

SENATE
Wednesday, September 13, 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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UNIVERSITY SECRETARIAT
• Board of Governors
• Senate

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September 7, 2023

TO: Members and Observers of the McMaster University Senate

FROM: Andrea Thyret-Kidd
University Secretary

RE: **Primer on the McMaster University Senate**

Introduction:

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

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

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

Powers of Senate:

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

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

Composition of Senate:

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

- *Ex officio* members, including the Chancellor, the President, the Vice-Presidents, the Deans, the Principal of McMaster Divinity College and the Chair of Undergraduate Council;
- 3 members appointed by and from the Board;
- 4 members appointed by the Alumni Association;

- 12 student members, one graduate and one undergraduate from each of the six Faculties; and
- 31 faculty members, elected by the Faculties and Divinity College.

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

Open and Closed Sessions:

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

The University Act provides for certain matters to be dealt with in Closed Session, i.e., "matters confidential to the University" or "matters of a personal nature concerning an individual." Only Senators and Observers are typically entitled to attend the Closed Session portion of Senate meetings. Items discussed in the Closed Session portion of the Senate meetings are confidential and are not to be divulged to anyone not entitled to be present. This rule applies also to the meetings of Senate committees and boards (Senate By-law 94.a).

Confidentiality:

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

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

Senate Meetings and Raising Questions:

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

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

Meeting materials are provided one week in advance of Senate meetings and Senators are expected to review the materials prior to the meeting. Agenda items have usually been discussed in detail and approved by a committee or council first, as outlined below, and are then presented to Senate as a recommendation for approval or for information. Senators are encouraged to ask questions, and Senators with substantive questions/concerns or suggested amendments are requested to contact the relevant committee chair or the Secretariat in advance of the meeting to discuss and provide an opportunity for full consideration of their concerns.

Standing Committees and Councils of Senate:

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

discussion of items for approval and should give Senators confidence that matters have been discussed and considered in detail before being presented to the Senate. The terms of reference and the composition of these bodies are described in the Senate By-Laws.

Standing Committees of Senate:

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

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

The **University Planning Committee (UPC)** is a joint committee of both the Board of Governors and the Senate. Many academic matters cannot be easily separated from their financial and other resource implications. With a joint Board-Senate committee, academic and resource matters can be considered together and appropriate recommendations made to either the Senate or the Board of Governors or (which is usually the case) to both. The **Budget Committee** is a subcommittee of UPC. The UPC presents the annual Consolidated Budget to the Senate every year for information and comment before it is sent to the Board of Governors for approval. The **University Student Fees Committee** is a subcommittee of UPC and recommends all revisions to tuition and supplemental fees to the Budget Committee.

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

The **Committee on Student Affairs** is responsible for recommending to the Senate policies on non-academic aspects of student life, including University residences and student services, and on matters of student conduct and discipline.

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

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

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

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

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

Councils of Senate:

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

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

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

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

SENATE MEETING SCHEDULE
2023-24 Academic Session
at 3:30 p.m.

First Term

Wednesday, September 13, 2023

Wednesday, October 18, 2023

Wednesday, November 8, 2023

Wednesday, December 13, 2023

Second Term

Wednesday, January 17, 2024

Wednesday, February 14, 2024

Wednesday, March 20, 2024

Wednesday, April 10, 2024

Wednesday, May 15, 2024

Wednesday, June 5, 2024

**MEMBERSHIPS OF STANDING COMMITTEES AND BOARDS
OF SENATE
FOR THE 2023-2024 ACADEMIC YEAR**

COMMITTEE ON APPOINTMENTS

Chancellor	Santee Smith
President	David Farrar
Provost and Vice-President (Academic)	Susan Tighe
Vice-President (Research)	Andy Knights (Acting)
Vice-Provost and Dean of Graduate Studies	Steve Hranilovic

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

Teaching Staff Senator (Chair)	Joëlle Papillon	(2025)	Humanities
Teaching Staff Senator	John Medcof	(2024)	Business
Teaching Staff Senator	Nathan Andrews	(2025)	Social Sciences
Teaching Staff Senator	Wael El-Dakhkhni	(2026)	Engineering
Teaching Staff Senator	<i>TBD</i>		Science
Teaching Staff Senator	Manish Kacker	(2026)	Business
Teaching Staff Senator	Jeff Weitz	(2026)	Health Sciences
Student Senator	Kusum Bhatta	(2024)	Social Sciences
Consultant	Barb Eftekhari		

COMMITTEE ON HONORARY DEGREES

Chancellor (Chair)	Santee Smith		
President	David Farrar		
Teaching Staff Senator	Rick Monture	(2024)	Humanities
Teaching Staff Senator	Michael McGillion	(2024)	Health Sciences
Teaching Staff Senator	Graeme Luke	(2026)	Science
Teaching Staff Senator	Chris Sinding	(2024)	Social Sciences
Teaching Staff Senator	Carlos Filipe	(2026)	Engineering
Alumni Member of Senate	Brenda O'Connor	(2025)	

COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

Chancellor	Santee Smith		
President	David Farrar		
University Bedel	Miriam Spinner		
Teaching Staff Senator	Claudia Emerson	(2025)	Humanities
Teaching Staff Senator	Eugenia Zuroski	(2026)	Humanities
Teaching Staff Senator	Stacey Ritz	(2026)	Health Sciences
Teaching Staff Senator (Chair)	Mark Walton	(2024)	Health Sciences
Teaching Staff Senator	<i>TBD</i>		
Teaching Staff Senator	Pau Pujolas	(2024)	Social Sciences
Graduate Student Senator	Sanamdeep Matharu	(2025)	Health Sciences
Undergraduate Student Senator	Siyong Lu	(2025)	Business
Registrar (<i>Consultant</i>)	Sarah Robinson (Acting)		
Convocation & Curriculum Officer (<i>Consultant</i>)	Cathy Mackenzie (Acting)		

EXECUTIVE COMMITTEE

Chancellor	Santee Smith
President (Chair)	David Farrar
Provost and Vice-President (Academic)	Susan Tighe

Eight members of Senate, including four faculty, one alumni member, one other Senate member, one graduate student, one undergraduate student

Teaching Staff Senator	Narat Charupat	(2025)	Business
Teaching Staff Senator	Dina Brooks	(2025)	Health Sciences
Teaching Staff Senator	Mehdi Narimani	(2025)	Engineering
Teaching Staff Senator	Paul Faure	(2024)	Science
Senator	Pamela Swett	(2024)	Humanities
Alumni Senator	Keegan Johnson	(2024)	
Graduate Student Senator	Heva Olfman	(2024)	Humanities
Undergraduate Student Senator	Zimo Wang	(2025)	Social Sciences

COMMITTEE ON ACADEMIC INTEGRITY

Chancellor	Santee Smith		
President	David Farrar		
Vice-Provost and Dean of Graduate Studies	Steve Hranilovic		
Vice-Provost (Teaching and Learning)	Kim Dej		
Teaching Staff Senator	Faiza Hirji	(2026)	Humanities
Teaching Staff Senator (Chair)	Alfonso Iorio	(2025)	Health Sciences
Teaching Staff Senator	James Benn	(2025)	Social Sciences
Teaching Staff Senator	Kalai Saravanamuttu	(2024)	Science
Undergraduate Student Senator	Hfsa Awan	(2025)	Humanities
Graduate Student Senator	Maxwell Altman	(2025)	Science
Academic Integrity Officer (Consultant)	Kim Mason		
Registrar (Consultant)	Melissa Pool		
Associate Registrar and Secretary of the School of Graduate Studies (Consultant)	Stephanie Baschiera		

