

## SENATE

Wednesday, November 8, 2023 at 3:30 PM  
Gilmour Hall, Council Room (Room 111)

### 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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#### OPEN SESSION

##### Opening Remarks

1. Approval of Agenda - Open Session

#### CONSENT

2. Minutes of the Previous Meeting - October 18, 2023 (Open Session)

#### REGULAR

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4. Enquiries
5. Communications
6. Report from Graduate Council  
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*Information*
  1. New Award
7. Report from Undergraduate Council

*Verbal Update*

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*Information*  
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[b. Revised Terms of Reference - Associate Dean, Graduate Studies \(Engineering\)](#)  
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- 11. Report from the Committee on Student Affairs**  
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- 12. Other Business**

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

**For Information**

**I. New Award**

At its meeting on October 17<sup>th</sup>, 2023 Graduate Council approved the following new award:

**Name of Fund:** The Rambynas Bursary in Healthy Aging

**Terms of Reference for Fund:**

Established in 2023 by the Board of the Hamilton & District Senior Citizens' Home RAMBYNAS Inc. To be awarded by the School of Graduate Studies to graduate students enrolled in the School of Nursing or the School of Rehabilitation Science who demonstrate active participation in advancing the health of aging adults in the community and who demonstrate financial need.

**REPORT TO THE SENATE**  
from the  
**UNIVERSITY PLANNING COMMITTEE**

**FOR INFORMATION**

**1. New Certificate of Attendance Program Proposals from the Department of Psychiatry & Behavioural Neurosciences**

At its meeting on October 18, 2023, the University Planning Committee approved the following nineteen Certificate of Attendance programs from the Department of Psychiatry & Behavioural Neurosciences. Further details are contained within the circulated materials.

These programs were approved by the Undergraduate Council on September 26, 2023 and the University Student Fees Committee on September 19, 2023.

- a. CBT for Obsessive Compulsive Disorder
- b. Integrating Measurement-Based Care into CBT
- c. Mindfulness and CBT (MCBT)
- d. CBT for Childhood OCD
- e. CBT for Insomnia
- f. Supporting the Transgender and Gender Diverse (TGD) Community Through CBT
- g. CBT for Perinatal Mood and Anxiety Disorders (PMADS)
- h. CBT for Chronic Pain
- i. CBT Considerations with Indigenous Clients
- j. Harm Reduction and CBT for Concurrent Disorders
- k. Behavioural Approaches in CBT: Exposure and Behavioural Activation
- l. Working with Core Beliefs Across Mood and Anxiety Disorders
- m. CBT for Depression
- n. Enhancing Parent Engagement in CBT for Childhood Anxiety
- o. Acceptance and Commitment Therapy (ACT)
- p. PsychoCommerce: The Business of Mental Healthcare
- q. Application of cognitive behavioural therapy to support people facing serious medical illness
- r. CBT for Psychosis
- s. CBT for Generalized Anxiety Disorder

## 2. Revision to Existing Diploma Program

At the same meeting, the University Planning Committee approved revisions to the Business Administration (Generalist) Diploma. Further details are contained within the circulated materials.

### a. BUS 490 Financial Modelling and Analysis: Course Cancellation/Removal

## 3. Closure of Diploma Program

At the same meeting, the University Planning Committee also approved the closure of the Business Administration Diploma with the Finance Concentration. Further details are contained within the circulated materials.

### a. Closure of Business Administration Diploma with Finance Concentration

These items were reported and approved by Senate on October 18, 2023, through Undergraduate Council. Due to timing issues, the items are now being reported to Senate through the University Planning Committee for information.

**Senate: FOR INFORMATION**

**November 8, 2023**

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

**Open Session (Regular)**

On October 23, 2023, the Committee on Appointments approved the following recommendations and now recommends them to Senate for approval:

**1. Terms of Reference**

**a. Revised Terms of Reference - Associate Dean, Continuing Professional Development, Faculty of Health Sciences**

It is now recommended,

**that the Senate approve, for recommendation to the Board of Governors, the revised terms of reference for the Associate Dean, Continuing Professional Development, Faculty of Health Sciences, as circulated.**

**b. Revised Terms of Reference - Associate Dean, Graduate Studies (Engineering)**

It is now recommended,

**that the Senate approve, for recommendation to the Board of Governors, the revised terms of reference for the Associate Dean, Graduate Studies (Engineering), as circulated.**

**c. Revised Terms of Reference - Director, Experiential Learning Office (ELO)**

It is now recommended,

**that the Senate approve, for recommendation to the Board of Governors, the revised terms of reference for the Director, Experiential Learning Office (ELO), as circulated.**

**d. Revised Terms of Reference and Name Change - Associate Vice-President (Research)**

It is now recommended,

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

**e. Revised Terms of Reference and Name Change - AstraZeneca Chair in Respiratory Epidemiology**

It is now recommended,

**that the Senate approve, for recommendation to the Board of Governors, the revised terms of reference for the AstraZeneca Chair in Respiratory Epidemiology and the renaming of the AstraZeneca Chair in Respiratory Epidemiology to the AstraZeneca Chair in Respiratory Diseases, as circulated.**

**f. Establishment of the Terms of Reference for Director, Minor in Innovation**

It is now recommended,

**that Senate approve, for recommendation to the Board of Governors, the establishment of the Director, Minor in Innovation, as circulated.**

**SENATE: FOR APPROVAL**  
**November 8, 2023**

October 6, 2023

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

Re: Recommendation for the approval of the updated Terms of Reference for the Associate Dean,  
Continuing Professional Development, Faculty of Health Sciences

On behalf of the Faculty of Health Sciences Executive Council, I would like to recommend the attached Terms of Reference for approval. These terms of reference have been updated to reflect the current responsibilities of the position and include inclusive language. In addition, the Faculty of Health Sciences has begun a process to embed a review schedule in all terms of reference as well as to include more specific information regarding the selection committee membership and the time commitment for each position. For reference, I have also attached the current ToR.

Thank you for considering this recommendation. If you need further information, please do not hesitate to contact me.

Yours sincerely,



Paul M. O'Byrne, MB, FRCPC, FRSC  
Dean and Vice President

Encl.

POB/rc



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**Associate Dean, Continuing Professional Development (CPD)**

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The Associate Dean, Continuing Professional Development, Faculty of Health Sciences, is a senior academic leader responsible for the planning, development, coordination and evaluation of the Continuing Professional Development (CPD) Office.

The CPD office includes the academic portfolios of: Continuing Health Sciences Education (CHSE), Faculty Development (FD), and the Learning Technologies Lab (LTL) in the Faculty of Health Sciences at McMaster University.

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**Reporting Relationships:**

The Associate Dean, Continuing Professional Development is accountable to the Vice Dean, Faculty Affairs, Faculty of Health Sciences.

**Duties and Responsibilities:**

The Associate Dean, CPD will:

Administration:

- Develop and support an ongoing process of consultation to identify and meet continuing professional development needs within FHS and ensure coordination of CPD activities across Schools, Departments, disciplines, and programs within the Faculty, the broader University, and with external institutions, including our hospital partners, as appropriate.
- Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility in order to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
- Ensure CPD offerings facilitate and support pluralistic ways of knowing and ensure that those developing CPD offerings are aware of available EDI-IR supports and resources.
- Ensure the effective operation of the CPD office, by evaluating outcomes of the office's activities from educational, logistical and budgetary perspectives including prudent fiscal management of the operating budgets of the CPD office and the associated academic portfolios.
- Actively support opportunities that promote the financial sustainability of the CPD office.
- Oversee the work of the Assistant Dean, CHSE; Assistant Dean, FD; Director, LTL; and collaborate with other relevant leaders to ensure coordinated and integrated CPD programming across the Faculty.
- Support the Assistant Dean, CHSE; Assistant Dean, FD; and the Director, LTL in developing opportunities for faculty to enhance their academic scholarship.
- Implement and oversee a continuous quality improvement process that ensures ongoing compliance with the accreditation standards of the Committee on Accreditation of Continuing Medical Education (CACME) and any other relevant national accrediting organizations.

- Oversee the CACME accreditation process and ensure ongoing successful accreditation of the Office.
- Represent the CPD office to internal and external groups, institutions and agencies.

Leadership:

- Provide ongoing academic leadership for the CPD Office, including the development and implementation of innovative approaches to CPD, and novel collaborative ventures.
- Oversee the Faculty's leadership development programs, including the Academic Leadership Program (ALP), the Bridging Leaders Program and the Quest program

Education:

- Support the CPD Office in providing opportunities to maintain and enhance the competencies required to fulfill the academic and professional roles of faculty.
- Promote educational opportunities that respond to evolving population health and societal needs, to advance health sciences education, research and patient care.

Research:

- Contribute to the advancement of the discipline through facilitating scholarship, including applying new evidence regarding the effectiveness of CPD interventions, knowledge translation strategies, and effective evaluation practices.

**Committee Representation:**

The Associate Dean, CPD is a member of FHS Faculty Executive Council and may also be asked to serve on other Faculty, University, and hospital committees relevant to Continuing Professional Development.

The Associate Dean, CPD represents the Faculty of Health Sciences on external committees including:

- AFMC Committee on Continuing Professional Development (CPD)
- Committee on Accreditation of Continuing Medical Education (CACME)

**Selection & Renewal Process**

The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by The McMaster University Act, 1976 and the Senate By-laws.

The Selection Committee will be co-Chaired by the Dean (or delegate) and the Vice Dean, Faculty Affairs and will include appropriate representation from across the Faculty, including a staff member from the CPD office.

**Conditions of Appointment:**

The position of Associate Dean, Continuing Professional Development, shall be held by a qualified full-time faculty member, appointed for a five-year term, renewable for a second term of up to five years.

This position is a 0.4 FTE role and includes a role-based stipend.

**Review Schedule:**

This policy is scheduled to be reviewed every 5 years. The next scheduled review will take place in the 2024/25 academic year.

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Most recent approvals: FHS Faculty Executive Committee: October 6, 2023.

General Policy Inquiries: FHS Secretariat ([fhssec@mcmaster.ca](mailto:fhssec@mcmaster.ca))

Disclaimer: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

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

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Associate Dean, Continuing Professional Development (CPD)

The Associate Dean, Continuing Professional Development, Faculty of Health Sciences, is a senior academic leader responsible for the planning, development, coordination and evaluation of the Continuing Professional Development (CPD) Office.

The CPD office includes the academic portfolios of: Continuing Health Sciences Education (CHSE), Faculty Development (FD), and the Learning Technologies Lab (LTL) in the Faculty of Health Sciences at McMaster University.

**Reporting Relationships:**

~~The Associate Dean, Continuing Professional Development is accountable to Reporting to the Vice Dean, Faculty Affairs, the Associate Dean-CPD will implement policies approved by the Faculty Executive Council with respect to Continuing Professional Development. Specific responsibilities are as follows:~~ of Health Sciences.

**Duties and Responsibilities:**

The Associate Dean, CPD will:

**Administration:**

- Develop and support an ongoing process of consultation to identify and meet continuing professional development needs within FHS and ensure coordination of CPD activities  
~~Oversee the development and coordination of continuing professional activities across Schools, Departments, disciplines, and programs and departments within the Faculty, the broader University, of Health Sciences~~ and with external institutions, including our hospital partners, as appropriate.
- Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility in order to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
- Ensure CPD offerings facilitate and support pluralistic ways of knowing and ensure that those developing CPD offerings are aware of available EDI-IR supports and resources.
- ~~Evaluate outcomes of the above activities from educational, logistical and budgetary perspectives.~~
- Ensure the effective operation of the CPD office, by evaluating outcomes of the office's activities from educational, logistical and budgetary perspectives including prudent fiscal maintain financial accountability for management of the operating budgets of the CPD office and the associated academic portfolios; ~~and actively pursue opportunities for expansion of CPD activities that promote its fiscal position.~~
- Actively support opportunities that promote the financial sustainability of the CPD office.
- Oversee the work of Collaborate with the: Assistant Dean, CHSE Faculty Development;  
Assistant Dean, Continuing Health Sciences FD; Director, Learning Technologies Lab LTL, and

collaborate with other relevant leaders to ensure a coordinated and integrated CPD programming across program of continuing professional development in the Faculty.

- Support the Assistant Dean, CHSE; Assistant Dean, FD; and the Director, LTL in developing opportunities for faculty to enhance their academic scholarship.
- Implement and oversee a continuous quality improvement process in the CPD Office that ensures ongoing compliance with the accreditation standards of the Committee on Accreditation of Continuing Medical Education (CACME) standards and CPD activity accreditation standards as outlined by any other relevant national accrediting organizations.
- Oversee the CACME accreditation process for the CPD Office and ensure ongoing successful accreditations of the Office.
- ~~Chair the Continuing Professional Development Advisory Council.~~
- ~~Participate as a member of the Michael G. DeGroot School of Medicine Council.~~
- ~~Participate as a member of Faculty and hospital committees relevant to Continuing Professional Development.~~
- ~~Liaise with continuing education units and initiatives across the Faculty of Health Sciences and the broader University.~~
- Represent the CPD Program to internal and external groups, institutions and agencies.

#### Education: Leadership:

- Provide ongoing academic leadership for the CPD Office, including the development and implementation of innovative approaches to continuing professional development-CPD, and novel collaborative ventures.
- Oversee the Faculty's leadership development programs, including the Academic Leadership Program (ALP), the Bridging Leaders Program and the Quest program

#### Education:

- ~~Support the Assistant Deans of Faculty Development and Continuing Health Sciences Education and the Director of the Learning Technologies in developing opportunities faculty to enhance their academic scholarship.~~
- ~~Promote the renewal of CPD to include a broader scope of activities for health care professionals that integrates Quality Improvement (QI); Practice Improvement (PI); Patient Safety; Continuing Interprofessional Education (CIPE); Equity, Diversity and Inclusion; and Technology within Continuing Health Science Education and Faculty Development.~~
- Support the CPD Office in providing opportunities to maintain and enhance the competencies required to fulfill the academic and professional roles of faculty.
- Promote educational opportunities within CPD that respond to evolving population health and societal needs, to advance health sciences education, research and patient care.
- ~~Facilitate the identification of the professional development needs of full and part time faculty, and other health professionals where appropriate.~~

- ~~Facilitate, and where appropriate, coordinate activities related to the review, enhancement and maintenance of the competence of health care professionals.~~

#### Research

- Contribute to the advancement of the discipline ~~of CPD~~ through facilitating CPD scholarship including applying new evidence regarding the effectiveness of CPD interventions, knowledge translation strategies, and effective evaluation practices.

