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Introduction

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

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

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

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

This handbook was first accepted by Faculty Council in 1980. There were updated versions
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.
FACULTY AND SCHOOL COUNCIL GENERAL BY-LAWS

(Approved by Senate January 5, 1971
and February 2, 1983)

I  MEMBERSHIP

Each Faculty or School Council shall be composed of:

a)  the President;

b)  the Vice-President designated by the President;

c)  the Dean or Director;

d)  full-time Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors holding academic rank in the Faculty or School;

e)  a minimum of one full-time support staff member;

f)  a minimum of three students registered in the Faculty or School;

g)  such others as may be authorized by the individual Faculty or School By-laws.

II  POWERS TO ACT

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

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

b)  to appoint such committees as it may deem necessary and to confer on them the power and authority to act for it with respect to such matters as it may deem expedient;

c)  to elect and remove its representatives on the Senate in accordance with the Act, and the rules and procedures authorized by the Senate;

d)  to make and administer regulations with respect to the attendance, conduct and progress of students who are registered in the Faculty or School;
e) to administer the rules and regulations of the Senate as they affect the students registered in the Faculty or School;

f) to prepare and publish Faculty or School timetables;

g) to consider and determine appeals by students from a decision of a member of the academic staff of the Faculty or School;

h) to establish department councils and, following guidelines approved by Senate, prescribe how they shall be constituted.

III POWERS TO RECOMMEND

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

a) the conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita;

b) athletic, social or other extra-curricular activities of students;

c) the establishment of, the abolition of, or any changes in divisions, departments, chairs, lectureships in the Faculty or School;

d) the establishment of or the abolition of or any changes in exhibitions, bursaries, scholarships, and prizes to be awarded to students registered in the Faculty or School;

e) the conditions of entrance to the Faculty or School and the standing to be allowed students entering the Faculty or School and all matters relating thereto;

f) the regulations, methods, and limits of instruction in the Faculty or School;

g) the academic standing of all undergraduates in the Faculty or School;

h) the conditions on which candidates shall be received for examination and the conduct and results of examinations in the Faculty or School;

i) the degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses of study in the Faculty or School, and the persons to whom they shall be granted and the course of study required for any such degree, diploma and certificate of proficiency;
j) the discipline of students registered in the Faculty or School;
k) the acquisition and use of facilities within the Faculty or School;
l) the requirements for lecture rooms and other facilities;
m) the dates for the beginning and ending of lectures in the Faculty or School.

IV REMOVAL

a) A faculty or school council may remove its representative(s) on Senate at any time by a two-thirds majority of those members present and voting at a duly called and constituted meeting thereof provided, however, that the individual faculty or school council bylaw may provide for a greater majority.

b) Unless the individual faculty or school council bylaw provides for longer notice, at least seven days' notice shall be given of a motion to remove a Senate representative and such notice shall specify the reasons for the proposed action.

c) The person concerning whom the motion is made shall have the right to be heard at the faculty or school council meeting held to consider the motion.

V ENACTMENT AND AMENDMENTS

General By-law

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

INDIVIDUAL BY-LAWS

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

b) Individual faculty or school council bylaws or amendments thereof shall, before they are effective, be submitted to Senate for approval.

c) Before submission to Senate, such bylaws or amendments shall be approved by two-thirds of the members of the faculty or school council present and voting. At least seven days' notice in writing of any amendment shall be given to the members of the faculty or school council concerned.
THE FACULTY OF AGRICULTURAL AND FOOD SCIENCES
COUNCIL BY-LAW

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

I FACULTY COUNCIL

1. Membership

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

a) Part-time Professors, Associate Professors, Assistant Professors and Lecturers holding academic rank in the faculty who have the major responsibility in the teaching of at least one academic course in the degree or diploma program,

b) the Faculty Librarian,

c) the Senior Stick and the Diploma-Stick, or their representatives, from the Council of the Faculty of Agricultural and Food Sciences Students’ Organization (F.A.S.O.),

d) one graduate student representative selected by the Executive of the Graduate Students Association for a one year renewable term starting June 1. This representative will be registered in a graduate program in one of the departments of the faculty,

e) two support staff members. At a meeting convened by the Associate Dean (Academic) or designate, one member shall be elected by and from office staff, and one member elected by and from non-office staff. The term shall be one year starting June 1.

2. Meetings

a) There shall be at least four regular meetings of Council during each academic year.

b) Meetings shall be called by the Dean on his/her own motion or at the written request of any ten members of Council.

c) At least five working days written notice shall be given of regular council meetings and at least twenty-four hours’ notice for any special Council meeting.
d) The Dean (or designate) shall preside at all meetings of Council subject to the right of the President to take the Chair at any time.

e) Twenty-five members shall constitute a quorum for the conduct of business at any meeting of Council.

II COMMITTEES

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

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 shall be a member ex officio of all Standing and ad hoc Committees. A member of the Dean's office staff may be invited to attend any meeting of a committee and may, with the approval of the Dean, be appointed Secretary of a committee.

III ELECTION AND REMOVAL OF SENATE REPRESENTATIVE

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

(Revised by Faculty Council, May 7, 1999)

IV  RULES

1.  Standing Rules

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

2.  Rules of Order

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

1.1 General

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

1.2 Grounds for Required Withdrawal

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

a) been guilty of such conduct which, if participated in by a 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.

1.3 Conflict of Jurisdiction

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

II  PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE

2.1 There shall be established within the faculty a committee known as the Professional Unsuitability Review Committee, herein called the “Review Committee”. Faculty Council shall delegate to the Review Committee to hear and to determine the matter on behalf of Faculty Council. The membership of the Review committee shall be as follows:
The Dean (or designate), the Senior Stick of F.A.S.O. (or designate) and five full-time academic faculty members elected by Faculty Council. They shall elect their own Chair.

III PROCEDURE

3.1 The Dean shall refer matters which in his/her opinion involve conduct or circumstances described in Article 1.1 and 1.2 herein, to the Review Committee in a written report, setting out the name of the student involved, the alleged facts and the ground(s) allegedly warranting withdrawal pursuant to Article 1.1 and 1.2.

3.2 The Review Committee shall send a Notice of Hearing to the named student at set out in Article 4.2; shall determine whether any of the grounds requiring withdrawal under 1.1 and 1.2 exist at a hearing of the matter pursuant to this By-Law and, grant a disposition in accordance with Article 7.2 herein.

3.3 Once a reference has been made to the Review Committee the proceedings may continue notwithstanding that the student has subsequently voluntarily withdrawn from the faculty, or has refused to participate in the proceedings.

IV NOTICE TO STUDENT

4.1 The Chair of the Review Committee shall, as soon as possible after receipt of the reference, provide the student concerned with a copy thereof and, at the same time, inform the student in writing of the grounds for withdrawal as well as the membership of the Review Committee and the date, time and place for consideration by the Review Committee of the matters set out in the reference.

4.2 The Notice from the Chair shall include a statement that if the allegations contained in the reference are established to the satisfaction of the Review Committee then the student may be required to withdraw from the faculty.

4.3 At least seven days notice of the Review Committee hearing shall be given to the student.

V HEARING PROCEDURES

5.1 The student may appear in person and be represented by someone other than legal counsel. Legal counsel may be present as an observer.

5.2 The hearing shall be closed to all persons except the members of the Review Committee, the student, the designated representative of the student, legal counsel, if any, and the Student Advocate.
5.3 The student or his/her representative shall have the right to hear and to cross-examine witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses and to submit other evidence.

5.4 A quorum for the Review Committee shall be 75% of the membership thereof.

5.5 The Chair of the Review Committee shall vote only to break a tie.

5.6 A simple majority of the members hearing the matter is required for any finding or for the determination of the appropriate disposition of the matter.

5.7 The student shall not be required to give evidence but if the student elects to do so, then the student may be cross-examined.

5.8 Members of the Review Committee shall be bound by confidentiality in respect of information received in committee.

5.9 a) A faculty member shall not be disqualified from sitting as a member of the Review Committee hearing the matter by reason only that such faculty member has had previous contact with the student or has prior personal knowledge of the matter.

b) The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified not more than two members of the Review Committee. In such a case, the faculty may replace the disqualified members.

5.10 These hearing procedures shall also apply, mutatis mutandis, in the case of an appeal heard by Faculty Council.

5.11 The results of the hearing and the grounds therefore shall be conveyed in writing to the Dean of the faculty, the student, the designated representative of the student, and to the Student Advocate when requested by the Student Advocate.

VI APPEALS

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

6.2 In the event of an appeal, the implementation of any decision of the Review Committee shall be suspended until the matter has been disposed of by the body hearing the appeal.
6.3 Notwithstanding the above, if the President of the university is satisfied that it is in the best interests of the university, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the university.

VII DISPOSITION OF THE MATTER

7.1 The body hearing the matter shall, after hearing all the evidence, meet in closed session with its members only, to consider its findings and the disposition to be made of the matter.

