

**Faculty of Agricultural and Food Sciences**  
**Handbook**  
Revised July 2001

**Faculty of Agricultural and Food Sciences**  
**University of Manitoba**  
**Winnipeg, Manitoba**  
**Canada R3T 2N2**

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## **Introduction**

With the passage of the University of Manitoba Act in May 1968 the structure of government of the university was reorganized in all levels. The Senate which was established pursuant to the Act was charged with establishing Faculty and School Councils, prescribing how they should be constituted and assigning to them such duties as it deemed expedient.

The Senate, after consultation with existing Faculty and School Councils, enacted a Faculty and School Council General By-Law on January 5, 1971. It then asked each council to draft supplementary by-laws as necessary to provide for the conduct of its affairs. The Faculty Council of Agriculture By-Law was recommended to Senate and approved on May 12, 1971.

Faculty Council, in accordance with the new by-law, drafted further rules and procedures for the conduct of its affairs and approved these rules on February 26, 1973.

The extension of faculty and student participation in university government has resulted in an increasingly complex structure of councils, committees and other administrative units. This handbook has been prepared for the information of members of the Faculty Council of Agricultural and Food Sciences and of those who may become members thereof in the future. It is hoped that the consolidation of information in this handbook will assist council members to play their full part in the governing process.

This handbook was first accepted by Faculty Council in 1980. The updated 1995 version of the handbook incorporates recent revisions to the faculty's by-laws approved by Faculty Council and the Faculty Executive. It will require supplementation as new governing structures are further elaborated or changed. It should be regarded as a supplement to the Senate Handbook on Rules and Procedures and to the university by-laws.

**FACULTY AND SCHOOL COUNCIL GENERAL BY-LAWS  
and DEPARTMENT COUNCIL BY-LAWS**

**(Approved by Senate January 5, 1971  
and January 9, 1979)**

**I MEMBERSHIP**

Each Faculty or School Council shall be composed of:

- a) the President,
- b) the Vice-President designated by the President,
- c) the Dean or Director,
- d) full-time professors, associate professors, assistant professors, lecturers, instructors I and II and senior instructors holding academic rank in the faculty or school,
- e) a minimum of three students registered in the faculty or school,
- f) such others as may be authorized by the individual Faculty or School By-Laws.

**II POWERS TO ACT**

Each Faculty or School Council, in addition to any other powers set forth in its individual by-laws and subject to the plenary powers of the Board of Governors and the general charge of all matters of an academic character vested in the Senate, shall have power:

- a) to provide for the regulation and conduct of its meetings and proceedings;
- b) to appoint such committees as it may deem necessary and to confer on them the power and authority to act for it with respect to such matters as it may deem expedient;
- c) to elect and remove its representatives on the Senate in accordance with the Act, and the rules and procedures authorized by the Senate;
- d) to make and administer regulations with respect to the attendance, conduct and progress of students who are registered in the faculty or school;

- e) to administer the rules and regulations of the Senate as they affect the students registered in the faculty or school;
- f) to prepare and publish faculty or school timetables;
- g) to consider and determine appeals by students from a decision of a member of the academic staff of the faculty or school;
- h) to establish Department Councils and, following guidelines approved by Senate, prescribe how they shall be constituted.

### **III POWERS TO RECOMMEND**

Each faculty or school council shall have the power to make such recommendations as it deems advisable to the appropriate persons or bodies and, without restricting the generality of the foregoing, may make recommendations concerning:

- a) the conferring of the title Professor Emeritus and Dean Emeritus;
- b) athletic, social, or other extra-curricular activities of students;
- c) the establishment of, the abolition of, or any changes in divisions, departments, chairs, lectureships in the faculty or school;
- d) the establishment of, or the abolition of, or any changes in exhibitions, bursaries, scholarships, and prizes to be awarded to students registered in the faculty or school;
- e) the conditions of entrance to the faculty or school and the standing to be allowed students entering the faculty or school and all matters relating thereto;
- f) the regulations, methods and limits of instruction in the faculty or school;
- g) the academic standing of all undergraduates in the faculty or school;
- h) the conditions on which candidates shall be reviewed for examination and the conduct and results of examinations in the faculty or school;
- i) the degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses of study in the faculty or school, and the persons to whom they shall be granted and the course of study required for any such degree, diploma and certificate or proficiency;
- j) the discipline of students registered in the faculty or school;

- k) the acquisition and use of facilities within the faculty or school;
- l) the requirements for lecture rooms and other facilities;
- m) the dates for the beginning and ending of lectures in the faculty or school.

#### **IV REMOVAL**

- a) A Faculty or School Council may remove its representative(s) on Senate at any time by a two-thirds majority of those members present and voting at a duly called and constituted meeting thereof, provided, however, that the individual Faculty or School Council by-law may provide for a greater majority.
- b) Unless the individual Faculty or School Council By-Law provides for longer notice, at least seven days' notice shall be given of a motion to remove a Senate representative and such notice shall specify the reasons for the proposed action.
- c) The person concerning whom the motion is made shall have the right to be heard at the Faculty or School Council meeting held to consider the motion.

#### **V ENACTMENT AND AMENDMENTS**

##### **1. General By-Law**

This by-law may be amended by a majority vote of the members of Senate present and voting provided thirty days' notice of any amendment has been given in writing to the members of Senate.

#### **INDIVIDUAL FACULTY AND SCHOOL COUNCIL BY-LAWS**

Supplementary to the Faculty and School Council General By-Laws, each faculty and school has its own individual by-laws instituted by its own Faculty or School Council, edited by the Committee on Rules and Procedures, and approved by Senate.

- 1. Enactment and Amendments
  - a) Individual Faculty or School Council By-Laws or amendments thereof shall, before they are effective, be submitted to Senate for approval.

- b) Before submission to Senate, such by-laws or amendments shall be approved by two-thirds of the members of the Faculty or School Council present and voting. At least seven days' notice in writing of any amendment shall be given to the members of the Faculty or School Council concerned.

**INDIVIDUAL DEPARTMENT COUNCIL BY-LAWS (See also Sec.3, para.9)<sup>1</sup>**

- a) A copy of all current Department Council By-Laws, when revised and approved by the individual Faculty/School Councils, shall be held in the Senate Secretariat.
- b) Each new member of a Department Council shall receive from the Department Head's office an up-to-date copy of the by-law. Amendments shall be distributed, as they are approved, to members of the department, the Secretary of Senate, and, where applicable, to the Presidents of the Graduate and Undergraduate Students' Associations, and to the Senior Stick of the faculty or school concerned.
- c) Consistent with the policy with respect to amendments to Faculty and School Council by-laws, all proposed amendments to Department Council By-Laws shall be reviewed by the Committee on Rules and Procedures <sup>2</sup> before they are presented to a Faculty/School Council.

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<sup>1</sup> Senate Handbook on Rules and Procedures

<sup>2</sup> Senate Committee on Rules and Procedures

## **THE FACULTY OF AGRICULTURAL AND FOOD SCIENCES COUNCIL BY-LAW**

This by-law is supplementary to the Faculty and School Council General By-Law and Department Council By-Laws currently approved by Senate.

### **I FACULTY COUNCIL**

#### **1. Membership**

In addition to those persons provided for in the General By-Law, the Faculty Council of Agricultural and Food Sciences (hereafter referred to as Faculty Council) shall be composed of:

- a) Part-time Professors, Associate Professors, Assistant Professors and Lecturers holding academic rank in the faculty who have the major responsibility in the teaching of at least one academic course in the degree or diploma program,
- b) the Faculty Librarian,
- c) the Senior Stick, the Vice-Stick, the Senior Treasurer, the Secretary and the Diploma Representative on the Council of the Faculty of Agricultural and Food Sciences Students' Organization (F.A.S.O.),
- d) one graduate student representative selected by the Executive of the Graduate Students Association for a one year renewable term starting June 1. This representative will be registered in a graduate program in one of the departments of the faculty,
- e) two support staff members. At a meeting convened by the Associate Dean (Academic) or designate, one member shall be elected by and from office staff, and one member elected by and from non-office staff. The term shall be one year starting June 1.

#### **2. Meetings**

- a) There shall be at least four regular meetings of Council during each academic year.
- b) Meetings shall be called by the Dean on his/her own motion or at the written request of any ten members of Council.
- c) At least five working days written notice shall be given of regular council meetings and at least twenty-four hours' notice for any special Council meeting.

- d) The Dean (or designate) shall preside at all meetings of Council subject to the right of the President to take the Chair at any time.
- e) Twenty-five members shall constitute a quorum for the conduct of business at any meeting of Council.

## **II COMMITTEES**

- a) There shall be standing committees as required by Senate and as deemed necessary by Faculty Council and which report directly to Council.<sup>3</sup>
- b) Students shall be represented on such committees, in such numbers and with such rights of participation as provided for in the standing rules of the faculty.
- c) Undergraduate student members of Committees of Council shall be selected by the F.A.S.O. Council.<sup>4</sup>
- d) Graduate student members of Committees of Council shall be selected by the Executive of the Graduate Students' Association from among those students registered in a graduate program of one of the departments in the faculty.
- e) The Dean shall be a member ex officio of all Standing and ad hoc Committees. A member of the Dean's office staff may be invited to attend any meeting of a committee and may, with the approval of the Dean, be appointed Secretary of a committee.

## **III ELECTION AND REMOVAL OF SENATE REPRESENTATIVE**

All and only members of Council holding a full-time academic appointment in the faculty are eligible for election to Senate from Council and eligible to vote for the election or removal of members to the Senate.

(Revised by Faculty Council, May 7, 1999)

(Approved by Senate on May 12, 1971. Further edited by Senate Committee on Rules and Procedures in May, 1972. Amended by Faculty Council on September 27, 1972, and on May 16, 1980, and by Senate, June 2, 1981.)

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<sup>3</sup> Terms of Reference in Section 6

<sup>4</sup> Section 6, page 6.1

## **IV    RULES**

### **1.    Standing Rules**

The Council may enact or amend standing rules and procedures for conduct of the affairs of the faculty by a majority vote of those members of Council present and voting at a meeting of Council provided that five days' notice of the proposed enactment or amendment is given.

