

Faculty of Agricultural and Food Sciences Handbook

Revised September 2021

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

Contents

Introduction.....	3
Standing Rules and Procedures.....	4
The Faculty of Agricultural and Food Sciences Council By-Law.....	7
Department Council By-Laws For The Faculty of Agricultural And Food Sciences.....	9
Professional Unsuitability By-Law for the Faculty of Agricultural and Food Sciences	14
Standing Committees of Faculty Council.....	18
Accessibility Advisory Committee.....	19
Awards Committee	22
Biosecurity Committee	23
By-Laws Committee.....	25
Curriculum Committee	26
Degree Program Committees.....	28
Diploma Council.....	29
IT Assessment Committee	31
Local Discipline Committee (LDC).....	32
Library Committee.....	33
Local Animal Users Committee.....	34
Nominating Committee.....	36
Professional Unsuitability Review Committee.....	37
Student Standing and Appeals Committee	38
Other FAFS Policies	40
Policy For The Appeal Of Term Work.....	40
FAFS Term Work and Examination Regulations.....	42
Administrative Committees	43
Executive Committee.....	44
Endowment Committee	45
Research Committee	47
Local Area Safety and Health Committee	48

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. There were updated versions in 1995, 2001, 2012, 2013, 2015, 2018, 2019 and 2021. This 2021 version of the handbook incorporates recent revisions to the Faculty's by-laws approved by Faculty Council. 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.

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.
- f) Information
- g) Notice of Motion
- h) Urgent matters which cannot be delayed by notice procedures
- i) Confidential business.
- j) Adjournment.

I) 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.

II) Quorum

Quorum of a committee, unless otherwise specified, shall be 50% plus 1 of voting members.

III) 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.

IV) Records

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

V) 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.

VI) Openness of Meetings

The following policy with respect to openness shall be followed:

- a) 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.
- b) 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.

VII) Voting By Chair

The Chair of council or a committee of council will not vote unless a tiebreaking vote is required.

VIII) Chairs of Committees

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

IX) 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.

X) 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.

XI) 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 as and when the need arises.

XII) 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.

(Amended by Faculty Council, June 21, 2021)

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.

FACULTY COUNCIL

I) 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, Lecturers, Instructors I and II and Senior Instructors 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 Diploma-Stick, Director of Communications, Vice-Stick Internal, and Vice-Stick External, or their representatives, from the Council of the Faculty of Agricultural and Food Sciences Students' Organization (FASO);
- d) one graduate student representative selected by the Executive of the Graduate Students Organization for a one-year renewable term starting June 1. This representative must be registered in a graduate program in one of departments in 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. Each of these members will be elected for a one-year renewable term starting June 1;
- f) The Director of the School of Agriculture;
- g) The Student Services Supervisor;
- h) One School of Agriculture Instructor elected by the School's Instructors for a one year renewable term starting June 1.

II) Meetings

Meetings shall be called by the Dean on his/her own motion or at the written request of any ten members of Council. There shall be at least four regular meetings of Council during each academic year.

- a) 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;

- b) 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;
- c) Thirty members shall constitute a quorum for the conduct of business at any meeting of Council;
- d) Chair cannot vote unless a tiebreaking vote is required;
- e) The Dean may cancel a meeting if the lack of business justifies it.

III) Committees

- a) There shall be standing committees as required by Senate and as deemed necessary by Faculty Council and which report directly to Council;
- 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;
- 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 (or designate) 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.

IV) 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.

V) RULES

- a) 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;
- b) Meetings of Council shall be governed by the rules of procedure adopted by Senate except where the standing rules of Council provide otherwise

(Amended by Faculty Council, April 26, 2021, approved by Senate, June 16, 2021)

Department Council By-Laws For The Faculty of Agricultural And Food Sciences

DEPARTMENT COUNCILS

I) Preamble

Department Councils in the Faculty of Agricultural and Food Sciences are established by the Faculty Council pursuant to powers granted to the Faculty Council under the Faculty and School Council General Bylaw and in a manner consistent with Senate's Policy entitled, "Departments – Organization and Structure".

The purpose of this Bylaw is to define the governance structure of the Department Council.

