

DEPARTMENT OF PSYCHOLOGY
University of Manitoba

POLICIES AND PROCEDURES MANUAL

Basic: April 2007

Latest Update: May 2010

(Also available on the WorldWideWeb at: <http://www.umanitoba.ca/faculties/arts/psychology>)

TABLE OF CONTENTS

Section	Title
1.	GENERAL INFORMATION
2.	UNIVERSITY BY-LAW ON HEADSHIPS
3.	DEPARTMENT COUNCIL BY-LAW
4.	RULES AND PROCEDURES GOVERNING MEETINGS OF DEPARTMENTAL COUNCIL
5.	RULES AND PROCEDURES GOVERNING SPECIAL MEETINGS OF ACADEMIC STAFF
6.	MEMBERSHIPS AND COMMITTEES
7.	ADMINISTRATIVE POLICIES AND PROCEDURES
8.	POLICIES ON ACADEMIC STAFF
9.	RESEARCH
10.	UNDERGRADUATE PROGRAM IN PSYCHOLOGY
11.	GRADUATE PROGRAM IN PSYCHOLOGY
12.	POLICIES GOVERNING THE USE OF PSYCHOLOGICAL TEST MATERIALS
13.	PROFESSIONAL UNSUITABILITY BY-LAW
14.	STUDENT AWARDS, SCHOLARSHIPS, AND EMPLOYMENT

1.1. GENERAL INFORMATION

The Department of Psychology Policies and Procedures Manual contains information on the policies, procedures, and rules, which affect the Department of Psychology and are under the jurisdiction of the Department of Psychology. This Manual is on-line at the following address:

<http://www.umanitoba.ca/faculties/arts/psychology/media>

Additional material from the Department can be found in the following documents:

Graduate Study in Psychology, Department of Psychology, University of Manitoba

Constitution of the Graduate Association of Students in Psychology (GASP),
Department of Psychology, University of Manitoba

Clinical Psychology Training Program, Department of Psychology, University of Manitoba

Psychological Service Centre, Department of Psychology, University of Manitoba

The Manual is designed as an addition to, rather than as a replacement of, documents indicating policies and procedures set by outside units such as the Faculty of Arts, the Faculty of Science, the Faculty of Graduate Studies, the University of Manitoba Senate, and UMFA. For example, procedures involving staff promotions and tenure or involving student responsibilities and appeals are not included in this Manual, because they are set by units outside the Department of Psychology.

Three important sources of information from outside the Department are:

Collective Agreement:

http://www.umanitoba.ca/admin/human_resources/bargaining/umfa/

Faculty of Graduate Studies:

http://www.umanitoba.ca/faculties/graduate_studies/

Faculty of Arts:

<http://www.umanitoba.ca/faculties/arts/>

1.2. FORMAT OF THE DEPARTMENT MANUAL (ADOPTED BY DEPARTMENT COUNCIL ON NOVEMBER 21, 2005)

1. FIRST LEVEL HEADING: BOLD ALL, CAPITALIZE ALL LETTERS, & WRAP AROUND TO FIRST INDENT

Text starts at & wraps around to far left margin

1.1. Second Level Heading: Bold All, Capitalize Each 1st Letter of a Word, & Wrap Around To First Indent

Text starts at & wraps around to first indent

1.1.1. Third Level Heading: Unbold All, Capitalize Each 1st Letter of a Word, & Wrap Around to First Indent

Text starts at & wraps around to first indent

A. Fourth level heading: unbold all, capitalize only 1st letter of line, & wrap around to second indent

Text starts at & wraps around to second indent

1. Fifth level heading: unbold all, capitalize only 1st letter of line, & wrap around to third indent

Text starts at & wraps around to third indent

a. Sixth level heading: unbold all, capitalize only 1st letter of line, & wrap around to fourth indent

Text starts at & wraps around to fourth indent

i. Seventh level heading: unbold all, capitalize only 1st letter of line, & wrap around to fifth indent

Text starts at & wraps around to fifth indent

(a) Eighth level heading: unbold all, capitalize only 1st letter of line, & wrap around to sixth indent

Text starts at, & wraps around to sixth indent

(i) Ninth level heading: unbold all, capitalize only 1st letter of line, & wrap around to seventh indent

Text starts at & wraps around to seventh indent

2. UNIVERSITY BY-LAW ON HEADSHIPS (excerpts in Department format)

2.1. Powers and Duties

The Head of the Department shall:

- 2.1.1. be the channel of official communication of the Department;
- 2.1.2. have the right to call and preside at all meetings of the Department Council subject to the right of the Dean of the Faculty or the President to preside at any such meeting;
- 2.1.3. be a member ex officio of all committees of the Department Council;
- 2.1.4. recommend to the Dean the appointment, promotion, tenure, change of service, discipline, retirement and dismissal of the members of the staff of the Department;
- 2.1.5. be responsible for the assignment of duties to the members of the Department;
- 2.1.6. prepare and submit to the appropriate authority all the announcements of the Department, to be included in the calendar or calendars of the University;
- 2.1.7. present each year to the Dean a report on the work of the Department, during the preceding year, for transmission to the President;
- 2.1.8. present to the Dean, every year when required, an estimate of expenditures and receipts of the Department, for the next ensuing fiscal year;
- 2.1.9. do such other things, exercise such powers and perform such other duties and services as may from time to time be properly prescribed or requested of the Head by the appropriate authority.

2.2. Delegation of Powers

The Head may delegate any of the powers, duties and functions of the Head as the Head sees fit and prescribe conditions governing the exercise of any delegated power, duty and function, including the power of sub-delegation.

3. DEPARTMENT COUNCIL BY-LAW

3.1. Department Council

3.1.1. Membership

The Department Council of the Department of Psychology shall consist of the following:

A. Members

1. All full- or part-time staff holding academic appointments in the Department of Psychology. An academic appointment shall be normally defined in terms of appointment form designation.
2. All full- and part-time staff who hold academic appointments in St. Boniface College and who teach courses listed in the Department of Psychology portion of the University of Manitoba Calendar.
3. Director, Psychological Service Centre.
4. Student Representatives. The number of students to sit on the Council shall be two plus 1/2 the number that constitutes a quorum (15), where fractions are rounded up. These seats shall be distributed, as nearly as possible, in the proportions: 60% graduate students, 40% undergraduate students.
5. Three support staff representatives chosen by and from support staff with at least 50% baseline appointments in the Department of Psychology.

B. Assessors: Persons appointed as Adjunct Professors in the Department of Psychology shall be assessors for the term of their appointments.

3.1.2. Selection and Qualification of Student Members

A. Student qualifications to vote and/or serve as representatives.

Graduate students who are registered in a degree program in the Department of Psychology and students defined as Occasional Students in psychology shall be eligible to vote for graduate student members on Department Council. Graduate students who are registered in a degree program in the Department of Psychology shall be eligible to serve as representatives of the graduate constituency on Department Council. Undergraduate students shall be eligible to vote for undergraduate student members on Departmental Council if they are enrolled in at least one psychology course at the time of election, and/or are psychology majors, minors or honours students in psychology undergraduate

students shall be eligible to serve as representatives of the undergraduate constituency on Department Council if they are full time students, that is, are enrolled in at least three full courses or equivalent in the University. These students must be enrolled in at least one psychology course at the time of election and/or be psychology majors, minors, or honours students in psychology. This undergraduate constituency shall include qualified students in evening, summer and extension courses as well as those in the regular day session.

B. The term of office and method of selection of student representatives to Department Council.

The term of office for each graduate and undergraduate student member on Departmental Council will begin November 1 of each year and will last for one year (or until such time as a replacement is made). Graduate and undergraduate student members of Departmental Council will be nominated and elected by students eligible to vote in their respective constituencies; only graduate and undergraduate students eligible to serve on Department Council will be eligible to represent their respective constituencies by serving on Departmental Council (see 3.1.2.A.).

The election of graduate students to Department Council shall be carried out by the Departmental graduate student organization (recognized by the University of Manitoba Graduate Student Association). Until the election is completed, the Associate Head (Graduate) will be kept informed of the progress of the nomination/election process. The election of undergraduate students to Department Council shall be carried out by the Departmental undergraduate student organization (recognized by Departmental Council). Until the election is completed, the Associate Head (Undergraduate) will be kept informed of the progress of the nomination/election process. During late September or early October of each year, the student organizations carrying out the two student elections shall publicly call for written, seconded nominations and announce the date of the subsequent election at least 7 days prior to the election. This announcement shall not be made prior to the last day of course registration revisions in the Fall (as stated in the University of Manitoba Calendar). The election shall be completed prior to November 1 of each year.

If for any reason the nomination process for the graduate student constituency has not been completed by October 15 or the election process for this constituency has not been completed by October 20, the Head and the Associate Head (Graduate) shall mutually appoint four graduate students who are eligible to vote in the election to complete the process. If for any reason the nomination process for the undergraduate student constituency has not been completed by October 15 or the election process for this constituency has not been completed by October 20, the Head and Associate Head (Undergraduate) shall mutually appoint four undergraduate students who are eligible to vote in the election to complete the process.

C. Recall and vacancies

A graduate student member of Council shall be required to stand for election in a by election (or to resign if he or she chooses) by a recall petition signed by qualified voters in the number of 40%, of

students voting in the previous election or 20, whichever number is greater. The by-election will be carried out according to the procedures in 3.1.2.A and 3.1.2.B. with the deadline changed so that the election shall be held no later than 30 days after the recall petition has been presented to the Departmental graduate student organization indicated in 3.1.2.B. If a graduate seat is vacated, within 4 weeks a by-election will be carried out according to the procedures in 3.1.2.A. and 3.1.2.B. to fill the unexpired portion of the term.

An undergraduate student member of Council shall be required to stand for election in a by-election (or to resign if he or she chooses) by a recall petition signed by 100 qualified voters. The by-election will be carried out according to the procedure in 3.1.2.A. and 3.1.2.B. with the deadline changed so that the election shall be held no later than 30 days after the recall petition has been presented to the Departmental undergraduate student organization indicated in I.2.b. If an undergraduate seat is vacated, within 4 weeks a by-election will be carried out according to procedures in 3.1.2.A. and 3.1.2.B. to fill the unexpired portion of the term.

- D. The Department Council shall in no way be limited in the performance of its functions if any of its staff or student constituents are unable or unwilling to fill the positions available to them.

3.1.3. Limitations on Participation

- A. Student representatives on Department Council shall have the same rights, privileges, and obligations as do academic staff members, except that students shall be excluded from discussions and voting involving promotion, tenure, and other such career progress assessments of individual faculty members.
- B. Graduate students who hold academic appointments in the Department shall be considered, for purposes of this By-Law, the same as academic staff. They may not be elected as student representatives to Department Council.
- C. Assessors may attend and participate in all meetings, including those in closed session, of the Department Council and are eligible to serve on Department Committees, excepting the Executive and Nominating Committees. The only limitation on their participation is that they shall not be entitled to a vote at Council meetings.

3.1.4. Department Council Meetings

- A. The Department Council shall meet at least once in each term.
- B. Meetings of Department Council shall be called by the head of the Department on his or her own motion, or at the written request of any fifteen Members of Department Council.
- C. At least five working days written notice shall be given for any Department Council meeting; except

that under unusual circumstances of an urgent nature, the Head may call a meeting on at least twenty-four hours notice. The agenda and, normally, relevant documents shall accompany the notice of the meeting.

- D. The quorum for any meeting of Department Council shall be fifteen members. (The quorum may not be altered without reconsideration of student representation).
- E. The Head of the Department (or designate) shall preside at all meetings of Department Council, subject to the right of the Dean or President to preside at any such meeting.
- F. All meetings of Department Council and all portions thereof shall be open, subject to Council moving into closed session by vote of a simple majority of the members present and voting. (An "open Council meeting" means a meeting of Council, or portion thereof, which members of the University Community may attend as non-participating observers and spectators, subject to the limitations of space and orderly conduct. A "closed Council meeting" means a meeting of Council, or portion, thereof, which only Council members and assessors and those persons specifically invited by Council may attend).

3.1.5. Powers to Act and to Recommend

The Department Council, constituted by the Faculty Council of Arts for the purpose of making policy, administering, and reviewing all matters delegated to it by the Faculty, shall have power, limited by its delegated authority, to discuss and make decisions on all such matters. Without limiting the generality of the above, this shall include:

- A. Any matters pertaining to Departmental curricular or instructional policy or regulations, including the educational objectives of the Department, and its programs and courses.
- B. All matters submitted to it by the Head, or on which it wishes to recommend to the Head, or through him to any appropriate officer or body in the University, such actions as it may deem to be desirable.

3.1.6. From time to time a caucus of student members only or of academic staff members only may meet to consider matters of special interest to its members and/or matters referred to it. Recommendations for decisions from these caucuses will be reported to Department Council in the normal way.

3.2. Standing Rules

3.2.1. Standing rules shall be adopted or amended by a majority vote of a duly constituted meeting of Department Council unless the motion or amendment requires a 2/3 majority vote based on a previously adopted Standing Rule to that effect. Five working days notice of the rule or amendment must be given in writing to all members of Council.

- 3.2.2. In its meetings Department Council shall be guided by whichever authority is adopted by the Arts Faculty Council, except in the case where Department Council adopts standing rules to the contrary.
- 3.2.3. A standing rule may be suspended for the duration of a meeting if a motion to that effect receives two-thirds of the votes of those members present and voting.

3.3. Executive Committee

The Executive Committee of the Department shall be established by Department Council for the purpose of assisting itself, the Head, and the committees of Department Council for the efficient operation and functioning of the Department within the rules and procedures already established by Department council. It will also deal with such matters as Department Council shall from time to time specify.

3.4. Amendment

Amendment of this By-Law shall be effected either:

- 3.4.1. by a motion passed by a two-thirds majority vote of the members of Department Council present and voting at a duly called and constituted meeting followed by ratification by a majority vote of those present and voting at a duly called and constituted meeting of the Arts Faculty Council

OR

- 3.4.2. 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 the Faculty Council.

Approved by Department Council January 13, 1984, by Arts Faculty Council November 22, 1995.

Later modified by Department Council April 5, 1994, and by Arts Faculty Council September 27, 1995.

Later modified by Department Council May 27, 1999, by Arts Faculty Council October 5, 1999, and by the Chairperson of the Senate Rules and Procedures Committee (as communicated to the Arts Faculty Office on December 7, 1999).

Later modified by Department Council May 1 and June 12, 2006, and by the Arts Faculty Council on February 1, 2007.

4. RULES AND PROCEDURES GOVERNING MEETINGS OF DEPARTMENT COUNCIL**4.1. Preface**

The following "Rules and Procedures Governing Meetings of Department Council," essentially the same as those adopted by the University Senate, are based on a number of fundamental principles, including the following:

- 4.1.1. The right of the majority to decide.
- 4.1.2. The right of a minority to be heard, it being agreed that this right required not only special protection but also practical limitations.
- 4.1.3. The right of absentees to be protected from significant deviation from agreed procedures and announced proceedings.
- 4.1.5. The right of interested parties to be informed.
- 4.1.6. Many years of practice in democratic institutions throughout the world have demonstrated the usefulness of such rules and procedures in maintaining these principles and providing for efficiency of debate and decision. It should always be remembered, however, that the rules are a means, not an end, and the Chair, with the support of Council, should not permit them to be used to create a nuisance or unnecessarily delay proceedings. Substantive motions should be handled with considerable formality but whenever possible the Chair should try to deal with procedures by general agreement.

4.2. Meetings

4.2.1. Frequency and Time of Regular Meetings

There shall be at least one meeting of the Council each term. Policy and other matters of substance shall normally be considered and acted upon by the Department Council during the period September 1 to June 30. A Council meeting may be called during the Summer months (July 1 to August 31) only to consider matters of an urgent nature that require an immediate response.

4.2.2. Special Meetings

In unusual circumstances the Chair may call a meeting on 24-hours notice to consider a matter of an urgent nature. The request may originate from any source within the Council, such as a committee, the Chair, or several members of Council, but the meeting can only be called by the Chair following consultation with the Executive Committee.

