

# SENATE ORIENTATION

September 6, 2017

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UNIVERSITY  
OF MANITOBA

**OFFICE OF THE UNIVERSITY SECRETARY**

[www.umanitoba.ca/admin/governance/senate](http://www.umanitoba.ca/admin/governance/senate)



**SENATE ORIENTATION AGENDA  
WEDNESDAY, SEPTEMBER 6, 2017  
9:00 – 11:00 AM  
Senate Chambers (E3 – 262 EITC)**

Welcome from the President	
Guiding Statements .....	Page 2
Mission .....	Page 3
Strategic Priorities .....	Page 4
Governance System .....	Page 5
Bicameral Governance .....	Page 6
Senate Powers .....	Page 6
Board of Governors Powers .....	Page 7
Jurisdiction of the Board and Senate .....	Page 8
Process of Approval .....	Page 17
Senate Organization .....	Page 22
Composition .....	Page 23
Term of Office .....	Page 24
Chair .....	Page 24
Assessors .....	Page 24
Meetings .....	Page 25
Quorum and voting .....	Page 25
Open and Closed Session .....	Page 26
Committees .....	Page 26
Responsibilities of Senators .....	Page 28
Attendance .....	Page 29
Participation .....	Page 29
Respect Decisions .....	Page 29
Act Ethically .....	Page 30
Questions .....	Page 30
Communicate Concerns .....	Page 30
Communicate to Constituents .....	Page 30
Responsibilities of Senate Committee Members .....	Page 31
Attendance .....	Page 32
Participation .....	Page 32
Act Ethically .....	Page 32
Questions .....	Page 33
Communicate Concerns .....	Page 33
Office of the University Secretary .....	Page 34
The Position .....	Page 35
Reporting .....	Page 35
Objectives .....	Page 35
Duties and Responsibilities .....	Page 36
Schedule of Senate Meetings .....	Page 38
Contact Information .....	Page 39

## **University Guiding Statements**

# 1 GUIDING STATEMENTS

## 1.1 Introduction

Prior to the late 1980's, universities saw no need to articulate missions and visions as the important roles that universities played were taken for granted - in summary the "public good" of universities was unquestioned. Increasingly some began to question the public investment in universities and the lack of accountability. With this change in public attitudes, came the realization on the part of universities that the development of mission, vision and value statements, and the articulation of core principles were important and desirable components of accountability.

## 1.2 Mission

**To create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.**

The core identity of the University of Manitoba has changed over its 140 years of existence. By affirming the value of the classical curriculum taught in the affiliated Colleges, by appointing instructors in the natural sciences as its first teaching professors, by incorporating professional colleges such as Medicine, Pharmacy and Agriculture, and by adopting many other changes, both large and small, the University became a North American "multiversity." The multiversities are the research universities of Canada and the United States - pluralistic institutions that draw on philosophic traditions and practices that emphasize undergraduate education in the liberal arts, research and graduate training in all areas but especially in the applied and basic sciences, and serve society by providing the opportunity for higher education to all who are qualified, not just to an elite socioeconomic class as universities did in the past (Kerr, 1995).

Multiple *foci* of activity and interest in a university are manifestations of internal complexity and differing philosophies about the purpose of the university, and yet this diversity is no obstacle to the formation of university identity. Every Canadian university can identify its purpose and define the principles that guide it in achieving its mission, although latterly it has been desirable to do so explicitly rather than implicitly. The University of Manitoba followed the same trend as its sister universities across the nation in this regard and articulated its purpose formally, a purpose to which it has subscribed throughout its long history. The Board of Governors first approved the University's mission statement in 1993, thereby demonstrating constancy and commitment to the purpose of this institution.

The University of Manitoba was established less than a decade after the province was born and has grown and evolved along with the province. Over 140 years later, we remain "Manitoba's university", with close connects to its people and communities and a strong desire to preserve while at the same time nurture and grow these bonds. Our strong interest in working with and serving Manitoba's Aboriginal communities is an important case in point. We believe that education has transformative power for the individual student, their families and communities. There is more that we can contribute to Manitoba's Indigenous people and their communities and we will work with them to determine how we can best contribute to meeting their needs. Similarly, we are

committed to being an active contributor to solutions to the challenges faced by our province and its citizens, and in the enduring discourse about how to shape its future. We do not believe we should work in isolation, but should explore opportunities for cooperation and collaboration both within the university community and beyond it – with our partners in the community, in government and in other post-secondary institutions.

We also have become part of the global community, welcoming faculty and students from other countries along with the unique perspectives they offer, and considering how our experiences and viewpoints together can benefit the world. We live in a world of extraordinary potential and countless interconnections that can “contribute to cultural, social and economic well-being.”

### 1.3 Vision

**To take our place among leading universities through a commitment to transformative research and scholarship and innovative teaching and learning, uniquely strengthened by Indigenous knowledge and perspectives.**

### 1.4 Values

The University has identified a common set of ideals that are required to achieve its vision. The University of Manitoba values:

**Academic Freedom**

**Accountability**

**Collegiality**

**Equity and Inclusion**

**Excellence**

**Innovation**

**Integrity**

**Respect**

**Sustainability**

### 1.5 Strategic Priorities

*Taking Our Place: University of Manitoba Strategic Plan 2015 – 2020* was endorsed as a planning document by Senate on November 5, 2014, and by the Board of Governors on November 25, 2014.

- i. **Inspiring Minds** – through innovative and quality teaching
- ii. **Driving Discovery** – through research excellence
- iii. **Opening Pathways** - to Indigenous achievement
- iv. **Building Community** – that creates an outstanding learning and working environment
- v. **Forging Connections** – to foster high impact community engagement

## **University Governance**

## 2 GOVERNANCE SYSTEM

### 2.1 Bicameral Governance System

*The University of Manitoba Act* is the legislation that defines the governance of the University of Manitoba. Ours is a *bicameral* system of governance -- with the Board of Governors as the governing body and the Senate as the academic body. Almost all Canadian universities are based on a *bicameral* system which is more comparable to the federal government system than to governance in for profit or not-for-profit corporations.

One of the mechanisms to assure communications between the Board of Governors and the Senate is the cross-appointment of members. *The University of Manitoba Act* provides that three members of the Board of Governors are elected by Senate and that two members of Senate are elected by the Board of Governors. In addition, the President and the Chancellor are members of both the Senate and the Board. Although not required under the *Act*, Senate has also specified that one member of the Senate Executive Committee be elected by the Board of Governors.

You can find an electronic version of a detailed chart showing the respective and related jurisdictions of the Board and Senate on the website at: <http://www.umanitoba.ca/admin/governance/jurisdiction/index.html> grouped under the following subject headings:

1. Jurisdiction
2. Academic Matters
3. Administrative Matters
4. Organization

The chart also contains references to applicable sections of the *Act*. It is important to note that, in many cases, the Board and Senate have delegated powers to officers, councils, and committees.

