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Composition of Rules and Procedure

1. The Faculty of Science shall consist of the following departments: Anatomy & Cell Biology, Applied Mathematics, Biology, Microbiology & Immunology, Biochemistry, Medical Biophysics, Chemistry, Computer Science, Earth Sciences, History of Medicine, Mathematics, Physics and Astronomy, Physiology and Pharmacology, and Statistical and Actuarial Sciences.

Admission of other departments to the Faculty of Science will require the following steps:
(i) application of the department concerted to the Senate
(ii) approval of this application by the Senate, after consultation with the Faculty of Science and any other Faculty concerned.

2. The Head of the Faculty of Science shall be the Dean of Science who shall be assisted by one or more Associate or Assistant Deans.

3. Student enrolment in the Faculty of Science shall consist of all first year students whose academic objectives are programs offered by the Faculty of Science, students in honors programs in departments of the Faculty of Science, all three-year BSc students, all fifteen-course BC students of the University taking areas of concentration offered by departments within the Faculty of Science, plus any students who, in the opinion of the Senate, have academic needs which are best met by enrolment in the Faculty of Science.

4. There shall be a Council of the Faculty of Science, responsible to Senate, and composed of:

(A) The following of ex officio members:
   (i) The President & Vice-Chancellor
   (ii) Such Vice-Presidents of the University as the Senate may determine
   (iii) The Dean (who shall be Chair of the Council) and Associate and Assistant Deans of the Faculty
   (iv) The Science Librarian
   (v) One full-time member of the administrative staff of the Faculty of Science, elected thereby.
   (vi) Such other ex officio members as the Senate may, from time to time, determine upon the recommendation of the Council of the Faculty of Science

(B) (i) All members of the departments of the Faculty of Science who hold the rank of Lecturer or higher.
(ii) The following representatives holding the rank of Lecturer or higher:
3 from the Faculty of Arts and Humanities
3 from the Faculty of Social Science
3 from the Faculty of Engineering
1 from the Faculty of Information and Media Studies
1 from the Faculty of Education
1 from the Don Wright Faculty of Music

(iii) Two students from the Faculty of Science
(iv) Such other members as the Senate may, from time to time, determine.

5. Members of the above categories shall be entitled to participate fully in meetings of the Council, i.e., to speak, to propose motions, to vote on all questions and to sit on committees elected at such meetings.

6. The Council shall meet at least twice each academic year and at such other times as the Council or the Senate may prescribe. A minimum of 25% of the members of the Council shall constitute a quorum.

7. A special meeting of the Council shall be called on the written notice of twelve (12) of its members, and shall be convened within seven (7) days thereafter, to consider the matter(s) set out in the notice.

8. The Council shall advise Senate on all matters under the jurisdiction of the Senate which are pertinent to the Faculty of Science or referred to the Council by the Senate, and shall determine policy on all such matters if so delegated by the Senate.

9. The Council shall establish an Executive Committee and such other committees as it considers necessary. The Council may delegate authority to its committees but these shall be responsible to the Council.

10. The by-laws and regulations for the conduct of the Council’s proceedings shall, where practicable, be those adopted by the Senate.

Revised: December 2004
Faculty of Science By-Laws

1. The Dean of the Faculty of Science is a member *ex officio* of all committees of the Council of the Faculty of Science.

2. No elected member(s) of any committee shall serve for more than two consecutive terms.

3. A quorum for a meeting of the Council of the Faculty of Science shall be 25% of the members. (A quorum for a meeting of the Executive Committee shall be seventy per cent; quorum for meetings of all other committees and sub-committees is in accordance with Senate By – Laws i.e., one half the elected or appointed members during September to May, and one third the elected or appointed members during June, July and August).

4. For Faculty of Science representatives to other Faculty Councils and Senate Committees, etc., the normal term of office shall be two years with nominations to be presented and elections to be held at the Fall meeting of Council.

5. For all other elected positions, unless previously designated otherwise by Council, the normal term of office shall be two years with nominations presented and elections held at a Spring meeting of Council. For committee members elected within departments, such elections shall be held in the spring as well.

6. Elected members of committees are expected to attend all required meetings. (Alternates are not permitted, except in the case of Department Chairs on the Executive Committee, or by agreement of the chair of the committee in question and the chair of Council).