4.3. Agenda

The Agenda of each meeting shall be determined by the Executive Committee and published and circulated at least five days in advance of each regular meeting, together, normally, with all relevant documents. The agenda for special meetings shall be published with the notice of the meeting and circulated at least 24 hours in advance of the meeting, together, normally, with all relevant documents.

4.4. Quorum

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

4.4.1. The quorum for any meeting of the Department Council shall be fifteen. If no quorum is present when twenty minutes have elapsed from the scheduled time of the meeting, the meeting shall be adjourned until a time to be fixed by the Executive Committee in accordance with procedures governing special meetings.

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

4.5. Order of Business

The order of business at regular meetings of Council shall normally be as follows, and shall be changed only if authorized by the Executive Committee in its publication of the Agenda or by unanimous consent of those present at the time a change is proposed, provided that such change does not affect the rights of members who are not present.

4.5.1. Correspondence and Announcements

4.5.2. Adoption of Minutes of previous meeting(s)

4.5.3. Business Arising from the Minutes

4.5.4. Report of the Executive Committee

4.5.5. Reports of other committees of Department Council

4.5.6. Additional Business

A. Motions for which notice was given at a previous meeting

B. Notices of motions to be presented at a later meeting

C. Inquiries

4.6. Duration of Meeting

Normally a meeting of Council shall dispose of the business set forth in the Agenda in a single session of two hours duration. After two hours, the meeting shall be adjourned and the Executive Committee shall determine whether or not it is necessary to call a special meeting to complete the business, unless at least 2/3 of the members present and voting adopt a resolution to extend the debate for a specified amount of time.

4.7. Introduction of Business

Business may be put before the meeting by the Chair referring to an item on the agenda or calling upon a member for a report or "recognizing" (i.e., naming) a member who wishes to make a motion or to speak to a motion.

4.7.1. A member who wishes to be recognized shall raise his or her hand or rise in place and, if necessary, call "Mr. (Madam) Chairperson."

4.7.2. Except as set forth in 4.7.3., a member may not proceed to address the meeting until he or she has been recognized.

4.7.3. In the following cases, members may speak without first being recognized by the Chair:

- A. Questions of Order, Privilege, or Appeal
- B. Parliamentary Inquiries
- C. Objection to Consideration of a Motion
- D. Motion to Reconsider
- E. Request for count of votes

4.8. Reports

4.8.1. Form

Normally reports shall be in the following form:

Preamble: Introductory comments such as the number and nature of committee meetings, brief summary of the committee terms of reference, and list of members (for ad hoc committee reports).

Activity: Brief summary of the achievements of the committee, problems encountered, steps taken towards resolution of these problems, and issues expected to come before the committee at a later

date. A brief explanation of the background on an issue and any observations or analyses related to the issue will also be provided.

Motions: Any motion(s) from the committee must be stated in accordance with the rules for motions given in Section 4.9.

4.8.2. Procedures Handling Reports

- A. Unless otherwise specifically indicated in its terms of reference, each committee of Department Council shall, in the first instance, submit its report to the Executive Committee.
- B. Each report shall be submitted in writing, and, at the will of either the committee concerned or the Executive Committee, it may be supported by the presence of one or more members of the committee to answer questions.
- C. Should the Executive Committee not approve of some or all of the recommendations of a report, it shall seek informal approval of the reporting committee for making alterations, which, if approved shall be incorporated in the report.
- D. If the proposed changes are not agreeable to the committee, then the Executive Committee shall have the right to refer the report formally to the reporting committee for reconsideration.
- E. This process of reconsideration may be repeated, but at any time after one such reconsideration the reporting committee shall have the right to submit its report directly to Department Council (at which time the Executive Committee or members thereof have the right to propose amendments and/or recommittal).
- F. Committee reports shall be submitted to Council by the Chair of the reporting committee on his or her deputy and shall not require to be seconded.
- G. The first speaker to the motion shall be the Chair of the reporting committee or his or her deputy. Normally, the second speaker shall be a representative of the Executive Committee.

4.9. Motions

Normally, all motions concerning substantive matters shall be published with the Agenda. A statement of rationale for each motion will be included with each motion. NO motion regarding changes to the Department Manual will be considered by the Department's Executive Committee or by Department Council unless each item (a) specifies the exact (numbered) location to be changed in the Manual and (b) identifies both the current wording and the resultant wording if the motion (unamended) is approved by Council. When motions are reported in the minutes for a meeting, they must be included in or attached to these minutes.

Section 4

May 2010

4.9.1. Seconding

- A. Recommendations of committees and other motions published with the Agenda need not necessarily be "seconded," unless there is a reasonable doubt that no more than one member of Council supports them.
- B. All other motions require seconding except the following:
 - 1. request for permission to withdraw a motion
 - 2. points or order, privilege or parliamentary inquiry
 - 3. objections to consideration
- C. The seconder is ordinarily recognized by the Chair and recorded in the minutes, although when appropriate the Chair may recognize a motion as being seconded by "several persons."

4.9.2. Order of Precedence of Motions

When any one of the following motions is immediately pending, those listed above it are in order, and those below are out of order:

- A. Fixture of time of the next meeting
- B. To adjourn or recess
- C. Question of Privilege
- D. Point of order or parliamentary inquiry
- E. Appeal
- F. Suspend rules
- G. Withdraw (or review) a motion
- H. Call for count of vote or motion to ballot
- I. Objection to consideration
- J. Lay on the table (take from the table)
- K. Postpone to certain day
- L. Refer

- M. Amend
- N. Postpone indefinitely
- O. Main motion (reconsider & rescind)

4.10. Amendments

A motion may be amended by adding, deleting, or substituting specific words, phrases, or paragraphs even to the extent of substituting an entirely different motion provided it relates to the subject matter of the original motion.

4.10.1. Motions may be amended without formal motion, provided that no member objects; otherwise a formal motion duly seconded, is necessary.

4.10.2. Amending an Amendment

Motions to amend an amendment are allowed, but may not themselves be amended.

4.10.3. Successive Amendments

An amendment to a main motion must be disposed of before further discussion or voting is permitted on the main motion to which it relates. This also applies to amendments to amendments.

After amendments have been disposed of, the main motion may be further amended any number of times, so long as each successive amendment is different from those already considered.

4.10.4. Relationship of an amendment of a main motion

If, after an amendment to a main motion or to an amendment has been passed, the main motion or amendment to which it relates is defeated, then all related amendments are likewise taken to have been defeated.

4.10.5. Motions which may not be amended:

- A. adjourn
- B. amend an amendment
- C. appeal a ruling by the chair
- D. close nominations

- E. close debate
- F. lay on the table
- G. take from the table
- H. objection to consideration
- I. reconsider
- J. suspend the rules
- K. ask leave to withdraw a motion
- L. postpone indefinitely

4.11. Stating the Question

All motions must be stated clearly by the Chair or Secretary before debate thereon may commence.

4.12. Motion to divide

4.12.1. Dividing the Question

A motion may be altered by dividing it into two or more specified parts. Such division is not in order unless each part; as divided, can stand by itself irrespective of the other part or parts. If a motion to divide is adopted, each part of the main motion (or amendment) becomes a separate motion in itself.

4.12.2. Consideration by paragraph or seriatim

A report or long motion consisting of a series of resolutions, paragraphs, articles or sections may be considered by opening the different parts to debate and amendment separately; without a division of the question.

4.13. Debate

4.13.1. Duration of Debate

No more than forty-five minutes of any one meeting of Council shall be devoted to discussion of any one agenda item unless at least two-thirds of the members present and voting adopt a resolution to extend the debate for a specified amount of time.

4.13.2. Limitations on Debate

No member may normally be prevented from speaking on any item of business. However, he or she may not speak for more than five minutes, except with the consent of the Council. In the case of prolonged or repeated debate, the Chair may limit participants to one final argument.

4.13.3. Undebatable Motions

The following motions shall not be debated:

- A. adjourn
- B. consideration by paragraph
- C. limit, extend or close debate
- D. call for count of votes
- E. fix time of next meeting
- F. lay on the table or take from the table
- G. close nominations
- H. objection to consideration
- I. suspend the rules
- J. withdraw a motion

4.14. Voting

4.14.1. Majority votes

Except as stated in 4.14.2, a motion shall require the support of a majority of members present and voting.

4.14.2. Two-thirds majority

Two-thirds support by those present and voting shall be required to pass the following motions:

- A. objection to consideration

- B. close debate
- C. suspend the rules
- D. limit debate
- E. extend length of time of debate
- F. rescind when proper notice has not been given
- G. close nominations
- H. amend the current composition and terms of reference of the Executive committee and all standing committees
- I. amendment of Department By-Law

4.14.3. Unanimous consent

On non-contentious issues, the Chair may dispense with taking a vote, provided no member objects.

4.14.4. Method of Voting

Voting shall normally be by show of hands. However, in elections or on motions to censure individuals, committees or groups, a secret ballot shall be used.

4.14.5. Voting by Proxy

Members of Council who are unable to attend a meeting may indicate their views and assign their vote on previously circulated motions.

- A. Proxy votes must be clearly stated whether "for" or "against" the motion as circulated and given to the Secretary of Department Council in advance of the meeting.
- B. The Secretary shall announce the Proxies he or she has received at the beginning of the meeting.
- C. Proxy votes shall be permissible only on final votes on circulated motions. They shall not be allowed on amendments to the motion. If the motion is amended the Chair shall rule on whether proxies as a whole still apply or whether all proxies are no longer appropriate.
- D. The Chair shall announce the distribution of proxy votes after the vote of members at the meeting have been taken and prior to announcing whether the motion has been passed or defeated.

- E. Proxy votes shall not count in the formation of a quorum.

4.15. Adjournments

4.15.1. Adjournment

A motion to adjourn, once adopted, terminates a meeting. Such a motion may not interrupt a speaker or a vote, but does take precedence over other pending business. It may be reintroduced at any time, as long as other business had intervened.

4.15.2. Adjournment to a fixed time

This may be amended. Amendments to such a motion are debatable.

4.16. Records of Proceedings

4.16.1. Official Record

The official record of meetings of Department Council shall be the Minutes taken by the Secretary and approved by Council.

4.16.2. Minutes

The Secretary shall record in the Minutes only the votes and proceedings of meetings, together with such other matters as may be directed by the Council.

- A. Publication. All minutes shall be published and circulated to members of Department Council as soon as possible following the meetings.
- B. Permanent Files. A comprehensive file of minutes of Council shall be maintained in the Department office and made available for reference.

4.17. Matters Not Dealt with in These Rules shall be resolved in accordance with procedures set forth in the current edition of Robert's Rules of Order and Bourinot's Rules of Order, provided that there is conflict between these two authorities, Bourinot's shall rule.

4.18. Applicability of these Rules

In addition to being the operating rules of Department Council, these rules shall be taken as a guide to Committee deliberations.

4.19. Amendment of these Rules and Procedures

Rules and Procedures Governing Meetings of Council may be amended by a majority vote (except as indicated in Section 4.14.2) of those present and voting at a duly constituted meeting of Council, provided that notice of the proposed amendment has been given, that a quorum is present at the time the vote is taken, and that the proposed amendment is not disallowed by the current Department By-Law.

4.20. Suspension of Rules

- 4.20.1. Suspension" shall mean the temporary setting aside of a rule for a specifically declared purpose at a specific meeting of Council.
- 4.20.2. Rules intended to protect the rights of members not present may not be suspended, even with the unanimous consent of those present.
- 4.20.3. Other rules may be suspended with support of at least two-thirds of the members present and voting.

4.21. Motions to Prevent or Postpone Action

- 4.21.1. To Object to Consideration. If passed, the question to which it applied may not be raised again until the next meeting. It requires no second, cannot be debated or amended, and requires a two-thirds vote. It may be moved at any time (even interrupting a speaker) before the motion objected to is formally before the house for debate; i.e., before it has been "stated."
- 4.21.2. To Withdraw a Motion. Before a motion is formally open to debate, it may be withdrawn at will by its original mover. After that time, it may be withdrawn only with the consent of the Council. If a single member objects to withdrawal, then a formal motion to withdraw must be moved, seconded, and voted upon without debate.

If withdrawn, the motion may not be made again until another meeting.

- 4.21.3. Lay on the Table or "No Table." If passed, such a motion removes a question from consideration until a later resolution takes it from the table. It cannot be debated or amended. It may be moved only during the discussion of the motion or motions to which it applies. It may not interrupt another speaker, and requires a simple majority. It shall not be used to postpone indefinitely.
- 4.21.4. Take from the Table. If adopted by a simple majority, the motion "to take from the table" causes a motion previously "tabled" to become the business before the meeting. Consideration is resumed at the point where the original motion was laid on the table. Amendments previously adopted still stand. A motion to take from the table cannot be debated or amended. It may only be raised when there is no other business under consideration. It requires a simple majority.

- 4.21.5. Postpone to a Fixed Time. This interrupts consideration of the business to which it relates. It can be amended only by changing the time specified and is debatable only with respect to the propriety of the postponement. It requires a simple majority for passage.
- 4.21.6. Postpone Indefinitely. This motion interrupts consideration of business; may not be amended, and is debatable only with respect to the propriety of the postponement. It requires a simple majority for passage.
- 4.21.7. Commit or Recommit. If the motion is adopted, the subject under consideration is referred to a committee or committees. When the committee named is the same as that which reported the original question to the meeting, the motion is to recommit. It may be debated and amended, and requires a recommit majority.

4.22. Motions to Hasten or Expedite (all requiring 2/3 majority)

- 4.22.1. Close Debate. If adopted, such a motion has the effect of causing an immediate vote on the question to which it applied. Unless otherwise specified, it applied to the principal motion and all related amendments.

Such a motion may not be debated or amended. It requires a two-thirds majority for passage.

- 4.22.2. Suspension of the Rules. This motion applies to a specific question under consideration, and the rule or rules suspended are in force again as soon as the question under consideration is disposed of. The motion interrupts consideration of the business to which it applies. It cannot be debated or amended. It requires a two-thirds vote for passage.
- 4.22.3. Limit Debate. This motion has the effect of fixing a time at which debate on a subject shall be terminated. It is not debatable, but it can be amended as to time. The amendment may be debated. A motion to limit debate requires a two-thirds vote for passage.

4.23. To Change a Decision

- 4.23.1. Reconsider a Question. A motion to reconsider a resolution may be made at the same or any subsequent meeting. This motion can be applied either to negative or positive action taken previously on a main motion or amendment. It must be moved and seconded by members who did not vote on the losing side in the first instance, i.e., who either voted affirmatively or abstained).

The mover may not interrupt a vote, but may interrupt another speaker. If made when it interrupts the discussion of other business, the motion to reconsider is held until the business interrupted is disposed of. It may be debated, but cannot be amended. It requires a simple majority. If passed, it invalidates previous action on a question, that question becoming the next item of business. If rejected, a motion to reconsider cannot again be entertained.

- 4.23.2. Rescind a Resolution. At any meeting after that at which a motion was adopted, a member may move to rescind it. If the motion to rescind is adopted, the previous action is cancelled. The motion to rescind is

debatable and amendable. It requires a simple majority if notice has been given; if not, it requires support of either two-thirds of those present and voting, or a majority of the total membership of Council, whichever is the greater number.

4.24. Motions to Maintain Rules

- 4.24.1. Point of Order. The Chair may interrupt any speaker on any business at any time to call a member to order, or to rule a motion out of order. Similarly, a member may interrupt a speaker or business by rising to a point of order which, when stated, is decided upon by the Chair immediately. There shall be no second, or debate, except that the Chair may, if he or she wishes, submit the question to the meeting and permit a brief debate thereon.
- 4.24.2. Appeal from Decision of the Chair. Such an appeal must be made immediately after the disputed ruling. It must be seconded. It can be debated, but not amended. It requires a majority vote. If there is a tie-vote, the challenge shall be considered defeated.
- 4.24.3. Parliamentary Questions and Matters of Privilege. Any member may interrupt a speaker or any business in order to request information regarding proper procedure or with respect to facts under discussion. The Chair immediately rules as to whether the question or request is a proper interruption and acts accordingly. There is the usual right of appeal from this ruling.

Approved by Department Council February 9, 1981; January 13, 1984; November 21, 2005; May 1, 2006; June 12, 2006.