7.2 The body hearing the matter may individually or in combination:

a) determine that no action should be taken in respect of the matter;

b) reprimand the student;

c) require the student to withdraw from the faculty, for a specified period of time;

d) require the student withdraw from the faculty, indefinitely;

e) require the student withdraw from the faculty with no right to apply for readmission to the faculty;

f) attach conditions which must be fulfilled before any application for readmission to the faculty can be considered;

g) attach conditions prescribing future conduct by the student.

VIII AMENDMENTS

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

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

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

I FORMAT OF AGENDA

a) Minutes of previous meeting.

b) Business arising from minutes. (Including motions for which notice has been given).

c) Correspondence and announcements.

d) Reports of committees.

e) New business.
   - Information
   - Notice of Motion
   - Urgent matters which cannot be delayed by notice procedures

f) Confidential business.

g) Adjournment.

II CIRCULATION OF AGENDA

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

III QUORUM

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

IV LOSS OF QUORUM

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

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

VI VOTING BY STUDENT REPRESENTATIVES

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

VII OPENNESS OF MEETINGS

The following policy with respect to openness shall be followed:

a) Council or a committee of council has the right to permit and/or to invite
non-members to attend any or all of its meetings and may delegate to its
Chair such powers of permission and/or invitation.

b) Non-members shall have the right upon their request to attend meetings and
present their views at such reasonable times as council or a committee of
Council shall appoint.

c) During the deliberations of council or a committee of council, no one has a
right to be present except the members of council or of the committee.

VIII VOTING BY CHAIR

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

IX CHAIRS OF COMMITTEES

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

X ALTERNATES TO COMMITTEES

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

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

XII COMMITTEES OF COUNCIL

a) Shall make recommendations to Faculty Council on matters specified in their terms of reference and act for Council with respect to such matters as authorized by Council or in the By-Laws.

b) Shall report to Council as necessary in performing their duties and at such other times as requested by Council after having been given at least thirty days' notice.

c) Should meet at least once a year. If a committee does not meet for a year, its role shall be reviewed by the By-Laws committee to determine and advise whether it should be disbanded and its function performed by an ad hoc committee appointed as the need arises.

XIII FORMAT OF COMMITTEE REPORTS

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

a) Preamble -- number and nature of meetings, terms of reference, etc.

b) Observations -- answers to questions, reports on procedures, statement about progress of business not yet ready for resolution, and, where applicable, reports should include areas considered, tests performed, and analysis of data.

c) Recommendations -- specific motions for action. These may be accompanied by explanatory observations, but the motions should stand out prominently.

d) Statistics and other supporting material, if any, may be provided in Appendices.
STANDING COMMITTEES OF FACULTY COUNCIL

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

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

The Standing Committees are:

I Department Councils
II Diploma Council
III Awards Committee
IV By-Laws Committee
V Curriculum Committee
VI Degree Program Committees
VII Discipline Committee
VIII Graduate Studies Committee
IX Library Committee
X Local Animal Users Committee
XI Nominating Committee
XII Professional Unsuitability Review Committee
DEPARTMENT COUNCIL BY-LAWS FOR
THE FACULTY OF AGRICULTURAL AND FOOD SCIENCES

(Approved by Faculty Council March 14, 1974, Amended September 27, 1974, May 7, 1999, May 18, 2000 and January 22, 2018)

I 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

1. Voting and non-voting members:

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 (ex officio);

d) the Head of the Department;

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.

2. 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.
3. 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.

III. 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.

IV. 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.

V. 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.

VI. 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.
VII. **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.

VIII. **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.

IX. **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.

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

a) i. 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 ii. 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 December 19, 2017
Approved by Faculty Council on January 22, 2018)
II DIPLOMA COUNCIL

1. Composition of Council
Diploma Council shall consist of: the Director of the School of Agriculture who shall be Chair, the Academic Advisor of the Agriculture Diploma Program, one Farm Management Instructor selected by the Farm Management Instructors, one member from each department elected by the Department Council, and two student representatives (registered in the Agriculture Diploma Program) selected by the faculty's undergraduate students' organization.

2. 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;
      ii. the standing of all students registered in the Diploma programs;
      iii. the conduct and results of examinations in the Diploma Course;
      iv. the persons to whom diplomas and certificates of proficiency pertaining to courses of study in the Diploma programs of the faculty may be granted.
   b) The Council shall make recommendations to the Curriculum Committee of the faculty with respect to:
      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, November 28, 2012)
III AWARDS COMMITTEE

1. Composition of Committee

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

2. 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

(Amended by Faculty Council, November 28, 2012)
IV  BY-LAWS COMMITTEE

1. Composition of the Committee

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

2. Terms of Reference

   a) The committee shall be responsible for an annual review of, and may make recommendations to the Faculty Council with respect to:

      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, May 24, 1994)
V CURRICULUM COMMITTEE

1. Composition of Committee

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

2. Terms of Reference

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

i. the conditions of entry into the diploma or degree programs;

ii. the degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses 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. revisions of the University calendar as they relate to the undergraduate level of study with respect to conditions of entry; academic requirements for the granting of diplomas, degrees and certificates; probation standards; standards for academic suspension and reinstatement; courses and program descriptions; departmental requirements;

vi. the standards of performance required to remain in good standing, for reinstatement, for removal of probation, for the granting of credit of courses and for the granting of degrees, diplomas and certificates of proficiency.

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, January 19th, 2015)
VI DEGREE PROGRAM COMMITTEES

1. Composition of Committees

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

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

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

2. Terms of Reference

a) review courses within the program of study offered on a regular basis;

b) interact with Department Heads re course assignments for the program;

c) recommend to the Curriculum Committee through the Program Committee Chair, modifications to the courses and program of study in the degree;

d) the Program Committee Chair, with assistance of the Program Committee, shall act as advisor to students in the program;

e) in degrees with more than one program, the Associate Dean shall call a meeting of the Program Committees under the degree at least once a year to coordinate the activities and monitor standards and provisions of the programs within the degree;

f) each Program Committee Chair shall provide an annual report in May to the Curriculum Committee on the activities and efficacy of operation of the Program Committee.

(Revised by Faculty Council, May 7, 1999)
VII DISCIPLINE COMMITTEE

1. Composition of Committee

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

2. Terms of Reference

The Discipline Committee shall:

a) be responsible for dealing with student discipline relating to local offenses (those of a minor nature or the effects of which are limited to the Faculty of Agricultural and Food Sciences);

b) follow the procedures established for Local Discipline Committees by Senate, November 6, 1979 and by the Board of Governors, November 22, 1979, for dealing with local offenses (and any newer procedures);

c) keep the University Discipline Committee informed of its proceedings and submit to it reports on its decisions and the reasons therefor;

d) publicize its existence, its functions and procedures and the right of every individual to approach it.
VIII GRADUATE STUDIES COMMITTEE

1. All graduate studies courses and programs are approved through individual departments, The Faculty Council of Agricultural and Food Sciences, and then through the Faculty of Graduate Studies.

(Amended by Faculty Council, November 28, 2012)
IX LIBRARY COMMITTEE

1. Composition of Committee

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

2. Terms of Reference

The committee shall:

a) act in an advisory capacity to the Faculty Librarian and the Director of Libraries with respect to the administration of the Faculty Library;

b) make recommendations on behalf of the faculty to the Senate Library Committee with respect to:

i. budget allocations for the Faculty Library;

ii. the development and improvement of library service;

iii. library acquisitions;

iv. lending procedures;

v. levying of library fines.

(Amended by Faculty Council, May 24, 1994)
X LOCAL ANIMAL USERS COMMITTEE

1. Composition of Committee

The Local Animal Users Committee shall consist of

a) Animal Facilities Directors,

b) the Glenlea Farm Manager,

c) one Faculty of Agricultural and Food Sciences member from the Animal Care Committee, designated by the Dean

d) the Animal Science Department Head, ex officio

e) the Director of the U of M Animal Care and Use Program (or a designated representative)

f) one student representative (graduate or undergraduate)

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

2. Terms of Reference

a) The committee will provide a mechanism for interaction of animal users on issues of animal care and facilitate coordination and implementation of university animal care policy at a local level.

b) The committee will ensure that regular facilities inspections are carried out at least annually to ensure compliance and to assess infrastructure needs and that a concise requirements report is prepared.

c) The Chair shall assure that all animal users have the opportunity to become familiar with CCAC's Guide and Ethics statement, as well as any other statutes that apply.

d) The Chair shall provide advice and direction to animal users regarding protocol preparation and implementation, as needed.

e) The Chair shall be the focus for coordination of the faculty's CCAC Assessment visit in cooperation with the Fort Garry Animal Care Committee.

f) The Chair shall report regularly to Animal Science Department Council and annually to the Dean.
Note: While it is stated that the chair has specific responsibilities it is understood these will be carried out with the guidance and support of the committee as required.

3. **Authority**

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

a) stop any objectionable procedure if it considers that unnecessary pain or discomfort is experienced by the animal;

b) terminate immediately any use of animals which deviates from the approved proposal, causing pain and distress to the animal(s);

b) require and arrange for the humane killing of an animal if pain or distress caused to the animal cannot be alleviated.