#### Committee Representation:

The Associate Dean, CPD is a member of FHS Faculty Executive Council and may also be asked to serve on other Faculty, University, and hospital committees relevant to Continuing Professional Development.

The Associate Dean, CPD represents the Faculty of Health Sciences on external committees including:

- AFMC Committee on Continuing Professional Development (CPD)
- Committee on Accreditation of Continuing Medical Education (CACME)

#### Selection & Renewal Process

The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by The McMaster University Act, 1976 and the Senate By-laws.

The Selection Committee will be co-Chaired by the Dean (or delegate) and the Vice Dean, Faculty Affairs and will include appropriate representation from across the Faculty, including a staff member from the CPD office.

### Conditions of Employment

The position of Associate Dean, Continuing Professional Development, shall be held by a qualified full-time faculty member, appointed for a five-year term renewable for a second term of up to five years~~(renewable)~~.

This position is a 0.4 FTE role and includes a role based stipend.

~~The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by The McMaster University Act, 1976 and the Senate By-laws.~~

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Most recent approvals: FHS Faculty Executive Committee: October 6, 2023

General Policy Inquiries: FHS Secretariat ([fhssec@mcmaster.ca](mailto:fhssec@mcmaster.ca))

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## MEMORANDUM

Date: October 3, 2023

To: Senate Committee on Appointments

Cc: Susan Tighe, Provost & Vice-President, Academic  
Steve Hranilovic, Vice-Provost & Dean of Graduate Studies

From: Heather Sheardown, Dean and Professor 

SUBJECT: Revised Terms of Reference - Associate Dean, Graduate Studies  
(Engineering)

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In preparation for the search and selection of an Associate Dean, Graduate Studies for a term of five years, commencing July 1, 2024, I wish to inform the Senate Committee on Appointments that the Faculty of Engineering has approved the attached terms of reference for this academic leadership appointment at the General Meeting of the Faculty today and is submitting it for approval by the Senate Committee on Appointments at the upcoming October meetings.

A copy of the previous terms of reference (first) and the revised version (second) are attached.

Thank you.



*Terms of Reference*

**ASSOCIATE DEAN OF GRADUATE STUDIES (ENGINEERING)**

The Associate Dean of Graduate Studies (Engineering) has the primary responsibility within the Faculty of Engineering for furthering McMaster's goals regarding graduate education and research training, and provides leadership and coordination of all activities related to those goals. The Associate Dean normally will serve a five-year term of office, with the possibility of reappointment for a second term.

The Associate Dean reports to both the Associate Vice-President and Dean (Graduate Studies) and Dean of the Faculty of Engineering. The Associate Dean works in a coordinated way with the Associate Deans of the Faculty of Engineering and the other Associate Deans of Graduate Studies to ensure that both Faculty-specific and University-wide goals are addressed.

Responsibilities include, but are not limited to:

- a) Working closely with the Associate Vice-President and Dean of Graduate Studies and with the Dean of Engineering to assist with development, maintenance, and enhancement of graduate programs in the Faculty of Engineering.
- b) Maintaining ongoing liaisons with the Associate Dean, Research (Engineering) the Associate Dean, Academic (Engineering), and the Associate Deans Graduate Studies (Health Sciences; Science; Business; Humanities; and Social Sciences) for matters relating to these areas as they affect graduate programs and research training.
- c) Providing input into and strategic planning for: matters of graduate admissions; graduate student enrolment and expansion; development of new disciplinary and interdisciplinary programs; and student recruitment, retention, and diversity.
- d) Overseeing quality assurance for new and on-going graduate programs within the Faculty of Engineering, and facilitating internal and external reviews of graduate programs.
- e) Serving as a member on or Chair of University-wide and Faculty-specific committees (including Chairing the Graduate Admissions and Study Committee in the Faculty of Engineering, Co-Chairing the Scholarships Committee of the Graduate Council, Chairing, when so delegated by the Dean of Engineering, selection committees for Directors of Graduate Schools in the Faculty, membership in the Graduate Council and Graduate Council Executive, and membership in the Faculty of Engineering Dean's Council).

- f) Interviewing candidates for faculty positions when requested, assessing the candidates' suitability for a position at McMaster University, particularly regarding graduate supervision.
- g) Performing functions specified in such documents as the Student Appeal Procedures and Research Integrity Policy, including dealing with issues raised by individual students or problems involving their academic progress, conducting formal inquiries where required, participating in appeal hearings, and negotiating informal settlements to disputes to benefit students while upholding the regulations and standards of the University, Faculty, and Graduate Program.
- h) Serving from time-to-time on bargaining teams in the University's negotiations (e.g., regarding the Teaching Assistant (TA) or Postdoctoral Fellow (PDF) collective agreements).
- i) Examining and proposing revisions to policies, procedures, and regulations to improve the operation of graduate programs and graduate student success.
- j) Encouraging and facilitating innovation in graduate education and research training within the Faculty of Engineering, and in conjunction with other Faculties in interdisciplinary programs.
- k) Working to enhance the quality of life and sense of community amongst the diverse group of graduate students and research trainees within the Faculty of Engineering and encourage their involvement in interdisciplinary activities, and activities that enhance their professional development and McMaster's intellectual community.
- l) Discharging such duties as may be assigned from time-to-time by the Associate Vice-President and Dean of Graduate Studies and by the Dean of Engineering, including serving as Acting Associate Vice-President and Dean of Graduate Studies and Acting Dean of Engineering.

To be included in job advertisements: *The ideal candidate for this position will be an accomplished researcher, excellent graduate mentor, and faculty member within the Faculty of Engineering. He or she should have extensive experience in graduate education and research training, a strong understanding of and commitment to the role of graduate education in Engineering, demonstrated success in networking and collaboration, and excellent interpersonal and communication skills.*

*McMaster University is strongly committed to employment equity within its community and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.*

March 23, 2014

**TERMS OF REFERENCE**  
**ASSOCIATE DEAN, GRADUATE STUDIES (ENGINEERING)**

**FUNCTIONS:**

The Associate Dean, Graduate Studies is an important senior leadership role within the Faculty that oversees graduate education, graduate student life, research training (in collaboration with the Associate Dean, Research, Innovation & Partnerships), and leadership and coordination of all related activities.

The role requires a strong understanding of Senate policies and procedures, accreditation requirements associated with graduate education for the Faculty, and good coordination of and communication with the departmental graduate programs.

The Associate Dean reports to both the Vice-Provost and Dean of Graduate Studies and the Dean of the Faculty of Engineering. The Associate Dean works in a coordinated way with the Associate Deans of the Faculty of Engineering and the other Associate Deans of Graduate Studies to ensure that both Faculty-specific and University-wide goals are addressed.

The term of this role is normally five years, with the option to renew for a second five-year term.

**ACCOUNTABILITIES:**

Responsibilities include, but are not limited to:

- a) Working closely with the Vice-Provost and Dean of Graduate Studies and with the Dean of Engineering to assist with development, maintenance, and enhancement of graduate programs in the Faculty of Engineering;
- b) Maintaining ongoing liaisons with the Associate Dean, Research, Innovation & Partnerships, the Associate Dean, Undergraduate Studies, and the Associate Deans, Graduate Studies (Health Sciences; Science; Business; Humanities; and Social Sciences) for matters relating to these areas as they affect graduate programs and research training;
- c) Providing input into and strategic planning for matters of graduate admissions; graduate student enrolment and expansion; development of new disciplinary and interdisciplinary programs; and student recruitment, retention, and diversity;
- d) mediating disputes and adjudicating informal and formal student appeals, executing the duties of a University Officer under the McMaster Act;
- e) Overseeing quality assurance for new and on-going graduate programs within the Faculty of Engineering and facilitating internal and external reviews of graduate programs;
- f) Regularly meeting/coordinating with the service units of the Faculty, including outreach, ECCS, marketing and recruitment to maintain and strategically implement activities and events specific to graduate studies
- g) Serving as a member on or Chair of University-wide and Faculty-specific committees (including Chairing the Graduate Admissions and Studies Committee in the Faculty of Engineering, Co-Chairing the Scholarships Committee of the Graduate Council, Chairing, when so delegated by the Dean of Engineering, selection committees for Directors of Graduate Schools

Drafted: August 4, 2023

in the Faculty, membership in the Graduate Council and Graduate Council Executive, and membership in the Faculty of Engineering Dean's Council);

h) Interviewing candidates for faculty positions when requested, assessing the candidates' suitability for a position at McMaster University, particularly regarding graduate supervision;

i) Performing functions specified in such documents as the Student Appeal Procedures and Research Integrity Policy, including dealing with issues raised by individual students or problems involving their academic progress, conducting formal inquiries where required, participating in appeal hearings, and negotiating informal settlements to disputes to benefit students while upholding the regulations and standards of the University, Faculty, and Graduate Program;

j) Serving from time-to-time on bargaining teams in the University's negotiations (e.g., regarding the Teaching Assistant (TA) or Postdoctoral Fellow (PDF) collective agreements);

k) Examining and proposing revisions to policies, procedures, and regulations to improve the operation of graduate programs and graduate student success;

l) liaising with as well as mentoring the leadership of the Engineering Graduate Society (EGS);

m) Encouraging and facilitating innovation in graduate education and research training within the Faculty of Engineering, and in conjunction with other Faculties in interdisciplinary programs;

n) Working to enhance the quality of life and sense of community amongst the diverse group of graduate students and research trainees within the Faculty of Engineering and encourage their involvement in interdisciplinary activities, and activities that enhance their professional development and McMaster's intellectual community;

o) Discharging such duties as may be assigned from time-to-time by the Vice-Provost and Dean of Graduate Studies and by the Dean of Engineering, including serving as Acting Vice-Provost and Dean of Graduate Studies and Acting Dean of Engineering; and

p) Responsible for the supervision of and collaboration with the Graduate Administrator.

**TIMELINES:**

n/a

**QUALIFICATIONS/ATTRIBUTES OF A SUCCESSFUL CANDIDATE:**

The ideal candidate for this position will be an accomplished researcher, excellent graduate mentor, and full-time continuing faculty member within the Faculty of Engineering. The incumbent should have extensive experience in graduate education; a strong understanding of and commitment to experiential education in engineering; experience working with diverse communities and furthering equity and inclusion goals in higher education; demonstrated success in networking, collaboration and securing research funding from a variety of sources; and excellent interpersonal and communication skills.

Drafted: August 4, 2023




## MEMORANDUM

Date: October 3, 2023

To: Senate Committee on Appointments

Cc: Susan Tighe, Provost & Vice-President, Academic  
Steve Hranilovic, Vice-Provost & Dean of Graduate Studies

From: Heather Sheardown, Dean and Professor 

SUBJECT: Revised Terms of Reference - Director, Experiential Learning  
Office (ELO)

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In preparation for the search and selection of a Director, Experiential Learning Office for a term of five and a half years, commencing January 1, 2024, I wish to inform the Senate Committee on Appointments that the Faculty of Engineering has approved the attached revised terms of reference for this academic leadership appointment at the General Meeting of the Faculty today and is submitting it for approval by the Senate Committee on Appointments at the upcoming October meetings.

A copy of the terms of reference with tracked changes is attached.

Thank you.

Faculty of Engineering  
Terms of Reference  
Director, Experiential Learning

**Functions:**

The *Director, Experiential Learning* provides leadership for all multidisciplinary experiential courses offered by the Faculty of Engineering through its *Experiential Learning Office (ELO)*. The Director is central to the administration, development and delivery of (1) the Engineering 1 program, and (2) multidisciplinary undergraduate ENGINEER courses. This position oversees a team of staff and faculty members and works closely with various stakeholders to ensure the successful integration of experiential learning into the academic curriculum.

**Deleted:** e

**Deleted:** Director also

**Deleted:** fulfills the role of the Engineering 1 program director when such a role is required...

**Key Responsibilities:**

**1. Leadership and Strategy**

- Develop and implement a strategic vision for experiential learning within the Faculty of Engineering, aligning it with the overall goals and mission of the Faculty.
- Collaborate with the Dean, Associate Dean, Department Chairs, and faculty members to identify opportunities for enhancing experiential learning opportunities.
- Provide leadership to the team of faculty, CLAs and staff involved in the delivery of the Engineering 1 program and multidisciplinary ENGINEER courses to enhance programming, pedagogy, and opportunities for experiential learning.
- Lead the collection of Graduate Attributes and all related Accreditation activities for Engineering 1 and multidisciplinary ENGINEER courses offered by the Faculty.
- Ensure that all University and Faculty policies are followed within the ELO.

**2. Engineering 1 Program Oversight**

- Take a lead role in the Engineering 1 program, ensuring its alignment with the faculty's goals and objectives.
- Oversee the planning, development, and continuous improvement of the Engineering 1 program curriculum.
- Monitor student progress and assess the effectiveness of the program, making necessary adjustments to enhance the learning experience.
- Ensure that Experiential Learning is integrated effectively into the Engineering 1 program.
- Collaboration with the Faculty of Science – specifically the Math, Physics, and Chemistry Departments for engineering 1 CEAB accreditation requirements.
- Mentorship of Level 1 students and maintaining a positive learning environment within Engineering 1.

