

# FACULTY OF SCIENCE

# BY-LAWS

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## Preamble

The Faculty of Science includes the five (5) departments of Biology, Chemistry and Biomolecular Sciences, Earth and Environmental Sciences, Mathematics and Statistics, and Physics. These departments form the academic units of the Faculty of Science. In the by-laws below Chairs and Directors are referred to as the Directors of the academic units.

Furthermore the Faculty of Science oversees several graduate and undergraduate programs, some of which are in partnership between academic units of the Faculty, or with other Faculties. These are listed on the Faculty website and are collectively referred to as the programs of the Faculty in the by-laws below.

## BY-LAW 1. THE FACULTY COUNCIL

The Faculty Council enacts policies for the management of Faculty affairs, it being understood that such policies are subject to Senate approval in academic matters and approval by designated University authorities in other matters (see *University of Ottawa Act*, Section 18(2)).

### 1.1 Mandate of the Faculty Council

1.1.1 To make recommendations to and to obtain approval from the Senate concerning:

- a. The development of or modifications to the undergraduate programs, certificates and diplomas offered by the Faculty, to the interdisciplinary programs overseen by the Faculty and to the interfaculty programs;
- b. The policy and conditions for admission to the Faculty;

- c. The presentation of candidates for degrees; and,
- d. Other policy issues deemed relevant to the development of the Faculty.

1.1.2 To review and comment on the following:

The development of or changes to both the graduate and interdisciplinary programs in which the Faculty participates before they are formally submitted to the Office of the Vice-Provost of Graduate and Postdoctoral Studies;

1.1.3 To establish the standing committees in the Faculty of Science listed in By-law 2. To create other standing or ad hoc committees as required, and to define their powers, functions and membership.

1.1.4 To establish the regulations of the Faculty subject to the approval of the Senate for academic matters and the approval of the Board of Governors or the authority designated by the University for any other matter.

1.1.5 To establish and approve policies, rules and procedures to ensure the sound management of the Faculty.

## 1.2 Members of Faculty Council

The members of the Faculty Council are:

1.2.1 Ex-officio members with voting rights:

- a. The Dean, who serves as Council Chair;
- b. The Vice-Deans of the Faculty;
- c. The Director of each of the Faculty's academic units;
- d. The academic staff members from the Faculty that have been elected to the Senate, if they are not already members of the Council in another capacity;  
and
- e. The President of the Science Students Association.

Note: Four of the Vice-Deans are considered the Faculty officers with administrative exclusion: in the absence of the Dean, one of them assumes the Dean's role, including chairing meetings (see 3.3).

1.2.2 Ex-officio members without voting rights:

- a. The Administrator of Undergraduate Programs;
- b. The Administrator of Graduate Programs; and

c. The director of each graduate or undergraduate program of the faculty.

1.2.3 Two elected members from the regular academic staff in each department.

1.2.4 Two elected members from the part-time professors teaching in the Faculty.

1.2.5 Elected student members:

a. Ten undergraduate students representing the Faculty's various undergraduate programs, elected by their peers in compliance with article 1.3.3 below, and

b. Two graduate students, elected by their peers in compliance with article 1.3.4 below.

Remark: All elected members have voting rights.

### 1.3 Procedures for Electing Council Members

1.3.1 Procedures for electing regular academic staff members:

a. All regular professors of Faculty academic units are eligible;

b. At least one of the members elected from each department shall be a tenured professor;

c. Except where otherwise stated, regular two-year terms are renewable;

d. Terms shall begin on the first day of July and terminate on the thirtieth day of June;

e. The election of departmental members shall take place within the department according to a procedure established there;

f. When a seat becomes vacant, a replacement member shall be elected in the same manner as the former member in order to complete the original mandate; and,

g. Results are conveyed to the Vice-Dean responsible for Governance by the directors concerned.

