



FACULTY OF SCIENCE RULES AND PROCEDURES

DALHOUSIE UNIVERSITY

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FACULTY OF SCIENCE

PROCEDURAL RULES

I. COMPOSITION OF THE FACULTY

- A. Membership.** For procedural purposes, the membership of the Faculty shall consist of:
- (1) all full-time and regular part-time professors, associate professors, assistant professors, lecturers, senior instructors and instructors in the Faculty*;
 - (2) all part-time professors, associate professors, assistant professors and lecturers who teach one or more full-credit classes in the Faculty;
 - (3) ex officio, the President, Vice-Presidents, Dean, Associate Dean, Assistant Dean, and Administrative Secretary; Registrar, Dean of Arts and Social Sciences, Dean of Graduate Studies, Dean of Henson College, University Librarian, Director of Computing and Information Services, Director of Physical Plant or their respective deputies;
 - (4) the Professional Librarians (Librarians 1,2,3 & 4) appointed to the University Library - Science Services and the subject specialist for Economics;
 - (5) three undergraduate students from the Faculty of Science. These student representatives shall be duly registered in the Faculty of Science. They shall be elected by the Dalhousie Science Society (DSS) and their election shall be subject to confirmation by the Faculty of Science. Student representatives shall hold office at the pleasure of the Dalhousie Science Society;
 - (6) two graduate students. These student representatives shall be duly registered in the Faculty of Graduate Studies in programs of departments in the Faculty. They shall be elected by the Dalhousie Association of Graduate Students (DAGS) and their election shall be subject to confirmation by the Faculty of Science. Student representatives shall hold office at the pleasure of the Dalhousie Association of Graduate Students;
 - (7) such others as may from time to time be granted membership by motion regularly seconded and passed by two-thirds majority of those present.
- B. Chair.** The Dean shall chair meetings of the Faculty. The Associate Dean shall act as Deputy Chair of the Faculty. In the absence of both the Dean and the Associate Dean, the Dean shall appoint another member to chair a meeting.
- C. Associate Dean.** The terms of reference of the Associate Dean are given in Appendix I.2.
- D. Assistant Dean.** The terms of reference of the Assistant Dean are given in Appendix I.3.
- E. Chairs of Departments.** Appointment procedures for Chairs of Departments are given in Appendix XI.1.

II. MEETINGS

- A. **Statutory Meetings.** These are held during the first month of classes, at the end of November and immediately prior to the Spring Convocation.
- B. **Other Meetings of the Faculty.** These are held at appropriate times. The Dean of the Faculty may at any time summon a meeting of the Faculty, and must do so when ten or more members of the Faculty shall so request in writing.
- C. **Quorum.** There shall be no quorum. The agenda shall clearly state the starting time and the duration of the meeting.
- D. **Access.** Meetings of the Faculty are open to all interested persons unless the Faculty shall, with respect to specific items of business, decide otherwise.

III. AGENDA, REPORTS, MINUTES

- A. **Preparation.** The agenda for each meeting shall be prepared by a steering Committee composed of the Dean and the Administrative Secretary. The Faculty Council may at any time place items of business on the agenda.
- B. **Agenda of Statutory Meetings.** These shall include reports of committees as called for in their terms of reference, motions for which notice has been given, unfinished business, new business and other business. The agenda shall clearly state the starting time and the duration of the meeting.
- C. **Agenda of Other Meetings.** These shall include new business, deferred routine business from statutory meetings and other business. The agenda shall clearly state the starting time and the duration of the meeting.
- D. **Distribution of Agenda.** The Agenda for statutory meetings shall be delivered to Departments in the Faculty four working days before each meeting. The agendas for all other meetings shall normally be distributed in like manner, but in exceptional circumstances delivery to departments two working days in advance of the meeting shall suffice.
- E. **Reports.** Copies of all reports shall accompany the agenda of the relevant meeting. Otherwise the report shall not be considered, except with the consent of two-thirds of those present.
- F. **Minutes.** Minutes shall be distributed to Faculty no later than fifteen working days after the meeting which they record.

IV. PROCEDURES

A. **Principal Motions**

- (1) Notice of motion. All main or principal motions shall be preceded by a notice of motion which is to be given in writing at a previous meeting of the Faculty or appear on the written agenda circulated by the Administrative Secretary. Otherwise such motions shall not be proceeded with, except with the consent of two-thirds of the members of the Faculty present.
- (2) Action. All principal motions shall be referred to an appropriate committee for report, except that the rule of reference to a committee may be waived with the consent of two-thirds of the members of the Faculty present. The Administrative Secretary shall keep a record of motions so referred, and shall be prepared to inform the Faculty about the state of such motions until they have been reported.

B. **Other Motions.** When a motion is under debate, no unprivileged motion shall be received unless (a) to amend; (b) to refer to a committee, waive the rules of reference, or consider a question informally; (c) to postpone to a definite time; (d) to close, limit, or extend the limit of debate; or (e) to lay on the table. These motions are listed in ascending order of precedence.

C. **Debate.** No question shall be debated or put unless it has been seconded. Each motion will be stated by the Chair before debate. Ordinarily no member shall speak more than once to the same question (and then no longer than five minutes unless permitted by the Faculty), except the mover who shall have the right of replying after all the members who choose to speak have spoken. With the permission of the Chair, members may at any time explain a material part of their remarks which may have been misunderstood.

D. **Informal Consideration of a Question.** The Faculty may at any time consider a question informally.

- (1) Rules. Informal consideration applies only to the debate on the main questions and amendments thereto. The limit on frequency and duration of members' speeches (Article IV.C.) is withheld except that no member may speak a second time to any question until every member desiring to speak shall have spoken.
- (2) Establishment and termination. Informal consideration is introduced by a motion, "That this Faculty consider informally a certain question respecting (a specified subject)." Informal consideration terminates automatically without vote or motion when the main question under informal consideration is temporarily or permanently disposed of.

E. **Order and Record of Voting.** The Chair shall put motions and amendments in reverse order of that in which they are moved. A member may require that the number voting for and the number against a question be recorded in the minutes.

F. **Amendments.** A written draft of each amendment passed by the Faculty shall be submitted to the Administrative Secretary by the mover of the amendment.

G. **Points of Order**

- (1) The Chair shall decide all questions of order, subject to appeal to the Faculty on a motion regularly seconded.
- (2) If requested by a member of the Faculty, the Chair shall state the rule applicable to the point of order; should these procedural rules not cover the case, Robert's Rules of Order Revised shall govern.

H. Suspension or Amendment of Rules. No rule governing the procedures of the Faculty shall be suspended unless two-thirds of the members present shall consent thereto; nor shall any new rule be adopted, nor any rule be repealed or amended without notice of motion given during a previous meeting.

V. COMMITTEES

A. Establishment. The Faculty may at any time establish a committee by motion regularly seconded and passed. Committees shall be of two types:

- (1) Standing Committees deal with recurring business; once established they serve until abolished by the Faculty.
- (2) Ad Hoc Committees deal with particular questions; if the life of a committee of this type is not defined in its terms of reference, it shall become defunct when it has failed to report to the Faculty for a period exceeding one year.

B. Terms of Reference

- (1) A committee is bound by its terms of reference. If these initially are unclear or vague, the first task of a newly formed committee is to draft precise terms of reference and submit them to the Faculty for approval. Should a committee believe it desirable that its terms of reference be modified, explicit approval of the Faculty must be sought and secured for any change.
- (2) Terms of reference of existing standing committees and subcommittees are given in Appendices II - IV.
- (3) The following general terms of reference apply except where the terms of reference of a committee include explicit provisions to the contrary:
 - (a) Composition. The membership and chair of standing committees shall be subject to progressive change. New members normally start their term on a committee on July 1 of the year in which they are elected. The membership and the chairs of ad hoc committees normally shall be fixed by the Faculty for the life of such committees. Except where there is a specific exclusion, the Dean shall, ex officio, be a member of all committees of the Faculty and shall have discretion to delegate this responsibility. Ex officio members are full voting members of the committees.
 - (b) Procedures
 - (i) Meetings of a committee are called by the Chair of the Committee.

- (ii) Unless otherwise stated, a quorum shall consist of 2/3 (two-thirds) of the membership of a committee.
 - (iii) Each committee shall take care to ensure appropriate access to its deliberations by interested individuals and departments.
- (c) Reports. A committee shall submit written reports directly to the Faculty once annually. If necessary it may report more frequently.

VI. DISTRIBUTION OF PROCEDURAL RULES

The Administrative Secretary shall maintain a current revised version of the Rules of Procedure of the Faculty, distribute copies of these rules from time to time as required, and ensure that the new members receive a copy upon joining the Faculty.

1 APPENDIX I - REGULATIONS CONCERNING OFFICERS OF THE FACULTY

1.1 THE DEAN

A. Description of Office

The Dean of the Faculty is the senior officer of the Faculty. The Dean shall be responsible for the academic and financial administration of the Faculty. He/she shall be the Chair of the Faculty Meeting, Chair of Faculty Council and Chair of the Faculty Planning Committee.

B. Appointment Procedures

The Dean shall be appointed in accordance with the established Senate procedures for Deans. (see Appendix XI.2.)

1.2 ASSOCIATE DEAN

A. Description of Office

The Associate Deanship of the Faculty shall be an office subsidiary to the Dean of the Faculty. If there are two persons sharing the position of Associate Dean, one of the Associate Deans shall be designated Associate Dean (Senior). Associate Dean(s) shall be responsible, with the Dean, for the academic and financial administration of the Faculty. Associate Dean(s) shall have membership, ex officio, on Faculty Council. In the Dean's absence, the person designated by the Dean, who shall normally be the Associate Dean (Senior), will be a voting member. The Associate Dean (Senior) shall be Deputy Chair of the Faculty.

B. Terms of Office

The Associate Dean(s) shall normally hold office for a fixed term of five years, which may be renewed.

C. Appointment Procedures

The Associate Dean(s) shall be appointed in accordance with the established Senate procedures for Associate Deans whose responsibilities are not purely administrative (see Appendix XI.2).

D. Functions of the Associate Dean

- (1) The Dean and the Associate Dean(s) shall divide their separate responsibilities on the basis of the functions to be performed, rather than a division of the Faculty into separate disciplinary areas.
- (2) In the absence of the Dean and on the advice of the Dean, the Associate Dean may serve as Acting Dean in any matter falling within the competence of the Dean.
- (3) With the concurrence of the Dean, the Associate Dean(s):

- (a) may replace the Dean on certain Committees of Faculty on which the Dean is an ex officio member;
- (b) may advise the Dean on the budget of the Faculty;
- (c) may have the principal administrative responsibility for certain projects and programs within the Faculty consistent with D.(1);
- (d) may, together with the Dean, represent the interests of the Faculty on bodies external to the Faculty, such as the Dalhousie Senior Advisory Council and the Association of Atlantic Deans of Arts and Science.

1.3 ASSISTANT DEANS

A. Description of Office

Assistant Deans are appointed at the recommendation of the Dean to fulfil particular functions in the Faculty. Assistant Deans are not normally ex officio members of Faculty Committees.

B. Terms of Office

Assistant Deans shall normally hold office for a fixed term, which may be renewed.

C. Appointment Procedures

The Senate Procedures for the appointment of a Dean or an Associate Dean do not apply to the appointment of an Assistant Dean since this is an "administrative office". Assistant Deans are appointed by the Dean. The Dean shall report a proposed appointment to Faculty for ratification and at that time shall describe the function(s) that the Assistant Dean will fulfil.

D. Functions of the Assistant Deans

- (1) The Assistant Deans shall undertake such tasks and responsibilities as shall be assigned by the Dean.
- (2) The Assistant Deans shall undertake such tasks and responsibilities as are defined by the 'Rules and Procedure of the Faculty'.

- (a) Assistant Dean (Student Affairs)

The Assistant Dean (Student Affairs) shall be responsible for the routine interpretation and application to students of the academic rules of the Faculty (See Studies and Appeals Committee).

The Assistant Dean (Student Affairs) shall be responsible for the maintenance of the Faculty entries in the University Calendar.

- (b) Assistant Dean (Research)

The Assistant Dean (Research) will be responsible for liaising between individual members and groups within the Faculty of Science, and between the Faculty and the Office of Research Services and other research offices across campus. He or she will represent the Faculty on University Research Committees (Assistant Deans of Research Committee; Dalhousie Research Advisory Committee). The major responsibilities will include (a) dissemination of information relating to research funding to relevant individuals or groups within the faculty; (b) helping to coordinate research initiatives across the Faculty and across the University; (c) providing input into research-related initiatives, such as Canada Research Chairs Program and Canadian Foundation for Innovation.

2 APPENDIX II - TERMS OF REFERENCE OF FACULTY COUNCIL/FACULTY PLANNING

2.1 FACULTY COUNCIL

A. The Faculty Council shall be a standing committee of the Faculty, subsidiary to and responsible to the Faculty. It is the intention that Faculty Council should be composed principally from the chairs of the departments in the Faculty. As far as circumstances allow these chairs should not regard themselves as representing any particular constituency but should apply their own independent judgement to the tasks of the Council.

B. Composition of the Council

The composition of Council shall be as follows:

- (1) the Chair (or Acting Chair) of each of the departments in the Faculty;
- (2) the Dean (Chair and voting) and the Associate Dean (who shall vote only in the absence of the Dean), the President of the Dalhousie Science Society or delegate (voting), and the Director of the Marine Affairs Program (voting).
- (3) ex officio non-voting members: the Administrative Secretary, the President, the Vice-President Academic and Provost, the Vice-President Research and the University Librarian.

The Administrative Secretary of the Council shall be responsible for distributing the agenda and minutes of Council. In the absence of the Dean, the meeting will be chaired by the Associate Dean.

