



uOttawa

Faculté des sciences  
Faculty of Science

## **BY-LAW 2. STANDING COMMITTEES OF FACULTY COUNCIL**

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This by-law relates to the composition, organization and jurisdiction of the standing committees in the Faculty of Science.

## **2.1 Executive Committee of the Faculty**

### 2.1.1 Mandate:

Subject to the provisions of Article 160 of the *University Government*, 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:

Subject to the provisions of Article 161 of the *University Government*, 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-Dean, Undergraduate Studies;
  - iii. The Vice-Dean, Graduate Studies;
  - iv. The Vice-Dean, Research;
  - v. The Vice-Dean, Governance and Secretary, who shall act as secretary of the Committee; and,
  - vi. 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 Assistant to the Dean; and,
- v. The Faculty Development officer.

## **2.2 Undergraduate Studies Committee (USC)**

### 2.2.1 Mandate:

2.2.1.1. Subject to Article 162 of the *University Government*, 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:

Subject to Article 163 of the *University Government*, the members, all with voting rights, of the Undergraduate Studies Committee are:

- a. The Vice-Dean, Undergraduate Studies who shall be Chair of the Committee;
- b. One academic staff member from each academic unit for a term of three years, renewable;
- 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.

2.2.3 Quorum is 50% of the members of the Committee, including its chair.

## **2.3 Graduate Studies Committee (GSC)**

### **2.3.1 Mandate:**

The Graduate Studies Committee ensures that program quality meets the standards set by the Faculty of Graduate and Postdoctoral Studies and the Ontario Council of Graduate Studies. Specifically, the Committee reviews and makes recommendations to the Faculty Council on the following:

- a. The admission requirements for the Faculty's graduate programs;
- b. The structure, content and learning objectives of graduate programs;
- c. The admission requirements, structure, content, and learning objectives of the interdisciplinary programs in which the Faculty participates;
- d. The program changes, including the creation of graduate programs;
- e. The implementation of policies that promote academic success and enhance students' university experience; and,
- f. 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, Graduate Studies, who also acts as chair;
- b. The Vice-Dean, Research, who acts as vice-chair;
- c. One professor from each department (its Director of Graduate Studies or designate) for a term of three years, renewable;
- d. One student member enrolled in a graduate studies program of the Faculty, nominated by the Executive Committee and elected by the Faculty Council; and,
- e. The Administrator of Graduate Studies.

2.3.3 Quorum is 50% of the members of the Committee, including its chair.

## **2.4 Research Committee**

### **2.4.1 Mandate:**

Subject to Article 164 of the *University Government*, the Research Committee will make recommendations to the Faculty Council concerning:

- a. The establishment and updating of the Faculty research strategic plan; and,
- b. The disbursement of funds from the Science Development Fund.

### **2.4.2 Membership:**

Subject to Article 165 of the *University Government*, the members of the Research

Committee are:

- a. Vice-Dean, Research, who also acts as chair;
- b. Vice-Dean, 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).

2.4.3 Quorum is 50% of the members of the Committee, including its chair.

## **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; and,
- b. 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, Undergraduate Studies who also acts as chair;
- b. The Administrator of Undergraduate Programs;
- c. Three 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).

2.5.3 Quorum is 50% of the members of the Committee, including its chair.

## **2.6 Nominating Committee**

2.6.1 Mandate:

The mandate of this committee is to suggest:

- a. To the Faculty Council candidates to be considered for membership on the committees of the Faculty;

- b. To the Faculty Council candidates to be considered for membership on the University Senate; and
- c. To the tenured professors of the bargaining unit candidates to be considered on the Faculty Teaching Personal Committee.

#### 2.6.2 Membership:

The Nominating Committee consists of the following members:

- a. The Dean, who also acts as chair;
- b. The Vice-Dean, Governance and Secretary; and,
- c. Three academic staff members who have each been members of the Faculty for a minimum of five years, and for a three-year renewable term of office.

The Executive Committee of the Faculty shall put forward to the Faculty Council the names of candidates for membership on this committee. The Faculty Council will then conduct a vote to choose new members of the Nominating Committee.

2.6.3 Quorum is 50% of the members of the Committee, including its chair.

## **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 department;
- 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.

2.7.3 Quorum is 50% of the members of the Committee, including its chair.