

GOVERNING REGULATIONS OF THE DEPARTMENT OF SCIENCE AND TECHNOLOGY STUDIES

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Approved at STS General Meeting 8 April 2014, amended 9 February 2016,
8 June 2017.**

Preamble

The Department of Science and Technology Studies within the Faculty of Science has two academic missions: First, to provide the highest quality programs in Science and Technology Studies and second, to ensure a full range of Natural Science courses is offered, communicating both the content and context of science and technology to the non-science student at York University.

The Department is founded upon diverse scholarly viewpoints on how to approach Science and Technology Studies. As such, it embraces the contribution of different perspectives to the interdisciplinary study of science and technology, past and present.

I. APPOINTMENT TO THE DEPARTMENT

A. Regular Department Members

All full-time faculty within the Division of Natural Science as of 1 May 2014 are members of the Department. After 1 May 2014 all faculty with full time appointments in the Department, including the Division of Natural Science (hereafter Division), are members of the Department. Appointments to the Department will be in STS and Natural Science, or in Natural Science alone. Teaching assignments will be either STS and Natural Science, or Natural Science exclusively.

Faculty members from other departments in FSc or other Faculties, with formal joint appointments of greater than 50% to the Department or Division will be regular members of the Department. Those with appointments of less than 50% will be associate members.

B. Associate Members

Associate membership may be given to full-time York faculty members, STS and NATS retirees, contract faculty, academic visitors or post-doctoral fellows normally for a period of one year, but renewable. Any qualifying person who wishes to become an associate member of the Department shall apply to the Chair, who will advise the members of the Department as to the interest of the faculty member. If there is no objection, the applicant shall become an associate member of the Department. Should there be objections, the matter will be taken up by the Coordinating Committee and a report made at a meeting of the members of the Department.

C. Teaching and Service Duties

All full-time faculty members whose appointment is entirely with the Department may opt to teach either STS and Natural Science courses or Natural Science courses exclusively. Faculty joint-appointed with other departments or faculties will teach either STS or Natural Science courses as appropriate given their expertise and academic background.

All full-time faculty members whose appointment is entirely with the Department would be expected to make contributions to service to the Department and to the Faculty. Joint-appointed faculty members would contribute to departmental service in the proportion of their appointment. Members with less than 50% appointments from other Faculties would not be expected to undertake Faculty-level service in FSc. Associate members without joint-appointments are not expected to undertake service in the Department.

II. GENERAL AND SPECIAL MEETINGS OF THE DEPARTMENT

A. General Meetings of the Department

At least once in each of the fall and winter terms, the Chair shall call a General Meeting of the Department at a suitable time and date. The General Meeting, the legislative body of the Department, is the final authority for Department matters. All regular members of the Department are members of the General Meeting. A quorum for conducting business is one-half of the regular members of the Department. Associate Members may participate in General Meetings but cannot vote. An elected student representative, chosen as the Department students deem appropriate from among those who are majors, shall be able to participate in general meetings and to vote. Regular members of the Department are expected to attend all general meetings, unless on sabbatical.

(1) Caucus General Meetings

Normally once monthly in each of the fall and winter terms, the Chair shall call a General Meeting of those members of the Department who teach STS at a suitable time and date to discuss matters pertaining to STS. Associate members and contract faculty in STS will be able to participate but not to vote.

At least once in each of the fall and winter terms, the Program Director of Natural Science shall call a General Meeting of those members of the Department who teach NATS at a suitable time and date to discuss matters pertaining to NATS. Contract faculty in NATS will be able to participate but not to vote.

B. Special Meetings

Special Meetings of the Department may be called at any time by the Chair or by petition of any three members of the Department to the Chair, who shall call for a Special Meeting

within 15 working days. A quorum for conducting business is one-half plus one of the members of the Department.

C. Agendas of General and Special Meetings

Agendas of General and Special Meetings shall be set by the Coordinating Committee and circulated, along with any documentation, in advance to all members of the Department. Any member of the Department may request the Coordinating Committee to add agenda items.