1.3.2 Procedures for electing part-time professors teaching in the Faculty:

a. The Vice-Dean responsible for Governance initiates the procedure in the beginning of the fall term;

b. Any part-time professor who has taught at least three courses in the Faculty in the preceding three academic years and has or had a teaching contract in the

Faculty in the current calendar year is eligible;

- c. Any part-time professor who has or had a teaching contract in the Faculty in the current calendar year is eligible to vote;
- d. Elections are held each year before October 15;
- e. The representatives are elected for a renewable one-year term from October 15<sup>th</sup> to October 14<sup>th</sup> of the following year; and
- f. Seats allocated to part-time professors which either are not filled or become vacant, remain vacant for the remainder of the mandate.

#### 1.3.3 Procedures for electing undergraduate student members:

- a. The Vice-Dean responsible for Governance initiates the procedure in the beginning of the fall term by asking the Science Students Association to organize these elections;
- b. Any full-time student in an undergraduate program offered by the Faculty is eligible;
- c. Students are elected by their peers;
- d. Elections are held each year before October 15<sup>th</sup>;
- e. Student members are elected for a renewable term of one year from October 15<sup>th</sup> to October 14<sup>th</sup> of the following year; and
- f. Seats allocated to undergraduate students which either are not filled or become vacant, remain vacant for the remainder of the mandate.

#### 1.3.4 Procedures for electing graduate student members:

- a. The Vice-Dean responsible for Governance initiates the procedure in the beginning of the fall term;
- b. Any full-time student in a graduate program offered by the Faculty is eligible;
- c. Students are elected by their peers;
- d. Elections are held each year before October 15<sup>th</sup>;
- e. Student members are elected for a renewable term of one year from October 15<sup>th</sup> to October 14<sup>th</sup> of the following year; and,
- f. Seats allocated to graduate students which either are not filled or become vacant, remain vacant for the remainder of the mandate.

## 1.4 Plurality of Mandates

No one shall sit on the Faculty Council in a dual capacity.

- a. Any Chair of a department who holds another office which would make them an ex-officio member of Council shall sit in their capacity of departmental chair, the other ex-officio seat remaining vacant. When a Chair, who also is Vice-Dean, is chairing a meeting in the absence of the Dean, they then sit in their capacity of Vice-Dean only.
- b. If an elected member of Council is appointed to an office which makes them an ex-officio voting member of Council, they shall resign their seat, which will be filled by a new election, according to 1.3.1.

## 1.5 Quorum at Council Meetings

Quorum is the majority of voting members (elected and ex-officio or designated), *excluding vacancies*.

## 1.6 Meeting Schedule

1.6.1 At least two Council meetings shall be held within an academic year.

1.6.2 At least three weeks before a Faculty Council meeting, a notice of a Faculty Council meeting shall be sent (by email) to all members of the Faculty Council by the Vice-Dean responsible for Governance.

For a motion to be considered in the agenda, written notice should be supplied to the Dean two weeks before the meeting.

One week before a meeting, a second notice of a Faculty council meeting and its agenda shall be sent (by email) to all members of the Faculty Council and teaching staff by the Vice-Dean responsible for Governance.

## 1.7 Rules of Order of the Deliberations of the Faculty Council.

1.7.1 The deliberations of the council of the Faculty of Science are governed by the clauses of Victor Morin's code entitled «Procédure des assemblées délibérantes» except for the following:

1.7.2 The Dean of the Faculty shall chair the Council. In their absence, a Faculty officer

with administrative exclusion shall chair the meeting.

1.7.3 The Chair of the Council shall only cast a vote to break a tie.

1.7.4 The Vice-Dean responsible for Governance shall be secretary of the Council. In their absence, Council shall elect a temporary secretary from among the members present.

1.7.5 The use of a recording device during a meeting of the Faculty Council is prohibited. The term "recording device" includes any equipment that can be used to record either through photography, videotaping or audio recording, an image, a sound or a conversation and includes cellular phones and cameras.

1.7.6 Any rule of order to the By-laws, but this one, may be suspended temporarily with a two thirds majority vote, but no amendment to this By-law shall be put to a vote unless written notice shall have been given (by email) to all members of the Faculty Council and all members of the academic staff at least thirty days prior to the meeting at which the amendment is to be voted on, and the proposed amendment stated in said notice.

