



## COUNCIL OF THE FACULTY OF SCIENCE

### **Chair/Vice-Chair**

1. The Council shall elect, at the time of its annual elections, a Vice-Chair of Council to take office on the following July 1st. The Vice-Chair shall serve as Chair in the year following the term as Vice-Chair.

### **Membership**

2. The following may attend and participate in all meetings of Council and shall have the right to vote:
  - a) All faculty members with teaching appointments in the Faculty of Science;
  - b) The Head of Bethune
  - c) Faculty members in the Department of Geography who indicate their intentions to become members each academic year before the second regular meeting of the Council;
  - d) Three members of the Faculty of Science support staff, elected annually by the support staff;
  - e) (i) 20 undergraduate students registered in the Faculty of Science elected annually by their peers, (ii) 5 graduate students, with a minimum of one from each graduate program in the Faculty
  - f) The Assistant Dean – SEM & SEP;
  - g) The Science Librarian;
  - h) Dean of Libraries or designate (ex officio);
  - i) The Chair of the Senate (ex officio);
  - j) Secretary of the Senate (ex officio);
  - k) The President of the University, (ex officio);
  - l) The Vice-President Academic and Provost (ex officio).
3. The Council may issue invitations for either the full academic year, or for a particular meeting, to individuals who are not members of the Council; such individuals shall be entitled to participate in the meeting of the Council to which they have been invited but shall not have the right to vote.
4. All members of the Faculty of York University, and all students enrolled in courses offered by the Faculty of Science, shall have the right to attend Council meetings but shall not have the right to vote.

### **Secretary**

5. The Secretary of the Council shall be the Assistant Dean – SEM & SEP, and the Assistant Secretary of the Council shall be appointed by the Dean of the Faculty.
6. The duties of the Secretary shall be to take charge of the records and papers of the Council; to keep the same properly arranged for convenient reference; to be responsible for keeping minutes of the proceedings of all Council meetings and shall prepare and countersign all official Council documents.

### **Monthly Meetings**

7. Monthly meetings shall be held from the September inaugural meeting to May, inclusive, unless otherwise ordered by special motion or by the Executive Committee.
8. Following the last meeting of Council (usually May unless otherwise decided by Council), and until the first regular meeting of Council in the Fall, the Executive Committee of Council shall possess and may exercise any or all of the powers, authorities and discretions vested in or exercisable by the Council with the understanding that the Executive Committee shall report to Council upon any actions taken under this authority at its first regular meeting.
9. The Chair of each meeting shall conduct the proceedings in conformity with the rules and procedures enacted by the Council and in all cases not so provided for, the practice of the House of Commons shall govern.
10. Monthly meetings of the Council shall be called and not normally proceed for longer than 90 minutes unless two-thirds of the members present and voting agree to continue with the business of the meeting.

### **Special Meetings**

11. A special meeting may, and on requisition of not fewer than thirteen members shall, at any time, be called by the Chair, with not less than twenty-four hours' notice, for the transaction of such business only as may be specified in the notification of such meetings.

### **Quorum**

12. At all regular or special meetings, twenty voting members of the Council shall form a quorum.

### **Discussion**

13. Any member desiring to speak during a meeting shall address the Chair.
14. Originally, no member shall speak more than once (and then not longer than ten minutes unless permitted by the Council) to the same question, except the mover, who shall have the right of replying after all members choosing to speak have spoken. A member may, at any time, with the permission of the Chair, explain a material part of their speech which may have been misunderstood.

### **Motions**

15. The Chair may take part in a debate on any subject, but before doing so shall leave the Chair's position and appoint the Vice-Chair or some other member to occupy it until the Chair has spoken.
16. No member shall speak to a question after it has been put by the Chair.
17. All questions which come before the Council shall be decided by a majority of the members present but, in the case of an equality of votes, the motion shall be deemed to be negative.
18. On any question, all members of Council shall have only one vote.
19. The Chair shall declare the results of every vote and, on any question except the motion to adjourn the Council or a debate, any member may require the number of yeas and nays to be recorded.
20. All motions, except those for adjournment of the Council or a debate, shall be put in writing and recorded, before being debated or put from the chair. No motion introducing new

matters other than matters of privilege or petition shall be taken into consideration at any regular meeting of the Council, except upon a two-thirds vote of the voting members present, unless notice in writing has previously been given to the Secretary for circulation with the notice of meeting.

