

SENATE
Wednesday, September 10, 2025

AGENDA

NOTE: Members who wish to have items moved from the Consent to the Regular Agenda should contact the University Secretariat before the Senate meeting. Members may also request to have items moved when the Agenda is presented for approval.

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September 3, 2025

TO: Members and Observers of the McMaster University Senate

FROM: Andrea Thyret-Kidd
University Secretary

RE: Primer on the McMaster University Senate

Introduction:

McMaster operates under a bicameral system of university governance, which essentially means that there are two governing bodies, the Board of Governors and the Senate. *The McMaster University Act, 1976* is an Act of the Ontario Legislature. It incorporates McMaster University, creates its two governing bodies, sets out their compositions and assigns to them their duties and legal responsibilities. Essentially Senate is responsible for overseeing the academic functioning of the University with the Board overseeing the non-academic functions and operations. When operating within their respective jurisdictions, each governing body is the final authority within the University. There is some overlap since academic and resource matters are not always easily separated. Coordination, cooperation and understanding between the two governing bodies is essential for the smooth operation of the University.

The Board of Governors is vested with “the government, conduct, management and control of the University and of its property, revenues, business and affairs”. In essence, the Board oversees the non-academic functions and operations of the University, e.g., finances, capital spending, audit, risk management and legal compliance, health and safety matters, remunerations (except MUFA member remunerations), advancement and fundraising, etc. The Board has delegated the management of day-to-day operations of the institution to the President and leadership team, who are also responsible for delivering the University’s strategic goals. The Board is composed of thirty-seven members, approximately 60% of whom are external to the University. The external Board members bring specific expertise in key areas of the Board’s oversight responsibilities, including financial, legal, risk management, human resources, and fundraising experience. The composition of the Board and its legal responsibilities are set out in sections 8 and 9 of the University Act.

The *McMaster University Act*, the *Board By-Laws* and the *Senate By-Laws* can be found under the Home tab of the [University Secretariat website](#).

Powers of Senate:

The University Senate has ultimate responsibility for determining academic policy, which includes new academic programs, changes in curriculum, standards for admission to the University, academic regulations, the criteria and procedures for granting tenure and promotion to faculty members and so on. The specific powers of the Senate are described in Section 13 of the University Act:

- Appoint the Chancellor;
- Nominate, for appointment by the Board, a person for the position of President;
- Nominate for appointment by the Board, one or more Vice-Presidents, the Deans, the University Librarian, the University Registrar, and the members of the teaching staff of the University, excluding a person to be appointed for a stated period of time;
- Nominate for promotion by the Board, the members of the teaching staff of the University;
- Recommend to the Board the suspension or removal of a member of the teaching staff of the University;
- Control and regulate the system of education pursued in the University and the conduct, activities, and discipline, including suspension or expulsion, of the students thereof;
- Determine all courses of study, including standards for admission into the University and qualifications for degrees, diplomas and certificates;
- Conduct examinations and appoint examiners;
- Deal with matters arising in connection with the award of fellowships, scholarships, medals, prizes and other awards;
- Authorize the Chancellor and the Vice-Chancellor to confer the degrees of bachelor, master and doctor, including degrees in theology, and to award diplomas and certificates;
- Recommend to the Board the establishment or termination of any faculty, school, institute or department and the terms on which any institution of higher learning may become part of or be affiliated with the University;
- Appoint an executive committee and such other committees as it may deem advisable and delegate to any such committee any of its powers;
- Make by-laws and regulations for the conduct of its affairs; and
- Make recommendations to the Board on any subject of concern to the University.

Composition of Senate:

The composition of Senate is described in Section 12 of the University Act. Senate consists of:

- *Ex officio* members, including the Chancellor, the President, the Vice-Presidents, the Deans, the Principal of McMaster Divinity College and the Chair of Undergraduate Council;
- 3 members appointed by and from the Board;
- 4 members appointed by the Alumni Association;
- 12 student members, one graduate and one undergraduate from each of the six Faculties; and
- 31 faculty members, elected by the Faculties and Divinity College.

The composition of Senate, which includes deep expertise in academic matters from a range of perspectives (faculty, students, alumni), reflects the focus of Senate on the academic functioning of the University. This engagement of colleagues from across the institution in decision-making processes is a core part of the University's collegial governance system. In addition to the members listed above, the Senate By-Laws extend Observer status to a number of academic administrators and the Presidents of the faculty and various student associations. Observers do not vote or present motions and normally do not participate in debate but their attendance keeps them engaged and updated on matters before the Senate. The Chair may occasionally recognise an Observer who wishes to make a comment or who has particular knowledge of the material being considered.

Open and Closed Sessions:

Much of the Senate's business is conducted in Open Session and that part of each Senate meeting is audio live-streamed and may be attended by any member of the University or the wider community. Senate meetings do not operate like a town hall meeting since it is Senators, as the elected representatives of the University community, who principally participate in the discussion of agenda items. Many agenda items require review and approval in a timely manner to ensure the smooth academic functioning of the institution. The Secretariat works to ensure that agenda items are brought forward at the appropriate time to support the academic mission and proper functioning of the University. Matters discussed in Open Session are not confidential and the record of Senate's Open Session proceedings is available to the general public.

The University Act provides for certain matters to be dealt with in Closed Session, i.e., "matters confidential to the University" or "matters of a personal nature concerning an

individual.” Only Senators and Observers are typically entitled to attend the Closed Session portion of Senate meetings. Items discussed in the Closed Session portion of the Senate meetings are confidential and are not to be divulged to anyone not entitled to be present. This rule applies also to the meetings of Senate committees and boards (Senate By-law 94.a).

Confidentiality:

The University is also governed by Ontario’s *Freedom of Information and Protection of Privacy Act* (RSO 1990) (FIPPA). Despite the provisions of this Act, the substance of Closed Session discussions are normally exempt from disclosure. This Act does, however, impose on the University an even greater level of accountability with respect to the protection of confidential information about individuals.

Senate members and observers are urged to treat Closed Session discussions and materials with the necessary confidentiality, not only to protect the individuals whose names may be mentioned, but also to provide an atmosphere in which Senators and committee members may engage in frank debate on what are sometimes very sensitive issues. In this way, the dignity and authority of the Senate will not be undermined and the decisions made will more likely be based on a full and candid discussion.

Senate Meetings and Raising Questions:

Senate meeting agendas are designed to facilitate the work of Senate. There are usually ten meetings per year and agenda items can include:

- a verbal report from the President
- recommendations to approve academic appointments, faculty member hires or tenure/promotion for recommendation to the Board
- recommendations to approve program and/or curriculum changes
- recommendations to approve honorary degree recipients
- receiving annual reports, e.g., Research Centres & Institutes, IQAP, enrolment, Academic Integrity Annual Report, etc.
- recommendations to approve policies related to the mandate of Senate
- recommendations to approve Senate and Faculty By-Laws

Meeting materials are provided one week in advance of Senate meetings and Senators are expected to review the materials prior to the meeting. Agenda items have usually been discussed in detail and approved by a committee or council first, as outlined below, and are then presented to Senate as a recommendation for approval or for information. Senators are encouraged to ask questions, and Senators with substantive

questions/concerns or suggested amendments are requested to contact the relevant committee chair or the Secretariat in advance of the meeting to discuss and provide an opportunity for full consideration of their concerns.

Standing Committees and Councils of Senate:

The Senate has a number of standing committees and councils where many of the matters that come to Senate for approval are discussed in detail first. These bodies review the items they receive and may make adjustments and revisions. Once approved by the relevant committee or council, a recommendation will be made to Senate for approval. This recommendation will be presented at the Senate meeting by the Chair of the relevant committee or council. Some committees will report to the Senate regularly, and others only occasionally, based on the type of work they do. The majority of items on the Senate agenda are presented by Undergraduate Council (UGC), Graduate Council (GC), University Planning Committee (UPC) and the Committee on Appointments (SCA). This committee-based process ensures the thorough scrutiny and discussion of items for approval and should give Senators confidence that matters have been discussed and considered in detail before being presented to the Senate. The terms of reference and the composition of these bodies are described in the Senate By-Laws.

Standing Committees of Senate:

The **Executive Committee** is authorized to act on behalf of the Senate between meetings and to deal with any matters referred to it by the President, the Senate, the Faculties or Councils, or other Senate committees. The Executive also serves as the Senate's nominating committee, making recommendations for memberships of standing committees and boards.

One of the most active of the Senate Committees is the **Committee on Appointments**. It is responsible for tenure policy, promotion policy, research leave policy, and policies and procedures related to academic appointments. It also reviews the tenure and promotion cases of all faculty members and makes the recommendation to the Senate on whether tenure or promotion should be granted. This Committee nominates the memberships of selection committees for senior academic administrators and receives recommendations from those committees for approval and subsequent recommendation to the Senate and Board of Governors.

The **University Planning Committee (UPC)** is a joint committee of both the Board of Governors and the Senate. Many academic matters cannot be easily separated from their financial and other resource implications. With a joint Board-Senate committee,

academic and resource matters can be considered together and appropriate recommendations made to either the Senate or the Board of Governors or (which is usually the case) to both. The **Budget Committee** is a subcommittee of UPC. The UPC presents the annual Consolidated Budget to the Senate every year for information and comment before it is sent to the Board of Governors for approval. The **University Student Fees Committee** is a subcommittee of UPC and recommends all revisions to tuition and supplemental fees to the Budget Committee.

The **Committee on Academic Integrity** makes recommendations to Senate on policy and procedures relating to academic integrity issues and on measures designed to reduce instances of academic dishonesty.

The **Committee on Student Affairs** is responsible for recommending to the Senate policies on non-academic aspects of student life, including University residences and student services, and on matters of student conduct and discipline. The committee also receives submissions on non-academic issues important to the student experience, including access, health and well-being, physical space, transportation, etc.

Senate has a number of other standing committees, such as the **Committee on Honorary Degrees**, the **Committee on University Ceremonials and Insignia**, and the **Committee on By-Laws**.

The University has the responsibility to provide fair and equitable procedures for the lodging and hearing of complaints and grievances arising out of University regulations, policies and procedures that affect students, faculty and staff. To this end, the Senate has a number of appeal and grievance procedures.

The **Board for Student Appeals** is the final appeal body for students in the University. The Board for Student Appeals also has the responsibility for reviewing the Student Appeal Procedures and for recommending changes to the Senate.

The **Tenure and Promotion Appeals Nominating Committee** recommends to Senate the memberships of tribunals to hear appeals of decisions related to tenure and promotion of faculty.

The **Board-Senate Research Misconduct Hearings Panel**, the **Board-Senate Sexual Harassment/Anti-Discrimination Hearings Panel** and the **Faculty Discipline Board** provide pools of potential members from which tribunals may be appointed to hear appeals and grievances under the relevant Senate and Board policies.

Councils of Senate:

Two other important bodies of Senate are the **Graduate Council (GC)** and the **Undergraduate Council (UGC)**. Although they are subordinate bodies of Senate, they differ from the standing committees in that Senate has delegated to each of the Councils some major decision-making powers. A detailed breakdown of their memberships can be found in the Senate By-Laws.

The **Undergraduate Council** is responsible for “regulating matters concerning undergraduate work”. In practice, this means that it has the authority to approve curriculum changes recommended by Faculties, to approve minor changes in admission standards, to stipulate the conditions of award for all scholarships and prizes, to decide who will be awarded scholarships and prizes, and to make decisions on other policies related to undergraduate work such as the academic regulations. The only matters that must be referred to the Senate for final decision are the establishment of new degree programs, closure of existing programs, substantial revisions in a Faculty’s admission standards, and major changes in degree requirements. UGC is chaired by the Vice-Provost, Teaching and Learning.

The **Graduate Council** is similar to UGC except that it is responsible for the regulation of matters concerning graduate work. Again, Senate has delegated to GC considerable power to make decisions in the areas of graduate curriculum and policy, admission standards, awards, scholarships and bursaries. The Vice-Provost and Dean of Graduate Studies is the Chair of Graduate Council.

This document provides a brief overview and introduction to Senate meeting processes, procedures, Committee membership and functions. Any Senator with questions, or seeking further information, should contact the University Secretariat.