4. **Meetings**

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

(Amended by Faculty Council, April 2, 2013)
XI NOMINATING COMMITTEE

1. Composition of the Committee

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

2. Terms of Reference

The committee shall:

a) nominate for election persons to committees of Faculty Council, to the Board of Graduate Studies as directed by Faculty Council of Graduate Studies By-Laws, to Senate and University Committees, and submit such recommendations to Faculty Council in May of each year or at such other times as may be requested by Faculty Council or Chairpersons of Committees of Faculty Council;

b) recommend to the By-Laws Committee on changes in structure, representation, and function of committees of Faculty Council;

c) in consultation with the Dean's office, arrange to:

i. contact as necessary, and at least annually, Department Heads and the Senior Stick of the Faculty of Agricultural and Food Sciences Student Organization regarding the appointment, reappointment or replacement of appointed members of Committees of Faculty Council;

ii. prepare and distribute annually to members of Faculty Council a list of members of the Standing and Administrative Committees of Faculty Council and the faculty representatives on university committees.

(Amended by Faculty Council, May 24, 1994)
XII PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE

1. Composition of the Committee

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

2. Terms of Reference

   a) The Review Committee shall investigate all cases of professional unsuitability within the Faculty of Agricultural and Food Sciences as requested by the Dean of the Faculty of Agricultural and Food Sciences.

   b) The criteria and the procedures to be utilized by the Review Committee are stipulated in the Professional Unsuitability By-Law located in Section 4 of the Faculty of Agricultural and Food Sciences Handbook.

   c) The Review Committee shall report annually to Faculty Council.
ADMINISTRATIVE COMMITTEES
OF THE FACULTY OF AGRICULTURAL AND FOOD SCIENCES

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

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

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

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

1. Composition of Committee

The Executive Committee shall consist of the Dean of the Faculty, the Associate Deans of the Faculty, the Director of the School of Agriculture, the Faculty Manager of Finance and Administration, the Faculty Communications Specialist, and the Head of each Department or designate as required.

2. Terms of Reference

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

a) space and staff requirements of the Faculty for existing and proposed programs;

b) the acquisition and use of all facilities within the Faculty or School;

c) all 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)
II BIOSECURITY COMMITTEE

1. Composition of Committee

The Director of the School of Agriculture (or designate)

One member elected by each of the following Faculty of Agricultural and Food Sciences’ Department Councils for a three year term:

- a) Department of Animal Science
- b) Department of Entomology
- c) Department of Plant Science
- d) Department of Soil Science
- e) Department of Biosystems Engineering

One member appointed by the appropriate Head/Manager/Director of each of the following:

- f) Glenlea Research Station
- g) Ian N. Morrison Research Farm
- h) Richardson Centre for Functional Foods and Nutraceuticals (RCFFN)

A Committee Secretary: One person from the Office of the Dean of Agricultural and Food Sciences (non-voting)

Chair: Elected annually by members

2. 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 Executive, June 17, 2019)
DEAN'S ADVISORY COMMITTEE ON STUDENT RECRUITMENT AND OUTREACH (EXTERNAL)

1. Composition of Committee

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

a) communications industry

b) Manitoba Institute of Agrologists

c) undergraduate student

d) two alumni - one B.S.A., one Ag. Dip.

e) faculty teaching staff

f) Manitoba Agriculture

g) four members at large

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

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

Meetings will be called at the discretion of the Chair.

2. Terms of Reference

The committee is expected to:

a) assist the faculty to plan and implement an effective student recruitment, community relations and extension program. The initial focus of the committee shall be on student recruitment into the Faculty of Agricultural and Food Sciences, for careers in the agriculture and food industry;

b) make recommendations to the Dean of Agricultural and Food Sciences with respect to the development of a student recruitment and career promotion plan. The plan will include message content, target audiences, and the most suitable resources, activities and events. Priorities, milestones, and the human and financial resource considerations should be established within each subject area;
c) coordinate the activities of the organizations represented in its membership, where possible, to implement and deliver a student recruitment/career promotion program;

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

(Revised by Faculty Executive, June 13, 1994)
IV ENDOWMENT COMMITTEE

1. Composition of the Committee

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

<table>
<thead>
<tr>
<th>Group</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
</tr>
<tr>
<td>Academic Staff of the faculty</td>
<td>3</td>
</tr>
<tr>
<td>Support Staff of the faculty</td>
<td>2</td>
</tr>
<tr>
<td>Undergraduate students</td>
<td>3</td>
</tr>
<tr>
<td>Postgraduate students</td>
<td>1</td>
</tr>
<tr>
<td>Alumni (degree)</td>
<td>1</td>
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<tr>
<td>Alumni (diploma)</td>
<td>1</td>
</tr>
<tr>
<td>Alumni (Human Ecology)</td>
<td>1</td>
</tr>
<tr>
<td>Agri-food Private Sector or Community Organizations</td>
<td>2</td>
</tr>
</tbody>
</table>

   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.

2. Terms of Reference

   The committee shall act as follows:

   a) to develop and review procedures and forms for proposals for funding to ensure a reasonably standardized means of seeking support from the Endowment Fund and to foster objective consideration of such proposals;

   b) to meet at least once each year and 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.

3. 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)
V RESEARCH COMMITTEE

1. Composition of the Committee

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

2. Terms of Reference

The committee shall:

a) assist in the development of policies to enhance and encourage productive research;

b) develop strategies to maximize opportunities for success in the pursuit of funds to support research;

c) provide a forum to react and respond to changing granting policies.

(Established October 17, 1990)
VI LOCAL AREA SAFETY AND HEALTH COMMITTEE

1. 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 chosen from and by the worker members and one shall be selected by the employer members. 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. There shall be two representatives from each of the following six areas:

a) Agriculture Building, including the Crop Technology Centre, The Point Field Research Facilities, Ian N. Morrison Research farm, and the Lecture Block
b) Biosystems Engineering spaces, including the CWB Grain Storage Research Centre and 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) Spaces associated with Food and Human Nutritional Sciences (FHNS) in the Human Ecology Building, the Duff Roblin Building, the Dairy Pilot Plant, and the Richardson Centre for Functional Foods and Nutraceuticals (RCFFN) (excluding the Ellis Building)
e) All parts of the Ellis Building (including FHNS spaces in that building) and the Soil Science Equipment Storage Unit
f) Glenlea Research Station, including the Bruce D. Campbell Farm and Food Discovery Centre

Union appointments may need to be additional to the above.

2. 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

i) Terms of Reference to be reviewed every two (2) years, or as required (provincial policy or building policy).

(Revised January 2018)
VII TENURE AND PROMOTION COMMITTEES

FACULTY OF AGRICULTURAL AND FOOD SCIENCES TENURE GUIDELINES

Preamble
General guidelines have been established through a Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association for the composition of the committee to be used in tenure decisions. The Faculty of Agricultural and Food Sciences uses a single faculty-based Tenure and Promotion Committee to consider all tenure decisions. This Tenure and Promotion Committee is composed of one tenured full professor from each Department, elected by their Department Council, with a preference for at least three women and at least three men.

Provisions in the 2017-2021 Collective Agreement (Article 19.D.1.9) enable the Tenure Committee (as defined in the Faculty of Agricultural and Food Sciences Tenure Guidelines) to consider both a tenure and promotion application, if elected by the candidate. It is important to note that these are two separate decisions, and the process to make a tenure application will be distinct from the process regarding a promotion application. In the event that an Assistant Professor applies for tenure and promotion in the same academic year, the tenure committee established under 19.D.1 may be asked to perform the functions of the promotion committee (as per Article 20).

Members of the faculty-based Tenure and Promotion Committee shall meet once a year, preferably after annual tenure and promotion reviews are completed, to ensure consistency with which standards have been applied throughout the year, and to review the effectiveness of these criteria.

Article 19.D.1.5.3 of the Collective Agreement states that the Dean, will convene a meeting of Faculty UMFA members and associate deans for the purpose of electing an advisory committee which will be convened to prepare or revise the tenure guidelines for the Faculty. Article 19.D.1.5.3 provides the required process by which recommended tenure guidelines may be approved. The Dean shall communicate the Tenure Guidelines to all faculty members. Criteria and weightings shall remain in effect from year to year, until changed using the same review and voting process described in 19.D.1.5.3.

TENURE COMMITTEE

1.1 Composition of the Committee

a) The Dean of the Faculty of Agricultural and Food Sciences (or designate) shall be the Chair of each Tenure Committee and shall serve in a non-voting capacity (Article 19.D.1.4 of the Collective Agreement);

b) For each tenure hearing a minimum of five members of the single faculty-based Tenure and Promotion Committee must be available to review and evaluate all
materials submitted by the candidate and must be committed to attend the entire hearing;

c) If the elected faculty-based Tenure Committee members are all of the same gender, the Dean shall appoint the fifth member of the under-represented gender to the Committee;

d) The Head of the department in which the candidate resides shall be a non-voting member of the tenure committee. The role of the Head at the committee meetings is to provide factual information on the candidate, primarily in response to questions from committee members during such meetings.

