

CONSTITUTION OF THE FACULTY OF SCIENCE

CARLETON UNIVERSITY

I. THE FACULTY

- I.1 The Faculty of Science comprises the following schools, institutes and departments (hereafter called “units”): Department of Chemistry, Department of Biology, Department of Earth Sciences, Department of Physics, Department of Neuroscience, Institute of Biochemistry, Institute of Environmental Science, Integrated Science Institute, School of Computer Science, School of Mathematics and Statistics and such other units as may in the future be recommended by the Faculty and approved by the University. The Faculty also houses the interdisciplinary Technology, Society and Environment Studies (TSES) minor.
- I.2 The plenary organ of all units of the Faculty of Science with the exception of the School of Computer Science shall be the Science Faculty Board. The School of Computer Science shall have an independent faculty board. In Part II below, which describes the Science Faculty Board, “the Faculty of Science” refers to all units except the School of Computer Science.

II. THE FACULTY BOARD

- II.1 The Science Faculty Board shall consist of:
- (a) the Dean, the Associate Deans and Assistant Deans,
 - (b) every faculty member who holds an appointment of professor, associate professor, assistant professor, or instructor in a unit of the Faculty of Science.
 - (c) the CASG Science Representative and all student representatives of the units in the Faculty of Science.
 - (d) one representative each from the Department of Geography and Environmental Studies, and the Department of Psychology
 - (e) one ex-officio representative from each of the following faculty boards: Computer Science, Arts and Social Sciences, Public Affairs, Business and Engineering.
 - (f) The President and Vice Chancellor, the Provost and Vice President (Academic), the Vice-President (Research and International), the Dean of the Faculty of Graduate Studies and Postdoctoral Affairs, and the University Registrar, shall serve as non-voting members.

- II.2 Meetings of the Science Faculty Board shall be open to all other members of the University community, provided they do not participate in deliberations or votes of the Board. The Board may, on 48 hours notice, close a meeting to spectators in accordance with the AGU document. Student members of the Board shall not participate in closed meetings.
- II.3 The Board shall meet at the call of the Dean or the Dean's designate, or within 7 working days of the request of 5 of its voting members.
- II.4 A quorum shall consist of at least two members from each unit that has more than five members, and one member from each unit having five or fewer members. It is the responsibility of the unit chair or director to ensure that the unit is adequately represented.
- II.5 The meetings of the Faculty Board shall be conducted in accordance with Robert's Rules of Order, to the extent that these Rules are not inconsistent with this Constitution and the bylaws adopted by this Faculty Board. Notices of meetings with agenda and relevant documentation shall be circulated to members of the Board at least 5 working days in advance of its meetings.
- II.6 Meetings will be chaired by the Secretary of the Science Faculty Board.

III. OFFICERS

- III.1 The senior administrative officer of the Faculty shall have the title "Dean of Science". The Dean of Science is an Officer of the University and is appointed by the Board of Governors in accordance with the "Guidelines on the Appointment of Senior Academic Officers" passed by the Board of Governors.
 - III.1.i In reporting to the Provost and Vice-President (Academic), the Dean leads the faculty and fosters its best interest with respect to teaching, research and curriculum development. The Dean represents the Faculty and acts on its behalf in administrative matters pertaining to the Faculty as a whole. The Dean manages resource allocation and the Faculty's development, with advice from the Committee of Chairs and Directors and other relevant committees.
 - III.1.ii Associate Deans are appointed by the President in accordance with the "Guidelines on the Appointment of Senior Academic Officers" passed by the Board of Governors. Assistant Deans are appointed by the Dean on such terms and conditions as the Dean shall determine.
 - III.1.iii Associate Deans and Assistant Deans report to the Dean and, on occasions as directed by the Dean may exercise the full powers of the Dean.
- III.2.ii The Faculty Board shall elect one of its voting members as Secretary for a term of three years.
- III.2.ii The duties of the Secretary shall consist of calling and chairing meetings of the Faculty Board and representing the Faculty as a member of Senate.