SENATE MEETING SCHEDULE

2025-26 Academic Session

First Term

Wednesday, September 10, 2025

Wednesday, October 8, 2025

Wednesday, November 12, 2025

Wednesday, December 10, 2025

Second Term

Wednesday, January 14, 2026

Wednesday, February 11, 2026

Wednesday, March 11, 2026

Wednesday, April 8, 2026

Wednesday, May 13, 2026

Wednesday, June 10, 2026

TO: Senate

MEETING DATE: September 10, 2025

SUBMITTED BY: Andrea Thyret-Kidd, University Secretary
Michelle Zheng, Associate University Secretary

PREPARED BY: Alysha Sless, Assistant University Secretary

DATE OF REPORT: September 2, 2024

SUBJECT: **Memberships of Standing Committees and Boards of Senate for the 2025-2026 Academic Year**

Committee on Appointments

Chancellor	Santee Smith
President	Susan Tighe
Provost and Vice-President (Academic)	Maureen MacDonald
Vice-President (Research)	Gianni Parise
Vice-Provost and Dean of Graduate Studies	Steve Hranilovic

Seven elected faculty members of Senate, and one student member of Senate

Teaching Staff Senator (Chair)	Graeme Luke	(2026)	Science
Teaching Staff Senator	Tracy Prowse	(2027)	Social Sciences
Teaching Staff Senator	Barry Allen	(2028)	Humanities
Teaching Staff Senator	Shahram Shirani	(2027)	Engineering
Teaching Staff Senator	Tina Fetner	(2028)	Social Sciences
Teaching Staff Senator	Manish Kacker	(2026)	Business
Teaching Staff Senator	Jeff Weitz	(2026)	Health Sciences
Student Senator	Abdalla Talaat	(2027)	Engineering
Consultant	Barb Eftekhari		

Committee on By-Laws

Chancellor	Santee Smith
President	Susan Tighe

four members appointed by the Senate, one of whom shall be a member of the Senate and one of whom shall be the Secretary of the Senate

Secretary of the Senate	Andrea Thyret-Kidd		
Teaching Staff Senator	Jaeyoon Song	(2027)	Humanities
Teaching Staff (Chair)	Saara Greene	(2026)	Social Sciences
Teaching Staff	Sarah Wojkowski	(2028)	Health Sciences

Committee on Honorary Degrees

Chancellor (Chair)	Santee Smith		
President	Susan Tighe		
Teaching Staff Senator	TBD		Humanities
Teaching Staff Senator	Michael McGillion	(2027)	Health Sciences
Teaching Staff Senator	Graeme Luke	(2026)	Science
Teaching Staff Senator	James Gillett	(2027)	Social Sciences
Teaching Staff Senator	Carlos Filipe	(2026)	Engineering
Teaching Staff Senator	Sue McCracken	(2027)	Business
Alumni Member of Senate	Dennis Souder	(2027)	
Graduate Student Senator	Lucas Klein	(2027)	Science
Undergraduate Student Senator	TBD		
Consultant – University Registrar			Darran Fernandez
Consultant – Vice Provost, Equity and Inclusion			Barrington Walker
Consultant – Advisor to the President			Kerry O'Brien

Committee On University Ceremonials and Insignia

Chancellor	Santee Smith		
President	Susan Tighe		
University Bedel	Miriam Spinner		
Teaching Staff Senator	Steven Bray	(2027)	Science
Teaching Staff Senator	Eugenia Zuroski	(2026)	Humanities
Teaching Staff Senator (Chair)	Stacey Ritz	(2026)	Health Sciences
Teaching Staff Senator	Sonia Anand	(2027)	Health Sciences
Teaching Staff Senator	Nicholas Serruys	(2028)	Humanities
Teaching Staff Senator	Marc-André Letendre	(2028)	Social Sciences
Graduate Student Senator	Kusum Bhatta	(2026)	Social Sciences
Undergraduate Student Senator	Patrick Tobias	(2027)	Business
Consultant - Registrar	Darran Fernandez		
Consultant - Convocation & Curriculum Coordinator	Sarah Mooney		

Committee on Student Affairs

Chancellor	Santee Smith		
President	Susan Tighe		
Associate Vice-President (Students & Learning) and Dean of Students (Chair)	Sean Van Koughnett		
Teaching Staff Senator	Ridha Khedri	(2028)	Engineering
Teaching Staff	Kalai Saravanamuttu	(2027)	Science
Teaching Staff	TBD		
Undergraduate Student	Rasheed Ahmad	(2075)	Health Sciences
Undergraduate Student	Logan McLean	(2027)	Social Sciences
Undergraduate Student	TBD		
Graduate Student Senator	Olakunle Oluwakorede Ologun	(2026)	Business
Consultant – MAPS President	Jim Watson		

Committee on Academic Integrity

Chancellor	Santee Smith		
President	Susan Tighe		
Vice-Provost and Dean of Graduate Studies	Steve Hranilovic		
Deputy Vice-President (Research)	Martin Horn (Acting)		
Deputy Provost	Matheus Grasselli		
Teaching Staff Senator (Chair)	Faiza Hirji	(2026)	Humanities
Teaching Staff Senator	Catherine Frost	(2027)	Social Sciences
Teaching Staff Senator	Paul Andrews	(2028)	Science
Teaching Staff Senator	Erin Reid	(2028)	Business
Undergraduate Student Senator	Patrick Tobias	(2027)	Business
Graduate Student Senator	Mehak Rajani	(2027)	Health Sciences
Consultant - Academic Integrity Officer			Kim Mason
Consultant – Academic Integrity Specialist			Trish Sarnicki
Consultant - Registrar			Darran Fernandez
Consultant – Senior Associate Registrar and Graduate Secretary			Stephanie Baschiera

Executive Committee

Chancellor	Santee Smith		
President (Chair)	Susan Tighe		
Provost and Vice-President (Academic)	Maureen MacDonald		
Teaching Staff Senator	Marc-André Letendre	(2028)	Social Sciences
Teaching Staff Senator	Mark Crowther	(2028)	Health Sciences
Teaching Staff Senator	Blaise Bourdin	(2026)	Science
Teaching Staff Senator	Carlos Filipe	(2026)	Engineering
Senator	Pamela Swett	(2027)	Humanities
Alumni Senator	Margaret Zanel	(2026)	
Graduate Student Senator	Olakunle Oluwakorede	(2026)	Business
Undergraduate Student Senator	Ologun Edward Zhang	(2027)	Humanities

Undergraduate Council

Ex Officio Members

Chancellor	Santee Smith
President	Susan Tighe
Provost and Vice-President (Academic)	Maureen MacDonald
Vice-Provost (Teaching and Learning) (Chair)	Kim Dej
Associate Dean (Academic), Faculty of Business	Aaron Schat
Associate Dean (Academic), Faculty of Engineering	Sarah Dickson-Anderson
Vice Dean, Health Sciences	Rob Whyte
Associate Dean, Faculty of Humanities	Sean Corner
Associate Dean (Academic), Faculty of Science	Rosa da Silva
Associate Dean (Academic), Faculty of Social Sciences	Karen McGarry
Director, Arts and Science Program	Elisabeth Marquis
Director, Centre for Continuing Education	Ruth Chen (Acting)
University Registrar	Darran Fernandez
Associate Vice-President, (Students & Learning) and Dean of Students	Sean Van Koughnett
University Librarian	Vivian Lewis

Elected Faculty Members

Faculty of Business	Teal McAteer	(2026)
Faculty of Engineering	Mohamed Hussein	(2028)
Faculty of Health Sciences	Caitlin Mullarkey	(2026)
Faculty of Humanities	Karen Balcom	(2027)
Faculty of Science	Ayesha Khan	(2028)
Faculty of Social Sciences	Bridget O'Shaughnessy	(2027)

7 undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by Senate

Undergraduate Students



Arts and Science Program	TBD
Faculty of Business	TBD
Faculty of Engineering	TBD
Faculty of Health Sciences	TBD
Faculty of Humanities	TBD
Faculty of Science	TBD
Faculty of Social Sciences	TBD

Ombuds Advisory Committee

Teaching Staff Senator	Barry Allen (2028)
Non-Teaching Staff	Claire Warner, <i>Senior Advisor (Equity, Inclusion & Anti-Racism)</i>
Non-Teaching Staff	Louis Winston, <i>Director, Office of Respectful Conduct in Clinical & Academic Environments</i>

- * *Three (3) members from the University*
 - a. *To be appointed by the McMaster President or delegate and approved at Senate.*
 - b. *At least one member will be a current faculty member Senator.*

University Planning Committee

Ex Officio Members

Chancellor	Santee Smith
Chair of the Board of Governors (delegate)	Mayu Nishimura
Vice-Chair of the Board of Governors (delegate)	Catherine Clase
President	Susan Tighe
Provost and Vice-President (Academic) (Chair)	Maureen MacDonald
Vice-President (Operations and Finance)	Saher Fazilat
Vice-President (Research)	Gianni Parise
Vice-Provost and Dean of Graduate Studies	Steve Hranilovic

Members shall be elected by and from the appropriate constituency according to the approved process. Terms of office begin July 1. Six members, one from each Faculty, elected by and from the teaching staff of the University and one Faculty Dean, elected by and from the six Faculty Deans.

Elected Teaching Staff (Business)	Mahmut Parlar	(2027)
Elected Teaching Staff (Engineering)	Michael Noseworthy	(2028)
Elected Teaching Staff (Humanities)	Amber Dean	(2028)
Elected Teaching Staff (Health Sciences)	Ruth Chen	(2027)
Elected Teaching Staff (Science)	Lauren Fink	(2026)
Elected Teaching Staff (Social Sciences)	Karen Bird	(2026)
Elected Faculty Dean	Pamela Swett	(2026)
Elected Non-Teaching Staff	Lindsay Bolan	(2027)
Elected Graduate Student	Shivam Gupta	(2026)
Elected Undergraduate Student	Lena Kahn	(2026)

Board-Senate Research Misconduct Hearings Panel

Faculty Members

Business	Amir Akbari	2027
Business	Trish Ruebottom	2027
Business	Meena Andiappan	2028
Business	Yufei Yuan	2026
Engineering	Jennifer Bauman	2027
Engineering	Jacques Carette	2027
Engineering	Douglas Down	2026
Engineering	Natalia Nikolova	2028
Health Sciences	Parminder Raina	2028
Health Sciences	Ali Ashkar	2027
Health Sciences	Deborah Cook	2027
Health Sciences	Gail Gauvreau	2026
Humanities	VACANCY	
Humanities	Alex Sevigny	2027
Humanities	Alice Pinheiro Walla	2028
Humanities	Steve Streeter	2026
Science	Nick Bock (Vice-Chair)	2028
Science	Philip Britz-McGibbin	2028
Science	Kari Dalknoki-Veress	2028
Science	Jeremy Walsh	2028
Social Sciences	James Benn (CHAIR)	2028
Social Sciences	MirGreg Flynn	2027
Social Sciences	Stephen McBride	2026
Social Sciences	VACANCY	

Undergraduate Students

Health Sciences	Avery Brennan	2027
Science	Twinkle Prajapati	2026
Social Sciences	Megan LeBlanc	2027

Graduate Students

Humanities	Onyemuche Ejesu	2027
Social Sciences	Zahra Belosch	2027

VACANCY

Senate Board for Student Appeals

Faculty Members

Business	Ken Li (Vice-Chair)	2027
Business	Aadil Merali Juma	2027
Engineering	Nichola Nicolici	2027
Health Sciences	Lori Letts (Vice-Chair)	2027
Health Sciences	Michelle MacDonald (Chair)	2026
Humanities	Peter Cockett	2027
Humanities	Joseph Sokalski	2026
Science	Luc Bernier	2026
Science	Aaron Childs	2026
Social Sciences	James Ingram	2026
Social Sciences	David Young	2026

Undergraduate Students

Business	Caitlin McGill	2027
Health Sciences	Adnan Saffaf	2027
Health Sciences	Jean-Christophe Panzer	2026

Science	Lily Eshraghi	2026
Science	Leena Han	2026
Social Sciences	Jacqueline Stanley	2026

Graduate Students

Engineering	Kangze (Brian) Ren	2026
Humanities	Spencer Frye	2026
Science	Dusan Srdic	2026
Social Sciences	Jacqueline Villanueva	2027

Tenure and Promotion Appeals Nominating Committee

Business	Narat Charupat	2026
Engineering	Jamal Deen	2026
Health Sciences	Alison Holloway	2026
Humanities	Alison McQueen	2026
Science	Bhagwati Gupta	2026
Social Sciences	Saara Greene	2026

Faculty Discipline Board

Business	Baniyelme Zoogah	2028
Engineering	Tim Davidson	2028
Health Sciences	Susan Jack	2026
Humanities	Liss Platt	2027
Science	Megumi Harada	2027
Social Sciences	Robert O'Brien	2026

Board-Senate Hearing Panel – Discrimination, Harassment & Sexual Violence

Faculty Members

Business	Trish Ruebottom	2026
Engineering	Hatem Zurob (Vice-Chair)	2026
Health Sciences	Sandeep Raha	2028
Humanities	Claude Eilers	2027
Science	Alison Sills	2028
Social Sciences	Yana Stainova	2027

Undergraduate Students

Health Sciences	Michael Yao	2026
Business	Wadha-ha Mutabazi	2027
Science	Kavya Surendran	2026

Graduate Students

Science	Marzuk Gazi	2027
Social Sciences	Ryan Dorsman	2026

VAVANCY

Faculty Adjudicators

Undergraduate Adjudicators

Business	Rita Cossa	2027
Business	Addisu Lashitew	2028
Business	Yun Zhou	2027
Engineering	Zeinab Hosseinidoust	2027
Engineering	Raja Ghosh	2028
Engineering	VACANCY	

Health Sciences	Caitlin Mullarkey	2028
Health Sciences	Jennifer Nash	2028
Health Sciences	Yingfu Li	2028
Humanities	Iris Bruce	2027
Humanities	Joe Sokalski	2028
Science	An-Chang Shi	2026
Science	Shaiya Robinson	2028
Science	VACANCY	
Social Sciences	Svetlana Demidova	2027
Social Sciences	Basit Iqbal	2026
Social Sciences	Anastasios Papanastasiou	2028

Graduate Adjudicators

Business	Yair Berson	2028
Health Sciences	Alexander Hynes	2027
Social Sciences	Tina Moffat	2028

2025-2026 Senate Membership for Information

Appointment	Title	Full Name	Term End
Ex Officio	Chancellor	Santee Smith	
Ex Officio	President & Vice-Chancellor	Susan Tighe	
Ex Officio	Provost and Vice President, Academic	Maureen MacDonald	
Ex Officio	Vice-President (Operations and Finance)	Saher Fazilat	
Ex Officio	Dean and Vice-President (Health Sciences)	Paul O'Byrne	
Ex Officio	Vice-President (Research)	Gianni Parise	
Ex Officio	Vice-President (University Advancement)	Lili Litwin	
Ex Officio	Dean, Faculty of Business	Khaled Hassanein	
Ex Officio	Dean, Faculty of Engineering	Heather Sheardown	
Ex Officio	Dean, Faculty of Humanities	Pamela Swett	
Ex Officio	Dean, Faculty of Science	Bruce Newbold (Acting)	
Ex Officio	Dean, Faculty of Social Sciences	Katherine Cuff (Acting)	
Ex Officio	Vice-Provost and Dean of Graduate Studies	Steve Hranilovic	
Ex Officio	Principal, McMaster Divinity College	Stanley Porter	
Ex Officio	Undergraduate Council Chair	Kim Dej	
Ex Officio	Director, McMaster University Continuing Education (MCE)	Ruth Chen (Acting)	
Teaching Staff	Faculty of Business	Sue McCracken*	June 30, 2027
Teaching Staff	Faculty of Business	Erin Reid	June 30, 2028