II) Membership

The membership of Department Council shall consist of voting members, and non-voting members. Voting members shall include:

- a) the President of the University (*ex officio*);
- b) the Provost and Vice-President (Academic) (*ex officio*);
- c) the Dean of the Faculty, or designate (*ex officio*);
- d) the Head of the Department, or Dean's appointee;
- e) all members of the academic staff of the Department holding appointments as professors, associate professors, assistant professors, lecturers, senior instructors, instructors 1 and instructors 2;
- f) one undergraduate student and one graduate student;
- g) one member of the support staff of the Department;
- h) other persons as may be approved by Faculty Council based on a recommendation from the Department Council.

Non-voting members shall include:

- a) all adjunct professors of the Department;
- b) all other persons who teach a course in the Department and who are not noted above;
- c) all Professors Emeriti and Senior Scholars in the Department.

III) 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 taking courses in the

department by a process determined by the Student Council most closely aligned with the Department, including, but not limited to, F.A.S.O. Council and 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
- 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.

IV) Limitations on Participation

- a) Student members shall not participate in those parts of meetings during which matters such as examinations, fellowships, awards and academic staffing are discussed;
- b) Non-voting members shall have the right to receive notice of Council meetings and to participate therein, but shall not have the right to move or second motions, or to vote. Non-voting members may be appointed to have full participation rights on Committees of Department Council.
- c) 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.

V) Meetings

- a) The Department Council shall hold at least two meetings during each academic 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 (5) 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, subject only to the right of the President or the Dean to elect to preside;
- e) Each voting member shall be entitled to one vote. The presiding officer shall not vote, except to break a tie;

- f) 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. *Ex officio* members are not included in quorum;
- g) All Council meetings shall be open except that Council may move into closed session by a two-thirds vote of those present and voting;
- h) 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.

VI) Role of Department Council

The role of the Department Council is:

- a) to advise the Head on all matters submitted to it by the Head;
- b) to recommend to the Head or, through the Head, to any appropriate officer or body in the University, such actions as it may deem desirable;
- c) to carry out such duties and responsibilities as may be assigned to it by the Faculty Council.

VII) Powers to Act

In addition to such powers as may be granted from time to time by the Faculty Council, the Department Council shall have the power:

- a) to provide for the regulation and conduct of its meetings;
- 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.

VIII) Powers to Recommend

The Department Council shall have the power to make recommendations to the Head, or through the Head to appropriate persons or bodies, with respect to any matters of proper concern to the Council, and, notwithstanding the generality of the foregoing, may make recommendations concerning

- a) the appointment of Professors Emeriti and 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) long-range and short-range planning for the Department;
- g) scholarships and other awards;
- h) the implementation of policy matters within the jurisdiction of the Council.

IX) Committees

- a) The Department Head (or designate) shall be a voting member, *ex officio* of all committees of Council;
- 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;
- c) 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.

X) 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.

XI) Amendment

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

- a) 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 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.

In the case of either (a) or (b) above, any amendments to this Bylaw must be reviewed by the Senate Committee on Rules and Procedures prior to a vote by Faculty Council.

(Reviewed by the Senate Committee on Rules and Procedures on May 27, 2021
Approved by Faculty Council on June 21, 2021)

Professional Unsuitability By-Law for the Faculty of Agricultural and Food Sciences

I) Jurisdiction

a) 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.

II) 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 practicing 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.

III) 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.

IV) Professional Unsuitability Review Committee

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.

V) Procedure

- a) The Dean shall refer matters which in his/her opinion involve conduct or circumstances described in sections I) and II) 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 Section I) and II).
- b) The Review Committee shall send a Notice of Hearing to the named student at set out in Section VII) shall determine whether any of the grounds requiring withdrawal under I) and II) exist at a hearing of the matter pursuant to this By-Law and, grant a disposition in accordance with Article XIIIb herein.
- c) 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.

VI) Notice to Student

- a) 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.
- b) 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.
- c) At least seven days notice of the Review Committee hearing shall be given to the student.

VII) Hearing Procedures

- a) The student may appear in person and be represented by someone other than legal counsel. Legal counsel may be present as an observer.
- b) 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.
- c) 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.
- d) A quorum for the Review Committee shall be 75% of the membership thereof.
- e) The Chair of the Review Committee shall vote only to break a tie.

- f) 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.
- g) The student shall not be required to give evidence but if the student elects to do so, then the student may be cross-examined.
- h) Members of the Review Committee shall be bound by confidentiality in respect of information received in committee.
 - i) 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.
 - ii) 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.
- i) These hearing procedures shall also apply, mutatis mutandis, in the case of an appeal heard by Faculty Council.
- j) 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.