1.2 Criteria for Evaluation of an Application for Tenure

Article 19.A.2.4 of the Collective Agreement states that the academic duties assigned to a staff member are to be determined by the Dean (who may delegate the responsibility to the department head) in consultation with the staff member. The duties specifically assigned to the faculty member in the letter of offer as modified through the Annual Activity Reports in the areas of teaching, research/scholarly works and service must be taken into account in the application of the criteria and weightings for tenure considerations. These provide a continuous record over the time of the tenure period.

For an initial probationary appointment in the Faculty of Agricultural and Food Sciences, the academic attributes of teaching and research/scholarly works normally carry weights of 45% and 40% respectively, while service is normally assigned a weight of 15%. These assignments may be modified from time to time as a result of an agreement between the staff member and the department Head and recorded in the staff member’s Annual Activity Report. In their evaluation of the candidate, the Tenure Committee shall take into account any modifications made since the initial probationary appointment of the candidate towards the assigned percentages of teaching, research/scholarly works and service.

Faculty members to be considered for tenure may include:

a) Those holding probationary appointments who are in or about to begin the final year of their maximum untenured period according to Article 19.C.4.3.

b) Those holding probationary appointments who apply for early tenure consideration pursuant to the provisions of Article 19.C.4.4.1. A faculty member holding a probationary appointment who wishes to be considered for early tenure prior to the expiry of the maximum untenured period normally must make application for tenure to the Dean no later than July 15, as stated in the Collective Agreement.
Please note the following provisions of Article 19.C.4.4.1.2 of the Collective Agreement: Before making an early tenure application, the faculty member shall first consult with his/her Dean and Department Head. When a faculty member applies for early tenure consideration, regardless of the number of years’ probation served, the candidate shall be expected to meet the same criteria and have achieved the same level of competence as a member who has completed his/her maximum untenured period. In the Faculty of Agricultural and Food Sciences early tenure application is not encouraged except in exceptional circumstances.

1 Academics from the former Department of Human Nutritional Sciences coming to the Faculty of Agricultural and Food Sciences as a part of the July, 2014 merger will have the option of applying criteria based upon the former Faculty of Human Ecology (adopted 1984, see Appendix) or Faculty of Agricultural and Food Sciences guidelines until year-end 2019.

2 Academics from the former Department of Textile Sciences coming to the Faculty of Agricultural and Food Sciences as a part of the July, 2015 merger will have the option of applying criteria based upon the former Faculty of Human Ecology (adopted 1984, see Appendix) or Faculty of Agricultural and Food Sciences guidelines until year-end 2020.

Academics in the Faculty of Agricultural and Food Sciences hired after the new guidelines (dated 17 October 2018) are subject to use the new guidelines; those hired prior to, they may choose and must be asked in writing by the Chair of the Tenure Committee by which guidelines they are to be evaluated (UMFA Section 19.D.1.6).

1.3 Criteria for Teaching, Research and Service

Competence in TEACHING performance, which will be assessed by examining evidence and appropriate supporting documents, such as:

a) A record of courses taught over the probationary period;

b) Student evaluations of courses taught by the candidate (e.g., Student Evaluation of Educational Quality (SEEQs) for courses with 5 or more students);

c) A record of undergraduate and graduate students supervised (name of student, period of supervision, thesis/project title, and status of thesis/project); evidence of effective supervision of students (such as: skill development, student awards);

1 Guideline to be reviewed for relevance at a future Faculty Council meeting.
2 Guideline to be reviewed for relevance at a future Faculty Council meeting.
d) Evidence of involvement in curriculum development, particularly towards educational programming in the Faculty of Agricultural and Food Sciences but not excluded from other units within the University of Manitoba;

e) Written comments or letters (signed) from undergraduate or graduate students (anonymous submissions will not be accepted);

f) Written assessment of your teaching by colleagues (e.g., class observation, seminar, colloquia or extension presentations);

g) Published teaching materials, (e.g., texts, notes, computer software, extension publications);

h) Evidence of the development or refinement of newly-proposed or existing courses, including those developed in collaboration with colleagues within the Faculty of Agricultural and Food Sciences, or elsewhere;

i) Teaching Awards or other recognition at the diploma, undergraduate or graduate level;

j) Other evidence that the candidate has enhanced the learning environment and experience of students, both in and outside assigned courses; such as, but not limited to: student mentorship or supervision in experiential learning (practicum and co-op programs, and international student placement).

k) Evidence of participation in teaching enhancement workshops/seminars and adoption of knowledge/technology including peer mentorship.

1.4 Competence in Research Performance

Competence in RESEARCH performance, which will be assessed by examining evidence and appropriate supporting documents, such as:

a) Research Output: refereed publications, reviewed book chapters and scholarly works (including creative works, community development and policy development) as appropriate to the discipline or evidence of the impact of non-published scholarly or technical reports;

b) In assessing evidence of research output, the Tenure Committee will consider the quality of that output as the key indicator of competency. For example, candidates are encouraged to submit up to four examples of research output with clear explanation of impact and relevance to the field of study;

c) Evidence of the development of an independent research program, as an individual or as a member of a collaborative team, by the researcher since completion of the Doctoral degree. When contributions are as member of a collaborative research team, the candidate should provide evidence of specific and significant contribution to the success of the team;
d) Evidence of the ability to sustain and support a research program in the area/discipline assigned in the letter of offer or subsequent documentation at an adequate funding level;

e) Describe the extent of the individual’s contribution to joint-authored publications (where the candidate is not the senior author);

f) Evidence of collaboration with colleagues; input in such activities as grant writing, students research and/or research publications;

g) Input from knowledgeable colleagues in writing as to the significance of the candidate’s research contributions;

h) The invitation and/or delivery of scholarly talks or major addresses at other institutions as well as local, national or international workshops or conferences (note: if invited but unable to deliver, the candidate might want to explain to the committee the reasons why);

i) Other forms of peer recognition (journal reviews, grant application reviews, book chapter reviews, etc.);

j) Strategic development of a research program for Highly Qualified Personnel (HQP) training;

k) Research awards or other evidence of research impact as shown by letters of support, media attention or recognition etc.

1.5 Effectiveness in Service

Effectiveness in service, as evidenced by:

a) Membership on university, faculty and departmental committees (include name of committee, length of appointment, role or work performed);

b) Other university service (administrative activities/appointments, liaison activities, student advising, mentorship to peers and junior colleagues in research or service, etc.);

c) Service to scientific and professional organizations (e.g., scientific associations and journals, Manitoba Institute of Agrologists, Engineers and Geoscientists Manitoba, College of Dietitians, Manitoba Association of Home Economists, etc.);

d) Service to the sector stakeholders (industry and public sector presentations, participation on committees, grants reviews, media interviews and articles, etc.).

e) Participation in public outreach activities (e.g., Bruce D. Campbell Farm and Food Discovery Centre events, programing or exhibit development/delivery,
promotion of science, community-based outreach, Indigenous engagement, Faculty or University recruitment, etc.).

To assess the effectiveness of such contributions, it would be helpful to include:

a) Letters from chairs of committees;
b) Letters from individuals in the community and industry served by the member;
c) Reports prepared by the member as part of service provided in the community;
d) Awards or other evidence of impact.

1.6 Other Considerations Specific to the Current Rank of a Faculty Member

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

i. Completed a Doctoral degree (or the equivalent);

ii. Successful teaching performance or demonstrated improvements over time during the probationary period and several satisfactory performances during the probationary period;

iii. Early-stage competence in research and/or scholarly work beyond the completion of the Doctoral degree. The record of the candidate during the probationary period shows evidence of the development of an independent research program as an individual, or as a member of a collaborative team is being developed or has been established;

iv. Demonstrated participation in service taking into account the duties specifically assigned to the faculty member during the period under consideration. University service should at least be at the departmental level.

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

i. Completed Doctoral degree (or the equivalent);

ii. Successful teaching performance or demonstrated improvements during the probationary period and several satisfactory performances during the probationary period;

iii. Research and/or scholarly work that clearly demonstrates, through publications and other scholarly output, a sustained research commitment, ability and success due to an independent research program established by the candidate, and which may be collaborative in nature. Evidence of peer-review and publication or exhibition at a national or international level is expected;

iv. Demonstrated participation in service taking into account the duties specifically assigned to the faculty member during the period under
consideration. University service should at least be at the departmental and faculty level.

For tenure at the rank of **Professor**, the candidate shall normally have:

i. Completed Doctoral degree (or the equivalent);

ii. Successful teaching performance or demonstrated improvements during the probationary period and several satisfactory performances during the probationary period;

iii. Research and/or scholarly work sufficiently distinguished through publications and other scholarly output, that demonstrates a sustained research commitment, ability and success due to an independent research program established by the candidate, and which may be collaborative in nature. Evidence of peer-review and publication or exhibition at a national or international level is expected;

iv. Demonstrated participation in service taking into account the duties specifically assigned to the faculty member during the period under consideration, at least at the faculty or University level.

