

**I THE GENERAL FACULTY**

**(i) Membership:**

- Ex Officio: President  
Provost  
Associate Vice-President (Academic)  
Vice-President (Research and International Affairs)  
Dean of the Faculty (Chair)  
Associate Vice-President and Dean of Graduate Studies  
University Librarian, or delegate  
Associate Deans of the Faculty  
Assistant Dean (Studies)  
Director, Centre for Continuing Education  
Director, Centre for Peace Studies  
Director, Gender Studies and Feminist Research  
Graduate Program  
Director, Information Technology
- Faculty: All faculty members holding appointments at the rank of Lecturer or higher in the School of the Arts, and the Departments of Classics, Communication Studies and Multimedia, English and Cultural Studies, French, History, Linguistics and Languages, Philosophy, and such other departments as may be added by action of the Senate  
One faculty member from each of the other Faculties in the University
- Students: One undergraduate student elected by and from each department<sup>1</sup>, for a one-year renewable term  
One graduate student elected by and from each department<sup>1</sup> offering graduate work, for a one-year renewable term  
The two Humanities student Senators  
President of the McMaster Humanities Society or delegate
- Staff: One member, elected by and from the regular full-time, non-teaching staff of the Faculty, for a two-year renewable term
- Secretary: Secretary of the Senate and/or delegate  
(non-voting)

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<sup>1</sup> All references to Departments include the School of the Arts.

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**(ii) Meetings:**

- (a) The Faculty shall meet at least four times during the period September to June, inclusive. A notice of meeting and an agenda normally will be circulated at least one week before each meeting, and must be circulated no later than forty-eight hours before each meeting.
- (b) A quorum for a regular meeting shall consist of those present at the meeting, provided that a notice of meeting and an agenda have been circulated at least one week before the meeting. For action on items not on the circulated agenda, and for meetings called on less than one week's notice, a quorum shall consist of forty members, other than ex officio members.
- (c) Meetings of the Faculty shall be conducted in accordance with the rules and procedures of the Senate.
- (d) In the absence of the Dean of the Faculty, the Chair shall be one of the Associate Deans of the Faculty, or in his/her absence, a member of the Faculty designated by the Dean.

**(iii) Authority of the Faculty**

- (a) The Faculty shall, within its area of jurisdiction and subject to the constraints imposed by these By-laws, determine the various levels of responsibility within the Faculty and establish appropriate standing and ad hoc committees of the Faculty.
- (b) Under the authority of these By-laws, which are subject to approval and amendment by the Senate, the Faculty shall determine the functions and powers that may be delegated to subordinate bodies.
  - 1. The General Faculty shall be responsible for making recommendations to the Senate, the Undergraduate Council, the Graduate Council and other bodies on any appropriate matter which shall include:
    - (a) revisions of these By-laws;
    - (b) approval of new programs of study, and major revisions in programs of study;
    - (c) new or revised general requirements for degrees;
    - (d) substantive revisions of admission regulations and requirements;
    - (e) establishment of new departments, and the establishment of committees of instruction for the implementation and administration of approved interdisciplinary or interdepartmental programs of study.

2. At the request of the Dean of the Faculty, or of any ten or more members of the Faculty, a special meeting of the General Faculty may be called; for such a special meeting, the quorum shall be forty members, other than ex officio members.
  3. A special meeting of the General Faculty with power to overrule any Committee of the Faculty (except the Tenure and Promotion Committee) shall be called at the written request of ten or more members of the Faculty; for such a special meeting, the quorum shall be forty members, other than ex officio members.
- (c) Minutes of the standing committees of the Faculty (excluding the Tenure and Promotion Committee) shall be available to all members of the General Faculty, except that student members of the General Faculty shall not be entitled to receive minutes of standing committees which have no student members.

## II COMMITTEES

### A. ADVISORY COMMITTEES

(i) **Dean's Ad Hoc Committees**

The Dean of the Faculty may appoint Dean's Ad Hoc Committees for assistance and advice, or as requested by the Faculty. The Faculty shall be informed of the function and composition of all such committees.

