

**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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# 2019-2020

## Annual Report: McMaster Research Ethics Board



Dr. Violetta Ignieski  
Chair, McMaster Research Ethics Board  
June 30, 2020  
[igneski@mcmaster.ca](mailto:igneski@mcmaster.ca)



## Executive Summary

The McMaster Research Ethics Board (MREB), in cooperation with the Hamilton Integrated Research Ethics Board (HiREB), is responsible for ensuring that research involving humans carried out by McMaster faculty, students and staff is in compliance with Canada's Tri-Council Policy Statement (TCPS): *Ethical Conduct for Research Involving Humans*. MREB reviews most human participant research outside of the Faculty of Health Sciences (FHS), with HiREB reviewing FHS research and some research from the other Faculties.

In 2019-2020, MREB, its Student Research Ethics Committees (SRECs), and the MREB Secretariat processed 347 new applications, and 188 amendments, for a total of 535 submissions. The total number of submissions is the highest number ever received by MREB, surpassing the 467 total submissions received in 2017-2018. The number of new applications was the second highest on record, after 348 submissions in 2012-2013. The high number of total submissions was driven by a significantly higher number of amendments – 44.5% increase over the average number of amendments from the previous five years, and 20.5% increase over the next highest year (2018-2019). The University restrictions on face-to-face human participant research due to COVID-19 resulted in a high number of amendments in March, April, and May 2020, as researchers adjusted study protocols.

In addition, MREB's activities over 2019-2020 included: on-going systems development, the provision of educational opportunities for McMaster researchers, training and professional development opportunities for MREB members and personnel, promotional activities, and improvements to the review and administration of protocols. Among the highlights are:

- The MREB and MREB Secretariat response to the COVID-19 restrictions on in-person research with human participants. The Research Ethics Officer and Research Ethics Advisor contacted researchers whose applications were in the review process to help them figure out necessary changes to allow the studies to continue remotely. The MREB Chairs and MREB Secretariat staff produced the [MREB COVID-19 FAQs webpage](#) to guide researchers on review requirements for changes to projects and provided guidance on common changes. MREB, RHPCS and UTS produced the [guide on using video-conferencing](#) in human participant research.
- Navigating significant personnel changes during the 2019-2020 academic year. The previous MREB Chairs completed their terms in June 2019 and two brand new Chairs started in July 2019 – Drs. Violetta Ignieski and Sue Becker. Followed shortly after by the hiring of Lisungu Chieza in the new Research Ethics Advisor role. The summer and early fall was a period of training for the new Chairs and the REA. Research Ethics Officer, Stine Hansen, resigned in the early fall and her position was covered by the AD-Research Ethics and Michael Wilson (Research Technology Analyst) until finally filled in December 2019, by Karen Henderson. Finally, Michael Wilson, who has been instrumental in implementing the new MacREM system, retired at the end of February 2020. This past year was an intense learning and training process for all the people new to their positions, but the team has come together well and looks forward to this next year.

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## Mandate and Role of the McMaster Research Ethics Board

The McMaster Research Ethics Board (MREB), created by the President's Council in 1974, is an autonomous entity within McMaster University charged with reviewing non-FHS research to ensure the safety and well-being of human participants involved in research carried out by McMaster faculty, students, and personnel. McMaster University mandates its Research Ethics Boards (REBs) to ensure that all research investigations involving humans are in compliance with Canada's Tri-Council Policy Statement on the *Ethical Conduct for Research Involving Humans*. MREB is responsible for educating the University community on non-medical research ethics involving human participants and setting University policies with respect to non-medical research involving human participants. Board members represent a broad range of disciplines and faculties, particularly those in which research with humans takes place. Board membership includes at least one member knowledgeable in ethics, and at least one community member with no affiliation with the university. In addition, the Board has representation from the Canadian Indigenous community, a member knowledgeable in research with Aboriginal communities, and a member knowledgeable in the law. The MREB Chair, in addition to chairing the Board, is also a member of the McMaster University, Hamilton Health Sciences (HHS) and St. Joseph's Healthcare Hamilton (SJHH) Appeals Board.

## How the McMaster Research Ethics Board Works

MREB's guiding principles are based on the Tri-Council Policy Statement (TCPS) on the *Ethical Conduct for Research Involving Humans*, as well as McMaster University's *Research Involving Human Participants Policy Statement*. To ensure the adequate review of research ethics protocols and the continual education of MREB members, MREB convenes face-to-face, once a month, from September to June, with a pause during the summer months unless additional meetings are required. Board membership and the establishment of quorum adhere to TCPS requirements, with MREB having the additional requirement of 40% of the membership present for a full-board review of a protocol. Minutes of meetings are recorded and approved by the REB. Discussions and minutes are kept confidential. During COVID-19 restrictions the Board has been meeting via video-conference.



## Decision Making Process

Any non-FHS research involving human participants is subject to full review by MREB (with some non-FHS research reviewed by the Hamilton Integrated Research Ethics Board [HiREB] due to certain study procedures). Most ethics protocols reviewed by MREB go through a delegated review process (i.e., one or two members and the Chair or Vice-Chair). McMaster University mandates MREB, in accordance with the TCPS, to review the ethical acceptability of non-FHS research. In this regard, MREB may recommend clearance, propose modifications, reject or even terminate any planned or ongoing non-FHS research involving human participants that is conducted under the auspices or within the jurisdiction of McMaster University. MREB delegates to various Student Research Ethics Committees (SRECs) the review of most minimal risk undergraduate research and course-based research. The main MREB committee reviews faculty, staff, and graduate student research, along with higher risk undergraduate student research.

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### Members of the Board – as of June 2020

1. **Chair:** Violetta Igneski, Philosophy
2. **Vice-Chair:** Sue Becker, Psychology, Neuroscience & Behaviour
3. Hodon Abdi, Community Member
4. Kathy Ball, Mills Library Administration
5. Lee Beach, Divinity College
6. Mike Campbell, Community Member
7. Mirna Carranza, School of Social Work
8. Jo Cenaiko, Philosophy
9. Krista D'Aoust, Community Member
10. Greg Flynn, Political Science
11. Sarah Glen, Bachelor of Health Sciences Program
12. Amy Gullage, MacPherson Institute
13. Stine Hansen, MacPherson Institute
14. Hanna Haponenko, Psychology, Neuroscience & Behaviour
15. Maureen Hupfer, DeGroote School of Business
16. Sadhna Jayatunge, Community Member
17. Erin Kuri, School of Social Work
18. Kelsey Leonard, Political Science, Indigenous Representative
19. Krista Madsen, Kinesiology
20. Zahra Motamed, Mechanical Engineering
21. Paul Muir, IT Security (UTS)
22. David Ogborn, Communication Studies and Multimedia
23. Cheryl Quenneville, Mechanical Engineering (On Leave)
24. Karen Richmond, McMaster Association of Part-Time Students
25. Aaron Roberts, Philosophy
26. Mel Rutherford, Psychology, Neuroscience and Behaviour
27. Ranil Sonnadara, Research and High-Performance Computing Support (Special Advisor to the VP Research)
28. Daina Stanley, Anthropology
29. Hongjin Sun, Psychology, Neuroscience & Behaviour (On Leave)
30. Rachel VanEvery, Public Health, Indigenous Representative

### MREB Administrative Personnel

**Assistant Director, Research Ethics:** Nikola Caric

**Research Ethics Advisor:** Lisungu Chieza

**Research Ethics Officer:** Karen Henderson

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## Chair's Message



This first year of my term as Chair of MREB has been a year of great change and uncertainty but also a year of significant accomplishment and teamwork. I count myself lucky to be working with a group of caring and talented individuals, who, together with the Board, have been carrying out our mandate of protecting participants and ensuring that the high-quality research at McMaster respects participants, protects their welfare and is concerned with justice in our community.

The first challenge for any incoming Chair is to survive the steep learning curve. I jumped right into the deep end in July 2019, learning the process, reviewing protocols, and hiring a Research Ethics Advisor (REA). Together with Sue Becker, the Vice-Chair, we made an effort to improve attendance at meetings without full board reviews by creating educational opportunities for members. We are thankful for Michelle Cadieux's explanation of the ins and outs of student recruitment via SONA; Jay Brodeur's presentation on the upcoming TCPS2 data management and security policy; Bernice Downey's interactive discussion of ethics review and Indigenous research; Paul Muir's expert advice on data security; and Ranil Sonnadara and Paul Muir's session on privacy and security concerns with various online platforms. I can report that, at the very least, we have learned a lot and have easily made quorum at each meeting. We also made efforts to clarify the review process by providing more guidance to reviewers to make their comments more effectively to researchers and the Chairs (such as providing specific suggestions for revisions and linking it to TCPS2 requirements, raising questions for the Chairs when they are unsure about a comment, noting agreement with another reviewer's comment when that is the case, continuing the use of "Collegial comments" to communicate advice to researchers that doesn't constitute a required change) and also making changes to the application form on MacREM to make it clearer and easier to use.

2019/20 has been a big year of transition for the MREB team. Of our core team of five, four of us are brand new. The one unchanging figure throughout has been our Assistant Director-Research Ethics, Nick Caric, who with expertise and patience, put all the processes in place to ease the transition, train new staff and pick up the slack in all manner of speaking. He is truly a rock for this Board and not a day goes by that I don't appreciate his sage advice and hard work. It has been a great pleasure for me to work with Sue Becker, the best Vice-Chair I can imagine. We have worked hard to ensure consistency in our advice and develop a process for most effectively combining our work with the Research Ethics Advisor (REA). Participating in the hiring of the REA was one of our first tasks, and we were very lucky to add Lisungu Chieza to the Research Ethics Office. Lisungu brings a wealth of experience from the University Health Network and she quickly adapted to our system at McMaster in order to advise researchers and support the Chairs in the review process. Adding a third staff member was crucial for MREB to be able to fulfill its obligations and carry out reviews in a timely way, specifically by providing assistance to the Chairs. This year we bid farewell to Michael Wilson, who retired after 19 and a half years of providing expert administrative, technical and ethics support to MREB. Though we were very sad to lose him, we remain grateful for his years of service and happy for him as he moves into this new, and hopefully, more relaxing, stage of his life. Michael's departure, however, brought us a new team member, Karen Henderson. Karen's many years of REB experience have helped with her transition as she quickly had to learn how to run and update the MacREM system, provide careful administrative reviews of applications and amendments, and generally support the office.

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Everything turned upside down in March, when, due to the outbreak of COVID-19, the University announced that all in-person classes would be moved online, face-to-face research would have to be put on hold, and staff, faculty and students would have to continue their work from home and online. This led to necessary and unprecedented changes in the way MREB functions. The REO offices closed, staff transitioned to working from home, consultations with researchers continued by phone and video-conferencing, and MREB meetings took place over Zoom. We very quickly created a COVID-19 FAQ for researchers to inform them of the procedures for submitting amendments when moving data collection from in-person to online with consideration for the different privacy risks associated with online platforms. The Chairs are so thankful for the support from Paul Muir (UTS, IT Security) and Ranil Sonnadara (RHPCS), who also happen to be MREB members for answering our endless questions on data security and also developing with us, the guidance document Using Video Conferencing for Collecting Data from Human Participants. Some of the privacy concerns that have been raised with several of the video conferencing platforms include: the security of the data recorded on the platform's server; uncertainty about the level of encryption; uninvited participants joining meetings ("Zoom-bombings"), interviews/focus groups being recorded (video and/or audio) by host (and possibly other participants); data being accidentally disclosed; data being targeted by outside parties; and having researchers communicate the risks accurately/adequately to participants. In spite of, and also because of, these challenging circumstances, MREB and the SRECs reviewed 535 submissions (347 new applications and 188 amendments), the highest number of submissions we have ever had.

Over that last couple of months, brutal and highly public incidences of racially motivated violence and police brutality against Black and Indigenous persons in Canada and the US have sparked local, national and international outrage and protest. As an institution at McMaster that is, at root, concerned with respect, welfare, and justice, MREB must examine its role in reinforcing inequities and injustices against historically and currently marginalized and racialized persons. We must take steps to better understand our responsibility in this institutionalized and systemic injustice and isolate specific steps we can take in combatting anti-Black racism and discrimination in research. We are engaging with the Equity and Inclusion Office to help inform our next steps. This complements an important and ongoing goal to build capacity on MREB with respect to ethics and Indigenous research. We have been collaborating with the McMaster Indigenous Research Institute under the leadership of Bernice Downey and HiREB to plan training and educational opportunities for MREB members and staff.

I would like to recognize the valuable work of the Student Research Ethics Committees (SRECs) across campus. In handling the review of course-based research and protocols for research conducted by undergraduate students, these sub-committees are a vital part of our effort to ensure that all protocols are dealt with fairly and efficiently. A special thanks to the Chairs of the SRECs, who worked with the student researchers and course instructors through the ethics review and revision process.

And last but not least, I would like to acknowledge with great appreciation the dedication of the members of the MREB. I was reminded over this past year of the time and commitment required of those who serve in this capacity. Members spend countless hours reviewing protocols and grappling with complicated ethical issues and they carry out their duties thoroughly, thoughtfully and often on extremely tight timelines. This year we say good-bye to Greg Flynn, Lee Beach, Paul Muir, and Erin Kuri whose terms have come to an end. We thank them for their service and wish them well. I'd like to give a special thanks to Stine Hansen who served as a wonderful Research Ethics Officer for several months in 2019 and has continued on MREB as a member.

This has been a year of highs and lows, a year of challenges and opportunities. Throughout, it has been a rewarding experience and I look forward to working with the Board to implement some of the changes we have

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prioritized together and to continue to fulfill our mission “to ensure research involving human participants carried out under the auspices of McMaster University is of the highest quality, is conducted to protect the interests of human participants and of society and is in compliance with the Tri Council Policy Statement: Ethical Conduct for Research Involving Humans”.

## Operational and Policy Development Activities

### Internal Meetings

- Monthly MREB meetings: The purpose of these meetings was to review protocols, deliver continuing education to MREB members, and address MREB operational matters. The annual general meeting took place in June 2020. At that meeting, the research ethics officer presented the SREC reports on their annual activities, and the goals and objectives for the upcoming year were discussed.
- Monthly meetings of the Chair, Vice-Chair, and MREB Secretariat personnel: These meetings were held to address routine operational matters and to set the agenda for the monthly MREB meetings.
- SREC meetings: These were attended by SREC Chairs and SREC members to deal with protocols and administrative matters relevant to the functioning of the SRECs. Some SRECs had one meeting to start the year, others met more frequently (monthly at most), and others did not meet in-person this year. The Research Ethics Officer attended some of the meetings.

### Administrative Activities

- The Research Ethics Officer continues to conduct an administrative review of incoming applications in order to provide feedback to researchers regarding necessary revisions prior to ethics review (e.g. missing documents, insufficient information, etc.). This initial administrative review ensures that the MREB reviewers can focus on any ethical concerns in the application. The new online system (MacREM) has made it easier for the Research Ethics Officer to provide comments to researchers and also creates a clear record of what was covered in the administrative review, which the MREB Chairs can access in order to provide feedback to the ethics office on the appropriateness of the administrative review comments.
- The Researcher Annual Report/Project Status process continued in compliance with the TCPS requirement of ongoing review. MREB personnel ensured that researchers were notified to complete their required short annual project status reports in advance of the anniversary of their initial clearance in order to remain in compliance with the Tri-Council Policy Statement, the Tri-Agency’s Framework: Responsible Conduct for Research, and university policies and funding requirements. In the coming year, the MREB Secretariat will look at improving the process, ideally in partnership with faculty research administrators, in order to reduce the number of researchers failing to submit annual reports on time.
- The MREB member background and skills inventory continues to be completed by new members. This information assists the Board in tracking areas of expertise among its members, identifying gaps that require filling when new members are being recruited to serve on MREB, and helps the board assign protocols to reviewers. Former Research Ethics Officer, Daniel Tesolin, created a database connecting reviewer expertise, availability and review history to improve efficiency in assigning ethics applications for review. Current Research Ethics Officer, Karen Henderson, continues to use and refine this database.

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- The MREB forms on the MacREM system had three rounds of updates this past year, as the ethics office staff make changes based on how researchers are completing the form, as well as researcher and reviewer feedback. Most of the changes were minor and were made to improve clarity of questions, fix formatting or broken links, or to remove questions deemed unnecessary (or combine with another question). Major changes to the main form included several revisions to Section 12 on secondary use of data and changes to the application for projects with external REB clearance to allow the McMaster co-investigator to sign on behalf of the external principal investigator. The amendment form underwent a significant update to improve clarity on what information researchers need to provide when submitting a change to the approved protocol. An update is planned for July or August 2020, with the main change being a reworking of Section 15 on Confidentiality and Data Security to address redundant questions and improve the wording of questions.
- A Research Ethics Advisor (REA) position was created with the goal of reducing workload on the MREB Chairs. The REA position was filled in July 2019, with Lisungu Chieza joining the MREB Secretariat. The REA collates and edits delegated reviewer comments, and provides any necessary additional comments, before the application move on to the MREB Chair. The Chair receives an application that has feedback ready to send to the researchers, pending any changes or additions they want to make to the feedback. The REA also conducts the initial review of amendments and provides an assessment to the MREB Chair, as well as reviewing revised applications to determine if researchers addressed the MREB comments. The activities of the REA allow the Chairs to focus on substantial ethical issues and reduce the amount of time they must spend on each application. This year, with two new Chairs and the new REA position, the Chairs and the REA have spent significant time communicating about how the REA can best prepare feedback for the Chairs.
- The MREB Secretariat responded to the COVID-19 restrictions on in-person research with human participants. The Research Ethics Officer and Research Ethics Advisor contacted researchers whose applications were in the review process to help them figure out necessary changes to allow the studies to continue remotely.
- The AD-Research Ethics, with the Research Ethics Officer, produced seven new step by step procedures guides for the Research Ethics Officer role to take account of the new MacREM system and solidify what is expected during administrative review of applications and other tasks. The guides are primarily for administrative review of the different forms as well as for sending the ethics clearance certificate and processing annual reports. Additional guides are planned.

### Information Systems Development

- The old ethics system was retired in late 2019, once the few remaining studies were either transferred to MacREM or closed within the old system. The old system is in Cold Fusion and was stored on a server hosted by Student Affairs. A copy of the old system will be created and stored on a RHPCS server (so data on historical reviews is still accessible). Additionally, the McMaster Research Ethics Tutorial, which was also in Cold Fusion and stored on the Student Affairs server, has been re-created in LimeSurvey and is now live and available through the MREB section of the Research & Innovation website.
- Refinement of the MacREM system and workflow continued in 2019-2020. A major change was adjusting the system workflow to accommodate the actions of the new Research Ethics Advisor (REA) position. New

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actions, email templates and letters had to be created in the system for the REA role in the review process. The Research Ethics Officer and Michael Wilson (Research Technology Analyst – leading MacREM implementation), reviewed the frequent vendor updates to the system and communicated system issues to the vendor as needed. The new Research Ethics Advisor, Karen Henderson, started in December 2019 and had extensive training in MacREM, led by Michael Wilson, for just over two months (up to Michael Wilson's retirement at the end of February 2020). There is some flexibility in both the online form and system, and the system vendor is responsive to feedback, so the MREB staff can continue to tweak MacREM in response to researcher concerns.

- In January 2018, the Office of the VP Research began the process of redesigning the research.mcmaster.ca website, along with associated websites – including the MREB site (reo.mcmaster.ca). In the summer and fall of 2019, the AD-Research Ethics and Research Ethics Officer worked with the RHPCS Digital Communications Analyst to finalize the MREB portion of the new Research & Innovation website. This included a lot of minor edits, but also major revisions to the MREB FAQs and the guideline for course-based research. The guide for determining whether a project should be reviewed by MREB or HiREB was added to the new website.
- The LimeSurvey survey template service is growing in popularity and has funding until March 2022. The service, which receives technical and education support from Research and High Performance Computing Service (RHPCS), provides McMaster researchers with survey templates that enable researchers to develop and administer online surveys that are compliant with TCPS guidelines without needing to do any additional programming (for most simple surveys). As of June 30, 2020, there are over 1500 active surveys in the system (includes test/practice surveys). “How to” documents for McMaster researchers are available on the Research & Innovation website to support this interest and demand. Along with the increase in new accounts there is growing interest from researchers in the Faculty of Health Sciences. Ginette Segui Lines from RHPCS, and MREB's Research Ethics Officer, Karen Henderson, provide personal support to researchers when opening new accounts and during survey design.

### Policy Development and Committee Work

- The university policy to support researchers in maintaining promises of confidentiality to research participants spent 2019-2020 moving through the approval process at McMaster University, Hamilton Health Science, and St. Joseph's Healthcare Hamilton. It is still in the approval process. Nick Caric, AD-Research Ethics, had previously worked with VP Research, Karen Mossman, along with representatives from Hamilton Health Science and St. Joseph's Healthcare Hamilton to turn the draft policy document into a joint policy between McMaster, HHS and SJHH. This was in part to satisfy the Interagency Advisory Panel on Research Ethics interpretation of Article 5.1 of the TCPS2. With the 2019 release of the 2018 revisions to TCPS2, this interpretation is now within the TCPS2 as part of the application of Article 5.1. Therefore, the three institutions should prioritize finalizing approval of the new policy.
- The MREB Chair and AD-Research Ethics met with the new Privacy Officer to brief her on communications with the previous Privacy Officer surrounding use of McMaster emails for research recruitment (with the focus on use of student emails). The previous Privacy Officer had recognized the need for some formal guidance for researchers on use of emails and the Chair wanted to follow-up with the current Privacy Officer to know her stance on the issue and encourage the development of guidance for MREB and researchers.

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- The MREB Chair and Vice-Chair serve on the Research Information Technology Committee, which meets monthly. The purpose of this committee is to provide strategic guidance on sustainable digital infrastructure (hardware, software, people) for research; to help facilitate effective coordination across the institution; and to ensure that the needs of researchers are considered in strategic decisions around IT.
- The MREB Chair and the AD-Research Ethics serve on the Research Data Management Committee. This committee's purpose is to aid the University and researchers with the incoming Tri-Agency RDM requirements.
- The AD-Research Ethics serves on the LimeSurvey Advisory Committee. This committee provides guidance and feedback to the Research Information Technology Committee on strategic directions for the central instance of LimeSurvey.

## Education and Professional Development

### Educational Activities

- Numerous one-on-one ethics consultations were provided throughout the year, often on a daily basis, by MREB personnel. These consultations were conducted face-to-face, by telephone, videoconferencing, and through email exchanges.
- Provided research ethics awareness/guidance for USRA students via email sent to the USRA contact persons. Normally there would have been drop-in sessions for USRA students, but this was not possible due to COVID-19 restrictions.

### Educational Presentations

- The AD-Research Ethics held orientation sessions for new members, introducing them to their protocol reviewer role. MREB personnel also oriented both new and returning members on the use of the new online ethics review system.
- In-class presentations on research ethics were made in PhD, Masters and undergraduate courses in Masters of Communication Management, Social Work, Arts and Sciences, Communications and Multimedia, Health Aging and Society, Labour Studies, Global Studies, Gender Studies, Kinesiology, and Psychology, Neuroscience & Behaviour. Additionally, a special session on research ethics was held for MacPherson Institute researchers.
- The Chair, Vice-Chair, and MREB personnel planned and co-organized McMaster's 20th annual *Research Ethics Training Workshop* in January 2020, which was held in conjunction with representatives from the Hamilton Integrated Research Ethics Board (HiREB) and the School of Graduate Studies. The workshop was open to McMaster faculty, post-doctoral fellows, graduate students and staff from all programs. About 55 researchers attended. This year's workshop included a presentation on the philosophical foundations of research ethics and provided attendees with the opportunity to talk directly to the chairs of the two REBs about their research ethics questions. The workshop retained its popular interactive

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component consisting of the small group review of a mock research ethics application form facilitated by REB chairs and staff.

- In October, MREB hosted the 20th annual “How to Review a Protocol Training Workshop” attended by MREB and SREC members, and members of REBs across Southern Ontario, about 30 attendees in total. The workshop was well-received and provided REB and SREC members with information about the TCPS and the review process. Attendees had the opportunity to acquire hands-on experience with individual and group review processes of a mock protocol to hone their reviewing skills and receive feedback from workshop facilitators.

### REB Capacity Building

- MREB continued its ongoing capacity building efforts by inviting other REBs to send their new members to attend MREB’s “How to Review a Protocol” training workshop. At the 2019 workshop about half of the participants were from other institutions, including Ryerson, Durham, Humber, Conestoga, Mohawk and George Brown.
- The original McMaster Research Ethics online tutorial had over 7000 people complete it since June 2007, here in Canada and abroad. The new LimeSurvey version, launched in Fall 2019, has had 533 people complete it as of June 30, 2020. Other institutions and instructors from across Canada continue to assign this tutorial to their researchers and/or students.

### Promotional Initiatives

- MREB personnel staffed an information table on research ethics at McMaster at the Graduate Student Resource Fair in September 2019.
- The administration of the Tutorial for Researchers Conducting Retrospective Review of Health Records has been handed to HRS/HiREB for ongoing support and maintenance. Originally the creation of this tutorial was a collaboration between MREB and HiREB ethics staff and had been receiving technical support from Michael Wilson, MREB’s former Research Ethics Officer. This tutorial is mandatory for researchers who wish to do research using information held in patient charts. It instructs researchers on the legislative and privacy concerns for the use of personal health information in research. Over 12,000 researchers have been certified on the brief tutorial since its creation.

### Guidance Documents and Templates

- In response to the COVID-19 restrictions on research, the MREB Secretariat staff and MREB Chairs produced the [MREB COVID-19 FAQs webpage](#) to guide researchers on review requirements and common changes that may be required (e.g. switching to online interviews/focus groups, oral consent).
- In response to the increased use of video-conferencing software to enable remote research with participants, MREB, RHPCS and UTS produced the [guide on using video-conferencing](#) in human participant research.
- MREB and the MREB Secretariat staff are nearing completion of two documents that will help researchers conduct research online, especially relevant during the COVID-19 research restrictions. The first is a guide for research ethics when doing online data collection (surveys, online behavioural tasks). The second is a major revision of the information and consent template for online surveys/data collection.

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- A PowerPoint presentation entitled “Myths and Misconceptions” was used at various research ethics education events such as the “How to Review a Protocol” and the “Annual Research Ethics Workshop” to address common misconceptions about research ethics and the application review process.
- Additional MacREM guidance documents were created in 2019-2020, and existing guidance documents on MacREM were revised, as necessary.

### Professional Development

- Dr. Jay Brodeur (Associate Director, Digital Scholarship Services) provided an education session at the November 2019 MREB meeting. This session was about the upcoming data management requirements in the Tri-Agency Research Data Management Policy and how they may impact ethics review and the work of REBs.
- Dr. Michelle Cadieux (Psychology, Neuroscience & Behaviour) provided an education session at the October 2019 MREB Meeting. This session informed MREB members about the processes of the PNB Participant Pool and the SONA System (SONA is a cloud-based participant management system) used by the department of Psychology, Neuroscience & Behaviour for research recruitment.
- Dr. Bernice Downey (Acting Director of the McMaster Indigenous Research Institute and Assistant Professor in the School of Nursing) provided an education session at the January 2020 MREB Meeting. This session was about research with Indigenous communities and how MREB could further educate itself on this research.
- Paul Muir (IT Security Manager and MREB member) provided an education session at the February 2020 MREB Meeting. This session provided guidance to MREB members on how to review data security procedures in ethics applications.
- Education sessions for the Board were also led by the MREB Chair and Vice-Chair, and the Assistant Director (Research Ethics). The MREB Chair and Vice-Chair led a discussion on issues with demographic categories in research, specifically gender and ethnicity. The AD-Research Ethics presented on the TCPS2 (2018) revisions, which were released in the summer of 2019.
- MREB Chair, Dr. Violetta Igheski, attended the 2019 Advancing Ethical Research Conference in Boston. This conference is run by the Public Responsibility in Medicine and Research organization and is the largest annual research ethics conference in North America.
- Research Ethics Advisor, Lisungu Chieza, attended one of the days of the Indigenous Community Health & Research Conference, held jointly at Six Nations and McMaster University.
- Research Ethics Advisor, Lisungu Chieza, attended the Knowledge Leaders Program, run by Human Resources Services and the Centre for Continuing Education.
- The MREB Chair and Vice-Chair, the AD-Research Ethics, and the Research Ethics Advisor were all slated to attend the Canadian Association of Research Ethics Boards (CAREB) annual conference. However, the 2020 conference was cancelled due to the COVID-19 pandemic. The AD-Research Ethics attended the CAREB AGM in May via Zoom.

June 30, 2020



- MREB members complete the Tri-Council Policy Statement Course on Research Ethics (CORE) tutorial when they join the Board.

### Goals and Objectives Achieved for the Year (July 1, 2019 – June 30, 2020)

- Improvement to the MacREM ethics review process continued this year. However, instead of “quality of life” type improvements proposed for objectives this past year (e.g. making more use of the help icons) it was determined that more work needed to be done on core aspects of the application forms. Therefore, changes included major revisions to the amendment form, Section 12 of the standard form, and planned revisions to Section 15 of the standard form.
- As part of the launch of the new Research & Innovation website, the MREB website material was reviewed and revised, as necessary. Including major updates to the MREB FAQs and the guideline on course-based research.
- The new Research Ethics Advisor (REA) role was integrated into the review workflow process. Ongoing discussion and evaluation of the REA procedures and role between the Chairs, the REA and the AD-Research aim to improve the work of the REA in assisting the MREB Chairs.
- The plan to work with the Privacy Office on developing a guideline for the use of McMaster contact information in research recruitment was stalled when the previous Privacy Officer left the University. The MREB Chair has met with the new Privacy Officer and hopes to have movement on this in 2020-2021.

The following two objectives did not receive sufficient attention in 2019-2020, due to other work taking priority.

- Use review stats to determine optimal MREB reviewer representation from departments and work towards having sufficient representation for 2020-2021. Includes communicating to department chairs in advance and advocating that MREB service be a core administrative responsibility of designated faculty, as opposed to extra work on top of administrative responsibilities.
- Develop an ongoing research ethics training curriculum for MREB reviewers.

### Goals and Objectives for the Year (July 1, 2020 – June 30, 2021)

- Use review stats to determine optimal MREB reviewer representation from departments and work towards having sufficient representation for 2021-2022. Includes communicating to department chairs in advance and advocating that MREB service be a core administrative responsibility of designated faculty, as opposed to extra work on top of administrative responsibilities. Will liaison with the Office of the VP Research when optimal reviewer representation is determined to discuss how to improve recruitment.
- Work with the Privacy Office to develop a FIPPA compliant guideline for the use of McMaster contact information (primarily emails) in research recruitment.
- Develop guidance documents for ethical collection of sensitive data around race/ethnicity, gender, and sexuality.

June 30, 2020



- Continue to collaborate with MIRI and HiREB to develop training opportunities and build capacity on MREB (amongst reviewers, staff, and Chairs) on ethical issues with respect to research with Indigenous communities and individuals.
- Work on MREB's response to systemic racism through taking concrete steps to challenge racism in research and recruitment and engaging with the Equity and Inclusion Office to build capacity on the board.

June 30, 2020



## Statistical Overview of Protocols Received in 2019-2020 (July 1, 2019 – June 30, 2020)

**Table 1: Number of New Applications and Amendments Received by MREB and SRECs by MREB Reporting Year**

Year	MREB Full Applications	SREC Full Applications	Total Full Applications	All Amendment Applications	Total Including Amendments
2008 – 2009	186	78	264	60	<b>324</b>
2009 – 2010	215	91	306	73	<b>379</b>
2010 – 2011	216	89	305	76	<b>381</b>
2011 – 2012	214	61	275	99	<b>374</b>
2012 – 2013	242	106	348	102	<b>450</b>
2013 – 2014	235	81	316	143	<b>459</b>
2014 – 2015	267	72	339	114	<b>453</b>
2015 – 2016	244	63	307	106	<b>413</b>
2016 – 2017	273	59	332	123	<b>455</b>
2017 – 2018	251	63	314	153	<b>467</b>
2018 – 2019	259	32	291	156	<b>447</b>
2019 – 2020	298	49	347	188	<b>535</b>

**\*Total full applications include standard, course-based, external and conditional release of funds.**

June 30, 2020



**Table 2: Number of New Applications Received by MREB and SRECs by Month**

Month	MREB	SREC	Total
Jul-19	27	0	27
Aug-19	28	0	28
Sep-19	28	2	30
Oct-19	20	8	28
Nov-19	26	17	43
Dec-19	15	3	18
Jan-20	28	8	36
Feb-20	27	3	30
Mar-20	19	2	21
Apr-20	21	0	21
May-20	23	4	27
Jun-20	36	2	38
Total	298	49	347

**\*New applications include standard, course-based, external and conditional release of funds.**

June 30, 2020



**Table 3: Application Types Submitted in the MacREM System by Month**

Month	Standard	Amend	POR	FIO	Con	Course	Ext	Reportable	Total
Jul-19	21	8	1	5	3	0	3	2	43
Aug-19	19	16	1	11	6	2	1	2	58
Sep-19	25	16	0	7	2	0	3	0	53
Oct-19	25	18	2	11	0	0	3	1	60
Nov-19	39	12	2	10	1	1	2	1	68
Dec-19	17	9	2	9	0	1	0	1	39
Jan-20	29	16	3	24	2	2	3	1	80
Feb-20	25	18	3	10	1	1	3	1	62
Mar-20	17	22	1	8	1	0	3	1	53
Apr-20	13	15	2	14	5	0	3	0	52
May-20	24	22	2	9	1	1	1	0	60
Jun-20	30	16	0	20	5	1	2	2	76
<b>Total</b>	<b>284</b>	<b>188</b>	<b>19</b>	<b>138</b>	<b>27</b>	<b>9</b>	<b>27</b>	<b>12</b>	<b>704</b>

**Standard:** New standard MREB application

**Amend:** Amendment form to an approved application

**POR:** Program of research – individual study form

**FIO:** For information only form

**Con:** Conditional release of funds application

**Course:** Course-based research application

**Ext:** Application for a project with external REB clearance

**Reportable:** Reportable event form (adverse event, protocol deviation, data breach, complaint)

June 30, 2020



**Table 4: Number of New Applications Received by MREB and SRECs by Faculty/School**

Faculty	2015-2016	2016-2017	2017-2018	2018-2019	2019 - 2020
Administration	17	11	20	11	1
Arts & Science	11	11	9	3	4
Business	24	37	31	24	39
Divinity College	3	4	5	2	4
Engineering	3	14	13	15	21
External	5	6	4	10	5
Health Science	0	1	1	1	6
Humanities	45	40	37	37	57
MacPherson					3
Science	59	70	58	62	88
Social Science	77	78	73	94	119
<b>Total</b>	<b>244</b>	<b>272</b>	<b>251</b>	<b>259</b>	<b>347</b>

\*New applications include standard, course-based, external and conditional release of funds. The faculty (or other source) designation is based on the affiliation of the Principal Investigator (or the Faculty Supervisor in the case of student research). The inclusion of data on the SRECs starts with 2019-2020, previous years in the table are for MREB only.

June 30, 2020



**Table 5: Number of New Applications Received by MREB and SRECs by Level of Project**

Project Level	2015-2016	2016-2017	2017-2018	2018-2019	2019 - 2020
Faculty	115	133	119	99	121
Post-Doc	6	6	6	22	41
PhD Thesis	36	39	35	54	57
Grad Course				6	16
D. Min.	1	0	2	0	2
MRP	18	23	20	22	26
Masters Thesis	36	42	34	48	40
Undergraduate	20	20	21	45	87
Administration	11	8	12	11	13
Other	1	2	2	6	20
<b>Total</b>	<b>244</b>	<b>273</b>	<b>251</b>	<b>313</b>	<b>423</b>

\*New applications include standard, course-based, external and conditional release of funds. The data for 2018-2019 and 2019-2020 include all the checkboxes for Level of Project selected (in the new MacREM form), which is why the total numbers are greater than previous old system numbers (which only counted one level of project from a drop-down list). For example, a project that indicates both Faculty and PhD thesis for level of project is counted for both categories. The inclusion of data on the SRECs starts with 2019-2020, previous years in the table are for MREB only (as seen by the large number in the undergraduate category for 2019-2020).



**REPORT TO SENATE  
*from the*  
UNDERGRADUATE COUNCIL**

**FOR APPROVAL**

**I     Establishment of New Certificate and Diploma Programs**

At its October 27, 2020 meeting, the Undergraduate Council approved, for recommendation to Senate, the establishment of the following Certificate Programs. Details of the proposed Certificates are contained within the circulated report.

- a. Certificate of Professional Learning in Big Data Programming and Architecture
- b. Certificate of Professional Learning in Data Analytics
- c. Certificate of Professional Learning in Data Science
- d. Certificate of Professional Learning in Health and Social Services
- e. Certificate of Professional Learning in Professional Communication in the Canadian Workplace
- f. Certificate of Professional Learning in Risk Management
- g. Certificate of Professional Learning in The Science of Cannabis
- h. Concurrent Certificate in Rehabilitation Sciences

It is now recommended,

**that Senate approve the establishment of the Certificate of Professional Learning in Big Data Programming & Architecture, as set out in the attached.**

It is now recommended,

**that Senate approve the establishment of the Certificate of Professional Learning in Data Analytics, as set out in the attached.**

It is now recommended,

**that Senate approve the establishment of the Certificate of Professional Learning in Data Science, as set out in the attached.**

It is now recommended,

**that Senate approve the establishment of the Certificate of Professional Learning in Health and Social Services, as set out in the attached.**

It is now recommended,

**that Senate approve the establishment of the Certificate of Professional Learning**



**in Professional Communication in the Canadian Workplace, as set out in the attached.**

It is now recommended,

**that Senate approve the establishment of the Certificate of Professional Learning in Risk Management, as set out in the attached.**

It is now recommended,

**that Senate approve the establishment of the Certificate of Professional Learning in The Science of Cannabis, as set out in the attached.**

It is now recommended,

**that Senate approve the establishment of the Concurrent Certificate in Rehabilitation Sciences, as set out in the attached.**

## **II     Revisions to Certificate and Diploma Programs**

At the same meeting, the Undergraduate Council approved, for recommendation to Senate, revisions to the Diploma in Accounting. Details of the proposed revisions are contained within the circulated report.

It is now recommended,

**that Senate approve revisions to the Diploma in Accounting, as set out in the attached.**

## **FOR INFORMATION**

### **III     Terns of Award**

At the same meeting, the Undergraduate Council approved: a) one new award and b) three new bursaries.

#### **a)   New Awards**

The Excellence in Midwifery Student Leadership Scholarship

#### **b)   New Bursaries**

Bursary Fund for Black Students

Bursary Fund for Indigenous Students

Bursary Fund for Racialized Students

### **IV     2019-2020 Travel and Exchange Scholarship Reports**

At the same meeting, the Undergraduate Council also received, for information, the 2019-2020 Travel and Exchange Scholarship Reports.



- V**     2019-2020 Award Recipients Report  
At the same meeting, the Undergraduate Council also received, for information, the 2019-2020 Award Recipients Report.
- VI**    2019-2020 Award Disbursement Summary  
At the same meeting, the Undergraduate Council also received, for information, the 2019-2020 Award Disbursement Summary.
- VII**   2020 Major University and External Awards Selection Committee  
At the same meeting, the Undergraduate Council also received, for information, the membership of the 2020 Major University and External Awards Selection Committee.
- VIII**   Revisions to Certificate of Completion Programs  
At the same meeting, the Undergraduate Council received, for information, revisions to one Certificate of Completion program.

  - a) Essentials (Professional Development Program)

Documents detailing items for information are available for review on the [Secretariat's website](#).

**Senate: November 11, 2020**



DATE: September 1, 2020  
TO: Certificate & Diploma Committee  
FROM: Lorraine Carter, Director, Continuing Education  
RE: Program credential change for January 2021 (Certificate of Completion to Certificate of Professional Learning)

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Effective July 8, 2020, the Senate approved the Certificates & Diplomas Policy in which the Certificate of Professional Learning was established.

The Certificate of Professional Learning permits faculties and departments to develop a 9-unit program with a professional focus. McMaster Continuing Education offers a number of programs, consisting of 9 units of academic credit courses that have been approved as Certificates of Completion under the previous Certificates & Diplomas Policy. Importantly, the Certificates and Diplomas Policy does not restrict the use of academic courses within a Certificate of Completion.

Continuing Education is requesting the Committee's approval to change the McMaster credential from Certificate of Completion to Certificate of Professional Learning for the following programs:

- The Science of Cannabis (9 units)
- Risk Management (9 units)
- Health and Social Service (9 units)
- Professional Communication in the Canadian Workplace (9 units)
- Data Analytics (9 units)\*
- Data Science (9 units)\*
- Big Data Programming & Architecture (9 units)\*

\*These programs were approved as Certificates of Completion in the 2019-2020 academic year while discussions about the Certificate of Professional Learning were underway. Not knowing if the CPL would be supported, Continuing Education sought the C of C standing.

The other programs were approved as Certificates of Completion in that there was no other option available whereby students could receive a McMaster credential that was shorter and tighter in focus than a 15-unit Certificate program.

The rationale for this request is twofold: 1) to align Continuing Education program's credentials with the current Certificate & Diploma policy, and 2) to distinguish clearly between Continuing Education's academic (credit) and professional development (non-credit) programming. As things presently stand, it is confusing for students. The recent turmoil due to COVID-19 has



heightened Continuing Education's need to be clear as possible with students about the nature of their programs.

The effective date of this proposed change would be January 1, 2021. Learners currently in the program will be notified of the change in the issuing credential. Graduates of the programs will not be affected as the received McMaster credential reflected the University policy at the time of issue.

With thanks for the Committee's consideration,

*Lorraine Carter*



Continuing Education Program Approval

Department & Program Information (complete all fields):	
Program Name:	Big Data Programming and Architecture
Academic Credential:	Certificate of Professional Learning
Name of Representative:	Lorraine Carter
Effective Date:	January 1, 2021
Date of Submission:	September 25, 2020
Academic Merit (complete all fields; write "not applicable" as needed):	
i. Program Overview:	<p>The Big Data Programming and Architecture Program will offer a Certificate in Big Data Programming and Architecture or a Certificate of Professional Learning in Big Data Programming and Architecture.</p> <p>The program presents an intermediate-advanced level of topics in the areas of data science, machine learning with a focus on big data analytics, common open source technologies, and cloud computing platforms to create data infrastructure. The purpose of the program is to offer courses for students with prior academic and work experience in data analytics, data science, computer science, and related topics.</p> <p>Students may select courses based on their academic and professional backgrounds as well as their future learning needs.</p> <p>Each course will bridge theory and practical experience through a combination of experiential learning (i.e. case studies, projects, data laboratory activities, discussions, and presentations) and traditional teaching methods. Emerging trends, theories and practices will be incorporated into coursework to ensure that program content is current and relevant.</p>



<p>ii. Learning Objectives:</p>	<p>Upon completion of the program, students will:</p> <ul style="list-style-type: none"> <li>• Translate a business problem into an analytics problem;</li> <li>• Propose, and refine, analytical solutions to business problems;</li> <li>• Collect, analyze, interpret, and share data;</li> <li>• Identify relationships in data;</li> <li>• Select problem-solving techniques and software tools to test analytical solutions;</li> <li>• Work with open source and scalable document database tools to search and manage large data sets efficiently</li> <li>• Implement cloud computing concepts</li> <li>• Build a variety of IT infrastructure on the cloud</li> <li>• Prepare to pursue designation such as the Certified Cloud Practitioner, and Cloud Solutions Architect</li> </ul> <p>The following objectives will be threaded within each course:</p> <ul style="list-style-type: none"> <li>• Demonstrate an awareness of ethical practices and professional standards applicable to the field of data analytics;</li> <li>• Exemplify the skills, attitudes and behaviours required to work and collaborate with people and develop personal management skills;</li> <li>• Employ effective communication practices</li> </ul>
<p>iii. Meeting Learning Objectives:</p>	<p>The Big Data Programming and Architecture program will use a series of courses to achieve the stated program objectives. Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning objectives.</p>
<p>iv. Program Admission Requirements:</p>	<p>The program will not require an application for admission. Recommended program requirements will be posted to Continuing Education's website:</p> <p>"In compliance with the Certificates and Diploma, admission policy from Undergraduate Council, students who wish to enter the Data Analytics program should meet the following requirements based on their education and work experience:</p> <ul style="list-style-type: none"> <li>• Be a mature student as defined in the Undergraduate Calendar of McMaster University; or</li> </ul>



	<p>be deemed an exceptional case by the Centre for Continuing Education</p> <ul style="list-style-type: none"> <li>• Be proficient with computer program applications, such as Word, Excel, and Access</li> <li>• Possess prior education or work experience in the field of data analytics, statistics (intermediate level)</li> <li>• Follow University guidelines for English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of IBT: 86 overall with a minimum score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years”</li> </ul>
v. Program Pre-requisites (if applicable):	Before the start of the first course, students will be required to attend class with the requisite laptop computer and software programs. Technology specifications will be provided to students upon course enrolment and will be posted to CE’s program webpages.
vi. Program Completion Requirements:	To qualify for a Certificate, students must complete a minimum of 15 units of study. To qualify for a Certificate of Professional Learning, students must complete 3 courses.
vii. Program Delivery Format:	Program courses may be delivered in-person, online and/or a blended format. All formats will include instructor lectures and/or presentations, group discussions, and practical application activities.
viii. Student Evaluations (Grading Process):	Each course will include several evaluation components. The evaluations will consist of assignments, case studies, presentations, data laboratory application activities, individual or group projects, class participation, or a combination thereof. Where appropriate, evaluations will be structured to evaluate participants’ level of competency in achieving overall learning objectives. Grading will adhere to McMaster’s academic grading scale.
ix. Course Evaluation:	For each course, students will complete an evaluation to assess content, delivery, materials, method of evaluation and instruction.
x. Course Instruction:	Instructors for courses will be selected from a pool of qualified external professionals. In compliance with <i>McMaster’s Senate and Undergraduate Council Guidelines for Certificates and Diplomas</i> , the selection will be based on academic background and/or experience within the field. Instructors must have a Master’s Degree (or equivalent) and



	significant professional experience and teaching within the field.
xi. Credit Towards Degree Programme Studies:	The academic credit courses included in the program may be used for credit towards undergraduate degree studies following the normal academic rules as specified by the Faculty offering the degree.
xii. Program Advanced Standing:	<p>Upon enrolment to the program, a student may receive up to a maximum of 6 units of transfer credit for the Certificate option. No transfer credits will be permitted for the Certificate of Professional Learning.</p> <p>Students may apply the completed Certificate of Professional Learning in Big Data Programming and Architecture courses to the Certificate in Big Data Programming and Architecture.</p> <p>External courses used for advanced standing must be equivalent to the McMaster courses that they replace; specifically,</p> <ul style="list-style-type: none"> <li>• Courses must have at least 80% content/curricula overlap and a similar number of equivalent to classroom hours;</li> <li>• Courses must be listed on an official transcript from an accredited academic institution with a grade; and,</li> <li>• Courses must be taken within the last 3 years</li> </ul>
<b>Statement of Financial Viability:</b>	
<p>I have reviewed the business case and financial projections which include enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include significant upfront development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).</p> <p><i>Lorraine Carter, Director, Continuing Education</i></p>	
<b>Statement of Administrative Responsibilities:</b>	
<p>Statement of Faculty Alignment:</p> <p>The staffing and systems infrastructure to support the following functions already exists within the Centre for Continuing Education. Costs will be fully covered by tuition, except for the first year of the program, when the startup will be subsidized by the Centre for Continuing Education.</p> <p>Program responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>• Budget development and monetary responsibilities</li> <li>• Program and Course Development</li> </ul>	



- Course Registrations/Administration
- Supervision of Instructors to ensure University policies and practices are adhered to; courses are taught according to program requirements and standards
- Marketing and Promotions

The DeGroote School of Business will act as the academic liaison and is charged with the responsibility of on-going academic review and assessment of the curriculum.