1.7 **Tenure Procedures**

a) The information provided by the candidate should be as outlined in the Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association;

b) The documentation submitted to the Tenure Committee shall not include form Part C of the Tenure Application Form, outlining the Department Head’s recommendation;

c) The Head of the department shall provide the committee with a description of the assigned duties and weightings when the appointment was accepted. Any changes to these duties and/or weightings during the term of appointment under consideration shall also be provided;

d) The candidate shall be invited to meet at least once with the Tenure Committee;

e) The committee shall meet to decide if any additional information is required in order to make a decision with respect to the candidate. The requirement for any additional information shall be conveyed by the Chair of the committee to the candidate and Head. This information shall be obtained by the Chair of the committee;
f) The committee shall vote by secret ballot. The ballots shall be prepared by the Chair and distributed to the voting members. In addition to a majority-vote, the committee’s recommendation must contain the specific reasons for the vote related to the criteria and weightings;

g) The Tenure Committee recommendation and rationale, together with the Department Head’s recommendation will be considered when the Dean formulates a recommendation, which is forwarded with all application materials to the Provost Office.

(Revised October 2018)
FACULTY OF AGRICULTURAL AND FOOD SCIENCES PROMOTION GUIDELINES

Preamble
General guidelines have been established through a Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association for the composition of the committee to be used in promotion decisions. The Faculty of Agricultural and Food Sciences uses a single faculty-based Tenure and Promotion Committee to consider all promotion decisions. This Tenure and Promotion Committee is composed of one tenured full professor from each Department, elected by their Department Council, with a preference for at least three women and at least three men.

Provisions in the 2017-2021 Collective Agreement (Article 20.A.2.6) enable the Tenure Committee (as defined in the Faculty of Agricultural and Food Sciences Tenure Guidelines) to consider both a tenure and promotion application, if elected by the candidate. It is important to note that these are two separate decisions, and the process to make a tenure application will be distinct from the process regarding a promotion application. For all other promotion applications, the Dean will select two members from the single faculty-based Tenure and Promotion Committee, to which is added department representatives for each individual promotion committee.

Members of the faculty-based Tenure and Promotion Committee shall meet once a year, preferably after annual tenure and promotion reviews are completed, to ensure consistency with which standards have been applied throughout the year, and to review the effectiveness of these criteria.

Article 20.A.1.3.3 of the Collective Agreement states that the Dean, will convene a meeting of Faculty UMFA members and associate deans for the purpose of electing an advisory committee which will be convened to prepare or revise the promotion guidelines for the Faculty. Article 20.A.1.3.3 provides the required process by which recommended promotion guidelines may be approved. The Dean shall communicate the Promotion Guidelines to all faculty members. Criteria and weightings shall remain in effect from year to year, until changed using the same review and voting process described in 20.A.1.3.3.

PROMOTION COMMITTEE

1.1 Composition of the Committee

a) The Dean of the Faculty of Agricultural and Food Sciences (or designate) shall be the Chair of each Promotion Committee and shall serve in a non-voting capacity (Article 20.A.2.3 of the Collective Agreement);

b) For each promotion hearing a minimum of five members must be available to review and evaluate all materials submitted by the candidate and must be
committed to attend the entire hearing.

c) The Dean shall select two members from the single faculty-based Tenure and Promotion Committee to serve on the individual promotion committee. The members shall not be from the same department as the candidate who is to be considered for promotion.

d) Three faculty members, with gender representation if possible, and an alternate, shall be elected by, but not necessarily from, full-time faculty members of the department in which the candidate is a member. The elected department representatives on the promotion committee shall normally be of at least the academic rank applied for by the candidate.

e) If the elected faculty-based Promotion Committee members are all of the same gender, the Dean shall appoint the fifth member, of the under-represented gender to the Committee;

f) The Head of the department in which the candidate resides shall be a non-voting member of the promotion committee. The role of the Head at the committee meetings is to provide factual information on the candidate, primarily in response to questions from committee members during such meetings.

New provisions in the 2013-2016 Collective Agreement (Article 20.A.1.) enable the Tenure Committee to consider both a tenure and promotion application. It is important to note that these are two separate decisions, and the process to make a tenure application will be distinct from the process regarding a promotion application.

1.2 Criteria for Evaluation of an Application for Promotion

Article 20.A.1.1 of the Collective Agreement states that promotion from one rank to another shall be based upon the contribution that the faculty member has made to his/her discipline and to his/her department, faculty and the university at his/her current rank over a period of time, taking into account the criteria and weightings established by the Dean pursuant to Article 20.A.1.3.

The duties assigned to a staff member during the period under consideration must be taken into account in the application of criteria and weightings for promotion consideration. These duties are determined by the Dean (who may delegate the responsibility to the department Head), in consultation with the faculty member and are to be reviewed as part of the annual activity reporting process. If not otherwise specified, the academic attributes of teaching and research/scholarly works normally carry weights of 45% and 40% respectively, while service is normally assigned a weight of 15%. These assignments may be modified from time to time as a result of an agreement between the staff member and the department Head and recorded in the staff member’s Annual Activity Report. The past five years of Annual Activity
Reports shall be considered by the Promotion Committee as part of the assessment process. If in rank for less than five years, all Annual Activity Reports are required. However, all Annual Activity Reports shall be available to the committee as required.

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

3 Academics from the former Department of Human Nutritional Sciences coming to the Faculty of Agricultural and Food Sciences as a part of the July, 2014 merger will have the option of applying criteria based upon the Human Ecology (adopted 2005, see Appendix) or Faculty of Agriculture and Food Sciences guidelines until 2019.

4 Academics from the former Department of Textile Sciences coming to the Faculty of Agricultural and Food Sciences as a part of the July, 2015 merger will have the option of applying criteria based upon the Human Ecology (adopted 2005, see Appendix) or Faculty of Agriculture and Food Sciences guidelines until 2020.

Academics in the Faculty of Agricultural and Food Sciences hired after the new guidelines (dated 17 October 2018) are subject to use the new guidelines; those hired prior to may choose, and must be asked in writing by the Chair of the Promotion Committee, by which guidelines they are to be evaluated (UMFA Section s. 20.A.1.4).

Article 20.A.1.2 describes the academic attributes normally considered in establishing the Faculty criteria and weightings to be used in assessing the suitability of a faculty member for promotion. The criteria considered in promotion deliberations are listed below. These items are not meant to exclude any additional evidence provided by the faculty member that is consistent with the Collective Agreement.

1.3 Competence in Teaching Performance

Competence in TEACHING performance, which will be assessed by examining evidence, and appropriate supporting documents, such as:

a) A record of courses taught over the period in question;

b) Student evaluations of courses taught by the candidate; (e.g., Student Evaluation of Educational Quality (SEEQs) for courses with 5 or more students);

c) A record of undergraduate and graduate students supervised (name of student,

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3 Guideline to be reviewed at a future Faculty Council meeting.
4 Guideline to be reviewed at a future Faculty Council meeting.
period of supervision, thesis title, project title, and status of thesis/project) and
an indication of the quality of supervision;

d) Evidence of involvement in curriculum development; particularly towards
educational programming in the Faculty of Agricultural and Food Sciences but
not excluded from other units within the University of Manitoba;

e) Written comments or letters (signed) from undergraduate or graduate students
(anonymous submissions will not be accepted);

f) Written assessment of your teaching by colleagues (e.g. class observation,
seminar, colloquia or extension presentations);

g) Published teaching materials, (e.g., texts, notes, computer software, extension
publications);

h) Evidence of the development or refinement of newly-proposed or existing
courses, including those developed in collaboration with colleagues within the
Faculty of Agricultural and Food Sciences, or elsewhere;

i) Teaching Awards or other recognition at the diploma, undergraduate or graduate
level;

j) Other evidence that the candidate has enhanced the learning environment and
experience of students, both in and outside assigned courses; such as, but not
limited to: student mentorship or supervision in experiential learning (practicum
and co-op programs, and international student placement).

k) Evidence of participation in teaching enhancement workshops/seminars and
adoption of knowledge/technology including peer mentorship.

1.4 Competence in Research Performance

Competence in RESEARCH performance, which will be assessed by examining
evidence and appropriate supporting documents, such as:

a) Research Output: refereed publications, reviewed book chapters and scholarly
works (including creative works, community development and policy
development) as appropriate to the discipline or evidence of the impact of non-
published scholarly or technical reports;

b) In assessing the evidence of research output, the Promotion Committee will
consider the quality of that output as the key indicator of competency. For
example, candidates are encouraged to submit up to four examples of research
output with clear explanation of impact and relevance to the field of study;

c) Evidence of the development of an independent research program, as an
individual or as a member of a collaborative team, by the researcher since
completion of the PhD degree. When contributions are as member of a
collaborative research team, the candidate should provide evidence of specific and significant contribution to the success of the team;

d) Evidence of the ability to sustain and support a research program in the area/discipline assigned in the letter of offer or subsequent documentation at an adequate funding level;

e) Describe the extent of the individual’s contribution to joint-authored publications (where the candidate is not the senior author);

f) Evidence of collaboration with colleagues; input in such activities as grant writing, students research and/or research publications;

g) Input from knowledgeable colleagues in writing as to the significance of the candidate’s research contributions

h) The invitation and/or delivery of scholarly talks or major addresses at other institutions as well as local, national or international workshops or conferences (note: if invited but unable to deliver, the candidate might want to explain to the committee the reasons why);

i) Other forms of peer recognition (journal reviews, grant application reviews, book chapter reviews, etc.);

j) Strategic development of a research program for Highly Qualified Personnel (HQP) training;

k) Research awards or other evidence of research impact as shown by letters of support, media attention or recognition etc.