5. RULES AND PROCEDURES GOVERNING SPECIAL MEETINGS OF ACADEMIC STAFF

The Rules and Procedures governing special meetings of academic staff are identical to those governing Departmental Council with the following exceptions:

5.1. Meetings

Meetings of academic staff shall be called by the Head or Executive Committee to deal with specific issues regarding academic staff within the Department. Normally an agenda for such meetings will be circulated at least 5 days in advance of the meeting, although the chairman may call a meeting on 24 hours notice to consider a matter of an urgent nature.

5.2. Procedure

All rules and procedures governing Department Council (other than the exceptions indicated above) shall prevail.

5.3. Quorum

The quorum for any meeting of academic staff shall be twelve.

5.4. Order of Business

The order of business shall be that order in which items appear on the meeting agenda unless changed during the meeting by unanimous consent of those present at the time a change is proposed.

Approved by Department Council February 9, 1981.

6. MEMBERSHIPS AND COMMITTEES

6.1. Department Council

6.1.1. Academic Staff

The term of office begins when the staff member is hired. Duration of term is set by the contract. Vacancies are filled hiring or rehiring.

6.1.2. Students (see Sections 3.1.1.A.4. and 3.1.2.A, B, and C.)

Nominations are initiated by GASP and UPSA in late September or early October. Nominations are ended by October 15. Elections of 6 graduate students and 4 undergraduate students are initiated by GASP and UPSA, respectively, after the last day of Fall course changes. Elections are ended by October 20 with a Department deadline of November 1. Term of office begins on November 1. Duration of office is 1 year (or until a replacement is made). Vacancies are filled through a GASP or UPSA by-election.

6.2. Executive Committee and Standing Committees

The Executive Committee and standing committees of the Department shall include those committees required by the Faculty of Arts and/or desired by the Department of Psychology. The name of each standing committee, the membership of the Executive and all standing committees (including the selection of members and terms of office), their responsibilities, and their operating procedures shall be determined by a two thirds majority vote at a duly constituted Department Council meeting. The Executive Committee and Standing Committees shall in no way be limited in the performance of their functions if any of the staff or student constituents are unable or unwilling to fill the positions available to them.

6.3. Membership on the Executive Committee

6.3.1. The Executive Committee of the Department of Psychology shall consist of the following:

- A. The Head (ex officio);
- B. Four academic staff chairs of the Curriculum and Instruction Committee, the Examination and Evaluation Committee, the Graduate Admissions and Financial Support Committee, and the Research and Scholarship Committee. Each chair must come from a different Departmental thematic area (i.e., Applied Health, Brain and Cognitive Sciences, Developmental Psychology, Methodology, and Social/Personality Psychology);
- C. Three academic staff non-chairs, each representing a different Departmental thematic area (i.e., Applied Health, Brain and Cognitive Sciences, Developmental Psychology, Methodology, and Social/Personality Psychology);

- D. One graduate student and one undergraduate student, each being a member of Department Council.
 - E. A guest may participate in a meeting of the Executive committee as a non-voting member at the request of the Head or of any member of the Executive Committee. After the guest provides information to Executive, the guest will leave the meeting prior to any motion or vote.
- 6.3.2. A request for nominations of academic staff members to the Executive Committee shall be initiated by the Head in early March of each year. Nominations are ended by March 15. Once nominations have been obtained, the Head will initiate a mail-ballot election to Academic Staff With Faculty Rank. The election shall be completed prior to April 1.
- The term of office for each academic staff chair and staff non-chair on the Executive Committee will begin June 1 of the year the member is elected and will last for two years (or until such time as a replacement is made). Chairs of the Curriculum and Instruction Committee, the Examination and Evaluation Committee, the Graduate Admissions and Financial Support Committee, and the Research and Scholarship Committee will be nominated and elected both as chairs and as members of the Executive Committee. The election of the four academic staff chairs will take place in even-numbered years; the election of the three academic staff non-chairs will take place in odd-numbered years. Both academic staff chairs and staff non-chairs will be elected through the nomination/election procedure. If an academic staff position becomes vacant, the same nomination/election procedure as used originally will be carried out to fill the unexpired portion of the term. In the event that a staff chair is expected to be unavailable for a period of not more than 6 months, a member of the relevant committee will be elected by the committee members to serve temporarily as staff chair in his/her absence.
- 6.3.3. Graduate and undergraduate students who are eligible to vote for their respective student constituency representatives on Department Council shall also be eligible to vote for their respective student constituency representatives on the Executive Committee, and graduate and undergraduate students who are eligible to serve on Department Council as their respective student constituency representatives shall also be eligible to serve on the Executive Committee as their respective student constituency representatives (see 3.1.2.A). The term of office and procedures for the selection of student members on the Executive Committee shall be the same as the term of office and procedures for the selection of students on Department Council (see 3.1.2.B). The procedures for filling vacancies and recalling current student members on the Executive Committee shall be the same as the procedures for filling vacancies and recalling current student members on Department Council (see 3.1.2.C.). Students on the Executive Committee shall have the same rights, privileges, and obligations as students on Department Council (see 3.1.3.A).
- 6.3.4. Graduate students who hold academic appointments in the Department shall be considered the same as academic staff. They may not be elected as student representatives to the Executive Committee.
- 6.3.5. The Head (or designate) shall call and preside at all meetings of the Executive Committee.

- 6.3.6. Within the terms of reference of and subject to the powers of Department Council, the Executive Committee shall:
- A. seek the appropriate means for implementing decisions taken by Department Council and ensure that Council policy is properly and promptly executed.
 - B. coordinate the work of other committees of Department Council.
 - C. receive and consider reports and recommendations originating with the other committees; and when it deems necessary, pass on its suggestions to those committees.
 - D. forward to Department Council for decision the final version of all reports and recommendations involving the establishment or alteration of general policy, whether they originate with the Executive Committee itself or with the other committees.
 - E. assist the Head in disposing of matters which do not involve alteration of general policy.
 - F. report to meetings of Department Council and between Council meetings, regularly communicate to members and assessors of Department Council.
 - G. deal with such other matters as Department Council shall from time to time specify.
- 6.3.7. The Executive Committee shall in no way be limited in the performance of its functions if any of the staff or student constituents are unable or unwilling to fill the positions available to them.

6.4. Membership on Standing Committees

- 6.4.1. Academic staff elected by Department Council as a member (but not as a chair) of a standing committee.

Nominations are submitted by the Nominating Committee as well as through floor nominations at a special meeting of Academic Staff With Faculty Rank (quorum 12) in April or May of each year. Nominations are ended by consent at the meeting. Elections are initiated at the same meeting as the nominations and are ended by vote. Term of office begins on June 1 of each year and lasts 1 year (or until a replacement is made). Vacancies of members who are not elected by Council as chairs of the committee will be filled by the Head after consultation with the chair of the committee.

- 6.4.2. Academic staff elected by Department Council as both the chair and a member of a standing committee.

Chairs of the Curriculum and Instruction Committee, the Examination and Evaluation Committee, the Graduate Admissions and Financial Support Committee, and the Research and Scholarship Committee will be nominated and elected both as chairs and as members of the Executive Committee. Election procedures, terms of office, and treatment of vacancies are the same as indicated in Sections 6.3.1.B. and 6.3.2.

6.4.3. Graduate and undergraduate students selected as members of a standing committee.

Provision shall be made for at least one graduate and one undergraduate student (who need not be members of Department Council) on each standing committee of Department Council, except for any standing committee whose responsibilities parallel those of a separate student committee not permitting staff membership. Graduate and Undergraduate students who are eligible to vote for their respective student constituency representatives on Department Council shall also be eligible to vote for their respective student constituency representatives on the standing committees of Council, and graduate and undergraduate students who are eligible to serve on Department Council as their respective student constituency representatives shall also be eligible to serve on the standing committees of Council as their respective student constituency representatives (see 3.1.2.A.).

Election procedures, terms of office, and treatment of vacancies are the same as indicated in Section 6.3.3. Students on a standing committee shall have the same rights, privileges, and obligations as students on Department Council (see 3.1.3.A). Graduate students who hold academic appointments in the Department shall be considered the same as academic staff. They may not be elected as student representatives to a standing committee.

6.4.4. Other persons selected as members of a standing committee.

Department Council may approve other persons to serve as members of a standing committee. These persons will serve for the length of time and for those functions approved by Council for them. Vacancies will be filled by the same procedure used originally in their selection.

6.5. Chronology of Committee Membership Actions

6.5.1. Late September to Early October

Nominations of students for membership on the Executive Committee, Standing Committees, and Department Council are initiated by GASP and UPSA.

6.5.2. October 15

GASP and UPSA nominations of students for membership on the Executive Committee, Standing Committees, and Department Council are ended.

6.5.3. After the last day of Fall course changes

Elections of student members on the Executive Committee, Standing Committees, and Department Council elections are initiated by GASP and UPSA.

Section 6

May 2010

6.5.4. October 20

GASP and UPSA elections of student members on the Executive Committee, Standing Committees, and Department Council elections are ended.

6.5.5. November 1

Terms of office for students elected to the Executive Committee, Standing Committees and Department Council begin.

6.5.6. Early March

Nominations of 4 academic staff to the Executive Committee (as chairs of the Curriculum and Instruction Committee, the Examination and Evaluation Committee, the Graduate Admissions and Financial Support Committee, and the Research and Scholarship Committee) are initiated by the Head in even-numbered years, and nominations of 3 academic staff (from different Departmental thematic areas) are initiated by the Head in odd-numbered years.

6.5.7. March 15

Nominations of academic staff to the Executive Committee are ended.

6.5.8. Mid-March

Elections of academic staff to the Executive Committee are initiated by Head.

6.5.9. April 1

Elections of academic staff to the Executive Committee are ended.

6.5.10. April or May

Nominations of academic staff to Standing Committees occur at a special meeting of academic staff. Nominations come from the Nominating Committee as well as the floor with final elections held at the same meeting.

6.5.11. June 1

Term of office on Executive Committee and Standing Committees begins for academic staff.

Approved by Department Council February 9, 1981; January 13, 1984; April 5, 1994; November 21, 2005; May 1, 2006.

6.6. Terms of Reference for Standing Committees

Curriculum & Instruction Ideal: 3 or 4 faculty Minimum: 3 Stipulations: Chair (2 year term) is on Executive	Examination & Evaluation & FGR (Final Grades Review) Ideal: 5 faculty + 2 alternates Minimum: 5 +2 alternates Stipulations: Chair (2 year term) is on Executive	GAFS (Graduate Admissions & Financial Support) Ideal: 5-6 faculty Minimum: 4 Stipulations: (a) chair on executive, (b) members are area coordinators.
Research & Scholarship (R & S) Ideal: 1 faculty from each area Minimum: 4 Stipulations: chair on executive	Animal Care Minimum: all animal users Stipulations: Chair reports to Head, Dean and VP research and sits on a senate committee (as Dean's Rep) and education committee. Members also do REB work related to animals.	Rules & Procedures, Nominating Ideal: 4 faculty Minimum: 3 Stipulations: none
Subject Pool Ideal: 3 faculty Minimum: 3 Stipulations: members should be users of the subject pool	Public Relations Ideal: 6 faculty Minimum: 6 Stipulations: dedicated Chair	Teaching Evaluation Ideal: 6 faculty Minimum: 5 Stipulations: Needs 5 members in fall, winter and summer terms.

All committees will also contain:

1. One graduate student, selected by students in the Graduate Program of the Department.
2. One undergraduate student, selected by students in the Major and Honours Programs of the Department.

Vacancies of academic staff are filled by the Head after consultation with the Chair of the committee, except for the Chair, who is replaced through the nomination/election procedure.

Vacancies of undergraduate and graduate students are filled by UPSA and GASP, respectively.

6.6.1. Curriculum and Instruction Committee

A. Responsibilities

1. Academic - Curriculum

- a. To make recommendations to the Department Council regarding all proposals for changes in the Department's undergraduate, honours and graduate curricula, including changes in existing programs and courses, and the introduction of

new ones. The Chair of the Committee will request Introduction proposals in the spring of each year for new courses and for discussion of the deletion of courses not offered for more than 5 years. The Chair will seek a University of Manitoba Libraries statement for any course proposals submitted to aid introduction in the following Calendar year. All proposals for such changes, made by members of the Department Council, shall proceed to the Department Council through this committee. Introduction, Modification and Deletion forms, once approved by Department Council, will be provided to Department of Psychology administrative Staff for scheduling and advising purposes at the same time they are submitted to CPAC.

- b. To act as the central body coordinating liaison concerning Psychology-related courses with other departments, schools and faculties. Ad hoc committees formed to maintain liaison with these other bodies will report to the Department Council through this committee.

2. Academic - Instruction

- a. To be responsible for reviewing whether the sections of PSYC 1200 are dealing with the content, and fulfilling the objectives of the course as agreed upon by the Department Council.
- b. To consult with individual instructors teaching PSYC 1200 who are not fulfilling the course objectives and recommending to the instructor and Head appropriate actions.
- c. To review, together with the instructors of all multi-section courses, the content and objectives of these courses to see that they are in accord with those agreed upon by Department Council.
- d. To consult with individual instructors teaching a course section who are not fulfilling the course objectives and recommending to the instructor and Head appropriate actions.
- e. To serve as a channel of communication in instances where any course offered by the Department is not fulfilling the objectives as approved by the Department Council.
- f. To make recommendations to the Head, through the Department Council on matters of class size, mode of instruction and optimal utilization of instructors and teaching assistants.

3. Administrative
 - a. At the request of the Head, the Committee will be responsible for, or will delegate responsibility for, the control, review of appropriateness, development and acquisition of instructional aids used in the Department.
 - b. The Chair of the Committee will represent the Department on the Course and Program Approvals Committee (or its equivalent) of the Faculty of Arts. At least one faculty member from this committee will also serve on the Teaching Evaluation Committee.

Approved by Department Council on December 3, 1979; November 18, 1983; April 5, 1994, May 23, 2001; Nov. 21, 2005; March 26, 2010.

6.6.2. Examination and Evaluation Committee

- A. Responsibilities
 1. To receive and recommend action to the Head or Associate Head on appeals arising from: (a) degree program regulations, (b) graduate and undergraduate course requirements, (c) annual evaluation of graduate students, (d) advisory committee evaluations of graduate students, (e) preparation of theses, (f) conduct of candidacy exams, and (g) matters not already covered in Department, Faculty or University policies.
 2. To recommend to the Head, the Associate Head, Department Council, or Department committees policies and procedures arising from: (a) examinations and grading practices in the Department, (b) matters with implications for appeals, (c) annual evaluations of graduate students, (d) advisory committee evaluations of graduate students, (e) preparation of theses, (f) conduct of proposals and final oral exams of theses, and (g) conduct of candidacy exams.
 3. To maintain close liaison with the Associate Head regarding the administration of (a) the annual evaluation of graduate students, (b) advisory committee evaluations of graduate students, (c) conduct of proposal and final oral exams of theses, and (d) conduct of candidacy exams.
 4. To maintain close liaison with the Grade Appeals Committee regarding appeals on grades.
 5. To maintain close liaison with other Department and Faculty committees regarding the effectiveness of Department policies, procedures, and practices of evaluation.

B. Procedures (See Section 11.5.3)

C. Final Grades Review Sub-Committee

A. Responsibilities

1. To receive and review the distribution of grades in all academic courses at the end of each term, following submission of tentative grades by Department instructors.
2. To recommend changes in the grade distribution of individual courses to the Head, especially as these relate to multi-section courses.
3. To recommend changes in Department grading practices to Department Council, especially as these relate to multi-section courses.

Approved by Department Council on April 5, 1994; Nov. 21, 2005.

6.6.3. Grade Appeals Committee

A. Responsibilities

1. To receive and arrange for hearing, investigating, considering, and deciding on student appeals against term work and final grades in undergraduate and graduate courses.
2. The Committee will not hear appeals or evaluations of candidacy examinations, theses, oral examinations of theses, or any other evaluation not related to courses. These are typically referred to the Examination and Evaluation Committee.
3. Evaluation of appeals must be consistent with the most recent edition of Regulations for the Academic Evaluation of Student Course Work, Responsibilities of Academic Staff to Students, and other applicable Department, Faculty, and University policies.