### **2.    Rules of Order**

Meetings of Council shall be governed by the rules of procedure adopted by Senate except where the standing rules of Council provide otherwise.

**PROFESSIONAL UNSUITABILITY BY-LAW FOR  
THE FACULTY OF AGRICULTURAL AND FOOD SCIENCES**  
University of Manitoba

**I JURISDICTION**

1.1 General

The Faculty of Agricultural and Food Sciences may require any student to withdraw from the faculty pursuant to the procedures set out in this By-law when the student has been found unsuited, on considerations of competence or professional fitness, for the practice of agrology. A student may be required to withdraw at any time throughout the academic year or following the results of examinations at the end of any academic term. This right to require withdrawal prevails notwithstanding any other provision in the Faculty's Rules or Regulations.

1.2 Grounds for Required Withdrawal

A student may be required to withdraw from the faculty when the student has:

- a) been guilty of such conduct which, if participated in by a practising agrologist, would result in suspension or expulsion of the practitioner from the practice of agrology by the governing body of the profession;
- b) jeopardized professional judgment through self-interest;
- c) demonstrated behaviour with respect to other students, colleagues, faculty or the public which is exploitive, irresponsible or destructive.

1.3 Conflict of Jurisdiction

If a question arises as to whether a matter falls within the academic regulations of the faculty or this By-Law, or as to whether a matter is within the jurisdiction of the Discipline By-Law of the University or this By-Law, as the case may be, the question shall be referred to the President of the University for final decision.

**II PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE**

- 2.1 There shall be established within the faculty a committee known as the Professional Unsuitability Review Committee, herein called the "Review Committee". Faculty Council shall delegate to the Review Committee to hear and to determine the matter on behalf of Faculty Council. The membership of the Review committee shall be as follows:

The Dean (or designate), the Senior Stick of F.A.S.O. (or designate) and five full-time academic faculty members elected by Faculty Council. They shall elect their own Chair.

### **III PROCEDURE**

- 3.1 The Dean shall refer matters which in his/her opinion involve conduct or circumstances described in Article 1.1 and 1.2 herein, to the Review Committee in a written report, setting out the name of the student involved, the alleged facts and the ground(s) allegedly warranting withdrawal pursuant to Article 1.1 and 1.2.
- 3.2 The Review Committee shall send a Notice of Hearing to the named student at set out in Article 4.2; shall determine whether any of the grounds requiring withdrawal under 1.1 and 1.2 exist at a hearing of the matter pursuant to this By-Law and, grant a disposition in accordance with Article 7.2 herein.
- 3.3 Once a reference has been made to the Review Committee the proceedings may continue notwithstanding that the student has subsequently voluntarily withdrawn from the faculty, or has refused to participate in the proceedings.

### **IV NOTICE TO STUDENT**

- 4.1 The Chair of the Review Committee shall, as soon as possible after receipt of the reference, provide the student concerned with a copy thereof and, at the same time, inform the student in writing of the grounds for withdrawal as well as the membership of the Review Committee and the date, time and place for consideration by the Review Committee of the matters set out in the reference.
- 4.2 The Notice from the Chair shall include a statement that if the allegations contained in the reference are established to the satisfaction of the Review Committee then the student may be required to withdraw from the faculty.
- 4.3 At least seven days notice of the Review Committee hearing shall be given to the student.

### **V HEARING PROCEDURES**

- 5.1 The student may appear in person and be represented by someone other than legal counsel. Legal counsel may be present as an observer.
- 5.2 The hearing shall be closed to all persons except the members of the Review Committee, the student, the designated representative of the student, legal counsel, if any, and the Student Advocate.

- 5.3 The student or his/her representative shall have the right to hear and to cross-examine witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses and to submit other evidence.
- 5.4 A quorum for the Review Committee shall be 75% of the membership thereof.
- 5.5 The Chair of the Review Committee shall vote only to break a tie.
- 5.6 A simple majority of the members hearing the matter is required for any finding or for the determination of the appropriate disposition of the matter.
- 5.7 The student shall not be required to give evidence but if the student elects to do so, then the student may be cross-examined.
- 5.8 Members of the Review Committee shall be bound by confidentiality in respect of information received in committee.
- 5.9 a) A faculty member shall not be disqualified from sitting as a member of the Review Committee hearing the matter by reason only that such faculty member has had previous contact with the student or has prior personal knowledge of the matter.
- b) The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified not more than two members of the Review Committee. In such a case, the faculty may replace the disqualified members.
- 5.10 These hearing procedures shall also apply, mutatis mutandis, in the case of an appeal heard by Faculty Council.
- 5.11 The results of the hearing and the grounds therefore shall be conveyed in writing to the Dean of the faculty, the student, the designated representative of the student, and to the Student Advocate when requested by the Student Advocate.

## **VI APPEALS**

- 6.1 If a student wishes to appeal a decision of the Review Committee, this appeal shall be made to the Senate Committee on Appeals.
- 6.2 In the event of an appeal, the implementation of any decision of the Review Committee shall be suspended until the matter has been disposed of by the body hearing the appeal.

- 6.3 Notwithstanding the above, if the President of the university is satisfied that it is in the best interests of the university, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the university.

## **VII DISPOSITION OF THE MATTER**

- 7.1 The body hearing the matter shall, after hearing all the evidence, meet in closed session with its members only, to consider its findings and the disposition to be made of the matter.
- 7.2 The body hearing the matter may individually or in combination:
- a) determine that no action should be taken in respect of the matter;
  - b) reprimand the student;
  - c) require the student to withdraw from the faculty, for a specified period of time;
  - d) require the student withdraw from the faculty, indefinitely;
  - e) require the student withdraw from the faculty with no right to apply for readmission to the faculty;
  - f) attach conditions which must be fulfilled before any application for readmission to the faculty can be considered;
  - g) attach conditions prescribing future conduct by the student.

## **VIII AMENDMENTS**

- 8.1 This By-Law may be amended by Senate alone, or by Senate after approval of such amendment(s) by Faculty Council.

### **Note:**

Senate at its meeting of May 18, 1984, determined that all By-Laws and related regulations in regard to withdrawal on grounds of professional unsuitability shall be reported to the Senate Committee on the Academic Evaluation of Students for recommendation to, and approval by, Senate. These By-Laws and regulations come into effect only when approved by Senate.

## **STANDING RULES AND PROCEDURES**

Note: Except where specifically stated otherwise, these rules and procedures apply to both Faculty Council and Committees of Faculty Council. Faculty Council and its Committees shall be governed by the rules of procedure adopted by Senate except where the following rules provide otherwise.

### **I FORMAT OF AGENDA**

- a) Minutes of previous meeting.
- b) Business arising from minutes. (Including motions for which notice has been given).
- c) Correspondence and announcements.
- d) Reports of committees.
- e) New business.
  - Information
  - Notice of Motion
  - Urgent matters which cannot be delayed by notice procedures
- f) Confidential business.
- g) Adjournment.

### **II CIRCULATION OF AGENDA**

Normally, the agenda shall be circulated, together with relevant documents, such as reports of committees, five working days in advance of the meeting.

### **III QUORUM**

Quorum of a committee shall be a majority of the voting members. [See also page 3.1, section 2(e) and page 6.2, section 4(e)].

### **IV LOSS OF QUORUM**

After a meeting has been properly called to order it shall be deemed to be properly constituted until such time as a member other than the Chair calls attention to the loss of quorum.

## **V RECORDS**

The minutes of meetings prepared by the secretary and approved, together with all documents tabled or circulated, shall constitute the official record.

## **VI VOTING BY STUDENT REPRESENTATIVES**

Students serving on council or committees may vote on all motions, except that they shall not participate in the election of council members to Senate.

## **VII OPENNESS OF MEETINGS**

The following policy with respect to openness shall be followed:

- a) Council or a committee of council has the right to permit and/or to invite non-members to attend any or all of its meetings and may delegate to its Chair such powers of permission and/or invitation.
- b) Non-members shall have the right upon their request to attend meetings and present their views at such reasonable times as council or a committee of Council shall appoint.
- c) During the deliberations of council or a committee of council, no one has a right to be present except the members of council or of the committee.

## **VIII VOTING BY CHAIR**

The Chair of council or a committee of council may vote on all motions but, once having exercised this privilege, shall not have a casting vote.

## **IX CHAIRS OF COMMITTEES**

The Chair of a committee shall be elected by the committee unless otherwise specified in the Committee Terms of Reference.

## **X ALTERNATES TO COMMITTEES**

A member of a committee may send an alternate, acceptable to the Chair, and the alternate shall exercise the same powers as the member.

## **XI TERM OF APPOINTMENT**

Normally, faculty members shall be appointed or elected in May of each year to a three-year term and one-third of such members will retire each year. Student members will normally be appointed to one-year terms. A member will take office on June 1 and serve until their successor is appointed or elected. A member may normally serve a maximum of two consecutive terms.

## **XII COMMITTEES OF COUNCIL**

- a) Shall make recommendations to Faculty Council on matters specified in their terms of reference and act for Council with respect to such matters as authorized by Council or in the By-Laws.
- b) Shall report to Council as necessary in performing their duties and at such other times as requested by Council after having been given at least thirty days' notice.
- c) Should meet at least once a year. If a committee does not meet for a year, its role shall be reviewed by the By-Laws committee to determine and advise whether it should be disbanded and its function performed by an ad hoc committee appointed as the need arises.

## **XIII FORMAT OF COMMITTEE REPORTS**

Whenever practicable, committee reports will be prepared according to the following format:

- a) Preamble -- number and nature of meetings, terms of reference, etc.
- b) Observations -- answers to questions, reports on procedures, statement about progress of business not yet ready for resolution, and, where applicable, reports should include areas considered, tests performed, and analysis of data.
- c) Recommendations -- specific motions for action. These may be accompanied by explanatory observations, but the motions should stand out prominently.
- d) Statistics and other supporting material, if any, may be provided in Appendices.