21. When a motion has been made and recorded, it shall be disposed of unless the mover, with the consent of the Council, withdraws it or allows it to stand over.
22. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes:
  - a) to adjourn the Council;
  - b) to adjourn the debate;
  - c) to put the question;
  - d) to refer the matter to an appropriate committee;
  - e) to amend.
23. A motion to adjourn the Council or a debate shall always be in order, but no member may speak to such a motion for more than five minutes.
24. A motion to refer a question to an appropriate committee shall, unless it is defeated, preclude all amendments to the main question.

### **Order of Business**

25. The following order of business shall be observed by the Chair in bringing matters before the Council at all regular meetings, and no variation from this order shall be allowed, except by a two-thirds vote of the members present, which shall be taken without debate:
  - a) Approval of Agenda. The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the consent agenda item being reached, at least one Councilor advises the Chair of a request to debate it.
  - b) Reading and disposing of the minutes of the last meeting and of all intervening special meetings;
  - c) Business arising out of the minutes;
  - d) Inquiries and reading and disposing of communications, to be disposed of as read;
  - e) Reading and disposing of reports of standing committees and special committees, to be disposed of as received;
  - f) New business.

### **Standing Committees**

26. The following shall be the Standing Committees of Council, whose duties are defined in the Rules of Council and may be revised by a vote of Council. Ex officio members shall be non-voting. Chairs or their designates serve as departmental representatives on some Council committees, such as the Undergraduate Curriculum Committee. In such cases, Chairs or their designates are not considered ex officio, and have full voting rights. Standing Committees will report on at least a yearly basis to Council.
  - a) Executive Committee
  - b) Academic Policy and Planning Committee
  - c) Undergraduate Curriculum Committee
  - d) Graduate Education Committee
  - e) Committee on Examinations and Academic Standards
  - f) Petitions Committee
  - g) Appeals Committee
  - h) Committee on Tenure and Promotions
  - i) Committee on Research and Awards
  - j) Committee on Teaching and Learning

### **Standing Committees Membership & Terms of Office**

27. Student members of the Standing Committees and Senate shall be elected annually by the Science Student Caucus from among the student members of the Faculty Council.
28. The Chair of Faculty Council shall be Chair of the Executive Committee. Other Standing Committees shall elect their own Chair. The President, the Chair of Council and the Dean shall be members ex officio of all Standing Committees.
29. The quorum of any committee shall consist of the majority of its voting members.
30. Any member of the Council shall have the right to be present at, but shall not take part in, any meeting of any Standing Committee with the following exceptions:
  - a) Meetings of committees which the Executive shall designate as dealing with confidential information on student grades or marks shall not be open to students who are not members of the committee.
  - b) Meetings of the Tenure and Promotions Committee in which individual cases are discussed shall be held in camera and shall be completely confidential.
  - c) Meetings of the Petitions Committee and of the Appeals Committee shall be held in camera.
  - d) Any Committee of Council may, when discussing confidential matters, declare a meeting, or part thereof, to be held in camera by a vote of two thirds of the voting members present.
31. Vacancies occurring in a Standing Committee may be filled at any regular meeting of the Council.
32. No proposal to amend any of the rules and procedures shall be considered except at a regular meeting, and unless notice of the proposed change has been given.
33. None of the rules shall be suspended at any meeting of the Council except by a two-thirds vote of the members present.
34. Faculty members of Standing Committees shall serve for terms of three years unless the membership is defined by a particular appointment, such as the graduate program director. In each year where possible, one-third of the membership of each Standing Committee shall retire and be replaced by election from slates of names presented by the Executive Committee, possibly augmented by names from the floor of Faculty Council. Student members of Standing Committees shall serve for terms of one year but may be re-elected in subsequent years.
35. Faculty representation on Senate shall include the Director of Natural Science and three Department Chairs. Department Chairs on Senate shall serve three-year terms following a sequential rotation among departments, with one retiring and another beginning a term each year. The remaining faculty positions on Senate shall be for terms of three years and in each year approximately one-third of the membership shall retire and be replaced by election from a slate of names presented by the Executive Committee. Such a slate may be augmented by names nominated from the floor and may include Department Chairs not currently serving as one of the three entitled positions referred to above.
36.
  - a) **The Executive Committee**

The Executive Committee shall be chaired by the Chair of Council and include the Vice-Chair of Council, the Secretary of Council, and one member elected from each of Biology, Chemistry, Mathematics & Statistics, Physics & Astronomy, and Science and Technology Studies/Natural Science, one student member of Council, and one of the staff members elected to Council, and the Dean of the Faculty of Science (ex officio).