COMMITTEE ON STUDENT AFFAIRS

Chancellor	Santee Smith		
President	David Farrar		
Associate Vice-President (Students & Learning) and Dean of Students (Chair)	Sean Van Koughnett		
Teaching Staff Senator	Suleiman Igdoura	(2025)	Science
Teaching Staff	Pau Pujolas	(2024)	Social Sciences
Teaching Staff	Renaë Watchman	(2025)	Social Sciences
Undergraduate Student (part-time)	Kerry Yang	(2025)	Health Sciences
Undergraduate Student (full-time)	Ahmed Abdalla	(2024)	Science
Undergraduate Student (residence)	Mark Fahmy	(2024)	Engineering
Graduate Student Senator	Sina Biazar	(2025)	Engineering

COMMITTEE ON BY-LAWS

Chancellor	Santee Smith		
President	David Farrar		
<i>four members appointed by the Senate, one of whom shall be a member of the Senate and one of whom shall be the Secretary of the Senate</i>			
Secretary of the Senate	Andrea Thyret-Kidd		
Teaching Staff Senator (Chair)	Stephanie Springgay	(2024)	Humanities
Teaching Staff	Saara Greene	(2026)	Social Sciences
Teaching Staff	Paul Andrews	(2025)	Science

UNIVERSITY PLANNING COMMITTEE

Ex Officio Members

Chancellor	Santee Smith
Chair of the Board of Governors (delegate)	Brenda Vrkljan
Vice-Chair of the Board of Governors (delegate)	Ryan Clarke
President	David Farrar
Provost and Vice-President (Academic) (Chair)	Susan Tighe
Vice-President (Operations and Finance)	Saher Fazilat
Vice-President (Research)	Andy Knights (Acting)
Vice-Provost and Dean of Graduate Studies	Steve Hranilovic

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

Elected Teaching Staff (Business)	Nicole Wagner	(2024)
Elected Teaching Staff (Engineering)	Jake Nease	(2025)
Elected Teaching Staff (Humanities)	Sara Bannerman	(2025)
Elected Teaching Staff (Health Sciences)	Mark Larché	(2024)
Elected Teaching Staff (Science)	Lauren Fink	(2026)
Elected Teaching Staff (Social Sciences)	Karen Bird	(2026)
Elected Faculty Dean	Khaled Hassanein	(2024)
Elected Non-Teaching Staff	Arlene Dosen	(2024)
Elected Graduate Student	Abdul Razak Alozi	(2024)
Elected Undergraduate Student	Ori Epstein	(2024)

2023-24 Senate Membership for Information

Appointment	Title	Full Name	Term End
Ex Officio	Chancellor	Santee Smith	
Ex Officio	President & Vice-Chancellor	David Farrar	
Ex Officio	Provost and Vice President, Academic	Susan Tighe	
Ex Officio	Vice-President (Operations and Finance)	Saher Fazilat	
Ex Officio	Dean and Vice-President (Health Sciences)	Paul O'Byrne	
Ex Officio	Vice-President (Research)	Andy Knights (Acting)	
Ex Officio	Vice-President (University Advancement)	Lili Litwin	
Ex Officio	Dean, Faculty of Business	Khaled Hassanein	
Ex Officio	Dean, Faculty of Engineering	Heather Sheardown	
Ex Officio	Dean, Faculty of Humanities	Pamela Swett	
Ex Officio	Dean, Faculty of Science	Maureen MacDonald	
Ex Officio	Dean, Faculty of Social Sciences	Jeremiah Hurley	
Ex Officio	Vice-Provost and Dean of Graduate Studies	Steve Hranilovic	
Ex Officio	Principal, McMaster Divinity College	Stanley Porter	
Ex Officio	Undergraduate Council Chair	Kim Dej	
Ex Officio	Director, McMaster University Continuing Education (MCE)	Lorraine Carter	
Teaching Staff	Faculty of Business	John Medcof	June 30, 2024
Teaching Staff	Faculty of Business	Narat Charupat	June 30, 2025
Teaching Staff	Faculty of Business	Manish Kacker	June 30, 2026
Teaching Staff	Faculty of Engineering	Wael El-Dakhakhni	June 30, 2024
Teaching Staff	Faculty of Engineering	Mehdi Narimani*	June 30, 2025
Teaching Staff	Faculty of Engineering	Carlos Filipe	June 30, 2026
Teaching Staff	Faculty of Humanities	Rick Monture	June 30, 2024
Teaching Staff	Faculty of Humanities	Stephanie Springgay	June 30, 2024
Teaching Staff	Faculty of Humanities	Joëlle Papillon	June 30, 2025
Teaching Staff	Faculty of Humanities	Claudia Emerson	June 30, 2025
Teaching Staff	Faculty of Humanities	Faiza Hirji	June 30, 2026
Teaching Staff	Faculty of Humanities	Eugenia Zuroski	June 30, 2026
Teaching Staff	Faculty of Social Sciences	Pau Pujolas	June 30, 2024
Teaching Staff	Faculty of Social Sciences	Chris Sinding	June 30, 2024
Teaching Staff	Faculty of Social Sciences	Nathan Andrews	June 30, 2025
Teaching Staff	Faculty of Social Sciences	Saara Greene*	June 30, 2026
Teaching Staff	Faculty of Social Sciences	Renae Watchman	June 30, 2025
Teaching Staff	Faculty of Social Sciences	James Benn	June 30, 2025
Teaching Staff	Faculty of Science	Paul Faure	June 30, 2024
Teaching Staff	Faculty of Science	Kalai Saravanamuttu	June 30, 2024
Teaching Staff	Faculty of Science	Suleiman Igdoura	June 30, 2025
Teaching Staff	Faculty of Science	Paul Andrews	June 30, 2025
Teaching Staff	Faculty of Science	Blaise Bourdin	June 30, 2026
Teaching Staff	Faculty of Science	Graeme Luke	June 30, 2026

2023-24 Senate Membership for Information

Teaching Staff	Faculty of Health Sciences	Michael McGillion	June 30, 2024
Teaching Staff	Faculty of Health Sciences	Mark Walton	June 30, 2024
Teaching Staff	Faculty of Health Sciences	Dina Brooks*	June 30, 2025
Teaching Staff	Faculty of Health Sciences	Alfonso Iorio	June 30, 2025
Teaching Staff	Faculty of Health Sciences	Jeff Weitz	June 30, 2026
Teaching Staff	Faculty of Health Sciences	Stacey Ritz	June 30, 2026
McMaster Divinity College		Mark Boda	June 30, 2025
Alumni Representative		Dennis Souder	June 30, 2024
Alumni Representative		Keegan Johnson	June 30, 2024
Alumni Representative		Margaret Zanel	June 30, 2026
Alumni Representative		Brenda O'Connor	June 30, 2025
Board Representative		Brenda Vrkljan	June 30, 2025
Board Representative		Skylar Wang	June 30, 2024
Board Representative		Sarrah Lal	June 30, 2024
Student Representative - Undergraduate	Faculty of Business	Siying Lu	June 30, 2025
Student Representative - Undergraduate	Faculty of Engineering	Mark Fahmy	June 30, 2024
Student Representative - Undergraduate	Faculty of Health Sciences	Kerry Yang	June 30, 2025
Student Representative - Undergraduate	Faculty of Humanities	Hfsa Awan	June 30, 2025
Student Representative - Undergraduate	Faculty of Science	Ahmed Abdalla	June 30, 2024
Student Representative - Undergraduate	Faculty of Social Sciences	Zimo Wang	June 30, 2025
Student Representative - Graduate	Faculty of Business	Si Liu	June 30, 2024
Student Representative - Graduate	Faculty of Engineering	Sina Biazar	June 30, 2025
Student Representative - Graduate	Faculty of Health Sciences	Sanamdeep Matharu	June 30, 2025
Student Representative - Graduate	Faculty of Humanities	Heva Olfman	June 30, 2024
Student Representative - Graduate	Faculty of Science	Maxwell Altman	June 30, 2025
Student Representative - Graduate	Faculty of Social Sciences	Kusum Bhatta	June 30, 2024