Teaching Staff	Faculty of Business	Manish Kacker	June 30, 2026
Teaching Staff	Faculty of Engineering	Shahram Shirani	June 30, 2027
Teaching Staff	Faculty of Engineering	Ridha Khedri	June 30, 2028
Teaching Staff	Faculty of Engineering	Carlos Filipe	June 30, 2026
Teaching Staff	Faculty of Humanities	TBD	June 30, 2027
Teaching Staff	Faculty of Humanities	Jaeyoon Song	June 30, 2027
Teaching Staff	Faculty of Humanities	Nicholas Serruys	June 30, 2028
Teaching Staff	Faculty of Humanities	Barry Allen	June 30, 2028
Teaching Staff	Faculty of Humanities	Faiza Hirji	June 30, 2026
Teaching Staff	Faculty of Humanities	Eugenia Zuroski	June 30, 2026
Teaching Staff	Faculty of Social Sciences	James Gillett	June 30, 2027
Teaching Staff	Faculty of Social Sciences	Tracy Prowse	June 30, 2027
Teaching Staff	Faculty of Social Sciences	Marc-André Letendre	June 30, 2028
Teaching Staff	Faculty of Social Sciences	Saara Greene*	June 30, 2026
Teaching Staff	Faculty of Social Sciences	Tina Fetner	June 30, 2028
Teaching Staff	Faculty of Social Sciences	Catherine Frost	June 30, 2027
Teaching Staff	Faculty of Science	Gillian Goward*	June 30, 2028
Teaching Staff	Faculty of Science	Kalai Saravanamuttu	June 30, 2027
Teaching Staff	Faculty of Science	Steven Bray	June 30, 2027
Teaching Staff	Faculty of Science	Paul Andrews	June 30, 2028
Teaching Staff	Faculty of Science	Blaise Bourdin	June 30, 2026
Teaching Staff	Faculty of Science	Graeme Luke	June 30, 2026
Teaching Staff	Faculty of Health Sciences	Michael McGillion	June 30, 2027
Teaching Staff	Faculty of Health Sciences	Sonia Anand	June 30, 2027
Teaching Staff	Faculty of Health Sciences	Sarah Wojkowski	June 30, 2028
Teaching Staff	Faculty of Health Sciences	Mark Crowther	June 30, 2028
Teaching Staff	Faculty of Health Sciences	Jeff Weitz	June 30, 2026
Teaching Staff	Faculty of Health Sciences	Stacey Ritz	June 30, 2026

McMaster Divinity College		Mark Boda	June 30, 2027
Alumni Representative		Margaret Zanel	June 30, 2026
Alumni Representative		Dennis Souder	June 30, 2027
Alumni Representative		Alex Mouriopoulos	June 30, 2027
Alumni Representative		TBD	June 30, 2028
Board Representative		Catherine Anderson	June 30, 2026
Board Representative		Arlene Dosen	June 30, 2027
Board Representative		Salwa Zaher	June 30, 2027
Student Representative - Undergraduate	Faculty of Business	Patrick Tobias	June 30, 2027
Student Representative - Undergraduate	Faculty of Engineering	TBD	June 30, 2026
Student Representative - Undergraduate	Faculty of Health Sciences	Rasheed Ahmad	June 30, 2027
Student Representative - Undergraduate	Faculty of Humanities	Edward Zhang	June 30, 2027
Student Representative - Undergraduate	Faculty of Science	TBD	June 30, 2026
Student Representative - Undergraduate	Faculty of Social Sciences	Logan McLean	June 30, 2027

Student Representative - Graduate	Faculty of Business	Olakunle Oluwakorede Ologun	June 30, 2026
Student Representative - Graduate	Faculty of Engineering	Abdalla Talaat	June 30, 2027
Student Representative - Graduate	Faculty of Health Sciences	Mehak Rajani	June 30, 2027
Student Representative - Graduate	Faculty of Humanities	TBD	June 30, 2026
Student Representative - Graduate	Faculty of Science	Lucas Klein	June 30, 2027
Student Representative - Graduate	Faculty of Social Sciences	Kusum Bhatta	June 30, 2026

DATE : September 3, 2025

TO : Senate

FROM : Maureen J MacDonald
Provost and Vice-President (Academic)

RE : Annual Faculty Reports
Total Number of Faculty Including all CLA Categories
SPS A3 Adjunct and Visiting Appointments 2025

At the first Senate meeting in each academic year, the Provost reports to the Senate and the Board of Governors in open session the total number of MUFA full-time faculty in all categories of appointment (as defined below) as of June 30 of the current year.

- **Contractually Limited Appointments (CLA)**
Those made for a contractually limited period which shall carry no implication of renewal or continuation beyond the period and no implication that the appointee will be considered for a tenure-stream, special-stream, or teaching-stream appointment.
- **Teaching-Track**
Those made for teaching purposes specifically. Teaching will be the primary expectation of these positions. Teaching-track faculty are expected to keep abreast of developments in the discipline in which they teach and are to consult colleagues with relevant specific research expertise. While there will be no requirement to engage in research, those teachers who have an interest are encouraged to enhance their classroom teaching and broaden the scope of their educational activity by engaging in such scholarly activities as curriculum development and evaluation, mentoring, and research into the efficacy of different pedagogical approaches; and to share this expertise with their colleagues. These appointments will most likely focus on teaching introductory or other non-specialized courses. The positions create opportunities for individuals who are prepared to devote themselves primarily to teaching within an academic environment.
- **Permanent Teaching**
Those made only for teaching purposes that confer a permanent position.
- **Tenure Track**
Those that imply that, at the end of a stated period, the University will confer tenure on the candidate, or extend the period of appointment, or allow the appointment to lapse.

- **Tenured**
Those that confer tenure.
- **Special**
Those appointments for persons who receive their salary support from funds other than those allocated by the University; these are similar to the tenure-track appointments except that continuation of the appointment, for the length of the designated period, is contingent upon the member's receiving continuing salary support from his or her outside funding agency for that designated period.
- **Continuing Appointment Without Annual Review (CAWAR)**
Those full-time appointments that are similar to appointments that confer tenure in every respect, save one: the continuation of the appointment is contingent upon the member's receiving and continuing to receive salary support from his or her outside funding agency.

The Provost also reports to the Senate and the Board of Governors in open session a list of all Adjunct and Visiting appointments (as defined below) of three months and more. Document "*SPS A3 Adjunct and Visiting Appointments 2025*" summarizes the information to date for the current academic year 2025-2026 and for 2024-2025.

- **Adjunct Academic Appointments**
Those holding full-time positions at other institutions, or independent scholars who are not employees of McMaster University, or McMaster University staff who participate in academic endeavours beyond those normally associated with their staff positions. Adjunct appointments are reserved for persons who will have a significant involvement in the teaching and/or research activity of the Department, which may extend beyond one year.
- **Visiting Appointments**
Those visiting for short periods from other universities or institutions. Normally, visiting appointments would not extend beyond one year.

Faculty	Department	CLA	CLA Category	Teaching Track	Perm Teaching	Tenure Track	Tenured	Special	CAWAR	Dept. Total	Faculty Total	
Business	Accounting and Financial Management Services			1	1	3	6			11	94	
	Finance and Business Economics			4	1	5	12			22		
	Health Policy and Management			1		1	5			7		
	Human Resources and Management				1	3	8			12		
	Information Systems			1	1	2	6			10		
	Marketing	1	i			2	5			11		
	Operations Management			1			3			9		
	Strategic Management			2	2		3			12		
TOTAL BY APPOINTMENT TYPE		1		10	8	25	50	0	0			
Engineering	Chemical Engineering			2	1	3	15			21	209	
	Civil Engineering					1	6			21		
	Computing and Software	2	iii-1, iv-1	2			14			42		
	Electrical and Computer Engineering	2	i				8			38		
	Engineering Physics				1		3			17		
	Materials Science and Engineering			1			3			17		
	Mechanical Engineering					2	4			29		
	School for Engineering Practice Technology	1	i	5	16					24		
TOTAL BY APPOINTMENT TYPE		5		10	21	41	132	0	0			
Health Sciences	Anaesthesia			2				3	2	7	232	
	Biochemistry			1	3	1	14	5	7	31		
	Education Bhsc									0		
	Family Medicine								3	4		
	Health Evidence Impact	3	ii-1, iv-2			1	8	3	17	32		
	Medicine	13	i-11, iv-2					3	14	43		
	Nursing	3	i	4	10	5	14			36		
	Obstetrics & Gynecology	1	vi					3	4	8		
	Oncology	0						1	3	4		
	Pathology	2	i-1, 1-iv	2	3				1	13		
	Pediatrics	1	iv	2	1				1	3		9
	Psychiatry	3	1-i, 2-iv	1						5		14
School of Rehabilitation Science	2	i	6	1	4	17	0		30			
Surgery	0								1	1		
TOTAL BY APPOINTMENT TYPE		28		18	18	11	78	20	59			
Humanities	Communication Studies and Multimedia				2	2	15			19	109	
	Global Peace & Social Justice	1	iii							1		
	Greek and Roman Studies					1	6			7		
	English					1	16			17		
	French				1		5			6		
	History						19			19		
	Linguistics and Languages				3	2	5			10		
	Philosophy	4	i-3, iv-1			2	12			18		
	School of the Arts	2	i		3	2	5			12		
TOTAL BY APPOINTMENT TYPE		7		0	9	10	83	0	0			
Science	Biology	1	i		2	4	22			29	217	
	Chemistry	2	i-1, ii-1	2	1	5	18			28		
	Earth, Environment & Society	1	i		4	2	20			27		
	Kinesiology	1	i	1	2	6	11			21		
	Mathematics and Statistics	1	i	4	2	3	30			40		
	Physics and Astronomy	1	i	1	2	5	19			28		
	Psychology, Neuroscience and Behaviour	2	i	2	4	5	19			32		
	Science Interdisciplinary Prog	0		3	6	1	2			12		
TOTAL BY APPOINTMENT TYPE		9		13	23	31	141	0	0			
Social Sciences	Anthropology	1	i		1	3	11			16	147	
	Economics			2	2	8	18			30		
	Health, Aging and Society	1	i		3	2	10			16		
	Indigenous Studies					3	2			5		
	Labour Studies				1		5			6		
	Political Science	2	i-1, iv-1		2	3	21			28		
	Religious Studies	2	i-1, iv-1				10			12		
	School of Social Work	2	iii	1	2	1	7			13		
	Social Psychology	2	i							2		
	Sociology			1	2	4	12			19		
TOTAL BY APPOINTMENT TYPE		10		4	13	24	96	0	0			
2025	GRAND TOTALS	60		55	92	142	580	20	59		1008	

MUFA Faculty: data source Peoplesoft and appointment letters

Full time Faculty as of June 30, 2025

Annual Report on Total Numbers of Adjunct and Visiting Appointments of Three Months and More

Faculty	SPS A3 Adjunct - at 07/01/25	SPS A3 Visiting - at 07/01/25	SPS A3 Adjunct - 2024-2025	SPS A3 Visiting - 2024-2025
Business	1	1	3	0
Engineering	20	2	34	4
Science	13	4	31	9
Humanities	0	2	5	1
Social Sciences	5	2	9	2
Totals	39	13	82	16

Report to the Senate from the Executive Committee

Open Session

At its meeting on June 25, 2025, the Executive Committee approved the following recommendations on behalf of Senate. The items are being reported to the Senate for information.

a. **Actions Taken on Behalf of Senate: Terms of Reference**

1. Establishment of the Director, Master of Management in AI and Analytics and Master of Management in Applied AI and Data-Driven Decision-Making
2. Revised Terms of Reference – Director, CPA Ontario Centre for Accounting Research in Regulatory Reporting
3. Establishment of the Anne Marie Brune/PHRI Chair in Vascular Dementia
4. Establishment of the McMaster/PHRI Chair in Global Stroke Rehabilitation
5. Establishment of the R. Brian Haynes and Family Chair in Knowledge Translation
6. Revised Terms of Reference and Name Change – Salim Yusuf Chair in Cardiology

TO: Senate Committee on Appointments

FROM: Dr. Khaled Hassanein, Dean, Faculty of Business

DATE: June 11, 2025

RE: Director, Master of Management in AI and Analytics AND Master of Management in Applied AI and Data-Driven Decision-Making Terms of Reference, Faculty of Business

On behalf of the Faculty of Business, I am pleased to recommend the attached terms of reference for the **Director, Master of Management in AI and Analytics AND Master of Management in Applied AI and Data-Driven Decision-Making**. These terms will be effective July 1, 2025.

The full-time Master of Management in AI and Analytics and blended-learning part-time Master of Management in Applied AI and Data-Driven Decision-Making Programs, hereafter referred to as Programs, were approved by Senate in May 2025. The launch date for the blended learning part-time Master of Management in Applied AI and Data-Driven Decision-Making program is Winter 2026, and a launch date of Fall 2026 for the full-time Master of Management in AI and Analytics program. As part of the governance structure of the Programs, the Director of the Programs will provide leadership in planning, developing, and administering the Programs. Effective stewardship of both Programs necessitates having a Director who is involved in every aspect of the Programs to facilitate successful execution of the tasks. These terms of reference formally outline the role responsibilities, reporting and supporting staff relationships, committee responsibilities and terms and conditions of the appointment.

In developing the terms of reference, I have consulted with the Dean's Advisory Council of the Faculty of Business which consists of the faculty Associate Deans and Area Chairs, as well as with senior TMG leadership.

Please find attached the proposed terms of reference for this position. Please feel free to contact me should you require any additional information.



Enclosures
cc: J. Hurley
S. Hranilovic

Terms of Reference
Director, Master of Management in AI and Analytics AND
Master of Management in Applied AI and Data-Driven Decision-Making

Overall Responsibility and Purpose

The Director of the full-time Master of Management in AI and Analytics (MM, AI&A) AND blended-learning part-time Master of Management in Applied AI and Data-Driven Decision-Making Programs (MAIDM), hereafter referred to as Programs, together with the Associate Dean, Graduate Studies, is responsible for ensuring that the Programs are aligned with the strategic directions and values of the Faculty of Business and is responsive to the changing needs of students, the University, the business community, and the employment market. The Director is accountable to the Dean, and works in close conjunction with the Associate Dean, Graduate Studies, for providing leadership in planning, developing, and administering the Programs.