**3. Teaching**

- Assign teaching resources to Engineering 1 program as well as multidisciplinary ENGINEER courses in the Faculty in consultation with Departments.
- Lead curriculum planning and development, for both Engineering 1 and multidisciplinary ENGINEER courses in the Faculty.

- Ensure that administrative matters in connection with the ELO are carried out, in particular that Faculty and University deadlines for the submission of examination copy, curricular revisions, student evaluations, final grades etc., are met.
- Oversee and collaborate with the Instructor Development and Evaluation Committee (IDEC).
- Manage the Pedagogical Research Hub, including jointly overseeing postdoctoral fellows (in collaboration with the Associate Dean Undergraduate Studies), organizing research initiatives, and facilitating the sharing and application of knowledge.

#### **4. Student Support**

- Collaborate with Academic Advisors and Office of Associate Dean (Undergraduate Studies) to ensure students receive adequate guidance and support related to experiential learning opportunities.
- Address student inquiries, concerns, and issues.
- Work in cooperation with the Faculty Outreach and Recruitment Manager to maintain the high quality of Level 1 intake.

#### **5. Budget Oversight**

- Manage the budget allocated for experiential learning activities, ensuring efficient and responsible use of resources including events, lab equipment, etc.
- Responsible for the TA and IAI allocation budget and the associated hiring processes.

#### **Organizational structure:**

- Reports to the Associate Dean (Undergraduate Studies) of the Faculty of Engineering
- Chairs the Engineering Experiential Learning Operating Committee
- Chairs Engineering 1 Operating Committee
- Oversees Instructor Development and Evaluation Committee
- Serves on Undergraduate Recruitment Committee
- Serves on Undergraduate Curriculum and Policy Committee
- Serves on Graduate Attributes Committee
- Serves on Dean's Council

The Director of the ELO role includes teaching relief of 6 units for teaching stream or 3 units for tenure stream faculty, and administrative leave upon completing a 5-year tenure.

#### **Deleted: Administration:**

Ensures that all University and Faculty policies are followed within the ELO¶  
 Provides leadership to the Engineering 1 program¶  
 Development, maintenance and delivery of the curriculum¶  
 Mentorship of Engineering 1 students and maintaining a positive learning environment within Engineering 1¶  
 Leads the collection of Graduate Attributes and all related Accreditation activities for Engineering 1 and multidisciplinary ENGINEER courses offered by the Faculty¶  
 Works in cooperation with the Faculty Outreach and Recruitment Manager to maintain the high quality of the Level 1 intake¶  
 Provides leadership to the team of faculty, CLAs and staff involved in the delivery of the Engineering 1 program as well as multidisciplinary ENGINEER courses¶

#### **Teaching:**

Assigns teaching resources to Engineering 1 program as well as multidisciplinary ENGINEER courses in the Faculty in consultation with Departments¶  
 Leads curriculum planning and development, for both Engineering 1 and multidisciplinary ENGINEER courses in the Faculty¶  
 Ensures that administrative matters in connection with the ELO are carried out, in particular that Faculty and University deadlines for the submission of examination copy, curricular revisions, student evaluations, final grades etc., are met¶

#### **Organizational structure:**

Reports to the Associate Dean (Academic) of the Faculty of Engineering¶  
 Chairs the Engineering Experiential Learning Operating Committee¶  
 Chairs Engineering 1 Operating Committee¶  
 Serves on Recruitment Committee¶  
 Serves on Undergraduate Curriculum and Policy Committee¶  
 Serves on Dean's Council

**Terms of Reference**  
**Director, Experiential Learning, Faculty of Engineering**

**Functions:**

The *Director, Experiential Learning* provides leadership for all multidisciplinary experiential courses offered by the Faculty of Engineering through its *Experiential Learning Office (ELO)*. The Director is central to the administration, development, and delivery of (1) the Engineering 1 program, and (2) multidisciplinary undergraduate ENGINEER courses. This position oversees a team of staff and faculty members and works closely with various stakeholders to ensure the successful integration of experiential learning into the academic curriculum.

**Key Responsibilities:**

**1. Leadership and Strategy**

- Develop and implement a strategic vision for experiential learning within the Faculty of Engineering, aligning it with the overall goals and mission of the Faculty.
- Collaborate with the Dean, Associate Dean, Department Chairs, and faculty members to identify opportunities for enhancing experiential learning opportunities.
- Provide leadership to the team of faculty, CLAs and staff involved in the delivery of the Engineering 1 program and multidisciplinary ENGINEER courses to enhance programming, pedagogy, and opportunities for experiential learning.
- Lead the collection of Graduate Attributes and all related Accreditation activities for Engineering 1 and multidisciplinary ENGINEER courses offered by the Faculty.
- Ensure that all University and Faculty policies are followed within the ELO.

**2. Engineering 1 Program Oversight**

- Take a lead role in the Engineering 1 program, ensuring its alignment with the faculty's goals and objectives.
- Oversee the planning, development, and continuous improvement of the Engineering 1 program curriculum.
- Monitor student progress and assess the effectiveness of the program, making necessary adjustments to enhance the learning experience.
- Ensure that Experiential Learning is integrated effectively into the Engineering 1 program.
- Collaboration with the Faculty of Science – specifically the Math, Physics, and Chemistry Departments for engineering 1 CEAB accreditation requirements.
- Mentorship of Level 1 students and maintaining a positive learning environment within Engineering 1.

**3. Teaching**

- Assign teaching resources to Engineering 1 program as well as multidisciplinary ENGINEER courses in the Faculty in consultation with Departments.
- Lead curriculum planning and development, for both Engineering 1 and multidisciplinary ENGINEER courses in the Faculty.



- Ensure that administrative matters in connection with the ELO are carried out, in particular that Faculty and University deadlines for the submission of examination copy, curricular revisions, student evaluations, final grades etc., are met.
- Oversee and collaborate with the Instructor Development and Evaluation Committee (IDEC).
- Manage the Pedagogical Research Hub, including jointly overseeing postdoctoral fellows (in collaboration with the Associate Dean Undergraduate Studies), organizing research initiatives, and facilitating the sharing and application of knowledge.

#### **4. Student Support**

- Collaborate with Academic Advisors and Office of Associate Dean (Undergraduate Studies) to ensure students receive adequate guidance and support related to experiential learning opportunities.
- Address student inquiries, concerns, and issues.
- Work in cooperation with the Faculty Outreach and Recruitment Manager to maintain the high quality of Level 1 intake.

#### **5. Budget Oversight**

- Manage the budget allocated for experiential learning activities, ensuring efficient and responsible use of resources including events, lab equipment, etc.
- Responsible for the TA and IAI allocation budget and the associated hiring processes.

#### **Organizational structure:**

- Reports to the Associate Dean (Undergraduate Studies) of the Faculty of Engineering
- Chairs the Engineering Experiential Learning Operating Committee<sup>1</sup>
- Chairs Engineering 1 Operating Committee
- Oversees Instructor Development and Evaluation Committee
- Serves on Undergraduate Recruitment Committee
- Serves on Undergraduate Curriculum and Policy Committee
- Serves on Graduate Attributes Committee
- Serves on Dean's Council

The Director of the ELO role includes teaching relief of 6 units for teaching stream or 3 units for tenure stream faculty, and administrative leave upon completing a 5-year tenure.

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<sup>1</sup> If this role is approved by the Faculty and Senate, this ELO operating committee, consisting of representation from each department, will be constituted.

**MEMO**

**To:** Senate Committee on Appointments

**From:** Karen Mossman, Vice President Research



**Re:** Revised Title and Terms of Reference for the Associate Vice-President (Research)

---

This is a recommendation for review and approval of the Revised Title and Terms of Reference for the Associate Vice-President (Research).

The Terms of Reference changes follow a review and consultation with senior leaders of the VP Research Office.

Attached please find the original Terms of Reference with tracked changes, as well as a clean copy of the updated document.

Thank you.

Attch.

McMaster University

**Associate Deputy Vice-President (Research)**

**SECTION I - PREAMBLE**

The Deputy Vice-President (Research) is a senior administrator with university-wide responsibilities supporting research. The Deputy Vice-President (Research) acts as a key support to the Vice-President (Research) and will be a senior member of the Vice-President's (Research) executive team. The Associate Deputy Vice-President (Research) will work with the Vice-President (Research) to advance the University's strategic directions by fostering, shaping, articulating and advocating the University's research endeavors and aspirations.

**SECTION II – REPORTING RELATIONSHIPS**~~Reporting relationships:~~

The ~~Deputy Associate~~ Vice-President (Research) reports directly to the Vice-President (Research). The Deputy Vice-President (Research) supervises the Director, Research Platforms Support and co-supervises the Manager, Equity, Diversity and Inclusive Excellence.

**SECTION III - COLLABORATION AND SUPPORT**~~Collaboration & Support:~~

The ~~Associate Deputy~~ Vice-President (Research) is expected to work closely with the Associate Vice-President Research (Commercialization and Entrepreneurship), the Associate Vice-President (Society and Impact), Faculty Deans and Vice/Associate Deans (Research) and with other leaders in the Office of the Vice-President (Research) and is responsible for promoting a collegial environment. The Deputy Vice-President (Research) will support excellence in research, and the promotion of a high-quality research environment at McMaster University. The Deputy Vice-President (Research) will liaise with and act on behalf of the Presidential Biosafety Advisory Committee and Biosafety Office, where necessary and serve as the "License Holder" on the Human Pathogens and Toxins Act license.

**SECTION IV – DUTIES AND RESPONSIBILITIES**~~Duties and Responsibilities:~~

The following responsibilities relate specifically to this key leadership position:

- to assist the Vice-President (Research) in defining the University's research goals and to work toward their achievement
- to support the Vice-President (Research) in articulating and promoting the University's strengths, goals, and achievements in research with a vision and passion that engage the University community, external partners, and patrons

- to work closely with senior University            officers for the development of a diverse scholarly and research environment reflecting a broad range of fields, thus creating conditions for increasing the overall quality and quantity of diverse research activities
  - to encourage and develop mechanisms to support scholarship in areas of research with less access to funding from external bodies
  - to support the Vice-President (Research) in:
    - -developing close and mutually supportive relationships with federal and provincial granting agencies and key partners
    - ~~to review and support research centres and institutes and core research platforms to support the Vice-President (Research) in~~ promoting and maintaining a culture of innovation, knowledge mobilization and commercialization in collaboration with the Associate Vice-President Research (Commercialization and Entrepreneurship) and Associate~~istant~~ Vice-President Research, Innovation & Partnerships
    - promoting and maintaining a culture of collaboration, facilitation and co-production of knowledge with civil society and community organizations in collaboration with the Associate Vice-President Research (Society and Impact)
    - identifying, developing and implementing strategies to meet McMaster’s equity, diversity, and inclusive excellence objectives as they pertain to research and commercialization, in collaboration with the Associate Vice-President Research Administration
  - to support the Vice-President (Research) and the McMaster Industry Liaison Office in encouraging knowledge transfer activities and overseeing the management of intellectual property issues
  - to support the Vice-President (Research) and Provost and Vice-President Academic in developing an international strategy supporting research and academic activities
  - to oversee the Director, Research Platforms Support to facilitate, develop, and direct the support for core research platforms
  - to oversee and support Research Centres and Institutes
  - ~~to regularly liaise with and act on behalf of the Presidential Biosafety Advisory Committee and Biosafety Office, where necessary and serve as the “License Holder” on the Human Pathogens and Toxins Act license~~
  - Other duties may be assigned by the Vice-President (Research) as needed depending on the priorities of the Vice-President (Research) Office and the University.
- SECTION V – CONDITIONS OF APPOINTMENT**~~Conditions of Appointment:~~

The position of ~~Associate~~Deputy Vice-President (Research) shall be held by a qualified faculty member, appointed for a renewable five-year term. The individual will be selected by a Senate *Ad Hoc* Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by *The McMaster University Act, 1976* and the Senate By-laws.

McMaster University

**Deputy Vice-President (Research)**

**SECTION I - PREAMBLE**

The Deputy Vice-President (Research) is a senior administrator with university-wide responsibilities supporting research. The Deputy Vice-President (Research) acts as a key support to the Vice-President (Research) and will be a senior member of the Vice-President's (Research) executive team. The Deputy Vice-President (Research) will work with the Vice-President (Research) to advance the University's strategic directions by fostering, shaping, articulating and advocating the University's research endeavors and aspirations.

**SECTION II – REPORTING RELATIONSHIPS**

The Deputy Vice-President (Research) reports directly to the Vice-President (Research). The Deputy Vice-President (Research) supervises the Director, Research Platforms Support and co-supervises the Manager, Equity, Diversity and Inclusive Excellence.

**SECTION III - COLLABORATION AND SUPPORT**

The Deputy Vice-President (Research) is expected to work closely with the Associate Vice-President Research (Commercialization and Entrepreneurship), the Associate Vice-President (Society and Impact), Faculty Deans and Vice/Associate Deans (Research) and with other leaders in the Office of the Vice-President (Research) and is responsible for promoting a collegial environment. The Deputy Vice-President (Research) will support excellence in research, and the promotion of a high-quality research environment at McMaster University. The Deputy Vice-President (Research) will liaise with and act on behalf of the Presidential Biosafety Advisory Committee and Biosafety Office, where necessary and serve as the "License Holder" on the Human Pathogens and Toxins Act license.