C. Functions of Council

- (1) Council shall have standing authority to act for the Faculty on urgent business when the University is not in session. It must report these actions to the Faculty.
- (2) The Council shall have the primary responsibility for formulation and consideration of plans for the development of the Faculty.
- (3) Council shall be an authoritative body whose opinion and advice the Dean may seek on any matter.
- (4) On its own initiative, Council may engage in financial and academic planning. This activity includes:
 - (a) Advice to the Dean, and, where appropriate, Faculty, on matters concerning the Faculty relating to: academic and financial planning, the optimising of revenue, the means of increasing efficiency in the operations of the Faculty, the financial implications to the Faculty of all proposed new or altered programs of study and matters relating to financial constraint or exigency.
 - (b) An examination of the long-range or wide-range implications of significant trends that are currently underway and of particular decisions that may be taken;

- (c) The proposal of specific measures from which long-range advantages might be expected to accrue to the Faculty, or by which impending problems might be averted or alleviated;
- (5) When a vacancy for a Dean or Associate Dean arises from the normal expiry of an appointment, appropriate action should be taken by Council to ensure that a Search Committee is ready to commence its operations by March 1st of the year preceding the final year of the term of the appointment. When an unforeseen vacancy arises, a Search Committee should be set up at the earliest possible moment.
- (6) The Council may create sub-committees to examine and advise upon business which does not fall under the jurisdiction of other standing or ad hoc committees of the Faculty. Such subcommittees may include Faculty members and others. The Council shall receive reports of its subcommittees and it may take such action with respect to these reports as does not significantly change, conflict with, or involve questionable interpretations of policy established by the Faculty.
- (7) On the direction of the Faculty, an ad hoc committee of the Faculty may report to the Council. Unless Faculty instructs otherwise all such reports shall be transmitted without delay to all members of the Faculty. The Council may take such action with respect to such reports as is consistent with the terms of reference establishing the ad hoc committee.
- (8) The Faculty may refer any business to the Council for consideration, reformulation, redrafting, or other purpose.

D. Procedures of Council

- (1) The Council shall meet at regular intervals and adequate notice must be given for each meeting. The Dean and the Administrative Secretary shall be responsible for providing the agenda for each Council meeting.
- (2) There shall be a quorum of six voting members.
- (3) Any section, division or recognised sub-set of any department has the right to have a representative present at Council meetings when important business specifically concerning that group is on the agenda. These representatives may join in the debate at Council but do not vote.
- (4) Standing and ad hoc committee chairs may seek advice from and confer with the Council whenever the need arises.
- (5) If Council is considering a request or proposal from a committee, members of the committee in addition to the chair may be present and express their views.
- (6) The Council shall refer business to the Faculty for its approval whenever three members of Council or ten members of Faculty shall so request.

E. Reporting by the Council

- (1) The Minutes of Council shall be prepared promptly by the Administrative Secretary to Council. The minutes shall be distributed to any member of Faculty who so requests. One copy of the minutes shall be sent to each department in the Faculty to be posted on a departmental bulletin board.

2.2 FACULTY PLANNING

- (1) For the purposes of the Collective Agreement between the Dalhousie Faculty Association and the Board of Governors, the Faculty Planning Committee shall be composed of the chairs of those departments in the Faculty, and the President of the Dalhousie Science Society. The Dean (voting), the Associate Dean (non-voting except in the absence of the Dean), and the Administrative Secretary (non-voting) shall be members of the Committee. The Dean shall chair the meetings. In the absence of the Dean, the meeting shall be chaired by the Associate Dean.
- (2) The Planning Committee shall meet to discharge such business as is required of it by the Articles of the Collective Agreement.
- (3) The Planning Committee shall also meet to discuss matters that are predominantly concerned with the finance and budget of the Faculty.
- (4) Minutes of the Committee shall be distributed to all chairs in the Faculty and their contents shall not be regarded as confidential. Any confidential portions of the minutes need not be distributed but shall be reported on orally by the Dean at regular Faculty Meetings.

3 APPENDIX III - TERMS OF REFERENCE OF STANDING COMMITTEES

3.1 GENERAL

- A. Nominations and elections for standing committees of Faculty shall normally occur in time so that they can be completed before the final statutory meeting of Faculty each year. At this meeting a complete roster of all members of committees will be circulated for information. CVs of those nominated are not required unless the nomination is contested and an election by ballot is required. When election to committee is by ballot, CVs of all those concerned shall be distributed to all faculty with the ballot.
- B. Incoming committee members shall normally assume office on July 1 of each year.
- C. Committee members who are granted sabbatical leave, or leave of absence, shall not normally serve on committees while on leave, and temporary replacements will be elected.

3.2 NOMINATING COMMITTEE

- A. The Nominating Committee is a standing committee of Faculty. It has the responsibility of presenting a full slate of nominees to Faculty for all Faculty and inter-Faculty committees with compositions not otherwise defined.
- B. **Composition**
 - (1) The Committee shall be composed of the Dean (or designate), one member from each of the departments in the Faculty, and one student.
 - (2) Each department in the Faculty shall elect its own representative who shall normally serve for a three year term. Chairs of departments may not be members of the Committee. Elections shall be so arranged that, as far as is possible, no more than half the Committee members retire from the Committee in any one year.
 - (3) The student representative shall be duly registered in the Faculty of Science. He/She shall be elected by the Dalhousie Undergraduate Science Society and the election shall be subject to ratification by the Faculty. Student representatives shall hold office at the pleasure of the Dalhousie Science Society.
 - (4) The designate of the Dean will serve as Chair of the Committee. S/he will not normally be involved in decision making by the Committee; in particular, s/he will be a non-voting member of the Committee who is responsible for organizing the work of the Committee and act in an executive capacity, as necessary.

C. Functions

- (1) The Nominating Committee shall present nominations to Faculty to fill the elected positions on the following Faculty Standing Committees: the Admissions Committee, the Chair Advisory Committees, the Chair Adjudication Committee, the Travel Expenses Advisory Committee, and the Unit Review Committees.
- (2) The Nominating Committee shall present nominations to Faculty for the elected representatives of Faculty on inter-faculty committees and on Senate.
- (3) The Chair of the Committee shall be responsible for ensuring that those persons selected by the Committee are willing to be nominated to Faculty and, with the Administrative Secretary, is also responsible for ensuring that appropriate curriculum vitae are made available to Faculty before the elections. One copy of each curriculum vitae shall, in the first instance, be sent to each department in the Faculty where it should be made available for members to consult. One copy of each curriculum vitae shall also be sent to the Head Librarian in Science Services, Killam Library for the Librarians to consult. If an election is contested, the curriculum vitae of each person concerned shall be distributed with the ballot.

3.3 ADMISSIONS COMMITTEE

A. The Committee on Admissions shall be a standing committee of the Faculty concerned with interpreting and applying the admissions policy of the Faculty.

B. Composition

- (1) The Committee shall be composed of:
 - a) Assistant Dean (Student Affairs)
 - b) 1 faculty person from Mathematics and Statistics
 - c) 1 faculty person from another Department (as per a one year rotation through the Faculty Departments, starting with Chemistry in 2005-2006)
 - d) Admissions Officer from the Registrar's Office
- (2) The Committee shall select its own chair and recording secretary.

C. Nominations and Ratifications

The faculty Committee members will be nominated by the Nominating Committee and their positions ratified at a subsequent Faculty of Science meeting.

D. Functions

- (1) The Committee shall devise procedures for dealing with the routine admission of all students who clearly meet all the normal requirements of the Faculty. The Committee shall also devise procedures for dealing with the routine rejection of all applications that are clearly well below the normal admission requirements of the Faculty. These procedures shall be reported to Faculty, and once

approved, shall constitute the authority for the Registrar's Office to act on them without further consultation with the Committee.

- (2) The Committee shall rule upon cases not covered by the routine procedures and in doing so shall act in a manner consistent with past practices of the Faculty of Science and with generally established policy of the Faculty.
- (3) The Committee shall review appeals of applicants denied admission or denied re-admission after academic dismissal. The Committee shall also act as an appeals committee to consider the appeal against any decision, relating to admissions matters in the Faculty that has been made by members of the Registrar's Office or made by the Committee.
- (4) On urgent matters when the University is not in session and members of the Committee are not available, the Dean (or delegate) may act, in consultation with the Registrar's Office, to resolve the matter. Such action(s) shall be reported to the Committee.
- (5) The Committee shall:
 - (a) give advice to the Registrar's Office on matters concerned with admissions policy;
 - (b) make recommendations to Faculty on the acceptability of high school classes for admission to Science programmes at Dalhousie;
 - (c) continually review the admissions policy of the Faculty and, where appropriate, recommend changes to the Faculty.

E. Procedures

- (1) Meetings of the Committee shall be convened by the chair as frequently as necessary.
- (2) The Committee shall maintain a written record of its proceedings.
- (3) The Committee may delegate authority to any of its members to deal with individual cases of a routine nature.

F. Reporting

- (1) The Committee shall report in writing to the Faculty at the December meeting, and at such other times as requested by the Faculty or deemed appropriate by the Committee. Reports of the Committee shall be submitted to the Administrative Secretary in time to be circulated with the agenda for meetings.

3.4 CURRICULUM COMMITTEE

- A. The Curriculum Committee is a standing committee of the Faculty. It deals with aspects of academic programmes that are not solely the concern of individual departments.

B. Composition

- (1) The Committee shall be composed of the Dean (or delegate) as Chair (or delegate) and the Chair of the Curriculum Committee, or equivalent committee, from each of the member departments of the Faculty, a Librarian representative, a representative from the College of Sustainability, the Director of DISP, the Director SEASIDE, and two students. The Registrar, or a member of the Registrar's Office approved by the Committee, shall be a member of the Committee.
- (2) The members shall normally serve for a minimum of 27 months and shall retire from the Committee in such an order as to retain a reasonable level of continuity in the Committee.
- (3) The student representatives shall be duly registered in the Faculty of Science. They shall be elected by the Dalhousie Science Society and the election shall be subject to ratification by the Faculty. Student representatives shall hold office at the pleasure of the Dalhousie Science Society.

C. Functions

The functions of the Committee are as follows:

(1) All Class Changes and Programme Modifications

Business in this category may be transacted without prior Faculty approval.

- (a) The Committee will examine proposed changes in the structure of any Honours programme, and major changes in the structure of any other programme. Committee approval shall be required before such changes are made.
- (b) The Committee will examine proposals for new or substantially altered classes and half-classes. Committee approval shall be required before such proposals are implemented. Minor changes that do not affect other departments - such as wording changes in the title or class description - need not be referred to the Curriculum Committee.
- (c) On receipt of written evidence that arrangements agreeable to the departments concerned have been made, the Committee will ordinarily approve proposals for the cross-listing of classes and half-classes. Committee approval shall be required before newly cross-listed classes or half-classes appear in the Calendar.
- (d) In cooperation with the Dean, the Committee will strive to ensure that the description of classes and programmes in the Science section of the Calendar is accurate.
- (e) The Committee shall receive from the rapporteur of each experimental class information regarding its formation and content; rule as to what requirement or requirements of distribution and concentration and credit the class may be accepted as satisfying; and receive a report from the rapporteur at the end of the class on the subjects treated, the techniques of instruction and the success of the class as an experiment in pedagogy (judged so far as possible on the basis of objective comparisons with more familiar types of classes).

(2) New Programmes and Other Major Curricula Initiatives

Business in this category shall be initiated either by Faculty or by the Committee with Faculty approval, and any recommendations resulting shall be submitted to Faculty. Special business comprises:

- (a) the examination of new academic programmes;
- (b) the development of new academic programs.
- (c) the examination or review of any other curricular matters affecting established Faculty policy.

(3) Annual Enrollment Capacity for Classes and Programs

See Appendix VI, Attachment 2. For information purposes only: A review of annual enrollment capacity by department will be done in March or April

D. Procedures

- (1) Meetings shall be called by the chair when necessary.
- (2) The Committee shall invite individuals or representatives of interested groups to participate in the discussion; conversely, individuals or representatives of groups may attend meetings when a subject of interest to them will be discussed.
- (3) The Committee shall maintain records of its meetings.
- (4) The Chair of the Committee may from time to time informally consult the Faculty Council.
- (5) When presented with a proposal which it judges to be of an interdisciplinary or interdepartmental nature, but which does not come to its attention by way of a liaison committee representing the relevant departments, the Committee shall ensure that all departments which it considers may be affected are consulted.
- (6) The Committee will act as arbiter in interdepartmental disagreements relating to curricular matters. It will consider formal complaints and supporting documentation, and may call upon representatives of the affected departments, on the Dean, and on Faculty Council, as it deems fit, to help to resolve the conflict. The Committee cannot impose any solution.
- (7) Item 6 notwithstanding, the Committee will not arbitrate in any dispute in which the qualifications of an individual to teach a class are called into question, but will refer the matter to Faculty Council and the Dean.

E. Reporting

- (1) In addition to reports required under C.2, the Committee shall submit a written report to the Administrative Secretary in sufficient time for it to be circulated with the notices of the statutory meetings of Faculty. This report shall indicate the current state of all business which has come before it since the last such report

3.5 PROMOTIONS AND TENURE COMMITTEE

A. The Faculty Promotions and Tenure Committee is a standing committee of the Faculty. The committee shall deal with questions of Promotion and Tenure in accordance with the appropriate regulations of Senate and provisions of the Collective Agreement between the Board of Governors and the Dalhousie Faculty Association. The Committee is also responsible for selection of the Killam Prize and the Killam Faculty of Science Professorships (see Appendix X).

B. Composition

The Committee shall consist of eight tenured, Full Professor members of the Faculty, each normally serving thirty-six month terms. There will be one member representing each of the core departments of the Faculty (Biology, Chemistry, Earth and Environmental Sciences, Economics, Mathematics and Statistics, Oceanography, Physics and Atmospheric Science, and Psychology). The Chair of each department will submit to the Dean the name of that department's representative by July 1st each year. The Dean, Associate and Assistant Deans and the Department Chairs may not be members of the Promotions and Tenure Committee.

C. Nomination and Election Procedures

- (1) Those newly elected shall take office on June 1st following election.
- (2) The Committee shall elect its own chair, normally from among its continuing members, as soon as possible after the Committee is constituted. This initial meeting shall be convened by the Administrative Secretary. The new chair shall assume office immediately after election and serve until a successor is elected by the Committee.

D. Functions and Procedure

- (1) Promotion and Tenure

See Appendix IX.