(ii) **Dean's Advisory Council**

Functions:

To advise the Dean of the Faculty on budget and related matters; to exchange information on, and to coordinate, departmental policies and procedures; to assist in the dissemination of information about Faculty policies as established by the General Faculty and University policies as established by the Senate and other appropriate bodies; and to nominate candidates for election, by the Faculty, to the Nominating Committee, in accordance with the provisions of Section III, A, (i).

Composition:

Chair: Dean of the Faculty

Ex Officio: Associate Deans of the Faculty  
Assistant Dean (Studies)  
Chairs of all Departments in the Faculty  
Director, Information Technology  
Director, Peace Studies Program  
Director, Gender Studies and Feminist Research  
Graduate Program

Consultants: Director, Administration  
(non-voting) Faculty Executive Officer  
Faculty Liaison Officer

**(iii) Dean's Advisory Committee on Research**

Functions:

To advise and assist the Dean on strategic matters relating to research in the Faculty; to evaluate research strengths and assist the Dean in leveraging those strengths; to examine and recommend priorities/alterations to research evaluation, recognition and reward systems; to support existing Ph.D. fields and provide guidance for the development of new Ph.D. fields; to make recommendations and support the Dean in establishing new Research Chairs and Professorships; to review proposals for the establishment of chairs, research groups, centres, institutes and the like, and to formulate, for discussion and approval by the Faculty, recommendations on these matters; to establish and monitor a plan to share research results among faculty members effectively and to disseminate research to students; to promote a collaborative interdisciplinary research community.

Composition:

Chair: Associate Dean of Graduate Studies and Research

Ex Officio: President  
Provost  
Associate Vice-President, Research  
Associate Vice-President and Dean of Graduate Studies  
Dean of the Faculty

Faculty: Four faculty members, appointed by the Nominating Committee, for renewable two-year terms

Consultant: Research Support Facilitator  
Officer from Research Office for Administration, Development and Support (ROADS)

**B. STANDING COMMITTEES**

**General**

- (a) The President, the Provost and the Dean of the Faculty are ex officio members of all committees, except that the President and the Provost are not ex officio members of the Tenure and Promotion Committee and the Undergraduate Awards Committee.

- (b) The Committees listed below, and such other committees as the General Faculty may establish, shall meet at the call of the Chair; unless otherwise specified in these By-laws, a quorum shall be one-half of the voting members, provided that at least one-half of the elected members are present.

(i) **Academic Planning Committee**

Functions:

To review and update the Faculty's long-range plan and to respond, on behalf of the Faculty, to periodic academic reviews of Departments and programs; to receive reports from the Dean on matters of interest to the Faculty, and to offer advice on these matters; to develop admissions and curriculum policy and to make recommendations to the General Faculty on such policy; to review, within the context of the Faculty's long-range plan and its objectives, proposed new academic programs, major revisions to existing programs and proposed alterations to the structure and mandate of departments in the Faculty, and to make recommendations to the Faculty and/or the relevant Standing Committee regarding the appropriateness of these initiatives in relation to the Faculty's academic priorities; and, when appropriate, to report to the General Faculty, to seek the General Faculty's advice and approval, and to act on the Faculty's behalf in these matters.

Composition:

Chair: Dean of the Faculty

Ex Officio: President  
Provost  
Associate Deans of the Faculty  
Chairs of all Departments  
Director, Peace Studies Program  
Director, Gender Studies and Feminist Research  
Graduate Program  
Chair of the Undergraduate Curriculum and Calendar Committee

Faculty: One member selected by and from the Humanities members on Graduate Council for a one-year renewable term  
Two members elected by and from the Faculty at large for staggered, two-year terms

Consultants: Assistant Dean (Studies)  
(non-voting) Director, Finance and Administration  
Director, Information Technology