* Board of Governors Representative

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

Information

1. Actions Taken on Behalf of Senate: Terms of Reference

- a. Revised Terms of Reference - Business Research Chair, Faculty of Business
- b. Establishment of the Director of the Blended Learning Part-Time MBA Program, Faculty of Business
- c. Revised Terms of Reference - Director of MBA Programs, Faculty of Business
- d. Revised Terms of Reference - Director of the CPA Ontario Centre for Accounting Research in Regulatory Reporting
- e. Revised Terms of Reference - Associate Dean, Research, Innovation, and Partnership, Faculty of Engineering

SENATE: FOR INFORMATION
September 13, 2023

TO: Senate Committee on Appointments
FROM: Dr. Khaled Hassanein, Dean, DeGroot School of Business
DATE: June 8, 2023
RE: Business Research Chair Terms of Reference, Faculty of Business

On behalf of the Faculty of Business, I am pleased to recommend the modification of the terms of reference for the **Business Research Chair** term professorship. The proposal to modify the terms of reference has been approved by Dr. Susan Tighe, Provost and Vice-President (Academic). The terms of reference have been updated to include the following changes:

- The name of the term professorship to *Business Research Chair*.
- The Faculty of Business will have a maximum of seven (7) holders of the research chair at this time.
- Updates to the terms of the appointment to reflect the complete scholar including an exceptional research record, excellence and/or innovation in teaching, and a history of service that has had an impact on the community, whether within or without the University.

The Business Research Chair honours internationally recognized scholars who are research focused and student centered, and is used to both retain and recruit such scholars.

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



Enclosures

cc. S. Tighe
D. Welch

June 2023

**TERMS OF REFERENCE
BUSINESS RESEARCH CHAIR**

General

The DeGroote School of Business honours internationally recognized scholars who are research focused and student centered. The Business Research Chair (BRC) title is used to both retain and recruit such scholars. The DeGroote School of Business will have a maximum of seven holders of this Chair.

Responsibilities of the Chair

Holders of the BRC will have a full time, tenured position in the DeGroote School of Business. In keeping with McMaster's position as a research-intensive university of global repute, those holding the title of Business Research Chair must have demonstrated an exceptional research record that demonstrates excellence, including steady high-quality publications and external research funding, impact, and the potential for even greater further contributions to come. This Chair is at the same time meant to recognize the complete scholar. Thus, the ideal candidate will have demonstrated excellence and/or innovation in teaching and learning, including the supervision of emerging scholars along with a history of service that has had an impact on the community, whether within or without the University. BRC holders shall provide an annual report to the Faculty Dean relating to their academic achievements. These reports will be used for assessment of BRC renewals.

BRC Selection Process

The Dean of the DeGroote School of Business will appoint a Selection Committee. This Committee will consider nominations from the Dean of the Faculty of Business of suitable candidates based on their scholarly achievements. The committee, following its deliberations, will recommend BRC appointment(s) to the Dean. Thereafter, the Dean will report the appointment(s) to the Senate Committee on Appointments.

Term

The BRC appointment will be for an initial five-year period, with the understanding that renewal for a single additional term is possible following a favourable review. The incumbent will acknowledge being the holder of the BRC in all professional communications within and external to the university.

Other Considerations

The holder will receive an annual stipend of \$15,000, an annual research grant of \$10,000 and one course release per year.

April-June 2023

TERMS OF REFERENCE

~~DISTINGUISHED BUSINESS RESEARCH PROFESSOR~~ BUSINESS RESEARCH CHAIR

General

The DeGroot School of Business honours internationally recognized scholars who are research focused and student centered. The Business Research Chair (BRC) title is used to both retain and recruit such scholars. The DeGroot School of Business will have a maximum of five-seven holders of ~~the professorship~~ this Chair.

Responsibilities of the Chair

Holders of the BRC will have a full time, tenured position in the DeGroot School of Business. In keeping with McMaster's position as a research-intensive university of global repute, those holding the title of Business Research Chair must have demonstrated an exceptional research record that demonstrates excellence, including steady high-quality publications and external research funding, impact, and the potential for even greater further contributions to come. This Chair is at the same time meant to recognize the complete scholar. Thus, the ideal candidate will have demonstrated excellence and/or innovation in teaching and learning, including the supervision of emerging scholars along with a history of service that has had an impact on the community, whether within or without the University. ~~They will possess an outstanding record of scholarship. They will continue to advance learning and discovery through exceptional scholarship. They will be excellent citizens of the DeGroot School of Business, participate fully in implementing its vision and mentor new scholars by inspiring them to achieve further insight, innovation, and professional success.~~ BRC holders shall provide an annual report to the Faculty Dean relating to their academic achievements. These reports will be used for assessment of BRC renewals.

BRC Selection Process

The Dean of the DeGroot School of Business will appoint a ~~Nomination and~~ Selection Committee. This Committee will consider nominations from the Dean of the Faculty of Business of suitable candidates based on their scholarly achievements ~~and the~~ The committee, following its deliberations, will recommend BRC an appointment(s) to the Dean. Thereafter, the Dean ~~of the DeGroot School of Business~~ will report the appointment(s) to the Senate Committee on Appointments.

Term

The BRC appointment will be for an initial five-year period, with the understanding that renewal for a single additional term is possible following a favourable review. The incumbent will acknowledge being the holder of the BRC in all professional communications within and external to the university.

Other Considerations

The holder will receive an annual stipend of \$15,000, an annual research grant of \$10,000 and one course release per year.

BRIGHTER WORLD



TO: Senate Committee on Appointments

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

DATE: June 8, 2023

RE: Director of the Blended Learning Part-Time MBA Program Terms of Reference, Faculty of Business

On behalf of the Faculty of Business, I am pleased to recommend the attached terms of reference for the **Director of the Blended Learning Part-Time MBA Program**. These terms will be effective July 1, 2023.

The Blended Learning Part-Time (BLPT) MBA Program was approved in 2018 which provides a hybrid in-class and online learning experience for students that primarily comprise working professionals. As part of the governance structure of the program, the Director of the Blended Learning Part-Time MBA Program provides leadership in planning, developing, and administering the Program. The program was under the leadership of the Director of the MBA Program, and due to the BLPT MBA program now being at steady state with three active cohorts, the load to the Director of the MBA Program was too great to manage both programs. Therefore, the decision was made to separate the directorship of this program. These terms of reference formally outline the role responsibilities, reporting and supporting staff relationships, committee responsibilities and terms and conditions of the appointment.

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

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



Enclosures
cc: S. Tighe
S. Hranilovic

Terms of Reference
Director, Blended Learning Part-Time MBA Program

Overall Responsibility and Purpose

The Director of the Blended Learning Part-Time (BLPT) MBA Program (hereafter, referred to as the Program) is responsible for ensuring that the Program is aligned with the strategic directions and values of the Faculty of Business and is responsive to the changing needs of students, the University, and the business community. The Director is accountable to the Dean for providing leadership in planning, developing, and administering the Program.

Reports to: Dean, Faculty of Business

Supporting Staff Relationships:

- Manager, MBA Programs
- Manager, Career and Professional Development
- Manager, MBA Recruitment and Admissions
- Director, Student Experience

BLPT MBA Program of the Faculty of Business

- In conjunction with the Associate Dean, Graduate Studies and MBA Program Development Committee, and, as appropriate, in consultation with the Director of MBA Programs, the Director plays a major role in curriculum development for the Program.
- Oversees the operation of the Program on an ongoing basis.
- Ensures effective promotion of the Program and positive relationships with all stakeholders.
- In consultation with the Associate Dean, Graduate Studies and Manager, MBA Recruitment and Admissions, sets the admission criteria (e.g., cutoffs) annually for the Program.
- Attends and represents faculty leadership at key events and activities throughout the year.

