

FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES, 2021-2022 HANDBOOK
November 2021

1. GENERAL INFORMATION

1.1. STAFF AND FACULTY Meeting

The Faculty of Agricultural and Environmental Sciences conducts its academic business at regular meetings of Staff and Faculty which are held once a month during the academic session from September to May, inclusive. Special meetings are called at the discretion of the Dean.

All full-time academic staff members holding the rank of Faculty and University Lecturer or above, seven student representatives (two named by the Agricultural and Environmental Sciences Undergraduate Society, one named by the Dietetics and Human Nutrition Undergraduate Society, two named by the Macdonald Campus Students' Society, and two named by the Macdonald Campus Graduate Students' Society), The Manager of Admissions and Student Affairs, Faculty of Agricultural and Environmental Sciences (FAES), assistant, associate and full librarians in the Macdonald Campus library and the Curator of the Morgan Arboretum to have voice and vote in Staff and Faculty meetings. The Director of Athletics (Macdonald Campus), the Director of Academic and Administrative Services (Macdonald Campus) and the Manager of the Macdonald Campus Farm, are all to have voice, but no vote at the open sessions of the Faculty of Agricultural and Environmental Sciences Staff and Faculty Council Meetings (Senate Meeting of September 20, 2006). According to the University Statutes, the Dean must serve as Chair of Faculty Meetings. However, in order to permit the Dean to participate more freely in discussions as a member of Faculty, the business of Faculty is conducted at a Staff Meeting, chaired by a member of Faculty, elected for a term of one year. Immediately following adjournment of the Staff Meeting, a Faculty Meeting is convened, with the Dean in the chair. The Faculty Meeting is conducted as follows:

- A. A motion to ratify the business transacted at the Staff Meeting, duly seconded and carried (simple majority) meets the statutory regulations. The meeting is then adjourned.
- B. However, if a Faculty member wishes to re-open for discussion any item of business transacted at the Staff Meeting, he/she may move to amend the motion to ratify, i.e. "I move that the motion to ratify the business transacted at the Staff Meeting be amended to ...", duly seconded.
 - After discussion, the amendment is voted upon.
 - If defeated, a vote then takes place on the original motion.
 - If carried, a vote then takes place on the original motion as amended.

Staff and Faculty Meetings are usually scheduled for 14h30 hours and for 2020-2021 will be held in via Zoom until further notice. As a member of staff, you are encouraged to attend, to participate in the discussions and to vote on the motions which come before the meeting. A quorum has been set at 20 members; in the event that this is not met the meeting will be adjourned. Minutes of the Staff meetings are recorded by the Faculty Secretary.

Faculty Minutes are identified by a numerical sequence within the academic year, beginning with the first meeting in September as follows:

First Meeting - Faculty of Agricultural and Environmental Sciences 21-22/1

Second Meeting - Faculty of Agricultural and Environmental Sciences 21-22/2 etc.

This identification appears on each page of the Minutes. The individual Minutes of each Faculty Meeting are numbered consecutively and bear the meeting number and the minute number, e.g. 1.01, 1.02, etc. and 2.01, 2.02, etc.

Please advise the Dean's Office (ext. 7666) if you are unable to attend a Staff Meeting. This information is required for the records.

The Staff adopted a procedure for the presentation of reports of standing and special committees on October 18, 1971, which was amended on December 11, 1998 and September 21, 2001.

1. The Agenda for each Staff Meeting is prepared approximately one week in advance. Documents for consideration at staff meetings of the Faculty of Agricultural and Environmental Sciences must be in the possession of members three (3) working days before the date of regularly scheduled staff meetings. Documents must be received in the Dean's Office no later than 09h00 on the Thursday the week before the Faculty/Staff meeting.
2. Recommendations of Standing Committees which have been unanimously approved by the Committee may be marked by an asterisk (*) and such items will be voted on at the Staff Meeting without further discussion. However, any staff member may request that an asterisked item be discussed. Such a request must be made in writing to the Secretary of Faculty at the latest the day prior to the date of the meeting.
3. Reports that are not provided to the Staff three (3) working days in advance of the Faculty meeting cannot be discussed or voted upon except with the unanimous approval of the Staff meeting. The Chair may permit the discussion of a late report if a delay would affect the academic progress of students, e.g. reports of the Committee on Academic Standing.

Generally, all meetings are open except when student standings are discussed. Visitors to the meeting, who are not regular members, may not speak, except when the meeting votes to grant special permission for a non-member to speak.

1.2. ADMINISTRATION OF MACDONALD Campus

The Chief Administrative Office of Macdonald Campus is the Associate Vice-Principal (Macdonald Campus) who is assisted in the day-to-day operations by the Director of Academic and Administrative Services.

1.3. ADMINISTRATION OF FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES

The Chief Administrative Officer of the Faculty is the Dean. He/she is assisted in the day-to-day operations by the Associate Deans.

1.4. DEAN'S EXECUTIVE Committee

The Executive Committee advises the Dean, Faculty of Agricultural and Environmental Sciences on matters pertaining to his/her duties. The Committee meets on a regular basis from two to four times per month throughout most of the year and consists of the following:

Dean, Faculty of Agricultural and Environmental Sciences	A. Geitmann
Associate Dean, Research	S. Karboune
Associate Dean, Student Affairs	V. Orsat
Associate Dean, Academic	M. Scott
Associate Dean, Graduate Studies	I. Strachan
Director, Academic and Administrative Services	C. Butler

1.5. FACULTY OFFICE

The Office of the Secretary of Faculty is responsible for the processing and distribution of Faculty minutes, reports and documents for consideration at Faculty Meetings.

Depending on time availability, the Office is willing to provide assistance to Standing and Ad-Hoc Committees of Faculty. The Office is unable however, to type minutes, reports or act as recording secretary for committee meetings.

2. STAFF MEETINGS: 2021-2022

2.1. CHAIR OF THE STAFF Meetings

The Chair of the Staff Meetings for the 2020-2021 Academic Session is Professor Cue.

2.2. THE SECRETARY OF FACULTY for the period September 2018 to May 2021 is Professor Akbarzadeh.

2.3. THE 2020-2021 STUDENT REPRESENTATION is as follows:

Agricultural and Environmental Sciences Undergraduate Society (A.E.S.U.S.)	1-
	2-
Dietetics and Human Nutrition Undergraduate Society (D.H.N.U.S.)	1-
Macdonald Campus Students' Society (M.C.S.S.)	1- Chloe Garzon
	2- Defne Helvacioğlu
Macdonald Campus Graduate Students' Society (M.C.G.S.S.)	1-
	2-

FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES Meeting Schedule for 2021-2022

During the 2021-2022 session, the regular meetings of the Faculty will be held on the following dates, unless notification is given of a change.

Meetings will be held in Room 3-048 of the Raymond Building as listed below (via Zoom until further notice):

September 10, 2021 at 14h30
October 15, 2021 at 14h30
November 12, 2021 at 14h30
December 10, 2021 at 14h30
January 14, 2022 at 14h30
February 4, 2022 at 14h30
March 18, 2022 at 14h30
April 22, 2022 at 14h30
May 13, 2022 at 14h30

3. STANDING COMMITTEES – Faculty of Agricultural and Environmental Sciences 2021-2022

3.1. **FACULTY ACADEMIC PROGRAM Committee** (formerly CCRC) (p.25)

<u>Chair:</u> Associate Dean (Academic)	M. Scott	
<u>Members:</u>		
Academic Program Directors (ex officio) or delegate		
B.Eng (Bioresource)	G. Clark	
B.Sc. (AgEnvSc) – Agricultural Economics	P. Thomassin	
B.Sc. (AgEnvSc) – Agro-Environmental Science	R. Cue	
B.Sc. (AgEnvSc) – Environment	K. Roulet	
B.Sc. (AgEnvSc) – Environmental Biology	K. Elliott	
B.Sc. (AgEnvSc) – Global Food Security	S. Burgos	
B.Sc. (AgEnvSc) – Life Sciences	J. Bede	
B.Sc. (FSc) – Food Science	H. Ramaswamy	
B.Sc. (NutrSc) – Human Nutrition	S. Phillips	
Dean, Faculty of Agricultural and Environmental Sciences	A. Geitmann	20-25
Freshman Representative	A. Cherestes	
Manager, Student Affairs Office or Designate (ex-officio)	S. Pellecchia	
The Librarian (ex-officio)	E. Mackenzie	
FAES Representative to APC (ex-officio) non-voting		
FAES Representative to SCTP (ex-officio), non-voting	J. Bede	
Two Specialization Coordinators from the BSc (AgEnvSc)	M. Dastmalchi	
	J. Major	
Resource Person		
M.C.S.S. VP Academic	Shannon Huo	21-22
M.C.G.S.S. Representative		

3.2 **ACADEMIC STANDING, Committee** on (p.27)

<u>Chair:</u> Elected by Faculty from Committee	A. Cherestes	20-22
<u>Members:</u> Elected by Faculty		
(not more than 1 member from any department and to include SHN & MSE)	1- M. Ngadi (BE)	20-23
	2- J. Gillung (NRS)	21-24
	3 -M. J. Dumont (BE)	21-24
	4- H. Plourde (SHN)	21-24
M.C.S.S. VP Academic or other executive member	Shannon Huo	21-21
Dean (ex-officio)	A. Geitmann	20-25
Associate Dean, Student Affairs (ex-officio)	V. Orsat	
Manager, Student Affairs Office or designate (ex-officio)	S. Pellecchia	
Faculty Advisor, Students Affairs (ex-officio)	M. Hachem	

3.3. **FACULTY APPOINTMENTS Committee** (p.29)

<u>Chair:</u> Associate or Full Professor elected by Faculty	J. Bede	20-23
<u>Members:</u> Associate or Full Professors		
Elected by Faculty (not more than one from any academic unit)	1- J. Cardille (NRS)	19-22
	2- L. Agellon (SHN)	20-23
	3- M. Ngadi (BE)	20-23
The Dean (ex-officio)*	A. Geitmann	20-25
Associate Dean, Academic (ex-officio)*	M. Scott	
Associate Dean, Student Affairs (ex-officio)*	V. Orsat	
Associate Dean, Research (ex-officio)*	S. Karboune	

Associate Dean, Graduate and Postdoctoral Studies (ex-officio)*	I. Strachan	
3.4. FACULTY AWARDS Committee (p.35)		
<u>Chair</u> : Elected by Faculty (should be a senior faculty member) I. Strachan	K. Wade (AnSc)	21-24
<u>Associate Chair</u> : Associate Dean, Research (ex-officio)	S. Karboune	
<u>Members</u> : Elected by Faculty (not more than 1 member from any one department each appointed for a three year term)	1- S. Jabaji (PISc) 2- K. Koski (SHN) 3- J. Gillung (NRS) 4- S. Prasher (BE) 5- B. Simpson (FdSc)	21-24 21-24 21-24 21-24 21-24
3.5. DEVELOPMENT OF TEACHING EXCELLENCE, Committee on (p.37)		
<u>Chair</u> : (longest standing member)	D. Titley-Peloquin (BE)	19-22
<u>Members</u> : Elected by Faculty	1- S. Faucher (NRS) 2- K. Koski (SHN) 3- T. Long (PARA) 4- A. Harou (NRS)	19-22 21-24 20-23 20-23
Teaching and Learning Services Representative Associate Dean, Student Affairs (ex-officio) Dean (ex-officio) Former award winner	Maria Orjuela-Laverde V. Orsat A. Geitmann I. Strachan (NRS)	20-25 19-22
M.C.S.S. Representative	Defne Helvacioğlu	21-22
M.C.G.S.S. Representative		21-22
3.6. FACULTY GRADUATE AND POST DOCTORAL STUDIES Committee (p.38)		
<u>Chair</u> : Associate Dean (Graduate Studies)	I. Strachan	
<u>Members</u> :		
Manager, Macdonald Office of Graduate and Postdoctoral Studies Graduate Program Director from each graduate unit	S. Gregus	
	AgEcon: P. Thomassin Animal: R. Cue Bioresource: V. Raghavan SHN: K. Koski Food: S. Karboune NRS: S. Faucher Parasitology: R. Prichard Plant: JB Charron	
Two MCGSS representatives	S. Chevalier J.B. Charron	21-21 21-22
One post-doctoral fellow A library liaison		