## **STANDING COMMITTEES OF FACULTY COUNCIL**

The Standing Committees of Faculty Council are included in this section. These committees are required by Senate and Faculty Council to consider specific matters (as outlined in their Terms of Reference) which are of interest to the two bodies.

The Standing Committees must meet at least once annually and are required to report directly to Faculty Council (5.2).

The Standing Committees are:

- I Department Councils
- II Diploma Council
- III Awards Committee
- IV By-Laws Committee
- V Curriculum Committee
- VI Degree Program Committees
- VII Discipline Committee
- VIII Graduate Studies Committee
- IX Library Committee
- X Local Animal Care Committee
- XI Nominating Committee
- XII Professional Unsuitability Review Committee
- XIII Studies Committee

**DEPARTMENT COUNCIL BY-LAWS FOR  
THE FACULTY OF AGRICULTURAL AND FOOD SCIENCES**

(Approved by Faculty Council March 14, 1974,  
Amended September 27, 1974, May 7, 1999 and May 18, 2000)

**I DEPARTMENT COUNCILS**

1. Membership

- a) The Head of the department
- b) All full-time, part-time, sessional or part-time sessional members of the academic staff of the department including professors, associate professors, assistant professors, adjunct professors, lecturers and instructors.
- c) One undergraduate and one graduate student. The graduate student to be registered in the graduate program of the department.
- d) One support staff member.
- e) Such other persons as may be approved by Faculty Council on recommendation of the Department Council.

2. Selection of Student Members and Support Staff Member

- a) Undergraduate student members of Department Council and of committees thereof shall be appointed or elected from students enrolled in department majors by a process determined by F.A.S.O. Council or, in the case of Biosystems Engineering, by U.M.E.S. Council.
- b) Graduate student members of Council and committees thereof shall be appointed or elected by and from graduate students in the department at a meeting convened by the Department Head.
- c) Support staff members of Council and committees thereof shall be appointed or elected by and from support staff in the department at a meeting convened by the Department Head.
- d) Each student member and support staff member of Council and of committees thereof shall serve for a term of twelve months commencing on October 1.

- e) Student and support staff positions on Council or committees thereof or positions vacated during a term may be filled or left unfilled at the discretion of the appointing or electing group.

3. Limits on Participation

Student and support staff members shall have full rights and privileges in Council except that they shall not be entitled to nominate or vote for the election of staff members to Committees of Council, or Faculty Council, or to the Faculty Council of Graduate Studies.

4. Meetings

- a) Regular meetings of Council shall be held in October of each year.
- b) Special meetings shall be called by the Head on his/her own motion, or at the written request of any three members of Council.
- c) Five days written notice shall normally be given for meetings of Council and at least 24 hours notice for emergency meetings. An agenda, with relevant documents shall accompany notices of meetings.
- d) The Head (or designate) shall preside at all meetings of Council.
- e) The quorum for the conduct of business at any meeting of Council shall be a number equal to 50% of the full-time academic staff not on leave for departments with less than 10 such members and 40% for those with 10 or more.
- f) All Council meetings shall be open except that Council may move into closed session by a two-thirds vote of those present and voting.
- g) Minutes shall be kept of all meetings of Council and, except for those portions determined by Council to be confidential, shall be made accessible to all members of Council and to all students in the department.

5. Powers to Act

The Department Council shall have power:

- a) to appoint such committees as it may deem necessary and to confer on them the power and authority to act for it with respect to such matters as it may deem expedient;
- b) to carry out such duties and responsibilities as may be assigned to it by Faculty Council.

6. Powers to Recommend

The Department Council shall have the power to make recommendations through the Head to the appropriate persons or bodies concerning:

- a) the appointment of Adjunct Professors in the department;
- b) the introduction of, the abolition of, or any changes in courses or programs offered in the department;
- c) the conditions of entrance to undergraduate or graduate programs and the standing to be allowed students entering such programs;
- d) the conditions on which graduate students shall be received for examination and the conduct and results of graduate examinations in the department;
- e) the acquisition of and the use of facilities within the department;
- f) all matters submitted to it by the Department Head;
- g) the implementation of policy matters within the jurisdiction of the Council.

7. Committees

- a) The Department Head shall be a member ex officio of all committees of Council.
- b) The graduate and undergraduate students on Council shall determine which committees shall have representation from their respective groups.
- c) Subject to (b), Council shall determine the composition of its committees, the method of election or appointment of the staff members thereof, and any limitations on the rights of student members thereof.
- d) Reports of committees, except on matters determined by Council to be confidential, shall be made accessible to all staff members and to students registered in courses taught by department staff.

8. Rules

- a) Standing Rules

The Council may enact or amend standing rules and procedures for conduct of the affairs of the department by a majority vote of those members of Council present and voting at any duly constituted meeting of Council,

provided such proposed rules have been circulated with the agenda of the meeting.

b) Rules of Order

Meetings of Council shall be governed by the rules of procedure adopted by Faculty Council except where the Standing Rules of Council provide otherwise.

9. Amendment

The amendment of Department Council By-Laws shall be effected either:

- a) (1) by a motion passed by a two-thirds majority vote of the members of the Department Council present and voting at a duly called and constituted meeting, and
- (2) by subsequent ratification by a majority vote of those present and voting at a duly called and constituted meeting of Faculty Council;

OR

- b) in the absence of a resolution from Department Council by a two-thirds majority vote of those present and voting at a duly called and constituted meeting of Faculty Council.

## **II DIPLOMA COUNCIL**

### **1. Composition of Council**

Diploma Council shall consist of: the Director of the School of Agriculture who shall be Chair, Assistant or Associate Directors, the Senior Farm Management Lab Instructor, one member from each department elected by the Department Council, and two student representatives selected by the faculty's undergraduate students' organization.

### **2. Terms of Reference**

- a) The Council shall make recommendations to Faculty Council with respect to:
  - 1. variations in individual student programs from the Diploma programs prescribed;
  - 2. the standing of all students registered in the Diploma programs;
  - 3. the conduct and results of examinations in the Diploma Course;
  - 4. the persons to whom diplomas and certificates of proficiency pertaining to courses of study in the Diploma programs of the faculty may be granted.
  
- b) The Council shall make recommendations to the Curriculum Committee of the faculty with respect to:
  - 1. the conditions of entry into the Diploma Programs;
  - 2. the courses and programs of study offered in the School of Agriculture and the programs of study required as qualifications for the granting of diplomas or certificates of proficiency;
  - 3. the standards of performance required to remain in good standing, for reinstatement, for removal or probation, for the granting of credit for courses and for the granting of diplomas and certificates of proficiency.
  
- c) The Council shall make recommendations to the Director of the School of Agriculture with respect to:
  - 1. the development and delivery of:
    - i) Diploma programs offered by the school,

- ii) extension and outreach programs offered by the school,
- iii) new programs.

2. Other matters submitted to it by the Director of the School of Agriculture.

(Approved by Faculty Council, May 24, 1994)

### **III AWARDS COMMITTEE**

#### **1. Composition of Committee**

The Awards Committee shall consist of one member from each department elected by Department Councils, the Director of the School of Agriculture or designate, the Associate Dean (Academic) of the Faculty of Agricultural and Food Sciences, and the Faculty Advisor to F.A.S.O. The Chair shall be the Associate Dean (Academic).

#### **2. Terms of Reference**

The committee shall recommend to council with respect to:

- a) the persons to whom bursaries, scholarships or prizes shall be awarded insofar as the faculty has the right or duty to grant or to recommend the granting of awards;
- b) the establishment or the abolition of, or any changes in, bursaries, scholarships, and prizes to be awarded to students registered in degree or diploma programs of the faculty;
- c) the conferring of the title Professor Emeritus or Dean Emeritus.

(Amended by Faculty Council, May 15, 1998)

#### **IV BY-LAWS COMMITTEE**

##### **1. Composition of the Committee**

The By-Laws Committee shall consist of three members of Faculty Council elected by Faculty Council. The Chair of the committee will normally be assumed by the member of the committee who is in the third year of their appointment.

##### **2. Terms of Reference**

- a) The committee shall be responsible for an annual review of, and may make recommendations to the Faculty Council with respect to:
  - 1. the Faculty Council By-Law.
  - 2. the Standing Rules and Procedures.
  - 3. the Standing Committees of the Faculty Council.
  
- b) The committee shall be responsible for an annual review of, and may make recommendations to the Dean with respect to:
  - 1. the Administrative Committees
  
- c) The committee shall be responsible for an annual review of the Faculty of Agricultural and Food Sciences Handbook as required by actions of Faculty Council.

(Amended by Faculty Council, May 24, 1994)

## V CURRICULUM COMMITTEE

### 1. Composition of Committee

The Curriculum Committee shall consist of the Associate Dean (Academic) who shall be Chair, the Program Committee Chairs appointed by the Dean, the Director of the School of Agriculture, two faculty members elected by Faculty Council including representation from departments that are not represented on the Curriculum Committee as Program Chairs, and two students (one from the Degree and one from the Diploma program).

### 2. Terms of Reference

- i) The committee shall make recommendations to Faculty Council with respect to:
  - a) the conditions of entry into the diploma or degree programs;
  - b) the degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses of study in the faculty;
  - c) the courses and programs of study offered at the undergraduate level of study required as qualification for the granting of diplomas, degrees, or certificates of proficiency;
  - d) the regulations, methods and limits of instruction in the faculty;
  - e) revisions of the University calendar as they relate to the undergraduate level of study with respect to conditions of entry; academic requirements for the granting of diplomas, degrees and certificates; probation standards; standards for academic suspension and reinstatement; courses and program descriptions; departmental requirements;
  - f) the standards of performance required to remain in good standing, for reinstatement, for removal of probation, for the granting of credit of courses and for the granting of degrees, diplomas and certificates of proficiency.
- ii)
  - a) the Curriculum Committee shall review all undergraduate courses in all the programs offered by the faculty in a regular, five-year cycle;

- b) the Curriculum Committee shall meet on a regular basis and through the Program Chairs shall provide an annual report to Faculty Council of its activities.

