



uOttawa

Faculté des sciences  
Faculty of Science

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

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At the University of Ottawa, the management personnel of the faculties and their constituent units are formally appointed by the Board of Governors (*University of Ottawa Act*, 1965: Part II, 11). This by-law describes the procedures relating to the appointment, reporting and duties of the academic administrators of the Faculty of Science.

### **3.1 Dean, Faculty of Science**

#### 3.1.1 Mandate:

The Dean is the titular head of the Faculty whose main functions are determined by his dual role as chair of the Faculty Council and chief administrator of the Faculty:

- a. As chair of the Faculty Council, he carries out his duties in accordance with the Senate and Faculty Council regulations;
- b. He is also the chair of the Executive Committee and the Nominating Committee; and,
- c. As chief administrator of the Faculty, he acts in compliance with the *University of Ottawa Act*, the regulations of the Board of Governors, and the Faculty's specific Regulations. More specifically the Dean is responsible for:
  - i. Preparing the Faculty's academic development plan proposal and proposals regarding its annual renewal for submission to the Faculty Council;
  - ii. 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; includes his recommendations regarding priorities to be set between requests for new human and material resources and changes to existing resources;
  - iii. Overseeing the daily administration of the Faculty budget, as approved by the Board of Governors;
  - iv. Chairing the Faculty Teaching Personnel Committee (FTPC) and submitting the Committee's recommendations to the Mixed Committee of the Senate and the Board of Governors regarding appointments, contract renewals, promotions, various leave and tenure for academic staff; the Dean is then required to include his personal recommendations;
  - v. 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;
  - vi. Participating in fundraising activities with the Development Office of the University and fostering ties with the alumni of the Faculty; and,
  - vii. Carrying out any other tasks assigned to him.

#### 3.1.2 Appointment procedure:

The Dean is appointed in accordance with Article 170 of the *University Government* and University regulations.

The Dean must meet the following requirements:

- a. Be a senior, regular professor within one of the units of the Faculty of Science. In the case of an external candidate, the appointment is conditional upon his appointment as a regular professor within one of the departments of the Faculty of Science;
- b. Have an established reputation as a highly regarded academic and university administrator;
- c. Have extensive knowledge and understanding of the policies and regulations of the University; and,
- d. Be bilingual, that is, able to speak and write in both English and French.

### 3.1.3 Term of office:

The term is normally five years, renewable. Please refer to articles 171 to 173 of the *University Government*.

## **3.2 Vice-Dean, Undergraduate Studies**

### 3.2.1 Mandate:

The Vice-Dean, Undergraduate Studies assists the Dean with the administration of the Faculty. He is member of the Executive Committee of the Faculty and of the Faculty Council. His responsibilities include:

- a. Overseeing the development, planning and coordination of the undergraduate programs;
- b. Chairing the Undergraduate Studies Committee;
- c. Chairing the Academic Standing Committee;
- d. Coordinating the management of academic fraud allegations and student complaints;
- e. Overseeing the Office of undergraduate studies of the Faculty of Science;
- f. Representing the Faculty of Science on the Council on Undergraduate Studies;
- g. Ensuring the development of activities of an international nature at the undergraduate level;
- h. Acting as liaison between the Faculty of Science and the Science Students Association and, in conjunction with the Administrator of Undergraduate programs and the Faculty public relations liaison agent, in promoting student activities;
- i. Acting as Director of the Faculty programs that are not directed by a faculty member; and,
- j. Carrying out any other tasks which the Dean entrusts to him; he remains active at the service of his department according to a division of work established by agreement between the Dean, the Director of his department and himself.

### 3.2.2 Appointment procedure:

The Vice-Dean, Undergraduate Studies is appointed by the Board of Governors on the recommendation of the Dean to the President, after consultation with the Executive Committee of the Faculty.

The Vice-Dean, Undergraduate Studies must be:

- a. A regular member of the teaching staff, normally at the rank of associate or full professor;
- b. Familiar with the undergraduate programs of the Faculty; and,
- c. Bilingual, that is, able to speak and write in both English and French.

3.2.3 Term of office:

The term of office is three years, renewable.

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

3.3.1 Mandate:

The Vice-Dean, Graduate Studies assists the Dean with the administration of the Faculty. He is member of the Executive Committee of the Faculty and of the Faculty Council. His responsibilities include:

- a. Ensuring the development and planning of graduate programs;
- b. Chairing the Graduate Studies Committee and acting as vice-chair of the Research Committee;
- c. Supervising the graduate studies academic secretariat of the Faculty of Science;
- d. Approving of all offers of admission for new graduate students coming into Faculty of Science graduate programs;
- e. Coordinating the management of academic fraud allegations and student complaints;
- f. Serving as an ex-officio member of the Faculty of Graduate and Post-doctoral Studies Council;
- g. Ensuring the development of activities of an international nature at the graduate level; and,
- h. Carrying out any other tasks which the Dean entrusts to him; he remains active at the service of his department according to a division of work established by agreement between the Dean, the Director of his department and himself.