**Listing of Courses:**

Course Code & Title	Required/Elective	Unit Value	Term
<b>DAT 301 Machine Learning for Big Data Analytics</b>	Elective	3.0	Winter 2021
Course description: Building on the fundamental principles of data analytics, this course advances to modern machine learning techniques such as neural network, deep learning, and reinforcement learning as well as NLP and text analysis. Application activities will be structured to provide an introductory level of how machine learning techniques are applied to big data analytics. Learners should have a strong level of data analytics for this course. BDA 104 Predictive Modelling and Data Mining is recommended prior to registering in this course. Pre-requisite: Intermediate or advanced statistics course, BDA 205 Statistical Analysis for Data Science, or BDA 101 Data Analytics & Modelling.			
<b>DAT 202 Data Management</b>	Elective	3.0	Winter 2021
Course description: Data analytics problems require new tools/technologies to store and manage the data to realize the business benefit. This course explores the importance of managing data as an enterprise asset and the data management components required in terms of the acquisition, storage, sharing, validation and accessibility of data for addressing business problems. An examination of Database Management Systems, database architectures, the differences between OLTP (Online transaction processing) OLAP (online analytical processing) and the administrative processes that guide the data lifecycle will be a focus of the course. Pre-requisite: Introductory statistics course, or BDA 201 Statistics for Data Analytics, or BDA 205 Statistical Analysis for Data Science			
<b>DAT 302 Data Programming I</b>	Elective	3.0	Winter 2021
Course description: This course examines developing solutions for extracting and analyzing big data sets using various technologies. Students will learn Scala and Java, which are the fundamental part of Spark, Kafka and HBase. The focus will be on Apache Spark and its different aspects. Students will explore real-time analytics tools such as Kafka and HBase. NoSQL will be covered in this course. Pre-requisite: Intermediate level of statistics, data analytics, and computer programming.			
<b>DAT 303 Data Programming II</b>	Elective	3.0	Winter 2021
Course description: The course will begin with an exploration of MongoDB, which is a document database with scalability and flexibility for queries and indexing. Students will			



progress to the ELK stack - a technology stack used for logging with different components, such as Elasticsearch, Logstash and Kibana. Elastic search is a NoSQL database that stores data as JSON documents, and it can be used to search large data sets. Kibana is an open-source analytics tool that can be used with Elasticsearch for visualizations. Logstash will be covered as a log management tool. Students also learn how to implement real-time scenarios. A review of different Cloud providers will also be covered. Pre-requisite: Intermediate level of statistics, data analytics, and computer programming.

<b>DAT 305 Capstone Project – Big Data Programming and Architecture</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course description: The course provides students with a real-world business problem/project to apply analytics models, methodologies and tools learned in the program. Faculty mentors will work with students to ensure the capstone project reflects, and encompasses, best practices for project management and data engineering. Students should plan to complete this course in the final term of their studies.

<b>DAT 304 Essentials of Cloud Computing</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course description: Explore the principles and practices of cloud computing with this introductory course. Students will discover the importance of cloud computing for today's business and IT sectors through an examination of the development of cloud technologies over time. Common practices for delivery, deployment, architecture and security will be presented. Students will explore various cloud computing platforms to understand and assess current service options and to discuss future developments for cloud computing.





DATE: September-25-20

TO: Certificate & Diploma Committee

FROM: Dr. Sue McCracken, DeGroote School of Business

RE: Proposal for Certificates of Professional Learning, Continuing Education

I have reviewed Continuing Education's Memorandum requesting the Committee's approval to change selected Certificate of Completion programs to Certificate of Professional Learning. I have reviewed also the accompanying program submission documentation for the identified programs:

- Risk Management
- Data Analytics
- Data Science
- Big Data Programming & Architecture

I support this request put forward by Continuing Education, as the change in program status aligns, and meets, all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas. The DeGroote School of Business will continue to support these Continuing Education programs as their academic affiliates, providing both this program submission review and an overview of ongoing curriculum issues. Additionally, we have provided CE with the guidelines needed by their students for the possible use of the advanced standing rules for students entering our degree programs using credit from the completion of this program.

Sincerely,

A handwritten signature in black ink that reads "Susan McCracken".

Dr. Sue McCracken  
Associate Dean  
DeGroote School of Business

Cc: Lorraine Carter, Director, CE  
Dan Piedra, Assistant Director, CE





Continuing Education Program Approval

Department & Program Information (complete all fields):	
Program Name:	Data Analytics
Academic Credential:	Certificate of Professional Learning
Name of Representative:	Lorraine Carter
Effective Date:	January 1, 2021
Date of Submission:	September 25, 2020
Academic Merit (complete all fields; write "not applicable" as needed):	
Program Overview:	<p>The Data Analytics program replaces the Foundations of Data Analytics program. The program will offer a Certificate in Data Analytics or a Certificate of Professional Learning in Data Analytics.</p> <p>The program presents an intermediate level of content in the areas of statistics, data analytics, big data analytics, machine learning and technical/software applications. The purpose of the program is to offer courses with a focus on modelling and analysis of data for students with prior academic and work experience in data analytics and/or introductory level of data science, and related topics.</p> <p>Students may select courses based on their academic and professional backgrounds as well as their future learning needs. Students interested in enrolling in the intermediate to advanced topics with data analytics and data science but lack the pre-requisite knowledge may be referred to this program.</p> <p>Each course will bridge theory and practical experience through a combination of experiential learning (i.e. case studies, projects, data laboratory activities, discussions, and presentations) and traditional teaching methods. Emerging trends, theories and practices will be incorporated to coursework to ensure that program content is current and relevant.</p>



Learning Objectives:	<p>Upon completion of the program, students will:</p> <ul style="list-style-type: none"> <li>• Apply statistical methods for the analysis of data sets</li> <li>• Collect, analyze, interpret, and share data;</li> <li>• Identify relationships in data;</li> <li>• Select and employ problem-solving techniques and source standard and web-based tools to test analytical solutions;</li> <li>• Demonstrate fundamental skills for using information visualization techniques and tools;</li> <li>• Define the principles and potential uses of artificial intelligence in various industries</li> <li>• Employ data models in business intelligence and data analysis case studies</li> </ul> <p>The following objectives will be threaded within each course:</p> <ul style="list-style-type: none"> <li>• Demonstrate an awareness of ethical practices and professional standards applicable to the field of data analytics;</li> <li>• Exemplify the skills, attitudes and behaviours required to work and collaborate with people and develop personal management skills;</li> <li>• Employ effective communication practices</li> </ul>
Meeting Learning Objectives:	<p>The Data Analytics program will use a series of courses to achieve the stated program objectives. Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning objectives.</p>
Program Admission Requirements:	<p>The program will not require an application for admission. Recommended program requirements will be posted to Continuing Education's website: "In compliance with the Certificates and Diploma, admission policy from Undergraduate Council, students who wish to enter the Data Analytics program should meet the following requirements based on their education and work experience:</p> <ol style="list-style-type: none"> <li>1) Be a mature student as defined in the Undergraduate Calendar of McMaster University; or be deemed an exceptional case by the Centre for Continuing Education</li> <li>2) Be proficient with computer program applications, such as Word, Excel</li> <li>3) Follow University guidelines for English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of IBT: 86 overall with a minimum</li> </ol>



	score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years”
Program Pre-requisites (if applicable):	Before the start of the first course, students will be required to attend class with the requisite laptop computer and software programs. Technology specifications will be provided to students upon course enrolment and will be posted to CE’s program webpages.
Program Completion Requirements:	To qualify for a Certificate, students must complete a minimum of 15 units of study. To qualify for a Certificate of Professional Learning, students must complete 3 courses.
Program Delivery Format:	Program courses may be delivered in-person, online and/or a blended format. All formats will include instructor lecture and/or presentations, group discussions, and practical application activities.
Student Evaluations (Grading Process):	Each course will include several evaluation components. The evaluations will consist of assignments, case studies, presentations, data laboratory application activities, individual or group projects, class participation, or a combination thereof. Where appropriate, evaluations will be structured to evaluate participants’ level of competency in achieving overall learning objectives. Grading will adhere to McMaster’s academic grading scale.
Course Evaluation:	For each course, students will complete an evaluation to assess content, delivery, materials, method of evaluation and instruction.
Course Instruction:	Instructors for courses will be selected from a pool of qualified external professionals. In compliance with <i>McMaster’s Senate and Undergraduate Council Guidelines for Certificates and Diplomas</i> , the selection will be based on academic background and/or experience within the field. Instructors must have a Master’s Degree (or equivalent) and significant professional experience and teaching within the field.
Credit Towards Degree Programme Studies:	The academic credit courses included in the program may be used for credit towards undergraduate degree studies following the normal academic rules as specified by the Faculty offering the degree.
Program Advanced Standing:	Upon enrolment to the program, a student may receive up to a maximum of 6 units of transfer credit for the Certificate option. No transfer credit will be permitted for the Certificate of Professional Learning.



	<p>Students may apply the completed Certificate of Professional Learning in Data Analytics courses to the Certificate in Data Analytics.</p> <p>External courses used for advanced standing must be equivalent to the McMaster courses that they replace; specifically,</p> <ul style="list-style-type: none"><li>• Courses must have at least 80% content/curricula overlap and a similar number of equivalent to classroom hours;</li><li>• Courses must be listed on an official transcript from an accredited academic institution with a grade; and,</li><li>• Courses must be taken within the last 3 years</li></ul>		
<b>Statement of Financial Viability:</b>			
<p>I have reviewed the business case and financial projections which includes enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include significant upfront development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).</p> <p><i>Lorraine Carter, Director, Centre for Continuing Education</i></p>			
<b>Statement of Administrative Responsibilities:</b>			
<p>Statement of Faculty Alignment:</p> <p>The staffing and systems infrastructure to support the following functions already exists within Continuing Education. Costs will be fully covered by tuition, with the exception of the first year of the program, when the startup will be subsidized by Continuing Education.</p> <p>Program responsibilities are as follows:</p> <ul style="list-style-type: none"><li>• Budget development and monetary responsibilities</li><li>• Program and Course Development</li><li>• Course Registrations/Administration</li><li>• Supervision of Instructors to ensure University policies and practices are adhered to; courses are taught according to program requirements and standards</li><li>• Marketing and Promotions</li></ul> <p>The DeGroote School of Business will act as the academic liaison and is charged with the responsibility of on-going academic review and assessment of the curriculum.</p>			
<b>Listing of Courses:</b>			
<b>Course Code &amp; Title</b>	<b>Required/Elective</b>	<b>Unit Value</b>	<b>Term</b>
<b>DAT 100 Foundations of Computer Programming</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
<p>This course introduces the students to the fundamentals of structured programming and problem-solving. A current programming language will be used to introduce problem analysis, algorithm design, object-oriented programming concepts and program implementation. Topics include variables, conditional processing, loops, functions, data</p>			



structures, error handling and file input/output. Programming experience is not required; however, proficiency with computer operating systems is required.			
<b>DAT 101 Statistics for Data Analysis</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course description: This course introduces descriptive statistics, basic inferential statistics, linear regression, and probability concepts and calculations. Practical application activities in the course focus on how statistical methods are used in the analysis of data. Common statistical and programming tools will be introduced and employed to demonstrate how significant and insightful information is collected, used and applied to problem-solving processes. This course is designed for individuals with no, or limited, study in Statistics. Pre-requisite: Grade 11/12 Mathematics (College/University Prep)			
<b>DAT 102 Working with Databases</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course description: This course introduces the students to database management concepts using a practical approach. The course will begin with an introduction to data modeling and how these models are implemented through the use of the Structured Query Language (SQL). The remainder of the course explores how SQL can be used to query and manipulate data. Proficiency in computer operating systems is required.			
<b>DAT 103 Business Intelligence &amp; Data Analytics</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course description: Learn to apply data analytics skills to the area of business intelligence (BI). Focus is placed on the components of the business intelligence project lifecycle such as project planning, BI tool selection, data modelling, ETL design, BI application design and deployment and reporting. This course is designed for individuals interested in BI practices and analysis without a detailed focus on statistical analysis and computer programming.			
<b>DAT 104 Data Analysis and Visualization</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course description: This course will examine the exploration of data to discover meaningful information to solve problems. The course will present the analytics life cycle in the context of planning to solve a business problem. Emphasis will be placed on framing the problem, proposing an analytics solution, communicating with stakeholders, and establishing an analytics focussed project plan. Common data visualization tools and techniques will be explored and used as students learn best practices for the presentation and communication of analytical solutions and insights.			
<b>DAT 105 Artificial Intelligence (AI) for Business: An Introduction</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course description: This course presents the principles of artificial intelligence (AI) through an exploration of its history, capabilities, technologies, framework, and its future. AI applications in various industries will be reviewed through some case examples. Current trends in AI will be discussed and students will be encouraged to			



consider the potentials of AI to solve complex problems. This course will help students to understand the implications of AI for business strategy, as well as the economic and societal issues it raises.

<b>DAT 201 Data Analytics &amp; Modelling</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course description: This course offers an introduction to data science and machine learning paving the way for students to learn data analytics principles. In particular, this course begins with a brief history of data analytics and data science, followed by regression analysis, regression and classification trees, and ends with introductions to K-means clustering, principal component analysis (PCA). Each lecture has associated with it a practical lab session in which students will put "theory into practice" offering students a hands-on approach to learning the material. Pre-requisite: Introductory statistics course, or BDA 201 Statistics for Data Analytics





DATE: September-25-20

TO: Certificate & Diploma Committee

FROM: Dr. Sue McCracken, DeGroote School of Business

RE: Proposal for Certificates of Professional Learning, Continuing Education

I have reviewed Continuing Education's Memorandum requesting the Committee's approval to change selected Certificate of Completion programs to Certificate of Professional Learning. I have reviewed also the accompanying program submission documentation for the identified programs:

- Risk Management
- Data Analytics
- Data Science
- Big Data Programming & Architecture

I support this request put forward by Continuing Education, as the change in program status aligns, and meets, all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas. The DeGroote School of Business will continue to support these Continuing Education programs as their academic affiliates, providing both this program submission review and an overview of ongoing curriculum issues. Additionally, we have provided CE with the guidelines needed by their students for the possible use of the advanced standing rules for students entering our degree programs using credit from the completion of this program.

Sincerely,

A handwritten signature in black ink that reads "Susan McCracken".

Dr. Sue McCracken  
Associate Dean  
DeGroote School of Business

Cc: Lorraine Carter, Director, CE  
Dan Piedra, Assistant Director, CE



**Continuing Education Program Approval**

<b>Department &amp; Program Information (complete all fields):</b>	
Program Name:	Data Science
Academic Credential:	Certificate of Professional Learning
Name of Representative:	Lorraine Carter
Effective Date:	January 1, 2021
Date of Submission:	September 25, 2020
<b>Academic Merit (complete all fields; write "not applicable" as needed):</b>	
i. Program Overview:	<p>The Data Science program replaces the Big Data Analytics program. The program will offer a Certificate in Data Science or a Certificate of Professional Learning in Data Science.</p> <p>The program presents an intermediate level of content in the areas of statistics, data analytics, big data analytics, machine learning and technical/software applications. The purpose of the program is to offer courses for students with prior academic and work experience in data analytics and/or introductory level of data science, and related topics.</p> <p>Students may select courses based on their academic and professional backgrounds as well as their future learning needs. Students interested in enrolling in advanced topics with data analytics, data science and data engineering, but lack the pre-requisite knowledge may be referred to this program.</p> <p>Each course will bridge theory and practical experience through a combination of experiential learning (i.e. case studies, projects, data laboratory activities, discussions, and presentations) and traditional teaching methods. Emerging trends, theories and practices will be incorporated into coursework to ensure that program content is current and relevant.</p>



	Program learning objectives and specific course outcomes align with INFORMS seven knowledge domains: i) Business problem framing; ii) Analytics problem framing; iii) Data; iv) Methodology; v) Model Building; vi) Deployment, and vii) Model lifecycle management
ii. Learning Objectives:	<p>Upon completion of the program, students will:</p> <ul style="list-style-type: none"> <li>• Identify a business problem and determine if, and how, an analytics solution is applicable;</li> <li>• Translate a business problem into an analytics problem;</li> <li>• Propose, and refine, analytical solutions to business problems;</li> <li>• Collect, analyze, interpret, and share data;</li> <li>• Identify relationships in data;</li> <li>• Select problem-solving techniques and software tools to test analytical solutions;</li> <li>• Employ common industry software tools;</li> <li>• Identify, test, and evaluate model structures to apply to solve a business problem;</li> <li>• Assess new and emerging technologies, tools and strategies applicable to data science and related fields.</li> </ul> <p>The following objectives will be threaded within each course:</p> <ul style="list-style-type: none"> <li>• Demonstrate an awareness of ethical practices and professional standards applicable to the field of data analytics;</li> <li>• Exemplify the skills, attitudes and behaviours required to work and collaborate with people and develop personal management skills;</li> <li>• Employ effective communication practices</li> </ul>
iii. Meeting Learning Objectives:	The Data Science program will use a series of courses to achieve the stated program objectives. Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning objectives.
iv. Program Admission Requirements:	<p>The program will not require an application for admission. Recommended program requirements will be posted to Continuing Education's website:</p> <p>"In compliance with the Certificates and Diploma, admission policy from Undergraduate Council, students who wish to enter the Data Analytics program should meet the following requirements based on their education and work experience:</p>



	<ul style="list-style-type: none"> <li>• Be a mature student as defined in the Undergraduate Calendar of McMaster University; or be deemed an exceptional case by the Centre for Continuing Education</li> <li>• Be proficient with computer program applications, such as Word, Excel, and Access</li> <li>• Possess prior education or work experience in the field of data analytics, statistics (minimum introductory level)</li> <li>• Follow University guidelines for English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of IBT: 86 overall with a minimum score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years”</li> </ul>
v. Program Pre-requisites (if applicable):	Before the start of the first course, students will be required to attend class with the requisite laptop computer and software programs. Technology specifications will be provided to students upon course enrolment and will be posted to CE’s program webpages.
vi. Program Completion Requirements:	To qualify for a Certificate, students must complete a minimum of 15 units of study. To qualify for a Certificate of Professional Learning, students must complete 3 courses.
vii. Program Delivery Format:	Program courses may be delivered in-person, online and/or a blended format. All formats will include instructor lectures and/or presentations, group discussions, and practical application activities.
viii. Student Evaluations (Grading Process):	Each course will include several evaluation components. The evaluations will consist of assignments, case studies, presentations, data laboratory application activities, individual or group projects, class participation, or a combination thereof. Where appropriate, evaluations will be structured to evaluate participants’ level of competency in achieving overall learning objectives. Grading will adhere to McMaster’s academic grading scale.
ix. Course Evaluation:	For each course, students will complete an evaluation to assess content, delivery, materials, method of evaluation and instruction.
x. Course Instruction:	Instructors for courses will be selected from a pool of qualified external professionals. In compliance with <i>McMaster’s Senate and Undergraduate Council Guidelines for Certificates and Diplomas</i> , the selection will be based on academic background and/or experience within the field. Instructors must have a



	Master's Degree (or equivalent) and significant professional experience and teaching within the field.
xi. Credit Towards Degree Programme Studies:	The academic credit courses included in the program may be used for credit towards undergraduate degree studies following the normal academic rules as specified by the Faculty offering the degree.
xii. Program Advanced Standing:	<p>Upon enrolment to the program, a student may receive up to a maximum of 6 units of transfer credit for the Certificate option. No transfer credits will be permitted for the Certificate of Professional Learning.</p> <p>Students may apply the completed Certificate of Professional Learning in Data Science courses to the Certificate in Data Science.</p> <p>External courses used for advanced standing must be equivalent to the McMaster courses that they replace; specifically,</p> <ul style="list-style-type: none"> <li>• Courses must have at least 80% content/curricula overlap and a similar number of equivalent to classroom hours;</li> <li>• Courses must be listed on an official transcript from an accredited academic institution with a grade; and,</li> <li>• Courses must be taken within the last 3 years</li> </ul>
<b>Statement of Financial Viability:</b>	
<p>I have reviewed the business case and financial projections which include enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include significant upfront development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).</p> <p><i>Lorraine Carter, Director, Continuing Education</i></p>	
<b>Statement of Administrative Responsibilities:</b>	
<p>Statement of Faculty Alignment:</p> <p>The staffing and systems infrastructure to support the following functions already exists within the Centre for Continuing Education. Costs will be fully covered by tuition, except for the first year of the program, when the startup will be subsidized by the Continuing Education.</p> <p>Program responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>• Budget development and monetary responsibilities</li> <li>• Program and Course Development</li> <li>• Course Registrations/Administration</li> </ul>	



- Supervision of Instructors to ensure University policies and practices are adhered to; courses are taught according to program requirements and standards
- Marketing and Promotions

The DeGroote School of Business will act as the academic liaison and is charged with the responsibility of on-going academic review and assessment of the curriculum.

**Listing of Courses:**

<b>Course Code &amp; Title</b>	<b>Required/Elective</b>	<b>Unit Value</b>	<b>Term</b>
<b>DAT 201 Data Analytics &amp; Modelling</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
<p>Course description: This course offers an introduction to data science and machine learning paving the way for students to learn data analytics principles. In particular, this course begins with a brief history of data analytics and data science, followed by regression analysis, regression and classification trees, and ends with introductions to K-means clustering, principal component analysis (PCA). Each lecture has associated with it a practical lab session in which students will put "theory into practice" offering students a hands-on approach to learning the material.</p> <p>Pre-requisite: Introductory statistics course, or BDA 201 Statistics for Data Analytics</p>			
<b>DAT 301 Machine Learning for Big Data Analytics</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
<p>Course description: Building on the fundamental principles of data analytics, this course advances to modern machine learning techniques such as neural network, deep learning, and reinforcement learning as well as NLP and text analysis. Application activities will be structured to provide an introductory level of how machine learning techniques are applied to big data analytics. Learners should have a strong level of data analytics for this course. BDA 104 Predictive Modelling and Data Mining is recommended before registering in this course.</p> <p>Pre-requisite: Intermediate or advanced statistics course, BDA 205 Statistical Analysis for Data Science, or BDA 101 Data Analytics &amp; Modelling.</p>			
<b>DAT 202 Data Management</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
<p>Course description: Data analytics problems require new tools/technologies to store and manage the data to realize the business benefit. This course explores the importance of managing data as an enterprise asset and the data management components required in the acquisition, storage, sharing, validation and accessibility of data for addressing business problems. An examination of Database Management Systems, database architectures, the differences between OLTP (Online transaction processing) OLAP (online analytical processing) and the administrative processes that guide the data lifecycle will be a focus of the course.</p> <p>Pre-requisite: Introductory statistics course, or BDA 201 Statistics for Data Analytics, or BDA 205 Statistical Analysis for Data Science</p>			
<b>DAT 203 Predictive Modelling and Data Mining</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>



Course description: The course will introduce predictive modelling techniques as well as related statistical and visualization tools for data mining. The course will cover common machine learning techniques that are focused on predictive outcomes. Students will learn how to evaluate the performance of the prediction models and how to improve them through time. Pre-requisite: Introductory statistics course, or BDA 201 Statistics for Data Analytics.

<b>DAT 205 Data Science Capstone Project</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course description: The course provides students with a real-world business problem/project to apply analytics models, methodologies and tools learned in the program. Faculty mentors will work with students to ensure the capstone project reflects, and encompasses, best practices for project management, data analytics and data science. Students should plan to complete this course in the final term of their studies.

<b>DAT 200 Statistical Analysis for Data Science</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course description: This course provides a foundation for exploring data through computing and statistical analysis. Focus is placed on the structure and applications of probability, statistics, computer simulation and data analysis for students exploring the field of data science. This course builds upon introductory statistics courses and is designed for students with experience/study in programming, calculus and algebra. Programming in R will be used throughout the course. Pre-requisite: Grade 12 U level Mathematics (Advanced Function, or Calculus and Vectors, or Mathematics for Data Management, or Mathematics for College Technology), or University or college introductory course in Statistics.

<b>DAT 204 Data Analytics Tools</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course description: Students will learn how to collect, manage, analyze, and visualize data to deliver clear business insights from raw data sources. This course will cover the Hadoop ecosystem as it is a primary platform for any other tools like Spark or Kafka. This course also covers an example of NoSQL, such as Cassandra which is suited for distributed computing. Emerging tools and technologies may be presented as applicable to course content. Pre-requisite: Introductory statistics course, or BDA 201 Statistics for Data Analytics, or BDA 205 Statistical Analysis for Data Science





DATE: September-25-20

TO: Certificate & Diploma Committee

FROM: Dr. Sue McCracken, DeGroote School of Business

RE: Proposal for Certificates of Professional Learning, Continuing Education

I have reviewed Continuing Education's Memorandum requesting the Committee's approval to change selected Certificate of Completion programs to Certificate of Professional Learning. I have reviewed also the accompanying program submission documentation for the identified programs:

- Risk Management
- Data Analytics
- Data Science
- Big Data Programming & Architecture

I support this request put forward by Continuing Education, as the change in program status aligns, and meets, all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas. The DeGroote School of Business will continue to support these Continuing Education programs as their academic affiliates, providing both this program submission review and an overview of ongoing curriculum issues. Additionally, we have provided CE with the guidelines needed by their students for the possible use of the advanced standing rules for students entering our degree programs using credit from the completion of this program.

Sincerely,

A handwritten signature in black ink that reads "Susan McCracken".

Dr. Sue McCracken  
Associate Dean  
DeGroote School of Business

Cc: Lorraine Carter, Director, CE  
Dan Piedra, Assistant Director, CE



**Continuing Education Academic Program Submission – For Approval**

<b>Department &amp; Program Information (complete all fields):</b>	
Program Name:	Health and Social Services
Academic Credential:	Certificate of Professional Learning
Name of Representative:	Lorraine Carter
Effective Date:	January 1, 2021
Date of Submission:	September 25, 2020
<b>Academic Merit (complete all fields; write “not applicable” as needed):</b>	
Program Overview:	<p>The Health and Social Services program is part of Continuing Education’s skills development series. Students may select courses based on their academic and/or professional development needs. Furthermore, students enrolled in health, social service or other post-secondary programs may be interested to apply this credential to their current program of study.</p> <p>Participants in the program will be required to complete successfully the three courses in the program to receive a Certificate of Professional Learning. The courses will be offered in an online format.</p> <p>The program will be an open enrolment program (see Program Admission Requirements” and “Program Pre-requisites below).</p>
Learning Objectives:	<p>Dependent upon selected courses, participants may achieve the following outcomes:</p> <ul style="list-style-type: none"> <li>• Assess a broad spectrum of variables that lead to and influence addiction to support those living with and those affected by addiction from a strength-based perspective;</li> <li>• Recognize knowledge limitations and scope of professional practice, including awareness of when referrals to other professionals are required and the role of multidisciplinary care;</li> <li>• Identify types of health information and analyze the information systems used to collect, store, assess, distribute, and protect health records and information;</li> </ul>



	<ul style="list-style-type: none"> <li>• Integrate policies, procedures and professional standards with the management of health information;</li> <li>• Analyze the relationships (interprofessional roles and responsibilities) between healthcare systems, health information management, and health informatics and their respective impacts on decision making</li> <li>• Apply data analytics strategies to a different set of health care data</li> <li>• Plan the design, delivery, management, and evaluation of a workplace health promotion program utilizing models of best practice</li> <li>• Assess how future changes within the socio-economic environment might influence workplace health promotion programs</li> </ul> <p>The following objectives will be threaded within each course: Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate an awareness of ethical practices and professional standards applicable to the fields of health and social service;</li> <li>• Exemplify the skills, attitudes, and behaviours required to work and collaborate with people and develop personal management skills;</li> <li>• Employ effective communication practices</li> </ul>
Meeting Learning Objectives:	Participants must complete a series of three academic courses to achieve the stated program objectives. Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning outcomes.
Program Admission Requirements:	<p>The program will be an open enrolment program that serves the learning needs of professionals interested in health and social service skill development. Participants will not be required to apply to the program for admission; however, they must 1) have an Ontario Secondary School Diploma, or equivalent, or 2) be a mature student as defined in the Undergraduate Calendar of McMaster University.</p> <p>To ensure that participants have the basic capabilities necessary to be successful in their online courses, they are required to have the following prerequisite knowledge and/or skills:</p>



	<ul style="list-style-type: none"> <li>• Knowledge and skills with general computer applications, such as keyboarding, file management, video talks, and word processing;</li> <li>• Familiarity with internet browsers and web surfing</li> <li>• English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of IBT: 86 overall with a minimum score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years.</li> </ul>
Program Pre-requisites (if applicable):	Not applicable.
Program Completion Requirements:	Students must complete three courses following McMaster's academic grading scale to qualify for the Health and Social Services Certificate of Professional Learning.
Program Delivery Format:	Courses in the program are delivered online. The online delivery format of the courses will be a blend of asynchronous and synchronous activities. Course activities may include expert video talks, discussion board contributions, readings, research-oriented tasks, and experiential learning activities including but not limited to case studies, group discussions, and projects.
Student Evaluations (Grading Process):	Each course will include an evaluation component. The evaluation may be based on assignments, case studies, presentations, individual or group projects, participation, or a combination thereof. Evaluations will be structured to assess students' level of competency in achieving overall learning objectives.
Course Evaluation:	At the end of each course, students will complete a course evaluation that explores content, delivery, materials, method of evaluation, and instruction.
Course Instruction:	Instructors for courses will be selected from a pool of qualified applicants. In compliance with McMaster's Senate and Undergraduate Council Guidelines for Certificates and Diplomas, the selection will be based on academic background and/or experience in the field. Instructors will have the equivalency of a Master's degree or significant professional and teaching experience within the field.
Credit Towards Degree Programme Studies:	The academic credit courses included in the program may be used for credit towards undergraduate degree studies following the normal academic rules as specified by the Faculty offering the degree.
Program Advanced Standing:	Transfer credits are not accepted for this program. Participants may apply completed courses from the Certificate



	of Professional Learning in Health and Social Services to the Certificate in Health and Social Services.		
<b>Statement of Financial Viability:</b>			
I have reviewed the business case and financial projections which include enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include significant upfront development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).			
<i>Lorraine Carter, Director, Centre for Continuing Education</i>			
<b>Statement of Administrative Responsibilities:</b>			
Statement of Faculty Alignment:			
The staffing and systems infrastructure to support the following functions already exists within Continuing Education. Costs will be fully covered by tuition, except the first year of the program, when the startup will be subsidized by Continuing Education.			
Continuing Education program responsibilities:			
<ul style="list-style-type: none"><li>• budget development and monetary responsibilities</li><li>• program and course development</li><li>• course registrations/administration</li><li>• supervision of instructors to ensure all required policies and practices are adhered to and course are taught according to program requirements and standards</li><li>• Marketing and Promotions</li></ul>			
The Faculty of Health Sciences will act as an academic liaison and is charged with the responsibility of on-going academic review and assessment of the curriculum.			
<b>Listing of Courses:</b>			
<b>Course Name</b>	<b>Required/Elective</b>	<b>Unit Value</b>	<b>Term</b>
<b>ADD 201 Introduction to Addiction</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: This course provides an overview of addiction from a holistic standpoint through the examination of both theory and the continuum of helping interventions currently used in Canada. The course also explores the prevention and treatment continuum in Canada along with providing an introduction to ethical and legal issues an addiction professional will face.			
<b>ADD 206 Assessment and Treatment Planning</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: Using a bio-psycho-social-spiritual framework, this course provides students with the foundational skills needed to accurately screen and assess addiction and compulsive behaviour issues. Students will develop an individualized treatment plan that considers a client’s strengths and unique needs. Students will learn to develop effective clinical documentation and report writing skills.			



<b>ADD 207 Human Development in Context: Understanding the Person with Addiction Issues</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: This course examines the developmental changes across the human lifespan and the reciprocal relationships they have with addiction. There will be a review of personality theories and how the integration of these theoretical perspectives can provide a more holistic understanding of the person with addiction issues. Students will learn about treatment interventions specific to each theory. The assessment and treatment process is explored from a bio-psycho-social-spiritual lens.			
<b>ADD 211 Concurrent Disorders</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: This course prepares students to understand the complexity of mental health disorders and substance use, and the interactional relationships between them. Students will learn the prevalence of concurrent disorders, the importance of screening for both mental health and substance use, and the benefits of treating both concurrently.			
<b>BUS 847 Principles &amp; Practices of Supervision</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: Understand behaviours that lead to effective supervision. Study the concept of Situational Leadership.			
<b>HRM 821 Organizational Behaviour</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: Explore human behaviour through influences that affect productivity, efficiency and organizational effectiveness through group work and case material. Case study group project, no final exam. The online course includes 3 synchronous webinars.			
<b>HRM 901 Human Resources Management</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: Using an experiential approach, this course reviews the fundamentals of human resources management. No final exam, individual assignments. The online course includes 2 synchronous webinars.			
<b>HRM 902 Training &amp; Development</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: Examine the function of training and development, including the psychology of learning, needs assessment, program design and evaluation, and group dynamics. Experiential learning project course, no final exam. The online course includes 3 synchronous webinars.			
<b>HRM 921 Occupational Health &amp; Safety</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: Explore occupational health and safety. Technical, legislative, political and personnel issues are studied. No final Exam. Individual Assignments. The online course includes 3 synchronous webinars			



<b>HRM 941 Wellness in the Workplace</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: Examine why health promotions make sense as a return on investment for employers and provide insight into the process of designing, managing, and evaluating a program. No Final Exam.			
<b>HTH 100 Understanding the Canadian Healthcare System</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: This course presents an overview of the Canadian health care system in terms of its history, health care governance and related provincial and federal regulations and legislation. The course will examine how Canada's healthcare system is organized, regulated, and managed. The course will present the different levels of care found in the health care system, and discuss how information is used and shared within the different levels. Application activities will provide students with the opportunity to analyze the various components of the health care system, and develop an understanding of how different professional roles fit within this large and complex system. This course is geared towards individuals with no previous health education, or professional experience within the Canadian health care sector.			
<b>HTH 101 Health Information Management I</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: The course covers fundamental theories and principles of health information management including data types, data acquisition, data standards, data quality and data uses and users. Learners will develop an appreciation of how data is collected, processed and used in healthcare settings and the role that data plays in decision-making (including an understanding of the complexities involved in transforming data into information and knowledge). The course will introduce learners to the roles and responsibilities of the HIM professional in the storage, use, retention and destruction of health records in both paper and electronic record systems and the central role of health information management in quality assurance and performance improvement, planning and management of resources, risk management, research and education.			
<b>HTH 104 Privacy, Confidentiality &amp; Security</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: Examine the "concepts, principles and applications of the rights and obligations related to individual access, privacy and confidentiality of personal health information" (CHIMA, 2010, 21). This examination will involve health information data and records in both paper and electronic formats. The course will review legal regulations and legislation currently in place for the collection, use, storing and sharing of personal health information. Learners will study privacy requirements, responsibilities and risks associated with the life cycle of personal health information as Health Information Managers, Health Informaticians, and members of a health care organization. Various legal, ethical and professional standards as they relate to privacy and access will be presented, discussed and critically analyzed from the perspective of the consumer, organization and Health Information professional. Prerequisite: HTH 101 Health Information Management I			



<b>HTH 106 Managing Health Privacy &amp; Security</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: This course is a continuation of the Privacy, Confidentiality and Security course. Explore the various aspects of managing health privacy issues, confidentiality and access to health information. In particular, the course will examine the tools used to manage, control and disclose health information within organizations, taught within the framework of risk management. Engage in activities to highlight the collaborative nature of the roles, responsibilities and professional standards between Health Information Managers and Health Informaticians. Emphasis will be placed on the learner's ability to evaluate, analyze and apply concepts from this course, and the Privacy, Confidentiality and Security course, to promote their knowledge and skills at the local, organizational level as well as the overall health care system. Prerequisite: HTH 101 Health Information Management I + HTH 104 Privacy Confidentiality & Security			
<b>HTH 107 Organizational Behaviour for the Health Sector</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: This course provides an overview of the theories, structures and functions found within the various components of a healthcare organization. The course will examine the how business characteristics apply to the healthcare setting, specifically, the management functions of planning, leading, organizing and controlling. Topics to be discussed include planning and decision-making, strategic planning, developing high-performance teams, managing operations, leadership, managing innovation and change, organization culture, motivating and rewarding employees, and effective communication. Individual and group exercises and the analysis of case material relevant to the healthcare setting, and specific issues for HIM and HI professionals, will be used to enhance a practical understanding of theoretical concepts. Prerequisite: HTH 101 Health Information Management I			
<b>HTH 108 Information Analysis &amp; Data Analytics</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: This course incorporates the analysis of information and the extraction of data within the health information sector. Examine the processes for the selection and presentation of data by health information management professionals based on the needs of various stakeholders. The course will present information for the selection and organization of data in terms of supporting decisions made at different levels of the healthcare sector, and how HIM and HI professionals assess and meet stakeholder demands. Apply statistical knowledge and applications to the analysis and reporting of health information. Finally, the role of the health information professional within research studies, and in support of research, will be discussed. Prerequisite: HTH 101 Health Information Management I or HTH 102 Health Information Management II			
<b>HTH 110 Health Informatics Data Analysis</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: The focus of this course involves the study of health data retrieval, analysis and presentation by the Health Informatics professional. Learners will critically			



examine the role of the Health Informatician to develop, maintain, and retrieve critical data from the information systems commonly found in health care. Issues of the presentation of data, quality assurance, and research will be explored as the Health Informatics professional contributes to, and aids in the facilitation of, the decision-making process.

<b>HTH 115 Records Management</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: The course will examine the principles and practices of health records management as it pertains to the collection, maintenance, storage, retrieval, retention and destruction of records. Records management practices are presented in relation to legal and regulatory requirements. Policy development processes for various technological systems are explored and analyzed as a function of the HIM professional. Prerequisite: HTH 101 Health Information Management I

<b>HTH 116 Pathophysiology I</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: This course provides an overview of disease processes and the effect on different body systems. The etiology, clinical manifestations, diagnostic tests and therapeutic interventions for various disorders are studied. The course builds on students' experience with anatomy and physiology.

<b>HTH 117 Pathophysiology II</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: A continuation of the Pathophysiology I course, the course provides an overview of d processes and the effect on different body systems. The etiology, clinical manifestations, diagnostic tests and therapeutic interventions for various disorders are studied.

<b>HTH 122 Quality and Performance Evaluation</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: This course will explore how the principles and practices of health informatics is an integral component of the healthcare system's quality improvement and performance management. An examination of tools and methodologies will be presented in terms of how to use health technologies to meet organizational goals.

<b>HTH 200 Medical Terminology</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: This course is designed to familiarize the student with the relevant clinical terminology to work successfully as part of the health care team. By the completion of this course, the student will gain the requisite knowledge of medical terminology commonly used in the health care environment. Specific topics of focus include the origins and composition of medical words (roots, prefixes, suffixes, abbreviations) as they relate to major body systems, common disease terms, diagnostic tests and clinical procedures. This course is geared towards individuals with no previous health education, or professional experience within the Canadian health care sector.

<b>HTH 300 Anatomy &amp; Physiology</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: This comprehensive course provides students with an understanding of the anatomy and physiology of the human body. Topics include an overview of the human



body in health and disease, Skeletal System, Muscular System, Cardiovascular System, Lymphatic and Immune System, Respiratory System, Digestive System, Urinary System, Nervous System, Special Senses, Integumentary System, Endocrine System, Reproductive System. This course is designed for individuals with limited, or no, educational background in anatomy, physiology and pathology.

<b>HTH 400 Foundations in Epidemiology</b>	<b>Elective</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: This course provides an introductory overview of epidemiology concepts in terms of the distribution and determinants of diseases, health conditions and health issues within specific populations. Students will focus on foundational concepts within epidemiology to build an understanding of its application within public health and health research.			





## HEALTH SCIENCES

DATE: September-25-20  
TO: Certificate & Diploma Committee  
FROM: Dr. Alan Neville, Vice Dean,  
Health Professional Education, Faculty of Health Sciences  
RE: Proposal for Certificates of Professional Learning, Continuing Education

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I have reviewed Continuing Education's Memorandum requesting the approval of the Certificate and Diploma Committee to change the status of selected Certificate of Completion programs to Certificate of Professional Learning. I have also reviewed the accompanying program submission documentation for two programs that would be transitioned to the new status:

- The Science of Cannabis
- Health and Social Services

I support this request as the change in program status aligns, and meets, all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas.

The Faculty of Health Sciences will continue to support these Continuing Education programs as the academic affiliate, providing a periodic review of the programs and overseeing ongoing curriculum development and issues. Additionally, we have provided Continuing Education with the guidelines needed by their students for possible application of advanced standing rules to enter our degree programs using credit earned from the completion of these programs.

