

**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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**REPORT TO SENATE**  
**FROM THE**  
**EXECUTIVE COMMITTEE**  
**Open Session (Consent Agenda)**

**i. Actions Taken on Behalf of Senate: Undergraduate Council Report**

- a. Addenda to Curriculum Revisions for Inclusion in the 2023-2024 Undergraduate Calendar

On March 29, 2023, the Senate Executive Committee approved, on behalf of Senate, major program revisions and admissions procedures for inclusion in the 2023-2024 Undergraduate Calendar.

**SENATE: FOR INFORMATION**  
**April 12, 2023**

REPORT TO SENATE EXECUTIVE COMMITTEE  
*from the*  
UNDERGRADUATE COUNCIL

FOR APPROVAL

a. **Addenda to Curriculum Revisions for Inclusion in the 2023-2024 Undergraduate Calendar**

At its meeting on March 21, 2023, the Undergraduate Council approved, for recommendation to the Senate Executive Committee, addenda to curriculum revisions for inclusion in the 2023-2024 Undergraduate Calendar from the Faculty of Science.

The omnibus motion below encompasses all items detailed in Motions 1-5.

It is now recommended,

**that the Senate Executive Committee approve, on behalf of Senate, major program revisions and admissions procedures for inclusion in the 2023-2024 Undergraduate Calendar, as set out in the attached.**

It is now recommended,

Motion 1:

**that the Senate Executive Committee approve, on behalf of Senate, the replacement of the *Bachelor of Medical Radiation Sciences* program by the *Honours Bachelor of Medical Radiation Sciences* program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar, and set out in the attached.**

It is now recommended,

Motion 2:

**that the Senate Executive Committee approve, on behalf of Senate, the replacement of the *Bachelor of Medical Radiation Sciences - Radiography Specialization* program by the *Honours Bachelor of Medical Radiation Sciences - Radiography Specialization* program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar and set out in the attached.**

It is now recommended,

Motion 3:

**that the Senate Executive Committee approve, on behalf of Senate, the replacement of the *Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization* program by the *Honours Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization* program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar, and set out in the attached.**

It is now recommended,

Motion 4:

that the Senate Executive Committee approve, on behalf of Senate, the replacement of the *Bachelor of Medical Radiation Sciences – Ultrasonography Specialization* program by the *Honours Bachelor of Medical Radiation Sciences – Ultrasonography Specialization* program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar, as set out in the attached.

It is now recommended,

Motion 5:

that the Senate Executive Committee approve, on behalf of Senate, the *Integrated Science Equitable Admissions for Black Applicants (EABA) Process* for inclusion in the 2023-2024 Undergraduate Calendar.

Senate Executive Committee  
FOR APPROVAL: March 29, 2023



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# SCIENCE

Undergraduate Curriculum Report to Undergraduate Council, for the  
2023-2024 Undergraduate Calendar – ADDENDA

Pending approval by the General Faculty of the Faculty of  
Science on February 23, 2023

February 2023

## FACULTY OF SCIENCE REPORT TO SENATE

### SUMMARY OF CURRICULUM CHANGES FOR 2023-24 - Addendum

Following, is the summary of substantive curriculum changes being proposed by the Faculty of Science. For a complete review of all changes, refer to the November 17, 2022, Report of the Academic Planning and Policy Committee for changes to the 2023-2024 Undergraduate Calendar, found at:

<https://macdrive.mcmaster.ca/f/c379238830c644a39a95/>

#### 1.0 NEW PROGRAMS:

None applicable

#### 2.0 PROGRAM CLOSURES/MERGERS:

None applicable

#### 3.0 MAJOR CURRICULAR REVISIONS:

##### **Medical Radiation Sciences**

<https://science.mcmaster.ca/sis/undergraduate/medical-radiation-sciences.html>

**Effective September 2023, the Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

**This program is offered jointly in partnership with Mohawk College of Applied Arts and Technology and McMaster University. Students pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster Honours Bachelor of Medical Radiation Sciences degree.**

Students enrolled in the Medical Radiation Sciences programs, in addition to meeting the *General Academic Regulations* of the University, shall be subject to the following program regulations. Since the academic regulations are continually reviewed, the University reserves the right to change the regulations.

Registration in the Medical Radiation Sciences program implies acceptance on the part of the student of the objectives of the program and the methods by which progress toward the achievement of those objectives is evaluated.

##### **2.2. Honours Medical Radiation Sciences - Radiation Therapy Specialization (B.M.R.Sc.)**

**Effective September 2023, the Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

Program Notes

1. Students in this program pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster **Honours** Bachelor of Medical Radiation Sciences degree.
2. The timing of the Spring/Summer and the Level III and IV Fall/Winter Terms may not adhere to the *Sessional Dates*, as published in this Calendar.

Admission

**Enrolment in this program is limited** and admission is by selection but requires, as a minimum, completion of Level I Medical Radiation Sciences with a Fall-Winter Average (on a minimum of 24 units) of at least 5.0 and a Grade Point Average of at least 5.0 including:

12 units

- LIFESCI 1D03 - Medical Imaging Physics
- MEDRADSC 1B03 - Introduction to Pathology
- MEDRADSC 1E03 - Inquiry in Medical Radiation Sciences
- MEDRADSC 1F03 - Professions in Medical Radiation Sciences

3 units

- BIOLOGY 1A03 - Cellular and Molecular Biology

6 units

- KINESIOL 1Y03 - Human Anatomy and Physiology I
- KINESIOL 1YY3 - Human Anatomy and Physiology II

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1MM3 - Applied Calculus

Requirements

*150 units total (Levels I to IV), 45 units of clinical practicum are interspersed with 75 units of academic courses in Levels II to IV*

Level I: 30 Units

30 units

(See *Admission* above.)

Level II

Fall and Winter Terms: 30 units:

27 units

from

- MEDRADSC 2A03 - Patient Care
- MEDRADSC 2AA3 - Imaging Procedures in Health Care
- MEDRADSC 2D03 - Relational Anatomy I
- MEDRADSC 2RA3 - Relational Anatomy II
- MEDRADSC 2S03 - Clinical Oncology I
- MEDRADSC 2T03 - Clinical Oncology II
- MEDRADSC 2U03 - Radiation Therapy Skills I
- MEDRADSC 2W03 - Physics and Instrumentation for Radiation Therapy
- MEDRADSC 2X03 - Radiobiology and Protection
- MEDRADSC 2Z03

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

15 units

- MEDRADSC 2V15 - Radiation Therapy Clinical Practicum I



Level III

Fall and Winter Terms: 30 units:

21 units

from

- MEDRADSC 3DA3 - Advanced Studies in Computed Tomography
- MEDRADSC 3K03 - Computed Tomography
- MEDRADSC 3LA3 - Radiation Therapy Skills II
- MEDRADSC 3S03 - Treatment Planning I
- MEDRADSC 3V03 - Treatment Planning II
- MEDRADSC 3W03
- MEDRADSC 3X03 - Research Methods in Medical Radiation Sciences
- MEDRADSC 3Y03 - Ethics for Medical Radiation Sciences

3 units

- STATS 2B03 - Statistical Methods for Science

3 units

from

- PSYCH 1F03 - Survey of Psychology
- PSYCH 1X03 - Introduction to Psychology, Neuroscience & Behaviour

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

9 units

from

- MEDRADSC 3AA3 - Interdisciplinary Health Care
- MEDRADSC 3B03 - Quality Management in Medical Radiation Sciences
- MEDRADSC 3BB3
- MEDRADSC 3LB3 - Radiation Therapy Skills III

6 units

- Electives

which may include

- MEDRADSC 3DE3 - Introduction to Magnetic Resonance Imaging
- MEDRADSC 3Z06 - Research Project

Level IV

Fall and Winter Terms: 30 units:

30 units

- MEDRADSC 4E15 - Radiation Therapy Clinical Practicum II
- MEDRADSC 4F15 - Radiation Therapy Clinical Practicum III

Program Chart

	<b>FALL TERM (September to December)</b>	<b>WINTER TERM (January to April)</b>	<b>SPRING/SUMMER TERM (May to August)</b>
<b>Level II</b>	30 units from Academic Level II		Clinical Practicum I
<b>Level III</b>	45 units from Academic Level III		
<b>Level IV</b>	Clinical Practicum II	Clinical Practicum III	

**2.3. Honours Medical Radiation Sciences - Radiography Specialization (B.M.R.Sc.)**

**Effective September 2023, the Bachelor of Medical Radiation Sciences – Radiography Specialization (B.M.R.Sc.) degree will be replaced by an Honours**

**Bachelor of Medical Radiation Sciences – Radiography Specialization (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences – Radiography Specialization (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

Program Notes

1. Students in this program pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster Bachelor of Medical Radiation Sciences degree.
2. The timing of the Spring/Summer and the Level III and IV Fall/Winter Terms may not adhere to the *Sessional Dates*, as published in this Calendar.

Admission

**Enrolment in this program is limited** and admission is by selection but requires, as a minimum, completion of Level I Medical Radiation Sciences with a Fall-Winter Average (on a minimum of 24 units) of at least 5.0 and a Grade Point Average of at least 5.0 including:

12 units

- LIFESCI 1D03 - Medical Imaging Physics
- MEDRADSC 1B03 - Introduction to Pathology
- MEDRADSC 1E03 - Inquiry in Medical Radiation Sciences
- MEDRADSC 1F03 - Professions in Medical Radiation Sciences

3 units

- BIOLOGY 1A03 - Cellular and Molecular Biology

6 units

- KINESIOL 1Y03 - Human Anatomy and Physiology I
- KINESIOL 1YY3 - Human Anatomy and Physiology II

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1MM3 - Applied Calculus

Requirements

*150 units total (Levels I to IV), 45 units of clinical practicum are interspersed with 75 units of academic courses in Levels II to IV*

Level I: 30 Units

30 units

(See *Admission* above.)

Level II

Fall and Winter Terms: 30 units:

27 units

from

- MEDRADSC 2A03 - Patient Care
- MEDRADSC 2AA3 - Imaging Procedures in Health Care
- MEDRADSC 2BB3
- MEDRADSC 2D03 - Relational Anatomy I
- MEDRADSC 2G03 - Radiographic Skills I
- MEDRADSC 2H03 - Radiographic Skills II
- MEDRADSC 2I03 - Pathology and Procedures I
- MEDRADSC 2RA3 - Relational Anatomy II
- MEDRADSC 2X03 - Radiobiology and Protection
- MEDRADSC 2Y03 - Radiographic Imaging and Instrumentation I

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

15 units

- MEDRADSC 2J15 - Radiography Clinical Practicum I

Level III

Fall and Winter Terms: 30 units:

21 units

- MEDRADSC 3DA3 - Advanced Studies in Computed Tomography
- MEDRADSC 3G03 - Radiographic Imaging and Instrumentation II
- MEDRADSC 3H03 - Quality Control in Radiography
- MEDRADSC 3J03 - Pathology and Procedures II
- MEDRADSC 3K03 - Computed Tomography
- MEDRADSC 3X03 - Research Methods in Medical Radiation Sciences
- MEDRADSC 3Y03 - Ethics for Medical Radiation Sciences

3 units

- STATS 2B03 - Statistical Methods for Science

3 units

from

- PSYCH 1F03 - Survey of Psychology
- PSYCH 1X03 - Introduction to Psychology, Neuroscience & Behaviour

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

9 units

- MEDRADSC 3AA3 - Interdisciplinary Health Care
- MEDRADSC 3B03 - Quality Management in Medical Radiation Sciences
- MEDRADSC 3L03 - Radiographic Skills III

6 units

- Electives

which may include

- MEDRADSC 3DE3 - Introduction to Magnetic Resonance Imaging
- MEDRADSC 3Z06 - Research Project

Level IV

Fall and Winter Terms: 30 units:

30 units

- MEDRADSC 4A15 - Radiography Clinical Practicum II
- MEDRADSC 4B15 - Radiography Clinical Practicum III

Program Chart

	<b>FALL TERM (September to December)</b>	<b>WINTER TERM (January to April)</b>	<b>SPRING/SUMMER TERM (May to August)</b>
<b>Level II</b>	30 units from Academic Level II		Clinical Practicum I
<b>Level III</b>	45 units from Academic Level III		
<b>Level IV</b>	Clinical Practicum II	Clinical Practicum III	

**2.4. Honours Medical Radiation Sciences - Ultrasonography Specialization (B.M.R.Sc.)**

**Effective September 2023, the Bachelor of Medical Radiation Sciences – Ultrasonography Specialization (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences – Ultrasonography Specialization (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences – Ultrasonography Specialization (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

#### Program Notes

1. Students in this program pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster Bachelor of Medical Radiation Sciences degree.
2. The timing of the Spring/Summer and the Level III and IV Fall/Winter Terms may not adhere to the *Sessional Dates*, as published in this Calendar.

#### Admission

**Enrolment in this program is limited** and admission is by selection but requires, as a minimum, completion of Level I Medical Radiation Sciences with a Fall-Winter Average (on a minimum of 24 units) of at least 5.0 and a Grade Point Average of at least 5.0 including:

12 units

- LIFESCI 1D03 - Medical Imaging Physics
- MEDRADSC 1B03 - Introduction to Pathology
- MEDRADSC 1E03 - Inquiry in Medical Radiation Sciences
- MEDRADSC 1F03 - Professions in Medical Radiation Sciences

3 units

- BIOLOGY 1A03 - Cellular and Molecular Biology

6 units

- KINESIOL 1Y03 - Human Anatomy and Physiology I
- KINESIOL 1YY3 - Human Anatomy and Physiology II

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1MM3 - Applied Calculus

#### Requirements

*150 units total (Levels I to IV), 45 units of clinical practicum are interspersed with 75 units of academic courses in Levels II to IV*

Level I: 30 Units

30 units

(See *Admission* above.)

Level II

Fall and Winter Terms: 30 units:

27 units

from

- MEDRADSC 2A03 - Patient Care
- MEDRADSC 2AA3 - Imaging Procedures in Health Care
- MEDRADSC 2BB3
- MEDRADSC 2K03 - Applied Sonographic Physics and Instrumentation I
- MEDRADSC 2L03 - Abdominal Ultrasonography I
- MEDRADSC 2M03 - Obstetrical and Gynecologic Ultrasonography I
- MEDRADSC 2N03 - Sonographic Skills I
- MEDRADSC 2O03 - Abdominal Ultrasonography II
- MEDRADSC 2P03 - Obstetrical and Gynecological Ultrasonography II

- MEDRADSC 2Q03 - Sonographic Skills II  
3 units
- Electives  
Spring/Summer Term: 15 units:  
(See *Program Note 2* above.)  
15 units
- MEDRADSC 2R15 - Ultrasonography Clinical Practicum I  
Level III  
Fall and Winter Terms: 30 units:  
21 units
- MEDRADSC 3N03 - Vascular Ultrasonography
- MEDRADSC 3O03 - Sonographic Skills III
- MEDRADSC 3P03 - Obstetrical and Gynecologic Ultrasonography III
- MEDRADSC 3Q03 - Applied Sonographic Physics and Instrumentation II
- MEDRADSC 3R03 - Musculoskeletal Ultrasonography
- MEDRADSC 3X03 - Research Methods in Medical Radiation Sciences
- MEDRADSC 3Y03 - Ethics for Medical Radiation Sciences  
3 units
- STATS 2B03 - Statistical Methods for Science  
3 units  
from
- PSYCH 1F03 - Survey of Psychology
- PSYCH 1X03 - Introduction to Psychology, Neuroscience & Behaviour  
3 units
- Electives  
Spring/Summer Term: 15 units:  
(See *Program Note 2* above.)  
9 units  
from
- MEDRADSC 3AA3 - Interdisciplinary Health Care
- MEDRADSC 3DJ3 - Pediatric Sonography
- MEDRADSC 3M03 - Abdominal Ultrasonography III  
6 units
- Electives  
which may include
- MEDRADSC 3B03 - Quality Management in Medical Radiation Sciences
- MEDRADSC 3DE3 - Introduction to Magnetic Resonance Imaging
- MEDRADSC 3Z06 - Research Project
- Level IV  
Fall and Winter Terms: 30 units:  
30 units
- MEDRADSC 4C15 - Ultrasonography Clinical Practicum II
- MEDRADSC 4D15 - Ultrasonography Clinical Practicum III

Program Chart

	<b>FALL TERM (September to December)</b>	<b>WINTER TERM (January to April)</b>	<b>SPRING/SUMMER TERM (May to August)</b>
<b>Level II</b>	30 units from Academic Level II		Clinical Practicum I
<b>Level III</b>	45 units from Academic Level III		
<b>Level IV</b>	Clinical Practicum II	Clinical Practicum III	

#### *Justification 2.1 – 2.4*

*Mohawk/McMaster's collaborative Medical Radiation Sciences undergraduate degree is a comprehensive 10 semester program of studies. This program offers exposure to one of the following specializations; radiography, sonography or radiation therapy as well as exposure to research, ethics and patient care. Students participate in structured clinical placements through their education where skills learned are applied and critical thinking skills are enhanced. The Program Learning Outcomes map directly to the Degree Level (DLE)– Honours Expectations meeting all the DLEs required to contribute to the success of the program.*

*The employment rate for graduates from the Medical Radiation Sciences program is excellent. Most students go on to careers as Medical Technologists However, there are some students that, during their study, develop a keen interest in research and would like to go on to further graduate studies. The current non-honours status of the program can put barriers in the way for some of these students. Graduate programs at most universities require an Honours program as an entry requirement. The addition of the Honours distinction will increase capacity for scholarly practice and enhance the student experience and potentially present additional opportunities for MRS graduates.*

### **4.0 REVISIONS TO GENERAL ACADEMIC REGULATIONS, FACULTY-LEVEL REGULATIONS, AND ACADEMIC POLICY:**

#### **4.1 Academic Regulations**

##### Student Academic Responsibility

You are responsible for adhering to the statement on student academic responsibility found in the *General Academic Regulations* of this calendar.

##### Access to Courses

All undergraduate courses at McMaster have an enrolment capacity. The University is committed to making every effort to accommodate students in required courses so that their program of study is not extended. Unless otherwise specified, registration is on a first-come basis and in some cases, priority is given to students from particular programs or Faculties. Students will be informed of their enrolment periods and are encouraged to enrol as soon as online enrolment is available to them in the Student Centre in Mosaic. In addition, in the Faculty of Science, there are two types of courses for which permission must be obtained prior to registration. For these courses, students will be given seat authorizations rather than being admitted on a first-come basis.

##### Student Communication Responsibility

It is the student's responsibility to:

- maintain current contact information with the University, including address, phone numbers, and emergency contact information.
- use the University provided e-mail address or maintain a valid forwarding e-mail address.
- regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- accept that forwarded e-mails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca alias.

Students enrolled in Science programs, in addition to meeting the *General Academic Regulations* of the University, shall be subject to additional Faculty Regulations.

#### **Admission to Level I Programs**

The Faculty of Science offers the following Level I gateway programs leading to the

Honours Bachelor of Science, Honours Bachelor of Applied Science and Bachelor of Science programs at Level II:

- Chemical and Physical Sciences Gateway
- Environmental and Earth Sciences Gateway
- Life Sciences Gateway
- Mathematics and Statistics Gateway

Review of the Admission Requirements of Level II programs and successful completion of recommended courses in Level I will allow students a range of Level II program options including those from within their chosen Gateway as well as the others.

Additionally, the Faculty offers the following direct-entry Level I programs (and degrees):

- Honours Integrated Science (Leading to the Honours Bachelor of Science degree)
- Honours Kinesiology (Leading to the Honours Bachelor of Science Kinesiology degree)
- Medical Radiation Sciences (Leading to the Honours Bachelor of Medical Radiation Sciences degree)

### **Integrated Science Equitable Admissions for Black Applicants (EABA) Process**

The EABA process aims to reduce barriers that may discourage Black-identifying applicants from applying to the Honours Integrated Science I Program, and to enhance accessibility and inclusiveness for Black-identified learners. Applicants who elect to use the EABA process need to apply for admission through normal processes. Applicants will have the opportunity to self-identify for the EABA as they submit their mandatory supplementary application. Applicants must meet the same minimum academic criteria for admission as for the general pool of candidates.

More details about the EABA process are available on the program website:

<https://science.mcmaster.ca/sis/undergraduate/isci/isci-admission-requirements.html>

### **Transfer/Application to Level I Honours Kinesiology**

In-course, McMaster students seeking transfer/admission to Level I Honours Kinesiology for the following Fall or Winter Term must submit an Application for Admission through Mosaic by the stated deadline (normally April). Additionally, transfer students must submit the mandatory Supplemental Application to the Department of Kinesiology by the stated deadline. Students will be notified of their eligibility for transfer to Level I Honours Kinesiology through their Student Centre on MOSAIC in June. McMaster students interested in transferring should contact the Academic Program Advisor in the Department of Kinesiology or the Office of the Associate Dean of Science (Academic). Students transferring from another university should see the Admission Requirements and *Application Procedures* sections of this Calendar. A limited number of exceptionally qualified students are admitted each year. To be considered, applicants must have an average of at least 9.0 (B+) in a minimum of 24 units of university work, taken during the Fall and Winter Terms. Given the number of required units and prerequisites of Kinesiology courses, transfer students may not be able to complete the requirements in three additional years of study.

### **Admission to Level II Programs**

All Level I students who wish to be reviewed for admission to a Level II program in the Faculty of Science for the following Fall/Winter Term must submit an Application for Admission to Level II through MOSAIC by the University stated deadline (normally in April). Students may rank up to four program choices. Rank ordering must be done very carefully because once admitted to a program, no further consideration is given to lower ranked choices.

Level I students must meet the admission criteria for a Level II program according to the Calendar in effect when they registered for Level I. Students must follow the program requirements of the Calendar in effect when they enter Level II, except when a later Calendar explicitly modifies such requirements.

Students who are in good academic standing, but who do not achieve the admission requirements for any Level II program may continue in the Faculty of Science in the undeclared 'Science' program, or may seek transfer to another Faculty.

### **Open Enrolment Programs**

Admission at Level II (and above) is open for the following:

- [Honours Applied Psychology in Human Behaviour \(B.A.Sc.\)](#)
- [Honours Sustainable Chemistry \(B.A.Sc.\)](#)
  
- [Honours Astrophysics \(B.Sc.\)](#)
- [Honours Biodiversity and Environmental Sciences \(B.Sc.\)](#)
- [Honours Biology Core \(B.Sc.\)](#)
- [Honours Chemistry \(B.Sc.\)](#)
- [Honours Earth and Environmental Sciences \(B.Sc.\)](#)
- [Honours Environmental Sciences \(B.Sc.\)](#)
- [Honours Life Sciences \(B.Sc.\)](#)
- [Honours Mathematics and Physics \(B.Sc.\)](#)
- [Honours Mathematics and Statistics \(B.Sc.\)](#)
- [Honours Medical and Biological Physics \(B.Sc.\)](#)
- [Honours Physics \(B.Sc.\)](#)
  
- [Chemical and Physical Sciences \(B.Sc.\)](#)
- [Environmental Sciences \(B.Sc.\)](#)
- [Life Sciences \(B.Sc.\)](#)
- [Mathematical Science \(B.Sc.\)](#)

### **Limited Enrolment Programs**

Admission at Level I (and above) is limited for the following programs:

- Honours Integrated Science
- Honours Kinesiology
- All Medical Radiation Sciences programs

Admission at Level II (and above) is limited for the following:

- Honours Actuarial and Financial Mathematics
- ~~Honours Astrophysics~~
- ~~All Honours Biochemistry programs (Last available September 2022)~~
- Honours Biology Research Specialization
- Honours Biology - Physiology Core ~~(First available September 2023)~~
- Honours Biology - Physiology Research Specialization
- Honours Biology and Mathematics
- Honours Biology and Psychology, Neuroscience & Behaviour
- Honours Chemical Biology
- Honours Applied Psychology in Human Behaviour - Autism and Behavioural Science Specialization
- Honours Applied Psychology in Human Behaviour - Early Childhood Studies Specialization
- Honours Life Sciences - Origins of Disease Specialization
- Honours Life Sciences - Sensory Motor Systems Specialization



- Honours Mathematics and Computer Science
  - Honours Molecular Biology and Genetics Core (~~First Available September 2023~~)
  - Honours Molecular Biology and Genetics Research Specialization
  - Honours Neuroscience
  - All Honours Psychology, Neuroscience & Behaviour programs
- All Co-op programs, beginning at Level III, are limited enrolment.

### **Transfers**

Science students may be permitted to transfer between programs or students in other Faculties may apply to transfer to a program in the Faculty of Science provided they have obtained a Grade Point Average of at least 3.5 and have completed the necessary admission requirements. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit.

Students transferring from a Bachelor of Technology program are only eligible to transfer to a Level I Gateway program and must meet all admission requirements to that program including the required entrance average. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit. Given the number of required units and prerequisites of some Science courses, transfer students may not be able to complete the requirements in three additional years of study.

### **Minimum Requirements to Continue in the Faculty of Science**

Further to the information found in the *General Academic Regulations* section of this Calendar:

#### **Reinstatement**

Students with an Academic Standing of *May Not Continue at the University* who wish to be considered for undergraduate studies must apply for reinstatement. Application for reinstatement must be made to the Office of the Registrar using the Reinstatement Request Form by the stated deadline. The Faculty of Science does not consider Requests for Reinstatement for the Spring/Summer Term. See the *Application Procedures* section of this Calendar. Reinstatement forms will be carefully reviewed and the evidence considered will include the student's academic performance before and after admission to McMaster, a letter of explanation and other appropriate documentation. **Reinstatement is not automatic or guaranteed.** Decisions are normally made after June 30 for September entry.

Effective September 1997, the Grade Point Average (formerly Cumulative Average) for students who are reinstated is reset to 0.0 on zero units. Credit is retained for courses in which passing grades have been achieved. **Note: If at a review after reinstatement the Grade Point Average falls below 3.5, the student will be required to withdraw from the University for a period of at least 12 months.**

Former Kinesiology students will be considered for reinstatement to Kinesiology upon completion of a minimum of 24 units of university work taken on a full-time basis in a non-Kinesiology program with a minimum average of 7.0 (B-). Application forms are available from the Office of the Associate Dean of Science (Academic) or the Department of Kinesiology. The application deadline is April 30 for September entry.

#### **Reinstatement is not guaranteed.**

Former Medical Radiation Sciences students will be considered for reinstatement to their program upon completion of a minimum of 24 units of university work taken on a full-time basis in a non-Medical Radiation Sciences program with a minimum average of 7.0 (B-). Application forms are available from the Office of the Associate Dean of Science

(Academic) or the School of Interdisciplinary Science (SIS). The application deadline is April 30 for September entry. **Reinstatement is not guaranteed.**

#### **Deadlines**

The Faculty of Science will not consider applications for admission, admission to a second degree or continuing studies, registration, deleting, cancelling, or adding of courses after the deadlines stated in this Calendar under Sessional Dates and Application Procedures sections, unless documentation showing good cause is submitted to the Office of the Associate Dean of Science (Academic).

#### **Limited Enrolment Courses Requiring Pre-Registration Balloting**

The Life Sciences program pre-registration ballot will include all Level IV Life Sciences research seminar courses. Students entering Level IV Honours Life Sciences (excluding those enrolled in a Specialization) must complete and submit a ballot, rank ordering their preference for enrolment in Level IV seminar offerings by **the end of March**. Students will be informed of their ballot result by the end of May. Failure to submit a ballot by the stated deadline may compromise enrolment in a preferred seminar. Ballots will be sent directly to students in Honours Life Sciences in the Winter Term.

The Department of Psychology, Neuroscience & Behaviour pre-registration ballot will include the thesis courses (PNB 4D06 A/B, 4D09 A/B, 4DD6 A/B) and the Independent Library Study and Independent Research courses (PNB 3Q03 A/B S, 3QM3 A/B S, 3QQ3 A/B S, 4Q03 A/B S, 4QQ3 A/B S, 4QQ6 A/B). Students wishing to take these courses must complete and submit a ballot by **mid February**. Students will be informed of the outcome by **mid March**. Specific dates will be announced during the Fall Term. Ballots can be obtained from the Department of Psychology, Neuroscience & Behaviour's web site at <http://www.science.mcmaster.ca/pnb/>.

#### **Workload**

All programs in the Faculty of Science may be taken by full-time and part-time students, with the exception of all Honours Co-op programs. Students enrolled in Co-op programs must maintain a full academic load during the study terms of their program.

Students must maintain a full academic load during the Fall/Winter Term to be eligible for scholarships available to full-time students.

Students are expected to avoid timetable conflicts among their courses, and students on a full academic load should ensure the number of courses is balanced in each term.

Students who wish to take more courses than recommended for a single level of their program may do so if their Grade Point Average on completion of the previous Fall/Winter Term is at least 7.0. Students registered in the final level of their program are permitted to overload by up to six additional units in order to become eligible to graduate.

#### **Courses Requiring an Additional Fee**

The Faculty offers courses that may require a payment of a fee, above the regular associated tuition. Examples include: field courses and experiential offerings. Some of these courses may be taken outside of the University's Sessional Dates.

Students who enrol in these types of offerings must pay **both**:

- a fee to the Department to cover travel expenses, room and board and
- the associated tuition fee to McMaster at time of registration.

Although students initially register for field courses through the appropriate departmental offices, it is their responsibility to include field courses on their registration forms for the appropriate session.

Detailed information regarding field courses and deadlines for registration may be obtained from the individual departmental offices.

### **Letter of Permission**

All students in good academic standing, with the exception of students registered in second degree programs, may apply to the Office of the Associate Dean of Science (Academic) to take courses at another university on Letter of Permission. Students must achieve a grade of at least C- for transfer of credit. The transcript designation reads 'T', indicating *transfer*, when a grade of C- or better is attained, or *NC*, indicating *not complete*, when a grade of less than C- is attained.

Required courses given by the department offering the program may not be taken elsewhere unless departmental approval is given. Electives may be taken elsewhere. Courses taken at another university cannot be used to satisfy the University's minimum residence requirements, will not be included in the calculation of the Grade Point or Term Averages, and therefore cannot be used to raise standing. Students may take up to six units of courses towards a Minor on Letter of Permission.

### **Student Exchanges**

McMaster University has agreements with institutions in Canada and abroad including Australia, Denmark, France and the United Kingdom to provide students with the opportunity to participate in an exchange program for one year or term. Exchanges allow students to gain a varied perspective on their course of study and enhance their professional and personal goals. In addition, exchange programs offer students the most inexpensive means of studying abroad as students participating in these exchanges avoid the foreign fees by paying fees to McMaster.

All students must have completed at least one year of continuous study and be in good standing to be eligible to participate in an exchange. In most cases, students who participate in exchange programs go abroad for the third level of an Honours program. Students interested should begin discussions with the Office of the Associate Dean of Science (Academic) about one year before they plan to enrol elsewhere. Students must propose and submit an academic program to their Department for approval. Academic approval must be completed by the end of February for registration in the following Fall/Winter Term. In certain cases, students may be recommended for the Deans' Honour List on the basis of work undertaken while on exchange.

For further information please see *International Study* in the *General Academic Regulations* section in this Calendar. Information concerning exchanges can also be found from International Student Services. Acceptance to the Ontario and University-wide Exchange Programs is by recommendation. Application forms can be obtained from:

#### **International Student Services / MacAbroad**

Gilmour Hall, Room 110

Telephone: (905) 525-9140, extension 24748

### **Transfers**

~~Science students may be permitted to transfer between programs or students in other Faculties may apply to transfer to a program in the Faculty of Science provided they have obtained a Grade Point Average of at least 3.5 and have completed the necessary admission requirements. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit.~~

~~Students transferring from a Bachelor of Technology program are only eligible to transfer to a Level I Gateway program and must meet all admission requirements to that program including the required entrance average. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss~~

process and the assessment of transfer credit. Given the number of required units and prerequisites of some Science courses, transfer students may not be able to complete the requirements in three additional years of study.

#### ~~Transfer/Application to Level I Honours Kinesiology~~

~~In-course, McMaster students seeking transfer/admission to Level I Honours Kinesiology for the following Fall or Winter Term must submit an Application for Admission through Mosaic by the stated deadline (normally April). Additionally, transfer students must submit the mandatory Supplemental Application to the Department of Kinesiology by the stated deadline. Students will be notified of their eligibility for transfer to Level I Honours Kinesiology through their Student Centre on MOSAIC in June. McMaster students interested in transferring should contact the Academic Program Advisor in the Department of Kinesiology or the Office of the Associate Dean of Science (Academic). Students transferring from another university should see the Admission Requirements and Application Procedures sections of this Calendar. A limited number of exceptionally qualified students are admitted each year. To be considered, applicants must have an average of at least 9.0 (B+) in a minimum of 24 units of university work, taken during the Fall and Winter Terms. Given the number of required units and prerequisites of Kinesiology courses, transfer students may not be able to complete the requirements in three additional years of study.~~

*Justification 2.4: Inclusion of Level 1 Admission information for all students and inclusion of the Integrated Science Equitable Admission for Black Applicants (EABA) process. The process is being piloted in 2023. Black applicants self-identify for participation in the EABA process that will have their submitted supplementary application for the program reviewed by a 1) panel of Black faculty, staff, students, community partners; and 2) the regular review committee.*

*The goal of the EABA process is to reduce bias in the evaluation of applications and allow the applicant's submission to be reviewed by a committee with cultural familiarity and experience. This process will give confidence to applicants that they can speak freely when answering questions about their lived academic and personal experiences, without fears of having to tailor or modify answers to subvert bias.*

*An existing EABA process is currently administered for the Honours Bachelor of Health Sciences Program:*

- <https://bhsc.mcmaster.ca/equitable-admissions-for-black-applicants-2/>
- [https://www.macvideo.ca/media/Equitable+Admissions+for+Black+Applicants/1\\_hx97v1ok](https://www.macvideo.ca/media/Equitable+Admissions+for+Black+Applicants/1_hx97v1ok)

*Making this process available to prospective iSci applicants will help reduce barriers of consideration for students unsure about participating in and submitting a written application. It is an important step in recognizing that we must modify our administrative functions to realize a diverse student population.*

*Other changes to this section are administrative/housekeeping in nature. We are listing both open and limited-enrolment programs for our students so that the information is easily accessible in a contextually-relevant section of calendar.*



School of Graduate Studies

1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4L8

Phone 905.525.9140  
Ext. 23679  
Fax 905.521.0689  
<http://www.mcmaster.ca/graduate>

**REPORT TO SENATE**  
*from the*  
**GRADUATE COUNCIL**

At its meeting on March 21<sup>st</sup>, 2023 Graduate Council approved revisions to the Certificates and Diplomas policy and the establishment of a joint Undergraduate and Graduate Council committee to oversee certificates, diplomas and microcredentials. Please see the report from Undergraduate Council for details.

**For Approval**

**I. Faculty of Business (attachment)**

At the same meeting Graduate Council approved a change to the Master of Finance admission requirements to note that students must also have a B+ in the relevant courses in their final year of study and that the program will consider a GRE score above the 50% percentile in the quantitative reasoning section in lieu of the GMAT.

It is now recommended,

**that Senate approve the revision, for inclusion in the 2023-2024 Graduate Calendar, as recommended by the Faculty of Business and set out in the attached.**

**II. Faculty of Health Sciences (attachment)**

At the same meeting Graduate Council approved the cancellation of the full-time stream of the Master of Health Management program. \*

It is now recommended,

**that Senate approve the revision, for inclusion in the 2023-2024 Graduate Calendar, as recommended by the Faculty of Health Sciences and set out in the attached.**

**III. Faculty of Science (attachment)**

A change to admission requirements for the Kinesiology M.Sc. to note that the program reviews the last two completed years of study.

It is now recommended,

**that Senate approve the revision, for inclusion in the 2023-2024 Graduate Calendar, as recommended by the Faculty of Science and set out in the attached.**

**For Information**

### **I. Faculty of Business**

At the same meeting Graduate Council approved the following changes:

- A change to course requirements for the Business Analytics stream in MBA, adding an existing course as a highly recommended elective;
- A change to calendar copy for the Master of Finance program to clarify the process around required transcripts for admission and adding additional language around what candidates are good for the program.