The standard agenda of General Meetings is as follows:

- 1) Call to order
- 2) Changes or additions to the agenda
- 3) Minutes of the previous meeting
- 4) Matters arising from the minutes
- 5) Inquiries and communications
- 6) Chair's report
- 7) Natural Science Director's report
- 8) Graduate Program Director's report
- 9) Reports of standing committees
 - i) Coordinating Committee
 - ii) STS Advisory Committee
 - iii) STS Curriculum Sub-Committee
 - iv) STS Communications Committee
 - v) NATS Advisory Committee
- 10) Reports of special or *ad hoc* committees
- 11) Other business

D. Chairing of Meetings

General and Special Meetings the Department and of the STS caucus shall be chaired by the Departmental Chair or, in his or her absence, by a chairperson selected by the Coordinating Committee for General Meetings and the STS Advisory Committee for STS caucus meetings. General meetings of the NATS caucus will be chaired by the Natural Science Director or, in

his or her absence, by a chairperson selected by the NATS Advisory Committee.

E. Minutes

Minutes of General and Special meetings shall be recorded by a member of staff and shall be circulated to all members of the Department within one week after the meeting.

F. Rules of Order

The rules of order of a General or Special Meeting are those laid out in the most recent edition of M. K. Kerr and H.W. King, *Procedures for Meetings and Organizations*.

III. COMMITTEES OF THE DEPARTMENT

A. Standing Committees

The General Meeting may strike standing committees, setting out their mandates and membership, or abolish same. Normally terms of office commence on 1 July. The standing committees of the Department include:

1) the **STS Advisory Committee**, which shall advise the Chair; assist in policy and planning; and propose agenda items for STS General Meetings. It will also be responsible for the Research Seminars and other academic activities. The STS Advisory Committee shall consist of the Department Chair, the Graduate Program Director for STS and three members elected from among full-time STS faculty, one contract faculty member in STS and one student representative, to be chosen by the STS student organization. All elected members will serve for two academic years but can serve additional terms. The chair and the two elected members will also serve as the STS curriculum sub-committee and as such shall review existing courses from time to time, entertain new course proposals, changes or deletions, along with proposals to change degree requirements for STS programs. Major Curriculum Sub-Committee recommendations must be ratified by the STS Caucus General Meeting before such recommendations are forwarded to the Faculty curriculum committee. The Curriculum Sub-Committee members shall serve for two academic years.

2) the **STS Communications Committee**, composed of two STS members elected from among full-time STS faculty, shall handle all aspects of communication both external and internal, the centralization of all Departmental and other relevant documents, and student recruitment.

3) the **Natural Science Advisory Committee**, which shall advise the Program Director; assist in policy and planning; monitor and support the quality of the Program; and propose agenda items for General Meetings with respect to Natural Science. The Natural Science Advisory Committee shall consist of the Program Director, two members elected from among full-time Natural Science faculty, one contract faculty member in Natural Science, and one student representative, to be chosen by the Natural Science student organization, and one teaching assistant selected by the Natural Science Director. All FSc departments shall appoint representatives, four of whom shall be voting members and the balance being *ex-officio*; the

rotation of departmental voting representation will be established by the FSc Leadership Committee. All elected and appointed members will serve for two academic years but can serve additional terms. Students will serve one academic year but can serve additional terms. In addition, the Faculties of Health, of Arts, Media, Performance and Design, and of Liberal Arts and Professional Studies may appoint one representative each to the Natural Science Advisory Committee. The Department Chair shall be an *ex officio* member.

The Natural Science Advisory Committee will act as a curriculum committee-of-the whole and shall review existing courses from time to time, entertain new course proposals, changes or deletions for the Natural Science offerings. Major curriculum recommendations must be ratified by the Caucus General Meeting of the NATS faculty members before such recommendations are forwarded to the Faculty curriculum committee.

4) The **Coordinating Committee** shall advise the Chair on all matters dealing with the coordination of STS Departmental matters and will set the agendas for departmental General Meetings (as *per* §II.A.) and oversee long-range planning for the Department. The Coordinating Committee shall also nominate candidates for positions on STS and NATS Advisory Committees and any standing, ad hoc or special committees as directed by the General Meeting. Members shall include the Program Director of Natural Science, the Department Chair, one full-time faculty member chosen by the STS Advisory Committee from its membership, and one full-time faculty member chosen by the NATS Advisory Committee from its membership. Members will serve for two academic years.