Sincerely,

Dr. Alan Neville  
Vice Dean, Health Professional Education  
Faculty of Health Sciences



**Continuing Education Academic Program Submission – For Approval**

<b>Department &amp; Program Information (complete all fields):</b>	
Program Name:	Professional Communication in the Canadian Workplace
Academic Credential:	Certificate of Professional Learning
Name of Representative:	Lorraine Carter
Effective Date:	January 1, 2021
Date of Submission:	September 25, 2020
<b>Academic Merit (complete all fields; write “not applicable” as needed):</b>	
Program Overview:	<p>Upon consultation with representatives from various administrative divisions of the University, it was determined that some McMaster staff would benefit from this program. Likewise, there are undergraduate, graduate students and post-doctoral fellows who may be interested in further enhancing and developing the professional and intercultural communication skills required to succeed in a diverse and inclusive Canadian workplace. These same skills will likely be of interest to adults in the broader Hamilton community based on the City’s demographic diversity across age, gender, culture, etc.</p> <p>Based on the above, the purpose of this academic Certificate of Professional Learning is to assist staff, students and community members in the development of their professional communication skills in the context of the Canadian workplace. The program will focus on writing, reading, listening, presentation, and interpersonal communication skills for working professionals and post-doctoral fellows at McMaster University, as well as working adults in the broader Hamilton community, who wish to improve their communication skills.</p>



	The program will be an open enrolment program (see “Program Admission Requirements” and “Program Pre-requisites below).
Learning Objectives:	<p>The program is designed to enhance staff and students’ skills in professional communication, so they can succeed in the Canadian workplace.</p> <p>Specifically, those who complete the certificate will:</p> <ul style="list-style-type: none"> <li>• Recognize the importance of excellence in professional communication in the workplace</li> <li>• Practise active listening and reading</li> <li>• Demonstrate increasing proficiency in the variety of writing and presentation skills needed in the workplace</li> <li>• Apply effective writing and oral skills in situations of professional reporting and presentation</li> <li>• Explain important expectations and practises in the Canadian workplace</li> <li>• Recognize and appreciate how intercultural differences influence communication approaches and behaviours in the workplace.</li> <li>• Identify the fluidity and nuances of intercultural communication</li> <li>• Use key elements of English grammar and structure correctly</li> </ul>
Meeting Learning Objectives:	Students must complete a series of three academic courses to achieve the stated program objectives. Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning outcomes.
Program Admission Requirements:	<p>The program will be an open enrolment program that serves the learning needs of professionals interested in improving their professional communication skills. Potential students will not be required to apply to the program for admission; however, students who wish to enter the program must</p> <ul style="list-style-type: none"> <li>• Have an Ontario Secondary School Diploma or equivalent or</li> <li>• Be a mature student as defined in the Undergraduate Calendar of McMaster University</li> </ul>



	<p>To ensure that students have the basic capabilities necessary to be successful in their courses, they are required to have the following prerequisite knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>• Knowledge and skills with general computer applications, such as keyboarding, file management, video talks, and word processing</li> <li>• Familiarity with internet browsers and web surfing</li> <li>• English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of <b>IBT: 86 overall</b> with a minimum score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years OR resided in an English speaking country for at least four years OR upon recommendation/approval of supervisor</li> </ul>
Program Pre-requisites (if applicable):	N/A
Program Completion Requirements:	Students must complete successfully all three courses (9 units) to qualify for the Professional Communication in the Canadian Workplace Certificate of Professional Learning.
Program Delivery Format:	Courses in the program may be delivered in face to face, blended, or online delivery formats. Courses will use a combination of lectures, facilitated group discussions, activities, interactive exercises, group work, e-learning-tools and other methods that support the learning of those interested in developing/enhancing their professional communication in the context of the Canadian workforce.
Student Evaluations (Grading Process):	Each course will include an evaluation component. Student evaluation may be based on assignments, case studies, presentations, individual or group projects, participation, or a combination thereof. Evaluations will be structured to assess students' level of competency in achieving overall learning objectives. Grading will adhere to McMaster's academic grading scale.
Course Evaluation:	At the end of each course, students will complete a course evaluation that explores content, delivery, materials, method of evaluation, and instruction.
Course Instruction:	Instructors for courses will be selected from a pool of qualified applicants. In compliance with <i>McMaster's Senate and Undergraduate Council Guidelines for Certificates and</i>



	<i>Diplomas</i> , the selection will be based on academic background and/or experience in the field. Instructors will have the equivalency of a Master’s degree or significant professional and teaching experience within the field.		
Credit Towards Degree Programme Studies:	The academic credit courses included in the program may be used for credit towards undergraduate degree studies following the normal academic rules as specified by the Faculty offering the degree.		
Program Advanced Standing:	No transfer credits will be permitted for the Certificate of Professional Learning.		
<b>Statement of Financial Viability:</b>			
I have reviewed the business case and financial projections which include enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include significant upfront development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).			
<i>Lorraine Carter, Director, Centre for Continuing Education</i>			
<b>Statement of Administrative Responsibilities:</b>			
Statement of Faculty Alignment: The staffing and systems infrastructure to support the following functions already exists within Continuing Education. Costs will be fully covered by tuition, except the first year of the program, when the startup will be subsidized by Continuing Education. Continuing Education program responsibilities: <ul style="list-style-type: none"><li>• budget development and monetary responsibilities</li><li>• program and course development</li><li>• course registrations/administration</li><li>• supervision of instructors to ensure all required policies and practices are adhered to and course are taught according to program requirements and standards</li><li>• Marketing and Promotions</li></ul> The Faculty of Social Sciences will act as an academic liaison and is charged with the responsibility of on-going academic review and assessment of the curriculum. The Faculty’s letter of support is included at the end of this document.			
<b>Listing of Courses</b>			
<b>Course Name</b>	<b>Required/Elective</b>	<b>Unit Value</b>	<b>Term</b>
<b>PCW 100 Strategies for Effective Communication in the Canadian Workplace</b>	<b>Required</b>	<b>3.0</b>	<b>Winter 2021</b>
Course Description: This course will introduce students to an essential toolkit of professional interpersonal communication skills and strategies to succeed in the Canadian workplace. Students will learn the unspoken rules of the Canadian workplace, practice what to say, what not to say and will participate in various case scenarios to identify			



effective context-specific communication strategies. Topics include resolving conflict, networking, professionalism and etiquette (phone interactions, meetings), non-verbal communication, cultural/intercultural considerations, active listening and reading, giving and receiving feedback, expressing disagreement, and participating in informal workplace discussions.

<b>PCW 101 Professional Business Writing in the Canadian Workplace</b>	<b>Required</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: Professional business writing is about writing with intent, clarity, effectiveness, and efficiency. This course will provide students with the skills needed to plan and execute various types of business communications (email, letter, report, proposal, and so forth) with tact and diplomacy. Students will learn about different audiences' needs and the importance of tone to use for each. Other topics include persuasion, constructive feedback, intercultural considerations, the importance of editing and proofreading, as well as formatting and citations.

<b>PSW 102 Professional Presentations in the Canadian Workplace</b>	<b>Required</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: This practice-based course explores how skill and personal confidence are foundational to a professional presentation. Based on this, the course is designed to provide students with the skills they need to plan, prepare, and execute professional presentations, as well as grow in their confidence to do so. Informal oral exchanges will also be practised in the course.

Topics include purpose, the audience, persuasion, managing presentation anxiety, public speaking, managing the room, body language, storytelling, design, and use of visual aids. Through practice-based learning situations, students will develop a solid understanding of the role and value of effective public speaking in the workplace and acquire skills in designing and delivering persuasive presentations.





## SOCIAL SCIENCES

DATE: September 25, 2020  
TO: Certificate & Diploma Committee  
FROM: Dr. Tracy Prowse, Associate Dean Academic, Faculty of Social Sciences  
RE: Proposal for Certificate of Professional Learning, Continuing Education  
DATE: September-25-20

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I have reviewed Continuing Education's Memorandum requesting the approval of the Certificate and Diploma Committee to change the status of selected Certificate of Completion programs to Certificate of Professional Learning. On behalf of the Faculty of Social Sciences, I have reviewed the accompanying program submission documentation for one program that would be transitioned to the new status:

- Professional Communication in the Canadian Workplace

I support this request as the change in program status aligns, and meets, all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas.

The Faculty of Social Sciences will continue to support this Continuing Education program as the academic affiliate, providing periodic review of the program and overseeing ongoing curriculum development and issues. Additionally, we have provided Continuing Education with the guidelines needed by their students for possible application of advanced standing rules to enter our degree programs using credit earned from completion of the program.

Sincerely,

A handwritten signature in black ink that reads "Tracy Prowse".

Dr. Tracy Prowse  
Associate Dean Academic  
Faculty of Social Sciences

Cc: Lorraine Carter, Director, CE  
Dan Piedra, Assistant Director, CE



**Continuing Education Academic Program Submission – For Approval**

<b>Department &amp; Program Information (complete all fields):</b>	
Program Name:	Risk Management
Academic Credential:	Certificate of Professional Learning
Name of Representative:	Lorraine Carter
Effective Date:	January 1, 2021
Date of Submission:	September 25, 2020
<b>Academic Merit (complete all fields; write “not applicable” as needed):</b>	
Program Overview:	<p>The Risk Management program is a three-course program designed to teach participants how to assess, identify, communicate, and control the exposure of risk within an organization. The intent is to provide training for individuals to create and implement structured risk management programs for business and industry. The three Risk courses fulfill the educational requirement for the CRM designation through The Global Risk Management Institute.</p> <p>Participants will be required to complete successfully the three courses in the program to receive a Certificate of Professional Learning. The courses will be offered in an online format.</p> <p>The program will be an open enrolment program (see Program Admission Requirements” and “Program Pre-requisites below).</p>
Learning Objectives:	<p>Graduates of the program will be able to:</p> <ul style="list-style-type: none"> <li>• Explain risk management and its importance within an organization</li> <li>• Identify the principles of risk management and how to effectively apply these principles</li> <li>• Identify, assess and properly manage and treat various risks</li> <li>• Apply proper management principles for the financial aspects of Risk Management</li> </ul> <p>The following objectives will be threaded within each course:</p>



	<ul style="list-style-type: none"> <li>• Demonstrate an awareness of ethical practices and professional standards applicable to the field of risk management</li> <li>• Exemplify the skills, attitudes and behaviours required to work and collaborate with people and develop personal management skills</li> <li>• Employ effective communication practices</li> </ul>
Meeting Learning Objectives:	Students must complete three academic courses to achieve the stated program objectives. Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning outcomes.
Program Admission Requirements:	<p>The program will not require an application for admission as the program is open enrolment.</p> <p>Recommended program requirements will be posted to Continuing Education's website: "In compliance with the Certificates and Diploma, admission policy from Undergraduate Council, students who wish to enter the Data Analytics program should meet the following requirements based on their education and work experience:</p> <ol style="list-style-type: none"> <li>1) Be a mature student as defined in the Undergraduate Calendar of McMaster University; or be deemed an exceptional case by the Centre for Continuing Education</li> <li>2) Be proficient with computer program applications, such as Word, Excel</li> <li>3) Follow University guidelines for English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of IBT: 86 overall with a minimum score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years"</li> </ol> <p>To ensure that students have the basic capabilities necessary to be successful in their online courses, they are required to have the following prerequisite knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>• Knowledge and skills with general computer applications, such as keyboarding, file management, video talks, and word processing;</li> <li>• Familiarity with internet browsers and web surfing</li> <li>• English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of IBT: 86 overall with a minimum score of 20 on each of the</li> </ul>



	four components (Reading, Writing, Speaking, Listening), valid for 2 years.
Program Pre-requisites (if applicable):	Not applicable.
Program Completion Requirements:	Students must complete all three courses following McMaster's academic grading scale to qualify for the Risk Management Certificate of Professional Learning.
Program Delivery Format:	Courses in the program are delivered as online courses. The online delivery format of the courses will be a blend of asynchronous and synchronous activities designed to present the fundamental science of cannabis. Course activities may include expert video talks, discussion board contributions, readings, research-oriented tasks, and experiential learning activities including but not limited to case studies, group discussions, and projects.
Student Evaluations (Grading Process):	Each course will include an evaluation component. The evaluation may be based on assignments, case studies, presentations, individual or group projects, participation, or a combination thereof. Evaluations will be structured to assess students' level of competency in achieving overall learning objectives.
Course Evaluation:	At the end of each course, students will complete a course evaluation that explores content, delivery, materials, method of evaluation, and instruction.
Course Instruction:	Instructors for courses will be selected from a pool of qualified applicants. In compliance with McMaster's Senate and Undergraduate Council Guidelines for Certificates and Diplomas, the selection will be based on academic background and/or experience in the field. Instructors will have the equivalency of a Master's degree or significant professional and teaching experience within the field.
Credit Towards Degree Programme Studies:	The academic credit courses included in the program may be used for credit towards undergraduate degree studies following the normal academic rules as specified by the Faculty offering the degree.
Program Advanced Standing:	Transfer credits are not accepted for this program.
<b>Statement of Financial Viability:</b>	
I have reviewed the business case and financial projections which include enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include significant upfront development and marketing costs, as well as typical ongoing delivery costs (such as	



payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).

*Lorraine Carter, Director, Centre for Continuing Education*

#### **Statement of Administrative Responsibilities:**

Statement of Faculty Alignment:

The staffing and systems infrastructure to support the following functions already exists within Continuing Education. Costs will be fully covered by tuition, except the first year of the program, when the startup will be subsidized by Continuing Education.

Continuing Education program responsibilities:

- budget development and monetary responsibilities
- program and course development
- course registrations/administration
- supervision of instructors to ensure all required policies and practices are adhered to and course are taught according to program requirements and standards
- Marketing and Promotions

The DeGroote School of Business will act as an academic liaison and is charged with the responsibility of on-going academic review and assessment of the curriculum.

#### **Listing of Courses:**

<b>Course Name</b>	<b>Required/Elective</b>	<b>Unit Value</b>	<b>Term</b>
<b>RSK 713 - Risk Management Principles &amp; Practices</b>	<b>Required</b>	<b>3.0</b>	<b>Winter 2021</b>

Course Description: Study the first two steps of the risk management decision making process: (1) identifying and analyzing the loss exposures, and (2) developing alternative techniques for treating each exposure. Learn to choose the best risk management alternative and select the most appropriate techniques for handling each exposure.

<b>RSK 714 - Risk Assessment &amp; Treatment</b>	<b>Required</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: Explore the selection, implementation and monitoring of risk control techniques that are essential in preventing or minimizing potential losses before they occur. Examine fault-free study, statistical analysis, contractual liability reviews and in-house safety programs. Study the two dimensions of loss, frequency and severity, with particular attention on losses to property, people, net income and liability.

<b>RSK 715 - Risk Financing</b>	<b>Required</b>	<b>3.0</b>	<b>Winter 2021</b>
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Course Description: Examine the selection, implementation and monitoring of risk financing techniques, which are ways an organization can obtain funds to pay for any accidental losses that occur. Study the framework and criteria for risk financing techniques; financing property, net income, liability and personnel losses; accounting and some income tax aspects of accidental losses; implementing risk retention, including use of affiliated assurers; insurance pricing; selection of insurers and their representatives; and risk cost allocation.





DATE: September-25-20

TO: Certificate & Diploma Committee

FROM: Dr. Sue McCracken, DeGroote School of Business

RE: Proposal for Certificates of Professional Learning, Continuing Education

I have reviewed Continuing Education's Memorandum requesting the Committee's approval to change selected Certificate of Completion programs to Certificate of Professional Learning. I have reviewed also the accompanying program submission documentation for the identified programs:

- Risk Management
- Data Analytics
- Data Science
- Big Data Programming & Architecture

I support this request put forward by Continuing Education, as the change in program status aligns, and meets, all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas. The DeGroote School of Business will continue to support these Continuing Education programs as their academic affiliates, providing both this program submission review and an overview of ongoing curriculum issues. Additionally, we have provided CE with the guidelines needed by their students for the possible use of the advanced standing rules for students entering our degree programs using credit from the completion of this program.

Sincerely,

A handwritten signature in black ink that reads "Susan McCracken".

Dr. Sue McCracken  
Associate Dean  
DeGroote School of Business

Cc: Lorraine Carter, Director, CE  
Dan Piedra, Assistant Director, CE



**Continuing Education Academic Program Submission – For Approval**

<b>Department &amp; Program Information (complete all fields):</b>	
Program Name:	The Science of Cannabis
Academic Credential:	Certificate of Professional Learning
Name of Representative:	Lorraine Carter
Effective Date:	January 1, 2021
Date of Submission:	September 25, 2020
<b>Academic Merit (complete all fields; write “not applicable” as needed):</b>	
Program Overview:	<p>The Science of Cannabis Certificate of Professional Learning is a collaborative program involving the Peter Boris Centre for Addictions Research, the Michael G. DeGroote Centre for Medicinal Cannabis Research, and the Centre for Continuing Education.</p> <p>The purpose of the program is to provide a substantive grounding in the scientific study of cannabis and the evidence base about its therapeutic applications and risks/harms. The program will not explore the cultivation/agricultural aspects of cannabis or the hemp industry. While there will be some reference to the commercialization of cannabis, cannabis as a business enterprise is not the focus of the program.</p> <p>Participants in the program will be required to complete successfully the three courses in the program to receive a Certificate of Professional Learning. The courses will be offered in an online format.</p> <p>Courses will use a combination of expert talks, experiential learning activities (i.e., case studies, facilitated group discussions, group work), and other methods that support the learning of professionals interested in learning about the science of cannabis. Emerging trends and research will be discussed to aid in the learning process and ensure that the course content is current and relevant.</p>



	The program will be an open enrolment program (see Program Admission Requirements” and “Program Pre-requisites below).
Learning Objectives:	<p>The program is designed to prepare graduates to be critical thinkers about medical and non-medical cannabis use in healthcare settings and beyond. Specifically, graduates of the program will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate an advanced understanding of the nature of the cannabis plants, the therapeutic applications of cannabis, and the risks associated with cannabis.</li> <li>• Identify the different plant species and diverse botanical constituents comprising the cannabis genus</li> <li>• Articulate the fundamentals of the endocannabinoid system and its relationship to other major neurotransmitter systems in the brain</li> <li>• Describe the historical evolution of cannabis use and the shifting regulatory frameworks</li> <li>• Explain psychiatric nosology, the nature of cannabis use disorder, and other psychiatric disorders that are associated with cannabis</li> <li>• Evaluate the links between cannabis use and accidental injury/death, lung disease, psychotic disorders, abnormal brain development, and diminished lifetime achievement</li> <li>• Describe the GRADE system for evaluating the evidence basis of medical interventions</li> <li>• Apply the GRADE system for evaluating the evidence basis for the use of cannabis for treating a medical condition</li> <li>• Identify the medical conditions for which cannabis may have a curative or palliative role</li> <li>• Critique the cost-benefit ratio for cannabis in the context of its therapeutic effects and adverse (side) effects</li> </ul>
Meeting Learning Objectives:	Students must complete a series of three academic courses to achieve the stated program objectives. Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning outcomes.
Program Admission Requirements:	The program will be an open enrolment program that serves the learning needs of professionals interested in the science of cannabis. Potential students will not be required to apply to the program for admission; however, students wishing to enter the program must 1) have an Ontario Secondary School



	<p>Diploma, or equivalent, or 2) be a mature student as defined in the Undergraduate Calendar of McMaster University.</p> <p>To ensure that students have the basic capabilities necessary to be successful in their online courses, they are required to have the following prerequisite knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>• Must be 19 or older to participate in the program, in accordance with The Cannabis Act.</li> <li>• Knowledge and skills with general computer applications, such as keyboarding, file management, video talks, and word processing;</li> <li>• Familiarity with internet browsers and web surfing</li> <li>• English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of IBT: 86 overall with a minimum score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years.</li> </ul>
Program Pre-requisites (if applicable):	Not applicable.
Program Completion Requirements:	Students must complete all three courses following McMaster's academic grading scale to qualify for The Science of Cannabis Certificate of Professional Learning.
Program Delivery Format:	Courses in the program are delivered as online courses. The online delivery format of the courses will be a blend of asynchronous and synchronous activities designed to present the fundamental science of cannabis. Course activities may include expert video talks, discussion board contributions, readings, research-oriented tasks, and experiential learning activities including but not limited to case studies, group discussions, and projects.
Student Evaluations (Grading Process):	Each course will include an evaluation component. The evaluation may be based on assignments, case studies, presentations, individual or group projects, participation, or a combination thereof. Evaluations will be structured to assess students' level of competency in achieving overall learning objectives.
Course Evaluation:	At the end of each course, students will complete a course evaluation that explores content, delivery, materials, method of evaluation, and instruction.
Course Instruction:	Instructors for courses will be selected from a pool of qualified applicants. In compliance with McMaster's Senate and Undergraduate Council Guidelines for Certificates and Diplomas, selection will be based on academic background



	<p>and/or experience in the field. Instructors will have the equivalency of a Master’s degree or significant professional and teaching experience within the field.</p> <p>Instructors will be recommended by the Peter Boris Centre for Addictions Research and the Michael G. DeGroote Centre for Medicinal Cannabis Research.</p>		
Credit Towards Degree Programme Studies:	The Faculty of Health Sciences recognizes the courses in this program as three-unit academic courses that may be used as elective courses in select programs in the Faculty of Health Sciences.		
Program Advanced Standing:	Transfer credits are not accepted for this program.		
<b>Statement of Financial Viability:</b>			
<p>I have reviewed the business case and financial projections which include enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include significant upfront development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).</p> <p><i>Lorraine Carter, Director, Centre for Continuing Education</i></p>			
<b>Statement of Administrative Responsibilities:</b>			
<p>Statement of Faculty Alignment:</p> <p>The staffing and systems infrastructure to support the following functions already exists within Continuing Education. Costs will be fully covered by tuition, except the first year of the program, when the startup will be subsidized by Continuing Education.</p> <p>Continuing Education program responsibilities:</p> <ul style="list-style-type: none"><li>• budget development and monetary responsibilities</li><li>• program and course development</li><li>• course registrations/administration</li><li>• supervision of instructors to ensure all required policies and practices are adhered to and course are taught according to program requirements and standards</li><li>• Marketing and Promotions</li></ul> <p>The Faculty of Health Sciences will act as an academic liaison and is charged with the responsibility of on-going academic review and assessment of the curriculum.</p>			
<b>Listing of Courses:</b>			
<b>Course Name</b>	<b>Required/Elective</b>	<b>Unit Value</b>	<b>Term</b>
<b>Fundamentals of Cannabis Science</b>	Required	3.0	Winter 2021
<p>Course Description: This course will provide students with an essential grounding in the science of cannabis. The course will start with a historical context for the use (and misuse) of cannabis in Canada and around the world. The second focus will be on the nature of the genus Cannabis, its species, and its numerous constituents. A particular emphasis will be</p>			



placed on delta-9-tetrahydrocannabinol (THC) and cannabidiol (CBD), the two most commonly studied cannabinoids. As cannabis is a psychoactive drug, the third focus will be on its effects on the brain.

<b>Therapeutic Applications of Cannabis</b>	Required	3.0	Winter 2021
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Course Description: Cannabis has been used for medicinal purposes for millennia, but the evidence supporting (and contradicting) its many applications have only emerged in the last few decades. Furthermore, the medical use of cannabis in Canada came to exist from outside the typical protocols in medicine. Fundamentally, this course will provide a grounding in the principles of evidence-based medicine and apply those principles to medical cannabis. This will include an extended introduction into the GRADE (Grading of Recommendations, Assessment, Development, and Evaluations) approach. In addition, the course will systematically examine the evidence for using cannabis for treating pain, spasticity, nausea, sleep, and psychiatric disorders, such as autism, anxiety, addiction, post-traumatic stress disorder, and schizophrenia. Finally, the course will review promising future directions in medicinal cannabis, including both novel cannabinoid medicines and novel treatment applications.

<b>Risks and Harms of Cannabis</b>	Required	3.0	Winter 2021
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Course Description: Cannabis is a psychoactive drug that is established to have a variety of risks and harms. This course will review the strength of evidence behind the different risks associated. Priority topics are impairment leading to accidents; cannabis misuse/cannabis use disorder; associations with anxiety, depression, and schizophrenia; effects of cannabis on cognition and brain development; and adverse consequences for lung health. Finally, the course will review guidelines for reducing risk when consuming cannabis and evidence-based practices in the treatment of cannabis use disorder.





## HEALTH SCIENCES

DATE: September-25-20  
TO: Certificate & Diploma Committee  
FROM: Dr. Alan Neville, Vice Dean,  
Health Professional Education, Faculty of Health Sciences  
RE: Proposal for Certificates of Professional Learning, Continuing Education

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I have reviewed Continuing Education's Memorandum requesting the approval of the Certificate and Diploma Committee to change the status of selected Certificate of Completion programs to Certificate of Professional Learning. I have also reviewed the accompanying program submission documentation for two programs that would be transitioned to the new status:

- The Science of Cannabis
- Health and Social Services

I support this request as the change in program status aligns, and meets, all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas.

The Faculty of Health Sciences will continue to support these Continuing Education programs as the academic affiliate, providing a periodic review of the programs and overseeing ongoing curriculum development and issues. Additionally, we have provided Continuing Education with the guidelines needed by their students for possible application of advanced standing rules to enter our degree programs using credit earned from the completion of these programs.

Sincerely,

Dr. Alan Neville  
Vice Dean, Health Professional Education  
Faculty of Health Sciences



# Proposal for an Undergraduate Certificate in Rehabilitation Sciences

September 2020

## **Dina Brooks**

Professor, Vice-Dean & Executive Director  
School of Rehabilitation Science  
Faculty of Health Sciences

## **Brenda Vrkljan**

Professor, Occupational Therapy  
School of Rehabilitation Science  
Faculty of Health Sciences

## **Colleen Cupido**

Director, Experiential Learning & Business Development  
Department of Kinesiology  
Faculty of Science

-

Assistant Clinical Professor  
School of Rehabilitation Science  
Faculty of Health Sciences

## **Taya John**

Executive Assistant to the Vice-Dean and Executive Director  
School of Rehabilitation Science  
Faculty of Health Sciences



## Proposal for an Undergraduate Certificate in Rehabilitation Sciences

### Certificate Overview:

The Certificate in Rehabilitation Sciences (RS) provides undergraduate students from various disciplines and faculties an opportunity to focus their knowledge and skill development in the field of rehabilitation science. This certificate will recognize students who have obtained foundational knowledge in rehabilitation science through their coursework and experiential learning.

### Rationale:

The School of Rehabilitation Science offers graduate level, educational programs in occupational therapy, physical therapy, speech-language pathology, rehabilitation science and health management at the graduate level. We have successfully developed an undergraduate cross-faculty course for 3<sup>rd</sup> and 4<sup>th</sup> year students (i.e., HTHSCI 3RS3 – Foundations of Rehabilitation Science). This course serves as one of the main pillars of this certificate (i.e., 3 units). The RS Certificate will provide an interdisciplinary comprehensive academic credential specifically for undergraduate students where they will have opportunity to develop the foundational knowledge and skills needed for careers as a healthcare professional, which can enhance students' employability in the field of rehabilitation (e.g. disability coordinator, case manager, claim analyst, mental health worker, return to work coordinator) as well as provide a foundation for applying to graduate studies in the health and rehabilitation sciences.

### Structure:

The interdisciplinary RS Certificate may be taken by students pursuing any undergraduate degree and requires completion of 18 units of course work.

### Learning Outcomes:

By completing the courses required for the RS Certificate, students will:

- Develop the knowledge and skills fundamental to evidence-based practice in rehabilitation science, including,
  - Learn rehabilitation theories and frameworks
  - Learn to search, appraise, and apply research in rehabilitation science
- Identify how the social determinants of health can impact rehabilitation
- Develop expertise in problem-solving through experiential learning in rehabilitation.
- Understand similarities and differences in the respective assessment and intervention approaches used by rehabilitation professional

### Resources:

No new courses or teaching resources are required, as all courses are currently being offered in Health Sciences, Kinesiology, Life Sciences, Health, Aging, and Society as well as other programs.



**Certificate Requirements**

Any student in an undergraduate program at McMaster may declare the RS Certificate at the time of graduation providing they satisfy the following requirements. Specific requirements for certain programs outlined below.

- Must include 3 units from: HTHSCI3RS3
- Completion of an additional 15 units from Course List below (Appendix 1)
- No more than 6 units from Level 1 courses

In addition to courses, students are required to gain at least 60 hours of experiential learning in a clinical or research rehabilitation environment. Students will be asked to write a one page reflection on the experiential learning. Students will be asked to provide a log of the hours, types of experience, and verifying reference for these hours.

**Access to Courses:** *The participating Faculties and Programs have reviewed the courses to be included in the RS Certificate to ensure that students can have appropriate access to the courses from various programs, and address areas of overlap and redundancy.*

**Consultation:** Broad consultation was undertaken, and the list of individuals consulted is in Appendix 2.



## Appendix 1: Course List

PROGRAM	COURSES OFFERED
<b>LIFE SCIENCES</b>	Human Nutrition for Life Sciences (LIFESCI 2N03)
	Human Pathophysiology (LIFESCI 3AA3)
	Neurobiology of Disease (LIFESCI 3BB3)
	Global Human Health and Disease (LIFESCI 3Q03)
	Neural Control of Human Movement (LIFESCI 3K03)
	Applied Biomechanics (LIFESCI 4Y03)
<b>HEALTH, AGING &amp; SOCIETY</b>	Introduction to Aging and Society (HLTHAGE 1BB3)
	Introduction to Mental Illness and Illness (HLTHAGE 1CC3)
	Social Identify, Health and Illness (HLTHAGE 2B03)
	Continuum of Care (HLTHAGE 2D03)
	Selected Topics in Aging and Society (HLTHAGE 2J03)
	Perspectives on Disability, Chronic Illness and Aging (HLTAGE 3D03)
	Population Growth and Aging (HLTHAGE 3HP3)
	Embodied Aging (HLTHAGE 3L03)
	Aging and Mental Health (HLTHAGE 3N03)
	Death and Dying in Later Life (HLTHAGE 4B03)
	Narratives of Illness (HLTHAGE 4J03)
	Leisure and Recreation in Later Life (HLTHAGE 4P03)
<b>LINGUISTICS (HUMANITIES)</b>	Introduction to Linguistics: Sounds, Speech and Hearing (LINGUIST 1A03)
	Cognitive Neuroscience of Language (LINGUIST 3NL3)
	Introduction to American Sign Language (LINGUIST 2SL3)
	Anatomy and Physiology for Speech, Language and Hearing (LINGUIST 3F03)
	Intermediate American Sign Language (LINGUIST 3SL3):
	SLP Practicum (LINGUIST 4SL3):
<b>MUSIC</b>	Introduction Music Therapy Research (MUSIC 2MU3)
<b>ART HISTORY</b>	Introduction Practice of Art Therapy (ARTHIST 2AA3)
<b>INTEGRATED BUSINESS AND HUMANITIES</b>	Leadership Coaching (IBH 1BA3)
	Fundamentals of Ethics (IBH 1BC3)
<b>HEALTH SCIENCE</b>	Global Health and the Complexities of Disease (HTH SCI 2DS3)
	Indigenous Health (HTH SCI 3AH3)
	Music, Health and the Community (HTHSCI 3MU3)
	Foundation in Rehabilitation Science (HTHSCI 3RS3)
	Human Physiology and Anatomy I (HTHSCI 2F03)



	Human Physiology and Human Anatomy (HTHSCI 2FF3)
<b>PSYCHOLOGY</b>	Introduction to Psychology, Neuroscience and Behaviour (PSYCH 1X03)
	Foundations of Psychology, Neuroscience and Behaviour (PSYCH 1XX3)
	Aging (PSYCH 3AG3)
	Child Development (PSYCH 2AA3)
	Special Populations (PSYCH 3B03)
	Abnormal Psychology (PSYCH 2AP3)
	Learning, Measuring, and Shaping Behaviour (PSYCH 2GG3)
	Human Learning & Cognition (PSYCH 2H03)
	Positive Psychology (PSYCH 3BA3)
	Attitudes & Persuasion (PSYCH 3CB3)
	Psychology of Language (PSYCH 3UU3)
<b>KINESIOLOGY</b> <b>Specific requirements for Kin students:</b> <ul style="list-style-type: none"> <li>Completion of Kin 4EE3 Professional Placement course OR completion of 60 hours of volunteering in an approved rehabilitation setting</li> </ul>	Adapted Physical Activity (KIN 3B03)
	Human Aging (KIN 4SS3)
	Cardiovascular Disease (KIN 4B03)
	Fundamentals of Rehabilitation (KIN 4KK3)
	Physical Activity Behaviour Change (KIN 4H03)
	Motor Development Across a Lifespan (KIN 3Q03)
	Human Nutrition and Metabolism (KIN 3Y03)
	Neuromuscular Plasticity in Health and Disease (KIN 3Z03)
	Physical Activity in Chronic Health Impairments (KIN 4S03)
	Neural Control of Human Movement (KIN 3E03)
	Applied Biomechanics (KIN 4AA3)
	Clinical Biomechanics (KIN 4GG3)



## Appendix 2: Consultation process

The following table presents the communication timeline for all persons consulted in the development of the Proposed Certificate in Rehabilitation Sciences.

Role	Name	Discussion Date	Department	Email	Consultation was done by:
Professor, Associate Chair Undergraduate Program	<b>Steve Bray</b>	2020-06-01	Kinesiology Faculty of Science	<a href="mailto:sbray@mcmaster.ca">sbray@mcmaster.ca</a>	Email/Zoom
Academic Program, Faculty of Science Kinesiology Advisor	<b>Doris Burns</b>	2020-06-01	Kinesiology Faculty of Science	<a href="mailto:dburns@mcmaster.ca">dburns@mcmaster.ca</a>	Email/Zoom
Acting Program Coordinator	<b>Shelby-Lynn Dunbar</b>	2020-06-17	School of Rehab Science	<a href="mailto:ptprog@mcmaster.ca">ptprog@mcmaster.ca</a>	Email
Assistant Professor Department of Psychology	<b>Nikol Piskuric</b>	2020-07-06	Neuroscience and Behaviour School of Interdisciplinary Science	<a href="mailto:piskurn@mcmaster.ca">piskurn@mcmaster.ca</a>	Email
Program Administrator	<b>Rebecca Misiak</b>	2020-07-06	Faculty of Science	<a href="mailto:misiakr@mcmaster.ca">misiakr@mcmaster.ca</a>	Email
Administrator & Undergraduate Academic Advisor	<b>Lori Ewing</b>	2020-07-09	Health, Aging & Society	<a href="mailto:ewingl@mcmaster.ca">ewingl@mcmaster.ca</a>	Email
Associate Professor Undergraduate Chair	<b>Nicholas Bock</b>	2020-08-06	Psychology, Neuroscience and Behaviour	<a href="mailto:bockn@mcmaster.ca">bockn@mcmaster.ca</a>	Email
Associate Professor Pathology and Molecular Medicine	<b>Stacey Ritz</b>	2020-08-07	Health Sciences	<a href="mailto:ritzsa@mcmaster.ca">ritzsa@mcmaster.ca</a>	Email



Associate Professor (Teaching Stream)	<b>Cathy Anderson</b>	2020-08-07	Linguistics & Languages	<a href="mailto:canders@mcmaster.ca"><u>canders@mcmaster.ca</u></a>	Email
Professor & Chair	<b>Bruce Miliken</b>	2020-08-07	Psychology, Neuroscience & Behaviour	<a href="mailto:millike@mcmaster.ca"><u>millike@mcmaster.ca</u></a>	Email



<b>Department &amp; Program Information (complete all fields):</b>	
Department:	Continuing Education
Program Name:	Diploma in Accounting
Name of Representative:	Anne Dwyer
Nature of Submission:	Course Revision – For Approval
Effective Date:	January 11, 2021
Submission Date:	September 17, 2020
<b>Current Course Details (complete all fields):</b>	
<b>Course Title:</b> ACC 932 Management Information Systems	
<b>Course Description:</b> <p>This course will introduce students to the concepts of computer-based information systems in an organization. Students will examine the impact of information technology on an organization's decision-making as well as ethical issues facing managers. Information technology fundamentals are explored (networking and communications; database management systems, data warehousing, systems development) as well as security, control frameworks and auditing computer-based systems.</p> <p>Topics to be covered include information systems, organizations and strategies, social, ethical and legal issues, information systems infrastructure, business process mapping and database design, e-commerce, systems security, systems development and emerging issues.</p>	
<b>Course Learning Objective(s):</b> <p>Upon successful completion of this course, students will have demonstrated knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Explain the role of information systems in corporate strategy</li> <li>• Model business processes using process mapping and database design techniques</li> <li>• Identify components of information systems, networks, processing units and software</li> <li>• Explain managerial theories in the context of corporations and IT departments</li> <li>• Identify social, legal, and ethical issues pertaining to information systems</li> <li>• Describe the concepts of controls, and change management for systems design, maintenance, and fraud avoidance</li> <li>• Describe the auditing of systems</li> </ul>	



<ul style="list-style-type: none"> <li>• Explain the key design aspects of e-commerce and related digital technology</li> <li>• Describe the systems development life cycle to IT project management</li> <li>• Identify emerging trends in information technology</li> </ul>
<p>Is this course currently offered? Yes</p> <p>Existing Course Code: <b>ACC 932</b></p>
<p>Course Unit Value: 3 units</p>
<p>List Course Pre-requisites (if applicable): N/A</p>
<p>Cross-listed courses (if applicable): N/A</p>
<p><b>Course Revision (complete applicable fields):</b></p>
<p>Revised Course Title: No change</p>
<p><b>Revised Course Description:</b></p> <p>This course will introduce students to the concepts of computer-based information systems in an organization. Students will examine the impact of information technology on an organization's decision-making as well as ethical issues facing managers. Information technology fundamentals are explored (systems concepts, data and information modelling, types of information systems, and systems development) as well as security, control frameworks, and risk. Topics to be covered include information systems, organizations and strategies, social, ethical and legal issues, information systems infrastructure, business process mapping and database design, e-commerce, systems security, systems development and emerging issues.</p>
<p><b>Revised Course Learning Objective(s):</b></p> <p>Upon successful completion of this course, students will have demonstrated knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Explain the role of information systems in corporate strategy and how different information systems support organizational objectives.</li> <li>• Demonstrate fundamental information systems knowledge including basic system concepts, technology infrastructure/architecture, and systems development</li> <li>• Identify how the quality of data and information and the presentation of information impacts decision making at organizations.</li> <li>• Describe the basic data and information modelling concepts including data standards, data analytics, data models and database management systems.</li> <li>• Identify social, legal, and ethical issues pertaining to information systems</li> <li>• Examine information systems risks and the controls and strategies required for information systems risk management</li> <li>• Identify emerging trends in information technology</li> </ul>





Revised Course Content (major topics):

**Unit 1 – Information Systems and their Strategic Importance**

- Systems Concepts
- Quality of Information for decision making
- Presentation of information for decision making
- Value of information and information systems to organizations

**Unit 2 – Data, Data Modelling and Managing Information**

- Data and information modelling
- Database management systems

**Unit 3 – Information Systems Infrastructure and Architecture**

- Types of systems organizations to provide information to meet objectives
- Management information systems infrastructure and architecture

**Unit 4 – Information Systems Development**

- Systems life cycle
- Build vs Buy

**Unit 5 – Risks and Control**

- Risk management
- IT Governance Frameworks

**Rationale for Revision:**

Updating course to meet revised Chartered Professional Accountants (CPA) competencies. The key update is the addition of DAIS (Data Analytics and Information Systems) competencies and topics.





DATE: September-23-20

TO: Certificate & Diploma Committee

FROM: Dr. Sue McCracken, DeGroote School of Business

RE: Course Revision - ACC 932 Management Information Systems

I have reviewed the ACC 932 Management Information Systems course revision submission presented by Continuing Education (CE). I have determined that it meets all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas and endorse this revision on behalf the DeGroote School of Business

The proposed changes to ACC 932 Management Information Systems will continue to meet the Undergraduate Council's criteria for academic credit towards the Diploma in Accounting and the Certificate in Advanced Accounting.

Sincerely,

A handwritten signature in black ink that reads "Susan McCracken".

Dr. Sue McCracken  
Associate Dean  
DeGroote School of Business

Cc: Lorraine Carter, Director, CE  
Dan Piedra, Assistant Director, CE



**REPORT TO THE SENATE**  
**FROM THE**  
**COMMITTEE ON APPOINTMENTS**  
**Open Session (Regular)**

On October 26, 2020, the Senate Committee on Appointments approved the following recommendations and now recommends them to Senate for approval:

**1. Terms of Reference – Senate Committee on Appointments**

It is now recommended,

**that Senate approve in principle, the proposed revisions to the Terms of Reference for the Senate Committee on Appointments and refer the changes to the By-Laws Committee for review.**

**2. Terms of Reference – Director of the CPA/DeGroote Centre for the Promotion of Accounting Education and Research**

It is now recommended,

**that Senate approve the proposed revisions to the Director of the CPA/DeGroote Centre for the Promotion of Accounting Education and Research Terms of Reference, as circulated.**

**SENATE: FOR APPROVAL**  
**November 11, 2020**



October 16, 2020

**TO:** Senate Committee on Appointments

**FROM:** Andrea Thyret-Kidd, University Secretary

**SUBJECT: Revisions to the Terms of Reference of the Senate Committee on Appointments**

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The role of Manager, Faculty Relations has extensive expertise in the Tenure and Promotion process. The position has been attending the Senate Committee on Appointments as an invited guest and has been called upon on many occasions to answer questions raised by the Committee. Please accept the following request to formalize this through the governance process.

Currently the By-Laws of the Senate of McMaster University, Section 116 reads:

The Committee on Appointments shall consist of the Chancellor; the President; the Provost; the Vice-President (Research); the Vice-Provost and Dean of Graduate Studies; and eight other members of the Senate, seven of whom shall be elected faculty members of the Senate and one of whom shall be a student member of the Senate; and six members of the Committee constitute a quorum at any meeting thereof, except when decisions are being made on tenure, permanence, or promotion recommendations, at which meeting eight members of the Committee, one of whom shall be the Provost and one of whom shall be the Vice-Provost and Dean of Graduate Studies, shall constitute a quorum. In the event of an equality of votes on tenure, permanence, or promotion recommendations, the question is deemed to be decided in favour of the Faculty Tenure and Promotion Committee's recommendation, notwithstanding the provision of Section 74.

Proposed Revisions to Section 116:

The Committee on Appointments shall consist of the following membership:

***Ex Officio Members***

Chancellor

President



Provost  
Vice-President (Research)  
Vice-Provost and Dean of Graduate Studies

**Members**

Seven elected faculty members of the Senate  
One elected student member of the Senate

**Consultants**

Manager, Faculty Relations, Office of the Provost

Six members of the Committee constitute a quorum at any meeting thereof, except when decisions are being made on tenure, permanence, or promotion recommendations, at which meeting eight members of the Committee, one of whom shall be the Provost and one of whom shall be the Vice-Provost and Dean of Graduate Studies, shall constitute a quorum. In the event of an equality of votes on tenure, permanence, or promotion recommendations, the question is deemed to be decided in favour of the Faculty Tenure and Promotion Committee's recommendation, notwithstanding the provision of Section 74.

Accordingly, the Senate Committee on Appointments is asked to approve the following motion:

**that the Senate Committee on Appointments approve the proposed revisions to the Terms of Reference and refer the changes to the Senate for approval in principle.**



TO: Senate Committee on Appointments

FROM: Dr. Leonard Waverman, Dean, DeGroote School of Business

DATE: September 28, 2020

RE: Director of the CPA/DeGroote Centre for the Promotion of Accounting Education and Research Terms of Reference

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On behalf of the Faculty of Business, we are pleased to recommend the attached updated Terms of Reference for the **Director of the CPA/DeGroote Centre for the Promotion of Accounting Education and Research**. The terms have been updated due to the unification of accounting profession designations under the Chartered Professional Accountants of Ontario banner.

The Director of the CPA/DeGroote Centre for the Promotion of Accounting Education and Research 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.

cc: S. Tighe  
D. Welch

Enclosures (2)



### **Terms of Reference**

#### **Director of the CPA/DeGroote Centre for the Promotion of Accounting Education and Research**

##### **Overall Responsibility and Purpose**

The Director of the CPA/DeGroote Centre for the Promotion of Accounting Education and Research (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. Organize the annual reception hosted by the Centre.
7. 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 appointment is for a five-year term. The Dean of DSB 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.



**Terms of Reference**  
**Director of the CA/DeGroote Centre for the Promotion of Accounting Education and Research**

**Overall Responsibility and Purpose**

The Director of the CA/DeGroote Centre for the Promotion of Accounting Education and Research (the Centre) is the key "champion" for promoting and managing the activities of the Centre, as well as developing and maintaining relationships with the Institute of the Chartered Accountants of Ontario (ICAO) and professional accounting firms. The Director is accountable to the Dean of the DeGroote School of Business (DSB), ICAO 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 ICAO Council via the ICAO Vice-President of Learning

**Specific Responsibilities**

1. Prepare annual report to the Dean of DSB, ICAO Council via the ICAO 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. Organize the annual reception hosted by the Centre.
7. 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 the ICAO and the accounting profession. The appointment is for a five-year term. The Dean of DSB will chair the selection committee comprised of members of the Accounting and Financial Management Services Area and the ICAO and recommend the appointment of the Director by the Senate and the Board of Governors.



**REPORT TO SENATE  
FROM THE  
UNIVERSITY PLANNING COMMITTEE**

**1. Proposed Name Change for CRESS (Centre for Research in Empirical Social Sciences)**

At its meeting of October 21, 2020, the University Planning Committee approved the name change for the Centre for Research in Empirical Social Sciences.

The University Planning Committee now recommends,

**that Senate approve the proposed name change for the Centre for Research in Empirical Social Sciences to Spark: A Centre for Social Research Innovation.**

**2. Proposed Changes to the University Student Fees Committee**

At its meeting of October 21, 2020, the University Planning Committee approved the proposed changes to the Student Fees Committee.

The University Planning Committee now recommends,

**that Senate approve in principle, the proposed changes to the University Student Fees Committee and refer the changes to the By-Laws Committee for review.**

**Senate: FOR APPROVAL  
November 11, 2020**



**MEMO**

**TO:** University Planning Committee  
**FROM:** Michelle Dion  
**RE:** Name Change for CRESS ( Centre for Research in Empirical Social Sciences)  
**DATE:** September 22, 2020

---

I would like to request that the University Planning Committee consider a name change for the Centre for Research in Empirical Social Sciences (CRESS).