### 2.2 Powers of Senate

Under *The University of Manitoba Act*, Senate has general charge of all matters of an academic nature. Senate's powers include the power to:

- establish faculty and school councils (and other bodies within the University), and delegate to them such powers/duties as Senate deems expedient
- hear appeals from decisions of faculty and school councils
- determine courses of study and locations where courses are offered/taught
- determine all matters relating to
  - teaching (including dates of academic terms)
  - examinations
  - degrees (including honorary degrees, diplomas and certificates)
  - conditions of matriculation, entrance and standing for students
  - management and conduct of libraries
- make rules and regulations respecting academic awards



- make recommendations to the Board on
  - building program
  - budget policies
  - procedures for academic staff appointments, promotions, salaries, tenure and dismissals
  - establishment of/abolition of/changes to faculties, schools, institutes, departments, chairs, lectureships, bursaries, fellowships, and prizes
  - establishment of/abolition of colleges (including affiliated colleges)
  - contracts with other organizations respecting joint instruction, or instruction/ examination of the other organizations' students
  - any other matters the Senate considers to be of interest to the University

### **2.3 Powers of the Board**

The Board of Governors is the governing body of the University and may exercise in the name of the University any powers conferred on the University as a body corporate (and which are not reserved to Senate). The Board's powers include the power to:

- establish/maintain/abolish/change colleges (including affiliated/associated colleges), schools, institutes, faculties, departments, chairs and courses of instruction to enable the University to carry on its work\*
- establish/abolish/change lectureships, bursaries, fellowships, and prizes\*
- buy/receive/sell/mortgage/lease real and personal property
- decide what building construction is necessary for University purposes\*
- appoint the president/vice-president/deans/directors/etc. Determine their: salaries; powers/duties; tenure of office/employment; dismissal; and pensions/retiring allowances\*
- set all fees and charges to be paid to the University
- ensure investment of University money (based on prudent person principles and taking into account any trust conditions)
- make regulations respecting and prohibiting parking or leaving of vehicles on campus
- permit/deny use by other organizations of: "university", "varsity", "Manitoba" (in institutions of learning), the university's coat of arms or crest
- establish budget policies\* (the Board also approves the final budget)
- exercise disciplinary jurisdiction over students. Decide finally upon all matters of university policy. Settle questions respecting the powers/duties of convocation, senate, chancellor, president or any other officer/servant of the university
- provide for contracts with other organizations respecting joint instruction, or instruction/ examination of the other organizations' students

*\* The Senate has the express power to make recommendations respecting these matters (and on any other matters which Senate considers to be of interest to the University).*

**The University of Manitoba Act RSM 1987, c.U60**  
**Jurisdiction of the Board and Senate**

**A JURISDICTION**

<b>Subject</b>	<b>Board of Governors</b>	<b>Senate</b>
General	<p>s.7 Governing body of UM.</p> <p>s.16(1) May exercise in the name of and on behalf of UM any or all powers, authorities and privileges conferred on the university as a body corporate (by this Act or any other Act).</p> <p>s.17 Even where Senate (or any other body of person) is given power to make recommendations to the Board re: any matter, the Board may (of its own motion and without any recommendation) exercise its <b>plenary powers</b> re: that matter.</p>	<p>s.25 Academic Body of UM.</p> <p>s.34(1) General charge of all matters of an academic character.</p> <p>S.34(1)(s) Shall make recommendations to the Board re:  (1) academic planning, campus planning,  (2) a building program,  (3) budget policies  (4) procedures re: appointments, promotions, salaries, tenure and dismissals, and  (5) any other matters considered by Senate to be of interest to UM.</p> <p><i>Note: ss.34(1)(l),(m),(n),(o), and s.34(3) also refer to Senate recommendations to the Board. These are set out elsewhere in this document.</i></p> <p>s.34(4) Every recommendation of the Senate to the Board shall be sent to the Board.</p>
Actions/Questions/ Appeals	<p>s.16(1)(h) May hear appeals from any decision of any officer, body or organization, of or in the University, by any person affected thereby, and decide finally upon all matters of university policy.</p> <p>s.16(1)(d) May exercise disciplinary jurisdiction over students (power to fine, suspend or expel).</p> <p>s.18 Settle and determine any questions which arise re: the powers/duties of convocation, senate, council, chancellor, president or any other officer/servant of UM.</p>	<p>s.34(1)(v) Shall hear and determine appeals from the decisions of the faculty or school councils, upon applications, requests or petitions by students or others.</p>

**B. ACADEMIC MATTERS**

<b>Subject</b>	<b>Board of Governors</b>	<b>Senate</b>
Faculty/School Councils		<p>s.34(1)(d) Shall:            (1) establish <b>faculty and school councils</b>, and other bodies within the University,            (2) prescribe how they shall be constituted, and            (3) give them such powers/duties as the Senate deems expedient.</p> <p>s.34(1)(ee) Shall consider all matters referred to it by a faculty council and communicate an opinion or action taken thereon to the faculty council.</p> <p>s.34(1)(u) Shall exercise any power of a faculty or school council that the senate considers desirable to exercise.</p>
Faculties/Schools/ Departments/ Awards, etc.	<p>s.3 Establish and maintain such ..., schools, institutes, faculties, departments, chairs ... as to the Board seem meet.</p> <p>s.16(1)(e) May determine upon and provide for            S the establishment of            S abolition of            S any changes in            faculties, departments, chairs, lectureships, bursaries, scholarships, fellowships and prizes.</p>	<p>s.34(1)(1) Shall recommend to the Board the establishment of, or the abolition of, or any changes in faculties, ..., schools, institutes, departments, chairs, lectureships, bursaries, scholarships, fellowships and prizes.</p> <p>s.34(1)(r) Shall make rules and regulations respecting academic awards.</p>

B. **ACADEMIC MATTERS** (continued)

<b>Subject</b>	<b>Board of Governors</b>	<b>Senate</b>
Courses/ Instruction/ Examination	s.3 Establish and maintain such ... <b>courses of instruction</b> as to the Board seem meet.	<p>s.34(1)(e) Shall receive, consider and determine on any proposal/recommendation of any faculty or school council (or other body established by Senate) re: <b>courses of study</b> and related matters.</p> <p>s.34(1)(f) and 34(2) Shall, of its own motion and without any recommendation consider and determine all courses of study and related matters - but before enacting any such regulation, it must be referred to the appropriate faculty or school council for consideration and report thereon.</p> <p>s.34(1)(i) Shall provide for courses of study anywhere in Manitoba, and encourage/develop extension activities and correspondence courses.</p> <p>s.34(1)(j) Shall have power to recognize courses of study given by other Manitoba colleges/universities not affiliated with UM, and admit students (who have taken such courses of study) to UM examinations.</p> <p>s.34(1)(p) Shall determine the dates for the beginning and ending of lectures each UM term.</p> <p>s.34(1)(t) Shall determine procedures/policy re: lecturing and teaching on U premises by persons other than UM staff members.</p> <p>s.34(1)(h) shall:  (1) determine conditions on which candidates shall be received for <b>examinations</b>  (2) appoint examiners  (3) determine the conduct/results of examinations</p>

