

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 seven Standing Committees—the Nominating Committee, the Academic Committee, the Committee on Student Standing, the Scholarships, Fellowships and Awards

Committee, the Science Equity and Climate Committee, and the Leo Yaffe Award 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 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.

2.9. Science Equity and Climate Committee

2.9.1. The Faculty of Science Equity and Climate Committee supports excellence within the Faculty of Science by developing programs and policies that strive to foster a climate for working and learning in which all our students, faculty and academic and administrative staff feel included and capable of success as full participants in McGill's academic mission. The Committee also supports the University's commitment to equity, diversity, and inclusion by: helping to communicate relevant University policies and initiatives to the units in the Faculty of Science and, where relevant, advising on their implementation at the unit level; receiving information from Science units about their related activities and concerns; building knowledge and capacity through group discussions; providing unit-level equity committees with a standardized Terms of Reference template; and advising unit-level equity committees on alignment of their activities with University policies, priorities, and strategic plans.

2.9.2. An Associate Dean or delegate shall serve on the Committee as Chair. The remaining membership of the Committee shall include: one tenure-track faculty member from each unit in the Faculty of Science, representing a related unit-level committee where applicable, two graduate students, and two undergraduate students. Membership

shall also include representatives of the Office of Science Education, the Office of Science Outreach, the Science Office for Undergraduate Student Advising, and occasional *ad hoc* members as appropriate.

2.9.3. Committee members shall be asked to serve as liaisons with their units/constituents by reporting at least once per semester at a regular department meeting or equivalent.

2.9.4. The Committee shall meet regularly during the academic year. Decisions shall be made by consensus in most instances or, where deemed appropriate, by majority decision. In either case, care shall be taken to acknowledge and consider minority or dissenting opinions.

2.9.5 The Committee shall report regularly to Faculty on routine matters for information or, where appropriate, approval or adoption.

2.9.6 These Terms of Reference shall be reviewed every three years, to ensure appropriate alignment with related University-level policies and directives.

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.

Amended: Faculty of Science Meeting, 8 November 2022