- (2) Killam Professorships and the Killam Prize

Under the terms of reference for the Killam Faculty of Science Professorships and for the Killam Prize, the Promotions and Tenure Committee is responsible for reviewing nominations and making recommendations to the Dean for these Killam Faculty of Science Awards. Recommendations to the Dean shall be made by January 15.

Consideration of Candidates for Killam Professorships and the Killam Prize

- (a) The Professorships are awarded to recognize outstanding research contributions in the sciences. Normally, two Professorships will be awarded each year and the duration of the award is five years.
- (b) The Prize is awarded annually to enhance the careers of the most promising scientists who have obtained their doctorate within the last eleven years and have demonstrated exceptional research ability through their contributions to scientific knowledge.

- (c) The Dean shall solicit nominations from departments for both the Professorships and the Prize.
- (d) The Committee shall evaluate candidates for both the Killam Professorship and the Killam Prize using the same criteria and information as for cases of promotion except that special emphasis shall be placed on the criterion (Senate Regulation 5.3.2) "...contributions to an academic discipline..."
- (e) Regardless of the departmental affiliations of the candidates, all members of the Committee shall rank the candidates, in a secret ballot. A member of the Committee nominated for an award shall excuse themselves from this evaluation process. This ranking will then be used as a basis for making a recommendation. In making the final recommendations to the Dean, the desirability of distributing the awards across the Faculty shall play a role only when the Committee is unable to distinguish the relative merits of two or more candidates.

E. Reporting

- (1) The Committee shall report in writing to the Faculty no later than the April meeting of the Faculty; it shall report at other times as requested by the Faculty or deemed appropriate by the Committee. Reports shall be submitted to the Administrative Secretary in time to be circulated with the agenda for meetings.

3.6 TRAVEL EXPENSES ADVISORY COMMITTEE

- A. The Travel Expenses Advisory Committee shall be an advisory committee to the Dean with responsibility for formulating guidelines governing living and travel expenses for members of Faculty in accordance with the procedures laid down in the Collective Agreement in force between the Dalhousie Faculty Association and the Board of Governors. The Committee shall make representations to the Dean concerning individual applications. Copies of current rules and allowances are available in the Dean's Office.

B. Composition

The Committee shall be composed of three members who shall each serve for a term of 39 months with one member retiring each year. The Dean shall not be a member.

C. Nomination and Election Procedures

- (1) The Nominating Committee shall nominate new members to fill the positions on the Committee. These nominations should be made with a view to maintaining broad representation of the various disciplines in the Faculty.
- (2) The nominations, including brief biographical information, shall be put before Faculty at the meeting in April, when the election will be held. At this meeting, additional nominations may be made from the floor. In the absence of such nominations, the election shall be held forthwith. In the event of such nominations, the election will be held by mail ballot, with secret and preferential voting.
- (3) The Committee shall elect its own chair at its first meeting. This initial meeting shall be convened by the Administrative Secretary.

D. Reporting

The Committee shall report in writing to the Faculty at a meeting scheduled in September or October and at other times as requested by the Faculty or deemed appropriate by the Committee. All reports must be submitted to the Administrative Secretary in time to be circulated with the agenda for meetings.

3.7 FACULTY OF SCIENCE AWARD FOR EXCELLENCE IN TEACHING**A. Nature of the Award**

The Dalhousie University Faculty of Science Award for Excellence in Teaching honours faculty members who are recognized as having a comprehensive knowledge of their subject and possessing the ability to communicate their knowledge in such a way as to lead students to high academic achievement.

The award has a monetary value of \$1,000 and consists of a certificate signed by the Dean and a record placed on public display (passed by Faculty May, 1993.) The recipient each year will be recognized publicly at the Faculty of Science Spring Convocation. The recipient will be expected, normally in the following academic year, to deliver a lecture to a general audience of Science students and faculty.

B. Eligibility Criteria

- (1) Nominees must hold a faculty appointment in the Faculty of Science.
- (2) Nominees must have established a sufficient scholarly record to have demonstrated mastery of their subject.

C. Nomination Procedure

- (1) Solicitation for nominations will be initiated by the Dean's Office through timely advertisement in the Dalhousie Gazette, Dalhousie News, notices to Chairs, and by such other means as seem appropriate.
- (2) Each nomination must be made by two or more sponsors, including at least one faculty member.
- (3) The faculty sponsor must be at least half-time in the Faculty of Science.
- (4) It is the responsibility of the sponsors to assemble the evidence supporting the nominee's case for the award for excellence in teaching.
- (5) Evidence provided by sponsors should include the following items:
 - (a) completed nomination form;
 - (b) a confidential letter from each of the sponsors providing a comprehensive summary of the case for the candidate receiving the teaching award;
 - (c) up-to-date curriculum vitae of the candidate;
 - (d) a confidential letter from the candidate's chair.

- (6) Any other evidence deemed appropriate by the sponsors may be provided including:
- (a) statistical results of student evaluation questionnaires;
 - (b) signed letters of appreciation of the candidate's teaching from students and former students;
 - (c) publications of a pedagogical nature written by the candidate including textbooks, journal articles, etc.;
 - (d) published reviews of any textbook authored by the candidate;
 - (e) confidential letters from colleagues in support of the candidate's nomination;
 - (f) descriptions of teaching innovations such as the development of a new class or a new teaching laboratory.

The deadline for receipt of nominations in the Dean's Office is 15 January.

D. Selection Process

The selection of the successful candidate will be made by a Faculty of Science standing committee to be known as the Selection Committee for the Award for Excellence in Teaching. The Committee shall consist of:

- (1) three members of the academic staff who hold an appointment at least half-time in the Faculty of Science elected by the Faculty for a term of three years;
- (2) two full-time undergraduate students registered in the Faculty of Science who have completed at least two years of study at Dalhousie elected by the Dalhousie Science Society for a term of one year renewable;
- (3) one full-time graduate student registered in a Science Department who has completed at least two years of study at Dalhousie elected by the Dalhousie Association of Graduate Students for a term of one year renewable;
- (4) an alumnus for a term of three years;
- (5) the Dean of Science as non-voting Chair of the Committee.

Election of the Committee should be completed each year by 31 October. The Selection Committee shall assess carefully all the relevant written evidence provided by the sponsors. The Committee may solicit additional evidence. The Selection Committee may interview some or all of the candidates and not more than two referees for each candidate. The Selection Committee will conduct the selection process in confidence. The selection process will be completed by 28 February, and the Dean will inform the successful candidate of his or her selection as soon thereafter as possible. The decision of the Selection Committee is final.

3.8 HONORARY DEGREES COMMITTEE

A. Role

The Faculty Honorary Degrees Committee is a standing committee of the Faculty. The Committee shall solicit and receive nominations of candidates for honorary degrees to be conferred at those Dalhousie convocations at which regular degrees and diplomas in science subjects are awarded and make recommendations regarding such candidates to the Senate Honorary Degrees Committee.

B. Composition

- (1) The Committee shall be composed of six elected members of Faculty, two alumni and the Dean as Chair.
- (2) The members elected by the Faculty shall serve twenty-seven months, three being elected each year.

C. Functions

- (1) The Committee shall solicit actively throughout the Faculty for suitable candidates for Honorary Degrees to be awarded at a Dalhousie Convocation at which degrees or diplomas are to be conferred on undergraduate or graduate students in Science. Solicitation for candidates shall begin early in the spring of each year. The Committee will provide guidance to nominators to help ensure that nominations are adequately documented.
- (2) The Committee itself may make its own Honorary Degree nominations.
- (3) The Committee will select a suitable number of those nominated for its endorsement as Faculty of Science nominees for Honorary Degrees. In selecting candidates for endorsement the Committee shall be guided by the guidelines of the Senate Honorary Degrees Committee. The Committee will **consider also the appropriateness of the candidates for Science convocation.**

D. Procedures

- (1) The Committee shall meet each year in May. Other meetings of the Committee shall be convened by the Dean as frequently as necessary.
- (2) In recognition of the sensitive nature of the process surrounding Honorary Degree nominations all meetings of the Committee shall be held in camera and any record of such meetings will remain confidential within the Committee.
- (3) The Dean shall transmit the recommendations of the Committee to the Senate Honorary Degrees Committee together with necessary supporting documents.

E. Reporting

The Chair shall report to Faculty in writing once a year on the activities of the Committee but in such a way as not to reveal the identity of any Honorary Degree candidates, successful or unsuccessful.

3.9 SPACE PLANNING COMMITTEE

A. The Space Planning Committee is a standing committee of the Faculty. It deals with issues concerning allocation and renovation of space, particularly those issues that cannot be handled at the departmental level.

B. Composition

- (1) The Committee shall comprise the Dean (or delegate) as Chair and the Chair of the Space Committee (or equivalent) from each of the member departments of the Faculty, the Faculty Administrator, one undergraduate student, one graduate student and a representative from the Space Planning office of Facilities Management.
- (2) The undergraduate student representative shall be duly registered in the Faculty of Science. He or she shall be elected by the Dalhousie Science Society and the election shall be subject to ratification by the Faculty. Student representatives shall hold office at the pleasure of the Dalhousie Science Society.
- (3) The graduate student representative shall be duly registered in the Faculty of Graduate Studies in a Science department. Nominations for the representative will be solicited in September of each year. Where more than one nomination is received, the representative will be chosen from the department that was represented least recently.

C. Functions

The functions of the committee are as follows:

- (1) Consideration of requests by individual departments for additional space. Determination of whether such requests can be handled by a reorganization of existing space within the department or within the faculty by a reallocation of existing space among the departments.
- (2) Prioritization of Alterations and Renovations requests for submission to Facilities Management.
- (3) Consideration and if necessary prioritization of requests for new capital construction and major renovation.
- (4) Review of space usage in the Faculty as necessary to provide information for the Faculty and for Facilities Management.

D. Procedures

- (1) Meetings shall be called by the Chair when necessary.
- (2) The Committee shall invite individuals or representatives of interested groups to attend and participate in meetings when a subject of interest to them will be discussed.
- (3) The Committee shall maintain records of its meetings.
- (4) The Chair of the Committee may from time to time informally consult with Faculty Council.

- (5) The Committee will act as arbiter in interdepartmental disagreements relating to space matters. It will consider formal complaints and supporting documentation, as it deems fit, to help resolve the conflict. The Committee cannot impose any solution but will make recommendations to Faculty Council.
- (6) The Committee shall maintain up-to-date Faculty Space Inventory Records

E. Reporting

The Committee shall submit a written annual report to the Administrative Secretary in sufficient time for it to be circulated with the notices of the statutory meetings of Faculty. This report shall indicate the current state of all business that has come before it since the last such report.

3.10 UNDERGRADUATE RESEARCH COMMITTEE

- A. The Undergraduate Research Committee is a standing committee of the Faculty. It deals with issues pertaining to the involvement of undergraduates in research, particularly the allocation of resources in support of undergraduate research.
- B. **Composition**
 The Committee shall comprise:
 - (1) the Associate Dean as Chair;
 - (2) One faculty member representing each of the departments of the Faculty (including Biochemistry and Molecular Biology, and Microbiology and Immunology) and from the Environmental Science Program. Each year, faculty members will be nominated by their Chair/Coordinator.
 - (3) One undergraduate student representative who shall be duly registered in the Faculty of Science. He or she shall be elected by the Dalhousie Science Society and the election shall be subject to ratification by the Faculty. Student representatives shall hold office at the pleasure of the Dalhousie Science Society.
- C. **Functions**
 - (1) Representation of the Faculty of Science and its departments on the various Science Atlantic committees, both disciplinary and cross-disciplinary.
 - (2) The allocation of Faculty of Science summer research scholarships, including NSERC undergraduate research awards, Laing awards, Sobey, and Warr awards.
 - (3) Consideration of request from undergraduate societies in support of travel to and attendance of specifically undergraduate science research conferences, such as those held by Science Atlantic.

- (4) A subcommittee comprising the Chair and the representatives from Biology and Oceanography will allocate scholarships for graduate and undergraduate students made possible through the Dalhousie-BIOS endowment.

D. Procedures

- (1) Meetings shall be called by the Chair when necessary.
- (2) The Committee shall maintain records of its meetings.
- (3) The Chair of the Committee may from time to time consult with Faculty Council.

E. Reporting

The Committee shall submit a written annual report to the Administrative Secretary in sufficient time for it to be circulated with the notices of statutory meetings of Faculty. This report shall indicate the current state of all business that has come before it since the last such report.

3.11 SCIENCE OUTREACH COMMITTEE

- A. The Science Outreach Committee is a standing committee of the Faculty. It deals with issues pertaining to the various Faculty initiatives at enhancing Science awareness in the local and regional community.

B. Composition

The Committee shall comprise

- (1) the Director of Finance, Research, and Development as Chair;
- (2) four Faculty members drawn from four different Science departments and the Environmental Science Program. Faculty members will normally serve for a three-year term, renewable, and will be nominated by the Nominating Committee.

C. Functions

- (1) Organization of outreach activities carried out through the Office of the Dean of Sciences, including High School Science Week, Scientists in the Schools.
- (2) If necessary, coordination of Science faculty involvement in outreach activities carried out by other units in the Faculty (e.g. Black Math Camp, Imhotep's Legacy), or in association with the Faculty (e.g. Shad Valley, SuperNova).
- (3) Design of general promotional materials showcasing Faculty of Science outreach activities.

D. Procedures

- (1) Meetings shall be called by the Chair when necessary.

- (2) The Committee shall maintain records of its meetings.
- (3) The Chair of the Committee may from time to time consult with Faculty Council.

E. Reporting

The Committee shall submit a written annual report to the Administrative Secretary in sufficient time for it to be circulated with the notices of the statutory meetings of Faculty. This report shall indicate the current state of all business that has come before it since the last such report.