### **II. Faculty of Health Sciences**

At the same meeting Graduate Council approved the following changes:

- New program calendar copy describing admission and program requirements for the Graduate Diploma in Community and Public Health, launching September 2023;
- A change to course requirements for the Rehabilitation Sciences M.Sc. to allow an additional course to count as the degree-completion course to meet the program requirements.

### **IV. Faculty of Science**

At the same meeting Graduate Council approved the following changes:

- A change to calendar copy for the Chemistry Ph.D. to clarify transfer requirements;
- The addition of a professional skills development milestone to the Master of Financial Math program;
- A change to calendar copy and elective list for the M.Sc. and Ph.D. in Kinesiology to reflect that the department is splitting the majority of their 3 unit courses into 1.5 unit courses;
- A change to course requirements for the course-based M.Sc. in Physics & Astronomy to increase the number of 600-level courses that are available to meet the program requirements;
- A change to their course requirements to allow for a second admit term for the M.Sc. in Statistics.

### **V. New Award**

At the same meeting, Graduate Council approved the following new award:

**Name of Fund:** The Mahmut Parlar Scholarship

**Terms of Reference for Fund:**

Established in 2023 by Professor Mahmut Parlar. To be awarded by the School of Graduate Studies, on the recommendation of the DeGroot School of Business awards committee, to a student entering Level 3 of the PhD program in Business Administration in the field of Management Science who, has demonstrated the highest degree of commitment, excellence, and integrity in scholarship, in both courses taken and in research. The scholarship will be awarded at the discretion of the awards committee and may not be awarded annually.

**\*Also approved by the Faculty of Business**

[Note: A complete file for the information items listed above is available in the Graduate Council office, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca).]

**Recommendation for Change in Program Requirements/Procedures**

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department: DeGroot School of Business

Name of Program and Plan: Master of Finance

Degree: MFin

**Nature of Recommendation (Please complete appropriate field(s))**

Is this change the result of an IQAP Review: Yes  No

Creation of New Milestone

Change in Admission Requirements

Change in Comprehensive Examination Procedure

Change in Course Requirements

Change in the Description of a Section of the Graduate Calendar

Please explain: Updating language in Admission Requirements / Required Documentation section of the Master of Finance calendar. Changes reflect the holistic review process and provide more information to prospective students.

Other Changes

Please explain: N/A



Describe the existing requirement/procedure: **see below**

#### Admission Requirements/Required Documentation

Normally, applicants must have an Honours Bachelor's degree or equivalent with a cumulative grade point average (over the whole length of the degree) of at least B+. Appropriate background for the program includes, but is not limited to, a degree in business, economics, or any quantitative-oriented field, with at least a few relevant finance, economics, or statistics courses.

The following documents are required in order to apply to the Master of Finance program:

1. Completed on-line application form (Please see a link to the form on <http://mfin.degroote.mcmaster.ca/apply/>)
2. An official transcript, to be sent directly from the issuing institution. If the final transcript does not show that a completed degree has been conferred, an official copy of your diploma is also required.
3. An official GMAT score report. Normally, a minimum score of 600 is required. In lieu of a GMAT score, a comparable GRE score will be considered.
4. Two letters of recommendation, with at least one from an academic source. Please note that McMaster University uses the Electronic Referencing System. By entering the email address of your referee through the online application, the system will automatically send an eReference request on your behalf.
5. An official report of a TOEFL score or an IELTS score (for applicants whose native language is not English). A minimum TOEFL score of 92 (internet-based test) or IELTS score of 6.5 is required. Applicants who have completed a university degree for which English is the language of instruction may be exempted from this requirement.
6. Participation in a video interview.

Provided a detailed description of the recommended change:

**Rationale for the recommended change** (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Current Statement	Rationale
1. Normally, applicants must have an Honours Bachelor's degree or equivalent with a cumulative grade point average (over the whole length of the degree) of at least B+.	This change will take into account the SGS GPA requirement.
2. Appropriate background for the program includes, but is not limited to, a degree in business, economics, or any quantitative-oriented field, with at least a few relevant finance, economics or statistics courses.	The program is not limited to business or engineering students. We want to encourage diversity in the program.  *Checking with SGS for more details*
3. An official transcript, to be sent directly from the issuing institution. If the final transcript does not show that a completed degree has been conferred, an official copy of your diploma is also required.	Official copies are not required at the time of the application.
4. An official GMAT score report. Normally, a minimum score of 600 is required. In lieu of a GMAT score, a comparable GRE score will be considered.	GRE no longer has the GMAT equivalency tool on their website. In addition, the collective agreement from the admissions committee is to have the Admissions Officer decline applications that fall below the 50 <sup>th</sup> percentile in the quantitative reasoning score.

**Provide Implementation Date:** (Implementation date should be at the beginning of the academic year)

September 2023

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of?** If yes, please explain:

N/A

**Provide a description of the recommended change to be included in the calendar** (please include a tracked-changes version of the calendar section affected):

#### **Admission Requirements/Required Documentation**

Normally, applicants must have an Honours Bachelor's degree or equivalent with a cumulative grade point average (over the whole length of the degree) of at least B+. Appropriate background for the program includes, but is not limited to, a degree in business, economics or any quantitative-oriented field, with at least a few relevant finance, economics or statistics courses. Applicants must have an Honours Bachelor's degree or equivalent with a cumulative grade point average (over the whole length of the degree) of at least B+. In addition, they must have an average of B+ in their last year of relevant courses. Students with an undergraduate degree in business, economics, or any quantitative-oriented field are good candidates for this program. Students from other fields are welcome to apply and they are highly encouraged to complete at least a few relevant finance, economics, statistics, and math courses.

The following documents are required in order to apply to the Master of Finance program:

1. Completed on-line application form (Please see a link to the form on <http://mfin.degroote.mcmaster.ca/apply/>)
2. An official transcript, to be sent directly from the issuing institution. If the final transcript does not show that a completed degree has been conferred, an official copy of your diploma is also required. Unofficial transcripts of all postsecondary education completed and in progress. If an offer is extended to the applicant, one of the conditions will be to request the official transcripts to be sent directly from the issuing institutions.
3. An official GMAT score report. Normally, a minimum score of 600 is required. In lieu of a GMAT score, a comparable GRE score will be considered. An official GMAT score report. Normally, a minimum score of 600 is required. In lieu of the GMAT, the program will consider a GRE test with a score above the 50<sup>th</sup> percentile in the quantitative reasoning section.
4. Two letters of recommendation, with at least one from an academic source. Please note that McMaster University uses the Electronic Referencing System. By entering the email address of your referee through the online application, the system will automatically send an eReference request on your behalf.
5. An official report of a TOEFL score or an IELTS score (for applicants whose native language is not English). A minimum TOEFL score of 92 (internet-based test) or IELTS score of 6.5 is required. Applicants who have completed a university degree for which English is the language of instruction may be exempted from this requirement.
6. Participation in a video interview

#### **Contact Information for the recommended change: Program Director - Master of Finance**

**Name: Dr. Ron Balvers**

**Email: [balvers@mcmaster.ca](mailto:balvers@mcmaster.ca)**

**Date Submitted: January 24, 2023**

# Report on the Master of Health Management Full-Time Cohort Pilot Project

Draft Report  
September 15, 2022  
Final Report  
November 5, 2022

**Prepared by:**  
**Neil Barr, PhD**

On behalf of the MHM Program Executive Committee

## Introduction

The Master of Health Management (MHM) program was launched in September of 2010 as a part-time only, blended learning, graduate program for regulated health professionals. In Fall of 2018, the MHM program created a full-time cohort of the program as a pilot project to determine the demand and viability of a full-time cohort being integrated with the existing part-time cohorts. This first full-time cohort graduated in November of 2019 with 16 of the original 17 students. A few weeks later, the COVID-19 pandemic occurred. Therefore, rather than conducting a review of the full-time pilot project during the pandemic, it was decided to extend the pilot and delay the review.

Now that the pandemic is under greater control, the MHM program co-directors (Dr. Dina Brooks and Dr. Glen Randall) asked me (Dr. Neil Barr) to conduct the review. I hold a PhD in Health Policy Analysis from McMaster University and I am currently a faculty member in the DeGroot School of Business. I have had extensive involvement with the MHM program and teach multiple courses within the program. As such, I have had direct contact with all MHM students (both full-time and part-time) since the pilot was initiated. In conducting the review, I have had the opportunity to speak with students and faculty and have had access to student survey results. While the quantitative data available for the review was limited the qualitative feedback was rich and compelling.

## Background on the MHM Program

In 2007, Dr. Glen Randall, a faculty member in the DeGroot School of Business at McMaster University, was reflecting on his time working as a regulated health professional and decided to champion the idea of creating a graduate program that would provide health professionals with the skills needed to move into management and leadership positions within their organizations, but with sufficient flexibility that they would be able to maintain their current employment. Out of this idea a partnership was formed between the DeGroot School of Business and the School of Rehabilitation Science to create such a program. The founders were Dr. Randall along with Dr. Mary Law (at the time, Dean of the School of Rehabilitation Science) and Dr. Patricia Wakefield (also from the DeGroot School of Business). Together, they designed and implemented the MHM program.

The MHM program is unique in that it was designed to:

- be a *partnership* between a business faculty and a health sciences faculty to draw on the expertise of a broader range of faculty members;
- be *interdisciplinary* and target all regulated health professionals so that students begin the program with some common background and experiences and similar educational needs and goals;
- maximize *flexibility* to ensure that academic objectives could be met despite most students working full-time with inconsistent schedules, and potentially in different time-zones (this was the basis for a part-time program offered primarily asynchronously);
- *ladder content* from one course to the next by having students take courses in sequence and only focusing on a single course at a time to maximize engagement with the content and minimize interference with their professional obligations; and
- build a *sense of community* by moving through the program in cohorts and participating in intensive face-to-face interactions during two three-day residencies.

The goal of the MHM program is to prepare regulated health professionals—who have several years of work experience and ideally some management experience—to meet the demands of a career as a leader in the healthcare sector. This is done by providing these professionals with core management skills and a broad understanding of Canadian and international healthcare environments. The program engages experts with experience in academia, industry, and government to teach students about the pressing issues in healthcare and equip them with the skills needed to solve complex healthcare problems.

The teaching approach focuses on the attainment and/or mastery of the MHM program's core competencies. The following list of competencies was created after assessing the academic literature at the time of the program's creation:

- Lifelong Learning** (understanding, demonstrating, and promoting the necessity for continuous learning among professionals);
- Communication Skills** (understanding and demonstrating effective communication styles and techniques and use of related technologies);
- Conceptual Skills** (identifying, synthesizing, and analyzing information in a coherent and methodical way to advance problem-solving and the creation of new information);
- Awareness of the Political and Healthcare Environments** (awareness and appreciation of the complexities and interrelationship between political and healthcare environments);
- Organizational Behaviour and Human Resource Management** (demonstrate an understanding of how organizations function and how human resources play a key role within organizations);
- Financial Management** (demonstrate an understanding of financial data and related management techniques which support good financial management practices);
- Research Awareness** (awareness and demonstrated understanding of the creation and use of research); and
- Leadership** (awareness and demonstration of skills which motivate others to excel within an ethical and supportive environment).

The MHM program utilizes asynchronous online teaching strategies and a self-directed learning philosophy. Part-time students move through the program one course at a time (a total of 8 courses), completing course work independently and in virtual groups with the same cohort throughout the program. The majority of MHM students are from Ontario, but there is student representation from across Canada which is supplemented with a small number of international students. Moreover, the interdisciplinary nature of the program and the diversity of the students has allowed a wide range of health care professionals to learn from one another.

The MHM program has been very successful. Enrollment targets have consistently been met and the student dropout rate has been extremely low. Instructors rave about the quality of the students, and students have provided glowing reviews of the program. In an effort to expand on this success, the program Executive Committee felt there may be some demand for a full-time option for individuals who were in a position to undertake full-time studies. A pilot was approved and a cohort of 17 full-time students began in the fall of 2018 alongside three cohorts of part-time students.

## Introduction of the Full-Time Option

The pilot/trial of a full-time cohort required some revisions to the original direction of the program. Rather than taking a single course at a time, students would be permitted to take three courses in each of the fall and winter terms and two courses in the spring/summer term. They would also attend both the Fall and Spring residencies within a single academic year. Issues identified below are based on survey feedback, along with my conversations with, and direct exposure to, students and faculty members.

## Issues of Concern Identified

- 1. Full-Time students continuing to work full-time.** Full-time students are asked to verify that they can commit the required time to the program and that they would not be working full-time during the program. Despite this, a large percentage of students in the full-time cohort continue full-time employment. These circumstances have had an unfavourable impact on the program. Instructors have noted that the full-time students tend to be less engaged in the courses (i.e., many are focused on trying to complete all the assignments rather than becoming immersed in the content of each course). As such, full-time students appear to interact less with fellow students compared to other part-time students, which further influenced the overall student dynamic within each course. In general, it was felt by faculty that these students had lower overall academic performance than their part-time peers; however, there does not appear to be any difference in graduation rates.
- 2. Requests to move to part-time.** In some instances, full-time students have acknowledged that the volume of work required was too much and they requested to shift to part-time status. Changing from full- to part-time status results in students being off schedule, and it is not clear which cohort they belong to which has a negative impact on *sense of community*. Status changes also mean additional administrative work for program staff.
- 3. Inability to ladder content.** While part-time students continue to benefit from the process of *laddering content* from course to course, full-time students do not fully benefit from the program's design since they are required to take up to three courses at one time. Therefore, full-time students may feel that they are at a disadvantage when other (part-time) students have already completed courses that provide context for subsequent courses.
- 4. Attending two residencies in the same school year.** Attending both the Fall and Spring residency in the same school year may present logistical hurdles for some students (e.g., scheduling time off from work). Full-time students attend the residencies with part-time students from different years at each residency, which also has a negative impact on *sense of community*.
- 5. Creation of a second graduation date.** This is a relatively minor point but, given the different schedule, full-time students graduate at the November convocation. This means some additional administrative work for staff as well as the time and expense associated with holding a graduation reception for a relatively small number of students (e.g., for the November 2022 ceremony there are 13 graduates, not all of whom are able to attend the reception).

While undertaking full-time studies may fit the schedule of some students, the number of applicants has been relatively low. In many cases, students that apply for the full-time program also indicate that they would also be willing to undertake the part-time program if no full-time spots are available. In total, we have had 58 full-time graduates over the past four years; 367 students have completed the program on a part-time basis. Overall, there is a general sense that there are few upsides associated with retaining the full-time option and numerous academically relevant downsides.

## Recommendations

1. **Eliminate the full-time option.** Based on the above observations, I recommend eliminating the full-time option of the MHM program. It is reasonable to expect that many of the individuals who would have applied to the full-time option will also apply to the part-time option. The main advantages are that the benefits of laddering of content will apply to all students and that efforts to build a sense of community will be reinforced.
2. **Maintain or expand student numbers.** Given the demand for the program, the full-time positions should be replaced with part-time positions. While there may be a small decrease in revenues for the first two years, the program will reach equilibrium by the third year. One option to offset this temporary reduction in revenue is to slightly increase enrollment in each of the part-time cohorts. If this option was taken, revenues by year three would exceed current revenues.



**Recommendation for Change in Program Requirements/Procedures**

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department: Master of Health Management

Name of Program and Plan: **GINMH and HMGMTMHM**

Degree: Master of Health Management

**Nature of Recommendation (Please complete appropriate field(s))**

Is this change the result of an IQAP Review: Yes  No

Creation of New Milestone

Change in Admission Requirements

Change in Comprehensive Examination Procedure

Change in Course Requirements

Change in the Description of a Section of the Graduate Calendar

Please explain:

Other Changes

Please explain: Remove the full-time stream of the MHM Program.

Describe the existing requirement/procedure: MHM Currently offers a full-time (~15 students) and part-time (~ 45 students) stream.

Provide a detailed description of the recommended change:

- Remove full-time stream from program

**Rationale for the recommended change** (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?): See attached report.

**Provide Implementation Date:** (Implementation date should be at the beginning of the academic year)

September 2023

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of?** If yes, please explain: N/A

**Provide a description of the recommended change to be included in the calendar** (please include a tracked-changes version of the calendar section affected): Remove full-time section

#### Degree Requirements

##### ~~Full-time Stream~~

~~Complete with at least B- standing, eight (8) graduate half courses~~

- ~~• [HLTH MGT 700 / Health Systems and Policy Analysis](#)~~
- ~~• [HLTH MGT 705 / Evaluating Sources of Evidence for Management and Evaluation](#)~~
- ~~• [HLTH MGT 706 / Strategic Health Management Foundations](#)~~
- ~~• [HLTH MGT 707 / Accounting & Financial Foundations for Healthcare Management](#)~~
- ~~• [HLTH MGT 708 / Leadership in Health Organizations](#)~~
- ~~• [HLTH MGT 732 / Strategic Writing for Healthcare Professional](#)~~
- ~~• [HLTH MGT 733 / Knowledge Translation in Healthcare Practice and Management](#)~~
- ~~• [HLTH MGT 734 / Quality and Safety in Healthcare](#)~~

**Contact Information for the recommended change:**

**Name:** Dina Brooks (FHS) and Glen Randall (Business)

**Email:** [brookd8@mcmaster.ca](mailto:brookd8@mcmaster.ca) (FHS) and [randalg@mcmaster.ca](mailto:randalg@mcmaster.ca) (Business)

**Date Submitted:** November, 2022

**Recommendation for Change in Program Requirements/Procedures**

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department: KINESIOLOGY

Name of Program and Plan: GSCMSC/KINESMSC

Degree: MASTER OF SCIENCE

**Nature of Recommendation (Please complete appropriate field(s))**

Is this change the result of an IQAP Review: Yes  No

Creation of New Milestone

Change in Admission Requirements

Change in Comprehensive Examination Procedure

Change in Course Requirements

Change in the Description of a Section of the Graduate Calendar

Please explain: To be explicit with applicants that we are looking at the last two completed years of study.

Other Changes

Please explain:

Describe the existing requirement/procedure: Currently the requirement within the calendar states students must have a B+ in their undergraduate degree program.

Provide a detailed description of the recommended change: We have added the we look at the last two years of relevant study when considering admission to our program.

**Rationale for the recommended change** (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

**Provide Implementation Date:** (Implementation date should be at the beginning of the academic year)

September 1 2023

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of?** If yes, please explain:

**Provide a description of the recommended change to be included in the calendar** (please include a tracked-changes version of the calendar section affected):

A candidate for the M.Sc. degree must fulfill the general regulations of the School of Graduate Studies. An honours baccalaureate degree in kinesiology or a related field of study with at least B+ standing (equivalent to a McMaster GPA of 8.5) in the final two years in all courses in the discipline, or relating to the discipline is generally required for consideration of admission.

**Contact Information for the recommended change:**

**Name:** Dr. Peter Keir

**Email:** pjkeir@mcmaster.ca

**Date Submitted:** November 8, 2022

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

**FOR APPROVAL**

**I. New Diploma Program**

At its meeting on March 21st, 2023, the Undergraduate Council approved, for recommendation to Senate, the Health Information Fundamentals (HIF) Diploma program. Further details are contained within the circulated materials.

It is now recommended,

**that Senate approve the *Health Information Fundamentals (HIF) Diploma*, as set out in the attached.**

**II. Revisions to Existing Certificate and Diploma Programs**

At the same meeting on March 21st, the Undergraduate Council approved, for recommendation to Senate, revisions to the Diploma in Accounting, and to the Applied Clinical Research (ACR) Certificate. Further details are contained within the circulated materials.

It is now recommended,

**that Senate approve revisions to the *Diploma in Accounting* and the *Applied Clinical Research (ACR) Certificate*, as set out in the attached.**

**III. Proposed Revisions to Certificates, Diplomas & Microcredentials Policy**

At their respective meetings on March 21<sup>st</sup>, 2023, the Undergraduate and Graduate Councils approved, for recommendation to Senate, a set of proposed revisions to the Certificates, Diplomas & Microcredentials Policy. Further details are contained within the circulated materials.

It is now recommended,

**that Senate approve renaming the *Certificates and Diplomas Policy* and the proposed revisions, effective April 12, 2023, as set out in the attached.**

**FOR INFORMATION**

**IV. By-Law Changes: Proposal for Joint Committee on Certificates, Diplomas & Microcredentials**

At the same respective meetings, the Undergraduate and Graduate Councils also approved the proposed set of Senate by-law revisions to dissolve the Certificates & Diplomas Committee and establish the Joint Committee on Certificates, Diplomas & Microcredentials. Further details can be found in the circulated materials and in the Report on Senate By-Laws.

**V. Terms of Award**

At the same meeting, the Undergraduate Council approved one new award, two new bursaries, and three awards to be removed from the Undergraduate Calendar.

**a. New Award**

The Yves and Cynthia Bled Scholarship for Black Women in Engineering

**b. New Bursaries**

The Elizabeth Lowden Bursary in History

The Caroline Woo Bursary

**c. Awards Removed from the Undergraduate Calendar**

The June Brown Bursary

The F & B Hacker Scholarship

The Ledwith Family Bursary

**VI. Addenda to Curriculum Revisions for Inclusion in the 2023-2024 Undergraduate Calendar**

At the same meeting, the Undergraduate Council approved minor addenda to curriculum and calendar revisions from the Faculties of Business and Science, and the Office of the Registrar.

**VII. Revised Sessional Dates**

At the same meeting, the Undergraduate Council approved a minor correction to the 2022-2023 Sessional Dates. Currently, the date provided for Canada Day is June 30, 2023, but should have been July 3, 2023.

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

**Senate: FOR APPROVAL/INFORMATION  
April 12, 2023**

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

<b>Department &amp; Program Information</b>	
Program/Plan Name:	Health Information Fundamentals (HIF)
Academic Credential:	Diploma
Name of Representative:	Lorraine Carter
Effective Date:	2023-09-01
Date of Submission:	2023-02-14
<b>Academic Merit (complete all fields; write “not applicable” as needed):</b>	
Program Overview:	<p>Over the past few years, the Canadian Health Information Management Association (CHIMA) and the Canadian College of Health Information Management (CCHIM) consulted with health information industry leaders, federal and provincial policymakers, and healthcare professionals to establish a new set of curriculum standards for education providers. In order to meet these updated curriculum guidelines, MCE is proposing a nine-course diploma called Health Information Fundamentals (HIF).</p> <p>Health Information Fundamentals (HIF) is a diploma program that provides students with the foundational knowledge required for health information professionals. The program will prepare students to work in various health settings as the curriculum focuses on the key practice areas of information governance, data quality, analytics, privacy, technology, and clinical knowledge. Ethics, equity, diversity, and inclusion are included across all practice areas.</p> <p>Graduates of the program will be prepared to challenge the Canadian College of Health Information Management’s national certification examination to earn the designation of a Certified Health Information Management (CHIM) professional.</p>
Learning Objectives:	<p>Upon completion of the program, learners will:</p> <ol style="list-style-type: none"> <li>1. Describe the Canadian Health Information Management Lifecycle and how it is used to promote data and</li> </ol>

	<p>information governance, inform healthcare policy and procedures, and develop leading practices and principles related to managing health information across the continuum of care.</p> <ol style="list-style-type: none"> <li>2. Apply knowledge of ethical data collection and preparation, quality and conformance, and standards policies and processes to ensure that data is linkable and fit for use in analysis and care and to foster data literacy.</li> <li>3. Articulate clinical knowledge of medical terminology, anatomical body structures, physiological functions, and pathological conditions for the purpose of identifying risk factors and/or diagnostic interventions and/or treatment options in healthcare.</li> <li>4. Manipulate and interpret health data and statistics using measurement, analysis, and statistical software systems, and utilize analytics, business intelligence, financial analyses, and informatics to support reporting and decision-making across the healthcare continuum.</li> <li>5. Interpret federal, provincial, and territorial privacy and health legislation as it applies to policies and processes related to health information, security, privacy, confidentiality, external data sharing and access.</li> <li>6. Summarize types of healthcare information systems, information flow, health information exchange standards and specifications, and the supporting principles, policies, and processes for health sector technologies.</li> <li>7. Recognize and articulate how equity, diversity, inclusion, and ethics influence healthcare settings and patient outcomes.</li> </ol>
<p>Meeting Learning Objectives:</p>	<p>The HIF program will use a series of courses to achieve the stated program learning objectives. Individual course outcomes are mapped to the program objectives and CHIMA’s curricular guidance. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning objectives.</p>
<p>Program Admission Requirements:</p>	<p>The diploma is available to individuals who possess a three-year degree in any discipline and those who are actively pursuing their degrees while taking the HIF program.</p> <p>The following statement for recommended program requirements will be posted on MCE’s website:</p>



	<p>In compliance with the Certificates and Diploma admission policy from Undergraduate Council, students who wish to enter the Health Information Fundamentals 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 Continuing Education.</li> <li>2) Be comfortable using word processing software, spreadsheets, and web browsing tools.</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>
Program Pre-requisites (if applicable):	Learners will be required to have the necessary computer, software programs and access to the internet to complete all courses.
Program Completion Requirements:	To qualify for a Diploma in Health Information Fundamentals, learners must complete nine courses, 30 units of study.
Program Delivery Format:	Program courses will be delivered online. The online format will include instructor lectures, 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, 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, evaluation method, 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 standard academic rules as specified by the Faculty offering

	the degree.		
Program Advanced Standing:	<p>Learners may be eligible to transfer up to twelve units of study. Approved course transfers are based on the following requirements:</p> <ul style="list-style-type: none"> <li>• Courses must have an 80% overlap in content/curricula and a similar number of classroom or contact hours.</li> <li>• Courses must have been taken within the last five years.</li> <li>• Courses must have been taken from an accredited academic institution and listed on an official transcript with a grade.</li> <li>• A final grade of "C-" or better to be eligible.</li> </ul>		
<b>Statement of Financial Viability:</b>			
<p>I have reviewed the business case and financial projections, including enrolment projections and costs. This program's revenue sources 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, McMaster Continuing Education</i></p>			
<b>Statement of Administrative Responsibilities:</b>			
<p>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 for the program's first year, when Continuing Education will subsidize the program start.  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 courses are taught according to program requirements and standards, and</li> <li>• Marketing and promotions.</li> </ul> <p>The Faculty of Health Sciences will act as an academic liaison and is responsible for ongoing academic review and assessment of the curriculum. The Faculty's letter of support is included at the end of this document.</p>			
<b>Listing of Courses</b>			
<b>Course Name</b>	<b>Required/Elective</b>	<b>Unit Value</b>	<b>Content Hours</b>
HIF 101 Introduction to Health Information Management and Records Management	Required	3	48
Course Description:			

This course covers fundamental theories and principles of health information management, including data types, acquisition, repositories, records management, and data collection and use. Principles, frameworks, policies, and processes to manage records and documents will be covered, including an overview of documentation legislation, professional practice guidelines for documentation standards, error detection and correction procedures, and the acceptability of medical abbreviations and acronyms. Concepts of Electronic Health Record (EHR), Personal Health Record (PHR), Electronic Medical Record (EMR), and Electronic Patient Record (EPR) will be introduced. Students will also learn about the overall structure of the Canadian health system—including health data and information repositories—as well as interactions between the Canadian health system and the Ministries, medical research, and public health. Learners will be introduced to Clinical Documentation Improvement (CDI) principles and processes, and the importance of equity, diversity, inclusion, and ethics across the healthcare sector will be discussed throughout the course.

HIF 102 Information Governance, Finance, Research	Required	3	36
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Course Description:  
 This course covers three major areas: information governance, finance, and research. Information governance includes information lifecycle management and the relationship between data governance and the HIM lifecycle, which will be discussed in depth. Types of interoperability, the data supply chain, and authoritative sources of routinely collected administrative and population data are also covered, along with principles, frameworks, and policies related to external data sharing and access. The course will introduce provincial funding models, grouping and case weighting strategies, MIS Standards, and resource management. The focus on health-related research in Canada will include the role of epidemiology, the research ethics approval process, qualitative and quantitative approaches and methodologies for research, data collection in research, and data and information collection formats.

HIF 103 Privacy & Health Law	Required	3	36
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Course Description:  
 This course will cover privacy and health law, including definitions of common legal terms and key Canadian federal, provincial, and territorial legislation which affect health information and privacy. Learners will be introduced to privacy, security, and confidentiality principles relating to various situations regularly encountered by HIM professionals, such as client privacy, maintaining confidentiality, ensuring security, confidentiality agreements, and external data sharing and access. The course's focus on key provisions, principles, and definitions will address health information, data protection, and privacy statutes, including access, collection, use, disclosure, and custodian/trustee, and information manager obligations. Tools used to assess and manage privacy risk will also be discussed.

HIF 104 Quality in Health	Required	3	36
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This course will introduce students to quality in health, including principles, frameworks, policies, and processes to ensure the accuracy, reliability, relevance, timeliness, coherence,

clarity, and accessibility of data against standards and quality criteria. Standards development organizations, the Standards Lifecycle and development, and pan-Canadian standards (e.g., SNOMED CT, LOINC, pCLOCD, HL7, ICD-10-CA, and CCI) will be covered. Learners will be introduced to quality management methodologies such as CQI, LEAN, and TQM, as well as common principles and practices for creating indicators, benchmarks, metrics, and reports. The course will cover clinical indicators (e.g., HSMR and readmission rates) and their role in monitoring health care quality. Organizational practices for maintaining data quality and data integrity will be discussed. Learners will explore tools used for terminology, nomenclature, classification, abstraction, encoding, and data submission.

HIF 105 Information Technology	Required	3	36
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Course Description:  
 This course will introduce students to different types of healthcare information systems, systems specifications for interoperability, and the flow of information between these systems. Learners will cover principles, policies, frameworks, and accountability for maintaining data in technology systems, security of technology platforms, access to systems, and personal health information security. Students will learn about standards for data transmission, translation, and transformation, including consideration of natural language processing and transformation between data standards. The course will discuss the development, functional requirements, and maintenance of an MPI and EMPI, as well as personalized information needs and information-seeking behaviour and the development of consumer health portals. Technologies such as cloud storage, blockchain, and virtual care will be highlighted, and the IT Procurement process, project management, change management, and systems implementation will be covered. Policies related to data integrity, disaster recovery, cybercrime, ransomware, and hacking will also be discussed.

HIF 106 Statistics & Analytics	Required	3	36
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Course Description:  
 This course will enable learners to apply descriptive statistical theory to analyze continuous and categorical healthcare data. Learners will learn to employ commonly used statistical software systems to relevant data sources, such as DAD, NACRS, RAI, and MIS. The course will introduce common principles and practices for creating performance indicators, standards, benchmarks, metrics, and reports, including different methodologies, definitions, and visualization. Graphical and tabular presentation of healthcare data to facilitate decision-making will also be explored. Learners will examine business intelligence (BI) tools used to locate, store, retrieve, analyze, and present data and information from multiple sources, as well as the policies and processes for those BI tools. The course will also summarize how BI can be utilized for personal information needs and information-seeking behaviour. Additionally, principles and practices for applying machine learning, artificial intelligence, predictive analytics, data modelling, patient flow modelling, and dataflow diagrams will be discussed.

HTH 200 Medical Terminology	Required	3	36
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Course Description:

This course is designed to familiarize students with the relevant clinical terminology to work successfully within the healthcare sector. Upon completion of this course, students will obtain the requisite knowledge of biomedical terminology commonly used in the healthcare environment. Specific topics include the origins and composition of medical words (roots, prefixes, suffixes, abbreviations) relating 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 healthcare sector.

HTH 300 Anatomy & Physiology	Required	3	36
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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, including the Skeletal System, Muscular System, Cardiovascular System, Lymphatic and Immune System, Respiratory System, Digestive System, Urinary System, Nervous System, Special Senses, Integumentary System, Endocrine System, and Reproductive System. This course is designed for individuals with little or no educational background in anatomy, physiology, and pathology.

Pathophysiology	Required	6	72
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Course Description:  
 This course provides an overview of pathological conditions, disease processes, and their effects on different body systems. Etiology, clinical manifestations, diagnostic tests, and therapeutic interventions for various disorders are studied. The course builds on students' experience with anatomy and physiology.



L8S 4K1

**Dr. Robert Whyte** 1280 Main Street West Tel:  
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Faculty of Health Sciences Hamilton ON  
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<https://healthsci.mcmaster.ca/>

DATE: 24 February 2023  
TO: Lorraine Carter, Director, McMaster Continuing Education  
Members of the Certificates and Diplomas Committee  
FROM: Rob Whyte, Vice-Dean, Education, Faculty of Health Sciences  
SUBJECT: Evaluation of the Health Information Fundamentals Diploma Program Proposal  
for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Health Information Fundamentals Diploma program offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed course descriptions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course and the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The revisions document indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by Undergraduate Council's Certificate and Diploma requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

On behalf of the Faculty of Health Sciences, I am pleased to support the revisions to this program.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Rob Whyte".

Rob Whyte, MD, MEd, FRCP(C)  
Vice-Dean, Education  
Faculty of Health Sciences  
McMaster University

Cc: Kathleen Geelen, Program Manager  
Daniel Piedra, Assistant Director



DATE: 14 February 2023  
TO: Dr. Rob Whyte, Vice-Dean, Education, Faculty of Health Sciences  
FROM: Lynn Martin, Teaching Professor , McMaster School of Nursing, Faculty of Health Sciences  
SUBJECT: Evaluation of the Health Information Fundamentals Diploma Program Proposal for McMaster Continuing Education (MCE)

At your request, I have reviewed the academic submission document for the Health Information Fundamentals Diploma program to be offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed course descriptions. My finding is that each course meets the standards necessary to be an academic course with 3.0 units of advanced credit value.

Based on my examination of content covered in each course as well as the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The submission document also indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by the Undergraduate Council's Certificate and Diploma requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificate and Diploma Policy (2020) for Undergraduate Council.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lynn Martin".

Lynn Martin  
Teaching Professor  
Faculty of Health Sciences

Cc: Kathleen Geelen, Program Manager  
Daniel Piedra, Assistant Director

**Certificate & Diploma Committee - Course Cancellation**

<b>Department &amp; Program Information (complete all fields):</b>	
Department:	McMaster Continuing Education
Program Name:	Diploma in Accounting
Name of Representative:	Lorraine Carter, Anne Dwyer
Nature of Submission:	Course Cancellation/Removal
Effective Date:	23-May-1
Submission Date:	23-Feb-21
<b>Course Details (complete all fields):</b>	
<b>Course Title &amp; Unit Value:</b> ACC 920 Effective Communication (3 units)	
<p><b>Course Description:</b> Canada's business environment requires that business people communicate effectively, persuasively and ethically in written and verbal communication. During this course, students will learn how to plan, write and review business communication, using different methods and strategies. Using a combination of teaching methods, including discussion, peer review, writing and editing projects, this course will help develop participant's critical thinking and analysis, research, writing, editing and presentation skills. Special emphasis will be placed on developing appropriate business language skills (spelling, grammar, punctuation, voice and tone). Students will review various writing styles and learn strategies for writing effective summaries and reports. <i>Effective Communication will also provide students with the tools, techniques and strategies for successful testing and examination preparation.</i></p>	
<p><b>Rationale for Cancellation:</b> Course is no longer needed, as MCE offers a near identical course under Business Administration (BUS 850 Business Communications). The only difference between ACC 920 and BUS 850 was the added testing and examination preparation module that was added to ACC 920 out of need for those pursuing a CGA designation. With the merger of the various professional accounting associations, this requirement is no longer needed. As such, students needing to take Communications as part of their Diploma in Accounting requirements can take BUS 850 Business Communications.</p>	



DATE: 26 February 2023  
TO: Certificates and Diplomas Committee  
FROM: Dr. Sue McCracken, Associate Dean (Academic), DeGroot School of Business  
SUBJECT: Course Cancellation for the Diploma in Accounting, McMaster Continuing Education

I have reviewed McMaster Continuing Education's proposal for the cancellation of the course, ACC 920 Effective Communication, from the program of Accounting (Diploma). I support this proposal based on the rationale provided. The proposed change to the program is appropriate, and the program continues to meet the standards set out in the Senate's Certificate and Diploma Policy (2020) for Undergraduate Council.

In conclusion, I support the removal of ACC 920 Effective Communication (3 units of study) from the Diploma in Accounting.