**B. ACADEMIC MATTERS** (continued)

<b>Subject</b>	<b>Board of Governors</b>	<b>Senate</b>
Courses/ Instruction/ Examination ( <i>continued</i> )	<p>s.4(1)(o) UM may enter into agreements with any incorporated society or association in the province for the establishment and maintenance of a joint system of instruction.</p> <p>s.4(1)(p) UM may:</p> <ol style="list-style-type: none"> <li>(1) enter into agreements with any incorporated society or association in the province that has power to prescribe examinations for admission to, or registration upon the roll of, the society or association,</li> <li>(2) conduct the examinations and report the results thereof,</li> <li>(3) prescribe courses of study therefor and conduct related classes of instruction</li> </ol> <p>s.4(1)(q) UM may enter into agreements with any incorporated university or college for:</p> <ol style="list-style-type: none"> <li>(1) the instruction of their students in their courses by one or more UM faculties,</li> <li>(2) the conduct of examinations by UM</li> <li>(3) the degrees to be granted by UM to such students</li> <li>(4) representation of incorporated university/college on the UM Senate and other UM academic bodies,</li> <li>(5) the use and combining of facilities,</li> <li>(6) other matters of mutual concern.</li> </ol>	<p>s.34(1)(n) Shall recommend to the Board agreements with any incorporated society or association in the province for the establishment and maintenance of a joint system of instruction.</p> <p>s.34(1)(o) Shall recommend to the Board such agreements described in 4(1)(p) and 4(1)(q).</p>
Degrees/Entrance/ Standing, etc.		<p>s.34(1)(b) Shall determine;</p> <ol style="list-style-type: none"> <li>(1) degrees (including honorary degrees, diplomas and certificates) to be granted by the University, and (2) the persons to whom they shall be granted.</li> </ol> <p>s.34(1)(c) Shall determine the conditions of <b>matriculation</b> and <b>entrance</b>, the <b>standing</b> to be allowed students entering the University and related matters.</p>
UM Calendars		s.34(1)(k) Shall prepare the UM calendars for publication.

**B. ACADEMIC MATTERS** (continued)

Subject	Board of Governors	Senate
Libraries	<p>s.35 May designate as an associated college any incorporated college with which UM enters into an agreement for the management and conduct of the libraries.</p>	<p>s.34(1)(q) Shall make rules and regulations for the management and conduct of the libraries.</p> <p>s.34(3) May recommend that UM enter into an agreement with an incorporated university or college for the management and conduct of the libraries (and the terms of the agreement).</p>
Convocation	<p>s.41 Members of Board are also members of Convocation.</p>	<p>s.41 Members of Senate are also members of Convocation.</p> <p>s.43 Senate by resolution fix dates for meetings of <b>convocation</b>.</p>
Colleges	<p>s.3 Establish and maintain such <b>colleges</b> ... as to the Board may seem meet.</p> <p>s.4(1)(n) UM may <b>affiliate</b> with the University any college established in the province for the promotion of arts and science, or for instruction in law, medicine, engineering, agriculture, or in any other useful branch of learning, and <b>dissolve</b> any such affiliation.</p> <p>s.56 May, of its own motion, dissolve the affiliation of Le Collège de St. Boniface, St. John's College, or St. Paul's College if any of those colleges:  (1) enter into an affiliation with any other college or university (except re: theology or divinity); or  (2) consent to the dissolution with the approval of the Lieutenant Governor in Council.</p> <p><i>Note: s.70 The University of Manitoba Act prevails over the act of incorporation of any college affiliated with the university (where there is a conflict)</i></p> <p>s.35 May designate as an associated college any incorporated college with which UM enters into an agreement for the management and conduct of the libraries.</p>	<p>s.34(1)(l) Shall recommend to the Board the establishment of, or the abolition of, or any changes in....consistent college...</p> <p>s.34(1)(m) Shall recommend to the Board the:  (1) affiliation or association with the UM of any Manitoba College.  (2) dissolution of any affiliated or associated Manitoba colleges.</p> <p>s.34(3) May recommend that UM enter into an agreement with an incorporated university or college for the management and conduct of the libraries (and the terms of the agreement).</p>

## C. ADMINISTRATION AND MISCELLANEOUS MATTERS

Subject	Board of Governors	Senate
Annual Report	s.22 Shall make an annual report to the Lieutenant Governor in Council and send it to the Minister of Education.	
Attaining Purposes/ Objects	s.4(1)(i) Decides what arrangements UM may enter into with persons or authorities (e.g., government, public, private) that it deems conducive to the attainment of the purposes and objects of UM (or any of them) and what rights, privileges, and concessions from those persons or authorities the Board thinks is desirable.	
Fees	s.16(1)(c) May fix and determine all fees and charges to be paid to the University.	
Human Resources	<p>s.61(1)(3) Mandatory retirement (Board By-law).</p> <p>s.4(1)(r) May prescribe terms and conditions for the payment of money directly or indirectly, as contribution toward <b>pensions, annuities, retiring allowances, and gratuities</b> for UM employees.</p> <p>s.16(1)(b) May <b>appoint</b> president/such vice-presidents as advisable/deans/librarian/comptroller/members of academic staff*/ all such officers, clerks, employees and servants as the Board may deem necessary; fix their salaries/remuneration; identify their powers/duties; fix their tenure of office/employment.</p> <p>*s.16(2) Academic staff can only be <b>dismissed</b> in accordance with Board by-laws/rules/regulations - changes to Board by-laws/ rules/regulations which adversely affect the tenure of a member of academic staff to take effect in the year following that in which the amendment is made or the end of the academic staff member's special appointment term, whichever is later.</p>	s.34(s) Shall make recommendations to the Board re: <b>procedures</b> re: appointments, promotions, salaries, tenure and dismissals.

## C. ADMINISTRATION AND MISCELLANEOUS MATTERS (continued)

Subject	Board of Governors	Senate
Investments	<p>s.5(1) May, by-law or resolution, transfer to one common investment fund (<b>The University Investment Trust Fund</b>) all or part of the monies/securities owned or held by UM in trust.</p> <p>s.5(6) May, as monies are available, at any time transfer from the investment fund to a participating fund an amount not exceeding the balance to the credit of that participating fund.</p>	
Parking	<p>s.16(1)(h) May make regulations respecting and prohibiting the parking or leaving of vehicles on campus (including parking fees and charges, and the removal and impoundment of vehicles)</p>	
Property	<p>s.4 The University may buy/receive/sell/etc. property. The following excerpts are provided for information:</p> <p>s.4(1)(a) Receive or acquire grants, purchases, leases, gifts, devices, bequests, etc. of real or personal property.</p> <p>s.4(1)(b) Sell/lease/mortgage/etc. real or personal property.</p> <p>s.4(1)(c) Invest University money (using prudent person principles and taking into account any trust conditions applying to particular assets).</p> <p>s.4(1)(f) Decide what building erection/construction is necessary or convenient for UM purposes.</p>	<p>s.34(1)(s) Shall make recommendations to the Board with respect to...campus planning, a building program....</p>
Use of...	<p>s.63(1) Board authority required re use of "university", "varsity", coat of arms or crest.</p> <p>s.63(2) Board authority required re use of word "Manitoba" in institutions of learning.</p>	