(Approved by Faculty Council, May 24, 1995)

## **VI DEGREE PROGRAM COMMITTEES**

### **1. Composition of Committees**

Each degree will have a Program Committee for every program. The Program Committees shall consist of a Program Chair, appointed by the Dean with input from the Executive Committee.

One student member registered in the program shall be appointed or elected by a process determined by F.A.S.O. Council, or in the case of Biosystems Engineering by U.M.E.S. Council. The term shall be one academic year.

Single program degrees shall have a Program Committee composed of six faculty members including the Chair, and multi-program degrees shall have Program Committees composed of four faculty members, including the Chair. Members of Program Committees shall be from departments with principal interest in the program with all Program Committees having representation from no fewer than two departments. Program Committee members, excluding the Chair, shall be elected by Faculty Council with input to the Nominating Committee from Department Heads. Terms of appointment shall be for three years.

### **2. Terms of Reference**

- a) review courses within the program of study offered on a regular basis;
- b) interact with Department Heads re course assignments for the program;
- c) recommend to the Curriculum Committee through the Program Committee Chair, modifications to the courses and program of study in the degree;
- d) the Program Committee Chair, with assistance of the Program Committee, shall act as advisor to students in the program;
- e) in degrees with more than one program, the Associate Dean shall call a meeting of the Program Committees under the degree at least once a year to coordinate the activities and monitor standards and provisions of the programs within the degree;
- f) each Program Committee Chair shall provide an annual report in May to the Curriculum Committee on the activities and efficacy of operation of the Program Committee.

(Revised by Faculty Council, May 7, 1999)

## **VII DISCIPLINE COMMITTEE**

### **1. Composition of Committee**

The Discipline Committee shall consist of the Dean (or designate), the Senior Stick of F.A.S.O., three faculty members elected by Council and three students appointed by F.A.S.O. Council. The Chair shall be elected by the committee.

### **2. Terms of Reference**

The Discipline Committee shall:

- a) be responsible for dealing with student discipline relating to local offenses (those of a minor nature or the effects of which are limited to the Faculty of Agricultural and Food Sciences);
- b) follow the procedures established for Local Discipline Committees by Senate, November 6, 1979 and by the Board of Governors, November 22, 1979, for dealing with local offenses;<sup>5</sup>
- c) keep the University Discipline Committee informed of its proceedings and submit to it reports on its decisions and the reasons therefor;
- d) publicize its existence, its functions and procedures and the right of every individual to approach it.

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<sup>5</sup> Published in the Policies and Procedures Manual of Senate; available in departmental offices

## **VIII GRADUATE STUDIES COMMITTEE**

### 1. Composition of Committee

The Graduate Studies Committee shall consist of those members of the Faculty Council of Graduate Studies who are elected as Departmental Representatives from the Faculty of Agricultural and Food Sciences and three graduate students appointed by the Graduate Student Association. Alternates may be elected for each Departmental Representative. The Chair shall be appointed by the Dean.

### 2. Terms of Reference

The committee shall act on behalf of Faculty Council in making recommendations to the Faculty of Graduate Studies with respect to:

- a) the requirements for admission to graduate programs offered by the departments of the faculty;
- b) the graduate courses and graduate study programs offered by departments of the faculty;
- c) revisions of departmental sections of the Calendar of the Faculty of Graduate Studies;
- d) the conditions on which candidates shall be received for examinations and procedures for the conduct of examinations.

(Amended by Faculty Council, May 24, 1994)

## **IX LIBRARY COMMITTEE**

### 1. Composition of Committee

The Library Committee shall consist of one member from each department, elected by the Department Council, the Director of the School of Agriculture, the Faculty Librarian, one Diploma student, one Degree student, and one Graduate student. The Chair shall be elected by the committee.

### 2. Terms of Reference

The committee shall:

- a) act in an advisory capacity to the Faculty Librarian and the Director of Libraries with respect to the administration of the Faculty Library;
- b) make recommendations on behalf of the faculty to the Senate Library Committee with respect to:
  - i) budget allocations for the Faculty Library;
  - ii) the development and improvement of library service;
  - iii) library acquisitions;
  - iv) lending procedures;
  - v) levying of library fines.

(Amended by Faculty Council, May 24, 1994)

## **X LOCAL ANIMAL CARE COMMITTEE**

### **1. Composition of Committee**

The Local Animal Care Committee shall consist of two faculty members experienced in research animal care and use elected by Animal Science Department Council, a veterinarian experienced in research animal care and use, one member who does not use animals for research, but has genuine concern for animal care, appointed by the Dean (or designate), a community representative appointed by Dean or designate and the Farm and Research Station Manager - ex officio. The Chair shall be appointed by the Dean (or designate).

### **2. Terms of Reference**

The committee shall:

- a) inspect faculty animal facilities on a regular basis, at least quarterly, to ensure that cleanliness, care and comfort of the animals is being maintained;
- b) review protocols for all research, testing, and teaching involving animals to:
  - i) ensure correct level of invasiveness has been declared;
  - ii) ensure animal will not be exposed to unnecessary discomfort and pain during the usage period;
  - iii) recommend acceptance, modification or rejection of the protocol at the faculty level prior to forwarding to the appropriate University authority or body for review and final approval;
  - iv) must be aware of all modifications to protocols and approve them;
  - v) ensure that all procedures comply with the Canadian Council on Animal Care (CCAC) guidelines. The animal use protocol (the University Animal Care form) must include all items as per CCAC guidelines.
- c) advise on procedures for ensuring health and comfort of experimental animals and for the prevention of unnecessary pain. Also explore alternatives to the use of animals;
- d) encourage (and facilitate) personnel involved in animal research to take training programs or attend seminars on animal welfare and animal care;
- e) set up Animal Care Workshops on a regular basis to provide training in animal care for staff and students;
- f) assure that all animal users have the opportunity to become familiar with CCAC's Guide and Ethics statement, as well as any other statutes that may apply;

- g) establish and implement policies which will help to improve Animal Care as per 3i CCAC Committee “Recommended Terms of Reference and Guidelines”: which include:
- the requirement that all animal care and animal experimentation are conducted within the guidelines as set out in CCAC's Guide, and any federal, provincial and institutional regulations that may be in effect;
  - the employment of animal care personnel;
  - the training and qualification of animal users and animal care personnel;
  - standards of husbandry, facility and equipment;
  - all activities and procedures that involve animals;
  - procedures for euthanasia.
- h) assist in the development of plans for the renovation, construction of, or addition to, any animal facilities in the Faculty of Agricultural and Food Sciences;
- i) keep an up-to-date file on animal attendants and technicians listing their qualifications, years of experience and any short course, seminars, etc. attended in the past. File to be kept in the Animal Science General Office and made available to staff in completing animal usage forms;
- j) the committee shall establish and regularly update a system of crisis management within the animal facilities of the faculty;
- k) the Chair shall act as spokesperson for the committee;
- l) minutes shall be kept of all regular meetings of the Local Animal Care Committee (LACC) and these Minutes shall be made accessible to all interested parties;
- m) the Chair of the LACC shall provide a written report of the activities of the committee to regular meetings of the Senate Animal Care Policy Committee;
- n) the Chair shall report to regular Animal Science Department Council meetings and annually to Faculty Council.

### 3. Authority

The committee has the authority on behalf of the Dean or designate to:

- a) stop any objectionable procedure if it considers that unnecessary pain or discomfort is experienced by the animal;
- b) terminate immediately any use of animals which deviates from the approved proposal, causing pain and distress to the animal(s);
- b) require and arrange for the humane killing of an animal if pain or distress caused to the animal cannot be alleviated.

4. Meetings

The LACC shall meet on a regular basis, at least monthly, to discuss protocols, problems, etc. and to formulate a report for the Animal Science Department Council.

(Approved by Faculty Council, January 25, 1993)

## **XI NOMINATING COMMITTEE**

### **1. Composition of the Committee**

The Nominating Committee shall consist of three members of Faculty Council elected by Faculty Council. The Chair of the Committee will normally be assumed by the member of the committee who is in the third year of their appointment. Each department Council not represented by a continuing member may nominate one person each year to stand for election to the committee. Names of nominees must be submitted to the Chair of the committee at least seven days prior to the Faculty Council meeting at which the election is to be held.

### **2. Terms of Reference**

The committee shall:

- a) nominate for election persons to committees of Faculty Council, to the Board of Graduate Studies as directed by Faculty Council of Graduate Studies By-Laws, to Senate and University Committees, and submit such recommendations to Faculty Council in May of each year or at such other times as may be requested by Faculty Council or Chairpersons of Committees of Faculty Council;
- b) recommend to the By-Laws Committee on changes in structure, representation, and function of committees of Faculty Council;
- c) in consultation with the Dean's office, arrange to:
  - i) contact as necessary, and at least annually, Department Heads and the Senior Stick of the Faculty of Agricultural and Food Sciences Student Organization regarding the appointment, reappointment or replacement of appointed members of Committees of Faculty Council;
  - ii) prepare and distribute annually to members of Faculty Council a list of members of the Standing and Administrative Committees of Faculty Council and the faculty representatives on university committees.

(Amended by Faculty Council, May 24, 1994)

## **XII PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE**

### **1. Composition of the Committee**

The Professional Unsuitability Review Committee shall consist of the Dean (or designate), the Senior Stick of F.A.S.O. (or designate) and five full-time academic faculty members elected by Faculty Council. The Chair shall be elected by the committee.

### **2. Terms of Reference**

- a) The Review Committee shall investigate all cases of professional unsuitability within the Faculty of Agricultural and Food Sciences as requested by the Dean of the Faculty of Agricultural and Food Sciences.
- b) The criteria and the procedures to be utilized by the Review Committee are stipulated in the Professional Unsuitability By-Law located in Section 4 of the Faculty of Agricultural and Food Sciences Handbook.
- c) The Review Committee shall report annually to Faculty Council.

### **XIII STUDIES COMMITTEE**

#### 1. Composition of Committee

The Studies Committee shall consist of one member of each department elected by the Department Council. The Chair shall be elected by the committee.