VIII) Appeals

- a) If a student wishes to appeal a decision of the Review Committee, this appeal shall be made to the Senate Committee on Appeals.
- b) 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.
- c) 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.

IX) Disposition of the Matter

- a) 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.
- b) The body hearing the matter may individually or in combination:

- i) determine that no action should be taken in respect of the matter;
- ii) reprimand the student;
- iii) require the student to withdraw from the faculty, for a specified period of time;
- iv) require the student withdraw from the faculty, indefinitely;
- v) require the student withdraw from the faculty with no right to apply for readmission to the faculty;
- vi) attach conditions which must be fulfilled before any application for readmission to the faculty can be considered;
- vii) attach conditions prescribing future conduct by the student.

X) Amendments

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.

(Reformatted on July 28, 2021)

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 FAFS strives to achieve diverse membership on its committees that is reflective of its commitment to diversity and inclusion. Therefore, utmost consideration to equity, diversity and inclusivity (EDI) will be given when constituting all standing and ad-hoc FAFS committees.

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

Accessibility Advisory Committee	19
Awards Committee	22
Biosecurity Committee	23
By-Laws Committee	25
Curriculum Committee	26
Degree Program Committees	28
Diploma Council.....	29
IT Assessment Committee	31
Local Discipline Committee (LDC).....	32
Library Committee.....	33
Local Animal Users Committee.....	34
Nominating Committee.....	36
Professional Unsuitability Review Committee.....	37
Student Standing and Appeals Committee	38
Other FAFS Policies	40
Policy For The Appeal Of Term Work.....	40
FAFS Term Work and Examination Regulations.....	42

Accessibility Advisory Committee

I) Composition of Committee

The Committee membership shall consist of the following members:

- a) The Dean, or designate who shall act as Chair
- b) The Chair of the Accommodation Team within the FAFS (appointed by the Dean);
- c) Four academic staff members nominated by the FAFS Nominating Committee;

The term of office of each Committee member shall be a three-year term (renewable once) from the date of appointment;

A resource person will be appointed by the Dean to provide administrative support for the committee.

II) Terms of Reference

The Accessibility Advisory Committee of the Faculty of Agricultural and Food Sciences is established to be responsible for:

- i) advising the FAFS Dean (“**Dean**”) on all matters related to student accommodations including the resolution of conflict; and
- ii) reviewing the impact of accommodations on academic standards within the FAFS, including its School of Agriculture; (i.e. its “**Mandate**”).

Pursuant to the University of Manitoba Accessibility Policy and Student Accessibility Procedure, each Faculty and/or School is required to maintain an Accessibility Advisory Committee. The FAFS Dean’s Executive determined that it serves the best interests of the FAFS and its School of Agriculture to have one Accessibility Advisory Committee that serves all units and programs within the Faculty.

In addition to this Committee, the FAFS is required to maintain an Accommodation Team. This Committee is not intended to act as a substitute or duplicate forum to address issues over which an Accommodation Team within the FAFS has jurisdiction.

As part of its Mandate, the Committee will engage in the following activities:

- a) **Advise:** The Committee will advise the Dean on all matters related to accommodations including the resolution of conflict;
- b) **Review:** The Committee will review the impact of accommodations on academic standards;

- c) **Recommend:** The Committee will recommend policies and processes for FAFS and the Accommodation Team;
- d) **Receive:** The Committee will receive reports from the SAS representative;
- e) **Monitor:** The Committee will monitor trends internally, locally, and nationally regarding appropriate accommodations/approaches to accommodation;
- f) **Support:** The Committee will support the Accommodation Team in working through the logistics of accommodations, including the acquisition of resources;
- g) **Ensure:** The Committee will generally monitor and ensure student awareness of procedures and processes;
- h) **Establish Practices:** The Committee will establish practices to include a process to keep student identities anonymous, unless not feasible based on the requirements of the student;
- i) **Establish Process:** The Committee will establish a process to work with and support the Accommodation Team.

III) Meetings

- a) **Number of Meetings:** The Committee shall meet at least two (2) times per academic year, subject to the call of the Chair.
- b) **Quorum:** Quorum shall be 50% plus 1 of voting members. Chair cannot vote unless a tiebreaking vote is required.
- c) **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public knowledge.
- d) **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy laws and University policies. Once approved by the Committee, meeting minutes may be publicly available, in accordance with applicable access and privacy laws and University policies.