The Executive Committee shall normally approve agendas prior to Council meetings and the processes by which matters of importance to the development of the Faculty will arrive on that agenda.

The Executive Committee will seek candidates to serve on the Standing Committees of Council when vacancies occur. Additional nominations may be made from the floor at Council.

The results of the election shall be effective the following July 1, except for the Committee on Examinations and Academic Standards and the Petitions Committee, which shall have their membership changed effective October 1.

#### **b) The Academic Policy and Planning Committee**

The Academic Policy and Planning Committee shall include the Dean or designate (ex officio), the Master of Norman Bethune College and one member elected from each of Biology, Chemistry, Mathematics & Statistics, Physics & Astronomy, and Science and Technology Studies/Natural Science, one student member of Council, and one of the staff members elected to Council.

The Academic Policy and Planning Committee examines, formulates, and reviews long-term and short-term academic planning as well as comprehensive policies for the Faculty, including degree and non-degree credit studies.

In discharging its functions the Committee shall:

1. In tandem with the Dean and in close consultation with Departments and Divisions oversee the development of the Faculty Academic Plan, the coordination/implementation of the plan, and report to the Council on activities;
2. Make recommendations to the Council on the feasibility of new Schools/Departments, Programs, Research Centers;
3. Make recommendations to the Council on reviews of existing Schools/Departments, Programs, Research Centers;
4. Direct advice on the employment of resources within the Faculty to the Dean;
5. Advise the Dean on matters related to hiring priorities in relation to the Faculty Academic Plan;
6. Access all relevant information through the Office of the Dean and report to the Council regularly on all advice given to the Dean.

#### **c) The Undergraduate Curriculum Committee**

The Undergraduate Curriculum Committee shall include the Dean (ex officio) and an Associate Dean (ex officio), the Chair or nominee from each teaching Division or Department, the Chair or nominee of the Department of Geography, three faculty members elected by Council and two student members of Council.

In discharging its functions, the Committee shall:

1. Review annually a summary of the notice of intentions filed by units in the Faculty of Science;
2. Receive curricular submissions from departments and divisions for review, and recommendation to Council for approval or other appropriate action, concerning new course proposals, changes to existing courses, changes to program requirements and new programs;
3. Forward proposals to Senate as appropriate;
4. Encourage the development of innovative inter-disciplinary programs;
5. Collaborate with the Committee on Examinations and Academic Standards and the Committee on Teaching and Learning on issues of joint concern.

**d) The Graduate Education Committee**

The Graduate Education Committee shall consist of Associate Dean – Research & Graduate Education (ex officio), Graduate Program Director (or designate who must be a member of the graduate program) of each Graduate Program in the Faculty of Science, one graduate student member from any Graduate Program within the Faculty of Science, one full-time faculty member from the Faculty of Health or Lassonde School of Engineering who is appointed to teach in any FSc graduate program, a member at large with knowledge of graduate programming, and experience with curriculum approvals at the Faculty-level. The Chair of the Committee is selected by the voting members of the Committee for a one-year term.

The Committee shall provide broad review and commendation to Council via the Academic Policy and Planning Committee of all proposals received from Graduate Programs with respect to New Course Proposals, Course Change Proposals, Minor Changes to Program/Graduate Diploma Academic Requirements, Major Modifications to Program/Graduate Diploma Academic Requirements, New Graduate Fields, New Graduate Diplomas and New Graduate Degree Programs.

**e) The Committee on Examinations and Academic Standards**

The Committee on Examinations and Academic Standards shall consist of an Associate Dean (ex officio), five members elected by Council from each of Biology, Chemistry, Mathematics & Statistics, Physics & Astronomy and Science and Technology Studies/Natural Science, and one student member of Council. In addition to the above membership of the committee, Council shall elect an alternate member from each of the Departments specified above. The alternate member shall be the person polling the next highest number of votes to those elected to the committee from each Department. The alternate for the student member will be selected by the Science Student Caucus from its membership. An alternate can only vote in the event that the first elected member is not in attendance.