Sincerely,



**Susan McCracken** | Associate Dean (Academic), PhD, FCPA, FCA  
Professor in Accounting  
DeGroot School of Business | McMaster University  
1280 Main Street West, Hamilton, Ontario L8S 4M4  
905.525.9140 ext. 23993 | [smccrac@mcmaster.ca](mailto:smccrac@mcmaster.ca)

Continuing Education Academic Program Submission – For Approval

Department & Program Information	
Program/Plan Name:	Applied Clinical Research (ACR)
Academic Credential:	Certificate
Name of Representative:	Lorraine Carter
Effective Date:	2023-09-01
Date of Submission:	2023-03-07
Academic Merit (complete all fields; write “not applicable” as needed):	
Program Overview:	<p>Applied Clinical Research (ACR) is a certificate program consisting of five 3-unit courses offered by McMaster Continuing Education. As an outcome of the COVID-19 pandemic, there has been a transformation in the field of clinical trials and research which fueled a review of the program in Fall 2022.</p> <p>The proposed changes (program description, program learning objectives, course descriptions) are outlined in Appendix A at the end this document.</p> <p>Clinical research professionals contribute to research studies that have a major impact on health care. Significant advancements in these areas and expanding regulatory requirements have increased the demand for trained clinical research professionals. As such, a comprehensive program review of this certificate program was conducted in the Fall of 2022. The review incorporated feedback from industry professionals, ACR instructors, and students. The results have informed the proposed revised program learning objectives and course descriptions presented in this proposal.</p> <p>The revised program learning objectives and course learning outcomes align with the Association of Clinical Research Professionals (ACRP) and the Society of Clinical Research Associates (SORCA) competency domains.</p> <p>The Certificate in Applied Clinical Research (ACR) prepares students to be integral members of a clinical research team by adhering to research ethics, best practices, and regulations, which protect patient safety and ensure trial integrity.</p>

	<p>Graduates are prepared to apply clinical research protocol requirements, as well as good clinical practice (GCP) guidelines, standard operating procedures (SOPs), research ethics board (REB) requirements, and federal regulations (Health Canada and FDA).</p> <p>In addition, graduates have acquired project management, self-directed research, communication, and ethical decision making skills through completion of a real-world team-based capstone project.</p>
<p>Learning Objectives:</p>	<p>Upon completion of the program, learners will be able to:</p> <ol style="list-style-type: none"> <li>1. Summarize clinical research principles and study design concepts</li> <li>2. Identify the sequential steps, milestones, processes, and deliverables for conducting a clinical trial across a study's start-up, maintenance, and close-out phases</li> <li>3. Describe study conduct in compliance with clinical research protocol requirements, as well as good clinical practice (GCP) guidelines, standard operating procedures (SOPs), research ethics board (REB) requirements, and federal regulations (Health Canada and FDA)</li> <li>4. Create study documents and forms that are essential for clinical trial conduct</li> <li>5. Explain how quality management processes are implemented in clinical trials to ensure participant safety and data integrity</li> <li>6. Apply core principles when examining ethical issues in clinical research</li> <li>7. Demonstrate teamwork, leadership, communication, and project management skills needed to work effectively with multidisciplinary study teams</li> </ol>
<p>Meeting Learning Objectives:</p>	<p>The methods of delivery and evaluation in each course are structured to ensure students achieve the course learning outcomes which are mapped to the program learning objectives and ACRP and the SOCRA domains. The capstone course simulates real-world experiences as students work in teams to apply theoretical knowledge and skills gained from previous courses in the program. In addition to meeting the</p>

	learning objectives, students are required to demonstrate successful study conduct through self-directed research, project management, and professional communication.
Program Admission Requirements:	The following statement for recommended program requirements will be posted on MCE's website: In compliance with the Certificates and Diplomas admission policy from Undergraduate Council, students who wish to enter the Applied Clinical Research program should meet the following requirements based on their education and work experience: <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 Continuing Education.</li> <li>2) Be comfortable using word processing software, spreadsheets, and web browsing tools.</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>
Program Pre-requisites (if applicable):	Learners will be required to have a computer, software programs and access to the internet to complete all courses.
Program Completion Requirements:	To qualify for a Certificate in Applied Clinical Research, learners must complete five courses, 15 units of study.
Program Delivery Format:	Courses will be delivered online. The online format will include instructor lectures, 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, 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:	Learners may be eligible to transfer up to three units of study to the program. Approved course transfers are based on the following requirements: <ul style="list-style-type: none"> <li>• courses must have an 80% overlap in content/curricula and a similar number of classroom or contact hours</li> <li>• courses must have been taken within the last five years</li> <li>• courses must have been taken from an accredited academic institution and listed on an official transcript with a grade</li> <li>• a final grade of "C-" or better to be eligible</li> </ul>

**Statement of Financial Viability:**

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, McMaster 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 for 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 courses are taught according to program requirements and standards
- Marketing and Promotions

The Faculty of Health Sciences will act as an academic liaison and is charged with the responsibility of ongoing academic review and assessment of the curriculum. The Faculty's letter of support is included at the end of this document.

**Listing of Courses:** The course descriptions provided below reflect the changes based on the Fall 2022 review. The titles of the courses have not changed.

Course Name	Required/Elective	Unit Value	Content Hours
ACR 101: Principles of Clinical Research	Required	3	36

Guided by the lens of Good Clinical Practice (GCP) and pertinent regulations, this introductory course examines how to conduct safe and successful clinical trials. Clinical trial phases, study

design, and the roles and responsibilities of various stakeholders will be explored. Emphasis will also be placed on the foundational skills needed for successful trial management including project management and communication skills.			
ACR 102: Research Ethics	Required	3	36
This course analyzes the professional guidelines and codes of ethics applicable to the clinical research process. Situations presenting ethical dilemmas as well as scientific integrity and the responsibilities of the clinical investigation team as defined by Good Clinical Practice (GCP) guidelines are explored.			
ACR 103: Clinical Trial Design	Required	3	36
This course reinforces the key fundamentals of clinical trial design and methodology including protocol development, participant recruitment, and data management and analysis while adhering to regulatory frameworks and guidelines. Students evaluate clinical study designs that explore relevant research questions using data-driven analysis. Pre-requisite: ACR 101 Principles of Clinical Research. Pre-requisite: ACR 101 Principles of Clinical Research.			
ACR 104: Clinical Trial Management	Required	3	36
Strategies for planning and managing clinical trials, including operational complexities in clinical research projects are examined. Effective methods used for the preparation of scientific documents, data management, quality assurance, safety reporting, and end of trial practices are explored. Students will also apply real-world skills of leadership, project management, and risk management in clinical research. Pre-requisite: ACR 103 Clinical Trial Design.			
ACR 105: Clinical Research Capstone	Required	3	36
This capstone course is intended to simulate real-world experiences in the areas of clinical research protocols and study management. Working in teams, students will apply the theoretical knowledge and skills gained from previous courses in the program. Students will also be required to demonstrate successful study conduct using self-directed research, project management, and professional communication. Pre-requisite: ACR 104 Clinical Trial Management.			

**Insert Faculty Support Letter:**

Attach a letter of support from the Associate Dean of the Faculty. **All documentation must be included in one file.**

## Appendix A: Proposed Updates to the Certificate in Applied Clinical Research, Winter 2023

The Certificate in Applied Clinical Research offered by McMaster Continuing Education (MCE) was reviewed in the Fall of 2022. Based on recommendations from the review, changes are proposed to the program description, program objectives, and course descriptions. There are no changes recommended for course titles.

PROGRAM DESCRIPTION	
Current	Proposed
<p>The Applied Clinical Research certificate program will consist of five, three (3) unit courses (15 units). Program content is based on common areas of knowledge and skills for clinical research associates and managers as identified by a North American Advisory Board and the competencies of the Internationally-focused Association of Clinical Research Professionals (ACRP)</p> <p>Upon successful completion of the required five courses, participants will receive the McMaster University Certificate in Applied Clinical Research. Students are given a three-year period to complete all required components of the certificate program. This requirement is based on the need to remain current with legal, regulatory and ethical considerations in the field of work.</p> <p>Each course will bridge theory and practical experience through a combination of experiential learning (i.e. case studies, discussions, and presentations) and traditional teaching methods. There will be considerable emphasis on the application of content in each course to ensure students are well prepared for employment in this field. In addition, students will complete a capstone project/practicum placement as the final course in the program, which provides a concentrated opportunity to apply the clinical research methods, techniques and strategies to a real-world situation/case. Emerging trends, theories and practices will be incorporated into coursework to ensure that program content is current and relevant.</p>	<p>The Certificate in Applied Clinical Research (ACR) prepares students to be integral members of a clinical research team by adhering to research ethics, best practices, and regulations, which protect patient safety and ensure trial integrity.</p> <p>Graduates are prepared to apply clinical research protocol requirements, as well as good clinical practice (GCP) guidelines, standard operating procedures (SOPs), research ethics board (REB) requirements, and federal regulations (Health Canada and FDA).</p> <p>In addition, graduates have acquired project management, self-directed research, communication, and ethical decision-making skills through completion of a real-world team-based capstone project.</p>

PROGRAM OBJECTIVES	
Current	Proposed
<ol style="list-style-type: none"> <li>1. Describe GCP (Good Clinical Practice) requirements and explain the legal and regulatory issues in clinical research (Bloom’s: Understanding)</li> <li>2. Construct a clinical research protocol and critique flawed and exemplary studies (Bloom’s: Evaluate and Creating)</li> <li>3. Differentiate the key elements of successful study and site management (Bloom’s: Analyze)</li> <li>4. Examine ethical issues in clinical research and select appropriate approaches strategies to navigate(Bloom’s: Analyze)</li> <li>5. Practice the leadership and communication skills needed in a clinical research setting.(Bloom’s: Apply)</li> </ol> <p>The following objectives will be threaded within each course: Students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate an awareness of ethical practices and professional standards applicable to the field of clinical research</li> <li>2. Exemplify the skills, attitudes and behaviours required to effectively communicate with various stakeholder groups engaged in clinical trials</li> <li>3. Demonstrate personal management, leadership and project management skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Summarize clinical research principles and study design concepts</li> <li>2. Identify the sequential steps, milestones, processes, and deliverables for conducting a clinical trial across a study’s start-up, maintenance, and close-out phases</li> <li>3. Describe study conduct in compliance with clinical research protocol requirements, as well as good clinical practice (GCP) guidelines, standard operating procedures (SOPs), research ethics board (REB) requirements, and federal regulations (Health Canada and FDA)</li> <li>4. Create study documents and forms that are essential for clinical trial conduct</li> <li>5. Explain how quality management processes are implemented in clinical trials to ensure participant safety and data integrity</li> <li>6. Apply core principles when examining ethical issues in clinical research</li> <li>7. Demonstrate teamwork, leadership, communication, and project management skills needed to work effectively with multidisciplinary study teams.</li> </ol>



COURSE DESCRIPTIONS	
Current	Proposed
<p><b>ACR 101: Principles of Clinical Research</b> This introductory course explores the terminology, as well as roles and responsibilities involved in a clinical research project. Good Clinical Practice (GCP) procedures will be examined, as well as an overview of legal considerations of clinical trials. Emphasis will be placed on the foundational skills needed for successful trial management including project management and communication skills.</p>	<p><b>ACR 101: Principles of Clinical Research</b> Guided by the lens of Good Clinical Practice (GCP) and pertinent regulations, this introductory course examines how to conduct safe and successful clinical trials. Clinical trial phases, study design, and the roles and responsibilities of various stakeholders will be explored. Emphasis will also be placed on the foundational skills needed for successful trial management including project management and communication skills.</p>
<p><b>ACR 102: Research Ethics</b> Professional guidelines and codes of ethics that apply to the conduct of clinical research will be analyzed. Situations presenting ethical dilemmas including vulnerable populations will be explored as well as scientific integrity, and the responsibilities of the clinical investigation team as defined by GCP guidelines.</p>	<p><b>ACR 102: Research Ethics</b> This course analyzes the professional guidelines and codes of ethics applicable to the clinical research process. Situations presenting ethical dilemmas as well as scientific integrity and the responsibilities of the clinical investigation team as defined by Good Clinical Practice (GCP) guidelines are explored.</p>
<p><b>ACR 103: Clinical Trial Design</b> Scientific and statistical concepts related to the design and analysis of clinical trials will be examined, as well as the regulatory framework and guidelines that govern clinical trials. Emphasis will be placed on the concepts in the design of a clinical trial including the process of protocol development and effective use of Case Report Forms.</p>	<p><b>ACR 103: Clinical Trial Design</b> Strategies for planning and managing clinical trials, including operational complexities in clinical research projects are examined. Effective methods used for the preparation of scientific documents, data management, quality assurance, safety reporting, and end of trial practices are explored. Students will also apply real-world skills of leadership, project management, and risk management in clinical research. Pre-requisite: ACR 103 Clinical Trial Design.</p>
<p><b>ACR 104: Clinical Trial Management</b> Strategies for conducting and managing clinical trials, as well as operational issues of a clinical research project will be examined. Effective methods for organizing data and quality assurance will be explored as well as end of trial practices, safety reporting, and the preparation of scientific documents. Topics in leadership will also be examined including management of resources, risk and professional conflicts.</p>	<p><b>ACR 104: Clinical Trial Management</b> Strategies for planning and managing clinical trials, including operational complexities in clinical research projects are examined. Effective methods used for the preparation of scientific documents, data management, quality assurance, safety reporting, and end of trial practices are explored. Students will also apply real-world skills of leadership, project management, and risk management in clinical research. Pre-requisite: ACR 103 Clinical Trial Design.</p>

**ACR 105: Clinical Research Capstone**

This course is intended to simulate a real-world experience that offers an applied synthesis of learning in the areas of clinical research protocols, and study and site management principles. Participants will also be expected to demonstrate a solid grasp of competencies in leadership, and communication skills that are also needed to ensure a successful clinical trial. This course is designed to offer students the opportunity to apply the theoretical knowledge and skills gained from the Applied Clinical Research program to a capstone project

**ACR 105: Clinical Research Capstone**

This capstone course is intended to simulate real-world experiences in the areas of clinical research protocols and study management. Working in teams, students will apply the theoretical knowledge and skills gained from previous courses in the program. Students will also be required to demonstrate successful study conduct using self-directed research, project management, and professional communication. Pre-requisite: ACR 104 Clinical Trial Management.

**PREREQUISITES****Current**

ACR 101: None  
 ACR 102: Completed ACR 101  
 ACR 103: Completed ACR 102  
 ACR 104: Completed ACR 103  
 ACR 105: ACR 104 as Co-requisite

**Proposed**

ACR 101: None  
 ACR 102: None  
 ACR 103: Completed ACR 101  
 ACR 104: Completed ACR 103  
 ACR 105: Completed ACR 104



**Dr. Robert Whyte**  
Vice Dean, Education  
Faculty of Health Sciences

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Email: [rwhyte@mcmaster.ca](mailto:rwhyte@mcmaster.ca)

DATE: 24 February 2023  
TO: Lorraine Carter, Director, McMaster Continuing Education  
Members of the Certificates and Diplomas Committee  
FROM: Rob Whyte, Vice-Dean, Education, Faculty of Health Sciences  
SUBJECT: Evaluation of the Applied Clinical Research Certificate Program Proposal for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Applied Clinical Research Certificate program offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed course descriptions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course and the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The revisions document indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by Undergraduate Council's Certificate and Diploma requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

On behalf of the Faculty of Health Sciences, I am pleased to support the revisions to this program.  
Sincerely yours,

A handwritten signature in blue ink, appearing to read "Rob Whyte".

Rob Whyte, MD, MEd, FRCP(C)  
Vice-Dean, Education  
Faculty of Health Sciences  
McMaster University

Cc: Kathleen Geelen, Program Manager  
Daniel Piedra, Assistant Director



DATE: 23 February 2023  
TO: Dr. Rob Whyte, Vice Dean, Faculty of Health Sciences  
FROM: James D. Douketis, Professor, Department of Medicine, Faculty of Health Sciences  
SUBJECT: Evaluation of Proposed Revisions for the Applied Clinical Research Certificate Program for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Applied Clinical Research Certificate program which is offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed revisions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course as well as the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The submission document also indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by the Undergraduate Council's Certificates and Diplomas requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

Sincerely,

A handwritten signature in black ink that reads "James D. Douketis". The signature is written in a cursive style and is positioned above a horizontal line.

J. Douketis MD, FRCPC  
Professor  
Department of Medicine, Faculty of Health Sciences



DATE: February 21, 2023  
TO: Dr. Rob Whyte, Vice Dean, Faculty of Health Sciences  
FROM: Dr. Bram Rochweg, Faculty of Health Sciences  
SUBJECT: Evaluation of Proposed Revisions for the Applied Clinical Research Certificate Program for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Applied Clinical Research Certificate program which is offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed revisions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course as well as the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The submission document also indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by the Undergraduate Council's Certificates and Diplomas requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

Sincerely,

A handwritten signature in black ink, appearing to be "BR" or similar initials.

Dr. Bram Rochweg  
Associate Professor, Medicine  
Associate Member, Health Research Methods, Evidence, and Impact (HEI)



DATE: 20 February 2023

TO: Dr. Rob Whyte, Vice Dean, Faculty of Health Sciences

FROM: Mark Crowther, Professor and Chair, Medicine, Faculty of Health Sciences

SUBJECT: Evaluation of Proposed Revisions for the Applied Clinical Research Certificate Program for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Applied Clinical Research Certificate program which is offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed revisions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course as well as the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The submission document also indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by the Undergraduate Council's Certificates and Diplomas requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Crowther".

Mark Crowther  
Professor and Department Chair  
Faculty of Health Sciences

February 28, 2023

**TO:** Undergraduate Council Certificates & Diplomas Committee

**FROM:** Dr. Kim Dej, Vice-Provost (Teaching and Learning)  
Andrea Thyret-Kidd, University Secretary

**RE:** Proposed Revisions to the Certificates and Diplomas Policy (2020)

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In July 2021, the *Ad Hoc Committee on Microcredentials* published their key findings and recommendations, *Implementing Microcredentials at McMaster University*, to provide direction to the McMaster community on how microcredentials may be used at McMaster to enhance the flexibility of academic offerings at the University. As part of the report, the Committee made recommendations to the existing Certificates & Diplomas Policy (2020).

Please find enclosed the proposed revisions to the Certificates & Diplomas Policy (to be renamed Certificates, Diplomas & Microcredentials Policy) which stem from the *Ad Hoc Committee's* report, recommended revisions from the University Secretariat, and feedback from the consultation phase of the project. Feedback was sought from the Undergraduate and Graduate Associate Deans, the original *Ad Hoc Committee* members, and Undergraduate Council Certificates and Diplomas Committee members.

In addition to implementing the recommendations of the *Ad Hoc Committee* into the Policy, the University Secretariat used the opportunity to improve the document, which includes:

- reordering, dividing, and consolidating various sections (chapters) for greater coherence;
- expanding many areas of the policy to improve detail and clarity (e.g., definitions and terms, the transferability of credit to other credentials, procedures for governance approval, etc.);
- articulating the distinction between *Students* and *Learners* to better describe their access to University services and policies in an attempt to set expectations for readers of the policy;
- providing direction on which credentials should be published in the Graduate or Undergraduate Calendar.

Attached, please find the following:

- the original *Certificates & Diplomas Policy (2020)*;
- a tracked-changes comparison of the *Certificates & Diplomas Policy (2020)* and the revised *Certificates, Diplomas & Microcredentials Policy*; and
- a clean copy of the revised *Certificates, Diplomas & Microcredentials Policy*.

Given the extensive revisions made to the Policy, Senators are encouraged to read the entire document.

**It is now recommended,**

**that the Certificates & Diplomas Committee approve, for recommendation to Graduate Council, Undergraduate Council, and Senate, the revised Certificates, Diplomas & Microcredentials Policy.**

Complete Policy Title

**Certificates & Diplomas Policy**

Policy Number (if applicable):

Approved by

**Senate**

Date of Most Recent Approval

**July 8, 2020**

Date of Original Approval(s)

**May 12, 1997**

Supersedes/Amends Policy dated

**Senate Policy on Diplomas and Certificates,  
June 6, 2018**

**Policy on Certificates and Diplomas, March 10,  
2010**

Responsible Executive

**Vice-Provost (Teaching and Learning)**

Policy Specific Enquiries

[Vice-Provost \(Teaching and Learning\)](#)

General Policy Enquiries

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

**DISCLAIMER:**

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

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## SECTION I: INTRODUCTION

### PREAMBLE

1. The purpose of this Policy is to provide minimum academic criteria which must be met if programs are to be approved as McMaster University certificates and diplomas. The academic criteria proposed are intended to maintain the University's high academic standards and enable certificates and diplomas to continue their traditional functions of providing studies complementary to degree programs, professional preparation or upgrading, and/or bridging into degree programs.
2. The evaluation, approval and monitoring of certificate and diploma programs is the responsibility of the University's governing councils, Graduate Council and Undergraduate Council (as applicable). The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificate and diploma programs.
3. Academic certificate and diploma programs are operated in accordance with normal academic regulations as outlined in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable).

### DEFINITIONS

4. **Credential** is a body of academic work or collection of course work that stands on its own and for which a parchment is issued. McMaster credentials include certificates, diplomas, and degrees.
5. **Academic Credit Course** is a course of an academic calibre consistent with those offered in undergraduate or graduate degree programs. The most common kind of academic credit course is that included in the curricula of undergraduate or graduate degree programs. These provide a benchmark against which other academic credit courses can be evaluated.

## SECTION II: PROCEDURAL REQUIREMENTS

### MANAGEMENT OF ACADEMIC CERTIFICATE AND DIPLOMA PROGRAMS

6. Academic certificate and diploma programs are operated in accordance with normal academic regulations as outlined in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable).
7. Students registered in academic certificate and diploma programs are issued a student number, classes are scheduled within sessional dates, and part-time student fees are charged. Student records, including grades, are maintained by the Office of the Registrar.
8. Academic certificates and diplomas will be issued by the academic unit offering the program to the student upon completion of all academic requirements of a program.

### ACADEMIC CREDIT FOR DIPLOMA AND CERTIFICATE COURSES

9. Certificate and diploma programs include courses which are determined to be of an academic calibre consistent with courses offered in undergraduate or graduate degree programs (as appropriate).
10. While credit for courses in degree programs is normally given in blocks of three or six units, credit can be at the one, two, three or any other unit level.
11. To receive approval as an academic credit course, a course which is not part of a degree program must:
  - a) be at a level of intellectual rigour comparable to that found in undergraduate or graduate degree program courses in the same or similar field(s). Academic credit courses are vetted by the Faculty offering the course or that is most relevant to the content of the course;
  - b) evaluate student performance by the methods normally used in degree courses such as tests, essays, reports and other assignments; and
  - c) include a systematic student evaluation of the course using such methods as multiple-choice questionnaires, narrative responses and/or interviews.

#### Transfer between Credentials

12. Academic credits can be applied to another credential. Examples include, but are not limited to, transfer of credit from a certificate to a degree or from a degree to a diploma. Normally, credits can be applied to a maximum of two credentials.
13. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

14. In some specific cases, courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.

**Academic Approval Criteria**

15. When approving a certificate or diploma program, Undergraduate Council or Graduate Council (as appropriate) must ensure that the program proposal appropriately fulfills all of the following criteria:
  - a) well-defined program objective(s);
  - b) well-defined program learning outcomes;
  - c) curriculum to meet the program learning outcomes; and
  - d) admission requirements (as applicable).

### SECTION III: UNDERGRADUATE DIPLOMAS

16. An Undergraduate Diploma is a program of study involving a significant body of academic work coherently organized around clear learning objectives. Undergraduate Diplomas (including post-baccalaureate diplomas) may be focused primarily upon academic or professional development objectives, but all must include academic content equivalent to a **minimum of 24 units** of undergraduate-level course work.
17. Undergraduate Diplomas serve such functions as: study complementary to degree programs, professional preparation or upgrading, and bridging into undergraduate degree programs. The word Diploma must be included in the program name.

#### Academic Program Requirements

18. All Undergraduate Diplomas must include academic credit courses equivalent to **at least 24 units** of undergraduate study at McMaster. In addition to their academic content, Undergraduate Diploma programs may include courses and other forms of learning which are not suitable for academic credit.
19. The maximum overlap with degree courses is 70% of the requirement for the diploma. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

#### Admission Requirements

20. There are two sets of admission requirements:

##### General Requirements

- a) students who wish to enter an Undergraduate Diploma program must have at least one of:
  - (i) an Ontario Secondary School Diploma or equivalent;
  - (ii) be a mature student as defined in the *Undergraduate Calendar*; or
  - (iii) be deemed an exceptional case by the admissions committee for the Undergraduate Diploma.
- b) these requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Diploma programs and take into account the bridging function that some diplomas perform; and

##### Additional Requirements

- c) any particular diploma program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

## SECTION IV: GRADUATE DIPLOMAS

21. A Graduate Diploma is based on Graduate Degree Level Expectations and will prepare students for employment requiring sound judgment, personal responsibility and individual initiative, in complex and unpredictable professional environments.
22. Graduate Diplomas must include academic content **equivalent to a minimum of four graduate courses** at McMaster. Graduate Diplomas are defined in this Policy. However, the review and approval process falls under the [Policy on Academic Program Development and Review](#).
23. There are three types of Graduate Diplomas:
  - a) *Master's Level Diploma (Type 1)* programs require students to develop a conceptual understanding of fundamental aspects of the discipline. Some programs require students to demonstrate Master's-level analytical, interpretative, methodological and expository skills through course-specific applications, while some may also require students to demonstrate these skills in applied activities;
  - b) *Master's and Doctoral Level Diploma (Type 2)* programs are offered in conjunction with a Master's or doctoral degree and represent an additional, usually interdisciplinary, qualification. Programs require students to develop a conceptual understanding of fundamental aspects of the discipline(s) and appropriate levels of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require students to demonstrate these skills in applied activities; and
  - c) *Master's and Doctoral Level Diploma (Type 3)* programs are stand-alone, direct-entry Graduate Diploma programs require students to develop a conceptual understanding of fundamental aspects of the discipline. Programs require students to demonstrate the appropriate level of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require students to demonstrate these skills in applied activities.

### Academic Course Requirements

24. All McMaster Graduate Diplomas must include academic credit courses equivalent to at least four courses at the graduate level at McMaster.

### Admission Requirements

25. There are two sets of admission requirements:

#### General Requirements

- d) students who wish to enter a Graduate Diploma program must meet the admission requirements of a Master's level program. These requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Graduate Diploma programs; and

**Additional Requirements**

- e) any particular Graduate Diploma program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

## SECTION V: UNDERGRADUATE CERTIFICATES

26. An Undergraduate Certificate is a program of study coherently organized around clear learning objectives and having academic content equivalent to **15 or 9 units** of undergraduate study at McMaster.
27. There are three types of Undergraduate Academic Certificates:
  - a) Stand-Alone Undergraduate Certificate (15 units);
  - b) Stand-Alone Certificate of Professional Learning (9 units); and
  - c) Concurrent Undergraduate Certificate (15 units).

### STAND-ALONE UNDERGRADUATE CERTIFICATE

28. Stand-Alone Undergraduate Certificate (including Post-Baccalaureate Certificates) may be focused primarily upon academic or professional development objectives, but all must meet the minimum criterion of academic content (**15 units**). Stand-Alone Undergraduate Certificates serve such functions as bridging into undergraduate degree programs, professional preparation or upgrading, and study complementary to degree studies.

#### Academic Course Requirements

29. All Stand-Alone Undergraduate Certificates must include academic credit courses equivalent to at least **15 units** (half a year) of undergraduate study at McMaster. In addition to their academic content, Stand-Alone Undergraduate Certificate programs may include courses and other forms of learning which are not suitable for academic credit.
30. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

#### Admission Requirements

31. There are two sets of admission requirements:

##### General Requirements

- a) students who wish to enter a Stand-Alone Undergraduate Certificate program must have at least one of:
  - (i) an Ontario Secondary School Diploma or equivalent;
  - (ii) be a mature student as defined in the *Undergraduate Calendar* of McMaster University; or
  - (iii) be deemed an exceptional case by the admissions committee for the certificate.



- b) these requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the bridging function that some certificates perform; and

#### **Additional Requirements**

- c) any particular Stand-Alone Undergraduate Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

### **STAND-ALONE CERTIFICATE OF PROFESSIONAL LEARNING**

- 32. Stand-Alone Certificate of Professional Learning enables learners to complete an academic program of study (**9 units**) with a professional focus. It will include academic development objectives targeting the learner's growth in a professional area and will meet the minimum criterion of academic content. Stand-Alone Certificates of Professional Learning serve the function of bridging into undergraduate degree programs and professional enhancement.

#### **Academic Course Requirements**

- 33. All Stand-Alone Certificates of Professional Learning must include academic credit courses equivalent to **9 units** of undergraduate study at McMaster. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by academic unit offering the subsequent credential.

#### **Admission Requirements**

- 34. There are two sets of admission requirements:

#### **General Requirements**

- a) students who wish to enter a Stand-Alone Certificate of Professional Learning program must have at least one of:
  - (i) an Ontario Secondary School Diploma or equivalent;
  - (ii) be a mature student as defined in the *Undergraduate Calendar* of McMaster University; or
  - (iii) be deemed an exceptional case by the admissions committee for the certificate.
- b) these requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the bridging function that some certificates perform; and

**Requirements**

- c) any particular Undergraduate Stand-Alone Certificate of Professional Learning program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

**CONCURRENT UNDERGRADUATE CERTIFICATE**

- 35. A Concurrent Undergraduate Certificate shall be focused primarily upon academic development objectives and must meet the minimum criterion of academic content (**15 units**). This type of Certificate sets out a plan of study complementary to degree studies and will provide added value to degree studies.

**Academic Course Requirements**

- 36. All Concurrent Undergraduate Certificates must include academic credit courses equivalent to at least 15 units (half a year) of undergraduate study at McMaster.
- 37. In addition to their academic content, concurrent certificate programs may include courses and other forms of learning which are not suitable for academic credit. Up to 100% of the requirement for the concurrent certificate may overlap with degree courses.

**Admission Requirements**

- 38. Students who wish to enter a Concurrent Undergraduate Certificate program must be enrolled in an undergraduate degree program at McMaster.
- 39. Any particular Concurrent Undergraduate Certificate program may have other admission requirements, such as prerequisite courses, which are appropriate to its learning objectives.

**SECTION VI: GRADUATE CERTIFICATES**

40. A Graduate Certificate is a program of study coherently organized around clear learning objectives and having academic content equivalent to a minimum of three graduate courses at McMaster.

**Academic Course Requirements**

41. All Graduate Certificates must include academic credit courses equivalent to at least three courses at the graduate level at McMaster. Up to 100% of the certificate course requirements may overlap with graduate degree courses. (Courses may or may not be unique to the certificate.)

**Admission Requirements**

42. There are two sets of admission requirements:

**General Requirements**

- a) students who wish to enter a Graduate Certificate program must meet the admission requirements of a Master's level program. These requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Graduate Certificate programs; and

**Additional Requirements**

- b) any particular Graduate Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

## SECTION VII: OTHER CERTIFICATES

43. There are two types of non-academic programs:
  - a) Certificates of Completion: and
  - b) Certificates of Attendance.
44. These non-academic programs are distinct and differentiated from Certificates and Diplomas. The term "Certificate" shall only be used by McMaster courses and programs within the guidelines of this Policy.

### CERTIFICATE OF COMPLETION

45. A Certificate of Completion acknowledges that an individual has completed a course or program at McMaster that does not have the status of an academic program.
46. A Certificate of Completion can be issued when a non-academic course or program includes a minimum of **30 contact hours** and **evaluation** of the learner's learning. Certificates of Completion may include academic content if the course or courses have been approved for credit toward another credential.
47. The learner must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This will normally be recorded as a pass or fail, and records will be kept by the unit offering the program.
48. This category will be suitable for various types of life-long learning courses and programs. The Certificate of Completion is not an academic certificate and as such shall not be categorized as undergraduate or graduate level.

#### Admission Requirements

49. Normally, there are no specific admission requirements.

#### Credit Toward Another Credential

50. Normally, there is no credit granted towards degree program studies, unless the course or courses making up the Certificate of Completion have been approved for credit as part of a degree, diploma or certificate.
51. A series of Certificates of Attendance (see below) cannot make up the components of a Certificate of Completion.

**Approval Criteria**

52. Although administrative and academic units at McMaster do not need permission from Undergraduate Council to issue Certificates of Completion, they are required, at minimum, to report new Certificates of Completion and revisions to existing Certificate of Completion programs to Undergraduate Council on an annual basis.
53. However, if new **fees** are being charged to learners, the Faculty proposing the Certificate of Completion program must follow the process for approval of academic certificates and diplomas.
54. It is expected that Certificates of Completion will be granted only when the activities are of benefit and/or interest to the community and are consistent with the objectives of McMaster University.

**Guidelines and Limitations**

55. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Completion shall not use the term Certificate in their title, unless it is part of the term "Certificate of Completion." Exceptions may occur when a program is provided as contract training to a company (i.e. not a public program) and the program name is determined jointly with the client.
56. The course description should include the credit or non-credit status of the course, that there will be learner evaluation, how the learner shall be graded (i.e., pass/fail or a letter grade), and that a "Certificate of Completion" will be awarded for successful completion.

**CERTIFICATE OF ATTENDANCE**

57. A Certificate of Attendance acknowledges that an individual has participated in a set of activities at McMaster that does not have the status of an academic program as there is no academic content and no evaluation of learning.
58. Such activities are designed to meet the interests and objectives of participants who may want to acquire general knowledge or training for general interest purposes, but who neither require nor seek any form of professional or academic recognition. As such a Certificate of Attendance shall not be categorized as undergraduate or graduate level. This category will be suitable for various types of life-long learning courses and programs.

**Admission Requirements**

59. Normally, there are no specific admission requirements.

**Credit Toward Degree or Other Program Studies**

60. There is no credit granted toward additional credentials.

**Approval Criteria**

61. Although administrative and academic units at McMaster do not require approval from Undergraduate Council to issue Certificates of Attendance, they are required, at minimum, to report to Undergraduate Council on an annual basis new Certificates of Attendance programs and revisions to existing Certificate of Attendance programs.
62. However, if new **fees** are being charged to learners, administrative and/or academic units proposing the Certificate of Attendance program must follow the process for approval of academic certificates and diplomas.
63. It is expected that Certificates of Attendance will be granted only when the activities are of benefit and/or interest to the community and are consistent with the objectives of McMaster University.

**Guidelines and Limitations**

64. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Attendance shall not use the term Certificate in their title, unless it is part of the term "Certificate of Attendance."

**NON-MCMASTER CERTIFICATES**

65. McMaster collaborates with other organisations and institutions to offer programming toward a credential that is issued by that other entity. Such externally issued credentials are outside the scope of this Policy.

### SECTION VIII: PROCEDURES FOR APPROVAL

66. The Faculty or Centre for Continuing Education will present the proposal for undergraduate diplomas, undergraduate academic certificates and undergraduate-level academic credit courses to the Undergraduate Council Certificates and Diplomas Committee. Once approved, the Certificates and Diplomas Committee will then make a recommendation to Undergraduate Council.
67. In the case of graduate certificates and graduate-level academic courses, the Faculty will present proposals to Graduate Council.
68. The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificate and diploma programs.
69. The academic unit is responsible for providing a complete proposal. In addition to the program proposal, the complete submission must include a statement of academic merit from the office of the Dean, as described below.
70. Graduate Diplomas are approved through the process outlined in the [Policy on Academic Program Development and Review](#).
71. The approval and reporting processes for Certificates of Completion and Certificates of Attendance are outlined in [Section VII](#) above.

#### **Statement of Academic Merit**

72. The statement of academic merit is normally an attestation from a Faculty, at McMaster University, confirming that the Faculty has vetted the proposed program and found that it meets the criteria for the designation proposed. That statement will also include a general description of how the academic merit of the proposal was evaluated, including such things as which academic departments were involved and the procedures used.
73. Proposals for new academic credit courses, which are intended to be part of a certificate or diploma program, and which are not to be part of any degree program, will include the following:
  - a) a paragraph-long course description along with a statement of the number of units of academic credit provided by the course; and
  - a) a statement of how the course contributes to the learning objectives of the program(s) of which it will be a part.