7. Minor academic matters shall be referred directly to the Executive Committee for action rather than to the whole Council.

8. The by-laws and regulations for the conduct of the Council’s proceedings shall, where practicable, be those adopted by the Senate.
Glossary of Terms

Basic Medical Science Departments:

Anatomy and Cell Biology, Biochemistry, Epidemiology & Biostatistics, Medical Biophysics, Microbiology and Immunology, Pathology, and Physiology & Pharmacology.

Biological Sciences:

Biology

Earth Sciences:

Earth Sciences

Life Sciences:

Biological Sciences together with the Basic Health Sciences

Mathematical Sciences

Applied Mathematics, Computer Science, Mathematics, Statistical and Actuarial Sciences

Physical Sciences:

Chemistry, Physics & Astronomy

Science Departments:

Applied Mathematics, Biology, Chemistry, Computer Science, Earth Sciences, Mathematics, Physics & Astronomy, Statistical and Actuarial Sciences
Standing Committees-Composition

Educational Policy Committees

Terms of Reference:

1. Shall examine proposed course and program offerings in the Faculty.

2. Shall consider and make recommendations on academic matters referred to it by Departments, other Faculties and Affiliate Colleges and may make recommendations on its own initiative.

Composition:

Dean of Science (ex officio)
Associate Dean (Academic)(ex officio)
Faculty of Science Academic Manager (ex officio)
One (l) elected representative from each Department in the Faculty of Science
The Chairs of Interdepartmental and Interfaculty Programs (ex officio)

Chair:

The Committee shall be chaired by the Associate Dean (Academic).

Vice – Chair:

The Committee shall elect a Vice-Chair annually.

Meetings:

The Educational Policy Committee (EPC) shall normally meet at least three times each year: September/October, February and May. Additional meetings may be called by the chair when there is business needing attention. Meetings shall also be called within two weeks of the receipt by the Dean on a written request signed by the Chairs of three departments.
The Allyn and Betty Taylor Library

I. Terms of reference

1. The Committee is an advisory committee to the University Librarian to communicate the requirements of the users of Allyn and Betty Taylor Library with regard to library services, and to be informed of the goals and objectives of library services in Allyn and Betty Taylor Library and other campus libraries.

2. The Committee may receive and consider submissions regarding services at Allyn and Betty Taylor Library, and make recommendations to the Assistant University Librarian (Allyn and Betty Taylor Library) on such matters as:

   (a) user input relating to the utilization of library collections and services

   (b) academic priorities which have an impact on the use of library collections and services

   (c) any subjects that contribute to the quality of service offered by Allyn and Betty Taylor Library

3. The Committee will meet at least twice a year.

4. Committee members will report regularly to their Faculty Councils and their constituents.

5. Changes to the terms of reference will be made by the University Librarian only after appropriate consultation with the Faculties concerned.

II. Membership

1. Faculty:
   Engineering 2
   Health Sciences 2
   Schulich School of Medicine & Dentistry 3
   (includes one clinician)
   Science 3
   (includes one from each: biological sciences, mathematical science, physical sciences)

2. Students:
   Graduate student 1
   Undergraduate students 4
   (one from each faculty: Engineering, Health Sciences, Schulich School of Medicine & Dentistry, Science)
3. Ex Officio:
   The Deans (or their designates) of the Faculties of:
   - Engineering 1
   - Health Sciences 1
   - Schulich School of Medicine & Dentistry 1
   - Science 1
   - University Librarian 1
   - Assistant University Librarian (Allyn and Betty Taylor Library) 1
   TOTAL 22

III. Terms of Office

1. Faculty members will hold office for a 2-year term beginning in July. Members from the Faculty of Science hold a 3-year term. Student members will be elected annually. The terms of office for the first members elected to the Committee will be staggered.

2. A Chair and Vice-Chair will be elected at the first meeting of each academic year. The position of chair and vice chair will alternate between the faculty representatives from the faculties Health Sciences/Schulich School of Medicine & Dentistry and the faculties of Science/Engineering. These offices will be held for one year and may be renewed.

3. The two officers of the committee and the Assistant University Librarian (Allyn and Betty Taylor Library) will constitute the Executive Committee.