IV) Reporting:

The Committee, through the Chair, shall provide a written annual report to the Dean, the FAFS Faculty Council once per calendar year (normally in August). A copy of the report shall also be provided to the Director of Student Accessibility Services (“**SAS**”).

V) Amendments to Terms of Reference

Amendments to these Terms of Reference may be proposed by the Committee to the Dean for approval.

VI) Dates of Approval, Review, and Revision

a) **Date approved:** Faculty Council, Faculty of Agricultural and Food Sciences – 21/06/2021

b) **Reference:** [University of Manitoba Accessibility Policy and Student Accessibility Procedure.](#)

Awards Committee

I Composition of Committee

The Awards Committee shall consist of:

- a) the Dean or designate (who shall serve as Chair)
- b) one member from each Department elected by Department Councils
- c) the Director of the School of Agriculture or designate
- d) and the Faculty Advisor to F.A.S.O.

A resource person will be appointed by the Dean to provide administrative support for the committee.

II Quorum

Quorum shall be 50% plus 1 of voting members. Chair will not vote unless a tiebreaking vote is required.

III Terms of Reference

The committee selects 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.

The committee shall be responsible for recommending Faculty-wide minimum rates for departmental top-ups to awards (such as NSERC USRA)

(Amended by Faculty Council, June 21, 2021)

Biosecurity Committee

I) Composition of the Committee

The Biosecurity Committee shall consist of:

- a) The Dean (or designate), who serves as Chair
- b) The Director of the School of Agriculture (or designate)
- c) One member elected by each of the following Faculty of Agricultural and Food Sciences Department Councils for a three-year term:
 - i) Department of Animal Science
 - ii) Department of Entomology
 - iii) Department of Plant Science
 - iv) Department of Soil Science
 - v) Department of Biosystems Engineering
- d) One member appointed by the appropriate Head/Manager/Director of each of the following:
 - i) Glenlea Research Station
 - ii) Ian N. Morrison Research Farm
 - iii) Richardson Centre for Functional Foods and Nutraceuticals (RCFFN)

A resource person will be appointed by the Dean to provide administrative support for the committee.

II) Quorum

Quorum shall be 50% plus 1 of voting members. Chair will not vote unless a tiebreaking vote is required.

III) Terms of Reference

- a) Review the FAFS (Faculty of Agricultural and Food Sciences) Biosecurity Protocol document annually and update as appropriate. Submit the updated FAFS Biosecurity Protocol document with a summary of changes at least annually to Faculty Executive by February 15 of each year. If any issue that in the opinion of the committee requires a rapid response arises prior to the next February 15th reporting deadline, an overview of the issue, updated FAFS Biosecurity Protocol document and proposed solution(s) should be provided immediately to the Dean of Agricultural and Food Sciences. The FAFS Dean will

in turn bring the issue to Faculty Executive at its next regularly scheduled meeting (or sooner, should circumstances require).

- b) Identify issues affecting the implementation of the FAFS Biosecurity Protocol and prepare recommendations for consideration by Faculty Executive. Issues may include, but are not limited to, current known biosecurity threats and management of same, communication processes, training, and resources.
- c) Members are to serve as liaisons between the Units identified above and the Committee by bringing forward biosecurity issues and communicating biosecurity information back to the Unit. The Director of the School of Agriculture (or designate) will serve as a liaison for the Department of Agribusiness and Agricultural Economics and the representative from the RCFFN will serve as liaison for the Department of Food and Human Nutritional Sciences.

(Amended by Faculty Council, June 21, 2021)

By-Laws Committee

II 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.

A resource person will be appointed by the Dean to provide administrative support for the committee.

III Terms of Reference

- a) The committee shall be responsible for an annual review of, and may make recommendations to the Faculty Council (normally in May) with respect to:
 - i) the Faculty Council By-Law.
 - ii) the Standing Rules and Procedures.
 - iii) 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:
 - i) 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, June 21, 2021)

Curriculum Committee

I) Composition of Committee

The Curriculum Committee shall consist of:

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

A resource person will be appointed by the Dean to provide administrative support for the committee.

II) Quorum

Quorum shall be 50% plus 1 of voting members. Chair will not vote unless a tiebreaking vote is required.