On December 12, 2019, CRESS was approved as a centre within the Faculty of Social Sciences. Shortly thereafter, we began to hear three major concerns about the name of the centre.

- 1) "Empirical" is not used widely outside academia and can be misunderstood. Given the centre's mandate of community engagement, we want to be approachable.
- 2) We are a broad-based social research methods centre available to all Faculties. Being too closely linked to social sciences can hinder their recognition of this broad service base.
- 3) Our mission is innovation in research and the name does not reflect that.

We consulted with C.A. Klassen at the Office of Community Engagement; Erin Baxter Melo, Communications Manager in the Faculty of Social Sciences; and Lorna Somers, AVP of Development. All urged us to consider changing the name to better reflect the mission of the centre. The CRESS Governing Board, which includes Jeremiah Hurley (Dean of Social Sciences), James Gillett (Associate Professor of Health, Aging, & Society/Sociology and Associate Dean of Graduate Studies & Research in Social Sciences), James Dunn (Professor and Senator William McMaster Chair in Urban Health Equity, Chair of Health, Aging, and Society), and Tina Fetner (Professor and Chair of Sociology), have also endorsed changing the centre's name. All those consulted particularly like the name we now recommend.

We propose to rename The Centre for Research in Empirical Social Sciences as Spark: A Center for Social Research Innovation.

Thank you for your consideration of this request.



Michelle Dion  
Academic Director, Centre for Research in Empirical Social Sciences (CRESS)  
Associate Professor of Political Science & Senator William McMaster Chair in Gender & Methodology






Office of the Provost  
and Vice-President  
(Academic)

1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4K1

Phone 905.525.9140  
Ext. 24301  
Fax 905.546.5213  
Email provost@mcmaster.ca

DATE: October 6, 2020

TO: University Planning Committee

FROM: Susan Tigh   
Provost and Vice President (Academic)

RE: Change in University Student Fees Committee membership due to the dissolution of the Associate Vice President, Institutional Research and Analysis position

---

The position of Associate Vice President, Institutional Research and Analysis no longer exists. As such, the role's participation in governance committees needs to be revised. Please accept the following changes:

1. University Student Fees Committee:
  - a. **Voting member status** - AVP Finance and Planning Academic role (who is currently consultant) will replace Associate Vice President, Institutional Research and Analysis
  - b. **Committee Chair status** – Associate Vice-President (Students and Learning) and Dean of Students and Vice-Provost and Dean of Graduate Studies will Co-Chair
  - c. Housekeeping changes to update titles

Accordingly, Senate is asked to approve the following motion:

**that the University Planning Committee approve the proposed revisions to the University Student Fees Committee Membership and refer the changes to the Senate for approval in principle.**



- (v) review and approve annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information;
- (vi) receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan;
- (vii) provide commentary, with reference to the University Plan and the *McMaster University Campus Master Plan*, to the relevant committee of the Board of Governors on proposals for capital development and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;
- (viii) review, for recommendation to the Senate and the Board of Governors, the annual report on the McMaster University Campus Master Plan, including any updates, amendments and elaborations; and
- (ix) report to the Senate and the Board of Governors any matters of concern formally identified as such by a majority of the Committee.

- 115.(a) The **Budget Committee** shall be a subcommittee of the University Planning Committee with membership drawn from the University Planning Committee as follows: the President, the Provost, the Vice-President (Administration), three faculty members (one of whom shall serve as Chair), one member of the non-teaching staff, one graduate student, one undergraduate student. Two-thirds of the membership shall constitute a quorum. If more than two members are absent when a vote is taken on the final budget, the vote must be confirmed by mail ballot.

The Chair of the Budget Committee shall be elected annually by the University Planning Committee from among the faculty members on the University Planning Committee following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the five faculty members on the University Planning Committee for service commencing July 1 or immediately following a vacancy. The Chair may vote on all questions.

- (b) The Budget Committee shall:
- (i) review the budget framework prepared by the University administration in consultation with the Office of Institutional Analysis and Research, including any changes to the McMaster Budget Model; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration / Faculty Association Committee to Consider University Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (the Joint Committee) as will updates to the framework should these arise;
  - (ii) receive and respond to budget submissions from all Faculties, areas, and units;
  - (iii) make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in



advance of the budget being transmitted to other deliberative bodies;

- (iv) make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Finance Committee of the Board of Governors; and
- (v) deliver budget recommendations to the President of the University for transmittal to the Finance Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments.

*All meetings of this Committee are in Closed Session.*

- (c) The **University Student Fees Committee** shall be a sub-committee of the University Planning Committee with the following membership:

***Ex Officio***

~~Associate Vice President (Institutional Research and Analysis) – Chair~~  
~~Vice Provost (Faculty)~~ Associate Vice-President (Students and Learning) and Dean of Students –  
Co-Chair  
 Vice-Provost and Dean of Graduate Studies – Co-Chair  
Associate Vice-President, Finance and Planning (Academic), Provost's Office  
Executive Director, Education Services, Faculty of Health Sciences  
~~Director of Finance~~ Controller, Financial Services  
 University Registrar

**Student Members**

Graduate Student Representative – selected from applicants for a one-year term  
 Full-time Undergraduate Student Representative – selected from applicants for a one-year term  
 Part-time Undergraduate Student Representative – selected from applicants for a one-year term  
*\*Student positions are renewable once.*

**Consultants**

~~Assistant Dean, Student Affairs and Director of the Student Success Centre~~ Manager, Finance and  
Administration, Student Affairs  
 Associate Registrar and Graduate Secretary, School of Graduate Studies  
~~Executive Director, Finance and Administration (Academic), Office of the Provost and Vice-~~  
~~President (Academic)~~  
Assistant Registrar, Government Aid Programs, Registrar's Office  
Manager, Receipts and Accounts Receivables, Financial Services  
Senior Manager, Business Development, Financial Affairs  
~~Budget Manager~~ Business Analyst, Budgeting Services Accounts Receivable, Financial Affairs  
~~Director, Student Financial Aid and Scholarships~~  
Senior Project Analyst Manager, Analysis and Accountability, Institutional Research and Analysis  
Statistician & Programmer, Institutional Research and Analysis

- (d) The University Student Fees Committee shall:

- (i) recommend all revisions to tuition (undergraduate and graduate degree, diploma and certificate) and supplementary fees to the Budget Committee;
- (ii) establish deadlines for the submission of all proposed tuition and supplementary fees to the University Student Fees Committee;
- (iii) recommend policy guidelines to the Budget Committee that outline services and materials for which fees can be charged;



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- (iv) recommend policy guidelines to the Budget Committee for charging fees for existing and new programs that are not funded through grants from the Ministry of ~~Training~~ Colleges and Universities;

**revised:** May 17, 2017

- (v) ensure that all proposed changes to existing student fees and all proposed new fees are reasonable, conform to government regulations and have been approved through appropriate processes within the University; and
- (vi) ensure that proposed changes to student fees are feasible and do not involve undue complications to calculate and administer; where appropriate, determining the most "tax efficient" method for students who are being charged these fees.

*All meetings of this Committee are in Closed Session.*



- (v) review and approve annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information;
- (vi) receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan;
- (vii) provide commentary, with reference to the University Plan and the *McMaster University Campus Master Plan*, to the relevant committee of the Board of Governors on proposals for capital development and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;
- (viii) review, for recommendation to the Senate and the Board of Governors, the annual report on the McMaster University Campus Master Plan, including any updates, amendments and elaborations; and
- (ix) report to the Senate and the Board of Governors any matters of concern formally identified as such by a majority of the Committee.

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The Chair of the Budget Committee shall be elected annually by the University Planning Committee from among the faculty members on the University Planning Committee following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the five faculty members on the University Planning Committee for service commencing July 1 or immediately following a vacancy. The Chair may vote on all questions.

- (b) The Budget Committee shall:
- (i) review the budget framework prepared by the University administration in consultation with the Office of Institutional Analysis and Research, including any changes to the McMaster Budget Model; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration / Faculty Association Committee to Consider University Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (the Joint Committee) as will updates to the framework should these arise;
  - (ii) receive and respond to budget submissions from all Faculties, areas, and units;
  - (iii) make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in



advance of the budget being transmitted to other deliberative bodies;

- (iv) make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Finance Committee of the Board of Governors; and
- (v) deliver budget recommendations to the President of the University for transmittal to the Finance Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments.

*All meetings of this Committee are in Closed Session.*

- (c) The **University Student Fees Committee** shall be a sub-committee of the University Planning Committee with the following membership:

***Ex Officio***

Associate Vice-President (Students and Learning) and Dean of Students – Co-Chair  
Vice-Provost and Dean of Graduate Studies – Co-Chair  
Associate Vice-President, Finance and Planning (Academic), Provost's Office  
Executive Director, Education Services, Faculty of Health Sciences  
Controller, Financial Services  
University Registrar

**Student Members**

Graduate Student Representative – selected from applicants for a one-year term  
Full-time Undergraduate Student Representative – selected from applicants for a one-year term  
Part-time Undergraduate Student Representative – selected from applicants for a one-year term  
*\*Student positions are renewable once.*

**Consultants**

Manager, Finance and Administration, Student Affairs  
Associate Registrar and Graduate Secretary, School of Graduate Studies

Assistant Registrar, Government Aid Programs, Registrar's Office  
Manager, Accounts Receivable, Financial Services  
Senior Manager, Business Development, Financial Affairs  
Business Analyst, Accounts Receivable, Financial Affairs

Senior Manager, Analysis and Accountability, Institutional Research and Analysis  
Statistician & Programmer, Institutional Research and Analysis

- (d) The University Student Fees Committee shall:

- (i) recommend all revisions to tuition (undergraduate and graduate degree, diploma and certificate) and supplementary fees to the Budget Committee;
- (ii) establish deadlines for the submission of all proposed tuition and supplementary fees to the University Student Fees Committee;
- (iii) recommend policy guidelines to the Budget Committee that outline services and materials for which fees can be charged;
- (iv) recommend policy guidelines to the Budget Committee for charging fees for existing and new programs that are not funded through grants from the Ministry of Colleges and Universities;



**revised:** May 17, 2017

- (v) ensure that all proposed changes to existing student fees and all proposed new fees are reasonable, conform to government regulations and have been approved through appropriate processes within the University; and
- (vi) ensure that proposed changes to student fees are feasible and do not involve undue complications to calculate and administer; where appropriate, determining the most “tax efficient” method for students who are being charged these fees.

*All meetings of this Committee are in Closed Session.*



**REPORT TO SENATE**  
**FROM THE**  
**EXECUTIVE COMMITTEE**  
**Open Session**

**1. Proposed Senate By-Law Changes**

On November 4, 2020, the Executive Committee approved the proposed changes to the Senate By-Laws. The changes are a result of the recommendations from the Ad Hoc Committee to Review the By-Laws of the Senate, as well as suggestions to allow for virtual Senate meetings and to schedule Senate meeting dates to avoid Reading Weeks.

Senate Executive Committee now recommends,

**that the Senate approve in principle, the proposed revisions to the Senate By-Laws and refer the revisions to the By-Laws Committee for review.**

**2. Terms of Reference – Ombuds Office**

On November 4, 2020, the Executive Committee approved the changes to the Ombuds Office Terms of Reference. The changes were in response to a review which was conducted in 2019 that made a series of recommendations regarding the mandate and scope of the office.

Senate Executive Committee now recommends,

**that the Senate approve the proposed revisions to the Ombuds Office Terms of Reference.**

**Senate: FOR APPROVAL**  
**November 11, 2020**



## Policies, Procedures and Guidelines

Complete Policy Title

Policy Number (if applicable)

**By-Laws of the Senate of McMaster University**

Approved by

Date of Most Recent Approval

**Senate**

**October 26, 2017**  
**Reformatted 2020**

Date of Original Approval(s)

Supersedes/Amends Policy dated

**XXXXX**

Recent Amendments:

May 13, 2020; June 5, 2019; December 12, 2018; June 6, 2018; May 17, 2017; December 14, 2016

Revised and Renumbered, June 2016

Responsible Executive

Policy Specific Enquiries

**XXXX**

**XXXX**

General Policy Enquiries

[Policy \(University Secretariat\)](#)

**DISCLAIMER:**

*If there is a Discrepancy between this electronic copy and the written copy held by the University Secretariat, the written copy prevails.*

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The Senate of McMaster University enacts as follows:

## ARTICLE I: INTERPRETATION

1. Unless otherwise provided herein, words defined in Section I of [An Act Respecting McMaster University](#) have the same meaning in these by-laws as in the Act.
2. In these by-laws, unless the context otherwise requires:
  - a) **The McMaster University Act** means [An Act Respecting McMaster University](#) as enacted by statutes of Ontario, 1976 and from time to time amended;
  - b) **By-laws** means by-laws of the Senate;
  - c) **President** means the President and Vice-Chancellor of the University;
  - d) **Provost** means Provost and Vice-President (Academic) of the University;
  - e) **Chair of the Senate** means the President or, in the absence of the President, the Vice-Chair of the Senate or such officer of the University as is authorized to act in conformity with these by-laws;
  - f) **Vice-Chair** of the Senate means the Provost;
  - g) **Deans** means the Deans of the several Faculties of the University, the heads of which are known by that title;
  - h) **Associate Deans** means the Associate Dean (Academic) of the Faculties of Business, Humanities, Science, Social Sciences, Engineering, [the Associate Dean of Business \(Faculty Affairs and Accreditations\)](#), the Associate Dean of Health Sciences (Health Professional Education), the Associate Dean of Health Sciences (Undergraduate Education), the Associate Dean of Health Sciences (Clinical Services and Commercial Enterprises), the Associate Dean of Health Sciences (Nursing), the Associate Dean of Health Sciences (Rehabilitation Science), and the Associate Dean Research and/or Graduate Studies of each Faculty;
  - i) **Observer** means any person to whom the Senate has granted the right to attend all meetings of the Senate, including Closed Session, and to receive the minutes thereof, with all appendices;
  - j) **Session** means an academic year of the University, being from September 1 of one calendar year to August 31 of the following calendar year;
  - ~~k) **Commencement** means the first regular degree-granting Convocation of the University held in the spring of each Session;~~



~~h)~~k) **Closed Session** means a meeting, or that part of a meeting, of the Senate (or a Senate committee or board) at which only members, observers, and specifically invited guests of the Senate (or the committee or board) are present, such session being deemed to begin upon declaration of the Chair of the Senate (or committee or board). Only persons entitled to be present in Closed Session may be informed of the proceedings that transpire in Closed Session (see also clause (m) below ~~); and~~ ); and

~~l)~~ l) ~~This this~~ clause shall apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996. For meetings that took place on or after February 16, 1996, the provisions of clause l) above apply.

m) **In camera**, as it pertains to the meetings of committees and boards of the Senate, means that only members, consultants and specifically invited guests of the committee or board may be present. The proceedings that transpire in the meetings of Senate committees and boards may be divulged only to such persons as have right of access to the record of those proceedings (as provided for in Schedule E).

Revised: November xx, 2020



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**ARTICLE II: THE CHANCELLOR AND THE PRESIDENT**

3. The Chancellor shall be appointed by the Senate upon nomination from a Committee for Nominating a Chancellor.
4. The term of office of Chancellor shall be three years, normally renewable only once, commencing the first day of September of the year of appointment.
5. No person shall occupy the office of Chancellor who is the President or the Vice-President, the head of an affiliated college, or a member of the teaching or administrative staff of the University or of an affiliated college.
6. When the office of Chancellor becomes vacant, the vacancy shall be filled by the appointment of a successor in the manner set out in ~~Section-clause 3~~, and such successor shall hold office as set forth in ~~Section-clause 4~~.
7. When a Chancellor ceases to be eligible for such office, or becomes incapable of acting, the office shall be deemed to be vacant.
8. A declaration of the existence of a vacancy in the office of Chancellor by the Senate entered in the minutes of the Senate is conclusive evidence of the vacancy.
9.
  - a) The Committee for Nominating a Chancellor shall consist of the President, the Chair of the Board, the Principal of the Divinity College, the alumni members of the Senate and five other members of the Senate elected by the Senate in accordance with the procedure described in ~~Section 118 (a) clause 117~~.
  - (i) Seven members of the Committee for Nominating a Chancellor, including the President and the Chair of the Board, shall constitute a quorum at any meeting thereof.
  - b) The Senate component of a Committee for Recommending a President shall consist of three faculty members, one graduate student and one undergraduate student, to be elected by the Senate, but not necessarily from the Senate, in accordance with the procedure described in ~~Section 118 (a) clause 117~~.
  - c) The Committee for Nominating a Chancellor and the Committee for Recommending a President shall each appoint its own chair from among its members and determine its own procedure.
10. The Committee for Nominating a Chancellor and the Committee for Recommending a President shall report to the Senate in writing. Each report shall be made available to Senate members by the Secretary



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of the Senate no later than 24 hours prior to the relevant Senate meeting, and to observers at the beginning of the Closed Session of the Senate meeting.

**Revised: ~~December 12, 2018~~ November xx, 2020**



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**ARTICLE III: COMPOSITION OF, ELIGIBILITY FOR, AND ELECTION TO THE SENATE**

11. Subject to such changes in the composition of the Senate as may be made from time to time under the authority of *The McMaster University Act*, and subject to the provisions of any statute in force respecting the period of membership of any member of the Senate, the Senate shall be composed of the members set out in [Schedule "A"](#) attached hereto and shall have as observers those designated in Schedule "A."
12. A faculty member, either full-time or part-time, shall be eligible for election to the Senate provided that at the time of nomination the member holds a contractually-limited appointment, or a tenured, tenure-track, permanent teaching, teaching-track, or special appointment, or continuing appointment without annual review by the Board or a regular appointment by the Board of Trustees of the Divinity College, or that the member has been confirmed in a tenured, tenure-track, permanent teaching, teaching-track, or special appointment, or continuing appointment without annual review by the Board or a regular appointment by the Board of Trustees of the Divinity College to take effect on July 1 of the year in which the member is nominated.
13. The academic rank of a faculty candidate for election to the Senate shall be deemed to be the rank that the candidate will hold on July 1 of the year in which the candidate is nominated, provided that this rank has been approved by the Senate Committee on Appointments or by the Board of Trustees of the Divinity College at the time of nomination. If a change in rank has not been approved at the time of nomination, the academic rank of a faculty candidate for election to the Senate shall be deemed to be the rank that the candidate holds at the time of nomination.
14. In the election of the faculty members of the Senate under [Sections clause 12 \(g\) and 12 \(h\) of \*The McMaster University Act\*](#), each Faculty shall include in its By-laws such distribution of faculty seats on the Senate by rank or type of appointment or department or any combination of these, as it may deem appropriate.
15. The nomination and election of faculty members to the Senate under [Sections clause 12 \(g\) and 12 \(h\) of \*The McMaster University Act\*](#) shall be on a Faculty basis. Faculty members in departments that are members of two Faculties and faculty members on joint appointments in departments that are in different Faculties may vote in the Faculty of their choice, but shall have a vote in only one Faculty.
16. The annual election of faculty members to the Senate under [Sections clause 12 \(g\) and 12 \(h\) of \*The McMaster University Act\*](#) shall be completed by March 31, but such members shall not take office until the first day of July in the year of election.
17. One undergraduate student shall be elected by and from the undergraduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences for a two-year term or until graduation or withdrawal from the University, whichever corresponds to the shorter term. The electorate shall include students who have completed the requirements for a bachelor's degree, but who are proceeding toward their first professional degrees, e.g., the M.D. but not the M.Div., students



who are taking additional work toward a second undergraduate degree, or continuing students, meaning students possessing a bachelor's degree who are taking additional undergraduate work but not for credit toward a degree.

18. An undergraduate student to be a candidate for election shall be a full-time undergraduate student who has not been declared ineligible to continue at the University in the preceding Session; or shall be a part-time student registered for at least six units of undergraduate work.
19. A continuing student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.
20. A second-degree student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.
21. A student who has been elected as an undergraduate member of the Senate and who completes the requirements for a bachelor's degree during the Session in which such student was elected may continue as a member of the Senate for a second year, provided that in the next ensuing Session such student is registered as a continuing student or a second-degree student for at least six units of undergraduate work.
22. Undergraduate students registered in joint programs under the auspices of more than one Faculty may vote in only one of those Faculties. Students registered in programs not under the auspices of any Faculty may vote in the Faculty of their choice, but shall have a vote in only one Faculty.
23. Six graduate students, each proceeding toward a Master's or a Doctor's degree, shall be elected for two-year terms or until graduation or withdrawal from the University, whichever occurs sooner. One graduate student shall be elected by and from the graduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences. Students registered in McMaster University degree programs in the McMaster Divinity College shall be eligible to vote and be candidates for election as graduate students in the Faculty of Humanities.
24. Graduate students registered in joint or collaborative programs under the auspices of more than one Faculty may vote and be candidates in only one of those Faculties. Students registered in interdisciplinary programs not under the auspices of any Faculty may vote and be candidates in the Faculty of their choice, but shall have a vote in only one Faculty.
25. Any graduate student, either full-time or part-time, is eligible to be elected.
26. Nomination of student members shall be on a Faculty basis in accord with [Schedule "A,"](#) each nomination to be supported by at least ~~five-three~~ names from undergraduate students in the case of nominations of undergraduate students, and ~~five-three~~ names from graduate students in the case of nominations of graduate students, and all such names shall be drawn from the electorate of the Faculty from which the nominee has been nominated. For students in joint/collaborative or interdisciplinary graduate programs,



the seconders must be registered either in the same program or in the Faculty in which the candidate intends to run for election.

27. The election of student members of the Senate under ~~Sections~~clause 12 (d) and 12 (e) of [The McMaster University Act](#) shall be conducted during the primary election period (January 15-March 31), and such elected members shall take office on the first day of the July following. In the event that there are vacant student seats on September 7, a secondary set of elections shall be conducted during September 15-October 31. The term of office of members elected during the secondary election period shall be deemed to begin on the first day of the previous July.
28. A student member of the Senate who is declared ineligible to continue at the University or who transfers to another Faculty shall relinquish his or her seat, and shall be replaced subject to the provisions of ~~Section~~ [clause](#) 29, below.
29. The election of members of the Senate under ~~Sections~~clause 12(d), 12 (e), 12 (g) and 12 (h) of *The McMaster University Act* shall be conducted by the Secretary of the Senate using procedures approved by the Executive Committee and contained in ~~Schedules -B-~~ and ~~Schedule -C-~~ attached hereto.

**Revised: November xx, 2020**



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## ARTICLE IV: VACANCIES IN THE SENATE

30. Whenever a vacancy in the Senate occurs, the Senate shall determine by resolution whether the vacancy is to be filled. If it is determined that the vacancy shall be filled, the following procedures shall obtain. If the vacancy is that of an appointed member, the vacancy shall be filled by a new appointment. If the vacancy is that of a member elected under ~~Sections~~clause 12(g) and 12(h) of [The McMaster University Act](#), the vacancy shall be filled through a by-election. If the vacancy is that of a member elected under ~~Sections~~clause 12(d) and 12(e) of *The McMaster University Act*, the vacancy shall be filled during the next election period as specified in ~~Section~~clause [26](#).
31. The seat of any member who, without being granted leave of absence by the Senate, fails to attend four consecutive regular meetings of the Senate, may be declared vacant, at the discretion of the Chair of the Senate.
32. The Executive Committee of the Senate may, upon the written request of a member, grant leave of absence to such member for one non-renewable period not to exceed four consecutive months, for illness or for other cause deemed by the Senate to be appropriate. A member who is to be absent from the University or who will be unable to attend Senate meetings for a period longer than four months shall resign his or her seat before the beginning of such period, and shall be replaced in accordance with the provisions of ~~Section~~clause [29](#).

Revised: November xx, 2020



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## ARTICLE V: ELECTION OF SENATE MEMBERS TO THE BOARD

33. [The McMaster University Act](#) includes in the membership of the Board of Governors three members to be elected to the Board by and from the members of the Senate, for three-year terms. As required, the Executive Committee of the Senate shall prepare a slate consisting of at least two names of members of the Senate for any such vacancy on the Board. These nominations shall be circulated to all members of the Senate, who may nominate additional candidates for inclusion on the slate, provided that such nominations are signed by ~~five~~three members of the Senate and are accompanied by a declaration of willingness to serve. The electorate shall be provided with a brief ~~résumé-statement~~ of each candidate's ~~qualifications-skills and interests~~ for service on the Board.
34. The election shall normally be carried out before the regular meeting of the Senate in June of each year. Ballots shall be ~~mailed-sent electronically~~ to members of the Senate ~~at their last address of record with the Secretary of the Senate~~. Instructions on the ballot shall indicate that votes are to be cast in accordance with the transferable vote procedure.

Revised: November xx, 2020



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## ARTICLE VI: THE MACE, THE UNIVERSITY SEAL, AND THE EXECUTION OF DOCUMENTS

35. There shall be a Mace of the University representing the authority of the Senate of the University, and the Mace now in use shall continue to be the Mace of the University.
36. The Mace shall be used only on an official University occasion, this being defined as one on which the Chancellor or Vice-Chancellor is present in role of office or one on which both are so present, unless otherwise authorized by the Senate Committee on University Ceremonials and Insignia. Except as provided in ~~Section~~[clause 37](#), the Mace shall be carried by the University Bedel or, in the absence of the Bedel, by the University Pro-Bedel.
37. The University Bedel and Pro-Bedel shall be those professors of the University with the longest and second-longest service respectively, or such other professors as shall be designated by the Senate. If neither the Bedel nor Pro-Bedel is available at a Convocation, the Mace shall be carried by the longest-serving faculty member present and available.
38. The University Registrar shall be responsible for the custody and security of the Mace, and shall keep it in place of deposit and in such charge as the Senate from time to time shall direct.
39. There shall be a University Seal and the Seal now in use shall continue to be the Seal of the University. The Seal may be impressed by duplicate instruments, one to be retained by the Senate and the other by the Board, for use in respect of documents made under their respective powers.
40. The duplicate instrument of the Seal retained by the Senate shall be kept in the custody of the University Registrar, who shall keep it in such place of deposit and in such charge as the Senate from time to time shall direct.
41. The University Seal may be affixed to any document or instrument in writing bearing the signatures of the Chancellor, or the President, or the acting President, or the Secretary of the Senate, or such other person as may be authorized by resolution of the Senate.
42. The signatures of the Chancellor, the President, and the Secretary of the Senate may be engraved, lithographed, printed, stamped or otherwise reproduced mechanically on any document or instrument in writing requiring signature by such persons or any of them, whether or not the University Seal is affixed thereto.
43. The signatures of the Vice-Presidents, Deans, the Vice-Provost and Dean of Graduate Studies, Directors and other Heads of the Faculties, Schools, Institutes, and Centres may likewise be engraved, lithographed, printed, stamped or otherwise reproduced mechanically on any document or instrument in writing requiring signature by such persons or any of them, whether or not the University Seal is affixed



thereto, and whether or not the signatures of the persons mentioned in ~~Section~~clause 42 or any of them are affixed thereto manually or reproduced mechanically.

44. The Secretary of the Senate is responsible for the custody and proper use of any such mechanical means of reproduction, provided that, in the case of a mechanical means of reproducing any signature, such use be first authorized in writing by the signatory.
45. Any such mechanically reproduced signature, if so reproduced with the authority of the Secretary of the Senate, is deemed for all purposes to be the signature of the person concerned.

Revised: November xx, 2020~~Revised: May 17, 2017~~



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## ARTICLE VII: RULES OF PROCEDURE OF THE SENATE

### Day, Time and Place of Meetings

46. Regular meetings of the Senate shall be held on the second Wednesday of each month from September to April. ~~Should the second Wednesday occur during the mid-term recess the Senate meeting will be rescheduled to a date approved by the Chair.~~ The regular meetings of Senate for May and June shall be held on the Wednesday preceding ~~the May and June convocation ceremonies, respectively. the Divinity College Convocation and in the week preceding Commencement, respectively~~. At the discretion of the Chair, a regular meeting of the Senate can be cancelled in the event of insufficient business.
47. A special meeting may, and on the written requisition of twelve or more members shall, within two weeks of receipt of the requisition, be called by the Chair of the Senate for the transaction of only such business as is specified in the notice of such meeting. At least 48 hours' notice of any such special meeting shall be given.
48. Unless otherwise directed by the Chair of the Senate, every meeting shall begin at 3:30 p.m.; and, if after a lapse of 15 minutes from that time there is not a quorum, the Secretary of the Senate may call the roll and the Senate shall then stand adjourned until the next meeting.
49. The Senate shall not remain in session later than 6:00 p.m., except by an affirmative vote of at least two-thirds of the members present.
50. All meetings shall be held in the Council Room, Gilmour Hall, McMaster University, unless the Chair of the Senate directs that a meeting be held virtually or elsewhere in metropolitan Hamilton or its environs.

### Notice of Meeting

51. Where, by any by-law, provision is made for the holding of a meeting, the notice of meeting, unless otherwise expressly provided herein, shall be in writing. Notice of meeting for a regular meeting of the Senate shall be circulated at least one week prior to such meeting. The notice of meeting is deemed to be given when it is sent by electronic mail to the member or other person to be notified at the last address of record with the Secretary of the Senate.
52. The accidental omission to give notice of a regular or special meeting to any member, or any accidental irregularity in connection with the giving of such notice, does not invalidate the proceedings at that meeting.

### Chair

53. The President, or in his/her absence the Vice-Chair of the Senate, shall chair all meetings of the Senate. In the absence of both the Chair and the Vice-Chair, a Chair shall be elected by a majority of the members present.



54. The Chair may take part in a debate on any question, but before doing so shall leave the Chair and appoint some other member present to act as Chair *pro tem*.
55. The Chair may vote on any question.

#### **Quorum**

56. At all meetings held between September and June, both months inclusive, 30 members shall constitute a quorum.
57. At any meetings held during the months of July and August, 20 members shall constitute a quorum, provided that if at any such meeting a question of general policy or general legislation arises and fewer than 30 members are present, the consideration of such question shall be postponed until the next regular meeting.

#### **Record of Proceedings**

58. A record of the proceedings of all meetings of the Senate shall be made by the Secretary of the Senate. Items of business dealt with by the Senate in Closed Session shall appear as appendices to the record and such appendices shall be made available only to persons entitled to be present in Closed Session unless otherwise ordered by the Senate, or by the Executive Committee in accordance with the provisions of ~~Section~~[clause 113](#).

#### **Procedural Authority**

59. The Chair of a meeting shall conduct the proceedings in conformity with the by-laws and rules of procedure enacted by the Senate and, in all cases not so provided, the following reference shall be used: M.K. Kerr and H.W. King, *Procedures for Meetings and Organizations*, Carswell Legal Publications, 1984. Procedures for meetings of the Senate, other than when the Senate is in Closed Session, are as set forth in [Schedule "D"](#) attached hereto.

#### **Recordings ~~Devices~~**

60. No form of recording ~~device~~ (photographic or electronic) ~~or sound-amplification device~~ shall be permitted at any meeting of the Senate unless by the express authority of the Chair of the Senate, with the exception of instruments for official use by the Senate.

#### **Preserving Order**

61. The Chair shall preserve order and decorum at all meetings of the Senate. Any person admitted to a meeting of the Senate who, in the opinion of the Chair, misconducts himself or herself must withdraw from the meeting at the order of the Chair. In the event that such a person refuses to withdraw, the Chair has



the discretion to declare a short recess, or to adjourn the Senate, and may declare that the continuation of such recessed or adjourned meeting shall be in Closed Session.

### **Orders of the Day**

62. The agenda for regular meeting of Senate shall employ the consent agenda format for routine approval items and for information items, as set forth in [Schedule D](#). Except as otherwise provided herein, the following order of business shall be observed at all regular meetings for both the consent and regular agenda and no variation from this order shall be allowed except by the vote of two-thirds of the members present, which vote shall be taken without debate, subject however to the provision of [Section clause 77](#):
- a) receiving and disposing of the minutes of the last regular meeting and of any intervening special meetings, except the confidential appendices associated therewith;
  - b) business arising out of the approved minutes, except business arising from the confidential appendices;
  - c) enquiries;
  - d) reading and disposing of communications, to be disposed of as read;
  - e) receiving and disposing of a report from the Chair of the Graduate Council concerning the activities of that Council;
  - f) receiving and disposing of a report from the Chair of the Undergraduate Council concerning the activities of that Council;
  - g) reading and disposing of reports of Faculties and Councils;
  - h) reading and disposing of reports of standing and special committees and boards, to be considered in the following order:
    - (i) reports submitted but not disposed of at the previous meeting;
    - (ii) reports of standing committees and boards in the order in which they appear in [Section clause 91](#), subject to any limitations that may be imposed by [Section clause 79](#);
    - (iii) reports of special committees in the order of their establishment by the Senate;
  - i) other unfinished business from the last meeting;
  - j) new business to be taken in the order of receipt of notice of motion;



- k) any business on the agenda that was not presented or proceeded with when reached, to be taken in the order announced on the agenda;
  - l) new business not on the agenda; and
  - m) business to be dealt with in Closed Session.
63. Notice of any motion to be considered at a regular meeting, other than a motion in the ordinary course of business, or a proposal to amend the by-laws, shall be in the hands of the Secretary of the Senate at least six working days before the meeting at which the motion is to be made, and the Secretary of the Senate shall note the date of receipt upon the face of the notice and shall place the matter on the agenda for the meeting at which the motion is to be made.
64. If any committee or member fails to proceed with a report or business on the agenda when it is reached, such report or business shall be placed on the agenda for the next regular meeting at the end of the class of business to which it belongs.
65. Any member of the University community may request an appearance before the Senate for the presentation of a brief. The request will be considered by the Senate if the request and brief are submitted to the Secretary of the Senate at least four working days prior to the date set for a Senate meeting.

#### **Debate**

66. Any member desiring to speak during a meeting shall rise and address the Chair.
67. A member called to order shall sit down, but may afterwards explain. The Chair shall decide the point of order, subject to an appeal to the Senate whose decision shall be final and made without debate.
68. Each member shall speak only to the question in debate.
69. No member while speaking shall be interrupted by another member except upon a point of order or for the purposes of an explanation, and the member so interrupting shall speak only to the point of order or to the explanation.
70. Any member may require the question under discussion to be read at any time during the debate, but not so as to interrupt a member who is speaking.
71. Except for the mover of a substantive motion, who shall be allowed to reply, no member shall speak more than once to a question, unless in explanation of a material part of a speech which may have been misunderstood, and in such case shall not introduce new matter.



72. No member shall speak more than ten minutes at one time, except by leave of a majority of the members present, which leave shall be granted or refused without debate.
73. No member shall speak to a question after it has been put by the Chair.

### **Voting**

74. Except as provided in ~~Sections~~clause 49, 62, 78, 79, and 174, all questions that come before the Senate shall be decided by the vote of a majority of the members present. Each member present is entitled to one vote, and in the event of an equality of votes the question is deemed to be decided in the negative.
75. All members shall vote in accordance with their individual assessment of the merits of each question before the Senate and not as delegates of the constituencies by which they have been elected.
76. Questions normally shall in the first instance be decided by a show of hands. The Chair shall declare the result of every vote and the declaration of the Chair as to the result of a show of hands and an entry to that effect in the minutes of the proceedings at the meeting shall, unless a poll is demanded, be prima facie evidence of the result of the vote. The Chair or any member present may require the yeas and nays to be recorded on any question except a motion to adjourn the Senate or adjourn a debate or move into Closed Session, in which event a poll shall be taken in such manner as the Chair directs. A demand for a poll may be withdrawn at any time prior to the taking of the poll. Any member of Senate who wishes to propose that a question be decided by ballot must make such a request before any vote is taken. On receipt of such a request, Senate will determine by a show of hands of a majority of the members present whether or not a question, and any amendments thereto, shall be decided by means of a ballot.

### **Motions and Questions**

77. The Senate may decide by a simple majority of the members present at any time and at any meeting to move into Closed Session, such vote to be taken without debate
78. Unless previous notice has been given, no motion introducing new matter, other than a matter of privilege or a motion to move into Closed Session, shall be taken into consideration at any regular meeting of the Senate, except upon the vote of two-thirds of the members present.
79. No matter that has been decided by the Senate shall be reconsidered before the first regular meeting of the following session, except upon the vote of two-thirds of the members present; a motion to reconsider may be made by any member.
80. All motions, except those to adjourn the Senate or to adjourn a debate or to move into Closed Session, shall be put in writing and seconded before being debated or put from the Chair, and when a motion has been seconded it shall be read to the Senate by the Chair before being debated.



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81. When a motion has been made, seconded, and read, it shall be disposed of by the Senate, unless the mover, with the consent of the seconder, withdraws it or allows it to stand over.
82. When a question is under debate, no motion shall be received by the Chair except a motion to:
- a) ~~to~~ adjourn the Senate;
  - b) ~~to~~ move into Closed Session;
  - c) ~~to~~ adjourn the debate;
  - d) ~~to~~ proceed to the next order of business;
  - e) ~~to~~ table the motion;
  - f) ~~to~~ put the previous question;
  - g) ~~to~~ postpone to a specified time;
  - h) ~~to~~ refer the question;
  - i) ~~to~~ amend the main motion; or
  - j) ~~to~~ postpone indefinitely.
83. A motion to adjourn the Senate or to move into Closed Session is always in order, is undebatable, and no second motion to the same effect shall be made until after some intermediate proceeding has been taken.
84. A motion to adjourn a debate is always in order, and no second motion to the same effect shall be made until after some intermediate proceeding.
85. A motion to put the previous question shall, until it is decided, preclude all amendments to the main motion. It shall be put in the following words: "*that the question on the main motion be now put*" and, if it be resolved in the affirmative, the original question shall be put forthwith without any amendment or debate. If it be resolved in the negative, discussion will continue on the original question, and the vote on the original question may be taken at a later time in the same meeting.
86. A motion to refer the question shall, until it is disposed of, preclude all amendments to the main motion.

Revised: November xx, 2020



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## ARTICLE VIII: COMMITTEES AND BOARDS

### COMMITTEE OF THE WHOLE

87. When the Senate resolves to go into Committee of the Whole, the Chair of the Senate shall appoint a chair of the Committee who shall preside over its deliberations, decide points of order subject to an appeal to the Chair of the Senate, and report its proceedings to the Chair when the Senate rises from the Committee of the Whole.
88. The rules of procedure of the Senate ([Article VII](#)) shall be observed in Committee of the Whole except that:
- a) no motion is required to be seconded;
  - b) no motion for the previous question or for an adjournment shall be received;
  - c) in divisions the names of members shall not be recorded; and
  - d) the number of times that a member may speak is not limited.
89. On a motion in Committee of the Whole to “*rise and report*,” the question shall be decided without debate.
90. A motion in Committee of the Whole that the Chair leave the chair, or that the Committee “*rise without reporting*,” shall be in order and shall take precedence over any other motion. If it is carried, the Chair of the Senate shall at once resume the Chair and proceed to the next order of business.



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**STANDING COMMITTEES**

91. There shall be ~~the following~~ standing committees of the Senate and the duties of such committees shall be as defined herein and from time to time by these by-laws.

a) The standing committees shall be the:

(i) ~~the~~ Executive Committee;

(ii) ~~the~~ University Planning Committee (joint with the Board of Governors);

(iii) ~~the~~ Committee on Appointments;

(iv) ~~the~~ Committee on Honorary Degrees;

(v) ~~the~~ Senate Board for Student Appeals;

(vi) ~~the~~ Committee on University Ceremonials and Insignia;

(vii) ~~the~~ Committee on By-laws;

(viii) ~~the~~ Committee on Academic Integrity;

(ix) ~~the~~ Tenure and Promotion Appeals Nominating Committee;

(x) ~~the~~ Committee on Student Affairs;

(xi) ~~the~~ Board-Senate Research Misconduct Hearings Panel;

(xii) ~~the~~ Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence; and

(xiii) ~~the~~ Faculty Discipline Board.

b) The membership of all Senate Committees and Boards shall take effect on the first day of July following the regular June meeting of the Senate, with the exception of the Senate Board for Student Appeals, the membership of which shall take effect on the first day of September following the regular June meeting of the Senate.

92. The Senate may join with the Board in establishing one or more joint committees of the Senate and the Board.



93. The Chancellor and the President shall be *ex officio* members of every standing committee of the Senate, with the exception of the Tenure and Promotion Appeals Nominating Committee, the Board-Senate Research Misconduct Hearings Panel, the Board-Senate Hearing Panel for Discrimination, Harassment and Sexual Violence, the Faculty Discipline Board, and the Senate Board for Student Appeals.
94. The provisions that apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996 are set out in [Schedule F](#). For meetings that took place on or after February 16, 1996, the following shall apply:
- a) Except for joint committees of Senate and the Board of Governors, each standing committee shall fix the times and places of its meetings, which shall be open to the public except:
    - (i) when matters confidential to the University may be discussed;<sup>17</sup>
    - (ii) when matters of a personal nature concerning an individual may be discussed (unless the individual requests that such part of the meeting be open to the public);<sup>17</sup>
    - (iii) when the chair of the committee or board decides that an item of business shall be discussed in Closed Session;<sup>17</sup>
    - (iv) when at least one third of the committee or board members present at any meeting without debate request the chair of the committee or board to declare the meeting, or any part thereof, a Closed Session;<sup>17</sup> or
    - (v) as provided for in [Sectionclause](#) 128, and 140(d), 141(d), and 145.

Each standing committee may otherwise determine its own procedure consistent with these by-laws.

- b) A record of the proceedings of each standing committee and board shall be made by the Secretary of the Senate. Items of business dealt with in Closed Session shall appear as appendices to the record and such appendices shall be available to members, consultants and specifically invited guests of the standing committee or board, unless otherwise ordered by the committee or board.

[Sectionclause](#) 94, sub-sections (a) and (b) shall not apply by analogy to subordinate bodies of the Senate.

All material provided under this By-law concerning a Closed Session or an in camera session of a standing committee or board or a joint Board-Senate committee shall be treated with the same confidentiality as material dealt with in Closed Session of the Senate.



- c) Normally, it is expected that members attend committee meetings in person. At the discretion of the Chair, however, a member(s) who is (are) unable to attend in person may participate in that meeting by such means as telephone or other communication facilities that permit all members to communicate simultaneously and instantaneously. A member(s) participating in such a meeting by such means is (are) deemed to be present at the meeting. For those meetings, or portions thereof, held in Closed Session or in camera, it is expected that members participating by such means as telephone or other communication facilities will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality.
- d) At the discretion of the Chair, a committee may be asked to consider a matter outside of a committee meeting and to determine the matter by means of an electronic vote. Such matters would, in the judgment of the Chair, be time-sensitive so that delay until the next regularly scheduled meeting would have an adverse effect, or would, in the judgment of the Chair, normally require little, if any, discussion prior to voting. Matters considered in this manner shall be reported at the next regular meeting of the committee. Members with concerns who would like an item to be discussed by the committee in advance of the electronic vote must notify the Secretary without delay. The Chair will then determine an appropriate course of action and inform the committee on the disposal of the matter.
95. Vacancies that occur in a standing committee or board may be filled at any regular meeting of the Senate or at a special meeting thereof.
96. Any written communication on a subject coming properly within the cognizance of a standing committee or board or of the [Graduate Council](#) or of the [Undergraduate Council](#) shall stand referred as a matter of course to that committee or board or council, which shall report thereon at the next regular meeting of the Senate.
97. Any written communication dealing with a new graduate degree program; a major new undergraduate degree program; a new Faculty, Department, School, Institute, Centre or the like, shall stand referred as a matter of course to the University Planning Committee, which shall report thereon at the next regular meeting of the Senate and such report shall be received before the Senate proceeds to the consideration of the proposal.
98. On receipt of any such communication referred to in [Section clause](#) 96 and 97, the Secretary of the Senate shall forthwith, after acknowledging its receipt, submit it under the direction of the Chair of the Senate to the Chair of the appropriate standing committee or board or Graduate or Undergraduate Councils.
99. Any such communication, referred to in [Section clause](#) 96 and 97 that is not received in time to be considered by the appropriate standing committee or board or council before the next regular meeting of the Senate may by direction of the Chair of such committee or board or council be read at such meeting and the Senate may, if it deems fit, take the communication into immediate consideration or otherwise dispose of it.



- 
100. Every standing committee and board of the Senate has the power to invite consultants to its meetings.

Revised: November xx, 2020



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### SPECIAL COMMITTEES AND CONSULTANTS

101. The Senate may from time to time appoint special committees with specified terms of reference. Unless otherwise specifically provided in the resolution by which a special committee is appointed, or later determined by the Senate, it is dissolved on the date of its final report to the Senate.
- | 102. The provisions of ~~Sections~~clause 93, 94, 95, 96, 97, 98, 99 and 100 apply to every special committee unless otherwise provided in the resolution by which it is appointed.
103. The Chair of the Senate shall have power to appoint consultants to the Senate as the need may arise.

| Revised: November xx, 2020~~Revised: December 14, 2016~~



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## ARTICLE IX: COMPOSITION, POWERS, AND DUTIES OF STANDING COMMITTEES AND BOARDS

### THE EXECUTIVE COMMITTEE

104. The Executive Committee shall consist of the following membership:

**Ex Officio Members**

Chancellor; ~~the~~  
President; ~~the~~  
Provost

~~Members; and eight members of the Senate, appointed by the Senate, of whom at least four~~ Four shall be faculty members of the Senate  
~~, at least one shall be an~~ One undergraduate student member of the Senate  
~~, at least one shall be a~~ One graduate student member of the Senate;  
~~and at least one shall be an~~ One alumni member of the Senate.