**Financial Viability and Resource Implications**

74. The financial viability of a certificate and diploma program is evaluated through other mechanisms within the University. All programs should follow these approval processes and ensure they are complying with financial policies, which may include returning a portion of revenue to the University.
75. Diploma and academic certificate programs, as well as non-academic certificates for which fees are charged, must submit fee proposals to the University Student Fees Committee for approval. Normally, this approval should be sought prior to submission of the academic proposal to Undergraduate Council or Graduate Council. Please note that fees are approved by the Board of Governors for the subsequent academic year, so approvals should be sought in sufficient time to launch programs as planned.
76. Following approval by Undergraduate Council or Graduate Council (as applicable), the completed *Financial Viability and Resource Implications template* for new certificate and diploma programs must be reviewed, prior to submission of the business case to the University Planning Committee, as per the [Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty](#) by the:
  - a) Executive Director Finance and Administration (Academic); and
  - b) Vice-Provost (Faculty) or Vice-Provost and Dean of Graduate Studies.
77. It is expected that **additional fees will not** be charged for Undergraduate Concurrent Certificates and Graduate Certificates, and that such programs will not generate additional revenue for the University, and therefore do not normally require approval from the University Planning Committee.



APPENDIX A: SAMPLE PARCHMENTS



*The Chancellor and Senate of*  
**McMaster University**

*award*

*Firstname Lastname*

*the graduate diploma in*

**Advanced Neonatal Nursing**

*Dated this 20th day of November, 2015 at Hamilton, Ontario.*

*President and Vice-Chancellor*

*University Registrar*

*Dean of Graduate Studies*

Page updated May 2021

Policy Date: July 8, 2020



Page 16 of 18

Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

*delivered by the <CCE or Partner> in partnership with <CCE or Partner> and <CCE or Partner>*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

*delivered by the Centre for Continuing Education*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

*delivered by the <CCE or Partner> in partnership with <CCE or Partner>*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

*delivered by the <Name of Faculty or Department>*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Complete Policy Title

**Certificates, & Diplomas & Microcredentials Policy**

Policy Number (if applicable):

**DRAFT 07 – February 28, 2023**

Approved by

**Senate**

Date of Most Recent Approval

**July 8, 2020 TBD**

Date of Original Approval(s)

**May 12, 1997**

Supersedes/Amends Policy dated

- Certificates & Diplomas Policy, July 8, 2020
- Senate Policy on Diplomas and Certificates, June 6, 2018
- Policy on Certificates and Diplomas, March 10, 2010

Responsible Executive

**Vice-Provost (Teaching and Learning)**

**Vice-Provost & Dean of Graduate Studies**

Policy Specific Enquiries

**[Vice-Provost \(Teaching and Learning\)](#)**

General Policy Enquiries

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

**DISCLAIMER:**

*If there is a discrepancy between this electronic Policy and the approved copy held by the University Secretariat, the approved copy prevails.*

**FORMAT:**

*If you require this document in an accessible format, please email [policy@mcmaster.ca](mailto:policy@mcmaster.ca).*

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## SECTION I: -INTRODUCTION

### PREAMBLE

1. The purpose of this Policy is to provide minimum academic criteria which must be met ~~if programs are to be approved as for the approval of Certificates, Diplomas and Microcredentials at McMaster University certificates and diplomas.~~ The ~~academic criteria proposed~~ are intended to maintain the University's high academic standards and enable certificates, diplomas, and ~~diplomas to continue their traditional functions of providing microcredentials to provide~~ studies and skills complementary to degree programs, professional preparation or upgrading, and/or bridging/transferring credit into degree programs.
2. This document also outlines the process which departments and Faculty offices may follow to develop new certificates, diplomas, and microcredentials for approval by the University's governing bodies.
- ~~2.3.~~ The evaluation, approval, and monitoring of ~~certificate and diploma programs~~ certificates, diplomas, and microcredentials is the responsibility of the University's governing councils, namely, Graduate Council and Undergraduate Council, and the University Planning Committee (as applicable). The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic ~~certificate and diploma programs~~ certificates, diplomas, and microcredentials. See Section IX: Procedures for Approval and Appendix A: Approval Path for Certificates, Diplomas & Microcredentials for more information about the approval and governance of these credentials.
3. Academic ~~certificate~~ certificates, microcredentials, and diploma programs are operated in accordance with normal academic regulations as outlined in this Policy and published in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable).

### DEFINITIONS

4. ~~Credential is a body of Non-academic work or collection of course work that stands on its own and for which a parchment is issued. McMaster credentials include certificates, diplomas, and degrees.~~ microcredentials are subject to the policies and procedures maintained by the Inspire Office.
5. The terms *certificate*, *diploma*, and *microcredential* shall only be used by McMaster courses, learning activities, and programs within the guidelines of this Policy.



## TYPES OF CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS<sup>1</sup>

### 6. Academic Certificates:

- a) Graduate Academic Certificate
- b) Undergraduate Academic Certificates (approved by Senate through UGC or GC):
  - (i) Stand-Alone Undergraduate Certificate
  - (ii) Stand-Alone Certificate of Professional Learning
  - (iii) Concurrent Undergraduate Certificate

### 7. Non-Academic Certificates:

- a) Certificate of Completion
- b) Certificate of Attendance

### 8. Diplomas:

- a) Graduate Academic Diploma
- b) Undergraduate Academic Diploma

### 9. Academic Microcredentials:

- a) Graduate Academic Microcredential
- b) Undergraduate Academic Microcredential

### 10. Non-Academic Microcredentials

## TERMS AND DEFINITIONS

### 11. For the purpose of interpreting this document:

- a) Words in the singular may include the plural and words in the plural may include the singular;
- a)b) **Academic Credit Course or Learning Experience** is a course or learning experience of an academic calibre consistent with those offered in undergraduate or graduate degree programs. -The most common kind of academic credit course is that included in the curricula of undergraduate or graduate degree programs. -These provide a benchmark against which other academic credit courses can be evaluated-;

<sup>1</sup> Non-McMaster Certificates: McMaster collaborates with other organizations and institutions to offer programming toward a credential issued by that other entity. Such externally-issued credentials are outside the scope of this Policy.

- c) **Calendar Copy** is the precise content to be published in the *Undergraduate or Graduate Calendar* and provides an overview of the credential, its admission requirements, academic/curriculum requirements for completion, and whether a Student or Learner may use the credential as credit toward degree or other program studies;
- d) **CDM Committee** means the Joint Committee on Certificates, Diplomas, and Microcredentials;
- e) **Faculty office** means the Faculties of Business, Engineering, Health Sciences, Humanities, Science, Social Sciences, and the Arts & Science Program;
- f) **Inspire Office** means the Inspire Office of Flexible Learning, which provides support and resources to units developing microcredentials;
- g) A **Learner** is an individual recorded by a Faculty office, the Inspire Office, MCE, or a department as enrolled in a Non-Academic Credential. As members of the University Community, certain University policies apply to Learners (e.g., *Discrimination and Harassment Policy, Accessibility Policy, etc.*). See also the definition of **Student** and *Section II: Procedural Requirements: Appeal Procedures and Access to University Services and Policies*.
- h) A **Mature Student**, as defined in the *Undergraduate Calendar*, has not attended secondary school or college on a full-time basis for at least two years and has not previously attended university.
- i) **Microcredential** means a designation of achievement of a coherent set of skills, competencies, or knowledge, specified by a statement of purpose, learning outcomes, and potential need by employers and/or in the community;
- j) **MCE** means McMaster Continuing Education;
- k) A **Parchment** is documentation provided to a Student or Learner attesting to the successful completion of a credential, whether electronic or paper-based.
- l) **Student** means any individual recorded by the University Registrar as enrolled in an educational course of study recognized by the Senate and for whom the University maintains education records. See also the definition of **Learner** and *Section II: Procedural Requirements: Appeal Procedures and Access to University Services and Policies*.

## **POLICY REVISIONS**

12. As per the McMaster University Policy Framework, the executive responsible will typically review this Policy every five years. Smaller and more frequent reviews may occur to ensure that this Policy is current and compliant with relevant standards and legislation.

## SECTION II: PROCEDURAL REQUIREMENTS

### MANAGEMENT OF ACADEMIC ~~CERTIFICATE AND DIPLOMA PROGRAMS~~ CREDENTIALS

- ~~5-13.~~ Academic certificate and diploma programs are operated in accordance with normal academic regulations as outlined in this Policy and as published in the Undergraduate Calendar or Graduate Calendar (as applicable).
- ~~14.~~ Students registered in Academic microcredentials are operated in accordance with normal academic regulations and to the same standards as academic certificate and diploma programs ~~are issued a student number, classes. For the purposes of this Policy, microcredentials are scheduled within sessional dates, and part-time student fees are charged.~~ included under the umbrella of certificates with respect to the McMaster University Act, 1976:
- ~~15.~~ A microcredential has fewer requirements and credit hours than traditional academic qualifications and focuses on competencies that are:
- a) not defined in existing programs;
  - b) not accessible outside of limited enrolment programs;
  - c) complementary to existing programs; and/or
  - d) available as optionally stackable modules.
- ~~6-16.~~ Student records for Academic Credentials, including grades, are maintained by the Office of the Registrar. Learner records for Non-Academic Credentials may be maintained by the Faculty office, Inspire Office, MCE, or department offering the Non-Academic Credential.
- ~~17.~~ An academic microcredential shall not show by default on a transcript unless approved as part of a degree.
- ~~7-18.~~ Academic and non-academic certificates and diplomas will be, and microcredentials are issued by the academic unit offering the program or learning activity to the student upon completion of all academic requirements of a program. Academic and non-academic microcredentials are issued by the Inspire Office (unless the offering Faculty has previously stated its intent to issue the credential instead of the Inspire Office), or MCE.
- ~~19.~~ The learning activity for a microcredential may generate its own credential (unlike certificates and diplomas, which require multiple courses) and it may be counted as part of a corresponding diploma or certificate.
- Appeal Procedures and Access to University Services and Policies
- ~~20.~~ See definitions of **Student** and **Learner** in 11 (g) and (l) above.

21. Under this Policy, individuals registered in an Academic Credential, namely a Graduate Diploma, Graduate Academic Certificate, Undergraduate Diploma, Undergraduate Academic Certificate, or an Academic Microcredential, are **Students**. Students have access to specific University resources (including, but not limited to, library resources, Learning Management Systems, Microsoft 365 (including Teams) or University services where supplemental fees are paid alongside tuition). Students have rights and responsibilities under Student-specific University policies, including the ability to appeal under *Student Appeal Procedures* (see also *Appendix B: Related Policies and Legislation*). Learners do not have access to these services or Student-specific University policies.
22. Individuals registered in a Certificate of Completion, Non-Academic Microcredential, or Certificate of Attendance, are **Learners**. Learners may also be Students (if they are simultaneously registered in an Academic Credential (see *article 21* above)). As members of the University Community, certain non-academic University policies apply to Learners (e.g., *Discrimination and Harassment Policy*, *Accessibility Policy*, etc.). However, **Learners are not necessarily Students** and therefore Student-specific policies do not apply. Learners do not have appeal rights under the *Student Appeal Procedures*, nor do they have access to specific University resources (including, but not limited to, library resources, Learning Management Systems, Microsoft 365 (including Teams) or any University service in which a McMaster Student pays supplemental fees alongside tuition).
23. Learners enrolled in a non-academic microcredential may request a review of their evaluation to the Faculty Standing Committee on Microcredentials or to MCE within four (4) weeks of the submission of their final grade. Learners in this category will not have access to existing Student appeal procedures beyond the Faculty or MCE Standing Committee. The Learner must be informed of the decision within three (3) weeks from the date of the review request. The decision made by the Faculty or MCE Standing Committee will be final without the right of appeal.

#### **ACADEMIC CREDIT FOR DIPLOMA AND CERTIFICATE COURSES AND MICROCREDENTIALS**

- ~~8-24.~~ Certificate Academic certificate and diploma programs include courses which are determined to be of an academic calibre consistent with courses offered in undergraduate or graduate degree programs (as appropriate).
25. While credit for Academic microcredentials must provide the same academic calibre as courses offered in degree programs is but are expected to be shorter in duration and may have non-traditional delivery modes.
- ~~9-26.~~ These microcredentials have fewer units than a course; credit may be a fraction of a unit and normally given in blocks of three or six units, credit can be at the shall not exceed one, two, three or any other unit level. -As a general guideline, one academic unit normally corresponds to 10-15 academic contact hours.
10. — To receive See also *Section IX* and *Appendix A* for more information about the approval as an academic credit course, a course which is not part criteria and governance of a degree program must:

~~11.27. \_\_\_\_\_ be at a level of intellectual rigour comparable to that found in undergraduate or graduate degree program courses in the same or similar field(s). Academic credit courses are vetted by the Faculty offering the course or that is most relevant to the content of the course; Credentials.~~

- ~~a) evaluate student performance by the methods normally used in degree courses such as tests, essays, reports and other assignments; and~~
- ~~b) include a systematic student evaluation of the course using such methods as multiple choice questionnaires, narrative responses and/or interviews.~~

#### Transfer

##### Stacking and Transferring between Credentials

~~12.28. \_\_\_\_\_ Academic credits can credit may be applied to another credential. - Examples include, but are not limited to, transfer of credit from a certificate to a degree or from a degree to a diploma. -Normally, credits can be applied to a maximum of two credentials. Refer to the details for each credential listed in this Policy for allowances and restrictions for applying credit from one credential to another.~~

~~13.29. \_\_\_\_\_ Up Students may use up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for advanced credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the. Academic microcredentials may be stacked together to be used toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.~~

~~14.30. \_\_\_\_\_ In some specific cases, academic microcredentials or courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.~~

#### ACADEMIC APPROVAL CRITERIA

~~15. \_\_\_\_\_ When approving a certificate or diploma program, Undergraduate Council or Graduate Council (as appropriate) must ensure that the program proposal appropriately fulfills all of the following criteria:~~

- ~~a) well-defined program objective(s);~~
- ~~a) well-defined program learning outcomes;~~
- ~~b) curriculum to meet the program learning outcomes; and~~
- ~~c) admission requirements (as applicable).~~

### section iii: UNDERGRADUATE DIPLOMAS

~~16. An Undergraduate Diploma is a program of study involving a significant body of academic work coherently organized around clear learning objectives. Undergraduate Diplomas (including post-baccalaureate diplomas) may be focused primarily upon academic or professional development objectives, but all must include academic content equivalent to a minimum of 24 units of undergraduate-level course work.~~

~~17. Undergraduate Diplomas serve such functions as: study complementary to degree programs, professional preparation or upgrading, and bridging into undergraduate degree programs. The word Diploma must be included in the program name.~~

#### Academic Program Requirements

~~18. All Undergraduate Diplomas must include academic credit courses equivalent to at least 24 units of undergraduate study at McMaster. In addition to their academic content, Undergraduate Diploma programs may include courses and other forms of learning which are not suitable for academic credit.~~

~~19. The maximum overlap with degree courses is 70% of the requirement for the diploma. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.~~

#### Admission Requirements

~~20. There are two sets of admission requirements:~~

##### General Requirements

~~d) students who wish to enter an Undergraduate Diploma program must have at least one of:~~

~~(i) an Ontario Secondary School Diploma or equivalent;~~

~~b) be a mature student as defined in the Undergraduate Calendar, or~~

~~e) be deemed an exceptional case by the admissions committee for the Undergraduate Diploma.~~

~~e) these requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Diploma programs and take into account the bridging function that some diplomas perform; and~~

##### Additional Requirements

~~31. any particular diploma program may have other admission requirements which are appropriate to its learning objectives. See Section IX and Appendix A for more information about the approval criteria and governance of Academic Credentials.~~

~~21.1. These requirements may include prerequisite courses or degrees specific to the particular diploma.~~

## SECTION III: GRADUATE DIPLOMAS

~~22.32.~~ A Graduate Diploma is based on Graduate Degree Level Expectations (GDLEs) and ~~will prepare students~~ prepares Students for employment requiring sound judgment, personal responsibility and individual initiative, in complex and unpredictable professional environments.

~~23.33.~~ Graduate Diplomas must include academic content equivalent to a minimum of four graduate courses at McMaster. Graduate Diplomas are defined in this Policy. However, the review and approval process falls under The review and approval process for Graduate Diplomas is covered in the [Policy on Academic Program Development and Review](#).

~~24.34.~~ There are three types of Graduate Diplomas:

- a) **Master's Level Diploma (Type 1)** programs require sStudents to develop a conceptual understanding of fundamental aspects of the discipline. Some programs require sStudents to demonstrate Master's-level analytical, interpretative, methodological and expository skills through course-specific applications, while some may also require sStudents to demonstrate these skills in applied activities;
- b) **Master's and Doctoral Level Diploma (Type 2)** programs are offered in conjunction with a Master's or doctoral degree and represent an additional, usually interdisciplinary, qualification. Programs require sStudents to develop a conceptual understanding of fundamental aspects of the discipline(s) and appropriate levels of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require sStudents to demonstrate these skills in applied activities; and
- c) **Master's and Doctoral Level Diploma (Type 3)** programs are stand-alone, direct-entry Graduate Diploma programs that require sStudents to develop a conceptual understanding of fundamental aspects of the discipline. Programs require sStudents to demonstrate the appropriate level of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require sStudents to demonstrate these skills in applied activities.

### Academic Course Requirements

~~25.35.~~ ~~All McMaster~~ Graduate Diplomas must include academic ~~credit courses content~~ equivalent to ~~at least a minimum of four courses at the~~ three-unit (half) graduate ~~level courses~~ at McMaster.

### General Admission Requirements

~~26.~~ There are two sets of admission requirements:



General Requirements

~~27-36.~~ ~~students~~ Students who wish to enter a Graduate Diploma program must meet the admission requirements of a Master's level program. These requirements ensure that ~~s~~Students have the basic capabilities necessary to deal with the academic credit courses in Graduate Diploma programs; ~~and~~.

Additional Admission Requirements

~~28-37.~~ ~~a~~Any particular Graduate Diploma program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

Credit Toward Degree or Other Program Studies

38. In some specific cases, courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.

## SECTION V: UNDERGRADUATE Certificates IV: GRADUATE ACADEMIC CERTIFICATES

~~29.39.~~ An Undergraduate Graduate Academic Certificate is a microcredential consisting of a program of study coherently organized around clear learning objectives and having academic content equivalent to 15 or 9 units of undergraduate study at McMaster.;

~~30.~~ There are three types of Undergraduate Academic Certificates:

- ~~a) Stand Alone Undergraduate Certificate (15 units);~~
- ~~b) Stand Alone Certificate of Professional Learning (9 units); and~~
- ~~c) Concurrent Undergraduate Certificate (15 units).~~

### STAND-ALONE UNDERGRADUATE CERTIFICATE

~~31.~~ Stand Alone Undergraduate Certificate (including Post-Baccalaureate Certificates) may be focused primarily upon academic or professional development objectives, but all must meet the minimum criterion of academic content (15 units). Stand Alone Undergraduate Certificates serve such functions as bridging into undergraduate degree programs, professional preparation or upgrading, and study complementary to degree studies.

#### Academic Course Requirements

~~40.~~ All Stand Alone Undergraduate Graduate Academic Certificates must include academic credit courses equivalent to at least two, three-unit (half) graduate courses at McMaster.

#### General Admission Requirements

~~41.~~ Students who wish to enter a Graduate Academic Certificate program must meet the admission requirements of a Master's level program. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Graduate Academic Certificate programs.

#### Additional Admission Requirements

~~42.~~ Any particular Graduate Academic Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

Credit Toward Degree or Other Program Studies

43. Up to 100% of the certificate course requirements may overlap with graduate degree courses. The courses may or may not be unique to the certificate.

## SECTION V: UNDERGRADUATE DIPLOMAS

44. An Undergraduate Diploma is a program of study involving a significant body of academic work coherently organized around clear learning objectives. Undergraduate Diplomas (including post-baccalaureate diplomas and all diplomas offered by MCE) may be focused primarily upon academic or professional development objectives, but all must include academic content equivalent to a minimum of 24 units (half a year) of undergraduate-level course work.

45. Undergraduate Diplomas serve as complementary study to degree programs, professional preparation or upgrading, and transferring credit into undergraduate degree programs. The word *Diploma* must be included in the program name (for example, *Diploma in Accounting*).

### Academic Program Requirements

46. All Undergraduate Diplomas must include academic credit courses equivalent to at least 24 units of undergraduate study at McMaster. In addition to their academic content, Undergraduate Diploma programs may include courses and other forms of learning which are not suitable for academic credit.

### General Admission Requirements

47. Students who wish to enter an Undergraduate Diploma program must meet at least one of the following criteria:

- a) possess an Ontario Secondary School Diploma or equivalent;
- b) be a mature Student as defined in the *Undergraduate Calendar*, or
- c) be deemed an exceptional case by the admissions committee for the Undergraduate Diploma.

48. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Diploma programs and take into account the function of transferring credit into degree programs that some diplomas perform.

### Additional Admission Requirements

49. Any particular diploma program may have other admission requirements appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

### Credit Toward Degree or Other Program Studies

50. The maximum overlap with degree courses is 70% of the requirement for the diploma. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

## SECTION VI: UNDERGRADUATE ACADEMIC CERTIFICATES

51. An Undergraduate Certificate is a program of study coherently organized around clear learning objectives.
52. There are three types of Undergraduate Academic Certificates. Each certificate has the academic content equivalent to a specified amount of undergraduate study at McMaster, as indicated below:
- a) Stand-Alone Undergraduate Certificate (15 units);
  - b) Stand-Alone Certificate of Professional Learning (9 units); and
  - c) Concurrent Undergraduate Certificate (15 units).

### STAND-ALONE UNDERGRADUATE CERTIFICATE

#### Academic Course Requirements

- ~~32-53.~~ study at McMaster. A Stand-Alone Undergraduate Certificate (including a Post-Baccalaureate Certificate) may be focused on academic or professional development learning objectives, but it must include academic credit courses equivalent to at least 15 units of undergraduate study at McMaster. In addition to their academic content, Stand-Alone Undergraduate Certificate programs may include courses and other forms of learning which are not suitable for academic credit. The phrase *Undergraduate Certificate* must be included in the program name (for example, *Health Professional Entrance Preparation (HPEP) Undergraduate Certificate*).
- ~~33.~~ Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

#### General Admission Requirements

- ~~34.~~ There are two sets of admission requirements:
- General Requirements*
- ~~35-54.~~ students Students who wish to enter a Stand-Alone Undergraduate Certificate program must havemeet at least one of the following criteria:
- a) possess an Ontario Secondary School Diploma or equivalent;
  - b) be a mature student Mature Student as defined in the Undergraduate Calendar of McMaster University;  
or
  - c) be deemed an exceptional case by the admissions committee for the certificate.

~~36-55.~~ These requirements ensure that ~~s~~Students have the basic capabilities necessary to ~~deal with~~manage the academic ~~credit courses~~content in ~~an~~ Undergraduate Certificate programs and take into account the ~~bridging~~function of ~~transferring credit into degree programs~~ that some certificates perform; ~~and,~~

#### Additional Admission Requirements

~~37-56.~~ Any particular Stand-Alone Undergraduate Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

#### Credit Toward Degree or Other Program Studies

~~57.~~ A Stand-Alone Undergraduate Certificate may bridge Students into an undergraduate degree program, supply professional preparation or upgrade, or provide complementary work to degree studies.

~~58.~~ Students may use up to 100% of the academic credit courses completed toward a Stand-Alone Undergraduate Certificate for advanced credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

### STAND-ALONE CERTIFICATE OF PROFESSIONAL LEARNING

~~38-59.~~ Stand-Alone Certificate of Professional Learning enables ~~learners~~Students to complete an academic program of study (**9 units**) with a professional focus. -It will include academic development objectives targeting the ~~learner's~~Student's growth in a professional area and will meet the minimum criterion of academic content. -Stand-Alone Certificates of Professional Learning serve the function of ~~bridging~~transferring credit into undergraduate degree programs and professional enhancement. The phrase *Certificate of Professional Learning* must be included in the program name (for example, *Certificate of Professional Learning in User Experience and User Interface (UX/UI Design)*).

#### Academic Course Requirements

~~39-60.~~ All Stand-Alone Certificates of Professional Learning must include academic credit courses equivalent to **9 units** of undergraduate study at McMaster. -Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential ~~at the discretion of and in accordance with the normal academic rules specified by.~~ The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

#### General Admission Requirements

~~40.~~ There are two sets of admission requirements:

General Requirements

~~41-61.~~ ~~students~~ Students who wish to enter a Stand-Alone Certificate of Professional Learning program must have at least one of:

- a) an Ontario Secondary School Diploma or equivalent;
- b) be a mature ~~s~~Student as defined in the *Undergraduate Calendar of McMaster University*; or
- c) be deemed an exceptional case by the admissions committee for the certificate.

~~42-62.~~ ~~†~~These requirements ensure that ~~s~~Students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the ~~bridging-function of transferring credit into degree programs~~ that some certificates perform; ~~and~~.

Additional Admission Requirements

~~43-63.~~ ~~a~~Any particular Undergraduate Stand-Alone Certificate of Professional Learning program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

**CONCURRENT UNDERGRADUATE CERTIFICATE**

~~44-64.~~ A Concurrent Undergraduate Certificate shall be focused primarily upon academic development objectives and must meet the minimum criterion of academic content (**15 units**). ~~-This type of C~~certificate sets out a plan of study complementary to degree studies and will provide added value to ~~degree~~those studies. The phrase *Concurrent Certificate must be included in the program name (for example, the Concurrent Certificate in Leadership, Equity, and Social Change)*.

Academic Course Requirements

~~45-65.~~ All Concurrent Undergraduate Certificates must include academic credit courses equivalent to at least **15 units** ~~(half a year)~~ of undergraduate study at McMaster.

~~46-66.~~ In addition to their academic content, concurrent certificate programs may include courses and other forms of learning which are not suitable for academic credit. ~~-Up to 100% of the requirement for the concurrent certificate may overlap with degree courses.~~

Admission Requirements

~~47-67.~~ Students who wish to enter a Concurrent Undergraduate Certificate program must be enrolled in an undergraduate degree program at McMaster.

~~48-68.~~ Any particular Concurrent Undergraduate Certificate program may have other admission requirements, such as prerequisite courses, which are appropriate to its learning objectives.



## ~~SECTION VI: GRADUATE CERTIFICATES~~

~~49. — A Graduate Certificate is a program of study coherently organized around clear learning objectives and having academic content equivalent to a minimum of three graduate courses at McMaster.~~

~~Credit Toward Degree or Other Program Studies~~

~~Academic Course Requirements~~

~~50. — All Graduate Certificates must include academic credit courses equivalent to at least three courses at the graduate level at McMaster. Up to 100% of the requirement for the concurrent certificate course requirements may overlap with undergraduate degree courses. (Courses may or may not be unique to the certificate.)~~

## SECTION VII: ACADEMIC MICROCREDENTIALS

69. Academic microcredentials must meet the standards for academic coursework, but there are no minimum credit hours to complete the work. Microcredentials may be within a program, separate from a program, or they could reside simultaneously in both places. The word Microcredential must appear in the credential name (for example, *Microcredential in Project Management*).

### General Admission Requirements

51. There are two sets of Students who wish to begin an academic microcredential must meet its specified admission requirements:

#### General Requirements

52.70. students who wish to enter a Graduate Certificate program must meet the . Since a microcredential may be aimed at Students and Learners from a broad range of backgrounds, the admission requirements of a Master's-level program the academic microcredential are considered at the time of its approval, whether linked to a degree or diploma program, certificate, or as a stand-alone non-academic learning activities such as a portfolio, placement, community project, or others. These admission requirements for a microcredential will ensure that students Students and Learners have the basic capabilities necessary to deal with the academic credit courses in Graduate Certificate programs; and learning activity.

### Additional Admission Requirements

53.71. any particular Graduate Certificate program Any microcredential may have other admission requirements which that are appropriate to its learning objectives. -These requirements may include prerequisite courses or degrees specific to the particular certificate microcredential.

Credit Toward Another Credential

72. Academic microcredentials may be stacked together to be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential. See also Section II: Procedural Requirements: Academic Credit for Diploma and Certificate Courses and Microcredentials.

**SECTION VII: ~~OTHER CERTIFICATES~~ VIII: NON-ACADEMIC CREDENTIALS**

~~54. There are two Non-Academic Credentials are distinct and differentiated from academic certificates, microcredentials, and diplomas. The types of non-academic programs:~~

~~f) Non-Academic Credentials include Certificates of Completion: and~~

~~55-73. , Non-Academic Microcredentials, and Certificates of Attendance.~~

~~56. These non-academic programs are distinct and differentiated from Certificates and Diplomas. The term "Certificate" shall only be used by McMaster courses and programs within the guidelines of this Policy.~~

~~74. The majority of Certificates of Completion, Non-Academic Microcredentials, and Certificates of Attendance will not normally be categorized expressly as graduate or undergraduate offerings, although such categorization may be identified at the discretion of the unit proposing the credential or the CDM Committee.~~

**CERTIFICATE OF COMPLETION**

~~57-75. A Certificate of Completion acknowledges that an individual has completed a course or program at McMaster that does not have meet the status requirements of an academic program.~~

~~58-76. A Certificate of Completion can be issued when a non-academic course or program includes a minimum of **30 contact hours** and **evaluation** of the learner's learning. Certificates of Completion may include academic content if the course or courses have been approved for credit toward another credential. The phrase Certificate of Completion must be included in the credential name (for example, the Teaching and Learning Foundations Certificate of Completion).~~

~~59. The learner must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This will normally be recorded as a pass or fail, and records will be kept by the unit offering the program.~~

~~60-77. This category will be suitable for various types of life-long learning and career-related courses and programs. ~~The Certificate of Completion is not an academic certificate and as such shall not be categorized as undergraduate or graduate level.~~~~

**Admission Requirements**

~~61-78. Normally, there are no specific admission requirements.~~

Credit Toward Another Credential

~~62-79.~~ Normally, there is no credit granted towards degree program studies, unless the course or courses making up the Certificate of Completion have been approved for credit as part of a degree, diploma or certificate.

~~63-80.~~ A series of Certificates of Attendance (see below) cannot ~~make up the components of~~ comprise a Certificate of Completion or any other credential.

Approval Criteria

~~64.~~ Although administrative and academic units at McMaster do not need permission from Undergraduate Council to issue Certificates of Completion, they are required, at minimum, to report new Certificates of Completion and revisions to existing Certificate of Completion programs to Undergraduate Council on an annual basis.

~~65.~~ However, if new fees are being charged to learners, the Faculty proposing the Certificate of Completion program must follow the process for approval of academic certificates and diplomas.

~~66.~~ It is expected that Certificates of Completion will be granted only when the activities are of benefit and/or interest to the community and are consistent with the objectives of McMaster University.

Guidelines and Limitations

Clarity and the protection of the McMaster certificate brand are paramount. ~~Guidelines and Limitations~~

~~67-81.~~ ~~Clarity and the protection of the McMaster certificate brand are paramount.~~ Thus, any courses or programs that issue a Certificate of Completion shall not use the term Certificate in their title, unless it is part of the term "Certificate of Completion." Exceptions may occur when a program is provided as contract training to a company (i.e., not a public program) and the program name is determined jointly with the client.

~~68-82.~~ The course description should include the credit or non-credit status nature of the course, that there will be learner evaluation, how the learner shall be graded (i.e., ~~pass/fail~~ Pass/Fail or a letter grade), and that a "Certificate of Completion" will be awarded for successful completion.

NON-ACADEMIC MICROCREDENTIAL

~~83.~~ A Non-Academic Microcredential acknowledges that an individual has completed learning activities related to a coherent set of skills, competencies, or knowledge at McMaster that does not meet the requirements of an academic certificate, microcredential or diploma program.

84. The phrase *Non-Academic Microcredential* must appear in the credential name (for example, *Non-Academic Microcredential in Outdoor Leader Training*).
85. A Non-Academic Microcredential can be issued using the same learning activities as an academic microcredential, subject to approval by MCE or the offering Faculty. However, an individual Student or Learner cannot earn both academic and non-academic microcredentials for the same learning activity nor may a non-academic microcredential be transferred to an academic microcredential or stacked with any Academic Credential for credit after issuance.
86. This category will be suitable for various types of life-long learning and career-related courses and programs. The Non-Academic Microcredential shall not be categorized as undergraduate or graduate level. In addition, it will not appear on a transcript.

#### Admission Requirements

87. Normally, there are no specific admission requirements.

#### Credit Toward Another Credential

88. No academic credit shall be granted towards any Academic Credential, in part or whole.
89. A series of Non-Academic Microcredentials may be combined (stacked) for a Certificate of Completion (see above) that has been approved by MCE or the offering Faculty with the inclusion of these microcredentials. Non-academic microcredentials are issued by the Inspire Office (unless the offering Faculty has previously stated its intent to issue the credential instead of the Inspire Office), or MCE. A report of new non-academic microcredentials or revisions to existing non-academic microcredentials shall be provided annually to Undergraduate Council and Graduate Council.

#### Guidelines and Limitations

90. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any unit that issue a non-academic microcredential shall not use the term *Academic* in their title, unless it is part of the term "Non-Academic Microcredential."
91. The microcredential description should include the credit or non-credit nature of the learning activity, that there will be Learner evaluation, the grading basis in which the Learner shall be evaluated (i.e., Pass/Fail), and that a "Non-Academic Microcredential" will be awarded for successful completion.

### **CERTIFICATE OF ATTENDANCE**

~~69-92.~~ A Certificate of Attendance acknowledges that an individual has participated in a set of activities at McMaster that does not ~~have~~ meet the status requirements of an academic program as there is no ~~academic content and no~~ evaluation of learning. The phrase *Certificate of Attendance* must appear in the credential name (for example, the *Medical Acupuncture Program Certificate of Attendance*).

~~70-93.~~ Such activities are designed to meet the interests and objectives of participants who may want to acquire general knowledge or training for general interest/career related purposes, but who neither require nor seek any form of professional or academic recognition. -As such a Certificate of Attendance shall not be categorized as undergraduate or graduate level. -This category will be suitable for various types of life-long learning courses and programs and career-focused learning experiences.

#### Admission Requirements

~~71-94.~~ Normally, there are no specific admission requirements.

#### Credit Toward Degree or Other Program Studies

~~72-95.~~ There is no credit granted toward additional credentials.

#### Approval Criteria

~~73.~~ Although administrative and academic units at McMaster do not require approval from Undergraduate Council to issue Certificates of Attendance, they are required, at minimum, to report to Undergraduate Council on an annual basis new Certificates of Attendance programs and revisions to existing Certificate of Attendance programs.

~~74.~~ However, if new fees are being charged to learners, administrative and/or academic units proposing the Certificate of Attendance program must follow the process for approval of academic certificates and diplomas.

~~It is expected that Certificates of Attendance will be granted only when the activities are of benefit and/or interest to the community and are consistent with the objectives of McMaster University.~~ Guidelines and Limitations

Clarity and the protection of the McMaster certificate brand are paramount.

#### Guidelines and Limitations

~~75-96.~~ Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Attendance shall not use the term Certificate in their title, unless it is part of the term "Certificate of Attendance."

### **NON-MCMASTER CERTIFICATES**

~~76. McMaster collaborates with other organisations and institutions to offer programming toward a credential that is issued by that other entity. Such externally issued credentials are outside the scope of this Policy.~~



## SECTION VIIIIX: PROCEDURES FOR APPROVAL

### PROCEDURES

~~77-97.~~ The Faculty, Inspire Office, or Centre for Continuing Education~~MCE~~ will present the proposal for undergraduate diplomas, undergraduate academic certificates and microcredentials, as well as undergraduate-level academic credit courses to the Undergraduate Council-Certificates and Diplomas~~CDM~~ Committee.<sup>2</sup> Once approved, the Certificates and Diplomas Committee will then make a recommendation to Undergraduate Council.

~~78-98.~~ In the case of Graduate Academic eCertificates and Microcredentials as well as graduate-level academic courses, the Faculty, Inspire Office, or MCE will present proposals to the CDM Committee. Once approved, the Committee will then make a recommendation to Graduate Council.

~~79-99.~~ The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificate, microcredential and diploma programs.