III) Terms of Reference

- a) The committee shall make recommendations to Faculty Council with respect to:
 - i) the conditions of admission into the diploma or degree programs;
 - ii) the degrees, diplomas and certificates of proficiency to be granted by the University pertaining to programs of study in the Faculty;
 - iii) 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, including variations in individual student programs from the undergraduate programs prescribed;
 - iv) the regulations, methods and limits of instruction in the Faculty;
 - v) the performance required for the Academic Assessment Standards, Academic Regulations such as course load limits, Maximum Attempts, Reinstatement, and other regulations as they pertain to the undergraduate programs.

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

(Amended by Faculty Council, June 21, 2021)

Degree Program Committees

I) Composition of Committees

Each degree program will have a Program Committee. 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. 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 for non-student members, including the Chair, shall be for three years.

II) Terms of Reference

- a) review courses within the program of study offered on a regular basis and lead program and accreditation reviews;
- 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; including variations in individual student programs from the undergraduate programs prescribed.
- d) Receive and reply to *Statement of Support* requests from other programs on campus and submit them to the Dean for approval.

(Amended by Faculty Council, June 21, 2021)

Diploma Council

I) Composition of Council

Diploma Council shall consist of:

- a) the Director of the School of Agriculture who shall be Chair,
- b) the Student Services Supervisor,
- c) one Farm Management Instructor selected by the Farm Management Instructors,
- d) one member from each department elected by the Department Council,
- e) and two student representatives (registered in the Agriculture Diploma Program) selected by the faculty's undergraduate students' organization.

II) Quorum

Quorum shall be 50% plus 1 of voting members. Chair will not vote unless a tiebreaking vote is required.

III) Terms of Reference

- a) The Council shall make recommendations to Faculty Council with respect to:
 - i) variations in individual student programs from the Diploma programs prescribed;
- b) The Council shall make recommendations to the Curriculum Committee of the Faculty with respect to:
 - i) the conditions of entry into the Diploma Programs;
 - ii) 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;
 - iii) 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:
 - i) the development and delivery of:
 - Diploma programs offered by the School,
 - extension and outreach programs offered by the School,
 - new programs.

ii) other matters submitted to it by the Director of the School of Agriculture.

(Amended by Faculty Council, June 21, 2021)

IT Assessment Committee

I Composition of Committee

The IT Assessment Committee shall consist of:

- a) The Dean or designate (who shall serve as Chair)
- b) A representative from each department
- c) The Director of the School of Agriculture (or designate)
- d) The Lan Coordinator for FAFS
- e) The Senior Stick of FASO (or designate)

A resource person will be appointed by the Dean to provide administrative support for the committee.

II Quorum

Quorum shall be 50% plus 1 of voting members. Chair will not vote unless a tiebreaking vote is required.

III Terms of Reference

The committee shall make recommendations to the Dean on matters related to:

- a) The strategic road map for all IT related items for the Faculty
- b) Major FAFS IT infrastructural needs and priorities
- c) Academic computing and software licensing
- d) The Faculty's IT Inventory and infrastructure management
- e) Implementation of UM's research data management policies.

(Approved by Faculty Council, June 21, 2021)

Local Discipline Committee (LDC)

I) Composition of Committee

The Discipline Committee shall consist of:

- a) the Dean (or designate);
- b) the Senior Stick of F.A.S.O;
- c) the Vice-Stick Internal of F.A.S.O.
- d) three faculty members elected by Council;
- e) two students appointed by F.A.S.O. Council;
- f) The Faculty Advisor to F.A.S.O.

A resource person will be appointed by the Dean to provide administrative support for the committee.

The Chair must be elected by and from the membership of the LDC. The chair must only vote in the case of a tie.

II) Quorum

A minimum of four members, ensuring at least one student and one faculty member are present.

III) Terms of Reference

The Discipline Committee shall:

- a) to hear and determine disciplinary matters appealed to it by Students from a decision of the Associate Dean (Academic), or the decision of the Director of the School of Agriculture;
- b) follow the procedures established for Local Discipline Committees in the Student Discipline Bylaw.

(Amended by Faculty Council, June 21, 2021)

Library Committee

I) Composition of Committee

The Library Committee shall consist of

- a) one member from each department, elected by the Department Council,
- b) the Director of the School of Agriculture
- c) the Faculty Librarian
- d) one Diploma student
- e) one Degree student
- f) and one Graduate student.

The Chair shall be elected by the committee.

II) Quorum

Quorum shall be 50% plus 1 of voting members. Chair will not vote unless a tiebreaking vote is required.