Five members of the Committee shall constitute a quorum.

105. The Chair of the Committee shall be the Chair of the Senate.
106. The Committee shall act for the Senate between Senate meetings on matters pertaining to the affairs of the Senate, as referred to it by the President, the Senate, the Faculties, the Graduate Council or Undergraduate Council, or committees or boards of the Senate. Such actions shall be reported at the next regular meeting of the Senate.
107. The Committee shall consider and report to the Senate on any other matter which may from time to time be referred to it by the President, the Senate, or by any committee or board or council of the Senate.
108. The Committee shall nominate members of the Senate for election to the Board in conformity with the provisions of Sections~~clause~~ 33 and 34.
109. The Committee shall nominate the members of the standing committees of the Senate and the student members of Undergraduate Council as required, with the exception of the Executive Committee (for which, see Section~~clause~~ 122(a)) and, where it is not otherwise expressly provided, shall nominate the chairs thereof, and the vice-chairs where appropriate, and shall report such nominations to the next regular meeting of the Senate.
110. After the report of the Executive Committee regarding nominations is submitted to the Senate, the Senate shall appoint the members of all standing committees and boards whose appointment is the duty of the Senate.



111. If a regular meeting of the Senate is not held in June, a special meeting of the Senate shall be held in June to receive and consider the report of the Executive Committee and to appoint the standing committees and boards for the next academic session.
112. The Executive Committee shall also consider requests from students and former students for the removal of transcript notations related to penalties assigned under the [Academic Integrity Policy](#) or the [Code of Student Rights and Responsibilities](#).
113. On the advice of the Chair, the Vice-Chair and the Secretary of the Senate, the Committee shall adjudicate and decide on any requests, submitted in writing to the Secretary of the Senate, by a Senator seeking access to Closed Session Senate minutes of a meeting which took place when that individual was not a Senate member.

Revised: November xx, 2020



## THE UNIVERSITY PLANNING COMMITTEE<sup>1</sup>

114.

- a) The University Planning Committee shall consist of the following membership:

### Ex Officio Members

Chancellor; ~~the~~

Chair of the Board of Governors (or delegate); ~~the~~

Vice-Chair of the Board of Governors (or delegate); ~~the~~

President; the Provost, who shall be Chair; ~~the~~

Vice-President (Administration); ~~the~~

Vice-President (Research); ~~the~~

Vice-Provost and Dean of Graduate Studies;

### Members

~~five~~ Five faculty members, no more than two from any one Faculty, elected for staggered three-year terms;

~~one~~ One Faculty Dean elected annually (by and from the six Faculty Deans); ~~);~~

~~one~~ One staff member, elected for a three-year term;

~~one~~ One graduate student, elected for a two-year term; ~~and~~

~~one~~ One undergraduate student, elected for a two-year term.

~~The following shall be Observers on the University Planning Committee, who may participate in the proceedings but who shall have no vote: the~~

### Observers

Dean and Vice-President (Health Sciences) or delegate, unless elected;

~~the~~ Vice-President (University Advancement);

~~the~~ Vice-President (Students and Learning) and Dean of Students; and

~~the~~ Chair of Undergraduate Council.

- (i) One-half of the membership, excluding the *ex officio* members, shall constitute a quorum.
- (ii) The election of faculty, staff and student members to the University Planning Committee shall be conducted by the Secretary of the Senate and the Board of Governors following a call for nominations from the appropriate University constituency. The Senate Executive Committee shall review the nominations; it may make any additional nominations it deems necessary to ensure an

<sup>1</sup>The University Planning Committee is a joint Board-Senate Committee and is the successor to the Board-Senate Committee on Academic Planning. It is also the successor to the Board-Senate Committee on Long-Range Planning named in *The McMaster University Act, 1976*. All references to the Board-Senate Committee on Long-Range Planning in *The McMaster University Act, 1976* shall be deemed henceforth to refer to its successor, the University Planning Committee.



election. The counting of ballots in elections to the University Planning Committee shall be in accordance with the transferable vote system.

- b) The University Planning Committee's fundamental mandate is to co-ordinate academic and resource planning so that the Senate and the Board of Governors may be assured that any proposal presented for approval has academic merit that supports the mission of the University and that resources necessary for the implementation of any proposal have been appropriately assessed. In this context the University Planning Committee shall:
- (i) review the Plan for the University annually, and recommend revisions to it as necessary, for approval by the Senate and the Board of Governors;
  - (ii) review, for recommendation to the Senate and the Board of Governors, major initiatives (including those which are part of submissions to external agencies) that have significant resource implications, providing comment on how the proposals fit within the University Plan;
  - (iii) review and approve annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Vice-Provost (Faculty), the Associate Vice-President (Students and Learning) and Dean of Students, the University Registrar, the University Librarian, and other units (as appropriate) that report directly to the Provost, providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
  - (iv) review and approve annual planning reports as prescribed by the Vice-President (Administration) from those administrative and service units that report directly to the Vice-President (Administration), providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
  - (v) review and approve annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information;
  - (vi) receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan;
  - (vii) provide commentary, with reference to the University Plan and the McMaster University Campus Master Plan, to the relevant committee of the Board of Governors on proposals for capital development and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning



Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;

- (viii) review, for recommendation to the Senate and the Board of Governors, the annual report on the *McMaster University Campus Master Plan*, including any updates, amendments and elaborations; and
- (ix) report to the Senate and the Board of Governors any matters of concern formally identified as such by a majority of the Committee.

115.

- a) The **Budget Committee** shall be a subcommittee of the University Planning Committee with membership drawn from the University Planning Committee as follows:

**Ex Officio Members**

~~the~~ President;  
~~the~~ Provost;  
~~the~~ Vice-President (Administration);

**Members**

~~three~~ Three faculty members (one of whom shall serve as Chair);  
~~one~~ One member of the non-teaching staff;  
~~one~~ One graduate student;  
~~one~~ One undergraduate student.

~~Two-thirds of the membership shall constitute a quorum. If more than two members are absent when a vote is taken on the final budget, the vote must be confirmed by mail ballot.~~

- (i) The Chair of the Budget Committee shall be elected annually by the University Planning Committee from among the faculty members on the University Planning Committee following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the five faculty members on the University Planning Committee for service commencing July 1 or immediately following a vacancy. The Chair may vote on all questions.

- (ii) Two-thirds of the membership shall constitute a quorum. If more than two members are absent when a vote is taken on the final budget, the vote must be confirmed by mail ballot electronically.

- b) The Budget Committee shall:



- (i) review the budget framework prepared by the University administration in consultation with the Office of Institutional Analysis and Research, including any changes to the McMaster Budget Model; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration / Faculty Association Committee to Consider University Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (the Joint Committee) as will updates to the framework should these arise;
  - (ii) receive and respond to budget submissions from all Faculties, areas, and units;
  - (iii) make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in advance of the budget being transmitted to other deliberative bodies;
  - (iv) make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Finance Planning and Resources Committee of the Board of Governors; and
  - (v) deliver budget recommendations to the President of the University for transmittal to the Planning and Resources ~~Finance~~ Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments.
  - (vi) ~~All~~ hold all meetings of ~~this the~~ Committee ~~are~~ in Closed Session.
- c) The **University Student Fees Committee** shall be a sub-committee of the University Planning Committee with the following membership:

**Ex Officio Members**

Associate Vice-President (Institutional Research and Analysis) – Chair  
 Vice-Provost (Faculty)  
 Associate Vice-President (Students and Learning) and Dean of Students  
 Vice-Provost and Dean of Graduate Studies  
 Director, Education Services, Faculty of Health Sciences  
 Director of Finance  
 University Registrar

**Student Members**

Graduate Student Representative – selected from applicants for a one-year term  
 Full-time Undergraduate Student Representative – selected from applicants for a one-year term  
 Part-time Undergraduate Student Representative – selected from applicants for a one-year term



\*Student positions are renewable once.

### Consultants

Assistant Dean, Student Affairs and Director of the Student Success Centre

Associate Registrar and Graduate Secretary

Executive Director, Finance and Administration (Academic), Office of the Provost and Vice-President (Academic)

Manager, Receipts and Receivables, Financial Services

Budget Manager, Budgeting Services

Director, Student Financial Aid and Scholarships

Senior Project Analyst, Institutional Research and Analysis

d) The University Student Fees Committee shall:

- (i) recommend all revisions to tuition (undergraduate and graduate degree, diploma and certificate) and supplementary fees to the Budget Committee;
- (ii) establish deadlines for the submission of all proposed tuition and supplementary fees to the University Student Fees Committee;
- (iii) recommend policy guidelines to the Budget Committee that outline services and materials for which fees can be charged;
- (iv) recommend policy guidelines to the Budget Committee for charging fees for existing and new programs that are not funded through grants from the Ministry of Training, Colleges and Universities;
- (v) ensure that all proposed changes to existing student fees and all proposed new fees are reasonable, conform to government regulations and have been approved through appropriate processes within the University; and
- (vi) ensure that proposed changes to student fees are feasible and do not involve undue complications to calculate and administer; where appropriate, determining the most "*tax efficient*" method for students who are being charged these fees.

(vii) hold All meetings of this the Committee ~~are~~ in Closed Session.

Revised: May 17, 2017



## THE COMMITTEE ON APPOINTMENTS

116. The Committee on Appointments shall consist of the following membership:

### Ex Officio Members

Chancellor;

~~the~~ President;

~~the~~ Provost;

~~the~~ Vice-President (Research);

~~the~~ Vice-Provost and Dean of Graduate Studies;

### Members

~~and eight other members of the Senate, s~~Seven of whom shall be elected faculty members of the Senate and

~~one~~One of whom shall be a student member of the Senate

~~;~~and six Six members of the Committee constitute a quorum at any meeting thereof, except when decisions are being made on tenure, permanence, or promotion recommendations, at which meeting eight members of the Committee, one of whom shall be the Provost and one of whom shall be the Vice-Provost and Dean of Graduate Studies, shall constitute a quorum. In the event of an equality of votes on tenure, permanence, or promotion recommendations, the question is deemed to be decided in favour of the Faculty Tenure and Promotion Committee's recommendation, notwithstanding the provision of Section~~clause~~ 74.

117. The Committee shall nominate the members of the Committee for Nominating a Chancellor in conformity with the provisions of Section~~clause~~ 9(a) and shall nominate the members of the Senate component of the Committee for Recommending a President in conformity with Section~~clause~~ 9(b). These nominations shall be presented at a Senate meeting, together with a brief résumé-statement of each candidate's ~~qualifications~~skills and interests. No additional nominations may be made at that Senate meeting, but subsequent to the meeting, members of the Senate shall be provided with the opportunity to submit written nominations of additional candidates for inclusion on the slate, provided that such nominations are signed by ~~five~~three members of the Senate and are accompanied by an indication of the candidate's willingness to serve. If necessary, an election shall be conducted by the Secretary of the Senate immediately following the end of the nomination period. A brief résumé-statement of each nominee's ~~qualifications~~skills and interests shall be provided to Senators along with the ballot. Not more than one faculty member from any one Faculty shall be elected by Senate to the Committee for Nominating a Chancellor or the Committee for Recommending a President.
118. The Committee shall have as a standing order of business the making of nominations for such ad hoc selection committees as are charged to nominate to the Senate those to be appointed to senior academic administrative offices and to the offices of Vice-President (Administration) and Vice-President (University Advancement). In this context, senior academic administrative offices include those of Provost, Vice-



President (Health Sciences), Vice-President (Research), Vice-Provost, ~~Deans~~, Director of Continuing Education, academic Associate/Assistant Vice-Presidents, Associate Deans of Graduate Studies and/or Research, Associate Deans of Faculties (see ~~Section~~clause 2(h)), Chair of Undergraduate Council, University Secretary, Registrar, University Librarian and such other positions as are designated by Senate from time to time. The Committee shall ensure that the nominations for each ad hoc selection committee include, as nominated Chair of the ad hoc selection committee, the name of the academic administrative officer to whom the appointee shall report. The Committee shall review, and express its opinion to the Senate on, nominations made by the ad hoc selection committees, before any commitment is made to the nominated candidate.

119. The Committee shall consider and recommend to the Senate on academic appointments, terms of reference, tenure policy, promotion policy, research leave policy, and all matters related to academic appointments. In this context, academic appointments shall be taken to include appointments of Department Chairs and Directors of Schools, Programs, Research Institutes, and Centres, and appointments to named Chairs and Professorships. The Committee shall receive for information reports on the appointment of Associate Department Chairs, Associate Directors of Programs, Research Institutes and Centres, Executives in Residence, and Faculty honorific appointments. The Committee shall recommend to the Senate candidates for the titles of Distinguished University Professor and University Scholar.
120. The Committee shall consider recommendations for appointment to the teaching staff from Faculty or joint-Faculty Tenure and Promotion Committees and shall:
  - a) decide that the faculty member is to be nominated for a tenured appointment, a continuing appointment without annual review or a permanent teaching appointment and so inform the Senate; or
  - b) recommend to the President that the period of a tenure-track appointment, a special appointment or a teaching-track appointment be extended, and so inform the Senate; or
  - c) decide that no action be taken on the case; or
  - d) decide that a faculty member's tenure-track appointment, special appointment or teaching-track appointment be allowed to lapse and so inform the Senate.

~~121.~~ The Committee shall consider recommendations for promotion from Faculty or joint-Faculty Tenure and Promotion Committees and shall:

~~122-121.~~

~~a)~~ decide that promotion is to be granted at this time, and so inform the Senate; or

~~b)a)~~



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~~e)~~b) decide that no action is to be taken in regard to promotion.

~~123.~~ The Committee shall nominate the membership of the Executive Committee, and shall report thereon to the regular meeting of the Senate in June of each year.

~~124.~~122.

Revised: May 17, 2017~~Revised: May 17, 2017~~



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## THE COMMITTEE ON HONORARY DEGREES

~~125-123.~~ The Committee on Honorary Degrees shall consist of the following membership:

**Ex Officio Members**

Chancellor, who shall be Chair; ~~the~~  
President;

~~and six~~Five other members of the Senate

~~One alumni member of the Senate, one of whom shall be a member from among the members of the  
Alumni Association of the University on the Senate; and~~

~~four~~Four members of the Committee constitute a quorum at any meeting thereof.

~~126-124.~~ The Committee shall make recommendations to the Senate of names of persons upon whom it is thought fitting to confer the honorary degree of Doctor of Laws, Doctor of Science, Doctor of Letters, or any other honorary degree that may be established by the Senate.



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## THE Senate BOARD FOR STUDENT APPEALS

~~127-125.~~ The Senate Board for Student Appeals shall consist of 12 members appointed by the Senate for two-year terms, of whom six shall be faculty members ~~of the faculty~~ who are not senior academic administrative officers, four shall be undergraduate students, and two shall be graduate students. In addition, the Chair of the Board has the authority to appoint, on an ad hoc basis, faculty and students who are not members of the Senate Board for Student Appeals to serve on appeal tribunals as auxiliary Board members. For meetings of the Board which do not relate to the hearing of a specific appeal, seven members of the Board constitute a quorum.

~~128-126.~~ The Senate Board for Student Appeals shall:

- a) ~~shall~~ adjudicate all student appeals from rulings of other authorities (e.g., Faculty Reviewing Committees, Deans, Associate or Assistant Deans) on matters of academic standing other than those involving solely a substantive academic judgment, and shall, where appropriate, adjudicate appeals by students in respect of any other allegation of injustice, except in cases where another body has been named as the final decision maker; and
- b) ~~shall~~, when deemed appropriate, consider and make recommendations to the Senate on policy and procedure relating to student appeals.

~~129-127.~~ The hearing of an appeal shall be before a tribunal consisting of at least three members or auxiliary members of the Senate Board for Student Appeals, one of whom shall be a student. They shall be chosen in accordance with procedures approved by the Senate.

~~130-128.~~ Hearings before tribunals of the Senate Board for Student Appeals shall be conducted in accordance with the procedures approved by the Senate.



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**THE COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA**

~~134-129.~~ The Committee on University Ceremonials and Insignia shall consist of the following membership:

**Ex Officio Members**

Chancellor; ~~the~~

President; ~~the~~

University Bedel

**Members**

~~;~~ ~~and eight~~ Six members of the Senate;

~~one~~ One of whom shall be a graduate student member of the Senate

~~and one of whom shall be an~~ One undergraduate student member of the Senate; ~~and five members of the Committee constitute a quorum at any meeting thereof. The~~

**Consultants**

University Registrar ~~and the~~

Convocation & Curriculum Officer ~~shall be consultants to the Committee.~~

- a) Five members of the Committee constitute a quorum at any meeting thereof.

~~132-130.~~

- a) The Committee shall be responsible for the planning and conduct of all University ceremonials, including all Convocations; and shall keep under continual review the form of and procedure at such ceremonials and all matters relating thereto.
- b) The Committee shall also be responsible for reviewing and making decisions, or recommendations to the Senate or the Board of Governors, on matters relating to heraldic practice and policy.

**Revised: May 13, 2020**



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**THE COMMITTEE ON BY-LAWS**

~~133-131.~~ The Committee on By-laws shall consist of the following membership:

**Ex Officio Members**

Chancellor

~~;~~ ~~the~~ President

**Members**

~~;~~ ~~and~~ ~~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.

~~and~~ ~~three~~ members of the Committee constitute a quorum at any meeting thereof.

~~134-132.~~ The Committee shall make recommendations to the Senate:

- a) for the appropriate form of any amendment to any by-law and of any new by-law, of the Senate or of a Council or of a Faculty, that the Senate has approved in principle;
- b) for any alteration of any by-law, of the Senate or of a Council or a Faculty, deemed by the Committee to be necessary as a consequence of any amendment or of any new by-law approved by the Senate or to be desirable for reasons of consistency or the like;
- c) on any matter pertaining to the by-laws of the Senate or of a Council or of a Faculty that may be referred to the Committee by the Senate, or on any such matter that the Committee may deem appropriate for the attention of the Senate.



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## THE COMMITTEE ON ACADEMIC INTEGRITY

~~135.~~133. The Committee on Academic Integrity shall consist of the following membership:

### Ex Officio Members

Chancellor

~~;~~ ~~the~~ President

~~;~~ ~~the~~ Vice-Provost and Dean of Graduate Studies

~~;~~ ~~the~~ Vice-Provost (Faculty)

### Membership

~~;~~ ~~and six members of the Senate, four of whom shall be~~ faculty members of the Senate ~~(one of whom shall be appointed Chair of the Committee),~~

~~one of whom shall be a~~ One graduate student member of the Senate

~~and one of whom shall be an~~ One undergraduate student member of Senate.

### Consultants

~~Five members of the Committee constitute a quorum. The Academic Integrity Officer, the~~

University Registrar, ~~and the~~

Graduate Registrar and Secretary of the School of Graduate Studies ~~shall be consultants to the Committee.~~

Five members of the Committee constitute a quorum.

~~136.~~134. The Committee shall, when deemed appropriate, make recommendations to the Senate on policy and procedures relating to issues of academic integrity and on measures designed to reduce instances of academic dishonesty.

~~137.~~135. The Committee shall review, prior to its presentation to the Senate, the annual report prepared by the Office of Academic Integrity.

Revised: May 17, 2017



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**THE TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE**

~~138-136.~~

a) The Tenure and Promotion Appeals Nominating Committee shall consist of six full-time tenured faculty members ~~that:~~

(i) ~~are~~ normally at the rank of Professor; ~~and~~

(ii) ~~are~~ appointed by the Senate but not necessarily drawn from the Senate; ~~with~~ one from each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences; ~~and~~ none of whom, during ~~his or her~~ their term on the Committee, shall be a member of a Faculty Tenure and Promotion Committee or of the Senate Committee on Appointments;

~~b) and f)~~ Four members of the Committee constitute a quorum at any meeting thereof.

~~b)c)~~ The Chair shall be elected by and from the members of the Committee.

~~139-137.~~

a) When an appeal of a tenure, a continuing appointment without annual review or a permanent teaching or promotion decision has been referred to the Committee, the Committee shall nominate to the Senate the membership of an Appeal Tribunal, composed of three full-time tenured or permanent members of faculty who have not been previously involved in the decision under review and who are at arm's length from both parties to the appeal. The tribunal in each case shall normally consist of one member from the appellant's Faculty and two members from outside the Faculty.

b) Each Appeal Tribunal shall normally report to the Senate within four months of its establishment.



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## THE COMMITTEE ON STUDENT AFFAIRS

~~140-138.~~ The Committee on Student Affairs shall consist of the following membership:

### Ex Officio Members

Chancellor

~~;~~ ~~the~~ President

~~;~~ ~~the~~ Associate Vice-President (Students and Learning) and Dean of Students, who shall be Chair

### Members

~~;~~ ~~Three~~ faculty members, at least one of whom shall be an elected faculty member of the Senate

~~;~~ ~~Three~~ undergraduate students, one of whom shall be a part-time student and one of whom shall be a student residing in a University residence

~~;~~ ~~and one~~ graduate student.

Of the student members, at least one shall be a member of the Senate.

Five members of the Committee constitute a quorum at any meeting thereof.

~~144-139.~~ The Committee has the authority to approve, and report to Senate for information, minor changes to the Residence Agreement Contract on behalf of Senate and shall otherwise recommend to the Senate policies, and receive submissions, on non-academic aspects of student life, including University residences and student services, and on matters of student conduct and discipline.

This responsibility shall include:

- a) developing and periodically reviewing in consultation with relevant student leadership, for recommendation to the Senate, University codes of student conduct and discipline, including for resident students;
- b) approving the constitutions of student residences and any amendments thereto;
- c) receiving annually a report from the Dean of Student Affairs which shall include reference to non-academic disciplinary problems on campus; and
- d) establishing such sub-committees as may from time to time be deemed.

**Revised: June 6, 2018**



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**THE BOARD-SENATE RESEARCH MISCONDUCT HEARINGS PANEL**

142-140.

- a) The Board-Senate Research Misconduct Hearings Panel shall consist of:
  - (i) 18 tenured faculty members appointed by the Senate after consultation with the Faculty Association;
  - (ii) three graduate ~~and three undergraduate~~ students appointed by the Senate;
  - ~~(iii)~~ three undergraduate students appointed by the Senate; and
  - ~~(iv)~~ and 12 full-time staff members who have been employees of the University for at least two years, appointed by the Board of Governors after consultation with the appropriate staff associations.
- b) Members of the Panel shall be appointed for staggered renewable three-year terms. The Chair and one Vice-Chair of the Panel shall be appointed by Senate from among the tenured faculty members; one Vice-Chair shall be appointed by the Board of Governors from among the staff members. In addition, the Chair of the Panel has the authority to appoint, on an ad hoc basis, faculty, staff and students who are not members of the Panel to serve on Hearings Committees as auxiliary Panel members. For meetings of the Panel that do not relate to a specific case, 15 members of the Panel constitute a quorum.
- c) The Board-Senate Research Misconduct Hearings Panel shall
  - (i) receive all cases of alleged research misconduct referred to it and arrange the adjudication of them in accordance with the procedures outlined in the Research Integrity Policy and approved by the Senate and the Board of Governors, and
  - (ii) when deemed appropriate, review the policy and procedures relating to academic ethics and allegations of research misconduct and make recommendations to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Panel.
- d) The hearing of any case referred to the Panel shall be conducted before a Hearings Committee, established according to the procedures outlined in the Research Integrity Policy.
- e) The conduct of hearings before a Hearings Committee of the Board-Senate Research Misconduct Hearings Panel shall be in accordance with the procedures outlined in the Research Integrity Policy.



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**BOARD-SENATE HEARING PANEL FOR DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE**

143-141.

- a) The Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall consist of six faculty members, three undergraduate students and three graduate students appointed by the Senate; and six staff members appointed by the Board of Governors. The Chair and one Vice-Chair shall be appointed by the Senate from among the faculty members appointed by the Senate and one Vice-Chair shall be appointed by the Board of Governors from among the members appointed by the Board of Governors. Student members shall serve for staggered two-year terms and faculty and staff members for staggered three-year terms. No member shall serve for more than two consecutive terms, but on the expiration of two years after having served the second of two consecutive terms, such person may again be eligible for membership on the Hearing Panel. In addition, the Chair of the Panel has the authority to appoint, on an ad hoc basis, faculty, staff and students who are not members of the Panel to serve on Hearings Committees as auxiliary Panel members. For meetings of the Panel that do not relate to a specific case, 10 members of the Panel constitute a quorum.
- b) The Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall:
  - (i) receive all Referrals to Hearing / Formal Requests for a Hearing and arrange for their adjudication in accordance with procedures approved by the Senate and the Board of Governors, and
  - (ii) when deemed appropriate, review the policy and procedures relating to discrimination, harassment, and/or sexual violence and make recommendations, through the Senate Executive Committee, to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Panel.
- c) The hearing of any case referred to the Panel shall be before a tribunal consisting of three members of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence. These members shall be free of conflict of interest and shall be chosen by the Chair, or a Vice-Chair as appropriate, of the Hearing Panel in accordance with procedures approved by the Senate and Board of Governors.
- d) Hearings before a tribunal of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall be conducted in accordance with the procedures approved by the Senate and the Board of Governors.

**Revised: December 14, 2016**



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**FACULTY DISCIPLINE BOARD**

~~144.~~142. The Faculty Discipline Board shall consist of six tenured or permanent faculty members at the rank of Professor, appointed by the Senate for staggered renewable three-year terms. For meetings of the Board that do not relate to a specific case, four members of the Board constitute a quorum.

~~145.~~143. The Faculty Discipline Board shall

- a) adjudicate faculty discipline cases referred by a Faculty Dean to the Provost, in accordance with the relevant procedures approved by the Senate and the Board of Governors, and
- b) when deemed appropriate, review the policy and procedures relating to the code of conduct and disciplinary procedures for faculty and make recommendations to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Faculty Discipline Board.

~~146.~~144. The hearing of any case referred to the Board shall be before a Discipline Tribunal, consisting of three members of the Faculty Discipline Board who do not have a conflict of interest, chosen by the Provost in accordance with procedures approved by the Senate and the Board of Governors. At least one of the three members shall be from outside the Faculty of the faculty member concerned. The Provost shall also designate which of the Board members shall serve as Chair of the Discipline Tribunal.

~~147.~~145. Hearings before a tribunal of the Faculty Discipline Board shall be conducted in accordance with the procedures approved by the Senate and the Board of Governors.



## ARTICLE X: THE GRADUATE COUNCIL

~~148-146.~~ There shall be a Graduate Council with the following membership: ~~which shall consist of the~~

### Ex Officio Members (with vote)

Chancellor

~~, the President,~~

~~the Provost,~~

~~the Vice-President (Research),~~

~~the Vice-Provost and Dean of Graduate Studies,~~

~~the The~~ Dean of each Faculty offering graduate work, ~~and~~

~~the The~~ Associate Deans of Graduate Studies, ~~all ex officio with vote;~~

### Ex Officio Members (without vote)

~~the~~ University Librarian

~~, the~~ University Registrar

~~, the~~ Secretary of the Senate

~~, the~~ Associate Registrar and Graduate Secretary

~~, the~~ Assistant Dean (Graduate Student Life and Research Training)

~~, and the~~ Executive Director (Strategic Planning and Administration), ~~all ex officio without vote~~

### Members

~~;~~ ~~1~~ Three full-time faculty members from each of the Faculties of Business, Engineering, Humanities, Science, and Social Sciences and three full-time graduate faculty members from the Faculty of Health Sciences, elected by the members of the Faculty, from the Professors, Associate Professors, and Assistant Professors

~~;~~ ~~2~~ Two full-time graduate students from each Faculty offering graduate work, elected by and from the graduate students in that Faculty with the proviso that in any Faculty engaged in doctoral studies at least one of the graduate students shall be registered in a PhD program

### Observers

~~;~~ ~~0~~ Observers (as defined in ~~Section~~ clause 2(i)) named from time to time by the Vice-Provost and Dean of Graduate Studies to attend Graduate Council's meetings

a) ~~;~~ ~~and~~ ~~0~~ One-third of the voting members shall constitute a quorum at any meeting thereof.

~~149-147.~~ The Chair of the Graduate Council shall be the Vice-Provost and Dean of Graduate Studies or, in the absence of the Vice-Provost and Dean of Graduate Studies, an Associate Dean of Graduate Studies.

~~150-148.~~ The Secretary of the Graduate Council shall be the Associate Registrar and Graduate Secretary.



~~151.~~149. The faculty members elected from each Faculty offering graduate work shall be elected in accordance with the requirements of ~~Section~~clause 15.

~~152.~~150. The term of office of faculty members on the Graduate Council shall commence on the first day of July following their election, and shall be for three years, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election. Terms of office are renewable.

~~153.~~151. The election of faculty members of the Graduate Council shall be conducted by the Secretary of the Senate.

~~154.~~152. The term of office of graduate students on the Graduate Council shall commence on the first day of September annually, and shall be for two years, subject to the requirement that a vacancy occurring when six or more months remain in the term of office shall be filled by an appointment by the appropriate Faculty Dean. Terms of office are renewable.

~~155.~~153. The student members of the Graduate Council shall be elected by and from the graduate students in their respective Faculties, in accordance with procedures determined by their Faculties.

~~156.~~154. The Graduate Council may declare vacant the seat of any elected member who, without being granted leave of absence by the Council, fails to attend three consecutive regular meetings of the Council. Whenever a seat is declared vacant, the vacancy shall be filled through a by-election in the constituency which elected the person whose membership is vacant, unless the person is a graduate student, in which case the requirement stipulated in ~~Section~~clause 152 for filling a vacancy shall apply.

~~157.~~155. The Graduate Council may, upon written request of a member, grant leave of absence to any member for a period not to exceed six consecutive months for illness or for other reasons deemed appropriate by the Council.

~~158.~~156. The powers and duties of the Graduate Council are:

- a) to make rules and regulations for governing its proceedings;
- b) to establish standing and ad hoc committees. These committees shall include, but are not limited to:
  - (i) an Executive Committee, and
  - (ii) a Scholarships Committee;
- c) to regulate matters concerning graduate work of concern to the University as a whole;



- 
- d) to act upon recommendations concerning graduate work from each Faculty, upon such matters as are of particular concern to each Faculty;
  - e) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Graduate Council, or a Dean of a Faculty offering graduate work;
  - f) to recommend to the Senate the names of graduate students who have completed all requirements for a degree, diploma or certificate;
  - g) to determine the eligibility of Departments, Units, Schools, Institutes, Centres, or the like, to offer graduate work, and to make recommendations to the Senate for the administration of graduate work in areas not clearly lying within the jurisdiction of a single Faculty;
  - h) to report to the Senate upon such matters as may be judged necessary by the Graduate Council or as required by the Senate;
  - i) subject to final approval by the President, to stipulate the conditions of award of all fellowships, scholarships, assistantships, bursaries, prizes and other awards established for graduate students, having due regard for the wishes of the donor;
  - j) to arrange for action upon all applications or recommendations for fellowships, scholarships, assistantships, bursaries, prizes and other awards for graduate students;
  - k) to meet at least twice per academic year;
  - l) to post the agenda and the minutes of its meetings electronically.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new graduate programs;
- closure of existing graduate programs;
- substantial revisions of admission standards;
- substantial revisions to degree, diploma and certificate requirements and/or academic regulations.



Revised: June 6, 2018



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## ARTICLE XI: THE UNDERGRADUATE COUNCIL

~~159-157.~~ There shall be an Undergraduate Council with the following membership: ~~consisting of the~~

### Ex Officio

Chancellor

~~, the~~ President,

~~the~~ Provost,

~~the~~ Vice-Provost (Faculty),

~~the~~ Associate Deans (Academic) of the Faculties of Business, Engineering, Humanities, Science and Social Sciences (or their respective delegates);

~~the~~ Associate Dean of Health Sciences (Undergraduate Education),

~~the~~ Director of the Arts and Science Program

~~, the~~ Director of the Centre for Continuing Education

~~, the~~ University Registrar

~~, the~~ Associate Vice-President (Students and Learning) and Dean of Students

~~, the~~ University Librarian

~~, and the~~ Principal of McMaster Divinity College, ~~all ex-officio;~~

### Members

~~six-Six~~ faculty members elected from the Professors, Associate Professors, and Assistant Professors, comprising one member from each Faculty offering undergraduate work;

~~the-The~~ faculty member of the Senate appointed by McMaster Divinity College; ~~and~~

~~seven-Seven~~ undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by the Senate on the recommendation of the Dean / Director.

Twelve members of the Council, excepting the Chancellor, the President and the Provost, shall constitute a quorum.

~~160-158.~~ The Chair of the Undergraduate Council shall be the Vice-Provost (Faculty).

~~161-159.~~ The Vice-Chair of the Undergraduate Council shall be elected annually by and from the members of the Undergraduate Council.

~~162-160.~~ The Secretary of the Undergraduate Council shall be the Secretary of the Senate.

~~163-161.~~ The faculty member elected from each Faculty offering undergraduate work shall be elected in accordance with the requirements of Section clause 15. These elections shall be conducted by the Secretary of the Senate.



~~164-162.~~ The term of office of faculty members on the Undergraduate Council shall commence on the first day of July following their election, and shall be for three years, renewable once, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election.

~~165-163.~~ The term of office for an undergraduate student member shall commence on the first day of July following the appointment of such member, and shall be for one year, renewable.

~~166-164.~~ The powers and duties of the Undergraduate Council are:

- a) to make rules and regulations for governing its proceedings;
- b) to initiate and regulate matters concerning undergraduate work of concern to the University as a whole, in accordance with such directives and priorities as have been established by the Senate;
- c) to act upon recommendations concerning undergraduate work from the several Faculties, the Arts and Science Program, or from McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
- d) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Undergraduate Council, an Associate Dean or Dean of a Faculty offering undergraduate work, the Director of the Arts and Science Program, or the Principal of McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
- e) to report and to make recommendations to the Senate upon such matters as may be judged necessary by the Undergraduate Council or as required by the Senate;
- f) to stipulate the conditions of award of all fellowships, scholarships, medals, prizes and other awards established for undergraduate students, and to make such awards;
- g) to give direction to the Office of Student Financial Aid and Scholarships on policies and procedures respecting the acceptance of all fellowships, scholarships, medals, prizes and other awards for undergraduate students, and the administration thereof;
- h) to meet at least once each academic term; and
- i) to make publicly available the agenda and the minutes of its meetings.

The Undergraduate Council shall also have the power to establish committees as set forth in [Schedule E](#). Revisions to Schedule E shall be approved by Undergraduate Council and forwarded to Senate for information.



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Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new programs;
- closure of existing programs;
- substantial revisions of admission standards;
- substantial changes in degree, diploma and certificate requirements, and/or academic regulations.

**Revised: June 6, 2018**



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## ARTICLE XII: DUTIES OF OFFICERS OF THE SENATE

### THE CHANCELLOR

~~167-165.~~ The Chancellor shall preside at Convocation, and in the absence of the Chancellor the Vice-Chancellor shall preside.

### THE VICE-CHANCELLOR

~~168-166.~~ The Vice-Chancellor shall perform the duties of the Chancellor in the event that the Chancellor is prevented from discharging such duties owing to illness or any other cause.

### THE CHAIR OF THE SENATE

~~169-167.~~ The Chair of the Senate shall ensure that at all times its meetings are conducted and its business transacted in a manner consonant with these by-laws.

### THE VICE-CHAIR OF THE SENATE

~~170-168.~~ The Vice-Chair of the Senate shall perform the duties of the Chair of the Senate in the event that the Chair of the Senate is prevented from discharging such duties owing to illness or any other cause.

### THE SECRETARY OF THE SENATE

~~171-169.~~ The duties of the Secretary of the Senate are to take charge of the academic records and papers of the University and to keep the same properly arranged for convenient reference in such place as is directed by the Senate, and until such direction, in such place as is appointed by the President; the Secretary shall keep regular entries in a form to be approved by the President, of the names of all persons who are candidates for degrees, diplomas, or certificates of standing; the Secretary of the Senate shall conduct all necessary correspondence under the supervision of the President and keep proper records thereof; and shall attend all meetings of the Senate; and keep regular minutes of the proceedings thereat. The Secretary or delegate shall attend all meetings of standing and special committees and boards of the Senate; and keep minutes of the proceedings thereat; and shall prepare all by-laws, resolutions, reports or other papers which the Senate directs, and all copies that are required of any such documents or papers; subject to the provisions of Article VII hereof, shall prepare and countersign all official documents; and shall generally discharge such other duties as are assigned by these by-laws or by the Senate or, when the Senate is not in session, by the President.



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### ARTICLE XIII: OATHS OF OFFICE OF OFFICERS OF THE SENATE

~~172-170.~~ Before entering upon the duties of the office, the Chancellor shall accept the following charge, to be administered by the Chair of the Board, at a Convocation:

**“You are now to assume the function and office of Chancellor of this University, to which you have been duly appointed. You shall now swear to keep and preserve, well and faithfully, during your period of office, the statutes, liberties, customs, rights and privileges of the University, and to promote its well-being and that of its members so far as in you lies.”**

~~173-171.~~ Before entering upon the duties of the office, the President and Vice-Chancellor shall accept the following charge, to be administered by the Chair of the Board, at a Convocation:

**“You are now formally to assume the functions and the office of President and Vice-Chancellor of this University, to which you have been duly appointed. You shall now swear to keep and preserve, well and faithfully, during your period of office, the statutes, liberties, customs, rights and privileges of the University, and to promote its well-being and that of its members so far as in you lies.”**

~~174-172.~~ Before entering upon the duties of the office, the Secretary of the Senate shall swear and subscribe to the following oath, to be administered by the President:

**“I, A.B., do solemnly swear that I will to the best of my ability, faithfully discharge the duties of the Secretary of the Senate of McMaster University, according to law and to the by-laws of the Senate of the University, and the directions to be given to me under the authority thereof, and that I will not, directly or indirectly, publish or make known any of the proceedings, affairs or business of the University unless under the authority of the Senate or under compulsion of legal process.”**



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## ARTICLE XIV: CONFERRING OF TITLES

~~175-173.~~ The Senate shall confer the title Professor Emeritus / Emerita on all retiring faculty members with tenured or permanent appointment and with the rank of Professor, and may confer such other honorific titles as the Senate may from time to time declare appropriate.

The Senate reserves the right to revoke any honorific title. The Senate may consider if the holder has brought the reputation of the University into disrepute or has acted in a manner inconsistent with the criteria for the title. Any Faculty-specific honorific title which Senate has approved for conferral by the Faculty Dean may also be revoked by the Dean for similar cause.

## ARTICLE XV: AMENDMENT OR SUSPENSION OF THE BY-LAWS

~~176-174.~~ Any of the foregoing provisions respecting procedure may be suspended at any meeting of the Senate at which a quorum is present by the vote of two-thirds of the members present. A motion to this effect may be made at any time.

~~177-175.~~ A proposal to amend these by-laws shall be considered by the Senate only at a regular meeting of the Senate, and only after notice of the proposed amendment has been given at a previous meeting of the Senate.



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### ARTICLE XVI: MATTERS NOT PROVIDED FOR

~~178-176.~~ In regulating all matters not provided for in these by-laws, the practice and procedure shall be regulated by analogy thereto.

### ARTICLE XVII: REPEAL OF FORMER BY-LAWS

~~179-177.~~ Any by-laws heretofore passed insofar as the same are inconsistent with the enactments herein contained, are repealed; but such repeal does not affect anything heretofore done or any right heretofore acquired under or in pursuance of, or revive any by-law repealed by, such by-laws.

### ARTICLE XVIII: DECENNIAL REVIEW OF THE BY-LAWS

~~180-178.~~ The Senate shall make provision for decennial reviews of the by-laws, such reviews to be effected by the Senate Committee on By-laws, at the request of the Executive Committee, the next such review to be initiated no later than during the Session 2025-26.



## SCHEDULE A: COMPOSITION OF THE SENATE

### Ex Officio

The Chancellor  
 The President and Vice-Chancellor  
 The Provost and Vice-President (Academic)  
 The Vice-President (Administration)  
 The Vice-President (Health Sciences)  
 The Vice-President (Research)  
 The Vice-President (University Advancement)  
 The Dean of the Faculty of Business  
 The Dean of the Faculty of Engineering  
 The Dean of the Faculty of Health Sciences  
 The Dean of the Faculty of Humanities  
 The Dean of the Faculty of Science  
 The Dean of the Faculty of Social Sciences  
 The Vice-Provost and Dean of Graduate Studies  
 The Director of the Centre for Continuing Education<sup>2</sup>  
 The Principal of McMaster Divinity College  
 The Chair of the Undergraduate Council

Appointed by the Alumni Association of McMaster University from among the graduates:

Four members

Appointed by and from the Board of Governors:

Three members

Elected by and from the students in each Faculty:

12 members

Faculty of Business	one graduate student and one undergraduate student
Faculty of Humanities	one graduate student and one undergraduate student
Faculty of Social Sciences	one graduate student and one undergraduate student
Faculty of Engineering	one graduate student and one undergraduate student
Faculty of Science	one graduate student and one undergraduate student
Faculty of Health Sciences	one graduate student and one undergraduate student

Elected by and from the Teaching Staff of the University:

30 members

Faculty of Business	three members
Faculty of Humanities	six members



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Faculty of Engineering	three members
Faculty of Health Sciences	six members
Faculty of Science	six members
Faculty of Social Sciences	six members

Appointed by and from the Teaching Staff of the Divinity College:  
One member

Observers:

Executive Vice-Dean and Associate Vice-President (Academic), Faculty of Health Sciences  
Vice-Provost (International Affairs)  
Associate Vice-President (Equity and Inclusion)  
Associate Vice-President (Students and Learning) and Dean of Students  
Associate Vice-President (Research)  
Associate Vice-President (Institutional Research and Analysis)  
Associate Dean of Business (Academic)  
Associate Dean of Engineering (Academic)  
Associate Dean of Humanities (Academic)  
Vice-Dean, Undergraduate Education, Faculty of Health Sciences  
Vice-Dean, Faculty of Health Sciences, Executive Director, School of Nursing  
Vice-Dean, Faculty of Health Sciences, Executive Director, School of Rehabilitation Science  
Associate Dean of Science (Academic)  
Associate Dean of Social Sciences (Academic)  
Ombudsperson  
University Registrar  
University Librarian  
Director of the Arts and Science Program  
Assistant Vice-President, Communications & Public Affairs  
Senior Advisor to the President  
Manager of Faculty Appointments and Records, Provost Office  
Academic Co-Chair, Indigenous Education Council  
One student registered in the Arts and Science Program  
President or Designate, McMaster University Faculty Association  
President or Designate, McMaster Students Union  
President or Designate, Graduate Students Association  
President or Designate, McMaster Association of Part-Time Students

**Revised: May 17, 2017, December 12, 2018, June 5, 2019**



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## SCHEDULE B: FACULTY ELECTIONS TO THE SENATE

### A. ELECTION PERIOD

The annual election of faculty to the Senate shall be completed by March 31.

### B. TERMS OF OFFICE

Faculty members on the Senate assigned either a one-year or a two-year term shall not have these terms counted as one of their two consecutive terms.

### C. NOMINATIONS

- 1) As nominations are completed, the names of nominees shall be forwarded to the Secretary of the Senate, for inclusion on the ballot. Nomination papers shall bear the names of ~~five~~three seconders.
- 2) Nominees from Faculties each shall be required to sign a "Declaration of Willingness to Serve" and also ~~to provide a brief~~ résumés ~~sStatement of Interest~~their qualifications skills and interest for Senate membership, for circulation to the electorate.

### D. BALLOTS

- 1) In any given Faculty, all candidates for Senate elections shall be listed on the ballot in alphabetical order, showing rank. Instructions on the ballot shall indicate that votes are to be cast in accordance with the single transferable vote procedure and shall indicate any distributional limitations required by the particular Faculty.
- 2) A list of eligible candidates shall be posted on the University Secretariat election website ~~and on the Senate notice board opposite Gilmour Hall Room 114~~ as soon as possible after the close of nominations.
- 3) Eligible voters may cast their votes via the link to ~~MacVote~~ the voting portal provided by the University Secretariat, such votes to be cast no later than March 31, the precise dates to be determined by the Secretary of the Senate.

### E. COUNTING OF BALLOTS

- 1) The counting of ballots shall take place in the office of the Secretary of the Senate.
- 2) Two scrutineers shall be appointed by and from the Senate at the meeting of the Senate in February of each year, to be present during the counting of ballots.



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## F. ELECTION RESULTS

Successful candidates shall be notified by ~~letter~~electronically, by the Secretary of the Senate, and the names of successful candidates shall be posted on the University Secretariat election website~~Senate notice board~~.



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## SCHEDULE C: STUDENT ELECTIONS TO THE SENATE

### A. ELECTION PERIOD

- 1) Senate elections for undergraduate students and graduate students shall be held annually in the following periods:

January 15 - March 31: primary election period

September 15 - October 31: secondary election period.