Observers: The non-teaching staff person who is the member of the

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(non-voting)                      General Faculty  
Members of the Faculty (if any) who are members of the  
University Planning Committee

**(ii) Undergraduate Curriculum and Calendar Committee**

Functions:

To coordinate all curriculum matters in the Faculty in consultation with individual departments and the Faculty's Academic Planning Committee; to consider curriculum changes requested by departments and other academic areas, and to attend to the resultant calendar changes; to approve requests from chairs of departments for the waiving of final examinations and for the limiting of course enrolments; to recommend to the General Faculty the next session's curriculum as it pertains to the Faculty of Humanities; to make recommendations to the Faculty's Academic Planning Committee on matters of curriculum policy; and to undertake periodic reviews of departmental curricula policies in relation to the Faculty's curriculum policies and the University's academic regulations.

Composition:

Chair:                      To be elected by and from the Committee

Ex Officio:                President  
                                  Provost  
                                  Dean of the Faculty  
                                  Associate Dean  
                                  Assistant Dean (Studies)

Faculty:                    Four members representing four departments, appointed by the Nominating Committee for staggered three-year terms  
                                  When there is no member of the committee from a department making a proposal, a representative of that department shall have the rights of other members, including voting, while the department's proposal is under consideration

Students:                 One undergraduate student elected by and from the student representatives on the General Faculty

Consultants:             Calendar and Convocation Coordinator  
(non-voting)

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**(iii) Undergraduate Reviewing Committee**

Functions:

To adjudicate the results of formal re-readings in accordance with the *Student Appeal Procedures*. Each case will be considered by a minimum of three members of the Committee. To review and approve in-course results on behalf of the Faculty: and to establish and review guidelines related to the adjudication of petitions for special consideration, including applications for reinstatement and requests for deferred examinations.

Composition:

Chair: To be appointed annually by the Nominating Committee, from among the members of the Committee

Ex Officio President  
Provost  
Dean of the Faculty  
Associate Dean

Faculty: Five members, appointed by the Nominating Committee for staggered three-year terms

Consultant: Assistant Dean (Studies)  
(non-voting)

**(iv) Undergraduate Awards Committee**

Functions:

To recommend to the Undergraduate Council, with respect to students who have fulfilled the requirements, the awards of those prizes and scholarships which are restricted to students registered in the Faculty, and to submit recommendations to the Undergraduate Council concerning the establishment of new awards and other related matters.

Composition:

Chair: To be elected by and from the Committee

Ex Officio: Associate Dean

Faculty: Three members, appointed by the Nominating Committee for staggered three-year terms

Consultant: Director, Student Financial Aid and Scholarships  
(non-voting)

**(v) Undergraduate Essay Prize Committee**

Functions:

To evaluate undergraduate submissions for the Humanities Essay Prize competitions (~~in January and in May~~) and to adjudicate the results and submit them to the Associate Dean of the Faculty. The Chair will determine the number of faculty members needed to judge the submissions. Normally the Chair will perform a coordinating function and may participate in the process at his/her discretion.

Composition:

Chair: To be appointed annually by the Nominating Committee, from among the members of the Committee

Ex Officio: President  
Provost  
Dean of the Faculty

Faculty: Eight faculty members, including the Chair, appointed by the Nominating Committee for staggered three-year terms

Consultant: Associate Dean  
(non-voting)

**(vi) Graduate Curriculum and Policy Committee**

Functions:

To make recommendations to the Faculty on matters of graduate policy, on curriculum changes arising from consideration of departmental proposals and from the curriculum policies adopted by the Faculty, and on new programs and fields of study, arising from departmental proposals; and to deal with matters referred to it by the Graduate Admissions and Study Committee. To report to the General Faculty and Graduate Council at least annually. To review and update its operating procedures on a regular basis and to file a copy of these procedures with the Office of the Dean and with the Associate Vice-President and Dean of Graduate Studies.