Reporting Relationships

Reports to: Dean, Faculty of Business

Supporting Staff Relationships:

- Manager, Specialized Graduate Programs
- Manager, Career and Professional Development
- Manager, Recruitment and Admissions - Specialized Graduate Programs
- Admissions Officer, Specialized Graduate Programs

MM, AI&A and MAIDM of the Faculty of Business

- In conjunction with Area Chairs, Program Curriculum Committee, and the Associate Dean, Graduate Studies, the Director plays an important role in curriculum development for the Programs.
- Oversees the operation of the Programs on an ongoing basis.
- Ensures effective promotion of the Programs and positive relationships with all stakeholders.
- In consultation with the Associate Dean, Graduate Studies and Manager, Recruitment and Admissions - Specialized Graduate Programs, sets the admission criteria annually for the Programs.
- Attends and represents faculty leadership at key events and activities throughout the year.

Management of Teaching Activities of the Faculty

- In consultation with the Associate Dean, Graduate Studies, plays a major role in developing and administering academic policies for the Programs.

- In consultation with the Associate Dean, Graduate Studies, determines course offerings for the Programs and reviews and approves grades for all courses in the Programs.
- Works with Area Chairs and the Associate Dean, Faculty Affairs and Accreditation, and the Associate Dean, Graduate Studies to assign instructors to courses in the Programs.
- Monitors teaching evaluations for the Programs to ensure quality of instruction is maintained at high standards.

Student Consultation

While most of the student counseling is provided through the Specialized Graduate Programs Student Experience Office, the Director may need to meet occasionally with students who are unsuccessful at resolving issues at that level, including appeals processes as defined in university policy.

Committee Responsibilities

- MM, AI&A and MAIDM Recruitment and Admissions Committee
- Faculty of Business (ex-officio)
- MM, AI&A and MAIDM Program Curriculum Committee (ex-officio)

Contributions to the Overall Operation of the Faculty and the University

- Participates in the academic budgeting process regarding expenditures for administration of the Programs.
- Works closely with the Dean and the Associate Dean, Graduate Studies in the planning and managing of the Programs, ensuring that the curriculum is consistent with the faculty's strategic priorities and fiscal constraints.
- Undertakes special assignments as delegated by the Dean and/or the Associate Dean, Graduate Studies, including representation of the faculty to other parts of the University and business community where appropriate.
- Prepares documents for internal and external reviews of the Programs (i.e., AACSB, IQAP).

Terms and Conditions of Appointment

- The ideal candidate for this position will be a full-time, continuing faculty member within the Faculty of Business.
- The appointment will normally be for a three-year term. The Dean in consultation with the Associate Dean, Graduate Studies makes this appointment.
- Normally, the Director's teaching responsibilities will include teaching in the Programs.

Effective Date: July 1, 2025

TO: Senate Committee on Appointments

FROM: Dr. Khaled Hassanein, Dean, Faculty of Business

DATE: June 2, 2025

RE: Director of the CPA Ontario Centre for Accounting Research in Regulatory Reporting
Terms of Reference

On behalf of the Faculty of Business, I am pleased to recommend the attached updated Terms of Reference for the **Director of the CPA Ontario Centre for Accounting Research in Regulatory Reporting**. The terms of reference have been updated to include the following changes:

- The appointment term for the Director position to three-years with the possibility of renewal for one additional term to align with the CPA funding cycle and provide more opportunities for Accounting and Financial Management Services Area faculty to serve as Director.
- The addition of "or an appointed representative" to enable the Faculty Dean to delegate the position of Chair.

The Director of the CPA Ontario Centre for Accounting Research in Regulatory Reporting (the Centre) is the key "champion" for promoting and managing the activities of the Centre, as well as developing and maintaining relationships with the Chartered Professional Accountants of Ontario (CPA Ontario) and professional accounting firms.

A copy of the new terms of reference is attached, along with the original terms of reference with changes included for information. Please feel free to contact me should you require any additional information.

Enclosures

cc: J. Hurley
S. Hranilovic

**Terms of Reference
Director of the CPA Ontario Centre
for Accounting Research in Regulatory Reporting**

Overall Responsibility and Purpose

The Director of the CPA Ontario Centre for Accounting Research in Regulatory Reporting (the Centre) is the key "champion" for promoting and managing the activities of the Centre, as well as developing and maintaining relationships with the Chartered Professional Accountants of Ontario (CPA Ontario) and professional accounting firms. The Director is accountable to the Dean of the DeGroot School of Business (DSB), CPA Ontario Council and the Advisory Board of the Centre. A major responsibility of the position is to provide overall *leadership* in planning, developing and administering the activities of the Centre.

Reporting Relationships

Reports to: Dean of DSB and CPA Ontario Council via the CPA Ontario Vice-President of Learning

Specific Responsibilities

1. Prepare annual report to the Dean of DSB, CPA Ontario Council via the CPA Ontario Vice-President of Learning, Advisory Board, and Accounting and Financial Management Services Area.
2. Initiate and oversee the annual research grant/awards for upper year Commerce and MBA students.
3. Review and approve the Centre's annual involvement and funding of the DeGroot Accounting Association (DAA) Annual Case Competition.
4. Initiate and oversee the faculty/PhD student research support.
5. Coordinate the professional development events organized by the Centre.
6. Provide leadership for all other events and activities initiated by the Centre.

Terms and Conditions of Appointment

The appointee must be a full-time tenured or tenure-track faculty member in the Accounting and Financial Management Services Area of the DeGroot School of Business, with the Chartered Accountancy Designation. In addition to the responsibilities specific to the position as described above, the incumbent is expected to maintain an active relationship with CPA Ontario and the accounting profession. The term of the appointment is for three years initially, with the possibility

of one additional term renewal contingent upon a positive review. The Dean of DSB, or an appointed representative, will chair the selection committee comprised of members of the Accounting and Financial Management Services Area and CPA Ontario and recommend the appointment of the Director by the Senate and the Board of Governors.

Effective Date: July 1, 2025

**Terms of Reference
Director of the CPA Ontario Centre
for Accounting Research in Regulatory Reporting**

Overall Responsibility and Purpose

The Director of the CPA Ontario Centre for Accounting Research in Regulatory Reporting (the Centre) is the key "champion" for promoting and managing the activities of the Centre, as well as developing and maintaining relationships with the Chartered Professional Accountants of Ontario (CPA Ontario) and professional accounting firms. The Director is accountable to the Dean of the DeGroote School of Business (DSB), CPA Ontario Council and the Advisory Board of the Centre. A major responsibility of the position is to provide overall *leadership* in planning, developing and administering the activities of the Centre.

Reporting Relationships

Reports to: Dean of DSB and CPA Ontario Council via the CPA Ontario Vice-President of Learning

Specific Responsibilities

1. Prepare annual report to the Dean of DSB, CPA Ontario Council via the CPA Ontario Vice-President of Learning, Advisory Board, and Accounting and Financial Management Services Area.
2. Initiate and oversee the annual research grant/awards for upper year Commerce and MBA students.
3. Review and approve the Centre's annual involvement and funding of the DeGroote Accounting Association (DAA) Annual Case Competition.
4. Initiate and oversee the faculty/PhD student research support.
5. Coordinate the professional development events organized by the Centre.
6. Provide leadership for all other events and activities initiated by the Centre.

Terms and Conditions of Appointment

The appointee must be a full-time tenured or tenure-track faculty member in the Accounting and Financial Management Services Area of the DeGroote School of Business, with the Chartered Accountancy Designation. In addition to the responsibilities specific to the position as described above, the incumbent is expected to maintain an active relationship with CPA Ontario and the accounting profession. The term of the appointment is for ~~a five~~three- years ~~term~~initially, with the possibility of one additional term renewal contingent upon a positive review. The Dean of DSB, or an appointed representative, will chair the selection committee comprised of members

of the Accounting and Financial Management Services Area and CPA Ontario and recommend the appointment of the Director by the Senate and the Board of Governors.

Effective Date: July 1, ~~2023~~2025

June 5, 2025

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Establishment of the Anne Marie Brune/PHRI Chair in Vascular Dementia

On behalf of the Faculty of Health Sciences, I would like to recommend the establishment of the Anne Marie Brune/PHRI Chair in Vascular Dementia.

The Estate of Anne Marie Brune has generously provided endowed funding to permanently support a Chair at McMaster University. The gift is being supplemented with an endowed match from the Population Health Research Institute (PHRI) via the Hamilton Health Sciences Research Institute, and annual matching funds from the Department of Medicine. The Chair will establish and maintain a world-class program in vascular dementia.

The terms of reference for the Chair are attached.

Yours sincerely,



Paul M. O'Byrne, MB, FRCP(C), FRSC
Dean and Vice-President
Faculty of Health Sciences

Encl.

PO/sm

TERMS OF REFERENCE

Anne Marie Brune / PHRI Chair in Vascular Dementia

GENERAL

A gift has been directed to the Faculty of Health Sciences to provide support for the *Anne Marie Brune/PHRI Chair in Vascular Dementia*. The Chair is intended to strengthen the continued development of an individual's research program in vascular dementia at McMaster University and PHRI. The incumbent will have demonstrated excellence in the area of vascular dementia.

DETAILS AND DUTIES

The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience to lead and develop a research program in the area of vascular dementia.

Specifically, the Chairholder will:

- Hold a full-time appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University, and be a researcher at PHRI at the designation of Investigator or higher, who spends at least 50% of their time in research;
- Be an integral part of both institutional visions towards establishing and maintaining a world-class program in vascular dementia, which exemplifies the central values of the University and PHRI;
- Contribute significantly to the body of scholarship in the area of vascular dementia through research, teaching, and/or clinical work at the University and PHRI;
- Mentor junior scientists, faculty and fellows and build capacity for research in the relevant area at the University and PHRI;
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Medicine, including participation in the education programs of the Faculty and the Department.

CHAIRHOLDER ELIGIBILITY

- Holds a full-time appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;
- Holds an Investigator or higher designation at PHRI;
- Holds continuous peer-reviewed funding and maintains at least one active externally funded grant;
- Supervises and/or mentors PhD or Masters level research students or junior faculty on an ongoing basis.

SELECTION PROCESS

The selection and designation of the Chairholder will be determined as follows:

- The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate Selection Committee, which shall include, at a minimum, the Vice-Dean, Research, the Chair of the Department of Medicine (or a suitable individual designated by the Chair), the Executive Director of PHRI, and a representative from Hamilton Health Sciences. The

membership of the committee shall include at least one individual who has successfully completed employment equity training. Committee members who do not hold a faculty appointment at the University (e.g. members of HHS) will have Observer status on the Selection Committee.

- The Selection Committee will invite and receive nominations for the Chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences for approval.
- Once approved, the Dean and Vice-President will forward the Selection Committee's recommendation to the Senate Committee on Appointments.

TERM

An appointment to the Chair shall be for up to five (5) years, with the understanding that renewal for additional terms is possible based on satisfactory reviews.

REPORTING, EVALUATION, AND RENEWAL OF RESEARCH CHAIRS

Annual reporting and formal five-year reviews are required of all PHRI Research Chairs.

A Review Committee comprised of, at a minimum, the Vice-Dean, Research, the Chair of the Department of Medicine, and the Executive Director of PHRI, will review the activities and accomplishments of the Chairholder and submit a recommendation for renewal to the Dean and Vice-President of the Faculty of Health Sciences for approval. Once approved, the Dean and Vice-President will forward the Review Committee's renewal recommendation to the Senate Committee on Appointments.

USE OF FUNDS

Funds from the Chair are available to enhance research productivity. They can therefore be used to support the Chairholder's salary and benefits, replace part of current clinical earnings, support fellows or junior faculty, initiate pilot studies, or for any other research-related activities of the Chairholder, subject to approval of the Executive Director of PHRI and the Chair of the Department of Medicine.

ACKNOWLEDGEMENT

The incumbent will acknowledge that they hold the *Anne Marie Brune/PHRI Chair in Vascular Dementia* in all publications, lectures and any other activities supported through the fund. They will also recognize PHRI and McMaster University through acknowledgements in publications.

The Chair will be named in honour of Anne Marie Brune, whose estate gift enabled the establishment of this Chair.

March 2025

June 2, 2025

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Establishment of the McMaster/PHRI Chair in Global Stroke Rehabilitation

On behalf of the Faculty of Health Sciences, I would like to recommend the establishment of the McMaster/PHRI Chair in Global Stroke Rehabilitation.

The Population Health Research Institute (PHRI), via the Hamilton Health Sciences Research Institute, has generously provided endowed funding to permanently support a Chair at McMaster University. The gift is being supplemented with annual matching funds from the School of Rehabilitation Science. The Chair will establish and maintain a world-class program in global stroke rehabilitation.

The terms of reference for the Chair are attached.

Yours sincerely,



Paul M. O'Byrne, MB, FRCP(C), FRSC
Dean and Vice-President
Faculty of Health Sciences

Encl.

PO/sm

TERMS OF REFERENCE

McMaster / PHRI Chair in Global Stroke Rehabilitation

GENERAL

A gift has been directed to the Faculty of Health Sciences to provide support for the *McMaster/PHRI Chair in Global Stroke Rehabilitation*. The Chair is intended to strengthen the continued development of an individual's research program in global stroke rehabilitation at McMaster University and PHRI. The incumbent will have demonstrated excellence in the area of global stroke rehabilitation.

DETAILS AND DUTIES

The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience to lead and develop a research program in the area of global stroke rehabilitation.

Specifically, the Chairholder will:

- Hold a full-time appointment in the School of Rehabilitation Science in the Faculty of Health Sciences at McMaster University, and be a researcher at PHRI at the designation of Investigator or higher, who spends at least 50% of their time in research;
- Be an integral part of both institutional visions towards establishing and maintaining a world-class program in global stroke rehabilitation, which exemplifies the central values of the University and PHRI;
- Contribute significantly to the body of scholarship in the area of global stroke rehabilitation through research, teaching, and/or clinical work at McMaster University and PHRI;
- Mentor junior scientists, faculty and fellows and build capacity for research in the relevant area at the University and PHRI;
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the School of Rehabilitation Science, including participation in the education programs of the Faculty and the School.