#### 2. Terms of Reference

The committee shall make recommendations to Faculty Council with respect to:

- i) the standing to be granted to students entering the degree program;
- ii) the standing of all students registered in the degree program;
- iii) variations in individual student programs from the prescribed degree programs;
- iv)
  - a) the conditions on which candidates shall be received for examination, and
  - b) the conduct and results of examinations in the degree program of the Faculty.
- v) the persons to whom degrees and certificates of proficiency pertaining to courses of study in the degree program of the Faculty shall be granted.

(Amended by Faculty Council, May 24, 1994)

## **ADMINISTRATIVE COMMITTEES OF THE FACULTY OF AGRICULTURAL AND FOOD SCIENCES**

The Administrative Committees of the faculty are included in this section. These committees are created by, and normally report directly to the Dean of the Faculty of Agricultural and Food Sciences.

Where possible, the Administrative Committees shall function under the rules and procedures set out in Section 2, 3 and 4 of the Faculty of Agricultural and Food Sciences Handbook.

Members are appointed by the Department Heads or the Dean for a three-year term. The Chair of each Administrative Committee will be elected by the committee unless appointed by the Dean.

The Administrative Committees may report to Faculty Council for information and/or advice. This section is included in the Handbook for information only; it does not constitute a part of the By-Laws and the Rules and Procedures.

## **I EXECUTIVE COMMITTEE**

### **1. Composition of Committee**

The Executive Committee shall consist of the Dean of the faculty, the Associate Deans of the faculty, the Director of the School of Agriculture and the Head of each department or designate as required.

### **2. Terms of Reference**

The committee shall act on behalf of the faculty with respect to:

- a) space and staff requirements of the faculty for existing and proposed academic programs;
- b) campus planning;
- c) the acquisition and use of all facilities within the faculty or school;
- d) all matters submitted to it by the Dean of the Faculty of Agricultural and Food Sciences;
- e) assist the faculty Communications Specialist by assembly of pertinent materials to constitute the Annual Progress Report of the faculty. Such material shall include information on the staff, students, research activities, publications, awards and other pertinent information as required and advise on the format of the annual publication.

## **II DEAN'S ADVISORY COMMITTEE ON STUDENT RECRUITMENT AND OUTREACH (EXTERNAL)**

### **1. Composition of Committee**

The committee shall consist of a Chair, appointed by the Dean, plus representatives of the following groups, selected by the Dean in consultation with the groups represented:

- a) communications industry
- b) Manitoba Institute of Agrologists
- c) undergraduate student
- d) two alumni - one B.S.A., one Ag. Dip.
- e) faculty teaching staff
- f) Manitoba Agriculture
- g) four members at large

Members shall be appointed for a term of two years and shall be eligible for reappointment.

The Communications Officer for the faculty shall serve as secretary for the committee.

Meetings will be called at the discretion of the Chair.

### **2. Terms of Reference**

The committee is expected to:

- a) assist the faculty to plan and implement an effective student recruitment, community relations and extension program. The initial focus of the committee shall be on student recruitment into the Faculty of Agricultural and Food Sciences, for careers in the agriculture and food industry;
- b) make recommendations to the Dean of Agricultural and Food Sciences with respect to the development of a student recruitment and career promotion plan. The plan will include message content, target audiences, and the most suitable resources, activities and events. Priorities, milestones, and the human and financial resource considerations should be established within each subject area;
- c) coordinate the activities of the organizations represented in its membership, where possible, to implement and deliver a student recruitment/career promotion program;

- d) monitor and evaluate success of student recruitment and outreach efforts.

(Revised by Faculty Executive, June 13, 1994)

### **III COMPUTER COMMITTEE**

#### **1. Composition of the Committee**

The Computer Committee shall consist of one member from each department in the faculty, one member from the Dean's Office, a representative from the School of Agriculture and the Supervisor for the Microcomputer Lab and Local Area Network (LAN) facilities in the faculty. Student representation (one each from the diploma, degree and graduate programs) is at the discretion of these organizations. The Assistant Supervisor for the Microcomputer Lab and LAN may attend meetings as a non-voting guest. A representative from Computer Services is an invited non-voting guest at all meetings and serves as a link with this group. The committee shall elect its own chair.

#### **2. Terms of Reference**

- a) The committee shall:
  - (i) provide liaison between the faculty and the university's computer centre; and
  - (ii) oversee the policy of the faculty regarding usage of centralized computer facilities
- b) The committee shall recommend policy with respect to the operation, maintenance and improvement of the general use Microcomputer Facilities in the faculty including the Faculty Microcomputer Laboratory;
- c) The committee shall:
  - (i) recommend policy with respect to the operation, maintenance and improvement of the Local Area Network; and
  - (ii) make appropriate arrangements to facilitate LAN usage by both staff and students
- d) The chair of this committee shall be the faculty representative on any university committee dealing with computer usage, as required;
- e) The committee shall monitor all other computer use and requirements related issues of concern to the faculty, not specifically addressed above, as may from time to time arise, and make appropriate recommendations on these issues.

(Revised May 24, 1994)

#### **IV ENDOWMENT COMMITTEE**

##### **1. Composition of the Committee**

- a) The committee shall consist of an Associate Dean (appointed by the Dean who shall be Chair) and individuals nominated or appointed by the following contributing groups or by the Executive Committee of the faculty, with the number representing each group as indicated below:

Academic Staff of the faculty	3	(elected by Faculty Council)
Support Staff of the faculty	2	
Undergraduate students	3	(at least one from Degree and one from Diploma)
Postgraduate students	1	
Alumni (degree)	1	
Alumni (diploma)	1	
Agri-food Private Sector	<u>2</u>	
<b>TOTAL</b>	<b>14</b>	

- b) A quorum consists of eight members.
- c) Student members of the committee will normally serve for a one-year term, with possible re-appointment for a second year.
- d) Non-student members will normally serve for three-year terms.
- e) Approximately one-third of the non-student members of the committee should be re-appointed or replaced annually.
- f) The Office of the Dean shall provide a working secretary for the committee and related administrative support.

##### **2. Terms of Reference**

The committee shall act as follows:

- a) to develop and review procedures and forms for proposals for funding to ensure a reasonably standardized means of seeking support from the Endowment Fund and to foster objective consideration of such proposals;
- b) to meet at least once each year and, when the Endowment Fund becomes fully operative, to be prepared to review proposals for funding at least twice a year;

- c) to receive proposals for funding from academic and support staff, students and alumni of the Faculty of Agricultural and Food Sciences; to review and recommend on proposals for funding for a wide variety of worthy projects and programs consistent with the academic goals of the faculty, including but not limited to: teaching, research and extension projects and/or equipment; scholarships, fellowships and assistantships at both the undergraduate and the postgraduate levels; visiting scientists and lecturers; special projects for support staff special leaves; field trips; library acquisitions;
  - d) to submit recommendations on proposals for funding to the Dean for approval. In considering final action, the Dean may consult with the Executive Committee of the faculty.
3. The Terms of Reference shall be reviewed and updated by the Executive Committee of the Faculty of Agricultural and Food Sciences as required.

## **V FACULTY STUDENT RECRUITMENT AND OUTREACH COMMITTEE**

### **1. Composition of Committee**

The Outreach Committee shall consist of one member from each department (appointed by the Department Head), one representative from the School of Agriculture (appointed by the Director of the School of Agriculture), the Communications Specialist for the faculty, and two undergraduate students - one from Degree and one from Diploma, appointed by F.A.S.O. The Chair (who may or may not be one of the above) shall be appointed by the Dean of the faculty. Terms for departmental members shall normally be three years. The Communications Specialist shall serve as secretary.

### **2. Terms of Reference**

#### **2.1 Student Recruitment**

The committee shall:

- a) advise and assist the Communications Specialist and make recommendations to the Dean of Agricultural and Food Sciences, as required, on student recruitment activities, promotional materials, etc.;
- b) be responsible for the coordination and staffing of faculty displays at student recruitment events (e.g., Careers Symposium, Open House, University of Manitoba Information Days, etc.);
- c) be responsible for the development of faculty and departmental promotional materials (e.g., faculty and department brochures, slide sets, audio-visual material, etc.);
- d) monitor performance and evaluate success of student recruitment program.

#### **2.2 Outreach**

The committee shall:

- a) liaise with the Dean's (External) Advisory Committee on Student Recruitment and Outreach with respect to overall direction of faculty outreach efforts;
- b) identify stories of interest for distribution to media;

- c) establish and maintain a list of the faculty's expertise for media, extension personnel and private industry;
- d) coordinate promotion of seminars and special lectures in the faculty;
- e) raise the public's awareness of the importance of the agri-food industry in Manitoba, with emphasis on the faculty's role in this industry through participation in public fairs, forums and commissions of inquiry; and partnerships with groups interested in this type of public awareness;
- f) be responsible for ensuring that public displays, etc. are staffed;
- g) assist with the communication of the faculty's research findings to the agri-food industry through contributions to extension bulletins, videotapes, expert systems, electronic networks or databases, field days and conferences;
- h) strengthen the faculty's relationship with its alumni to keep them informed of faculty initiatives and accomplishments, to gain knowledge from their experience, to gain their support;
- i) ensure that staff and students in our faculty, plus our colleagues in other units at the University of Manitoba are informed of educational initiatives, research projects, outreach and extension events, awards and staff changes taking place in the faculty.

(Approved by Faculty Executive, June 19, 1995)

## **VI MUSEUM AND ARCHIVES COMMITTEE**

### **1. Composition of the Committee**

The Museum and Archives Committee shall consist of three faculty members appointed by the Dean in consultation with the Executive Committee. The Chair shall be elected by the committee.

### **2. Terms of Reference**

The committee shall be responsible to Faculty Council for:

- a) the collection, selection, cataloguing care and display of records, documents and like material of historical interest to the Faculty of Agricultural and Food Sciences.

(Revised by Faculty Executive, June 13, 1994)

## **VII RESEARCH COMMITTEE**

### 1. Composition of the Committee

The Research Committee shall consist of one representative from each department appointed by the Dean. The Chair shall be appointed by the Dean.

### 2. Terms of Reference

The committee shall:

- a) assist in the development of policies to enhance and encourage productive research;
- b) develop strategies to maximize opportunities for success in the pursuit of funds to support research;
- c) provide a forum to react and respond to changing granting policies.

