Faculty of Science Council
Terms of Reference

Purpose
The responsibilities and membership of the Faculty of Science Council are governed by the University of Regina Senate Bylaws (as approved by the Board of Governors on July 6, 2016). Additional responsibilities of the Faculty of Science Council arise from the 2014-2017 URFA Collective Agreement. The Faculty of Science Council is the major decision-making body on matters pertaining to academics and academic planning, and on certain matters concerning the performance review of academic staff members.

Membership
By Articles 6.5 and 6.6.9 of the Senate Bylaws, the members of the Faculty of Science are:

- The President and Vice-Chancellor of the University
- The Vice-Presidents of the University
- The Dean of the Faculty of Science
- The Deans of all other Faculties
- All academic staff members (Instructors, Laboratory Instructors, Lecturers, Assistant Professors, Associate Professors, Professors) who hold full-time appointments in the Faculty of Science
- All Presidents and Deans of Federated Colleges
- All full-time academic staff members of the Federated Colleges who teach courses in Science
- The Director of the Centre for Continuing Education (or designate)
- Two members of Senate, appointed by Senate for terms of two years
- Up to 20 undergraduate and graduate students, elected by these student bodies
- Representatives – (x) in number – from, and elected by, the following academic units:
  - Arts (2)
  - Business Administration (1)
  - Education (1)
  - Engineering and Applied Science (1)
  - Kinesiology and Health Studies (1)
  - La Cité universitaire francophone (1)
  - Media, Art, and Performance (1)
  - Nursing (1)
  - Social Work (1)
  - Centre for Continuing Education (1)

All members of the Faculty of Science Council are entitled to vote on motions presented at Science Council Meetings.

Resource Personnel
- Dean’s Executive Administrative Assistant
- Faculty Administrator
- Science Academic Advisors and Program Coordinators
- Science Operations Manager
- Science Information Technology Support Person
Responsibilities
By Article 6.6.1 of the Senate Bylaws, the responsibilities of the Faculty of Science Council are:

a) to have charge over matters of scholarship and discipline within the Faculty;
b) to make recommendations to Council (that is, University Council or Executive of Council) concerning the requirements for admission, courses of study, conditions for graduation, and the nature of the degrees to be conferred;
c) to recommend candidates for degrees, scholarships, prizes, etc.;
d) to report to Council and Senate in respect of long-term planning;
e) to prepare courses of study, including curriculum, for any academic program offered or to be offered in Science, and to submit these to Council for approval;
f) to investigate and adjudicate allegations of academic misconduct;
g) to communicate to Council, by way of the Dean, all matters that belong to the purview of Council or which, from their nature, concern more than one Faculty.

By Articles 17.11 and 17.18 of the 2014-2017 URFA Collective Agreement, the responsibilities of the Faculty of Science Council also encompass the following performance-review matters:

a) the approval of amendments to the Science Criteria Documents; and
b) the approval of amendments to the Course/Instructor Evaluation Forms.

Meetings
- Chair. Faculty of Science Council Meetings are chaired by the Dean of Science, or by an Associate Dean of Science in the event the Dean is unable to do so; the Chair is non-voting except in the case of a tie
- Quorum. Those members of Science Council present in person or by teleconference or videoconference
- Rules of Order. The basic principles as articulated in Robert’s Rules of Order
- Voting. Open to those members of Science Council present in person or by teleconference or video conference
- Frequency. Science Council meets three to five times per year during the months of September, November, January, March, and May; special meetings of Science Council may be convened at the discretion of the Dean or by written petition from at least 15 Science Council members

Observers
Faculty of Science Council Meetings are open to Faculty of Science research staff. Non-members external to the Faculty of Science may attend Science Council Meetings upon written request and approval of the Dean of Science.

Agendas, Supporting Documents, and Minutes
Agendas and supporting documents will be made available to members of Science Council seven calendar days in advance of Science Council Meetings.

The Minutes of prior meetings, once approved by Science Council, will be forwarded to the University Secretary, archived on the Faculty Science intranet, and be made available publicly, with any personal information removed, on the Faculty of Science website.