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.

2.6. 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 Director, Advising Services, 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 Director, Advising Services shall respond to all initial requests by students for readmission or for other considerations that the Director, Advising Services has the authority to grant. Students may appeal a decision of the Director, Advising Services 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. Scholarships, Fellowships and Awards Committee

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

2.7.2. The Committee shall award in-course scholarships and prizes to continuing undergraduate students. At the beginning of each academic year, the Committee shall report to Faculty Council all scholarships and prizes that were awarded or recommended the previous academic year.

2.7.3. The Committee shall select the recipients of any graduate or postdoctoral fellowships, awards and prizes that are awarded competitively by the Faculty. The Committee shall also select nominees for other competitions that are managed centrally.

2.7.4. The vice Dean, Associate Dean or delegate 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.

2.8. 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.

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.