IV. COMMITTEES

IV.1 Committee of Chairs and Directors

IV.1.i The Chairs and Directors of the Faculty (including the Director of the School of Computer Science) shall meet approximately monthly:

(a) to consider various administrative matters,

(b) to advise the Dean in requesting and allocating funds, personnel, appointments and facilities insofar as these affect the academic programs of the Faculty,

(c) to assist in the formation and implementation of long-range plans for the development and maintenance of academic programs within the Faculty,

(d) to advise on enrolments in these programs,

(e) to advise on issues of student retention and student success,

(f) to be advised on issues initiated by the administration and, when appropriate, communicate these issues to the members of their units.

IV.2 Science Committee on Academic Planning (SCAP)

IV.2.i The Science Committee on Academic Planning shall consist of the Associate Dean (Undergraduate Affairs), one member from each unit (except the School of Computer Science), the CASG Science Representative, representatives from units outside the Faculty that offer B. Sc. programs, and a designate from the Registrar's Office. The members from the units are normally the chairs of their units' curriculum committees; in smaller units, the Chair or Director of the unit may fill this role.

IV.2.ii The duties of the Science Committee on Academic Planning are to:

(a) receive from the units and review proposals for new undergraduate programs and changes to existing programs, and to make recommendations to the Board concerning substantive changes,

(b) receive from the units and review proposals for new undergraduate courses and changes to existing courses, and to make recommendations to the Board concerning substantive changes,

(c) review and make recommendations to the Board concerning University or Faculty regulations in the Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation,

(d) coordinate curriculum changes among units within the faculty and communicate with other faculties regarding combined or multidisciplinary programs,

(e) communicate calendar changes from other units to their own units' chairs and directors, curriculum committees, timetablers and academic advisors.

IV.3 Graduation Committee

IV.3.i The Graduation Committee is composed of the Associate Dean (Undergraduate Affairs) and one member from each unit (except the School of Computer Science, which has its own Graduation Committee). The members are typically the undergraduate advisors for each unit's programs; in smaller units the Chair or Director may fill this role.

IV.3.ii Members of the Committee receive electronically and review the master list of graduands from the Registrar's Office, verify that the names, degrees awarded and honours designations match their units' records and point out any discrepancies to the Associate Dean and the Registrar's Office. Once approved, the faculty Graduation list is submitted to Senate.

IV.3.iii The Committee may be called on to approve post-graduation records changes and the conferral of posthumous degrees.

IV.4 Tenure and Promotions Committee

IV.4.i The Tenure and Promotions Committee is governed by the membership and terms of reference specified in the collective agreement.

IV.5 Science Committee on Admissions and Studies (CAS)

IV.5.i The Science Committee on Admissions and Studies shall be composed of the Associate Dean (Undergraduate Affairs), an Admissions Officer, a representative from the Registrar's Office, and four faculty members: one from each of the Schools and two others from different units.

IV.5.ii The Committee shall hear and decide appeals concerning the interpretation of, exceptions to, or administrative application of academic regulations that affect the admission and academic standing of undergraduate students in, or seeking admission/readmission to, programs in the Faculty of Science.

IV.6 Creation of New Standing and/or Ad-Hoc Committees

IV.6.i Should the need arise, Science Faculty Board shall have the right to create new Standing and/or Ad-Hoc Committees as required to exercise good academic governance within the Faculty of Science.

IV.6.ii Creation of such committees shall be by majority vote.

IV.6.iii Motions to approve the creation of new committees must be accompanied by a motion presenting explicit terms of reference for said committees.

V. AMENDMENTS

VI.1 This constitution can only be amended via the following two-step process.

VI.2.i First, Science Faculty Board proposes amendments to the constitution, which must be approved by a simple majority at a regular board meeting. Proposed amendments can be modified in committee or by the entire board.

VI.2.ii Second, if an amendment is approved by the board, the amendment is put to an electronic vote by all voting members of Science Faculty Board. Voting takes place by providing each member with a draft of the amendment, with the choices: “approve”, “disapprove” or “abstain”. Passage of an amendment requires approval by two-thirds of those members who have voted to approve or disapprove. No modifications to amendments are allowed at this stage. Voting members will be given at least one week to vote.