Representative

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

V ELECTIONS

- (i) In keeping with our institutional commitment to equity, diversity, inclusion and indigeneity, the Faculty and University seeks candidates to our governing bodies who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes nominations from Indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.
- (ii) At an appropriate time each year, Faculty Council shall make appointments or nominations to fill the vacant positions on each University Standing Committee as appropriate, except the Faculty of Science Tenure, Permanence & Promotion Committee. Nominations shall be sent to all members of the electorate, at their University electronic mail address, giving members the opportunity to make additional nominations, within a designated period, any such nomination to be supported by three 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.
- (iii) At an appropriate time each year, Faculty Council shall make nominations sufficient to ensure an election of representatives of the Faculty of Science on Graduate Council, Undergraduate Council, Senate, the Faculty of Science Tenure, Permanence & Promotion Committee, and the University Planning Committee.

These nominations shall be sent to all members of the electorate eligible to vote in such elections, at their University electronic mail address, giving members the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nomination to be supported by three members of the electorate. The elections shall be conducted by the Secretary of the Senate, by means of ballots sent to the University electronic mail address of each member of the electorate.

- (iv) 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 three 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 the University Standing Committees.

- (v) 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.
- (vi) In the election of faculty members from the Faculty of Science as Representatives to Other Faculties, no Department or School shall hold more than one seat.
- (vii) All elections shall be conducted in accordance with the single transferable vote procedure.
- (viii) The Faculty of Science electorate shall consist of those full-time 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, Permanence & Promotion Committee is restricted by Senate to full-time, tenured members of the Faculty of Science.
- (ix) Appointments to Faculty Standing Committees from Departments and Schools shall be forwarded by the School Directors and Department Chairs to the Dean prior to July 1 of each year.
- (x) All Faculty Standing Committee memberships shall be effective July 1 of each year.
- (xi) If a position on a Faculty Standing Committee other than the Tenure, Permanence & Promotion Committee becomes vacant, Faculty Council may fill that vacancy for the remainder of the vacated term. In the case of a vacancy on the Tenure, Permanence & Promotion Committee, a by-election must be held in accordance with the procedures outlined above.
- (xii) In the election of staff members to General Faculty, nominations shall be solicited from the staff electorate, within a designated period and any such nomination shall be supported by three members of the electorate.
- (xiii) Individuals holding the position of “Secretary”, “Consultant” or “By Invitation” are non-voting, unless otherwise stated.

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

- (i) Any amendment to these By-laws must 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 General Faculty meeting. Notice of motion to request such amendment shall be given at a previous meeting of General Faculty, or in writing to all members of General Faculty at least four weeks before the 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: **November 8, 2023**

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 (MCCC)
- 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)
- MacData Institute
- McMaster Institute for Transportation and Logistics (MITL)
- McMaster Institute for Research on Aging (MIRA)
- Canadian Centre for Electron Microscopy (CCEM)
- McMaster Institute for Health Equity (MIHE)

As of **November 8, 2023**