III) 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, June 21, 2021)

Local Animal Users Committee

I) Composition of Committee

The Local Animal Users Committee shall consist of

- a) Animal Facilities Directors:
 - i) TK Cheung/surgery/annex
 - ii) Small Animal Research Facility
- b) Glenlea Research Station Operations Manager
- c) the Animal Science Department Head, ex officio
- d) the Director of the U of M Animal Care and Use Program (or a designated representative)
- e) Animal Science technician representative
- f) Ruminant representative

The Chair shall be appointed by the Dean (or designate) for a 3-year term from among the existing committee members.

II) Terms of Reference

- a) One member of this committee (excluding ex officio) will serve on the University's Animal Care Committee (ACC) as designated by the Dean
- b) The committee will provide a mechanism for interaction of animal users on issues of animal care at a local level
- c) The committee will facilitate regular ACC unit/facility inspections, carried out at least annually to ensure compliance and to assess infrastructure needs at the following locations:
 - i) Faculty of Agricultural and Food Sciences Fort Garry campus animal facilities
 - ii) Glenlea Research Station
 - i) Ian N. Morrison Research Farm
- d) The Chair shall ensure that all animal users have the opportunity to become familiar with CCAC's Guide and Ethics statement, as well as any other statutes that apply

- e) The Chair shall provide advice and direction to animal users regarding protocol preparation and implementation, as needed
- f) The Chair shall facilitate the Faculty's CCAC Assessment visit in cooperation with the Animal Care Committee - Fort Garry Campus

III) Meetings

The committee shall meet on a regular basis, at least twice per year, to discuss protocols, problems, etc. and report at each Animal Science Department Council. The committee will prepare an annual report for the Dean and report annually to Faculty Council.

(Amended by Faculty Council, September 9, 2021)

Nominating Committee

I) 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.

A resource person will be appointed by the Dean to provide administrative support for the committee.

II) 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, June 21, 2021)

Professional Unsuitability Review Committee

I) 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.

II) 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.

(Reformatted on July 28, 2021)

Student Standing and Appeals Committee

I) Composition of Committee

The committee shall consist of:

- a) The Dean, or designate who shall act as Chair
- b) two faculty members appointed by the Dean
- c) Sr. Stick of FASO
- d) Vice-Stick Internal of FASO
- e) and the Faculty Advisor to F.A.S.O. Council.

A resource person will be appointed by the Associate Dean (Academic) to provide administrative support for the committee.

II) Terms of Reference

The Student Standing and Appeals Committee is responsible for ruling on student academic appeals resulting from a decision that was made by members of the Faculty of Agricultural and Food Sciences.

This committee will hear and review appeals related but not limited to:

- a) Academic Assessments
- b) Deferred exams
- c) Authorized Withdrawals
- d) Final Grade or Term Work Grade Appeals (student appeals decision from Department Head)
- e) Variation to Student Program requests

III) Filing an Appeal

Students must appeal within ten business days of receiving the decision from members of the Faculty of Agricultural and Food Sciences. If the submission is after ten business days, the student must provide written reasons to justify the delay. The chair has the discretion to allow consideration of a late appeal if there are special circumstances.

The grounds for an appeal to be heard by the Committee shall include:

- a) failure of the Faculty/School or Dean/Director to follow procedures;
- b) failure of the Faculty/School or Dean/Director to follow the rules of natural justice;
- c) failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed;

- d) that a Faculty/School/Senate governing document has become inapplicable through lapse of time or was unfairly applied;
- e) that there is an apparent conflict between a Senate governing document and a Faculty/School governing document; or
- f) failure of Senate, the Faculty/School or Dean/Director to comply with applicable legislation

Student must fill out the **FAFS Academic Appeal Form** and submit it to Student Services to initiate an appeal.

IV) Quorum

Quorum shall be 50% plus 1 of voting members while ensuring that there is a minimum of one student and one faculty member. Chair will not vote unless a tiebreaking vote is required.

V) Process

The Student Standing and Appeals Committee will follow the process similar to those outlined in sections 2.21 – 2.41 in the [Senate Committee on Appeals](#).

(Approved by Faculty Council, June 21, 2021)

Other FAFS Policies

Policy For The Appeal Of Term Work

I) 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 is not the final exam.