4. The Secretary will be the Assistant University Librarian (Allyn and Betty Taylor Library) or designate

5. A quorum for ordinary meetings will be a majority of the elected members.

February 19, 2007
Nominating Committee

Terms of Reference

1. Shall draw up a slate of nominees for various vacant positions.

2. The number of nominees for any particular committee should exceed the number of positions available so that an election may be held.

3. Candidates nominated shall signify their willingness to serve before the final slate is prepared.

4. Shall arrange for two or three of the committee members to count the ballots after each election.

5. The chair shall contact the necessary departments asking them to hold an internal election to replace nominating committee members whose terms are expiring. These elections should be held by May.

Composition

One member from each of the eight (8) core departments and a ninth member from the medical sciences, to be selected by an election internal to each department.

Terms of Office

The usual term will be three years, starting July 1. A two-year term may be used when needed to ensure that the terms remain staggered.

Procedure

The Committee shall elect its own chair annually.
STANDING COMMITTEES – MEMBERSHIP

Educational Policy Committees
2015-2016

Medical and Biological Sciences EPC Committee

Doug Jones (Chair)
Jeff Hutter (Vice – Chair)
Walter Rushlow, Anatomy & Cell Biology
James Choy, Biochemistry
Denis Maxwell, Biology
Ken Yeung, Chemistry
Yolanda Morbey, Environmental Science
GY Zou, Epidemiology & Biostats
Candace Gibson, Interdisciplinary Medical Sciences
Dan Goldman, Medical Biophysics
Kelly Summers, Microbiology & Immunology
Zia Khan, Pathology
Brad Urquhart, Physiology & Pharmacology
Eddy Avila, Science Student’s Council

Ex Officio: K. Boon, M. Fuller, J. DeHeus, D. Gregus, J. Sexsmith and P.J. Brown (Secretary)

Mathematical and Physical Sciences EPC Committee

Jeff Hutter (Chair)
Doug Jones (Vice-Chair)
Bogdan Tudose, Applied Mathematics
Denis Maxwell, Biology
Ken Yeung, Chemistry
Mike Katchabaw, Computer Science
Robert Shcherbakov, Earth Sciences
Yolanda Morbey, Environmental Science
Gord Sinnamon, Mathematics
Paul Wiegert, Physics & Astronomy
David Stanford, Statistical & Actuarial Sciences
Helen Ngo, Science Student’s Council

Ex-Officio: M. Fuller, J. De Heus, D. Gregus, J. Sexsmith and P.J. Brown (Secretary)
Allyn and Betty Taylor Library Committee

Term Expires Spring 2016
Zoe Lindo, Biology

Term Expires Spring 2017
Greg Kelly, Biology

Term Expires Spring 2018
Francois Lagugne-Labarthet, Chemistry

Nominating Committee

Chair: Johanna Blacquiere, Chemistry (1 yr term)

Term Expires Spring 2017
Johanna Blacquiere, Chemistry
Yolanda Morbey, Biology
Robert (Bob) Mercer, Computer Science
Martin Zinke-Allmang, Physics & Astronomy
Jan Minac, Mathematics

Term Expires Spring 2018
Volodya Miransky, Applied Mathematics
Audrey Bouvier, Earth Sciences
Jamie Kramer, Biology
Ian McLeod, Statistics & Actuarial Sciences
Representatives from Other Faculties and Groups to the Faculty of Science Council

Faculty of Arts and Humanities (3)

Servanne Woodward, Department of French Studies, September 2014 – August 2016
Carolyn McLeod, Department of Philosophy, September 2014 – August 2016
Kyle Gervais, Department of Classical Studies, September 2015 – August 2017

Faculty of Social Science (3)

Adam Cohen, Department of Psychology, October 2015 – October 2016
Jena-Francois Millaire, Department of Anthropology, October 2013 – October 2016
Chris Smart, Department of Geography, October 2013 – October 2016

Faculty of Music (1)

Paul Frehner, Music Performance Studies, July 2015 – June 2017

Faculty of Engineering (3)

Lauren Flynn, Chemical and Biochemical Engineering, July 2015 – June 2018
Luiz Capretz, Electrical & computer Engineering, July 2014 – June 2017
Andy Sun, Mechanical & Materials Engineering, July 2014 – June 2017

FIMS (1)

Kamran Sedig, July 2014 – June 2016

Faculty of Education (1)