(Established October 17, 1990)

## **VIII SAFETY AND HEALTH COMMITTEE**

### **1. Composition of the Committee**

The Safety and Health Committee shall consist of twelve people of whom six shall be management and six shall be non-management personnel. There shall be two representatives from each of the following five areas:

- a) Agriculture Building including Crop Research Centre
- b) Agricultural Engineering Building facilities
- c) Ellis Building and the Dairy Building
- d) Glenlea Research Station
- e) Four representatives for the Animal Science Building and the Animal Science Research Unit, Poultry Unit and Feed Mill
- f) A member from the Occupational Health and Safety Office will serve ex officio.
- g) The Chair shall be elected by the committee

### **2. Terms of Reference**

The committee shall act to:

- a) promote safety and health measures, education and identification of risks;
- b) receive, consider and recommend to the Vice-President (Administration) the disposition of concerns about the safety and health of all students and staff;
- c) pass on those concerns which it has not been able to recommend disposition of to the Occupational Health and Safety Office;
- d) liaise and cooperate with the Occupational Health and Safety Office on general policy and education.

(Terms of Reference under review)

## **IX SOCIAL COMMITTEE**

### 1. Composition of the Committee

The Social Committee shall be composed of one member from each department, appointed by the Department Head and the Administrative Assistant to the Dean.

### 2. Terms of Reference

The committee shall be responsible for:

- a) the planning of social events sponsored by the Faculty of Agricultural and Food Sciences;
- b) arranging for the sending or presentation of flowers, gifts, awards, condolences and presentations on behalf of the Faculty of Agricultural and Food Sciences.

## **X TEACHING ENHANCEMENT COMMITTEE**

### **1. Composition of the Committee**

The Teaching Enhancement Committee shall consist of one representative from each department appointed by the Department Head, the Director of the School of Agriculture, the Director of the Communication Systems and two students (one Degree and one Diploma). The Chair shall be appointed by the Dean.

### **2. Terms of Reference**

- i) The committee shall make recommendations to the Dean with reference to:
  - a) the broad process of course instructor evaluation;
  - b) specific material(s) to be used in the evaluation process;
  - c) the manner of carrying out the evaluation;
  - d) initiation and development of means to enhance and improve the level of instruction in the faculty.
  
- ii) The committee shall, in close consultation with the Communication Systems:
  - a) monitor the teaching environment in faculty-assigned classrooms;
  - b) make appropriate recommendations respecting such required improvements as black-out drapes, lighting and audio-visual equipment;
  - c) generally facilitate the maintenance of quality teaching in the faculty by the acquisition, distribution and utilization of audio-visual equipment and related materials;
  - d) make recommendations to the Dean and Executive Committee regarding the need for repair and upgrading of the teaching facilities and associated equipment;
  - e) liaise with the Computer Committee with regard to the use of computers for instructional purposes;
  - f) to be responsible for bringing to the attention of executive new techniques for instructional purposes.

(Approved by Faculty Executive, June 19, 1995)

## **XI TENURE AND PROMOTION COMMITTEES**

### **Preamble**

General guidelines have been established through a Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association for the composition of the committee to be used in tenure decisions. The Faculty of Agricultural and Food Sciences uses a single Faculty-based Tenure Committee to consider all tenure decisions.

### **Composition of the Faculty-based Tenure Committee and the Faculty-based Nucleus Committee**

- The Faculty of Agricultural and Food Sciences will maintain a single Faculty-based Tenure Committee composed of one member from each department elected by the Department Council. The Faculty members elected by each Department Council shall be tenured and hold the rank of full professor. The committee shall annually elect two of its members plus an alternate to serve as the nucleus committee for promotion for the coming year.

### **Tenure Committee**

#### **Composition of the Committee**

- the Dean (or designate) shall be the Chair of each Tenure Committee and shall serve in a non-voting capacity (Article 19.D.1.8 of the Collective Agreement);
- seven tenured faculty members with gender representation if possible, one from each department who were elected by Department Council shall form the Faculty-based Tenure Committee.
- if the elected Faculty-based Tenure Committee members are all of the same gender, the Dean shall appoint an additional member, of the opposite gender, to the committee who shall be tenured and hold the rank of Full Professor.
- for each tenure hearing a minimum of five members of the committee must be available and must be committed to attend the entire hearing.
- members of the Faculty-based Tenure Committee shall meet once a year, preferably in spring, to monitor the consistency with which standards have been applied throughout the year and to select the nucleus committee members for the forthcoming year.

## **Criteria for Evaluation of an Application for Tenure**

Article 19.A.2.4 of the Collective Agreement states that the academic duties assigned to a staff member are to be determined by the Dean (who may delegate the responsibility to the Department Head) in consultation with the staff member. The duties specifically assigned to the faculty member in the letter of offer as modified through the annual activity reports must be taken into account in the application of the criteria and weightings to tenure considerations. For an initial probationary appointment in the Faculty of Agricultural and Food Sciences, the academic attributes of teaching and research carry weights of 45 and 40 respectively while service is given less emphasis with a weight of 15. These may be changed from time to time as a result of agreement between the staff member and the department head and recorded in the staff members Annual Activity Report. Such change shall be taken into account by the Tenure Committee.

Attaining or surpassing the minimum criteria for tenure is normally to be demonstrated over an extended period of time. This time is normally from the commencement of the appointment at this University up until the final year of the maximum untenured period as defined in Article 19.C.5.3 of the Collective Agreement. This Agreement permits any faculty member who has completed the equivalent of at least three (3) years of full-time employment to apply for tenure consideration prior to the end of the maximum untenured period. Early applicants for tenure are expected to meet the same criteria and have achieved the same level of competence as any member who has completed the maximum untenured period. Notwithstanding, in the Faculty of Agricultural and Food Sciences early application is not encouraged except in exceptional circumstances (eg.) a truly outstanding performance in both teaching and research and/or someone with prior experience.

Article 19.D.1.4 of the Collective Agreement states that the dean/director, after receiving the advice of his/her faculty council, shall be responsible for establishing any criteria and the weightings of these criteria, for making the criteria and weightings known, and for establishing any procedures that he/she feels should be established at the faculty level for the making of a tenure recommendation, provided that no such criteria, weightings or procedures are inconsistent with anything in this article. Criteria and weightings shall remain in effect from year to year, until changed by the dean/director after receiving the advice of his/her faculty/school council.

Annual Activity Reports shall be considered by the Tenure Committee as part of the assessment process. These are useful to the committee in that they provide a continuous record over the time of the tenure period. The criteria to be met by the candidate, within the constraints of the resources made available by the University and the applicants assigned duties, are:

**Competence in Teaching**, as evidenced by supporting documentation. This documentation shall include:

- record of courses taught over the probationary period;
- student evaluations of courses taught by the applicant;

- graduate students supervised (name of student, period of supervision, thesis title, status of thesis) and an indication of the quality of supervision as measured by solicited student input.

Other supporting documents that shall be considered as appropriate are:

- evidence of involvement in curriculum development;
- written comments or letters from students;
- assessment by colleagues of seminar, colloquia or extension presentations;
- published teaching materials, e.g., texts, notes, computer software, extension publications.
- evidence of collaboration with colleagues in course development and presentation
- awards for teaching at the diploma, undergraduate or graduate level

**Competence in Research**, as evidenced by supporting documentation. This documentation shall include:

- refereed publications and scholarly works as appropriate to the discipline or evidence of the impact on agricultural and food sciences or the agrifood industry of non-published scholarly or technical reports to private or governmental agencies; (This accommodates people such as Agricultural economists and others who present their results in fora other than refereed journals.) and
- evidence of the development of an independent research program, individual or collaborative, by the researcher since completion of the PhD degree;
- evidence of the ability to sustain and support a research program at an adequate funding level;
- evidence of collaboration with colleagues

Other supporting documents that may be considered as appropriate:

- input from knowledgeable colleagues in writing as to the significance of the candidate's published work;
- assessment of the extent of an individual's contribution to joint-authored publications;(where the candidate is not the senior author)
- invitations to deliver scholarly talks, or major addresses at other institutions or major national or international conferences;
- other forms of peer recognition (journal reviews, reviews of grant applications, book chapters, etc.)
- evidence of effective supervision of graduate student research.
- recognition by peers in terms of awards

**Effectiveness in Service**, as evidenced by:

- membership on University, Faculty and Departmental committees (include name of committee, length of appointment, role);
- other University service (administrative appointments, liaison activities, etc.);
- service to professional organizations;
- service to the agricultural industry (extension activities, industry presentation, participation in committees, media interviews and articles, etc.);

To assess the *effectiveness* of such contribution it would be helpful to include:

- letters from chairs of committees;
- letters from individuals in the community and industry served by the member;
- reports prepared by the member as part of service provided in the community.
- awards for service

Other considerations specific to the current rank of a faculty member

For tenure at the rank of Assistant Professor the candidate shall have:

- i) completed Ph.D. (or the equivalent);
- ii) successful teaching performance and demonstrated competence in or demonstrated potential for research.

For tenure at the rank of Associate Professor the candidate shall have:

- i) successful teaching performance sustained over a reasonable period of time
- ii) research and/or scholarly work that clearly demonstrates through publications, sustained research commitment, ability and success;
- iii) demonstrated competence in service taking into account the duties specifically assigned to the faculty member during the period under consideration.

For tenure at the rank of Professor the candidate shall have:

- i) successful teaching performance sustained over a reasonable period of time;
- ii) research and/or scholarly work sufficiently distinguished that clearly demonstrates through publication sustained research commitment ability and success
- iii) demonstrated competence in service.

### **Tenure Procedures**

- i) The candidate shall be invited to meet at least once with the Tenure Committee.
- ii) The documentation submitted to the committee shall not include Form B outlining the Department Head's recommendation.
- iii) The information provided by the candidate should be as outlined in the Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association.
- iv) The committee should meet to decide if any additional information is required in order to make a decision with respect to the candidate. The requirement for any additional information shall be conveyed by the Chair

of the committee to the candidate and the Head. This information shall be obtained by the Chair of the committee.