3.7. FACULTY GRANTSMANSHIP Committee (p.39)

Chair: Associate Dean (Research)

S. Karboune

Members:

1 member who has received significant tri-council funding
1 member who has served on one of the tri-council subcommittees

1- S. Kubow (SHN)
2- L. Whyte (NRS)

1 member who is a CRC Tier I or equivalent
1 member who is a CRC Tier II or equivalent holder

3- S. Kimmins (AnSc)
4- G. Marquis (SHN)

3.8. FACULTY PLANNING Committee (p.40)

Chair: Appointed by the Dean (may be re-elected)

S. Faucher

20-23

Members: Elected by Faculty
(1 from each academic unit)

1- S. De Blois (MSE) 19-22
2- S. Faucher (NRS) 20-23
3- S. Burgos (AnSc) 21-24
4- M. Lefsrud (BE) 20-23
5- R. Mailloux (SHN) 21-24
6- D. Wees (FMT) 20-23
7- S. George (FdSc) 21-24
8- M. Dastmalchi (PISc) 20-23
9- I. Cestari (Para) 20-23

The Dean (ex-officio)
Associate Dean, Academic (ex-officio)
Associate Dean, Student Affairs (ex-officio)
Associate Dean, Research (ex-officio)
Associate Dean, Graduate Studies (ex-officio)
Chair, Macdonald Sub-Committee on Physical Facilities (ex-officio)

A. Geitmann 20-25
M. Scott (PARA)
V. Orsat
S. Karboune
I. Strachan
B. Côté

Administrative Member, appointed by the Dean

K. MacLean

M.C.S.S. Representative
M.C.G.S.S. Representative

Karl-Antoine Hogue 21-22
21-22

3.9. FACULTY PROMOTION TO FULL PROFESSOR Committee (p.41)

Chair: Full Professor nominated by the Nominations Committee

R. Prichard (PARA)

20-23

Members: one Full Professor from each academic unit

J. Whalen (NRS) 20-23
H. Ramaswamy (FdSc) 20-23
J. Adamowski (BE) 20-23
X. Zhao (AnSc) 20-23
L. Agellon (SHN) 20-23
S. Jabaji (PISc) 19-22

The Dean (ex-officio)

A. Geitmann 15-20

3.10. **FARM MANAGEMENT AND TECHNOLOGY PROGRAM Committee** (p.42)

Director	P. Theriault
Assistant Director	D. Wees
Director, Farm Practice	C. Begg
Liaison Officer	C. MacDougall
Farm Director	P. Meldrum
Dean	A. Geitmann
Associate Dean, Academic	M. Scott
Associate Dean, Student Affairs	V. Orsat

Student representatives for each year:

Years 1, 2 and 3

Bioresource Engineering

P. Enright
V. Adamchuck, Chair
C. Madramootoo
M. A. Isabelle

Plant Science

C. Begg
M. Stromvik, Chair
D. Wees
S. Lussier
J. Trépanier

Animal Science

C. Molgat
D. Martin
R. Duggavathi, Chair
Y. Schuermann

Natural Resource Sciences

B. Driscoll, Chair
B. Côté
P. Thériault

English

D. Hollenbeck
J. Bouvier
B. Reynolds
M. Trepanier

Humanities

D. Lori
P. Stewart

Physical Education

J. Barker, Director
C. Privé

French

P. Landry

School of Human Nutrition

M. Rose
L. Wykes

FMT Support and Administrative Staff

F. Lacelle
M. Martin

3.11. FARM RESEARCH AND TEACHING Committee (p. 43)

<u>Chair</u> : Associate Dean Research	S. Karboune	
<u>Members</u> : Elected by Faculty (two users of the Farm from two different departments plus one who is a farm researcher)	1- C. Kallenbach (NRS) 2- P. Seguin (PISc) 3- E. Vasseur (AnSc)	18-22 18-22 18-22
Chair, Department of Animal Science (ex officio)	R. Duggavathi	
Chair, Department of Plant Science (ex officio)	M. Stromvik	
Chair, Department of Bioresource Engineering (ex officio)	S. Adamchuk	
General Manager, Macdonald Campus farm	P. Meldrum	
Director, FMT	P. Theriault	
Director, McGill Animal Resources Centre	J. Gourdon	

3.12. FOUNDER'S DAY Committee (p.44)

<u>Chair</u> : Appointed by Dean (being co-Chaired)	M. Humphries	21-24
<u>Members</u> : Appointed by Dean upon recommendation from the Nominating Committee.		
Vice-Principal or designate (ex-officio)	M. Doan	19-22
Two academic staff	A. Ismail (FdSc) Y. Wang (FdSc)	19-22 19-22
Two non-academic staff	F. Nardi (Facilities) J. Ten Eyck	21-24 19-22
President, M.C.S.S. or designate	Chloe Garzon	21-22
President (or designate) M.C.G.S.S.		21-22
Additional members as required	M. Pinard (Library) P-G. Duhamel A. Harou	20-23 21-24 21-24

3.13. INFORMATION TECHNOLOGIES, Macdonald Campus Committee (p.45)

<u>Chair</u> : Appointed by Associate Vice-Principal (Macdonald Campus)	A. Akbarzadeh (BE)	22-24
<u>Members</u> : Elected by Faculty		
(One member from each of the eight academic units, namely Bioresource Engineering, Animal Science, Dietetics and Human Nutrition, Farm Management and Technology, Food Science, Natural Resource Sciences, Parasitology, and Plant Science)	R. Cue (AnSc)	20-23
	V. Hoyos-Villegas (PISc)	19-22
	X. Lu (FdSc)	20-23
	D. Roy (NRS)	21-24
	D. Nielsen (SHN)	21-24
	P. Enright (FMT)	21-24
	Q. Liu (PARA)	21-24
Representative, ICS (Macdonald Campus)	J. Trioni	
Representative, NCS (rep from downtown)		
Macdonald Campus Librarian	E. MacKenzie	
Manager, Student Affairs (ex officio)	S. Pellecchia	
Representative, Administrative Staff	S. Dernovici	
Representative, M.C.S.S.	Imad El-Nawam	21-22
Representative, M.C.G.S.S.		21-22
Ad Hoc Member		

3.14. LIBRARY Committee, Macdonald Campus (p.47)

<u>Chair</u> : Elected annually by Committee	V. Hoyos-Villegas (PISc)	19-24
<u>Members</u> : (one member of each academic unit) Elected by Faculty		
	1 – J. Ronholm (FdSc)	19-24
	2 - A. Mustafa (AnSc)	19-24
	3 – D. Roy (NRS)	19-24
	4 – F. Altamura (BE)	21-26
	5- K. Roulet (MSE)	20-25
	6 - P. Thériault (FMT)	20-25
	7 - H.Melgar-Quinonez (SHN)	20-25
	8 - T. Long (PARA)	21-26
Dean, Macdonald Campus (ex-officio) 7	A. Geitmann	20-25
Chair, Macdonald Campus Committee on (ex-officio) Information Technologies (ex-officio)	A. Akbarzadeh (BE)	22-24
Associate Dean, User Services, McGill Library	K. Hanz	
Head Librarian, Macdonald Campus Library (ex-officio)	E. MacKenzie	
M.C.S.S. Representative	Chloe Garzon	21-22
M.C.G.S.S. Representative		21-22

3.15. MACDONALD CAMPUS OUTREACH Committee (p. 48)

<u>Chair</u> : Appointed by the Nominations Committee (2 year mandate) renewable	Kathy MacLean	
<u>Members</u> : Elected by Faculty		
3 Faculty members (four year term)	1- G. Clark (BE)	18-22
	2- D. Wees (PISc)	18-22
	3- A. Mustafa (AnSc)	18-22
Director of Community Relations (ex officio)	P. Theriault	
Manager, Planning and Communications (ex officio)	K. MacLean	
Outreach Officer, Office of Student Academic Services (OSAS) (ex officio)		
Representative, M.C.S.S.	Anais Pierre-Estime	
Representative, M.C.G.S.S.		
Representative, Food and Nutrition Laboratories		
Representative, Lyman Entomological Museum and Herbarium		
Representative, Four O'clock Forum		
Representative, Founder's Day Committee (Chair or delegate)		
Representative, Macdonald Campus Farm (including Community Engagement Centre)		
Representative, Homecoming Team		
Representative, Open House Team		
Representative, Morgan Arboretum		
Representative, Ecomuseum		
Representative, John Abbott College Mac-Mentoring project		
Other members at the invitation of the Chair of the Committee		

3.16 NOMINATIONS Committee (p.49)

<u>Chair</u>	B. Driscoll (NRS)	21-23
<u>Members</u> : Current or recent FAES Chairs/Directors		
	1- R. Duggavathi (AnSc)	18-23
	2- L. Wykes (SHN)	21-23
	4- M. Stromvik (PISc)	20-25
	5- V. Yaylayan (FdSc)	20-23
	6- V. Adamchuk (BE)	18-23
Dean (ex-officio)	A. Geitmann	20-25
M.C.S.S. Representative	Jacques Gross	21-22

3.17. RESEARCH ETHICS Board, Faculty of Agricultural and Environmental Sciences (p.50)

<u>Chair</u>	N. Basu (NRS/SHN)	20-23
<u>Members:</u> Elected by Faculty	1- J. Singh (PISc)	21-24
	2- J. Whalen(NRS)	20-23
	3- G. Dunphy (NRS)	20-23
	4- Q. Liu (PARA)	20-23
	5- D. Nielsen (SHN)	20-23
Lay member (recruited by committee for 3 year term)	S. Darwish	19-22

3.18. SCHOLARSHIPS Committee (p.51)

<u>Chair:</u> Associate Dean, Student Affairs	V. Orsat	
<u>Members:</u> Elected by Faculty	1- J. Ronholm (AnSc)	21-24
	2- J. Bede (PISc)	19-22
	3- Y. Wang (FdSc)	21-24
	4- C. Madramootoo (BE)	19-22
Dean (ex-officio)	A. Geitmann	20-25
Associate Dean, Graduate Studies	I. Strachan	
Advancement Officer, Macdonald Campus (ex-officio)	A. Duff	
Manager, Student Affairs Office or designate (ex-officio)	S. Pellecchia	
Administrative Coordinator	M. Doan	
Manager, Macdonald Office of Graduate and Postdoctoral Studies	S. Gregus	
Farm Management and Technology Program Representative	P. Enright	
A.E.S.U.S. President		
D.H.N.U.S. President		
M.C.S.S. Representative	Shariq Imran	21-22
M.C.G.S.S. Representative		21-22

3.19. **STUDENT RECRUITMENT Committee** (p. 52)

Chair: Elected by members of the Committee

A. Cherestes

Members:

Dean

A. Geitmann

One member to represent each major program including the Freshman and FMT Program.

Agr. Economics

P. Thomassin

Ag-Env Sci.