CHAIRHOLDER ELIGIBILITY

- Holds a full-time appointment in the School of Rehabilitation Science in the Faculty of Health Sciences at McMaster University;
- Holds an Investigator or higher designation at PHRI;
- Actively collaborating on at least one PHRI program of research, leading at least one PHRI project, and publishing at least 10 peer-reviewed papers in the last year;
- Supervises and/or mentors PhD or Masters level research students or junior faculty on an ongoing basis.

SELECTION PROCESS

The selection and designation of the Chairholder will be determined as follows:

- The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate Selection Committee, which shall include, at a minimum, the Vice-Dean, Research, the Vice-Dean and Executive Director of the School of Rehabilitation Science, the Executive Director

of PHRI, and a representative from Hamilton Health Sciences. The membership of the committee shall include at least one individual who has successfully completed employment equity training. Committee members who do not hold a faculty appointment at the University (e.g. members of HHS) will have Observer status on the Selection Committee.

- The Selection Committee will invite and receive nominations for the Chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences for approval.
- Once approved, the Dean and Vice-President will forward the Selection Committee's recommendation to the Senate Committee on Appointments.

TERM

An appointment to the Chair shall be for up to five (5) years, with the understanding that renewal for additional terms is possible based on satisfactory reviews.

REPORTING, EVALUATION, AND RENEWAL OF RESEARCH CHAIRS

Annual reporting and formal five-year reviews are required of all PHRI Research Chairs.

A Review Committee comprised of, at a minimum, the Vice-Dean, Research, the Vice-Dean and Executive Director of the School of Rehabilitation Science, and the Executive Director of PHRI, will review the activities and accomplishments of the Chairholder and submit a recommendation for renewal to the Dean and Vice-President of the Faculty of Health Sciences for approval. Once approved, the Dean and Vice-President will forward the Review Committee's renewal recommendation to the Senate Committee on Appointments.

USE OF FUNDS

Funds from the Chair are available to enhance research productivity. They can therefore be used to support the Chairholder's salary and benefits, replace part of current clinical earnings, support fellows or junior faculty, initiate pilot studies, or for any other research-related activities of the Chairholder, subject to approval of the Executive Director of PHRI and the Vice-Dean and Executive Director of the School of Rehabilitation Science.

ACKNOWLEDGEMENT

The incumbent will acknowledge that they hold the *McMaster/PHRI Chair in Global Stroke Rehabilitation* in all publications, lectures and any other activities supported through the fund.

April 2025

June 2, 2025

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Establishment of the R. Brian Haynes and Family Chair in Knowledge Translation

On behalf of the Faculty of Health Sciences, I would like to recommend the establishment of the R. Brian Haynes and Family Chair in Knowledge Translation.

A private donor has generously provided endowed funding to permanently support a Chair at McMaster University. The gift is being supplemented with annual matching funds from the Department of Health Research Methods, Evidence, and Impact. The Chair will establish and maintain a world-class program in knowledge translation. Specifically, the scope of the Chair will include discovering, creating and/or evaluating ways of implementing evidence-based knowledge from strong health care research into more effective clinical care.

The terms of reference for the Chair are attached.

Yours sincerely,



Paul M. O'Byrne, MB, FRCP(C), FRSC
Dean and Vice-President
Faculty of Health Sciences

Encl.

PO/sm

TERMS OF REFERENCE

R. Brian Haynes and Family Chair in Knowledge Translation

General

A gift has been directed to the Faculty of Health Sciences to provide support for the *R. Brian Haynes and Family Chair in Knowledge Translation*.

The incumbent will have demonstrated excellence and a well-defined research agenda in the area of knowledge translation. The scope of the Chair specifically includes discovering, creating or evaluating ways of implementing evidence-based knowledge from strong health care research into more effective clinical care.

Details and Duties

The holder of the Chair shall be an individual in the early stages of their academic career (usually within a maximum of 10 years since their first appointment at McMaster University), with adequate training and research experience in the field.

Specifically, the Chairholder will:

- Hold or is being awarded a full-time appointment in the Department of Health Research Methods, Evidence, and Impact in the Faculty of Health Sciences at McMaster University;
- Be aligned with the institutional vision towards establishing and maintaining a world-class program in knowledge translation that exemplifies the central values of the University and the Department of Health Research Methods, Evidence, and Impact;
- Contribute significantly to the body of scholarship in the area of knowledge translation through teaching, research, and/or clinical work at McMaster University;
- Be a role model to future generations of academic health researchers in the Faculty of Health Sciences;
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences, including participation in the education programs of the Department of Health Research Methods, Evidence, and Impact.

Selection Process

The selection and designation of the Chairholder will be determined as follows:

- The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate Selection Committee, which shall include, at a minimum, the Vice-Dean, Research and the Chair of the Department of Health Research Methods, Evidence, and Impact.

- The Selection Committee will invite and receive nominations for the Chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences for approval.
- Once approved, the Dean and Vice-President will forward the Selection Committee's recommendation to the Senate Committee on Appointments.

Term

An appointment to the Chair shall be for up to five (5) years, with the expectation that during or at the end of the term, the incumbent will be successful in achieving alternative sources of funding.

In exceptional circumstances, and based on a fully satisfactory review, renewal for one (1) additional five (5) year term will be considered.

Acknowledgement

The incumbent will acknowledge that they hold the *R. Brian Haynes and Family Chair in Knowledge Translation* in all publications, lectures and any other activities supported through the fund.

November 2022

June 11, 2025

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Name Change and Revised Terms of Reference for the Salim Yusuf Chair in Cardiology

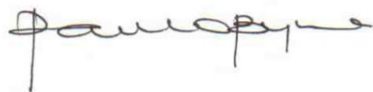
On behalf of the Faculty of Health Sciences, I would like to recommend the name of the Salim Yusuf Chair in Cardiology be changed to the **Salim Yusuf-PHRI Chair in Cardiology**.

In 2004, funding from Hamilton Health Sciences was directed to the Faculty of Health Sciences to establish an endowment fund in support of the Salim Yusuf Chair in Cardiology. The agreement included a commitment of annual matching funds from Hamilton Health Sciences (HHS), St. Joseph's Healthcare Hamilton (SJHH), and the Department of Medicine in the Faculty of Health Sciences. This matching agreement expired after the 2023/24 fiscal year and has now been renegotiated. The Population Health Research Institute (PHRI), a joint research institute of McMaster and HHS, has assumed the annual match commitment from HHS and SJHH. In recognition of PHRI's support, the Chair will be renamed the Salim Yusuf-PHRI Chair in Cardiology.

An updated terms of reference document (attached) has been prepared to reflect this change, along with some other formatting changes to align them with our current template for terms of reference. The Chair will continue to be associated with the role of Division Director, Cardiology, in the Department of Medicine. A copy of the original terms of reference with tracked changes is also included for reference.

Thank you for considering this recommendation.

Yours sincerely,



Paul M. O'Byrne, MB, FRCP(C), FRSC
Dean and Vice-President
Faculty of Health Sciences

Encl.

PO/sm

TERMS OF REFERENCE

Salim Yusuf - PHRI Chair in Cardiology

General

In November 2004, a transfer of funds was directed to the Faculty of Health Sciences to provide support for the *Salim Yusuf Chair in Cardiology*.

In May 2024, the original matching agreement with Hamilton Health Sciences and St. Joseph's Healthcare Hamilton expired. In November 2024, and the Population Health Research Institute (PHRI) assumed the annual matching commitment for five-year renewable terms. In recognition of this support, the title of the Chair has been changed to the *Salim Yusuf-PHRI Chair in Cardiology*.

The research and education interests and accomplishments of the incumbent will encompass a broad and comprehensive range of cardiology issues. The incumbent will have demonstrated excellence in conducting clinical research, or be a strong advocate of clinical research, related to cardiovascular health and disease.

The preference is that the Chair will be directly associated with, and its tenure run concurrent with, an appointment to the position of Division Director, Cardiology in the Department of Medicine, as determined through the selection process for division directors within the Faculty of Health Sciences. In the event that the Division Director of Cardiology is not the Chairholder because the incumbent holds another endowed chair or salary award, or for any other reason, then the Chairholder will be chosen by a Selection Committee, led by the Division Director, according to the process outlined below. Should the Division Director no longer hold another chair or external source of salary support, the Chair will revert to the Division Director. Otherwise, the Chair will be awarded to the next Division Director upon the appointment of that person.

Details and Duties

The holder of the Chair shall be an individual with sufficient research, clinical and education experience and who has demonstrated interest in, and capability to implement, the objectives set out below.

Specifically the Chairholder will:

- Hold a full-time appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;
- Hold an Investigator or higher designation at PHRI and conduct the majority of their research within PHRI;
- Focus on the field of cardiology, address scientific uncertainty, address scientific advancement and include the caliber of scientific content displayed with other research projects ongoing at the University and PHRI;

- Be an integral part of the institutional vision towards establishing and maintaining a world-class centre of excellence in cardiology which exemplifies the central values of the University and PHRI;
- Contribute significantly to the body of scholarship in the area of cardiology through clinical work, teaching and research at McMaster University and PHRI;
- Provide mentoring and leadership to future generations of academic health researchers in the Faculty of Health Sciences;
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences, including participation in the education programs of the Faculty and the Department.

Selection Process

The selection and designation of the Chairholder, if the Division Director is not the Chairholder, will be determined as follows:

- The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate Selection Committee, which shall include, at a minimum, the Division Director of Cardiology of the Department of Medicine, the Vice-Dean, Research, and the Executive Director of PHRI. The membership of the committee shall include at least one individual who has successfully completed employment equity training.
- The Selection Committee will invite and receive nominations for the Chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences for approval.
- Once approved, the Dean and Vice-President will forward the Selection Committee's recommendation to the Senate Committee on Appointments.

Term

An appointment to the Chair shall be for up to five (5) years, with the understanding that renewal for additional terms is possible based on satisfactory reviews.

The Chairholder shall relinquish the Chair upon the completion of their term (unless renewed), upon resignation of their faculty appointment at McMaster University, or upon retirement.

Acknowledgement

The incumbent will acknowledge that they hold the *Salim Yusuf-PHRI Chair in Cardiology* in all publications, lectures and other activities supported through the fund.

Revised December 2024

TERMS OF REFERENCE

~~The~~ Salim Yusuf - PHRI Chair in Cardiology

General

In November 2004, A transfer of funds ~~has been~~was directed to the Faculty of Health Sciences to provide support for ~~“The Salim Yusuf Chair in Cardiology”~~.

In May 2024, the original matching agreement with Hamilton Health Sciences and St. Joseph’s Healthcare Hamilton expired. In November 2024, and the Population Health Research Institute (PHRI) assumed the annual matching commitment for five-year renewable terms. In recognition of this support, the title of the Chair has been changed to the Salim Yusuf-PHRI Chair in Cardiology.

The research and education interests and accomplishments of the incumbent will encompass a broad and comprehensive range of cardiology issues. The incumbent will have demonstrated excellence in conducting clinical research, or be a strong advocate of clinical research, related to cardiovascular health and disease.

The preference is that the Chair will be directly associated with, and its tenure run concurrent with, an appointment to the position of Division Director, Cardiology in the Department of Medicine, as determined through the selection process for division directors within the Faculty of Health Sciences. In the event that the Division Director of Cardiology is not the Chairholder because the incumbent holds another endowed chair or salary award, or for any other reason, then the Chairholder will be chosen by a Selection Committee, led by the Division Director, according to the process outlined below. Should the Division Director no longer hold another chair or external source of salary support, the Chair will revert to the Division Director. Otherwise, the Chair will be awarded to the next Division Director upon the appointment of that person.

Details and Duties ~~of the Chair~~

The holder of the Chair shall be an individual with sufficient research, clinical and education experience and who has demonstrated interest in, and capability to implement the objectives set out below.

Specifically the Chairholder will:

- Hold a full-time appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;
~~As the academic head of Cardiology, this Chair will reside with the position of Division Director of Cardiology in the Department of Medicine, Faculty of Health Sciences at McMaster University.~~
- Hold an Investigator or higher designation at PHRI and conduct the majority of their research within PHRI;

- Focus on the field of cardiology, address scientific uncertainty, address scientific advancement and include the caliber of scientific content displayed with other research projects on-going at the University and ~~the Hospitals~~PHRI;-
- Be an integral part of the institutional vision towards establishing and maintaining a world-class ~~c~~Centre of ~~E~~excellence in cardiology which exemplifies the central values of the University and ~~the Hospitals~~PHRI;-
- Contribute significantly to the body of scholarship in the area of cardiology through clinical work, teaching and research at McMaster University and PHRI, Hamilton Health Sciences, and St. Joseph's Healthcare Hamilton;-
- Provide mentoring and leadership to future generations of academic health researchers in the Faculty of Health Sciences;
- 4. ~~—~~
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences, including participation in the education programmes of the Faculty and the Department.
- ~~Be a member of the Population Health Research Institute if deemed appropriate by the leadership of the Department of Medicine and the Population Health Institute.~~

Selection Process ~~for Chair~~

The selection and designation of the Chairholder, if the Division Director is not the Chairholder, will be determined as follows:

- The Dean and Vice-President of the Faculty of Health Sciences will ~~Chair the~~appoint an appropriate Selection Committee, which shall include, at a minimum, the Division Director of Cardiology of the Department of Medicine, the ~~made up of the following:~~Vice-Dean, Research, Chair, Department of Medicine, and the Executive Director of PHRI.McMaster University; Chief of Medicine, Hamilton Health Sciences; Chief of Medicine, St. Joseph's Healthcare Hamilton and two members of the Department of Cardiology. -The membership of the committee shall include at least one individual who has successfully completed employment equity training.
- The Selection Committee will invite and receive nominations for the Chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences for approval.recommend an appointment to the Faculty Appointments Committee which
- Once approved, the Dean and Vice-President will forward its ~~the~~ Selection Committee's recommendation to the Senate Committee on Appointments.