**SECTION IV – DUTIES AND RESPONSIBILITIES**

The following responsibilities relate specifically to this key leadership position:

- to assist the Vice-President (Research) in defining the University's research goals and to work toward their achievement
- to support the Vice-President (Research) in articulating and promoting the University's strengths, goals, and achievements in research with a vision and passion that engage the University community, external partners, and patrons
- to work closely with senior University officers for the development of a diverse scholarly and research environment reflecting a broad range of fields, thus creating conditions for increasing the overall quality and quantity of diverse research activities

- to encourage and develop mechanisms to support scholarship in areas of research with less access to funding from external bodies
- to support the Vice-President (Research) in:
  - developing close and mutually supportive relationships with federal and provincial granting agencies and key partners
  - promoting and maintaining a culture of innovation, knowledge mobilization and commercialization in collaboration with the Associate Vice-President Research (Commercialization and Entrepreneurship) and Associate Vice-President Research, Innovation & Partnerships
  - promoting and maintaining a culture of collaboration, facilitation and co-production of knowledge with civil society and community organizations in collaboration with the Associate Vice-President Research (Society and Impact)
  - identifying, developing and implementing strategies to meet McMaster's equity, diversity, and inclusive excellence objectives as they pertain to research and commercialization, in collaboration with the Associate Vice-President Research Administration
- to support the Vice-President (Research) and the McMaster Industry Liaison Office in encouraging knowledge transfer activities and overseeing the management of intellectual property issues
- to support the Vice-President (Research) and Provost and Vice-President Academic in developing an international strategy supporting research and academic activities
- to oversee the Director, Research Platforms Support to facilitate, develop, and direct the support for core research platforms
- to oversee and support Research Centres and Institutes
- Other duties may be assigned by the Vice-President (Research) as needed depending on the priorities of the Vice-President (Research) Office and the University.

## **SECTION V – CONDITIONS OF APPOINTMENT**

The position of Deputy Vice-President (Research) shall be held by a qualified faculty member, appointed for a renewable five-year term. The individual will be selected by a Senate *Ad Hoc* Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by *The McMaster University Act, 1976* and the Senate By-laws.

October 10, 2023

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

**Re: Name Change and Revised Terms of Reference for the AstraZeneca Chair Respiratory Epidemiology**

On behalf of the Faculty of Health Sciences, I would like to recommend the name of the AstraZeneca Chair in Respiratory Epidemiology be changed to the **AstraZeneca Chair in Respiratory Diseases**.

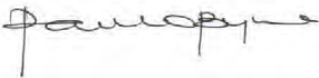
The AstraZeneca Chair in Respiratory Epidemiology was established in 2002 via an endowment from AstraZeneca Canada Inc. The original name and terms of reference were specific to the field of respiratory epidemiology. The inaugural chairholder, Dr. Malcolm Sears, was appointed in July 2003 and held the position until his retirement from McMaster in 2019. The chair has been vacant since that time.

Following communication and consultation with AstraZeneca Canada Inc., the title of the Chair is being changed to the AstraZeneca Chair in Respiratory Diseases, to encompass a broad and more comprehensive range of respiratory diseases.

To coincide with this change, the terms of reference are being updated with the new name. In addition, the eligibility criteria are being updated to enable a non-clinical faculty member to hold the Chair, as this will bring valuable perspectives and foster innovative research in the field of respiratory diseases. Other formatting changes have also been made to reflect our current template for terms of reference.

Thank you for considering this recommendation. Enclosed please find a copy of the original and revised terms of reference.

Yours sincerely,



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

Encl.

PO/sm



## HEALTH SCIENCES

### Revised Terms of Reference

#### TERMS OF REFERENCE

#### AstraZeneca Chair in Respiratory Diseases

##### General

A donation has been directed to the Faculty of Health Sciences at McMaster University to provide an endowment fund in support of the *AstraZeneca Chair in Respiratory Diseases*. The incumbent will have demonstrated excellence in the field of respiratory diseases.

##### Details and Duties

The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience and who has demonstrated interest in, and capability to implement, the objectives set out below. The recipient of the Chair will reside at the Firestone Institute for Respiratory Health.

Specifically the Chairholder will:

- Hold a full-time appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;
- Be an integral part of the institutional vision towards establishing and maintaining a world-class program in respiratory disease, which exemplifies the central values of the University and the Faculty of Health Sciences;
- Contribute significantly to the body of scholarship in the area of respiratory disease, through teaching, research and/or clinical work at McMaster University;
- Carry out the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Medicine, including participating in the education programs of the Faculty and the Department.

##### Selection Process

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

- The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate Selection Committee, which shall include, at a minimum, the Vice-Dean, Research and the Chair of the Department of Medicine.
- The Selection Committee will invite and receive nominations for the Chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences for approval.
- Once approved, the Dean and Vice-President will forward the Selection Committee's recommendation to the Senate Committee on Appointments.

All appointments to the Chair will be conducted in accordance with McMaster University's policy and regulations with respect to academic appointment, tenure and promotion, and the University's *Policy Guidelines for Establishing Named Chairs and Professorships*. The selection process will reflect McMaster University's strong commitment to employment equity, diversity and inclusion.



**Term**

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

**Acknowledgement**

The incumbent will acknowledge that they hold the *AstraZeneca Chair in Respiratory Diseases* in all publications, lectures and any other activities supported through the Fund.

June 2023

## Original Terms of Reference

### TERMS OF REFERENCE

#### ASTRAZENECA CHAIR IN RESPIRATORY EPIDEMIOLOGY AT MCMASTER UNIVERSITY

##### General

A donation has been directed to McMaster University to provide an endowment fund in support of the AstraZeneca Chair in Respiratory Epidemiology at McMaster University. The research interests and accomplishments of the incumbent will encompass a broad and comprehensive range of respiratory issues.

##### Details and Duties of the Chair

The holder of the Chair shall be an individual with sufficient clinical, research and education experience and who has demonstrated interest in, and capability to implement the objectives set out below. The recipient of the Chair will reside at the Firestone Institute for Respiratory Health (The Institute).

##### Specifically the Chair will:

- I. For a period of five years (1/1/2003 to 12/31/2007) the activities of the Chair shall be comprised of research and development as well as administrative activities. The activities of the Chair shall be apportioned in the following manner:
  - Not less than 80% of Chair's time will be allocated to research and developmental activities;
  - No more than 20% of Chair's time will be allocated to administrative activities.
- II. During the same period of time, all research and development activities undertaken by the Chair shall:
  - Focus on the field of respiratory epidemiology;
  - Be carried out in Canada;
  - Address scientific uncertainty;
  - Address scientific advancement and include the caliber of scientific content currently displayed with other research projects ongoing at the Institute.
- III. Subsequent to the five-year period the role of the Chair shall be to contribute significantly to the body of scholarship on respiratory disease through world-class research and where appropriate, be involved in clinical work that informs the research agenda. The Chair will undertake the normal duties of a faculty member in the Faculty of Health Sciences, including participation in the education programs of the Faculty.

### **Selection Process for Chair**

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate Selection Committee. The Selection Committee will recommend an appointment to the Faculty Appointments Committee which will forward its recommendation to the Senate Committee on Appointments.

### **Term**

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

12.04.02 FGM.RESPIRATORY

TERMS OF REFERENCE

~~ASTRAZENECA CHAIR IN RESPIRATORY EPIDEMIOLOGY~~  
~~AT MCMASTER UNIVERSITY~~ AstraZeneca Chair in Respiratory Diseases

**General**

-A donation has been directed to the Faculty of Health Sciences at McMaster University to provide an endowment fund in support of the AstraZeneca Chair in Respiratory Epidemiology at McMaster University Respiratory Diseases. ~~The research interests and accomplishments of the incumbent will encompass a broad and comprehensive range of respiratory issues.~~ The incumbent will have demonstrated excellence in the field of respiratory diseases.

**Details and Duties ~~of the Chair~~**

The holder of the Chair shall be an individual with sufficient ~~clinical, research, and~~ education and/or clinical experience and who has demonstrated interest in, and capability to implement, the objectives set out below. ~~The recipient of the Chair will reside at the Firestone Institute for Respiratory Health (The Institute).~~

Specifically the Chair holder will:

- Hold a full-time appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University;
- Be an integral part of the institutional vision towards establishing and maintaining a world-class program in respiratory disease, which exemplifies the central values of the University and the Faculty of Health Sciences;
- Contribute significantly to the body of scholarship in the area of respiratory disease, through teaching, research and clinical work at McMaster University;
- Carry out the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Medicine, including participating in the education programs of the Faculty and the Department.

~~I. For a period of five years (1/1/2003 to 12/31/2007) the activities of the Chair shall be comprised of research and development as well as administrative activities. The activities of the Chair shall be apportioned in the following manner:~~

- ~~Not less than 80% of Chair's time will be allocated to research and developmental activities;~~
- ~~No more than 20% of Chair's time will be allocated to administrative activities.~~

~~II. During the same period of time, all research and development activities undertaken by the Chair shall:~~

- ~~Focus on the field of respiratory epidemiology;~~
- ~~Be carried out in Canada;~~

- ~~Address scientific uncertainty;~~
- ~~Address scientific advancement and include the caliber of scientific content currently displayed with other research projects ongoing at the Institute.~~

III. ~~Subsequent to the five-year period the role of the Chair shall be to contribute significantly to the body of scholarship on respiratory disease through world-class research and where appropriate, be involved in clinical work that informs the research agenda. The Chair will undertake the normal duties of a faculty member in the Faculty of Health Sciences, including participation in the education programs of the Faculty.~~

#### **Selection Process ~~for Chair~~**

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

- ~~The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate Selection Committee, which shall include, at a minimum, the Vice-Dean, Research and the Chair of the Department of Medicine.-~~
- ~~The Selection Committee will invite and receive nominations for the Chair and make recommendations for the an appointment to the Dean and Vice-President of the Faculty of Health Sciences for approval.~~
- ~~Once approved, the Dean and Vice-President Faculty Appointments Committee which will forward ~~to~~ the Selection Committee's recommendation to the Senate Committee on Appointments.~~

All appointments to the Chair will be conducted in accordance with McMaster University's policy and regulations with respect to academic appointment, tenure and promotion, and the University's Policy Guidelines for Establishing Named Chairs and Professorships. The section process will reflect McMaster University's strong commitment to employment equity, diversity and inclusion.

#### **Term**

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

#### **Acknowledgement**

The incumbent will acknowledge that ~~he/she holds the AstraZeneca Chair in Respiratory Epidemiology at McMaster University, Faculty of Health Sciences~~ they hold the AstraZeneca Chair in Respiratory Diseases in all publications, lectures and any other activities supported through the Fund.

June 2023 ~~The incumbent will participate in the annual donor recognition program.~~




## MEMORANDUM

Date: October 3, 2023

To: Senate Committee on Appointments

Cc: Susan Tighe, Provost & Vice-President, Academic  
Steve Hranilovic, Vice-Provost & Dean of Graduate Studies

From: Heather Sheardown, Dean and Professor 

SUBJECT: New Terms of Reference - Director, Minor in Innovation

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In preparation for the search and selection of a Director, Minor in Innovation for a term of five and a half years, commencing January 1, 2024, I wish to inform the Senate Committee on Appointments that the Faculty of Engineering has approved the attached terms of reference for this academic leadership appointment at the General Meeting of the Faculty today and is submitting it for approval by the Senate Committee on Appointments at the upcoming October meetings.

A copy of the terms of reference is attached.

Thank you.

## **Terms of Reference**

### **Director, Minor in Innovation, Faculty of Engineering**

#### **Functions:**

The *Director, Minor in Innovation* provides leadership for all INNOVATE courses offered by the Faculty of Engineering. The Director is central to the administration, development, and delivery of Minor in Innovation in collaboration with the DeGroot School of Business. This position involves overseeing a team of staff and sessional faculty members and works closely with various stakeholders to promote innovation and entrepreneurship at McMaster University.

#### **Key Responsibilities:**

##### **1. Leadership and Strategy**

- Develop and implement a strategic vision for Minor in Innovation within the Faculty of Engineering and DeGroot School of Business, aligning it with the overall goals and missions of the Faculty and School.
- Provide leadership and guidance to staff and sessional faculty members involved in entrepreneurship and innovation activities.
- Collaborate with the Deans and Associate Deans (Faculty of Engineering, DeGroot School of Business), and the University at large (including the Associate Vice-President, Commercialization & Entrepreneurship) to identify opportunities for enhancing entrepreneurship and innovation learning opportunities.
- Ensure that all University and Faculty policies are followed.
- Co-ordinate ongoing publicity for the Minor in Innovation.
- Address student inquiries, concerns, and issues.

##### **2. Minor in Innovation Program Oversight**

- Take a lead role in the Innovation Minor, ensuring its alignment with the Faculty's and School's goals and objectives.
- Oversee the planning, development, and continuous improvement of the Minor's curriculum.
- Monitor student progress and assess the effectiveness of the Minor, making necessary adjustments to enhance the learning experience.

##### **3. Teaching**

- Assign teaching resources to the INNOVATE courses in the Minor.
- Lead curriculum planning and development.
- Ensure that administrative matters in connection with the Minor in Innovation are carried out, in particular that Faculty and University deadlines for the submission of examination copy, curricular revisions, student evaluations, final grades etc., are met.

##### **4. Budget Oversight**

- Manage the operating budget, ensuring efficient and responsible use of resources including events, recruitment, etc.
- Responsible for the TA allocation and the associated hiring processes.

#### **Organizational structure:**

- Reports to the Co-Directors of Engineering and Management
- Sits on the Innovation Minor Development Steering Committee

**REPORT TO THE SENATE  
FROM THE  
COMMITTEE ON BY-LAWS**

**Open Session (Regular Agenda)**

Senate accepted Notice of Motion for the amendments to the Faculty of Science By-Laws at its meeting on September 13, 2023, and the amendments to the Senate By-Laws at its meeting on April 12, 2023.

**1. Amendments to the Faculty of Science By-Laws**

At its meeting on September 27, 2023, the Committee reviewed and recommended that Senate approve the amendments to the *Faculty of Science By-Laws*.

The Committee made some additional revisions around clarification of the term “Faculty” and whether it referred to General or Council, and added a note specifying that the Tenure, Permanence & Promotion Committee is recognized as the Faculty Tenure and Promotion Committee as outlined in the Tenure and Promotion Policy.