~~80-100.~~ The academic unit is responsible for providing a complete proposal. -In addition to the program proposal, the complete submission must include a statement~~the Undergraduate or Graduate Calendar copy, if applicable (see Publication of academic merit~~Credential Requirements, below). A Statement of Academic Merit from the office of the Dean must also be included, as described below.

~~81-101.~~ Graduate Diplomas are approved through the process outlined in the Policy on Academic Program Development and Review.

~~102.~~ The Applicability of credit from a microcredential to a degree, diploma, or certificate must be established and described in the microcredential's initial proposal. Likewise, any revisions to the rules of this applicability must be approved by the CDM Committee and by Undergraduate or Graduate Council, as appropriate.

### APPROVAL CRITERIA

103. When approving a new certificate, diploma or microcredential, the CDM Committee and Undergraduate or Graduate Council (as appropriate) must ensure that the proposal appropriately fulfills all of the following criteria:

- a) well-defined objective(s);
- b) well-defined learning outcomes;
- c) curriculum to meet the learning outcomes; and

<sup>2</sup> With the exception of MCE, units that are not academic departments or Faculty-based must consult with the Inspire Office during the development of any microcredentials.

d) admission requirements, as applicable.

104. See also Appendix A for additional details regarding the approval and reporting processes for workflow and governance of certificates, diplomas, and microcredentials.

Specific Criteria for Academic Credentials (Academic Certificates, Academic Microcredentials, and Diplomas)

105. If the courses or learning activities contained in the Academic Credential are not already approved as part of a degree program, to receive approval as academic credit, the credential must:

a) be at a level of intellectual rigour comparable to that found in undergraduate or graduate degree program courses in the same or similar field(s). Academic credit courses or microcredentials are vetted by the Faculty offering the credential or the Faculty that is most relevant to the content of the credential;

b) include a systematic evaluation of Student performance by the methods normally used in degree courses such as tests, essays, reports, narrative responses, interviews and/or other assignments.

Specific Criteria for Non-Academic Credentials (Certificate of Completion and Certificates, Non-Academic Microcredential, Certificate of Attendance are outlined in Section VII above.)

106. Except for the Certificate of Attendance, a learner undertaking a Non-Academic Credential must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This assessment will normally be recorded as a Pass or Fail, and the unit offering the program will retain the records.

107. Although administrative and academic units at McMaster do not need permission from Undergraduate or Graduate Councils to issue Non-Academic Credentials, they are required, at minimum, to report new Non-Academic Credentials and revisions thereof to Undergraduate or Graduate Council on an annual basis.

108. However, if new or revised fees are being charged to Learners, the Inspire Office or Faculty proposing the Non-Academic Credential must follow the full approval process for Academic Credentials.

109. It is expected that Non-Academic Credentials will be offered only when the activities are of benefit and/or interest to the community and are consistent with the objectives of the University.

#### Approval of Revisions

110. After their initial approval, any revisions to the descriptions, regulations, requirements, or course requirements of an academic certificate, microcredential, or diploma program must be approved by the governing bodies, as appropriate. These bodies include the CDM Committee, Undergraduate Council, or Graduate Council.

**STATEMENT OF ACADEMIC MERIT**

Proposals for new Academic Credentials must include a Statement of Academic Merit

~~82.111.~~ The statement of academic merit. This document is normally an attestation from a Faculty, at McMaster University, confirming that the ~~Faculty has vetted the~~ proposed program (or learning activity in the case of microcredentials) has been vetted and found that it meets the criteria for the designation proposed.- That statement will also include a general description of how the academic merit of the proposal was evaluated, including such things as which academic departments were involved and the procedures used.

~~83.112.~~ Proposals for new academic credit courses or microcredential learning activities, which are intended to be part of a certificate, microcredential or diploma program, and which are not to be part of any degree program, will include the following:

- a) a paragraph-long course description along with a statement of the number of units of academic credit provided by the course or learning activity; and
- b) a statement of how the course or learning activity contributes to the learning objectives of the program(s) of which it will be a part.

Financial Viability and Resource Implications

~~84. The financial viability of a certificate and diploma program is evaluated through other mechanisms within the University. All programs should follow these approval processes and ensure they are complying with financial policies, which may include returning a portion of revenue to the University.~~

~~113. Diploma and academic certificate programs~~In the case where any proposed revisions to an existing academic certificate, microcredential, or diploma program will exceed approximately 40% of the credential's content, a new Statement of Academic Merit must be included with the proposal.

**FINANCIAL VIABILITY AND RESOURCE IMPLICATIONS**University Student Fees Committee

~~85.114.~~ Diploma programs, academic certificates, and microcredentials, as well as non-academic certificates and microcredentials for which fees are charged, must submit fee proposals to the University Student Fees Committee (USFC) for approval.- Normally, this approval should be sought prior to submission of the academic proposal to Undergraduate Council or Graduate Council. ~~Please note that fees are approved by the Board of Governors for the subsequent academic year, so approvals should be sought in sufficient time to launch programs as planned.~~

### Governance Approval

~~86-115.~~ Following approval by Undergraduate Council or Graduate Council (as applicable), the completed *Financial Viability and Resource Implications* template for new certificate and diploma programs must be reviewed. This review must occur prior to submission of the business case to the University Planning Committee, (as per the [Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty](#)) by the:

- a) ~~Executive Director~~ Associate Vice-President, Finance and ~~Administration~~ Planning (Academic); and
- b) Vice-Provost (~~Faculty Teaching & Learning~~) or Vice-Provost and Dean of Graduate Studies.

~~87-116.~~ It is expected that **additional fees will not** be charged for Undergraduate Concurrent Certificates and Graduate Academic Certificates, and that such programs will not generate additional revenue for the University, and therefore do not normally require approval from the University Planning Committee.

### PUBLICATION OF CREDENTIAL REQUIREMENTS

117. Once approved, the full description and criteria for each Academic Credential must be published for public reference in the most appropriate location, so the nature of these credentials may be reviewed by potential Students and employers. For instance,

- a) Undergraduate Diplomas, Undergraduate Concurrent Certificates, Stand-Alone Undergraduate Certificates, and Stand-Alone Certificates of Professional Learning must be published on the MCE website or in the Undergraduate Calendar, as appropriate;
- b) Graduate Diplomas and Graduate Academic Certificates must be published in the Graduate Calendar.
- c) Academic Microcredentials must be published on the MCE or the Inspire Office website, as appropriate;
- d) Non-Academic Credentials (Certificate of Completion, Certificate of Attendance, Non-Academic Microcredential) should be published on a publicly-accessible website. Non-Academic Credentials are not required to be published in the Undergraduate or Graduate Calendars.

### PARCHMENT DESIGN

118. Where a parchment (digital or paper-based) is provided to a Student or Learner upon completion of a certificate, diploma, or microcredential, the design of such document shall be consistent with those provided in this Policy (see Appendix C: Sample Parchments). It is understood that converting a parchment to a digital form may result in variations of the recommended design. As required, the parchment designs included in this Policy will be amended from time to time.

119. Where a credential is offered in partnership with an external institution, a notation of this partnership may be indicated on the parchment.

**APPENDIX A: APPROVAL PATHS OF NEW OR REVISED CERTIFICATES, DIPLOMAS & MICROCREDENTIALS**

<u>Credential</u>	<u>Fees</u>	<u>Faculty Council or MCE</u>	<u>CDM</u>	<u>GCPC</u>	<u>USFC<sup>1</sup></u>	<u>C&amp;A</u>	<u>UGC</u>	<u>GC</u>	<u>UPC<sup>1</sup></u>	<u>QC</u>	<u>Senate</u>	<u>PRC+ Board<sup>1</sup></u>
<u>Non-Academic Microcredentials</u>	<u>New or Revised Fees to be Charged</u>	<u>A</u>	<u>A</u>		<u>A</u>		<u>A- UGC or GC</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Certificate of Attendance</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A- UGC or GC</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Certificate of Completion</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A- UGC or GC</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Non-Academic Microcredentials</u>	<u>No Fees</u>	<u>A</u>	<u>I</u>				<u>I- UGC or GC</u>					
<u>Certificate of Attendance</u>		<u>A</u>	<u>I</u>				<u>I- UGC or GC</u>					
<u>Certificate of Completion</u>		<u>A</u>	<u>I</u>				<u>I- UGC or GC</u>					
<b>UNDERGRADUATE</b>												
<u>Undergraduate Diploma</u>	<u>New or Revised Fees to be Charged</u>	<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Stand-Alone Undergraduate Certificate</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Stand-Alone Certificate of Prof. Learning</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Concurrent Undergraduate Certificate</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Academic Microcredential</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Undergraduate Diploma</u>	<u>No Fees</u>	<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<u>Stand-Alone Undergraduate Certificate</u>		<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<u>Stand-Alone Certificate of Prof. Learning</u>		<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<u>Concurrent Undergraduate Certificate</u>		<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<u>Academic Microcredential</u>		<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<b>GRADUATE</b>												
<u>Graduate Diploma</u>	<u>New or Revised Fees to be Charged</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>			<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>
<u>Graduate Academic Certificate</u>		<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>			<u>A</u>	<u>A</u>		<u>A</u>	<u>A</u>
<u>Academic Microcredential</u>		<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>			<u>A</u>	<u>A</u>		<u>A</u>	<u>A</u>
<u>Graduate Diploma</u>	<u>No Fees</u>	<u>A</u>	<u>I</u>	<u>A</u>			<u>A</u>			<u>A</u>	<u>A</u>	
<u>Graduate Academic Certificate</u>		<u>A</u>		<u>A</u>			<u>A</u>			<u>A</u>	<u>A</u>	
<u>Academic Microcredential</u>		<u>A</u>	<u>A</u>	<u>A</u>			<u>A</u>				<u>A</u>	
<b>A - For Approval I – For Information ...See next page for notes</b>												

**Notes**

<sup>1</sup> USFC, UPC, PRC, and Board approval is only required when new or revised fees are assessed. PRC and the Board examine fees and no other credential documentation. Departmental representation at these governance meetings is required only upon request by the University Secretariat. The fees review is undertaken in June for the subsequent academic year, so approvals should be sought in sufficient time to launch programs as planned.

**Approval Bodies**

**Board:** Board of Governors

**C&A:** Undergraduate Council Curriculum and Admissions Committee

**CDM:** Certificates, Diplomas & Microcredentials Committee

**Faculty Council:** Council for the corresponding unit offering the credential

**GC:** Graduate Council

**GCPC:** Graduate Studies Curriculum and Policy Committee

**MCE:** McMaster Continuing Education

**PRC:** Planning and Resources Committee of the Board of Governors

**QC:** Quality Council

**Senate**

**UGC:** Undergraduate Council

**UPC:** University Planning Committee

**USFC:** University Student Fees Committee

## APPENDIX B: RELATED POLICIES AND LEGISLATION

This Policy is to be read in conjunction with the following policies, procedures and guidelines. Any question of the application of this Policy or related policies shall be determined by the Vice-Provost (Teaching & Learning) or the Vice-Provost & Dean of Graduate Studies and in conjunction with the administrator of the other Policy or policies. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):

- Academic Accommodation for Religious, Indigenous and Spiritual Observances (RISO)
- Academic Accommodation of Students with Disabilities
- Academic Integrity Policy
- Academic Program Development and Review, Policy on
- Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty
- Code of Student Rights and Responsibilities
- Digital Learning Resources, Guidelines for
- Freedom of Information and Protection of Privacy Act
- Graduate Course Management Policy
- Graduate Examinations Policy
- Ownership of Student Work
- Professional Behaviour Code for Graduate Learners, Health Sciences
- Professional Behaviour Code for Undergraduate Learners, Health Sciences
- Requests for Relief for Missed Academic Term Work, Policy on
- Statement on Building an Inclusive Community with a Shared Purpose
- Statement and Guidelines on Inclusive Communications
- Student Appeal Procedures
- Undergraduate Course Management Policies
- Undergraduate Examinations Policy



**APPENDIX C: SAMPLE PARCHMENTS**



*The Chancellor and Senate of*

**McMaster University**

*award*

*Firstname Lastname*

---

*the graduate diploma in*

**Advanced Neonatal Nursing**

*Dated this 20th day of November, 2015 at Hamilton, Ontario.*

President and Vice-Chancellor

University Registrar

Dean of Graduate Studies

Page updated May 2024

Policy Date: **TBD**

Page 34 of 25

Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

---

*delivered by the <CCE or Partner> in partnership with <CCE or Partner> and <CCE or Partner>*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

---

*delivered by the Centre for Continuing Education*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

*delivered by the <CCE or Partner> in partnership with <CCE or Partner>*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

*delivered by the <Name of Faculty or Department>*

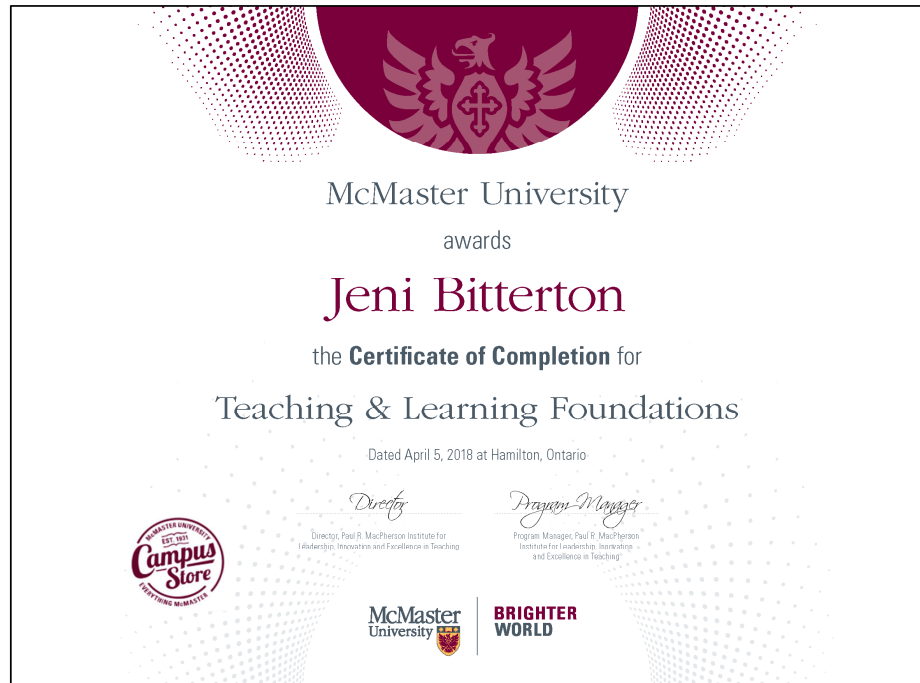
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





A. Design Option for Graduate Diplomas.



B. Design Option for all other credentials. The Campus Store logo represents a placeholder for a partner institution (where applicable).

Complete Policy Title

**Certificates, Diplomas & Microcredentials Policy**

Policy Number (if applicable):

**DRAFT 07 – February 28, 2023**

Approved by

**Senate**

Date of Most Recent Approval

**TBD**

Date of Original Approval(s)

**May 12, 1997**

Supersedes/Amends Policy dated

- Certificates & Diplomas Policy, July 8, 2020
- Senate Policy on Diplomas and Certificates, June 6, 2018
- Policy on Certificates and Diplomas, March 10, 2010

Responsible Executive

**Vice-Provost (Teaching and Learning)**

Policy Specific Enquiries

[Vice-Provost \(Teaching and Learning\)](#)

General Policy Enquiries

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

**DISCLAIMER:**

*If there is a discrepancy between this electronic Policy and the approved copy held by the University Secretariat, the approved copy prevails.*

**FORMAT:**

*If you require this document in an accessible format, please email [policy@mcmaster.ca](mailto:policy@mcmaster.ca).*

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## SECTION I: INTRODUCTION

### PREAMBLE

1. The purpose of this Policy is to provide minimum academic criteria which must be met for the approval of Certificates, Diplomas and Microcredentials at McMaster University. The criteria are intended to maintain the University's high academic standards and enable certificates, diplomas, and microcredentials to provide studies and skills complementary to degree programs, professional preparation or upgrading, and/or transferring credit into degree programs.
2. This document also outlines the process which departments and Faculty offices may follow to develop new certificates, diplomas, and microcredentials for approval by the University's governing bodies.
3. The evaluation, approval, and monitoring of certificates, diplomas, and microcredentials is the responsibility of the University's governing councils, namely, Graduate Council, Undergraduate Council, and the University Planning Committee (as applicable). The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificates, diplomas, and microcredentials. See *Section IX: Procedures for Approval* and *Appendix A: Approval Path for Certificates, Diplomas & Microcredentials* for more information about the approval and governance of these credentials.
4. Academic certificates, microcredentials, and diploma programs are operated in accordance with normal academic regulations as outlined in this Policy and published in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable). Non-academic microcredentials are subject to the policies and procedures maintained by the Inspire Office.
5. The terms **certificate**, **diploma**, and **microcredential** shall only be used by McMaster courses, learning activities, and programs within the guidelines of this Policy.

### TYPES OF CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS<sup>1</sup>

6. Academic Certificates:
  - a) Graduate Academic Certificate
  - b) Undergraduate Academic Certificates (approved by Senate through UGC or GC):
    - (i) Stand-Alone Undergraduate Certificate
    - (ii) Stand-Alone Certificate of Professional Learning
    - (iii) Concurrent Undergraduate Certificate
7. Non-Academic Certificates:

---

<sup>1</sup> **Non-McMaster Certificates:** McMaster collaborates with other organizations and institutions to offer programming toward a credential issued by that other entity. Such externally-issued credentials are outside the scope of this Policy.



- a) Certificate of Completion
  - b) Certificate of Attendance
8. Diplomas:
- a) Graduate Academic Diploma
  - b) Undergraduate Academic Diploma
9. Academic Microcredentials:
- a) Graduate Academic Microcredential
  - b) Undergraduate Academic Microcredential
10. Non-Academic Microcredentials

### TERMS AND DEFINITIONS

11. For the purpose of interpreting this document:
- a) Words in the singular may include the plural and words in the plural may include the singular;
  - b) **Academic Credit Course** or **Learning Experience** is a course or learning experience of an academic calibre consistent with those offered in undergraduate or graduate degree programs. The most common kind of academic credit course is that included in the curricula of undergraduate or graduate degree programs. These provide a benchmark against which other academic credit courses can be evaluated;
  - c) **Calendar Copy** is the precise content to be published in the *Undergraduate or Graduate Calendar* and provides an overview of the credential, its admission requirements, academic/curriculum requirements for completion, and whether a Student or Learner may use the credential as credit toward degree or other program studies;
  - d) **CDM Committee** means the Joint Committee on Certificates, Diplomas and Microcredentials;
  - e) **Faculty office** means the Faculties of Business, Engineering, Health Sciences, Humanities, Science, Social Sciences, and the Arts & Science Program;
  - f) **Inspire Office** means the Inspire Office of Flexible Learning, which provides support and resources to units developing microcredentials;
  - g) A **Learner** is an individual recorded by a Faculty office, the Inspire Office, MCE, or a department as enrolled in a Non-Academic Credential. As members of the University Community, certain University policies apply to Learners (e.g., *Discrimination and Harassment Policy*, *Accessibility Policy*, etc.).

See also the definition of **Student** and *Section II: Procedural Requirements: Appeal Procedures and Access to University Services and Policies*.

- h) A **Mature Student**, as defined in the *Undergraduate Calendar*, has not attended secondary school or college on a full-time basis for at least two years and has not previously attended university.
- i) **Microcredential** means a designation of achievement of a coherent set of skills, competencies, or knowledge, specified by a statement of purpose, learning outcomes, and potential need by employers and/or in the community;
- j) **MCE** means McMaster Continuing Education;
- k) A **Parchment** is documentation provided to a Student or Learner attesting to the successful completion of a credential, whether electronic or paper-based.
- l) **Student** means any individual recorded by the University Registrar as enrolled in an educational course of study recognized by the Senate and for whom the University maintains education records. See also the definition of **Learner** and *Section II: Procedural Requirements: Appeal Procedures and Access to University Services and Policies*.

#### POLICY REVISIONS

12. As per the [McMaster University Policy Framework](#), the executive responsible will typically review this Policy every five years. Smaller and more frequent reviews may occur to ensure that this Policy is current and compliant with relevant standards and legislation.

## SECTION II: PROCEDURAL REQUIREMENTS

### MANAGEMENT OF ACADEMIC CREDENTIALS

13. Academic certificate and diploma programs are operated in accordance with normal academic regulations as outlined in this Policy and as published in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable).
14. Academic microcredentials are operated in accordance with normal academic regulations and to the same standards as academic certificate and diploma programs. For the purposes of this Policy, microcredentials are included under the umbrella of *certificates* with respect to the *McMaster University Act, 1976*;
15. A microcredential has fewer requirements and credit hours than traditional academic qualifications and focuses on competencies that are:
  - a) not defined in existing programs;
  - b) not accessible outside of limited enrolment programs;
  - c) complementary to existing programs; and/or
  - d) available as optionally stackable modules.
16. Student records for Academic Credentials, including grades, are maintained by the Office of the Registrar. Learner records for Non-Academic Credentials may be maintained by the Faculty office, Inspire Office, MCE, or department offering the Non-Academic Credential.
17. An academic microcredential shall not show by default on a transcript unless approved as part of a degree.
18. Academic and non-academic certificates, diplomas, and microcredentials are issued by the academic unit offering the program or learning activity to the Student upon completion of all academic requirements. Academic and non-academic microcredentials are issued by the Inspire Office (unless the offering Faculty has previously stated its intent to issue the credential instead of the Inspire Office), or MCE.
19. The learning activity for a microcredential may generate its own credential (unlike certificates and diplomas, which require multiple courses) and it may be counted as part of a corresponding diploma or certificate.

Appeal Procedures and Access to University Services and Policies
20. See definitions of **Student** and **Learner** in 11 (g) and (l) above.

21. Under this Policy, individuals registered in an Academic Credential, namely a Graduate Diploma, Graduate Academic Certificate, Undergraduate Diploma, Undergraduate Academic Certificate, or an Academic Microcredential, are **Students**. Students have access to specific University resources (including, but not limited to, library resources, Learning Management Systems, Microsoft 365 (including Teams) or University services where supplemental fees are paid alongside tuition). Students have rights and responsibilities under Student-specific University policies, including the ability to appeal under *Student Appeal Procedures* (see also *Appendix B: Related Policies and Legislation*). Learners do not have access to these services or Student-specific University policies.
22. Individuals registered in a Certificate of Completion, Non-Academic Microcredential, or Certificate of Attendance, are **Learners**. Learners may also be Students (if they are simultaneously registered in an Academic Credential (see *article 21* above)). As members of the University Community, certain non-academic University policies apply to Learners (e.g., *Discrimination and Harassment Policy*, *Accessibility Policy*, etc.). However, **Learners are not necessarily Students** and therefore Student-specific policies do not apply. Learners do not have appeal rights under the *Student Appeal Procedures*, nor do they have access to specific University resources (including, but not limited to, library resources, Learning Management Systems, Microsoft 365 (including Teams) or any University service in which a McMaster Student pays supplemental fees alongside tuition).
23. Learners enrolled in a non-academic microcredential may request a review of their evaluation to the Faculty Standing Committee on Microcredentials or to MCE within four (4) weeks of the submission of their final grade. Learners in this category will not have access to existing Student appeal procedures beyond the Faculty or MCE Standing Committee. The Learner must be informed of the decision within three (3) weeks from the date of the review request. The decision made by the Faculty or MCE Standing Committee will be final without the right of appeal.

#### ACADEMIC CREDIT FOR DIPLOMA AND CERTIFICATE COURSES AND MICROCREDENTIALS

24. Academic certificate and diploma programs include courses which are determined to be of an academic calibre consistent with courses offered in undergraduate or graduate degree programs (as appropriate).
25. Academic microcredentials must provide the same academic calibre as courses offered in degree programs but are expected to be shorter in duration and may have non-traditional delivery modes.
26. These microcredentials have fewer units than a course; credit may be a fraction of a unit and normally shall not exceed one unit level. As a general guideline, one academic unit normally corresponds to 10-15 academic contact hours.
27. See also *Section IX* and *Appendix A* for more information about the approval criteria and governance of Academic Credentials.

Stacking and Transferring between Credentials

28. Academic credit may be applied to another credential. Examples include, but are not limited to, transfer of credit from a certificate to a degree or from a degree to a diploma. Normally, credits can be applied to a maximum of two credentials. Refer to the details for each credential listed in this Policy for allowances and restrictions for applying credit from one credential to another.
29. Students may use up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs for advanced credit toward another credential. Academic microcredentials may be stacked together to be used toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.
30. In some specific cases, academic microcredentials or courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.

**ACADEMIC APPROVAL CRITERIA**

31. See *Section IX* and *Appendix A* for more information about the approval criteria and governance of Academic Credentials.

## SECTION III: GRADUATE DIPLOMAS

32. A Graduate Diploma is based on Graduate Degree Level Expectations (GDLEs) and prepares Students for employment requiring sound judgment, personal responsibility and individual initiative, in complex and unpredictable professional environments.
33. The review and approval process for Graduate Diplomas is covered in the [Policy on Academic Program Development and Review](#).
34. There are three types of Graduate Diplomas:
- a) **Master's Level Diploma (Type 1)** programs require Students to develop a conceptual understanding of fundamental aspects of the discipline. Some programs require Students to demonstrate Master's-level analytical, interpretative, methodological and expository skills through course-specific applications, while some may also require Students to demonstrate these skills in applied activities;
  - b) **Master's and Doctoral Level Diploma (Type 2)** programs are offered in conjunction with a Master's or doctoral degree and represent an additional, usually interdisciplinary, qualification. Programs require Students to develop a conceptual understanding of fundamental aspects of the discipline(s) and appropriate levels of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require Students to demonstrate these skills in applied activities; and
  - c) **Master's and Doctoral Level Diploma (Type 3)** programs are stand-alone, direct-entry Graduate Diploma programs that require Students to develop a conceptual understanding of fundamental aspects of the discipline. Programs require Students to demonstrate the appropriate level of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require Students to demonstrate these skills in applied activities.

### Academic Course Requirements

35. Graduate Diplomas must include academic content equivalent to a minimum of **four, three-unit (half)** graduate courses at McMaster.

### General Admission Requirements

36. Students who wish to enter a Graduate Diploma program must meet the admission requirements of a Master's level program. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Graduate Diploma programs.

Additional Admission Requirements

37. Any particular Graduate Diploma program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

Credit Toward Degree or Other Program Studies

38. In some specific cases, courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.

## SECTION IV: GRADUATE ACADEMIC CERTIFICATES

39. A Graduate Academic Certificate is a microcredential consisting of a program of study coherently organized around clear learning objectives.

### Academic Course Requirements

40. All Graduate Academic Certificates must include academic credit courses equivalent to at least **two, three-unit (half)** graduate courses at McMaster.

### General Admission Requirements

41. Students who wish to enter a Graduate Academic Certificate program must meet the admission requirements of a Master's level program. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Graduate Academic Certificate programs.

### Additional Admission Requirements

42. Any particular Graduate Academic Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

### Credit Toward Degree or Other Program Studies

43. Up to 100% of the certificate course requirements may overlap with graduate degree courses. The courses may or may not be unique to the certificate.



## SECTION V: UNDERGRADUATE DIPLOMAS

44. An Undergraduate Diploma is a program of study involving a significant body of academic work coherently organized around clear learning objectives. Undergraduate Diplomas (including post-baccalaureate diplomas and all diplomas offered by MCE) may be focused primarily upon academic or professional development objectives, but all must include academic content equivalent to a **minimum of 24 units** of undergraduate-level course work.
45. Undergraduate Diplomas serve as complementary study to degree programs, professional preparation or upgrading, and transferring credit into undergraduate degree programs. The word *Diploma* must be included in the program name (for example, *Diploma in Accounting*).

### Academic Program Requirements

46. All Undergraduate Diplomas must include academic credit courses equivalent to **at least 24 units** of undergraduate study at McMaster. In addition to their academic content, Undergraduate Diploma programs may include courses and other forms of learning which are not suitable for academic credit.

### General Admission Requirements

47. Students who wish to enter an Undergraduate Diploma program must meet at least one of the following criteria:
- a) possess an Ontario Secondary School Diploma or equivalent;
  - b) be a mature Student as defined in the *Undergraduate Calendar*; or
  - c) be deemed an exceptional case by the admissions committee for the Undergraduate Diploma.
48. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Diploma programs and take into account the function of transferring credit into degree programs that some diplomas perform.

### Additional Admission Requirements

49. Any particular diploma program may have other admission requirements appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

### Credit Toward Degree or Other Program Studies

50. The maximum overlap with degree courses is 70% of the requirement for the diploma. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

## SECTION VI: UNDERGRADUATE ACADEMIC CERTIFICATES

51. An Undergraduate Certificate is a program of study coherently organized around clear learning objectives.
52. There are three types of Undergraduate Academic Certificates. Each certificate has the academic content equivalent to a specified amount of undergraduate study at McMaster, as indicated below:
  - a) Stand-Alone Undergraduate Certificate (**15 units**);
  - b) Stand-Alone Certificate of Professional Learning (**9 units**); and
  - c) Concurrent Undergraduate Certificate (**15 units**).

### STAND-ALONE UNDERGRADUATE CERTIFICATE

#### Academic Course Requirements

53. A Stand-Alone Undergraduate Certificate (including a Post-Baccalaureate Certificate) may be focused on academic or professional development learning objectives, but it must include academic credit courses equivalent to at least **15 units** of undergraduate study at McMaster. In addition to their academic content, Stand-Alone Undergraduate Certificate programs may include courses and other forms of learning which are not suitable for academic credit. The phrase *Undergraduate Certificate* must be included in the program name (for example, *Health Professional Entrance Preparation (HPEP) Undergraduate Certificate*).

#### General Admission Requirements

54. Students who wish to enter a Stand-Alone Undergraduate Certificate program must meet at least one of the following criteria:
  - a) possess an Ontario Secondary School Diploma or equivalent;
  - b) be a Mature Student as defined in the *Undergraduate Calendar*; or
  - c) be deemed an exceptional case by the admissions committee for the certificate.
55. These requirements ensure that Students have the basic capabilities necessary to manage the academic content in an Undergraduate Certificate program and take into account the function of transferring credit into degree programs that some certificates perform.

#### Additional Admission Requirements

56. Any particular Stand-Alone Undergraduate Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

Credit Toward Degree or Other Program Studies

57. A Stand-Alone Undergraduate Certificate may bridge Students into an undergraduate degree program, supply professional preparation or upgrade, or provide complementary work to degree studies.
58. Students may use up to 100% of the academic credit courses completed toward a Stand-Alone Undergraduate Certificate for advanced credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

**STAND-ALONE CERTIFICATE OF PROFESSIONAL LEARNING**

59. Stand-Alone Certificate of Professional Learning enables Students to complete an academic program of study (**9 units**) with a professional focus. It will include academic development objectives targeting the Student's growth in a professional area and will meet the minimum criterion of academic content. Stand-Alone Certificates of Professional Learning serve the function of transferring credit into undergraduate degree programs and professional enhancement. The phrase *Certificate of Professional Learning* must be included in the program name (for example, *Certificate of Professional Learning in User Experience and User Interface (UX/UI Design)*).

Academic Course Requirements

60. All Stand-Alone Certificates of Professional Learning must include academic credit courses equivalent to **9 units** of undergraduate study at McMaster. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

General Admission Requirements

61. Students who wish to enter a Stand-Alone Certificate of Professional Learning program must have at least one of:
  - a) an Ontario Secondary School Diploma or equivalent;
  - b) be a mature Student as defined in the *Undergraduate Calendar* ; or
  - c) be deemed an exceptional case by the admissions committee for the certificate.
62. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the function of transferring credit into degree programs that some certificates perform.

Additional Admission Requirements

63. Any particular Undergraduate Stand-Alone Certificate of Professional Learning program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

**CONCURRENT UNDERGRADUATE CERTIFICATE**

64. A Concurrent Undergraduate Certificate shall be focused primarily upon academic development objectives and must meet the minimum criterion of academic content (**15 units**). This type of certificate sets out a plan of study complementary to degree studies and will provide added value to those studies. The phrase *Concurrent Certificate* must be included in the program name (for example, the *Concurrent Certificate in Leadership, Equity, and Social Change*).

Academic Course Requirements

65. All Concurrent Undergraduate Certificates must include academic credit courses equivalent to at least **15 units** of undergraduate study at McMaster.
66. In addition to their academic content, concurrent certificate programs may include courses and other forms of learning which are not suitable for academic credit.

Admission Requirements

67. Students who wish to enter a Concurrent Undergraduate Certificate program must be enrolled in an undergraduate degree program at McMaster.
68. Any particular Concurrent Undergraduate Certificate program may have other admission requirements, such as prerequisite courses, which are appropriate to its learning objectives.

Credit Toward Degree or Other Program Studies

69. Up to 100% of the requirement for the concurrent certificate may overlap with undergraduate degree courses.

## SECTION VII: ACADEMIC MICROCREDENTIALS

70. Academic microcredentials must meet the standards for academic coursework, but there are no minimum credit hours to complete the work. Microcredentials may be within a program, separate from a program, or they could reside simultaneously in both places. The word Microcredential must appear in the credential name (for example, *Microcredential in Project Management*).

### General Admission Requirements

71. Students who wish to begin an academic microcredential must meet its specified admission requirements. Since a microcredential may be aimed at Students and Learners from a broad range of backgrounds, the admission requirements of the academic microcredential are considered at the time of its approval, whether linked to a degree or diploma program, certificate, or as a stand-alone non-academic learning activities such as a portfolio, placement, community project, or others. These admission requirements for a microcredential will ensure that Students and Learners have the basic capabilities necessary to deal with the learning activity.

### Additional Admission Requirements

72. Any microcredential may have other admission requirements that are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular microcredential.

### Credit Toward Another Credential

73. Academic microcredentials may be stacked together to be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential. See also *Section II: Procedural Requirements: Academic Credit for Diploma and Certificate Courses and Microcredentials*.

## SECTION VIII: NON-ACADEMIC CREDENTIALS

74. Non-Academic Credentials are distinct and differentiated from academic certificates, microcredentials, and diplomas. The types of Non-Academic Credentials include Certificates of Completion, Non-Academic Microcredentials, and Certificates of Attendance.
75. The majority of Certificates of Completion, Non-Academic Microcredentials, and Certificates of Attendance will not normally be categorized expressly as graduate or undergraduate offerings, although such categorization may be identified at the discretion of the unit proposing the credential or the CDM Committee.

### CERTIFICATE OF COMPLETION

76. A Certificate of Completion acknowledges that an individual has completed a course or program at McMaster that does not meet the requirements of an academic program.
77. A Certificate of Completion can be issued when a non-academic course or program includes a minimum of **30 contact hours** and **evaluation** of the Learner's learning. Certificates of Completion may include academic content if the course or courses have been approved for credit toward another credential. The phrase *Certificate of Completion* must be included in the credential name (for example, the *Teaching and Learning Foundations Certificate of Completion*).
78. This category will be suitable for various types of life-long learning and career-related courses and programs.

#### Admission Requirements

79. Normally, there are no specific admission requirements.

#### Credit Toward Another Credential

80. Normally, there is no credit granted towards degree program studies, unless the course or courses making up the Certificate of Completion have been approved for credit as part of a degree, diploma or certificate.
81. A series of Certificates of Attendance (see below) cannot comprise a Certificate of Completion or any other credential.

#### Guidelines and Limitations

82. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Completion shall not use the term Certificate in their title, unless it is part of the term "Certificate of Completion." Exceptions may occur when a program is provided as

contract training to a company (i.e., not a public program) and the program name is determined jointly with the client.

83. The course description should include the credit or non-credit nature of the course, that there will be Learner evaluation, how the Learner shall be graded (i.e., Pass/Fail or a letter grade), and that a "Certificate of Completion" will be awarded for successful completion.

#### **NON-ACADEMIC MICROCREDENTIAL**

84. A Non-Academic Microcredential acknowledges that an individual has completed learning activities related to a coherent set of skills, competencies, or knowledge at McMaster that does not meet the requirements of an academic certificate, microcredential or diploma program.
85. The phrase *Non-Academic Microcredential* must appear in the credential name (for example, *Non-Academic Microcredential in Outdoor Leader Training*).
86. A Non-Academic Microcredential can be issued using the same learning activities as an academic microcredential, subject to approval by MCE or the offering Faculty. However, an individual Student or Learner cannot earn both academic and non-academic microcredentials for the same learning activity nor may a non-academic microcredential be transferred to an academic microcredential or stacked with any Academic Credential for credit after issuance.
87. This category will be suitable for various types of life-long learning and career-related courses and programs. The Non-Academic Microcredential shall not be categorized as undergraduate or graduate level. In addition, it will not appear on a transcript.