- v) The Head of the department shall provide the committee with a description of the assigned duties and weightings when the appointment was accepted. Any changes to these duties and/or weightings during the term of appointment under consideration shall also be provided.
- vi) The committee shall vote by secret ballot. The ballots shall be prepared by the Chair and distributed to the voting members. However, the committee's recommendation must contain the specific reasons for the vote related to the criteria and weightings.

# **FACULTY OF AGRICULTURAL AND FOOD SCIENCES PROMOTION POLICY**

## **Preamble**

General guidelines have been established through a Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association for the composition of the committee to be used in promotion decisions. The Faculty of Agricultural and Food Sciences uses a Faculty-based Nucleus Committee, to which is added department representatives for each promotion committee.

## **Composition of the Faculty-based Nucleus Committee for promotion**

The Faculty of Agricultural and Food Sciences will maintain a Faculty-based Nucleus Committee for promotion consisting of two members and one alternate elected annually from and by the membership of the Faculty based tenure committee.

## **Promotion Committee**

- the committee shall be chaired by the Dean (or designate) (Article 20.A.2.3 of the Collective Agreement);
- the Head of the candidate's department and the Dean of the faculty shall serve on the committee in a non-voting capacity (Article 20.A.2.1);
- gender parity will be sought on all promotion committees. Where gender parity is not feasible, there shall be at least one (1) member of each gender on each promotion committee (Article 20.A.2.) The dean shall appoint one additional member of the opposite gender to the committee as required.
- three faculty members with gender representation if possible, and an alternate, shall be elected by, but not necessarily from, full-time faculty members of the department in which the candidate is a member. The elected department representatives on the Promotion Committee shall normally be of at least the academic rank applied for by the candidate;
- At the time the committee is established, in the event that one of the three faculty members elected by the department in (e) above is not able to serve, the alternate will serve on the committee;
- Two members elected annually from the Faculty based Tenure Committee. The members shall not be from the same department as the candidate who is to be considered for promotion. If a nucleus committee member is from the same department as the candidate the elected alternate shall serve.

- Members of the Faculty-based Nucleus Committee shall meet once a year, preferably in spring, to monitor the consistency with which standards have been applied throughout the year.

### **Criteria for Evaluation of an Application for Promotion**

The procedures and policies for promotion within the Faculty are governed by Article 20 of the Collective Agreement. Article 20.A.1.3 states that "The dean/director, after receiving the advice of his/her faculty/school council, shall be responsible for establishing the criteria for promotion and the weightings of these criteria, if any, to be used in the making of a promotion recommendation." This document describes the criteria and their weightings.

The promotion from one rank to another is granted in recognition of achievement, rather than career progress. While evidence that the achievement has been sustained over a reasonable period of time is an essential component in considering promotion, length of service alone should have no bearing on promotion decisions. The purpose of promotions is to foster and reward excellence in teaching, research and service.

Article 20.A.3.1 of the Collective Agreement states that "the matter of promotion shall be discussed by the Department Head and the faculty member" prior to the commencement of promotion proceedings. The Faculty criteria require that a similar discussion be held with the Dean. Promotions from rank to rank are to be based upon the contribution that a faculty member has made to the discipline, the Department, the Faculty and the University while at the current rank over a period of time, taking into account academic attributes and performance of assigned and other duties. The duties specifically assigned to the faculty member during the period under consideration must be taken into account in the application of the criteria and weightings. These duties are determined by the Department Head, in consultation with the faculty member and are to be reviewed as part of the annual activity reporting process. At least the past five years of Annual Activity Reports shall be considered by the Promotion Committee as part of the assessment process. However, all activity reports shall be available to the committee as required.

Article 20.A.1.2 describes the academic attributes to be normally considered in establishing the faculty criteria and weightings to be used in assessing the suitability of a faculty member for promotion. The criteria and weightings to be considered in promotion deliberations are described below under the sub-headings teaching, research and service. These items are not meant to exclude any additional evidence provided by the faculty member that is consistent with the Collective Agreement. In the Faculty of Agricultural and Food Sciences the normal weightings of teaching, research, and service are 45:40:15 unless modified as part of the annual activity report. Such changes shall be taken into account by the committee.

**Competence in Teaching performance shall be assessed by examining evidence such as:**

- record of courses taught over the period in question

- student evaluations of courses taught by the applicant;
- graduate students supervised (name of student, period of supervision, thesis title, status of thesis) and an indication of the quality of supervision as measured by solicited student input.

Other supporting documents that shall be considered as appropriate are:

- evidence of involvement in curriculum development;
- a statement of the teaching philosophy of the candidate;
- written comments or letters from students;
- assessment by colleagues of seminar, colloquia or extension presentations;
- published teaching materials, e.g., texts, notes, computer software, extension publications.
- evidence of collaboration with colleagues in course development and presentation
- awards for teaching diploma, undergraduate or graduate

**Competence in research performance shall be assessed by examining evidence such as:**

- refereed publications and scholarly works as appropriate to the discipline or evidence of the impact on agricultural and food sciences or the agrifood industry of non-published scholarly or technical reports to private or governmental agencies; (This accommodates people such as Agricultural economists and others who present their results in fora other than refereed journals.) and
- evidence of an independent research program, individual or collaborative
- evidence of the ability to sustain and support a research program at an adequate funding level;
- evidence of collaboration with colleagues

Other supporting documents that may be considered as appropriate are:

- input from knowledgeable colleagues in writing as to the significance of the candidate's published work;
- assessment of the extent of an individual's contribution to joint-authored publications;(where the candidate is not the senior author)
- invitations to deliver scholarly talks, or major addresses at other institutions or major national or international conferences;
- other forms of peer recognition (journal reviews, reviews of grant applications, book chapters, etc.)
- evidence of effective supervision of graduate student research.
- recognition by peers in terms of awards

## **Service**

Service includes internal and external activities related to the research and teaching function of the University. The Faculty of Agricultural and Food Sciences, being a professional faculty and considered to be the centre for agricultural research for the province, has a special mandate for service to the agricultural industry. The Promotion

Committee, in considering the service aspect of the promotion procedures, shall pay particular attention to the service contributions of the candidate to the agricultural industry. In consideration of effective service, the following items may be considered:

- membership on University, Faculty and Departmental committees (include name of committee, length of appointment, role);
- other University service (administrative appointments, liaison activities, etc.);
- service to professional organizations;
- service to the agricultural industry (extension activities, participation on committees, media interviews and articles, etc.);

It is important that the Committee be able to assess the *effectiveness* of the contribution and it would, therefore, be helpful to include:

- letters from chairs of committees;
- letters from individuals in the community and industry served by the member;
- reports prepared by the member as part of service provided in the community;
- awards for service.

### **Other considerations specific to the current rank of a faculty member**

For promotion from the rank of Instructor I to Instructor II the candidate shall have:

- a completed Master's Degree (or equivalent) and at least five (5) years experience in a university or equivalent position;
- successful teaching performance.

For promotion from the rank of Instructor II to Senior Instructor the candidate shall have:

- a completed a Doctoral degree (or equivalent) and at least ten (10) years experience in a university or equivalent position;
- successful teaching performance sustained over a reasonable period of time; or demonstrated competence in research, taking into account the duties specifically assigned to the faculty member during the period under consideration.

For promotion from the rank of Lecturer to Assistant Professor the candidate shall have:

- a completed Ph.D. (or the equivalent);
- successful teaching performance and competence in or potential for research.

For promotion from Assistant Professor to Associate Professor the candidate shall have:

- successful teaching performance sustained over a reasonable period of time;
- research and/or scholarly work that clearly demonstrates through publications, sustained research commitment, ability and success;
- demonstrated competence in service taking into account the duties specifically assigned to the faculty member during the period under consideration.

For promotion from Associate Professor to Professor the candidate shall have:

- successful teaching performance sustained over a reasonable period of time;
- research and/or scholarly work sufficiently distinguished that clearly demonstrates through publications sustained research commitment ability and success.
- demonstrated competence in service.

### **External review process for promotion from Associate Professor to Professor**

In the case of each applicant being considered for promotion from Associate Professor to Professor, two external reviewers who are established scholars (normally themselves tenured and at the rank of Professor) shall be invited to comment on the research and scholarly work of the applicant as follows:

- a confidential evaluation of the applicant's publications from the point of view of whether they are sufficiently distinguished, both in quantity and quality, to justify promotion to Full Professor.

In all communications with the outside evaluators, there shall be no hint of whether or not the Dean or Department Head is already favourably or unfavourably disposed with respect to a possible promotion.

The Dean shall draw up, in consultation with the Department Head, a list of outside evaluators (normally the list is decided upon by the Department Head and the candidate and presented to the Dean at the time the promotion material is presented). The final list shall be shown to the applicant who may request the deletion of any name for cause. The Dean or his delegate, normally the Associate Dean (Academic), shall select the outside evaluators and carry on all correspondence with them.

Both the Department Head and the applicant shall receive a copy of each evaluator's report as soon as is practical. Unless the evaluator has agreed to give up anonymity, the applicant shall not be told the name of the evaluator and shall receive a copy of the report from which any means of identifying the author has been deleted.

### **Promotion Procedures**

- i) The candidate being considered for promotion shall be invited to meet at least once with the Promotion Committee.
- ii) The documentation submitted to the committee shall not include form B outlining the Department Head's recommendation.
- iii) The committee should meet to decide if any additional information is required in order to make a decision with respect to the candidate. The requirement for any additional information shall be conveyed by the Chair of the committee to the candidate and the Head. This information shall be obtained by the Chair of the committee.
- iv) The Head of the department shall provide the committee with a description of the assigned duties when the appointment was accepted. Any changes to these duties during the term of appointment under consideration shall also be provided.
- v) The committee shall vote by secret ballot. The ballots shall be prepared by the Chair and distributed to the voting members. The record of the meeting

must contain specific reasons for the vote related to the criteria and weightings.