The Senate Committee on By-Laws now recommends,

**that the Senate, on the recommendation of the Committee on By-Laws, approve the proposed amendments to the Faculty of Science By-Laws, as circulated.**

**2. Amendments to the Senate By-Laws**

At its meeting on September 27, 2023, and approved by e-vote on November 1, 2023, the Committee reviewed and recommended that Senate approve the amendments to the *Senate By-Laws*.

The Committee made some additional revisions including removing the Vice-Provost (Teaching & Learning) from the Academic Integrity Committee membership (#113.) and amending the language for the distribution of senior administrator selection committee reports (items 10.b and Schedule D, Section V).

The Senate Committee on By-Laws now recommends,

**that the Senate, on the recommendation of the Committee on By-Laws, approve the proposed amendments to the Senate By-Laws, as circulated.**

**SENATE: FOR APPROVAL  
November 8, 2023**





August 2, 2023

**TO:** Senate

**FROM:** Dr. Maureen J. MacDonald, Dean, Faculty of Science

**SUBJECT: Amendments to the Faculty of Science By-laws**

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On behalf of the Faculty of Science, I propose amendments to the Faculty's By-laws as detailed in the attachments and summarized below. After consultations with various stakeholders, the amendments were approved by Faculty Council on May 11, 2023 and General Faculty of the Faculty of Science on May 25, 2023. A tracked version of the By-laws showing the proposed amendments and a "clean" version with the amendments incorporated are attached.

The proposed By-laws include the following changes:

1. Housekeeping items for clarity of understanding, and name changes of titles and academic units are outlined in the revisions. This includes the change of title for the Associate Dean, Undergraduate Studies (formerly "Academic") and the related office that was approved by Senate in early 2023; and, updated wording related to elections.
2. The composition of Faculty Council has been decreased and streamlined to allow for senior-level academic strategic planning and information sharing.
3. The composition of the Faculty Finance Committee has been expanded to include all Department Chairs and School Directors for stronger fiscal monitoring and decision-making across the Faculty.
4. Given the Faculty's strong commitment to equity, diversity, inclusion and indigeneity, wording has been added in Section V "Elections" to encourage a diverse Faculty governance structure and representation. Changes to strengthen EDII have also been made to the Faculty's Tenure & Promotion Committee as detailed below in #5.
5. Changes to the Faculty's Tenure & Promotion Committee:
  - a. The committee's title is now "Tenure, Permanence & Promotion Committee" to recognize the importance of the permanence process and career progression for our teaching-stream faculty colleagues.

- b. The composition has been altered to permit greater representation from across all our academic units and disciplines to ensure diverse review and decision-making, ensuring no one unit dominates the committee's membership.
  - c. A teaching-stream faculty member with permanence at the rank of Associate Professor has been added as a Consultant to the Committee to allow for input when assessing the teaching and pedagogical activities of all candidates.
  - d. The Faculty's Associate Dean (Equity, Diversity, Inclusion & Indigeneity) has been added as a Consultant to promote awareness and discussion of EDII matters related to Committee's activities.
6. The Recognition and Rankings Committee has been reconstituted with a new name and expanded functions to now include research excellence, as well as being under the leadership of our Associate Deans (Research & External Relations) and (Equity, Diversity, Inclusion & Indigeneity).

We are happy to provide clarity or greater detail and rationale to the University Secretary or Senate Committee on By-laws on any proposed amendments. We look forward to final approval in the Fall of 2023.

*Copies to:*

- D. Bailey, Administrator (Faculty Relations), Faculty of Science
- File

Attachments (2)

By-laws Memo to Senate - 2023-08.docx

I **THE GENERAL FACULTY OF THE FACULTY OF SCIENCE**

(i) **Membership:**

- Ex Officio: President  
Provost  
Vice-President, Research  
Dean & Vice-Provost of Graduate Studies  
Dean of the Faculty (**Chair**)  
Associate Deans of the Faculty  
Assistant Dean (~~Academic~~), Undergraduate Studies  
Director of Finance & Administration  
Directors of Senate-approved Centres and Institutes that report to the Dean, Faculty of Science (see Schedule A)  
Directors of Interdisciplinary Graduate Programs involving the Faculty of Science  
~~Chair, Department of Biochemistry & Biomedical Sciences, Faculty of Health Sciences~~
- Faculty: All full-time faculty members holding appointment at the rank of Lecturer or higher in the Departments/Schools of Biology, Chemistry & Chemical Biology, ~~Geography & Earth Sciences~~Earth, Environment & Society, Interdisciplinary Science, Kinesiology, Mathematics & Statistics, Physics & Astronomy, and Psychology, Neuroscience & Behaviour, and in such other departments and schools as may be added to the Faculty of Science by the Senate  
One faculty member from each of the other Faculties
- Staff\*: Three full-time staff members in the Faculty of Science, elected by and from the full-time, non-teaching staff of the Faculty, for staggered three-year, once renewable terms
- \*Staff members should normally have at least one year of service within the Faculty. Continued service within the Faculty for at least the term of election is normally expected.*
- Students\*: The elected undergraduate student to the University Senate from the Faculty of Science  
The President of the McMaster Science Society (undergraduate student association), or delegate, and 4 additional undergraduate students to be appointed annually by the Dean of the Faculty upon recommendation by the President of the McMaster Science Society  
The elected graduate student to the University Senate from the Faculty of Science

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

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

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

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

**(ii) Regular Meetings:**

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

**(iii) Special Meetings:**

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

(iv) **Authority of the-General Faculty:**

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

II **THE FACULTY COUNCIL**

(i) **Composition:**

Ex Officio: President  
Provost  
Dean & Vice-Provost of Graduate Studies  
Dean of the Faculty (**Chair**)  
Associate Deans of the Faculty  
Chairs of Departments and Directors of Schools in the Faculty of Science  
Assistant Dean (Academic), Undergraduate Studies  
Director of Finance & Administration

~~Consultants: Members of the Faculty who are members of the University Planning  
(non-voting) Committee  
Directors of Interdisciplinary Graduate Programs involving the Faculty of  
Science  
Chair, Department of Biochemistry & Biomedical Sciences, Faculty of  
Health Sciences  
Manager, Communications  
Manager, Development  
Manager, Information Technology  
Manager, Science Career and Cooperative Education  
Administrator (Research and Facilities)  
Administrator (Faculty, Staff and Systems)~~

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

Quorum: One half of the voting members, excluding the President, Provost, and  
Dean & Vice-Provost of Graduate Studies

(ii) **Functions:**

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

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

III **DEAN'S AD HOC COMMITTEES**

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

IV **STANDING COMMITTEES**

(i) **General**

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

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

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

**(ii) Undergraduate Academic Planning & Policy Committee**

Functions:

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

Composition:

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

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

Functions:

- (a) ~~To e~~ Consider matters of policy and curriculum affecting graduate work in the Faculty of Science, including new programs and course changes, and to make recommendations thereon to ~~the~~ General Faculty;
- (b) ~~to e~~ Determine the admissibility to graduate study of any applicant recommended by a Department, School, Unit or Institute;
- (c) ~~to a~~ Approve each graduate student's course program;
- (d) ~~to r~~ Review annually the progress of each graduate student;
- (e) ~~to e~~ Determine action on the recommendation of a Department or School in instances of failure in a course;
- (f) ~~to r~~ Recommend to the Graduate Council the students to receive graduate degrees;

- \_\_\_\_\_ ~~to d~~Decide on petitions from graduate students for special consideration in respect to off-campus or part-time study, extension of time to complete degree requirements, etc.; ~~and;~~
- ~~(a)(g) to h~~Hear appeals of graduate students with respect to matters of academic standing involving substantive academic judgement, as described in Sections 28 to 33 of the ~~Student Appeal Procedures.~~

Composition:

- Chair: Associate Dean ~~(of Graduate Studies), (Science)~~Faculty of Science
- Ex Officio: President  
Provost  
Dean of the Faculty  
Dean & Vice-Provost of Graduate Studies
- Faculty: The longest serving faculty member ~~on Graduate Council~~ currently elected by the Faculty of Science ~~to the Graduate Council~~  
Graduate Associate Chair/Director (or equivalent) of each Department and School in the Faculty of Science offering programs in which there are students registered in the Faculty of Science ~~One member appointed by the Graduate Council from a department or school other than those of the Faculty of Science~~
- Students: The elected graduate student to the University Senate from the Faculty of Science  
The President of the McMaster Science Graduate Students Association, or delegate
- Students may be asked to withdraw when the cases of specific students are under consideration, but on other matters shall have full voting privileges.
- Secretary: Secretary of the School of Graduate Studies, or delegate  
(non-voting)

(iv) **Tenure, Permanence & and Promotion Committee**

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

Functions:

- (a) ~~To r~~Receive and consider from the Chair of each Department and the Director of each School, ~~and to consider~~, all recommendations for the granting or withholding of tenure/permanence;



- (b) ~~to~~ Recommend to the Senate Committee on Appointments, for each candidate, that either tenure/permanence be granted or the appointment be allowed to lapse or the period of the term appointment be extended or no action be taken on the case;
- (c) ~~to~~ Receive and consider from the Chair of each Department and the Director of each School, ~~and to consider,~~ all recommendations for promotion; and,
- (a)(d) ~~to~~ Recommend to the Senate Committee on Appointments the granting or withholding of promotion.

Composition:

Chair: Dean of the Faculty

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

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

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

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

(v) **Research Excellence, Awards, Prizes & Rankings Committee**~~Faculty of Science Recognition and Rankings Awards & Nominations Committee~~

Functions:

- (a) Serve as an advisory group to the Associate Dean, Research & External Relations, with a mandate to increase research excellence; build and strengthen collaborations across the Faculty of Science, McMaster, Canada and internationally.
- (b) Identify ways to expand the impact of our research scholarship.
- (c) Enhance equity, diversity and inclusion (EDI) across the research enterprise.
- (d) Act as a catalyst to bring together cross-disciplinary groups and teams to develop successful research initiatives including major strategic and partnership grant submissions, such as NSERC CREATEs and CFI Innovation Fund projects.
- (e) Nominate Science faculty members for prestigious international, national and University-specific research and teaching excellence awards.

- ~~(f) Make recommendations to the Dean for honorary degree nominations from the Faculty of Science.~~
- ~~(g) Provide recommendations to the Dean on matters related to reputation and rankings.~~
- ~~(h) Work with Communications staff in the Faculty and at the University to promote faculty members' public profiles and enhance science communication and outreach.~~
- ~~— To nominate Science faculty members for prestigious international, national and University-specific research and teaching excellence awards; and to~~
- ~~— Make recommendations to the Dean for honorary degree nominations from the Faculty of Science; and, to~~
- ~~(a) Provide recommendations to the Dean on matters related to reputation and rankings.~~

Composition:

Chair: To be held by one of the two Associate Deans on the committee on an annual rotation~~To be appointed by the Dean of the Faculty in consultation with Faculty Council~~

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

Faculty: One faculty member from each Department or School

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

**(vi) Faculty Finance Committee**

Functions:

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

This Committee is advisory to the Dean.

Composition:

Chair: Dean of the Faculty

Ex-Officio: President  
Provost  
One (1) member of the Faculty who is a member of the University Budget Committee (if applicable)  
Associate Deans of the Faculty  
Department Chairs and School Directors in the Faculty of Science  
Director, Finance & Administration, Faculty of Science

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

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

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

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

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

~~By Invitation: Associate Director, Finance & Administration, Faculty of Science  
(non-voting) Academic Department Managers, or delegates~~

(vii) **Faculty Appointments Advisory Committee (FAAC)**

Functions:

- (a) ~~To r~~Review all Department and School applications for new full-time tenure- and teaching-stream faculty ~~appointmentspositions;~~ and  
(b) ~~R~~Recommend to the Dean ~~on~~ the allocation of the number and nature of the faculty positions.

This Committee is advisory to the Dean.

Composition:

Chair: Dean of the Faculty

Ex-Officio: President  
Provost  
Associate Deans of the Faculty

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

Consultant: ~~Administrator (Faculty Affairs)~~ Provided by the Office of the Dean  
(non-voting)

**(viii) Academic Accommodation Teams**

Functions:

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

Composition:

***For Undergraduate Students:***

Chair: Associate Dean ~~(Academic), Undergraduate Studies~~, Faculty of Science

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

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

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

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

**For Graduate Students:**

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

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

**V ELECTIONS**

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

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

- (~~iii~~v) ~~The~~ Faculty Council shall nominate a representative of the Faculty of Science, for a three-year renewable term, to each of the other Faculties in which the Faculty of Science has representation. Additional nominations may be made by members of the electorate, within a designated period, any such nomination to be supported by ~~five-three~~ members of the electorate. If an election for any of these representatives be necessary, it shall be held concurrently with the election of members of ~~the University~~ Standing Committees.
- (~~iv~~) In the election of faculty members from the Faculty of Science to the Senate, no ~~department~~ ~~Department~~ or ~~school~~ ~~School~~ shall hold more than two of the six allotted seats.
- (~~vi~~) In the election of faculty members from the Faculty of Science as Representatives to Other Faculties, no Department or School shall hold more than one seat.
- (~~vii~~) All elections shall be conducted in accordance with the single transferable vote procedure.
- (~~viii~~) The ~~Faculty of Science~~ electorate shall consist of those ~~full-time~~ faculty members holding the rank of Lecturer and above in the Departments and Schools of the Faculty of Science except insofar as the electorate for the Tenure, ~~Permanence &~~ ~~and~~ Promotion Committee is restricted by Senate to full-time, ~~tenured~~ members of the Faculty ~~of Science~~.
- (~~ix~~iii) Appointments to ~~Faculty~~ Standing Committees from Departments and Schools shall be forwarded by the ~~School~~ Directors ~~of Schools~~ and Department Chairs to the Dean prior to July 1 of each year.
- (~~viii~~x) ~~Retiring members of Standing Committees shall be replaced by new members on July 1 of each year. All Faculty Standing Committee memberships shall be effective July 1 of each year.~~
- (~~ix~~i) If a position on a ~~Faculty~~ Standing Committee other than the Tenure, ~~Permanence &~~ ~~and~~ Promotion Committee becomes vacant, Faculty Council may fill that vacancy for the remainder of the vacated term. In the case of a vacancy on the Tenure, ~~Permanence &~~ ~~and~~ Promotion Committee, a by-election must be held in accordance with the procedures outlined above.
- (~~xii~~) In the election of staff members to ~~the General~~ Faculty, ~~Faculty Council shall make sufficient nominations to ensure an election. Additional~~ nominations shall be solicited from the ~~staff~~ electorate, within a designated period and any such nomination shall be supported by three members of the electorate.