Management of Teaching Activities in the Program

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

Student Consultation

While the vast majority of student counseling is provided through the MBA Student Experience Office, the Director may need to meet occasionally with students who are unsuccessful at resolving issues at that level.

Committee Responsibilities

- MBA Recruitment and Admissions Committee
- Faculty of Business (ex-officio)
- Graduate Curriculum and Policy Committee (ex-officio)
- Graduate Admissions and Study Committee (ex-officio)
- Student Awards Committee (ex-officio)
- MBA Program Development Committee (ex-officio)

Contributions to the Overall Operation of the Faculty and the University

- Participates in the academic budgeting process with regard to expenditures for administration of the Program.
- Works closely with the Dean and the Associate Dean, Graduate Studies of Business in the planning and managing of the Program in ensuring that the curriculum is consistent with the Faculty's strategic priorities.
- Undertakes special assignments as delegated by the Dean and/or the Associate Dean, Graduate Studies, including representation of the Faculty to other parts of the University and business community, where appropriate.
- Prepares documents for internal and external reviews of the Program.
- Coordinates with the Director of MBA Programs and Associate Dean, Graduate Studies as appropriate.

Terms and Conditions of Appointment

- The appointment will normally be for a three-year term. The Dean in consultation with the Associate Dean, Graduate Studies, makes this appointment.
- Normally, the Director's teaching responsibilities will include teaching in the Program.

Effective Date: July 1, 2023

TO: Senate Committee on Appointments

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

DATE: June 8, 2023

RE: Director of MBA Programs Terms of Reference, Faculty of Business

On behalf of the Faculty of Business, I am pleased to recommend the attached updated Terms of Reference for the **Director of MBA Programs**. The terms of reference have been updated to include the following changes:

- The name of the director to the *Director of MBA Programs* to reflect the Co-op, Full-Time and accelerated programs that fall within the scope of this position.
- The *Director of the MBA Programs* will report to the Dean, Faculty of Business.
- Update and additions to academic and non-academic job titles and departments throughout the document.
- Updates to role responsibilities, and addition of responsibilities; “Attends and represents faculty leadership at key events and activities throughout the year.”; and “Coordinates with the Director of the Blended Learning Part-time (BLPT) MBA Program and Associate Dean, Graduate Studies as appropriate.”
- Updates to the terms and conditions of the candidate appointment.

The Director of MBA Programs is responsible for ensuring that the Co-op, Full-time and accelerated MBA programs (hereafter, referred to as Programs) are aligned with the strategic directions and values of the Faculty of Business and are responsive to the changing needs of students, the University and the business community.

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



Enclosures
cc: S. Tighe
S. Hranilovic

Terms of Reference Director of MBA Programs

Overall Responsibility and Purpose

The Director of MBA Programs is responsible for ensuring that the Co-op, Full-time and accelerated MBA programs (hereafter, referred to as Programs) are aligned with the strategic directions and values of the Faculty of Business and are responsive to the changing needs of students, the University and the business community. The Director is accountable to the Dean for providing leadership in planning, developing and administering the Programs.

Reporting Relationships

Reports to: Dean, Faculty of Business

Supporting Staff Relationships:

- Manager, MBA Programs
- Manager, Career and Professional Development
- Manager, MBA Recruitment and Admissions
- Director, Student Experience

MBA Program of the Faculty of Business

- In conjunction with the Associate Dean, Graduate Studies and MBA Program Development Committee, the Director of MBA Programs plays a major role in curriculum development for the Programs.
- Oversees the operation of the Programs on an ongoing basis.
- Ensures effective promotion of the Programs and positive relationships with all stakeholders.
- In consultation with the Associate Dean, Graduate Studies and Manager, MBA Recruitment and Admissions, sets the admission criteria (e.g., cutoffs) annually for the Programs.
- Attends and represents faculty leadership at key events and activities throughout the year.

Management of Teaching Activities of the Faculty

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

Student Consultation

While the vast majority of student counseling is provided through the MBA Student Experience Office, the Director may need to meet occasionally with students who are unsuccessful at resolving issues at that level.

Committee Responsibilities

- Faculty of Business (ex-officio)
- Dean's Advisory Council (ex-officio, non-voting)
- Graduate Curriculum and Policy Committee (ex-officio)
- Graduate Admissions and Study Committee (ex-officio)
- Student Awards Committee (ex-officio)
- School of Business Committee of Instruction (ex-officio)
- MBA Program Development Committee (Chair)

Contributions to the Overall Operation of the Faculty and the University

- Participates in the academic budgeting process with regard to expenditures for administration of the Programs.
- Works closely with the Dean and the Associate Dean, Graduate Studies of Business in the planning and managing of the Programs in ensuring that the curriculum is consistent with the Faculty's strategic priorities.
- Undertakes special assignments as delegated by the Dean and/or the Associate Dean, Graduate Studies, including representation of the Faculty to other parts of the University and business community where appropriate.
- Prepares documents for internal or external reviews of the Programs.
- Coordinates with the Director of the Blended Learning Part-time (BLPT) MBA Program and Associate Dean, Graduate Studies as appropriate.

Terms and Conditions of Appointment

- The appointment will normally be for a three-year term. The Dean in consultation with the Associate Dean, Graduate Studies makes this appointment.
- Normally, the Director's teaching responsibilities will include teaching in the Program.

Effective Date: July 1, 2023

Terms of Reference

Director of MBA ~~Program~~Programs

Overall Responsibility and Purpose

The Director of MBA Programs is ~~the key “champion”~~responsible for ensuring that the ~~MBA program is~~Co-op, Full-time and accelerated MBA programs (hereafter, referred to as Programs) are aligned with the strategic directions and values of the ~~DeGroote School~~Faculty of Business and are responsive to the changing needs of students, the ~~university~~University and the business community. The Director is accountable to the ~~Associate Dean (Graduate Studies & Research) of Business~~ for ~~planning, developing and administering all MBA programs. A major responsibility of the position is to provide overall~~providing leadership in planning, developing and administering ~~these MBA programs~~the Programs.

Reporting Relationships

Reports to: ~~Associate Dean (Graduate Studies & Research),~~ Faculty of Business

Supporting Staff Relationships:

- Manager, MBA ~~Program~~Programs
- ~~Director, Centre for Business~~Manager, Career and Professional Development
- ~~Administrative Assistant, Academic~~Manager, MBA Recruitment and Admissions
- Director, Student Experience

MBA Program of the Faculty of Business

- In conjunction with the Associate Dean ~~(, Graduate Studies & Research)~~ and MBA Program Development Committee, the Director of MBA Programs plays a major role in curriculum development for the ~~MBA program~~Programs.
- Oversees the operation of the ~~MBA Program~~Programs on an ongoing basis.
- Ensures effective promotion of ~~MBA Program~~the Programs and positive relationships with all ~~MBA student constituencies~~stakeholders.
- In consultation with the Associate Dean ~~(, Graduate Studies & Research),~~and Manager, MBA Recruitment and Admissions, sets the admission criteria (e.g., cutoffs) annually for the ~~MBA program~~Programs.
- Attends and represents faculty leadership at key events and activities throughout the year.

Management of Teaching Activities of the Faculty

- In consultation with the Associate Dean ~~(, Graduate Studies & Research),~~ plays a major role in developing and administering academic policies for ~~MBA program~~the Programs.

- In consultation with the Associate Dean ~~(, Graduate Studies & Research),~~ determines course offerings for ~~MBA program~~ Programs and reviews and approves grades for all ~~MBA~~ courses.
- As a member of the School of Business Committee of Instruction, in the Director ~~provides advice to Programs.~~
- Works with Area Chairs, the Associate Dean ~~(, Faculty Affairs and Accreditation)~~ on appropriate teaching assignments for faculty members, and the Associate Dean, Graduate Studies to assign instructors to courses in the Program.
- Monitors teaching evaluations for ~~all MBA courses~~ the Programs to ensure quality of instruction is maintained at high standards.