R. Cue

Bioresource

V. Orsat

Environmental Biology

K. Elliott

Global Food Security

S. Burgos

Food Sciences

J. Ronholm

Life Sciences

J. Bede

MSE

K. Roulet

SHN

J. Routhier

Freshman

A. Cherestes

FMT

C. MacDougall

Associate Dean (Student Affairs) (*ex officio with vote*)

V. Orsat

Manager, Student Affairs (*ex officio with vote*)

S. Pellecchia

Liaison and Admissions Officer, Student Affairs Office (*ex officio - non voting*)

J. Innes

Senior Admissions Officer, Enrolment Services (*ex officio - non-voting*)

D. Eperjesi

Two MCSS delegates

Nikulas Dworek
Sean Clarke

MCGSS President or delegate (ex-officio)

Ad hoc Member

K. MacLean

MACDONALD CAMPUS COMMITTEE

3.20. **ANIMAL CARE Committee, Macdonald Campus** (p.53)

<u>Chair</u> : Appointed by VP (Macdonald Campus)	S. Kimmins (AnSc)	21-24
<u>Members</u>		
McGill University Veterinarian Director of the Animal Compliance Office	Jim Gourdon Suzanne Smith	
At least three Faculty member representatives experienced in animal care and use	1- E Vasseur (AnSc) 2 - F. Lopes(PAR) 3 - R. Mailloux (SHN) 4 - K. McKinney (NRS)	21-24 21-24 19-22 19-22
SARU Staff Representative Community Representative	Karen Stone Marc Montour	
Macdonald Campus Farm Representative, Dairy Barn Manager Macdonald Campus Farm Staff Representative Manager, Animal Facilities, Macdonald CMARC Manager Quality Assistant Advisor Committee Advisor Training Advisor Graduate Student	Chantal Charette Natasha Lapointe P. Meldrum Holly Esak Bruna Morocutti Sabina Santamaria Jennifer Henri	

3.21. **FACULTY MARSHALL, Macdonald Campus** (p.55)

Vice-Marshall

D. Titley-Peloquin	20-24
J. Major	20-22

3.22. **FIRE MARSHALL, Macdonald Campus** (p.56)

Franco Nardi

3.23. PHYSICAL FACILITIES, Macdonald Sub-Committee on (p.57)

Chair: Macdonald Member of Senate Committee on Physical Development (appointed by Associate Vice-Principal – Macdonald Campus)

B. Côté (NRS)

Members

Associate Vice-Principal (Macdonald Campus)		
Dean, Faculty of Agricultural and Environmental Sciences	A. Geitmann	20-25
Supervisor, Property Maintenance (Secretary)	Franco Nardi	
Director of Academic and Administrative Services	C. Butler	
Director of Farm Facilities	P. Meldrum	
Director of Eco-Facilities	B. Côté	
Physical Plant Representative	D. Mondou	
Building Director's Representative	B. Côté	
Elected Faculty Representative	M. Lefsrud (BE)	19-22
M.C.S.S. Undergraduate Representative	Karl – Antoine Hogue	21-22
M.C.G.S.S. Representative		21-22

3.24 SAFETY Committee, Macdonald Campus (p.58)

Chair: Appointed by Associate VP (Macdonald Campus)

S. Kubow (SHN) 20-23

Members

Associate Vice-Principal, Macdonald (ex-officio)	A. Geitmann
Chairs, Departmental/Unit Safety Committees	S. Faucher (NRS)
	S. Burgos (AnSc)
	M. Dumont (BE)
	T. Long (PAR)
	S. Jabaji (PISc)
	S. George (FdSc)
	R. Mailloux (SDHN)
	P. Meldrum
Farm Director	K. Tibbo
Fire Marshall	R. Westman
Security Coordinator	E. Noroozi (FdSc)
Waste Disposal Coordinator	
MCGSS Representative	
McGill Safety Officer	
<u>Additional Members:</u>	
Chemical Hazards	S Karboune (FdSc)
Biological Hazards	B. Driscoll
Student Health Services	R. Falcone
C.M.O.U. Representative	R. Walker
Radiation Hazards	R. Salavati (PAR)

3.25. STUDENTS' COUNCIL (p.59)

Faculty Representative: Nominated by Students' Society
Elected by Faculty

J. Bede

18-21

3.26. UNDERGRADUATE SOCIETY, Agricultural and Environmental Sciences (p.67)

Faculty Representative: Appointed by A.E.S.U.S. Executive

TBA

4. MCGILL SENATE STANDING COMMITTEES (on which staff members and students serve)

4.1. FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES

<u>Senate Members</u> : Elected by Faculty	1- J. Bede (PISc)	21-24
	2- P. Rohrbach (Para)	19-22
	3- J. Ronholm (FdSc)	19-22

4.2. ACADEMIC POLICY AND PLANNING Committee

Faculty Representative (elected by Senate)	M. Scott
Student Representative	

4.2.1. Courses and Teaching Programs, Sub-Committee on

Faculty Representative

4.3. ADMISSIONS Committee, University

Faculty Representative (Associate Dean, Student Affairs)	V. Orsat
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4.4. ADMISSIONS APPEALS Committee, University

Faculty Representative

4.5. HONORARY DEGREES and CONVOCATION Committee

Faculty Representative (Elected by Senate)	V. Orsat
Student Representative	

4.6. LIBRARIES, Committee on

Macdonald Campus Library Committee Chair	J. Ronholm (AnSc)
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4.7. MUSEUMS AND COLLECTIONS Committee, University

Curator, McGill University Herbarium (Interim)	V. Gravel (PISc)
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4.8. NOMINATING Committee

Dean	A. Geitmann	20-25
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4.9. PHYSICAL DEVELOPMENT, Committee on

Associate Vice-Principal (Macdonald Campus)	A. Geitmann
Chair, Macdonald Sub-Committee on Physical Facilities	B. Côté
Student Representative	

4.10. SCHOLARSHIPS AND STUDENT AID, University Committee on

Chair, Scholarships Committee, Faculty	V. Orsat
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4.11. STUDENT AFFAIRS, Committee on

Associate Dean, Student Affairs

V. Orsat

4.12. STUDENT SERVICES, Committee on the Coordination of

Faculty Representative (Elected by Senate)
Student Representative

V. Orsat

4.13. TEACHING AND LEARNING, Committee on

Chair, Macdonald Committee on the Development of Teaching
Excellence

A. Cherestes

5. UNIVERSITY FACULTY TENURE COMMITTEES – 2018-2019 TENURE COHORT

5.1. FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES

Chair:
Alternate Chair:

A. Geitmann
R. Prichard

20-25

Faculty:

R. Prichard (Para) – 2016 (alternate chair)
S. Kimmins (AnSc)

Senate:

David Allan Stephens
Gregor Fussman
Jocelyne Feine

6. OTHER MCGILL COMMITTEES AND MCGILL BOARDS

6.1. ATHLETIC Board

Director, Athletics Department

J. Barker

6.2. GRADUATE and POST DOCTORAL STUDIES COUNCIL

Faculty Representatives (appointed by the Associate Dean)

JB Charron (PISc)
S. Chevalier (SHN)

20-21
21-24

6.3. RESEARCH and TEACHING on WOMEN, McGill Centre for

Faculty Representative

TBA

6.4 UNIVERSITY LABORATORY SAFETY, Committee

Faculty Representatives

ACADEMIC PROGRAMS

The undergraduate degree programs in the Faculty are organized as specialized curricula called Majors, for which individual staff members are responsible as Academic Advisors.

Majors within the Bachelor of Engineering (Bioresource), Bachelor of Science (Food Science), and the Bachelor of Science (Nutritional Sciences) fall under the jurisdiction of the Department of Bioresource Engineering, the Department of Food Science, and the School of Human Nutrition, respectively. The Bachelor of Science (Agricultural and Environmental Sciences) Major in Environment which falls under the jurisdiction of the McGill School of Environment. All other majors within the BSc (Agr Env Sci) fall under the jurisdiction of major-specific Program Directors and associated Specialization Coordinators.

A complete listing of the Academic Advisors, Program Directors and Specialization Coordinators follows.

7. PROGRAM DIRECTORS, SPECIALIZATION COORDINATORS AND ACADEMIC ADVISORS

MAJOR	CONTACT	PHONE # Area Code: 514
B.Sc.(Agr.Env.Sc.)		
Freshman U0 Advisor	Dr. Alice Cherestes	398-7980
Major: Agricultural Economics		
Advisor	Dr. Julie Major	398-8380
Program Director	Prof. Paul Thomassin	398-7956
Agribusiness	Dr. Mary Doidge	398-2026
Environmental Economics	Prof. Aurelie Harou	398-7826
Professional Agrology	Dr. Julie Major	398-8380
Major: Agroenvironmental Sciences		
Advisor	Dr. Julie Major	398-8380
Program Director	Dr. Roger Cue	398-7805
Specialization coordinators:		
Animal Health and Disease	Dr. Vilceu Bordignon	398-7793
Animal Production	Dr. Sergio Burgos	398-7802
Ecological Agriculture	Dr. Caroline Begg	398-8749
International Agriculture	Dr. Sergio Burgos	398-7802
Plant Production	Prof. Valerio Hoyos-Villegas	398-7856
Professional Agrology	Prof. Valerie Gravel	398-8132
Soil and Water Resources	Prof. Joann Whalen	398-7943
Major: Environmental Biology		
Advisor	Dr. Julie Major	398-8380
Program Director	Dr. Kyle Elliott	398-7907

Specialization coordinators:		
		398-
Applied Ecology	Dr. Jessica Gillung	4400x01670
Plant Biology	Prof. Mehran Dastmalchi	398-7858
Wildlife Biology	Prof. Denis Roy	398-8026

Major: Global Food Security		
Advisor	Dr. Julie Major	398-8380
Program Director	Dr. Sergio Burgos	398-7802
Specialization coordinators:		
Ecological Agriculture	Dr. Caroline Begg	398-8749
International Agriculture	Dr. Sergio Burgos	398-7802

Major: Life Sciences

Advisor	Dr. Julie Major	398-8380
Program Director	Dr. Jacqueline Bede	398-7860

Specialization coordinators:

Animal Biology	Dr. Roger Cue	398-7805
Animal Health & Disease	Dr. Vilceu Bordignon	398-7793
Life Sciences (Multidisciplinary)	Dr. Jacqueline Bede	398-7860

Microbiology & Molecular Biotechnology	Prof. Brian Driscoll	398-7887
Plant Biology	Prof Mehran Dastmalchi	398-7858
Wildlife Biology	Prof. Denis Roy	398-8026

Environment (MSE)

Advisor	Ms. Kathryn Roulet	398-4306
Director	Frederic Fabry	398-2670

Domain Mentors:

Biodiversity & Conservation	Prof. Graham Bell	398-6458
Ecological Determinants of Health	Prof. Nancy Ross	398-4307
Environmetrics	Prof. Pierre Dutilleul	398-7870
Food Production & Environment	Dr. Caroline Begg	398-8749
Land Surface Processes & Env'l Change	Prof. Ian Strachan	398-7935
Renewable Resource Management	Prof. Jeffrey Cardille	398-7902
Water Envts & Ecosystems - Biological	Prof. Brian Leung	398-6460
Water Envts & Ecosystems - Physical	Prof. Nigel Roulet	398-4945

B. Eng (Bioresource)

Freshman U0	Dr. David Titley-Peloquin	398-7976
Bioresource U1-U3	Dr. David Titley-Peloquin	398-7976
Bioresource U1-U3	Prof. Shiv Prasher	398-7774
Bioresource U1-U3	Dr. Marie-Josée Dumont	398-7776

Advisors:**B.Sc.(F.Sc.)**

Freshman U0	Dr. Alice Cherestes	398-7980
Food Science U1	Dr. Varoujan Yaylayan	398-7918
Food Science U2	Dr. Jennifer Ronholm	398-7923
Food Science U3	Dr. Saji George	398-7920

Advisors:**B.Sc.(Nutr.Sc.)**

Freshman U0	Dr. Alice Cherestes	398-7980
Dietetics (U1 - New incoming)	Sandy Phillips	398-7982
	Joane Routhier	398-7749

Advisors:

Dietetics	Dr. Hugues Plourde	398-7604
	Mary Hendrickson	398-7749

Nutrition	Christine Gurekian	398-7842
Nutrition (Transfer from Dietetics)	Christine Gurekian	398-7842
Nutrition (Transfer from Concurrent)	Christine Gurekian	398-7842

B.Sc.(F.Sc.) & B.Sc. (Nutr. Sc.)

Advisors:

Freshman U0	Dr. Alice Cherestes	398-7980
U1 & U2	Dr. Stan Kubow	398-7754
U3 & U4	Dr. Yixiang Wang	398-7922

Certificates

Advisors:

Ecological Agriculture	Dr. Caroline Begg	398-8749
Food Science	Dr. H. Ramaswamy	398-7919

Diploma

Advisor:

Environment (MSE)	Ms. Kathryn Roulet	398-4306
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Diploma, Collegiate Level

Advisor:

Farm Management & Technology	Mr. David Wees	398-7756
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Minors

Advisors:

Agribusiness Entrepreneurship	Dr. Mary Doidge	398-2026
Agricultural Economics	Dr. Julie Major	398-8380
Agricultural Production	Dr. Valerie Gravel	398-8132
Animal Biology	Dr. Roger Cue	398-7805
Animal Health & Disease	Dr. Vilceu Bordignon	398-7793
Applied Ecology	Dr. Julie Major	398-8380
Ecological Agriculture	Dr. Caroline Begg	398-8749
Environment (MSE)	Ms. Kathryn Roulet	398-4306
Environmental Engineering	Prof. Shiv Prasher	398-7775
Human Nutrition	Dr. Kris Koski	398-7845
International Agriculture	Dr. Julie Major	398-8380

Advisor:

Exchange, Special, Visiting	Prof. Valerie Orsat	398-7711
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8. TERMS OF REFERENCE – GENERAL

8.1. DEAN'S EXECUTIVE Committee

The Committee advises the Dean of the Faculty of Agricultural and Environmental Sciences as related to his/her duties. This Committee meets on a regular basis from two to four times per month throughout most of the year.

