



uOttawa

Faculté des sciences
Faculty of Science

FACULTY OF SCIENCE BY-LAWS

May 22, 2009

Note: *In this document, masculine designates both male and female;
it is used strictly to simplify the text.*

Table of Contents

Table of Contents	2
BY-LAW 1. THE FACULTY COUNCIL	3
1.1 Mandate of the Faculty Council	3
1.2 Members of Faculty Council	4
1.3 Procedures for Electing Council Members	5
1.4 Plurality of Mandates.....	6
1.5 Quorum at Council Meetings.....	6
1.6 Meeting Schedule	6
1.7 Rules of Order of the Deliberations of the Faculty Council.	6
Annex 1.	7
BY-LAW 2. STANDING COMMITTEES OF FACULTY COUNCIL	8
2.1 Executive Committee of the Faculty	8
2.2 Undergraduate Studies Committee (USC)	9
2.3 Graduate Studies Committee (GSC)	10
2.4 Research Committee	11
2.5 Committee on Academic Standing of Undergraduate Programs.....	11
2.6 Nominating Committee.....	12
2.7 Library Committee.....	12
BY-LAW 3. ADMINISTRATORS OF THE FACULTY OF SCIENCE	14
3.1 Dean, Faculty of Science	14
3.2 Vice-Dean, Undergraduate Studies.....	15
3.3 Vice-Dean, Graduate Studies.....	16
3.4 Vice-Dean, Research	17
3.5 Vice-Dean, Governance and Secretary	18
3.6 The Faculty Officer with Administrative Exclusion	19

In compliance with Article 157 of the *University Government*, the Faculty of Science includes the five (5) departments of Biology, Chemistry, Earth Sciences, Mathematics and Statistics, and Physics and oversees the operations of the undergraduate Biochemistry program. Furthermore it oversees the interdisciplinary programs listed in Annex 1.

These departments and the programs listed in part (1) of Annex 1 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.

BY-LAW 1. THE FACULTY COUNCIL

In compliance with Article 157 of the *University Government*, 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 Faculty 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 design and enact regulations for its own operation, subject to approval by the University Senate or the Board of Governors.

1.2 Members of Faculty Council

Subject to the provisions of Article 158 of the *University Government*, 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-Dean, Undergraduate Studies;
- c. The Vice-Dean, Graduate Studies;
- d. The Vice-Dean, Research;
- e. The Vice-Dean, Governance and Secretary;
- f. The Director of each of the Faculty's academic units;
- g. The two 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
- h. The President of the Science Students Association.

Note: One of the four Faculty officers listed above (b, c, d or e) is considered the Faculty officer with administrative exclusion: in the absence of the Dean, this person assumes the Dean's role, including chairing meetings (see 3.6).

1.2.2 Ex-officio members without voting rights:

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

1.2.3 Elected members from the academic staff:

- a. Two representatives from the regular teaching staff in each department, and from the undergraduate Biochemistry program; and,
- b. One representative from the regular teaching staff in each interdisciplinary program listed in part (1) of Annex 1.

1.2.4 Elected student members:

- a. Six undergraduate students representing the Faculty's departments and the Biochemistry program, elected by their peers in compliance with article 1.3.2 below;
- b. Four undergraduate students representing the interdisciplinary programs listed in parts (1) and (2) of Annex 1, elected by their peers in compliance with article 1.3.2 below; and,
- c. Two graduate students, elected by their peers in compliance with article 1.3.3 below.

Remark: All elected members have voting rights.

1.3 Procedures for Electing Council Members

1.3.1 Procedures for electing 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, Governance and Secretary by the directors concerned.

1.3.2 Procedures for electing undergraduate student members:

- a. The Vice-Dean, Governance and Secretary 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 a program offered by the Faculty is eligible;
- c. Students representing either Faculty departments and the undergraduate Biochemistry program or the interdisciplinary programs listed in Annex 1 are elected by their peers;
- d. Elections are held each year before October 15th;
- e. Student members are elected for a renewable term of one year from October 15th to October 14th of the following year;
- f. The Science Students Association conveys the election results to the Vice-Dean, Governance and Secretary; and,
- g. Seats allocated to undergraduate students which either are not filled or become vacant, remain vacant for the remainder of the mandate.

1.3.3 Procedures for electing graduate student members:

- a. The Vice-Dean, Governance and Secretary initiates the procedure in the beginning of the fall term by asking the Graduate Students Association to organize these elections;
- b. Any full-time student in a graduate program offered by the Faculty's academic units is eligible;
- c. Elections are held each year in September;
- d. Student members are elected for a renewable term of one year from October 1 to September 30;
- e. The Graduate Students Association conveys the election results to the Vice-Dean, Governance and Secretary; 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 him an ex-officio member of Council shall sit in his 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, he then sits in his capacity of Vice-Dean only.
- b. If an elected member of Council is appointed to an office which makes him an ex-officio member of Council, he shall resign his seat, which will be filled by a new election, according to 1.3.1.

1.5 Quorum at Council Meetings

Quorum is 50% plus one of the total number 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 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, Governance and Secretary.

For a motion to be considered in the agenda, written notice should be supplied to the Dean fifteen days 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, Governance and Secretary.

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 his absence, the Faculty officer with administrative exclusion or the Dean's delegate 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, Governance and Secretary shall be secretary of the Council. In his 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.

Annex 1.

In May 2009 the list of interdisciplinary programs overseen by the Faculty of Science is the following:

1. Programs directed by a faculty member

- a. Biopharmaceutical Sciences (BPS)
- b. Biomedical Sciences (BIM)
- c. Environmental Sciences (EVS)

2. Programs directed by the Vice-Dean, Undergraduate Studies:

- a. Physical Geography
- b. General Science
- c. Ophthalmic Medical Technology
- d. Sciences et éducation (French only)

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.

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.

BY-LAW 3. ADMINISTRATORS OF THE FACULTY OF SCIENCE

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.