

Constitution of the Faculty of Science Faculty Board CARLETON UNIVERSITY

I – Description of Faculty of Science Board

I.1 The plenary organ of the Faculty of Science (FoS) shall be the FoS Faculty Board. The School of Computer Science (SCS) shall have an independent Faculty Board (SCS Faculty Board). For the purpose of this document, ‘Science Units’ refers to all Departments; Schools; Institutes; and Colleges, *excluding the SCS*, recognized by Senate as the component academic units governed by the FoS Faculty Board.

I.2 The FoS Faculty Board shall serve as a forum for discussion and decision on academic concerns related to the students and programs within the Science Units and that fall within the purview and authority of Faculty Boards as defined by the [Academic Governance of the University policy \(the “AGU”\)](#) and described in Art. III below.

I.3 Matters pertaining to both the FoS Faculty Board and the SCS Faculty Board will be managed via joint meetings of both Faculty Boards.

II – Composition and Structure

II.1 The FoS Faculty Board shall consist of the following, all as voting members unless otherwise indicated:

II.1.1 the Dean of the FoS;

II.1.2 all full-time faculty members, as defined in paragraph 3.3.2 of the AGU, with at least 50% combined appointment in a Science Unit of the FoS;

II.1.3 two undergraduate students and one graduate student as voting members elected by their respective peers from among the elected or appointed student members of Science Units. The remaining elected students from the Science Units are non-voting members of the Faculty Board;

II.1.4 one representative each from the Department of Geography and Environmental Studies, the School of Linguistics and Language Studies, and the Department of Psychology;

II.1.5 one representative from each of the following Faculty Boards: School of Computer Science, Faculty of Arts and Social Sciences, Engineering, Azrieli School of Architecture and Urbanism, School of Industrial Design, School of Information Technology, Faculty of Public and Global Affairs, and the Sprott School of Business as non-voting members.

II.2 The FoS Faculty Board will include the following Officers:

II.2.1 Secretary of the FoS Faculty Board

The Secretary will be a Science Unit voting member of the Faculty Board nominated by the Dean and must be approved by vote of the FoS Faculty Board. The Secretary will call, organize, and chair FoS Faculty Board meetings;

II.2.2 Clerk of the FoS Faculty Board

A Clerk will be appointed from the Dean's administrative staff. The duties of the Clerk will be to record meeting minutes, to distribute meeting documentation, and to assist with other technical aspects of FoS Faculty Board operation. The Clerk is a non-voting member.

III – Faculty Board Responsibilities

III.1 As established by the AGU, unless otherwise determined by Senate, the FoS Faculty Board shall:

III.1.1 consider and make recommendations to Senate on new and revised academic degrees, certificates, diploma programs and courses administered by the Science Units under the FoS Faculty Board;

III.1.2 consider and make recommendations to Senate on new and revised academic regulations as they affect the degree, certificate, diploma programs and courses administered by Science Units under the FoS Faculty Board;

III.1.3 consider and make recommendations to Senate on the establishment, deletion, renaming or reorganization of Science Units responsible for the delivery of academic programs under the FoS Faculty Board;

III.1.4 review and affirm the recommendations of the University and Graduate Registrars for the awarding of degrees, certificates and diplomas that fall within the purview of the FoS Faculty Board.

III.2 In addition to those responsibilities delegated to FoS Faculty Board by Senate as described above, the FoS Faculty Board shall:

III.2.1 receive and consider recommendations to Senate respecting academic matters from the Science Units under the FoS Faculty Board;

III.2.2 make such recommendations to the Dean of the Faculty or to Senate as the FoS Faculty Board may deem proper for achieving the objectives and purposes of the University.

IV – Faculty Board Meetings and Procedures

IV.1 Meetings will be chaired by the Secretary of the FoS Faculty Board. If the Secretary is not present, a voting Science Unit member will be designated as Chair by mutual consent of the members in attendance.

IV.2 The meetings of the FoS Faculty Board shall be conducted in accordance with American Institute of Parliamentarians – Standard Code of Parliamentary Procedure (AIPSCPP), to the extent that these Rules are consistent with this Constitution and the bylaws adopted by the FoS Faculty Board.

IV.3 The FoS Faculty Board shall meet at the call of the Dean or the Dean’s designate, or within 7 working days of the written request of at least 5 of its voting members. The FoS Faculty Board shall meet a minimum of twice per year.

IV.4 Meetings of the FoS Faculty Board shall be open to all other members of the University community as Observers, provided they do not participate in deliberations or votes of the Faculty Board. The Faculty Board may close a meeting or part of a meeting to observers in accordance with the AGU rules. Student members of the Faculty Board shall not participate in closed meetings.

IV.5 Notices of meetings with agenda and relevant documentation shall be circulated to members of the FoS Faculty Board at least 5 working days in advance of its meetings.

IV.6 A quorum shall consist of at least two members from each Science Unit that has more than five members, and one member from each Science Unit having five or fewer members. It is the responsibility of the Science Unit Chair or Director to ensure that the Unit is adequately represented.

IV.7 If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, during the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.