1.5 Service

Service includes internal and external activities related to the research and teaching function of the University. The Faculty of Agricultural and Food Sciences, being a professional faculty and considered to be the centre for agricultural and human nutrition research for the province, has a special mandate for service to the agricultural industry. The promotion committee, in considering the service aspect of the promotion procedures, shall pay particular attention to the service contributions of the candidate to the agricultural industry. In consideration of effective service, the following items may be considered:

Effectiveness in SERVICE, as evidenced by:

a) Membership on university, faculty and departmental committees (include name of committee, length of appointment, role or work performed);
b) Other university service (administrative activities/appointments, liaison activities, student advising, mentorship to peers and junior colleagues in research or service, etc.);

c) Service to scientific and professional organizations (e.g., scientific associations and journals, Manitoba Institute of Agrologists, Engineers Geoscientists Manitoba, College of Dietitians, Manitoba Association of Home Economists, etc.);

d) Service to the sector stakeholders (industry and public sector presentations, participation on committees, grants reviews, media interviews and articles, etc.);

e) Participation in public outreach activities (e.g., Bruce D. Campbell Farm and Food Discovery Centre events, programing or exhibit development/delivery, promotion of science, community-based outreach, Indigenous engagement, Faculty or University recruitment, etc.).

To assess the effectiveness of the contribution and it would, therefore, be helpful to include:

a) Letters from chairs of committees;

b) Letters from individuals in the community and industry served by the member;

c) Reports prepared by the member as part of service provided in the community;

d) Awards or other evidence of impact for service.

1.6 Other Considerations Specific to the Current rank of a faculty member

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

a) A completed Master's Degree (or equivalent) and at least five (5) years’ experience in a university or equivalent position;

b) Successful teaching performance based on the criteria above;

c) Demonstrated competence in research and/or service taking into account the duties and weightings specifically assigned to the faculty member during the period under consideration.

For promotion from the rank of INSTRUCTOR II to SENIOR INSTRUCTOR the candidate shall normally have:

a) A completed a Doctoral degree (or equivalent) and at least ten (10) years’ experience in a university or equivalent position;

b) Successful teaching performance sustained over a reasonable period of time;
c) Demonstrated competence in research and/or service, taking into account the duties and weightings specifically assigned to the faculty member during the period under consideration.

For promotion from ASSISTANT PROFESSOR to ASSOCIATE PROFESSOR, the candidate shall normally have:

a) Completed Doctoral degree (or the equivalent);

b) Successful teaching performance sustained over a reasonable period of time or at least satisfactory for one to two years preceding year of promotion application;

c) Research and/or scholarly work that clearly demonstrates, through publications and other scholarly output, a sustained research commitment, ability and success due to an independent research program established by the candidate, and which may be collaborative in nature. Evidence of peer-review and publication or exhibition at a national or international level is expected;

d) Demonstrated participation in service taking into account the duties specifically assigned to the faculty member during the period under consideration. University service should at least be at the departmental and faculty level.

For promotion from ASSOCIATE PROFESSOR to PROFESSOR, the candidate shall normally have:

a) Completed Doctoral degree (or the equivalent);

b) Successful teaching performance sustained over a reasonable period of time or at least satisfactory for one to two years preceding year of promotion application;

c) Research and/or scholarly work sufficiently distinguished through publications and other scholarly output, that demonstrates a sustained research commitment, ability and success due to an independent research program established by the candidate, and which may be collaborative in nature. Evidence of peer-review and publication or exhibition at a national or international level is expected;

d) Demonstrated participation in service taking into account the duties specifically assigned to the faculty member during the period under consideration, at least at the faculty or University level.
1.7 External review process for promotion from Associate Professor to Professor

In the case of each candidate being considered for promotion from Associate Professor to Professor, two external reviewers who are established scholars (normally themselves tenured and at the rank of Professor) preferably from a Canadian University, shall be invited to provide a confidential evaluation of the candidate’s contributions to teaching and learning, research, scholarly and creative works and/or professional activity to justify promotion to Full Professor. It is understood that there may be some areas of performance where external assessors may not have direct knowledge. They are asked to comment on each criterion to the extent they are able, based on the evidence provided in the application and supplementary materials.

In all communications with the outside evaluators, the Dean or Department Head will not reveal opinion as to whether they are already favourably or unfavourably disposed with respect to a possible promotion.

The Dean shall draw up, in consultation with the Department Head, a list of four outside evaluators (normally the list is decided upon by the Department Head and the candidate and presented to the Dean at the time the application is submitted). Individuals who have collaborated directly in research, in graduate student supervision or who have directly supervised the applicant cannot be considered as External reviewers. Also, individuals who do not meet the University of Manitoba Conflict of Interest definition should not be considered. The candidate may request the deletion of any name for cause during this consultation process. The Dean or delegate, normally an Associate Dean, shall select the outside evaluators and carry on all correspondence with them.

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

1.8 Promotion Procedures

a) The information provided by the candidate should be as outlined in the Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association;

b) The documentation submitted to the Promotion Committee shall not include form Part C of the Promotion Application Form, outlining the Department Head’s recommendation;
c) The Head of the department shall provide the committee with a description of the assigned duties and weightings when the appointment was accepted. Any changes to these duties and/or weightings during the term of appointment under consideration shall also be provided;

d) The candidate shall be invited to meet at least once with the Promotion Committee;

1 The University of Manitoba defines "Conflict of Interest" as a situation in which the private interests (Financial Interests or Personal Interests) of a Person or Related Party compromise or have the appearance of compromising the Person's independence and objectivity of judgment in the performance of their obligations to the University, including teaching, research and service activities. Conflicts of Interest can be potential, actual or perceived.

e) The committee shall meet to decide if any additional information is required in order to make a decision with respect to the candidate. The requirement for any additional information shall be conveyed by the Chair of the committee to the candidate and Head. This information shall be obtained by the Chair of the committee;

f) The committee shall vote by secret ballot. The ballots shall be prepared by the Chair and distributed to the voting members. In addition to a majority vote, the committee’s recommendation must contain the specific reasons for the vote related to the criteria and weightings;

g) The Promotion Committee recommendation and rationale, together with the Department Head’s recommendation will be considered when the Dean formulates a recommendation, which is forwarded with all application materials to the Provost Office.

(Revised October 2018)
AD HOC COMMITTEES

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

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

The procedure for an Academic Appeal was established by the Faculty of Agricultural and Food Sciences on May 12, 1989. According to this procedure an Academic Appeal Committee shall be appointed to consider formal appeals. Accordingly, the Academic Appeal Committee is an *ad hoc* committee of Faculty Council.
I 50/50 COMMITTEE

1. Composition of Committee:

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

2. Terms of Reference

a) The committee has powers to act:
   i) in the appointment of student representatives to the Standing Committee(s) of Council.

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

1. Composition of Committee

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

The committee shall normally consist of: The Dean, (or designate) who shall act as Chair, two faculty members appointed by the Dean, one student member (appointed by F.A.S.O.) and the Faculty Advisor to F.A.S.O. Council. The two faculty members shall normally consist of the Head of the Department and a member other than the instructor whose grade is under appeal

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

2. Procedures for Grade Appeals

a) Appeal to the Department

i. The Head of a Department, having received a written appeal within the appeal period allowed by the University of a final grade being issued by the Student Records Office shall request the instructor of the course in question to undertake a reevaluation of the grade in consultation with at least one other instructor in the same or related area. The latter, who shall be appointed by the Head of the department, shall independently assess the final examination script and/or other relevant materials.

ii. In the event that the appealed grade has been awarded on the basis of an examination only, all components of the examination shall be reread.

iii. Except as noted below, where the grade has been awarded on the basis of an examination in combination with term work, the examination script shall be reread and the term mark calculation reviewed. In the instances where term work has not been returned to students before the last day of classes, the term work shall also be re-read.

iv. The instructor for the course shall report the result of the evaluation of the grade to the Department Head who shall forward the grade to the Records Office.

v. Grades subject to appeal may not be lowered.
b) Academic Appeal Committee

i. Students dissatisfied with the results of the reevaluation of the assigned grade shall have the prerogative to continue the appeal process to the Academic Appeal Committee of the Faculty of Agricultural and Food Sciences by submitting documentation and suggested resolution to the Dean’s Office, Faculty of Agricultural and Food Sciences, within ten working days of the notification of the denial of the original appeal.

ii. The student who appeals his or her grades shall receive a written notice of a hearing and the reason it is being held. The student shall be allowed to appear in person before the committee if he or she wishes. The student will be made aware of the evidence and materials to be used in considering the appeal and may respond to it.

iii. At the hearing itself, the student may have a representative who could fully participate in the hearing by assisting and advising him or her. This representative may be the Student Advocate or a fellow student or another full-time member of the university community not receiving payment for appearing, or working for Legal Aid. If the student wishes, one member of his or her immediate family, and, if desired a lawyer, may be present, but as observers who do not have a right to open, direct participation in the hearing. (If an appeal is likely to proceed to the Senate Appeals Committee, where a lawyer may participate, the student may wish to have a lawyer present as an observer at the faculty level hearing).