Chair: Dean, Faculty of Agricultural and Environmental Sciences

Members

Associate Dean, Academic
Associate Dean, Graduate Studies
Associate Dean, Research
Associate Dean, Student Affairs
Director, Academic and Administrative Services

Terms of Reference

The Committee is consultative only and considers matters on which the Dean feels advice is needed.

8.2. SECRETARY OF FACULTY

Terms of Reference

The Secretary of Faculty is elected by ballot for a term of three years. The Administrative Coordinator (Dean's Office) works closely with the Secretary of Faculty to prepare reports, arrange meetings, type minutes, etc.

The Secretary of Faculty is responsible for sending out ballots for the election of staff members to the following positions or committees:

- a) Chair of Staff Meetings
- b) Secretary of Faculty
- c) Faculty Representatives on Senate
- d) Faculty Representatives on Macdonald Sub-Committee on Physical Facilities
- e) Ad Hoc Advisory Committee for selection of the Dean, Faculty of Agricultural and Environmental Sciences (at the request of the Principal).
- f) Faculty Planning

The Secretary of Faculty is responsible for distributing annually, revised sheets for the Faculty Handbook. The Faculty Handbook includes:

- a) Committee memberships for the current year, including the student representatives;
- b) A list of the Program Directors, Academic Advisors and Directly Involved Staff for each Major and the Farm Management and Technology Program;
- c) Terms of Reference for Faculty and Macdonald Campus committees.

The Secretary of Faculty with assistance from the Administrative Coordinator (Dean's Office) is responsible for:

- a) Preparing the agenda for each Faculty Meeting and circulating committee reports and minutes of the previous Faculty Meeting three working days prior to the regular staff meeting;
- b) The preparation of the minutes for each Faculty Meeting. These minutes are recorded and typed by the Administrative Coordinator. In the absence of the Administrative Coordinator (Dean's Office) the Secretary of Faculty assumes responsibility for the minutes of a Faculty Meeting. The minutes of Faculty Meetings are sent to all staff members invited to the meetings and to the student representatives.

9. TERMS OF REFERENCE – STANDING COMMITTEES

9.1. FACULTY ACADEMIC PROGRAM Committee

Chair: Associate Dean, Academic

Members

- Academic Program Directors (ex officio) or delegate
- B.Eng (Bioresource)
- B.Sc. (AgEnvSc) – Agricultural Economics
- B.Sc. (AgEnvSc) – Agro-Environmental Science
- B.Sc. (AgEnvSc) – Environment
- B.Sc. (AgEnvSc) – Environmental Biology
- B.Sc. (AgEnvSc) – International Agriculture and Food Systems
- B.Sc. (AgEnvSc) – Life Sciences
- B.Sc. (FSc)
- B.Sc. (NutrSc)
- Director, Faculty Freshman Program (ex-officio)
- Two Specialization Coordinators from the BSc (AgEnvSc), chosen by Nominating Committee, to provide departmental balance to the committee, two-year terms, renewable.
- The FAES representative to APC (ex-officio), non-voting
- The FAES representative to SCTP (ex-officio), non-voting
- The Manager, Student Affairs Office (ex-officio), non-voting
- The Librarian of the Macdonald Campus Library (ex-officio), non-voting
- Four student representatives (M.C.S.S.*, A.E.S.U.S., D.H.N.U.S., and M.C.G.S.S.)

* The M.C.S.S. student representative will serve as representative to APPC.

Terms of Reference

1. The Committee will report to Faculty its recommendations with respect to academic program development and such other matters that may be referred to it by Faculty.
2. The Committee recognizes that proposals may be initiated by:
 - a) Instructors
 - b) Departments, schools or other academic units
 - c) Program directors and academic advisors (on behalf of a Major)
 - d) Students (undergraduate and graduate)
 - e) The Committee itself

Operating Procedures

The ultimate responsibility for all academic matters is the Senate of the University. Depending on the type of proposal, the authority for approval has been delegated to certain subordinate bodies. The following rule set shows a summary of the types of proposals which are processed by the system and the bodies beyond the level of the Faculty which must approve each type of change:

1. To be approved at the Faculty level:
 - a) Minor changes to existing courses, e.g., changes in pre or co-requisites, course number, credit weight, minor variations in course title or description;
 - b) Minor revisions to existing programs, e.g., in the courses taken.
2. To be approved at the Faculty and University levels, i.e. Sub-Committee on Courses and Teaching Programs:
 - a) New courses and substantive changes to existing courses;
 - b) Major revisions to existing programs which significantly alter program content and objectives;
 - c) Changes in the administering or teaching unit of courses or programs;
 - d) Consolidation or splitting of programs.

New course proposals and major program revisions are to be sent by the Faculty to SCTP for proposal. When approval has been given, SCTP will inform the Faculties and forward the descriptions to the Admissions and Registrar's Office for inclusion in the next edition of the Calendar. Permanent Data Forms (PDF) are prepared in the Student Affairs Office of the Faculty. SCTP minutes are forwarded to APPC for information. APPC informs Senate.

1. To be approved at the Faculty and University levels, i.e. SCTP, Academic Policy and Planning Committee (APPC), and Senate.

New programs

9.2. **ACADEMIC STANDING, Committee on**

Role of the Committee

This standing committee is concerned with the academic standing of all undergraduate students.

Chair

Nominated by the Nominations Committee and elected by Faculty. He or she must be a current member of the Committee. The Chair is elected for a two-year term which may run consecutively with his/her term as a member. In the absence of the Chair, a meeting can be called by the Associate Dean, Student Affairs or the Manager, Student Affairs Office. Under such circumstances, or when the applicant is an advisee of the Chair, the meeting shall be chaired by some other elected member of the committee.

Members

- Chair (nominated by the Nominations Committee and elected by Faculty)
- Four elected members (not more than one member from any one department, but to include representation from the School of Human Nutrition and the McGill School of Environment), each serving a three-year term; must have been an academic advisor for at least one year.
- The Dean (ex-officio)
- Associate Dean, Student Affairs (ex-officio)
- Manager, Admissions and Student Affairs Office (ex-officio)
- M.C.S.S. (VP Academic or other executive member of M.C.S.S.)
- Faculty Advisor, Student Affairs Office (ex-officio)

All are voting members.

Terms of Reference

This Committee meets usually every two weeks during the term, and when necessary over the summer, to make decisions concerning the academic standing of students.

Committee Duties

1. Review and make decisions related to written requests from students or staff. Decisions are made on the basis of a number of factors, including but not limited to: the application of the student; inputs from staff and faculty members (including the Academic Adviser(s), Course Instructor(s), Specialization Coordinator(s), Program Director(s), and Student Affairs Office administrators); medical documentation where relevant; and, established departmental, faculty, and program policies. The Committee is not bound by precedent, and the advice of each of the stakeholders mentioned is considered with equal merit. Decisions taken by the Committee are transmitted by email to the student along with the rationale for this decision. The stakeholders who provided input to the Committee also receive copies of the decision. The Chairperson responds to stakeholders' questions regarding the rationale for the decision, to the extent possible while respecting confidential aspects of the application.
2. The Chairperson is empowered to make routine decisions as determined from time to time by the Committee and is to report each decision to the Committee.
3. Submit for faculty approval recommendations on policies regarding the academic standing of undergraduate students.
4. Report to Faculty on the activity of the Committee (minimum once per term). The reports are For Information Only and include a summary of the types and numbers of cases and outcomes, along with a listing of the cases (excluding student names and GPAs), giving, when applicable, statements concerning the following items, which are considered to be within the Terms of Reference of the Committee:

Report to Faculty

For Information Only

- a) Permission or refusal for students to drop or add courses after the deadline dates published in the McGill University Calendar.
- b) Permission or refusal for deferred status (non-medical reasons) for one or more courses.
- c) Permission or refusal to withdraw (W) or withdraw failing (WF) from one or more courses after the deadline dates published in the McGill University Calendar.
- d) Permission or refusal to substitute an alternative course for a required course within a student's program.
- e) Permission or refusal to substitute an alternative course for a complementary course within a student's program when the number of credits to be substituted exceeds the maximum number of credits which may be substituted by the academic advisor
- f) Permission or refusal to register for more than the maximum number of credits permitted by the faculty
- g) Permission or refusal related to any other matter that the Associate Dean feels is relevant for the Committee to review and make a decision concerning, including for example, readmission applications, and deferral requests on medical grounds.

Recommendations to Faculty

- a) Students who wish to register for a course for a third time in order to complete the requirements for their degree.
- b) A list for recommendation to Senate for students who have completed all the requirements for their degrees, including:
 - i. All admission requirements
 - ii. All prerequisite, required and complementary credits for the major or degree
 - iii. The required number of credits for the major or degree
 - iv. The minimum cumulative average of 2.00
 - v. A minimum of 60 credits taken at McGill
- c) Review annually, and revise if necessary, the wording concerning Academic Standing in the McGill University Calendar.

9.3. FACULTY APPOINTMENTS Committee

Role of the Committee

The Faculty Appointments Committee will advise the Dean on four areas of FAES appointments: pre-tenure reappointment of Assistant Professors; promotion of Faculty Lecturers; appointment and re-appointment of Adjunct Professors; and the award of the title of Emeritus to retiring FAES Associate Professors who apply for this recognition.

Chair

The Chair shall be an Associate or Full Professor elected by Faculty for a three-year term.

Members

- Three elected members (Associate or Full Professors for three-year terms; not more than one from any academic unit)
- The Dean (ex officio, non-voting member)
- The Associate Dean, Academic (ex officio, non-voting member)
- The Associate Dean, Research (ex officio, non-voting member)
- The Associate Dean, Student Affairs (ex officio, non-voting member)
- The Associate Dean, Graduate and Postdoctoral Studies (ex officio, non-voting member)

Terms of Reference

1. The Faculty Appointments Committee will review dossiers submitted in support of re-appointment of pre-tenure Assistant Professors, for promotion of Faculty Lecturers, for appointment or re-appointment of Adjunct Professors, and for the award of Emeritus status for retiring Associate Professors.
2. The Committee will advise the Dean on whether the appointments, re-appointments and award of Emeritus status are warranted and, in the case of pre-tenure appointments, the appropriate duration of that re-appointment.

APPENDIX A

GUIDELINES FOR THE RE-APPOINTMENT OF ASSISTANT PROFESSORS

Preamble

These guidelines set out the practice for re-appointment to the rank of full-time assistant professor. The same categories are used to evaluate a candidate for re-appointment as are used for tenure and promotion to associate professor. Re-appointment is evaluated relative to the candidate's potential of eventually attaining tenure and promotion. Candidates for re-appointment to the rank of assistant professor are well advised to consult the guidelines for consideration of promotion and tenure of assistant professor.

Timing

Section 4.1.2.1 of the Regulations states, in part:

"An assistant professor shall be appointed for an initial term of three years. An assistant professor may be re-appointed at this rank for a term of one, two or three years provided that the appointment and reappointments shall not exceed in aggregate seven years."

Assistant professors will be evaluated for re-appointment during their third year in the rank.

Candidates will be judged on their performance over at least 2 years of their initial appointment. Since, candidates' appointment end dates may fall at the end of any month, it is not feasible to establish a single fixed annual cycle of reappointment considerations (as there is for mandatory tenure considerations). Thus, candidates must consult the University's reappointment calendar (<http://www.mcgill.ca/apo/administrators/procedures/reappointing-terminating-tt/>) to know the various critical deadlines and schedule for their reappointment applications.

Candidates who have taken an authorized leave prior to, or are on an authorized leave at the initiation of their reappointment consideration, may elect to postpone such consideration for 1 year.

Criteria

Re-appointments will be based on tangible evidence of performance in the following three categories of academic duties:

1. Teaching of graduate and undergraduate classes and supervision of individual student programs;
2. Research and other scholarly activities, and professional activities and;
3. Other contributions to the University and scholarly communities (Section 1.3.2. of the **Regulations**).