**D. GOVERNANCE ORGANIZATION**

<b>Subject</b>	<b>Board of Governors</b>	<b>Senate</b>
Composition	<p>s.8 The Board of Governors shall be composed of 23 members as follows:</p> <ul style="list-style-type: none"> <li>a) 12 members appointed by the Lieutenant Governor in Council, of whom three must be students of the university;</li> <li>b) Three members elected by the graduates of the university from among the graduates of the university;</li> <li>c) Three members elected by the senate from among the members of the senate;</li> <li>c1) three students of the university appointed by The University of Manitoba Students' Union;</li> <li>d) The president</li> <li>e) The chancellor.</li> </ul>	<p>s.25 The Senate shall be composed of:</p> <ul style="list-style-type: none"> <li>a) the president;</li> <li>b) the chancellor;</li> <li>c) the vice-presidents of the university;</li> <li>d) the dean of each faculty of the university;</li> <li>e) the director or each school of the university having a school council;</li> <li>f) the Director of Extension of the university or, if none, the officer exercising comparable functions;</li> <li>g) the Director of Libraries of the university;</li> <li>h) the dean or director of students affairs of the university or, if none, the officer exercising comparable function;</li> <li>i) the head of each constituent or member college;</li> <li>j) the vice-deans of the Faculty of Arts and Science;</li> <li>k) two persons appointed by the board from amongst its members other than those who are otherwise members of the senate;</li> <li>l) 28 persons elected by, and from amongst, the students of the university in the method determined under clause 34(1)(cc), and, in addition, the president of the University of Manitoba Students' Union;</li> <li>m) two members of the board of directors of the alumni association appointed by that board;</li> <li>n) the persons elected under section 27;</li> <li>o) members at large appointed under subsection 27(4);</li> <li>p) the head of each affiliated college;</li> <li>q) the Deputy Minister of education, or his designate.</li> </ul> <p>s.27(1) Each faculty council and each school council shall annually elect such number of persons to be members of senate as the senate has determined the faculty council or school council is entitled to so elect.</p> <p>s.27(4) a person elected as provided in this section, who has been elected by senate to the board and whose term of office on senate expires before his term of office on the board, shall be appointed by senate to be a member-at-large of senate for the remainder of his term on the board unless he is re-elected to the senate.</p>

**D. GOVERNANCE ORGANIZATION** (continued)

Subject	Board of Governors	Senate
<p>Appointment/ Election of Members</p>	<p>s.16(1)(f) re: election of three graduates to Board.</p> <p>s.26(1)(k) Shall appoint to Senate two persons from amongst its members (other than those who are otherwise members of Senate).</p> <p>s.37(h) Board members who are appointed by Lieutenant Governor in Council or elected by UM graduates or Senate are also members of The University and Community Council.</p>	<p>s.34(1)(a) re: election from faculty/school council's students (aa) (bb) (cc) (dd)</p> <p>s.34.(1)(w) Shall elect from amongst its members three persons to be members of the Board.</p> <p>s.34(i) Shall appoint three members of the Senate to be members of the University and Community Council.</p> <p>s.34(1)(ff) Shall appoint from amongst its members persons to be members of a joint committee of Senate and the University and Community Council.</p>
<p>Removal of Members</p>	<p>s.24 The Lieutenant Governor in council, may, for cause, remove from office any appointed member of the board and, upon the recommendation of the board, any elected member thereof.</p> <p>s.10(1) A Board member ceases to be a member of the Board if he/she is absent for three consecutive board meetings without just cause or is incapable of acting. A declaration of existence of the vacancy is entered on the board minutes (and is conclusive proof thereof).</p>	<p>s.29 Any appointed or elected member of the senate may be removed from office at any time by the body that appointed or elected him.</p>
<p>Committees</p>	<p>s.16(1)(g) May appoint such <b>committees</b> as it may deem necessary and confer upon any of the committees power and authority to act for the board in and in relation to such matters as the Board may deem expedient.</p> <p>ss.46-50 Committee of Election to elect chancellor composed of members of Board and Senate. *the University and Community Council has not been operational in over 20 years.</p>	<p>s.34(1)(x) Shall appoint such <b>committees</b> as it deems necessary and confer upon any of the committees power and authority to act for the Senate in and in relation to such matters as senate deems expedient and appoint such other committees as Senate deems expedient to act in an advisory capacity.</p> <p>s.34(1)(y) Shall elect an Executive Committee.</p>
<p>Meetings</p>	<p>s.16(1)(a) May provide for the regulation and conduct of its meetings and proceedings, and fix quorum.</p> <p>s.19 <b>Action of the Board = by resolution or by-law.</b></p>	<p>s.34(1)(a) Shall provide for the regulation and conduct of its meetings and proceedings, and fix quorum.</p>

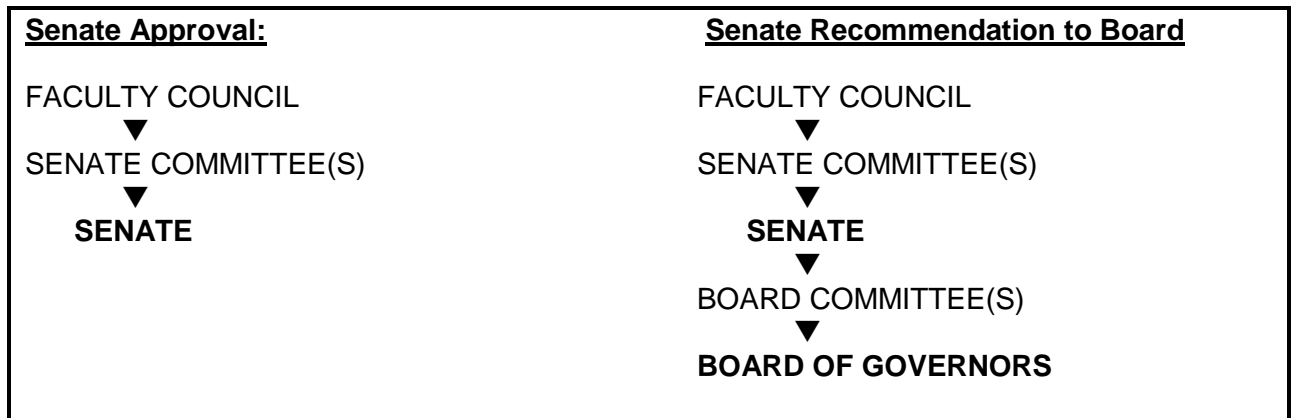
## 2.4 The Process of Approval by Senate and the Board

- Matters on which Senate deliberates normally are initiated from recommendations by Faculty Councils and/or Senate committees. Senate may approve outright those matters within its exclusive jurisdiction. Senate may recommend to the Board on those matters which is within Senate’s jurisdiction to recommend to the Board of Governors.
- Matters on which the Board deliberates normally are initiated by Board bylaws, University Administration recommendations, or by Senate recommendations.

*Although the Board may make decisions on those matters within its power (whether or not Senate makes a recommendation), it would be most unusual for any university board not to hear what the senate might have to say on an issue that the Senate regards as important. This dialogue between the Board and Senate is fundamental to university bicameral governance. Senate has the academic knowledge and expertise to inform the board about the impact their potential decisions would have on teaching and research. The Board in turn can focus on whether:*

- a) *the action is consistent with the University’s mission, vision, values and core principles statements*
- b) *the strategic plan supports the recommended action*
- c) *there are sufficient human and financial resources to support the recommended action*
- d) *there are contractual or other factors which will affect a Board decision.*

- The following flowcharts show the basic approval processes for matters which are submitted to the Senate for consideration:



Two of the more complex approval processes at the University involve the establishment of new programs and the budget approval process. Information on the undergraduate program approval process outlined on the next few pages shows in detail the interdependence of the Board, the Senate and the University Administration the University’s bicameral governance system.

## Graduate Programs

Please contact the Dean, Faculty of Graduate Studies for information on the approval process for new graduate programs.