Student Consultation

While the vast majority of student counseling is provided through the MBA ~~Academic Services~~ Student Experience Office ~~(MASO),~~ the Director ~~of the MBA Program~~ may need to meet occasionally with students who are unsuccessful at resolving issues at that level.

Committee Responsibilities

- Faculty of Business (ex-officio)
- Dean's Advisory Council (ex-officio, non-voting)
- Graduate Curriculum and Policy Committee (ex-officio)
- Graduate Admissions and Study Committee (ex-officio)
- Student Awards Committee (ex-officio)
- School of Business Committee of Instruction (ex-officio)
- MBA Program Development Committee (Chair)

Contributions to the Overall Operation of the Faculty and the University

- ~~Participating~~ Participates in the academic budgeting process with regard to expenditures for administration of the ~~MBA program~~ Programs.
- ~~Working~~ Works closely with the Dean and the Associate Dean ~~(, Graduate Studies & Research)~~ of Business in the planning and managing of the ~~MBA program~~ Programs in ensuring that the curriculum is consistent with the ~~School's directions and~~ Faculty's strategic priorities ~~as explicated in the Strategic Directions document of the Faculty of Business.~~
- ~~Undertaking~~ Undertakes special assignments as delegated by the Dean and/or the Associate Dean ~~(, Graduate Studies & Research),~~ including representation of the Faculty to other parts of the University and business community where appropriate.
- Prepares documents for internal or external reviews of the ~~MBA program of the Faculty of Business~~ Programs.
- Coordinates with the Director of the Blended Learning Part-time (BLPT) MBA Program and Associate Dean, Graduate Studies as appropriate.

Terms and Conditions of Appointment

- ~~The appointee must be a full-time tenured faculty member in the Faculty of Business.~~
- ~~In addition to the responsibilities specific to the position as described above, the incumbent is expected to maintain an active research program.~~
- ~~In accordance with Faculty Policy, the appointment will normally has 1 course relief.~~

- ~~The appointment is normally~~be for a three-year term. The Dean in consultation with the Associate Dean ~~(, Graduate Studies & Research)~~ makes this appointment.
- Normally, the Director's teaching responsibilities will include teaching in the Program.

Effective Date: July 1, ~~2012~~2023

TO: Senate Committee on Appointments

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

DATE: June 7, 2023

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

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

- The name of the Centre to the *CPA Ontario Centre for Accounting Research in Regulatory Reporting* due to the new 2022 funding agreement between McMaster University and the Chartered Professional Accountants of Ontario.
- The removal of the responsibility "Organize the annual reception hosted by the Centre".

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

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



Enclosures

cc: S. Tighe
S. Hranilovic

Terms of Reference

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

Overall Responsibility and Purpose

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

Reporting Relationships

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

Specific Responsibilities

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

Terms and Conditions of Appointment

The appointee must be a full-time tenured or tenure-track faculty member in the Accounting and Financial Management Services Area of the DeGroot School of Business, with the Chartered Accountancy Designation. In addition to the responsibilities specific to the position as described above, the incumbent is expected to maintain an active relationship with CPA Ontario and the accounting profession. The appointment is for a five-year term. The Dean of DSB will chair the selection committee comprised of members of the Accounting and Financial Management Services Area and CPA Ontario and recommend the appointment of the Director by the Senate and the Board of Governors.

Effective Date: July 1, 2023

Terms of Reference

Director of the CPA/~~DeGroote~~ Ontario Centre for ~~the Promotion of Accounting Education and Research~~ in Regulatory Reporting

Overall Responsibility and Purpose

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

Reporting Relationships

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

Specific Responsibilities

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

Terms and Conditions of Appointment

The appointee must be a full-time tenured or tenure-track faculty member in the Accounting and Financial Management Services Area of the DeGroote School of Business, with the Chartered Accountancy Designation. In addition to the responsibilities specific to the position as described above, the incumbent is expected to maintain an active relationship with CPA Ontario and the accounting profession. The appointment is for a five-year term. The Dean of DSB will chair the selection committee comprised of members of the Accounting and Financial Management Services Area and CPA Ontario and recommend the appointment of the Director by the Senate and the Board of Governors.


Effective Date: July 1, 2023



MEMORANDUM

Date: June 7, 2023

To: Senate Committee on Appointments

From: Heather Sheardown, Dean and Professor 

SUBJECT: **Revised Terms of Reference - Associate Dean, Research, Innovation, and Partnerships**

A revised terms of reference for the role of Associate Dean, Research, Innovation, and Partnerships, commencing July 1, 2023, is attached for approval by the Senate Committee on Appointment. It replaces the terms of reference for the Associate Dean, Research, Innovation, and External Relations.

The Faculty of Engineering has approved this revision to the terms of reference for this senior academic leadership role to more accurately represent the work that is being done and align with the vision of the Faculty of Engineering at their meeting on June 6, 2023.

The revisions are bolded within the document and an additional responsibility was included that this “role works with the Faculty of Engineering and its partners in the identification, coordination, promotion, and implementation of research-related outreach programs and/or activities that support/promote a robust undergraduate research and innovation strategy (thinking of engagement with FIRST, EDI recruitment initiatives, UG research program, UG research co-op opportunities).”

Thank you.

TERMS OF REFERENCE

ROLE: ASSOCIATE DEAN RESEARCH, INNOVATION AND PARTNERSHIPS

FUNCTIONS:

The Associate Dean Research, Innovation and Partnerships is an important senior leadership role within the Faculty of Engineering that oversees the Faculty's growing research and innovation portfolio.

The primary objective of this role is to provide leadership, oversight and strategic direction in the identification, coordination, promotion and implementation of major research and **partnership opportunities and initiatives** that advance the Faculty and University's strategic goals while building reputation and increasing sponsored research revenue.

The Associate Dean Research also supports the translation of research outcomes into innovation and facilitates the adoption of innovation through appropriate means including knowledge translation, entrepreneurship and licensing.

ACCOUNTABILITIES:

1. Responsibility for the identification, coordination, promotion and implementation of major research opportunities/initiatives for the Faculty of Engineering, as related to government- sponsored research programmes.
2. Responsibility for the identification, coordination and promotion of strategic research **partnerships** with industrial/ corporate partners.
3. Works with the Office of the Vice-President, Research on initiatives related to the commercialization of research results including development of intellectual property, creation of prototypes, creation of new startups, licensing to existing companies. Holds responsibility within the Faculty for establishing a culture of innovation **and fostering partnerships with those that can enhance such a culture.**
4. Works with the Office of Associate Vice-President of International Affairs and holds responsibility for the Faculty's partnerships with other academic institutions, organizations and networks, **both** nationally and internationally.
5. Works **in partnership** with the University and Faculty Advancement offices **and their partners** to raise the profile of research undertaken by Engineering Faculty members within the University as well as provincially, nationally and internationally. Also, works to bring the results of research to the attention of the media as desired.
6. Participates on Dean's Council, Dean's Advisory Board, and advises on issues related to research, innovation and external partnerships.
7. Establishes a set of performance indicators to enable benchmarking of the Faculty's research performance.
8. Chairs, as requested by the Dean, review committees and other Faculty committees from time to time, as needed.
9. Will discharge such other duties as may from time to time be assigned by the Dean.
10. **Works with the Faculty of Engineering and its partners in the identification, coordination, promotion and implementation of research-related outreach programs and/or activities that support/promote a robust undergraduate research and innovation strategy (thinking of engagement with FIRST, EDI recruitment initiatives, UG research program, UG research co-op opportunities).**

Drafted: May 23, 2023

QUALIFICATIONS/ATTRIBUTES OF THE SUCCESSFUL CANDIDATE:

The ideal candidate for this position will be an accomplished researcher, excellent undergraduate, graduate and faculty mentor and full-time continuing faculty member within the Faculty of Engineering. The incumbent should have extensive experience in building and administering successful research programs; a strong understanding of the University's operational and senior leadership structures, a commitment to fostering a culture of innovation amongst students, faculty and staff; experience working with public and private sector partners to advance Faculty and University strategic priorities as well as 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: May 23, 2023



School of Graduate Studies

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REPORT TO SENATE
from the
GRADUATE COUNCIL

For Approval

I. Faculty of Social Sciences (attachment)

At its meeting on June 28th Graduate Council approved the addition of a co-op option to the Master of Public Policy program.