3.12 FIRST-YEAR SCIENCE COMMITTEE

A. The First-year Science Committee is a special committee of the Faculty. It shall provide a forum for members to

- Discuss and coordinate efforts and initiatives to effectively deliver first year science courses
- Liaise among departments, with the Faculty, and with university student services on student issues

B. Composition

The Committee shall comprise:

- (1) At least one representative from each department/program in the Faculty that offers courses at the 1000 level, normally the instructor(s) responsible for the delivery of the core 1000 level courses.
- (2) Assistant Dean, Student Affairs (ex officio)
- (3) The Chair of the Committee will be selected annually from among the committee members

C. Functions

Responsibilities of the Committee shall include, but not be limited to

- (1) Coordination of efforts to deal with first-year student and course issues and initiatives that pertain across programs and departments
- (2) An annual review of the scheduling of core first year courses in the Faculty that includes
 - (i) Consultation with the Registrar's Office to ensure minimal overlap of first year science courses

- (ii) Consultation with other programs that rely on first year science courses (e.g., Engineering, Dentistry, Nursing, Kinesiology, College of Sustainability, Arts and Social Science, Medical Sciences)

- (3) Coordination of the scheduling of first year midterm exams

D. Procedures

- (1) The committee will meet a minimum of 3 times per year (fall, winter, spring). Additional meetings may be called by the Chair if desired.
- (2) Decisions will normally be made by consensus.
- (3) Disputes that cannot be resolved within the Committee shall be resolved in consultation with the Dean.
- (4) The committee will maintain a record of meeting agendas and decisions taken.

E. Reporting

- (1) The Chair shall report to the Curriculum Committee on new initiatives and on decisions taken.
- (2) The Chair shall submit an annual report of activities to the Dean of Science.

3.13 MEDICAL SCIENCES PROGRAM COMMITTEE

A. The Medical Sciences Program Committee is a standing committee of the Faculty of Science. It is responsible for pedagogical decisions regarding the academic direction of the Medical Sciences program (referred to as “Program”), and is involved in monitoring the success of various aspects of the program.

B. Composition

- (1) The Committee shall be composed of:
 - a) The Assistant Dean (Medical Sciences Program) (or delegate) as Chair
 - b) The Medical Sciences Program Coordinator (or delegate)
 - c) A representative from each of the following departments offering undergraduate programs in Science: Biochemistry & Molecular Biology, Biology, Chemistry, Microbiology & Immunology, Psychology & Neuroscience.
 - d) A representative from each of the following departments in Medicine: Medical Neuroscience, Pathology, Pharmacology, Physiology & Biophysics.
 - e) A representative to be selected by FASS, drawn from one of the following departments: English, Philosophy, Sociology & Anthropology.
 - f) One student representative, who will normally serve for one academic year. The student representative shall be registered in the Medical Sciences program and elected by the Medical Sciences Society of Dalhousie University (MSSDU).

- (2) Departmental representatives shall normally serve for a minimum of 3 years and shall retire from the Committee in such an order as to retain a reasonable level of continuity in the Committee.
- (3) Representatives from Science program departments may be, but need not be, current departmental representatives on the Faculty of Science Curriculum and Academic Programs Committee.

C. Functions

The functions of the Committee are as follows:

- (1) Approval of New Courses, Course Changes and Program Modifications
 - (a) The Committee will examine proposed modifications to the structure of the Medical Science program. Prior to implementation, all program modifications must also be approved by the Faculty of Science Curriculum Committee.
 - (b) The Committee will examine proposals for new courses developed for the program by departments within the Faculty of Medicine. Prior to implementation, all new courses must also be approved by the Faculty of Science Curriculum Committee.
 - (c) The Committee will examine proposals for changes to existing courses within the program offered by the Faculty of Medicine, including changes to content, level (year) and cross-listing. Changes affecting other units require documentation that the affected units have been consulted. Substantial changes to existing courses will be brought to the Faculty of Science Curriculum Committee for approval prior to implementation. Minor changes may be communicated to the Faculty of Science for information only.
 - (d) In cooperation with the Associate Dean Academic (Faculty of Science) and the Program Coordinator, the Committee will strive to ensure that the description of classes and programs in the Medical Sciences section of the Calendar is accurate.

D. Procedures

- (1) A minimum of three meetings shall be held each year (September, January and May). Additional meetings may be called by the Chair when necessary.
- (2) The Committee shall maintain a written record of its meetings. Meeting agendas and minutes will be circulated to all Committee members and will be made available to members of the Faculty of Science Curriculum Committee.
- (3) The Committee may invite individuals or representatives of interested groups to participate in the discussion.
- (4) Other individuals or representatives of groups may attend meetings when a subject of interest to them will be discussed.
- (5) When presented with a proposal which it judges to be relevant to a department or other unit not represented on the committee, the Committee shall ensure that the unit is consulted.

- (6) The Chair of the Committee may from time to time informally consult the Faculty of Science Curriculum Committee or Faculty Council.

E. Reporting

- (1) The Committee shall submit an annual written report to the Dean of the Faculty of Science and the Dean of the Faculty of Medicine. This report shall:
- (a) Summarize any program or other curricular changes since the last such report
 - (b) Summarize program enrollment (by program cohort)
 - (c) Identify any outstanding program or curricular issues to be addressed the following year

3.14 EQUITY COMMITTEE

- A.** The Faculty Equity Committee is a standing committee of the Faculty. The committee shall deal with issues pertaining to equity and inclusion within the Faculty of Science and will make recommendations to the Faculty, which will promote equity and inclusivity within the Faculty. The relevant construal of equity and inclusion goes beyond the anti-discrimination provisions of university policies and human rights legislation, and is not exclusive to gender, race, disability, gender identity, and sexual orientation.

B. Membership

The membership of the Committee shall be as follows:

- (1) Three members of the professoriate (assistant, associate, or full professor), duly nominated and elected by the Faculty of Science.
- (2) One instructor member (instructor, senior instructor, or senior teaching fellow), duly nominated and elected by the Faculty of Science.
- (3) One staff member, duly elected by the Science administrator's group.
- (4) One graduate student, duly elected by a Science graduate student society.
- (5) One undergraduate student, duly elected by the Dalhousie Science Society

Membership terms will normally be for 3 years except in the cases of student representatives, who may serve for a minimum of one year.

Whereas the mandate of the Equity Committee goes beyond the concerns of designated equity groups, the Committee will strive to ensure that groups that have been traditionally marginalized in society and at Dalhousie have a voice on the committee. With that in mind, it will seek representation from such groups within the Faculty membership.

Those newly elected shall take office on July 1st following election. The Committee shall elect its own chair, normally from among its continuing members, as soon as possible after the Committee is

constituted. This initial meeting shall be convened by the Administrative Secretary. The new chair shall assume office immediately after election and serve until a successor is elected by the Committee.

C. Functions and Procedure

Using, in the first instance, the Belong report* as a guide, the Committee will:

- (1) Make recommendations and report to the Faculty concerning policies, guidelines, best practices, and actions with regard to equity in the Faculty of Science at Dalhousie.
- (2) Make recommendations to the Faculty on policy matters relating to marginalized groups and issues of marginalization, including exclusion, discrimination harassment and accommodation.
- (3) Alert Faculty Council to issues of concern to marginalized groups and individuals within the Faculty.
- (4) Gather information relevant to equity issues at Dalhousie more generally in order to inform Faculty policy and procedures.
- (5) Suggest educational and communications activities related to equity that the Faculty may engage in.
- (6) Where necessary, coordinate with other equity-related groups within the University and the broader community.

Meetings of the Committee will normally take place once per semester, but may be called by the chair at other times as needed.

* <http://www.dal.ca/about-dal/leadership-and-vision/dalforward/strategic-direction/infrastructure-and-support/belong.html>

E. Reporting

The Committee shall report in writing to the Faculty no later than the spring meeting of the Faculty; it shall report at other times as requested by the Faculty or deemed appropriate by the Committee. Reports shall be submitted to the Administrative Secretary in time to be circulated with the agenda for meetings.

3.15 GRADUATE PROGRAMS COMMITTEE

A. The Graduate Programs Committee is a standing committee of the Faculty. It has the responsibility of supporting and promoting graduate programs in the departments of the Faculty of Science and of liaising between the Faculty of Science and the Faculty of Graduate Studies.

B. Composition

- (1) The Committee shall be composed of the graduate coordinators or equivalents from each of the departments in the Faculty, and one graduate student.
- (2) Graduate coordinators shall be chosen based on existing practice within each department.

- (3) The student representative shall be duly registered in the Faculty of Graduate Studies and enrolled in one of the thesis-based graduate programs of the Faculty of Science. S/he shall be elected by the Dalhousie Association of Graduate Students and the election shall be subject to ratification by the Faculty.
- (4) Each academic year the Committee will elect one faculty member to act as Chair of the Committee. The Chair is responsible for organizing the work of the Committee, setting the agenda for meetings, and serving on Faculty Council of the Faculty of Graduate Studies.

C. Functions

- (1) The Graduate Programs Committee shall meet at least once per semester to consider matters relevant to graduate programs in the Faculty of Science, including enrolment, recruitment, program structure and requirements, and graduate student funding. It does not have a program or course approval function.
- (2) Based on its work, the Committee may request items to appear on the agenda of Faculty Council of the Faculty of Science.
- (3) The Chair of the Committee shall be a member of Faculty Council of the Faculty of Graduate Studies and in that capacity, will represent the interests of the departments of the Faculty of Science as well as communicate relevant information, including changes in FGS policies, to the Committee.
- (4) The Chair will report to Faculty Council at least once per year and more often as deemed necessary.

3.16 STUDENT APPEALS COMMITTEE

- A.** The Student Appeals Committee is a Standing Committee of the Faculty. The Committee shall hear appeals from students in relation to decisions or the refusal to make decisions by a faculty member or academic administrator regarding academic matters in accordance with the procedures approved by the Faculty (see Appendix A - Academic Appeals procedures).

The Assistant Dean (Student Affairs) may act as a resource to the Committee as appropriate.

B. Membership:

The membership of the Committee shall be as follows:

- (1) Elected Voting Members: The Committee will be composed of one full faculty member from each of the departments from within the Faculty. The committee membership will include five tenured or tenure-track professors and three senior instructors or university teaching fellows.

The Chairs of Departments will nominate two Faculty representatives (one tenured or tenure-track professor and one senior instructor or university teaching fellow). Chairs of departments may not be members of the Committee. Only one of the nominated members from each

department will be asked to serve on the Committee. The committee membership will be selected from the nominations by the Dean (or Delegate) and ratified by the Faculty.

- (2) Student Voting Members: Two undergraduate students; Two graduate students

The student representatives must be duly registered in the Faculty of Science or Faculty of Graduate Studies.

The undergraduate representatives shall be elected by the Dalhousie Undergraduate Science Society (DSS) and should not be drawn from the same department.

The graduate representatives shall be elected by the Dalhousie Association of Graduate Students (DAGS) and should not be drawn from the same department.

The election of the student representatives shall be subject to ratification by the Faculty.

- (3) The Committee shall select its own chair from amongst the continuing faculty members on the committee.

Membership terms will normally be for 3 years except in the cases of student representatives, who may serve for a minimum of one year. Retirements from the committee will be managed in such a way as to retain a reasonable level of continuity on the Committee

C. Functions and Procedure

- (1) The committee will form panels of three (two faculty and one student) from among its members to hear student academic appeals of decisions made or the refusal to make decisions by a faculty member or an academic administrator regarding academic standards, academic evaluation, academic progression, academic advancement, or the application of other academic regulations.
- (2) The committee will monitor and revise procedures (with appropriate consultations) for dealing with appeals in relation to decisions or the refusal to make decisions by a faculty member or academic administrator with regard to academic matters (See Appendix A). Changes to these procedures must be approved by Faculty Council.

D. Procedures

- (1) Through its panels, the Committee will conduct hearings and make decisions in relation to each appeal, all in accordance with appeals procedures approved by the Faculty (See Appendix A).
- (2) The committee will maintain written minutes of its proceedings.

E. Reporting

The committee will provide an annual report of a summary nature to the Faculty no later than the spring meeting of the Faculty. The report must maintain the confidentiality required of the appeals process, including not disclosing, directly or indirectly, the identity and outcome of individual appeals.

APPENDIX A

STUDENT APPEALS COMMITTEE - ACADEMIC APPEALS PROCEDURES

PURPOSE

The purpose of these procedures is to provide for the fair, orderly and expeditious resolution of student appeals relating to academic matters within the jurisdiction of the Faculty of Science.

JURISDICTION

The Student Appeals Committee (the "Committee") hears student academic appeals of decisions of, or the refusal to make decisions by a faculty member or academic administrator regarding academic standards, academic evaluation, academic progression, academic advancement, or the application of University, Faculty or Department academic regulations.

A student may bring an appeal where he or she believes there has been unfairness in a decision, including bias or irregularity in decision making, or the refusal to make a decision, (the "Decision") by a faculty member or academic administrator regarding academic matters.

For greater certainty, the jurisdiction of the Student Appeals Committee does not extend to the following, each of which may be addressed through other processes within the University:

- o admissions decisions;
- o decisions relating to the payment or reimbursement of fees
- o decisions relating to the awarding of a scholarship, award or bursary;
- o grade reassessments;
- o requests to waive an academic regulation on a compassionate basis;
- o allegations of academic or scholarly dishonesty;
- o allegations of non-academic misconduct;
- o allegations of discrimination (including failure to provide reasonable accommodation); and
- o allegations of professional unsuitability.

1. APPEAL PROCEDURES

1.1. Students are expected to attempt to resolve their concerns informally with the faculty member or academic administrator who made the Decision in question. If the concern is not resolved, the student should seek the assistance of the Chair of the Department or Program Coordinator to facilitate an informal resolution between the student and faculty member or academic administrator. In cases where a conflict of interest is present for the Chair or Program Coordinator, the Assistant Dean (student affairs) can serve in this capacity. Notwithstanding anything in these procedures, concerns may be resolved informally between the parties at any point during the appeal process.

1.2. If the matter cannot be resolved informally, a student may appeal the Decision in writing to the Chair of the Committee within 20 working days of the Decision being sent to the student. The student must deliver a Notice of Appeal to the Chair of the Committee, attached as Schedule "A" (which may be amended by the Committee from time to time), and include the following information:

- 1.2.1. any supporting arguments and evidence;
- 1.2.2. names of witnesses, if any, to be called at the hearing;
- 1.2.3. any other relevant considerations;
- 1.2.4. supporting letters, if applicable; and
- 1.2.5. the requested outcome.