# BY-LAW 2. STANDING COMMITTEES OF FACULTY COUNCIL

This by-law relates to the composition, organization and jurisdiction of the standing committees in the Faculty of Science. For all committees, quorum is a majority of the voting members of the Committee.

## 2.1 Executive Committee of the Faculty

### 2.1.1 Mandate:

The mandate of the Executive Committee is:

- a. To advise and assist the Dean in the administration and planning of the Faculty in accordance with the policies established by Faculty Council and the University; to act on all matters essential for the proper operation of the Faculty;
- b. To prepare any legislation that it deems necessary or of benefit to the Faculty, for submission to the Faculty Council;
- c. To review the projected student enrolment and to recommend to Faculty Council the establishment of priorities with respect to the expansion of existing programs or the establishment of new programs within the Faculty;
- d. To act for the Faculty Council on matters arising between meetings of the Council and to report back to Council at the next meeting;
- e. To discharge other responsibilities as the Faculty Council may entrust to it from time to time; and,
- f. To report back to Council on its decisions.

### 2.1.2 Membership:

The Executive Committee consists of the following members:

- a. Ex-officio members with voting rights:
  - i. The Dean who shall be the Chair of the Committee;
  - ii. The Vice-Deans of the Faculty; and
  - iii. The Director of each of the academic units of the Faculty.
- b. Ex-officio members without voting rights:

- i. The Chief Administrative Officer of the Faculty;
- ii. The Administrator of Undergraduate Programs;
- iii. The Administrator of Graduate Programs;
- iv. The Executive Assistant to the Dean.

The Vice-Dean responsible for Governance shall act as secretary.

## 2.2 Undergraduate Studies Committee (Faculty Curriculum Committee)

### 2.2.1 Mandate:

2.2.1.1. The Undergraduate Studies Committee reviews and makes recommendations to the Faculty Council concerning:

- a. The admission requirements of the Faculty's undergraduate programs and makes suggestions to limit registration if necessary in certain programs;
- b. The structure, content, and learning objectives of the Faculty's undergraduate programs;
- c. The program changes submitted by the academic units, including program creation;
- d. The implementation of policies that promote academic success and enhance students' university experience; and,
- e. The development of the international side of undergraduate programs and of opportunities for student mobility.

2.2.1.2. The Undergraduate Studies Committee is responsible:

- a. In collaboration with the Administrator of Undergraduate Programs, for the calendar of the Faculty in accordance with the decision of Faculty Council and the Senate;
- b. for creating subcommittees as it deems appropriate for the study of particular issues; and,
- c. for nominating a fulltime undergraduate student registered in the Faculty of Science as a member of the Committee on Academic Standing.

### 2.2.2 Membership:

The members with voting rights of the Undergraduate Studies Committee are:

- a. The Vice-Dean responsible for Undergraduate Studies who shall be Chair of the Committee;



- b. The director of each undergraduate program of the faculty (or a designate);
- c. The Administrator of Undergraduate Programs; and,
- d. Two fulltime undergraduate students registered in the Faculty of Science and delegated by the Science Students Association.

## 2.3 Graduate Studies Committee (GSC)

### 2.3.1 Mandate:

The Graduate Studies Committee ensures that program quality meets the standards set by the Ontario Universities Council on Quality Assurance and the University's IQAP. Specifically, the Committee reviews and makes recommendations to the Faculty Council on the following:

- a. The admission requirements, structure, content and learning objectives of the Faculty's graduate programs and of the interdisciplinary graduate programs in which the Faculty participates;
- b. Program changes, including the creation of graduate programs;
- c. The implementation of policies that promote academic success and enhance students' university experience; and,
- d. The development of the international side of graduate programs and of opportunities for student mobility.

### 2.3.2 Membership:

The Graduate Studies Committee consists of the following members, all with voting rights:

- a. The Vice-Dean responsible for Graduate Studies, who also acts as chair;
- b. The Vice-Dean responsible for Research, who acts as vice-chair;
- c. The director of each graduate program of the faculty (or a designate);
- d. One student member enrolled in a graduate program of the Faculty, nominated by the Executive Committee and elected by the Faculty Council; and,
- e. The Administrator of Graduate Studies.