B. Procedures

1. Appeals against term work or final grades must be initiated by the student as prescribed in Senate Regulations.
2. Appeals received by the Head that request a grade change will be sent directly to the course instructor for evaluation. The Head will request the instructor to return the appeal together with a written report of his or her response, including the rationale.
3. If the appeal is based on the possibility of a calculation or recording error, and if the

instructor agrees with the student that there was a calculation or recording error, and if the instructor makes an appropriate grade change, then the appeal need not be forwarded to the Grade Appeals Committee. Any other appeal received by the Head, along with the written response of the instructor involved, will be forwarded to the Chair of the Grade Appeals Committee.

4. The Grade Appeals Committee will ensure the Senate Regulations have been followed in considering the appeals. If the appeal warrants further examination, additional information may be requested from the instructor and from the student. When the Grade Appeals Committee considers it appropriate to re-evaluate term work, a final examination, or other related materials, the Committee will identify one other instructor whom it considers to be appropriately qualified and appropriately impartial. The Chair of the Committee will ensure that such a person is acceptable to the instructor of the course, and will then request that the other instructor provide to the Committee an independent assessment of the basis for the appeal.
5. The quorum for meetings of the Grade Appeals Committee will be three members.
6. After considering all relevant information and reaching a decision, the Grade Appeals Committee will forward its decision (including the rationale for the decision) to the Head, with a copy to the instructor whose grade was appealed.
7. If no change of grade is recommended, the Head will forward the response to the Student Records Office, with a copy to the instructor. If a change of grade is recommended, the Head will forward the response to the student's home Faculty, with a copy to the instructor.

Approved by Department Council on April 5, 1994; Nov. 21, 2005.

6.6.4. Graduate Admissions and Financial Support Committee

A. Responsibilities

1. Financial Aid, Scholarships
 - a. To recommend policy to department council regarding the distribution of financial aid and scholarships.
 - b. To recommend to the Head an assessment of applicants for scholarships and fellowships.
 - c. To monitor in accord with Department policy the financial aid received by students, including aid from sources not under this committee's jurisdiction.

- d. To hear appeals of students not successful in scholarship competition.
2. Admissions
 - a. To recommend policy to Department Council regarding admission of students to graduate programs and courses.
 - b. To oversee the admissions process including the distribution of information, correspondence, maintenance of applicant's files, and assessment of applicants in accord with department policies.
 - c. To hear appeals regarding admissions procedures and decisions.

Approved by Department Council on Dec 3, 1979; November 18, 1983; April 5, 1994; Nov. 21, 2005.

6.6.5. Local Animal User Committee (LAUC)

A. Reporting Lines

The Committee will report to the Head of the Psychology Department on its managerial responsibilities and through the Dean of the Faculty of Arts to the University of Manitoba Senate Animal Care Policy Committee about policy matters.

B. Responsibilities

1. To meet at least twice per year;
2. To uphold current standards of ethical use and maintenance of animals as defined by the Canadian Council on Animal Care, the University Policy on Animal Care, and the Canadian Psychological Association, that are conducted under the auspices of the Department of Psychology (i.e., any activity which uses the Department's facilities or name);
3. To make recommendations through its reporting lines on equipment maintenance and repair, and staffing requirements for the Psychology Animal Holding Facility;
4. To provide advice and direction to animal users regarding protocol preparation and implementation;
5. To assess scientific merit of protocols not reviewed by a granting council/agency;
6. To assess the merits of instructional protocols;

7. To review appeals of a negative review of scientific or instructional merit;
 8. To provide an annual written report to the Dean of the Faculty of Arts and Associate Vice President (Research).
- C. Procedures (see Section 9.3)

Approved by Department Council November 4, 1996; Nov. 21, 2005.

6.6.6. Nominating Committee

A. Responsibilities

1. To prepare a slate of staff nominees for Department committees consistent with the terms of reference of these committees and with any applicable Department By-Laws.
2. To present the above slate of nominees to a meeting of Academic Staff With Faculty Rank for election.
3. For each committee for which a Chair is not elected by academic staff, the Nominating Committee designates a convener from among those academic staff nominated for the committee. The convener is required to organize an initial meeting of the committee within a period of time sufficient to adequately discharge the responsibilities of the committee.

B. Procedures

1. Nominations are submitted by the Nominating Committee as well as through floor nominations at a special meeting of Academic Staff With Faculty Rank called by the Head in April or May. Nominations are ended by consent at the meeting.
2. Elections are initiated at the same meeting as the nominations.

Approved by Department Council on April 5, 1994; May 30, 1994; Nov. 21, 2005.

6.6.7. Public Relations Committee

A. Responsibilities

1. To coordinate the publication of a departmental newsletter at least once a year.

2. To organize fundraising activities in order to solicit contributions to Endowment Funds associated with the Department.
3. To coordinate other items pertaining to the Department that would effect positive departmental publicity.
4. To acquire and maintain an archive of material relevant to the historical development of psychology in the Department, the University, and the Province.

Approved by Department Council on April 29, 2003; Nov. 21, 2005; May 1, 2006.

6.6.8. Research and Scholarship Committee

A. Responsibilities

1. To seek and recommend appropriate means and policies for the advancement of research and scholarship in the Department.
2. To liaison with the libraries and the Faculty Library Committee. It shall review and make recommendations on the allocating of book funds and in the formulation of general policy for the long-range development of library resources for instruction and research.
3. To recommend policy on the use of human subjects for research in the Department or in the name of the Department.
4. To promote and facilitate (e.g., through publicity, technical assistance, and advice) the acquisition of external research funding in the department.
5. To hear appeals of decisions by the Departmental Animal Care Committee.
6. To make recommendations on, develop and oversee the administration of the Department's program of visiting speakers, colloquia, and forms of internal scientific exchange.
7. To make recommendations to the Head on policy regarding the distribution of computer time and related matters and to facilitate liaison with the Computer Centre.
8. To select the annual recipient of the Vineberg Research Prize and other awards of a scholarly or research nature.
9. To recommend on the development of scholarly and instructional exchanges with other universities.

Approved by Department Council on December 3, 1979; November 18, 1983; April 5, 1994;

May 23, 2001; Nov. 21, 2005.

6.6.9. Rules and Procedures Committee

A. Responsibilities

1. To receive and rule on questions of procedure related to the practices or actions of all Department committees and Department Council.
2. To recommend to Department Council changes in the terms of reference of Department committees or the procedures of these committees where the procedures or terms of reference are not clearly interpretable or where they fail to conform to Department or Faculty guidelines.
3. To be responsible for updating Department rules and procedures, for integrating them into the Department Manual, and for making the Manual available in current form to staff and students, including the Departmental web site.

Approved by Department Council on April 5, 1994; May 23, 2001; Nov. 21, 2005.

6.6.10. Subject Pool Committee

A. Responsibilities

1. To oversee and coordinate all aspects of the Subject Pool.
2. To deal with complaints regarding misuse of the Subject Pool or problems arising from procedures for utilizing the Subject Pool.
3. To structure and coordinate tests on research methodology to be used as substitutes for the participation requirement.
4. To periodically review the operation of the Subject Pool and to recommend changes in the guidelines and procedures related to the Subject Pool.

B. Procedures

1. The Chair of the Subject Pool Committee will:

- a. advertise annually in late August to researchers the procedures for accessing the Subject Pool.
 - b. make instructions regarding the Subject Pool available to all new PSYC 1200 instructors in late August.
 - c. make available in August to all PSYC 1200 instructors copies of the Outline of the Human Participant Requirement.
 - d. determine in early August the final number of participant hours required of students in the Participant Subject Pool and notify instructors and researchers of this number of hours.
 - e. coordinate the Intersession and Summer Session Subject Pools and the assignment of hours to researchers within these pools.
 - f. coordinate the structuring and administration of tests used as substitute for the participation requirement.
 - g. report to the Head any violation of procedures regarding the Subject Pool.
 - h. coordinate periodic reviews of the operations and procedures of the Subject Pool.
2. The Subject Pool Coordinator will:
- a. coordinate access of researchers to sections of PSYC 1200 to guarantee that all researchers accessing the Pool have ethical review clearance and that all sections of PSYC 1200 have equal access to experimental credits.
 - b. assist the Chair of the Subject Pool Committee in coordinating the activities and periodic reviews of the Committee.

Approved by Department Council on May 17, 1989; April 5, 1994; May 23, 2001; Nov. 21, 2005.

6.6.11. Teaching Evaluation Committee

A. Responsibilities

1. To coordinate the administration of the Teacher Rating Form.
2. To monitor and evaluate the general teacher assessment procedures of the Department

and to recommend improved procedures where these are deemed appropriate.

3. To provide assistance to those instructors who request assistance on teaching evaluation.
4. Administer the *Department of Psychology Teaching Award* (see Section 8.9).

Approved by Department Council on December 3, 1979; November 18, 1983; May 30, 1991; April 5, 1994; May 23, 2001; November 21, 2000; June 18, 2007; November 9, 2009.

7. ADMINISTRATIVE POLICIES AND PROCEDURES

7.1. Department Operating Policies

This section contains the administrative policies that have evolved in the department.

7.1.1. Supplies

The Department will continue to provide supplies for teaching and administrative purposes, but will be restricted in the extent to which research can be supported.

Students can obtain supplies from the office for their personal use but will be charged accordingly.

7.1.2. Film Rentals and Purchases

In recent years the policy for renting and purchasing films has been as follows:

- A. The staff member provides a written request to the Department Head for films he or she wishes to rent or purchase in the coming year (where possible the rental and transportation charges should be included).
- B. The Department Head will notify the staff member as to which films can be ordered (this will be restricted solely by cost).
- C. It is the staff member's responsibility to arrange with the Distribution Group for viewing the film once Departmental approval is received.

The Department will advise all staff members of incoming films should they wish to view the film or show them to their classes.

7.1.3. Postage

The Department will continue to pay for the postage of Department related mail. Any personal mail without postage affixed that is left in the General Office for mailing will be returned to the sender.

Head's policy circa 1980. Revised April 5, 2000.

7.2 General Office Procedures

- 7.2.1. Work submitted over the counter to the office assistants in the General Office should generally be accompanied by a Job Requisition Form (JRF). On this form the submitter will be expected to provide certain information, including the date and time of job submission, the job priority (according to certain criteria), when

the job should be completed, any special instructions, and a phone number where the submitter can be reached for questions.

- 7.2.2. The submitted work and accompanying JRF should be placed in the work drawer conveniently located in the General Office. The office assistants will select work according to departmental priorities. Work that is not accompanied by a JRF, or completed improperly, will generally be returned to the submitter. Work submitted through E-Mail will be printed and a JRF filled out by an office assistant using the information provided. If this information is clear, it will be placed into the work queue. However, if the information needs clarification, the job will be put on hold, and the staff member will be informed of the problem through E-Mail.
- 7.2.3. Three working days should generally be permitted to complete the task. Most often, especially for small requests, the turn-around time will be faster than this requested lead time.
- 7.2.4. Access to the General Office will be permitted only for academic, support staff, and lecturers in Psychology. Other individuals wishing to retrieve examinations, supplies, or related materials, or engage in any other type of transaction involving materials, literature or information in the General Office must conduct their transactions with one of the departmental office assistants over the counter that separates the throughway in the General Office area from the office assistants' work station in P404DR.
- 7.2.5. All memoranda to academic staff should be circulated through E-Mail.

Approved by Department Council on May 31, 1994; April 5, 2000. Head's information June 15, 2005.

7.3. General Office Priorities

The General Office will continue to provide the following services to staff members and sessional instructors (prioritized as to importance):

- 7.3.1. Examinations (includes PSC exams) - the staff in the General Office requests that examinations be left for electronic processing at least 3 working days prior to the exam date.
- 7.3.2. Grant Applications.
- 7.3.3. Administrative work (committee typing, etc.)
- 7.3.4. Course outlines and course work
- 7.3.5. Staff memoranda
- 7.3.6. Correspondence/dictaphone
- 7.3.7. Research related work

- 7.3.8. Research manuscripts
- 7.3.9. PSC course work and correspondence

- 7.3.10. Photocopying

- 7.3.11. Collating and stapling

- 7.3.12. Other secretarial duties

Head's policy circa 1980. Revised April 5, 2000.

7.4. Computer Accounts

All staff and students can go through Aclaimid@ to get a computer account on the University network.

- 7.4.1. Staff can claim:
 - ccu (Unix account for Internet and Mail)
 - cns (Novell netware account)
 - ins (Instructional server)

- 7.4.2. Students can claim:
 - A. ccu (Unix account for Internet and Mail)
 - B. ins (Instructional server)

- 7.4.3. To claim a userid, staff and students can access the following claimid:
Go to Web page: <http://www.umanitoba.ca/acn/> and claim an account.

Head's information April 5, 2000; June 15, 2005.

7.5. Computer Lab, Electronics Workshop, and Stores

- 7.5.1. The Computer Lab is located at P210 Duff Roblin with hours of operation from 8:30 a.m. to 5:30 p.m. The Computer Electronics Workshop is located at P147 Duff Roblin with hours of operation from 8:30 a.m. to 4:30 p.m.

Departmental technicians are available to provide staff and graduate students with advice and service, computer and network support, design of electronic interfaces, and maintenance and repair of equipment and systems used in teaching and research.

- 7.5.2. Computer/Electronics Job Requests

Requests for jobs can be directed to any of the departmental technicians. If the job falls into *Category iv* (see below), the technician will complete a *Job Requisition Form* in consultation with the individual making the request. The job will then be prioritized with other *Category iv* jobs by the Technical Administrator on a first-come basis. The Technical Administrator will contact the individual requesting the job and provide an estimate of when it will be completed.

Jobs will be prioritized as follows:

A. Emergency

For example, breakdown of office printers, network failure, Microcomputer Laboratory (P210) computer problems.

B. Urgent

For example, a single user cannot log in or a workstation does not boot or print. Note: problems using or installing a program do not fall in the urgent category.

C. Quick Fix Jobs

These are defined as individual requests that take virtually no time (45 minutes or less) and can be responded to without disrupting the overall priorities. For example, problems that can be dealt with over the phone or simple coaching of users about a program. If it appears that a request for a *Quick Fix Job* will take longer than the time indicated above, the technician must complete a *Job Requisition Form* and have the request prioritized with other *Category iv* jobs.

Head's information April 5, 2000; June 15, 2005; November 21, 2005.

D. Software/Hardware Development

For example: teaching software development; network development; research laboratory hardware/software development; repairing computers, monitors or printers; installation of software.

- 7.5.3. The Psychology Stores is located at P131 Duff Roblin with hours by appointment. Stores is the facility for the maintenance and control of the Department's equipment. All equipment purchased by the Department or by staff is entered into the Department's inventory and tagged with a Department/University inventory number. The stores person records to whom the equipment is allocated and where it is being kept. Unallocated equipment is kept in stores and is available for use by staff and students. Access to the Shop can be made available and tools may be signed out from Departmental Technical Staff.

Head's policy circa 1980. Revised May 5, 1998; April 5, 2000; June 15, 2005; April 29, 2007.

7.6. Equipment Allocation

The Dean of Arts may provide funds to the Department for capital expenditures. Individual staff members may also choose to have other funds allocated to the Department. From both sources of funds the Head may purchase equipment for the Department. Once purchased, this equipment will be allocated by the Head to a staff member, laboratory or other unit of the Department. However, all such items of equipment still belong to the Department and are allocated only on a "loan" basis. Accordingly, one of two Agreement forms will be signed by the recipient of the "loan". The first form is to be completed by recipients of Departmental equipment which was purchased from funds NOT produced by the recipient. The second form is to be completed by recipients of Departmental equipment which was purchased from funds produced by the recipient.

Head's policy circa 1983. Revised April 5, 2000; June 15, 2005.

7.7 Classroom Equipment Procedures

Instructors are responsible for testing classroom equipment and software prior to the start of each class. This will assure the instructor that the equipment and software are ready for class use. An emergency laptop containing teaching software is available in the general office as a backup.

Head's policy April 29, 2007.