Composition:

Chair: Associate Dean of Graduate Studies and Research

Ex Officio: President  
Provost  
Deans of the Faculty



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Associate Vice-President and Dean of Graduate Studies  
Associate Dean

- Faculty: The three faculty members who are also members of Graduate Council  
Additional faculty members to provide representation from each Department/Area offering graduate work in the Faculty, appointed by the Nominating Committee for staggered three-year terms
- Students: Two full-time graduate students, one Ph.D student and one M.A. student, elected annually by and from the Ph.D and M.A. students respectively. (No two students may be from the same department.)
- Quorum: Two voting faculty members in addition to the Chair, and not including the President, Provost or Faculty Deans
- Secretary: Graduate Registrar and Secretary of the School of Graduate (non-voting) Studies or delegate

**(vii) Graduate Admissions and Study Committee**

Functions:

- (a) To determine the admissibility to graduate study of any applicant, on the recommendation of a department, program, school, unit or institute.
- (b) To approve each student's course program, to determine action on the recommendation of departments in instances of failure in a course, and to recommend to the Graduate Council students to receive graduate degrees.
- (c) To handle re-reads and formal inquiries as stated in the *Student Appeal Procedures* and to handle appeals and Petitions for Special Consideration as stated in the General Regulations of the Graduate Calendar.
- (d) To refer, through the Graduate Curriculum and Policy Committee, any matter to the General Faculty or to the Graduate Council before taking action if either the Associate Vice-President and Dean of Graduate Studies or the Committee considers that a matter of precedent or policy is involved.

Composition:

- Chair: Associate Dean of Graduate Studies and Research
- Ex Officio: President

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Provost  
Dean of the Faculty  
Associate Dean  
Chair of the Graduate Curriculum and Policy Committee

- Faculty: Two faculty members (who shall be members of Graduate Council) appointed by the Associate Vice-President and Dean of Graduate Studies in consultation with the Dean of the Faculty.  
One member appointed by the Graduate Council to represent departments outside the Faculty
- Quorum: Two voting faculty members in addition to the Chair, and not including the President, Provost or Faculty Deans
- Secretary: Graduate Registrar and Secretary of the School of Graduate (non-voting) Studies or delegate

**(viii) Tenure and Promotion Committee**

Functions:

To consider recommendations for the granting or withholding of tenure or permanence and for promotion to Associate Professor. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that tenure or permanence and/or promotion be granted, that the tenure- or teaching-track appointment be allowed to lapse, that the period of the tenure- or teaching-track appointment be extended, or that no action be taken on the case. To consider recommendations for promotion to Professor from chairs of departments. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that promotion be granted or withheld. The Chair shall convey the Committee's recommendations to the Senate Committee on Appointments.

Composition:

- Chair: Dean of the Faculty (Chair)
- Faculty: Six tenured members of the full-time faculty elected from those holding the rank of Professor or Associate Professor, to be elected for staggered three-year terms by the full-time members of the Faculty. Of these at least three shall be Professors and at least two shall be Associate Professors, with no more than two of the elected members from the same department, excluding the Dean.

Quorum: Dean of the Faculty, and all other members save one

**(ix) Nominating Committee**

Functions:

To prepare nominations for the election to Faculty standing committees, the Graduate Council, the Undergraduate Council, and the Senate, of faculty members from the Faculty. To nominate representatives of the Faculty to those other Faculties in which the Faculty has representation.

Composition:

Chair: Dean of the Faculty

Ex Officio President  
Provost  
Dean of the Faculty

Faculty: Three members elected annually  
Associate Deans of the Faculty

Consultant: Secretary of the Senate, or delegate  
(non-voting)

**III ELECTIONS**

**A. Faculty Members**

- (i) An election to fill vacancies on Faculty standing committees shall be held between April 15 and May 15 each year. The Nominating Committee of the Faculty shall prepare nominations for all such committees except for the Nominating Committee (see Section II, A.(ii)). These nominations shall be circulated to the members of the Faculty, who may add additional names, provided that such nominations are signed by at least five faculty members of the Faculty. The election shall be conducted by the Secretary of the Senate by means of ballots mailed to the University address of each faculty member.
- (ii) The Nominating Committee of the Faculty shall nominate representatives of the Faculty to those other Faculties in which the Faculty has representation. These nominations shall be circulated to the members of the Faculty, who may add additional names provided that such nominations are signed by at least five faculty members of the Faculty. The election, if necessary, shall be held in conjunction with the elections of committees of the Faculty.