- Dean, Todd Mondor ([todd.mondor@umanitoba.ca](mailto:todd.mondor@umanitoba.ca), 204-474-9887)

Units wishing to develop proposals for new graduate programs are also encouraged to contact one of the following offices with questions or for advice on documentation that would be required as part of the proposal:

- Cassandra Davidson, Undergraduate Program Analyst, Office of the Vice-President (Academic) and Provost ([cassandra.davidson@umanitoba.ca](mailto:cassandra.davidson@umanitoba.ca), 204-474-7847)

or

- Shannon Coyston, Academic Specialist, the Office of the University Secretary ([shannon.coyston@umanitoba.ca](mailto:shannon.coyston@umanitoba.ca), 204-474-6892)



## **Applications for New Programs of Study** **Undergraduate**

Proposals for new undergraduate degree programs require review by [Education and Advanced Learning, Advanced Learning Division \(ALD\)](#) prior to final approval by the Office of the Provost and Vice-President (Academic). The unit proposing the new program should review the below for information on the program approval process as well as for instructions on accessing the documentation required to put forward a program proposal.

**Note that all new undergraduate program proposals should initially be discussed with the *Vice-Provost (Integrated Planning and Academic Programs)*.** Please contact Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs) or Cassandra Davidson, Program Analyst, for more information. Contact details are found at the end of this document.

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### **Stage 1: Preliminary Proposal and Statement of Intent**

Stage 1 involves the drafting of a brief (one page) **Statement of Intent (SOI)** outlining the proposed program as well as gathering preliminary community feedback on the proposed program. It should involve broad consultation with the faculty and interested /affected parties (i.e. professional, business, community and student groups). The academic unit proposing the program should meet informally with the *Vice-Provost (Integrated Planning & Academic Programs)* to discuss the proposal process and timeline. Informal discussions at this stage may involve ALD, as directed through the Provost's Office. The Provost's Office may also circulate the SOI to deans/directors for information and feedback, where applicable.

The SOI should provide a brief description of the program and its purpose as well as outline any consultation completed to date. The SOI must be signed by the relevant budget dean.

Following discussions with the *Vice-Provost (Integrated Planning & Academic Programs)*, the unit will be provided with the current application template for a new program of study and all other relevant supporting materials.

### **Stage 2: Application for New Program of Study**

Following preliminary discussions, a formal **Application for a New Program of Study (APS)** is developed by the proposing academic unit and then considered by the appropriate levels of governance.

- i. **University Consultation:** discussions with the [Office of the University Secretary](#) to clarify the approval process and meeting schedules for the [SCCCC](#), [SPPC](#) and other Senate Committees (as appropriate) would be advisable at this stage, as well as continued consultation with all interested /affected parties internal and external to the University. Where the proposal impacts on other academic units, full consultation with the affected faculty/college/school/department is required, and a letter of support must be provided from the respective heads(s) of department(s)/program(s) and dean(s).
- ii. **Completion of an Application for New Program of Study (APS):** the APS template should be completed by the proposing academic unit. Once complete, the APS must be approved by the relevant Faculty/College/School Council(s) and signed by the respective budget dean(s), then submitted to the *Vice-Provost (Integrated Planning & Academic Programs)* and the *University Secretary*, in both hardcopy and electronic (MS Word) forms. The APS must include a completed **ALD Program Proposal Financial Form** (provided to the unit from the Provost's Office with the APS template) and a statement from the unit as to how the proposed program addresses one or more of the SPPC's criteria for assigning priority to new programs/initiatives ([Senate Planning and Priorities Committee Assigning Priority to New Programs/Initiatives](#)).
- iii. **Senate Approval:** the University Secretary will forward the APS to SCCCC, SPPC and other Senate Committees, as appropriate, for review. Once these reviews are successfully completed, the recommendations from these committees will be forwarded to the [Senate Executive Committee](#) who will make a recommendation to Senate. Assuming the APS passes through the review process without major revision, the Senate approval process will take a minimum of 3 to 4 months. Please refer to the [Meeting Schedules](#) on the University Governance website for access to meeting schedules to facilitate planning.
- iv. **Board of Governors Approval:** subject to Senate recommendation to approve, the proposal will be forwarded to the Board of Governors for consideration.
- v. **ALD Submission Process:** if approved by the Board of Governors, the APS will be submitted to ALD by the *Vice-Provost (Integrated Planning & Academic Programs)*.<sup>1</sup> At this stage, ALD may withhold approval, or provide approval to proceed with, or without the allocation of additional funding. If approved by ALD, the APS will return to the Office of the Provost and Vice-President (Academic) for final consideration and approval to implement by the Provost. ALD approval for a proposal is valid for three years from the effective date of the approval. **Note: for programs requesting additional provincial funding, final proposals must be submitted to ALD no later than May 31 of the fiscal year to be considered under the provincial estimates and budget approval process. Consideration under this process may impact a proposed program's start date by one academic year. Proposals not requesting funding must be submitted to ALD at least 120 days prior to internal admission and calendar deadlines, as appropriate.**

<sup>1</sup> The letter of submission from the *Vice-Provost (Integrated Planning & Academic Programs)* will be carbon copied to the President, the University Secretary, the Registrar's Office, the dean/director of the submitting faculty/college/school and the Executive Director of the Office of Institutional Analysis.

### **Stage 3: Final Approval and Program Implementation**

Final approval to proceed with the implementation of a new program rests with the Provost. Subject to approval, the relevant dean(s)/director(s) will receive a formal notification addressing implementation, subsequent review/reporting requirements, and budgetary information. In the event that approval to proceed has been provided without a funding allocation, the Provost will meet with the relevant budget Dean(s) to review the viability of program implementation. **Note that ALD will require progress reports on program implementation as part of their annual estimates process for two (2) years post-approval; these reports will be requested annually by the Vice-Provost (Integrated Planning and Academic Programs).**

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#### **Contacts:**

##### **Office of the Provost and Vice-President (Academic)**

David Collins, *Vice-Provost (Integrated Planning and Academic Programs)* [David.Collins@umanitoba.ca](mailto:David.Collins@umanitoba.ca)

Cassandra Davidson, *Undergraduate Program Analyst*, 204-474-7847 [Cassandra.Davidson@umanitoba.ca](mailto:Cassandra.Davidson@umanitoba.ca)

##### **Office of the University Secretary**

Shannon Coyston, *Academic Specialist*, 204-474-6892 [Shannon.Coyston@umanitoba.ca](mailto:Shannon.Coyston@umanitoba.ca)

#### **Resources**

##### **Undergraduate Program Approvals at the University of Manitoba:**

[http://umanitoba.ca/admin/vp\\_academic/academic\\_programs/ug\\_program\\_approval.html](http://umanitoba.ca/admin/vp_academic/academic_programs/ug_program_approval.html)

##### **Associated Forms and Documents**

SPPC Assigning Priority to New Programs:

[http://umanitoba.ca/admin/governance/media/SPPC\\_Assigning\\_Priorities\\_to\\_New\\_Programs-Initiatives.pdf](http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf)

Senate Committee Meeting Schedules:

<http://umanitoba.ca/admin/governance/meetings/index.html>

The Advanced Education Administration Act: Programs of Study Regulations:

[http://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=134/2015](http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=134/2015)

ALD New Program Request Process Map:

[http://umanitoba.ca/admin/vp\\_academic/media/2015-12-01-ALD\\_New\\_Program\\_Request\\_Process\\_Map\\_FINAL.pdf](http://umanitoba.ca/admin/vp_academic/media/2015-12-01-ALD_New_Program_Request_Process_Map_FINAL.pdf)

## **Senate Organization**



### **3. SENATE ORGANIZATION**

#### **3.1 Composition**

Membership on Senate is as detailed in Section 26(1) of *The University of Manitoba Act* (the “Act”):

***Ex officio* members are:**

- (a) the President;
- (b) the Chancellor;
- (c) the Vice-Presidents of the University;
- (d) the Dean of each Faculty of the University;
- (e) the Director of each School of the University having a school council;
- (f) the Director of Extension of the University or, if none, the officer exercising comparable functions;
- (g) the Director of Libraries of the University;
- (h) the Dean or Director of Students Affairs of the University or, if none, the officer exercising comparable functions;
- (i) the Head of each constituent or member College;
- (j) the Vice-Deans of the Faculty of Arts and Science;
- (k) the Head of each affiliated College;
- (l) the Deputy Minister of Advanced Education and Training, or designate.