## 2.4 Research Committee

### 2.4.1 Mandate:

The Research Committee will review and make recommendations to the Faculty Council concerning:

- a. The establishment and updating of the Faculty research strategic plan,
- b. The disbursement of funds from the Science Development Fund,
- c. The annual revision and approval of the budget of the research core facilities of the Faculty.

### 2.4.2 Membership:

The members of the Research Committee are:

- a. Vice-Dean responsible for Research, who also acts as chair;
- b. Vice-Dean responsible for Graduate Studies, who acts as vice-chair;
- c. One professor from each department for a term of three years, renewable; and,
- d. The Chief Administrative Officer (as a non-voting member),
- e. The Research Facilitator of the Faculty (as a non-voting member).

## 2.5 Committee on Academic Standing of Undergraduate Programs

### 2.5.1 Mandate:

The mandate of the Committee of Academic Standing of Undergraduate Programs is:

- a. To make decisions on appropriate measures to be taken regarding the academic standing of individual students;
- b. To serve as the inquiry committee for allegations of academic fraud forwarded to it by the Dean, and,
- c. To create subcommittees as it deems necessary for the study of specific issues.

### 2.5.2 Membership:

The Committee of Academic Standing of Undergraduate Programs consists of the following members, all with voting rights:

- a. The Vice-Dean responsible for Undergraduate Studies, who also acts as chair;
- b. The Administrator of Undergraduate Programs, who acts as chair in the absence of the Vice-Dean;
- c. Four academic staff members from different departments elected by Faculty Council upon recommendation of the Nominating Committee with a term of three years, renewable; and,
- d. One fulltime undergraduate student registered in one of the programs of the Faculty of Science nominated by the Undergraduate Studies Committee, according to 2.2.1.2 (c).

## 2.6 Nominating Committee

### 2.6.1 Mandate:

The mandate of this committee is to:

- a. Suggest to the Faculty Council candidates to be considered for membership on the committees of the Faculty;
- b. Suggest to the Faculty Council candidates to be considered for membership on the University Senate; and
- c. Suggest to the tenured professors of the bargaining unit candidates to be considered on the Faculty Teaching Personal Committee,
- d. Submit nominations for honorary degrees to the Committee on Honorary Degrees.

### 2.6.2 Membership:

The Nominating Committee consists of the following members:

- a. The Dean, who also acts as chair;
- b. The Vice-Dean responsible for Governance; and,
- c. One professor from each academic unit, who has been member of the Faculty for a minimum of five years, and who is elected to a renewable three-year term by the procedure established in their academic unit.

## 2.7 Library Committee

### 2.7.1 Mandate:

The mandate of this committee, joint with the Faculty of Engineering, is to make recommendations to Faculty Council concerning the operations of the University Library, as well as policies affecting departmental collections.

### 2.7.2 Membership:

The Library Committee consists of the following members:

- a. A Co-Chair from the Faculty of Science elected by members of the Committee.
- b. One academic staff member from each academic unit;
- c. A representative of the Chief Librarian of the University Library;
- d. One graduate student delegated by the Graduate Students Association; and,
- e. One undergraduate student delegated by the Science Students Association.

The term of office of the elected students shall be a maximum of one year duration, from the date of their election to June 30th of the following year.

## 2.8 Equity, Diversity and Inclusion Committee

### 2.8.1 Mandate:

The mandate of this committee is to review and make recommendations to Faculty Council concerning policies and initiatives that promote and sustain equity, diversity and inclusion within the Faculty of Science by:

- a. Deriving and implementing initiatives to create equity, enhance diversity and address systemic barriers that prevent the full participation of all current and future members of the Faculty of Science including those that are underrepresented and/or marginalized;
- b. Providing students, faculty and staff with relevant information, resources and training opportunities;
- c. Advising and supporting the Vice-Dean of Equity, Diversity, Inclusion and Professional Development in their activities regarding issues of equity, diversity and inclusion.

