

# **Constitution of the School of Science and the Environment**

(Approved by SSE Council on Feb 8, 2017)

## **By-Laws of the Academic Council of the School of Science and the Environment**

### **1.0 Council Membership Procedures**

#### **1.1 Admission of Students**

Student delegate seats shall be determined once each academic year in September. The Chair of the Academic Council of the School of Science and the Environment (hereafter referred to as the "School") shall solicit student nominations through the Grenfell Campus Student Union (GCSU) and the Graduate Students Union (GSU).

#### **1.2 Tenure of Office**

The tenure of office for a student delegate shall be one year with the possibility of renewal for another year. The Students' Unions shall have the responsibility for conducting elections for their representatives.

#### **1.3 Non-student delegates ("Others")**

Admission of non-student delegates (staff and external partners) shall be determined once each academic year in September. The Chair of the Academic Council of the School shall solicit nominations through the appropriate bodies for membership.

#### **1.4 Admission of "Others"**

Notice of motion shall be given at least 21 working days prior to the meeting for admission of "Others". Admission is granted based on a minimum two-thirds majority vote of those present and voting in favour of the motion and shall be for the academic year.

### **2.0 Meetings**

**2.1** The Academic Council shall normally meet 8 times (monthly) during the academic year and additionally as required, and on a schedule that assures that the necessary business of the School be completed in a timely manner.

**2.2** The Office of the Dean shall be responsible for the preparation and circulation of the Agenda for all meetings at least four working days in advance of the meeting.

**2.3** Special meetings may be called by the Dean, or upon petition in writing by at least five members of the Council. Notice and Agenda for a special meeting must be circulated at least four working days in advance of the meeting.

**2.4** Joint meetings may be held with any of the Councils of other Schools/Faculties for discussion (not voting) of items of common interest, when deemed desirable by the Academic

Council of the School of Science and the Environment and the Academic Council of the other Schools/Faculties.

**2.5** The first meeting of the academic year shall be designated as the meeting for election of members to Standing Committees.

**2.6** Attendance shall be recorded at each meeting.

### **3.0 Standing Committees of the Council**

**3.1** The Dean's office shall ask members of the Academic Council for nominees for Standing Committees at least one month before presenting nominations to the Council. Members of the Council may nominate themselves or other Council members for seats on specific Standing Committees.

**3.2** Nominations to Standing Committees shall be presented to the first regular Council meeting in the Fall semester. Additional nominations may be made from the floor. Standing Committees remain in place until the new committee is elected at the September meeting of Council.

**3.3** The written consent of all nominees for any Standing Committee positions, including those nominated from the floor, shall be secured before their names shall be put forward.

**3.4** Election to all Standing Committees shall be by secret ballot. A simple count of the votes shall determine the results.

**3.5** Members of all Standing Committees who are elected by the Council shall serve for a term of two consecutive years (except students who shall serve for one year). Each member is eligible to serve for additional terms on the same committee but no more than three consecutive terms.

**3.6** The Dean, or his/her delegate, shall be an *ex officio* member of all Standing Committees.

**3.7** Standing Committees of the Council shall not designate alternates for elected members, either faculty or students, except with the approval of the Council.

**3.8** When a vacancy occurs on a Standing Committee, the committee Chair shall inform the Office of the Dean, which shall fill the vacancy by requests for nomination and election. Members of the Council shall be asked for nominations at least 2 weeks before presenting nominations to the Council. Such replacements shall be for the period of absence of the original committee member.

**3.9** Each Standing Committee shall elect a Chair from its elected membership at its first meeting.

**3.10** Non-faculty members of Standing Committees are not required to be members of the Council.

## 4.0 Standing Committees – Terms of Reference

### 4.1 Committee on Student Academic Affairs (CSAA) – Terms of Reference

Purpose: The CSAA shall consider and act upon special accommodation requests, academic appeals of students, waivers of calendar regulations, academic integrity, or special academic issues or requests from students. If graduate student affairs are discussed, a graduate student representative shall be invited to join the committee.

Membership:

- a) One faculty member from each of three different undergraduate disciplines in the School but not all members from the same program
- b) One staff member from within the School
- c) Registrar (or delegate) (*ex officio*)
- d) Two undergraduate students from different programs
- e) Director of Student Services (or delegate) (*ex officio*)
- f) Dean (or delegate) (*ex officio*)

Terms of Membership:

The term of membership shall be a two year term for all faculty/staff members, and a one year term for students, with the possibility of renewal.

Duties and Responsibilities:

The Committee shall:

- a) consider and recommend solutions to the Dean for special requests from students regarding:
  - i. waivers of calendar regulations,
  - ii. special needs and academic requests,
  - iii. breaches of academic integrity,
  - iv. student appeals, and
  - v. other matters.
- b) ensure consistency and fairness to all students with respect to special requests.