Section 4.1.3.3. of the **Regulations** states that the candidate shall provide the necessary information and documentation to establish that the criteria for re-appointment have been met. Further, it is the responsibility of the candidate to use diligence in pursuing his/her claim to re-appointment.

Process

Evidence must be presented that the candidate has shown reasonable promise of attaining the level of achievement that will ultimately be required for promotion and tenure. The chair or director shall consult with an appropriate committee of the staff member's academic unit concerning the reappointment prior to submitting a written report to the dean of the faculty recommending either reappointment for a specified period of time or non-renewal. The report shall contain substantive written reasons and shall be copied to the candidate.

The Faculty Appointments Committee may recommend re-appointment for one, two, or three years based on the **performance** of the candidate. If the Committee judges that a candidate's performance is unsatisfactory, they will recommend that the candidate be given a non-renewable re-appointment for one year.

To qualify for an additional three-year appointment, the assistant professor will have achieved superior performance in one of the specified categories and reasonable performance in the other two, with

reasonable assurance of the Faculty Appointments Committee that superior performance in a second category will be achieved by the time of the mandatory promotion and tenure review.

Once the Dean has notified the departmental chair and the candidate of re-appointment, the departmental ad-hoc committee or chair must meet with the candidate to discuss and then provide in writing a series of goals for the period of the re-appointment which are compatible with the targets and standards of the mandatory promotion and tenure review to take place during the assistant professor's sixth year in rank.

Negative Recommendations

No faculty or departmental committee shall make a negative recommendation at the time of mandatory consideration for re-appointment without giving the staff member concerned an opportunity to appear before the committee, accompanied by an advisor, if he/she wishes to state his/her case (Section 4.2. of the **Regulations**).

APPENDIX B

GUIDELINES FOR THE RE-APPOINTMENT OF ADJUNCT PROFESSORS

Adjunct professors must demonstrate academic or professional activity of a level commensurate with appointment as a tenure-track academic staff member at McGill University. Adjunct professors normally make a significant contribution to the life of the department through teaching, service on graduate student committees or other activities related to the teaching and research activities of the department.

Appointment as an adjunct professor does not confer the right to be a sole supervisor of graduate students. Adjunct professors may serve as co-supervisors. Adjunct professor status is not required to serve as an external member on a graduate student supervisory committee. Adjunct professors are required to submit yearly activity reports highlighting their activities and contributions.

The term of re-appointment shall be for no more than 3 years, renewable. The process shall be initiated with a written request by the candidate to the unit head. Accompanying documentation should include a current curriculum vitae, a description of contributions during the current appointment (if the yearly activity report has not yet been received), as well as planned contributions for the re-appointment period. The Candidate's dossier should be submitted to the committee by the unit in question, along with a letter of support from the unit head. Candidates will be considered in the spring for re-appointment June 1. Candidates' dossiers must be submitted to the committee by March 31.

Department chairs should correspond annually with adjunct professors to determine their academic activities and involvement with the department and thank them for their participation.

APPENDIX C

GUIDELINES FOR THE NOMINATION OF EMERITUS PROFESSORS

"Emeritus or Retired Members"

The Emeritus designation falls under the [Regulations on Retirement of Academic Staff](#).

The honorific "Emeritus/Emerita" designation is accorded to all retired eligible full Professors and Librarians who, prior to their retirement from the University:

- have held the rank for a minimum of five (5) years;
- are deemed to have satisfactorily maintained the standard for which they were appointed to that rank.

The designation is granted at the discretion of the University, on the recommendation of the Dean, following consultation with the Chair.

APPENDIX D

CRITERIA FOR PROMOTION OF CONTRACT ACADEMIC STAFF FROM THE RANK OF FACULTY LECTURER TO SENIOR FACULTY LECTURER

A recommendation for promotion to Senior Faculty Lecturer shall be based on the applicant's performance of assigned duties (e.g., teaching, student advising or additional ancillary services relevant to the University, Faculty or unit operations) in the applicant's capacity as a Faculty Lecturer.

Candidates for promotion must:

- (i) hold a Master's degree or higher;
- (ii) demonstrate a record of high-quality teaching;
- (iii) demonstrate a substantial record of other contributions to the University, scholarly, and professional communities. (e.g., advising or program management)

The promotion dossier shall consist of:

- (i) the candidate's personal statement, covering contributions to teaching and other contributions to the University, scholarly, and professional communities;
- (ii) a curriculum vitae;
- (iii) the written recommendation of the Chair of the Department or Unit Director

The dossier submitted by the candidate shall be as described in (i) to (ii) above.

Process

The case of a candidate for promotion to the rank of Senior Faculty Lecturer shall be considered by the Faculty Appointments Committee.

9.4. AWARDS Committee

Role of the Committee

The Awards Committee has two roles: First, to identify internal and external awards for research and other scholarly achievements for which FAES faculty and staff are meritorious candidates, for communicating those opportunities to the appropriate individuals, for assisting those individuals in applying for the awards, and prioritizing candidates as necessary as nominees for the awards; Second: to solicit nominations for Honorary Doctoral recipients to be forwarded to the Dean for consideration.

The Awards Committee meets as frequently as needed, but at least once per semester during the academic year.

Chair

The Committee Chair shall be nominated by the Nominations Committee from the faculty-at-large and elected by Faculty for three years. The Chair and members should be senior Faculty who are familiar with FAES Faculty and Staff and with the landscape around research and other scholarly awards.

Associate Chair

The Associate Chair is the Associate Dean, Research (*ex-officio*).

Members

- Chair
- Associate Chair – Associate Dean, Research (*ex-officio*)
- Five additional elected members (not more than one member from any one department, each appointed to a three-year term).

Terms of Reference

1. To be responsible for advancing the recognition of FAES faculty and staff via internal and external (provincial, national and international) awards for research and other scholarly accomplishments and excellence.
2. To identify research awards that are appropriate for FAES faculty and staff
3. To publicize the criteria for awards and a timetable that will allow for timely nominations.
4. To solicit, encourage and facilitate applications for such awards by meritorious faculty and staff.
5. To provide constructive feedback on applications for such awards and, as necessary, to recommend which to send forward if prioritization is needed.
6. To solicit on an annual basis appropriate nominees for award of an Honorary Doctorate from FAES, to be bestowed at the Spring Graduation. Individuals and departments will be solicited for nominations of worthy candidates on January 15 of each year. Nominations, accompanied by current curriculum vitae, should be submitted to the Committee by February 15 of each year (these dates may vary depending on deadlines set by the University Secretariat).

APPENDIX A

GUIDELINES FOR THE NOMINATION OF HONORARY DEGREE RECIPIENTS

Honorary Degree

The quality of honorary degree candidates is a reflection upon the quality of the Faculty, and individuals and departments are urged to respond to requests for nominations by nominating worthy candidates.

It is desirable, but not essential, to have a candidate for an honorary degree at each spring convocation. Furthermore, it is desirable, but not essential, that the successful candidate have some prior association with McGill University.

Successful candidates will have made truly outstanding contributions during their career.

9.5. DEVELOPMENT OF TEACHING EXCELLENCE, Committee on

Role of the Committee

The Committee reviews the Methods of Course or Instructor Evaluation and recommends changes in forms and procedures as necessary. It selects or nominates recipients or candidates for teaching awards at the Faculty and University levels and outside the University.

Chair

The Chair will be the elected member with the longest record of service on this Committee. The Chair will serve to the end of his/her membership term. The Chair will serve as the Dean's designate on the APPC Sub-Committee on University Teaching and Learning (ex-officio).

Members

- Three elected staff members (three-year term)
- Two student representatives (one from M.C.G.S.S. and one from M.C.S.S.)
- One former award winner, over the past five years (two-year term)
- Representative of the Teaching and Learning Services (formally Centre for University Teaching and Learning)
- The Dean
- Associate Dean, Academic and Student Affairs

Terms of Reference

1. Establishing guidelines for the monitoring of evaluation forms and procedures.
2. Consideration of instructional issues presented to the Committee by staff members and students.
3. Encourage continued University support for the work of C.U.T.L., particularly on the Macdonald Campus.
4. Using the following guidelines, make selection for the Macdonald Campus Award for Teaching Excellence, which is to be administered through the Office of the Associate Dean (Student Affairs).
 - 4.1. This award will be made to full-time academic staff including Faculty lecturers who are teaching students in the Faculty of Agricultural and Environmental Sciences and/or the School of Human Nutrition.
 - 4.2. Only one award to be made per year.
 - 4.3. This award may not necessarily be given every year.
 - 4.4. There will be no restriction as to the frequency of the award granted to a staff member.
 - 4.5. The guidelines for the selection of the recipient be as follows:
 - a) The recipient demonstrates a comprehensive knowledge of the subject;
 - b) The recipient has enthusiasm for the subject and the capacity to arouse interest in it among the students;
 - c) The recipient set high standards and successfully motivates students to attain these standards;
 - d) The recipient encourages students to participate in the teaching-learning process;
 - e) The recipient uses methods of evaluation of student performance which stress an understanding of the subject rather than mere ability to memorize;
 - f) The recipient demonstrates consistency in excellence
 - g) Performance in both undergraduate and graduate teaching is to be considered;
 - h) Input will be sought from Chairs and Academic units concerning the identification and performance of excellent teachers within their units;
 - i) None of the above be considered alone.
 - 4.6. Students course evaluation date, if required, may be accessed through the academic Chair.
 - 4.7. Nominations for this award will be received by a date specified and properly announced by the Committee for each year from undergraduate students, Farm Management and Technology students, full time graduate students, and graduates of the past five years, as well as members of the academic staff. Nominations for the award will be solicited in both Fall and Winter semesters.
 - 4.8. The award will be in the form of a plaque presented at the Spring Convocation. The award winner will be introduced at the Scholastic Awards Reception. The award winner shall be announced at the final Faculty Meeting in May.
5. Nominate on behalf of the Faculty, candidates for the Principal's prize for excellence in teaching and any other external teaching awards, following the guidelines established for same.

9.6. FACULTY GRADUATE AND POSTDOCTORAL STUDIES Committee

Role of the Committee

The Faculty Graduate and Postdoctoral Studies (FGPS) Committee, working in conjunction with teaching units, will provide a more coordinated approach to graduate training programs in the Faculty of Agricultural and Environmental Sciences (FAES). Although teaching units are ultimately responsible for their own graduate programs, the FGPS committee will work with them to develop more coherent policies, rules and regulations, and provide input to the Council of Graduate and Postdoctoral Studies (<http://www.mcgill.ca/gps/council/>) through the FAES representatives.

Chair: Associate Dean (Graduate Studies)

Members

- Manager of the Macdonald Office of Graduate and Postdoctoral Studies (voice but no vote)
- A Graduate Program Director (GPD) from each graduate unit
- One post-doctoral fellow (solicited by the Associate Dean (Graduate Studies) and brought to the Nominations committee for approval)
- Two MCGSS Representatives
- A liaison from the library

Terms of Reference

The Faculty Graduate Studies Committee is responsible for proposing to the graduate units standardized policies and procedures for all graduate programs in the Faculty of Agricultural and Environmental Sciences, and will undertake:

1. To periodically review core guidelines and requirements for all M.Sc. and PhD programs in the Faculty;
2. To facilitate the coordination of graduate courses across the FAES;
3. To promote best practices that encourage regular meetings of graduate student supervisory committees at least once annually at which written progress reports are completed; and to encourage timely completion of thesis committee reports and exit seminars;
4. To propose and update guidelines with respect to graduate funding levels in the Faculty;
5. To develop and update guidelines for fast-tracking students from M.Sc. to PhD and/or from B.Sc. or B.Eng. to M.Sc. or PhD programs;
6. To work with teaching units on exit interviews with finishing graduate students to be conducted by the Macdonald Office of Graduate and Postdoctoral Studies.
7. To develop faculty responses to initiatives undertaken by the Council of Graduate and Postdoctoral studies
8. To consider strategies that will improve the learning opportunities for Post-Doctoral Fellows.

9.7. FACULTY GRANTSMANSHIP Committee

Role of the Committee

The Faculty Grantsmanship Committee reviews research applications and provides advice with the aim of ensuring quality and clarity of proposals. This is a service available upon request by an applicant – i.e. it is not mandatory.