The said Committee shall:

1. Review, and recommend to Council, criteria for anomalous course grade profiles;
2. Review a summary of course grade profiles as approved by units following each teaching term, paying particular attention to first year courses;
3. Monitor and adjudicate anomalous course grade profiles;
4. Recommend to Council policy on awards including scholarships, prestigious awards, and the Dean's Honour Roll;
5. Constitute panels comprising three voting members, normally including one student, to hear and rule upon cases of alleged breach of the Senate Policy on Academic Honesty; and
6. Report at least annually in the fall to Council on its activities.

**f) The Petitions Committee**

The Petitions Committee for the purpose of hearing student petitions shall consist of an Associate Dean (ex officio), six members of Council, and two student members of Council. The Committee may divide the workload by splitting the Committee membership into two panels of four people each. A quorum for a panel shall consist of either (a) two voting faculty members and one student member or (b) three voting faculty members.

**g) The Appeals Committee**

The Appeals Committee for the purpose of hearing student appeals shall consist of an Associate Dean (ex officio), four elected faculty members, and two student members of Council. A quorum shall consist of either (a) two faculty members and one student member or (b) three faculty members.

**h) The Committee on Tenure and Promotions**

The Committee on Tenure and Promotions shall consist of one currently tenured member from each of Biology, Chemistry, Mathematics & Statistics, Physics & Astronomy and Science and Technology Studies/Natural Science elected by Council, and one student member of Council.

No member of the Committee shall be a member of another Tenure and Promotions Committee at any time during their tenure on this committee.

In addition to the above membership of the committee, Council shall elect an alternate member from each of the Units mandated above. The alternate member shall be the person polling the next highest number of votes to those elected to the committee from each Department. The alternate for the student member shall be selected by the Science Student Caucus from its membership on an annual basis. An alternate can only vote in the event that the first elected member is not in attendance.

**i) The Committee on Research and Awards**

The Committee on Research and Awards shall consist of one member elected by Council from each of Biology, Chemistry, Mathematics and Statistics, Science and Technology Studies/Natural Science, and Physics and Astronomy, one student member of Council and an Associate Dean (ex officio) who will serve as the Chair.

It is the mandate of the Committee to make recommendations and provide advice to Council on policy matters related to research. In addition, the Committee's functions and responsibilities include:

1. To adjudicate the following faculty competitions/programs:
  - Junior Faculty Fund
  - Minor Research Grant
  - Specific Research Grants (leave and non-leave);
2. To adjudicate NSERC's Undergraduate Student Research Awards;
3. To provide advice to the Dean and individual departments on faculty research-related awards, particularly prestigious awards;
4. To inform all units of their responsibilities to comply with the Senate's ethics-related policies;
5. To liaise with the Science Librarians on matters related to Library collections and services.

**i) The Committee on Teaching and Learning**

The Committee on Teaching and Learning shall consist of a minimum of two faculty members from each of Biology, Chemistry, Mathematics & Statistics, Physics & Astronomy and Science and Technology Studies/Natural Science, one undergraduate student and one librarian, chosen in accordance with these rules. Additional members shall be the Associate Dean – Student Affairs, two Faculty graduate students, a Faculty staff member and other members as invited by the committee in June to serve one year terms for the following year.

Graduate students and staff nominees will indicate their interest in serving on the committee in writing to the committee, who will then approve by majority vote; such

members will be members of the Committee only, not of council, unless they otherwise qualify for membership on Council.

It is the mandate of the Committee on Teaching and Learning to enhance the quality of the student learning experience by providing leadership in promoting and recognizing educational excellence in science and fostering a rich and vibrant teaching and learning community.

The functions of the Committee on Teaching and Learning shall be:

1. To support the implementation of the University Academic Plan and Faculty Five-Year Plan with respect to learning and teaching with the Faculty;
2. To review and develop education-related policies and procedures within the Faculty to strengthen the teaching and learning environment (excluding those that fall within the purview of existing committees such as CEAS) ;
3. To promote and support research in science education;
4. To promote and support best practice and innovative approaches to teaching in science;
5. To work with the Teaching Commons to provide professional development opportunities and resources to support faculty and graduate students in their educational roles (e.g. TDGAs);
6. To encourage and undertake inquiry into student learning needs and to initiate programs to address those needs (for example remediation, second start programs, etc.);
7. To oversee the development and select recipients of Educational Awards;
8. To promote the recognition of teaching excellence within the Faculty by facilitating nominations for external teaching awards.