Term

An appointment to the Chair shall be for up to five (5) years~~an initial five-year period~~, with the understanding that renewal for an additional ~~terms~~five-year period is possible based on satisfactory reviews. ~~The incumbent will acknowledge that she/he holds "The Salim Yusuf Chair in Cardiology" at McMaster University, Faculty of Health Sciences in all publications, lectures and any other activities supported through the fund. The incumbent will participate in the annual donor recognition programme.~~

Original Terms of Reference

TERMS OF REFERENCE

The Salim Yusuf Chair in Cardiology

General

A transfer of funds has been directed to the Faculty of Health Sciences to provide support for “The Salim Yusuf Chair in Cardiology”. The research and education interests and accomplishments of the incumbent will encompass a broad and comprehensive range of cardiology issues.

Details and Duties of the Chair

The holder of the Chair shall be an individual with sufficient research, clinical and education experience and who has demonstrated interest in, and capability to implement the objectives set out below.

Specifically the Chair will:

1. As the academic head of Cardiology, this Chair will reside with the position of Division Director of Cardiology in the Department of Medicine, Faculty of Health Sciences at McMaster University.
2. Focus on the field of cardiology, address scientific uncertainty, address scientific advancement and include the caliber of scientific content displayed with other research projects on going at the University and the Hospitals.
3. Be an integral part of the institutional vision towards establishing and maintaining a world class Centre of Excellence in cardiology which exemplifies the central values of the University and the Hospitals.
4. Contribute significantly to the body of scholarship in the area of cardiology through clinical work, teaching and research at McMaster University, Hamilton Health Sciences, and St. Joseph’s Healthcare Hamilton.
5. Undertake the normal duties of a faculty member in the Faculty of Health Sciences, including participation in the education programmes of the Faculty.
6. Be a member of the Population Health Research Institute if deemed appropriate by the leadership of the Department of Medicine and the Population Health Institute.

Selection Process for Chair

The Dean and Vice-President of the Faculty of Health Sciences will Chair the Selection Committee made up of the following: Chair, Department of Medicine, McMaster University; Chief of Medicine, Hamilton Health Sciences; Chief of Medicine, St. Joseph's Healthcare Hamilton and two members of the Department of Cardiology. The Selection Committee will recommend an appointment to the Faculty Appointments Committee which will forward its recommendation to the Senate Committee on Appointments.

Term

An appointment to the Chair shall be for an initial five-year period, with the understanding that renewal for an additional five-year period is possible. The incumbent will acknowledge that she/he holds "The Salim Yusuf Chair in Cardiology" at McMaster University, Faculty of Health Sciences in all publications, lectures and any other activities supported through the fund. The incumbent will participate in the annual donor recognition programme.

Report to the Senate from the Graduate Council

For Information

At its meeting on June 3rd, Graduate Council approved the following items:

a. New Awards

Award Name: The SPUR Graduate Award for Quantum Computing and AI

Terms: Established in 2025 by The SPUR Innovation Centre. To be awarded by the School of Graduate Studies, on the recommendation of the Faculty of Engineering to Masters or PhD students enrolled in the Faculty of Engineering who demonstrate academic and research excellence. Preference will be given to students whose research is in the field of quantum computing or artificial intelligence.

Award Name: The HCAT Civil/Geotechnical Engineering Graduate Scholarship

Terms: Established in 2025 by The Heavy Construction Association of Toronto (HCAT). To be awarded by the School of Graduate Studies, on the recommendation of the Department of Civil Engineering, to a graduate student in Civil Engineering who demonstrates academic and research excellence in geotechnical engineering and/or the heavy construction industry.

TO: Senate

FROM: Dr. Khaled Hassanein, Dean, Faculty of Business

DATE: August 27, 2025

RE: Amendments to Faculty of Business By-laws

On behalf of the Faculty of Business, I am pleased to submit for Senate approval the proposed amendments to the Faculty of Business By-Laws. Following consultations with The Dean's Advisory Council (DAC) of the Faculty of Business which consists of the faculty Associate Deans and Area Chairs, as well as with senior TMG leadership, the amendments were approved by The Faculty of Business on May 29, 2025. I am enclosing both the revised Faculty of Business By-Laws (clean version) and a tracked-changes version illustrating all amendments.

The proposed By-laws include the following amendments:

1. Housekeeping items, including updated position titles, current union designation, and grammatical refinements to improve clarity and alignment with current practices.
2. Streamlined membership of The Faculty of Business to reflect current academic programs and administrative structure, and clarified expectations for attendance at regular meetings.
3. Expanded DAC's membership to include the Manager, Strategic Initiatives as a non-voting Consultant to enhance strategic planning capacity and information sharing.
4. Changes to the Tenure and Promotion Committee:
 - a. Broadened disciplinary representation to ensure balanced perspectives across all academic Areas and prevent overrepresentation by any single Area.
 - b. Excluded Area Chairs from eligibility to avoid potential quorum and voting complications due to technical abstentions.
 - c. Added a teaching-stream faculty member with permanence at the rank of Associate Professor or Professor as a non-voting Consultant, providing additional insight on teaching and pedagogical contributions.
5. Section V (Elections) has been revised to specify procedures for preparing nominations to the Tenure and Promotion Committee.

These changes strengthen our governance framework by ensuring clarity, inclusivity, and alignment with the Faculty's academic and administrative needs.

Please feel free to contact me should you require any additional information.

A handwritten signature in black ink, appearing to read "Whaled Saul". The signature is written in a cursive style with a horizontal line underneath.

Enclosures

cc: M. MacDonald
S. Hranilovic

I THE FACULTY OF BUSINESS

(i) Membership

- (a) Ex Officio: President
Provost
Vice-President (Research)
Vice-Provost and Dean of Graduate Studies
Dean of the Faculty (Chair)
Associate Deans of the Faculty~~Associate Dean (Academic)~~
~~Associate Dean (Graduate Studies and Research)~~
~~Associate Dean (Faculty Affairs and Accreditation)~~
~~Associate Vice-President and Dean of Graduate Studies~~
Directors and Co-Directors of Faculty Academic Programs
~~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~~Director,
Finance and Administration
- (b) Faculty: All faculty members holding appointments 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~~UNIFOR 5555, Unit 1 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

- (a) The Faculty shall meet at least four times ~~during the period~~ from 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 meetings shall be conducted in accordance with the rules and procedures of the Senate. Normally, it is expected that members attend committee meetings regularly and in person.
- (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. However, 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 <u>Vice-Provost and Dean of Graduate Studies</u> Dean of the Faculty (Chair) <u>Associate Deans of the Faculty</u> Associate Dean (Academic) Associate Dean (Graduate Studies and Research) Associate Dean (Faculty Affairs and Accreditation) Associate Vice President and Dean of Graduate Studies Director, <u>of the MBA Programs</u> (non-voting) Director, <u>Executive Programs</u> 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: (non-voting)	Director, <u>Finance and Administration</u> <u>Manager, Strategic Initiatives</u>
Secretary: (non-voting)	Secretary of the Senate or delegate
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 to assist~~ and advise in the operation of the Faculty; or as requested by the Faculty, ~~and the~~ 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.~~ along with any other committees that 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~~ 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:

Chair: ~~Associate Dean (Academic)~~ Associate Dean, Undergraduate Studies

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:
(non-voting) Associate/Assistant Registrar (Admissions or Records, as appropriate)
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, Undergraduate Studies (~~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:
(non-voting) Manager, Undergraduate Programs
Director, Centre for Business Career Development
Resource staff, as appropriate
- Secretary:
(non-voting) To be provided by the Academic Programs Office

(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

Co-Director (Engineering), Engineering and Management Program
Co-Director (Business), Engineering and Management Program
Associate Dean, Undergraduate Studies ~~(Academic)~~ of the Faculty
of Business
Associate Dean, Undergraduate Studies ~~(Academic)~~ of the Faculty
of Engineering

Secretary: Manager, Engineering Five-Year Programs ~~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:

Chair: Associate Dean, Graduate Studies ~~(Graduate Studies and Research)~~

Ex Officio: President
Provost
Dean of the Faculty
Vice-Provost and Dean of Graduate Studies ~~Associate Vice-~~
~~President and Dean of Graduate Studies~~
Director, of the MBA Programs

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 DeGroot 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 (~~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~~ Vice-Provost and Dean of Graduate Studies or the Committee considers a matter of precedent or policy to be involved.

Composition:

Chair: Associate Dean, Graduate Studies (~~Graduate Studies and Research~~)

Ex Officio: President
Provost
Dean of the Faculty
Vice-Provost and Dean of Graduate Studies ~~Associate Vice-President and Dean of Graduate Studies~~
Director, of the MBA Programs

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 the 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, Undergraduate Studies (~~Academic~~) and Associate Dean, Graduate Studies (~~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, Undergraduate Studies (~~Academic~~)
Associate Dean, Graduate Studies (~~Graduate Studies and Research~~)
Associate Dean (Faculty Affairs and Accreditation)
Director, of the MBA Programs

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: To be provided by the MBA Academic Programs Office ~~Associate,~~
(non-voting) ~~MBA Programs and Administration, MBA~~
~~Academic 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~~ Eight full-time tenured members of the Faculty of Business elected from those holding the rank of Professor or Associate Professor, who are not Area Chairs. -Of these, at least ~~three~~ four shall be at the rank of Professors ~~Professor~~, and at least one shall be at the rank of an Associate Professor. They shall be elected for staggered three-year terms by the full-time members of the Faculty.

In the election of faculty members to the Committee, no Area shall hold more than one seat. However, in exceptional circumstances, Area(s) can hold one additional seat for a one-year term only, filled through the regular election process, in cases such as the following:

- (i) when an Area does not have eligible faculty members to nominate for election;
- (ii) the minimum committee requirements of at least four full-time faculty members at the rank of Professor and at least one full-time faculty member at the rank of Associate Professor cannot be satisfied.

In such cases, Areas that already hold one seat may submit additional nominations for election, not exceeding a maximum of two seats per Area in the Committee. Any additional seat granted under this provision shall expire at the end of the one-year term.

Consultants: One faculty member with Permanence at the rank of Associate Professor or Professor, appointed for a three-year term by the Dean of the Faculty following consultation with the Dean's Advisory Council.
(non-voting)

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, Research (~~Graduate Studies and Research~~)

Ex Officio: President
Vice-President (Research)
Dean of the Faculty
Associate Dean, Undergraduate Studies (~~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: To be provided by the Associate Dean, Research (~~Graduate Studies and Research~~)
(non-voting)

(ix) MBA Program Development Committee

Functions:

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

Composition:

- Chair: Director, of the MBA Programs
- Ex Officio: President
Provost
Dean of the Faculty
Vice-Provost and Dean of Graduate Studies~~Associate Vice-President and Dean of Graduate Studies~~
Associate Dean, Graduate Studies ~~(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:
(non-voting) Director, Centre for Business Career Development
Manager, MBA Program
Resource staff, as appropriate
- Secretary:
(non-voting) To be provided by the Associate Dean, Graduate Studies ~~(Graduate Studies and 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
~~Vice-Provost and Dean of Graduate Studies~~
~~Associate Vice-President and Dean of Graduate Studies~~
Associate Dean, Undergraduate Studies (~~Academic~~)
Associate Dean, Graduate Studies (~~Graduate Studies and Research~~)
Director, of the MBA Programs
- 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, Undergraduate Studies (~~Academic~~), Faculty of Business
Associate Dean, Undergraduate Studies (~~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: (non-voting)	Manager, Academic Programs Office of the Faculty of Business Assistant Dean (Studies), Faculty of Humanities Resource Staff, as appropriate
Secretary: (non-voting)	Administrative Assistant, IBH Program

(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: Senior Manager, Health, Safety and Risk Management
(non-voting)

Secretary: Selected by and from the Committee
(non-voting)

Quorum: Quorum shall consist of the majority of the voting members of the Committee, excluding the President and Provost

V ELECTIONS

- (i) Elections ~~of~~ for Faculty of Business representatives to the Senate, Graduate Council, and Undergraduate Council, ~~and as well as~~ to fill ~~such~~ any vacancies on the Faculty's Standing Committees ~~as are required to be decided by~~ that require an election, shall be held before the end of April each year. The Dean's Advisory Council shall prepare nominations for all such vacancies. For the Tenure and Promotion Committee, normally, each Area will prepare multiple nominations for their vacancy. 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~~ UNIFOR 5555, Unit 1 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.

I THE FACULTY OF BUSINESS

(i) Membership

- (a) Ex Officio: President
Provost
Vice-President (Research)
Vice-Provost and Dean of Graduate Studies
Dean of the Faculty (Chair)
Associate Deans of the Faculty
Directors and Co-Directors of Faculty Academic Programs
Director, Finance and Administration
- (b) Faculty: All faculty members holding appointments 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 UNIFOR 5555, Unit 1 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

- (a) The Faculty shall meet at least four times from 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) Faculty meetings shall be conducted in accordance with the rules and procedures of the Senate. Normally, it is expected that members attend committee meetings regularly and in person.
- (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. However, a meeting may be extended for a further half hour, 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 Vice-Provost and Dean of Graduate Studies Dean of the Faculty (Chair) Associate Deans of the Faculty Director of the MBA Programs (non-voting) Director, Executive 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: (non-voting)	Director, Finance and Administration Manager, Strategic Initiatives
Secretary: (non-voting)	Secretary of the Senate or delegate
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 to assist and advise in the operation of the Faculty or as requested by the Faculty. 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, along with any other committees that 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:

Chair: Associate Dean, Undergraduate Studies

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:
(non-voting) Associate/Assistant Registrar (Admissions or Records, as appropriate)
Director, Centre for Business Career Development
Manager, Undergraduate Programs
Resource staff, as appropriate

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

(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, Undergraduate Studies
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: (non-voting)	Manager, Undergraduate Programs Director, Centre for Business Career Development Resource staff, as appropriate
Secretary: (non-voting)	To be provided by the Academic Programs Office

(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 Co-Director (Engineering), Engineering and Management Program

Co-Director (Business), Engineering and Management Program
Associate Dean, Undergraduate Studies of the Faculty of Business
Associate Dean, Undergraduate Studies of the Faculty of
Engineering

Secretary: Manager, Engineering Five-Year Programs
(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:

Chair: Associate Dean, Graduate Studies

Ex Officio: President
 Provost
 Dean of the Faculty
 Vice-Provost and Dean of Graduate Studies
 Director of the MBA Programs

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 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 Vice-Provost and Dean of Graduate Studies or the Committee considers a matter of precedent or policy to be involved.