**Elected members are:**

- (m) the persons elected by Faculty and School Councils;
- (n) 28 persons elected by, and from amongst, the students of the University and, in addition, the President of the University of Manitoba Students’ Union.

### **Appointed members are:**

- (o) two persons appointed by the Board from amongst its members other than those who are otherwise members of the Senate;
- (p) two members of the Board of Directors of the Alumni Association appointed by that board;
- (q) members-at-large appointed under s.27(4) of the Act.

### **3.2 Term of Office**

Terms normally commence on June 1 of the year of appointment or election. A member of the Senate whose term of office has expired on May 31 in any year shall continue as such until a successor has been appointed or elected and shall be eligible for re-appointment or re-election [s.28(2) of the Act].

Terms of members elected by Faculty and School Councils are normally three years.

Terms of student members are for one year and run from April 1 to March 31.

*Ex-officio* members serve by virtue of their office.

Terms of members elected by the Board of Governors are normally three years.

### **3.3 Chair**

The President is the Chair of Senate.

### **3.4 Assessors**

Although not provided for in the Act, Senate from time to time by resolution may provide for assessor members to Senate. Incumbents in the following positions are assessors of Senate, provided that they are not otherwise members of Senate:

- Associate Dean of Graduate Studies
- Associate Dean (Academic) of the Continuing Education Division
- Chair of SPPC
- Chair of SCCCC
- Representative of UMFA
- Université de Saint-Boniface (other than the Head)
- Executive Director of Enrollment Services
- Executive Director of Student Services
- Registrar
- Associate Vice-President (Research)

- Vice-Provost (Academic Affairs)
- Vice-Provost (Integrated Planning and Academic Programs)
- Vice-Provost (Indigenous Engagement)
- Vice-President of UMSU
- President of Graduate Students' Association
- Director of University 1
- Three students from University 1

Assessors are permitted to participate fully in the deliberations of Senate but may not make or second or amend motions, and may not vote.

### 3.5 Senate Meetings

A schedule of Senate meetings for the coming year is circulated annually. Senate meetings are normally the first Wednesday of each month (except for May and June, when the meeting falls later in the month). There are no meetings in July, August, or September. The schedule is also available on-line at: [http://umanitoba.ca/admin/governance/media/Senate\\_Meeting\\_Schedule\\_2017-2018.pdf](http://umanitoba.ca/admin/governance/media/Senate_Meeting_Schedule_2017-2018.pdf).

From time to time there may be special meetings of Senate to deal with matters specified in the notice thereof. Special meetings shall be called by the Chair of Senate either on the direction of Senate, or on her/his own motion, or on the advice of the Senate Executive Committee, or on the written request of any 12 members of Senate.

The rules and procedures governing meetings of Senate are available on-line at [http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/senate\\_rules/index.html](http://www.umanitoba.ca/admin/governance/governing_documents/governance/senate_rules/index.html)

### 3.6 Quorum and Voting

#### Quorum

No meeting of Senate may be officially called to order unless a *quorum* is present.

1. The *quorum* of any Senate meeting held during the months of October to May inclusive shall be 40. During the summer months, it shall be 25. Assessors are not included in determining the *quorum*.
2. If a *quorum* is not present when fifteen minutes have elapsed after the scheduled time of the meeting, the names of those present shall be recorded and the meeting of Senate stand adjourned until a time to be fixed by the Senate Executive Committee.
3. After a meeting of Senate has been properly called to order, the meeting shall be deemed to be properly constituted until such time as a member of Senate other than the Chair calls attention to the loss of a *quorum* or until the meeting has been adjourned.

## Voting

Questions arising at a Senate meeting are normally decided by a majority of votes, upon a show of hands. The Chair of the meeting shall not vote, except to break a tie.

### **3.7 Open and Closed Meetings**

Senate meetings consist of an Open Session and, when required, a Closed (and Confidential) Session. Observers may attend the Open Session. Visitors must leave the Closed and Confidential Session of the meeting.

### **3.8 Senate Committees**

Senate has delegated responsibility for various matters to a number of standing committees of Senate. In addition to the Senate Executive, there are 22 standing committees of Senate:

- Senate Committee on Academic Accommodation Appeals
- Senate Committee on Academic Computing
- Senate Committee on Academic Dress
- Senate Committee on Academic Freedom
- Senate Committee on Academic Review
- Senate Committee on Admissions
- Senate Committee on Admission Appeals
- Senate Committee on Appeals
- Senate Committee on Approved Teaching Centres
- Senate Committee on Awards
- Senate Committee on the Calendar
- Senate Committee on Curriculum and Course Changes
- Senate Committee on Honorary Degrees
- Senate Committee on Instruction and Evaluation
- Joint Senates Committee (JSC) on Joint Master's Programs
- Joint Senates Committee on Master's Programs Appeals
- Senate Committee on Libraries
- Senate Committee on Medical Qualifications
- Senate Committee on Nominations
- Senate Planning and Priorities Committee
- Senate Committee on Rules and Procedures
- Senate Committee on University Research

The terms of reference and composition of each of these committees can be found at [http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/index.html](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/index.html)

Normally, standing committees of Senate shall have one-third of the membership retiring each year. Members may be re-appointed. Terms of office are usually for three years, with the exception of the Senate Planning and Priorities Committee (SPPC) with terms of office for four years.

Student terms of office are for one year only commencing June 1 of any given year, with the exception of the SPPC, the Senate Committee on University Research, the Senate Committee on Libraries, and the Senate Committee on Academic Computing, where student terms are for two years.

## **Responsibilities of Senators**

## 4. RESPONSIBILITIES OF SENATORS

Senators have no authority as individuals. Power is exercised by the Senate as a whole. This section sets out the responsibilities of individual Senators.

- **Attend Senate and Senate Committee Meetings**
  - Senate members have a responsibility to attend Senate meetings.
    - ♦ The rules of Senate state: “When a member of Senate elected by a Faculty or School Council has failed to attend three consecutive meetings of Senate, the member shall be notified by the Secretary with a copy to the Dean or Director of the Faculty or School concerned. If the Dean or Director has not received a satisfactory explanation of the absences within a reasonable time of receipt of such notice, the Dean or Director shall in accordance with the procedure set forth in the Faculty/School Council General Bylaw, call a meeting of the Council to consider a resolution to remove the member from office and elect a replacement. The University Secretary must be notified of the disposition of the matter.”
    - ♦ Senate members have a responsibility to serve on Senate Committees as appropriate, and to attend Committee meetings.
    - ♦ Advise the University Secretariat if you are unable to attend a meeting.
  
