**FACULTY OF SCIENCE**

**CONSTITUTION**

1. **FACULTY MEETINGS**

1.1. There shall be regular monthly meetings of the Faculty of Science during the academic session. The Dean or the Dean's designate shall preside at such meetings. All questions concerning courses, programs, degree requirements, and other academic matters shall be submitted to the Faculty for approval and recommendation for appropriate action.

1.2. For the purpose of its meetings, the membership of Faculty shall consist of the following:

1.2.1. All full professors, associate professors, assistant professors, and full-time faculty lecturers in the departments and schools of the Faculty of Science, including the Redpath Museum, as well as ex officio members as designated in the Statutes of McGill University..

1.2.2. Members of the academic staff of departments and schools of other faculties that offer degree programs leading to the B.Sc. who have elected to be members of the Faculty of Science.

1.2.3. The President, Vice-President (Academic) and Science Senator(s) of the Science Undergraduate Society (SUS) who are in satisfactory standing.

1.2.4. Additional students in satisfactory standing registered for the B.Sc. or B.A. & Sc. degree, elected or appointed by the SUS and as broadly representative of majors offered by the Faculty of Science as possible, to bring total student membership to eighteen.

1.2.5. Three representatives from among, and elected by, students currently registered in graduate programs in the departments or schools of the Faculty.

1.2.6. One representative from among, and elected by, post-doctoral scholars in the departments or schools of the Faculty.

1.3. There shall be a quorum for Faculty meetings if at least twenty-five members are present and at least half of those present, excluding the presiding member, are members of the academic staff of the Faculty of Science. Faculty business may be conducted at any meeting of the Faculty for which due notice and an agenda have been communicated to all Faculty members by a normally prevalent method of communication at least five working days in advance. All meetings shall be conducted subject to Robert's Rules of Order.

2. **STANDING COMMITTEES OF FACULTY**

2.1. There shall be six Standing Committees—the Nominating Committee, the Academic Committee, the Committee on Student Standing, the Scholarship Committee, the Leo Yaffe Award Committee, and the Animal Care Committee—with terms of reference as described below.

2.2. Additional standing or ad hoc committees of Faculty shall be created when necessary by simple resolution of Faculty. The membership and the terms of reference of all such committees shall be recommended to Faculty by the Nominating Committee.
2.3. All standing and ad hoc committees shall report to Faculty at least once every academic year.

2.4. Nominating Committee

2.4.1. The Nominating Committee shall consist of the elected Science members of Senate with the Dean as Chair. There shall be no student members on the Nominating Committee.

2.4.2. The Nominating Committee shall nominate for approval by Faculty the academic staff members of other standing or ad hoc committees. Memberships of all other standing or ad hoc committees shall be reviewed annually.

2.5. Academic Committee

2.5.1. The Academic Committee shall be responsible for all academic matters relating to undergraduate and graduate courses and programs offered or administered by the Faculty of Science. The Committee shall have the responsibility to examine and recommend for approval of the Faculty matters relating, but not restricted, to the introduction of new courses and programs, deletion of courses and programs, ad hoc programs, and interdisciplinary programs. The Committee shall have the right to review the general requirements for the B.Sc. degree and shall recommend changes to Faculty when necessary. The Committee shall keep a record (including minutes) of its meetings and shall report to Faculty routine matters approved by it and shall bring all other recommendations for approval or adoption by the Faculty.

2.5.2. The Dean and Associate Dean (Academic) shall serve on the Committee as Chair and Vice-Chair respectively. The Associate Dean (Student Affairs) of the Faculty of Science, the Associate Dean (Academic) of the Faculty of Agricultural and Environmental Sciences, and a McGill librarian shall be ex-officio, voting members.

2.5.3. The remaining membership of the Committee shall be approved by Faculty. The staff members of the Committee shall be nominated by units offering programs leading to the B.Sc. degree, and every such unit shall be represented; these Committee members shall be recommended to Faculty by the Nominating Committee after consultation with unit chairs/directors. There shall be seven undergraduate student members who are in satisfactory standing nominated by SUS, with the recommendation that these students be drawn from as many units offering programs leading to the B.Sc. degree as possible. There shall be one student member who is currently registered in a graduate program in a department or school of the Faculty and who is nominated by the graduate students elected as members of Faculty.