#### Admission Requirements

88. Normally, there are no specific admission requirements.

#### Credit Toward Another Credential

89. No academic credit shall be granted towards any Academic Credential, in part or whole.
90. A series of Non-Academic Microcredentials may be combined (stacked) for a Certificate of Completion (see above) that has been approved by MCE or the offering Faculty with the inclusion of these microcredentials. Non-academic microcredentials are issued by the Inspire Office (unless the offering Faculty has previously stated its intent to issue the credential instead of the Inspire Office), or MCE. A report of new non-academic microcredentials or revisions to existing non-academic microcredentials shall be provided annually to Undergraduate Council and Graduate Council.

Guidelines and Limitations

91. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any unit that issue a non-academic microcredential shall not use the term *Academic* in their title, unless it is part of the term “Non-Academic Microcredential.”
92. The microcredential description should include the credit or non-credit nature of the learning activity, that there will be Learner evaluation, the grading basis in which the Learner shall be evaluated (i.e., Pass/Fail), and that a “Non-Academic Microcredential” will be awarded for successful completion.

**CERTIFICATE OF ATTENDANCE**

93. A Certificate of Attendance acknowledges that an individual has participated in a set of activities at McMaster that does not meet the requirements of an academic program as there is no evaluation of learning. The phrase *Certificate of Attendance* must appear in the credential name (for example, the *Medical Acupuncture Program Certificate of Attendance*).
94. Such activities are designed to meet the interests and objectives of participants who may want to acquire general knowledge or training for career related purposes, but who neither require nor seek any form of professional or academic recognition. As such a Certificate of Attendance shall not be categorized as undergraduate or graduate level. This category will be suitable for various types of life-long learning and career-focused learning experiences.

Admission Requirements

95. Normally, there are no specific admission requirements.

Credit Toward Degree or Other Program Studies

96. There is no credit granted toward additional credentials.

Guidelines and Limitations

97. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Attendance shall not use the term Certificate in their title, unless it is part of the term “Certificate of Attendance.”



## SECTION IX: PROCEDURES FOR APPROVAL

### PROCEDURES

98. The Faculty, Inspire Office, or MCE will present the proposal for undergraduate diplomas, undergraduate academic certificates and microcredentials, as well as undergraduate-level academic credit courses to the CDM Committee.<sup>2</sup> Once approved, the Committee will then make a recommendation to Undergraduate Council.
99. In the case of Graduate Academic Certificates and Microcredentials, as well as graduate-level academic courses, the Faculty, Inspire Office, or MCE will present proposals to the CDM Committee. Once approved, the Committee will then make a recommendation to Graduate Council.
100. The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificate, microcredential and diploma programs.
101. The academic unit is responsible for providing a complete proposal. In addition to the program proposal, the complete submission must include the *Undergraduate or Graduate Calendar* copy, if applicable (see *Publication of Credential Requirements*, below). A Statement of Academic Merit from the office of the Dean must also be included, as described below.
102. Graduate Diplomas are approved through the process outlined in the [Policy on Academic Program Development and Review](#).
103. Applicability of credit from a microcredential to a degree, diploma, or certificate must be established and described in the microcredential's initial proposal. Likewise, any revisions to the rules of this applicability must be approved by the CDM Committee and by Undergraduate or Graduate Council, as appropriate.

### APPROVAL CRITERIA

104. When approving a new certificate, diploma or microcredential, the CDM Committee and Undergraduate or Graduate Council (as appropriate) must ensure that the proposal appropriately fulfills all of the following criteria:
  - a) well-defined objective(s);
  - b) well-defined learning outcomes;
  - c) curriculum to meet the learning outcomes; and
  - d) admission requirements, as applicable.

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<sup>2</sup> With the exception of MCE, units that are not academic departments or Faculty-based must consult with the Inspire Office during the development of any microcredentials.

105. See also *Appendix A* for additional details regarding the approval workflow and governance of certificates, diplomas, and microcredentials.

Specific Criteria for Academic Credentials (Academic Certificates, Academic Microcredentials, and Diplomas)

106. If the courses or learning activities contained in the Academic Credential are not already approved as part of a degree program, to receive approval as academic credit, the credential must:

- a) be at a level of intellectual rigour comparable to that found in undergraduate or graduate degree program courses in the same or similar field(s). Academic credit courses or microcredentials are vetted by the Faculty offering the credential or the Faculty that is most relevant to the content of the credential;
- b) include a systematic evaluation of Student performance by the methods normally used in degree courses such as tests, essays, reports, narrative responses, interviews and/or other assignments.

Specific Criteria for Non-Academic Credentials (Certificate of Completion, Non-Academic Microcredential, Certificate of Attendance)

107. Except for the Certificate of Attendance, a learner undertaking a Non-Academic Credential must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This assessment will normally be recorded as a *Pass* or *Fail*, and the unit offering the program will retain the records.

108. Although administrative and academic units at McMaster do not need permission from Undergraduate or Graduate Councils to issue Non-Academic Credentials, they are required, at minimum, to report new Non-Academic Credentials and revisions thereof to Undergraduate or Graduate Council on an annual basis.

109. However, if new or revised **fees** are being charged to Learners, the Inspire Office or Faculty proposing the Non-Academic Credential must follow the full approval process for Academic Credentials.

110. It is expected that Non-Academic Credentials will be offered only when the activities are of benefit and/or interest to the community and are consistent with the objectives of the University.

Approval of Revisions

111. After their initial approval, any revisions to the descriptions, regulations, requirements, or course requirements of an academic certificate, microcredential, or diploma program must be approved by the governing bodies, as appropriate. These bodies include the CDM Committee, Undergraduate Council, or Graduate Council.

**STATEMENT OF ACADEMIC MERIT**

112. Proposals for new Academic Credentials must include a Statement of Academic Merit. This document is normally an attestation from a Faculty, at McMaster University, confirming that the proposed program (or learning activity in the case of microcredentials) has been vetted and found that it meets the criteria for the designation proposed. That statement will also include a general description of how the academic merit of the proposal was evaluated, including such things as which academic departments were involved and the procedures used.
113. Proposals for new academic credit courses or microcredential learning activities, which are intended to be part of a certificate, microcredential or diploma program, and which are not to be part of any degree program, will include the following:
- a) a paragraph-long course description along with a statement of the number of units of academic credit provided by the course or learning activity; and
  - b) a statement of how the course or learning activity contributes to the learning objectives of the program(s) of which it will be a part.
114. In the case where any proposed revisions to an existing academic certificate, microcredential, or diploma program will exceed approximately 40% of the credential's content, a new Statement of Academic Merit must be included with the proposal.

**FINANCIAL VIABILITY AND RESOURCE IMPLICATIONS**University Student Fees Committee

115. Diploma programs, academic certificates, and microcredentials, as well as non-academic certificates and microcredentials for which fees are charged, must submit fee proposals to the University Student Fees Committee (USFC) for approval. Normally, this approval should be sought prior to submission of the academic proposal to Undergraduate Council or Graduate Council.

Governance Approval

116. Following approval by Undergraduate Council or Graduate Council (as applicable), the completed *Financial Viability and Resource Implications template* for new certificate and diploma programs must be reviewed. This review must occur **prior** to submission of the business case to the University Planning Committee (as per the [Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty](#)) by the:
- a) Associate Vice-President, Finance and Planning (Academic); and
  - b) Vice-Provost (Teaching & Learning) or Vice-Provost and Dean of Graduate Studies.

117. It is expected that **additional fees will not** be charged for Undergraduate Concurrent Certificates and Graduate Academic Certificates, and that such programs will not generate additional revenue for the University, and therefore do not normally require approval from the University Planning Committee.

#### **PUBLICATION OF CREDENTIAL REQUIREMENTS**

118. Once approved, the full description and criteria for each Academic Credential must be published for public reference in the most appropriate location, so the nature of these credentials may be reviewed by potential Students and employers. For instance,
- a) Undergraduate Diplomas, Undergraduate Concurrent Certificates, Stand-Alone Undergraduate Certificates, and Stand-Alone Certificates of Professional Learning must be published on the MCE website or in the *Undergraduate Calendar*, as appropriate;
  - b) Graduate Diplomas and Graduate Academic Certificates must be published in the *Graduate Calendar*.
  - c) Academic Microcredentials must be published on the MCE or the Inspire Office website, as appropriate;
  - d) Non-Academic Credentials (Certificate of Completion, Certificate of Attendance, Non-Academic Microcredential) should be published on a publicly-accessible website. Non-Academic Credentials are not required to be published in the *Undergraduate* or *Graduate Calendars*.

#### **PARCHMENT DESIGN**

119. Where a parchment (digital or paper-based) is provided to a Student or Learner upon completion of a certificate, diploma, or microcredential, the design of such document shall be consistent with those provided in this Policy (see *Appendix C: Sample Parchments*). It is understood that converting a parchment to a digital form may result in variations of the recommended design. As required, the parchment designs included in this Policy will be amended from time to time.
120. Where a credential is offered in partnership with an external institution, a notation of this partnership may be indicated on the parchment.

**APPENDIX A: APPROVAL PATHS OF NEW OR REVISED CERTIFICATES, DIPLOMAS & MICROCREDENTIALS**

<u>Credential</u>	<u>Fees</u>	<u>Faculty Council or MCE</u>	<u>CDM</u>	<u>GCPC</u>	<u>USFC<sup>1</sup></u>	<u>C&amp;A</u>	<u>UGC</u>	<u>GC</u>	<u>UPC<sup>1</sup></u>	<u>QC</u>	<u>Senate</u>	<u>PRC+ Board<sup>1</sup></u>
Non-Academic Microcredentials	New or Revised Fees to be Charged	A	A		A		A- UGC or GC		A		A	A
Certificate of Attendance		A	A		A		A- UGC or GC		A		A	A
Certificate of Completion		A	A		A		A- UGC or GC		A		A	A
Non-Academic Microcredentials	No Fees	A	I				I- UGC or GC					
Certificate of Attendance		A	I				I- UGC or GC					
Certificate of Completion		A	I				I- UGC or GC					
<b>UNDERGRADUATE</b>												
Undergraduate Diploma	New or Revised Fees to be Charged	A	A		A		A		A		A	A
Stand-Alone Undergraduate Certificate		A	A		A		A		A		A	A
Stand-Alone Certificate of Prof. Learning		A	A		A		A		A		A	A
Concurrent Undergraduate Certificate		A	A		A		A		A		A	A
Academic Microcredential		A	A		A		A		A		A	A
Undergraduate Diploma	No Fees	A	A				A				A	
Stand-Alone Undergraduate Certificate		A	A				A				A	
Stand-Alone Certificate of Prof. Learning		A	A				A				A	
Concurrent Undergraduate Certificate		A	A				A				A	
Academic Microcredential		A	A				A				A	
<b>GRADUATE</b>												
Graduate Diploma	New or Revised Fees to be Charged	A	A	A	A			A	A	A	A	A
Graduate Academic Certificate		A	A	A	A			A	A		A	A
Academic Microcredential		A	A	A	A			A	A		A	A
Graduate Diploma	No Fees	A	I	A				A		A	A	
Graduate Academic Certificate		A		A				A			A	
Academic Microcredential		A	A	A				A			A	
<b>A - For Approval I – For Information ...See next page for notes</b>												

**Notes**

<sup>1</sup> USFC, UPC, PRC, and Board approval is only required when new or revised fees are assessed. PRC and the Board examine fees and no other credential documentation. Departmental representation at these governance meetings is required only upon request by the University Secretariat. The fees review is undertaken in June for the subsequent academic year, so approvals should be sought in sufficient time to launch programs as planned.

**Approval Bodies**

**Board:** Board of Governors

**C&A:** Undergraduate Council Curriculum and Admissions Committee

**CDM:** Certificates, Diplomas & Microcredentials Committee

**Faculty Council:** Council for the corresponding unit offering the credential

**GC:** Graduate Council

**GCPC:** Graduate Studies Curriculum and Policy Committee

**MCE:** McMaster Continuing Education

**PRC:** Planning and Resources Committee of the Board of Governors

**QC:** Quality Council

**Senate**

**UGC:** Undergraduate Council

**UPC:** University Planning Committee

**USFC:** University Student Fees Committee

## APPENDIX B: RELATED POLICIES AND LEGISLATION

This Policy is to be read in conjunction with the following policies, procedures and guidelines. Any question of the application of this Policy or related policies shall be determined by the Vice-Provost (Teaching & Learning) or the Vice-Provost & Dean of Graduate Studies and in conjunction with the administrator of the other Policy or policies. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):

- [Academic Accommodation for Religious, Indigenous and Spiritual Observances \(RISO\)](#)
- [Academic Accommodation of Students with Disabilities](#)
- [Academic Integrity Policy](#)
- [Academic Program Development and Review, Policy on](#)
- [Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty](#)
- [Code of Student Rights and Responsibilities](#)
- [Digital Learning Resources, Guidelines for](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Graduate Course Management Policy](#)
- [Graduate Examinations Policy](#)
- [Ownership of Student Work](#)
- [Professional Behaviour Code for Graduate Learners, Health Sciences](#)
- [Professional Behaviour Code for Undergraduate Learners, Health Sciences](#)
- [Requests for Relief for Missed Academic Term Work, Policy on](#)
- [Statement on Building an Inclusive Community with a Shared Purpose](#)
- [Statement and Guidelines on Inclusive Communications](#)
- [Student Appeal Procedures](#)
- [Undergraduate Course Management Policies](#)
- [Undergraduate Examinations Policy](#)

APPENDIX C: SAMPLE PARCHMENTS



A. Design Option for Graduate Diplomas.



B. Design Option for all other credentials. **The Campus Store logo represents a placeholder for a partner institution (where applicable).**



April 12, 2023

**TO:** Dr. David Farrar  
Chair, Senate

**FROM:** Dr. Kim Dej, Chair of Undergraduate Council  
Dr. Steve Hranilovic, Chair of Graduate Council

**SUBJECT: Proposal to Dissolve the Undergraduate Council Certificates and Diplomas Committee and to establish a Joint Committee on Certificates, Diplomas and Microcredentials**

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The Undergraduate Council Certificates and Diplomas Committee scrutinizes proposals for new certificate and diploma programs and ensures their conformity with the Senate *Certificates and Diplomas Policy*. Graduate Council does not currently have such a committee, and therefore graduate-level certificates and diplomas are currently directed to Graduate Council for consideration.

In parallel, the *Certificates and Diplomas Policy* is currently under review, with the primary goal of adding oversight of microcredentials at both undergraduate and graduate levels.

Establishing a joint Undergraduate Council and Graduate Council committee to oversee certificates, diplomas and microcredentials would allow graduate matters to be deliberated and debated with the wider University community prior to recommendation to Graduate Council. Having one joint governing body to review non-degree credentials will encourage consistency across Graduate and Undergraduate programs, streamline approval processes and allow for the sharing of best practices.

With the support of both Undergraduate Council and Graduate Council, we propose the dissolution of the Undergraduate Council Certificates and Diplomas Committee and the establishment of the Joint Committee for Certificates, Diplomas and Microcredentials.

Draft revisions to the Senate by-laws including amendments to the committee membership and terms of reference are included as Appendix A. The proposed changes will be included in the draft revisions to the Senate by-laws which will be presented for approval in principle on April 12, 2023.

**APPENDIX A: EXCERPT OF RELEVANT BY-LAWS OF THE SENATE OF  
MCMASTER UNIVERSITY INCLUDING PROPOSED SCHEDULE E1**

**ARTICLE X: THE GRADUATE COUNCIL**

1. 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)***

Deputy Provost  
University Librarian  
University Registrar  
Secretary of the Senate  
Associate Registrar and Graduate Secretary

***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.
2. 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.
3. The Secretary of the Graduate Council shall be the Associate Registrar and Graduate Secretary.
4. The faculty members elected from each Faculty offering graduate work shall be elected in accordance with the requirements of clause 15.

5. 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.
6. The election of faculty members of the Graduate Council shall be conducted by the Secretary of the Senate.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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 standing committees shall include, but are not limited to:
    - (i) ~~an the~~ Executive Committee; ~~and~~
    - (ii) ~~thea~~ Scholarships Committee;
    - (iii) ~~the~~ the Joint Committee on Certificates, Diplomas and Microcredentials (see Schedule E1);
  - 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.

**ARTICLE XI: THE UNDERGRADUATE COUNCIL**

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

***Ex Officio***

Chancellor

President,

Provost,

Vice-Provost (Teaching & Learning),

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 McMaster Continuing Education

University Registrar

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

University Librarian

***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.

13. The Chair of the Undergraduate Council shall be the Vice-Provost (Teaching & Learning).
14. The Vice-Chair of the Undergraduate Council shall be elected annually by and from the members of the Undergraduate Council.
15. The Secretary of the Undergraduate Council shall be the Secretary of the Senate.
16. 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.
17. 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.

18. 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.
19. 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:

- 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 8, 2022~~ June 7, 2023

**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;~~ the joint Committee on Certificates, Diplomas and Microcredentials (see schedule E1)
- e) the Quality Assurance Committee, and
- f) *ad hoc* committees and task forces as required.

Except for the Executive Committee, the Joint Committee on Certificates, Diplomas and Microcredentials, and the Quality Assurance 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.



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.

~~5.4.~~

~~6.—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.~~

~~7.5.~~ 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~~ June 7, 2023

### **SCHEDULE E1: JOINT COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS**

1. The Joint Committee on Certificates, Diplomas and Microcredentials shall consist of no less than eight members including the following membership:

**Ex Officio Members (with vote)**

Chair of Undergraduate Council

Chair of Graduate Council

**Members (with vote)**

Committee Chair

one Associate Dean (Undergraduate Studies)

one Associate Dean (Graduate Studies)

one student member from Graduate Council

one student member from Undergraduate Council

University Registrar

**Consultants**

one of the Assistant Deans

Director of McMaster Continuing Education, or delegate

University Librarian, or delegate

Associate Registrar & Graduate Secretary, or delegate

Lead Educational Developer from the MacPherson Institute, or delegate

Assistant Registrar Records, or delegate

Majority of the voting members shall constitute quorum at any meeting thereof.

2. The Secretary of the Committee shall be the University Secretary, or their delegate.
3. The Chair shall be a knowledgeable faculty member selected by the Chair of Undergraduate Council and Chair of Graduate Council from among the Teaching Staff.
4. The Joint Committee on Certificates, Diplomas and Microcredentials shall scrutinize proposals for new non-degree programs and ensure their conformity with the *Certificates, Diplomas and Microcredentials Policy*.
5. The powers and duties of the Committee are as follows:
  - a) deliberate on educational non-degree programs including, but not limited to, Certificates of Professional Learning, Concurrent or Standalone Certificates, Certificates of Completion, Certificates of Attendance, Diplomas and Microcredentials as prescribed by the *Certificates, Diplomas and Microcredentials Policy*. The Committee shall not oversee degree-seeking programs

or non-McMaster Certificates developed in collaboration with other organizations and institutions where such credentials are externally issued.

- b) evaluate and recommend the establishment, closure, and/or substantial revisions to graduate matters before the Committee to Graduate Council and to the Senate where required.
- c) evaluate and recommend the establishment, closure, and/or substantial revisions to undergraduate matters before the Committee, and those from McMaster Continuing Education, to Undergraduate Council and the Senate where required.
- d) where required, review the *Certificates, Diplomas and Microcredentials Policy* and, where appropriate, make recommendations to Undergraduate Council and Graduate Council and the Senate.

Revised: June 7, 2023

**REPORT TO SENATE**  
**FROM THE**  
**EXECUTIVE COMMITTEE**  
**Open Session (Regular Agenda)**

**i. Early Conferral of Degrees**

On March 29, 2023, the Senate Executive Committee approved renaming the Policy on Issuing Diplomas in Advance of Convocation and the proposed revisions.

The Policy on Issuing Diplomas in Advance of Convocation allows students to apply to the University Registrar for early release of a diploma. This option is used by students who require their degree in advance of the ceremony due to employment requirements, professional registration, or further educational applications, etc. To facilitate a timelier process, the proposal is to delegate to the University Registrar the power to confer degrees between convocation ceremonies.

Senate Executive Committee now recommends,

**that Senate, on the recommendation of the Executive Committee, approve renaming the Policy on Issuing Diplomas in Advance of Convocation and the proposed revisions, effective April 12, 2023.**

**SENATE: FOR APPROVAL**  
**April 12, 2023**

March 9, 2023

**TO:** Dr. David Farrar  
Chair, Senate Executive Committee

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

**AND FROM:** Melissa Pool  
Registrar

**SUBJECT:** Early Conferral of Degrees

---

The Senate authorizes the Chancellor and the Vice-Chancellor to confer degrees, diplomas and certificates. Graduated Reports are submitted to the Senate three times per year, in advance of the spring and fall convocation ceremonies. The date on each degree is the date of the ceremony at which the degree was conferred.

The [Policy on Issuing Diplomas in Advance of Convocation](#) allows students to apply to the University Registrar for early release of a diploma. This option is used by students who require their degree in advance of the ceremony due to employment requirements, professional registration, or further educational applications, etc.

The request for an early release is evaluated by the Registrar's Office, in cooperation with the student's Faculty Office or the School of Graduate Studies, to confirm eligibility for early release and eligibility for graduation. The request is then submitted to the Senate for approval. The approval at the Senate is routine, questions are never asked, and often this timeline is too narrow for the student's purpose. The date on the degree is usually crucial to the request and the degree is released to the student with the date of the Senate approval as the 'degree-conferred date'.

To facilitate a timelier process, we propose to delegate to the University Registrar the power to confer degrees between convocation ceremonies. Attached please find the proposed revisions in a track change and clean version of the *Policy on Issuing Diplomas in Advance of Convocation*. Highlights of the revisions include:

- new title *Early Conferral of Degree Policy*
- delegation of authority to the University Registrar to approve early conferral of degrees
- updated procedures
- requirement for the University Registrar to provide the Senate with a biannual report on the degrees that have been released early

We are pleased to answer any questions or concerns.

Complete Policy Title

**Early Conferral of Degrees Policy**

Policy Number (if applicable):

Approved by

**Senate**

Date of Most Recent Approval

**TBD**

Date of Original Approval(s)

**March 14, 2007**

Supersedes/Amends Policy dated

**January 13, 2016  
March 14, 2007**

Responsible Executive

**University Registrar**

Policy Specific Enquiries

[Office of the Registrar](#)

General Policy Enquiries

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

**DISCLAIMER:** *If there is a discrepancy between this electronic policy and the approved copy held by the University Secretariat, the approved copy prevails.*

**FORMAT:** *If you require this document in an accessible format, please email [policy@mcmaster.ca](mailto:policy@mcmaster.ca).*

## INTRODUCTION

1. The Senate approves the conferral of degrees at spring and fall convocation ceremonies, by way of Graduation Reports.
2. McMaster will consider a request for early conferral of a degree where a student provides supporting documentation demonstrating the degree is required before their normal convocation date (e.g., employment, professional registration, or further educational applications).

## AUTHORITY AND JURISDICTION

3. The Senate of McMaster University has delegated to the University Registrar the authority to administer this Policy and to approve the early conferral of degrees.

## PROCEDURES

4. A formal request for early conferral of a degree should be made to the Office of the Registrar or the School of Graduate Studies. The request must specify the reason(s) the degree is needed in advance of the applicable convocation date. Documentation will be required to support the request.

### Documentation

5. Acceptable documentation includes but is not limited to: an appointment or a job-offer letter; professional registration or examination requirements; educational application requirements.
6. Documentation must be specific to the student and not a general notice or information letter and must state that degree conferral or an original diploma is required by the student by a specified date.

### Approval

7. The Office of the Registrar or the School of Graduate Studies will review the student's request and supporting documentation and confirm with the appropriate Faculty/Program Office that degree requirements have been met.
8. Upon confirmation that all early conferral requirements have been met, the University Registrar will approve the request for the early release of the degree.
9. In making arrangements for the diploma to be printed, the date at which the University Registrar approved the student's degree will be the "degree-conferred date". This date will appear on the student's diploma and University record.

## REPORTING

10. The University Registrar will report to the Senate, on a bi-annual basis, the degrees that have been released early.



## Policies, Procedures and Guidelines

Style Definition: Heading 2,POLICY H 2  
Style Definition: Heading 3,POLICY H 3: Indent: Left: 0 cm  
Style Definition: a) text: Indent: Left: 0 cm

Complete Policy Title

Policy Number (if applicable):

~~Policy on Issuing Diplomas in Advance of Convocation~~  
~~Early Conferral of Degrees Policy~~

Approved by

Date of Most Recent Approval

Senate

~~January 13, 2016~~ TBD

Date of Original Approval(s)

Supersedes/Amends Policy dated

March 14, 2007

~~January 13, 2016~~  
March 14, 2007

Responsible Executive

Policy Specific Enquiries

[Office of the University Registrar](#)

[Office of the Registrar](#)

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## INTRODUCTION

1. The Senate approves the conferral of degrees at spring and fall convocation ceremonies, by way of Graduation Reports.
2. McMaster will consider a request for early conferral of a degree where a student provides supporting documentation demonstrating the degree is required before their normal convocation date (e.g., employment, professional registration, or further educational applications).

## AUTHORITY AND JURISDICTION

3. The Senate of McMaster University has delegated to the University Registrar the authority to administer this Policy and to approve the early conferral of degrees.

## PROCEDURES

1. McMaster will consider a request for early release of a diploma where a student provides supporting documentation demonstrating the diploma is required (e.g. employment, professional registration, or further educational applications).
2. To make a formal request the following information should be sent directly for early conferral of a degree should be made to the University Office of the Registrar or the School of Graduate Studies. The request must specify the reason(s) the diploma/degree is needed in advance of the applicable convocation date. Documentation will be required to support the request.
- 3.4. A signed letter/e-mail requesting the issuing of the student's diploma before the applicable convocation.

### Documentation

- 4.5. Acceptable documentation includes but is not limited to: an appointment or a job-offer letter; professional registration or examination requirements; educational application requirements.
6. Documentation must be specific to the student and not a general notice or information letter and must state that degree conferral or an original diploma is required by the student by a specified date. Documentation confirming the request is justified must be provided by the student. The documentation must be specific to the student and not a general notice or information letter and must state that degree conferral or an original diploma is required by the student, by a specified date. Acceptable documentation can include, but is not limited to: an appointment or a job-offer letter; professional registration or examination requirements; educational application requirements.

### Approval

- 5.7. The University Registrar Office of the Registrar or the School of Graduate Studies will review the student's request and supporting documentation and confirm with the appropriate Faculty/Program Office that degree

Policy on Issuing Diplomas in Advance of Convocation  
Early Conferral of Degrees Policy

requirements have been met. If the request is approved, the University Registrar will consult with the student's Faculty/Program Office to confirm degree requirements have been achieved, submit the name of the student and the degree to be awarded to Senate.

6.8. Following approval by Senate, the degree Upon confirmation that all early conferral requirements have been met, the University Registrar will inform the student of the University's approval, approve the request for the early release of the degree.

9. In making arrangements for the diploma to be printed, the date at which the University Registrar Senate approved the student's degree will be the "degree-conferred date". This date will appear on the student's diploma and University record.

**REPORTING**

7.10. The University Registrar will report to the Senate, on a bi-annual basis, the degrees that have been released early.

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

**Open Session (Regular Agenda)**

At its meeting on March 22, 2023, the University Planning Committee approved the following recommendations. These items will be presented to Senate through Undergraduate Council.

**Information**

**i. Report from Undergraduate Council**

**a. New Diploma Program**

The University Planning Committee approved the Health Information Fundamentals (HIF) Diploma.

**b. Revisions to Existing Certificate and Diploma Programs**

**i. Revisions to the Diploma in Accounting**

**ii. Revisions to the Applied Clinical Research (ACR) Certificate**

The University Planning Committee approved revisions to the Diploma in Accounting and to the Applied Clinical Research (ACR) Certificate.

\*the materials for these items are included in the Undergraduate Council Report

**SENATE: INFORMATION**  
**April 12, 2023**

**REPORT TO THE SENATE**  
**FROM THE**  
**COMMITTEE ON APPOINTMENTS**

**Open Session (Regular)**

On March 20, 2023, the Committee on Appointments approved the following recommendation and now recommends it to Senate for approval:

**i. Terms of Reference**

**a. Joint MUFA-SCA Ad-Hoc Drafting Committee to Review Policies with a Faculty Association Observer**

The role of a Faculty Association Observer is to monitor the workings of Hearing procedures under different university policies.

The proposal is for a joint MUFA-SCA Ad-Hoc Drafting Committee to review the role of Faculty Association Observers in these policies and in particular to ensure that a) Faculty Association Observers have the ability to provide a fulsome review of the hearing proceedings and that b) there is a clear and accountable way in which these reviews can be translated into better hearing procedures and policies.

It is now recommended,

**that Senate approve the terms of reference and committee composition for a Drafting Committee to review Policies with a Faculty Association Observer, as circulated.**

**SENATE: FOR APPROVAL**  
**April 12, 2023**



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

1280 Main Street West  
Hamilton, Ontario  
L8S 4K1

**DATE:** March 13, 2023

**TO:** Senate Committee on Appointments

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

**RE:** Joint MUFA-SCA Ad-Hoc Drafting Committee to Review Policies with a Faculty Association  
Observer

---

Attached please find the *Joint MUFA-SCA Ad-Hoc Drafting Committee to Review Policies with a Faculty Association Observer Terms of Reference* which has been approved by the MUFA Executive and the Joint Committee.

The confirmed members of the committee are Graeme Luke (Professor, Physics and Astronomy) and Sue McCracken (Professor, Accounting and Financial Management).

Sincerely,

A handwritten signature in black ink, appearing to read "Katherine Cuff".

Katherine Cuff  
MUFA President

A handwritten signature in black ink, appearing to read "Susan Tighe".

Susan Tighe  
Provost and Vice-President (Academic)

## **Joint MUFA-SCA Ad-Hoc Drafting Committee to Review Policies with a Faculty Association Observer**

### **Terms of Reference**

#### **I Preamble**

The role of a Faculty Association Observer is to monitor the workings of Hearing procedures under different university policies. Supplementary Policy Statements SPS D2 and D3 (last updated in December 2011) outline the role and responsibilities of Faculty Observers in appeal and removal procedures of the *McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion* for which the Faculty Association is joint author. There are also Faculty Association Observers at Faculty Grievance Hearings under the jointly held *Faculty Grievance Policy* (approved 2021 and as outlined in Appendix B) and at Disciplinary Hearings under the jointly held *Code of Conduct for Faculty and Procedures for Taking Disciplinary Action* (approved 1994 and as outlined in Appendix B, last revised in 1996). Finally, there are Association Observers at the Hearing Procedures for the *Board-Senate Research Misconduct Hearing Panel under the Research Integrity Policy* (as outlined in Appendix D).

Association Observers provide a mechanism to monitor the hearing procedures under all of these policies and to help identify potential policy improvements.

Joint Committee proposes a joint MUFA-SCA Ad-Hoc Drafting Committee to review the role of Faculty Association Observers in these policies and in particular to ensure that a) Faculty Association Observers have the ability to provide a fulsome review of the hearing proceedings and that b) there is a clear and accountable way in which these reviews can be translated into better hearing procedures and policies.

#### **II Mandate**

The Joint Ad-Hoc Drafting Committee (“the Committee”) is tasked with reviewing the role and responsibilities of Faculty Association Observers under the above mentioned policies and to propose any needed revisions for approval through the University’s governing bodies. These changes should align with the agreement at Joint Committee outlined above.

#### **III Responsibilities**

As part of its deliberations, the Committee will consider and make recommendations concerning:

- a. The Observer Report on a Formal Hearing.
- b. Reporting and communication between the President of the University, the University Secretary and the Faculty Association in relation to Faculty Association Observers.
- c. Whether all hearings procedures involving a MUFA member should have a Faculty Association Observer.

#### **IV Consultation**

The Committee may consult the relevant parties in the policies (e.g., the University President, the MUFA President, the University Secretary). The Committee may also seek input from the Executive Director of

MUFA, the Chair of the Faculty Grievance Review Panel, past MUFA observers and other stakeholders as they see fit.

**V Membership**

As proposed by MUFA (one member) and SCA (one member). The University Secretariat will provide support to the Committee.

**VI Reporting**

The Committee will invite MUFA to comment on any suggested recommendations prior to submitting a final report.

**REPORT TO THE SENATE**  
**FROM THE**  
**COMMITTEE ON APPOINTMENTS**

**Open Session (Regular)**

On April 12, 2023, the Committee on Appointments approved the following recommendations and now recommends them to Senate for approval:

**i. Terms of Reference**

**a. Revised Terms of Reference – Associate Vice-President (Equity and Inclusion)**

It is now recommended,

**that Senate approve, for recommendation to the Board of Governors, the revised terms of reference for the Associate Vice-President (Equity and Inclusion), as circulated.**

**b. Revised Terms of Reference – Vice-President (University Advancement)**

It is now recommended,

**that Senate approve, for recommendation to the Board of Governors, the revised terms of reference for the Vice-President (University Advancement), as circulated.**

**SENATE: FOR APPROVAL**  
**April 12, 2023**



## MEMORANDUM

March 31, 2023

TO: Senate Committee on Appointments

FROM: Dr. Susan Tighe   
Provost & Vice-President Academic

RE: **Recommendation to revise the Terms of Reference for Associate Vice-President (Equity and Inclusion)**

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When initially approved by Senate and the Board of Governors in 2017, the Terms of Reference for the inaugural equity and inclusion leadership position was for an academic appointment with the title of Vice-Provost (Equity and Inclusion). During the 2017 search, it became clear that the position could also be held by a skilled and experienced non-academic equity practitioner and the Terms of Reference was revised in 2018 to Associate Vice-President (Equity and Inclusion).

To ensure as broad of a search as possible and to attract the most qualified applicants, the 2022 call for a new equity and inclusion leader was open to both academic and non-academic candidates. A successful faculty candidate would be titled Vice-Provost (Equity and Inclusion) and a successful non-academic candidate would be titled Associate Vice-President (Equity and Inclusion). The scope and responsibility of the positions would otherwise be identical. The differing titles would only be reflective of the individual's background and would align with other academic and non-academic leadership roles in the Office of the Provost.

The revisions to the Terms of Reference are shown as tracked changes on the Associate Vice-President (Equity and Inclusion) version and can be summarized as follows:

- Title – The position is noted as Associate Vice-President / Vice-Provost (Equity and Inclusion).
- Housekeeping – Several positions in the Office of the Provost have had title changes and are updated.
- Term – The requirements for the positions as well as the appointment length are noted.

**I am writing to request that the Senate Committee on Appointments approve, for recommendation to Senate and the Board of Governors, the revised Terms of Reference for the position of Associate Vice-President / Vice-Provost (Equity and Inclusion).**

Attachments (2)

1. Revised Terms of Reference for the position of Associate Vice-President / Vice-Provost (Equity and Inclusion)  
– track changes

- ii. Revised Terms of Reference for the position of Associate Vice-President / Vice-Provost (Equity and Inclusion)  
– clean copy

## I. Revised Terms of Reference - track changes

### **Associate Vice-President (Equity and Inclusion) – for non-academic appointments** **Vice-Provost (Equity and Inclusion) – for academic appointments**

#### **Primary Purpose of the Position:**

The Associate Vice-President / Vice-Provost (Equity and Inclusion) is a senior administrator with University-wide responsibilities. Reporting to the Provost and Vice-President (Academic), this role has over-arching responsibility for the promotion, development, coordination and support of initiatives related to equity, diversity, and inclusivity across the Institution. The Associate Vice-President / Vice-Provost (Equity and Inclusion) has a broad, proactive mandate to identify and address campus-wide systemic issues; play a central role in education and awareness-raising initiatives; support the development and implementation of relevant policies and processes, including those for the handling of concerns and complaints; provide expertise, insight, advice and assistance across the Institution on matters of equity, diversity and inclusivity; and ensure a visible presence for and sustained focus on these issues in order to infuse the values of equity, diversity and inclusivity into the day to day work of the University. The work of the Associate Vice-President / Vice-Provost (Equity and Inclusion) is expected to advance the University's commitment to building an inclusive community, and foster a culture which embraces and promotes respect, equity and fairness, and celebrates the rich diversity of the campus community.