5) The **Tenure and Promotions Committee** shall include all regular tenured members of the STS department. This committee is responsible for adjudicating files and initiating discussions for changes to the T&P standards of the department. Additional untenured and tenured faculty and student members may be appointed for the adjudication of specific files, in keeping with the Senate Tenure and Promotion documents. Regular members who are appointed to the Faculty and Senate level review committees may not take part in adjudicating tasks of this committee.

B. Election to Committees

In the Winter Term, the Coordinating Committee will nominate the slates of candidates for STS and NATS committees the following academic year. Committee members will be chosen by the respective caucus General Meetings no later than the end of April. Should more candidates be nominated than positions available, the Department Chair will circulate a ballot among either STS or Natural Science faculty as appropriate.

C. Committee Operations

The two advisory committees for STS and Natural Science will be chaired by the Department Chair and Natural Science Program Director, respectively. All other committees, special and *ad hoc* committees shall elect their own chairpersons.

D. Replacement of Committee Members

Should any member of a committee resign, the chair of the committee, in consultation with the Department Chair, shall choose a member of the Department to fill out the unexpired term.

IV. ELECTION OF THE CHAIR

An STS member shall be elected by the Department to serve a term as Chair, normally for three years or five years, commencing 1 July. Early in the winter term before the end of a Chair's term, the General Meeting shall elect a Nominations Coordinator who will lead the process of selecting a new chair, as per our chair election procedure.

V. DUTIES OF THE CHAIR

In addition to those tasks set out above, the following are the primary areas of oversight:

A. Academic Leadership. The Chair, as chief academic officer, will direct departmental activities that strengthen its degree programs, its courses and its teaching quality. In addition, the Chair will support efforts to enhance research in the Department and to increase the profile of the Department in the university and beyond.

B. Teaching Organization. The Chair, working with the Curriculum Sub-Committee will coordinate the planning of each year's teaching matrix and longer-term course planning and development.

C. Student Advising and Liaison. The Chair is responsible for organizing the advising of students of the Department and for working with other bodies to ensure the proper information is available to them.

D. Budget and Staff. The Chair will handle budgetary matters as in all other Faculty departments and to oversee staff of the Department.

E. Extra-departmental Relations. The Chair will deal with all Faculty and university administrative bodies that concern the Department or that are set out in the Faculty Council Rules and Regulations. The Chair may from time to time and as necessary request a member of the Coordinating Committee to assume such duty for a limited period of time. The Chair will oversee all activities of the Department that promote its development and recognition at York and beyond.

VI. ORGANIZATION OF THE UNIT FOR NATURAL SCIENCE

A fundamental activity of the Department of Science and Technology Studies is the maintenance and continued health of the Natural Science program. The Department will oversee the Unit for Natural Science and ensure that it receives the budgetary and staff resources necessary.

A. Membership in the Division of Natural Science. All full-time members of the Department who contribute teaching to Natural Science are regular members of the Division of Natural Science. Contract faculty and full-time faculty members from other departments in the Faculty of Science and Engineering will be associate members of the Unit during the year in which they teach.

B. Program Director of Natural Science. The Chair, with the agreement of the Dean, will appoint a Program Director of Natural Science for a term of four years, to ensure overlap when a new Chair is elected. The Program Director reports to the Chair. All the current operations of Natural Science, except for budgetary and hiring matters, will be directed by the Program Director. Normally, the Program Director will be chosen from a department in FSc outside of Science and Technology Studies, or selected from the members of the Department whose appointments were made specifically to Natural Science.

VII. Tenure and Promotion

Procedures developed by the Department, including the Division of Natural Science, having received Senate-level approval, are the basis for tenure and promotion procedures in the Department.

VIII. Affirmative Action

Affirmative action policy for Natural Science and STS is governed by the Departmental Affirmative Action document.