

### 1. MANDATE

The Science Faculty Council (SFC) shall:

- a. serve as the forum for sharing information and the discussion of academic matters;
- b. receive recommendations related to academic programs, including but not limited to: development of new programs, program changes, new courses, discontinuation of courses;
- c. vote on recommendations as related to the above;
- d. transmit recommendations to Senate;
- e. pass policies related to the functioning of the Faculty Council;
- f. deal with matters assigned by the Board or Senate.

### 2. MEMBERSHIP

#### 2.1. Voting Membership

Voting membership of each Faculty Council shall be comprised of the following from each Faculty:

- a. faculty members;
- b. instructors with limited term appointments within the faculty;
- c. two student representatives, elected by students in the Faculty of Science, normally for one year;
- d. an academic advisor from the Advising Centre, with expertise in science
- e. two support staff representatives employed within the Faculty of Science, elected by support staff for a two-year term;
- f. two sessional instructors representatives, elected by sessional instructors for a one-year term;
- g. two members from each department outside the Faculty of Science offering a major that may be taken as a part of a Bachelor of Science Program.\*
- h. Dean of the Faculty;
- i. Associate Dean of the Faculty;
- j. President.

*\* Departments which offer a major(s) that may be taken as part of a degree program in another faculty will have two representatives in that faculty council, with full voting rights in the faculty council, except that they may not stand for election to Senate or vote to elect a senator as member of that faculty council, and that the terms of reference of the faculty council be hereby amended accordingly.*

#### 2.2. Ex-Officio and Non-voting Members

Non-voting membership:

- a. Vice-President Academic and Provost;
- b. Registrar;
- c. one member of Senate;
- d. one representative each from other Faculty Councils;
- e. those invited by the Dean in consultation with the Faculty Council;
- f. University Librarian or designate.

## **2.3 VOTING**

Under normal circumstances, voting takes place during council meetings, and decisions are made by a simple majority of voters. In the event of extenuating circumstances or unforeseen events which cause disruptions to regular meeting schedules, such as school closures due to weather or urgent business that requires a decision prior to the next scheduled meeting, voting may be conducted by email or other electronic technologies, at the discretion of the chair and vice-chair. In this case, all council members must be polled for a minimum of three business days, and the number of votes cast must be equivalent to or exceed the council's quorum in order for the decision to be valid. The results of electronic votes shall be reported via email, as well as at the next council meeting, and recorded in its minutes.

## **3. FACULTY BUSINESS**

Faculty business will normally be carried out at regularly scheduled Council meetings where there is a quorum. The Faculty Council has the right to delegate business to Standing Committees and Ad Hoc Committees, which may make recommendations to the Council for consideration. The Dean of the Faculty will assume the role of Chair on these committees, until such time as a Chair may be elected by the committee.

- Standing Committees – Standing Committees will report to the Science Faculty Council. Standing Committees will consist of Faculty Council members elected by the Council and members appointed by the Dean to a maximum of 50% of the committee members. Members appointed by the Dean need not be members of the Faculty Council. The Dean and Associate Dean are non-voting ex-officio members of all Standing Committees.
- Ad Hoc Committees – may be struck by the Faculty Council for specific purposes and dissolved upon completion of task.

## **4. QUORUM**

A quorum will consist of at least twenty percent (20%) of the voting members of Council.

## **5. CHAIR AND VICE-CHAIR**

The Dean of the Faculty shall serve as Chair of its Faculty Council. A Vice-Chair will be elected by the Council using the Faculty's nomination and election procedure. The Vice-Chair will be elected for a two-year term.

## **6. AGENDA AND MINUTES**

- a. Council's agenda will be set by the Dean (or Vice-Chair) in consultation with the Registrar and the members of the Faculty Council;
- b. Minutes will be kept by a secretary appointed by the Dean;
- c. Agenda, minutes and written reports will be circulated to Council members at least twenty-four hours prior to meetings, though normally Council members will be given at least seven days advanced notice on voting matters.

## **7. MEETING TIMES**

Meetings will be held at least three times per year. Notwithstanding, the Dean has the right to call a Council meeting at any time if there is urgent business that requires the attention of the Faculty Council.

## **8. REVIEW OF TERMS OF REFERENCE**

A review of the terms of reference will take place every three academic years.

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*Created November 2009*  
*Faculty Council Approved: Nov 2011, Nov 2013, -Feb 2013, Feb 2015, May 2015, Sept 2015, Sept 2018, Sept 2021, Nov 2024*  
*Senate Approved: Jan 2010, Feb 2013, Feb 2014, May 2016, Jan 2022, Nov 2024*  
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