2.6. Committee on Student Standing

2.6.1. The Committee on Student Standing shall consist of eight staff members, other than the Associate Dean (Academic) and the Associate Dean (Student Affairs), to be recommended by the Nominating Committee, and four students in satisfactory standing to be nominated by SUS and approved by Faculty. The Chair shall be recommended annually by the Nominating Committee.

2.6.2. The Associate Dean (Student Affairs) shall respond to all initial requests by students for readmission or for other considerations that the Associate Dean (Student Affairs) has the authority to grant. Students may appeal a decision of the Associate Dean (Student Affairs) to the Committee.
2.6.3. The Associate Dean (Academic) shall respond to all initial requests by students from other faculties to transfer to the B.Sc. or the B.A. & Sc. Students may appeal a decision of the Associate Dean (Academic) to the Committee.

2.6.4. The Committee shall hear appeals in a manner consistent with principles of procedural fairness and with the Charter of Students’ Rights. The hearing process and any modifications thereof shall receive approval of Faculty prior to their implementation.

2.6.5. The decisions rendered by the Committee shall be final within the Faculty.

2.7. Scholarship Committee

2.7.1. The Scholarship Committee shall recommend to Faculty all graduating students for awards, prizes, medals, and scholarships. This shall be done at the appropriate time, normally at a Faculty meeting in May.

2.7.2. The Associate Dean (Student Affairs) shall serve on the Committee as Chair. The other members of the Committee shall be academic staff nominated by units offering programs leading to the B.Sc. degree, and every such unit shall be represented.

2.7.3. The Committee shall award in-course scholarships and prizes to continuing students. It shall also make recommendations, on behalf of the Faculty, to the University Committee on Scholarship and Student Aid (UCSSA) concerning candidates for awards under the jurisdiction of UCSSA. At the beginning of each academic year, the Committee shall report all scholarships and prizes that were awarded or recommended the previous academic year.

2.8. Leo Yaffe Award Committee

2.8.1. The Leo Yaffe Award Committee shall recommend to Faculty the recipient of an award for superior teaching in the Faculty of Science. This shall be done at the appropriate time, normally at a Faculty meeting in May.

2.8.2. The Committee shall consist of nine members representing diverse units. The members shall be approved by Faculty for 3-year, rotating terms on the recommendation of the Nominating Committee. The Chair shall be recommended annually by the Nominating Committee.

2.8.3. In addition, there shall be two student members in satisfactory standing, one from the biological-medical sciences and one from other sciences, to be nominated by SUS and approved by Faculty. A student member who has taken, or is taking, a course from any of the nominees shall be replaced.

2.8.4. The award process and any modifications thereof shall receive approval of Faculty prior to their implementation.

2.8.5. An individual can only win the Leo Yaffe Award once.

2.9. Animal Care Committee

2.9.1. The Committee shall be responsible for overseeing the ethical care and use of animals in the Faculty.
2.9.2. The operation of the Committee shall comply with the regulations of the Canadian Council for Animal Care.

2.9.3. The Chair of the Committee shall normally be an academic member of the Faculty whose research falls under the jurisdiction of the Committee or the Faculty representative to the Animal Resource Advisory Council.

3. MEETINGS OF CHAIRS AND DIRECTORS

3.1. There shall be regular meetings of the chairs of the departments and directors of the schools of the Faculty of Science with the Dean to discuss matters raised by the Dean. These meetings shall not be considered meetings of a committee of Faculty.

4. CHANGES IN THIS CONSTITUTION

4.1. This Constitution may be amended (subject to the authority of Senate) at any Faculty meeting, provided there is a quorum present, notice of motion has been given at the previous meeting, and the resolution is listed on the agenda circulated to all members of Faculty before the meeting at which the vote is taken. Constitutional amendments require a two-thirds majority of those present and eligible to vote at the meeting.

Approval and amendments:
Faculty of Science, March 1, 1977;
Faculty of Science, November 14, 2000;
Senate, January 17, 2001;
Faculty of Science, November 12, 2002;
Senate, December 4, 2002;
Faculty of Science, March 9, 2004.
Faculty of Science, April 6, 2005