### 2.8.2 Membership:

The Equity, Diversity and Inclusion Committee consists of the following members:

- a. The Vice-Dean responsible for Equity, Diversity and Inclusion, who shall act as chair;
- b. One academic staff member from each academic unit, for a renewable three-year term;
- c. One graduate student, elected by their peers following the procedure of 1.3.4.

# BY-LAW 3. ADMINISTRATORS OF THE FACULTY OF SCIENCE

## 3.1 Dean, Faculty of Science

### 3.1.1 Mandate:

The Dean is the head of the Faculty and serves as chair of the Faculty Council, of the Executive Committee and of the Nominating Committee. The Dean is also the chief administrator of the Faculty, responsible for

- a. Preparing the Faculty's academic development plan and proposals regarding its annual renewal for submission to the Faculty Council;
- b. Preparing budget forecasts for the following year in consultation with the Faculty Council's Executive Committee and in accordance with the academic development plan approved by the Faculty and Senate;
- c. Making recommendations regarding priorities to be set between requests for new human and material resources and changes to existing resources;
- d. Overseeing the daily administration of the Faculty budget, as approved by the Board of Governors;
- e. Chairing the Faculty Teaching Personnel Committee (FTPC) and submitting the Committee's recommendations to the Joint Committee of the Senate and the Board of Governors regarding appointments, contract renewals, promotions, various leave and tenure for academic staff, together with the Dean's personal recommendations;
- f. Acting as a communication and information officer between the Faculty and the University and more specifically, ensuring that Faculty members are informed of the work carried out and decisions made by the Senate and its committees and by the Faculty Council and its committees;
- g. Participating in fundraising activities with the Development Office of the University and fostering ties with the alumni of the Faculty; and,
- h. Carrying out any other tasks assigned to them.

### 3.1.2 Appointment procedure:

The Dean is appointed in accordance with the University [Procedure for the Appointment of a Dean](#).

### **3.1.3 Term of office:**

The term is normally five years, unless otherwise decided by the Executive Committee of the Board of Governors, with the possibility of reappointment.

## **3.2 Vice-Deans**

In accordance with the strategic plan, the Vice-Deans work as a team to contribute to the Faculty's development and support the pursuit of excellence within the Faculty. A Vice-Dean is expected to show leadership in scholarly activities by maintaining an active research program and teaching load. The Vice-Deans ensure that the Faculty's strategic objectives are achieved in their portfolios with the aim of maximizing opportunities for the Faculty to achieve excellence and occupy a leading position.

A Vice-Dean reports directly to the Dean, assists the Dean with administration of the Faculty, carries out functions as assigned by the Dean, is an ex officio member of the Faculty Executive Committee and Faculty Council, and reports on their activities to the Faculty Executive Committee and Faculty Council.

A Vice-Dean is appointed by the Dean after consultation with the Executive Committee of the Faculty. The Vice-Dean must be a regular member of the teaching staff of the Faculty of Science, normally at the rank of associate or full professor; and bilingual, that is, able to speak and write in both English and French.

The term of office of a Vice-Dean is five years, renewable, but ends when the term of the Dean ends.

Current list of Vice-Deans

- Vice-Dean, Undergraduate Studies and Student Experience
- Vice-Dean, Graduate Studies
- Vice-Dean, Research and Infrastructure
- Vice-Dean, Governance and International Relations
- Vice-Dean, Equity, Diversity, Inclusion and Professional Development
- Vice-Dean, Innovation, Entrepreneurship and Strategic Partnerships

### **3.2.1 Vice-Dean, Undergraduate Studies and Student Experience**

The Vice-Dean, Undergraduate Studies and Student Experience assists the Dean by assuming functions related to undergraduate programs, with the goal of supporting academic excellence through curriculum development and the recruitment and retention of high calibre students.

The Vice-Dean oversees the development, planning and coordination of undergraduate programs, coordinates the management of academic fraud allegations and student appeals, and supervises the Office of Undergraduate Studies of the Faculty.

The Vice-Dean chairs the Undergraduate Studies Committee and the Academic Standing Committee, and represents the Faculty on the Council on Undergraduate Studies.