(xiii) Individuals holding the position of “Secretary”, “Consultant” or “By Invitation” are non-voting, unless otherwise stated.

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

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

## VII IMPLEMENTATION

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

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

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### Faculty of Science By-laws: Schedule A

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

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

### Faculty of Science By-laws: Schedule B

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

- Brockhouse Institute for Materials Research (BIMR)
- ~~Fraunhofer Project Centre for Biomedical Engineering and Advanced Manufacturing (BEAM)~~
- MacData Institute
- ~~McMaster Institute for Healthier Environments (MIHE)~~
- McMaster Institute for Transportation and Logistics (MITL)
- McMaster Institute for Research on Aging (MIRA)
- Canadian Centre for Electron Microscopy (CCEM)
- McMaster Institute for Health Equity (MIHE)

As of June 5, 2019TBD



I GENERAL FACULTY OF THE FACULTY OF SCIENCE

(i) Membership:

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

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

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

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

Students\*: The elected undergraduate student to the University Senate from the  
Faculty of Science  
The President of the McMaster Science Society (undergraduate student  
association), or delegate, and 4 additional undergraduate  
students to be appointed annually by the Dean of the Faculty  
upon recommendation by the President of the McMaster Science  
Society  
The elected graduate student to the University Senate from the Faculty of  
Science  
The President of the McMaster Science Graduate Students Association  
(graduate student association), or delegate, and 1 additional  
graduate student to be appointed annually by the Dean of the

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Faculty upon recommendation by the President of the McMaster  
Science Graduate Students Association

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

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

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

**(ii) Regular Meetings:**

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

**(iii) Special Meetings:**

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

(iv) **Authority of General Faculty:**

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

II **FACULTY COUNCIL**

(i) **Composition:**

Ex Officio: President  
Provost  
Dean & Vice-Provost of Graduate Studies  
Dean of the Faculty (**Chair**)  
Associate Deans of the Faculty  
Chairs of Departments and Directors of Schools in the Faculty of Science  
Assistant Dean, Undergraduate Studies  
Director of Finance & Administration

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

Quorum: One half of the voting members, excluding the President, Provost, and Dean & Vice-Provost of Graduate Studies

(ii) **Functions:**

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

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

### III DEAN'S AD HOC COMMITTEES

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

### IV STANDING COMMITTEES

#### (i) General

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

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

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

#### (ii) Undergraduate Academic Planning & Policy Committee

##### Functions:

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

##### Composition:

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

Faculty: Undergraduate Associate Chair/Director (or equivalent) of each Department and School in the Faculty of Science offering programs in which there are students registered in the Faculty of Science

Students: President, McMaster Science Society, or delegate  
Vice-President, Academic, McMaster Science Society

Consultant:  
(non-voting) Director, Science Career & Cooperative Education

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

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

Functions:

- (a) Consider matters of policy and curriculum affecting graduate work in the Faculty of Science, including new programs and course changes, and to make recommendations thereon to General Faculty;
- (b) Determine the admissibility to graduate study of any applicant recommended by a Department, School, Unit or Institute;
- (c) Approve each graduate student's course program;
- (d) Review annually the progress of each graduate student;
- (e) Determine action on the recommendation of a Department or School in instances of failure in a course;
- (f) Recommend to the Graduate Council the students to receive graduate degrees;
- (g) Decide on petitions from graduate students for special consideration in respect to off-campus or part-time study, extension of time to complete degree requirements, etc.

Composition:

Chair: Associate Dean of Graduate Studies (Science)

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

Faculty: The longest serving faculty member on Graduate Council currently elected by the Faculty of Science  
Graduate Associate Chair/Director (or equivalent) of each Department and School in the Faculty of Science offering programs in which there are students registered in the Faculty of Science

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

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

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

**(iv) Tenure, Permanence & Promotion Committee**

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

Functions:

- (a) Receive and consider from the Chair of each Department and the Director of each School all recommendations for the granting or withholding of tenure/permanence;
- (b) Recommend to the Senate Committee on Appointments, for each candidate, that either tenure/permanence be granted or the appointment be allowed to lapse or the period of the term appointment be extended or no action be taken on the case;
- (c) Receive and consider from the Chair of each Department and the Director of each School all recommendations for promotion; and,
- (d) Recommend to the Senate Committee on Appointments the granting or withholding of promotion.

Composition:

Chair: Dean of the Faculty

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

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

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

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

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

Functions:

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

Composition:

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

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

Faculty: One faculty member from each Department or School

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

**(vi) Faculty Finance Committee**

Functions:

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

- (c) Establish a mechanism (e.g., reports, key performance indicators, etc.) for financial decision-making, including recommending comprehensive financial plans and budgets for the Faculty; and,
- (d) Recommend the establishment of other *ad hoc* committees as may be deemed appropriate to review specific financial issues with Faculty-wide implications.

This Committee is advisory to the Dean.

Composition:

Chair: Dean of the Faculty

Ex-Officio: President  
Provost  
One (1) member of the Faculty who is a member of the University Budget Committee (if applicable)  
Associate Deans of the Faculty  
Department Chairs and School Directors in the Faculty of Science  
Director, Finance & Administration, Faculty of Science

By Invitation: Associate Director, Finance & Administration, Faculty of Science  
(non-voting) Academic Department Managers, or delegates

**(vi) Faculty Appointments Advisory Committee (FAAC)**

Functions:

- (a) Review all Department and School applications for new full-time tenure- and teaching-stream faculty positions; and,
- (b) Recommend to the Dean the allocation of the number and nature of the faculty positions.

This Committee is advisory to the Dean.

Composition:

Chair: Dean of the Faculty

Ex-Officio: President  
Provost  
Associate Deans of the Faculty

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



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

(vii) **Academic Accommodation Teams**

Functions:

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

Composition:

***For Undergraduate Students:***

Chair: Associate Dean, Undergraduate Studies, Faculty of Science

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

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

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

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

***For Graduate Students:***

Chair: Associate Dean of Graduate Studies (Science)

Ex-Officio: Associate Chair/Director (Graduate) or Director of the Interdisciplinary  
Graduate Program in which the Student is registered, as  
appropriate

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Members\*: Chair/Director of the Department/School where the Graduate Program is delivered or with which it is affiliated, if applicable  
Associate Chair/Director (Graduate) of the Department/School where the Graduate Program is delivered or with which it is affiliated, if applicable

Consultant: SAS Program Coordinator(s)  
Graduate Studies Administrative Representative

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

## V ELECTIONS

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

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

- (iv) Faculty Council shall nominate a representative of the Faculty of Science, for a three-year renewable term, to each of the other Faculties in which the Faculty of Science has representation. Additional nominations may be made by members of the electorate, within a designated period, any such nomination to be supported by three members of the

electorate. If an election for any of these representatives be necessary, it shall be held concurrently with the election of members of the University Standing Committees.

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

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

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

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**VII IMPLEMENTATION**

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

Date of Most Recent Approval by Senate: **TBD**

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**Faculty of Science By-laws: Schedule A**

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

- Biointerfaces Institute (BI)
- McMaster Centre for Climate Change (MCCC)
- McMaster Institute for Music and the Mind (MIMM)
- McMaster Physical Activity Centre of Excellence (PACE)
- Origins Institute (OI)

**Faculty of Science By-laws: Schedule B**

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

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

As of TBD

**REPORT TO:** Senate Committee on By-Laws

**DATE OF MEETING:** September 27, 2023

**SUBMITTED BY:** Andrea Thyret-Kidd, University Secretary

**PREPARED BY:** Alysha Sless, Assistant University Secretary

**DATE OF REPORT:** September 19, 2023

**SUBJECT:** **Senate By-Law Revisions**

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**REPORT HIGHLIGHTS:**

In spring of 2023, the By-Laws Committee approved revisions to the Senate By-Laws. After the meeting, two proposed amendments were removed until the committee could meet again to discuss.

1. The Committee requested more time to consider the proposed additions around senior administrator reports being made available 24 hours before the meeting (Clause 10 and Schedule D, section V).
2. The proposed changes to the membership of the Committee on Academic Integrity also require further consideration (Clause 133). A member of the Senate gave feedback that the proposed revisions included too many ex officio members on the committee.



## Policies, Procedures and Guidelines

Complete Policy Title:

By-Laws of the Senate of McMaster University

Policy Number (if applicable):

n/a **DRAFT 03 – November 1, 2023**

Approved by:

Senate

Responsible Executive:

University Secretary

Date(s) of Original Approval:

December 1969

Date of Most Recent Approval:

**TBA**

Supersedes/Amends Policy Dated:

- June 7, 2023
- 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)

Policy-Specific Enquiries:

[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.

**Accessible Format Requests and General Policy Enquiries:** [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;
  - 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

## 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.

- a) 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.

~~a)b) Selection committees for Vice-Presidents, Faculty Deans, the Executive Vice-Dean & Associate Vice-President Academic Faculty of Health Sciences, the Deputy Provost, and Vice-Provosts, shall report to the Senate in writing. Senators will be notified of an expected selection committee report one week in advance of the meeting on the Senate meeting agenda. 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.~~

**Commented [A1]:** This language has been removed because both Senators and Senate Observers receive the materials at the same time through the portal.

Revised June 7, 2023 TBD

POLICY DATE: June 7, 2023 TBD

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

- ~~40-11.~~ 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.
- ~~41-12.~~ 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.
- ~~42-13.~~ 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.
- ~~43-14.~~ 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.
- ~~44-15.~~ 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.
- ~~45-16.~~ 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.
- ~~46-17.~~ One undergraduate student shall be elected by and from the undergraduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences for a two-year term or until graduation or withdrawal from the University, whichever corresponds to the shorter term. The electorate shall include students who have completed the requirements for a bachelor's degree, but who are proceeding toward their first professional degrees, e.g., the M.D. but not the M.Div., students who are taking additional work toward a second undergraduate degree, or continuing students, meaning

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

- ~~17-18.~~ 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.
- ~~18-19.~~ 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.
- ~~19-20.~~ 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.
- ~~20-21.~~ 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.
- ~~21-22.~~ 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.
- ~~22-23.~~ 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.
- ~~23-24.~~ 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.
- ~~24-25.~~ Any graduate student, either full-time or part-time, is eligible to be elected.
- ~~25-26.~~ 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 seconders must be registered either in the same program or in the Faculty in which the candidate intends to run for election.

~~26-27.~~ 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.

~~27-28.~~ 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.

~~28-29.~~ 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



## ARTICLE IV: VACANCIES IN THE SENATE

~~29-30.~~ 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](#).

~~30-31.~~ 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.

~~31-32.~~ 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

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

~~32-33.~~ 33-33. *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.

~~33-34.~~ 33-34. 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

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

~~34-35.~~ 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.

~~35-36.~~ 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.

~~36-37.~~ 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.

~~37-38.~~ 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.

~~38-39.~~ 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.

~~39-40.~~ 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.

~~40-41.~~ 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.

~~41-42.~~ 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.

~~42-43.~~ 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.

~~43.44.~~ 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.

~~44.45.~~ 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

**ARTICLE VII: RULES OF PROCEDURE OF THE SENATE****Day, Time and Place of Meetings**

- [45-46.](#) 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.
- [46-47.](#) 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.
- [47-48.](#) 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.
- [48-49.](#) 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.
- [49-50.](#) 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**

- [50-51.](#) 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.
- [51-52.](#) 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**

- [52-53.](#) 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.

~~53-54.~~ 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*.

~~54-55.~~ The Chair may vote on any question.

#### Quorum

~~55-56.~~ At all meetings held between September and June, both months inclusive, 30 members shall constitute a quorum.

~~56-57.~~ 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

~~57-58.~~ 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

~~58-59.~~ The Chair of a meeting shall conduct the proceedings in conformity with the by-laws and rules of procedure enacted by the Senate and, in all cases not so provided, the following reference shall be used: M.K. Kerr and H.W. King, *Procedures for Meetings and Organizations*, Carswell Legal Publications, 1984. Procedures for meetings of the Senate, other than when the Senate is in Closed Session, are as set forth in [Schedule D](#) attached hereto.

#### Recordings

~~59-60.~~ 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

~~60-61.~~ 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 themselves 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

~~61-62.~~ 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;
- l) new business not on the agenda; and

m) business to be dealt with in Closed Session.

~~62-63.~~ 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.

~~63-64.~~ 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.

~~64-65.~~ 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

~~65-66.~~ Any member desiring to speak during a meeting shall rise and address the Chair.

~~66-67.~~ 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.

~~67-68.~~ Each member shall speak only to the question in debate.

~~68-69.~~ 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.

~~69-70.~~ 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.

~~70-71.~~ 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.

~~71-72.~~ 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.

~~72-73.~~ No member shall speak to a question after it has been put by the Chair.



**Voting**

~~73-74.~~ 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.

~~74-75.~~ 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.

~~75-76.~~ 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**

~~76-77.~~ 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

~~77-78.~~ 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.

~~78-79.~~ 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.

~~79-80.~~ 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.

~~80-81.~~ 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.

~~81-82.~~ 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.

~~82-83.~~ 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.

~~83-84.~~ 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.

~~84-85.~~ 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.

~~85-86.~~ A motion to refer the question shall, until it is disposed of, preclude all amendments to the main motion.