7.8. Fax Policy

Faxes for departmental business (teaching, non-funded research, and service) or personal matters will not be charged to staff or students.

Head's Policy 1994, Revised April 5, 2000; April 29, 2007.

7.9. Office Change Policy

At the prior request of individual staff members or by decision of the Head, staff offices may be reassigned at the beginning of a fiscal year. The order of reassignment of offices will be based on the following criterion:

The staff member desiring an office change with the most senior rank will be given first choice. Within rank the person with the most number of years at the U. of M. will be given preference; in the case of ties, lots will be drawn to determine who gets next choice.

Prior to widespread office reassignment, a notice will be distributed to all academic staff, so they may indicate their interest in changing offices. Switching or trading offices with the consent of the Head and parties concerned may occur at any time of the year.

Head's policy circa 1983. Reviewed April 5, 2000

7.10. Departmental Photocopy Policy

7.10.1. Categories of Photocopying

A. Departmental photocopying consists of:

1. examinations;
2. course outlines and handouts (e.g., graphs, tables illustrations, etc., but excluding articles, book chapters, and other lengthy material);
3. administrative documents (thesis announcements, committee memos, letters of recommendation, promotion and tenure information, etc.); and
4. grant proposals.

B. Administrative photocopying consists of photocopying by the Head, Associate Heads, the Director of Clinical Training, the Director of the Psychological Service Centre, and the Administrative Assistant. (The photocopying is directly related to their duties.)

C. Research photocopying consists of research-related photocopying by anyone who has signing authority for a research grant.

D. Individual photocopying consists of photocopying by faculty of professionally-related material for their personal use and not covered under 1-3 above. This includes professional correspondence, articles, book chapters, questionnaires, etc.

7.10.2. Procedures

A. The Department pays for photocopying except when copying material is related to a grant. In this case, the grant holder must reimburse the department for such copying. Photocopying must be paid for within one month from the date of invoicing. Failure to do so may result in withdrawal of photocopying privileges, at the discretion of the Head.

B. Departmental photocopying may be submitted to the general office on a Job Requisition Form (JRF). Normally, support staff will photocopy using the Department code.

C. Individual photocopying may also be submitted to the general office on a Job Requisition Form (JRF).

D. All photocopying expenses by graduate students must be paid by the student.

- E. Undergraduate students should be directed to the photocopiers available in Dafoe Library or other locations on campus.
- F. The cost/page of photocopying is calculated at the rate in effect at the time the photocopying was done.
- G. Exceptions to this policy may be granted at the discretion of the Head.
- H. This policy will be reviewed periodically by the Head.

Head's policy announced October 27, 1999. Revised April 5, 2000.

7.11. Psychology Research Space and Carrel Assignment

7.11.1. General

The Departmental Administrative Assistant serves as space officer for the Department. The responsibility of the space officer will include the assignment of space to staff members and the monitoring of the current need for and use of available space. All requests for space should be made through the space officer, and the space officer must be notified immediately when a study is finished or a room is no longer in use.

7.11.2. Research Space

The Department recognizes the need for flexibility in the assignment of research space. Some research rooms need to be associated with a research program on a continuing basis, while other rooms are required for projects of a year or less in duration. Nevertheless, research space will be allocated on an annual basis with requests occurring in August for ongoing space or as the need arises.

The Department maintains four categories of research space:

- A. Space that is reserved by the Head for educational research operations of the Department (rather than specific staff members). Departmental laboratories, rooms for graduate and undergraduate demonstrations, grant-supported research areas, etc. fall under this category. The Head is responsible for their use (including who will manage these areas for the Department).
- B. Space that is assigned on a one year basis for an ongoing research program of a staff member or a student of a staff member.
- C. Space that is assigned on a short-term basis for a single study only (floating space).

- D. Space that is set aside for future use on a short or long term basis pending allocation of support from a funding agency. Before funds are allocated, the space officer may assign the space or short term studies; after funds are allocated, the space will be reclassified into category A.

Space in category C will be assigned no more than two weeks before the researcher is ready to begin data collection and must be vacated within one week of the end of data collection. Those managing category A and D space or assigned category B space must be agreeable to occasional use of the space by others when the space is not in active use. Such "interim use" will be scheduled by the Head for category A and D space and by the assignee for category B space. At least 20% of the research rooms of Duff Roblin will be maintained in category C.

Academic staff are to request space for both their own research and that of their students. Staff are responsible for monitoring the appropriate use of space assigned to them. Research rooms will not be assigned solely for the storage of equipment or data; nor are research rooms to be used primarily as offices or study space (although experimenters may use the rooms for study purposes when subjects are not scheduled).

7.11.3. Carrel Space

Students desiring carrel space are required to complete an application form and submit it to the Administrative Assistant. Carrel space will normally be assigned on the following priorities: (a) Grader/Marker and/or Teaching Assistant; (b) Full-time Ph.D. student (maximum 4 years); (c) Full-time M.A. student (maximum 2 years); (d) Pre M.A. student (maximum 1 year); (e) Occasional student (maximum 1 year); (f) student holding a fellowship, scholarship, or award; or (g) other (maximum 1 year). The Department reserves the right to monitor the use of carrel space and to reassign any space which is not being used on a regular basis, or is being used improperly. Carrel space will normally be assigned on an annual basis in September. Head's policy circa 1980. Revised April 5, 2000.

7.12. Telephone Policy

The telephone policy for the Department of Psychology is as follows:

Telephones are provided for the use of all staff. Telephone use in a staff member's office is the responsibility of the staff member.

7.12.1. Academic and Administrative Office, Research Rooms and Classrooms

- A. Academic and administrative staff offices will have a single telephone line.
- B. Staff members may submit a written request to the Head for a private line in their category B research space with agreement to pay all costs associated with that line (including costs associated with installation, subsequent de-installation, monthly rental, long distance, and voice mail). If the staff member requires the phone for clearly educational reasons with substantial use on a regular basis, the

Head may approve the Department's covering the entire cost of the telephone. Otherwise, the staff member will be required to cover all costs associated with the line as summarized above.

- C. No Category C or D space will have telephones.

7.12.2. Clerical, Technical, and Student Areas

- A. Clerical and technical staff will have telephones as approved by the Head.
- B. No student rooms will have a telephone.

If the call is for a staff member's own research, then it need only have the number called and the staff member's grant number. Private long distance calls from staff phones must be charged to the staff member's home phone at the time the call is made.

At the end of each month an audit on long distance calls is made. Charges are then processed to the appropriate budget, grant, or individual.

Head's policy circa 1980. Revised April 5, 2000; June 15, 2005; April 29, 2007.

8. POLICIES ON ACADEMIC STAFF**8.1. Annual Activity Report for Academic Staff Members**

This confidential report is to be submitted on the approved form with a copy of the **current curriculum vitae** to the Department Head by all full-time academic staff (including full-time sessionals) by 31 January each year. Information and material on activities during the period 1 January to 31 December of the preceding calendar year is to be included as well as information on research and scholarship during the preceding 5-year period.

The purpose of this report is:

- 8.1.1. consistent with the Faculty's policy on Faculty Development, to be the basis of feedback, encouragement, and advice that may lead to the improvement of the faculty member's performance in teaching, research, and service;
- 8.1.2. to support better recognition of meritorious performance in teaching, research, and service;
- 8.1.3. to provide a consistent degree of accountability, both internally and externally;
- 8.1.4. to provide a database for the Faculty of Arts' research profile, and for an improved system of public relations.

Approved by Department Council May 29, 1995; January 24, 2008.

8.2. Hiring Policy

8.2.1. As required by the latest Collective Agreement (sections 18.B.2.1 and 18.B.2.2.1, 2, 3, and 6), Departmental staff with faculty rank, meeting in committee, shall recommend to the Dean the priorities and procedures whereby candidates shall be sought, assessed, and recommended for appointment. Departmental staff with faculty rank, meeting in committee, shall also recommend to the Dean a list of five persons nominated to serve on the search committee. The final committee shall be advisory to the Dean, and the Dean or his or her delegate shall be the non-voting chairperson of the committee. Wherever possible, there shall be at least two persons of each gender on each search committee, although there shall always be at least one person of each gender (exclusive of student participation).

8.2.2. As required by the Faculty of Arts Hiring Procedures and Protocol (October 17, 2005), the Head of the Department is responsible for the election of the five people to be nominated to serve on the search committee. The Head will also arrange for the election (from their respective constituencies) of one graduate and one undergraduate student to serve on the committee, although committees may function in the absence of student representatives. The Head should make sure that each of the nominees is willing and able to serve. The Dean will appoint one or two additional faculty members to the committee (or on occasion even more members), and will try to ensure equity considerations are addressed in the final composition of the committee.

8.2.3. As required by the Department of Psychology, the process will be accomplished through ballots distributed and

completed at the meeting of staff with faculty rank. Ballots for the nomination process will list faculty members by the area in which they hold the most graduate student allotments. Faculty members whose area of highest allotment cannot be determined (due to tied allotments) will be consulted by the Head before the meeting to settle which area will be assigned for each nomination process. At least two, but no more than three, of the five staff nominated to serve on the search committee shall be members of the admissions area(s) focused upon in the hiring; of the remaining nominees, no more than two shall be members of the same admissions area. If possible, at least one of the students recommended to the Dean shall be from the admissions area(s) focused upon in the hiring; and if possible, no student shall have his or her Advisor as part of the five staff nominated to serve on the search committee. Selection of the student representatives will, therefore, occur after faculty nominations.

8.2.4. Procedures describing additional steps in the process include position advertisement, review of applicants, visits and presentations by short-listed applicant, faculty and student feedback on the visits, final recommendation of the search committee, Dean's decision, possible letter of offer, and announcement of possible acceptance (see Faculty of Arts Hiring Procedures and Protocol, October 17, 2005).

8.3. Hiring Initiatives

8.3.1. When a faculty position is being sought, a review committee will make a recommendation to a meeting of *Academic Staff with Faculty Rank* on Employment Equity Fund, Program Development Fund, and other opportunistic hiring initiatives involving baseline positions.

8.3.2. On receipt of applications for Employment Equity Incentive Fund, Program Development Fund, and other opportunistic hiring initiatives, a review committee will be set up by the Head. The committee will consist of the faculty members on the Executive Committee and at least one additional tenured faculty member representative of an appropriate under represented group (women, visible minorities, aboriginal peoples, and persons with disabilities). In cases where the application requests a baseline position for a specific individual, the process of reviewing the performance of this individual will include requesting comments from faculty and students.

8.3.3. If more than one application is recommended for a competition, the review committee will recommend a ranking of applications to *Academic Staff with Faculty Rank*.

Approved by Academic Staff with Faculty Rank on June 4, 1996; May 2, 2007; June 18, 2007.

8.4. Policy on Review of Untenured Faculty Performance

8.4.1. The annual review of untenured faculty (probationary, full-time term, and full-time sessional) will be conducted by the tenured faculty members of the Executive Committee, plus one additional tenured faculty member selected by the person being reviewed, if they so choose. This committee shall include, and be chaired by the Head of the Department.

8.4.2. The individual's *Annual Activity Report* and current *curriculum vitae* (see Department of Psychology policy on

Annual Activity Reporting) will be provided to the *Head*. Individuals can submit additional material, for example, student/teacher course evaluations, reprints, etcetera.

- 8.4.3. The Head will prepare a memorandum summarizing the comments of the *Committee* on each of the three major areas of performance; teaching, research, and service. After the *Committee* has reviewed this memorandum, it will be sent to the faculty member. The faculty member may reply to the memorandum in writing. The memorandum from the *Head* and any written response from the faculty member will be retained in the faculty member's departmental personnel file for a period no longer than six years.
- 8.4.4. The Head will meet with each faculty member to discuss the memorandum and the faculty member's goals and objectives for the period until the next review.

Approved by Department Council on May 28, 1996; December 13, 2000.

8.5. Adjunct Professors

These policies are intended to be supplementary to the Policy on Adjunct Professors at the University of Manitoba developed by the faculty of Graduate Studies.

8.5.1. Initiating an Appointment Recommendation

Requests to review a candidate for an adjunct professorship must be initiated by a recognized and duly constituted Department of Psychology admissions area. The Department accepts no direct applications for adjunct professorships from other than Departmental admissions areas. Interested persons are to be instructed to contact any member of those admissions areas appropriate to their interests. If an area decides to initiate and recommend an adjunct professorship, the initial action should take the form of an informal meeting between the Coordinator of the admissions area and the Head to outline the reason for the appointment and the qualifications of the proposed candidate. The Head may then request a formal application, including a curriculum vitae and other supporting documents.

8.5.2. Review Procedures

Review of adjunct professor applications shall follow procedures similar to those for hiring new staff members. The Head, in consultation with the Executive Committee, will strike a Review Committee of 3-5 members of Department Council to assess the Admission Area's adjunct application and recommend to Department Council on the appointment. Application materials will be on file in the main office of the Department and available for review by any member of Department Council.

8.5.3. Criteria and Responsibilities.

- A. The admissions area must specify in its nomination of a candidate for an adjunct professorship a clear set of functions that the person will perform in support of the graduate

teaching and research functions of the Department. These functions must include:

1. Contributing to graduate teaching on a continuing basis and/or
 2. Acting as adviser, thesis supervisor, or advisory committee member for a currently enrolled student.
- B. Adjunct professor nominees normally must have the equivalent of a doctoral degree in Psychology. This requirement recognizes that adjunct professors are members of the Department of Psychology within the Faculty of Graduate Studies; however, it makes provision for exceptions that may arise due to the special expertise that persons from related disciplines may bring to a particular student's program.

The nominee should be involved in a program of research and scholarly activities. Scholarship will be judged by research grants, publications and other scholarly contributions to the profession. Normally the appointment will bring expertise to the programs not already in the Department, although the Department may wish occasionally to appoint individuals who are eminent scholars in an area already represented by its staff.

8.5.4. Status, Rights, and Privileges

The points outlined below are in addition to those listed in the Faculty of graduate Studies regulations.

- A. Adjunct professors will be considered members of the existing admissions area(s) that requested and recommended their appointment.
- B. Adjunct professors will not count toward the minimum number of staff needed to form an admissions area.
- C. Adjunct professors will not change the student admissions entitlement of an admissions area.
- D. The number of psychology graduate students that an adjunct professor may supervise as Advisor shall be limited to two at any one time with co-supervision counting as 0.5 students.

Approved by Department Council on March 19, 1992; December 8, 1994; May 9, 2005.

8.6. Senior Scholars

8.6.1. Preamble

The Department of Psychology, through appointment of Senior Scholars, recognizes the significant contributions made by its academic staff during their pre-retirement years. The Department views the

appointment of Senior Scholars to serve two major functions: First, it provides professors who have made significant contributions to the Department a period of continued association and privilege after their retirement. Second, it ensures that the Department of Psychology will continue to benefit from the productivity of members of the Department after their retirement. This departmental policy supplements University of Manitoba Policy 712: *Senior Scholar*.

A. Appointment Procedure

1. An appropriate application will be submitted to the Head at least six months prior to the desired effective date of the appointment. The Head may initiate contact with a prospective appointee to explore the desirability of the person submitting an application.
2. The Department shall accept no direct application for appointment as Senior Scholar from other than the prospective appointee. The Head, in consultation with the Executive Committee, will assess the application.

B. Appointment Criteria

The criteria for assessing an applicant will be the individual's past productivity as well as potential contribution to the Department as revealed in a written plan submitted to the Head by the applicant covering the activities to be engaged in during the term of the application. This plan should cover such activities as teaching, research and clinical supervision, research, University service, and the practice of the applicant's specialty as a psychologist. The application must include the desired length of the appointment (1 to 3 years).

C. Rights and Privileges

1. During the appointment, Senior Scholars shall have access to secretarial assistance and other academic support services available to full-time academic staff, including secretarial and phone message-taking services, a telephone, a mailbox, photocopy allocation, and computer support. When the appointment begins immediately after retirement, the Senior Scholar will normally maintain the same office as held during the last pre-retirement year for a period of 6 months. At the end of the initial 6-mos period, an office assignment will be made, in consultation with the Head, taking into account the needs of the Senior Scholar, departmental needs, and Faculty of Arts priorities for assigning office space.
2. Senior Scholars shall be considered the same as full-time academic staff in being members of Department Council and in being eligible for nomination to Departmental committees as well as membership on Arts and other University committees. Senior Scholars shall not count toward the minimum number of staff needed to form an admissions area and shall not admit graduate students.