1.3. Upon receipt of the student's appeal materials, the Chair of the Committee will:

- 1.3.1. appoint three members of the Committee (two faculty and one student, all from a department other than the department where the issue has arisen) to serve as the Hearing Panel for that appeal;
- 1.3.2. appoint one of the faculty members of the Hearing Panel as the Chair of the Hearing Panel;
- 1.3.3. provide a copy of the appeal materials to the faculty member/academic administrator whose decision is the subject of the appeal and require a written response within 10 working days of sending those appeal materials; and
- 1.3.4. inform both parties of the time and location of the hearing and the names of the Hearing Panel members along with their right to be accompanied by a support person or advocate.

1.4. The Chair of the Committee may grant an extension to any deadline in these procedures where:

- 1.4.1. there is a reasonable basis to do so; and
- 1.4.2. doing so will not unduly prejudice the other party.

1.5. The Chair of the Committee will forward the student's appeal materials and the written response of the faculty member/academic administrator to the members of the Hearing Panel. The Chair of the Committee will also ensure that the student and the faculty member/academic administrator have copies of all submissions provided to the Hearing Panel.

1.6. Each party has the right to be present at the hearing, hear all of the evidence presented, challenge any evidence presented, and question any individuals who present information to the Hearing Panel.

1.7. The Hearing Panel will make best efforts to ensure the hearing is held within 20 working days of receipt of all supporting material by the Chair of the Committee.

1.8. Any information gathered in any appeal, including information presented at the hearing, is confidential except to the extent that disclosure is necessary to implement these procedures or to carry out a decision made by the Hearing Panel.

2. DELIBERATION AND DECISION

2.1. Following the hearing, the Hearing Panel will deliberate in camera. The decision will be by simple majority and the Hearing Panel will prepare written reasons for that decision.

2.2. Subject to subsection 2.3, the Hearing Panel may:

2.2.1. dismiss the appeal;

2.2.2. allow the decision under appeal to stand, despite possible insubstantial procedural errors; or

2.2.3. allow the appeal, with an appropriate remedy within the authority of Senate.

2.3. In no event will the Hearing Panel conduct a substantive evaluation of the work of a student, but if unfairness in the evaluation procedure is established, the Hearing Panel may recommend that a re-evaluation be conducted by a qualified person(s) designated by the Hearing Panel.

2.4. The Chair of the Hearing Panel will make best efforts to provide the written reasons to the Chair of the Committee within 5 working days of the hearing. The Chair of the Committee will then provide the written reasons to the parties and to the Dean, or his or her designate.

2.5. Hearing Panel members will return all documentation and written notes regarding the appeal to the Chair of the Committee following its deliberations. The Chair of the Committee will ensure official records are stored securely in the Dean's office, or the office of his or her designate.

3. APPEAL OF DECISION

3.1. The student may appeal the decision of the Hearing Committee to the Senate Appeals Committee.

SCHEDULE "A" - NOTICE OF ACADEMIC APPEAL

Please complete the form below and mail or deliver to:

Attention: Assistant Dean (Student Affairs)
Faculty of Science
Dalhousie University
Courier Address: 1355 Oxford Street, Rm 827 8th Floor Life Sciences Centre (Biology)
Mailing address: P.O. Box 15000 Halifax, NS B3H 4R2

NAME: _____ **STUDENT NUMBER: B00** _____

DESCRIPTION OF APPEAL

Date of Decision or the failure to make a Decision. You must appeal must be submitted within 20 working days of the date the Decision was sent to you:

Who made the Decision (or failed to make a Decision)?

Brief description of the Decision (including identifying the regulation, procedure or requirement at issue):

GROUNDS OF APPEAL

Provide a description of the grounds for your appeal and the facts that support your appeal.

Specifically, you should describe how the faculty member or academic administrator treated you unfairly in making (or refusing to make) the academic Decision at issue. Please also provide:

- all supporting arguments and evidence;
- names of witnesses, if any, to be called at the hearing;
- any other relevant considerations;
- supporting letters, if applicable; and
- the requested outcome.

Attach additional pages if you need them.

REPRESENTATION AT HEARING

You are entitled to an oral hearing and to have a representative appear with you at the hearing.

Will you have a representative? Yes ___ No ___

If yes, please provide the representative's contact information:

Name: _____

Organization/Firm (if applicable): _____

Mailing Address: _____

Email: _____

Telephone: _____

YOUR CONTACT INFORMATION

Provide your current contact information so you may be contacted with respect to this appeal:

Mailing Address: _____

Email: _____

Telephone: _____

Signature: _____ **Date:** _____

4 APPENDIX IV - TERMS OF REFERENCE OF INTER-FACULTY STANDING COMMITTEES

4.1 WRITING-ACROSS-THE-CURRICULUM COMMITTEE (WACC)

- A. The Writing-Across-the-Curriculum Committee shall be a standing committee of the College concerned with the encouragement of writing in every possible subject area at all levels of study and the coordination and maintenance of standards of writing in the following classes:
- (i) Writing Requirement Classes.
 - (ii) Writing-Across-the-Curriculum Classes which should reinforce the effectiveness of the Writing Requirement Classes.
- B. Composition**
- (1) The Committee shall be composed of three faculty members, at least one from each of the Faculty of Arts and Social Sciences and the Faculty of Science; ex officio, the Associate Dean of the Faculty of Arts and Social Sciences and the Associate Dean of the Faculty of Science, one of whom shall serve as Secretary to the Committee, the Writing Centre Coordinator; and one student, who shall be registered in one of the degree programs under the control of the College.
 - (2) Elected faculty members shall serve a 39-month term, one to be elected each year.
- C. Nomination and Election Procedures**
- (1) The Committee shall elect its Chair annually from among the continuing elected members so that the person chosen can assume office on 1 July. This date may be delayed by arrangement between the incoming and outgoing Chair; but in any event, the new Chair shall take office by 1 September.
 - (2) A new faculty member shall be elected by the College to fill the vacancy created by the retiring member at an appropriate meeting in April or May. If there is more than one eligible nomination, then a mail ballot, secret or preferential, shall be conducted. The newly elected person shall take office on June 1 following election.
 - (3) The student shall be elected by the Dalhousie Student Union, and the election shall be subject to approval by the College. S/he shall hold office at the pleasure of the Dalhousie Student Union.
- D. Functions**
- (1) The Writing-Across-the-Curriculum Committee shall assume responsibilities relating to the existing writing class requirement, including annual distribution of the criteria to all writing requirement class instructors (see Appendix A).
 - (2) The Committee shall also assume responsibility for the Writing-Across-the-Curriculum Classes. These classes might be similar to the Writing Requirement Classes but would require less written work and include upper-level as well as first-year classes.

- (3) For the existing writing requirement classes, the Committee shall look into means of providing incentives (possibly including reductions in class size) for instructors in all appropriate departments/multidisciplinary units and encourage them to offer writing classes.
- (4) The Committee will approve those classes which will fulfil the Writing Requirement.
- (5) All proposals for Writing-Across-the-Curriculum classes must be approved by the Committee.
- (6) The Writing-Across-the-Curriculum Committee shall investigate means of publicizing the importance of writing in the university and promoting innovative thinking in methods of teaching writing, such as an annual series of informal workshops and/or panel discussions, perhaps offered by different departments/multidisciplinary units each year.
- (7) The Committee shall also develop recommendations to address the special concerns of students for whom English is not the first language.

APPENDIX A

- i. The language of instruction in any Writing Requirement class must be English.
- ii. The primary method of assessment in a Writing Requirement class must be the evaluation of students' writing assignments. (Translations and oral reports do not meet this requirement). Form and content should have approximately equal weight. At least 80% of the final class grade must be based on the student's written work (excluding examinations). Instructors who make essay examinations a part of their class may reduce the writing component of the final grade to 70% (again, their essay examinations would not form part of this 70%). In this case, the essay exam must be worth at least 10% of the final grade.
- iii. So as to provide students with continuous practice and evaluation of their writing skills, writing assignments should be no fewer than four per term. Formal instruction in writing variation in the types of writing assigned, and opportunities for revision are all desirable elements that should be incorporated into all Writing Requirement classes. The total amount of work required in each Writing Requirement class should not vary unreasonably from the total amount required by other Writing Requirement classes.
- iv. It must be possible for students to receive individual attention and advice from professors or graduate teaching assistants with respect to improving their writing. No Writing Requirement class may be offered if the ratio of students to teaching staff (including teaching assistants) is greater than 30.

Introduction

According to the Senate APC document of 23 May 1985, the main objectives of the unit review mechanism are the "improvement of the quality of the University's academic offerings and the provision of information for academic planning and subsequent budgetary activities." The usefulness of a review process depends on: (1) units assessing for themselves their own strengths and weaknesses; (2) units and review committees seeking to work closely together in order to initiate a fruitful exchange of information and ideas. Reviews should provide a comprehensive appraisal of all aspects of a unit's activities.

The Faculty of Graduate Studies has had its own review process for graduate programs in place for some time. The reviews in the Faculty of Science have been integrated into this process. This is an economic use of faculty time, which is scarce, and it also recognizes that, from the financial perspective, the link between graduate and undergraduate programs is close. The joint nature of the process is reflected in the requirement, set out below, that Graduate Studies appoint two of the members of the Review Committee.

The guidelines set out below are provisional and refer only to those units in the Faculty for which the Dean has budgetary responsibility.

Review Procedures

1. Overseeing the Reviews

An Associate Dean shall serve as a non-voting executive secretary for each review committee and shall oversee and coordinate the review process from its inception to the submission of the final reports of the Unit Review Committee and that of the External Reviewers to the Associate Dean, at which time s/he will arrange for the dissemination of the reports to the Dean(s) and the Unit. The Associate Dean shall also strive to keep the different parties, namely, the Unit Review Committee, the External Reviewers, the Unit, and the Dean(s) at arm's length relations. The Associate Dean shall not be involved in the discussion nor in the writing of the Unit Review Committee's report but may participate in all other activities of the Review Committee.

The review process must be coherent, thoughtful and even-handed. If it is, things such as comparable information will surface to the fullest extent possible. An Associate Dean serving in this capacity can aid the development of regularized procedures, act as a resource person for committees, and assist the Dean and Faculty to assess the review process.

2. Review Committees

(a) Composition

The Committee shall consist of six members, as follows: one student, an Associate Dean, as non-voting executive secretary, and four faculty. After appointment, members of Unit Review Committees no longer represent any particular constituency, but are bound to apply their own independent judgment to the task at hand.

(b) Selection

The Unit to be reviewed shall be notified of the upcoming review by the beginning of the academic year, i.e. no later than 1 July, in which the review is to take place. The Unit shall submit two preliminary lists, one of at least eight names of faculty members intended for the Nominating Committee of the Faculty of Science and another list of at least six names of faculty members intended for the Faculty of Graduate Studies. These lists are to be submitted no later than 1 September. Two of the four faculty members shall be nominated by the Nominating Committee of the Faculty of Science (selected from the list of at least eight names submitted by the Unit) by 15 October, if need be, with the assistance of the Associate Dean. The remaining two members shall be nominated by the Faculty of Graduate Studies (selected from the list of at least six names submitted by the Unit). The student member shall be nominated by the Dalhousie Science Society. The nominee should have successfully completed five full credits beyond the first year in a program in the Faculty and should not be currently registered in a program in the Unit under review. The nominee must be ratified by Faculty and shall serve at the pleasure of the Dalhousie Science Society. The nominee will be expected to participate fully in all of the activities of the Unit Review Committee on a regular basis.

The Committee, selected as indicated above, must be agreeable to the Faculty of Science and to Faculty of Graduate Studies.

For obvious reasons, the following criteria ought to govern the selection of faculty nominees by the Faculty of Science and the Faculty of Graduate Studies::

- i. They shall not be members of the unit under review;
- ii. They shall be tenured members of faculty;
- iii. One nominee from another faculty or appropriate institution may be selected. This restriction shall apply to the joint list of nominees from the Faculty of Science and the Faculty of Graduate Studies

The Associate Deans of the two Faculties will be expected to coordinate matters to ensure that the selection process observes these guidelines.

3. External Reviewers

There shall normally be two external reviewers for each unit under review, however, depending on the diversity of programs and other considerations, in some circumstances three reviewers may be selected, in which case one of the reviewers may be from outside the academic sector. The Unit being reviewed shall submit a preliminary list of at least eight names of potential external reviewers, together with brief resumes, including contact information, to the Associate Dean by the beginning of November. The Unit may indicate its order of preference when submitting the names, but the Unit Review Committee shall not be bound by it.

(a) Selection

At its first meeting, the Review Committee will rank names of potential external reviewers put forward by the Unit under review. Its ranking requires the agreement of the Unit under review, the Dean and, where appropriate, the Dean of Graduate Studies. The invitation to conduct the review shall come from the Dean or Deans as appropriate (with the actual responsibility for doing so delegated to the Associate Dean). The Associate Dean shall approach the reviewers in the order submitted by the Review Committee and proceed down the list until the requisite number of reviewers have consented to undertake the review.

(b) The External Reviewer(s) is/are meant to provide a broad and objective evaluation, including an assessment of the relationship of the Dalhousie Unit with those elsewhere. At the same time, he or she is/are required to work with the Committee in order for a final report of considerable authority to be produced. Any External Reviewer, or any Committee member, is free to write a dissenting opinion.

(c) The draft report(s) of the External Reviewer(s) shall be forwarded to the Associate Dean who, in turn, shall forward it/them to the Chair of the Unit under review on a confidential basis. The Chair shall first consult, in confidence, with all those in the Unit whose work is the subject of comment in the report. The Chair shall then report, normally within one week, to the Associate Dean on any errors detected in the report(s) and any portion of the report(s) which may be unwittingly harmful to the Unit itself or to members of the Unit. The Associate Dean shall immediately communicate the comments of the Chair to the External Reviewer(s) and ask them to prepare their final report(s) giving due consideration to these comments as they see fit. The final report(s) by the External Reviewers shall be sent to the Associate Dean who will arrange for its/their dissemination to the Unit Review Committee, the Dean(s) and the Unit under review.