It is now recommended,

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

II. Cotutelle Policy (attachment)

At the same meeting Graduate Council approved changes to the Cotutelle Policy.

It is now recommended,

that Senate approve the revisions to the policy as recommended by Graduate Council and set out in the attached.

For Information

I. Faculty of Science

At the same meeting Graduate Council approved changes to the calendar copy for the research and clinical training stream of the Psychology Ph.D. program to clarify how students enter the stream, noting that it is only available at the Ph.D. level.

II. SGS 202

At the same meeting Graduate Council approved the pilot of the course SGS 202 It Takes All of Us: Addressing gender-based and sexual violence on campus.

III. Cotutelle Working Group

At the same meeting Graduate Council approved the report of the Cotutelle Working Group. Their recommendations included the following:

1. Changes to the McMaster cotutelle policy (noted above for approval).

2. A flowchart outlining the major steps of the cotutelle agreement process
3. A revised Letter of Intent (LOI) to initiate cotutelle agreement. The LOI will be filled out by the student and supervisors from both, home and host, institutions.
4. A point of contact in the School of Graduate Studies as the coordinator of cotutelle arrangements and other international exchange activities at McMaster University. In addition, a contact person in each Faculty to assist with Faculty-specific agreements.
5. A new set of cotutelle-specific placeholder courses to track students visiting host institutions.
6. A new cotutelle milestone form for condition clearing.
7. An updated website that serves as a gateway to facilitate the cotutelle agreement, and other international research/study options for graduate students at McMaster.

IV. New Award

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

Name of Fund: The Dr. Moyra Allen Nursing Academic Grant

Terms of Reference for Fund:

Established in 2023 by the Willson family to honor Dr. Moyra Allen, a recipient of an Honorary Doctorate from McMaster University in 1984 and the prestigious Officer of the Order of Canada in 1987 for her leadership in shaping nursing to be an innovative approach to health care that focuses on health and is responsive to the changing needs of a society and its families. To be awarded by the School of Graduate Studies, on the recommendation of the School of Nursing to graduate students enrolled in the School of Nursing who self identify as a member of an equity deserving group and who demonstrate academic and research excellence and financial need.

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

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT		Social Sciences	
NAME OF PROGRAM and PLAN		Master of Public Policy in Digital Society ("MPP-DS") or "DIGISOCMPP"	
DEGREE	MPP		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
		CHANGE IN COURSE REQUIREMENTS	<input checked="" type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Addition to the description for the MPP-DS program	
OTHER CHANGES	<input checked="" type="checkbox"/>	EXPLAIN: Addition of a co-op stream.	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

N/A

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

An optional, paid co-op stream for students enrolled in the MPP in Digital Society program will be offered during the spring/summer semester to students who have completed all program requirements as of the conclusion of the preceding winter term. Placements will be administered by MPP program staff. Enrolment in the co-op stream does not guarantee a co-op placement. Co-op stipends will vary based on placement.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The MPP is a professional graduate program. Co-op opportunities will provide students with an opportunity to apply the knowledge and skills they develop in the MPP program in a supported, supervised, professional setting. In many cases these co-op placements will serve as bridging opportunities to full-time employment.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

May 2023

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

This change is tied to the creation of a new 3-unit course, **PUBPOL XXX (TBC)**.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Co-op Stream

Students may be eligible for the co-op stream, which takes place in the spring/summer term following the successful completion of all other program requirements.

Eligibility is based on performance in the program and availability of placement options. Admission to the co-op stream does not guarantee placement. Students will compete for and apply for positions. To complete the co-op stream, students must successfully complete their work placement.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vass Bednar Email: vass.bednar@mcmaster.ca Extension: 647.801.5856 Date submitted:

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013



Policies, Procedures and Guidelines

Complete Policy Title: **Cotutelle Policy**

Policy Number (if applicable): **n/a**

Approved by: **Senate**

Date of Most Recent Approval: **xxx June 5, 2019**

Date of Original Approval(s): **June 5, 2019
April 10, 2013**

Suspends/Amends Policy dated: **April 10, 2013 June 5, 2019**

Position Responsible for Developing and Maintaining the Policy: **Vice-President and Dean of Graduate Studies**

Contact Department: **University Secretariat**

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SECTION I

INTRODUCTION

1. A cotutelle is a Ph.D. jointly awarded by two post-secondary institutions, typically from different countries.
2. A cotutelle degree is intended to promote international collaboration in ways among faculty members that allow students access to a broader range of research experience than would be available at a single institution.

REQUIREMENTS

3. The student must meet McMaster's admission requirements.
4. The student or supervisor must initiate arrangements for the Memorandum of Agreement/Understanding (MOAU) normally prior to admission or within three to nine months once not later than 12 months into their Ph.D. study, and but must finalize the cotutelle MOAU within the first 24-12 months of their Ph.D. study.
5. The student is required to be registered full-time at both institutions.
6. Each institution must have a qualified supervisor for the student.
7. The student must meet the degree requirements at both institutions, as negotiated in the MOAU.
8. A cotutelle Memorandum of Understanding (MOAU) must be created between both institutions, if it does not already exist. The MOAU will be based on the information provided in a Letter of Intent (LOI). At a minimum, the Memorandum will outline:
 - a) which institution is the "Home Institution" and which is the "Host Institution";
 - b) the names and titles of the supervisors;
 - c) a listing of degree requirements for each institution;
 - d) a timetable for residency and meeting degree requirements;
 - e) a schedule for progress reports and committee meetings;
 - f) intellectual property and publication details;
 - g) financial/tuition/funding details;

[DATE]

h) Insurance coverage and visa requirements

h) options for completion if the supervisory relationship with either supervisor breaks down;

i) options for completion if the student fails to meet degree requirements;

j) the language of the thesis and defence (normally English), and details of the examination procedure;

k) agreement that both institutions will award a doctoral degree designated as having been completed "in cotutelle" with the other institution, and

h) Insurance coverage and visa requirements

9. The student must comply with regulations at both institutions (e.g., research ethics, etc.). The student can be processed under either university's regulations.

10. Generally, the student spends the majority of time at the Home Institution, with a minimum of one-quarter of time (roughly 12 months) and maximum of 24 months at the Host Institution.

11. Students enrolled in a cotutelle program will pay tuition only to one institution at a time, normally to the Home Institution; additional administrative or ancillary fees may be required. The Faculty where the student is registered may have additional will determine the any additional financial requirements. All tuition and fee requirements should be in the Cotutelle MOA.

12. As dictated by McMaster's policies, there must be a formal thesis defence. The thesis defence normally will use the procedures of the Home Institution and be defended at the Home Institution with both thesis supervisors attending the defence (in person or by teleconference remotely). The examining committee must be equally appointed by have equal representation of voting members from both institutions (generally 2-two professors from each institution though may not necessarily be the supervisor) and must include an external examiner independent of both institutions. Both institutions must approve the selection of the external examiner(s), and the external will must submit a written report to both institutions McMaster before the defense date.

13. Upon successful completion of the defence, the final thesis (normally in English) will be submitted to McMaster for dissemination through the eThesis program.