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- (iii) The Nominating Committee of the Faculty shall prepare nominations for the election to the Graduate Council, the Undergraduate Council, and the Senate of faculty members from the Faculty. These nominations shall be circulated to the members of the Faculty, who may add additional names, provided that such nominations are signed by at least five faculty members of the Faculty. The election shall be conducted by the Secretary of the Senate by means of ballots mailed to the University address of each faculty member.
  - (iv) In the election of faculty members from the Faculty to the Senate, of the six allotted seats, at least one shall be filled by a professor and at least one by an associate or assistant professor.
  - (v) If a position on a Standing Committee, except for the Tenure and Promotion Committee, becomes vacant, the Nominating Committee shall have the power to fill that vacancy for the remainder of the vacated term. In the case of the Tenure and Promotion Committee, a by-election shall be held to fill the position for the remainder of the term.
  - (vi) The conduct of the election of the regular full-time, non-teaching staff member of the Faculty shall be carried out by the Office of the Dean. Any member of the non-teaching staff who is eligible to vote may be nominated as a candidate for election, provided written consent has been filed with the Office of the Dean and the nomination paper has been signed by two members of the non-teaching staff eligible to vote. The election, if necessary, shall be conducted by means of ballots mailed to the University address of each regular full-time, non-teaching staff member of the Faculty. The candidate receiving the most ballots shall be declared elected.
  - (vii) Retiring committee members shall be replaced by newly-elected members on September 1 of each year.
  - (viii) The terms of Standing Committee members and Chairs shall be two years, unless otherwise specified.

## **B. Student Members**

- (i) Chairs of Departments shall have the responsibility for organizing elections of student members and for ensuring a fair and democratic selection.
- (ii) Election of undergraduate student representatives to the General Faculty shall be held no later than March 15 for a term beginning September 1. Election of graduate student representatives to the General Faculty shall be held no later than September 30 for a term beginning October 1. Chairs of departments shall communicate the election results in writing to the Dean of the Faculty.

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- (iii) Student representatives on Undergraduate Council and on Graduate Council shall be elected by and from the student members of General Faculty.
  - (iv) If a position held by a student member on any committee of the Faculty becomes vacant, the Dean of the Faculty shall convene the student members of General Faculty to elect a student member of General Faculty to fill that position for the remainder of the vacated term.

#### **IV AMENDMENT TO THE BY-LAWS**

- i) Any amendment to these By-laws shall require the approval of the Senate.
- ii) A recommendation to the Senate for any amendment to any By-law, or for any new By-law, shall be made only after the proposed change in the By-laws has been approved at a meeting of the General Faculty. Notice of motion to request such amendment shall be given at a previous meeting of the General Faculty, or in writing to all members of the General Faculty at least four weeks before the General Faculty meeting.

#### **V IMPLEMENTATION**

The date of effect for these By-laws shall be the date on which they receive approval from the Senate.

*Revised:* January 12, 1983; June 12, 1985; December 11, 1985; September 10, 1986; December 9, 1987; July 1, 1987 (editorial revision to reflect new departmental structure, effective on that date); January 11, 1989; June 13, 1990; June 12, 1991; September 15, 1993; November 8, 1993; May 25, 1994; September 11, 1996; November 5, 1997; May 26, 1999; December 13, 2000 (editorial revision to reflect new departmental structure, effective on that date); October 9, 2002; February 11, 2004; June 15, 2005; June 3, 2009; December 9, 2009; June 6, 2012; May 13, 2015