II) Procedures

- a) Students are expected to discuss matters relating to grading of term work with their instructors in the first instance.
- b) 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.
- c) Students shall complete the “Application for Appeal of Term Work” form from the Registrar’s Office and pay the appropriate fee at the Cashier’s Office.
- d) Once the fee has been paid, the Cashier’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).
- e) 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.
- f) 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 send a copy of the form to the student, one to the instructor and maintain the original for departmental files.
- g) If the appeal is successful, the Department Head or the Associate Dean will (in addition to the steps noted in f) above) initiate the refund process by signing the form in the “Refund Approved” area of the form and directing a copy to Administration.
- h) Normally the re-evaluation of the term work in question shall be undertaken by the instructor(s) responsible for the particular course (section) in consultation with at least one other instructor – in the same or related subject area – who shall independently assess the script and/or other relevant material.

Students who wish to appeal the decision of the department head may appeal to the Student Standing and Appeals Committee within 10 working days.

(Amended by Faculty Council, June 21, 2021)

FAFS Term Work and Examination Regulations

The regulations below will be followed, exceptions may be requested to the Associate Dean (Academic) for consideration:

- a) Instructors in the Faculty of Agricultural and Food Sciences have the ability to grant mid-term exam deferrals or term work extensions based on the eligibility criteria defined in the [Deferred and Supplemental Examinations Procedure \(Final Exam and Final Grades Policy\)](#).

Note 1 - Instructors are responsible for deferrals to term work whereas the student's home Faculty is responsible for considering final exam deferral requests.

Note 2 – Instructors should consider setting expectations regarding extension requests for all students, including those with Student Accessibility Accommodations.

- b) The final examination (if applicable) shall normally not be worth more than 60 percent of the final grade. This does not include the added weight from a term work exam (approved deferral) in the event a deferred re-write cannot be scheduled.
- c) Students who missed a term test (and instructor has approved a deferral) should be given the opportunity to write a make-up test. In the event that this is not possible, the instructor may consider adding the weight of the term test to the final exam.
- d) The weight from a missed evaluation should only be added to an assessment of similar nature. For example, assessment of a missed mid-term exam is to be added to final Exam only. The same holds for term papers, assignments, etc. if the student presents compelling reason(s) for missing the original evaluation.
- e) Instructors must make their best effort to have all submitted term work marked and returned to the student before the final exam – with as much as possible before the Voluntary Withdrawal deadline.
 - (i) Note: This may not apply to term test with T/F, MC questions. Term papers, assignments, lab reports with feedback regarding their grade is expected to be returned to the student.
- f) Any scheduled tests outside the scheduled class timeslot must be scheduled in advance of registration and in Aurora. This prevents time conflicts with other courses.

(Amended by Faculty Council, June 21, 2021)

Administrative Committees

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.

Administrative Committees	43
Executive Committee.....	44
Endowment Committee	45
Research Committee	47
Local Area Safety and Health Committee	48

Executive Committee

I) 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
- the Faculty Manager of Finance and Administration
- the Faculty Communications Specialist
- and the Head of each Department or designate as required

II) 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 programs;
- b) the acquisition and use of all facilities within the Faculty or School;
- c) matters submitted to it by the Dean of the Faculty of Agricultural and Food Sciences;
- d) Faculty-based support staff awards, certificates of merit, and other appropriate awards;
- e) advising the Dean on issues related to the Faculty;
- f) consideration of other matters relevant to the Faculty on a case-by-case basis.

(Amended by Faculty Council, November 28, 2012, reformatted on July 28, 2021)

Endowment Committee

I) 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:

Chair	1	
Academic Staff of the faculty	3	(elected by Faculty Council)
Support Staff of the faculty	2	
Undergraduate students	3	(two from Degree and one from Diploma programs)
Postgraduate students	1	
Alumni (degree)	1	
Alumni (diploma)	1	
Alumni (Human Ecology)	1	
Agri-food Private Sector or Community Organizations	<u>2</u>	
TOTAL	15	

- 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.

II) 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 to be prepared to review proposals for funding at least once a year;
- c) to receive proposals for funding from students of the Faculty of Agricultural and Food Sciences, which, with FASO approval, will be issued in the fall term; 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 and extension/community outreach projects and/or equipment; student recruitment activities; visiting scientists and lecturers;

special projects for support staff; specialized computer equipment; student competitions; field trips; library acquisitions; conferences or workshops; support for approved student study and exchange activities outside the University of Manitoba;

- d) to receive proposals for funding from academic and support staff, students of the Faculty of Agricultural and Food Sciences, and alumni of the Faculties of Agricultural & Food Sciences or the Faculty of Human Ecology, which will be issued in the winter term; 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 and extension projects and/or equipment; student recruitment activities; visiting scientists and lecturers; special projects for support staff; specialized computer equipment; student competitions; field trips; library acquisitions; conferences or workshops; support for approved student study and exchange activities outside the University of Manitoba;
- e) 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.