3. Senior Scholars shall be considered the same as full-time academic staff in being eligible for teaching, research and clinical supervision, and other such activities as well as for appointment to the Faculty of Graduate Studies for such designated activities as teaching, serving as Advisor and serving on advisory committees. Such appointments would fall under the normal procedures of that Faculty.
4. Senior Scholars shall have the same rights as other academic staff in applying for research space.
5. Senior Scholars shall be considered the same as full-time academic staff in being eligible to engage in the practice of the individual's specialty as a psychologist at and through the University of Manitoba.

8.6.2. Reappointments

A. Appointment Procedure

The procedure for reappointing Senior Scholars shall be the same as that used for the initial appointment.

B. Appointment Criteria

The criteria for reappointment shall be the same as that used for the initial appointment, except that consideration shall also be given to the applicant's fulfilment of the plan submitted prior to the last appointment.

Approved by Department Council on October 28, 1992.

8.7. Teaching Responsibility Guidelines

8.7.1. Preamble

The Faculty of Arts in January of 1993 required every department in Arts to submit to the Dean for approval its own discipline-specific teaching responsibility policy within six months. These department policies are intended to supplement the Faculty policy but must be consistent with it. In addition, they must address certain issues identified in the Faculty policy (e.g., minimum class sizes). Therefore, Department Council is again faced with formulating its own teaching responsibility policy. What follows is based on the previous Department policy.

8.7.2. Procedures

In the Fall Term, the Head requests submissions from individual academic staff members regarding their teaching preferences for the next academic year. Normally, each member submits a request that would constitute a full teaching responsibility of 15 credit hours per academic year. This definition of a full assignment assumes a normal research responsibility under the Collective Agreement. However, in exceptional circumstances, an academic staff member may opt annually for a teaching responsibility of 18 credit hours and a reduced (not eliminated) research responsibility. In addition, each member provides information relevant to his or her request for teaching responsibility reductions as outlined below.

The Head then develops the timetable in consultation with the Associate Heads, the Director of Clinical Training, and the Director of the PSC. Department needs and priorities are the primary determinants of the courses, numbers of sections of courses, enrolment limitations, and scheduling of courses to be offered in the next academic year. However, the Head strives to accommodate individual preferences as much as possible.

In allocating teaching responsibilities, it is important that the information available to the Head be as complete as possible. In considering any individual teaching request, the Head may refer to public documents (e.g., the Faculty of Arts Publication Inventory) and may also ask for any information deemed by him or her to be necessary to make an informed decision. It is the responsibility of the academic staff member to provide the information sought by the Head. This may include, but is not restricted to, a current inventory of research submitted for publication, publications, research grants applied for, research grants received, and other scholarly activities.

8.7.3. Guidelines

According to University policy, the Dean of Arts makes final decisions regarding individual teaching responsibilities, after having received the recommendations of the Head. If an academic staff member requests a teaching responsibility reduction, the Head uses the following provisions as guidelines only in formulating a recommendation to the Dean, taking into account the teaching needs of the Department and the information submitted by the staff member.

A. Administrators

A 9-hour reduction per year may be granted to the Head. A 6-hour reduction per year may be granted to each of the Associate Heads, the Director of Clinical Training, and Director of the PSC.

B. Statistical Consultants

A reduction of up to six credit hours per academic staff member may be granted for statistical consulting, based on the number of hours actually served in this capacity by a consultant in the previous academic year, the projected needs of the Department, and the number of hours required to teach a regular course. Statistical consulting is a specialized form of teaching and involves activities above and beyond those normally associated with teaching any specific research/statistics course.

C. Special Teaching Assignments

A reduction may be granted for any of the following reasons. Teaching credits may be accumulated over more than one academic year.

1. An additional 3-hour credit may be granted for teaching a full-course, or two half-courses, entailing at least 1140 undergraduate student credit hours (UGSCH; calculated as enrolment times course credit hours). A 1.5 hour credit may be granted for teaching a half-course with at least 570 UGSCs. Enrolment will be established at the end of the registration revision period.
2. An additional 3-hour credit may be granted for teaching PSYC 2250/2260, PSYC 2300, or PSYC 4520 or a 1.5-hour credit may be granted for teaching a half-course from this list. No credit beyond this additional three hours will be granted for teaching multiple sections of PSYC 2250/2260, PSYC 2300, PSYC 2500, or PSYC 4520 in the same academic year. Reductions for these courses are based on the need for laboratory instruction or extensive out-of-class consultations with students. Instructors requesting a reduction for these courses must provide evidence that they spend substantial time on these activities.

D. Thesis Supervision

Supervision of theses is a specialized form of teaching. Supervision to completion of the requisite number of theses earns an academic staff member six teaching credits, which may be exchanged for a 3-hour reduction in future teaching responsibilities. The six credits may be earned by any combination of Ph.D. theses (1.5 credits), M.A. theses (1.0 credits), and Honours theses (0.5) credits. An application for a teaching reduction based on supervision credits earned may be approved by the Head, after consideration of Department needs and other requests made on the same basis. However, if an academic staff member's application for a reduction can not be accommodated in one year, it will receive a high priority in subsequent years.

E. First Year Probationary Academic Staff

A 3-hour reduction is automatically granted to any probationary academic staff member in his or her first two years in the Department. Additional reductions may be earned under other provisions of this policy.

F. Research and Service

3. A 3-6 hour reduction may be granted to an academic staff member who demonstrates exceptional ongoing and successful research.
4. A 3-hour reduction may be granted to an academic staff member for providing exceptional service to the Department, University and/or community. Exceptional service is service

requiring at least the time taken up by teaching a 3-hour course, in addition to the service responsibilities expected of faculty members.

5. A 3-6 hour reduction may be granted to an academic staff member for serving as president of a professional association, editor of a major journal, or like situations.

G. Overteaching

A reduction of up to six hours may be granted for "over-teaching" an equal number of credit hours during a previous year. This "time trade" must be approved in advance by the Head.

H. Maximum Teaching Responsibility Reduction

The maximum teaching responsibility reduction for reasons identified in sections 8.7.3 b-d is a total of six credit hours per academic year. Other sources of teaching reduction beyond the Department level are possible.

I. Minimum Course Enrolments

In order to meet student demand and to utilize Department teaching resources most effectively, it is necessary to establish minimum course enrolments for non-Honours undergraduate, Honours undergraduate, and graduate courses. The minimum enrolment for these three categories of courses is 25, 6, and 2 students, respectively. A course's enrolment is deemed to be the number of students (excluding auditing students) registered at the end of the registration revision period. Normally, a course or section of a course that fails to achieve the minimum enrolment is cancelled. In such cases, normally the academic staff member scheduled to teach the course is required to make up the lost teaching credit in a subsequent year. Normally, a low enrolment course is cycled every 2-3 years unless it is required as part of a degree program.

J. Exceptions

Any academic staff member may request an exception to this Department policy for consideration by the Head. If the Head agrees that the request is justified, he or she makes a positive recommendation to the Dean of Arts.

Approved by Department Council on March 19, 1993; May 19, 1998.

8.8. Procedures for Evaluating Teaching

- 8.8.1. For all graduate and undergraduate courses containing six or more students, the instructor of the course and the course itself will be formally evaluated by those enrolled in the course. The Teaching Evaluation Committee will coordinate the administration of the SEEQ by sending each instructor the forms to be administered (by the instructor's teaching assistant or other approved person). After completion of the administration of the form,

this person will return all forms to the contact person representing the Teaching Evaluation Committee for scoring. Results will be made available to instructors and the Head.

Approved by Council on November 26, 1985; May 29, 1991, May 9, 2005.

8.9. Department of Psychology Teaching Award

The purpose of this award is to recognize outstanding teachers in the Department of Psychology. All full-time academic staff in the Department of Psychology are eligible for the award. Nominations of full-time members of academic staff will be solicited from students and faculty members by the *Teaching Evaluation Committee* each academic year. Nominations can be made at any time of the year. However, the deadline for nominations for a given year will be April 15th of that year. A nomination form will be provided on which nominators will be asked to give their reasons for nominating the faculty member. self-nominations will not be accepted.

Announcements will accompany the SEEQ administration in all psychology classes. The individual who is assigned to administer the SEEQ in a class will also announce the call for nominations for the Department Psychology Teaching Award. This individual will inform students where the nomination forms can be obtained and may bring nomination forms to class, but this individual will not collect these nominations in class. Announcements shall also be made through postings within appropriate University buildings and the Department Homepage and may be advertised in other venues (e.g., The Manitoban). The Teaching Evaluation Committee will arrange for such postings by November 15th and March 15th of each year.

Nominations made at any point before April 15th of that academic year will be included in that year's selection process. Nominations made after April 15th will be included in the following year's selection process.

Faculty members who are nominated for the award will be asked to submit a Teaching Dossier to the Chair of the Teaching Evaluation Committee by May 15th. Only nominees who submit a Teaching Dossier will be considered for the award. The Teaching Evaluation Committee will choose a recipient for the award on the basis of Teaching Dossiers, comments on nomination forms, and results of *SEEQ* student/teacher evaluations. The names of faculty members who are nominated for the award, and the names and number of students and faculty who submitted nominations will be kept confidential by the Teaching Evaluation Committee. The recipient of the award will be announced no later than June 15th. Winners of the award will be ineligible for the award for a period of five years.

The Department of Psychology shall formally recognize each Departmental professor who is the recipient of the Departmental Teaching Award as soon as the Award is decided and again in September of that year. Recognition shall include (a) an appropriate certificate from the Department, (b) timely publicity via the Department Homepage, newspapers, staff bulletins, the Manitoban, etc., and (c) any other form of acknowledgment deemed appropriate by the Department. As soon as the award is decided, the Teaching Evaluation Committee shall notify students and Departmental staff whose nominee is the recipient of the Departmental Teaching Award that their nominee received the award.

Approved by Department Council on May 19, 1998. Revised by Department Council on May 23, 2001; April 29, 2003; May 9, 2005.

8.10. Posting Grades

The Department of Psychology policy regarding the posting of grades is governed by University Regulations Regarding Evaluation, Examination, and Grading (University of Manitoba) and by Regulations for the Academic Evaluation of Student Course Work (Faculty of Arts). Instructors shall be familiar with all aspects of these regulations, including those pertaining to posting grades.

In the Department of Psychology, it is the responsibility of individual instructors to post within a reasonably short period of time the results of term tests and term work submitted on time, bearing in mind that students need this information in order to make appropriate decisions (e.g., voluntary withdrawal). Similarly, it is the responsibility of individual instructors to post provisional grades as soon as they have been submitted to the Student Records Office. In all cases, students shall be identified by student number only.

Each instructor must, at least, post grades either near his or her office or at a central location designated by the Department. The Department of Psychology will make available a specific location in the Duff Roblin Building where tentative final grades can be posted either by the Department or by individual academic staff. Students in each course shall be informed in advance by the instructor of the location chosen by him or her.

Since final grades may only be released officially by the Student Records Office, the grade sheet(s) posted by the instructor shall clearly state that the grades contained therein are unofficial and subject to change.

Both before and after the posting of grades, instructors shall provide informal help to students in the evaluation of their course work and, if appropriate to recommend what students could do to improve their performance.

Approved by Department Council May 30, 1991.

8.11. Travel and Expense Funds

In April of each year the Department receives an allocation from the Dean for the travel of each full-time staff member. These funds are administered by the Head. Specifically, the process of allocating the funds is as follows:

All eligible persons will be able to draw their proportionate share of the pooled "travel and expense funds" for the purposes outlined in the latest Collective Agreement. These include attending professional meetings and workshops, pursuing research, and purchasing books and equipment.

Unused portions of these funds will remain in the Department pool to be used by the Head for such purposes as further reimbursement of individuals for travel and other expenses, as outlined in the Collective Agreement.

To obtain reimbursement for travel and petty cash, claim forms must be completed and submitted to the Administrative Assistant for processing.

Approved by Academic Staff on June 11, 1986. Head's information June 15, 2005; November 21, 2005.

8.12. Attendance at Convocation

Academic staff are expected to attend one convocation (Fall or Spring) every two years. If an individual staff member is unable to attend, he or she is expected to find a replacement from among other academic staff of the Department.

Approved by Department Council on May 30, 1994; November 21, 2005

9. RESEARCH

9.1. Research Supervision Guidelines

The following guidelines have been developed to provide advice to graduate students and academic staff about research supervision. Extensive experience by members of the Psychology Department has indicated that the research supervision process can be facilitated by following the suggestions contained in these guidelines. Moreover, a better understanding of their responsibilities should enable the Advisor and student to have a more productive and successful relationship.

- 9.1.1. The decision to become a student's Advisor is a commitment to provide the student the opportunity to become involved in various levels of the supervisor's own research program.
- 9.1.2. Students are expected to become aware of their Advisor's area(s) of expertise, publications, etc., and to be better informed in making decisions about thesis topic(s). Advisors differ considerably in the research paradigm to which they subscribe. Some assume that the work must be empirical and of the testing-competing-hypotheses type; others are favourable to more theoretical or exploratory types of work. It would be the height of folly for persons involved in a research endeavour to find they are a “mismatch” late in the process. Therefore, students are encouraged to select their research topics within the Advisor's area of expertise. This will help ensure excellence in supervision and will maximize the quality of the research product.
- 9.1.3. The advisor-student relationship should be one with “growth” opportunities for both. Each should become aware of the expectations of the other, including the advisory model (e.g., mentor, master-apprentice, facilitator) and the role each will play in the thesis or dissertation process. In this process, it is the Advisor's responsibility to provide consultation and critical feedback. Normally, it is the student's responsibility to formulate, create, design, plan and work-up a topic which lies within the area of expertise of the Advisor. Both student and Advisor will plan a course of study ensuring the student is methodologically ready to investigate the proposed topic. Conjointly, the thesis/dissertation examining committee will be chosen with the aim of providing students with depth and breadth of inputs into the significant components of their major research work. The student and committee members should be apprized of their respective roles in the research process, including at what stage(s) committee members will be brought in. A “publication expectation” inheres in this model both to provide an incentive and to ensure some “quality control” in this process. CPA and APA guidelines with respect to order of authorship should be followed.
- 9.1.4. Advisors are expected to be aware of the time demands on their students from other sources such as outside commitments and course work. Students, likewise, should make themselves aware, early on, of the demands on their time “expected” from any research endeavour. Numerous difficulties seem to arise when the two parties don't see eye-to-eye on the reasonableness of these time demands.
- 9.1.5. Although the nature of the working relationships between students and their Advisors will vary, some agreement should be reached at the outset over certain issues. One method would be to agree to a contract covering such areas as expectations and responsibilities, deadlines and schedules, times available, financial

support, etc. An example would be an Advisor having hours set aside, on a “regular” basis, for contact with the student. Another sometimes contentious issue is the reading and return of thesis material. A reasonable length of time might be up to two weeks for sections of a thesis (e.g., Introduction) and a maximum of four weeks for the entire document.

- 9.1.6. Where possible, Advisors should provide students with samples of what they consider good or excellent research -- perhaps in the form of completed theses of past students, positive external's reports on a dissertation, or the like.
- 9.1.7. Public presentations of the student's efforts should be viewed as a major part of the research process. There are great personal and professional rewards to having defended successfully one's work before a large and varied audience who have come to witness and acknowledge those efforts. Thus it is incumbent upon all academic staff and graduate students to make every effort to attend public presentations of thesis or dissertation work.
- 9.1.8. Student funding is best sought through a team approach and is the responsibility of each member of that team. Thus the Department, the Advisor and the student should each play a part. The Department should supply carrel and research space; seek the highest possible level of STA funding; seek out new scholarship sources; publicize government workstudy and other schemes; and provide an atmosphere that is encouraging to the development and maintenance of high levels of scholarly research. Advisors should attempt to obtain research grant funds to support their students; seek other avenues of funding; and keep their students apprized of available sources of support. Students should maintain high grades; be involved in the research process to enhance their likelihood of receiving scholarships, and should apply for all scholarships, bursaries and research grants for which they qualify. Through this “team” approach, the chances of success are greatly enhanced.
- 9.1.9. Both Advisors and students are expected to be familiar with the policies of the University (e.g., the ROASS document) and of the Department of Psychology (e.g., Department Manual) regarding the rights and responsibilities of academic staff members and graduate students.