- **Participate in Senate Business**
  - Learn about the University and issues that arise.
    - ♦ Devote time to learning the major responsibilities of the Senate and how the University functions.
    - ♦ Know and be able to articulate general issues affecting the University, as well as the University’s role in Manitoba and in higher education.
  - Prepare for meetings.
    - ♦ Read agenda materials which are available the week prior to the meeting at: [http://umanitoba.ca/admin/governance/senate/agendas/2010\\_2019\\_senate\\_agendas\\_index.html](http://umanitoba.ca/admin/governance/senate/agendas/2010_2019_senate_agendas_index.html)
  - Participate at meetings.
    - ♦ Participate in Senate and Committee discussions.
    - ♦ Raise your hand when you wish to speak at Senate meetings. Once recognized by the Chair, stand and first state your name and your constituency.
  - When speaking or voting:
    - ♦ Be responsive to changing environments that affect the University.
    - ♦ Exercise critical judgment.
    - ♦ Make decisions in the best interest of the University as a whole.
    - ♦ Speak your mind but maintain a decent respect for the opinions of colleagues and a proper restraint in criticism of colleagues and officers.
  
- **Respect Senate Decisions**
  - Recognize that authority resides only with the Senate as a whole and not in its individual members.

- **Act Ethically**
  - Avoid conflicts of interest, and comply with the procedures to be followed when a conflict of interest is perceived to exist.
  - Avoid indiscretion; do not disclose confidential information.
  - Recognize that no Senator shall make any demands or requests for actions that violate the written bylaws, policies, rules and regulations of the University.
  
- **Questions**
  - If you require more information than is provided as part of a meeting agenda, you may make information requests to the Office of the University Secretary.
  - Keep in mind that, although some information may be readily available, some requests may involve a great deal of staff time. The need for information will be weighed against the time required to produce it.
  - Direct your questions about the jurisdiction of Senate or Senate policies/rules/resignations/procedures to the Office of the University Secretary.
  - Communicate promptly to the University Secretary or the Senate Chair as appropriate, any significant concern or complaint relating to Senate matters, and then let the University Secretary or the Senate Chair deal with it.
  - If you have a question that you would like to raise at Senate on an issue that you consider within the jurisdiction of that body, you may submit it in writing to the University Secretariat. Such questions must be received in the Office of the University Secretary prior to 10:00 a.m. the day before the Senate meets. If there is a question with respect to jurisdiction, the University Secretary will confer with the Chair of Senate to determine whether the question may be raised at the Senate meeting.
  - If you have a question with regard to an item on the Senate agenda, you may raise it during the consideration of that item during the Senate meeting.
  
- **Communicate Concerns Within Established Protocols**
  - Communicate promptly to the Senate Chair or the University Secretary as appropriate, any significant concern or complaint, and then let the Chair or University Secretary deal with it.
  
- **Communicate Information to Constituents**
  - Communicate promptly to constituents matters which were discussed/approved at Senate in Open Session. A summary of those items approved by Senate is posted after each meeting on the University Governance webpage.
  - Note that the Policy on Reporting of Actions of Senate to Faculties and Schools indicates: *For matters entirely within the jurisdiction of Senate, faculties and schools shall be sufficiently advised of their disposition by the Senate minutes. Deans and Directors will be responsible for the distribution of information to the members of their faculty.*



## **Responsibilities of Senate Committee Members**

## 5. RESPONSIBILITIES OF SENATE COMMITTEE MEMBERS

Members of Senate Committees have no authority as individuals. Power is delegated to the Committees by Senate and is exercised by a Senate Committee as a whole. This section sets out the responsibilities of individual Senate Committee members.

### ■ Attend Senate Committee Meetings

- Committee members have a responsibility to attend Senate Committee meetings and to advise the Resource/Secretary for the Committee if you are unable to attend a meeting.
- In the case of teleconference/electronic meetings, Committee members have a responsibility to respond with feedback and/or to vote on the resolution in writing in a timely way. See the Senate Standing Committees: Rules for Teleconference Meetings and Resolutions in Writing ([http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/rules\\_for\\_teleconference\\_meetings\\_and\\_resolutions\\_in\\_writing.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/rules_for_teleconference_meetings_and_resolutions_in_writing.html)).

### ■ Participate in Senate Committee Business

- Learn about the University and issues that arise.
  - ◆ Devote time to learning the major responsibilities of (i) the Senate and how the University functions and (ii) the Senate committee(s) on which you serve.
  - ◆ Stay informed about general issues affecting the University and be knowledgeable of the University's role in Manitoba and in higher education.
- Prepare for meetings.
  - ◆ Allocate time to read and critically review agenda materials that are circulated to the committee normally one week prior to the meeting either by email or a web portal.
  - ◆ Review relevant University policies and procedures and/or the appropriate sections of the Academic Calendar where these things might relate to items of business on an agenda.
- Participate at meetings.
  - ◆ Ask questions and engage in Committee discussions.
- When speaking or voting:
  - ◆ Be responsive to changing environments that affect the University.
  - ◆ Exercise critical judgment.
  - ◆ Make decisions in the best interest of the University as a whole.
  - ◆ Speak your mind but maintain a decent respect for the opinions of colleagues and a proper restraint in criticism of colleagues and officers.

### ■ Act Ethically

- Avoid indiscretion. Do not disclose confidential information, bearing in mind that items of business considered by any Senate Committee are confidential until such time as they appear on a Senate agenda. Committee discussions, including the discussions as they are recorded in the minutes, remain confidential to the Committee and its members.
- The Senate Committee meeting rule on Openness of Committee Meetings specifies that:
  - ◆ Unless otherwise stated in the terms of reference of a given committee, the following rules shall apply:

- ◆ Non-members of the committee shall have the right to attend committee meetings and present their views at such reasonable times, as, upon request, the committee may appoint.
- ◆ During the deliberations of the committee no one has a right to be present except members of the committee.
- ◆ The committee 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.
- Avoid conflicts of interest, and comply with the procedures to be followed when a conflict of interest is perceived to exist.
- Recognize that no Committee member shall make any demands or requests for actions that violate the written bylaws, policies, rules and regulations of the University.

■ **Questions**

- If you require more information than is provided as part of a meeting agenda, you may make information requests to the Office of the University Secretary and/or the Resource/Secretary for the Committee, as appropriate.
- Keep in mind that, although some information may be readily available, some requests may involve significant staff time. The need for information will be weighed against the time required to produce it.
- Direct your questions about the jurisdiction of Senate, a Senate committee, or Senate policies/rules/resignations/procedures to the Office of the University Secretary.
- Communicate promptly to the University Secretary or the Committee Chair as appropriate, any significant concern or complaint relating to Senate committee matters, and then let the University Secretary or the Chair deal with it.
- If your question relates to an item on an agenda, you may raise it during the consideration of that item at the Committee meeting.

■ **Communicate Concerns Within Established Protocols**

- Communicate promptly to the Committee Chair, the Resource/Secretary for the Committee, or the University Secretary as appropriate, any significant concern or complaint, and then let the Chair, Resource/Secretary, or University Secretary deal with it.

**Supporting University Governance**  
The Office of the University Secretary

## **6 SUPPORTING UNIVERSITY GOVERNANCE - OFFICE OF THE UNIVERSITY SECRETARY**

### **The Unit**

The Office of the University Secretary is the primary coordinating body responsible for coordinating and facilitating the activities of the Board of Governors and of the Senate, and their standing and *ad hoc* committees. The Office provides secretarial, administrative, and advisory services to these bodies and serves as the repository of information and data on all matters relating to the Board and Senate.