(Revised June 8, 1999)

## **AD HOC COMMITTEES**

The Faculty Council has the authority to establish *ad hoc* committees as deemed necessary to perform specific tasks for Council. The membership and the Terms of Reference for these committees will be identified by Council at the time they are established.

The 50/50 Committee (page 66) as established by Senate on April 7, 1970. At that time Senate ruled that Faculty and School Councils could determine whether the committee should be an *ad hoc* or a Standing Committee. In 1973 the Faculty Council of Agriculture ruled that it be a Standing Committee. In 1980 (after several years when no action was taken by the committee) Council ruled that it become an *ad hoc* Committee. Under this status the 50/50 Committee can be recalled on an *ad hoc* basis to function under Senate's Terms of Reference when required.

The procedure for an Academic Appeal was established by the Faculty of Agricultural and Food Sciences on May 12, 1989. According to this procedure an Academic Appeal Committee shall be appointed to consider formal appeals. Accordingly, the Academic Appeal Committee is an *ad hoc* committee of Faculty Council.

## **I 50/50 COMMITTEE**

### **1. Composition of Committee:**

The 50/50 Committee shall consist of two students registered in the faculty, appointed by F.A.S.O. Council, the Chair of the By-Laws Committee and the Chair of the Nominating Committee who shall act as Chair.

### **2. Terms of Reference**

- a) The committee has powers to act:
  - i) in the appointment of student representatives to the Standing Committee(s) of Council.
  
- b) The committee has powers to recommend to Council:
  - i) the number of students, over and above three, to sit on Faculty and School Councils;
  - ii) the Committee(s) of Council upon which students will have representation;
  - iii) the number or proportion of student representatives on such committees;
  - iv) any limitation upon full student participation in Council or in any committee including any limitations on voting rights;
  - v) the method of selection of student representatives on committees.

## **II ACADEMIC APPEAL COMMITTEE**

### **1. Composition of Committee**

Upon receipt of a formal Appeal the Faculty of Agricultural and Food Sciences shall appoint an Academic Appeal Committee that shall report to Faculty Council.

The committee shall normally consist of: The Dean, (or designate) who shall act as Chair, two faculty members appointed by the Dean, one student member (appointed by F.A.S.O.) and the Faculty Advisor to F.A.S.O. Council.

The committee shall receive and consider appeals from students with regard to such academic evaluations and decisions as grades, probation, suspension, compulsory withdrawal or other interpretations of the academic rules and regulations of the faculty.

### **2. Procedures for Grade Appeals**

The two department members shall normally consist of the Head of the department and a member other than the instructor whose grade is under appeal.

- a) The Head of a department, having received a written appeal within 21 days of a final grade being issued by the Student Records Office shall request the instructor of the course in question to undertake a reevaluation of the grade in consultation with at least one other instructor in the same or related area. The latter, who shall be appointed by the Head of the department, shall independently assess the final examination script and/or other relevant materials.
- b) In the event that the appealed grade has been awarded on the basis of an examination only, all components of the examination shall be reread.
- c) Except as noted below, where the grade has been awarded on the basis of an examination in combination with term work, the examination script shall be reread and the term mark calculation reviewed. In the instances where term work has not been returned to students before the last day of classes, the term work shall also be re-read.
- d) The instructor for the course shall report the result of the evaluation of the grade to the Department Head who shall forward the grade to the Records Office.
- e) Grades subject to appeal may not be lowered.
- f) Students dissatisfied with the results of the reevaluation of the assigned grade shall have the prerogative to continue the appeal process to the

Academic Appeal Committee of the Faculty of Agricultural and Food Sciences.

- g) The student who appeals his or her grades shall receive a written notice of a hearing and the reason it is being held. The student shall be allowed to appear in person before the committee if he or she wishes. The student will be made aware of the evidence and materials to be used in considering the appeal and may respond to it.
- h) At the hearing itself, the student may have a representative who could fully participate in the hearing by assisting and advising him or her. This representative may be the Student Advocate or a fellow student or another full-time member of the university community not receiving payment for appearing, or working for Legal Aid. If the student wishes, one member of his or her immediate family, and, if desired a lawyer, may be present, but as observers who do not have a right to open, direct participation in the hearing.

(If an appeal is likely to proceed to the Senate Appeals Committee, where a lawyer may participate, the student may wish to have a lawyer present as an observer at the faculty level hearing).

- i) The result of an appeal shall be submitted to the Student Records Office within 30 days of the deadline for the student to submit the appeal being considered. In the event this deadline cannot be met, the department/faculty shall notify the Student Records Office with reasons for the delay. In no case shall an appeal be delayed longer than 60 days.

### 3. Procedures for Other Academic Appeals

- a) Student appeals on such other academic issues as probation, suspension, voluntary withdrawal or other interpretations of academic rules and regulations of the faculty will also be referred to the Academic Appeal Committee for adjudication.
- b) The committee that would hear the kinds of appeals referred to in 3(a) above, would be structured in the manner described in 1 above and would follow procedures similar to those outlined in 2 above.
- c) Paragraph 2(h) above, concerning the student's right to representation present at a hearing to assist him or her or to have non-participating observers present shall also apply to appeal hearing covered under Section 3.

(Approved by Faculty Council, May 12, 1989)

## **APPENDICES**

Three appendices are included to outline the policies of the faculty regarding the Appeal of Term Work, Examination Regulations and Computer Software Usage.

Academic staff are advised to also be knowledgeable about the responsibilities of academic staff with regard to students (ROASS Policy) and the university's policy concerning plagiarism, cheating and impersonations at examinations. These policies are outlined in the General Calendar of the university each year.

# **I POLICY FOR THE APPEAL OF TERM WORK**

## **Part A - Definition**

Term work is any work (essays, term tests, interim reports, project courses, laboratory reports, laboratory and/or oral tests, class presentations, other assignments), that has been assigned and returned or made available to the student before the last day of classes.

## **Part B - Procedures**

1. Students are expected to discuss matters relating to grading of term work with their instructors in the first instance.
2. Students who wish to formally appeal the grade assigned to term work shall have (normally) 10 working days after the grades for the term work have been made available to them.
3. Appeals of General Agriculture Courses (065) and School of Agriculture courses (041) shall be processed by the Dean's Office. All other appeals shall be processed by the department offering the course.
4. Students shall report to the General Office of the department who offered the course or the Dean's Office (for General Agriculture courses or School of Agriculture courses), to obtain the "Application for Appeal of Term Work" form.
5. Students shall be directed by the Department or the Dean's Office to take the completed "Application for Appeal of Term Work" form to the Comptroller's Office and pay the appropriate fee.
6. Once the fee has been paid, the Comptroller's Office will receipt and return the "Application for Appeal of Term Work" form to the student who will be directed to return to the Department or Dean's Office where they will be required to submit the form plus the original term work (where applicable). The Department or Dean's Office will sign and issue a photocopy of the "Application for the Appeal of Term Work" form to the student to acknowledge receipt of the appeal and the term work (where applicable).
7. Department Heads or the Dean's Office shall be responsible for the processing of the appeal of term work in accordance with the regulations of the faculty within 15 working days (normally) following the submission of the appeal.
8. When the appeal has been processed, the Department Head or the Associate Dean will complete the appropriate sections of the Appeal Form including the portion relating to the disposition of the original term work and mail a photocopy of the form to the student, one to the instructor and maintain the original for the departmental files.

9. If the appeal is successful the Department Head or the Associate Dean will (in addition to the steps noted in #8 above) initiate the refund process by signing the form in the "Refund Approved" area of the form and directing a photocopy to Accounts Payable, Purchasing Department, Room 409, Administration Building.
10. Each Departmental Council will establish a **Term Work Appeals Committee** to receive and arrange for hearings, investigations, considering and deciding of student appeals against grades or marks received on term work.
11. Term Work Appeals Committee for the General Agriculture courses and School of Agriculture courses shall be appointed by the Dean as required and will consist of an Associate Dean and two members of Faculty Council.

(Approved by Faculty Council, September 22, 1993)

## **II FACULTY OF AGRICULTURAL AND FOOD SCIENCES EXAMINATION REGULATIONS**

The following regulations will be followed, unless consent is received from the Dean for exceptions:

1. No examinations shall be scheduled in the last week of classes, with the exception of laboratory tests. Examinations held at the end of a course are to be scheduled for the period set aside for such purposes.
2. The final examination will constitute not more than 60 percent of the final grade.
3. A 50-minute written term test may not count for more than 30 percent of the final grade.
4. Grades on midterm tests and assignments completed during the first half of the term shall be reported to the students prior to the deadline for voluntary withdrawals.

(Approved by Faculty Council, February 23, 1979)

### **III FACULTY OF AGRICULTURAL AND FOOD SCIENCES COMPUTER SOFTWARE USAGE POLICY**

1. It is the policy of the Faculty of Agricultural and Food Sciences that computer software licensing violations arising out of the use of any computers located in the faculty are not permitted or condoned.
2. A software licensing violation occurs when:
  - a) You use software on your computer without owning the software licence and/or adhering to the rules specified in the licence.
  - b) You use shareware software on your computer without adhering to the rules of the licensing agreements specified by the shareware software.
3. The above policy deals with software located on attached disk drives and not software located on network drives. All networked software is the responsibility of the LAN Administrator.
4. In order to prevent the commission or continuing commission of a software violation you must take proper measures to:
  - a) register the offending software (in the case of shareware);
  - b) delete the offending software, or;
  - c) purchase a copy of the offending software.
5. Periodic checks for software located on attached disk drives can and may be performed by Departmental LAN Managers. The Faculty of Agricultural and Food Sciences and the university reserve the right to scan a user's attached disk drives to check for any software licensing violations. If you cannot produce proof of legitimacy of use (e.g. copy of the licence or manuals or the original installation disks) within a reasonable time for the software found on your attached disk drives you must take one of the measures in paragraph 4.
6. If you are unsure about making archival copies of software, running double copies at the office and home or if you have any other software usage questions, consult the licensing agreement for that particular software.
7. The computer user and not The Faculty of Agricultural and Food Sciences is responsible for any software licensing violations that occur on attached disk drives on computers located in the faculty.

(Approved by Faculty Executive, April 19, 1995)