Chair: Associate Dean (Research and Graduate Education)

Members

- _ 1 member who has received significant tri-council funding
- _ 1 member who has served on one of the tri-council subcommittees
- _ 1 member who is a CRC Tier I or equivalent holder – e.g. Dawson Scholar
- _ 1 member who is a CRC Tier II or equivalent holder – e.g. James McGill Professor
- _ the committee may invite, possibly via departmental chairs, disciplinary experts as need warrants.

Terms of reference

1. To serve in an advisory capacity to assist applicants to optimize their chances of being successful in any grant or contract application competition, at the provincial, federal and international levels. In particular, to provide mentorship to new hires if requested, and to provide peer pre-review to faculty applying for external funding, targeting large networks and/or multidisciplinary grants.
2. To organize and participate in workshops and panel discussions which enhance the grantsmanship culture in the Faculty of Agricultural and Environmental Sciences.

Membership terms:

Terms are for three years. New nominations to the committee are processed by the Faculty Nominations Committee.

9.8. FACULTY PLANNING Committee

Role of the Committee

The role of the Faculty Planning Committee is to develop, evaluate and propose recommendations with respect to the academic and research advancement of the Faculty.

Chair

Appointed by the Dean for a three year term, renewable.

Members

- Chair
- One member elected by Faculty from each academic unit (three year terms of office*)
- Two student Representatives appointed by MCSS, one of whom shall be a graduate student
- One member from the Administrative Staff, appointed by the Dean
- Senior Development Officer for FAES
- The Dean (ex-officio)
- All Associate Deans (ex-officio, non-voting member)

The committee has the power to co-opt, or add to its membership, persons inside or outside the Faculty, and to nominate or create sub-committees to work on specific aspects of the faculty mission.

Terms of Reference

The committee is concerned with the long-term academic and research mission of the Faculty, its structure and the development of policy for the advancement of the faculty's mission.

The committee mandate may include such matter as:

1. Projecting desirable enrolments for major study areas, and recommending recruiting methods consistent with realizing these targets.
2. Creating opportunities for closer integration of teaching and research programs with other faculties.
3. Identifying the most efficient structures for achieving the above, taking account of budgetary implications.
4. Fostering collaborations with external partners.
5. Promoting the optimal use and development of the Macdonald campus physical resources in order to advance the missions of the faculty and the University.

** The initial Committee terms to be staggered.*

9.9. PROMOTION TO FULL PROFESSOR Committee

Role of the Committee

The Promotion to Full Professor Committee serves as an advisory committee to the Dean on matters of promotion to Full Professor in response to dossiers received from FAES Associate Professors.

The Promotion to Full Professor Committee meets as frequently as needed, beginning in September of each year, to solicit and consider dossiers from qualified candidates.

Chair

The Committee Chair shall be a Full Professor nominated by the Nominations Committee. The members of the Committee will consist of one Full Professor from each academic unit in FAES. Members will be appointed for three-year terms, renewable. Members of ad-hoc departmental promotion committees should not serve on the Faculty Promotions Committee or, if unavoidable in small units, such members must abstain from voting.

Members

- Chair
- Elected members (one Full Professor from each academic unit except for the home unit of the Chair).
- The Dean (ex-officio)

Terms of Reference

1. To review dossiers submitted in support of an application for promotion to Full Professor from Associate Professor in an FAES academic unit. Each candidate considered for promotion to full professor must prepare a dossier to be presented to a departmental ad-hoc promotion committee chaired by the head of the department, who will present the dossier and the recommendations of the ad-hoc committee to the Promotion to Full Professor Committee.
2. Based on review of the submitted dossier, to recommend to the Dean whether promotion to Full Professor is appropriate.

Promotion to Full Professor

In September of each year, the Promotion to Full Professor Committee will meet for the purpose of considering promotions to full professor.

Each candidate being considered for promotion to full professor must prepare a dossier to be presented to the Committee. The dossier will first be scrutinized by a departmental ad-hoc committee chaired by the head of the department who will present the dossier and the recommendations of the ad-hoc committee to the Promotion to Full Professor Committee. In the event that the departmental chair is not a full professor, an ad-hoc committee chair will be appointed by the departmental chair.

The report of the Promotion to Full Professor Committee will be forwarded to the Dean through the Chair of the Promotion to Full Professor Committee.

9.10. FARM MANAGEMENT AND TECHNOLOGY PROGRAM Committee

Role of the Committee

This standing committee acts in the interest of the Faculty to establish and interpret the policies for the Program.

Chair: Director of the Farm Management and Technology Program

Members

- Director, FMTP
- Associate Director and Academic Advisor FMTP
- Director, FMTP Stage
- Liaison Officer, FMTP
- General Manager, Macdonald Campus Farm
- Three Student Representatives
- Dean
- Associate Dean, Academic
- Associate Dean, Student Affairs
- Directly involved Teaching Staff (DIS)

The Farm Management and Technology Program Committee will meet a minimum of two times per year.

The Farm Management and Technology Program Committee will strike a standing subcommittee, composed of the FMT Departmental Staff, to advise the program administration on an ongoing basis, between regular meetings of the Program Committee.

General Terms of Reference

1. Advise the FMTP Administration on matters of general policy.
2. Establish and interpret policies and procedures on admission, academic standing and curriculum content for the FMTP.
3. Prepare reports for Faculty approval of Faculty information as specified under the Specific Terms of Reference.
4. Be responsible for content of the FMTP Announcement.

Specific Terms of Reference

1. Establish and maintain documentation on admission requirements and to prepare for Faculty Approval a list of changes, if necessary.

Be responsible for admission procedures.

Determine the policies for granting credits for courses taken outside the FMTP.
2. Evaluate all matters concerning curriculum changes, course changes, new courses, new curricula, and take one of the following actions;
 - a) Return to proposer for revision;
 - b) Recommend to Faculty in its submitted form;
 - c) Recommend to Faculty in modified form.
3. Prepare for Faculty Approval a list of curriculum changes.
4. Prepare for Faculty Approval a list of students who have met all academic requirements and are to be granted the Diploma of College Studies.

9.11. FARM RESEARCH AND TEACHING Committee

FAES is home to the large-scale operational Macdonald Campus Farm where students and researchers have a wide range of hands-on opportunities for learning and conducting research in various disciplines related to agriculture and agri-food sectors.

The Macdonald Campus Farm is comprised of four administrative units, but for the purposes of research and teaching, can be broken down into six units:

1. The Emile A. Lods Agronomy Research Centre
2. The Horticulture Research Center
3. The Macdonald Campus Farm Dairy Unit
4. The Donald McQueen Shaver Poultry Complex
5. The Large Animal Research Unit (LARU) (currently Swine Complex)
6. The Macdonald Campus Farm Field Unit

The mission of the Macdonald Campus Farm can be summarized as:

1. Provide teaching resources and infrastructure for relevant courses at McGill
2. Support research in the agricultural and environmental sciences
3. Promote public engagement and outreach to the general public.

Role of the Committee

The role of the Farm Research and Teaching committee is to develop, evaluate and propose recommendations to advise the Associate Vice-Principal (Macdonald Campus) and Dean of the Faculty of Agricultural and Environmental Sciences on Farm management with the aim to support research and teaching activities in the FAES.

Chair: Associate Dean (Research)

Members:

- Chairs of the Departments of Animal Science, Plant Science, Bioresource Engineering
- General Manager, Macdonald Campus Farm
- Director, FMT Program
- Director, McGill Animal Resources Centre
- Two faculty users of the Farm from two different departments plus one who is a farm animal researcher

The Chairs of the Departments of Animal Science and Plant Science serve as Associate Chair of the committee in alternating one-year terms

General Terms of Reference:

The committee acts as an interface between Farm staff and researchers to ensure efficiency of operating procedures, and to foster a collaborative working environment for researchers, students and Farm staff.

The committee assesses immediate and future needs concerning farm infrastructure upgrades, and effective and efficient use of human resources and facilities.

The committee considers strategies to improve and support agricultural and animal research, teaching and community outreach

The committee explores funding opportunities and promotes the preparation of equipment and infrastructure support grants as opportunities arise.

9.12. FOUNDER'S DAY Committee

Role of the Committee

This is a Dean's Committee to organize and coordinate the celebration of Founder's Day.

Chair

The Chair is appointed from academic and non-academic members by the Associate Vice-Principal (Macdonald Campus) for a three-year term.

Members

- Associate Vice-Principal (Macdonald Campus) or designate (ex-officio)
- Two academic staff
- Two non-academic staff
- President, Macdonald Campus Students' Society (ex-officio) or designate
- President or designate, Macdonald Branch of the Graduate Society (ex-officio)
- Additional members where appropriate

General Terms of Reference

Organize, publicize and coordinate a celebration to be held on Founder's Day (February 10) or the Thursday closest to that date. This event is to be open to all staff and students on the Macdonald Campus. Special guests may be invited where appropriate. The celebration should feature a program of broad interest to all groups.

9.13. INFORMATION TECHNOLOGIES, Macdonald Campus Committee on

The Macdonald Campus Committee on Information Technologies (IT) is advisory to the Associate Vice-Principal (Macdonald Campus) concerning the information technology needs of the Campus. It is academic in nature and looks to the Information systems and Technology Customer Support (ICS), Instructional Multimedia Services (IMS), Network and Communications Services (NCS), the Macdonald Campus Library and Admissions and Student Affairs for input, advice and assistance towards the technical implementation of the Campus' information technology needs.

Chair

The Chair is an academic faculty member, appointed by the Associate Vice-Principal (Macdonald Campus) to serve for a two-year renewable term. The Chair will also serve as Chair of the Joint Committee on Technology Support for Macdonald (see below) during that same time period. The Chair sits (ex-officio) on the Macdonald Campus Library Committee.

Members

- One representative (academic) from each of the academic units of the Faculty of Agricultural and Environmental Sciences, for a three-year renewable term* (Animal Science, Bioresource Engineering, Dietetics and Human Nutrition, Food Science, Natural Resource Sciences, Parasitology, Plant Science, and Farm Management and Technology).
- Head, Macdonald Campus Library (ex-officio).
- Manager, Admissions and Student Affairs (ex-officio).
- One Macdonald Campus representative from ICS
- One Macdonald Campus representative from IMS
- One Macdonald Campus representative, NCS
- One representative from the administrative staff (2 year term).
- One representative from M.C.G.S.S.
- One representative from M.C.S.S.

Terms of Reference

1. To provide a mechanism for identifying information technology needs and uses on the Macdonald Campus, and a means to respond to them by advocating sufficient resources and infrastructure.
2. To provide a forum for discussing the development and operation of information technology policies, services, equipment and facilities on Campus.
3. To act in an advisory capacity to the Associate Vice-Principal (Macdonald Campus) concerning:
 - Campus Computer Networking;
 - Information technologies for instruction/education and non-academic services; and
 - Budget allocation considerations.
4. To serve as a liaison between information technology users and technical/support staff on Campus.
5. To meet on a minimum of four pre-scheduled dates per year and report annually to the Associate Vice-Principal (Macdonald Campus).
6. To appoint the necessary members to the Joint Committee on Technology Support of the Macdonald Campus (see below) for terms consistent with their terms on the Macdonald Campus Committee on Information Technology.

Joint Committee on Technology Support for the Macdonald Campus

A Joint Committee on Technology Support at Macdonald, with representatives from the Macdonald Campus Committee on Information Technology, ICS and NCS, will be formed. The activities of the joint committee will include the following:

- discussion of emerging trends and developments in technology at McGill and elsewhere, as they pertain to the provision of support services;
- coordination and resolution of issues between local Macdonald Campus technical staff, ICS Customer Service consultants, and the Macdonald user community (faculty, staff, students and student associations);
- review of hardware/software inventory for Macdonald Campus, and planning in order to anticipate service demands;
- definition of policy relative to major upgrades of hardware, software or systems, patches to existing software/servers or installation of new software/servers;
- definition and communication of priority of services and projects undertaken by ICS that are relevant to Macdonald Campus operations;
- definition of Macdonald Campus requirements for a standard workstation image within the framework established by the CIO's Strategic Procurement Initiative;
- alignment of the IT training needs expressed by Macdonald with the Macdonald Campus Committee on Information Technology -ICS training program;
- definition, review and/or initiation of significant projects in technology at Macdonald.