Revised: June 7, 2023

## ARTICLE VIII: COMMITTEES AND BOARDS

## COMMITTEE OF THE WHOLE

~~86-87.~~ 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.

~~87-88.~~ 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.

~~88-89.~~ On a motion in Committee of the Whole to "*rise and report*," the question shall be decided without debate.

~~89-90.~~ 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.

STANDING COMMITTEES

[90-91.](#) 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.

[91-92.](#) The Senate may join with the Board in establishing one or more joint committees of the Senate and the Board.

[92-93.](#) 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.

~~93-94.~~ 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 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.

94-95. 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.

95-96. 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.

96-97. 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.

97-98. 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.

98-99. 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.

99-100. 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

100-101. 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.

~~401-102~~ 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.

~~402-103~~ The Chair of the Senate shall have power to appoint consultants to the Senate as the need may arise.

Revised: December 9, 2020

**ARTICLE IX: COMPOSITION, POWERS, AND DUTIES OF STANDING COMMITTEES AND BOARDS****THE EXECUTIVE COMMITTEE**

[103-104.](#) 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.

[104-105.](#) 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.

[105-106.](#) 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.

[106-107.](#) 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.

[107-108.](#) The Committee shall nominate members of the Senate for election to the Board in conformity with the provisions of clause 33 and 34.

[108-109.](#) 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) 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.

[109-110.](#) 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.



~~110.~~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.

~~111.~~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](#).

~~112.~~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

THE UNIVERSITY PLANNING COMMITTEE<sup>1</sup>[113-114.](#)

- 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.

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.

114-115

- 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

***Consultants***

Deputy Provost  
Associate Vice-President & Chief Financial Officer  
Associate Vice-President, Finance & Planning (Academic)  
Controller, Financial Affairs  
Budget Director, Budgeting Services

- (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:

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- (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  
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

## THE COMMITTEE ON APPOINTMENTS

[115-116.](#) 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](#).

[116-117.](#) 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.

[117-118.](#) 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 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.

~~118-119.~~ 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.

~~119-120.~~ 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.

~~120-121.~~ 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.

~~121-122.~~ 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



THE COMMITTEE ON HONORARY DEGREES

[122-123](#) 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.

[123-124](#) 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

**THE SENATE BOARD FOR STUDENT APPEALS**

[124-125.](#) 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.

[125-126.](#) 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.

[126-127.](#) 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.

[127-128.](#) 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

THE COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

~~128-129.~~ 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.

~~129-130.~~

- 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

THE COMMITTEE ON BY-LAWS

~~130-131~~ 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.

~~131-132~~ 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

THE COMMITTEE ON ACADEMIC INTEGRITY

~~132-133.~~ The Committee on Academic Integrity shall consist of the following membership:

*Ex Officio Members*

Chancellor

President

~~Deputy Provost~~

~~Vice-President (Research), or delegate~~

Vice-Provost and Dean of Graduate Studies

~~Vice-Provost (Teaching & Learning)~~

*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

~~Senior~~ Associate Registrar & Graduate Secretary

~~Five-Six~~ members of the Committee constitute a quorum.

~~133-134.~~ 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.

~~134-135.~~ 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~~ TBD

**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  
Four student members of Senate, one of whom shall be a graduate student and three of whom shall be undergraduate students.

***Consultants***

President, McMaster Association 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 7, 2023

**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



**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

**FACULTY DISCIPLINE BOARD**

[141-142.](#) The Faculty Discipline Board shall consist of twelve tenured/permanent/CAWAR 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, eight members of the Board constitute a quorum.

[142-143.](#) 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.](#) 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.](#) Hearings before a tribunal of the Faculty Discipline Board shall be conducted in accordance with the procedures approved by the Senate and the Board of Governors.

## ARTICLE X: THE GRADUATE COUNCIL

~~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  
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

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 University Secretary.

~~151-152.~~ 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. 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;
- 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

**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 &amp; Learning)

Associate Deans, Undergraduate Studies 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;

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 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 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.

~~162.~~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.

~~163.~~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

**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 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.



**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 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.”**

**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.

**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.

### 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?  
 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
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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  
 Vice-Provost/Associate Vice-President (Equity and Inclusion)  
 Vice-Provost (International Affairs)  
 Associate Vice-President (Students and Learning) and Dean of Students  
 Associate Vice-President (Research)  
 Associate Vice President, Finance and Planning (Academic)  
 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  
 Chief Executive, External & Internal Engagement  
 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

**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

**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



## 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, [except as provided in clause 10](#). Additional items of business may be added only with consent of the Senate in conformity with the By-laws.

POLICY DATE: ~~June 7, 2023~~ TBD

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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 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.

Revised: 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 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*.

Revised: 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***

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  
**Senior** 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

**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.

## REGULATIONS GOVERNING STUDENT ELECTIONS TO SENATE

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

### Campaign Period

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

### Conduct

3. All campaign activities are subject to the *Code of Student Rights and Responsibilities*, University regulations, policies and by-laws, and relevant legislation.
4. Any campaigning that is slanderous or libellous is prohibited.

### Social Media

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

### Posters

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

### Voting



10. Candidates **may not** approach voters requesting them to cast votes in their favour on election day(s).
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.

Revised: June 7, 2023



## Policies, Procedures and Guidelines

Complete Policy Title:

By-Laws of the Senate of McMaster University

Policy Number (if applicable):

n/a **DRAFT 03 – November 1, 2023**

Approved by:

Senate

Responsible Executive:

University Secretary

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[University Secretariat](#)

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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;
  - 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

**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.
  - a) 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.
  - b) Selection committees for Vice-Presidents, Faculty Deans, the Executive Vice-Dean & Associate Vice-President Academic Faculty of Health Sciences, the Deputy Provost, and Vice-Provosts, shall report to the Senate in writing. Senators will be notified of an expected selection committee report one week in advance of the meeting on the Senate meeting agenda. Each report shall be made available to Senate members by the University Secretary no later than 24 hours prior to the relevant Senate meeting.

Revised **TBD**POLICY DATE: **TBD**

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

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

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

18. An undergraduate student to be a candidate for election shall be a full-time undergraduate student who has not been declared ineligible to continue at the University in the preceding Session; or shall be a part-time student registered for at least six units of undergraduate work.
19. A continuing student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.
20. A second-degree student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.
21. A student who has been elected as an undergraduate member of the Senate and who completes the requirements for a bachelor's degree during the Session in which such student was elected may continue as a member of the Senate for a second year, provided that in the next ensuing Session such student is registered as a continuing student or a second-degree student for at least six units of undergraduate work.
22. Undergraduate students registered in joint programs under the auspices of more than one Faculty may vote in only one of those Faculties. Students registered in programs not under the auspices of any Faculty may vote in the Faculty of their choice, but shall have a vote in only one Faculty.
23. Six graduate students, each proceeding toward a Master's or a Doctor's degree, shall be elected for two-year terms or until graduation or withdrawal from the University, whichever occurs sooner. One graduate student shall be elected by and from the graduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences.
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 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

**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

**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

## 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

**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.



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 Legal Publications, 1984. Procedures for meetings of the Senate, other than when the Senate is in Closed Session, are as set forth in [Schedule D](#) attached hereto.

#### Recordings

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

#### Preserving Order

61. The Chair shall preserve order and decorum at all meetings of the Senate. Any person admitted to a meeting of the Senate who, in the opinion of the Chair, misconducts themselves 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;
  - 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.
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.
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

## 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.

**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.
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 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

## 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) 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

**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.

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

***Consultants***

Deputy Provost  
Associate Vice-President & Chief Financial Officer  
Associate Vice-President, Finance & Planning (Academic)  
Controller, Financial Affairs  
Budget Director, Budgeting Services

- (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  
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

## 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 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

**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

**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

**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

**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

**THE COMMITTEE ON ACADEMIC INTEGRITY**

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

***Ex Officio Members***

Chancellor  
President  
Deputy Provost  
Vice-President (Research), or delegate  
Vice-Provost and Dean of Graduate Studies

***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  
Senior Associate Registrar & Graduate Secretary

Six 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: TBD



**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.

**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 Association 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

**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

**FACULTY DISCIPLINE BOARD**

142. The Faculty Discipline Board shall consist of twelve tenured/permanent/CAWAR 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, eight 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.

**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

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.

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;
  - 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



**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)

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;

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.

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

**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.

**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.”**

#### 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.

**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

Vice-Provost/Associate Vice-President (Equity and Inclusion)

Vice-Provost (International Affairs)

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

Associate Vice-President (Research)

Associate Vice President, Finance and Planning (Academic)

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

Chief Executive, External & Internal Engagement

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



**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

**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

## 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, except as provided in [clause 10](#). 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.

Revised: 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 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*.

Revised: 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***

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

Senior 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

**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.

## REGULATIONS GOVERNING STUDENT ELECTIONS TO SENATE

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

### Campaign Period

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

### Conduct

3. All campaign activities are subject to the *Code of Student Rights and Responsibilities*, University regulations, policies and by-laws, and relevant legislation.
4. Any campaigning that is slanderous or libellous is prohibited.

### Social Media

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

### Posters

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

### Voting

10. Candidates **may not** approach voters requesting them to cast votes in their favour on election day(s).
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.

Revised: June 7, 2023

**REPORT TO THE SENATE  
FROM THE  
COMMITTEE ON STUDENT AFFAIRS**

**Open Session (Regular Agenda)**

**1. Student Accessibility Services Review**

At its meeting on September 27, 2023, the Committee on Student Affairs received a report on Student Accessibility Services.

**2. Housing and Conference Services Initiatives 2023-2026**

At its meeting on September 27, 2023, the Committee on Student Affairs received a report on the Housing and Conference Services Initiatives for 2023-2026.

**SENATE: FOR INFORMATION  
November 8, 2023**

# Student Accessibility Services

## Academic Accommodations Review

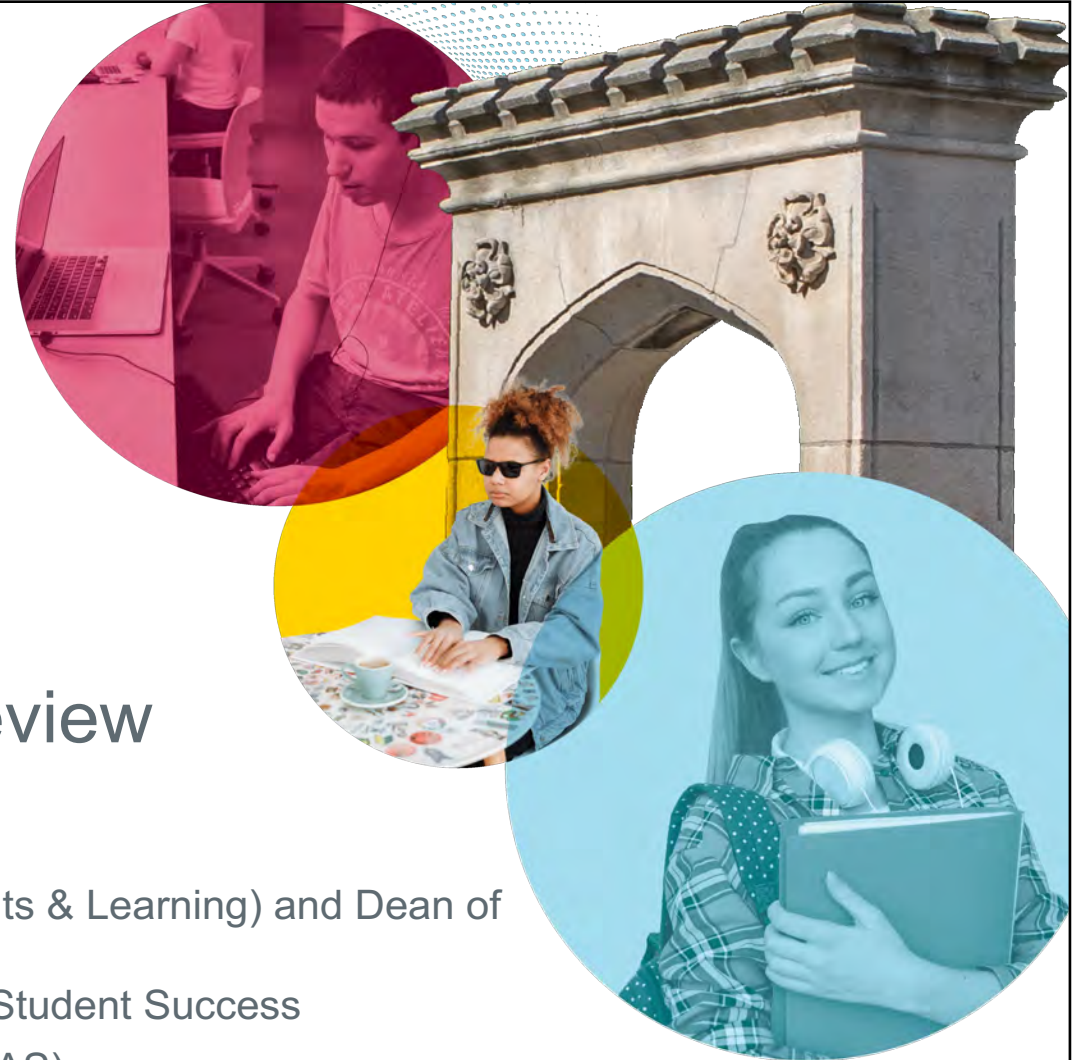
Executive Summary to be released October 2023

Sean Van Koughnett, Associate Vice-President (Students & Learning) and Dean of Students

Arlene Dosen, Executive Director and Assistant Dean, Student Success

Mei-Ju Shih, Director, Student Accessibility Services (SAS)

Sean Beaudette, Associate Director, Outreach, Transition and Academic Success



# Agenda

- Context of the Review
- Stakeholder Engagement
- Areas for Enhancement
- Next Steps

