MOTION 1a: The members of the Science Faculty Council recommend to the Dean that the current structure of the "Administrative Branch" of the Faculty of Science be reorganized to reflect an appropriate reporting structure that is consistent with the academic and research roles of each individual/unit within the Faculty of Science.

RATIONALE. The current structure of the "Administrative Branch" shown in the Faculty of Science organization chart inappropriately has several academic and research individuals/units reporting to the Faculty Administrator. Although the Faculty Administrator plays an important role in the oversight of the Faculty of Science, this position does not have the appropriate credentials to supervise and/or guide the mandated activities of some of these units. Based on the primary assignment of many of the staff in the Faculty of Science, it is unclear why the Faculty Administrator should have any role in their supervision.

IECS/EQAL is a research institute, and PhD-level staff scientists have been placed as subordinate to the Faculty Administrator, which seems inappropriate. These units are academic and should be overseen by the Associate Dean Research in the Faculty of Science. Likewise, Student Services fulfills an academic role, and given that its activities are directed and supervised by the Associate Dean Academic, the staff should report to this position. Technicians and departmental administrative assistants function in service of each of their respective departments across multiple buildings, with no daily oversight by the Faculty Administrator. As these individuals have almost exclusive roles in their departments, with duties designated by their department/department heads, these individuals should be under the direct supervision of the Department Head.

MOTION 1b: The members of the Science Faculty Council recommend to the Dean that the Administrative Branch of the Faculty of Science be reorganized in the following manner:

a) Student Services, Program Coordinators, and Academic Advisors report to the Associate Dean Academic.

b) EQAL/IECS and all associated staff report to the Associate Dean Research.

c) Research Computing reports to the Associate Dean Research and Graduate Studies.

d) All departmental technicians and administrative assistants report to their respective Department Heads in their home department, as was the case in the past.
e) Science Operations, Science Stores, Machine Shop, IT Coordinator, Media Liaison, and Dean's Office administrative assistant report to the Faculty Administrator.

f) **MOTION 1c**: The members of the Science Faculty Council recommend to the Dean that the Faculty Administrator not serve as chair of any Faculty of Science committee, but rather as co-chair alongside another committee member.

**RATIONALE.** The Faculty Administrator currently chairs the Science Safety Committee and as per the Terms of Reference, is "permanent chair" with voting rights. The Faculty Administrator has a direct influence on budgetary decisions, which can place him/her in a direct conflict of interest when committee decisions conflict with budgetary constraints. The Occupational Health and Safety Committee has one administrator and one faculty/staff member serving as co-chairs.

**Item for Discussion**

The Faculty of Science Budget and Space Allocation Committee (BASAC) was formed at least 3 years ago as an advisory body to the Dean on matters relating to space allocation and finances in the Faculty of Science. Is this committee active? Who is the chair of this committee? What do we need to do in order to reactivate this committee?