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

3. Procedures for Other Academic Appeals

a) Student appeals on such other academic issues as probation, suspension, voluntary withdrawal or other interpretations of academic rules and regulations of the faculty will also be referred to the Academic Appeal Committee for adjudication.

b) The committee that would hear the kinds of appeals referred to in 3(a) above, would be structured in the manner described in 1 above and would follow procedures similar to those outlined in 2 above.

c) The student's right to representation present at a hearing to assist him or her or to have non-participating observers present shall also apply to appeal hearing covered under Section 3.

(Amended by Faculty Council, November 28, 2012)
APPENDIX

I POLICY FOR THE APPEAL OF TERM WORK

Part A - Definition

Term work is any work (essays, term tests, interim reports, project courses, laboratory reports, laboratory and/or oral tests, class presentations, other assignments) that is not the final exam.

Part B - Procedures

1. Students are expected to discuss matters relating to grading of term work with their instructors in the first instance.

2. Students who wish to formally appeal the grade assigned to term work shall have (normally) 10 working days after the grades for the term work have been made available to them.

3. Appeals of General Agriculture Courses (AGRI) and School of Agriculture courses (DAGR) shall be processed by the Dean's Office. All other appeals shall be processed by the department offering the course.

4. Students shall report to the General Office of the department who offered the course or the Dean's Office (for General Agriculture courses or School of Agriculture courses), to obtain the “Application for Appeal of Term Work” form.

5. Students shall be directed by the Department or the Dean's Office to take the completed “Application for Appeal of Term Work” form to the Cashier’s Office and pay the appropriate fee.

6. 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 Appeal of Term Work” form to the student to acknowledge receipt of the appeal and the term work (where applicable).

7. Department Heads or the Dean's Office shall be responsible for the processing of the appeal of term work in accordance with the regulations of the faculty within 15 working days (normally) following the submission of the appeal.

8. When the appeal has been processed, the Department Head or the Associate Dean will complete the appropriate sections of the Appeal Form including the portion relating to the disposition of the original term work and send a copy of the form to the student, one to the instructor and maintain the original for the departmental files.
9. If the appeal is successful the Department Head or the Associate Dean will (in addition to the steps noted in #8 above) initiate the refund process by signing the form in the “Refund Approved” area of the form and directing a copy to Administration.

10. Each Departmental Council will establish a Term Work Appeals Committee to receive and arrange for hearings, investigations, considering and deciding of student appeals against grades or marks received on term work as needed.

11. Term Work Appeals Committee for the General Agriculture courses and School of Agriculture courses shall be appointed by the Dean as required and will consist of an Associate Dean and two members of Faculty Council.

(Approved by Faculty Council, April 2, 2013)

II FACULTY OF AGRICULTURAL AND FOOD SCIENCES EXAMINATION REGULATIONS

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

a) The final examination will constitute not more than 60 percent of the final grade.

b) A 50-minute written term test may not count for more than 30 percent of the final grade.

c) Grades on midterm tests and assignments completed during the first half of the term shall be reported to the students prior to the deadline for voluntary withdrawals.

(Approved by Faculty Council, February 23, 1979; modified November 28, 2012)

III HE TENURE GUIDELINES

Policies and Procedures for Tenure

POLICIES AND PROCEDURES FOR ACADEMIC TENURE IN THE FACULTY OF HUMAN ECOLOGY

The purpose of this document is to elaborate on and to provide details of the criteria and procedures to be followed, unless otherwise directed by Faculty Council in recommendations for tenure in the Faculty of Human Ecology. Policies and procedures for tenure in the Faculty of Human Ecology shall comply with the general provisions set forth in the Collective Agreement between the University of Manitoba Faculty Association and
the University. In general, it is the responsibility of each faculty member to be familiar with the criteria and procedures governing tenure in the Faculty.

This document assumes that the contribution of a faculty member to the university and to his/her discipline will be in harmony with the goals and objectives of his/her department and faculty. It also assumes that it is the faculty member’s responsibility to be acquainted with and to understand the goals and objectives of his/her department. Furthermore, each faculty member shall be expected to demonstrate a willingness to further the goals and objectives of his/her department and the faculty.

Adopted November 14, 1978  
Revised September 3, 1980  
Revised January 8, 1981  
Adopted April 10, 1984

GENERAL PROVISIONS FOR TENURE

Tenure, which is essential to academic freedom, exists to protect free criticism and independent judgement in the interest of the university community and society at large. A statement on academic freedom, the rights, duties and responsibilities of faculty members and the terms governing tenure appear in Article 19 of the Collective Agreement between the University of Manitoba Faculty Association and the University.

1. Criteria for Tenure

The criteria and weightings to be applied and the procedures to be followed in the Faculty of Human Ecology shall be those described herein unless recommended otherwise by the Faculty Council. A recommendation that tenure be granted a faculty member shall be made on the basis that his/her performance is consistent with the criteria specified for his/her present rank in this document.

A faculty member at the rank of

1.1 assistant professor shall have:

1.1.1 an earned doctorate or the equivalent in terms of research.*

1.1.2 a record of competence in teaching and research.*

1.2 associate professor shall have:

1.2.1 demonstrated competence in teaching, research and service sustained over a reasonable period of time, or

1.2.2 demonstrated exceptional competence in teaching and competence in research, or
1.2.3 demonstrated competence in teaching and exceptional competence in research.

*For the purpose of these guidelines research shall be understood to include creative works.

1.3 full professor shall have:

1.3.1 demonstrated exceptional competence in teaching, above average competence in research and competence in service, or

1.3.2 demonstrated exceptional competence in research and above average competence in teaching and competence in service, or

1.3.3 a record of above average competence in teaching, research and service.

2. In the application of these guidelines competence in teaching, research and service may involve but need not be limited to:

2.1 In teaching

2.1.1 effective transmission of knowledge via course work and related activities;

2.1.2 willing acceptance to share teaching responsibility of department;

2.1.3 conscientious supervision of graduate students;

2.1.4 active participation in regularly scheduled departmental seminars;

2.1.5 innovative methods in teaching;

2.1.6 willing acceptance of responsibility for laboratory preparation and supervision;

2.1.7 formal and informal student counselling;

2.1.8 development of new courses;

2.1.9 regular revision and updating of courses;

2.1.10 courteous relationships with students.

2.2 In research

2.2.1 clearly demonstrated interest in and commitment to research, sustained over a period of time;

2.2.2 publications in refereed journals;
2.2.3 publication of or contribution of chapters to books, technical bulletins, etc.;

2.2.4 maintenance of an active research program, sustained by outside funding agencies;

2.2.5 development of methods, procedures, materials, etc. that are accepted and used outside the candidate's department;

2.2.6 presentation of papers at conferences, symposia and congresses.

2.3 In service

2.3.1 to the University

a) service on department, faculty and university committees;

b) administrative positions held within the University structure;

c) service to colleagues and peers with respect to furthering of their interest in research and teaching;

d) organization or supervision of special facilities and on-going service commitments in the department.

2.3.2 to the profession and the community

a) community service where the individual has made an essentially non-remunerative contribution by virtue of special academic competence;

b) service on provincial, national and international professional bodies (professional organization or government) related to the faculty member's field of expertise;

c) participation in the organization and delivery of continuing education and extension-type services.

3. Exceptional competence in teaching, research and service may involve in addition to the items listed under competence:

3.1 In teaching

3.1.1 particularly effective transmission of knowledge via course work and related activities;

3.1.2 sustained respect of students;
3.1.3 repeated positive acknowledgement by graduates of the quality of the candidate's teaching;

3.1.4 leadership in the introduction of innovative methods of teaching;

3.1.5 development of courses and programs in new areas of importance to the department and the faculty.

3.2 In research

3.2.1 distinguished record of publication;

3.2.2 international recognition of research and/or creative work such as books, review articles, editorial services, etc.

3.3 In service

3.3.1 to the university

a) outstanding leadership on faculty and university committees;

b) leadership in staff organizations;

c) distinguished record of service on faculty and university committees.

3.3.2 to the profession and community

a) executive position in provincial, national and international professional organizations;

b) distinguished service on government and public committees, task forces and agencies;

c) invitations to speak at national and international meetings;

d) organization and conduct of workshops, conferences, etc. at the provincial, national and international level;

e) editorial duty on scientific and/or learned journals.