### B. NOMINATIONS

- 1) Nomination forms shall be available on the University Secretariat election website and in the Office of the University Secretariat during normal business hours (i.e., from 9 a.m. to 4:30 p.m.) during the nomination period.
- 2) Nomination forms shall bear the signature of the nominee, supported by the names of ~~five~~ three seconders, registered in the same Faculty as the nominee or, in the case of students in joint / collaborative or interdisciplinary graduate programs, in the same Faculty or program in which the nominee is running for election.
- 3) Nominees each shall be required, on the nomination form, to sign a "Declaration of Willingness to Serve." Nominees shall also provide a brief ~~résumés~~ statement of their qualifications skills and interests for Senate membership, for publication on the University Secretariat election website.
- 4) Nomination forms shall be delivered to the Office of the Secretary of the Senate by the end of the first week in February (October)\* annually.

### C. BALLOTS

- 1) A list of eligible candidates shall be posted on the University Secretariat election website and on the Senate notice board as soon as possible after the close of nominations, ~~and in The Silhouette~~ at least 10 days prior to the election day(s).
- 2) Eligible voters may cast their votes via the link to ~~MacVote~~ the voting portal provided by the University Secretariat, such votes to be cast no later than March 31 (October 31)\*, the precise dates to be determined by the Secretary of the Senate.



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#### D. COUNTING OF BALLOTS

- 1) The counting of ballots shall take place in the University Secretariat on a date to be specified (see C.2).
- 2) Each candidate may appoint an individual to act as his or her scrutineer. Candidates must notify the Secretary of the Senate of their scrutineers at least 24 hours prior to the beginning of voting day(s). A candidate may not be a scrutineer.

#### E. ELECTION RESULTS

Successful candidates shall be notified ~~by letter~~electronically, by the Secretary of the Senate, and the names of successful candidates shall be posted on the ~~Senate notice board and on the~~ University Secretariat election website.

\* The dates in parentheses refer to the secondary election period.



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## SCHEDULE D: PROCEDURES FOR OPEN MEETINGS OF SENATE

### I LOCATION OF MEETINGS

Meetings of the Senate of McMaster University are normally held in the Council Room, Gilmour Hall.

### II ARRANGEMENTS FOR MEETINGS

Seating accommodation in the Council Room is arranged to provide a spectators' gallery. The total seating capacity in accordance with the Fire Marshall's regulations is 183 seats. Eighty-one seats are reserved for members of the Senate and observers. The remainder of the seats constitute the spectators' gallery.

### III ADMISSION TO THE COUNCIL ROOM

Admission to the spectators' gallery is on a first-come, first-served basis.

All unofficial recording devices (photographic or electronic) ~~and sound amplification devices~~ are excluded from any room in which the Senate may be holding a meeting.

### IV NOTICE OF MEETING

The Senate normally meets regularly on the second Wednesday of every month during the academic year, with the exception of the months of May and June when meetings may be scheduled otherwise to approve graduand results. A list of regular Senate meeting dates will be published on the website of the University Secretariat, ~~in The Silhouette, and on the Senate notice board opposite Room 114, Gilmour Hall.~~ When it becomes necessary to hold special meetings that fall between the dates of the regular meetings, these dates will be published in a similar fashion.

### V AGENDA

The agenda for Senate meetings is drawn up in conformity with the By-laws of the Senate by the Chair and Secretary of the Senate. The agenda employs the consent agenda format, whereby the Secretary indicates action and information items that are routine and/or non-controversial. In so doing, the Secretary may consult with the Chair and the relevant committee chair. Before taking the vote, the Chair allows time for any member to indicate that ~~he or she~~ they ~~wishes~~ to have an item removed from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then voted upon *en bloc* without discussion. The agenda is drawn up in considerable detail in order that it have meaning for persons in the spectators' gallery. The By-laws provide for certain matters to be dealt with by the Senate in Closed Session.

The agenda which accompanies the notice of meeting will be circulated, ~~and posted on the Senate notice board,~~ one week in advance of each Senate meeting, and will be posted on the website of the University



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Secretariat. Additional items of business may be added only with consent of the Senate in conformity with the By-laws.

## **VI AVAILABILITY OF MINUTES AND SENATE DOCUMENTS**

Full Senate minutes are distributed only to Senators and Observers. When approved, the minutes of the Open Session are posted, without the appendices, on the University Secretariat website.

## **VII RULES OF PROCEDURE**

Rules of procedure are outlined in Article VII of the Senate By-laws, which are available on the University Secretariat website.

## **VIII BRIEFS**

Any member of the University Community may request an appearance before the Senate for the presentation of a brief. The request will be considered by Senate, if the request and brief are submitted to the Secretary of the Senate at least four working days before the date set for a Senate meeting.



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## SCHEDULE E: UNDERGRADUATE COUNCIL COMMITTEES

1. The committees of Undergraduate Council shall include, but shall not be limited to:

- a) the Executive Committee;
- b) the Awards Committee;
- c) the Curriculum and Admissions Committee;
- d) the Certificates and Diplomas Committee;
- e) the Quality Assurance Committee, and
- f) *ad hoc* committees and task forces as required.

Except for the Executive Committee, each committee should be chaired by an elected faculty representative, an Associate Dean, or a knowledgeable faculty member of the University. These appointments shall be made by the Executive Committee. Each committee will consist of at least five members, including the Chair of Undergraduate Council. A majority of the Committee members shall be members of Undergraduate Council.

- 2.
- a) The Executive Committee shall consist of the Chairs of the Standing Committees of Undergraduate Council, the Chair of Undergraduate Council and the Vice-Chair of Undergraduate Council.
  - b) The Chair of the Committee shall be the Chair of Undergraduate Council.
  - c) The Committee shall act for Undergraduate Council between Council meetings on matters pertaining to Undergraduate Council. Such actions shall be reported for ratification at the next regular meeting of Undergraduate Council.
  - d) The Committee shall nominate members to the committees of Council and, where otherwise not expressly identified, shall nominate the Chairs thereof. The Committee may invite two committee membership people whose expertise is sought, but who are not members of Undergraduate Council.
3. The Awards Committee shall be responsible for reporting to Undergraduate Council all scholarships and academic awards winners and adjudicating recommendations for scholarship and academic award winners as necessary. The Committee shall act as the guardian of standards and non-discriminatory fairness in award descriptions and nominations, develop and enforce policy regarding academic awards and adjudicate petitions regarding variances in the terms of awards.



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4. The Curriculum and Admissions Committee shall co-ordinate the curriculum changes from all Faculties with a view to fairness to students, avoidance of conflicts, and equity among Faculties. It shall also ensure that any new admissions policies or the revision of existing policies are consistent with general University guidelines. Dialogue with Institutions that seek unique University admission arrangements for their own students shall also be handled by the Curriculum and Admissions Committee.
  5. The Certificates and Diplomas Committee shall scrutinize proposals for new certificate and diploma programs and ensure their conformity with the Senate Policy on Diplomas and Certificates.
  6. The Quality Assurance Committee is a joint committee of Undergraduate Council and Graduate Council, and shall assess cyclical program reviews and submit a report to Undergraduate Council or Graduate Council, as applicable, as set out in the Policy on Academic Program Development and Review.

**Revised: May 17, 2017**



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**SCHEDULE F: PROVISIONS THAT APPLY ONLY TO THE RECORDS OF MEETINGS OF  
SENATE COMMITTEES AND BOARDS THAT TOOK PLACE PRIOR TO FEBRUARY 16,  
1996**

The provisions set out below shall apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996. For meetings that took place on or after February 16, 1996, the provisions of Sectionsclause 94(a) and (b) shall apply.

- a) Each standing committee shall fix the times and places of its meetings, which shall be in camera except as provided for in Sectionsclause 129, 141, and 149(d), (h) and (l). Each committee shall report at least once a year to the Senate.
- b) The record of the proceedings of each standing committee shall be available to members, consultants and specifically invited guests of the standing committee, and to members and observers of the Senate subject to the following provisos:

Senators and observers shall have access to the minutes and records of Senate's standing committees, except for those matters

- (i) in which Senate has delegated power of decision; or
- (ii) that involve confidential material about individuals.

Upon receipt of a written request from a Senator or observer, an ad hoc Committee, consisting of the Chair of the Senate, the Chair of the standing committee in question, and the Secretary of the Senate, shall determine

- a) whether the material requested falls under category (i) or (ii) above; and, if not,
- b) in what form the material shall be made available.

This section shall not apply by analogy to subordinate bodies of the Senate.



## REGULATIONS GOVERNING STUDENT ELECTIONS TO SENATE

All candidates are responsible for the conduct of their campaigns, including the actions of others who are campaigning for them. It is the responsibility of all candidates to follow the campaign rules.

### Campaign ~~Rules~~ Period

1. Campaigning may start after the candidate has been contacted by the University Secretariat with confirmation, once the candidate receives their letter of validation confirming that their nomination has been approved ~~by the Secretary of the Senate.~~
2. All in-person campaigning must end at 11:59 p.m. the night prior to the start of the first day of voting. Candidates may, however, continue to campaign using social media platforms on election day(s).

### Conduct

3. All campaign activities are subject to the Code of Student Rights and Responsibilities, official University regulations, and policies and by-laws, and relevant legislation (By-laws, Codes of Conduct, etc.), as well as the laws of the land.
4. Any campaigning that is slanderous or libellous is prohibited.

### Social Media

5. Any use of social media must be in good taste and adhere to all codes of conduct (see #3 and #4 above).
6. Spamming of public forums and/or University e-mail distribution lists is prohibited ~~forbidden~~.
7. Social media campaigning may continue on election day(s). Please see #2 above regarding in-person campaigning.

### Posters

8. Candidates shall not remove, move, cover, deface, or otherwise tamper with their opponents' campaign posters.
9. Candidates are responsible for ensuring that their posters are displayed according to each building's poster and advertising policies.
  - a) MSU Operating Policy – Promotions & Advertising
  - b) McMaster University Student Centre
  - c) Other campus buildings, such as the McMaster residences, have their own policies that must be followed.



- ~~10. All in-person campaigning must end at 11:59 p.m. the night prior to the start of the first day of voting. Candidates may, however, continue to campaign using social media platforms on election day(s).~~
- ~~11. Candidates shall take down signs or posters within sight of the computer lab(s) by 11:59 p.m. the night prior to the first day of voting.~~

#### Voting

- ~~12.10.~~ Candidates **may not** approach voters requesting them to cast votes in their favour on election day(s).
- ~~13.11.~~ Candidates **may not** provide computers or other devices to the voters electorate for the purposes of voting.

#### Scrutineers

- ~~14.12.~~ Candidates must notify the Secretary of the Senate of their scrutineers at least 24 hours prior to the beginning of the first voting days. A candidate may not be a scrutineer.
- ~~13.~~ Campaign expenses will be **limited to \$50.00** for each candidate, in order that those students with limited finances are not placed at a disadvantage during the election campaign.
- ~~15.14.~~ The Secretary of the Senate is authorized to reimburse each candidate for campaign expenses up to the amount of \$50.00, upon submission of receipts for expenses by the candidate.

#### Infractions

- ~~16.15.~~ The Secretary of the Senate reserves the right to disqualify any candidate ~~if for infraction of the~~ regulations ~~are violated. He or she~~ They shall also:
- a) ~~up to 14 days after the election,~~ receive and investigate allegations of ~~malpractice~~ infractions (up to 14 days after the elections);
  - b) ~~up to 14 days after the election,~~ hear appeals for a re-count, evaluate them, and arrange for a re-count if judged necessary (up to 14 days after the election);
  - c) have the authority to levy fines, up to the amount claimed for campaign expenses, for ~~violation~~ infractions of campaign rules; and
  - d) have the authority to declare an election invalid.
- ~~17.16.~~ The Secretary of the Senate shall report to Senate on the student elections to Senate at the first regular meeting of Senate after the elections have been completed.

~~In addition to the above regulations, it is each candidate's responsibility to ensure that any and all posters are displayed according to each building's poster and advertising policies. For many campus buildings, this is~~



~~MSU Operating Policy 1.3.2—Promotions & Advertising, which can be viewed on the MSU website:~~

~~[https://msu-production.s3.amazonaws.com/uploads/assets/attachments/661/original\\_Operating\\_Policy\\_1.3.2\\_-\\_Promotions\\_\\_\\_Advertising.pdf](https://msu-production.s3.amazonaws.com/uploads/assets/attachments/661/original_Operating_Policy_1.3.2_-_Promotions___Advertising.pdf)~~

~~Other campus buildings, such as the McMaster University Student Centre, the McMaster University Medical Centre, and McMaster residences, etc., have their own policies that must be followed.~~

Revised: May 17, 2017



## Policies, Procedures and Guidelines

Complete Policy Title

Policy Number (if applicable)

**By-Laws of the Senate of McMaster University**

Approved by

Date of Most Recent Approval

**Senate**

**October 26, 2017**  
**Reformatted 2020**

Date of Original Approval(s)

Supersedes/Amends Policy dated

**XXXXX**

Recent Amendments:

May 13, 2020; June 5, 2019; December 12, 2018; June 6, 2018; May 17, 2017; December 14, 2016

Revised and Renumbered, June 2016

Responsible Executive

Policy Specific Enquiries

**XXXX**

**XXXX**

General Policy Enquiries

[Policy \(University Secretariat\)](#)

**DISCLAIMER:**

*If there is a Discrepancy between this electronic copy and the written copy held by the University Secretariat, the written copy prevails.*

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The Senate of McMaster University enacts as follows:

## ARTICLE I: INTERPRETATION

1. Unless otherwise provided herein, words defined in Section I of [An Act Respecting McMaster University](#) have the same meaning in these by-laws as in the Act.
2. In these by-laws, unless the context otherwise requires:
  - a) **The McMaster University Act** means [An Act Respecting McMaster University](#) as enacted by statutes of Ontario, 1976 and from time to time amended;
  - b) **By-laws** means by-laws of the Senate;
  - c) **President** means the President and Vice-Chancellor of the University;
  - d) **Provost** means Provost and Vice-President (Academic) of the University;
  - e) **Chair of the Senate** means the President or, in the absence of the President, the Vice-Chair of the Senate or such officer of the University as is authorized to act in conformity with these by-laws;
  - f) **Vice-Chair** of the Senate means the Provost;
  - g) **Deans** means the Deans of the several Faculties of the University, the heads of which are known by that title;
  - h) **Associate Deans** means the Associate Dean (Academic) of the Faculties of Business, Humanities, Science, Social Sciences, Engineering, the Associate Dean of Business (Faculty Affairs and Accreditations), the Associate Dean of Health Sciences (Health Professional Education), the Associate Dean of Health Sciences (Undergraduate Education), the Associate Dean of Health Sciences (Clinical Services and Commercial Enterprises), the Associate Dean of Health Sciences (Nursing), the Associate Dean of Health Sciences (Rehabilitation Science), and the Associate Dean Research and/or Graduate Studies of each Faculty;
  - i) **Observer** means any person to whom the Senate has granted the right to attend all meetings of the Senate, including Closed Session, and to receive the minutes thereof, with all appendices;
  - j) **Session** means an academic year of the University, being from September 1 of one calendar year to August 31 of the following calendar year;



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- k) **Closed Session** means a meeting, or that part of a meeting, of the Senate (or a Senate committee or board) at which only members, observers, and specifically invited guests of the Senate (or the committee or board) are present, such session being deemed to begin upon declaration of the Chair of the Senate (or committee or board). Only persons entitled to be present in Closed Session may be informed of the proceedings that transpire in Closed Session (see also clause (m) below); and
- l) this clause shall apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996. For meetings that took place on or after February 16, 1996, the provisions of clause [\(l\)](#) above apply.
- m) **In camera**, as it pertains to the meetings of committees and boards of the Senate, means that only members, consultants and specifically invited guests of the committee or board may be present. The proceedings that transpire in the meetings of Senate committees and boards may be divulged only to such persons as have right of access to the record of those proceedings (as provided for in [Schedule E](#)).

Revised: November xx, 2020



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**ARTICLE II: THE CHANCELLOR AND THE PRESIDENT**

3. The Chancellor shall be appointed by the Senate upon nomination from a Committee for Nominating a Chancellor.
4. The term of office of Chancellor shall be three years, normally renewable only once, commencing the first day of September of the year of appointment.
5. No person shall occupy the office of Chancellor who is the President or the Vice-President, the head of an affiliated college, or a member of the teaching or administrative staff of the University or of an affiliated college.
6. When the office of Chancellor becomes vacant, the vacancy shall be filled by the appointment of a successor in the manner set out in clause [3](#), and such successor shall hold office as set forth in clause [4](#).
7. When a Chancellor ceases to be eligible for such office, or becomes incapable of acting, the office shall be deemed to be vacant.
8. A declaration of the existence of a vacancy in the office of Chancellor by the Senate entered in the minutes of the Senate is conclusive evidence of the vacancy.
9.
  - a) The Committee for Nominating a Chancellor shall consist of the President, the Chair of the Board, the Principal of the Divinity College, the alumni members of the Senate and five other members of the Senate elected by the Senate in accordance with the procedure described in clause [117](#)
    - (i) Seven members of the Committee for Nominating a Chancellor, including the President and the Chair of the Board, shall constitute a quorum at any meeting thereof.
  - b) The Senate component of a Committee for Recommending a President shall consist of three faculty members, one graduate student and one undergraduate student, to be elected by the Senate, but not necessarily from the Senate, in accordance with the procedure described in clause [117](#).
  - c) The Committee for Nominating a Chancellor and the Committee for Recommending a President shall each appoint its own chair from among its members and determine its own procedure.
10. The Committee for Nominating a Chancellor and the Committee for Recommending a President shall report to the Senate in writing. Each report shall be made available to Senate members by the Secretary of the Senate no later than 24 hours prior to the relevant Senate meeting, and to observers at the beginning of the Closed Session of the Senate meeting.

**Revised: November xx, 2020**



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**ARTICLE III: COMPOSITION OF, ELIGIBILITY FOR, AND ELECTION TO THE SENATE**

11. Subject to such changes in the composition of the Senate as may be made from time to time under the authority of *The McMaster University Act*, and subject to the provisions of any statute in force respecting the period of membership of any member of the Senate, the Senate shall be composed of the members set out in [Schedule A](#) attached hereto and shall have as observers those designated in Schedule A.
12. A faculty member, either full-time or part-time, shall be eligible for election to the Senate provided that at the time of nomination the member holds a contractually-limited appointment, or a tenured, tenure-track, permanent teaching, teaching-track, or special appointment, or continuing appointment without annual review by the Board or a regular appointment by the Board of Trustees of the Divinity College, or that the member has been confirmed in a tenured, tenure-track, permanent teaching, teaching-track, or special appointment, or continuing appointment without annual review by the Board or a regular appointment by the Board of Trustees of the Divinity College to take effect on July 1 of the year in which the member is nominated.
13. The academic rank of a faculty candidate for election to the Senate shall be deemed to be the rank that the candidate will hold on July 1 of the year in which the candidate is nominated, provided that this rank has been approved by the Senate Committee on Appointments or by the Board of Trustees of the Divinity College at the time of nomination. If a change in rank has not been approved at the time of nomination, the academic rank of a faculty candidate for election to the Senate shall be deemed to be the rank that the candidate holds at the time of nomination.
14. In the election of the faculty members of the Senate under clause 12 (g) and 12 (h) of [The McMaster University Act](#), each Faculty shall include in its By-laws such distribution of faculty seats on the Senate by rank or type of appointment or department or any combination of these, as it may deem appropriate.
15. The nomination and election of faculty members to the Senate under clause 12 (g) and 12 (h) of *The McMaster University Act* shall be on a Faculty basis. Faculty members in departments that are members of two Faculties and faculty members on joint appointments in departments that are in different Faculties may vote in the Faculty of their choice, but shall have a vote in only one Faculty.
16. The annual election of faculty members to the Senate under clause 12 (g) and 12 (h) of *The McMaster University Act* shall be completed by March 31, but such members shall not take office until the first day of July in the year of election.
17. One undergraduate student shall be elected by and from the undergraduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences for a two-year term or until graduation or withdrawal from the University, whichever corresponds to the shorter term. The electorate shall include students who have completed the requirements for a bachelor's degree, but who are proceeding toward their first professional degrees, e.g., the M.D. but not the M.Div., students who are taking additional work toward a second undergraduate degree, or continuing students, meaning



students possessing a bachelor's degree who are taking additional undergraduate work but not for credit toward a degree.

18. An undergraduate student to be a candidate for election shall be a full-time undergraduate student who has not been declared ineligible to continue at the University in the preceding Session; or shall be a part-time student registered for at least six units of undergraduate work.
19. A continuing student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.
20. A second-degree student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.
21. A student who has been elected as an undergraduate member of the Senate and who completes the requirements for a bachelor's degree during the Session in which such student was elected may continue as a member of the Senate for a second year, provided that in the next ensuing Session such student is registered as a continuing student or a second-degree student for at least six units of undergraduate work.
22. Undergraduate students registered in joint programs under the auspices of more than one Faculty may vote in only one of those Faculties. Students registered in programs not under the auspices of any Faculty may vote in the Faculty of their choice, but shall have a vote in only one Faculty.
23. Six graduate students, each proceeding toward a Master's or a Doctor's degree, shall be elected for two-year terms or until graduation or withdrawal from the University, whichever occurs sooner. One graduate student shall be elected by and from the graduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences. Students registered in McMaster University degree programs in the McMaster Divinity College shall be eligible to vote and be candidates for election as graduate students in the Faculty of Humanities.
24. Graduate students registered in joint or collaborative programs under the auspices of more than one Faculty may vote and be candidates in only one of those Faculties. Students registered in interdisciplinary programs not under the auspices of any Faculty may vote and be candidates in the Faculty of their choice, but shall have a vote in only one Faculty.
25. Any graduate student, either full-time or part-time, is eligible to be elected.
26. Nomination of student members shall be on a Faculty basis in accord with [Schedule A](#), each nomination to be supported by at least three names from undergraduate students in the case of nominations of undergraduate students, and three names from graduate students in the case of nominations of graduate students, and all such names shall be drawn from the electorate of the Faculty from which the nominee has been nominated. For students in joint/collaborative or interdisciplinary graduate programs, the



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seconders must be registered either in the same program or in the Faculty in which the candidate intends to run for election.

27. The election of student members of the Senate under clause 12 (d) and 12 (e) of [The McMaster University Act](#) shall be conducted during the primary election period (January 15-March 31), and such elected members shall take office on the first day of the July following. In the event that there are vacant student seats on September 7, a secondary set of elections shall be conducted during September 15-October 31. The term of office of members elected during the secondary election period shall be deemed to begin on the first day of the previous July.
28. A student member of the Senate who is declared ineligible to continue at the University or who transfers to another Faculty shall relinquish his or her seat, and shall be replaced subject to the provisions of clause 29, below.
29. The election of members of the Senate under clause 12(d), 12 (e), 12 (g) and 12 (h) of *The McMaster University Act* shall be conducted by the Secretary of the Senate using procedures approved by the Executive Committee and contained in [Schedule B](#) and [Schedule C](#) attached hereto.

Revised: November xx, 2020



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## ARTICLE IV: VACANCIES IN THE SENATE

30. Whenever a vacancy in the Senate occurs, the Senate shall determine by resolution whether the vacancy is to be filled. If it is determined that the vacancy shall be filled, the following procedures shall obtain. If the vacancy is that of an appointed member, the vacancy shall be filled by a new appointment. If the vacancy is that of a member elected under clause 12(g) and 12(h) of [The McMaster University Act](#), the vacancy shall be filled through a by-election. If the vacancy is that of a member elected under clause 12(d) and 12(e) of *The McMaster University Act*, the vacancy shall be filled during the next election period as specified in clause [26](#).
31. The seat of any member who, without being granted leave of absence by the Senate, fails to attend four consecutive regular meetings of the Senate, may be declared vacant, at the discretion of the Chair of the Senate.
32. The Executive Committee of the Senate may, upon the written request of a member, grant leave of absence to such member for one non-renewable period not to exceed four consecutive months, for illness or for other cause deemed by the Senate to be appropriate. A member who is to be absent from the University or who will be unable to attend Senate meetings for a period longer than four months shall resign his or her seat before the beginning of such period, and shall be replaced in accordance with the provisions of clause [29](#).

Revised: November xx, 2020



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## ARTICLE V: ELECTION OF SENATE MEMBERS TO THE BOARD

33. [\*The McMaster University Act\*](#) includes in the membership of the Board of Governors three members to be elected to the Board by and from the members of the Senate, for three-year terms. As required, the Executive Committee of the Senate shall prepare a slate consisting of at least two names of members of the Senate for any such vacancy on the Board. These nominations shall be circulated to all members of the Senate, who may nominate additional candidates for inclusion on the slate, provided that such nominations are signed by three members of the Senate and are accompanied by a declaration of willingness to serve. The electorate shall be provided with a brief statement of each candidate's skills and interests for service on the Board.
34. The election shall normally be carried out before the regular meeting of the Senate in June of each year. Ballots shall be sent electronically to members of the Senate. Instructions on the ballot shall indicate that votes are to be cast in accordance with the transferable vote procedure.

Revised: November xx, 2020



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## ARTICLE VI: THE MACE, THE UNIVERSITY SEAL, AND THE EXECUTION OF DOCUMENTS

35. There shall be a Mace of the University representing the authority of the Senate of the University, and the Mace now in use shall continue to be the Mace of the University.
36. The Mace shall be used only on an official University occasion, this being defined as one on which the Chancellor or Vice-Chancellor is present in role of office or one on which both are so present, unless otherwise authorized by the Senate Committee on University Ceremonials and Insignia. Except as provided in clause [37](#), the Mace shall be carried by the University Bedel or, in the absence of the Bedel, by the University Pro-Bedel.
37. The University Bedel and Pro-Bedel shall be those professors of the University with the longest and second-longest service respectively, or such other professors as shall be designated by the Senate. If neither the Bedel nor Pro-Bedel is available at a Convocation, the Mace shall be carried by the longest-serving faculty member present and available.
38. The University Registrar shall be responsible for the custody and security of the Mace, and shall keep it in place of deposit and in such charge as the Senate from time to time shall direct.
39. There shall be a University Seal and the Seal now in use shall continue to be the Seal of the University. The Seal may be impressed by duplicate instruments, one to be retained by the Senate and the other by the Board, for use in respect of documents made under their respective powers.
40. The duplicate instrument of the Seal retained by the Senate shall be kept in the custody of the University Registrar, who shall keep it in such place of deposit and in such charge as the Senate from time to time shall direct.
41. The University Seal may be affixed to any document or instrument in writing bearing the signatures of the Chancellor, or the President, or the acting President, or the Secretary of the Senate, or such other person as may be authorized by resolution of the Senate.
42. The signatures of the Chancellor, the President, and the Secretary of the Senate may be engraved, lithographed, printed, stamped or otherwise reproduced mechanically on any document or instrument in writing requiring signature by such persons or any of them, whether or not the University Seal is affixed thereto.
43. The signatures of the Vice-Presidents, Deans, the Vice-Provost and Dean of Graduate Studies, Directors and other Heads of the Faculties, Schools, Institutes, and Centres may likewise be engraved, lithographed, printed, stamped or otherwise reproduced mechanically on any document or instrument in writing requiring signature by such persons or any of them, whether or not the University Seal is affixed



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thereto, and whether or not the signatures of the persons mentioned in clause [42](#) or any of them are affixed thereto manually or reproduced mechanically.

44. The Secretary of the Senate is responsible for the custody and proper use of any such mechanical means of reproduction, provided that, in the case of a mechanical means of reproducing any signature, such use be first authorized in writing by the signatory.
45. Any such mechanically reproduced signature, if so reproduced with the authority of the Secretary of the Senate, is deemed for all purposes to be the signature of the person concerned.

**Revised: November xx, 2020**



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## ARTICLE VII: RULES OF PROCEDURE OF THE SENATE

### Day, Time and Place of Meetings

46. Regular meetings of the Senate shall be held on the second Wednesday of each month from September to April. Should the second Wednesday occur during the mid-term recess the Senate meeting will be rescheduled to a date approved by the Chair. The regular meetings of Senate for May and June shall be held on the Wednesday preceding the May and June convocation ceremonies, respectively. At the discretion of the Chair, a regular meeting of the Senate can be cancelled in the event of insufficient business.
47. A special meeting may, and on the written requisition of twelve or more members shall, within two weeks of receipt of the requisition, be called by the Chair of the Senate for the transaction of only such business as is specified in the notice of such meeting. At least 48 hours' notice of any such special meeting shall be given.
48. Unless otherwise directed by the Chair of the Senate, every meeting shall begin at 3:30 p.m.; and, if after a lapse of 15 minutes from that time there is not a quorum, the Secretary of the Senate may call the roll and the Senate shall then stand adjourned until the next meeting.
49. The Senate shall not remain in session later than 6:00 p.m., except by an affirmative vote of at least two-thirds of the members present.
50. All meetings shall be held in the Council Room, Gilmour Hall, McMaster University, unless the Chair of the Senate directs that a meeting be held virtually or elsewhere in metropolitan Hamilton or its environs.

### Notice of Meeting

51. Where, by any by-law, provision is made for the holding of a meeting, the notice of meeting, unless otherwise expressly provided herein, shall be in writing. Notice of meeting for a regular meeting of the Senate shall be circulated at least one week prior to such meeting. The notice of meeting is deemed to be given when it is sent by electronic mail to the member or other person to be notified at the last address of record with the Secretary of the Senate.
52. The accidental omission to give notice of a regular or special meeting to any member, or any accidental irregularity in connection with the giving of such notice, does not invalidate the proceedings at that meeting.

### Chair

53. The President, or in his/her absence the Vice-Chair of the Senate, shall chair all meetings of the Senate. In the absence of both the Chair and the Vice-Chair, a Chair shall be elected by a majority of the members present.



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54. The Chair may take part in a debate on any question, but before doing so shall leave the Chair and appoint some other member present to act as Chair *pro tem*.
55. The Chair may vote on any question.

**Quorum**

56. At all meetings held between September and June, both months inclusive, 30 members shall constitute a quorum.
57. At any meetings held during the months of July and August, 20 members shall constitute a quorum, provided that if at any such meeting a question of general policy or general legislation arises and fewer than 30 members are present, the consideration of such question shall be postponed until the next regular meeting.

**Record of Proceedings**

58. A record of the proceedings of all meetings of the Senate shall be made by the Secretary of the Senate. Items of business dealt with by the Senate in Closed Session shall appear as appendices to the record and such appendices shall be made available only to persons entitled to be present in Closed Session unless otherwise ordered by the Senate, or by the Executive Committee in accordance with the provisions of clause [113](#).

**Procedural Authority**

59. The Chair of a meeting shall conduct the proceedings in conformity with the by-laws and rules of procedure enacted by the Senate and, in all cases not so provided, the following reference shall be used: M.K. Kerr and H.W. King, *Procedures for Meetings and Organizations*, Carswell Legal Publications, 1984. Procedures for meetings of the Senate, other than when the Senate is in Closed Session, are as set forth in [Schedule D](#) attached hereto.

**Recordings**

60. No form of recording (photographic or electronic) shall be permitted at any meeting of the Senate unless by the express authority of the Chair of the Senate, with the exception of instruments for official use by the Senate.

**Preserving Order**

61. The Chair shall preserve order and decorum at all meetings of the Senate. Any person admitted to a meeting of the Senate who, in the opinion of the Chair, misconducts himself or herself must withdraw from the meeting at the order of the Chair. In the event that such a person refuses to withdraw, the Chair has



the discretion to declare a short recess, or to adjourn the Senate, and may declare that the continuation of such recessed or adjourned meeting shall be in Closed Session.

### **Orders of the Day**

62. The agenda for regular meeting of Senate shall employ the consent agenda format for routine approval items and for information items, as set forth in [Schedule D](#). Except as otherwise provided herein, the following order of business shall be observed at all regular meetings for both the consent and regular agenda and no variation from this order shall be allowed except by the vote of two-thirds of the members present, which vote shall be taken without debate, subject however to the provision of clause [77](#):
- a) receiving and disposing of the minutes of the last regular meeting and of any intervening special meetings, except the confidential appendices associated therewith;
  - b) business arising out of the approved minutes, except business arising from the confidential appendices;
  - c) enquiries;
  - d) reading and disposing of communications, to be disposed of as read;
  - e) receiving and disposing of a report from the Chair of the Graduate Council concerning the activities of that Council;
  - f) receiving and disposing of a report from the Chair of the Undergraduate Council concerning the activities of that Council;
  - g) reading and disposing of reports of Faculties and Councils;
  - h) reading and disposing of reports of standing and special committees and boards, to be considered in the following order:
    - (i) reports submitted but not disposed of at the previous meeting;
    - (ii) reports of standing committees and boards in the order in which they appear in clause [91](#), subject to any limitations that may be imposed by clause [79](#);
    - (iii) reports of special committees in the order of their establishment by the Senate;
  - i) other unfinished business from the last meeting;
  - j) new business to be taken in the order of receipt of notice of motion;



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- k) any business on the agenda that was not presented or proceeded with when reached, to be taken in the order announced on the agenda;
  - l) new business not on the agenda; and
  - m) business to be dealt with in Closed Session.
63. Notice of any motion to be considered at a regular meeting, other than a motion in the ordinary course of business, or a proposal to amend the by-laws, shall be in the hands of the Secretary of the Senate at least six working days before the meeting at which the motion is to be made, and the Secretary of the Senate shall note the date of receipt upon the face of the notice and shall place the matter on the agenda for the meeting at which the motion is to be made.
64. If any committee or member fails to proceed with a report or business on the agenda when it is reached, such report or business shall be placed on the agenda for the next regular meeting at the end of the class of business to which it belongs.
65. Any member of the University community may request an appearance before the Senate for the presentation of a brief. The request will be considered by the Senate if the request and brief are submitted to the Secretary of the Senate at least four working days prior to the date set for a Senate meeting.

#### **Debate**

66. Any member desiring to speak during a meeting shall rise and address the Chair.
67. A member called to order shall sit down, but may afterwards explain. The Chair shall decide the point of order, subject to an appeal to the Senate whose decision shall be final and made without debate.
68. Each member shall speak only to the question in debate.
69. No member while speaking shall be interrupted by another member except upon a point of order or for the purposes of an explanation, and the member so interrupting shall speak only to the point of order or to the explanation.
70. Any member may require the question under discussion to be read at any time during the debate, but not so as to interrupt a member who is speaking.
71. Except for the mover of a substantive motion, who shall be allowed to reply, no member shall speak more than once to a question, unless in explanation of a material part of a speech which may have been misunderstood, and in such case shall not introduce new matter.



72. No member shall speak more than ten minutes at one time, except by leave of a majority of the members present, which leave shall be granted or refused without debate.
73. No member shall speak to a question after it has been put by the Chair.

### **Voting**

74. Except as provided in clause [49](#), [62](#), [78](#), [79](#), and [174](#), all questions that come before the Senate shall be decided by the vote of a majority of the members present. Each member present is entitled to one vote, and in the event of an equality of votes the question is deemed to be decided in the negative.
75. All members shall vote in accordance with their individual assessment of the merits of each question before the Senate and not as delegates of the constituencies by which they have been elected.
76. Questions normally shall in the first instance be decided by a show of hands. The Chair shall declare the result of every vote and the declaration of the Chair as to the result of a show of hands and an entry to that effect in the minutes of the proceedings at the meeting shall, unless a poll is demanded, be prima facie evidence of the result of the vote. The Chair or any member present may require the yeas and nays to be recorded on any question except a motion to adjourn the Senate or adjourn a debate or move into Closed Session, in which event a poll shall be taken in such manner as the Chair directs. A demand for a poll may be withdrawn at any time prior to the taking of the poll. Any member of Senate who wishes to propose that a question be decided by ballot must make such a request before any vote is taken. On receipt of such a request, Senate will determine by a show of hands of a majority of the members present whether or not a question, and any amendments thereto, shall be decided by means of a ballot.

### **Motions and Questions**

77. The Senate may decide by a simple majority of the members present at any time and at any meeting to move into Closed Session, such vote to be taken without debate
78. Unless previous notice has been given, no motion introducing new matter, other than a matter of privilege or a motion to move into Closed Session, shall be taken into consideration at any regular meeting of the Senate, except upon the vote of two-thirds of the members present.
79. No matter that has been decided by the Senate shall be reconsidered before the first regular meeting of the following session, except upon the vote of two-thirds of the members present; a motion to reconsider may be made by any member.
80. All motions, except those to adjourn the Senate or to adjourn a debate or to move into Closed Session, shall be put in writing and seconded before being debated or put from the Chair, and when a motion has been seconded it shall be read to the Senate by the Chair before being debated.



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81. When a motion has been made, seconded, and read, it shall be disposed of by the Senate, unless the mover, with the consent of the seconder, withdraws it or allows it to stand over.
82. When a question is under debate, no motion shall be received by the Chair except a motion to:
- a) adjourn the Senate;
  - b) move into Closed Session;
  - c) adjourn the debate;
  - d) proceed to the next order of business;
  - e) table the motion;
  - f) put the previous question;
  - g) postpone to a specified time;
  - h) refer the question;
  - i) amend the main motion; or
  - j) postpone indefinitely.
83. A motion to adjourn the Senate or to move into Closed Session is always in order, is undebatable, and no second motion to the same effect shall be made until after some intermediate proceeding has been taken.
84. A motion to adjourn a debate is always in order, and no second motion to the same effect shall be made until after some intermediate proceeding.
85. A motion to put the previous question shall, until it is decided, preclude all amendments to the main motion. It shall be put in the following words: "*that the question on the main motion be now put*" and, if it be resolved in the affirmative, the original question shall be put forthwith without any amendment or debate. If it be resolved in the negative, discussion will continue on the original question, and the vote on the original question may be taken at a later time in the same meeting.
86. A motion to refer the question shall, until it is disposed of, preclude all amendments to the main motion.

Revised: November xx, 2020



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## ARTICLE VIII: COMMITTEES AND BOARDS

### COMMITTEE OF THE WHOLE

87. When the Senate resolves to go into Committee of the Whole, the Chair of the Senate shall appoint a chair of the Committee who shall preside over its deliberations, decide points of order subject to an appeal to the Chair of the Senate, and report its proceedings to the Chair when the Senate rises from the Committee of the Whole.
88. The rules of procedure of the Senate ([Article VII](#)) shall be observed in Committee of the Whole except that:
- a) no motion is required to be seconded;
  - b) no motion for the previous question or for an adjournment shall be received;
  - c) in divisions the names of members shall not be recorded; and
  - d) the number of times that a member may speak is not limited.
89. On a motion in Committee of the Whole to “*rise and report*,” the question shall be decided without debate.
90. A motion in Committee of the Whole that the Chair leave the chair, or that the Committee “*rise without reporting*”, shall be in order and shall take precedence over any other motion. If it is carried, the Chair of the Senate shall at once resume the Chair and proceed to the next order of business.



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**STANDING COMMITTEES**

91. There shall be standing committees of the Senate and the duties of such committees shall be as defined herein and from time to time by these by-laws.
- a) The standing committees shall be the:
- (i) Executive Committee;
  - (ii) University Planning Committee (joint with the Board of Governors);
  - (iii) Committee on Appointments;
  - (iv) Committee on Honorary Degrees;
  - (v) Senate Board for Student Appeals;
  - (vi) Committee on University Ceremonials and Insignia;
  - (vii) Committee on By-laws;
  - (viii) Committee on Academic Integrity;
  - (ix) Tenure and Promotion Appeals Nominating Committee;
  - (x) Committee on Student Affairs;
  - (xi) Board-Senate Research Misconduct Hearings Panel;
  - (xii) Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence; and
  - (xiii) Faculty Discipline Board.
- b) The membership of all Senate Committees and Boards shall take effect on the first day of July following the regular June meeting of the Senate, with the exception of the Senate Board for Student Appeals, the membership of which shall take effect on the first day of September following the regular June meeting of the Senate.
92. The Senate may join with the Board in establishing one or more joint committees of the Senate and the Board.



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93. The Chancellor and the President shall be *ex officio* members of every standing committee of the Senate, with the exception of the Tenure and Promotion Appeals Nominating Committee, the Board-Senate Research Misconduct Hearings Panel, the Board-Senate Hearing Panel for Discrimination, Harassment and Sexual Violence, the Faculty Discipline Board, and the Senate Board for Student Appeals.
94. The provisions that apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996 are set out in [Schedule F](#). For meetings that took place on or after February 16, 1996, the following shall apply:
- a) Except for joint committees of Senate and the Board of Governors, each standing committee shall fix the times and places of its meetings, which shall be open to the public except:
    - (i) when matters confidential to the University may be discussed;
    - (ii) when matters of a personal nature concerning an individual may be discussed (unless the individual requests that such part of the meeting be open to the public);
    - (iii) when the chair of the committee or board decides that an item of business shall be discussed in Closed Session;
    - (iv) when at least one third of the committee or board members present at any meeting without debate request the chair of the committee or board to declare the meeting, or any part thereof, a Closed Session; or
    - (v) as provided for in clause 128, and 140(d), 141(d), and 145.

Each standing committee may otherwise determine its own procedure consistent with these by-laws.

- b) A record of the proceedings of each standing committee and board shall be made by the Secretary of the Senate. Items of business dealt with in Closed Session shall appear as appendices to the record and such appendices shall be available to members, consultants and specifically invited guests of the standing committee or board, unless otherwise ordered by the committee or board.

clause 94, sub-sections (a) and (b) shall not apply by analogy to subordinate bodies of the Senate.

All material provided under this By-law concerning a Closed Session or an in camera session of a standing committee or board or a joint Board-Senate committee shall be treated with the same confidentiality as material dealt with in Closed Session of the Senate.

- c) Normally, it is expected that members attend committee meetings in person. At the discretion of the Chair, however, a member(s) who is (are) unable to attend in person may participate in that meeting



by such means as telephone or other communication facilities that permit all members to communicate simultaneously and instantaneously. A member(s) participating in such a meeting by such means is (are) deemed to be present at the meeting. For those meetings, or portions thereof, held in Closed Session or in camera, it is expected that members participating by such means as telephone or other communication facilities will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality.

- d) At the discretion of the Chair, a committee may be asked to consider a matter outside of a committee meeting and to determine the matter by means of an electronic vote. Such matters would, in the judgment of the Chair, be time-sensitive so that delay until the next regularly scheduled meeting would have an adverse effect, or would, in the judgment of the Chair, normally require little, if any, discussion prior to voting. Matters considered in this manner shall be reported at the next regular meeting of the committee. Members with concerns who would like an item to be discussed by the committee in advance of the electronic vote must notify the Secretary without delay. The Chair will then determine an appropriate course of action and inform the committee on the disposal of the matter.
95. Vacancies that occur in a standing committee or board may be filled at any regular meeting of the Senate or at a special meeting thereof.
96. Any written communication on a subject coming properly within the cognizance of a standing committee or board or of the [Graduate Council](#) or of the [Undergraduate Council](#) shall stand referred as a matter of course to that committee or board or council, which shall report thereon at the next regular meeting of the Senate.
97. Any written communication dealing with a new graduate degree program; a major new undergraduate degree program; a new Faculty, Department, School, Institute, Centre or the like, shall stand referred as a matter of course to the University Planning Committee, which shall report thereon at the next regular meeting of the Senate and such report shall be received before the Senate proceeds to the consideration of the proposal.
98. On receipt of any such communication referred to in clause 96 and 97, the Secretary of the Senate shall forthwith, after acknowledging its receipt, submit it under the direction of the Chair of the Senate to the Chair of the appropriate standing committee or board or Graduate or Undergraduate Councils.
99. Any such communication, referred to in clause 96 and 97 that is not received in time to be considered by the appropriate standing committee or board or council before the next regular meeting of the Senate may by direction of the Chair of such committee or board or council be read at such meeting and the Senate may, if it deems fit, take the communication into immediate consideration or otherwise dispose of it.
100. Every standing committee and board of the Senate has the power to invite consultants to its meetings.

**Revised: November xx, 2020**



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### **SPECIAL COMMITTEES AND CONSULTANTS**

101. The Senate may from time to time appoint special committees with specified terms of reference. Unless otherwise specifically provided in the resolution by which a special committee is appointed, or later determined by the Senate, it is dissolved on the date of its final report to the Senate.
102. The provisions of clause 93, 94, 95, 96, 97, 98, 99 and 100 apply to every special committee unless otherwise provided in the resolution by which it is appointed.
103. The Chair of the Senate shall have power to appoint consultants to the Senate as the need may arise.

**Revised: November xx, 2020**



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## ARTICLE IX: COMPOSITION, POWERS, AND DUTIES OF STANDING COMMITTEES AND BOARDS

### THE EXECUTIVE COMMITTEE

104. The Executive Committee shall consist of the following membership:

#### ***Ex Officio Members***

Chancellor  
President  
Provost

#### ***Members***

Four shall be faculty members of the Senate  
One undergraduate student member of the Senate  
One graduate student member of the Senate  
One alumni member of the Senate

Five members of the Committee shall constitute a quorum.