Composition:

Chair: Associate Dean, Graduate Studies

Ex Officio: President
Provost
Dean of the Faculty
Vice-Provost and Dean of Graduate Studies
Director of the MBA Programs

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 the 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, Undergraduate Studies and Associate Dean,
Graduate Studies (The agenda of any meeting will determine
which Associate Dean shall preside.)

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

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

(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: Eight full-time tenured members of the Faculty of Business elected from those holding the rank of Professor or Associate Professor, who are not Area Chairs. Of these, at least four shall be at the rank of Professor, and at least one shall be at the rank of Associate Professor. They shall be elected for staggered three-year terms by the full-time members of the Faculty.

In the election of faculty members to the Committee, no Area shall hold more than one seat. However, in exceptional circumstances, Area(s) can hold one additional seat for a one-year term only, filled through the regular election process, in cases such as the following:

- (i) when an Area does not have eligible faculty members to nominate for election;
- (ii) the minimum committee requirements of at least four full-time faculty members at the rank of Professor and at least one full-time faculty member at the rank of Associate Professor cannot be satisfied.

In such cases, Areas that already hold one seat may submit additional nominations for election, not exceeding a maximum of two seats per Area in the Committee. Any additional seat granted under this provision shall expire at the end of the one-year term.

Consultants:
(non-voting) One faculty member with Permanence at the rank of Associate Professor or Professor, appointed for a three-year term by the Dean of the Faculty following consultation with the Dean's Advisory Council.

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, Research

Ex Officio: President
Vice-President (Research)
Dean of the Faculty
Associate Dean, Undergraduate Studies
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, Research

(ix) MBA Program Development Committee

Functions:

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

Composition:

- Chair: Director of the MBA Programs
- Ex Officio: President
Provost
Dean of the Faculty
Vice-Provost and Dean of Graduate Studies
Associate Dean, Graduate Studies
- 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:
(non-voting) Director, Centre for Business Career Development
Manager, MBA Program
Resource staff, as appropriate
- Secretary:
(non-voting) To be provided by the Associate Dean, Graduate Studies

(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 Vice-Provost and Dean of Graduate Studies Associate Dean, Undergraduate Studies Associate Dean, Graduate Studies Director of the MBA Programs
Consultants: (non-voting)	Resource staff, as appropriate
Secretary: (non-voting)	To be provided by the Associate Dean (Faculty Affairs and 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, Undergraduate Studies, Faculty of Business Associate Dean, Undergraduate Studies, 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:
(non-voting) Manager, Academic Programs Office of the Faculty of Business
Assistant Dean (Studies), Faculty of Humanities
Resource Staff, as appropriate

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

(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: Senior Manager, Health, Safety and Risk Management
(non-voting)

Secretary: Selected by and from the Committee
(non-voting)

Quorum: Quorum shall consist of the majority of the voting members of the Committee, excluding the President and Provost

V ELECTIONS

- (i) Elections for Faculty of Business representatives to the Senate, Graduate Council, and Undergraduate Council, as well as to fill any vacancies on the Faculty's Standing Committees that require an election, shall be held before the end of April each year. The Dean's Advisory Council shall prepare nominations for all such vacancies. For the Tenure and Promotion Committee, normally, each Area will prepare multiple nominations for their vacancy. 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 UNIFOR 5555, Unit 1 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.

Report to the Senate from the Committee on Appointments

Open Session

At its meeting on August 25, 2025, the Committee on Appointments approved the following recommendation and now recommends it to the Senate for approval:

a. Policy Revisions

1. Distinguished University Professor Policy Revisions

The proposed revisions to clauses (8) and (9) of the revised version enact a time limit for the calculation of the number of Distinguished University Professors. Minor changes were implemented to align the language of the policy with current use in other University policies. Additional revisions were proposed by the Committee on Appointments to note that calculations are as of July 1 and that the calculation cannot be negative.

It is now recommended,

that Senate approve the proposed revisions to the Distinguished University Professor Policy, effective September 10, 2025, as circulated.

**Senate: For Approval
September 10, 2025**

To: Senate Committee on Appointments

From: Dr. Matheus Grasselli, Deputy Provost

Subject: Distinguished University Professor Policy Revisions

Date: August 14, 2025

I am please to submit the revisions to the Distinguished University Professor (DUP) Policy for approval. These revisions were conducted following the recommendations in the October 30, 2024 report from the Provost Working Group on DUP Policy and Procedures. In addition to recommendations (a) to (e) in Section 2.1 of the report, several other minor changes were implemented to align the language of the policy with current use in other University policies. The revisions were then sent to Deans and other members of Provost Council, as well as to the member of the 2025 DUP selection committee, and their feedback was fully incorporated in the submitted version.

The only significant point of departure from the recommendations of the working group is that, instead of adopting a time limit (say 10 years) for the appointment, clauses (8) and (9) of the revised version enact a time limit for the calculation of the number of DUPs. Specifically, whereas the current policy specifies that (see clause 1.5.a):

“The number of Distinguished University Professors shall be restricted to no more that 2% of all full-time members of faculty”

the revised version specifies that (see clause (8)):

“The number of Distinguished University Professors who have been appointed in the previous ten (10) years shall be restricted to no more than 2% of all full-time members of faculty”

That is to say, there is no time limit for retaining the title, but only those DUP appointed in a 10-year time window count towards the calculation of available DUP positions in a given year.

I am happy to answer any questions about these revisions.

Report from the Provost Working Group on Distinguished University Professor (DUP) Policy and Procedures

October 30, 2024

1 Preamble

At the behest of the Provost and Vice-President (Academic) in early 2024, a working group was convened to create recommendations for the possibility of amendments to Distinguished University Professor Policy and related Procedures at McMaster University.

The membership of the working group consisted of:

- Daniel Coleman, Distinguished University Professor, Emeritus, English and Cultural Studies, Faculty of Humanities
- Juliet Daniel, Strategic Advisor to the President, Canada-Caribbean Institute at McMaster and Professor, Biology, Faculty of Science
- Matheus Grasselli, Deputy Provost and Professor, Mathematics, Faculty of Science
- Brenda Vrkljan, Director, BHSc Integrated Rehabilitation & Humanities (IRH) Program and Professor, Occupational Therapy, School of Rehabilitation Science
- Barrington Walker, Vice-Provost Equity and Inclusion and Professor, History, Faculty of Humanities

2 Recommendations

2.1 Policy Changes

The Working Group discussed the implicit and explicit barriers to diversity and inclusion in the existing policy for Distinguished University Professor (DUP), which can be found here:

<https://secretariat.mcmaster.ca/app/uploads/2019/02/Distinguished-University-Professor.pdf>

Our first observation is that, reassuringly, the Criteria under clause 1.4 already specifies that

“However, this award is also meant to recognize the complete scholar. Thus, the ideal candidate will have additionally demonstrated a sustained record of excellence and/or innovation in teaching and learning, including the supervision of emerging scholars along with a demonstrated history of service that has had an impact on the community, whether within or without the university.”

In our view, provided this sentence is consistently interpreted, it already offers the opportunity to recognize outstanding contributions beyond the often narrowly defined scope of research excellence, including teaching and learning, service, as well as community impact.

The following suggestions are intended to enhance the holistic nature of the process and selection of DUP:

- (a) In clause 1.4, to avoid bias towards contributions that are recognized only in the context of established nation states (and thus not among First Nations or displaced populations or unrecognized states), consider replacing “international” with “global” in the following sentence, “those holding the title of Distinguished University Professor must have demonstrated an outstanding and sustained research record that demonstrates **international** impact and recognition.”
- (b) In clause 1.5, consider adding a time limit (for example, 10 years since awarded), so that more faculty members can be awarded the title of DUP across time, while still maintaining its distinguished nature. Currently, the clause stipulates that no more than 2% of all full-time faculty members would hold this award at any given time. The 10-year limit will allow McMaster to diversify our DUPs as McMaster. Unfortunately, few women or equity-deserving scholars received this award until the 1990s, using the current criteria. Furthermore, with the removal of Mandatory Retirement it could take another decade to have the DUP list representative of McMaster’s diverse professoriate.
- (c) In clause 2.1.a., consider adding a “recognized leader of the community” to the selection committee. This individual would be appointed by the Provost in parallel to the “senior scholar from another university”. This non-academic member will provide additional insights regarding community-relevant contributions, which carry weight in the selection of DUPs.
- (d) In clause 2.1. c., consider allowing nominations to be made by alternative means to a “letter of nomination”, for example through video or audio recordings. Such a provision would encourage non-traditional referees and experts, particularly those who do not write academic letters of reference, to support DUP nominations.
- (e) Consider adding a clause to the policy stating that, as a signatory to the [Scarborough Charter](#) and [Declaration on Research Assessment](#) (DORA) principles, McMaster is obligated to fulfill its mandates.

2.2 Handbook

To fulfill the objectives of the policy above, we recommend the creation of a “Companion Handbook” to assist nominators, nominees, the selection committee, and others involved in the selection process. This handbook is analogous to the existing Companion Handbook used for SPS A1:

https://hr.mcmaster.ca/app/uploads/2020/07/SPS-A1-Handbook_July-9-2020.pdf

2.3 Call for Nominations

We recommend revising the current call for US/DUP nominations, which does not mention the concept of the complete scholar mentioned in the policy. We feel there is a missed opportunity to highlight key criteria within the existing policy in this call (university-wide communication) that recognize broader contributions in research, teaching, and service, as reflected in the current policy.

Policies, Procedures and Guidelines

Complete Policy Title:
Distinguished University Professor

Policy Number (if applicable):

Approved by:
Senate

Date of Most Recent Approval:
April 13, 2016

Date of Original Approval(s):
March 13, 1996

Supersedes/Amends Policy dated:
November 12, 2014

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

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1.0 POLICY

1.1 Rationale

Academic life involves achievements in many domains, including the discovery, communication and preservation of knowledge, excellence in education and pedagogy, as well as a commitment to the communities that we serve, from local to global. The ranks that are held by members of faculty represent an acknowledgement of the levels of achievement that each member of the community has attained in their academic life. High accomplishment is prized here; thus it is not surprising that our professoriate includes individuals whose achievements are extraordinary. It behooves us to recognize our most distinguished members by conferring upon them a title that represents the highest honour the University can bestow. To that end, McMaster University has established the title **Distinguished University Professor**, with the following terms, criteria, and nomination and selection procedures.

1.2 Title

The title of the category shall be Distinguished University Professor.

1.3 Terms

The title is awarded by the Senate only to full-time members of the faculty and is held for life, subject to Article XIV, clause 180 of the Senate By-laws.

1.4 Criteria

This title will be conferred only on faculty members who have demonstrated distinction and impact well beyond McMaster in one or more fields of endeavour, sustained over a period time, with a particular emphasis on success achieved while on faculty at the university. In keeping with McMaster's position as a research-intensive university of global repute those holding the title of Distinguished University Professor must have demonstrated an outstanding and sustained research record that demonstrates international impact and recognition. However, this award is also meant to recognize the complete scholar. Thus, the ideal candidate will have additionally demonstrated a sustained record of excellence and/or innovation in teaching and learning, including the supervision of emerging scholars along with a demonstrated history of service that has had an impact on the community, whether within or without the university.

In assessing candidates the selection committee will strive to understand and incorporate how impact is determined and communicated in different domains and fields of scholarship.

1.5 Number of Distinguished University Professors

- 1.5. a. The number of Distinguished University Professors shall be restricted to no more than 2% of all full-time members of faculty, including tenure-stream, teaching-stream, CAWAR and Special (with the latter stream counted using a weighting factor of 0.2). The maximum number of positions will be re-evaluated every three years. No more than five new titles will be conferred in any given year.
- 1.5. b. A vacancy among the Distinguished University Professors shall occur when any retires.
- 1.5. c. The title of Distinguished University Professor will continue to be held after retirement.

2.0 PROCEDURES

2.1 Nominations

The nomination procedures for Distinguished University Professors will take place on an annual cycle as follows:

- 2.1. a. A Distinguished Awards Committee will be created, composed of outstanding scholars with as broad a membership as possible, taking into account the need for balance and inclusion, the composition being constituted as follows:
 - The Provost or designate (chair)
 - The Vice-President (Research) or designate
 - The Associate Vice-President (Faculty)
 - One senior scholar from another university, appointed by the Provost

Five senior McMaster scholars, appointed by the Committee on Appointments upon the recommendation of Provost's Council

- 2.1. b. By the second Monday of September each year, the Provost shall invite nominations to the rank of Distinguished University Professor from the McMaster Community.

Anyone intending to nominate a colleague should inform the relevant Dean of their intention to do so by October 1, or as soon thereafter as possible.

- 2.1. c. The selection process shall occur in two phases. In the first phase nominations shall consist of the following:

A letter of nomination (maximum 3 pages) signed by four individuals, at least two of whom must be McMaster professors. (Self-nomination is not acceptable). The letter should outline why the nominee is deemed to fit the criteria for this title.

The nominee's CV.

Nominations will be due on November 1.

- 2.1. d. The selection committee (less the external member) will meet to select the most suitable nominees to move forward to the final selection process. The nominators of those candidates will then be asked to obtain at least 2 but up to 5 letters of reference attesting to the individual's global impact and standing to support the nomination. They will be due by February 1.

- 2.1. e. The full selection committee will then meet to develop a slate of candidates to be recommended to the Senate Committee on Appointments, no later than March 1. Upon ratification by this body the slate of candidates will be forwarded to the Senate for final approval.

- 2.1.f. In any given year when the number and calibre of candidates so warrants, the selection committee can recommend to the Provost a list of unsuccessful nominees whose names will be automatically included in the first phase of the selection process for the next competition. At the appropriate time, the nominators of any such individuals will be given an opportunity to update their nomination package.

3.0 CONFERRING OF THE TITLE OF DISTINGUISHED UNIVERSITY PROFESSOR

The title shall be conferred by the Chancellor at Convocation.