14. Wording on transcripts and parchments from both institutions must specify the degree was awarded as having been completed "in cotutelle" with the other institution.

PROCEDURES

15. The steps are outlined in the cotutelle flowchart.

16. The student and supervisor will fill out the Cotutelle Letter of Intent (LOI) (Steps 1-3), which will be reviewed by the head of the graduate unit/department (Step 4) with the program coordinator in the School of Graduate Studies (SGS). The graduate program office will must perform an initial assessment of the student's admission eligibility before the graduate unit/department signs the LOI. All parties will sign the LOI once complete. This letter must be signed by the student and both supervisors.

17. The ~~Cotutelle Letter of Intent~~ LOI ~~then will~~ will then be reviewed and approved by the Associate Dean of Graduate Studies representing the student's Faculty, along with the Vice-Provost and Dean of Graduate Studies (Steps 5-6). Responsible individuals from the partner institution will also review and sign the LOI.

18. The ~~Cotutelle Letter of Intent~~ LOI ~~will be~~ is forwarded to the Office of International Affairs for the creation of a Cotutelle MOAU, in collaboration with the Faculty Graduate Office and the School of Graduate Studies (Steps 7-9). The Cotutelle MOA-MOA must be approved and signed by the Faculty Dean, Vice-Provost and Dean of Graduate Studies, and Vice-Provost Office of International Affairs from McMaster University, and an authorized representative of the other institution, as well as by both supervisors and the student (Step 10). Other signatories may be added as appropriate.

19. The Cotutelle MOAU must be completed ~~and signed~~ before the student is registered as a cotutelle student at McMaster University and eligible to attend the Host Institution (Step 11).

SECTION II

RELATED POLICIES

19. This Policy is to be read in conjunction with the following policies, statements, and collective agreements. Normally the policies listed below act independently of one another. However, they may intersect with the application of other University policies or procedures regarding the same matter.

20. Any question of the application of this Code or related policies shall be determined by the ~~Associate~~ Vice-Provost and Dean of Graduate Studies from McMaster University, in consultation with the administrator of the other policy or policies. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):

- [McMaster University Graduate Calendar](#)
- Academic Accommodation of Students with Disabilities
- [Academic Accommodation for Religious, Indigenous and Spiritual Observances](#)
- [McMaster University Policy on Accessibility](#)
- Academic Freedom, Statement on
- Academic Integrity Policy
- Alcohol Policy, University
- Conflict of Interest Guidelines: Undergraduate Studies and Graduate Studies
- Code of Student Rights and Responsibilities
- ~~Discrimination and Harassment Policy~~
- ~~and Sexual Harassment: Prevention and Response, Policy~~
- Employee/Labour Relations – Collective Agreements (students acting in their role as Teaching Assistants are acting as University employees and should refer to their collective agreement.)
- Freedom of Information and Protection of Privacy Act
- Group Conflict and Senate Mediation Procedures
- Ontario Human Rights Code
- Personal Health Information Protection Act
- Research Integrity Policy
- Sexual Violence Policy
- Statement on Building an Inclusive Community with a Shared Purpose

Cotutelle Policy

[DATE]

Section I

- Statement and Guidelines on Inclusive Communications
- Tobacco & Smoke Free University Policy
- University Technology Services (UTS) – Policies and Procedures
- Violence in the Workplace, Policy on
-

Page 7



Policies, Procedures and Guidelines

Complete Policy Title:	Cotutelle Policy
Policy Number (if applicable):	n/a
Approved by:	Senate
Date of Most Recent Approval:	xxx
Date of Original Approval(s):	June 5, 2019 April 10, 2013
Suspends/Amends Policy dated:	June 5, 2019
Position Responsible for Developing and Maintaining the Policy:	Vice-President and Dean of Graduate Studies
Contact Department	University Secretariat

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 - f) intellectual property and publication details;
 - g) financial/tuition/funding details;

[DATE]

- h) Insurance coverage and visa requirements
 - i) options for completion if the supervisory relationship with either supervisor breaks down;
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[DATE]

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- Alcohol Policy, University
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- Tobacco & Smoke Free University Policy
- University Technology Services (UTS) – Policies and Procedures

- Violence in the Workplace, Policy on

August 2, 2023

TO: Senate

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



SUBJECT: Amendments to the Faculty of Science By-laws

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 & [Innovation](#)
 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/Director/Executive Advisor](#), Development, Faculty of Science
Manager, Information Technology, Faculty of Science
[Administrator \(Research and Facilities\), Faculty of Science](#)
Administrator, (Faculty [Affairs/Relations](#)), Faculty of Science
Directors of Senate-approved Centres and Institutes that report to the Vice-President, Research & [Innovation](#) 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 Committee (non-voting)~~
~~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 co~~ 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 deal~~ Deal with such matters as may be referred to it by the Dean of the Faculty or by the Faculty;
- (f) ~~to act~~ Act on behalf of the Faculty in the period between the last regular Faculty meeting of one academic year and the first regular Faculty meeting of the succeeding academic year, submitting a written report to the Faculty at the latter meeting on all actions taken;
- (g) ~~to advise~~ Advise the Dean on matters of concern;
- (h) ~~to make~~ Make recommendations to the Faculty on any appropriate matter; and,
- (~~a~~)⁽ⁱ⁾ ~~to act~~ 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 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 c~~ Consider undergraduate curriculum matters affecting the Faculty of Science and make recommendations thereon to the Faculty.

Commented [BD1]: The title of Associate Deans who have undergraduate responsibilities across the University (with the exception of Health Sciences) will be changed to "Associate Dean, Undergraduate Studies" on July 1, 2023. This change was approved by Senate on March 8, 2023. This change has been made throughout the document.

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 c~~ 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 d~~ 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 d~~ 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~~ 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~~ 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;

Commented [BD2]: Confirmed by the University Secretariat that this item no longer applies per the current 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

Commented [BD3]: Graduate Council does not appoint a member external to the Faculty to this Committee.

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**

Functions:

- (a) ~~To~~ 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 m~~Monitor the financial position of the Faculty and to recommend strategies to ensure a financially viable organization to the Dean;
(b) ~~to d~~Develop financial policies and guidelines for the review and management of the fiscal resources, to recommend thereon to the Dean;
(c) ~~to e~~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~~ Review all Department and School applications for new full-time tenure- and teaching-stream faculty ~~appointments~~ positions; and
(b) ~~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)

* 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

Commented [BD4]: Consistent with University practice; confirmed with the University Secretariat.

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.

Commented [BD5]: Paper ballots are no longer used in elections; it has been replaced by on-line voting systems administered by the University Secretariat.

- (iii) ~~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) 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) 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.
- (xi) 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 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](#)

Faculty of Science By-laws: Schedule A

Commented [BD6]: Revisions confirmed with the Office of the ADRER.

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

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

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

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

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

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

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

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

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

(ii) Regular Meetings:

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

(iii) Special Meetings:

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

(iv) Authority of General Faculty:

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

II FACULTY COUNCIL

(i) Composition:

- Ex Officio: President
Provost
Dean & Vice-Provost of Graduate Studies
Dean of the Faculty (**Chair**)
Associate Deans of the Faculty
Chairs of Departments and Directors of Schools in the Faculty of Science
Assistant Dean, Undergraduate Studies
Director of Finance & Administration
- Secretary: Secretary of the Senate, or delegate
(non-voting)
- Quorum: One half of the voting members, excluding the President, Provost, and Dean & Vice-Provost of Graduate Studies

(ii) Functions:

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

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

(vi) Faculty Finance Committee

Functions:

- (a) Monitor the financial position of the Faculty and to recommend strategies to ensure a financially viable organization to the Dean;
- (b) Develop financial policies and guidelines for the review and management of the fiscal resources, to recommend thereon to the Dean;
- (c) Establish a mechanism (e.g. reports, key performance indicators, etc.) for financial decision-making, including recommending comprehensive financial plans and budgets for the Faculty; and,

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

This Committee is advisory to the Dean.