### **The Position**

The University Secretary is responsible for coordinating and facilitating the activities of the Board of Governors and of the Senate, and their various committees, to ensure the effective and efficient operation of the University's bicameral system of governance. The Secretary works closely with the Chair of the Board, the Chair of Senate, the President, senior administration, and committee chairs, to provide advice and guidance on jurisdiction, strategy, policy and process. The Secretary is responsible for ensuring that there is effective liaison among the decision-making bodies and senior university officers. The Secretary is responsible to the entire university community for the provision of timely, accurate, and objective information, advice, interpretation and application of policy.

### **Reporting**

The Secretary reports administratively to the President. On a functional basis the Secretary is also accountable to the Chair of the Board, and to the President, as Chair of Senate. Supervision is on an informal basis, although contact is regular, and often involves matters of a sensitive nature.

### **Objectives**

The general objectives of the position are:

- To work closely with the Chair of the Board, the President, senior administration, and committee chairs, to ensure timely input of recommendations and information to committees and to the Senate and Board. As well, to anticipate substantive or procedural difficulties and to recommend ways to avoid them.
- To be well informed about all university policies and procedures and about the status of proposals as they proceed through the university's decision-making process.
- To be well informed about legislation related to the Board, the Senate, and to the University, such as the University of Manitoba Act and the Freedom of Information and Protection of Privacy Act.

- To be responsive to all legitimate requests for information, assistance, and advice, within the context of the resources of the Office.
- To communicate regularly on the deliberations and actions approved by Senate and the Board.

## **Duties and Responsibilities**

### **▪ Organizational**

- The Secretary is responsible for providing secretarial and administrative assistance to the Board, the Senate, and their ad hoc and standing committees. This includes organization, preparation, and distribution of agendas and supporting documentation, writing reports and minutes of meetings, and disseminating policy and information to the Board, Senate, and the University community. In order to ensure that requests for information from these documents are available expeditiously and accurately, the Secretary is responsible for maintaining a comprehensive computer-based index and makes policies and procedures of Senate and the Board available on the website.
- The Secretary is responsible for the conduct of several elections, including:
  - a) Elections of faculty and student members to Senate
  - b) Election of members to Senate committees
  - c) Election of Senate members to the Board of Governors
  - d) Election of graduates as members of the Board of Governors
  - e) Election of the support staff assessor to the Board.
- The Secretary is responsible for organizing orientation for new Board members, new Senators, and from time to time, Board retreats.
- The Secretary advises students, faculty/school representatives, senior administrators, the Director of Student Advocacy, and legal counsel, on matters relating to the Senate Appeals Committee, and the University Discipline Committee, and prepares reports arising from appeals and disciplinary matters.

### **▪ Administrative**

- The Secretary, as a budget head, is responsible for long-term planning and budget submissions for the Secretariat.
- The Secretary is responsible for the internal management functions of the Office, such as hiring and discipline, setting objectives and priorities, evaluating performance and general direction to the staff of the Secretariat.
- The Secretary, as Secretary of Senate, serves as Chair of the Senate Committee on the University *Calendar*.

- The Secretary is responsible for determining, on behalf of the Board, the disposition of appeals from undergraduate students on fee assessments in consultation with the Registrar.
- The Secretary assists the Chancellor, including advising on questions which are raised with the Chancellor from within and outside the university, and ensuring the Chancellor's secretarial needs are met.
- The Secretary undertakes, from time to time, reviews of Board and Senate committees as to their effectiveness, and, if necessary, recommends changes to improve the efficacy of governance at the University.
- The Secretary is responsible for the on-going revision and publication, including on-line, of the Board of Governors Handbook and Orientation Guide, the *Senate Handbook*, the By-laws of the Board of Governors, and the University's *Policy and Procedure Manual*.

#### ■ **Communication**

- The Secretary provides continuity to the Board, Senate, and committees by providing historical information and interpretations of policies and practices. Such advice, especially to committee chairs, frequently relates to the procedures established by the Board or Senate, or those which are implicit in the committee structure.
- The Secretary is responsible for maintaining the official minutes, by-laws, rules of orders, and other public and confidential documents of the Board and Senate.
- The Office of the University Secretary is a resource centre for the university community for information on all matters within the jurisdiction of Board and Senate.
- The Secretary is responsible for maintaining the records and providing information in the context of the Freedom of Information and Protection of Privacy Act.
- The Secretary provides liaison with UMSU and other student organizations to ensure matters of academic concern are addressed and to examine ways of increasing student participation in academic governance; and to assist student members of the Board of Governors in their role as members of the Board.

SCHEDULE OF MEETINGS AND AGENDA AVAILABILITY  
SENATE AND SENATE EXECUTIVE COMMITTEE

<b>Date for Items to the Secretary</b>	<b>Agenda to the Executive Committee</b>	<b>Executive Committee Meetings</b>	<b>Agenda available to Senate Members</b>	<b>Senate Meetings</b>
May 17, 2017*	May 24, 2017	May 31, 2017	June 14, 2017	June 21, 2017
September 6, 2017	September 13, 2017	September 20, 2017	September 27, 2017	October 4, 2017
October 4, 2017	October 11, 2017	October 18, 2017**	October 25, 2017	November 1, 2017
November 8, 2017	November 15, 2017	November 22, 2017	November 29, 2017	December 6, 2017
November 29, 2017	December 6, 2017	December 13, 2017	December 20, 2017	January 3, 2018
January 10, 2018	January 17, 2018	January 24, 2018	January 31, 2018	February 7, 2018
January 31, 2018	February 7, 2018	February 14, 2018	February 28, 2018	March 7, 2018
March 7, 2018	March 14, 2018	March 21, 2018	March 28, 2018	April 4, 2018
April 18, 2018	April 25, 2018	May 2, 2018	May 9, 2018	May 16, 2018
May 23, 2018*	May 30, 2018	June 6, 2018	June 13, 2018	June 20, 2018
September 5, 2018	September 12, 2018	September 20, 2018**	September 27, 2018	October 3, 2018
October 10, 2018	October 17, 2018	October 24, 2018	October 31, 2018	November 7, 2018
November 7, 2018	November 14, 2018	November 21, 2018	November 28, 2018	December 5, 2018

1. Senate meets the end of June so that a meeting in July is not required.
2. Senate meets the third Wednesday in May to consider the list of graduands for Senate approval.
3. Senate meetings are held in the Senate Chambers, Room E3-262 EITC at 1:30 p.m.
4. Senate Executive meetings are held in the Alan A. Borger Sr. Executive Conference Room, E1-270 EITC at 1:30 p.m.
5. \* Latest date by which to submit items for June Senate agenda, where approval is required in time for the subsequent academic session.
6. \*\*Senate Executive will meet at 9:00 am on October 18, 2017 and on Thursday, September 20, 2018.



# Senate

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Senate Agendas:

[http://umanitoba.ca/admin/governance/senate/agendas/2010\\_2019\\_senate\\_agendas\\_index.html](http://umanitoba.ca/admin/governance/senate/agendas/2010_2019_senate_agendas_index.html)

Senate Minutes:

[http://umanitoba.ca/admin/governance/senate/minutes/2010\\_2019\\_senate\\_minutes\\_index\\_page.html](http://umanitoba.ca/admin/governance/senate/minutes/2010_2019_senate_minutes_index_page.html)

Governance web page: <http://umanitoba.ca/admin/governance/>

Governing Documents: [http://umanitoba.ca/admin/governance/governing\\_documents/](http://umanitoba.ca/admin/governance/governing_documents/)

Meeting Schedules: <http://www.umanitoba.ca/admin/governance/meetings/>

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