4. Review Committee Responsibilities

Ideally, a first meeting of the Unit Review Committee should be held by mid-November. Prior to this meeting, the Associate Dean shall send to all members of the Unit Review Committee and to the Unit under review, on behalf of the Committee, a copy of these guidelines.

The Review Committee shall inform both faculty (including those on sabbatical or other leave) and students of the unit under review that members of the Committee are willing to meet with them, individually or in groups, will arrange for such meetings, and are also willing to receive written or oral input.

The Review Committee shall produce a report by 15 March of the academic year during which the review takes place. Each report shall include a one-page summary.

The Review Committee shall submit their draft report(s), and any supporting documents (see 5 below) to the Associate Dean who, in turn, shall forward it to the Chair of the Unit under review on a confidential basis. The Chair shall first consult, in confidence, with all those in the Unit whose work is the subject of comment in the report. The Chair shall then report, normally within one week, to the Associate Dean on any errors detected in the report(s) and any portion of the report(s) which may be unwittingly harmful to the Unit or to members of the Unit. The Associate Dean shall immediately communicate the comments of the chair to the Review Committee and ask the Committee to prepare its final report giving due consideration to these comments as the Committee sees fit. The final report by the Committee shall be sent to the Associate Dean who will arrange for its dissemination, along with any supporting documents,

to the Dean(s) and the Unit under review (For units with a graduate program, copies of all the submissions to the Dean of Science shall, at the same time, be sent to the Dean of Graduate Studies).

The Dean shall then submit the reports of the External Reviewers and of the Review Committee, together with supporting documents, to Faculty Council for information and discussion.

Specific recommendations arising out of the reports and needing Faculty action can be approved at any time once the report has been presented to Faculty. At least six months after, and no more than ten months after the report has been submitted to Faculty, the Unit under review must report to Faculty what actions it has taken concerning the reviews and concerning each recommendation in the reviews.

5. Obligations of Units Under Review

In the first instance the Unit under review shall examine and prepare an assessment of its own activities. The assessment should be done with the aim of an open-minded and critical self- evaluation, examining the nature of the discipline, where the discipline is going and where the unit is heading in regard to these disciplinary changes. It should take into account, but not be restricted to, such matters as staffing, curriculum, research, library and other facilities and proposed developments. This assessment should be prepared after due consultation with all members of the unit. This assessment shall be submitted to the Associate Dean no later than 1 November for submission to the Unit Review Committee. It should be disseminated within the Unit by the time it is sent to the Associate Dean for submission to the Review Committee. Review Committees, as well as External Reviewers, may request additional information and will make themselves available to meet with staff and students. Units are expected to cooperate fully with the Committees, especially on organizational and information matters.

6. Cycle of Review

The Science reviews, combined with Graduate Studies' reviews, shall run on an approximately seven year cycle with one, or occasionally two, departments in the Faculty of Science being reviewed each year.

Introduction

The main objectives of the program review mechanism are the improvement of the quality of the University's academic offerings and the provision of information for academic planning and subsequent curriculum development. The usefulness of a review process depends on: (1) faculty engaged in the program assessing for themselves the strengths and weaknesses of the program; (2) faculty engaged in the program and the review committee seeking to work closely together in order to initiate a fruitful exchange of formation and ideas. Reviews should provide a comprehensive appraisal of all aspects of a program's role in the Faculty.

Review Procedures

1. Overseeing the Reviews

The Associate Dean (scholarships and programs) shall serve as non-voting executive secretary to each review committee. The review process must be coherent, thoughtful and even-handed. If it is, things such as comparable information will surface to the fullest extent possible. An Associate Dean serving in this capacity can aid the development of regularized procedures, act as a resource person for the committee, and assist the Dean and Faculty to assess the review process.

The Program Director is responsible for providing the self-study and for all other requirements of the Program Review process. In case there is no Program Director, the Department Chair (or delegate) is responsible for the Program and for providing the self-study and for all other requirements of the Program Review process.

2. Review Committee

(a) Composition

The Committee shall consist of six members, as follows: one student, an Associate Dean as non-voting secretary, and four faculty. After appointment, members of a Program Review Committee no longer represent any particular constituency, but are bound to apply their own independent judgment to the task at hand.

(b) Selection

Two of the four faculty members shall be nominated by the Nominating Committee and selected from a list of at least eight names submitted by the program under review. The remaining two members will be nominated by Faculty Council. The student member shall be nominated by the Dalhousie Science Society. The nominee should have successfully completed five full credits beyond the first year in a program in the Faculty and should not be currently registered in a program in the department under review. The nominee must be ratified by Faculty and shall serve at the pleasure of the Dalhousie Science Society. The Committee, selected as indicated above, must be agreeable to the Faculty of Science Council.

For obvious reasons, the following criteria ought to govern the selection of faculty nominees:

- I. they shall not be members of the program under review;
- ii. They shall be tenured members of faculty;
- iii. One nominee from another faculty or appropriate institution may be selected.

3. External Reviewers

There shall normally be two external reviewers from the university sector for a program under review.

(a) Selection

The Review Committee will solicit names of potential external reviewers put forward by the program under review. It will select the names from this list. Its final choice requires the agreement of the program director, and the Dean. The invitation to conduct the review shall come from the Dean.

(b) The external reviewers are meant to provide a broad and objective evaluation, including an assessment of the relationship of the Dalhousie Program with that elsewhere. At the same time, they are required to work with the Review Committee in order that a final report of considerable authority is produced. Any external reviewer, or any Committee member, is free to write a dissenting opinion.

(c) The report(s) of the external reviewers shall be forwarded to the Committee as soon as each reaches the Dean's Office. A copy of each report shall be sent to the Dean of Science.

4. Review Committee Responsibilities

The Review Committee shall send all members of the program under review a copy of these guidelines;

The Review Committee shall inform both faculty (including those on sabbatical or other leave) and students of the program under review that members of the Committee are willing to meet with them, individually or in groups, will arrange for such meetings and are also willing to receive written or oral input;

The Review Committee shall produce a report within six weeks of receiving the self-study. The report shall include a one-page summary.

The Review Committee shall submit their report(s), the report(s) of the external reviewers and any attached documents (see 5 below) to the Director of the Program under review on a confidential basis. The Program Director shall first consult, in confidence, with all those in the program whose work is the subject of comment in the report. The Program Director shall then report within three weeks to the Committee on any errors detected in the reports and any portion of the reports which may be unwittingly harmful to the program or members contributing to the program.

In the light of the report of the chair, the Committee may modify its report and shall then submit the Committee report(s), the external reviewer(s) report(s) and any supporting documents to the Dean, to the Faculty and to Faculty Council for information and discussion. Specific recommendations arising out of the reports and needing Faculty action, can be approved at any time once the report has been presented to

the Faculty. At least six months after, and no more than ten months after the report has been submitted to the Faculty, the program under review must report to Faculty Council on what actions it has taken concerning the reviews and concerning each recommendation in the reviews.

5. Obligations of Programs Under Review

In the first instance any program under review shall examine and prepare an assessment of its own activities, presented as a self-study report. This assessment shall be submitted to the Program Review Committee. It should take into account, but not be restricted to, such matters as staffing, curriculum, research, library and other facilities and proposed developments.

The Program Review Committee may request additional information and will have made themselves available to meet with staff and students. Programs are expected to cooperate fully with the Committee, especially on organizational and information matters.

6. Cycle of Review

A program review may be initiated every 5-7 years by Faculty Council or by the Curriculum Committee for approval by Faculty Council.

Time frame summary

Date	Step
November	Program informed of initiation of review
April	Review Committee names approved by Council
April	External reviewers selected, site visit date set
2nd week October	Submission of self-study to Review Committee
3rd week October	Self-study sent to external reviewers
4th week November	Internal report due
December	Site visit and interviews
December	External report due to review committee
February meeting	Response to internal and external report submitted to council
Next council meeting	Presentation to council
6-10 months after Feb	Presentation to council on changes implemented

7 APPENDIX VII - POLICY ON RESEARCH OVERHEAD

The University policies on research overheads are as follows:

1. All research overheads will be attributed 100% to the Faculty of origin.
2. Overhead revenue will be considered an integral part of the budget of each Faculty.
3. Normally, the overhead revenue will be expected to increase annually by a percentage to be determined in the budget process.

Faculty Policy on Research Overheads

1. Research overhead will be attributed 50% to the department of origin and 50% towards the base budget reduction of the Faculty. Any shortfall in balancing the reduction will be covered by the general Faculty budget. Any surplus will be assessed annually by the Planning Committee and, subject to their recommendation to the Dean, will be distributed to the department of origin.
2. The portion of overhead revenue which is attributed to the Dean's office will be considered an integral part of the Faculty budget. (Note: this is the university policy approved in 1990.)
3. Department policies on overhead revenue should provide incentive and be supportive of career development.
4. Federal Government

- on campus research	65% of salaries and benefits
- off campus research	30% of salaries and benefits
- all	2% of travel
U.S. Government	37.4% of salaries and benefits
Graduate Student Stipends	0%
All other research contracts (including clinical trials)	30% of total contract value

Procedures

The Faculty will continue to use the procedures and services (see Procedural Guidelines for Research Agreements and Contracts; Office of Research Services, 1992) of the Office of Research Services. The recovery of overhead should be a priority for the Faculty and Chairs should be consulted on overhead recoveries at an early stage of contract development. The role of Research Services will continue unchanged except the final terms of the contract will require approval of the Dean.

Contract Revenue and Overhead

		1992/93	1993/94	1994/95	1995/96	1996/97
Dept.	Data	Total	Total	Total	Total	Total
Biology	Contracts	511,844	641,373	679,879	612,044	628,833
	Overhead	99,990	125,854	149,047	138,104	141,975
Chemistry	Contracts	62,450	56,750	22,500	58,833	58,833
	Overhead	12,188	8,450	0	6,634	6,634
Earth and Environmental Sciences	Contracts	159,939	159,530	197,575	206,664	206,664
	Overhead	19,760	14,369	8,113	19,539	19,539
Economics	Contracts	0	137,366	125,386	25,000	25,000
	Overhead	0	32,128	25,322	6,643	6,643
Mathematics & Statistics	Contracts	10,465	0	5,000	38,615	38,615
	Overhead	0	0	0	7,230	7,230
Oceanography	Contracts	445,988	878,951	629,040	528,642	543,426
	Overhead	79,494	103,465	105,529	100,460	102,192
Physics & Atmospheric Science	Contracts	339,379	665,373	489,307	334,782	325,782
	Overhead	79,504	128,362	126,443	56,575	52,575
Psychology	Contracts	113,052	180,776	221,991	349,827	349,827
	Overhead	19,650	31,241	51,002	92,391	94,746
Total Contracts		1,643,117	2,720,119	2,370,678	2,154,227	2,176,980
Total Overhead		310,586	443,869	465,456	427,576	431,534

		1997/98	1998/99	1999/00	2000/01	2001/02
Dept.	Data	Total	Total	Total	Total	Total
Biology	Contracts	920,938	401,465	220,218	692,969	1,165,728
	Overhead	193,636	76,305	19,809	13,247	52,299
Chemistry	Contracts	34,238	2,500	76,693	123,169	95,319
	Overhead	2,737	0	5,590	0	24,279
Earth and Environmental Sciences	Contracts	126,036	256,896	202,320	130,306	28,561
	Overhead	7,250	13,756	10,000	5,252	14,824
Economics	Contracts	92,286	51,484	89,133	52,000	113,716
	Overhead	18,939	11,846	21,630	4,532	12,590
Mathematics & Statistics	Contracts	15,665	0	0	164,776	129,168
	Overhead	3,615	0	0	18,409	29,247
Oceanography	Contracts	764,319	1,361,614	1,678,077	2,326,975	2,593,552
	Overhead	73,311	179,098	264,005	233,394	276,341
Physics & Atmospheric Science	Contracts	444,477	467,375	449,394	740,221	919,602
	Overhead	47,306	36,380	23,142	44,641	79,899
Psychology	Contracts	360,011	353,098	374,010	162,617	243,354
	Overhead	90,789	83,523	80,466	38,972	23,987
Total Contracts		2,757,970	2,894,432	3,089,845	4,393,032	5,289,000
Total Overhead		437,583	400,908	424,642	358,446	513,466

8 APPENDIX VIII - POLICY ON APPOINTMENTS FUNDED BY SOURCES EXTERNAL TO THE FACULTY

A. Policy up to and including 2001/2002.

Up to and including 2001, the Faculty of Science policy has been that new faculty positions for which at least 50% of the salary costs through five years are carried by an entity external to the Faculty (e.g. Industry, Granting Agency, Government department, or other University unit etc.) are automatically approved for search and appointment. With the exception of NSERC University Faculty Awards, these searches and appointments are approved by the Dean and brought to the attention of Faculty Council/Faculty Planning Committee for information purposes only (i.e. not for approval). In the case of UFAs, FPC considers the nominations from the departments and votes on whether to recommend that the nominations be allowed to go forward into the NSERC competition.

It must be noted that these externally funded appointments are not budget neutral. For some (notably NSERC UFAs) the external funding does not cover the total cost of the salary and the Faculty must pick up the rest. In the long term, most of these appointments have external funding for a limited duration after which the costs fall to the Faculty. In the shorter term, the one-time costs for new faculty members attributed to search, relocation, and start-up can be significant expenses (at least \$50,000 each and potentially more than \$100,000).

External salary funding for faculty who are already members of the Faculty results in salary savings that are returned to the department. In some cases (notably CRC appointments), these salary savings have been used to fund additional faculty members. Faculty Planning Committee has agreed that (date:), for the foreseeable future, the first year of salary savings freed up by external funding of an internal position will be retained by the Faculty for redistribution.

B. Modifications approved by Faculty Planning Committee

Because of the budget implications of externally funded positions, the following modifications have been approved by Faculty Planning Committee (date: May 16, 2002). It is to be understood that these modifications provide important guidelines for the implementation of externally funded positions in the Faculty of Science, that in all cases the final decision rests with the Dean and that departments may seek exceptions to these guidelines. Where exceptions are approved, these exceptions will be communicated to Faculty Planning Committee at the earliest opportunity.