#### **Accountability and Partnerships:**

The Associate Vice-President / Vice-Provost (Equity and Inclusion) is accountable to the Provost and Vice-President (Academic) and works closely with the Vice President (Research), the ~~Vice Provost (Faculty) Deputy Provost~~, the AVP (Students and Learning) & Dean of Students, the Vice Provost and Dean of Graduate Studies, the AVP (Academic) in the Faculty of Health Sciences, the Faculty Deans, and the Assistant Vice-President and Chief Human Resources Officer, as well as with other members of the senior administration with regard to matters of equity, diversity and inclusivity. The Associate Vice-President / Vice-Provost (Equity and Inclusion) directly oversees the Equity and Inclusion Office and supports and sustains the work of the President's Advisory Committee on Building an Inclusive Community (PACBIC), the Indigenous Education Council (IEC), and the McMaster Accessibility Council (MAC).

#### **Key Responsibilities:**

1. Strategic Leadership
  - a. Take leadership responsibility for developing and maintaining a university equity plan, including ensuring that this plan meets the requirements imposed by major external funding bodies such as the tri-Council agencies.
  - b. Provide vision and leadership across the Institution for equity-focused initiatives. Working in close collaboration with key members of the senior administration, identify and develop strategies to address systemic issues, support equity-seeking groups, and promote diversity throughout the campus community.
  - c. Working in close collaboration with the AVP (Students and Learning) & Dean of Students, the Vice Provost and Dean of Graduate Studies, and the Faculty

Deans, as well as with PACBIC, MAC and the IEC, identify the barriers to post-secondary education facing particular groups (including members of Indigenous and racialized communities, faith-based and LGBTQ+ community members and persons with disabilities), and support the development of pathways, strategies and policies intended to address such barriers.

- d. Partner with the Indigenous community at McMaster to embrace and implement the recommendations of the Truth and Reconciliation Commission of Canada Final Report.
- e. Work closely with the Vice President (Research) and Faculty Deans to ensure that selection processes for prestigious positions (e.g. CRCs and CERCs) as well as nominations for prestigious awards (e.g. FRSC) use processes that address issues of equity and diversity.
- f. Support the work of the AVP and Chief Human Resources Officer in developing and implementing strategies and policies to advance and support employment equity across the University, as well as the work of the ~~Vice Provost (Faculty)~~ Deputy Provost in supporting the recruitment and development of faculty members.
- g. Provide leadership, guidance and advice to advance McMaster as an inclusive community, and to support the University's proactive engagement in creating a positive, respectful and inclusive culture and climate throughout the Institution.

## 2. Promotion and Support of Equity and Diversity

- a. Work with units across the University to foster a culture of respect and inclusivity, oversee the development of equity initiatives intended to promote an understanding of diversity, raise awareness of historically marginalized groups, , and incorporate an anti-oppressive framework.
- b. Working closely with the faculty Co-Chair, ~~act as Co-Chair~~ of the President's Advisory Committee on Building an Inclusive Community, ensuring that issues identified by the Committee are taken up and communicated within the senior administration, and that appropriate strategies to enhance equity and diversity are developed and implemented.
- c. Support the work of the Indigenous Education Council, acting as an important liaison with the Council from the senior administration, supporting their work and assisting in the advancement of Indigenous communities and initiatives across the University.
- d. Support and assist the work of the McMaster Accessibility Council, taking up the recommendations of the Council and working with the Provost and Vice-President (Academic) and Vice-President (Administration Operations and Finance) to ensure the University's adherence to AODA Accessibility Standards.

## 3. Guidance and Advice

- a. Provide leadership, guidance and support to members of the senior administration and others on emerging issues, opportunities and challenges with regard to equity- related issues, and matters of campus climate, acting as

the key point of contact with regard to such matters for members of the internal and external communities.

- b. Provide support and assistance in the implementation of equity-focused initiatives across the University incorporating input from equity-seeking campus groups and organizations.
- c. Ensure the building of positive, safe, and constructive relationships with other University groups, units and offices engaged in such initiatives (including Human Resources Services, Ombuds Office, MSU Diversity Services, Student Affairs, Security Services and the Faculty of Health Sciences Professionalism Office) to ensure the sharing of best practices across the University.
- d. Represent McMaster externally and build networks with peers at other institutions across Canada and elsewhere in order to build relationships and engage in a community of best practice with regard to the promotion of equity and diversity.

#### 4. Dispute Resolution and Complaint Handling

- a. Oversee the work of dispute resolution and complaints handling, including direct supervision of the Director, Human Rights and Dispute Resolution. The office has responsibility for handling all concerns, complaints and issues brought forward, including complaints of discrimination, harassment and sexual violence, ensuring the provision of timely advice and responses, the availability of effective counselling, support, mediation, and alternative dispute resolution services, and ensuring an effective process for the conduct of formal investigations when required.
- b. Ensure collaboration with colleagues in Human Resources Services, the Faculty of Health Sciences Professionalism Office, Student Support and Case Management, the University Secretariat, and other offices and senior administrators as appropriate, to ensure a consistent approach to the handling of complaints, and the effective implementation of policies and practices related to human rights and equity-related issues across the Institution.

#### 5. Policy Advice, Training and Reporting

- a. Monitor legislative and policy developments in areas related to equity, human rights, sexual violence, and accessibility, and provide advice and support on the development and effective implementation of appropriate policies and strategies to ensure institutional compliance with legislative and reporting requirements.
- b. Collaborate with colleagues in Human Resources Services, the Faculty of Health Sciences Professionalism Office, the University Secretariat, and other offices and senior administrators as appropriate, to provide a training program and to raise awareness of human rights and equity-related policies, practices and legislative requirements throughout the Institution, including the University's policies related to discrimination and harassment, sexual violence, accessibility, and occupational health and safety, support the effective implementation of relevant policies, and ensure that members of the senior administration and persons in authority have a thorough understanding

of relevant processes and responsibilities under relevant policies and/or legislation.

- c. Ensure pan-University statistical data is collected and maintained, recording the numbers of concerns brought forward, disclosures made, complaints dropped or withdrawn, informal resolutions effected and formal complaints pursued under the University's discrimination and harassment and sexual violence policies, and provide anonymized annual statistical reports to the University's governing bodies, including an analysis of such data and identifying areas or issues of repeated concern.

**Specific Accountabilities:**

- a. Provide overall leadership and direction to the Equity and Inclusion Office in a manner that is consistent with the strategic direction of the University, developing short-term and long-term strategic plans.
- b. Lead, engage and inspire a team of Equity and Inclusion professionals. Ensure the ongoing development of staff and provide for an effective and productive work environment.
- c. Support and sustain the work of the President's Advisory Committee on Building an Inclusive Community (PACBIC), the Indigenous Education Council (IEC), and the McMaster Accessibility Council (MAC).

**Term of Office:**

The position of Associate Vice-President (Equity and Inclusion) shall be held by a qualified non-academic equity practitioner on a continuing appointment.

The position of Vice-Provost (Equity and Inclusion) shall be held by a qualified faculty member, appointed by the Senate and Board of Governors for a five-year, renewable term.

## II. Revised terms of reference - clean copy

### **Associate Vice-President (Equity and Inclusion) – *for non-academic appointments*** **Vice-Provost (Equity and Inclusion) – *for academic appointments***

#### **Primary Purpose of the Position:**

The Associate Vice-President / Vice-Provost (Equity and Inclusion) is a senior administrator with University-wide responsibilities. Reporting to the Provost and Vice-President (Academic), this role has over-arching responsibility for the promotion, development, coordination and support of initiatives related to equity, diversity, and inclusivity across the Institution. The Associate Vice-President / Vice-Provost (Equity and Inclusion) has a broad, proactive mandate to identify and address campus-wide systemic issues; play a central role in education and awareness-raising initiatives; support the development and implementation of relevant policies and processes, including those for the handling of concerns and complaints; provide expertise, insight, advice and assistance across the Institution on matters of equity, diversity and inclusivity; and ensure a visible presence for and sustained focus on these issues in order to infuse the values of equity, diversity and inclusivity into the day to day work of the University. The work of the Associate Vice-President / Vice-Provost (Equity and Inclusion) is expected to advance the University's commitment to building an inclusive community, and foster a culture which embraces and promotes respect, equity and fairness, and celebrates the rich diversity of the campus community.

#### **Accountability and Partnerships:**

The Associate Vice-President / Vice-Provost (Equity and Inclusion) is accountable to the Provost and Vice-President (Academic) and works closely with the Vice President (Research), the Deputy Provost, the AVP (Students and Learning) & Dean of Students, the Vice-Provost and Dean of Graduate Studies, the AVP (Academic) in the Faculty of Health Sciences, the Faculty Deans, and the Assistant Vice-President and Chief Human Resources Officer, as well as with other members of the senior administration with regard to matters of equity, diversity and inclusivity. The Associate Vice-President / Vice-Provost (Equity and Inclusion) directly oversees the Equity and Inclusion Office and supports and sustains the work of the President's Advisory Committee on Building an Inclusive Community (PACBIC), the Indigenous Education Council (IEC), and the McMaster Accessibility Council (MAC).

#### **Key Responsibilities:**

1. Strategic Leadership
  - a. Take leadership responsibility for developing and maintaining a university equity plan, including ensuring that this plan meets the requirements imposed by major external funding bodies such as the tri-Council agencies.
  - b. Provide vision and leadership across the Institution for equity-focused initiatives. Working in close collaboration with key members of the senior administration, identify and develop strategies to address systemic issues, support equity-seeking groups, and promote diversity throughout the campus community.
  - c. Working in close collaboration with the AVP (Students and Learning) & Dean of Students, the Vice Provost and Dean of Graduate Studies, and the Faculty

Deans, as well as with PACBIC, MAC and the IEC, identify the barriers to post-secondary education facing particular groups (including members of Indigenous and racialized communities, faith-based and LGBTQ+ community members and persons with disabilities), and support the development of pathways, strategies and policies intended to address such barriers.

- d. Partner with the Indigenous community at McMaster to embrace and implement the recommendations of the Truth and Reconciliation Commission of Canada Final Report.
- e. Work closely with the Vice President (Research) and Faculty Deans to ensure that selection processes for prestigious positions (e.g. CRCs and CERCs) as well as nominations for prestigious awards (e.g. FRSC) use processes that address issues of equity and diversity.
- f. Support the work of the AVP and Chief Human Resources Officer in developing and implementing strategies and policies to advance and support employment equity across the University, as well as the work of the Deputy Provost in supporting the recruitment and development of faculty members.
- g. Provide leadership, guidance and advice to advance McMaster as an inclusive community, and to support the University's proactive engagement in creating a positive, respectful and inclusive culture and climate throughout the Institution.

## 2. Promotion and Support of Equity and Diversity

- a. Work with units across the University to foster a culture of respect and inclusivity, oversee the development of equity initiatives intended to promote an understanding of diversity, raise awareness of historically marginalized groups, , and incorporate an anti-oppressive framework.
- b. Working closely with the faculty Co-Chair of the President's Advisory Committee on Building an Inclusive Community, ensuring that issues identified by the Committee are taken up and communicated within the senior administration, and that appropriate strategies to enhance equity and diversity are developed and implemented.
- c. Support the work of the Indigenous Education Council, acting as an important liaison with the Council from the senior administration, supporting their work and assisting in the advancement of Indigenous communities and initiatives across the University.
- d. Support and assist the work of the McMaster Accessibility Council, taking up the recommendations of the Council and working with the Provost and Vice-President (Academic) and Vice-President ( Operations and Finance) to ensure the University's adherence to AODA Accessibility Standards.

## 3. Guidance and Advice

- a. Provide leadership, guidance and support to members of the senior administration and others on emerging issues, opportunities and challenges with regard to equity- related issues, and matters of campus climate, acting as the key point of contact with regard to such matters for members of the internal and external communities.



- b. Provide support and assistance in the implementation of equity-focused initiatives across the University incorporating input from equity-seeking campus groups and organizations.
- c. Ensure the building of positive, safe, and constructive relationships with other University groups, units and offices engaged in such initiatives (including Human Resources Services, Ombuds Office, MSU Diversity Services, Student Affairs, Security Services and the Faculty of Health Sciences Professionalism Office) to ensure the sharing of best practices across the University.
- d. Represent McMaster externally and build networks with peers at other institutions across Canada and elsewhere in order to build relationships and engage in a community of best practice with regard to the promotion of equity and diversity.

#### 4. Dispute Resolution and Complaint Handling

- a. Oversee the work of dispute resolution and complaints handling, including direct supervision of the Director, Human Rights and Dispute Resolution. The office has responsibility for handling all concerns, complaints and issues brought forward, including complaints of discrimination, harassment and sexual violence, ensuring the provision of timely advice and responses, the availability of effective counselling, support, mediation, and alternative dispute resolution services, and ensuring an effective process for the conduct of formal investigations when required.
- b. Ensure collaboration with colleagues in Human Resources Services, the Faculty of Health Sciences Professionalism Office, Student Support and Case Management, the University Secretariat, and other offices and senior administrators as appropriate, to ensure a consistent approach to the handling of complaints, and the effective implementation of policies and practices related to human rights and equity-related issues across the Institution.

#### 5. Policy Advice, Training and Reporting

- a. Monitor legislative and policy developments in areas related to equity, human rights, sexual violence, and accessibility, and provide advice and support on the development and effective implementation of appropriate policies and strategies to ensure institutional compliance with legislative and reporting requirements.
- b. Collaborate with colleagues in Human Resources Services, the Faculty of Health Sciences Professionalism Office, the University Secretariat, and other offices and senior administrators as appropriate, to provide a training program and to raise awareness of human rights and equity-related policies, practices and legislative requirements throughout the Institution, including the University's policies related to discrimination and harassment, sexual violence, accessibility, and occupational health and safety, support the effective implementation of relevant policies, and ensure that members of the senior administration and persons in authority have a thorough understanding of relevant processes and responsibilities under relevant policies and/or legislation.

- c. Ensure pan-University statistical data is collected and maintained, recording the numbers of concerns brought forward, disclosures made, complaints dropped or withdrawn, informal resolutions effected and formal complaints pursued under the University's discrimination and harassment and sexual violence policies, and provide anonymized annual statistical reports to the University's governing bodies, including an analysis of such data and identifying areas or issues of repeated concern.

**Specific Accountabilities:**

- a. Provide overall leadership and direction to the Equity and Inclusion Office in a manner that is consistent with the strategic direction of the University, developing short-term and long-term strategic plans.
- b. Lead, engage and inspire a team of Equity and Inclusion professionals. Ensure the ongoing development of staff and provide for an effective and productive work environment.
- c. Support and sustain the work of the President's Advisory Committee on Building an Inclusive Community (PACBIC), the Indigenous Education Council (IEC), and the McMaster Accessibility Council (MAC).

**Term of Office:**

The position of Associate Vice-President (Equity and Inclusion) shall be held by a qualified non-academic equity practitioner on a continuing appointment.

The position of Vice-Provost (Equity and Inclusion) shall be held by a qualified faculty member, appointed by the Senate and Board of Governors for a five-year, renewable term.

April 6, 2023

**TO: Senate Committee on Appointments**

**FROM: Dr. David Farrar, President and Vice-Chancellor**

**RE: Revised Terms of Reference for the Vice-President (University Advancement)**

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The Selection Committee for a Vice-President (University Advancement) reviewed the terms of reference for the Vice-President (University Advancement). The Committee suggests several routine changes, including updating titles, reporting relationships, and collaborations. The position's primary responsibilities have been revised to:

- Clarify the responsibility for leading and overseeing McMaster's overall advancement strategy and the forthcoming fundraising campaign. Responsibility for the campaign includes establishing its governance structure, setting targets, and developing accountability metrics and reporting processes.
- Emphasize the role's responsibility to ensure that funding and resources are in place to support and advance the academic priorities and vision of the University.
- Clarify the responsibility to promote an environment where the contributions of diverse community members are acknowledged and recognized.
- Stress the role's requirement for effective collaboration with the President, the other Vice-Presidents, Deans, and other senior leaders. Also, the role's participation as a senior decision-maker in the overall management of the University was further clarified.
- Advance inclusive excellence and equity, diversity, and inclusion principles.
- Incorporate responsibilities regarding the Brighter World Research Initiative.
- Remove leadership responsibilities for the Associate Vice-President (Communications, Marketing and Public Affairs) portfolio, as this area now reports directly to the President.

Included is a tracked and clean version of the terms of reference as appendices.

**On behalf of the Selection Committee for a Vice-President (University Advancement), I accordingly request that the Senate Committee on Appointments approve, for recommendation to Senate and the Board of Governors, the revised terms of reference for the position of Vice-President (University Advancement), as circulated.**

## Vice President, (University Advancement) Duties and Responsibilities Position Description and Terms of Reference

As a member of the senior leadership team reporting directly to the President and Vice-Chancellor, and through the President to the Board of Governors, and working closely with the other Vice-Presidents to support and advance the academic, teaching, and research mission of the University, the Vice-President (University Advancement) provides overall leadership and direction in the areas of Development and Fundraising, Stewardship and Donor-~~Support~~ Relations, Alumni AdvancementEngagement, and Volunteer Engagement. The Vice-President (University Advancement) plays a critically important role in advancing the University's strategy, developing and building partnerships, engaging with donors and stakeholders, and ensuring the provision of substantial resources in support of McMaster's ambitious vision.

~~The Vice-President, (University Advancement) provides the leadership and direction required to orchestrate the University's strategy and efforts, utilizing an integrated approach in the areas of Development, Alumni Advancement, Volunteer Engagement, Stewardship and Communications and Public Affairs. Reporting directly to the President and Vice-Chancellor of McMaster University and working in alignment with the Mission of the University, the Vice President, University Advancement works closely with~~ leads a professional, integrated team of staff, and along with and volunteers, along with the appropriate and works closely with faculty, students, alumni, administrators, and community members in the pursuit of University Advancement's Mission and Vision, while acting in the spirit of University Advancement's Values and Principles advancing the University's strategy. In addition to leading key projects, the Vice-President (University Advancement) will be responsible for-

~~As a member of the senior management team at McMaster, the Vice President, University Advancement will develop, lead and implement strategies to support a variety of University priorities and will also be responsible for~~ cultivating and soliciting a portfolio of major and principal gift prospects, and supporting and advancing fundraising and broader revenue-generation activities across the institution, and leading and overseeing the finalization and launch of McMaster's most ambitious fundraising campaign to date.

The Vice President, (University Advancement) participates in weekly meetings with the President and the other Vice-Presidents and is fully engaged in the consideration of all institutional initiatives.

### **Key Responsibilities-**

As Vice President, (University Advancement) at McMaster University, the incumbent will:

- In conjunction with the President, Provost, Vice-Presidents, Faculty Deans, and other executive officers senior leaders, establish, ~~monitor~~, implement and revise-monitor both short- and long-term strategies to enable the University to achieve its institutional priorities, including the development and support of major fundraising and revenue-generation initiatives.
- Working closely with the President and other members of the senior team to ensure that the funding and resources are in place to support and advance the academic priorities and vision of the University, and provide leadership in support of key institutional initiatives.
- Working closely with the President, Vice-President (Research), the Faculty Deans and other key leaders, finalize and launch the fundraising campaign in support of supporting the Brighter World Research Initiative (Brighter World: Re-Imagining Innovation and Impact), McMaster's most ambitious campaign to date.

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- Increase the amount of private and philanthropic financial support from internal and external communities, including through the development of innovative partnership and revenue-generation strategies.
- Represent the University in its relationships with alumni, donors, community members, various businesses and organizations, media and some government agencies;
- In building partnerships with donors and stakeholders, work to enhance public awareness of the University's value, accomplishments, reputation, and excellence;
- Serve as an advocate, on behalf of the University, with the intention of influencing government policy and funding decisions;
- Create and lead the development and implementation of a strategic Advancement plan that aligns with and supports the University's Mission, ~~and~~ Vision and Strategic Plan;
- ~~Work with~~ Lead and oversee the designated teams of Development, Alumni ~~Advancement~~ Engagement, Volunteer Engagement, ~~and~~ Stewardship ~~and Communications and Public Affairs~~ to develop annual operation plans with clear targets and accountabilities, ~~ensuring that best practice activities are in place to support Advancement goals focusing on operational excellence and best practice to achieve Advancement goals;~~
- ~~Guide~~ Advise the President, Vice-Presidents, Deans, and other senior leaders on the formulation of Advancement-related policy, ~~and~~ interpret and communicate policy to the appropriate staff and faculty;
- Represent the University within the Advancement profession;
- 
- ~~Serve as a member of a variety of University Committees, including as an ex officio member of the Senate and as an Observer to the University's Board of Governors.~~
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## **Specific Accountabilities**

### **Leadership & Management**

- The Vice President will Lead and develop an -overall Advancement strategy in support of the University's Vision, Mission, and Strategic Plan, including setting ambitious annual targets and meeting annual goals, achieve the goals of the annual University Advancement business plan;
- Models effective working relationships across the University, developing collaborative partnerships to launch mutually beneficial results.
- Lead the finalization and launch of an innovative and ambitious fundraising campaign in support of the Brighter World Research Initiative.
- Promote and model a culture of inclusive excellence across the Advancement team, leading a high-functioning high-functioning and diverse Advancement team, which fosters and models the values of Equity, Diversity and Inclusion (EDI), both personally and across the entire Advancement team.
- Promote and support a strong and effective decentralized advancement model where central University Advancement and Faculty-based advancement teams collaborate to further McMaster's advancement prosperity.
- Create a strong and collegial team environment within University Advancement (UA), with a focus on supporting the long-term success of the institution.
- Ensure that Advancement staff are supported with professional development, inclusive learning, and wellness opportunities, to enable them to reach their full potential and exceed their goals. Promotes employee engagement, and promote a sense of community and belonging.
- Create an empowered team environment for Advancement staff by guiding, mentoring, supervising, and supporting staff to reach their full potential and exceed their goals, support a culture of professional development and growth;

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- Establish clear performance goals, expectations, and benchmarks for each area of the Advancement function, and evaluate individual and team success;\_
- ~~Foster a positive environment for Advancement activities among senior University Academic and Administrative leaders;\_~~
- Provide engaging leadership in a unionized environment, developing and nurturing productive working relationships;\_
- Ensure the most effective use of operating funds for all areas of Advancement operations.
- Provide expert leadership, coaching and guidance to UA staff that are embedded within Faculties and Departments, working in partnership with the Deans to support the success of Faculty-based fundraising and development goals.

## Development

- In close collaboration with the President, Vice-Presidents, Faculty Deans, and other ~~executive officers~~senior leaders, establish the University's overall fundraising strategy, goals, and metrics, setting ambitious goals for the Advancement team in support of to support the University's priorities;\_
- Cultivate relationships in support of key priorities, working to secure resources and provide additional funding for the academic and research mission of the University.
- Develop and lead strategies to diversify resources and pursue non-traditional partnerships to maximize all revenue opportunities to in support of the University's alternative revenue generation strategy.
- Amplify and expand the funder pipeline to support sustained revenue growth through Faculties, Departments, and Units and mobilize to support emerging and urgent University fundraising priorities.
- ~~Determine specific, ambitious targets (for this position, for the advancement team and volunteers) for the activities and actions that will lead to successful attainment of annual fundraising goals;~~
- ~~Collaborate closely with the President and other executive officers to initiate and support a professional, strategic and integrated approach to cultivation, solicitation and stewardship activities for individual donors and prospects;~~
- Initiate, develop, and sustain strong and positive relationships with a personal portfolio of prospective major donors;\_
- Forge and strengthen ties with new and existing donors, partners, and stakeholders to deepen engagement and to attract new and increased investment in to the McMaster University;\_
- Engage in and promote relationship-based fundraising to build deeper and more meaningful connections with donors, volunteers, alumni, and friends of McMaster University;\_
- Develop and support major fundraising or revenue-generation activities undertaken by the University, as well as building and stewarding relationships with external partners to leverage fundraising opportunities.

## Campaign Leadership and Key Institutional Initiatives

- Working closely with the President, Vice-President (Research), the Faculty Deans and other key leaders, oversee the finalization and launch of an innovative and ambitious fundraising campaign to support the Brighter World Research Initiative (Brighter World: Re-Imagining Innovation and Impact).
- Establish the governance structure for the fundraising campaign, including setting ambitious targets, metrics, and accountability measures, and providing regular updates and reports on results and progress.
- Lead the alignment of all resource plans (budgetary, human resources, learning and development opportunities) required to support and ensure the success of the fundraising campaign.
- Partner closely with the President, Vice-President (Research) and Faculty Deans to develop, oversee and lead fundraising initiatives that supports and responds to the key priorities of the broader university and of Faculties, Departments, and Units.

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- Working closely with the President and Associate Vice-President (Communications, Marketing and Public Affairs) ensure effective and compelling communication of the University's vision, priorities, and goals to potential donors, stakeholders, and the broader community in support of the campaign.
  - Working closely with the President and other members of the senior team to develop, oversee, and lead fundraising initiatives in support of key institutional initiatives and the advancement of University strategy, as needed from time to time.
- Working closely with the President, Vice-Presidents, Faculty Deans, and other senior leaders, to support and advance the advocacy, planning, and development of Canada's Global Nexus and other major collaborative research projects and initiatives from time to time.

### Stewardship and Donor Relations

- Provide lead support for the President in proactively developing and stewarding positive relationships with donors, supporters, alumni, and other key stakeholders to communicate and advance the University's priorities.
  - Provide stellar-excellent stewardship and accountability to funders, promoting trust, engagement and long-term relationships.
  - Lead the development of comprehensive and strategic stewardship plans to ensure the continued engagement of current and future donors.
  - Develop and cultivate partnerships with partner organizations in order to leverage and maximize fundraising and donor relations activities.
- Represent the University in all key stewardship and fundraising initiatives and act as spokesperson at major events.

### Community/External Engagement and Partnership Building

- Support the President in establishing McMaster's role in the transformation of Hamilton, the region, and beyond, working to build trusting and respectful partnerships with community leaders.
- Serve as an ambassador and key representative of McMaster University, establishing and maintaining effective relationships with alumni, volunteers, donors, friends and the wider community.
- As a senior leader of the University, work in collaboration with the President, Vice-Presidents, Deans, and other members of the senior team-leaders to maintain and enhance positive, proactive relationships with all three levels of government and build partnerships in support of key University priorities.
- Together with the President, Vice-Presidents, Deans and other University-senior leaders, engage in advocacy on policy, capital funding programs, and McMaster priorities that align with government programs in pursuit of additional funding for the University.
- Grow and foster partnerships with Faculties, Departments, and Units to enable the Advancement team to support shared goals and priorities.

### Alumni AdvancementEngagement

- Work to leverage the strengths of McMaster's alumni on a local, national, and global scale, with the goal of cultivating lifelong relationships with McMaster's global alumni, and further increasing the University's Alumni Engagement Index.
- Work with the Director, Alumni AdvancementEngagement, to support and oversee a strategic plan making use of innovative activities that willto inspire and engage-involve alumni, volunteers, staff, and students, with the goal of

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enhancing fundraising for the University; promote positive engagement with McMaster, and support the University's fundraising goals.

Continue to maximize the potential of existing alumni affinity programs, alongside focusing on developing new revenue generating programs.

- Accelerate the breadth of digital programming, volunteer and engagement opportunities for the University's key audience, including alumni, students, friends and other stakeholders.
- Foster greater collaboration for the Advancement team with Faculties, units, and campus partners through strong partnerships to maximize alumni engagement.
- Identify and foster the development and growth of a diverse and inclusive University volunteer community.

Continue to maximize the potential of existing alumni affinity programs, alongside focusing on developing new revenue-generating revenue-generating programs.

- Work with the Director, Alumni Advancement to review existing Alumni Relations programs and activities, and develop new and innovative activities that align with and support the overall Advancement strategy and goals;
- Oversee the building and cultivation of lifelong relationships with McMaster's global alumni;
- Guide and encourage Advancement management and staff to support and participate in the alumni activities of the University-Working closely with the Associate Vice-President (Communications, Marketing and Public Affairs) ensure effective, consistent and ongoing communication with alumni to support and promote lifelong engagement.

#### **Advancement Services and Operational Excellence**

- Champion and oversee the ongoing modernization of administrative operations in the Advancement area, in support of the University's Vision, Mission, and Strategic Plan, and the aspirations of McMaster's researchers, scholars, teachers, and learners.

Modernize and enhance the use of tools, technology, processes and data to support the stakeholder experience and work to optimize Advancement-related operational policies and processes and organizational design to deliver high quality, nimble, and efficient support services.

- Invest in the professional development of administrative staff and cultivate potential across the campus, promoting and supporting professional development, inclusive learning and growth, and a sense of community and personal well-being.
- Ensure the University is current with Advancement technology and practices;
- Ensure Oversee Advancement data is maintained to its highest integrity, supporting the application of pertinent policies, procedures and reports; the ongoing confidentiality, security, and integrity of all Advancement data, systems and software, ensuring the maintenance of accurate, transparent, and efficient records of all required donor records, tax transactions, and contact information.
- Modernize and enhance the use of tools, technology, processes and data to support the stakeholder experience Ensure the University maintains accurate, transparent and efficient records of all information necessary to the Advancement function, including but not limited to donor records, tax transactions and alumni contact information; Ensure the University manages its charitable gift activity in full accordance with the Canada Revenue Agency (CRA) regulations;
- Ensure Research is provided to the Development, Alumni and Public & Government Relations team;

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- Oversee compliance with all relevant statutory and legal requirements, including with regard to the development of required policies, statutory reporting, and legislative requirements related to the University's gift acceptance and charitable gift activity.
- Monitor and advise the President and Vice-Presidents on trends and developments in the charitable sector, including changes to taxation and other legislation that may impact the University, and devise and oversee strategies to maximize emerging opportunities.
- Oversee the risk management program for all Advancement activities, including identifying, mitigating, and managing risks, as well as identifying and pursuing potential opportunities.

#### Stewardship & Donor Relations

- ~~Work with the Director, Stewardship to develop comprehensive stewardship plans to ensure the continued engagement of current and future donors;~~
- ~~Develop and cultivate partnerships with partner organizations in order to leverage and maximize fundraising and donor relations activities.~~
- ~~Represent the University in all key stewardship initiatives and act as spokesperson at major events. [moved this section up and expanded it.]~~

#### Government & Public Relations

##### Revised April 2023

- ~~Work with the Assistant Vice President, Communications and Public Affairs to oversee internal and external communications;~~
- ~~Serve as an ambassador and representative of McMaster University, establishing and maintaining effective relationships with alumni, volunteers, donors, friends and the wider community;~~
- ~~Continue to explore and develop the use of social media as a means of engaging and communicating with students, prospective students, employees, community partners, and other stakeholders;~~
- ~~Coordinate activities to maintain and enhance positive, proactive relations with various levels of government and with the diplomatic community in Canada and internationally.~~

#### Media Relations and Communications

- ~~Oversee the development and execution of the University's external public relations communications;~~
- ~~Work with the Assistant Vice President, Communications and Public Affairs to establish an effective University-wide media relations and communications strategy;~~
- ~~Ensure the communications strategy is positioned to allow the University to deliver timely, authoritative information;~~
- ~~Oversee the issues management work undertaken by Communications and Public Affairs, providing advice and support and ensuring that the President and Vice-Presidents are kept updated and informed;~~
- ~~Responsible for overseeing the University's branding and marketing initiatives, putting in place a cohesive and dedicated strategy to enhance the University's reputation and overseeing the development, integration and implementation of a broad range of activities that promote and enhance the University's mission;~~
- ~~Enhance public awareness of the University's value, accomplishments, reputation and excellence.~~

~~Scitl9#i9#~~

## Vice President (University Advancement) Position Description and Terms of Reference

As a member of the senior leadership team reporting directly to the President and Vice-Chancellor, and through the President to the Board of Governors, and working closely with the other Vice-Presidents to support and advance the academic, teaching, and research mission of the University, the Vice-President (University Advancement) provides overall leadership and direction in the areas of Development and Fundraising, Stewardship and Donor Relations, Alumni Engagement, and Volunteer Engagement. The Vice-President (University Advancement) plays a critically important role in advancing the University's strategy, developing and building partnerships, engaging with donors and stakeholders, and ensuring the provision of substantial resources in support of McMaster's ambitious vision.

The **Vice-President (University Advancement)** leads a professional, integrated team of staff and volunteers, and works closely with faculty, students, alumni, administrators, and community members in advancing the University's strategy. In addition to leading key projects, the Vice-President (University Advancement) will be responsible for cultivating and soliciting a portfolio of major and principal gift prospects, advancing fundraising and broader revenue-generation activities across the institution, and leading and overseeing the finalization and launch of McMaster's most ambitious fundraising campaign to date.

The Vice President (University Advancement) participates in weekly meetings with the President and the other Vice-Presidents and is fully engaged in the consideration of all institutional initiatives.

### **Key Responsibilities**

As Vice President (University Advancement) at McMaster University, the incumbent will:

- In conjunction with the President, Provost, Vice-Presidents, Faculty Deans, and other senior leaders, establish, implement and monitor both short- and long-term strategies to enable the University to achieve its institutional priorities, including the development and support of major fundraising and revenue-generation initiatives.
- Working closely with the President and other members of the senior team to ensure that the funding and resources are in place to support and advance the academic priorities and vision of the University and provide leadership in support of key institutional initiatives.
- Working closely with the President, Vice-President (Research), the Faculty Deans and other key leaders, finalize and launch the fundraising campaign supporting the Brighter World Research Initiative (Brighter World: Re-Imagining Innovation and Impact), McMaster's most ambitious campaign to date.
- Increase the amount of private and philanthropic financial support from internal and external communities, including through the development of innovative partnership and revenue-generation strategies.
- Represent the University in its relationships with alumni, donors, community members, various businesses and organizations, and some government agencies.
- In building partnerships with donors and stakeholders, work to enhance public awareness of the University's value, accomplishments, reputation, and excellence.
- Serve as an advocate, on behalf of the University, with the intention of influencing government policy and funding decisions.
- Create and lead the development and implementation of a strategic Advancement plan that aligns with and supports the University's Mission, Vision and Strategic Plan.
- Lead and oversee the designated teams of Development, Alumni Engagement, Volunteer Engagement, and Stewardship to develop annual operation plans with clear targets and accountabilities, focusing on operational

excellence and best practice to achieve Advancement goals.

- Advise the President, Vice-Presidents, Deans, and other senior leaders on the formulation of Advancement-related policy, and interpret and communicate policy to the appropriate staff and faculty.
- Represent the University within the Advancement profession.
- Serve as a member of a variety of University Committees, including as an *ex officio* member of the Senate and as an Observer to the University's Board of Governors.

## **Specific Accountabilities**

### **Leadership & Management**

- Lead and develop an overall Advancement strategy in support of the University's Vision, Mission, and Strategic Plan, including setting ambitious annual targets and meeting annual goals.
- Model effective working relationships across the University, developing collaborative partnerships to launch mutually beneficial results.
- Lead the finalization and launch of an innovative and ambitious fundraising campaign in support of the Brighter World Research Initiative.
- Promote and model a culture of inclusive excellence across the Advancement team. Leading a high-functioning and diverse Advancement team, which fosters and models the values of Equity, Diversity and Inclusion (EDI), both personally and across the entire Advancement team.
- Promote and support a strong and effective decentralized advancement model where central University Advancement and Faculty-based advancement teams collaborate to further McMaster's advancement prosperity.
- Create a strong and collegial team environment within University Advancement (UA), with a focus on supporting the long-term success of the institution.
- Ensure that Advancement staff are supported with professional development, inclusive learning, and wellness opportunities, to enable them to reach their full potential and exceed their goals. Promotes employee engagement, a sense of community and belonging
- Establish clear performance goals, expectations, and benchmarks for each area of the Advancement function, and evaluate individual and team success.
- Provide engaging leadership in a unionized environment, developing and nurturing productive working relationships.
- Ensure the most effective use of operating funds for all areas of Advancement operations.
- Provide expert leadership, coaching and guidance to UA staff that are embedded within Faculties and Departments, working in partnership with the Deans to support the success of Faculty-based fundraising and development goals.