Composition:

- Chair: Dean of the Faculty
- Ex-Officio: President
Provost
One (1) member of the Faculty who is a member of the University Budget Committee (if applicable)
Associate Deans of the Faculty
Department Chairs and School Directors in the Faculty of Science
Director, Finance & Administration, Faculty of Science
- By Invitation: Associate Director, Finance & Administration, Faculty of Science
(non-voting) Academic Department Managers, or delegates

(vi) Faculty Appointments Advisory Committee (FAAC)

Functions:

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

This Committee is advisory to the Dean.

Composition:

- Chair: Dean of the Faculty
- Ex-Officio: President
Provost
Associate Deans of the Faculty
- Members: One faculty member from each School and Department (not Chairs/Directors or Associate Chairs/Directors) not represented by the Associate Deans, appointed by the Dean after consultation with the relevant Chairs/Directors
- Consultant: Provided by the Office of the Dean
(non-voting)

(vii) Academic Accommodation Teams

Functions:

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

Composition:

For Undergraduate Students:

- Chair: Associate Dean, Undergraduate Studies, Faculty of Science
- Ex-Officio: Assistant Dean, Undergraduate Studies, Faculty of Science
Manager, Undergraduate Recruitment & Education, Faculty of Science
- Members*: Academic Advisor(s) in the Office of the Associate Dean, Undergraduate Studies, Faculty of Science
Course Instructor(s) of the Student
Assistant Dean, Undergraduate Studies from another Faculty
- Consultant: SAS Program Coordinator(s)
Academic Accommodations Officer, Office of the Associate Dean,
Undergraduate Studies, Faculty of Science

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

For Graduate Students:

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

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

Consultant: SAS Program Coordinator(s)

** 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.

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- (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 Faculty meeting. Notice of motion to request such amendment shall be given at a previous meeting of General Faculty, or in writing to all members of General Faculty at least four weeks before the meeting.

VII IMPLEMENTATION

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

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

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 & Innovation) 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 THE SENATE
FROM THE
COMMITTEE ON APPOINTMENTS

Open Session (Regular)

On August 30, 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 – Walter G. Booth Chair in Engineering Entrepreneurship and Innovation and the Class of 1962 Mechanical Engineering Chair in Eco-Entrepreneurship**

It is now recommended,

that Senate approve, for recommendation to the Board of Governors, the revised terms of reference for the Walter G. Booth Chair in Engineering Entrepreneurship and Innovation, as circulated.

It is now recommended,

that Senate approve, for recommendation to the Board of Governors, the revised terms of reference for the Class of 1962 Mechanical Engineering Chair in Eco-Entrepreneurship, as circulated.

SENATE: FOR APPROVAL
September 13, 2023



July 26, 2023

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 201

Re: Revised Terms of Reference for The Walter G. Booth Chair in Engineering Entrepreneurship and Innovation and The Class of 1962 Mechanical Engineering Chair in Eco-Entrepreneurship

On behalf of the Faculty of Engineering, I would like to recommend for approval revised terms of reference for The Walter G. Booth Chair in Engineering Entrepreneurship and Innovation and The Class of 1962 Mechanical Engineering Chair in Eco-Entrepreneurship.

These Chairs were established respectively in 2002 and 2010 through the generous philanthropic support of the late Walter G. Booth.

Since the creation of these endowed Chairs, the strategic direction of the Faculty of Engineering and the Walter G. Booth School of Engineering Practice and Technology have been evolving to meet the future needs in industry. I have enclosed copies of the original and revised terms of reference for each Chair.

Communication regarding these changes has taken place with Catherine Booth on behalf of the Booth Family.

Thank you for considering these recommendations.

Yours truly,

Heather Sheardown, FCAE, FAIMBE, FIUSBE
Dean, Faculty of Engineering

Encls:

**The Walter G. Booth Chair in Engineering Entrepreneurship and Innovation
Established in 2002**

Original Terms of Reference

The Chairholder will provide the vision and leadership required to: develop an innovative research program in the area of corporate and global entrepreneurship; oversee the curriculum development for the Centre for Engineering Entrepreneurship and Innovation; supervise graduate and postdoctoral students; and offer short courses and technology briefings to industry.

Proposed Revised Terms of Reference

The Chairholder will provide the vision and leadership required in Advanced Smart Systems and Technology for emerging contemporary engineering priorities¹ while preserving Walter G. Booth's understanding that the Chair will encourage entrepreneurship, innovation, and relevant industrial application.

Details and Duties of Chair

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

- Hold a full-time faculty position within the Walter G. Booth School of Engineering Practice and Technology within the Faculty of Engineering at McMaster University.
- Provide leadership within the Walter G. Booth School of Engineering Practice and Technology in the field of Advanced Smart Systems and Technology.
- Provide leadership within the Walter G. Booth School of Engineering Practice and Technology in the area of curriculum development for students at both the undergraduate and graduate levels that encourages entrepreneurship, innovation, and relevant industrial application.

Selection Process

The Dean of the Faculty of Engineering will appoint an appropriate Selection Committee which shall include the Associate Dean, Research, Innovation and External Relations in Faculty of Engineering and the Director of the Walter Booth School of Engineering Practice and Technology. The Selection Committee will recommend an appointment to the Faculty Appointment 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 Walter G. Booth Chair in Engineering Entrepreneurship and Innovation at McMaster University in all publications, lectures and any other activities supported through the fund. The incumbent will participate in the annual donor recognition programme.

¹ Current priorities would include: AI, IoT, robotics, and cyber-physical systems.

**The Class of 1962 Mechanical Engineering Chair in Eco-Entrepreneurship
Established in 2010**

Original Terms of Reference

The Chairholder will build on current strengths and expand capacity within the Xerox Centre for Engineering Entrepreneurship and Innovation and the ArcelorMittal Dofasco Centre for Engineering and Public Policy, both integral components of the Walter G. Booth School of Engineering Practice and Technology. The Chair will focus specifically on how to develop and implement responsible and opportunity-creating public policy and how to use this to bring sustainable technologies successfully to market. This will enable McMaster to educate students who will seize entrepreneurial opportunities leading to sustainable businesses based on eco-effective designs.

Proposed Revised Terms of Reference

The Chairholder will build upon current strengths and expand capacity at McMaster University in the areas of entrepreneurship and public policy. This Chair will be open to internal candidates from within the Faculty of Engineering and the external marketplace. The Chair will focus on opportunities to bring technologies that support sustainable outcomes to market. This includes consideration of public policy and other supports that promote positive outcomes for enterprises that benefit the environment and society. This will enable the Faculty of Engineering to educate students who will seize entrepreneurial opportunities leading to sustainable businesses based on eco-effective designs.

Details and Duties of the Chair

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

- Hold a full-time faculty position within the Faculty of Engineering at McMaster University.
- Provide leadership to the Faculty of Engineering in the areas of entrepreneurship and public policy for sustainable technologies.
- Provide leadership within the Faculty of Engineering in the areas of curriculum development for undergraduate and graduate students to gain knowledge and experience on how to create sustainable businesses based on eco-effective designs.

Selection Process

The Dean of the Faculty of Engineering will appoint an appropriate Selection Committee which shall include the Associate Dean, Research, Innovation and External Relations in Faculty of Engineering and the Director of the Walter Booth School of Engineering Practice and Technology. The Selection Committee will recommend an appointment to the Faculty Appointment 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 Class of 1962 Mechanical Engineering Chair in Eco-Entrepreneurship at McMaster University in all publications, lectures and any other activities supported through the fund. The incumbent will participate in the annual donor recognition programme.