II) Review

The Terms of Reference shall be reviewed and updated by the Executive Committee of the Faculty of Agricultural and Food Sciences as required.

(Approved by Faculty Executive March 2018, reformatted on July 28, 2021)

Research Committee

I) Composition of the Committee

The Research Committee shall consist of Department Heads or their designates, the Associate Dean (Research) and the Research Facilitator(s). The Chair shall be appointed by the Dean.

Consideration will be given to equity, diversity and inclusivity (EDI) in constituting the committee.

The Chair will not vote unless a tiebreaking vote is required.

II) 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;
- d) develop a Strategic Research Plan for the Faculty.

(Amended by Faculty Executive, December 14, 2021)

Local Area Safety and Health Committee

I) Composition of the Committee

There shall be two (2) co-chairs elected to serve 2-year terms respectively, with each co-chair chosen in alternating years normally at the first scheduled meeting in the new academic year. One shall be selected from the non-management (worker) representatives and one shall be selected from the management representatives. The co-chairs can participate in the discussions and decisions of meetings to an equal extent as any other member of the Committee. The chairing of meetings shall alternate from meeting to meeting between the two chairs.

The Local Area Safety and Health (LASH) Committee shall normally consist of twelve members, including the two co-chairs; six of these will represent management and six will represent non-management personnel. Should a member not be able to attend a LASH Committee meeting an alternate can be identified to attend in their place, and represent either as a management or non-management person. There shall be two representatives from each of the following six areas:

- a) Agriculture Building, Crop Technology Centre, Point Field Research Facilities, Ian N. Morrison Research farm, Lecture Block
- b) Biosystems Engineering spaces, CWB Grain Storage Research Centre, Alternative Village
- c) Animal Science and Entomology Building & associated buildings, including the T.K. Cheung Animal Research Centre, the Campus Equipment Storage Building and the Apiary facilities
- d) Food and Human Nutritional Sciences (spaces associated) (FHNS) in the Human Ecology Building, Duff Roblin Building, Dairy Pilot Plant, and Richardson Centre for Functional Foods and Nutraceuticals (RCFFN)
- e) Ellis Building (including FHNS spaces in that building) and the Soil Science Equipment Storage Unit
- f) Glenlea Research Station (GRS), including the Bruce D. Campbell Farm and Food Discovery Centre

Union appointments may need to be additional to the above.

II) Terms of Reference

- a) The LASH Committee shall meet on a quarterly basis with a minimum of four (4) meetings per year. Additional meetings may be called as needed. Three (3) working days' notice shall be given for the calling of committee meetings (except for calling of special meetings).
- b) The LASH Committee will promote safety and health measures, education with respect to these measures, and identification of risks;

- c) The LASH Committee will establish a means to regularly inspect common areas of the workplace;
- d) The LASH Committee will participate in the review and investigation of any specific accidents and dangerous occurrences at the workplace, in cooperation with EHSO.
- e) The LASH Committee will receive, consider and recommend to the Vice-President (Administration) the disposition of concerns about the safety and health of all staff and students;
- f) The LASH Committee will recommend practical procedures and conditions which will help achieve the highest possible degree of health and safety in their area;
- g) The LASH Committee will pass on those concerns which it has not been able to resolve to the Environmental Health and Safety Office;
- h) Meeting agendas will be prepared by the Chair for the meeting and will be distributed at least three (3) working days prior to scheduled meetings. The minutes of each meeting will be distributed within seven working days of being signed by the co-chairs. The employer co-chair shall be responsible to insure that a copy of the minutes is:
 - i) posted on the faculty website (with electronically-signed copies of the Minutes)
 - ii) sent to the Workplace Safety and Health Division (Province of Manitoba)
 - iii) sent to the Environmental Health and Safety Office
 - iv) sent to Dean of Agricultural and Food Sciences when not a part of the Committee membership
- a) Terms of Reference to be reviewed every two (2) years, or as required (provincial policy or building policy).

(Amended September 22, 2020 and reformatted on July 28, 2021)