The Joint Committee shall be chaired by the Chair of the Macdonald Campus Committee on Information Technology, and comprise two other representatives of academic units, one representative from M.C.S.S., two representatives from ICS, and one representative from NCS for a total of seven members. The joint committee will meet at the end of the Fall and Winter semesters. It may also meet at other times by request from its members and at the discretion of the Chair. The joint committee may invite other faculty and staff to participate in meetings as needed. The joint committee will i) review key performance indicators and other business, ii) record and disseminate minutes from meetings and iii) prepare an annual report to be submitted to the CIO and the Associate Vice-Principal (Macdonald Campus) at the end of the University fiscal year.

9.14. LIBRARY Committee, Macdonald Campus

Chair

The Chair is elected annually by the Committee from among the elected Faculty members.

Members

- Chair
- One member from each of the Faculty of Agricultural and Environmental Sciences academic units elected for a period of five years.
- Associate Dean, User Services, McGill Library
- Chair, Macdonald Campus Committee on Information Technology (ex-officio)
- Head Librarian (ex-officio)
- Dean (ex-officio)
- Trenholme Director of Libraries (ex-officio)
- M.C.S.S. Representative
- M.C.G.S.S. Representative

Frequency of Meetings: Minimum of one per semester.

Terms of Reference

1. To advise the Macdonald Campus Librarian generally on policy matters concerning the library services, collection, allocations and the needs of library users.
2. To serve as a liaison between library users and library staff.
3. To provide updates on available services to constituents.

9.15. MACDONALD CAMPUS OUTREACH Committee

Role of the Committee

The Committee provides oversight, planning and coordination of the various outreach (community engagement) projects and events that take place in the Faculty or to which members of the Faculty contribute significantly. The Committee is primarily concerned with communication and coordination and rather than the management of these projects or events.

Chair

The Committee Chair shall be nominated by the Nominations Committee from the faculty-at-large and elected by Faculty for two years. The Chair should be senior Faculty who has experience in community engagement.

Members

- Chair (2-year mandate – renewable)
- Three additional Faculty members (four-year term)
- Director of Community Relations (ex officio)
- Manager, Planning and Communications (ex officio)
- Outreach Officer, Office of Student Academic Services (OSAS) (ex officio)
- MCSS representative
- MCGSS representative
- The Chair of the committee will attempt to find representatives from as many of the below list of campus groups as possible. It may be possible that one person could represent more than one concern:
 - Representative from the Food and Nutrition Laboratories
 - Representative from the Macdonald Natural History museums (Lyman Entomological Museum, McGill University Herbarium)
 - Representative from the Four o'clock Forum
 - Representative from the Founder's Day Committee (Chair or delegate)
 - Representative from the Macdonald Campus Farm (including Community Engagement Centre)
 - Representative from Homecoming team
 - Representative from Open House team
 - Representative from the Morgan Arboretum
 - Representative from the Ecomuseum
 - Representative from John Abbott College Mac-Mentoring project
 - Other members at the invitation of the Chair of the Committee

Terms of Reference

1. The Outreach Committee will maintain a list and calendar of outreach activities and ensure that that the calendar of events is published on McGill web pages.
2. The Committee will be a contact point for the proposal of new events and will advise the Dean of new outreach opportunities.
3. The Committee will coordinate nominations of FAES personnel for community engagement awards.
4. The Committee will assist in identifying speakers/ambassadors who can represent FAES at community events, science fairs.
5. The Committee will report to Faculty when needed but no less than annually.

9.16. **NOMINATIONS Committee**

Role of Committee

This standing committee reviews all Faculty committees annually, with a view to bringing in new members and at the same time providing for continuity and a balance between experienced and less experienced members.

Chair

The Chair to be appointed by the Dean

Members

- Chair/Director of each FAES academic unit or a recent Chair/Director
- The Dean (ex-officio) or representative
- M.C.S.S. Representative
- MCGSS Representative

Terms of Reference

1. The Committee shall propose to Faculty the membership of all standing and ad-hoc committees of Faculty.
2. The Committee, when proposing committee membership, shall follow the established Faculty rulings concerning membership of each committee.
3. The Committee shall review the Terms of Reference of all standing committees, recommending to Faculty changes where necessary.
4. The Committee shall recommend to Faculty, when considered necessary, the abolition or creation of committees.
5. The Committee shall arrange through the Faculty Office for an election by ballot, in compliance with Faculty rules, for Faculty Representatives to Senate, the Chair of Staff Meetings, the Secretary of Faculty, Faculty representatives on the Sub-Committee on Physical Facilities and members for the ad-hoc Advisory Committee for selection of VP Macdonald and Dean, Faculty of Agricultural and Environmental Sciences.

Regulations Concerning Elections to Committees

1. Full-time staff members holding the rank of Lecturer and above are eligible for election.
2. Full-time staff members holding the rank of Lecturer and above are eligible to vote.
3. A short list of names will be drawn up to be submitted to a final vote by Faculty.

9.17. RESEARCH ETHICS Committee, Macdonald Campus

Role of Committee

The Faculty of Agricultural and Environmental Sciences Research Ethics Board (REB) determines the ethical acceptability of research involving human subjects, with the primary objective of protecting the rights and welfare of these subjects. As with other REBs at McGill University, it reports to the McGill University Advisory Council on Human Research Ethics.

Chair

To be appointed by the Vice-Principal (Research) in consultation with the Dean of the Faculty of Agricultural and Environmental Sciences

Members

- A minimum of four Faculty members elected by Faculty, preferably at least one of whom comes from the School of Human Nutrition or the Institute of Parasitology (three-year term).
- One lay member, to be recruited by the REB to serve for a three-year term, to represent community interests and concerns and who has no formal affiliation with McGill University.

As outlined in the McGill University Policy on the Ethical Conduct of Research Involving Human Subjects (www.mcgill.ca/secretariat/documents/), the membership of the Faculty of Agricultural and Environmental Sciences REB must include both men and women and must include members who are knowledgeable about the relevant ethical issues. Faculty members must not all be from the same discipline and should have broad expertise in the methods or in the areas of research that are covered by the REB. It is advisable to have at least one member who is knowledgeable in the relevant law.

As outlined in the McGill University Policy on the Ethical Conduct of Research Involving Human Subjects, the REB Chair may appoint ad hoc members or seek outside advice when reviewing a project that requires specific expertise regarding methodology, community or research subject representation, or other matters.

Terms of Reference

Reviews new and ongoing research projects involving human subjects in a manner consistent with the McGill University Policy on the Ethical Conduct of Research Involving Human Subjects as described at: <http://www.mcgill.ca/macdonald/research/human/>

Establishes and oversees mechanisms for review of course research projects in the Faculty of Agricultural and Environmental Sciences.

Acts as a resource to the Faculty of Agricultural and Environmental Sciences on matters pertaining to the ethical conduct of research involving human subjects.

Certain research projects deemed as clinically related, or involving medical intervention, may be redirected by the Faculty of Agricultural and Environmental Sciences REB to be reviewed for ethical acceptability by the REB of the Faculty of Medicine. Such research would be considered as substantially invasive in nature (i.e. requiring infusions, extensive blood sampling, or other medical procedures).

The REB requires a review period of 4 to 6 weeks for new applications. Researchers intending to conduct research involving human subjects and instructors intending to assign projects involving human participants should consult www.mcgill.ca/macdonald/research/human/ for guidelines and forms and for information on meeting dates and deadlines.

9.18. SCHOLARSHIPS Committee

Role of Committee

This Committee coordinates the program for graduate and undergraduate scholarships, bursaries, prizes and other academic awards.

Chair

Associate Dean, Student affairs (ex-officio)

A staff member from the Students' Affairs Office is to serve as Secretary of the Committee.

Members

- Four elected members; term of three years
- The Dean (ex-officio)
- Associate Dean, Graduate Studies (ex-officio)
- Manager, Student Affairs Office (ex-officio)
- Manager, Macdonald Office of Graduate and Postdoctoral Studies
- Director of Development, Macdonald Campus (ex-officio)
- Administrative Coordinator, Dean's Office (ex-officio)
- Farm Management and Technology Program Representative
- M.C.S.S. Representative
- M.C.G.S.S. Representative
- President, A.E.S.U.S.
- President, D.H.N.U.S.

Terms of Reference

1. To develop suitable criteria for each award and to recommend the acceptance of such awards for referral to the University Committee on Scholarships and Student Aid and Senate for final approval.
2. To coordinate selection of suitable candidates for all Faculty awards. To consider the recommendation(s) of the appropriate units in the case of awards of performance in a specific subject area or major, and to inform Faculty of the winner(s) of each award.
3. To correspond with the donors of medals, prizes and scholarships which are offered to the Faculty of Agricultural and Environmental Sciences and the School of Human Nutrition.
4. To maintain liaison with the Student Aid Office at McGill and to refer students to that Office when their needs cannot be met from Faculty funds.
5. To organize, with the assistance of the Student Affairs Office, the Faculty Scholastic Awards Reception.
6. To work with the Faculty Development Office to seek new sources of funding for awards and to foster relationships with donors.
7. To ensure that accounts balance and to resolve discrepancies and maximize the values of the awards.

Awards Procedures

1. Convocation Awards

The Chair selects graduating students for medals, prizes and awards in consultation with Departmental Chairs as soon as the results of the final examinations are available in May for inclusion in the convocation program.

9.19. STUDENT RECRUITMENT Committee

Role of the Committee: To develop plans to increase student enrolment on Macdonald Campus.

Chair: Elected by committee members (may be re-elected)

Members:

Dean, Faculty of Agricultural and Environmental Sciences

One member from each Major Academic Program

One representative of the Freshman Program

One representative of the FMT Program

Associate Dean (Student Affairs) (*ex-officio* with vote)

Manager, Student Affairs (*ex officio with vote*)

Liaison and Admissions Officer, Student Affairs Office (*ex officio - non voting*)

Senior Admissions Officer, Enrolment Services (*ex officio - non voting*)

Two MCSS delegates

MCGSS President or delegate

Terms of Reference:

1. to review the annual recruitment plans, recruitment materials, and yield activities for the Faculty of Agricultural and Environmental Sciences;
2. discuss, develop and plan long-term recruitment plans and yield activities for the Macdonald Campus;
3. to maintain a liaison with the Recruitment Unit of the University Admissions, Recruitment and Registrar's Office.

TERMS OF REFERENCE – Non Faculty Committees

9.20 ANIMAL CARE Committee, Macdonald Campus

The University Animal Care Committee (UACC) is the University body responsible for ensuring the humane care and use of animals in research, teaching or testing, in accordance with the Guidelines of the Canadian Council on Animal Care. The Macdonald Campus Animal Care Committee is under the jurisdiction of UACC.

The Terms of Reference for the Macdonald Campus Animal Care Committee is dictated by the CCAC Terms of Reference for Animal Care Committees. See https://www.ccac.ca/Documents/Standards/Policies/Terms_of_reference_for_ACC.pdf

The purpose of this University Faculty Animal Care Committee is to ensure that all animals used in research, teaching or testing within its jurisdiction, are used and cared for in accordance with all applicable requirements. The committee shall designate one individual who has the oversight responsibility for the day to day operation of the animal facilities under its jurisdiction.

Reporting

At the local level, the Macdonald Campus Animal Care Committee is directly responsible to the Dean of the Faculty. The committee chair is a member of the University Animal Care Committee. The committee reports to the UACC upon request from its Chair. The Macdonald Campus Animal Care Committee will report by submitting an annual report.

Authority

The Macdonald Campus Animal Care Committee has the authority to:

- a) terminate immediately any objectionable procedure or use of animals if it considers that unnecessary distress or pain is being experienced by an animal.
- b) have an animal killed humanely if pain or distress caused to the animal cannot be alleviated.
- c) suspend any use of animals which deviates from the approved Animal Use Protocol and is not in accordance with McGill University and CCAC guidelines.
- d) order the withholding of research funds and/or animal ordering privileges for programs in non-compliance with the applicable requirements.