IV.8 Voting: For members attending in person, voting is conducted by a show of hands, unless some other method is decided upon by motion. For members attending online, the Chair indicates, at the start of the meeting, the procedures to be followed to cast votes. A vote is passed by simple majority. Voting by proxy is not allowed. Each FoS Faculty Board member has exactly one vote.

IV.9 Some matters requiring a vote will not necessarily require a FoS Faculty Board meeting. Such matters will be voted on via email. The Clerk of the FoS Faculty Board will organize and administer such votes and will report at the next FoS Faculty Board meeting.

IV.10 Joint meetings between the FoS Faculty Board and the SCS Faculty Board will be held to vote on matters relevant to both the SCS Faculty Board and the FoS Faculty Board, such as joint programs, regulations, and policies.

IV.10.1 Joint meetings will be chaired by the FoS Dean or designate.

IV.10.2 To achieve quorum, at least 15% of SCS Faculty Board voting members must be present and at least two members from each Science Unit that has more than five members, and one member from each Science Unit having five or fewer members must be present. Voting by proxy is not allowed.

IV.10.3 If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, during the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.

IV.10.4 Proposals originating from the SCS Faculty Board are passed with a minimum of 1/3 approval from the FoS Faculty Board voting members present plus simple majority of both FoS and SCS Faculty Board voting members present.

IV.10.5 Proposals originating from the FoS Faculty Board are passed with a minimum of 1/3 approval from the SCS Faculty Board voting members present plus simple majority of both FoS and SCS Faculty Board voting members present.

IV.10.6 Some matters requiring a vote will not necessarily require a Joint Faculty Boards meeting. Such matters will be voted on via email. The Clerk of the FoS Faculty Board will organize and administer such votes and will report at the next FoS Faculty Board meeting.

V – Standing Committees of the Faculty Board

V.1 Executive Committee

V.1.1 The Executive Committee is comprised of all Chairs and Directors in the FoS (including the SCS Director) along with the FoS Dean, Associate Deans, and Assistant Deans. The Science Unit Departmental Administrators might, from time-to-time, be asked to attend meetings of the committee.

V.1.2 The Executive committee shall meet approximately monthly.

V.2 Science Committee on Academic Planning (Undergraduate) (SCAP-U)

The Science Committee on Academic Planning (Undergraduate) shall consist of:

V.2.1 the Associate Dean (Undergraduate Affairs);

V.2.2 one member from each Science Unit (including the SCS);

V.2.3 one undergraduate representative elected or appointed by the Carleton Science Student Society;

V.2.4 one representative from each Unit outside the Faculty that offers B.Sc. programs;

V.2.5 a designate from the Registrar's Office (non-voting); and

V.2.6 the Undergraduate Curriculum and Calendar Officer (non-voting) to serve as a resource for the Committee.

V.2.7 Proposals stemming from SCAP-U will be brought for discussion and approval to meetings of the FoS Faculty Board.

V.3 Science Committee on Academic Planning (Graduate) (SCAP-G)

The Science Committee on Academic Planning (Graduate) shall consist of:

V.3.1 the Associate Dean (Graduate Affairs);

V.3.2 one member from each Science Unit (and also the SCS);

V.3.3 one graduate representative elected or appointed by the Graduate Student Association;

V.3.4 the Office of Graduate Studies designate (non-voting);

V.3.5 the Graduate Curriculum and Calendar Officer (non-voting) to serve as a resource for the Committee.

V.3.6 Proposals stemming from SCAP-G will be brought for discussion and approval to joint meetings of the FoS Faculty Board and the SCS Faculty Board.

V.4 Joint FoS and SCS Committee on Admissions and Studies (CAS)

This Joint Committee shall be composed of:

V.4.1 the Associate Dean (Undergraduate Affairs);

V.4.2 the Associate Dean (Graduate Affairs);

V.4.3 a representative of the School of Computer Science;

V.4.4 a representative of the School of Mathematics and Statistics;

V.4.5 a representative of the School of Nursing;

V.4.6 three representatives from the remaining Science Units;

V.4.7 the Office of Graduate Studies designate (non-voting);

V.4.8 an Admissions Officer (non-voting);

V.4.9 a representative from the Registrar's Office (non-voting).

V.4.10 The voting representatives are appointed by the Dean of Science in consultation with the Science Units.

V.5 Ad Hoc Committees

V.5.1 Should the need arise, the FoS Faculty Board shall have the right to create ad hoc Committees. Such committees shall be established by a majority of votes cast.

V.5.2 A motion to approve the creation of an ad hoc committee must be accompanied by a motion presenting explicit terms of reference for said committee.

V.5.3 No such committee will remain a committee for longer than two years from its inception.

VI –Constitutional Amendments and Review

VI.1 This Constitution may be adopted or amended by a vote of 2/3 of all FoS Faculty Board voting members who are not on academic or personal leave.

VI.2 Notice of proposed motions regarding constitutional amendments must be given in writing at least 14 calendar days prior to the Faculty Board meeting in which the amendment is considered.

VI.3 The constitution shall be reviewed by the Executive Committee no less than every five years.

This Constitution Revised June 2025

Next Review: June 2030