- (1) In each case, where the external funding is of a limited duration, the department seeking the appointment must demonstrate to the Dean that it is under target complement or that its complement will be at or under target before the costs of the externally funded position are to be assumed by the Faculty. In that way, the external appointment will not entail significant additional costs to the Faculty in the long term.
- (2) Where the terms of employment of the externally funded appointment do not entail a minimum steady state contribution to the teaching mission of the department or Faculty of the equivalent of one full undergraduate course, the department seeking appointment must cover the one-time expenses of search, relocation, and start-up. Where the terms of employment do entail such a contribution to the undergraduate teaching mission of the department or Faculty, the one-time costs will be shared between department and Faculty, with the Faculty's

contribution prorated to the teaching commitment of the externally funded appointment as a percentage of the normal teaching commitment of a faculty member in that department. It is understood that the teaching commitment of the externally funded appointee will be specified in their initial letter of appointment.

- (3) When a department's actual complement is equal to or above the target complement, approval will only be given for new appointments that are 100% externally funded at the time of appointment and that will remain 100% externally funded until the department's actual complement falls below the target complement or until the appointee retires. The Department will be fully responsible for the onetime costs.
- (4) When a department's actual complement is above the target complement and a member of the department wins a full or partial external salary award, the department will be strongly encouraged to explore use of the salary savings for the support of a position in a different department or program that is currently under target complement. In these circumstances, it is understood that the new position will be in an area (department or program) compatible with the award holder.

9 APPENDIX IX - PROMOTION AND TENURE

9.1 Introduction

In cases of promotion and tenure, the Faculty of Science applies the Senate Regulations on Appointments, Tenure and Promotions 1987 [as amended May 1988] (The "Senate Regulations"), the provisions of the Collective Agreement (2007) between the Board of Governors and the Dalhousie Faculty Association (The "Collective Agreement") and the guidelines for Tenure approved by the Faculty of Science October 28, 2004. These Rules and Procedures are subject to revision as may be necessitated by changes in Senate Regulations and/or the Collective Agreement.

In accordance with Article 36 of the Collective Agreement, proceedings in the Faculty are governed by the principles of natural justice. In the Faculty of Science, natural justice accords to every candidate whose case is under consideration the right:

- (a) to fair and unbiased treatment from those involved in the review of the case;
- (b) to have the opportunity to present in the most favourable light his or her case for consideration;
- (c) to review his or her dossier prior to consideration at the Departmental level and prior to consideration by the Faculty Committee and the Dean, consistent with the requests for anonymity as specified in the Collective Agreement. Any editing required of letters will be done by the Dean;
- (d) to make submissions to the Departmental and Faculty Committees;
- (e) to be given reasonable advance notice of and to be invited to attend all hearings (but not Departmental or Faculty Committee deliberations on the case);
- (f) to attend such hearings;
- (g) to receive, in writing, notification of recommendations on promotion and tenure. In the event of a negative recommendation or a recommendation of deferral from the Departmental Committee, the Departmental Chair or the Faculty Committee, reasons shall be given.

9.2 Procedures for Departmental Recommendations on Promotions and Tenure

- (a) The Departmental Promotions Committee shall consist of, at the least, all Full Professors of the department. The Departmental Tenure Committee shall consist of, at the least, all tenured Faculty of the department. The Departmental Chair cannot be a member. A list of the names of those who participated in the recommendation process shall be included in the information sent to the Faculty Promotions and Tenure Committee. Reasonable effort shall be made to enable those on sabbatical leave to participate.
- (b) The Departmental Committee recommendation on Promotion and on Tenure must include a vote (by secret ballot) of its members present at a meeting (including participation by teleconference) at which the extent to which the candidate has met the criteria for tenure and/or promotion has been discussed. The result of this vote shall be included in the information sent to the Faculty Promotions and Tenure Committee.

- (c) The Departmental Promotions and Tenure Committee's consideration of the candidate shall include at least five letters of assessment from external reviewers. Both the candidate and the Departmental Committee shall each prepare a list of at least five names of possible reviewers. In order to avoid conflict with a reviewer's request for anonymity, the candidate shall be given an opportunity to comment on a list of at least eight names assembled from these two lists. The Departmental Committee shall obtain assessments from five or six of these names with at least half being from the candidate's original list and at least two from the Departmental Committee's list. All should be arm's length referees: former research supervisors, co-authors, or collaborators shall not be used as external reviewers. These assessments, along with reasons for the choice of the external reviewers, shall be sent to the Faculty Committee. Additional letters of assessment from non-arm's length reviewers are also appropriate.
- (d) Recommendations on tenure from the Departmental Committee to the Departmental Chair and from the Departmental Chair to the Faculty Committee shall be made by October 15th. For candidates being considered for promotion in the same year as they are being considered for tenure, recommendations on promotion shall also be made by October 15th. For all other cases of promotion, recommendations shall be made by November 30th.

9.3 Procedures for Faculty Recommendations on Promotion and Tenure: The Faculty Committee

1. Identification

The Faculty Promotions and Tenure Committee (The "Committee") is a standing committee which deals mainly with questions of promotion and tenure in the Faculty. The Committee consults with and is advised by, but makes recommendations independently from, the Dean.

2. Composition

The Committee shall consist of six elected, tenured, Full Professor members of the Faculty, each normally serving thirty-six month terms, with two new members to be elected each year. No two members of the committee may be from the same department. The Dean, the Associate Dean, Departmental Chairs and Chairs of Departmental Promotions and Tenure Committees may not be members. A person cannot simultaneously serve on the committee and also be considered for promotion.

3. Nomination and Election Procedures

- (a) The Administrative Secretary shall invite Departmental Chairs to submit nominations as potential members for the Committee no later than March 1st of each year. The invitation shall list the members of the existing Committee, their terms of office, and departments. It shall also outline the criteria for membership on the Committee (3.2 above). Any nomination must include the consent of the potential nominee.
- (b) The Nominating Committee shall nominate, to the Faculty, new members to fill the positions of those retiring. These nominations may result from Section 3.3 (a) above. The Nominating Committee shall seek to maintain broad representation of the various disciplines in the Faculty as well as a cross-section with respect to seniority and gender. Nominees shall have a record of continuous scholarly activity and of interest and excellence in teaching.

- (c) The nominations of the Nominating Committee shall be circulated at least two weeks prior to the meeting of the Faculty in April or May, when election is scheduled. At this meeting, additional nominations, with the consent of the nominees, may be made from the floor. In the absence of such nominations, the election shall be held forthwith. In the event of such nominations, the election shall be held by mail ballot with preferential voting.
- (d) Those newly elected shall take office on July 1st.
- (e) The Committee shall elect a chair, from its continuing members, at its first meeting early in the academic year. This initial meeting shall be convened by the Administrative Secretary. The new chair shall assume office immediately after election and serve until a successor is elected by the Committee.

4. Functions and Powers

- (a) In accordance with Article 5.7.4 of the Senate Regulations, the Committee is not a decision making body, but rather makes a recommendation which is included in the candidate's dossier forwarded to the Dean. The Committee shall give due consideration to the recommendations of departments, but is under no obligation to agree with them.
- (b) In accordance with tenure regulations (Article 15 of the Collective Agreement and Article 5 of the Senate Regulations) the Committee is responsible for Faculty-level consideration of candidates for tenure. Once the Committee has carried out its review of each case, it may recommend that tenure be granted, deferred or denied. This recommendation shall be based on a vote of all members of the Committee participating in the case. When the Committee and the Dean disagree on a recommendation, they shall meet and seek to reach a decision on recommendation to which both agree. The final recommendation shall be made by December 1st. This recommendation, sent in writing to the candidate, shall include the vote of the Committee and the reasons for the recommendation. The Departmental Chair and the Chair of the Departmental Tenure Committee shall receive copies of the letter of recommendation.
- (c) In accordance with promotion regulations (Article 16.02 of the Collective Agreement and Article 6.12 of the Senate Regulations) the Committee is responsible for Faculty-level consideration of candidates for promotion to the ranks of Assistant Professor, Associate Professor and Full Professor. Once the Committee has carried out its review of each case, it may recommend that promotion be granted or denied. This recommendation shall be based on a vote of all members of the Committee participating in the case. The recommendation shall be made by December 1st if the candidate is also being considered for tenure and by January 22nd for all other cases. This recommendation, sent in writing to the candidate, shall include the vote of the Committee and the reasons for the recommendation. The Departmental Chair and the Chair of the Departmental Promotions Committee shall receive copies of the letter of recommendation.
- (d) The Committee shall determine that proper procedures, as in Section 2 above, are followed at the departmental level. If these are not followed, the candidate's file may be returned to the Department without prejudice to the candidate.

- (e) If not already part of the candidate's dossier, publications requested by the Committee shall be supplied by the candidate. The Committee may also request additional documentation from the candidate, from the Dean or from the candidate's Department(s).

5 Procedures

- (a) Conformity with the Collective Agreement and Senate Regulations

When considering promotion and tenure cases, the Committee shall follow procedures and apply criteria consistent with those set forth in the Collective Agreement and Senate Regulations except in respect of faculty members who are not in the bargaining unit, for whom the Senate Regulations apply.

- (b) Natural Justice

In accordance with Article 36 of the Collective Agreement, proceedings of the Committee are governed by the principles of natural justice. Hence, each Committee member has the obligation to act in good faith. In the Faculty of Science, natural justice is interpreted to require that a Committee member who has a conflict of interest with the decision on a candidate for tenure or promotion shall not be present at the hearings, the deliberations or the vote on that candidate at the Faculty level. The existence of a conflict of interest at the Faculty level includes cases where the Committee member is in the same department as the candidate, is a family member of the candidate or has had extensive collaboration with the candidate. Other possible conflicts should be declared and these shall be reviewed by the Committee. A Committee member who is in the same department as a candidate may participate in Departmental hearings and deliberations and may vote. If a conflict of interest exists, or is perceived to exist, between the candidate and the Dean of the Faculty, the Associate Dean shall assume the Dean's role.

6. Provisions Regarding Tenure Recommendations

In considering candidates for tenure, the Committee shall apply Article 5.3.1 of the Senate Regulations that a positive recommendation shall be made "... only when it can be firmly [sic] predicted that the person recommended will, in consequence of a demonstrated commitment to intellectual and professional activity throughout his or her career, attain and maintain a high degree of academic proficiency." The general criteria assessed are stated in Article 5.3.2 of the Senate Regulations: (1) academic and professional qualifications, (2) teaching effectiveness, (3) contributions to an academic discipline, (4) ability and willingness to work with colleagues so that the academic units concerned function effectively, and (5) personal integrity.

- (a) Standards for Tenure Recommendation The Faculty standards in respect of the above criteria for tenure are as follows:

A positive recommendation for tenure will not be given unless, in the judgement of the Committee, the candidate has achieved a high level in each of the above stated criteria. Some balancing of outstanding performance in respect to one or more criteria against weaker aspects is acceptable and this adjustment may vary somewhat by discipline.

- (b) Deferral of Tenure Consideration

- (i) A one-year deferral of a decision on tenure for each parental leave is an option, which a candidate can elect, according to Senate Regulation 5.6.5.

- (ii) By written notice to the Departmental Chair, a candidate who plans to take a leave of absence (non-parental) may request a deferral of tenure consideration. The decision, whether or not to grant this request, shall be reached by discussion between the candidate, the Dean and the Departmental Chair and communicated to the candidate before the leave commences. However, a leave of absence shall not result in a deferral of tenure consideration if it entails duties deemed comparable to those carried out by a faculty member at Dalhousie. Such a leave shall be regarded as a year of 'service'.
- (iii) A recommendation for deferral of tenure for a maximum of two years is appropriate whenever the Committee concludes, after a thorough examination of a candidate's case that neither the granting of tenure nor its denial is warranted at the time. For a recommendation of deferral to be reached, demonstrably unusual circumstances, beyond the control of the candidate, must have prevented him or her from meeting the criteria, at an appropriate standard, for the award of tenure within the allotted time period, or alternatively, a reasonable probability exists that the candidate will be able to meet the appropriate standard for the tenure criteria by the end of the period of deferral. The process of deferral may be initiated by the candidate (Senate Regulation 5.6) and, in this case, consideration shall start at the Departmental Committee and the Departmental Chair level.

(d) Early Consideration for Tenure

Genuinely exceptional circumstances must prevail for a candidate to be granted tenure before the normal time.

(e) Tenure Consideration on Appointment

A candidate who is requesting a new appointment in the Faculty of Science with tenure must be considered at both the Departmental and the Faculty level as in other tenure cases. The candidate shall be judged using the normal criteria and standards. Exceptions to this policy are possible when the Committee deems that the nature of the candidate's previous experience provides no basis for evaluating a particular criterion and/or the University's particular needs reduce the importance of previous demonstration of acceptable performance in this criterion. The onus shall be on the candidate and the Department(s) involved to document the candidate's case.

7. Promotion Recommendations

In considering candidates for promotion the Committee shall judge, by applying Article 16.06(a) of the Collective Agreement, that a positive recommendation for "Promotion is based on positive evidence of actual achievement and accomplishment in those duties and responsibilities which ... constitute the Member's workload, and not on years of service." As stated in Article 16.06(a) of the Collective Agreement, the criteria used are the same as those for tenure. The standards to be applied in judging candidates seeking promotion to Full Professor are contained in Article 16.11 of the Collective Agreement. "...promotion...shall be recommended only when solid evidence is established that the Member has attained standards of competence in both teaching and scholarship appropriate to a new full professor and that the Member has attained and is likely to maintain a high level of effectiveness in teaching and/or scholarship and that his or her teaching or scholarship represents a significant contribution to his or her discipline or to the University."

8. Reporting

The Committee shall report in writing to the Faculty no later than the April meeting of the Faculty each year; it shall report at other times as requested by the Faculty or as deemed appropriate by the Committee. Reports shall be submitted to the Administrative Secretary in time to be circulated with the agenda for meeting.