Approved by Department Council December 2, 1988 and May 9, 1988.

9.2. Human Ethical Review Process and the Participant Pool

9.2.1. Introduction

The human ethical review process is intended to be cooperative rather than adversarial. It is intended to provide the researcher with the opinions of colleagues and to fulfill the requirements for ethical review established by the Department and the profession. Nonetheless, obtaining ethical review in no way reduces the ethical obligations of the researcher or any person providing the opportunity for research to be undertaken.

9.2.2. Information Essential for All Researchers

All persons that conduct research projects involving humans under the auspices of the Department of

Psychology must, prior to initiating the research project, submit a completed Ethical Review Form to the Psychology/Sociology Research Ethics Board (PSREB) of the University of Manitoba.

A research project shall be defined as (a) any study involving human participants or (b) any study based upon information obtained from human participants (including studies using archival databases, electronic media, or naturalistic observation or (c) the establishment of a data bank containing information about humans (other than the usual academic records).

The project must not be initiated until approval from the PSREB has been obtained.

It is the obligation of the person(s) conducting research to be familiar with the ethical codes of the Canadian and American Psychological Associations, the Ethical Guidelines of the Department and any other codes (such as SSHRC) as may be applicable. It shall also be their obligation to ensure that all relevant material and information is included in the submission. Copies of all codes and guidelines are available in the Psychology General Office. It is the obligation of the person(s) submitting the form to ensure that the project is carried out as it is described on the approval Ethical Review Form.

Reports of violations of ethical principles or procedures shall be promptly investigated by the Department Head or his or her delegate.

9.2.3. Information on Research Undertaken by Students

All student projects must be supervised by a faculty member. The faculty member must sign the completed review form before submission. The faculty member and the student(s) share responsibility for the ethical conduct of the study. Faculty supervisors should ensure that the students have the codes and guidelines and are familiar with their content.

Students conducting research for a thesis or dissertation should normally submit their project for ethical review after their oral proposal meeting. Often design changes are introduced at the oral that should be incorporated in the review application.

9.2.4. Information on Research Involving the Subject Pool

A. General

The Subject Pool, consisting of all sections of PSYC 1200, is available to promote the research purposes of the Department and to provide an educational experience in research for PSYC 1200 students (see Section 10.3.). Therefore, the staff and students of the Department will have a priority in using the Subject Pool.

The Subject Pool Coordinator shall be the central coordinating person for access to the Subject Pool. One of the functions of this person shall be to: (a) assure that the researcher has obtained clearance

from PSREB and (b) specify the PSYC 1200 sections from which a researcher can recruit participants. The purposes of this policy are to assure that only Aqualified@ researchers access the Subject Pool, that students in all sections of introductory psychology have equal access to research credit and that the sign-up booklets and related forms are filled out properly. The Subject Pool Coordinator will attempt to arrange for the availability of research for students not provided sufficient research opportunities through normal recruitment procedures.

Another function of the Subject Pool Coordinator shall be to accommodate Departmental research requests within the number of research hours set by the Subject Pool Committee. If any researcher requests more research hours than can be accommodated by the system, the Subject Pool Coordinator will submit the problem to the Subject Pool Committee, which will resolve the issue. In such a case, the Subject Pool Committee may decide to restrict the number of hours allowed for research undertaken or supervised by a faculty member whose request would otherwise deplete the hours available for other researchers.

All new PSYC 1200 instructors, at the request of the Head, shall attend a brief meeting prior to the commencement of classes that will deal with the importance, operation, and procedure of the Subject Pool and how it relates to their instruction. The intent of this policy is to assure some uniformity of treatment of the Subject Pool requirement across all sections of PSYC 1200. The Chair of the Subject Pool Committee (or delegate) will be the person to coordinate this meeting.

The Subject Pool Committee will provide instructions, checklists, and other information about using the Subject Pool as needed.

After the research proposal has been reviewed and approved by PSREB, the researcher shall be required to fill out the PSYC 1200 Subject Pool Request Form. This form shall go directly to the Subject Pool Coordinator, who shall not allow a researcher's recruitment of participants without the completed form. The Subject Pool Coordinator will assign a name and number to the study and will indicate this information, plus the PSYC 1200 section to be contacted, on the form.

The brief name given to research studies shall be assigned by the Subject Pool Coordinator and these names will be the names of Canadian cities. This procedure should help the student to remember the names of research studies that he or she has signed up for. Apart from serving as a useful reminder to the student, the use of neutral names also keeps false assumptions about a study from being conveyed to students.

Prior to signing up for a research study, prospective research participants from PSYC 1200 are to be told (a) the name of the study, (b) restrictions (if any) as to who can participate, (c) a brief description of what will be required of them, and (d) the name of the researcher.

Students in PSYC 1200 are to be told that they, as research participants, are free to refuse to do anything in a study which they feel constitutes an invasion of their privacy or a violation of their

personal rights.

Participants have the right to withdraw from a study at any time while still receiving credit for their participation. And in no case will a penalty be imposed for refusing to participate or continue to participate in a study for such reasons.

B. Participants

A certain percentage of the final grade (usually 8%) is to be earned by PSYC 1200 students participating in research. Credit is given at the rate of one percentage point per hour of participation in research. The opportunity to earn 2% in bonus credits (which could be directed toward mitigating a no-show penalty) will be announced in the winter term unless it appears that the supply of participants is sufficient to meet demand in a given year. Students will be required to complete at least half of their required credits by the end of the fall term and will be allowed to participate in studies for credit up to and including the last day of classes.

The requirement shall be uniform across all day sections of PSYC 1200 taught in the same session. The requirement for evening, inter-session and summer sections of PSYC 1200, as well as Distance Education courses, however, may be adjusted as circumstances dictate. Requests to participate in the mop-up survey, which is designed for students who may have difficulty earning a sufficient number of credits by virtue of being ineligible for participation in some studies (e.g. because of language selection criteria), will be forwarded to the Subject Pool Committee Chair, who may distribute the work across Subject Pool Committee members, for approval.

For large studies (i.e., those requesting more than 1000 credits), researchers will automatically get a standard letter (with a copy to the Subject Pool Committee Chair) from the Subject Pool Coordinator and Subject Pool Committee Chair reminding them that the pool is a common resource used by many and asking them to carefully re-evaluate the number of participants they have requested in light of this information; methodological references (e.g., regarding power analyses) may be provided. The letter will also advise those needing to screen large numbers of participants to contact the social area coordinator about the possibility of joining in the yearly mass testing, which is conducted for screening purposes. This letter would not require any response but would serve simply as a prompt for more careful evaluation.

Use of the Psychology 1200 subject pool is normally restricted to faculty and graduate and undergraduate students registered in the Department of Psychology. The Subject Pool Committee will have authority to grant access to our participant pool to faculty and student researchers outside of psychology on a case-by-case basis, depending on considerations, such as the availability of research participation credits, whether the research to be conducted is psychological in nature, and whether the research meets the pedagogical requirements of the research participation component of the Psychology 1200 course.

Because some students in PSYC 1200 find it difficult to arrange for time to participate in research, or

object to serving as a participant, an alternative to such participation has been arranged that will help to broaden the students understanding of research in psychology. This option is to read a package of research papers (approximately 60 pages total) dealing with methodological and research issues in psychological research and write a test based on these papers and set by the Subject Pool Committee. This test will be in a multiple choice format and may be written on one of two dates near the end of the first or second term (such dates to be announced at least three weeks before the test). Scores on the test will be prorated from 0 to the maximum number of research hours set by the Subject Pool Committee (i.e., credit will NOT be “all or nothing”).

The Department Council affirms its commitment to a penalty provision for failing to attend a research session. If a student in PSYC 1200 has signed up for participation in a study at a specific time but does not give notice ahead of time about breaking the appointment, the student will be penalized four research points and will not be able to earn them back by serving in additional research. Penalties will be removed if a student provides a justified and documented reason for the absence.

Students who take PSYC 1200 more than once must participate in the research requirement again as well.

C. Information on Research Involving Special Participants

Written consent from appropriate parties must be obtained if participants in a research study are minors or if the conduct of the study requires the permission of others outside the Department of Psychology.

D. Information on Research Funded Through Grants, Contracts, and Other Non-Departmental Sources

Applications for grants and contracts external to the University of Manitoba on research involving humans should be sent to the Faculty of Arts Ethical Review Committee for certification. However, before commencing the research, the researcher must either (a) submit to the PSREB a copy of the earlier Faculty-level certification together with a memo affirming that nothing has changed in the research design and procedures that were proposed or (b) submit the project to the PSREB for ethical review in the usual fashion (with the Faculty certification appended). All externally funded research that uses the Participant Pool or that has become the research project of a student under the supervision of the grantee must be submitted to the PSREB for ethical review.

Applications for grants and contracts internal to the University of Manitoba on research involving humans must be reviewed by the PSREB.

E. Information Research Continuing for More Than One Year

Ethical approval of an application is valid only for the academic year in which it received approval. If research projects that have been approved in one academic year are to be continued into the next year or if new projects use virtually the same design as a study approved the previous year. In either case,

such studies may be approved by the Chair of the PSREB (without added review) on receipt of a brief memo affirming the prior approval and no change in design or procedures.

Approved by Department Council on May 17, 1989, May 23, 1989, December 12, 1989, April 5, 1994, May 30, 1994; Revised May 27, 1997; December 10, 1998; May 2, 2007.

9.3. Procedures for the Psychology Local Animal User Committee (LAUC)

- 9.3.1. The Chair shall immediately investigate any concern about a violation of standards of ethical use and maintenance of animals. All violations will be reported to the Psychology LAUC. If a violation is identified and is not corrected within a reasonable period of time as judged by the Committee, it shall be promptly reported by the Chair to the LAUC, to the Head of Psychology, to the Senate Animal Care Policy Committee, and to the University Veterinarian.

The Chair will receive information regarding violations, or potential violations, from persons or groups that include, but are not limited to, the following: animal technicians, university veterinarians, individual investigators, and students.

- 9.3.2. Members of the Committee shall not participate in the review for scientific merit of their own activities, activities of a supervisor, activities of a trainee, activities of researchers working in the same laboratory, or activities of a current or recent collaborator(s). If necessary, to ensure fair and unbiased assessment, the Head shall appoint alternate members to the Committee.
- 9.3.3. Before any protocol is submitted for ethical review to the Fort Garry Protocol and Management Review Committee, it will be reviewed by the Chair of the Department of Psychology Local Animal User Committee who, in consultation with the animal technician, will determine whether it can be accommodated by the available, or projected, department facilities, personnel, and services.

The results of this determination, including an assessment of the availability of personnel, facilities, and services to accommodate the project, will be drafted by the Chair of the LAUC and forwarded with the investigator's University of Manitoba Research/Teaching Animal Use Protocol to the Protocol Management and Review Committee.

- 9.3.4 All appeals are reviewed by the Psychology Local Animal User Committee. If not resolved here, investigators who wish to appeal managerial decisions may appeal to the Head of the Department of Psychology. Those who wish to appeal decisions based on policy may do so through the Dean of the Faculty of Arts to the University of Manitoba Senate Animal Care Policy Committee.
- 9.3.5. On May 1 the Chair of the Psychology LAUC will submit a written report to the Dean of the Faculty of Arts. This report will briefly describe the number of animal utilization protocols submitted for research and teaching purposes in the preceding academic year, the category of invasiveness of each protocol, and the decision of the Ft. Garry Protocol Management and Review Committee on each protocol. The report will also describe any major issues that emerged in the preceding academic year which relate to the managerial responsibilities

undertaken by the Psychology LAUC.

9.4. Mechanism for Assessing Scientific Merit

A recent draft of the Canadian Council for Animal Care (CCAC) Guidelines on Animal Utilization Protocol Review states the following.

"Projects approved and funded by some agencies or organization, or from internal funds may have been subjected to little or no peer review. In these cases, the ACC [animal care committee] should solicit reviews from a mixture of qualified individuals. As a minimum, the proposal should be reviewed by one member of the ACC [animal care committee] and one referee external to the Committee."

Accordingly, an independent and objective assessment of the scientific/instructional merit of a proposal must be available in order to be reviewed by the Fort Garry Protocol Management and Review Committee. For members of the Psychology LAUC, the procedure for accomplishing an assessment of scientific merit is as follows:

- 9.4.1. Project proposals, one to three single-spaced typewritten pages in length, will be submitted by the principal investigator to the Chair of the Psychology Local Animal User Committee, or designate. Each proposal will be accompanied by the names, addresses, telephone and FAX numbers of two suggested referees. Only one of the suggested referees may be from the Department of Psychology or a member of its Local Animal User Committee. Both referees must have suitable qualifications (e.g., established investigator in the field of the proposed project to undertake the review).
- 9.4.2. The Chair of the Psychology LAUC, or designate, will submit the investigator's proposal to the referees. Both referees will be provided with a standard checklist to ensure uniformity in the review procedure. Normally, the review will be completed within a period of two weeks.
- 9.4.3. Upon receipt of both reviews, the Chair of the Psychology Local Animal User Committee, or designate, will inform the principal investigator of the outcome of protocol review for scientific merit. In the event of a split vote the Chair will either render a decision or submit it to another external referee for adjudication. One copy of all reviews and the notice will be retained for department records, while a copy of the approval or information letter will be forwarded to the principal investigator.
- 9.4.4. If the project is approved the principal investigator will submit a University of Manitoba Research/Teaching Animal Use Protocol to the Chair of the Fort Garry Protocol Management and Review Committee (PMRC) for ethical review. With the protocol the principal investigator will also forward (a) copy of the reviews and a copy of the notice from the Chair of the Psychology Local Animal User Committee, and (b) a letter addressing the comments, issues or questions raised by the referees.
- 9.4.5. Appeal

The principal investigator may appeal a negative review of scientific merit to the Chair of the Psychology

Local Animal User Committee. Within two weeks of receiving the documentation, the Psychology Local Animal User Committee will either uphold the initial decision or establish a different panel of referees. The decision of this second review panel is final.

9.5. Mechanism for Assessing Instructional Merit

The objective of using animals for instruction is not to discover, prove or develop new ideas or techniques, but rather to demonstrate an established principle, a manual skill, technique or simply exhibit a live organism in class. The assessment of instructional merit is largely predicated on the educational benefits for using animals for such purposes exceeding the costs to the animal's welfare and integrity.

Accordingly, requests to use animals for instructional purposes will be assessed at the department and university level in the following manner:

- 9.5.1. Project proposals, a maximum of three single-spaced typewritten pages in length, will be submitted by the instructor to the Chair of the Psychology Local Animal User Committee, or designate. The proposal should discuss (a) what project(s) will be undertaken and what objectives will be accomplished, (b) what procedures will be used to accomplish these objectives, including the number of students involved, and how the students will participate in the project, (c) the level of experience and competence of the instructors and/or teaching assistants used to supervised the project, (d) the student/animal ratio and the student/supervisor ratio used during instruction, and (e) what efforts have been made to ensure that the project(s) could be accomplished through alternate means, such as the use of models, videos, computer simulation and emulation.
- 9.5.2. The Chair of the Psychology Local Animal User Committee, or designate, will submit the proposal to (a) the Chair of the Department of Psychology's Curriculum and Instruction 8 & I) Committee, and (b) a member of the Psychology LAUC, for review. Both referees will be provided with a standard checklist to ensure uniformity in the review procedure. Normally, the review will be completed within a period of two weeks.
- 9.5.3. Upon receipt of both reviews, the Chair of the Psychology Local Animal User Committee, or designate, will inform the instructor of the outcome of protocol review for instructional merit. In the event of a split vote the Chair will either render a decision or submit it to another referee from the LAUC for adjudication. One copy of all reviews and the notice will be retained for department records, while two copies of all reviews and the notice will be forwarded to the instructor.
- 9.5.4. If the project is approved the instructor will submit a University of Manitoba Research/Teaching Animal Use Protocol to the Chair of the Fort Garry Protocol Management and Review Committee (PMRC) for ethical review. With the protocol the instructor will also forward (a) copy of the reviews from both the C & I Committee and the Chair of the LAUC, and (b) a letter addressing the comments, issues or questions raised by the referees.
- 9.5.5. Appeal

Section 9

May 2010

The instructor may appeal a negative review of instructional merit to the Chair of the Psychology Local Animal User Committee. Within two weeks of receiving the documentation, the Psychology Local Animal User Committee will either uphold the initial decision or establish a different panel of referees in consultation with the C & I Committee. The decision of this second review panel is final.