105. The Chair of the Committee shall be the Chair of the Senate.
106. The Committee shall act for the Senate between Senate meetings on matters pertaining to the affairs of the Senate, as referred to it by the President, the Senate, the Faculties, the Graduate Council or Undergraduate Council, or committees or boards of the Senate. Such actions shall be reported at the next regular meeting of the Senate.
107. The Committee shall consider and report to the Senate on any other matter which may from time to time be referred to it by the President, the Senate, or by any committee or board or council of the Senate.
108. The Committee shall nominate members of the Senate for election to the Board in conformity with the provisions of clause 33 and 34.
109. The Committee shall nominate the members of the standing committees of the Senate and the student members of Undergraduate Council as required, with the exception of the Executive Committee (for which, see clause 122(a)) and, where it is not otherwise expressly provided, shall nominate the chairs thereof, and the vice-chairs where appropriate, and shall report such nominations to the next regular meeting of the Senate.
110. After the report of the Executive Committee regarding nominations is submitted to the Senate, the Senate shall appoint the members of all standing committees and boards whose appointment is the duty of the Senate.



111. If a regular meeting of the Senate is not held in June, a special meeting of the Senate shall be held in June to receive and consider the report of the Executive Committee and to appoint the standing committees and boards for the next academic session.
112. The Executive Committee shall also consider requests from students and former students for the removal of transcript notations related to penalties assigned under the [Academic Integrity Policy](#) or the [Code of Student Rights and Responsibilities](#).
113. On the advice of the Chair, the Vice-Chair and the Secretary of the Senate, the Committee shall adjudicate and decide on any requests, submitted in writing to the Secretary of the Senate, by a Senator seeking access to Closed Session Senate minutes of a meeting which took place when that individual was not a Senate member.

**Revised: November xx, 2020**



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**THE UNIVERSITY PLANNING COMMITTEE<sup>1</sup>**

114.

- a) The University Planning Committee shall consist of the following membership:

***Ex Officio Members***

Chancellor  
Chair of the Board of Governors (or delegate)  
Vice-Chair of the Board of Governors (or delegate)  
President; the Provost, who shall be Chair  
Vice-President (Administration)  
Vice-President (Research)  
Vice-Provost and Dean of Graduate Studies

***Members***

Five faculty members, no more than two from any one Faculty, elected for staggered three-year terms  
One Faculty Dean elected annually (by and from the six Faculty Deans)  
One staff member, elected for a three-year term  
One graduate student, elected for a two-year term  
One undergraduate student, elected for a two-year term

***Observers***

Dean and Vice-President (Health Sciences) or delegate, unless elected;  
Vice-President (University Advancement);  
Vice-President (Students and Learning) and Dean of Students; and  
Chair of Undergraduate Council

- (i) One-half of the membership, excluding the *ex officio* members, shall constitute a quorum.
- (ii) The election of faculty, staff and student members to the University Planning Committee shall be conducted by the Secretary of the Senate and the Board of Governors following a call for nominations from the appropriate University constituency. The Senate Executive Committee shall review the nominations; it may make any additional nominations it deems necessary to ensure an election. The counting of ballots in elections to the University Planning Committee shall be in accordance with the transferable vote system.

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<sup>1</sup>The University Planning Committee is a joint Board-Senate Committee and is the successor to the Board-Senate Committee on Academic Planning. It is also the successor to the Board-Senate Committee on Long-Range Planning named in *The McMaster University Act, 1976*. All references to the Board-Senate Committee on Long-Range Planning in *The McMaster University Act, 1976* shall be deemed henceforth to refer to its successor, the University Planning Committee.



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- b) The University Planning Committee's fundamental mandate is to co-ordinate academic and resource planning so that the Senate and the Board of Governors may be assured that any proposal presented for approval has academic merit that supports the mission of the University and that resources necessary for the implementation of any proposal have been appropriately assessed. In this context the University Planning Committee shall:
- (i) review the Plan for the University annually, and recommend revisions to it as necessary, for approval by the Senate and the Board of Governors;
  - (ii) review, for recommendation to the Senate and the Board of Governors, major initiatives (including those which are part of submissions to external agencies) that have significant resource implications, providing comment on how the proposals fit within the University Plan;
  - (iii) review and approve annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Vice-Provost (Faculty), the Associate Vice-President (Students and Learning) and Dean of Students, the University Registrar, the University Librarian, and other units (as appropriate) that report directly to the Provost, providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
  - (iv) review and approve annual planning reports as prescribed by the Vice-President (Administration) from those administrative and service units that report directly to the Vice-President (Administration), providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
  - (v) review and approve annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information;
  - (vi) receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan;
  - (vii) provide commentary, with reference to the University Plan and the McMaster University Campus Master Plan, to the relevant committee of the Board of Governors on proposals for capital development and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;



- (viii) review, for recommendation to the Senate and the Board of Governors, the annual report on the *McMaster University Campus Master Plan*, including any updates, amendments and elaborations; and
- (ix) report to the Senate and the Board of Governors any matters of concern formally identified as such by a majority of the Committee.

115.

- a) The **Budget Committee** shall be a subcommittee of the University Planning Committee with membership drawn from the University Planning Committee as follows:

***Ex Officio Members***

President

Provost

Vice-President (Administration)

***Members***

Three faculty members (one of whom shall serve as Chair)

One member of the non-teaching staff

One graduate student

One undergraduate student

- (i) The Chair of the Budget Committee shall be elected annually by the University Planning Committee from among the faculty members on the University Planning Committee following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the five faculty members on the University Planning Committee for service commencing July 1 or immediately following a vacancy. The Chair may vote on all questions.
  - (ii) Two-thirds of the membership shall constitute a quorum. If more than two members are absent when a vote is taken on the final budget, the vote must be confirmed electronically.
- b) The Budget Committee shall:
    - (i) review the budget framework prepared by the University administration in consultation with the Office of Institutional Analysis and Research, including any changes to the McMaster Budget Model; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration / Faculty Association Committee to Consider University Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (the Joint Committee) as will updates to the framework should these arise;
    - (ii) receive and respond to budget submissions from all Faculties, areas, and units;



- (iii) make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in advance of the budget being transmitted to other deliberative bodies;
  - (iv) make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Planning and Resources Committee of the Board of Governors; and
  - (v) deliver budget recommendations to the President of the University for transmittal to the Planning and Resources Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments.
  - (vi) hold all meetings of the Committee in Closed Session.
- c) The **University Student Fees Committee** shall be a sub-committee of the University Planning Committee with the following membership:

***Ex Officio Members***

Associate Vice-President (Institutional Research and Analysis) – Chair  
Vice-Provost (Faculty)  
Associate Vice-President (Students and Learning) and Dean of Students  
Vice-Provost and Dean of Graduate Studies  
Director, Education Services, Faculty of Health Sciences  
Director of Finance  
University Registrar

**Student Members**

Graduate Student Representative – selected from applicants for a one-year term  
Full-time Undergraduate Student Representative – selected from applicants for a one-year term  
Part-time Undergraduate Student Representative – selected from applicants for a one-year term  
\*Student positions are renewable once.

**Consultants**

Assistant Dean, Student Affairs and Director of the Student Success Centre  
Associate Registrar and Graduate Secretary  
Executive Director, Finance and Administration (Academic), Office of the Provost and Vice-President (Academic)  
Manager, Receipts and Receivables, Financial Services  
Budget Manager, Budgeting Services



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Director, Student Financial Aid and Scholarships  
Senior Project Analyst, Institutional Research and Analysis

- d) The University Student Fees Committee shall:
- (i) recommend all revisions to tuition (undergraduate and graduate degree, diploma and certificate) and supplementary fees to the Budget Committee;
  - (ii) establish deadlines for the submission of all proposed tuition and supplementary fees to the University Student Fees Committee;
  - (iii) recommend policy guidelines to the Budget Committee that outline services and materials for which fees can be charged;
  - (iv) recommend policy guidelines to the Budget Committee for charging fees for existing and new programs that are not funded through grants from the Ministry of Training, Colleges and Universities;
  - (v) ensure that all proposed changes to existing student fees and all proposed new fees are reasonable, conform to government regulations and have been approved through appropriate processes within the University; and
  - (vi) ensure that proposed changes to student fees are feasible and do not involve undue complications to calculate and administer; where appropriate, determining the most "*tax efficient*" method for students who are being charged these fees.
- (vii) hold all meetings of the Committee in Closed Session.

**Revised: May 17, 2017**



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## THE COMMITTEE ON APPOINTMENTS

116. The Committee on Appointments shall consist of the following membership:

***Ex Officio Members***

Chancellor  
President  
Provost  
Vice-President (Research)  
Vice-Provost and Dean of Graduate Studies

***Members***

Seven elected faculty members of the Senate  
One elected student member of the Senate

Six members of the Committee constitute a quorum at any meeting thereof, except when decisions are being made on tenure, permanence, or promotion recommendations, at which meeting eight members of the Committee, one of whom shall be the Provost and one of whom shall be the Vice-Provost and Dean of Graduate Studies, shall constitute a quorum. In the event of an equality of votes on tenure, permanence, or promotion recommendations, the question is deemed to be decided in favour of the Faculty Tenure and Promotion Committee's recommendation, notwithstanding the provision of clause [74](#).

117. The Committee shall nominate the members of the Committee for Nominating a Chancellor in conformity with the provisions of clause [9\(a\)](#) and shall nominate the members of the Senate component of the Committee for Recommending a President in conformity with clause [9\(b\)](#). These nominations shall be presented at a Senate meeting, together with a brief statement of each candidate's skills and interests. No additional nominations may be made at that Senate meeting, but subsequent to the meeting, members of the Senate shall be provided with the opportunity to submit written nominations of additional candidates for inclusion on the slate, provided that such nominations are signed by three members of the Senate and are accompanied by an indication of the candidate's willingness to serve. If necessary, an election shall be conducted by the Secretary of the Senate immediately following the end of the nomination period. A brief statement of each nominee's skills and interests shall be provided to Senators along with the ballot. Not more than one faculty member from any one Faculty shall be elected by Senate to the Committee for Nominating a Chancellor or the Committee for Recommending a President.
118. The Committee shall have as a standing order of business the making of nominations for such ad hoc selection committees as are charged to nominate to the Senate those to be appointed to senior academic administrative offices and to the offices of Vice-President (Administration) and Vice-President (University Advancement). In this context, senior academic administrative offices include those of Provost, Vice-President (Health Sciences), Vice-President (Research), Vice-Provost, Deans, Director of Continuing Education, academic Associate/Assistant Vice-Presidents, Associate Deans of Graduate Studies and/or Research, Associate Deans of Faculties (see clause [2\(h\)](#)), Chair of Undergraduate Council, University



Secretary, Registrar, University Librarian and such other positions as are designated by Senate from time to time. The Committee shall ensure that the nominations for each ad hoc selection committee include, as nominated Chair of the ad hoc selection committee, the name of the academic administrative officer to whom the appointee shall report. The Committee shall review, and express its opinion to the Senate on, nominations made by the ad hoc selection committees, before any commitment is made to the nominated candidate.

119. The Committee shall consider and recommend to the Senate on academic appointments, terms of reference, tenure policy, promotion policy, research leave policy, and all matters related to academic appointments. In this context, academic appointments shall be taken to include appointments of Department Chairs and Directors of Schools, Programs, Research Institutes, and Centres, and appointments to named Chairs and Professorships. The Committee shall receive for information reports on the appointment of Associate Department Chairs, Associate Directors of Programs, Research Institutes and Centres, Executives in Residence, and Faculty honorific appointments. The Committee shall recommend to the Senate candidates for the titles of Distinguished University Professor and University Scholar.
120. The Committee shall consider recommendations for appointment to the teaching staff from Faculty or joint-Faculty Tenure and Promotion Committees and shall:
  - a) decide that the faculty member is to be nominated for a tenured appointment, a continuing appointment without annual review or a permanent teaching appointment and so inform the Senate; or
  - b) recommend to the President that the period of a tenure-track appointment, a special appointment or a teaching-track appointment be extended, and so inform the Senate; or
  - c) decide that no action be taken on the case; or
  - d) decide that a faculty member's tenure-track appointment, special appointment or teaching-track appointment be allowed to lapse and so inform the Senate.
121. The Committee shall consider recommendations for promotion from Faculty or joint-Faculty Tenure and Promotion Committees and shall:
  - a) decide that promotion is to be granted at this time, and so inform the Senate; or
  - b) decide that no action is to be taken in regard to promotion.
122. The Committee shall nominate the membership of the Executive Committee, and shall report thereon to the regular meeting of the Senate in June of each year.

**Revised: May 17, 2017**



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## THE COMMITTEE ON HONORARY DEGREES

123. The Committee on Honorary Degrees shall consist of the following membership:

***Ex Officio Members***

Chancellor, who shall be Chair  
President

Five other members of the Senate  
One alumni member of the Senate

Four members of the Committee constitute a quorum at any meeting thereof.

124. The Committee shall make recommendations to the Senate of names of persons upon whom it is thought fitting to confer the honorary degree of Doctor of Laws, Doctor of Science, Doctor of Letters, or any other honorary degree that may be established by the Senate.



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**THE SENATE BOARD FOR STUDENT APPEALS**

125. The Senate Board for Student Appeals shall consist of 12 members appointed by the Senate for two-year terms, of whom six shall be faculty members who are not senior academic administrative officers, four shall be undergraduate students, and two shall be graduate students. In addition, the Chair of the Board has the authority to appoint, on an ad hoc basis, faculty and students who are not members of the Senate Board for Student Appeals to serve on appeal tribunals as auxiliary Board members. For meetings of the Board which do not relate to the hearing of a specific appeal, seven members of the Board constitute a quorum.
126. The Senate Board for Student Appeals shall:
- a) adjudicate all student appeals from rulings of other authorities (e.g., Faculty Reviewing Committees, Deans, Associate or Assistant Deans) on matters of academic standing other than those involving solely a substantive academic judgment, and shall, where appropriate, adjudicate appeals by students in respect of any other allegation of injustice, except in cases where another body has been named as the final decision maker; and
  - b) when deemed appropriate, consider and make recommendations to the Senate on policy and procedure relating to student appeals.
127. The hearing of an appeal shall be before a tribunal consisting of at least three members or auxiliary members of the Senate Board for Student Appeals, one of whom shall be a student. They shall be chosen in accordance with procedures approved by the Senate.
128. Hearings before tribunals of the Senate Board for Student Appeals shall be conducted in accordance with the procedures approved by the Senate.



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## THE COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

129. The Committee on University Ceremonials and Insignia shall consist of the following membership:

***Ex Officio Members***

Chancellor

President

University Bedel

***Members***

Six members of the Senate

One graduate student member of the Senate

One undergraduate student member of the Senate

***Consultants***

University Registrar

Convocation & Curriculum Officer

a) Five members of the Committee constitute a quorum at any meeting thereof.

130.

- a) The Committee shall be responsible for the planning and conduct of all University ceremonials, including all Convocations; and shall keep under continual review the form of and procedure at such ceremonials and all matters relating thereto.
- b) The Committee shall also be responsible for reviewing and making decisions, or recommendations to the Senate or the Board of Governors, on matters relating to heraldic practice and policy.

Revised: May 13, 2020



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**THE COMMITTEE ON BY-LAWS**

131. The Committee on By-laws shall consist of the following membership:

***Ex Officio Members***

Chancellor

President

***Members***

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.

Three members of the Committee constitute a quorum at any meeting thereof.

132. The Committee shall make recommendations to the Senate:
- a) for the appropriate form of any amendment to any by-law and of any new by-law, of the Senate or of a Council or of a Faculty, that the Senate has approved in principle;
  - b) for any alteration of any by-law, of the Senate or of a Council or a Faculty, deemed by the Committee to be necessary as a consequence of any amendment or of any new by-law approved by the Senate or to be desirable for reasons of consistency or the like;
  - c) on any matter pertaining to the by-laws of the Senate or of a Council or of a Faculty that may be referred to the Committee by the Senate, or on any such matter that the Committee may deem appropriate for the attention of the Senate.



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## THE COMMITTEE ON ACADEMIC INTEGRITY

133. The Committee on Academic Integrity shall consist of the following membership:

***Ex Officio Members***

Chancellor

President

Vice-Provost and Dean of Graduate Studies

Vice-Provost (Faculty)

***Membership***

Four faculty members of the Senate

One graduate student member of the Senate

One undergraduate student member of Senate

***Consultants***

Academic Integrity Officer

University Registrar,

Graduate Registrar and Secretary of the School of Graduate Studies

Five members of the Committee constitute a quorum.

134. The Committee shall, when deemed appropriate, make recommendations to the Senate on policy and procedures relating to issues of academic integrity and on measures designed to reduce instances of academic dishonesty.
135. The Committee shall review, prior to its presentation to the Senate, the annual report prepared by the Office of Academic Integrity.

**Revised: May 17, 2017**



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**THE TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE**

136.

- a) The Tenure and Promotion Appeals Nominating Committee shall consist of six full-time tenured faculty members that:
  - (i) are normally at the rank of Professor; and
  - (ii) are appointed by the Senate but not necessarily drawn from the Senate with one from each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences; and none of whom, during their term on the Committee, shall be a member of a Faculty Tenure and Promotion Committee or of the Senate Committee on Appointments;
- b) Four members of the Committee constitute a quorum at any meeting thereof.
- c) The Chair shall be elected by and from the members of the Committee.

137.

- a) When an appeal of a tenure, a continuing appointment without annual review or a permanent teaching or promotion decision has been referred to the Committee, the Committee shall nominate to the Senate the membership of an Appeal Tribunal, composed of three full-time tenured or permanent members of faculty who have not been previously involved in the decision under review and who are at arm's length from both parties to the appeal. The tribunal in each case shall normally consist of one member from the appellant's Faculty and two members from outside the Faculty.
- b) Each Appeal Tribunal shall normally report to the Senate within four months of its establishment.



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**THE COMMITTEE ON STUDENT AFFAIRS**

138. The Committee on Student Affairs shall consist of the following membership:

***Ex Officio Members***

Chancellor

President

Associate Vice-President (Students and Learning) and Dean of Students, who shall be Chair

***Members***

Three faculty members, at least one of whom shall be an elected faculty member of the Senate

Three undergraduate students, one of whom shall be a part-time student and one of whom shall be a student residing in a University residence

One graduate student.

Of the student members, at least one shall be a member of the Senate.

Five members of the Committee constitute a quorum at any meeting thereof.

139. The Committee has the authority to approve, and report to Senate for information, minor changes to the Residence Agreement Contract on behalf of Senate and shall otherwise recommend to the Senate policies, and receive submissions, on non-academic aspects of student life, including University residences and student services, and on matters of student conduct and discipline.

This responsibility shall include:

- a) developing and periodically reviewing in consultation with relevant student leadership, for recommendation to the Senate, University codes of student conduct and discipline, including for resident students;
- b) approving the constitutions of student residences and any amendments thereto;
- c) receiving annually a report from the Dean of Student Affairs which shall include reference to non-academic disciplinary problems on campus; and
- d) establishing such sub-committees as may from time to time be deemed.

**Revised: June 6, 2018**



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**THE BOARD-SENATE RESEARCH MISCONDUCT HEARINGS PANEL**

140.

- a) The Board-Senate Research Misconduct Hearings Panel shall consist of:
  - (i) 18 tenured faculty members appointed by the Senate after consultation with the Faculty Association;
  - (ii) three graduate students appointed by the Senate;
  - (iii) three undergraduate students appointed by the Senate; and
  - (iv) 12 full-time staff members who have been employees of the University for at least two years, appointed by the Board of Governors after consultation with the appropriate staff associations.
- b) Members of the Panel shall be appointed for staggered renewable three-year terms. The Chair and one Vice-Chair of the Panel shall be appointed by Senate from among the tenured faculty members; one Vice-Chair shall be appointed by the Board of Governors from among the staff members. In addition, the Chair of the Panel has the authority to appoint, on an ad hoc basis, faculty, staff and students who are not members of the Panel to serve on Hearings Committees as auxiliary Panel members. For meetings of the Panel that do not relate to a specific case, 15 members of the Panel constitute a quorum.
- c) The Board-Senate Research Misconduct Hearings Panel shall
  - (i) receive all cases of alleged research misconduct referred to it and arrange the adjudication of them in accordance with the procedures outlined in the Research Integrity Policy and approved by the Senate and the Board of Governors, and
  - (ii) when deemed appropriate, review the policy and procedures relating to academic ethics and allegations of research misconduct and make recommendations to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Panel.
- d) The hearing of any case referred to the Panel shall be conducted before a Hearings Committee, established according to the procedures outlined in the Research Integrity Policy.
- e) The conduct of hearings before a Hearings Committee of the Board-Senate Research Misconduct Hearings Panel shall be in accordance with the procedures outlined in the Research Integrity Policy.



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**BOARD-SENATE HEARING PANEL FOR DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE**

141.

- a) The Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall consist of six faculty members, three undergraduate students and three graduate students appointed by the Senate; and six staff members appointed by the Board of Governors. The Chair and one Vice-Chair shall be appointed by the Senate from among the faculty members appointed by the Senate and one Vice-Chair shall be appointed by the Board of Governors from among the members appointed by the Board of Governors. Student members shall serve for staggered two-year terms and faculty and staff members for staggered three-year terms. No member shall serve for more than two consecutive terms, but on the expiration of two years after having served the second of two consecutive terms, such person may again be eligible for membership on the Hearing Panel. In addition, the Chair of the Panel has the authority to appoint, on an ad hoc basis, faculty, staff and students who are not members of the Panel to serve on Hearings Committees as auxiliary Panel members. For meetings of the Panel that do not relate to a specific case, 10 members of the Panel constitute a quorum.
- b) The Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall:
  - (i) receive all Referrals to Hearing / Formal Requests for a Hearing and arrange for their adjudication in accordance with procedures approved by the Senate and the Board of Governors, and
  - (ii) when deemed appropriate, review the policy and procedures relating to discrimination, harassment, and/or sexual violence and make recommendations, through the Senate Executive Committee, to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Panel.
- c) The hearing of any case referred to the Panel shall be before a tribunal consisting of three members of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence. These members shall be free of conflict of interest and shall be chosen by the Chair, or a Vice-Chair as appropriate, of the Hearing Panel in accordance with procedures approved by the Senate and Board of Governors.
- d) Hearings before a tribunal of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall be conducted in accordance with the procedures approved by the Senate and the Board of Governors.

**Revised: December 14, 2016**



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**FACULTY DISCIPLINE BOARD**

142. The Faculty Discipline Board shall consist of six tenured or permanent faculty members at the rank of Professor, appointed by the Senate for staggered renewable three-year terms. For meetings of the Board that do not relate to a specific case, four members of the Board constitute a quorum.
143. The Faculty Discipline Board shall
- a) adjudicate faculty discipline cases referred by a Faculty Dean to the Provost, in accordance with the relevant procedures approved by the Senate and the Board of Governors, and
  - b) when deemed appropriate, review the policy and procedures relating to the code of conduct and disciplinary procedures for faculty and make recommendations to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Faculty Discipline Board.
144. The hearing of any case referred to the Board shall be before a Discipline Tribunal, consisting of three members of the Faculty Discipline Board who do not have a conflict of interest, chosen by the Provost in accordance with procedures approved by the Senate and the Board of Governors. At least one of the three members shall be from outside the Faculty of the faculty member concerned. The Provost shall also designate which of the Board members shall serve as Chair of the Discipline Tribunal.
145. Hearings before a tribunal of the Faculty Discipline Board shall be conducted in accordance with the procedures approved by the Senate and the Board of Governors.



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**ARTICLE X: THE GRADUATE COUNCIL**

146. There shall be a Graduate Council with the following membership:

***Ex Officio Members (with vote)***

Chancellor  
President  
Provost  
Vice-President (Research)  
Vice-Provost and Dean of Graduate Studies  
The Dean of each Faculty offering graduate work  
The Associate Deans of Graduate Studies

***Ex Officio Members (without vote)***

University Librarian  
University Registrar  
Secretary of the Senate  
Associate Registrar and Graduate Secretary  
Assistant Dean (Graduate Student Life and Research Training)  
the Executive Director (Strategic Planning and Administration)

***Members***

Three full-time faculty members from each of the Faculties of Business, Engineering, Humanities, Science, and Social Sciences and three full-time graduate faculty members from the Faculty of Health Sciences, elected by the members of the Faculty, from the Professors, Associate Professors, and Assistant Professors

Two full-time graduate students from each Faculty offering graduate work, elected by and from the graduate students in that Faculty with the proviso that in any Faculty engaged in doctoral studies at least one of the graduate students shall be registered in a PhD program

***Observers***

Observers (as defined in clause 2(i)) named from time to time by the Vice-Provost and Dean of Graduate Studies to attend Graduate Council's meetings

- a) One-third of the voting members shall constitute a quorum at any meeting thereof.

147. The Chair of the Graduate Council shall be the Vice-Provost and Dean of Graduate Studies or, in the absence of the Vice-Provost and Dean of Graduate Studies, an Associate Dean of Graduate Studies.
148. The Secretary of the Graduate Council shall be the Associate Registrar and Graduate Secretary.



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149. The faculty members elected from each Faculty offering graduate work shall be elected in accordance with the requirements of clause 15.
150. The term of office of faculty members on the Graduate Council shall commence on the first day of July following their election, and shall be for three years, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election. Terms of office are renewable.
151. The election of faculty members of the Graduate Council shall be conducted by the Secretary of the Senate.
152. The term of office of graduate students on the Graduate Council shall commence on the first day of September annually, and shall be for two years, subject to the requirement that a vacancy occurring when six or more months remain in the term of office shall be filled by an appointment by the appropriate Faculty Dean. Terms of office are renewable.
153. The student members of the Graduate Council shall be elected by and from the graduate students in their respective Faculties, in accordance with procedures determined by their Faculties.
154. The Graduate Council may declare vacant the seat of any elected member who, without being granted leave of absence by the Council, fails to attend three consecutive regular meetings of the Council. Whenever a seat is declared vacant, the vacancy shall be filled through a by-election in the constituency which elected the person whose membership is vacant, unless the person is a graduate student, in which case the requirement stipulated in clause 152 for filling a vacancy shall apply.
155. The Graduate Council may, upon written request of a member, grant leave of absence to any member for a period not to exceed six consecutive months for illness or for other reasons deemed appropriate by the Council.
156. The powers and duties of the Graduate Council are:
- a) to make rules and regulations for governing its proceedings;
  - b) to establish standing and ad hoc committees. These committees shall include, but are not limited to:
    - (i) an Executive Committee, and
    - (ii) a Scholarships Committee;
  - c) to regulate matters concerning graduate work of concern to the University as a whole;



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- d) to act upon recommendations concerning graduate work from each Faculty, upon such matters as are of particular concern to each Faculty;
  - e) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Graduate Council, or a Dean of a Faculty offering graduate work;
  - f) to recommend to the Senate the names of graduate students who have completed all requirements for a degree, diploma or certificate;
  - g) to determine the eligibility of Departments, Units, Schools, Institutes, Centres, or the like, to offer graduate work, and to make recommendations to the Senate for the administration of graduate work in areas not clearly lying within the jurisdiction of a single Faculty;
  - h) to report to the Senate upon such matters as may be judged necessary by the Graduate Council or as required by the Senate;
  - i) subject to final approval by the President, to stipulate the conditions of award of all fellowships, scholarships, assistantships, bursaries, prizes and other awards established for graduate students, having due regard for the wishes of the donor;
  - j) to arrange for action upon all applications or recommendations for fellowships, scholarships, assistantships, bursaries, prizes and other awards for graduate students;
  - k) to meet at least twice per academic year;
  - l) to post the agenda and the minutes of its meetings electronically.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new graduate programs;
- closure of existing graduate programs;
- substantial revisions of admission standards;
- substantial revisions to degree, diploma and certificate requirements and/or academic regulations.

**Revised: June 6, 2018**



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**ARTICLE XI: THE UNDERGRADUATE COUNCIL**

157. There shall be an Undergraduate Council with the following membership:

***Ex Officio***

Chancellor

President,

Provost,

Vice-Provost (Faculty),

Associate Deans (Academic) of the Faculties of Business, Engineering, Humanities, Science and Social Sciences (or their respective delegates);

Associate Dean of Health Sciences (Undergraduate Education),

Director of the Arts and Science Program

Director of the Centre for Continuing Education

University Registrar

Associate Vice-President (Students and Learning) and Dean of Students

University Librarian

Principal of McMaster Divinity College

***Members***

Six faculty members elected from the Professors, Associate Professors, and Assistant Professors, comprising one member from each Faculty offering undergraduate work;

The faculty member of the Senate appointed by McMaster Divinity College

Seven undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by the Senate on the recommendation of the Dean / Director.

Twelve members of the Council, excepting the Chancellor, the President and the Provost, shall constitute a quorum.

158. The Chair of the Undergraduate Council shall be the Vice-Provost (Faculty).
159. The Vice-Chair of the Undergraduate Council shall be elected annually by and from the members of the Undergraduate Council.
160. The Secretary of the Undergraduate Council shall be the Secretary of the Senate.
161. The faculty member elected from each Faculty offering undergraduate work shall be elected in accordance with the requirements of clause 15. These elections shall be conducted by the Secretary of the Senate.
162. The term of office of faculty members on the Undergraduate Council shall commence on the first day of July following their election, and shall be for three years, renewable once, subject to the proviso that



faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election.

163. The term of office for an undergraduate student member shall commence on the first day of July following the appointment of such member, and shall be for one year, renewable.
164. The powers and duties of the Undergraduate Council are:
- a) to make rules and regulations for governing its proceedings;
  - b) to initiate and regulate matters concerning undergraduate work of concern to the University as a whole, in accordance with such directives and priorities as have been established by the Senate;
  - c) to act upon recommendations concerning undergraduate work from the several Faculties, the Arts and Science Program, or from McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
  - d) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Undergraduate Council, an Associate Dean or Dean of a Faculty offering undergraduate work, the Director of the Arts and Science Program, or the Principal of McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
  - e) to report and to make recommendations to the Senate upon such matters as may be judged necessary by the Undergraduate Council or as required by the Senate;
  - f) to stipulate the conditions of award of all fellowships, scholarships, medals, prizes and other awards established for undergraduate students, and to make such awards;
  - g) to give direction to the Office of Student Financial Aid and Scholarships on policies and procedures respecting the acceptance of all fellowships, scholarships, medals, prizes and other awards for undergraduate students, and the administration thereof;
  - h) to meet at least once each academic term; and
  - i) to make publicly available the agenda and the minutes of its meetings.

The Undergraduate Council shall also have the power to establish committees as set forth in [Schedule E](#). Revisions to Schedule E shall be approved by Undergraduate Council and forwarded to Senate for information.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:



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- establishment of new programs;
  - closure of existing programs;
  - substantial revisions of admission standards;
  - substantial changes in degree, diploma and certificate requirements, and/or academic regulations.

**Revised: June 6, 2018**



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## ARTICLE XII: DUTIES OF OFFICERS OF THE SENATE

### THE CHANCELLOR

165. The Chancellor shall preside at Convocation, and in the absence of the Chancellor the Vice-Chancellor shall preside.

### THE VICE-CHANCELLOR

166. The Vice-Chancellor shall perform the duties of the Chancellor in the event that the Chancellor is prevented from discharging such duties owing to illness or any other cause.

### THE CHAIR OF THE SENATE

167. The Chair of the Senate shall ensure that at all times its meetings are conducted and its business transacted in a manner consonant with these by-laws.

### THE VICE-CHAIR OF THE SENATE

168. The Vice-Chair of the Senate shall perform the duties of the Chair of the Senate in the event that the Chair of the Senate is prevented from discharging such duties owing to illness or any other cause.

### THE SECRETARY OF THE SENATE

169. The duties of the Secretary of the Senate are to take charge of the academic records and papers of the University and to keep the same properly arranged for convenient reference in such place as is directed by the Senate, and until such direction, in such place as is appointed by the President; the Secretary shall keep regular entries in a form to be approved by the President, of the names of all persons who are candidates for degrees, diplomas, or certificates of standing; the Secretary of the Senate shall conduct all necessary correspondence under the supervision of the President and keep proper records thereof; and shall attend all meetings of the Senate; and keep regular minutes of the proceedings thereat. The Secretary or delegate shall attend all meetings of standing and special committees and boards of the Senate; and keep minutes of the proceedings thereat; and shall prepare all by-laws, resolutions, reports or other papers which the Senate directs, and all copies that are required of any such documents or papers; subject to the provisions of Article VII hereof, shall prepare and countersign all official documents; and shall generally discharge such other duties as are assigned by these by-laws or by the Senate or, when the Senate is not in session, by the President.



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### ARTICLE XIII: OATHS OF OFFICE OF OFFICERS OF THE SENATE

170. Before entering upon the duties of the office, the Chancellor shall accept the following charge, to be administered by the Chair of the Board, at a Convocation:

**“You are now to assume the function and office of Chancellor of this University, to which you have been duly appointed. You shall now swear to keep and preserve, well and faithfully, during your period of office, the statutes, liberties, customs, rights and privileges of the University, and to promote its well-being and that of its members so far as in you lies.”**

171. Before entering upon the duties of the office, the President and Vice-Chancellor shall accept the following charge, to be administered by the Chair of the Board, at a Convocation:

**“You are now formally to assume the functions and the office of President and Vice-Chancellor of this University, to which you have been duly appointed. You shall now swear to keep and preserve, well and faithfully, during your period of office, the statutes, liberties, customs, rights and privileges of the University, and to promote its well-being and that of its members so far as in you lies.”**

172. Before entering upon the duties of the office, the Secretary of the Senate shall swear and subscribe to the following oath, to be administered by the President:

**“I, A.B., do solemnly swear that I will to the best of my ability, faithfully discharge the duties of the Secretary of the Senate of McMaster University, according to law and to the by-laws of the Senate of the University, and the directions to be given to me under the authority thereof, and that I will not, directly or indirectly, publish or make known any of the proceedings, affairs or business of the University unless under the authority of the Senate or under compulsion of legal process.”**



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## ARTICLE XIV: CONFERRING OF TITLES

173. The Senate shall confer the title Professor Emeritus / Emerita on all retiring faculty members with tenured or permanent appointment and with the rank of Professor, and may confer such other honorific titles as the Senate may from time to time declare appropriate.

The Senate reserves the right to revoke any honorific title. The Senate may consider if the holder has brought the reputation of the University into disrepute or has acted in a manner inconsistent with the criteria for the title. Any Faculty-specific honorific title which Senate has approved for conferral by the Faculty Dean may also be revoked by the Dean for similar cause.

## ARTICLE XV: AMENDMENT OR SUSPENSION OF THE BY-LAWS

174. Any of the foregoing provisions respecting procedure may be suspended at any meeting of the Senate at which a quorum is present by the vote of two-thirds of the members present. A motion to this effect may be made at any time.
175. A proposal to amend these by-laws shall be considered by the Senate only at a regular meeting of the Senate, and only after notice of the proposed amendment has been given at a previous meeting of the Senate.



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### **ARTICLE XVI: MATTERS NOT PROVIDED FOR**

176. In regulating all matters not provided for in these by-laws, the practice and procedure shall be regulated by analogy thereto.

### **ARTICLE XVII: REPEAL OF FORMER BY-LAWS**

177. Any by-laws heretofore passed insofar as the same are inconsistent with the enactments herein contained, are repealed; but such repeal does not affect anything heretofore done or any right heretofore acquired under or in pursuance of, or revive any by-law repealed by, such by-laws.

### **ARTICLE XVIII: DECENNIAL REVIEW OF THE BY-LAWS**

178. The Senate shall make provision for decennial reviews of the by-laws, such reviews to be effected by the Senate Committee on By-laws, at the request of the Executive Committee, the next such review to be initiated no later than during the Session 2025-26.



## SCHEDULE A: COMPOSITION OF THE SENATE

### Ex Officio

The Chancellor  
 The President and Vice-Chancellor  
 The Provost and Vice-President (Academic)  
 The Vice-President (Administration)  
 The Vice-President (Health Sciences)  
 The Vice-President (Research)  
 The Vice-President (University Advancement)  
 The Dean of the Faculty of Business  
 The Dean of the Faculty of Engineering  
 The Dean of the Faculty of Health Sciences  
 The Dean of the Faculty of Humanities  
 The Dean of the Faculty of Science  
 The Dean of the Faculty of Social Sciences  
 The Vice-Provost and Dean of Graduate Studies  
 The Director of the Centre for Continuing Education<sup>2</sup>  
 The Principal of McMaster Divinity College  
 The Chair of the Undergraduate Council

Appointed by the Alumni Association of McMaster University from among the graduates:

Four members

Appointed by and from the Board of Governors:

Three members

Elected by and from the students in each Faculty:

12 members

Faculty of Business	one graduate student and one undergraduate student
Faculty of Humanities	one graduate student and one undergraduate student
Faculty of Social Sciences	one graduate student and one undergraduate student
Faculty of Engineering	one graduate student and one undergraduate student
Faculty of Science	one graduate student and one undergraduate student
Faculty of Health Sciences	one graduate student and one undergraduate student

Elected by and from the Teaching Staff of the University:

30 members

Faculty of Business	three members
Faculty of Humanities	six members



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Faculty of Engineering	three members
Faculty of Health Sciences	six members
Faculty of Science	six members
Faculty of Social Sciences	six members

Appointed by and from the Teaching Staff of the Divinity College:  
One member

Observers:

Executive Vice-Dean and Associate Vice-President (Academic), Faculty of Health Sciences  
Vice-Provost (International Affairs)  
Associate Vice-President (Equity and Inclusion)  
Associate Vice-President (Students and Learning) and Dean of Students  
Associate Vice-President (Research)  
Associate Vice-President (Institutional Research and Analysis)  
Associate Dean of Business (Academic)  
Associate Dean of Engineering (Academic)  
Associate Dean of Humanities (Academic)  
Vice-Dean, Undergraduate Education, Faculty of Health Sciences  
Vice-Dean, Faculty of Health Sciences, Executive Director, School of Nursing  
Vice-Dean, Faculty of Health Sciences, Executive Director, School of Rehabilitation Science  
Associate Dean of Science (Academic)  
Associate Dean of Social Sciences (Academic)  
Ombudsperson  
University Registrar  
University Librarian  
Director of the Arts and Science Program  
Assistant Vice-President, Communications & Public Affairs  
Senior Advisor to the President  
Manager of Faculty Appointments and Records, Provost Office  
Academic Co-Chair, Indigenous Education Council  
One student registered in the Arts and Science Program  
President or Designate, McMaster University Faculty Association  
President or Designate, McMaster Students Union  
President or Designate, Graduate Students Association  
President or Designate, McMaster Association of Part-Time Students

**Revised: May 17, 2017, December 12, 2018, June 5, 2019**



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## **SCHEDULE B: FACULTY ELECTIONS TO THE SENATE**

### **A. ELECTION PERIOD**

The annual election of faculty to the Senate shall be completed by March 31.

### **B. TERMS OF OFFICE**

Faculty members on the Senate assigned either a one-year or a two-year term shall not have these terms counted as one of their two consecutive terms.

### **C. NOMINATIONS**

- 1) As nominations are completed, the names of nominees shall be forwarded to the Secretary of the Senate, for inclusion on the ballot. Nomination papers shall bear the names of three seconders.
- 2) Nominees from Faculties each shall be required to sign a "Declaration of Willingness to Serve" and also provide a brief Statement of Interest for Senate membership, for circulation to the electorate.

### **D. BALLOTS**

- 1) In any given Faculty, all candidates for Senate elections shall be listed on the ballot in alphabetical order, showing rank. Instructions on the ballot shall indicate that votes are to be cast in accordance with the single transferable vote procedure and shall indicate any distributional limitations required by the particular Faculty.
- 2) A list of eligible candidates shall be posted on the University Secretariat election website as soon as possible after the close of nominations.
- 3) Eligible voters may cast their votes via the link to the voting portal provided by the University Secretariat, such votes to be cast no later than March 31, the precise dates to be determined by the Secretary of the Senate.

### **E. COUNTING OF BALLOTS**

- 1) The counting of ballots shall take place in the office of the Secretary of the Senate.
- 2) Two scrutineers shall be appointed by and from the Senate at the meeting of the Senate in February of each year, to be present during the counting of ballots.

### **F. ELECTION RESULTS**



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Successful candidates shall be notified by electronically, by the Secretary of the Senate, and the names of successful candidates shall be posted on the University Secretariat election website.



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## SCHEDULE C: STUDENT ELECTIONS TO THE SENATE

### A. ELECTION PERIOD

- 1) Senate elections for undergraduate students and graduate students shall be held annually in the following periods:

January 15 - March 31: primary election period

September 15 - October 31: secondary election period.

### B. NOMINATIONS

- 1) Nomination forms shall be available on the University Secretariat election website and in the Office of the University Secretariat during normal business hours (i.e., from 9 a.m. to 4:30 p.m.) during the nomination period.
- 2) Nomination forms shall bear the signature of the nominee, supported by the names of three seconders, registered in the same Faculty as the nominee or, in the case of students in joint / collaborative or interdisciplinary graduate programs, in the same Faculty or program in which the nominee is running for election.
- 3) Nominees each shall be required, on the nomination form, to sign a "*Declaration of Willingness to Serve*." Nominees shall also provide a brief statement of their skills and interests for Senate membership, for publication on the University Secretariat election website.
- 4) Nomination forms shall be delivered to the Office of the Secretary of the Senate by the end of the first week in February (October)\* annually.

### C. BALLOTS

- 1) A list of eligible candidates shall be posted on the University Secretariat election website as soon as possible after the close of nominations—at least 10 days prior to the election day(s).
- 2) Eligible voters may cast their votes via the link to the voting portal provided by the University Secretariat, such votes to be cast no later than March 31 (October 31)\*, the precise dates to be determined by the Secretary of the Senate.



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#### **D. COUNTING OF BALLOTS**

- 1) The counting of ballots shall take place in the University Secretariat on a date to be specified (see C.2).
- 2) Each candidate may appoint an individual to act as his or her scrutineer. Candidates must notify the Secretary of the Senate of their scrutineers at least 24 hours prior to the beginning of voting day(s). A candidate may not be a scrutineer.

#### **E. ELECTION RESULTS**

Successful candidates shall be notified electronically, by the Secretary of the Senate, and the names of successful candidates shall be posted on the University Secretariat election website.

\* The dates in parentheses refer to the secondary election period.



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## SCHEDULE D: PROCEDURES FOR OPEN MEETINGS OF SENATE

### I LOCATION OF MEETINGS

Meetings of the Senate of McMaster University are normally held in the Council Room, Gilmour Hall.

### II ARRANGEMENTS FOR MEETINGS

Seating accommodation in the Council Room is arranged to provide a spectators' gallery. The total seating capacity in accordance with the Fire Marshall's regulations is 183 seats. Eighty-one seats are reserved for members of the Senate and observers. The remainder of the seats constitute the spectators' gallery.

### III ADMISSION TO THE COUNCIL ROOM

Admission to the spectators' gallery is on a first-come, first-served basis.

All unofficial recording devices (photographic or electronic) are excluded from any room in which the Senate may be holding a meeting.

### IV NOTICE OF MEETING

The Senate normally meets regularly on the second Wednesday of every month during the academic year, with the exception of the months of May and June when meetings may be scheduled otherwise to approve graduand results. A list of regular Senate meeting dates will be published on the website of the University Secretariat. When it becomes necessary to hold special meetings that fall between the dates of the regular meetings, these dates will be published in a similar fashion.

### V AGENDA

The agenda for Senate meetings is drawn up in conformity with the By-laws of the Senate by the Chair and Secretary of the Senate. The agenda employs the consent agenda format, whereby the Secretary indicates action and information items that are routine and/or non-controversial. In so doing, the Secretary may consult with the Chair and the relevant committee chair. Before taking the vote, the Chair allows time for any member to indicate that they wish to have an item removed from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then voted upon *en bloc* without discussion. The agenda is drawn up in considerable detail in order that it have meaning for persons in the spectators' gallery. The By-laws provide for certain matters to be dealt with by the Senate in Closed Session.

The agenda which accompanies the notice of meeting will be circulated one week in advance of each Senate meeting, and will be posted on the website of the University Secretariat. Additional items of business may be added only with consent of the Senate in conformity with the By-laws.



## **VI AVAILABILITY OF MINUTES AND SENATE DOCUMENTS**

Full Senate minutes are distributed only to Senators and Observers. When approved, the minutes of the Open Session are posted, without the appendices, on the University Secretariat website.

## **VII RULES OF PROCEDURE**

Rules of procedure are outlined in Article VII of the Senate By-laws, which are available on the University Secretariat website.

## **VIII BRIEFS**

Any member of the University Community may request an appearance before the Senate for the presentation of a brief. The request will be considered by Senate, if the request and brief are submitted to the Secretary of the Senate at least four working days before the date set for a Senate meeting.



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## SCHEDULE E: UNDERGRADUATE COUNCIL COMMITTEES

1. The committees of Undergraduate Council shall include, but shall not be limited to:

- a) the Executive Committee;
- b) the Awards Committee;
- c) the Curriculum and Admissions Committee;
- d) the Certificates and Diplomas Committee;
- e) the Quality Assurance Committee, and
- f) *ad hoc* committees and task forces as required.