3.3.2 Appointment procedure:

The Vice-Dean, Graduate Studies is appointed by the Board of Governors on the recommendation of the Dean to the President, after consultation with the Executive Committee of the Faculty.

The Vice-Dean, Graduate Studies must be:

- a. A regular member of the teaching staff of the Faculty of Science, normally at the rank of associate or full professor; and,
- b. A member of the Faculty of Graduate and Postdoctoral Studies.
- c. Bilingual (English and French).

#### 3.3.3 Term of office:

The term of office is three years, renewable.

### **3.4 Vice-Dean, Research**

#### 3.4.1 Mandate:

The Vice-Dean, Research is one of the Dean's principal advisors and assists the Dean with the administration of the Faculty. He is member of the Executive Committee of the Faculty and of the Faculty Council. His responsibilities include:

- a. Promoting research within the Faculty of Science;
- b. Increasing research dissemination and development;
- c. Bringing to the attention of faculty members existing or new funding initiatives, with the help of the Faculty Research Facilitator who reports to him;
- d. Assisting researchers in their grant applications, with the help of the Research Facilitator, by providing feedback and logistical support;
- e. Nominating faculty to internal and external research award competitions;
- f. Chairing the Faculty Research Committee and acting as vice-chair of the Graduate Studies Committee;
- g. Enhancing the links between the Faculty and learned societies;
- h. Providing liaison between the Faculty of Science and the Research Grants and Ethics Services as well as the Office of the Vice-President (Research);
- i. Serving as an ex-officio member of the University of Ottawa Research Commission;
- j. Advising the Dean on all matters affecting research activities;
- k. Encouraging the development of international research; and
- l. Carrying out any other tasks which the Dean entrusts to him; he remains active at the service of his department according to a division of work established by agreement between the Dean, the Director of his department and himself.

#### 3.4.2 Appointment procedure:

The Vice-Dean, Research is appointed by the Board of Governors on the recommendation of the Dean to the President, after consultation with the Executive Committee of the Faculty.

The Vice-Dean, Research must be:

- a. A regular member of the teaching staff of the Faculty of Science, normally at the rank of associate or full professor; and,
- b. A member of the Faculty of Graduate and Postdoctoral Studies.

#### 3.4.3 Term of office

The term of office is three years, renewable.

### **3.5 Vice-Dean, Governance and Secretary**

#### 3.5.1 Mandate:

The Vice-Dean, Governance and Secretary, by virtue of the University of Ottawa Act 1965, is a member of the Senate. He assists the Dean with the administration of the Faculty. He is member of the Executive Committee of the Faculty and of the Faculty Council. His responsibilities include:

- a. Acting as secretary of the Faculty Council and of the Executive Committee and being responsible for the agenda and the minutes of these meetings;
- b. Being responsible for the revision and the updating of the by-laws of the Faculty Council, in conformity with the *University of Ottawa Act* and with the *University Government*;
- c. Receiving the agenda, the minutes and the reports of all committees of the Faculty;
- d. Being a member ex-officio of the nominating committee;
- e. Acting as liaison with the other Faculties, the Senate and the Central Administration;
- f. Being responsible for initiating electoral procedure for all elected members of the Faculty Council; and,
- g. Carrying out any other tasks which the Dean entrusts to him; he remains active at the service of his department according to a division of work established by agreement between the Dean, the Director of his department and the Vice-Dean himself.

#### 3.5.2 Appointment procedure:

The Vice-Dean, Governance and Secretary is appointed by the Board of Governors on the recommendation of the Dean to the President, after consultation with the Executive Committee of the Faculty.

The Vice-Dean, Governance and Secretary must be:

- a. A regular member of the teaching staff of the Faculty of Science, normally at the rank of associate or full professor; and,
- b. Bilingual, that is, able to speak and write in both English and French.

#### 3.5.3 Term of office:

The term of office is three years, renewable.

### **3.6 The Faculty Officer with Administrative Exclusion**

The Dean recommends to the Board of Governors one Vice-Dean to become the Faculty Officer with administrative exclusion (to be excluded from membership to the Association of Professors of the University of Ottawa).

In accordance with Article 174 of the *University Government*, the Faculty Officer with administrative exclusion exercises the powers of the Dean in his absence or when he is unable to do so. In the case when the deanship is vacant, he temporarily carries out the duties until such time that an acting dean or administrator is appointed.

Once the Board of Governors has approved the appointment request, the Dean advises the members of the Faculty.

The term of office of Faculty Officer with administrative exclusion ends when a new dean assumes the position.