# Student Accessibility Services: Our Impact

- Academic accommodations
- Test and deferred exam administration
- Assistive technology and learning strategy support
- Note-taking and interpreting services
- Transition programs for incoming and outgoing students

McMaster students registered with SAS  
**3,432** (in 2020-2021)  
**4,280** (in 2021-2022)  
**4,741** (in 2022-2023)

**8,624**

test and exam accommodations administered by SAS in 2019-2020 (before COVID-19 closures)

**19,900+**

test and exam accommodations administered by SAS in 2022-2023 in the Tim Nolan Testing Centre



# Context of Review

- Provost & Vice-President (Academic) and Associate Vice-President and Dean of Students initiated the review
- Purpose: to gain insight into (i) the efficiency and effectiveness of the academic accommodations process; and (ii) the readiness of SAS to meet the increasing and increasingly complex demand for academic accommodations
- Review Team: Heather Kelly, Executive Director, Student Life Programs & Services, U of T; Anne Pottier, Chair, McMaster Accessibility Advisory Council & Director, Technology, Support & Operations, University Library; Tracy Prowse, Associate Dean (Academic), Social Sciences; Sarah Robinson, Assistant Dean, Science; Clare Warner, Senior Advisor, Equity, Inclusion and Anti-Racism, Student Affairs



## Stakeholder Engagement: May and June 2023

- Vice-Provost, Teaching & Learning; Vice-Dean, Education; Undergraduate Associate and Assistant Deans; Faculty Liaison Staff (Science and Social Sciences)
- Vice-Provost & Dean of Graduate Studies; Vice-Dean, Graduate; Associate Deans, Graduate Studies & Research
- SAS and Student Success Centre staff members; Equity & Inclusion Office partners; Student Wellness Centre partners
- McMaster Students Union (MSU) and Graduate Students Association (GSA) Executive Team Members; Maccess, MSU representatives
- McMaster University Faculty Association (MUFA) Executive Team Members
- Office of the Vice-President (Operations and Finance) – Office of Legal Services; Business Analyst (Uniforum Data)

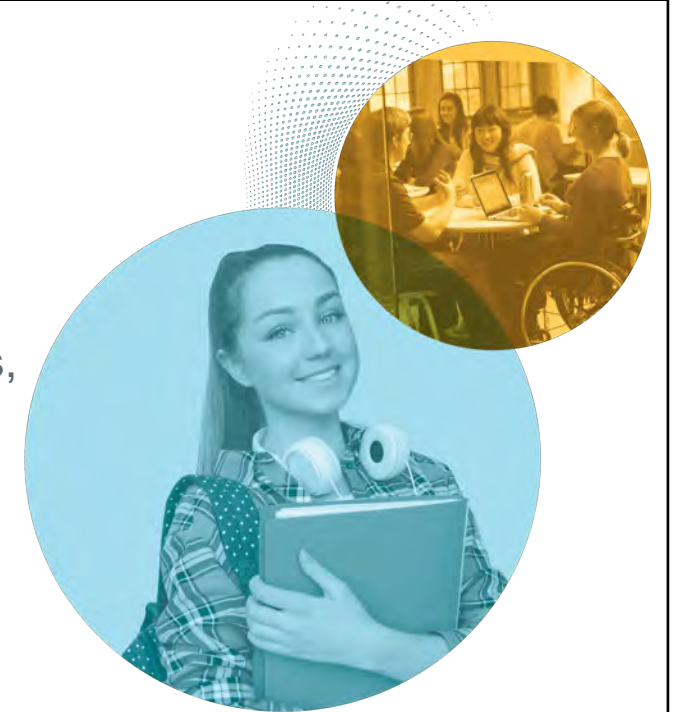
# Academic Review Process: Themes

1. Clarify roles and responsibilities in a shared and collaborative academic accommodation process
2. Holistic support and targeted supports for diverse students with disabilities (graduate, international and BIPOC students)
3. Enhance communication, collaboration, training, and outreach (for students, staff and instructors)
4. Reconsider and resource the social disability service model

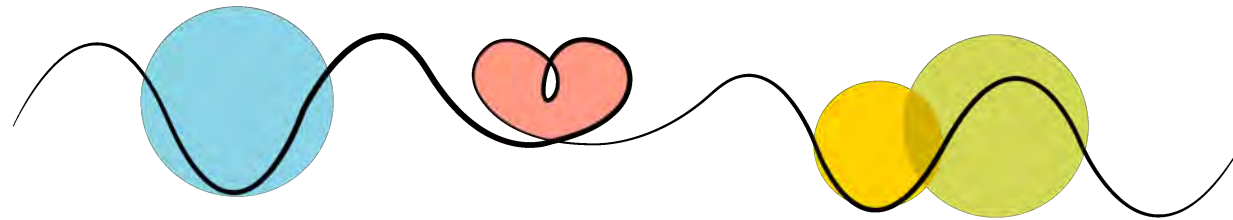


## Areas of Focus for this Fall 2023

- Academic Accommodations Review to be received in October
- Finalize the implementation of the Faculty/School model (two pillars, each with designated Program Coordinator Leads and defined specializations of individual Program Coordinators (PCs), including Graduate Studies PC specialists)
- Increase the staff complement (Program Coordinators; Administrative Coordinators; Operations Manager) and ensure greater integration with Faculty/School colleagues, as well as with the Student Success Centre, Student Wellness Centre, Black Student Success Centre, Indigenous Student Services
- Actively continue to align with and support the development of the Accessibility Road Map STEER/R, as led by the Office of the Vice-Provost, Teaching and Learning
- Optimize the accommodations portal: implement *Symplicity Accommodate*, a software system developed to simplify, automate and track the approval and delivery of accommodations for students (Spring 2024)



**As an integrated community of support, we can assist students with disabilities in reaching their full potential.**





Prepared for Senate Committee on Student Affairs

# Housing & Conference Services 2023-2026 Initiatives

September 27, 2023



Housing & Conference  
Services

# Housing & Conference Services

## 2023-2026



Housing Market & Demand Study

Fall 2022



HCS 5-Year Strategic Plan

Spring 2023



10 Bay Graduate Residence

Fall 2023




Wilson College Residence

Fall 2025 Est.



Lincoln Alexander Hall Residence

Fall 2026



# Housing Market & Demand Study

- We worked with The Scion Group LLC, a national consulting services firm specializing in university housing, to better understand the McMaster community's housing preferences.
- Results have been used to inform the McMaster Campus Master Plan survey as it relates to McMaster's housing services for undergraduates, graduate students, faculty, and staff.

Operational  
Excellence





# Housing Market & Demand Study - Preview

- Analysis signals strong demand for future residence expansion
- Other findings:
  - Current residence students have the highest level of overall satisfaction with living arrangements.
  - Affordability (27%) and proximity to campus (24%) are the most important factors when students are deciding where to live.

Operational  
Excellence



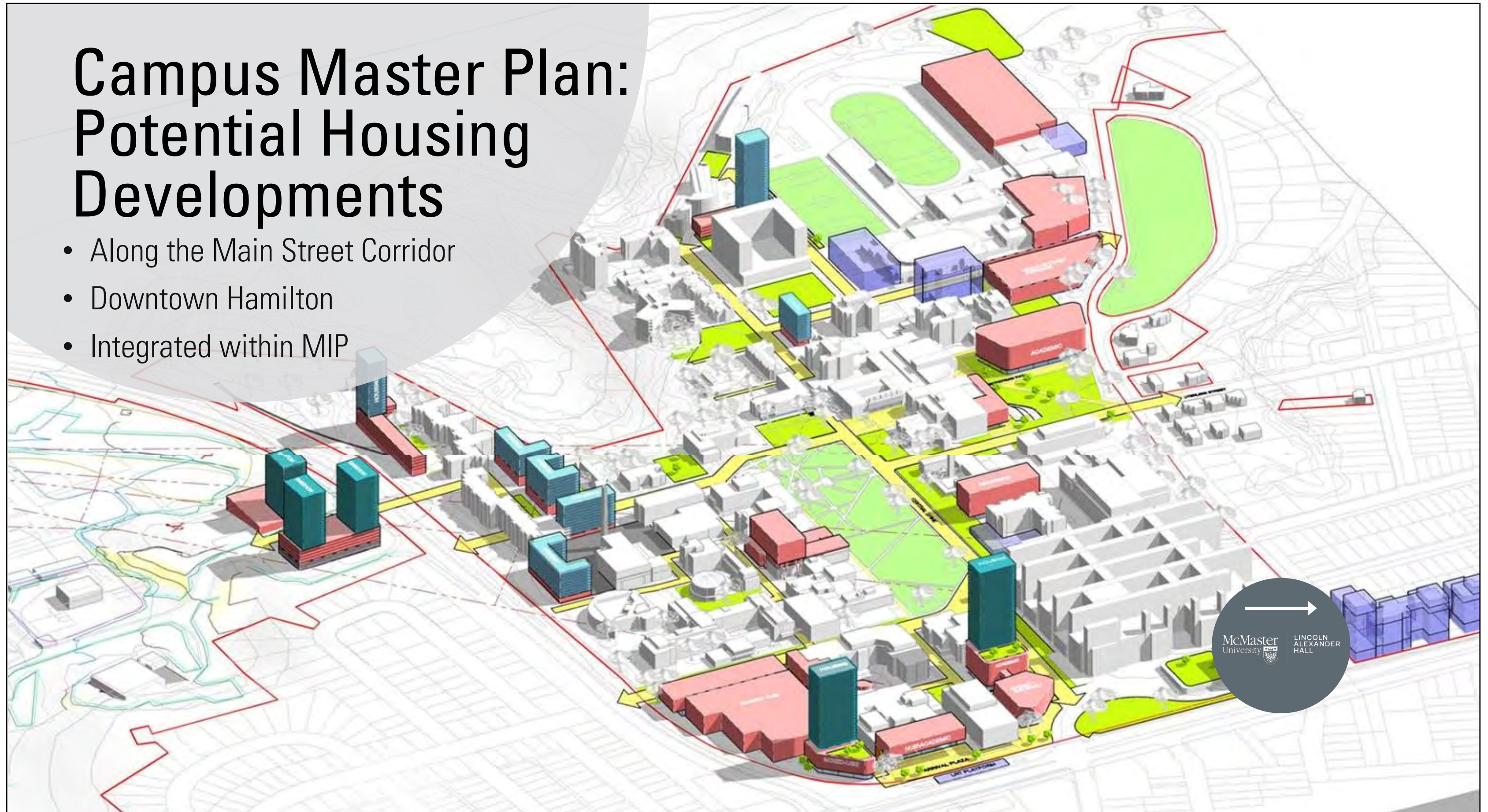
# Housing Market & Demand Study - Preview

- Off-Campus Challenges:
  - Students feel they have no option but to deal with landlords and leases that might be illegal.
  - Most rentals are 4+ bedrooms, students pay from \$700-\$850/per month plus utilities, per bedroom.
- Most students, including previous residence students, agree that upper year on-campus residence would be beneficial.
- Nearly 2/3rds of employee respondents indicated interest in McMaster-sponsored employee housing options.

Operational  
Excellence

# Campus Master Plan: Potential Housing Developments

- Along the Main Street Corridor
- Downtown Hamilton
- Integrated within MIP



# HCS 5-Year Strategic Plan

- In 2022-23 we worked with the Kirwin Group to lead us through a consultative and structured process, and launched the plan in Spring 2023.
- Ensured we had the full voice of our internal and external communities.

## Themes

- Financial, Societal and Environmental Sustainability
- Holistic and Personalized Student Experience
- Operational Excellence
- High-Impact Partnerships

Inclusive  
Excellence

Teaching &  
Learning

Research &  
Scholarship

Engaging Local,  
National,  
Indigenous and  
Global  
Communities

Operational  
Excellence

McMaster  
University



10 BAY  
Graduate Student Residence



# 10 Bay Graduate Residence Fall 2023

- First Graduate residence
- First HCS Private-Public Partnership
- Expand McMaster presence in downtown core

Aims to receive a minimum of Leadership in Energy and Environmental Design (LEED®) Gold Certification.



Inclusive  
Excellence

Teaching &  
Learning

Research &  
Scholarship

Engaging Local,  
National,  
Indigenous and  
Global  
Communities

Operational  
Excellence

# 10 Bay Graduate Residence Fall 2023

- 644 bed spaces
- Studio, 1-bedroom and 2-bedroom apartments
- Proposed Occupancy Model:
  - Proportionate Faculty Representation
  - Faculties decide how to allocate their allotment of spaces.
  - Remaining students may apply to the waiting list on a first come, first served basis.



# Wilson College Residence **Fall 2025**

- Wilson College of Leadership and Civic Engagement
- Canada's most comprehensive leadership college
- Unique living and learning experience with dedicated on-campus residence space that supports a sense of community and amplifies Wilson College activities.

Inclusive  
Excellence

Teaching &  
Learning

Research &  
Scholarship





McMaster  
University



LINCOLN  
ALEXANDER  
HALL



# Lincoln Alexander Hall Residence **Fall 2026**

- 1,366 bed spaces
- Should allow First-Year Housing Guarantee
- Partnership with [McMaster Institute for Research on Aging](#)
- Second HCS Private-Public Partnership
- Targeting LEED ® Gold Certification

Inclusive  
Excellence

Teaching &  
Learning

Research &  
Scholarship

Engaging Local,  
National,  
Indigenous and  
Global  
Communities

Operational  
Excellence

# 2023-2026 HCS Expected Growth

- From 4,100 to 6,110 bed spaces
- 13 to 15 residence buildings
- From 145 to 170+ full-time staff
- 74% Projected Residence Revenue Growth
- First-Year Housing Guarantee
- 3 years into 5-year Strategic Plan





# Thank You

## Kevin Beatty

Director, Housing & Conference Services

[beattyk@mcmaster.ca](mailto:beattyk@mcmaster.ca)



Housing & Conference  
Services