4. Tenure Committees

The Collective Agreement between the University and The University of Manitoba Faculty Association states that the faculty shall advise the Dean with respect to the structure of tenure committee(s) in the Faculty. Unless advised otherwise by Faculty Council at the time of announcing the tenure decisions pending in the faculty, the tenure committees shall be faculty-based nucleus committees.
The Committee(s) shall comprise the following members:

- the Dean or his/her designate as chair of each tenure committee (non-voting);

- two (2) members of the faculty with the rank of associate or full professor, appointed by the Dean. (These members shall be chosen as described in the faculty document on promotion and shall serve concurrently on the promotion committee(s).)

- three (3) department members with the rank of assistant, associate or full professor elected by the members of the candidate's department.

(When neither of the members appointed by the Dean is from the same department as the candidate, four (4) department members shall be elected on this category.)

- one (1) university faculty member from outside the faculty, appointed by the Dean from a list recommended by the department. The candidate shall have the right to object to persons on the list.

5. Procedures for Tenure

The procedures to be followed for tenure recommendations shall be those described in Article 19 of the Collective Agreement between the University and the University of Manitoba Faculty Association.

The report to the Department Head and Dean shall indicate the number of committee members favoring and the number opposing the granting of tenure.

IV HE PROMOTION GUIDELINES

Policies and Procedures for Academic Promotion

POLICIES AND PROCEDURES FOR ACADEMIC PROMOTION IN THE FACULTY OF HUMAN ECOLOGY

The purpose of this document is to elaborate on and to provide details of the criteria and procedures to be followed, unless otherwise directed by Faculty Council in recommendations for promotion in the Faculty of Human Ecology. Policies and procedures for academic promotion in the Faculty of Human Ecology shall comply with the general provisions set forth in the Collective Agreement between the University of Manitoba Faculty Association and the University. In general, it is the responsibility of each faculty member to be familiar with the criteria and procedures governing promotion in the Faculty.

This document assumes that the contribution of a faculty member to the University and to his/her discipline will be in harmony with the goals and objectives of his/her department and faculty. It also assumes that it is the faculty member's responsibility to be acquainted with
and to understand the goals and objectives of his/her department. Furthermore, each faculty member shall be expected to demonstrate a willingness to further the goals and objectives of his/her department and the faculty.

Adopted November 14, 1978
Revised September 3, 1980
Revised January 8, 1981
Adopted April 10, 1984
Section 4.1 changed by Faculty Council November 22, 2005

GENERAL PROVISIONS FOR PROMOTION

Promotion from one rank to another in the Faculty of Human Ecology shall comply with the general provisions contained in Article 20 of the Collective Agreement between the University and the University of Manitoba Faculty Association. Criteria and weightings to be applied in considering promotion from one rank to another shall pertain to the performance of the candidate at his/her current rank over the period of the appointment at that rank.

1. Criteria for Promotion

For promotion

1.1 From the rank of lecturer to assistant professor the candidate shall have:
   1.1.1 an earned doctorate or the equivalent in terms of research*, and
   1.1.2 demonstrated competence in teaching and competence in or potential for research.

1.2 From the rank of assistant professor to associate professor the candidate shall have, in addition to the above:
   1.2.1 demonstrated competence in teaching, research and service sustained over a reasonable period of time, or
   1.2.2 demonstrated exceptional competence in teaching and demonstrated competence in research, or
   1.2.3 demonstrated competence in teaching and exceptional competence in research.

1.3 From the rank of associate professor to full professor the candidate shall have in addition to the above:
   1.3.1 demonstrated exceptional competence in teaching, above average competence in research and competence in service, or
   1.3.2 demonstrated exceptional competence in research and above average competence in teaching or service, or
   1.3.3 demonstrated above average competence in teaching, research, and service sustained over a reasonable period of time.

*For the purposes of these guidelines research shall be understood to include creative works.
2. Application

2.1 In the application of these guidelines competence in teaching, research and service may involve but need not be limited to:

2.1.1 In teaching
a) effective transmission of knowledge via course work and related activities;
b) willing acceptance of a share of the teaching responsibility of department;
c) conscientious supervision of graduate students;
d) active participation in regularly scheduled departmental seminars;
e) innovative methods in teaching;
f) willing acceptance of responsibility for laboratory preparation and supervision;
g) formal and informal student counselling;
h) development of new courses;
i) regular revision and updating of courses;
j) courteous relationships with students.

2.1.2 In research
a) clearly demonstrated interest in and commitment to research, sustained over a period of time;
b) publications in refereed journals;
c) publication of or contribution of chapters to books, technical bulletins, etc.;
d) maintenance of an active research program, sustained by outside funding agencies;
e) development of methods, procedures, materials, etc. that are accepted and used outside the candidate's department;
f) presentation of papers at conferences, symposia and congresses.

2.1.3 In service
a) to the university
   I) service on department, faculty and university committees;
   ii) administrative positions held within the University structure;
   iii) co-operation with colleagues and peers with respect to furthering of their interests in research and teaching;
   iv) organization or supervision of special facilities and on-going service commitments in the department.
 b) to the profession and the community
   I) community service where the individual has made an essentially non-remunerative contribution by virtue of special academic competence;
   ii) service on provincial, national and international professional bodies (professional organization or government) related to the faculty member's field of expertise;
   iii) participation in the organization and delivery of continuing education and extension-type services.

2.2 Exceptional competence in teaching, research and service may involve (in addition to the items listed under competence):
2.2.1 In teaching
a) particularly effective transmission of knowledge via course work and related activities;
b) sustained respect of students;
c) repeated positive acknowledgement by graduates of the quality of the candidate's teaching;
d) leadership in the introduction of innovative methods of teaching;
e) development of courses and programs in new areas of importance to the department and the faculty.

2.2.2 In research
a) distinguished record of publication;
b) national and/or international recognition of research and/or creative work such as books, review articles, editorial services, etc.

2.2.3 In service
a) to the university
   I. outstanding leadership on faculty and university committees;
      ii. leadership in staff organizations;
      iii. distinguished record of service on faculty and university committees.
b) to the profession and community
   I. executive position in provincial, national and international professional organizations;
      ii. distinguished service on government and public committees, task forces and agencies;
      iii. invitations to speak at national and international meetings;
      iv. organization and conducting of workshops, conferences, etc. at the provincial, national and international level;
      v. editorial services to scientific and/or learned journals.

3. Promotion Committees
The establishment of these committees shall be in accordance with Section, 20.A.2. Promotion Committees, in Article 20 of the Collective Agreement. Faculty members involved in any part of the formation of the committee, including electing department members, should refer to this section.

The faculty-wide promotion committee shall comprise the following members:

- the Dean or his/her designate who will serve as chair (non-voting);

- the head of the candidate's department (non-voting);

- two (2) members of the Faculty with the rank of associate or full professor appointed by the Dean

(These members shall sit on all promotion committees within the Faculty. They shall be appointed for a two year term to commence in alternate years.)
- three (3) department members with the rank of assistant, associate or full professor elected from and by the academic staff of the candidate's department. Where neither of the members appointed by the Dean is from the same department as the candidate, four (4) department members shall be elected in this category; and one (1) university faculty member from outside the faculty from a list recommended by the academic staff of the candidate's department. The candidate shall have the right to object to persons on the list.

4. **Promotion Procedures**

These procedures shall be in accordance with Section 20.A.1.6, Promotion Procedures, in Article 20 of the Collective Agreement. Candidates for promotion should take particular notice of this section.

4.1 Normally promotion proceedings shall commence not later than September 15th and be completed by April 30 of the following year with the actual promotion taking effect on March 30th of the calendar year next following the calendar year in which the application was submitted. In the case of applications for promotion from associate professor to full professor, proceedings should begin immediately in September as it may require more time to request and receive evaluations from outside the University. In all other cases faculty members should submit a duly completed Recommendation for Promotion form not later than September 15.

4.2 The Dean, in consultation with the Department Head, shall solicit written opinions from faculty members in the department, and from faculty outside the department if appropriate, on the candidate's teaching, scholarship and contribution to committees and administrative functions. The Department Head shall solicit student opinions about the candidate from the appropriate body of students.

4.3 The candidate shall be allowed to submit to the committee such material as he/she deems relevant. It is the candidate's responsibility to submit documents that give evidence of competence in teaching, research, and public service. Such evidence might include course outlines and evaluations over the relevant period, publications, letters of reference, etc. All materials shall be submitted with the candidate's application.

4.4 In the case of promotions to the rank of full professor the chair of the committee shall distribute a dossier of pertinent materials selected in consultation with the candidate to two referees, chosen from outside the faculty and in most cases outside the university. The chair shall select these referees from a list of at least four persons submitted by the head of the candidate's department. The candidate shall have the right to object to persons on the list. Evaluations shall be sought on the candidate's research and creative works and, where appropriate, on his/her service to the profession.

4.5 The committee may request that the candidate appear before the committee. In turn the chair shall clarify with the candidate whether he/she wishes to appear before the committee and, if so, shall arrange an appropriate time for such an appearance.

4.6 The Department Head shall submit his/her report following the submission of the committee's recommendation.