### **3.2.2 Vice-Dean, Graduate Studies**

The Vice-Dean, Graduate Studies assists the Dean by assuming functions related to graduate programs in support of the quest for academic and research excellence.

The Vice-Dean ensures the development and evaluation of graduate programs, promotes activities of an international nature at the graduate level, coordinates the management of academic fraud allegations and complaints from graduate students and postdoctoral fellows, and supervises the Office of Graduate Studies of the Faculty.

The Vice-Dean chairs the Graduate Studies Committee, acts as vice-chair of the Research Committee, and represents the Faculty on the Council on Graduate Studies and the Strategic Committee on Graduate and Postdoctoral Studies.

### **3.2.3 Vice-Dean, Research and Infrastructure**

The Vice-Dean, Research and Infrastructure is one of the Dean's principal advisors. The Vice-Dean develops and promotes research in the Faculty with the goal of supporting researchers in their pursuit of excellence in research and the advancement of knowledge and innovation.

The Vice-Dean advises the Dean on all matters affecting research activities, liaises with Research Grants and Ethics and the Office of the Vice-President (Research), and oversees the Research Office, which assists researchers in identifying funding initiatives and applying for grant funding, and which nominates faculty for awards.

The Vice-Dean chairs the Faculty Research Committee and acts as vice-chair of the Graduate Studies Committee.

The Vice-Dean supports the development and operation of Research Centres and Institutes in collaboration with the Vice-Dean, Innovation, Entrepreneurship and Strategic Partnerships.

### **3.2.4 Vice-Dean, Governance and International Relations**

The Vice-Dean, Governance and International Relations assists the Dean by assuming functions that contribute to the effective governance of the Faculty, including the election of members to Faculty Council and revision of the by-laws of the Faculty Council. The Vice-Dean also assists the Dean and Vice-Deans in the interpretation and application of University and Faculty policies and regulations.



The Vice-Dean serves as Secretary of the Faculty, the Faculty Council, and the Faculty Executive Committee. As Secretary of the Faculty, the Vice-Dean is a member of the Senate by virtue of the University of Ottawa Act 1965.

The Vice-Dean promotes the Faculty on an international level, makes faculty members aware of international opportunities, and coordinates the development of international collaboration agreements, liaising as needed with appropriate offices within the university.

### **3.2.5 Vice-Dean, Equity, Diversity, Inclusion and Professional Development**

The Vice-Dean, Equity, Diversity, Inclusion and Professional Development advises the Dean on all matters related to equity, diversity and inclusion. The Vice-Dean develops, plans and coordinates activities that promote equity, diversity and inclusion in the Faculty, and oversees activities related to professional development for faculty.

The Vice-Dean chairs the Equity, Diversity and Inclusion Committee and represents the Faculty on the uOttawa Dimensions Self-Assessment Team.

### **3.2.6 Vice-Dean, Innovation, Entrepreneurship and Strategic Partnerships**

The Vice-Dean, Innovation, Entrepreneurship and Strategic Partnerships assists the Dean by promoting and supporting the Faculty's research-based corporate ventures and entrepreneurial activities.

The Vice-Dean encourages technology transfer and the commercialization of research, coordinates the development of partnerships and partnership agreements, and works with the Office of the Vice-President (Research) and Innovation Support Services to access resources for research-based corporate ventures.

The Vice-Dean supports the development and operation of Research Centres and Institutes in collaboration with the Vice-Dean, Research and Infrastructure.

## **3.3 The Faculty Officers with Administrative Exclusion**

The Dean appoints four Vice-Deans to become the Faculty Officers with administrative exclusion (to be excluded from membership to the Association of Professors of the University of Ottawa), and advises the members of the Faculty.

One of the Faculty Officers with administrative exclusion exercises the powers of the Dean in their absence or when they are unable to do so. When the deanship is vacant, they temporarily carry out the duties of the Dean until such time as an acting dean or administrator is appointed.

The term of office of Faculty Officers with administrative exclusion ends when a new Dean takes office.