Mi Song Kim, July 2014 – June 2017

Science Students Council (2)

(1 – year terms)
Adam Faller (President)
Nick Sequeira (VP Academic)

Administrative Staff – Faculty of Science

Other Members

Amit Chakma (President)
Michael Milde (Dean, Arts and Humanities)
Bob Andersen (Dean, Social Science)
Janice Deakin (Provost and Vice-President Academic)
Catherine Steeves (Vice-Provost and Chief Librarian)
Representatives from the Faculty of Science to other Faculty Councils and Committees

Faculty of Education Council (1)
Johanna Blacquiere, Chemistry, 2014 - 2017

Faculty of Arts Council (2)
Lila Kari, Computer Science, 2014-2017
Nusha Keyghobadi, Biology, 2014 - 2017

Faculty of Engineering Council (1)
Paul Ragogna, Chemistry, 2014 - 2017

Faculty of Music Council (1)
Victoria Olds, Mathematics, 2014 - 2017

Faculty of Social Science Council (2)
Danielle Way, Biology, 2014 - 2017
Allan MacIsaac, Applied Mathematics, 2014 - 2017

Schulich School of Medicine & Dentistry, Medicine Admissions Committee

Schulich School of Medicine & Dentistry, Dentistry Admissions Committee
Robert Cumming, Biology, 2014 - 2017

Faculty Appointments and Promotions Committee, Schulich School of Medicine & Dentistry
Mark Workentin, Chemistry, 2014-2017
Representatives from the Faculty of Science
to Senate Committees, Councils and Boards

Senate Committee on Academic Policy and Awards (SCAPA)
Sheila Macfie

SCAPA Subcommittee on Teaching Awards (SUTA)
Steven Hicock
Sheila Macfie

SCAPA Subcommittee on Program Review – Undergraduate (SUPR-U)
Jeff Hutter

SCAPA Subcommittee on Program Review – Graduate (SUPR-G)
Sheila Macfie
Pauline Barmby

Senate Nominating Committee
Burns Cheadle
(Term ends December 2015)

Officers of Convocation
Greg Kelly

Honorary Degrees Committee
Norm Huner

Senate Nominating Committee
Burns Cheadle
Term ends December 31, 2015

Senate Operations/Agenda Committee (OAC)
Victor Staroverov

Senate Review Board Academic (SRBA)
Chandrika Manjunath
Victor Staroverov
Keith Griffiths

Senate Committee on University Planning (SCUP)
Sheila Macfie

SCUP Subcommittee on Enrolment Planning and Policy (SUEPP)
Charmaine Dean
Sheila Macfie

University Research Board (URB)
Matt Davison
Bryan Neff
URB University council on Research Ethics Involving Human Participants (UCRE)
Kathleen Hill
Christina Castellani
Charmaine Dean

Distinguished University Professor Selection Committee
T.K. Sham
# Departmental Promotion and Tenure Committees
## 2015-2016

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<tr>
<th>Department</th>
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<td>Charmaine Dean Dean of Science Committee Chair</td>
<td>Lindi Wahl</td>
<td>Jul 13-Jun 16</td>
<td>Irena Creed, Biology</td>
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<td>Jerzy Floryan, Mechanical and Materials Engineering</td>
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<td>Alex Buchel</td>
<td>Jul 15-Jun 18</td>
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<td>Ajay Ray, Chemical and Biochemical Engineering</td>
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<td>Charmaine Dean Dean of Science Committee Chair</td>
<td>Susanne Kohalmi</td>
<td>Jul 13-Jun 16</td>
<td>Lars Konermann, Chemistry</td>
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<td>David Heinrichs, Microbiology &amp; Immunology</td>
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<td>#1 Sashko Damjanovski</td>
<td>Jul 15-Jun 18</td>
<td>Colin Denniston, Applied Mathematics</td>
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<td>Elizabeth Hampson, Psychology</td>
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<td>#2 Irena Creed</td>
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<td>Pei Yu, Applied Mathematics</td>
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<td>Mike Kerr</td>
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<td>John de Bruyn, Physics and Astronomy</td>
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<td>Brian Shilton, Biochemistry</td>
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<td>Sarah Gallagher</td>
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<td>David Jeffrey, Applied Mathematics&lt;br&gt;Alternate: Guy Plint, Earth Sciences</td>
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