Meetings:

The Committee shall meet weekly between September and April. Other meetings may be called at the discretion of the Chair.

The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.

## 4.2 Committee on Academic Programming (CAP) – Terms of Reference

Purpose: The CAP shall be responsible for facilitating course and program development, modifications, deletions, core program requirements, and address other academic regulations governing the School such as internships and other Work Integrated Learning opportunities. It shall also consider library planning with respect to the School, other literacy initiatives, and research holdings.

### Membership:

- a) One faculty member from each of three different undergraduate disciplines in the School but not all members from the same program
- b) One staff member from within the School
- c) Associate University Librarian (or delegate) (*ex officio*)
- d) One undergraduate student
- e) One graduate student
- f) Registrar (or delegate) (*ex officio*)
- g) Dean (or delegate) (*ex officio*)

### Terms of Membership:

The terms of membership shall be a two year term for all faculty/staff members, and a one year term for students, with the possibility of renewal.

### Duties and Responsibilities:

The Committee shall:

- a) evaluate all proposals concerning the introduction, modification or deletion of programs, interdisciplinary programs, curricula or courses based on:
  - i. need and alignment of any proposed program or course change to strategic planning within the School and the academic and general communities,
  - ii. additional cost to the School, Campus, and University of any changes, and
  - iii. the effect of the proposal on other existing programs, based on feedback from affected units.
- b) ensure consistency, as appropriate, with general regulations and across programs within the School.

### Meetings:

The Committee shall meet monthly between September and April. Other meetings may be called at the discretion of the Chair.

The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.

### 4.3 Committee on Strategic Planning and Appointments (CSPA) – Terms of Reference

Purpose: The CSPA shall develop a strategic plan for growth of the School. It shall solicit and foster teaching and research plans from each program, institute, or initiative and recommend a 3-year plan to the School Council each September. It shall examine the objectives of the School, to determine the extent to which these objectives are being met and to make recommendations for future resources (human and physical) needed. The committee will evaluate new academic programs (undergraduate and graduate) for alignment with strategic plans and frameworks of the School, Grenfell Campus, and Memorial University; and plan for future appointments in teaching, research, and engagement. Programs and planning approved by the Committee shall be submitted to the School Academic Council for further consideration.

#### Membership:

- a) One faculty member from each of three different undergraduate disciplines in the School but not all members from the same program
- b) One staff member from within the School
- c) One undergraduate student
- d) One graduate student
- e) AVP (Grenfell Campus) - Research and Graduate Studies (*ex officio*)
- f) AVP (Grenfell Campus) - Academic and Students (*ex officio*)
- g) Dean (or delegate) (*ex officio*)

#### Terms of Membership:

The terms of membership shall be a two year term for all faculty/staff members, and a one year term for students, with the possibility of renewal.

#### Duties and Responsibilities:

The Committee shall:

- a) develop a draft strategic plan for the School based on:
  - i. the current strategic plan of the School and of Grenfell Campus,
  - ii. additional cost to the School, the Campus, and the University,
  - iii. the proposed acquisition of equipment or human resources to support the plan, and
  - iv. the effect of the proposal on other existing teaching and research programs based on the feedback from affected Schools.
- b) evaluate all proposed plans and consolidate into a single coherent School plan, and
- c) ensure alignment with other strategic plans university-wide.

#### Meetings:

The Committee shall meet monthly between September and April. Other meetings may be called at the discretion of the Chair.

The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.

#### **4.4 Committee on Student Experience and Community Engagement (CSECE) – Terms of Reference**

Purpose: The CSECE shall facilitate connections between the community at large and faculty, staff and students within the School for academic programs and research directions; develop connections with alumni; monitor effectiveness and provide recommendations to Academic Council on student experience and community engagement initiatives; and to facilitate identification of partnerships for academic and research opportunities.

##### Membership:

- a) One faculty member from each of three different undergraduate disciplines in the School but not all members from the same program
- b) One representative from each external partner (e.g. Canadian Forest Service, College of the North Atlantic, or other industrial/community partners or alumni)
- c) One staff member from within the School
- d) One undergraduate student
- e) One graduate student
- f) Director of GO Engagement (or delegate) (*ex officio*)
- g) Dean (or delegate) (*ex officio*)

##### Terms of Membership:

The terms of membership shall be a two year term for all faculty/staff members, and a one year term for students, with the possibility of renewal.

##### Duties and Responsibilities:

The Committee shall:

- a) facilitate connections between community (at large) and faculty, staff, and students by:
  - i. developing relationships with external partners and alumni,
  - ii. monitoring effectiveness of student experience and community engagement initiatives,
  - iii. facilitating identification of engagement opportunities, and
  - iv. providing recommendations to Academic Council.
- b) ensure alignment, as appropriate, with general regulations and across programs and non-academic departments.

##### Meetings:

The Committee shall meet monthly between September and April. Other meetings may be called at the discretion of the Chair.

The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.