Members

The members of the Macdonald Campus Animal Care Committee are appointed by the Dean of the Faculty in consultation with the Faculty Nominations Committee. The term of appointment for all members is normally three years (renewable). Composition may vary according to the needs of the committee, but, at a minimum, must include:

- a Chairperson
- at least 2 faculty member representatives, experienced in animal care and use, who may or may not be currently using animals
- an institutional member whose normal activities do not depend on or involve animal use for research, teaching or testing
- the University Veterinarian
- at least one person representing community interests and concerns, and who has no affiliation with the institution, and who is not involved in animal use for research, teaching or testing technical staff representation
- the animal facility supervisor, whether a veterinarian, a scientist, or a technical staff member the Research Ethics Officer
- a graduate student representative
- a veterinarian from the Animal Resources Centre (ARC) on FACCs where the animal facilities are operated by ARC or upon the discretion of the Chair

The Macdonald Campus Animal Care Committee shall be responsible for:

1. ensuring that no research, teaching or testing programs involving the use of animals be commenced without prior FACC approval of a written animal use protocol, and further, that no animals are acquired before such approval.
2. ensuring that all protocols are reviewed and approved on an annual basis, with particular emphasis on the CCAC's Guide to the Care and Use of Experimental Animals, Ethics of Animal Investigation and Guidelines on Animal Use Protocol Review. Protocols must be reviewed and discussed at full committee meetings, and the committee should attempt to reach decisions by consensus. Interim approvals may occasionally be granted, after review by at least the Chairperson, a University veterinarian, and the community representative. Such approvals must be subject to discussion and final approval at a convened meeting of the full committee. All teaching, cloning and Level D projects, after review by the Macdonald Campus Animal Care Committee, are to be referred to the UACC Ethics Subcommittee.
3. ensuring that all research and testing projects have received adequate peer review for scientific merit.
4. ensuring compliance with all CCAC and McGill University policies, procedures and standards so that:
 - a) humane care and treatment are provided, including environmental enrichment
 - b) unnecessary pain or distress is avoided
 - c) unnecessary use of animals is avoided
 - d) appropriate post-operative care is provided
 - e) anaesthesia, analgesia and euthanasia are properly and effectively used
5. ensuring that adequate veterinary care for animals is available and provided as necessary by a qualified veterinarian.
6. conducting regular inspections (at least once a year) of animal care facilities and experimental laboratories under their jurisdiction to ensure adequate and humane care and use of animals, to be documented through written reports or FACC meeting minutes.
7. designating areas in which animals may be housed, cared for and used so as to ensure facilities and personnel are adequate to provide humane care and use.
8. advising on matters related to animal care facilities, including space allocation, expansion, capital equipment, animal care rates, and animal ordering procedures and priorities.
9. ensuring the provision of adequate security for the animals and animal facilities.
10. resolving day to day operational and logistical animal care problems in conjunction with the individual responsible for the area and the University veterinarian.
11. monitoring compliance with approved protocols.
12. bringing to the attention of the UACC any issues or concerns regarding their animal care and use program
13. Submitting an annual report by April 15 of every year to the UACC. The report must include the *Animal Use Data Form* of the past year (CCAC report), the FACC meeting minutes (if not already supplied to the Research Ethics Officer) and the animal facility annual inspection report

Meetings

The Macdonald Campus Animal Care Committee must meet at least twice per year, or more frequently as required. The meeting shall include at a minimum, the Chairperson (or designate), a University veterinarian, and a community representative. All discussions and decisions must be documented in the minutes, which shall be prepared for each meeting and circulated to the members.

9.21. FACULTY MARSHALL, Macdonald Campus

Marshall: Four-year term (renewable)

Vice-Marshall: two-year term (renewable) followed by four years as Marshall. Appointed by Dean.

General Responsibilities

Faculty authority on matters of protocol at special Faculty functions:

- Convocation
- Openings

Convocation Duties

- Faculty Marshall ensures convocation runs smoothly.
- Establishes list of priorities.
- Carries mace.
- Initiates assembly: several days prior to Convocation, contacts individual responsible for presentation of degree designations, e.g. Dean, Graduate Studies and Research or Associate Dean (Research) for Postgraduate Degrees; Chair, Bioresource Engineering for B.Sc. (Agr.Eng.), etc.
- Arranges seating plan for students: designating sufficient space for the various groups of students to be assembled.
- Designate someone to arrange seating plan for platform.
- Designate someone to ensure that academic staff are lined up in some semblance of order.
- Designate someone to ensure that platform party is lined up in some semblance of order.
- Designate someone to be responsible for flags.
- Designate someone to be responsible for contacting piper.

9.22. FIRE MARSHALL, Macdonald Campus

Function

In general terms, the Macdonald Campus Fire Marshall aids the constituents of the Campus to ensure fire safety in the work place.

Responsibilities

The Fire Marshall, Macdonald Campus, has been designated to organize, deputize and supervise the fire safety program and, in particular, he is responsible for:

- a) Ensuring that all applicable Fire Prevention By-Laws are implemented and respected;
- b) Establishing general safety standards throughout the College in collaboration with the McGill Safety Committee and in conformity with National Fire and Safety Codes;
- c) Making regular inspections of University buildings, providing and maintaining fire extinguishers, testing the alarm system and supervising fire drills;
- d) Advising building Directors and members of the College community on all fire safety matters;
- e) Ensuring that all fire regulations as specified in the University Administrative Handbook are implemented and respected;
- f) Closing down any facility that is found to be unsafe after due warning has been given to the user.

Reporting

The Fire Marshall reports regularly to the Associate Vice-Principal (Macdonald Campus) with copies to the Director, Physical Plant, McGill University.

9.23 PHYSICAL FACILITIES, Macdonald Sub-Committee on

The Macdonald Sub-Committee on Physical Facilities shall be a sub-committee of the McGill Senate Committee on Physical Development.

Chair

The Chair also serves as the Macdonald Campus member on the Senate Committee on Physical Development. Appointed by the Associate Vice-Principal (Macdonald Campus)

Members

- Chair
- Building Director's representative representing all Macdonald Campus Building Directors
- Associate Vice-Principal (Macdonald Campus)
- Dean, Faculty of Agricultural and Environmental Sciences
- Supervisor, Property Maintenance, who shall normally be designated as Secretary
- Director of Academic and Administrative Services
- Director of Farm Facilities
- Director of Eco-Facilities representing the wildlife barn, Avian Centre, Arboretum, Ecomuseum, and other related facilities.
- Physical Plant Representative
- Elected Faculty representative (3 year term)
- M.C.S.S. Undergraduate Representative
- M.C.G.S.S. Representative

9.24 SAFETY Committee, Macdonald Campus

Role of the Committee

The Macdonald Campus Safety Committee (MCSC) is an advisory body that reports directly to the Associate Vice-Principal (Macdonald Campus). The mandate of the Committee is to monitor the activities of the Faculty of Agricultural and Environmental Sciences Departmental/Unit Safety Committees and to address safety issues relevant to the Faculty as a whole .

Chair

The Chair is appointed by the Associate Vice-Principal (Macdonald Campus) and also serves as Chair of the Pesticides Sub-Committee.

Members

- Chair
- Associate Vice-Principal, Macdonald Campus (ex-officio)
- Chairs, Departmental/Unit Safety Committees
- Farm Director, Macdonald Campus
- Fire Marshall, Macdonald Campus
- Security Coordinator, Macdonald Campus
- Waste Disposal Coordinator, Macdonald Campus
- M.C.G.S.S. Representative
- Manager, Environmental safety Office
- Additional members, as necessary, with expertise relating to chemical, biological and radiation hazards.

Terms of Reference

1. To oversee the activities of Departmental/Unit Safety committees within the Faculty.
2. To receive activity reports from the Departmental/Unit Safety Committee Representatives at each meeting.
3. To prepare an annual summary of Departmental/Unit safety Committee activities for the Associate Vice-Principal (Macdonald Campus).
4. To recommend safety policies that are relevant specifically to the Faculty.
5. To organize safety awareness events or other safety activities deemed advantageous for the Faculty as a whole.

9.25. STUDENTS' COUNCIL

Members

Faculty representative appointed by Faculty.

Terms of Reference

The Staff Representative from the Faculty of Agricultural and Environmental Sciences / School of Human Nutrition, may be any full-time staff member and shall be elected by all members of the Faculty before May 1. Nominations for this position shall be presented to the Faculty by the newly elected Students' Council before April 1.

9.26 UNDERGRADUATE SOCIETY, Agricultural and Environmental Sciences

Upon approval by the members of A.E.S.U.S. one Faculty member can be appointed as advisor to the executive and will be announced at Faculty Council.

10. TEACHING PORTFOLIO GUIDELINES

A teaching portfolio is a concise compilation of selected information that systematically documents the effectiveness as well as the scope, complexity and individuality of an instructor's teaching.

A teaching portfolio should consist of approximately five pages, plus an appendix for supporting documents. The appendix should include any appropriate documents which support or describe the teaching and development activities of the candidates, as outlined in Sections 1, 2, and 3 below. The main body of the portfolio should include three main components as outlined below. Examples of information that might be included under these headings are provided. These lists are provided to give guidance. They are not exhaustive, and the examples given are not to be considered required elements.

1. A Statement of Teaching Responsibilities

For example, information such as:

- Courses taught, course level and course enrollment, and format
- Graduate students supervised (theses/internships)
- Other teaching involvement (supervision of undergraduate projects/theses etc.)

2. Evidence of Teaching Effectiveness

For example, information such as:

- Interpretive summary of student ratings of instruction (full record of course evaluations in appendix)
- Teaching awards received; other formal recognition of accomplishment
- Written comments by students, colleagues, administrators, alumni
- Students accepted/proceeding to advanced study in the field.

3. Teaching Development

For example, information such as:

- Measures taken in response to feedback on teaching
- Instructional approach and evaluation of their effectiveness
- Description of teaching development and improvement efforts
- Collaboration with colleagues in improving teaching
- Participation in programs on instructional development and improvement
- Attendance at conferences or workshops on teaching
- Contributions to journals on teaching

Candidates for re-appointment, tenure and promotion should include information they judge to be relevant. Candidates for re-appointment, tenure and promotion are advised that it is their responsibility to develop and/or maintain the documentation necessary for the preparation of the Teaching Dossier, and to use diligence in its preparation.

- Awards
- Assessment by external referees
- Membership on editorial boards or reviews for scientific journals
- Committee membership or external reviews for granting agencies
- Patents and inventions

During consideration for re-appointment, normally 2-4 articles (published or in press) would be expected for the first three years of the appointment; not all of these would be expected to have originated from McGill.

11 BUILDING DIRECTORS – MACDONALD CAMPUS (*Academic Buildings)

* Avian Science and Conservation Centre		ext.
* Barton Building (Library Areas)	Dr. B. Côté	ext. 7952
Brace Centre for Water Resources Management		ext.
Brittain Hall		ext. 7720
Centennial Centre	Ms. Butler	ext. 7710
Eco-Residence	Ms. L. O'Connell	ext. 7717
* Emile A. Lods Agronomy Research Centre	Dr. P. Séguin	ext. 7855
Facilities Management/Power Plant		ext. 7720
Glenaladale	Ms. Butler	ext. 7710
Glenfinnan Skating Rink	Ms. J. Barker	ext. 7789
Greenhouses	Dr V. Gravel	ext.
Harrison House	Mr. P. Enright	ext. 7814
* Horticulture Field Services Building	Paul Meldrum	ext. 8663
* Institute of Parasitology	Dr. R. Salavati	ext. 7612
Laird Hall	Ms. L. O'Connell	ext. 7717
* Large Animal Research Unit	Dr. V. Bordignon	ext. 7793
* Macdonald-Stewart Building	Dr. Benoit Côté	ext. 7952
* Machinery Hall (Technical Services Building)	Dr. V. Raghavan	ext. 8731
Mary Emily Clinical Nutrition (Research Unit, 7 Maple)	Dr. Stan Kubow	ext. 7754
Morgan Arboretum	Dr. Benoit Côté	ext. 7952
* Nutrition Barn	Dr. Ramaswamy	ext. 7919
Pilot Plant	M. Gauthier	ext. 7830
* Poultry Unit	P. Meldrum	ext. 8663
* Raymond Building	Dr. Benoit Côté	ext. 7952
Rowles House	Ms. Shannon Scott	ext. 5331
Stewart Hall Athletics Complex	Ms. J. Barker	ext. 7789
Swine Unit	Mr. P. Meldrum	ext. 8663
Tadja Hall	L. Whyte	ext. 7889
* Undergraduate Instructional Areas	Dr. B. Côté	ext. 7952
Weather Radar Observatory	Mr. A. Singh	ext. 7733