### **Development**

- In close collaboration with the President, Vice-Presidents, Faculty Deans, and other senior leaders, establish the University's overall fundraising strategy, goals, and metrics, setting ambitious goals for the Advancement team to support the University's priorities.
- Cultivate relationships in support of key priorities, working to secure resources and provide additional funding for the academic and research mission of the University.
- Develop and lead strategies to diversify resources and pursue non-traditional partnerships to maximize all revenue opportunities to support the University's alternative revenue generation strategy.
- Amplify and expand the funder pipeline to support sustained revenue growth through Faculties, Departments, and Units and mobilize to support emerging and urgent University fundraising priorities.
- Initiate, develop, and sustain strong and positive relationships with a personal portfolio of prospective major donors.

Page 2 of 5

- Forge and strengthen ties with new and existing donors, partners, and stakeholders to deepen engagement and to attract new and increased investment to the University.
- Engage in and promote relationship-based fundraising to build deeper and more meaningful connections with donors, volunteers, alumni, and friends of McMaster University.
- Develop and support major fundraising or revenue-generation activities undertaken by the University, as well as building and stewarding relationships with external partners to leverage fundraising opportunities.

### **Campaign Leadership and Key Institutional Initiatives**

- Working closely with the President, Vice-President (Research), the Faculty Deans and other key leaders, oversee the finalization and launch of an innovative and ambitious fundraising campaign to support the Brighter World Research Initiative (Brighter World: Re-Imagining Innovation and Impact).
- Establish the governance structure for the fundraising campaign, including setting ambitious targets, metrics, and accountability measures, and providing regular updates and reports on results and progress.
- Lead the alignment of all resource plans (budgetary, human resources, learning and development opportunities) required to support and ensure the success of the fundraising campaign.
- Partner closely with the President, Vice-President (Research) and Faculty Deans to develop, oversee and lead fundraising initiatives that supports and responds to the key priorities of the broader university and of Faculties, Departments, and Units.
- Working closely with the President and Associate Vice-President (Communications, Marketing and Public Affairs) ensure effective and compelling communication of the University's vision, priorities, and goals to potential donors, stakeholders, and the broader community in support of the campaign.
- Working closely with the President and other members of the senior team to develop, oversee, and lead fundraising initiatives in support of key institutional initiatives and the advancement of University strategy, as needed from time to time.

Working closely with the President, Vice-Presidents, Faculty Deans, and other senior leaders, to support and advance the advocacy, planning, and development of Canada's Global Nexus and other major collaborative research projects and initiatives from time to time.

### **Stewardship and Donor Relations**

- Provide lead support for the President in proactively developing and stewarding positive relationships with donors, supporters, alumni, and other key stakeholders to communicate and advance the University's priorities.
- Provide excellent stewardship and accountability to funders, promoting trust, engagement and long-term relationships.
- Lead the development of comprehensive and strategic stewardship plans to ensure the continued engagement of current and future donors.
- Develop and cultivate partnerships with partner organizations in order to leverage and maximize fundraising and donor relations activities.
- Represent the University in all key stewardship and fundraising initiatives and act as spokesperson at major events.

### **Community/External Engagement and Partnership Building**

- Support the President in establishing McMaster's role in the transformation of Hamilton, the region, and beyond, working to build trusting and respectful partnerships with community leaders. Serve as an ambassador and key representative of McMaster University, establishing and maintaining effective relationships with alumni, volunteers, donors, friends and the wider community.

- As a senior leader of the University, work in collaboration with the President, Vice-Presidents, Deans, and other senior leaders to maintain and enhance positive, proactive relationships with all three levels of government and build partnerships in support of key University priorities.
- Together with the President, Vice-Presidents, Deans and other senior leaders, engage in advocacy on policy, capital funding programs, and McMaster priorities that align with government programs in pursuit of additional funding for the University.
- Grow and foster partnerships with Faculties, Departments, and Units to enable the Advancement team to support shared goals and priorities.

### **Alumni Engagement**

- Work to leverage the strengths of McMaster's alumni on a local, national, and global scale, with the goal of cultivating lifelong relationships with McMaster's global alumni, and further increasing the University's Alumni Engagement Index.
- Work with the Director, Alumni Engagement, to support and oversee a strategic plan making use of innovative activities to inspire and involve alumni, volunteers, staff, and students, promote positive engagement with McMaster, and support the University's fundraising goals.
- Accelerate the breadth of digital programming, volunteer and engagement opportunities for the University's key audience, including alumni, students, friends and other stakeholders.
- Foster greater collaboration for the Advancement team with Faculties, units, and campus partners through strong partnerships to maximize alumni engagement.
- Identify and foster the development and growth of a diverse and inclusive University volunteer community.
- Continue to maximize the potential of existing alumni affinity programs, alongside focusing on developing new revenue-generating programs.
- Working closely with the Associate Vice-President (Communications, Marketing and Public Affairs) ensure effective, consistent and ongoing communication with alumni to support and promote lifelong engagement.

### **Advancement Services and Operational Excellence**

- Champion and oversee the ongoing modernization of administrative operations in the Advancement area.
  - Modernize and enhance the use of tools, technology, processes and data to support the stakeholder experience and work to optimize Advancement-related operational policies and processes and organizational design to deliver high quality, nimble, and efficient support services.
  - Invest in the professional development of administrative staff and cultivate potential across the campus, promoting and supporting professional development, inclusive learning and growth, and a sense of community and personal well-being.
  - Oversee the ongoing confidentiality, security, and integrity of all Advancement data, systems and software, ensuring the maintenance of accurate, transparent, and efficient records of all required donor records, tax transactions, and contact information.
- Modernize and enhance the use of tools, technology, processes and data to support the stakeholder experience
- Oversee compliance with all relevant statutory and legal requirements, including the development of required policies, statutory reporting, and legislative requirements related to the University's gift acceptance and charitable gift activity.
  - Monitor and advise the President and Vice-Presidents on trends and developments in the charitable sector, including changes to taxation and other legislation that may impact the University, and devise and oversee strategies to maximize emerging opportunities.

- Oversee the risk management program for all Advancement activities, including identifying, mitigating, and managing risks, as well as identifying and pursuing potential opportunities.

Revised April 2023



UNIVERSITY SECRETARIAT  
· Board of Governors  
· Senate

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April 12, 2023

**TO:** David Farrar  
Chair, Senate

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

**SUBJECT:** Proposed Revisions to the Senate By-Laws

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Attached please find proposed revisions to the Senate By-Laws for the consideration of the Senate By-Laws Committee and the Senate. The significant revisions include:

- The addition of McMaster University Faculty Association President or delegate as an observer to the University Planning Committee
- The addition of the Vice-President, Research or delegate as an Ex-Officio Member of the Committee on Academic Integrity
- Inclusion of matters relating to research integrity as a responsibility of the Committee on Academic Integrity
- Requiring student members of the Committee on Student Affairs be selected from student Senators to provide opportunity for greater involvement of student Senators, and adding the President of McMaster Associate Part-Time Students as a consultant
- Dissolution of the Certificates and Diplomas Committee and establishment of the proposed Joint Committee on Certificates, Diplomas and Microcredentials
- Removal of McMaster Divinity College representation on Undergraduate Council as McMaster University no longer offers joint degrees with McMaster Divinity College
- Update to Procedural Authority with reference to the third edition (1996) of M.K. Kerr and H.W. King, *Procedures for Meetings and Organizations*
- Updates to the Nomination and Election process for various governing bodies including:
  - o removing the requirement of the candidate *willingness to serve* form
  - o specifications added to requirements on ballots
  - o updates to language to reflect electronic tabulation of elections
- Changes to the Record of Proceedings to reflect current and best practice
- Updates to titles
- Update to accommodate teleconference meetings

**Motion:**

**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.**

## 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**

~~June 8, 2022~~ June 7, 2023

Date of Original Approval(s)

Supersedes/Amends Policy dated

**December 1969**

▪ **June 8, 2022**

Recent Amendments:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ June 8, 2022</li> <li>▪ April 14, 2021</li> <li>▪ December 9, 2020 (Revised/Reformatted)</li> <li>▪ May 13, 2020</li> <li>▪ June 5, 2019</li> </ul> | <ul style="list-style-type: none"> <li>▪ December 12, 2018</li> <li>▪ June 6, 2018</li> <li>▪ May 17, 2017</li> <li>▪ December 14, 2016</li> <li>▪ June 2016 (Revised/Renumbered)</li> </ul> |
|--|--|

Responsible Executive

Policy Specific Enquiries

**University Secretariat**

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

**DISCLAIMER:**

*If there is a discrepancy between this electronic copy and the ~~written-approved~~ copy held by the University Secretariat, the ~~written-approved~~ copy prevails.*

**FORMAT:**

*If you require this document in an accessible format, please email [policy@mcmaster.ca](mailto:policy@mcmaster.ca).*



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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, ~~Undergraduate Studies (Academic)~~ of the Faculties of Business, Engineering, Humanities, Science, Social Sciences, 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) **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 [\(k\)](#) 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](#)).

[m\)n\)](#) **University Secretary** means [the Secretary of the Senate](#).

Revised: ~~June 8, 2022~~[April June 7, 2023](#)

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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~~[University Secretary](#) 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 9, 2020~~[June 7, 2023](#)

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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

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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 their 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~~[University Secretary](#) using procedures approved by the Executive Committee and contained in [Schedule B](#) and [Schedule C](#) attached hereto.

Revised: ~~June 8, 2022~~[April June 7, 2023](#)

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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 apply. 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 their seat before the beginning of such period, and shall be replaced in accordance with the provisions of clause [29](#).

Revised: June 8, 2022

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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~~ prior to 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: ~~December 9, 2020~~ June 7, 2023

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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~~University Secretary, 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~~University Secretary 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~~University Secretary 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~~University Secretary, is deemed for all purposes to be the signature of the person concerned.

Revised: ~~December 9, 2020~~June 7, 2023

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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 a 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~~University Secretary 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~~University Secretary.
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 their 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~~University Secretary. 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-Thomson Professional Publications Publishing, third edition, 1984~~1996. 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~~ [minutes of the Closed Session](#) associated therewith;
  - b) business arising out of the approved minutes, except business arising from the confidential ~~appendices~~ [minutes of the Closed Session](#);
  - 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~~University Secretary at least six working days before the meeting at which the motion is to be made, and the ~~Secretary of the Senate~~University Secretary 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~~University Secretary 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.

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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: ~~June 8, 2022~~ June 7, 2023

June 7, 2023 ~~June 8, 2022~~

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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, Boards, and Panels 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~~ University Secretary. 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.

~~e~~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-teleconference~~ 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~~[University Secretary](#) 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: ~~June 8, 2022~~[June 7, 2023](#)

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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: December 9, 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 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. The Vice-Chair of the Committee shall be the Vice-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, boards, or panels 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, board, panel 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.

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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~~[University Secretary](#), the Committee shall adjudicate and decide on any requests, submitted in writing to the ~~Secretary of the Senate~~[University Secretary](#), 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: ~~December 9, 2020~~[June 7, 2023](#)

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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;  
Provost, who shall be Chair  
Vice-President (Operations and Finance)  
Vice-President (Research)  
Vice-Provost and Dean of Graduate Studies

***Members***

Six faculty members, one from each Faculty, elected for staggered three-year terms  
One Faculty Dean elected annually (by and from the six Faculty Deans)  
One non-teaching 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

***Consultants***

Associate Vice-President, Finance and Planning (Academic)  
Assistant Vice-President/Chief Facilities Officer

***Observers***

Dean and Vice-President (Health Sciences) or delegate  
Vice-President (University Advancement)  
Associate Vice-President (Students and Learning) and Dean of Students  
Chair of Undergraduate Council  
Deputy Provost

[McMaster University Faculty Association President or delegate](#)

- (i) One-half of the membership, excluding the *ex officio* members, shall constitute a quorum.

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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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The election of faculty, non-teaching staff and student members to the University Planning Committee shall be conducted by the University Secretary and shall adhere to the Board of Governors Election By-Laws.

- 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 receive annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Deputy Provost, the Vice-Provost (Teaching & Learning), 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. Received plans are to be reported to the Senate and the Board of Governors for information;
  - (iv) review and receive annual planning reports as prescribed by the Vice-President (Operations and Finance) from those administrative and service units that report directly to the Vice-President (Operations and Finance), providing comment on how the plans relate to overall University planning and current budgeting. Received plans are to be reported to the Senate and the Board of Governors for information;
  - (v) review and receive 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. Received 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 (Operations and Finance)

***Members***

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

***Consultant***

Deputy Provost

- (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 six 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;
  - (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; and
  - (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***

Deputy Provost, ~~who shall be~~ Chair

Vice-Provost and Dean of Graduate Studies, ~~who shall be~~ (Vice-Chair)

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

Director, Finance and Administration, Student Affairs

Associate Registrar and Graduate Secretary, School of Graduate Studies

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Assistant Registrar, Government Aid Programs, Registrar's Office  
Manager, Accounts Receivable, Financial Affairs  
Two staff members from Financial Affairs (approved by the Committee annually)  
Two staff members from Institutional Research and Analysis (approved by the Committee annually)

- 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;
  - (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; and
  - (vii) hold all meetings of the Committee in Closed Session.

Revised: ~~June 8, 2022~~ June 7, 2023

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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

***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 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~~ University Secretary 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 (Operations and Finance) and Vice-President (University Advancement). In this context, senior academic administrative offices include those of Provost, Dean and Vice-President (Health Sciences), Vice-President (Research), Vice-Provost, Deans, Director of



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McMaster 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: ~~December 9, 2020~~ June 7, 2023

June 7, 2023 ~~June 8, 2022~~

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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, who shall be Vice-Chair

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.

**Revised: June 8, 2022**

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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.

**Revised: December 9, 2020**

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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~~ Assistant Registrar, Records

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: ~~December 9, 2020~~ April June 7, 2023

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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~~University Secretary.

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.

Revised: ~~December 9, 2020~~June 7, 2023

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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 (Teaching &amp; Learning)

Vice-President, Research or delegate***Membership***

Four faculty members of the Senate (one of whom shall be appointed Chair of the Committee)

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 Associate Registrar & Graduate Secretary

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, and on matters relating to research integrity.

135. The Committee shall review, prior to its presentation to the Senate, the annual Academic Integrity Report and the Research Integrity Report prepared by the Office of Academic Integrity.

Revised: ~~December 9, 2020~~ June 7, 2023

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**THE TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE**

135-136.

- 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.

136-137.

- 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.

## THE COMMITTEE ON STUDENT AFFAIRS

~~137-138.~~ 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.~~

Four student members of Senate, one of whom shall be a graduate student and three of whom shall be undergraduate students.

### ***Consultants***

President, McMaster Associate of Part-Time Students (MAPS)

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

~~138-139.~~ 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~~ June 7, 2023

June 7, 2023 ~~June 8, 2022~~

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**THE BOARD-SENATE RESEARCH MISCONDUCT HEARINGS PANEL**139-140.

- 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.

**Revised: December 9, 2020**

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**BOARD-SENATE HEARING PANEL FOR DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE**140-141.

- 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**

~~141-142.~~ 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.

~~142-143.~~ 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.

~~143-144.~~ 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.

~~144-145.~~ 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**

~~145-146.~~ 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)***

Deputy Provost  
University Librarian  
University Registrar  
~~Secretary of the Senate~~ University Secretary  
Associate Registrar and Graduate Secretary

***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.

~~146-147.~~ 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.

~~147-148.~~ The Secretary of the Graduate Council shall be the Associate Registrar and Graduate Secretary.

~~148-149.~~ The faculty members elected from each Faculty offering graduate work shall be elected in accordance with the requirements of clause 15.

~~149-150.~~ 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.

~~150-151.~~ The election of faculty members of the Graduate Council shall be conducted by the ~~Secretary of the Senate~~University Secretary.

~~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.

~~152-153.~~ 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.

~~153-154.~~ 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.

~~154-155.~~ 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.

~~155-156.~~ 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 ~~se~~ standing committees shall include, but are not limited to:
  - (i) ~~an the~~ Executive Committee, ~~and~~
  - (ii) ~~athe~~ Scholarships Committee;
  - (~~ii~~)(iii) the Joint Committee on Certificates, Diplomas and Microcredentials (see Schedule E1)
- 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 8, 2022~~ June 7, 2023

June 7, 2023 ~~June 8, 2022~~

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## ARTICLE XI: THE UNDERGRADUATE COUNCIL

~~156-157.~~ There shall be an Undergraduate Council with the following membership:

### ***Ex Officio***

Chancellor

President

Provost

Vice-Provost (Teaching & Learning)

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

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

Director of the Arts and Science Program

Director of McMaster Continuing Education

University Registrar

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

University Librarian

### ***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.

~~157-158.~~ The Chair of the Undergraduate Council shall be the Vice-Provost (Teaching & Learning).

~~158-159.~~ The Vice-Chair of the Undergraduate Council shall be elected annually by and from the members of the Undergraduate Council.

~~159-160.~~ The Secretary of the Undergraduate Council shall be the ~~Secretary of the Senate~~ University Secretary.

~~160-161.~~ 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~~ University Secretary.

~~161-162.~~ 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.

~~462-163.~~ 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.

~~463-164.~~ 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, and 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, or 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 8, 2022~~ June 7, 2023

June 7, 2023 ~~June 8, 2022~~

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## ARTICLE XII: DUTIES OF OFFICERS OF THE SENATE

### THE CHANCELLOR

~~164-165.~~ The Chancellor shall preside at Convocation, and in the absence of the Chancellor the Vice-Chancellor shall preside.

### THE VICE-CHANCELLOR

~~165-166.~~ 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

~~166-167.~~ 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

~~167-168.~~ 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

~~168-169.~~ The duties of the Secretary of the Senate (the "University Secretary") 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~~University Secretary 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**

~~169-170.~~ 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.”**

~~170-171.~~ 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.”**

~~171-172.~~ Before entering upon the duties of the office, the ~~Secretary of the Senate~~University Secretary 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

172-173. 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

173-174. 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.

174-175. 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

~~175-176.~~ 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

~~176-177.~~ 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

~~177-178.~~ 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.

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## SCHEDULE A: COMPOSITION OF THE SENATE

### Ex Officio:

Chancellor  
 President and Vice-Chancellor  
 Provost and Vice-President (Academic)  
 Vice-President (Operations and Finance)  
 Dean and Vice-President (Health Sciences)  
 Vice-President (Research)  
 Vice-President (University Advancement)  
 Dean of the Faculty of Business  
 Dean of the Faculty of Engineering

Dean of the Faculty of Humanities  
 Dean of the Faculty of Science  
 Dean of the Faculty of Social Sciences  
 Vice-Provost and Dean of Graduate Studies  
 Director of McMaster Continuing Education<sup>2</sup>  
 Principal of McMaster Divinity College  
 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 Engineering	three members

Faculty of Health Sciences	six members
Faculty of Humanities	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  
 Deputy Provost  
 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, ~~Undergraduate Studies (Academic)~~  
 Associate Dean of Engineering, ~~Undergraduate Studies (Academic)~~  
 Associate Dean of Humanities, ~~Undergraduate Studies (Academic)~~  
 Associate Dean of Science, ~~Undergraduate Studies (Academic)~~  
 Associate Dean of Social Sciences, ~~Undergraduate Studies (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

Ombudsperson  
 University Registrar  
 University Librarian  
 Director of the Arts and Science Program  
 Assistant Vice-President, Communications, Marketing & Public Affairs  
~~Chief of Staff and~~ Senior Advisor to the President or designate  
 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: ~~June 8, 2022~~ June 7, 2023

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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~~University Secretary, 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 by surname, showing rank and department. 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~~University Secretary.

### E. COUNTING OF BALLOTS

- 1) The counting of ballots shall take place in the ~~office of the Secretary of the Senate~~University Secretariat.
- 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~~oversee the tabulation of ballots.

### F. ELECTION RESULTS

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

Revised: ~~December 9, 2020~~June 7, 2023

~~June 7, 2023~~ June 8, 2022

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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-by-~~ 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 interest for Senate membership, for publication on the University Secretariat election website.
- 4) Nomination forms shall be delivered electronically or in person 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~~University Secretary.

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**D. COUNTING OF BALLOTS**

- 1) The counting-tabulation 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 their scrutineer. Candidates must notify the ~~Secretary of the Senate~~University Secretary 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~~University Secretary, 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.~~By-election

Revised: ~~December 9, 2020~~June 7, 2023

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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~~ University Secretary. 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.

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## 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~~ University Secretary at least four working days before the date set for a Senate meeting.

Revised: ~~December 9, 2020~~ June 7, 2023

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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~~ the Joint Committee on Certificates, Diplomas and Microcredentials (see Schedule E1);
- e) the Quality Assurance Committee, and
- f) *ad hoc* committees and task forces as required.

Except for the Executive Committee, the Joint Committee on Certificates, Diplomas and Microcredentials, and the Quality Assurance 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

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fairness in award descriptions and nominations, develop and enforce policy regarding academic awards and adjudicate petitions regarding variances in the terms of awards.

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.

~~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.~~

5. 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~~ June 7, 2023

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## SCHEDULE E1: JOINT COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS

1. The Joint Committee on Certificates, Diplomas and Microcredentials shall consist of no less than eight members, including the following membership:

**Ex Officio Members (with vote)**

Chair of Undergraduate Council

Chair of Graduate Council

**Members**

Committee Chair

one Associate Dean (Undergraduate Studies)

one Associate Dean (Graduate Studies)

one student member from Graduate Council

one student member from Undergraduate Council

University Registrar

**Consultants**

one of the Assistant Deans

Director of McMaster Continuing Education, or delegate

University Librarian, or delegate

Associate Registrar & Graduate Secretary, or delegate

Lead Educational Developer from the MacPherson Institute, or delegate

Assistant Registrar Records, or delegate

Majority of the voting members shall constitute quorum at any meeting thereof.

2. The Secretary of the Committee shall be the University Secretary, or their delegate.
- ~~1.3.~~ The Chair shall be a knowledgeable faculty member selected by the Chair of Undergraduate Council and Chair of Graduate Council from among the Teaching Staff.
- ~~2.4.~~ The Joint Committee on Certificates, Diplomas and Microcredentials shall scrutinize proposals for new non-degree programs and ensure their conformity with the *Certificates, Diplomas and Microcredentials Policy*.
5. The powers and duties of the Committee are as follows:
- a) deliberate on educational non-degree programs including, but not limited to, Certificates of Professional Learning, Concurrent or Standalone Certificates, Certificates of Completion, Certificates

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of Attendance, Diplomas and Microcredentials as prescribed by the *Certificates, Diplomas and Microcredentials Policy*. The Committee shall not oversee degree-seeking programs or non-McMaster Certificates developed in collaboration with other organizations and institutions where such credentials are externally issued.

- b) evaluate and recommend the establishment, closure, and/or substantial revisions to graduate matters before the Committee to Graduate Council and to the Senate where required.
- c) evaluate and recommend the establishment, closure, and/or substantial revisions to undergraduate matters before the Committee, and those from McMaster Continuing Education, to Undergraduate Council and the Senate where required.
- d) where required, review the *Certificates, Diplomas and Microcredentials Policy* and, where appropriate, make recommendations to Undergraduate Council and Graduate Council and the Senate.

**Revised: June 7, 2023**



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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~~University Secretary, 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.

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Voting

10. Candidates **may not** approach voters requesting them to cast votes in their favour on election day(s).
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~~ University Secretary 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~~ University Secretary 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~~ University Secretary 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~~ University Secretary shall report to Senate on the student elections to Senate at the first regular meeting of Senate after the elections have been completed.

Revised: ~~December 9, 2020~~ June 7, 2023

June 7, 2023 ~~June 8, 2022~~

Page 64 of 64

## Policies, Procedures and Guidelines

Complete Policy Title

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

Policy Number (if applicable)

Approved by

**Senate**

Date of Most Recent Approval

**June 7, 2023**

Date of Original Approval(s)

**December 1969**

Supersedes/Amends Policy dated

- **June 8, 2022**

Recent Amendments:

- June 8, 2022
- April 14, 2021
- December 9, 2020 (Revised/Reformatted)
- May 13, 2020
- June 5, 2019
- December 12, 2018
- June 6, 2018
- May 17, 2017
- December 14, 2016
- June 2016 (Revised/Renumbered)

Responsible Executive

**University Secretariat**

Policy Specific Enquiries

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

**DISCLAIMER:**

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

**FORMAT:**

*If you require this document in an accessible format, please email [policy@mcmaster.ca](mailto:policy@mcmaster.ca).*

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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, Undergraduate Studies of the Faculties of Business, Engineering, Humanities, Science, Social Sciences, 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;
  - 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 [\(k\)](#) 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](#)).
- n) **University Secretary** means the Secretary of the Senate.

Revised: June 7, 2023

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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 University Secretary 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: June 7, 2023**

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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

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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 their 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 University Secretary using procedures approved by the Executive Committee and contained in [Schedule B](#) and [Schedule C](#) attached hereto.

**Revised: June 7, 2023**

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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 apply. 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 their seat before the beginning of such period, and shall be replaced in accordance with the provisions of clause [29](#).

Revised: June 8, 2022

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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. 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 prior to 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: June 7, 2023**

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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 University Secretary, or such other person as may be authorized by resolution of the Senate.
42. The signatures of the Chancellor, the President, and the University Secretary 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 clause [42](#) or any of them are affixed thereto manually or reproduced mechanically.

44. The University Secretary 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 University Secretary, is deemed for all purposes to be the signature of the person concerned.

**Revised: June 7, 2023**

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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 a 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 University Secretary 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 University Secretary.
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 their 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 University Secretary. Items of business dealt with by the Senate in Closed Session 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 Thomson Professional Publishing, third edition, 1996. 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 minutes of the Closed Session associated therewith;
  - b) business arising out of the approved minutes, except business arising from the confidential minutes of the Closed Session;
  - 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;
  - 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;

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- 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 University Secretary at least six working days before the meeting at which the motion is to be made, and the University Secretary 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 University Secretary 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.

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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.
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.

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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: June 7, 2023**

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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, Boards, and Panels 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 University Secretary. Items of business dealt with in Closed Session 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 teleconference or other communication facilities that permit all members to

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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 University Secretary 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: June 7, 2023**

**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: December 9, 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 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. The Vice-Chair of the Committee shall be the Vice-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, boards, or panels 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, board, panel 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 University Secretary, the Committee shall adjudicate and decide on any requests, submitted in writing to the University Secretary, 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: June 7, 2023**

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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;  
Provost, who shall be Chair  
Vice-President (Operations and Finance)  
Vice-President (Research)  
Vice-Provost and Dean of Graduate Studies

***Members***

Six faculty members, one from each Faculty, elected for staggered three-year terms  
One Faculty Dean elected annually (by and from the six Faculty Deans)  
One non-teaching 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

***Consultants***

Associate Vice-President, Finance and Planning (Academic)  
Assistant Vice-President/Chief Facilities Officer

***Observers***

Dean and Vice-President (Health Sciences) or delegate  
Vice-President (University Advancement)  
Associate Vice-President (Students and Learning) and Dean of Students  
Chair of Undergraduate Council  
Deputy Provost  
McMaster University Faculty Association President or delegate

- (i) One-half of the membership, excluding the *ex officio* members, shall constitute a quorum.

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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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The election of faculty, non-teaching staff and student members to the University Planning Committee shall be conducted by the University Secretary and shall adhere to the Board of Governors Election By-Laws.

- 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 receive annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Deputy Provost, the Vice-Provost (Teaching & Learning), 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. Received plans are to be reported to the Senate and the Board of Governors for information;
  - (iv) review and receive annual planning reports as prescribed by the Vice-President (Operations and Finance) from those administrative and service units that report directly to the Vice-President (Operations and Finance), providing comment on how the plans relate to overall University planning and current budgeting. Received plans are to be reported to the Senate and the Board of Governors for information;
  - (v) review and receive 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. Received 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 (Operations and Finance)

***Members***

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

***Consultant***

Deputy Provost

- (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 six 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

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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;
  - (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; and
  - (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***

Deputy Provost, who shall be Chair

Vice-Provost and Dean of Graduate Studies, who shall be Vice-Chair

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

Director, Finance and Administration, Student Affairs

Associate Registrar and Graduate Secretary, School of Graduate Studies

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Assistant Registrar, Government Aid Programs, Registrar's Office  
Manager, Accounts Receivable, Financial Affairs  
Two staff members from Financial Affairs (approved by the Committee annually)  
Two staff members from Institutional Research and Analysis (approved by the Committee annually)

- 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;
  - (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; and
  - (vii) hold all meetings of the Committee in Closed Session.

**Revised: June 7, 2023**

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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

***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 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. If necessary, an election shall be conducted by the University Secretary 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 (Operations and Finance) and Vice-President (University Advancement). In this context, senior academic administrative offices include those of Provost, Dean and Vice-President (Health Sciences), Vice-President (Research), Vice-Provost, Deans, Director of McMaster Continuing Education, academic Associate/Assistant Vice-Presidents, Associate Deans of

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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: June 7, 2023**

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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, who shall be Vice-Chair

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.

**Revised: June 8, 2022**

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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.

**Revised: December 9, 2020**

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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  
Assistant Registrar, Records

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: June 7, 2023**



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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 University Secretary.

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.

**Revised: June 7, 2023**

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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 (Teaching & Learning)

Vice-President, Research or delegate

***Membership***

Four faculty members of the Senate (one of whom shall be appointed Chair of the Committee)

One graduate student member of the Senate

One undergraduate student member of Senate

***Consultants***

Academic Integrity Officer

University Registrar,

Associate Registrar & Graduate Secretary

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, on measures designed to reduce instances of academic dishonesty, and on matters relating to research integrity.

135. The Committee shall review, prior to its presentation to the Senate, the annual Academic Integrity Report and the Research Integrity Report prepared by the Office of Academic Integrity.

**Revised: June 7, 2023**

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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

Four student members of Senate, one of whom shall be a graduate student and three of whom shall be undergraduate students.

***Consultants***

President, McMaster Associate of Part-Time Students (MAPS)

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 7, 2023**

**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.

**Revised: December 9, 2020**

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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)***

Deputy Provost  
University Librarian  
University Registrar  
University Secretary  
Associate Registrar and Graduate Secretary

***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.

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



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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 University Secretary.
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. The standing committees shall include, but are not limited to:
    - (i) the Executive Committee,
    - (ii) the Scholarships Committee;
    - (iii) the Joint Committee on Certificates, Diplomas and Microcredentials (see Schedule E1)
  - 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 7, 2023**

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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 (Teaching & Learning)

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

Vice-Dean, Education of the Faculty of Health Sciences (Undergraduate Education)

Director of the Arts and Science Program

Director of McMaster Continuing Education

University Registrar

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

University Librarian

***Members***

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

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 (Teaching & Learning).
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 University Secretary.
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 University Secretary.
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.

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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 Faculties and the Arts and Science Program;
  - 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, or the Director of the Arts and Science Program;
  - 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:

- 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 7, 2023**

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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 (the "University Secretary") 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 University Secretary 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 University Secretary 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.



**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.

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## SCHEDULE A: COMPOSITION OF THE SENATE

**Ex Officio:**

Chancellor  
 President and Vice-Chancellor  
 Provost and Vice-President (Academic)  
 Vice-President (Operations and Finance)  
 Dean and Vice-President (Health Sciences)  
 Vice-President (Research)  
 Vice-President (University Advancement)  
 Dean of the Faculty of Business  
 Dean of the Faculty of Engineering

Dean of the Faculty of Humanities  
 Dean of the Faculty of Science  
 Dean of the Faculty of Social Sciences  
 Vice-Provost and Dean of Graduate Studies  
 Director of McMaster Continuing Education<sup>2</sup>  
 Principal of McMaster Divinity College  
 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 Engineering	three members

Faculty of Health Sciences	six members
Faculty of Humanities	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  
 Deputy Provost  
 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, Undergraduate Studies  
 Associate Dean of Engineering, Undergraduate Studies  
 Associate Dean of Humanities, Undergraduate Studies  
 Associate Dean of Science, Undergraduate Studies  
 Associate Dean of Social Sciences, Undergraduate Studies  
 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

Ombudsperson  
 University Registrar  
 University Librarian  
 Director of the Arts and Science Program  
 Assistant Vice-President, Communications, Marketing & Public Affairs  
 Chief of Staff and Senior Advisor to the President or designate  
 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: June 7, 2023**

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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 University Secretary, for inclusion on the ballot. Nomination papers shall bear the names of three seconders.
- 2) Nominees from Faculties each shall be required to 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 by surname, showing rank and department. 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 University Secretary.

### E. COUNTING OF BALLOTS

- 1) The counting of ballots shall take place in the University Secretariat.
- 2) Two scrutineers shall be appointed by and from the Senate at the meeting of the Senate in February of each year, to oversee the tabulation of ballots.

### F. ELECTION RESULTS

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

**Revised: June 7, 2023**

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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: by- 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 shall provide a brief statement of interest for Senate membership, for publication on the University Secretariat election website.
- 4) Nomination forms shall be delivered electronically or in person 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 University Secretary.

**D. COUNTING OF BALLOTS**

- 1) The tabulation of ballots shall take place on a date to be specified (see C.2).
- 2) Each candidate may appoint an individual to act as their scrutineer. Candidates must notify the University Secretary 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 University Secretary, and the names of successful candidates shall be posted on the University Secretariat election website.

\* By-election

**Revised: June 7, 2023**

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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 University Secretary. 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 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 University Secretary 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 Joint Committee on Certificates, Diplomas and Microcredentials (see Schedule E1);
  - e) the Quality Assurance Committee, and
  - f) *ad hoc* committees and task forces as required.

Except for the Executive Committee, the Joint Committee on Certificates, Diplomas and Microcredentials, and the Quality Assurance 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.

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 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*.

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## SCHEDULE E1: JOINT COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS

1. The Joint Committee on Certificates, Diplomas and Microcredentials shall consist of no less than eight members, including the following membership:

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

Chair of Undergraduate Council  
Chair of Graduate Council

***Members***

Committee Chair  
one Associate Dean (Undergraduate Studies)  
one Associate Dean (Graduate Studies)  
one student member from Graduate Council  
one student member from Undergraduate Council  
University Registrar

***Consultants***

one of the Assistant Deans  
Director of McMaster Continuing Education, or delegate  
University Librarian, or delegate  
Associate Registrar & Graduate Secretary, or delegate  
Lead Educational Developer from the MacPherson Institute, or delegate  
Assistant Registrar Records, or delegate

Majority of the voting members shall constitute quorum at any meeting thereof.

2. The Secretary of the Committee shall be the University Secretary, or their delegate.
3. The Chair shall be a knowledgeable faculty member selected by the Chair of Undergraduate Council and Chair of Graduate Council from among the Teaching Staff.
4. The Joint Committee on Certificates, Diplomas and Microcredentials shall scrutinize proposals for new non-degree programs and ensure their conformity with the *Certificates, Diplomas and Microcredentials Policy*.
5. The powers and duties of the Committee are as follows:
  - a) deliberate on educational non-degree programs including, but not limited to, Certificates of Professional Learning, Concurrent or Standalone Certificates, Certificates of Completion, Certificates

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of Attendance, Diplomas and Microcredentials as prescribed by the *Certificates, Diplomas and Microcredentials Policy*. The Committee shall not oversee degree-seeking programs or non-McMaster Certificates developed in collaboration with other organizations and institutions where such credentials are externally issued.

- b) evaluate and recommend the establishment, closure, and/or substantial revisions to graduate matters before the Committee to Graduate Council and to the Senate where required.
- c) evaluate and recommend the establishment, closure, and/or substantial revisions to undergraduate matters before the Committee, and those from McMaster Continuing Education, to Undergraduate Council and the Senate where required.
- d) where required, review the *Certificates, Diplomas and Microcredentials Policy* and, where appropriate, make recommendations to Undergraduate Council and Graduate Council and the Senate.

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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 University Secretary, 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.

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Voting

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

Scrutineers

12. Candidates must notify the University Secretary 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 University Secretary 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 University Secretary 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 University Secretary shall report to Senate on the student elections to Senate at the first regular meeting of Senate after the elections have been completed.

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