4.0 THE COLLEGIUM OF DISTINGUISHED UNIVERSITY PROFESSORS

All Distinguished University Professors at McMaster including those who have retired will constitute a collegium. The intent is to provide a forum that will enable Distinguished University Professors to raise the level of academic discourse within the institution, particularly amongst McMaster students. The collegium will be provided with funding each year by the Provost to offer a symposium on a topic having both academic and societal interest. It may also be called on from time to time to offer advice or support. The operation and effectiveness of the collegium will be assessed after 5 years of operation and its continuation will be at the discretion of the President upon the advice of the Provost and the Vice-President (Research).

Policy Title:

Guidelines for Awarding the Title Distinguished University Professor

Approved by:

Senate

Date of Most Recent Approval:

April 13, 2016TBD

Supersedes/Amends Policy Dated:

- April 13, 2016
- November 12, 2014
- March 13, 1996

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Responsible Executive: **Provost & Vice-President (Academic)**

Policy-Specific Enquiries: [Office of Provost & Vice-President \(Academic\)](#)

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Policy

Rationale

1. Academic life involves achievements in many domains, including the discovery, communication and preservation of knowledge, excellence in education and pedagogy, as well as a commitment to the communities that we serve, from local to global. The ranks that ~~are held by~~ faculty members ~~of faculty~~ hold represent an acknowledgement of the levels of achievement that each member of the community has attained in their academic life. High accomplishment is prized here; thus, it is not surprising that our professoriate includes individuals whose achievements are extraordinary. ~~It behooves us~~ It is, therefore, appropriate to recognize our most distinguished members by conferring upon them a title that represents the highest honour the University can bestow. To that end, McMaster University has established the title Distinguished University Professor, with the following terms, criteria, and nomination and selection procedures.

Title

2. The title of the category shall be Distinguished University Professor.

Eligibility

3. To be eligible for nomination, an individual must be a full-time member of faculty at McMaster and hold a tenure- or teaching-stream appointment, Contractually Limited Appointment (CLA), Continuing Appointment without Annual Review (CAWAR), Special Appointment, or clinical faculty appointment.

Terms

4. ~~The title is awarded by the Senate only to full-time members of the faculty and is held for life,~~ Subject to Article XIV, clause ~~180~~ 175 (Conferring of Titles) of the Senate By-laws, the title is awarded by the Senate and is held for life.

Criteria

5. This title will be conferred only on faculty members who have demonstrated distinction and impact well beyond McMaster in one or more fields of endeavour, sustained over a period of time, with a particular emphasis on the success achieved while ~~ona member of~~ faculty at the ~~university~~University. In keeping with McMaster's ~~position~~national and global reputation as a leading research-intensive university ~~of global repute~~, those holding the title of Distinguished University Professor must have demonstrated an outstanding and sustained research record ~~that demonstrates international~~demonstrating global impact and recognition. ~~However~~Additionally, this award is also meant to recognize the complete scholar. Thus, the ideal candidate will have ~~additionally~~also demonstrated a sustained record of excellence and/or innovation in teaching and learning, including the supervision of emerging scholars ~~along with~~and a ~~demonstrated~~ history of service that has ~~had an impact on~~impacted the community, whether within or without the ~~university~~University.
6. In assessing candidates, the selection committee will strive to understand and incorporate how impact is determined and communicated in different domains and fields of scholarship.
7. The selection committee will strive to incorporate the philosophies outlined in the *San Francisco Declaration on Research Assessment (DORA)* in their decision while also considering Equity, Diversity, and Inclusion (EDI) and Indigenous reconciliation. EDI principles include those established in the *Scarborough Charter on Anti-Black Racism and Black Inclusion in Higher Education*, to which the University is a signatory.

Number of Distinguished University Professors

- 7.8. The number of Distinguished University Professors ~~who have been appointed in the previous ten (10) years~~ shall be restricted to no more ~~that~~than 2% of all full-time members of faculty, including tenure-stream, teaching-stream, CLAs, CAWAR and Special (with the latter ~~stream~~two categories counted using a weighting factor of 0.2). ~~The~~This maximum number ~~of positions~~ will be re-evaluated every three (3) years.

~~based on headcounts as of July 1 that year. No more than five new titles will be conferred in any given year.~~

~~8. A vacancy among the Distinguished University Professors shall occur when any retires.~~

~~9. The title of Distinguished University Professor will continue to be held after retirement. To determine the number of available (open) positions in a given year, the University will use the following guidelines:~~

~~a) Calculate the number of Distinguished University Professors titles conferred within the last ten (10) years, subtracting those who have retired, left the University, or are deceased. Individuals conferred the title more than ten (10) years ago will still retain the title and associated prestige, rights, and privileges. However, the University will not include the sum of these titles in the calculation.~~

~~b) The number of new titles available in any given year shall be the difference between the maximum number evaluated in 8) and the number calculated in 9 (a), provided this difference is positive, or zero otherwise.~~

~~a)c) No more than five (5) new titles will be conferred in any given year.~~

Procedures

Nominations

~~9.10.~~ The nomination procedures for Distinguished University Professors will take place on an annual cycle as follows:

a) A Distinguished Awards Committee will be created, composed of outstanding scholars with as broad a membership as possible, taking into account the need for balance and inclusion, the composition being constituted as follows:

[1] The Provost or designate (chair);

[2] The Vice-President (Research) or designate;

~~[3] The Associate Vice President (Faculty);~~

~~[3] The Deputy Provost;~~

[4] One (1) senior scholar from another university, appointed by the Provost;

~~[5] Five~~ One (1) recognized leader from the community, appointed by the Provost, who may provide insight regarding community-relevant contributions;

~~[5]~~[6] Six (6) senior McMaster scholars, appointed by the Committee on Appointments, upon the recommendation of Provost's Council.

b) By the ~~second~~third Monday of September each year, the Provost shall invite nominations to the rank of Distinguished University Professor from the McMaster Community.

c) Anyone intending to nominate a colleague should inform the relevant Dean of their intention to do so by October 1⁷, or as soon thereafter as possible.

d) The selection process shall occur in two phases. In the first phase, nominations shall consist of the following:

[1] A letter of nomination (maximum three (3) pages) must be signed by four (4) individuals, with at least two holding the rank of ~~whom must be Professor or Professor Emerita/Emeritus from~~ McMaster professors. ~~(Self-nomination is not acceptable).~~ University. The letter should ~~outline~~explain why the nominee ~~is deemed to fit~~meets the criteria for this title. Non-traditional nomination formats, such as video or audio recordings, will also be accepted, provided they contain enough content to support the nominee's candidacy. Self-nominations will not be accepted.

[2] The nominee's CV.

[3] Nominations will be due on November 1.

e) The selection committee (less the external members) will meet to select the most suitable nominees to move forward to the final selection process. The nominators of those candidates will then be asked to obtain at least two (2) but up to five (5)

letters of reference attesting to the individual's global impact and standing to support the nomination. Non-traditional reference formats, such as video or audio recordings, will also be accepted, provided they contain enough content to support the nominee's candidacy. They will be due by February 1.

- f) The full selection committee will then meet to develop a slate of candidates to be recommended to the Senate Committee on Appointments, no later than ~~March~~ April 1. Upon ratification by this body, the slate of candidates will be forwarded to the Senate for final approval.

- g) In any given year, when the number and calibre of candidates so warrants, the selection committee can recommend to the Provost a list of unsuccessful nominees whose names will be automatically included in the first phase of the selection process for the next competition. At the appropriate time, the nominators of any such individuals will be given an opportunity to update their nomination package.

Conferring of the Title Distinguished University Professor

~~10.11.~~ The title shall be conferred by the Chancellor at Convocation.

The Collegium of Distinguished University Professors

~~11.12.~~ All Distinguished University Professors ~~at McMaster,~~ including those who have retired, will constitute a collegium. The intent is to provide a forum that will enable Distinguished University Professors to raise the level of academic discourse within the institution, particularly amongst McMaster students. The Provost will provide the collegium ~~will be provided~~ with funding each year ~~by the Provost~~ to offer a symposium on a topic having that has both academic and societal interest. It may also be called on ~~from time to time~~ occasionally to offer advice or support. The operation and effectiveness of the collegium will be assessed after five (5) years of operation, and its continuation will be at the discretion of the President upon the advice of the Provost and the Vice-President (Research).

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Policy

Rationale

1. Academic life involves achievements in many domains, including the discovery, communication and preservation of knowledge, excellence in education and pedagogy, as well as a commitment to the communities that we serve, from local to global. The ranks that faculty members hold represent an acknowledgement of the levels of achievement that each member of the community has attained in their academic life. High accomplishment is prized here; thus, it is not surprising that our professoriate includes individuals whose achievements are extraordinary. It is, therefore, appropriate to recognize our most distinguished members by conferring upon them a title that represents the highest honour the University can bestow. To that end, McMaster University has established the title Distinguished University Professor with the following terms, criteria, and nomination and selection procedures.

Title

2. The title of the category shall be Distinguished University Professor.

Eligibility

3. To be eligible for nomination, an individual must be a **full-time** member of faculty at McMaster and hold a tenure- or teaching-stream appointment, Contractually Limited Appointment (CLA), Continuing Appointment without Annual Review (CAWAR), Special Appointment, or clinical faculty appointment.

Term

4. Subject to Article XIV, clause 175 (*Conferring of Titles*) of the [Senate By-laws](#), the title is awarded by the Senate and is held for life.

Criteria

5. This title will be conferred only on faculty members who have demonstrated distinction and impact well beyond McMaster in one or more fields of endeavour,

sustained over a period of time, with a particular emphasis on the success achieved while a member of faculty at the University. In keeping with McMaster's national and global reputation as a leading research-intensive university, those holding the title of Distinguished University Professor must have demonstrated an outstanding and sustained research record demonstrating global impact and recognition. Additionally, this award is also meant to recognize the complete scholar. Thus, the ideal candidate will have also demonstrated a sustained record of excellence and/or innovation in teaching and learning, including the supervision of emerging scholars and a history of service that has impacted the community, whether within or without the University.

6. In assessing candidates, the selection committee will strive to understand and incorporate how impact is determined and communicated in different domains and fields of scholarship.
7. The selection committee will strive to incorporate the philosophies outlined in the [San Francisco Declaration on Research Assessment](#) (DORA) in their decision while also considering Equity, Diversity, and Inclusion (EDI) and Indigenous reconciliation. EDI principles include those established in the [Scarborough Charter on Anti-Black Racism and Black Inclusion in Higher Education](#), to which the University is a signatory.

Number of Distinguished University Professors

8. The number of Distinguished University Professors who have been appointed in the previous ten (10) years shall be restricted to no more than 2% of all full-time members of faculty, including tenure-stream, teaching-stream, CLAs, CAWAR and Special (with the latter two categories counted using a weighting factor of 0.2). This maximum number will be re-evaluated every three (3) years, based on headcounts as of July 1 that year.
9. To determine the number of available (open) positions in a given year, the University will use the following guidelines:

- a) Calculate the number of Distinguished University Professors titles conferred within the last ten (10) years, subtracting those who have retired, left the University, or are deceased. Individuals conferred the title more than ten (10) years ago will still retain the title and associated prestige, rights, and privileges. However, the University will not include the sum of these titles in the calculation.
- b) The number of new titles available in any given year shall be the difference between the maximum number evaluated in 8) and the number calculated in 9 (a), provided this difference is positive, or zero otherwise.
- c) No more than five (5) new titles will be conferred in any given year.

Procedures

Nominations

10. The nomination procedures for Distinguished University Professors will take place on an annual cycle as follows:
 - a) A Distinguished Awards Committee will be created, composed of outstanding scholars with as broad a membership as possible, taking into account the need for balance and inclusion, the composition being constituted as follows:
 - [1] The Provost or designate (chair);
 - [2] The Vice-President (Research) or designate;
 - [3] The Deputy Provost;
 - [4] One (1) senior scholar from another university, appointed by the Provost;
 - [5] One (1) recognized leader from the community, appointed by the Provost, who may provide insight regarding community-relevant contributions;
 - [6] Six (6) senior McMaster scholars, appointed by the Committee on Appointments, upon the recommendation of Provost's Council.
 - b) By the third Monday of September each year, the Provost shall invite nominations to the rank of Distinguished University Professor from the McMaster Community.

- c) Anyone intending to nominate a colleague should inform the relevant Dean of their intention to do so by October 1 or as soon thereafter as possible.
- d) The selection process shall occur in two phases. In the first phase, nominations shall consist of the following:
 - [1] A letter of nomination (maximum three (3) pages) must be signed by four (4) individuals, with at least two holding the rank of Professor or Professor Emerita/Emeritus from McMaster University. The letter should explain why the nominee meets the criteria for this title. Non-traditional nomination formats, such as video or audio recordings, will also be accepted, provided they contain enough content to support the nominee's candidacy. Self-nominations will not be accepted.
 - [2] The nominee's CV.
 - [3] Nominations will be due on November 1.
- e) The selection committee (less the external members) will meet to select the most suitable nominees to move forward to the final selection process. The nominators of those candidates will then be asked to obtain at least two (2) but up to five (5) letters of reference attesting to the individual's global impact and standing to support the nomination. Non-traditional reference formats, such as video or audio recordings, will also be accepted, provided they contain enough content to support the nominee's candidacy. They will be due by February 1.
- f) The full selection committee will then meet to develop a slate of candidates to be recommended to the Senate Committee on Appointments no later than April 1. Upon ratification by this body, the slate of candidates will be forwarded to the Senate for final approval.
- g) In any given year, when the number and calibre of candidates so warrants, the selection committee can recommend to the Provost a list of unsuccessful nominees whose names will be automatically included in the first phase of the selection process for the next competition. At the appropriate time, the

nominators of any such individuals will be given an opportunity to update their nomination package.

Conferring of the Title Distinguished University Professor

11. The title shall be conferred by the Chancellor at Convocation.

The Collegium of Distinguished University Professors

12. All Distinguished University Professors, including those who have retired, will constitute a collegium. The intent is to provide a forum that will enable Distinguished University Professors to raise the level of academic discourse within the institution, particularly amongst McMaster students. The Provost will provide the collegium with funding each year to offer a symposium on a topic that has both academic and societal interest. It may also be called on occasionally to offer advice or support. The operation and effectiveness of the collegium will be assessed after five (5) years of operation, and its continuation will be at the discretion of the President upon the advice of the Provost and the Vice-President (Research).