10 APPENDIX X - KILLAM FACULTY OF SCIENCE AWARDS

10.1 KILLAM FACULTY OF SCIENCE PROFESSORSHIPS

A. Nature of the Chair

In recognition of the financial support provided to the Faculty of Science by the Killam Endowment there will be established up to ten Killam Faculty of Science Professorships in _____ (discipline). The term of each professorship will be five years.

The Professorships are awarded to recognize the careers of the most outstanding scientists. The awardee must have attained the rank of Full Professor and have achieved outstanding research contributions in the sciences.

B. Nomination Procedures

Candidates must be nominated by an appropriate department committee (such as a promotion and tenure committee) and the department chair. The selection of the Professorships (see Appendix III, Section 5) will be made by the Faculty of Science Promotions and Tenure Committee and approved by the Dean and Vice-President Academic and Provost. Killam Faculty of Science Professorships are not renewable nor may they be awarded to a previous holder.

Nominations should include:

1. A curriculum vitae;
2. Not less than three assessments at arm's length of the nominee's research accomplishments;
3. Copies of the nominee's three most significant research contributions;
4. A report prepared by the nominee of their research accomplishments and future plans;
5. A letter from the department giving the reasons the nominee merits the appointment.

The faculty deadline is October 15. Successful candidates will be notified by January 31. The Professorship will be effective from July 1.

C. Conditions of the Appointment

Successful candidates will be expected to present an inaugural lecture to their department and will be provided with a research award of \$2,000 per annum for five years.

10.2 KILLAM PRIZE

A. Nature of the Killam Prize

In recognition of the financial support provided to the Faculty of Science by the Killam Endowment there will be established the Killam Prize. One prize will be awarded annually to enhance the careers of the most promising scientists who have obtained their doctorate within the last eleven years. The awardee must have demonstrated exceptional research ability through their contributions to scientific knowledge.

B. Nomination Procedure

Candidates must be nominated by an appropriate department committee (such as a promotion and tenure committee) and the department chair. The selection of the Killam Prize (see Appendix III, Section 5) will be made by the Faculty of Science Promotions and Tenure Committee and approved by the Dean and Vice-President Academic and Provost.

Nominations should include:

1. A curriculum vitae;
2. Not less than three assessments at arm's length of the nominee's research accomplishments;
3. Copies of the nominee's three most significant research contributions;
4. A report prepared by the nominee of their research accomplishments and future plans;
5. A letter from the department giving the reasons the nominee merits the appointment.

Should nomination coincide with consideration for tenure then the tenure dossier need only be supplemented with item 5 above. The faculty deadline is October 15. The successful candidate will be notified by January 31.

C. Conditions of the appointment

The successful candidate will be expected to present a Killam Prize lecture in their department. Awardees will be presented with a \$2,000 prize.

11 APPENDIX XI - CHAIRS, DEANS, ASSOCIATE DEANS AND ASSISTANT DEANS

11.1 APPOINTMENT OF DEPARTMENTAL CHAIRS

A. Establishment of Advisory Committees

In the month of September every year, or earlier if considered necessary, the Nominating Committee shall set up Advisory Committees to advise the Dean on appointments to fill vacancies for departmental chairs due to occur at the end of the academic year.

Additional Advisory Committees may be established during the year to advise on casual vacancies. When such vacancies do arise, the Dean shall give the Nominating Committee as much notice as possible so that the Advisory Committee may commence its work in good time.

The Advisory Committee shall be composed of three full-time faculty members. Faculty with an appointment in the department in which the vacancy occurs are not eligible to be members of the Committee. The members may or may not be members of the Nominating Committee. Neither the Dean nor any Associate or Assistant Deans shall be a member.

Copies of the Procedural Rules shall be distributed to all concerned when the search for a chair is initiated.

B. Nominations for Departmental Chairs

An Advisory Committee dealing with a vacancy shall write to each member of the department in which the vacancy will occur and invite nominations for the appointment.

The members of the department may consult together formally or informally if they so wish and submit nominations individually or collectively.

If a person who is nominated is not already on the faculty of the University, the nomination must include curriculum vitae.

The Advisory Committee may add any other nominations it considers desirable.

C. Consultation

Following the expiry of the time allowed for nominations, the committee shall notify members of the department and the Dean of the names of all persons nominated. There shall then be consultations as follows:

- (1) Members of the department shall have the right to appear, individually or with other members, before the Advisory Committee to give their views on any matter relating to the appointment and to have these views considered in confidence, at any time.
- (2) The committee shall consult frequently with the Dean in order that there be a mutual understanding of their respective views.

- (3) The views of the Vice-President (Academic and Provost) shall be sought at an early stage of the Advisory Committee's deliberations.
- (4) The advice of persons within and without the University shall be sought whenever the Advisory Committee deems it desirable.

D. Recommendation

- (1) After giving careful consideration to all representation and advice received, the Advisory Committee shall decide upon the person who seems most suitable and is willing to serve. If in the opinion of the Committee no such person is available, it may recommend that the position be advertised externally.
- (2) It shall inform members of the department and the Dean of the name of the person it proposes to recommend, or its alternative recommendation, and afford them the opportunity to comment if they so wish.
- (3) If the person to be recommended does not already belong to Dalhousie and has not met with members of the department, arrangements should be made to invite the candidate to visit the campus for this purpose.
- (4) The committee shall then meet with the Dean and they shall try to reach agreement. If the Dean does not agree with the nomination or recommendation, the Dean shall promptly so inform the Advisory Committee, explaining the reasons, if possible. The Advisory Committee may then repeat the procedures in D. (1), (2) and (3) to bring forward a new nomination.
- (5) As soon as the Dean or the Advisory Committee believes a stalemate has been reached it shall be the responsibility of that party to refer the matter to a Chair Adjudication Committee, to be constituted in accordance with E below. It shall be the function of this committee to resolve the disagreement within the Faculty and to have this resolution submitted to the President.

E. Chair Adjudication Committee

There shall be a Chair Adjudication Panel. The panel shall be composed of senior members of the Faculty, one each from the departments in the Faculty where the appointment of a chair is at the recommendation of the Dean. Members shall be elected by their departments and shall serve for a term of three years. In the event a disagreement is referred to the committee, the Dean shall select one member from the panel, the Chair Advisory Committee shall select one member from the panel and these two members shall select a third member from the panel to chair the Adjudication Committee.

F. Appointment

After agreement is reached following the procedures described in D. (1), (2), (3) and (4), the Dean shall advise the President, who, if he/she also finds the nomination acceptable, shall recommend its approval to the Board. If the Board approves, the appointment shall be made.

G. Rejection of Advice

If the President or the Board rejects the nomination, the Dean shall inform the Advisory Committee and, if appropriate, the Chair Adjudication Committee.

The Advisory Committee shall then reconsider the nominations and after appropriate consultation in accordance with C and D shall bring forward a new nomination.

If necessary, this procedure shall be repeated until a nomination acceptable to the Dean, the President and the Board is made.

H. Acting Chairs

- (1) If an Advisory Committee decides that it will be unable to arrive at a recommendation in time for an appointment to be made when the vacancy for a chair arises, it may recommend to the Dean that an acting appointment be made and name the persons it considers most suitable. The Dean shall then consult with Faculty Council.
- (2) If either:
 - (a) a vacancy for a departmental chair arises unexpectedly and there seems to the Dean to be insufficient time to follow the normal advisory committee procedure, or
 - (b) a departmental chair becomes unable to continue in office for a period likely to be relatively prolonged, the Dean shall consult with the members of the department including, if possible, the chair, on both the need for the appointment of an acting chair and the appointment to be made.
- (3) The Dean shall notify the members of the department of the proposed recommendation to the President, and shall allow them the opportunity to comment on it.
- (4) Before making a recommendation to the President, the Dean shall report the outcome of these discussions with the department to the Faculty Council and to the department concerned.

I. Term of Appointment

- (1) Recommendations for appointments may be for 3, 4 or 5 years.
- (2) In arriving at its recommendation, the Advisory Committee shall take into account the ability and willingness of the prospective chair to serve the proposed term.
- (3) In the case of 3 year appointments, an Advisory Committee will be established in September of the third year in office. In the case of 4 or 5 year appointments, the Dean will send letters to department members in September of the third year, asking whether there are compelling reasons for an early review. If the Dean is satisfied that the appointment can continue, an Advisory Committee will be established in September of the last year of the chair's term in office.

J. Premature Termination of Appointments

Appointments shall terminate before the end of the term if:

- (1) the Board dismisses a departmental chair;

- (2) a departmental chair gives notice to the Dean of intention to resign (such notice shall be given by January 31 and take effect on the following June 30, unless the Dean accepts another arrangement);
- (3) the department concerned is consolidated with another, is divided or is eliminated.

K. Reappointment

Only in exceptional circumstances will a chair serve for more than 6 years consecutively.

L. Progress Reports

Advisory Committees are asked (by the Administrative Secretary) to make interim reports to the Dean by January 15th of the year in which the Committee is established and a final report by April 30th of the academic year in which the committee is established. On the basis of these reports, the Dean will report to Faculty Council in the months of February and May, on the status of the various advisory committees.

11.2 APPOINTMENT OF DEANS

The University regulations for the appointment of Deans can be found in the Senate Document "Senior Administrative Appointments" (Approved by the Board of Governors on December 16, 1997).

Appointment Procedure

Since the Faculty with a Deanship vacancy is most concerned with the appointment, consultation shall be at the Faculty level, and shall commence, by invitation of the President, not later than nine months before the vacancy is scheduled to occur. At least four people, broadly representative of the Faculty, shall be elected by the Faculty to form a review/search committee, to be chaired by the Vice-President Academic and Provost or the Principal in the case of Faculties at DalTech. The decision on the precise size and composition of the committee shall be determined by the Faculty; sometimes, Faculties may wish to include representatives from external constituencies such as professional bodies. The committee shall include at least one student selected by procedures determined by the Faculty, and it shall appoint its own secretary. The President shall appoint one faculty member, from a unit outside the Faculty in which the vacancy exists, to serve on the committee.

Please note the following Faculty of Science policy on composition of the committee as approved by Faculty Council on 9 March 2000:

The Faculty Council approves that the Search Committee for the appointment of Dean of Science, effective July 1, 2001, shall consist of one representative from each department of the Faculty of Science, elected by the department, and one representative from the Dalhousie Science Society (DSS), selected by DSS.

The review/search committee shall determine whether the incumbent wishes to be considered for a further term. If the incumbent does wish to be considered for reappointment, then the committee shall review and evaluate the incumbent and the office. The procedure by which members of the university community may have their views considered shall be similar to that described for the Vice-President Academic and Provost. In addition to consulting members of the Faculty, the committee shall also consult senior officials such as Deans of related

Faculties and senior administrative officers about the incumbent's performance in office. At the conclusion of that consultative process, a report summarizing the essence of the findings, but maintaining confidentiality of the respondents, shall be forwarded to the Officers of the Board of Governors, the Executive Committee of the DalTech Board if appropriate, the Senate Steering Committee, the President, and the incumbent.

If the review leads to a recommendation for reappointment, no search will be held. If the review leads to a recommendation that a search take place, then the review/search committee shall become a search committee and proceed according to the process outlined below. In either case, the chair shall ensure that the University community is informed of the committee's recommendation in a timely fashion.

If the incumbent does not wish to be considered for a further term, the review/search committee shall make that fact known to the Steering Committee of Senate, the Officers of the Board of Governors, the DalTech Board when appropriate, and the President, and shall conduct a review of the office in order to familiarize itself with the needs and special concerns of the Deanship. The review/search committee will then become a search committee. The Search Committee shall consult with the President at the start of the search process for prior approval of the feasibility of any appointment external to the University. The Committee shall publicize its existence and make known that it is prepared to receive nominations and comments from any member of the university community concerned with the appointment; and it shall consult personally with the departmental heads/chairs and/or school directors of the Faculty. After considering all nominations and comments made to it and seeking such outside advice as it considers necessary, the Committee shall decide upon the most appropriate candidate and forward that recommendation to the President. The President shall recommend an appointment to the Board.

Term of Appointment

Deanship appointments shall be made for limited periods and maximum five-year terms will normally be appropriate for Deans, on the understanding that there is no impediment to a person being appointed for successive terms subject to successful review at the end of the each term.

11.3 ASSOCIATE AND ASSISTANT DEANS

Appointment Procedure

An Associate or Assistant Dean may perform a variety of tasks. If he or she is virtually an administrative assistant to the Dean, performing specified tasks assigned to him or her by the Dean, his or her appointment should be left entirely to the Dean (though, as a matter of courtesy and in the interest of good relations, the Faculty should be kept fully informed on this matter). If, however, the person appointed is required to exercise authority delegated by the Dean or to deputize in the Dean's absence, there is need within the Faculty for formal consultation, which shall follow a process determined by the Faculty and approved by Senate.

As soon as it becomes known that a vacancy for an Associate or Assistant Dean is to arise, other than one whose responsibilities are purely administrative, the Dean shall inform the Faculty and ask it to select a committee to consider this matter. The Dean shall be its chair and the committee shall appoint its own secretary. The size and composition of the committee shall be decided by the Faculty, but normally it would be no larger than a Deanship review/search committee.

The committee shall publicize its existence and make known that it is prepared to receive nominations and comments from any member of the university community concerned with the appointment; and it shall consult with the Faculty through its Faculty Council, if one exists, and chairs/heads of the Faculty departments, or directors of schools. After considering all nominations and comments made to it and seeking such outside advice as it considers necessary, the committee shall decide upon the most appropriate candidate, and the Dean, if he or she agrees, shall recommend his or her appointment to the President, who in turn shall recommend an appointment to the Board.

The person appointed must be acceptable to the Dean. It is also important that an Associate or Assistant Dean be acceptable within the Faculty. In very unusual circumstances, the Dean may feel obliged to recommend an appointment which the remainder of the committee is unable to endorse. In those circumstances, the committee shall be free to submit a dissenting report or an alternative recommendation. The President would have the option to accept either of the recommendations or to reconstitute the committee. In any event, the Dean shall inform the Faculty of the decision in a timely fashion.

Term of Appointment

The same considerations apply to Associate and Assistant Deans as applied to Deans.