Except for the Executive Committee, each committee should be chaired by an elected faculty representative, an Associate Dean, or a knowledgeable faculty member of the University. These appointments shall be made by the Executive Committee. Each committee will consist of at least five members, including the Chair of Undergraduate Council. A majority of the Committee members shall be members of Undergraduate Council.

2.

- a) The Executive Committee shall consist of the Chairs of the Standing Committees of Undergraduate Council, the Chair of Undergraduate Council and the Vice-Chair of Undergraduate Council.
- b) The Chair of the Committee shall be the Chair of Undergraduate Council.
- c) The Committee shall act for Undergraduate Council between Council meetings on matters pertaining to Undergraduate Council. Such actions shall be reported for ratification at the next regular meeting of Undergraduate Council.
- d) The Committee shall nominate members to the committees of Council and, where otherwise not expressly identified, shall nominate the Chairs thereof. The Committee may invite two committee membership people whose expertise is sought, but who are not members of Undergraduate Council.

3. The Awards Committee shall be responsible for reporting to Undergraduate Council all scholarships and academic awards winners and adjudicating recommendations for scholarship and academic award winners as necessary. The Committee shall act as the guardian of standards and non-discriminatory fairness in award descriptions and nominations, develop and enforce policy regarding academic awards and adjudicate petitions regarding variances in the terms of awards.



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4. The Curriculum and Admissions Committee shall co-ordinate the curriculum changes from all Faculties with a view to fairness to students, avoidance of conflicts, and equity among Faculties. It shall also ensure that any new admissions policies or the revision of existing policies are consistent with general University guidelines. Dialogue with Institutions that seek unique University admission arrangements for their own students shall also be handled by the Curriculum and Admissions Committee.
  5. The Certificates and Diplomas Committee shall scrutinize proposals for new certificate and diploma programs and ensure their conformity with the Senate Policy on Diplomas and Certificates.
  6. The Quality Assurance Committee is a joint committee of Undergraduate Council and Graduate Council, and shall assess cyclical program reviews and submit a report to Undergraduate Council or Graduate Council, as applicable, as set out in the Policy on Academic Program Development and Review.

**Revised: May 17, 2017**



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**SCHEDULE F: PROVISIONS THAT APPLY ONLY TO THE RECORDS OF MEETINGS OF  
SENATE COMMITTEES AND BOARDS THAT TOOK PLACE PRIOR TO FEBRUARY 16,  
1996**

The provisions set out below shall apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996. For meetings that took place on or after February 16, 1996, the provisions of clause 94(a) and (b) shall apply.

- a) Each standing committee shall fix the times and places of its meetings, which shall be in camera except as provided for in clause 129, 141, and 149(d), (h) and (l). Each committee shall report at least once a year to the Senate.
- b) The record of the proceedings of each standing committee shall be available to members, consultants and specifically invited guests of the standing committee, and to members and observers of the Senate subject to the following provisos:

Senators and observers shall have access to the minutes and records of Senate's standing committees, except for those matters

- (i) in which Senate has delegated power of decision; or
- (ii) that involve confidential material about individuals.

Upon receipt of a written request from a Senator or observer, an ad hoc Committee, consisting of the Chair of the Senate, the Chair of the standing committee in question, and the Secretary of the Senate, shall determine

- a) whether the material requested falls under category (i) or (ii) above; and, if not,
- b) in what form the material shall be made available.

This section shall not apply by analogy to subordinate bodies of the Senate.



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## REGULATIONS GOVERNING STUDENT ELECTIONS TO SENATE

All candidates are responsible for the conduct of their campaigns, including the actions of others who are campaigning for them. It is the responsibility of all candidates to follow the campaign rules.

### Campaign Period

1. Campaigning may start after the candidate has been contacted by the University Secretariat with confirmation that their nomination has been approved.
2. All **in-person** campaigning must end **at 11:59 p.m. the night prior** to the start of the first day of voting. Candidates may, however, continue to campaign using social media platforms on election day(s).

### Conduct

3. All campaign activities are subject to the *Code of Student Rights and Responsibilities*, University regulations, policies and by-laws, and relevant legislation .
4. Any campaigning that is slanderous or libellous is prohibited.

### Social Media

5. Any use of social media must be in good taste and adhere to all codes of conduct (see #3 and #4 above).
6. Spamming of public forums and/or University e-mail distribution lists is prohibited.
7. **Social media** campaigning may continue on election day(s). Please see #2 above regarding in-person campaigning.

### Posters

8. Candidates shall not remove, move, cover, deface, or otherwise tamper with their opponents' campaign posters.
9. Candidates are responsible for ensuring that their posters are displayed according to each building's poster and advertising policies.
  - a) MSU Operating Policy – Promotions & Advertising
  - b) McMaster University Student Centre
  - c) Other campus buildings, such as the McMaster residences, have their own policies that must be followed.

### Voting

10. Candidates **may not** approach voters requesting them to cast votes in their favour on election day(s).



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11. Candidates **may not** provide computers or other devices to the voters for the purposes of voting.

Scrutineers

12. Candidates must notify the Secretary of the Senate of their scrutineers at least 24 hours prior to the beginning of the first voting days. A candidate may not be a scrutineer.
13. Campaign expenses will be **limited to \$50.00** for each candidate, in order that those students with limited finances are not placed at a disadvantage during the election campaign.
14. The Secretary of the Senate is authorized to reimburse each candidate for campaign expenses up to the amount of \$50.00, upon submission of receipts for expenses by the candidate.

Infractions

15. The Secretary of the Senate reserves the right to disqualify any candidate for infraction of the regulations. They shall also:
- a) receive and investigate allegations of infractions (up to 14 days after the elections);
  - b) hear appeals for a re-count, evaluate them, and arrange for a re-count if judged necessary (up to 14 days after the election);
  - c) have the authority to levy fines, up to the amount claimed for campaign expenses, for infractions of campaign rules; and
  - d) have the authority to declare an election invalid.
16. The Secretary of the Senate shall report to Senate on the student elections to Senate at the first regular meeting of Senate after the elections have been completed.

**Revised: May 17, 2017**



## OMBUDS OFFICE

### TERMS OF REFERENCE

McMaster University is committed to the just, fair and equitable treatment of each and every member of the University community. In keeping with this commitment, the University joined with the McMaster Student Union (MSU) in 1998 to support the development of a jointly funded Ombuds Office.

#### 1. MANDATE

The mandate of the Ombuds Office (hereinafter referred to as “the Office”) is twofold in nature. First, the Office is to provide an independent, impartial and confidential process through which ~~members of the University community~~~~McMaster students~~ members of the University may pursue the just, fair and equitable resolution of any university-related ~~concern~~matters involving or relating to students. Secondly, the Office is to make recommendations, where appropriate, for changes in MSU and University student-related policies and procedures and to promote discussion on student-related matters of institution-wide concerns.

#### 2. PRINCIPLES

Ombuds Offices are founded on a number of general principles including independence, impartiality, confidentiality, informality, the ability to investigate, and accessibility. These principles are reflected in the structure and operation of the Office.

#### 3. STRUCTURE

3.1 The Office is jointly funded and supported by both the University and the MSU.

3.2 The Ombudsperson reports directly to the President of the University and the President of the MSU ~~and; and interacts with the University Secretary for administrative management and support purposes (day to day operations) andbut~~ is otherwise independent of all existing administrative structures.

3.3 ~~The Ombudsperson is supported by an Advisory Committee with the purpose of advising on and assisting+ in fulfilling the mandate of the Office<sup>1</sup> in; the day to day operation of the Office.~~

~~A Management Committee composed of the Associate Vice President (Student Affairs) and the VP Education of the MSU shall assist the Ombudsperson in the day to day operation of the Office.~~

3.4 The Ombudsperson interacts with the University Secretary and the MSU ~~Office~~ for administrative support purposes (day-to-day operations).

#### 4. CONFIDENTIALITY

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<sup>1</sup> See Advisory Committee Terms of Reference below.



4.1 ~~The Ombudsperson<sup>2</sup> shall meet with persons or groups on a confidential basis and shall not intervene without their written or e-mail consent. The provision of proof of consent is not a precondition of the Ombudspersons' inquiries or investigations. The Ombudsperson shall meet with persons or groups on a confidential basis and shall not intervene without their express written, or e-mail, consent.~~

4.2 Notwithstanding the foregoing, the Ombudsperson is not required to maintain confidentiality in cases involving the commission of a serious crime or where there is an imminent risk of physical harm or abuse.

4.3 The Ombudsperson shall ensure the confidentiality of all records maintained in the Ombuds Office and shall develop a suitable record retention policy.

4.4 The Ombudsperson shall not be required to give evidence before a University tribunal about anything that ~~he/she/they~~ may have learned in the exercise of ~~their/his/her~~ duty. The University will endeavour to protect the Ombudsperson from subpoena by others, both inside and outside the University.

## 5. JURISDICTION

5.1 Who may bring concerns to the Office:

The Ombuds Office may receive any ~~student~~University-related inquiry or concern regarding the University and/or a student association (MSU, GSA, MAPS) -from any McMaster student, staff or faculty member. ~~McMaster student member of the~~

~~\*The word "Ombudsperson" as used in these Terms of Reference, is intended to cover not only the Ombudsperson, but also other staff who may be authorized from time to time to carry out certain functions of the Office. University communitycommunity, including all faculty, staff and students. From time to time, there may be students in collaborative programmes who are specifically excluded from using the services of the Ombudsperson. At the Ombudsperson's discretionOmbudsperson's discretion, concerns may also be received from -from former students and previously employed staff and faculty in respect of matters arising out of their former student status -or University employmen and t. Concerns may also be received, at the discretion of the Ombudsperson, from University applicants whether accepted or not at the time of the initial contact.~~

McMaster faculty or staff may bring student-related issues to the Ombuds Office

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If approached by McMaster faculty or staff on non-student related issues, the Ombudsperson will make those individuals aware of resources available to them e.g., employee groupsunions or associations such as MUFA, Confidential Disclosure policy, etc.

5.2 Protection from Reprisals

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<sup>2</sup>The word "Ombudsperson" as used in these Terms of Reference, is intended to cover not only the Ombudsperson, but also other staff who may be authorized from time to time to carry out certain functions of the Office.



~~Any member of the University community~~ Members of the university community Students have the right to seek the assistance of the Ombuds Office in relation to student matters without reprisal or threat of reprisal from any other University member or Office. Any individual or body found to make such reprisals or threats will be subject to disciplinary action.

### 5.3 Initiate Investigations

The Ombudsperson may initiate inquiries or investigations on his/her/their own initiative as provided in Section 6.4.

### 5.4 Collective Agreements

The Ombudsperson shall not intervene in any matter covered by a collective agreement~~agreement~~, unless all parties consent to the Ombudsperson's informal involvement.

### 5.5 Legal Matters

The Ombudsperson shall not intervene if a matter is currently pending in a legal forum. In the event that both parties have retained a solicitor, the Ombudsperson may only intervene if both parties and their solicitors' consent. The Ombudsperson may always provide information pertaining to University policies and procedures.

### 5.6 Refusal to Intervene

The Ombudsperson may refuse to intervene or may withdraw from a case where:

- (a) the concerns are deemed to be unjustified;
- (b) the request for intervention is made in bad faith or is otherwise considered by the Ombudsperson to be frivolous or vexatious in nature;
- (c) the Ombudsperson deems that his/her/their intervention is not necessary having regard to the circumstances and /or;
- (d) the person or group has recourse to another individual, group, or University authority likely to correct the situation within a reasonable time and the Ombudsperson deems it advisable to exhaust this avenue before involving the Ombuds Office.

The Ombudsperson shall explain to all the relevant parties ~~parties~~ the reasons for the Ombudsperson's refusal to intervene or decision to withdraw from a case. <sup>3</sup>

## 6. FUNCTIONS

The Ombudsperson performs a variety of functions including: providing information, referring inquiries to the appropriate individuals or Offices, offering advice, intervening to facilitate a resolution, making inquiries, investigating concerns, recommending fair resolutions to individual cases and publishing reports on University wide issues.

### 6.1 Information and Referral

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<sup>3</sup> The Ombudsperson is not required to provide reasons to parties outside of the University community.



The Ombudsperson shall act as a source of general information and referral ~~for students, staff and faculty~~ on matters pertaining to University policies, procedures and resources affecting students.

## 6.2 Advice

The Ombudsperson shall provide advice to students, ~~staff and faculty~~, staff and faculty to help resolve student-related concerns and to assist individuals in generating and evaluating options and determining an appropriate course of action. The Ombudsperson shall encourage individuals, where appropriate, to approach the other party or Office in a dispute directly and to act on their own behalf in resolving concerns.

## 6.3 Intervention

In cases where the Ombudsperson deems it is appropriate and with the consent of one of the individual(s) involved, the Ombudsperson may intervene to attempt the resolution of a concern. Normally the Ombudsperson will intervene following the completion of informal procedures and prior to the commencement of more formal procedures. Once a formal procedure has been commenced the Ombudsperson shall not intervene except in cases of serious procedural irregularities. This will not prohibit the Ombudsperson from continuing to offer advice and assistance to the party (ies) without becoming directly involved in the process. The method of intervention remains at the discretion of the Ombudsperson. Any intervention shall be directed at obtaining a resolution in a timely and efficient manner, at the lowest level possible within the organization.

## 6.4 Inquiries and Investigations

The Ombudsperson may, at their~~her/his~~ discretion, and with the consent of one of the individual(s) involved, or on his/her/their own initiative, conduct an informal inquiry or a more formal investigation concerning matters that ~~s/he/they~~ feels warrants such treatment.

After concluding the inquiry or investigation, the Ombudsperson shall evaluate the merits of the concern and notify the parties of her/his/their findings. When the Ombudsperson concludes that a concern is not substantiated, ~~s/he/they~~ shall explain her/his/their findings will be explained to the individuals involved. Otherwise, the findings may form the basis of a case specific recommendation and/or a recommendation involving policy and/or procedures, as outlined below.

## 6.5 Case specific recommendations

The Ombudsperson may bring such findings to the attention of ~~those~~ in authority and may make recommendations with a view to remedying an individual situation. The Ombudsperson shall inform the relevant authority of the scope of his/her/their inquiry or investigation and the authority may, in the case of an informal inquiry, request that the Ombudsperson conducts a more formal investigation and report back ~~as to her/his/their~~ findings. To the extent that the recommendation(s) are not acted upon, the Ombudsperson may seek relief from a higher authority or, as a final resort, bring the matter to the general attention of the University community.

## 6.6 Recommendations involving policy and procedures

The Ombudsperson may bring to the attention of those in authority any policies, rules or procedures that appear unclear, inequitable or unfair. The Ombudsperson may suggest changes to existing policies, rules or procedures or offer advice on the development of new policies, rules or procedures.

## 6.7 Publishing Reports

The Ombudsperson shall publish an Annual Report containing; statistical information on the number and type of cases handled by the Office, highlights of any general trends identified in the caseload, and recommendations, as necessary. The report shall be provided, for information purposes, to the Senate and the Student Representative



Assembly and shall be widely distributed within the University community. The Senate Executive and the MSU Board of Directors shall ensure that the appropriate administrators consider and respond to the recommendations contained in the report.

#### 6.8 Ombudsperson to have access to information to fulfill functions

In order to fulfill the functions of the Office, the Ombudsperson shall have broad access to all members of the University community and all University and MSU files, records, reports and information, as reasonably required, and in accordance with any applicable laws and the University's "[Guidelines](#) ~~Guidelines~~ on Access to Information and Protection of Privacy" and applicable MSU policies.

#### 6.9 Prohibited Functions

Although the Ombudsperson is authorized to function in the widest possible context and with minimum of constraints, the Ombudsperson shall not:

- (a) act as an advocate of any party during the investigation of a concern although after hearing from all parties the Ombudsperson may act as an advocate for the fair and just resolution of a case;
- (b) have a judicial function, that is, will not make binding decisions in any cases, although the Ombudsperson may, where appropriate make recommendations;
- (c) make, change or set aside University policies and procedures although recommendations may be made for their improvement;
- (d) be a voting member of any committee, hiring board or council of the University or the MSU or any other body on campus although the Ombudsperson may act as a consultant;
- (e) accept notice on behalf of any party, including the University.

#### 7. OTHER RELATED DOCUMENTS

The Procedural Guidelines ~~and Terms of Employment for the Office~~ are available on request.

#### 8. REVIEW

8.1 These Terms of Reference shall be reviewed periodically by the Ombudsperson and the Advisory Committee. Any proposed revisions shall be forwarded to the Senate, the Board of Governors, and the Student Representative Assembly.

~~These Terms of Reference shall be reviewed periodically by the Ombudsperson and the Management Committee. Any proposed revisions shall be forwarded to the Senate and the Student Representative Assembly.~~



## **PROCEDURAL GUIDELINES FOR THE OMBUDS OFFICE**

### **1. Accessibility**

The Ombudsperson shall make every effort to ensure that the Office is accessible to ~~the entire University~~ students community and shall undertake, whenever possible, to inform the student community of the existence of the Office and its function.

The Ombuds Office shall have flexible Office hours to ensure that the services of the Ombudsperson are available to the entire University community.

### **2. Case management**

The Office shall normally function on a first come, first served basis. However, cases that are particularly time sensitive or critical in nature may assume priority at the Ombudsperson's discretion. All cases shall be processed as expeditiously as possible.

In the event that a period of one month should elapse, during which the Ombudsperson is unable to contact a visitor to the Office, the Ombudsperson may consider the case to be withdrawn.

### **3. Forms of Intervention**

The method of intervention remains at the discretion of the Ombudsperson but may include:

- (a) requesting that a University official meet with a member of the University community; meeting directly with the other party(ies);
- (b) facilitating communication between the parties;
- (c) reviewing any relevant University record;
- (d) making informal inquiries into a matter;
- (e) utilizing a form of shuttle diplomacy;
- (f) facilitating a meeting between the parties;
- (g) mediating a dispute;
- (h) formally investigating a claim and;
- (i) offering recommendations for a fair resolution

### **34. Records**

The Ombudsperson shall maintain suitable files for records of complaints, findings and recommendations. It is the responsibility of the Ombudsperson to ensure that these records are kept secure; with access restrictions in place for both paper and digital files. These files shall be accessible only to the Ombudsperson and members of the staff of the Ombuds Office. ~~Materials received from visitors to the Office shall be deemed to be the property of the Ombuds Office. The Ombuds Office shall be deemed the custodian for its own records materials received from visitors, and will be responsible for the retention, storage and disposition of the files.~~

### **45. Retention of Records**



Each file ~~and record~~ will be maintained for a period of seven years ~~and one day~~ from the date on which the ~~Ombudsperson deems the case to be completed~~ file was active. ~~Once files have met the retention requirement, they At the end of this period the file or record~~ shall be securely destroyed. However, no destruction of the file or record will take place if the Ombudsperson is aware of any proceeding arising from the case that is still pending before a University tribunal, any outside tribunal, ~~or the Courts,~~ or Access to information Request under FIPPA.

#### 56. The Advisory Committee: Terms of Reference

The Committee shall meet several times a year in order to provide advice and assistance in fulfilling the mandate of the Office, ~~the Ombuds in the day to day operation of the Office~~ including the following:

- (a) provide advice and guidance to the Ombuds on issues related to the mandate;
- (b) act as a sounding board for the Ombuds;
- (c) review and provide feedback to the Ombuds on the annual report and assist the Ombuds in distributing it widely within the McMaster community;
- (d) make recommendations to the Ombuds on how best to promote and enhance the visibility ~~of the Office;~~
- (e) review the financial and resource requirements of the Office to ensure the Ombuds has adequate support to fulfil their mandate and make recommendations to the MSU President and the President of the University as appropriate;
- (f) recommend to the MSU President and McMaster President, a hiring committee for the Ombuds position when needed, and, if necessary, a temporary Ombuds should the position become vacant;
- (g) in consultation with the Ombuds and the President of the MSU and the President of the University, organize and oversee regular reviews ~~normally every two to five years,~~ of the Office, normally every two to five years, and make recommendations as appropriate;
- (h) investigate complaints made ~~against about~~ the Ombudsperson and make recommendations as appropriate;
- (i) assist the Ombuds in maintaining the independence and impartiality of the ~~O~~office, as well as in accessing ~~r~~ with access to relevant individuals and information as necessary to fulfill the mandate.

The Committee shall do the above without becoming involved in the substance of cases and subject to the confidentiality rules governing the Office.

The Advisory Committee shall be composed of eight (8) voting members:

- (a) McMaster President (or delegate) ~~Delegated to the University Secretary~~ (co-Chair)
- (b) MSU President (or delegate) (co-Chair)
- (c) Three (3) members from the MSU (SRA or non-SRA)
  - a. To be appointed by the MSU President or delegate and approved at SRA.
  - b. At least one member will be a current member of SRA.
- (d) 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~~ Faculty Senator.
- (e) When possible, membership of the committee will be for two years. If the position becomes vacant within two years of a member joining the committee, a new member may be appointed to fill the position.
- (f) Membership on the committee is renewable after two years.

The Ombudsperson shall be a non-voting member of the committee and may be accompanied, at their discretion, by an Ombuds staff member.

#### Procedures

- (a) All meetings shall be held in closed session.



- (b) One member of the Advisory Committee shall be the notetaker for all meetings. If that member is absent for a meeting, the co-Chairs may designate another individual to take notes.
- (c) Agenda items and any accompanying documents are to be submitted to at least one (1) co-Chair a minimum of five (5) days in advance of meetings.
- (d) Quorum shall be four (4) voting members, including both co-Chairs, one (1) representative from the University and one (1) representative from the MSU.
- (e) Any member of the Advisory Committee who has a conflict of interest with regard to any matter on the agenda must refrain from comment and vote on that matter.
- (f) In the case of a tie, a motion before the committee shall fail.
- (g) The Advisory Committee shall periodically review its own terms of reference and that of the Ombudsperson. This will be done after the first year of operation and on an as needed basis from that point forward. Any changes to the terms of reference for the operations of the Committee or the Office of the Ombudsperson will require:
  - a. Notice of recommended changes to be provided at least two weeks in advance of a meeting called for the purpose of reviewing the terms of reference.
  - b. Two thirds (2/3) majority of the sitting members of the committee. Six (6) votes, as there are eight (8) voting members of the committee, must be in favour in order for changes to be made to the terms of reference.
  - c. Any changes to the terms of reference of the Ombuds Office, including the Advisory committee shall be subject to approval of the SRA, Senate, and Board of Governors.

#### 5. The Management Committee

The Ombudsperson shall meet three times a year, or more often if appropriate, with a Management Committee composed of the Associate Vice President (Student Affairs) and VP Education of the MSU. This Committee shall provide guidance, advice and direction to the Ombudsperson on the performance of his/her duties. The Committee shall do so, without becoming involved in the substance of cases and

subject to the confidentiality rules governing the Office. In addition the Committee shall advise and assist the Ombudsperson in the day to day operation of the Ombuds Office including the following:

- (a) helping to establish an annual operating, and when necessary, a capital budget for the Office which will contain provisions for salary and benefits, office expenses, promotion, professional development and access to legal counsel;
- (b) making recommendations on administrative matters, including how to increase the visibility of the Office and improve its effectiveness;
- (c) assisting the Ombudsperson in maintaining the independence and impartiality of the Office;
- (d) organizing a review of the Office as may be directed from time to time;
- (e) reviewing and commenting on the Annual Report and ensuring its' wide distribution;
- (f) establishing procedures for hiring staff for the Office, if required, and managing any employment related issues;
- (g) acting as a resource for the Office;
- (h) planning for the future of the Office.

The Management Committee shall also be responsible for recommending a temporary Ombudsperson to the President of the University and the President of the MSU in the event that the Ombudsperson is unable to perform the duties of the Office.



#### ~~TERMS OF EMPLOYMENT OF THE OMBUDSPERSON~~

##### ~~1. Nature of Appointment~~

~~The Ombudsperson is a McMaster University Professional Management Group (TMG) position jointly appointed and funded by the McMaster Student Union and the University and reporting to the President of the University and the President of the MSU. The Ombudsperson shall be subject to all the usual rights and responsibilities of a University employee in a Professional Management TMG position. The Ombudsperson shall have official observer status at University Senate and should have the right to speak before the Student Representative Assembly (SRA).~~

##### ~~2. Appointment~~



The Ombudsperson shall be appointed jointly by the President of the University and the President of the MSU on the recommendation of a ~~selection committee~~committee. The ~~selection committee~~ shall be representative of the University community and shall include students, staff and faculty.

### 3. No Other Employment

The Ombudsperson shall devote full time attention to the Office and shall not hold or maintain any other Offices or engage in any other occupation that would interfere with the performance of the duties of the Office.

### 4. Term

There shall be a probationary period for new appointees of one year. Upon successful completion of the probationary period, the Ombudsperson shall serve for subsequent terms of between two and five years, as determined jointly by the President of the University and the President of the MSU. The Ombudsperson shall be advised, three months prior to the end of any term, whether the term will be renewed for a further period. The Ombudsperson shall notify the parties within one week of such notification of his/her~~their~~ intentions, to ensure that there is sufficient time for a replacement to be sought, if required.

### 6. Performance Reviews

The Ombudsperson shall be subject to personal performance reviews by the President of the University and the President of the MSU on a regular basis. The President of the University and the President of the Student Union may delegate this responsibility to the Management ~~Advisory~~ Committee, as they see fit. Prior to determining whether to renew the Ombudsperson's term, there will be consultation with the University community. The functioning of the Ombuds Office shall also be subject to periodic review as determined by the President of the University and the President of the MSU.

### 7. Complaints

~~If a member of the McMaster community believes that the Ombudsperson has committed a procedural or substantive violation of these Terms of Reference they may submit a written complaint, detailing the alleged violation, to either co chair of the advisory committee. The complainant must be a party to the matter in question and no complaint shall be considered while a case is on going. The co chairs of the advisory committee (or if they are personally involved, another member of the committee) may personally investigate the matter or may jointly select one or more members of the committee to investigate the matter, and report back to them as to their findings. The Ombuds shall be provided a fair opportunity to answer any allegations. Following the investigation, the co chairs shall, acting jointly, take whatever action they deem appropriate including requesting further investigation, dismissing the complaint if it has been successfully answered, or taking appropriate discipline action, up to and including dismissal for cause.~~

If a member of the McMaster community believes that the Ombudsperson has committed a procedural or substantive violation of these Terms of Reference s/he may submit a written complaint, detailing the alleged violation, to the President of the University and the President of the MSU. The complainant must be a party to the matter in question and no complaint shall be considered while a case is ongoing. The President of the University and the President of the MSU (or if they are personally involved, the Provost and the Speaker of the Student Representative Assembly) may personally investigate the matter or may jointly select one or more members of the University community to investigate the matter, and report back to them as to his/her/ their findings. The Ombudsperson shall be provided a fair opportunity to answer any allegations. Following the investigation, the President of the University and the President of the MSU

shall, acting jointly, take whatever action they deem appropriate including requesting further investigation, dismissing the complaint if it has been successfully answered, or taking appropriate discipline action, up to and including dismissal for cause.



#### ~~8. Conflict of Interest~~

~~In the event of an actual or perceived conflict of interest, the Ombudsperson shall inform the parties concerned and shall ensure that the parties are aware of other possible methods of resolving the conflict. In appropriate cases, another member of the University community may be requested to assume the role of Ombudsperson, for the purposes of this individual case and shall, in such role, be governed by The Terms of Reference for the Office.~~

#### ~~9. Termination~~

~~During the term of the Ombuds appointment (excluding any probationary period) the Ombudsperson may only be dismissed for just cause including, but not limited to, breach or neglect of duties. The President of the University and the President of the MSU may determine if just cause exists for dismissing the Ombudsperson prior to his/her completion of the term.~~



## **OMBUDS OFFICE**

### **TERMS OF REFERENCE**

McMaster University is committed to the just, fair and equitable treatment of each and every member of the University community. In keeping with this commitment, the University joined with the McMaster Student Union (MSU) in 1998 to support the development of a jointly funded Ombuds Office.

#### **1. MANDATE**

The mandate of the Ombuds Office (hereinafter referred to as “the Office”) is twofold in nature. First, the Office is to provide an independent, impartial and confidential process through which members of the University may pursue the just, fair and equitable resolution of any university-related matter involving or relating to students. Secondly, the Office is to make recommendations, where appropriate, for changes in MSU and University student-related policies and procedures and to promote discussion on student-related matters of institution-wide concerns.

#### **2. PRINCIPLES**

Ombuds Offices are founded on a number of general principles including independence, impartiality, confidentiality, informality, the ability to investigate, and accessibility. These principles are reflected in the structure and operation of the Office.

#### **3. STRUCTURE**

3.1 The Office is jointly funded and supported by both the University and the MSU.

3.2 The Ombudsperson reports directly to the President of the University and the President of the MSU and is otherwise independent of all existing administrative structures.

3.3 The Ombudsperson is supported by an Advisory Committee with the purpose of advising on and assisting in fulfilling the mandate of the Office<sup>1</sup>.

3.4 The Ombudsperson interacts with the University Secretary and the MSU for administrative support purposes (day-to-day operations).

#### **4. CONFIDENTIALITY**

4.1 The Ombudsperson<sup>2</sup> shall meet with persons or groups on a confidential basis and shall not intervene without their written or e-mail consent. The provision of proof of consent is not a precondition of the Ombudspersons’ inquiries or investigations.

4.2 Notwithstanding the foregoing, the Ombudsperson is not required to maintain confidentiality in cases involving the commission of a serious crime or where there is an imminent risk of physical harm or abuse.

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<sup>1</sup> See Advisory Committee Terms of Reference below.

<sup>2</sup>The word “Ombudsperson” as used in these Terms of Reference, is intended to cover not only the Ombudsperson, but also other staff who may be authorized from time to time to carry out certain functions of the Office.



4.3 The Ombudsperson shall ensure the confidentiality of all records maintained in the Ombuds Office and shall develop a suitable record retention policy.

4.4 The Ombudsperson shall not be required to give evidence before a University tribunal about anything that they may have learned in the exercise of their duty. The University will endeavour to protect the Ombudsperson from subpoena by others both inside and outside the University.

## **5. JURISDICTION**

### **5.1 Who may bring concerns to the Office:**

The Ombuds Office may receive any student-related inquiry or concern regarding the University and/or a student association (MSU, GSA, MAPS) from any McMaster student, staff or faculty member. At the Ombudsperson's discretion, concerns may also be received from former students in respect of matters arising out of their former student status and from University applicants whether accepted or not at the time of the initial contact.

McMaster faculty or staff may bring student-related issues to the Ombuds Office

### **5.2 Protection from Reprisals**

Members of the university community have the right to seek the assistance of the Ombuds Office in relation to student matters without reprisal or threat of reprisal from any other University member or Office. Any individual or body found to make such reprisals or threats will be subject to disciplinary action.

### **5.3 Initiate Investigations**

The Ombudsperson may initiate inquiries or investigations on their own initiative as provided in Section 6.4.

### **5.4 Collective Agreements**

The Ombudsperson shall not intervene in any matter covered by a collective agreement, unless all parties consent to the Ombudsperson's informal involvement.

### **5.5 Legal Matters**

The Ombudsperson shall not intervene if a matter is currently pending in a legal forum. In the event that both parties have retained a solicitor, the Ombudsperson may only intervene if both parties and their solicitors' consent. The Ombudsperson may always provide information pertaining to University policies and procedures.

### **5.6 Refusal to Intervene**

The Ombudsperson may refuse to intervene or may withdraw from a case where:

- (a) the concerns are deemed to be unjustified;
- (b) the request for intervention is made in bad faith or is otherwise considered by the Ombudsperson to be frivolous or vexatious in nature;
- (c) the Ombudsperson deems that their intervention is not necessary having regard to the circumstances and /or;



(d) the person or group has recourse to another individual, group, or University authority likely to correct the situation within a reasonable time and the Ombudsperson deems it advisable to exhaust this avenue before involving the Ombuds Office.

The Ombudsperson shall explain to all the relevant parties the reasons for the Ombudsperson's refusal to intervene or decision to withdraw from a case.<sup>3</sup>

## **6. FUNCTIONS**

The Ombudsperson performs a variety of functions including; providing information, referring inquiries to the appropriate individuals or Offices, offering advice, intervening to facilitate a resolution, making inquiries, investigating concerns, recommending fair resolutions to individual cases and publishing reports on University wide issues.

### **6.1 Information and Referral**

The Ombudsperson shall act as a source of general information and referral on matters pertaining to University policies, procedures and resources affecting students.

### **6.2 Advice**

The Ombudsperson shall provide advice to students, staff and faculty to help resolve student-related concerns and to assist individuals in generating and evaluating options and determining an appropriate course of action. The Ombudsperson shall encourage individuals, where appropriate, to approach the other party or Office in a dispute directly and to act on their own behalf in resolving concerns.

### **6.3 Intervention**

In cases where the Ombudsperson deems it is appropriate and with the consent of one of the individual(s) involved, the Ombudsperson may intervene to attempt the resolution of a concern. Normally the Ombudsperson will intervene following the completion of informal procedures and prior to the commencement of more formal procedures. Once a formal procedure has been commenced the Ombudsperson shall not intervene except in cases of serious procedural irregularities. This will not prohibit the Ombudsperson from continuing to offer advice and assistance to the party(ies) without becoming directly involved in the process. The method of intervention remains at the discretion of the Ombudsperson. Any intervention shall be directed at obtaining a resolution in a timely and efficient manner, at the lowest level possible within the organization.

### **6.4 Inquiries and Investigations**

The Ombudsperson may, at their discretion, and with the consent of one of the individual(s) involved, or on their own initiative, conduct an informal inquiry or a more formal investigation concerning matters that they feel warrants such treatment.

After concluding the inquiry or investigation, the Ombudsperson shall evaluate the merits of the concern and notify the parties of their findings. When the Ombudsperson concludes that a concern is not substantiated, the findings will be explained to the individuals involved. Otherwise, the findings may form the basis of a case specific recommendation and/or a recommendation involving policy and/or procedures, as outlined below.

### **6.5 Case specific recommendations**

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<sup>3</sup> The Ombudsperson is not required to provide reasons to parties outside of the University community.



The Ombudsperson may bring such findings to the attention of those in authority and may make recommendations with a view to remedying an individual situation. The Ombudsperson shall inform the relevant authority of the scope of their inquiry or investigation and the authority may, in the case of an informal inquiry, request that the Ombudsperson conducts a more formal investigation and report back their findings. To the extent that the recommendation(s) are not acted upon, the Ombudsperson may seek relief from a higher authority or, as a final resort, bring the matter to the general attention of the University community.

#### 6.6 Recommendations involving policy and procedures

The Ombudsperson may bring to the attention of those in authority any policies, rules or procedures that appear unclear, inequitable or unfair. The Ombudsperson may suggest changes to existing policies, rules or procedures or offer advice on the development of new policies, rules or procedures.

#### 6.7 Publishing Reports

The Ombudsperson shall publish an Annual Report containing; statistical information on the number and type of cases handled by the Office, highlights of any general trends identified in the caseload, and recommendations, as necessary. The report shall be provided, for information purposes, to the Senate and the Student Representative Assembly and shall be widely distributed within the University community. The Senate Executive and the MSU Board of Directors shall ensure that the appropriate administrators consider and respond to the recommendations contained in the report.

#### 6.8 Ombudsperson to have access to information to fulfill functions

In order to fulfill the functions of the Office, the Ombudsperson shall have broad access to all members of the University community and all University and MSU files, records, reports and information, as reasonably required, and in accordance with any applicable laws and the University's "Guidelines on Access to Information and Protection of Privacy" and applicable MSU policies.

#### 6.9 Prohibited Functions

Although the Ombudsperson is authorized to function in the widest possible context and with minimum of constraints, the Ombudsperson shall not:

- (a) act as an advocate of any party during the investigation of a concern although after hearing from all parties the Ombudsperson may act as an advocate for the fair and just resolution of a case;
- (b) have a judicial function, that is, will not make binding decisions in any cases, although the Ombudsperson may, where appropriate make recommendations;
- (c) make, change or set aside University policies and procedures although recommendations may be made for their improvement;
- (d) be a voting member of any committee, hiring board or council of the University or the MSU or any other body on campus although the Ombudsperson may act as a consultant;
- (e) accept notice on behalf of any party, including the University.

### 7. OTHER RELATED DOCUMENTS

The Procedural Guidelines are available on request.



## **8. REVIEW**

8.1 These Terms of Reference shall be reviewed periodically by the Ombudsperson and the Advisory Committee. Any proposed revisions shall be forwarded to the Senate, the Board of Governors, and the Student Representative Assembly.



## **PROCEDURAL GUIDELINES FOR THE OMBUDS OFFICE**

### **1. Accessibility**

The Ombudsperson shall make every effort to ensure that the Office is accessible to students and shall undertake, whenever possible, to inform the student community of the existence of the Office and its function.

The Ombuds Office shall have flexible Office hours to ensure that the services of the Ombudsperson are available to the entire University community.

### **2. Case management**

The Office shall normally function on a first come, first served basis. However, cases that are particularly time sensitive or critical in nature may assume priority at the Ombudsperson's discretion. All cases shall be processed as expeditiously as possible.

In the event that a period of one month should elapse, during which the Ombudsperson is unable to contact a visitor to the Office, the Ombudsperson may consider the case to be withdrawn.

### **3. Forms of Intervention**

The method of intervention remains at the discretion of the Ombudsperson but may include:

- (a) requesting that a University official meet with a member of the University community; meeting directly with the other party(ies);
- (b) facilitating communication between the parties;
- (c) reviewing any relevant University record;
- (d) making informal inquiries into a matter;
- (e) utilizing a form of shuttle diplomacy;
- (f) facilitating a meeting between the parties;
- (g) mediating a dispute;
- (h) formally investigating a claim and;
- (i) offering recommendations for a fair resolution

### **4. Records**

The Ombudsperson shall maintain suitable files for records of complaints, findings and recommendations. It is the responsibility of the Ombudsperson to ensure that these records are kept secure with access restrictions in place for both paper and digital files. These files shall be accessible only to the Ombudsperson and members of the staff of the Ombuds Office. The Ombuds Office shall be deemed the custodian for its own records and will be responsible for the retention, storage and disposition of the files.

### **5. Retention of Records**

Each file will be maintained for a period of seven years from the date on which the file was active. Once files have met the retention requirement, they shall be securely destroyed. However, no destruction of the file or record will take place if the Ombudsperson is aware of any proceeding arising from the case that is still pending before a University tribunal, any outside tribunal, the Courts, or Access to information Request under FIPPA.



## **6. The Advisory Committee: Terms of Reference**

The Committee shall meet several times a year in order to provide advice and assistance in fulfilling the mandate of the Office, including the following:

- (a) provide advice and guidance to the Ombuds on issues related to the mandate;
- (b) act as a sounding board for the Ombuds;
- (c) review and provide feedback to the Ombuds on the annual report and assist the Ombuds in distributing it widely within the McMaster community;
- (d) make recommendations to the Ombuds on how best to promote and enhance the visibility of the Office;
- (e) review the financial and resource requirements of the Office to ensure the Ombuds has adequate support to fulfil their mandate and make recommendations to the MSU President and the President of the University as appropriate;
- (f) recommend to the MSU President and McMaster President, a hiring committee for the Ombuds position when needed, and, if necessary, a temporary Ombuds should the position become vacant;
- (g) in consultation with the Ombuds and the President of the MSU and the President of the University, organize and oversee regular reviews of the Office, normally every two to five years, and make recommendations as appropriate;
- (h) investigate complaints made about the Ombudsperson and make recommendations as appropriate;
- (i) assist the Ombuds in maintaining the independence and impartiality of the Office, as well as in accessing relevant individuals and information as necessary to fulfill the mandate.

The Committee shall do the above without becoming involved in the substance of cases and subject to the confidentiality rules governing the Office.

The Advisory Committee shall be composed of eight (8) voting members:

- (a) McMaster President (or delegate) Delegated to the University Secretary (co-Chair)
- (b) MSU President (or delegate) (co-Chair)
- (c) Three (3) members from the MSU (SRA or non-SRA)
  - a. To be appointed by the MSU President or delegate and approved at SRA.
  - b. At least one member will be a current member of SRA.
- (d) 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 memberSenator.
- (e) When possible, membership of the committee will be for two years. If the position becomes vacant within two years of a member joining the committee, a new member may be appointed to fill the position.
- (f) Membership on the committee is renewable after two years.

The Ombudsperson shall be a non-voting member of the committee and may be accompanied, at their discretion, by an Ombuds staff member.

### **Procedures**

- (a) All meetings shall be held in closed session.
- (b) One member of the Advisory Committee shall be the notetaker for all meetings. If that member is absent for a meeting, the co-Chairs may designate another individual to take notes.
- (c) Agenda items and any accompanying documents are to be submitted to at least one (1) co-Chair a minimum of five (5) days in advance of meetings.
- (d) Quorum shall be four (4) voting members, including both co-Chairs, one (1) representative from the University and one (1) representative from the MSU.
- (e) Any member of the Advisory Committee who has a conflict of interest with regard to any matter on the agenda must refrain from comment and vote on that matter.



- (f) In the case of a tie, a motion before the committee shall fail.
- (g) The Advisory Committee shall periodically review its own terms of reference and that of the Ombudsperson. This will be done after the first year of operation and on an as needed basis from that point forward. Any changes to the terms of reference for the operations of the Committee or the Office of the Ombudsperson will require:
  - a. Notice of recommended changes to be provided at least two weeks in advance of a meeting called for the purpose of reviewing the terms of reference.
  - b. Two thirds (2/3) majority of the sitting members of the committee. Six (6) votes, as there are eight (8) voting members of the committee, must be in favour in order for changes to be made to the terms of reference.
  - c. Any changes to the terms of reference of the Ombuds Office, including the Advisory committee shall be subject to approval of the SRA, Senate, and Board of Governors.



**REPORT TO THE SENATE**  
**FROM THE**  
**COMMITTEE ON BY-LAWS**

**Open Session (Regular Agenda)**

Senate accepted Notice of Motion for the amendments to the Senate By-Laws at its meeting on October 14, 2020.

**1. Amendments to the Senate By-Laws**

At its meeting on October 19, 2020, the Committee reviewed and recommended that Senate approve the amendments to the *Senate By-Laws*.

The Senate Committee on By-Laws now recommends,

**that Senate, on the recommendation of the Committee on By-Laws, approve the proposed amendments to Schedule A of the Senate By-Laws, as circulated.**

**SENATE: FOR APPROVAL**  
**November 11, 2020**






Office of the Provost  
and Vice-President  
(Academic)

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DATE: October 6, 2020

TO: McMaster University Senate

FROM: Susan Tighe   
Provost and Vice President (Academic)

RE: Proposal to Amend Senate Observers - Associate Vice President, Finance  
and Planning (Academic)

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The position of Associate Vice President, Institutional Research and Analysis no longer exists. It is proposed that the Associate Vice President, Finance and Planning (Academic) replace the Associate Vice President, Institutional Research and Analysis as an ex-officio Senate observer.

Accordingly, changes are proposed to the *By-Laws of the Senate of McMaster University* as described below.

For context, Article I, section 2, subsection (i) of the *By-Laws of the Senate of McMaster University* defines Observers as "...any person to whom the Senate has granted the right to attend all meetings of the Senate, including Closed Session, and to receive the minutes thereof, with all appendices." Schedule A of the *By-Laws* currently establishes the list of observers as follows:

- Executive Vice-Dean and Associate Vice-President (Academic), Faculty of Health Sciences
- Vice-Provost (International Affairs)
- Associate Vice-President (Equity and Inclusion)
- Associate Vice-President (Students and Learning) and Dean of Students
- Associate Vice-President (Research)
- Associate Vice-President (Institutional Research and Analysis)
- Associate Dean of Business (Academic)
- Associate Dean of Engineering (Academic)
- Associate Dean of Humanities (Academic)
- Vice-Dean, Undergraduate Education, Faculty of Health Sciences
- Vice-Dean, Faculty of Health Sciences, Executive Director, School of Nursing
- Vice-Dean, Faculty of Health Sciences, Executive Director, School of Rehabilitation Science
- Associate Dean of Science (Academic)



Associate Dean of Social Sciences (Academic)  
Ombudsperson  
University Registrar  
University Librarian  
Director of the Arts and Science Program  
Assistant Vice-President, Communications & Public Affairs  
Senior Advisor to the President  
Manager of Faculty Appointments and Records, Provost Office  
Academic Co-Chair, Indigenous Education Council  
One student registered in the Arts and Science Program President or Designate, McMaster  
University Faculty Association  
President or Designate, McMaster Students Union  
President or Designate, Graduate Students Association  
President or Designate, McMaster Association of Part-Time Students

Senate is asked to approve the following motion:

**that the Senate approve in principle the proposed amendment to Schedule A of the By-Laws of the Senate of McMaster University to have the Associate Vice President, Finance and Planning (Academic) replace the Associate Vice President, Institutional Research and Analysis as an Observer of the Senate, and refer the amendment to the By-Laws Committee for review.**