Approved by Department Council November 4, 1996.

10. UNDERGRADUATE PROGRAM IN PSYCHOLOGY**10.1. Comparability of Multi-Sectioned Courses with Special Focus on PSYC 1200, PSYC 2250, and PSYC 2260**

Although it may be desirable to ensure comparability of content and standards across all multi-sectioned courses in the Department of Psychology, this should not be accomplished at the expense of instructors being prevented from (a) introducing creative approaches and/or special topics into their classes, (b) differing from one another in content emphasis, or (c) using approaches and material which best fit the teaching style and personality of the individual instructor.

It is also important to distinguish between courses which are prerequisites to other Departmental courses (so lack of comparability might have serious ramifications for later courses) and those courses which are not prerequisites to later courses. Comparability in the former case should have greater priority than in the latter case. Under the above viewpoint, the Department of Psychology introduces a specific policy for maintaining the comparability of those multi-sectioned courses serving as prerequisites for later courses. The only courses in the Department fulfilling this criterion are Introduction to Psychology (PSYC 1200), Introduction to Psychological Research (PSYC 2250), and Introduction to Research Methods in Psychology (PSYC 2260).

Policies to cover all multisectioned courses may be brought to Department Council at a later time, but the initial effort is to deal with the highest priority situation so as to test the feasibility of the proposed procedure.

The Department of Psychology establishes the policy that comparability be maintained through required "core" content--thus avoiding the need for rigid rules, inflexible approaches, or use of exactly the same course content and tests.

10.1.1. Problem of Non-Comparability

Without some measure of comparability across different sections of PSYC 1200, PSYC 2250, and PSYC 2260, the educational background received by students in the same course may markedly differ from section to section. Although these courses are required of all psychology majors, instructors of later courses cannot be assured that their students have received a common exposure unless the different sections demonstrate comparability. For example, if all sections of PSYC 2250 fail to cover the same basic material, instructors of PSYC 2260 may be unable to count on a similar background in their students. Also, since instructors of PSYC 2250 and PSYC 2260 may teach the same material in a different sequence, students taking PSYC 225 from one instructor and PSYC 2260 from another instructor may find that each course emphasizes the same content so both courses miss essential content.

10.1.2. Specific Policy

After a considerable number of meetings with current staff instructors of PSYC 1200, PSYC 2250, and PSYC 2260, the C & I Committee (with the endorsement of these instructors) proposed that the Department of

Psychology introduce a core-content policy for all sections of each of these three courses. The Department endorses this policy. The C & I Committee will be responsible for monitoring adherence to this policy.

A. Policy for PSYC 1200

According to the policy, comparability across sections of PSYC 1200 will be maintained by requiring that each section include specified topics as "core" content of the course. This core content will be (a) presented through class meetings &/or required readings &/or assigned projects &/or other educational means and (b) tested with reasonable emphasis given to each topic for the establishment of each student's course grade. The core content for each course will be agreed upon by Departmental Council and circulated to all instructors. The policy identifies the following as the description of content to be covered in PSYC 1200:

The core topics will consist of the following: scientific method, sensation, perception, physiology, motivation, emotion, cognition, learning, personality, developmental psychology, psychological measurement, abnormal psychology, and social psychology. These topics will be presented and tested with reasonable emphasis during the course, although not necessarily in the above order.

In order that information on course content can be kept current, within the first two weeks of class all instructors of PSYC 1200 will supply the C & I Committee with their course outlines, which will identify the above core content and will also indicate that this content will be (a) presented and (b) tested during the course. These course outlines will be made available for perusal by staff and students.

B. Policy for PSYC 2250 and PSYC 2260

According to the policy, comparability across PSYC 2250 and PSYC 2260 will be maintained by utilizing the required weekly laboratories and by requiring that the preponderance of each course be made up of core topics with each of the topics given reasonable emphasis. This core content will be (a) presented through class meetings and/or required readings and/or assigned projects and/or other educational means, and (b) tested with reasonable emphasis given to each topic for the establishment of each student's course grade. The core content for each course, as agreed upon by Departmental Council, will be made available to all instructors. All of the core characteristics listed below are considered to be both beneficial and essential to the PSYC 2250-2260 experience and so must be met in any section of PSYC 2250-2260, regardless of who teaches it, where it is taught, or the source of funding (Faculty of Arts, Continuing Education, etc.).

This policy recognizes that the administrative unit responsible for the course (e.g., Faculty of Arts, Continuing Education, etc.) must provide students with: (a) adequate access to computer facilities capable of handling all requirements of the course; and (b) adequate access to the University of Manitoba libraries, and to various technologies (operating systems, word processing software, computerized databases, web-based technologies, and statistical software) necessary to complete course requirements. The policy also recognizes that, without assurance of such access, it will not be

feasible to mount the course in accordance with the policy as outlined below.

1. PSYC 2250 Introduction to Psychological Research

The policy identifies the following as the description of the core content to be covered in PSYC 2250:

The course will focus on the methods rather than the content of psychological research. The core topics will consist of the following: scientific method, experimental control, experimental methods, measurement, introduction to descriptive statistics, research ethics, and APA publication format.

The policy identifies the following as the core features of the PSYC 2250 laboratory:

- a. The lab must ensure practical experience in
- i. setting up testable hypotheses
 - ii. preparing research data for computer analysis
 - iii. analyzing and interpreting various kinds of research data (e.g., real data previously collected, fictional but realistic data, and data collected inside the class)
 - iv. involvement in team research requiring cooperative, collaborative, and interactive efforts amongst participants
 - v. conducting research in which students have the opportunity to edit each other's work and share in one another's research problems and their solutions
 - vi. following ethical guidelines in research
 - vii. presenting research findings orally and/or through other work samples (e.g., posters)
 - viii. writing research papers, research reports, and research reviews
 - ix. critiquing published articles

In order to meet these objectives, in the lecture and/or laboratory time periods students must be given instruction in, or be exposed to (e.g. through assigned readings), information regarding:

- i. how to use various research designs and methods
- ii. how to use computers in research
- iii. how to use various technologies including:
 - (a) operating systems (e.g., Windows)
 - (b) word processing software (e.g., WordPerfect or Word)
 - (c) computerized databases (e.g, NetDoc and Bison)
 - (d) web-based technologies (e.g, WWW and Email)
 - (e) statistical software (e.g., SPSS, SAS and JMP)

- iv. the meaning of common research terms and concepts (including practice in their appropriate usage)
 - v. how to find reference material from various sources (including the use of the University of Manitoba libraries)
 - vi. how to write research papers, research reports, and research reviews
 - vii. how to use APA format in research writing
- b. The lab must provide an assurance of:
- i. all lab-related work counting between 40% and 60% of the entire course (i.e., the lecture and lab combined)
 - ii. adherence to the ethical principles of the profession of Psychology
 - iii. prompt feedback when learning concepts and engaging in cooperative efforts
 - iv. reasonably prompt evaluations after submitting assignments, papers and projects
 - v. adequate safeguards against plagiarism and cheating
 - vi. adequate access to the course instructor and teaching assistant(s)
2. PSYC 2260 Introduction to Research Methods in Psychology

The policy identifies the following as the description of the core content to be covered in PSYC 2260:

The course will focus on quantitative methods of psychological research. The core topics will consist of the following: descriptive statistics, standard scores, hypothesis testing, correlation and regression, analysis of variance, analysis of qualitative data, and use of statistical packages.

The policy identifies the following as the core features of the PSYC 2260 laboratory:

- a. The lab must ensure practical experience in:

analyzing and interpreting various kinds of research data (e.g. real data previously collected, fictional but realistic data, or data collected inside the class)

In order to meet these objectives, in the lecture and/or laboratory time periods students must be given instruction in, or be exposed to (e.g. through assigned readings), information regarding:

- i. how to use computers in research
- ii. how to use various technologies and statistical software (e.g., SPSS, SAS and JMP)

- iii. the meaning of course-related research terms and concepts (including practice in their appropriate usage)
 - iv. evaluating data from various research designs and methods
 - v. understanding the relationship between research designs and statistical methods (i.e, knowing which tests to use under which circumstances)
- b. The lab must provide an assurance of:
- iii. all lab-related work counting at least 20% of the entire course (i.e., the lecture and lab combined)
 - iv. prompt feedback when learning concepts and engaging in cooperative efforts
 - v. reasonably prompt evaluations after submitting assignments, papers and projects
 - vi. adequate safeguards against plagiarism and cheating
 - vii. adequate access to the course instructor and teaching assistant(s)
- C. Summary

The above policy addresses the issue of comparability across sections of PSYC 1200, PSYC 2250, and PSYC 2260. It suggests that comparability can be achieved and maintained without setting up rigid or confining rules. According to the policy, instructors will continue to have the flexibility to devise their own teaching approaches and topic emphases as long as they fulfill a minimal criterion, i.e., the Departmental policy on presenting and testing core course content.

Approved by Department Council on May 30, 1991 and on December 12, 1991; May 23, 2001.

10.2. Summary of Psychology Procedures (Off-Campus Courses)

The following is the current policy on off-campus courses, i.e., any program not normally offered on-campus at the University of Manitoba (e.g., the Inter Universities North program):

- 10.2.1. Students enrolled in any off-campus program may not take upper level psychology courses before taking PSYC 1200 or its equivalent.
- 10.2.2. With the permission of the Head or his or her designate, a student enrolled in any off-campus program may take up to two half courses in psychology concurrent with PSYC 1200. Any additional prerequisites associated with these half courses must also be satisfied.
- 10.2.3. The option to apply for permission to take off-campus up to two half courses in psychology concurrent with PSYC 1200 is not open to students who are on probation or who will be taking on-campus courses at the same time.

Head's policy of December 4, 1989.

10.3. Research Participation Option in PSYC 1200

10.3.1. To ensure that students have some contact with psychological research, and to enable departmental researchers to conduct scientific investigations, most departments of psychology in North America have an introductory psychology research participation pool in one form or other. As a result, a good deal of the knowledge psychologists have gained has come from students' participation in research. Such programs have an important place in psychological research.

10.3.2. Research Participation Requirement

A certain percentage of your final grade may be earned by participating in research projects (see your syllabus for the exact figure). For each half hour (or part thereof) of participation, you will receive 1 participation credit. The maximum number of these credits you can earn will be announced by February (approx. 12-16 total).

In general, you will have an *opportunity* to serve in as many experiments as will be required, but you should, if possible, sign up whenever experiments become available. Note, however, that the opportunity to sign-up for experiments typically occurs at the beginning of class, so in missing lectures (or arriving late) you may miss the opportunity to participate in an experiment. Be patient, for it often takes several weeks for a plentiful supply of experiments to appear, and many studies are begun in the later half of the course.

For those who find it difficult to arrange the time to participate in research, or choose not to do so, an alternative to experimental participation is provided that will help to broaden your understanding of research in psychology. This option is to read material (approximately 60 pages total) dealing with methodological issues in psychological research and to write a multiple-choice test based on these readings set and circulated by the Subject Pool Committee. Copies of the required reading can be found on 24-hour reserve in Dafoe Library. You will be given points towards the research option equal to your test performance. You may rewrite the test to improve your score. You must make your decision known to your instructor within eight weeks of the beginning of the course (or six weeks after beginning the course if you entered late). Your instructor will announce test dates at approximately mid-term.

Note: Any research participation credits earned in a previous attempt at PSYC 1200 may not be used in the current attempt.

10.3.3. How to Sign Up for an Experiment

The Psychology Research Participation System is an online system that is used to manage many aspects of the participant pool. To sign up to participate in experiments, you need to go online to: <http://subpool.psych.umanitoba.ca>. In order to become a research participant and earn credits, you need to have an account on the research participation system. To create your account, click "Request an account here" located at the bottom left corner of the Log-In display screen. Please Note: You must have a valid U of M

email address to register for the Psychology Research Participation System. If you have not yet claimed your U of M email account, you can do so at the following website address: <http://umanitoba.ca/claimid>.

10.3.4. Freedom of Refusal

Participation in any given study is purely voluntary on your part. In the highly unlikely event that someone attempts to pressure you into doing something that you do not want to do, leave the experiment and contact the Subject Pool Coordinator at 474-8746. You will normally receive full credit for your time.

10.3.5. Inability to Keep Appointments

If for some important reason you cannot keep an experimental appointment, you must cancel *before* the time of the appointment. Do *not* send a replacement to the experiment instead.

If you call ahead of time to cancel your appointment, there will be no penalty for your absence. However, if you do *not* give notice *ahead of time* and you do not participate, you will receive a penalty of *two* credits which cannot be earned back by serving in extra experiments.

10.3.6. To Cancel an Appointment

To avoid receiving a penalty, it is important that you cancel your scheduled appointment when you are unable to attend. To cancel an appointment, you will need to log onto the system, and click on "My Schedule & Credits."

Under the heading "Study Sign-Ups" you will find the names of the experiments you have signed up for. A "Cancel" button is located next to each experiment for which you have upcoming scheduled appointments.

If you miss the online deadline to cancel a particular experiment, please call the Subject Pool Coordinator (474-8746) before the time of the study to cancel your appointment.

Please do not contact the Subject Pool Coordinator to reschedule appointments.

10.3.7. Whom to Contact

If you should have any questions about the research participation system, or any complaints about a particular experiment, contact the Subject Pool Coordinator, P242 Duff Roblin (474-8746). You are also urged to report any unusual experimental times, places or requirements to the Subject Pool Coordinator.

10.3.8. For more information on the Psychology Research Participation System, please refer to the Information for Participants Manual that can be found in the "Intro Psych Research Participation" directory: <http://www.umanitoba.ca/faculties/arts/psychology/undergrad/>. **Also, see Section 9.2. in this Manual.**

Approved by Subject Pool Committee on April 9, 2002; approved by Department Council on May 14, 2002; November 21, 2005; May 2, 2007.

10.4. **Plagiarism, Cheating, and Examination Impersonation**

All Department of Psychology course outlines will contain the following standard Department statement regarding plagiarism cheating, and examination impersonation:

All Department of Psychology course outlines will contain the following standard Department statement regarding plagiarism, cheating, and examination impersonation:

Plagiarism or any form of cheating is subject to serious academic penalty. It is the responsibility of students to acquaint themselves with Section 7 of the University of Manitoba Undergraduate Calendar for the current academic year:see Policies on Plagiarism and Cheating, and Examination Impersonations. Academic dishonesty can result in serious consequences, e.g., a grade of zero on an assignment or test, an F on a transcript (with a notation “CW” indicating compulsory withdrawal). The penalty can also include suspension for a period of up to five years from registration in courses taught in a particular department in Arts or from all courses taught in this Faculty. The Faculty reserves the right to check any work suspected of plagiarism through electronic resources. Speak to your instructor if you have any questions.

The following outlines three forms of academic dishonesty:

Plagiarism is to take the words or ideas (found on paper or electronic format) of another person and pass them off as one’s own. Submission of a paper written in part or in whole by someone other than yourself is considered to be plagiarism and/or cheating.

Cheating in examinations or tests can take a variety of forms including, but not limited to, the use of unauthorized materials, and copying material from others. An assignment that is prepared for one course cannot be submitted for another course; this is called *duplicate submission* and is a form of cheating.

Examination ImpersonationBA student who arranges for another individual (student or non-student) to write any nature of examination, as well as the individual who writes the exam, will be subject to discipline under the University of Manitoba’s Student Discipline Bylaw.

10.4.1. In order to administer examinations or quizzes online, instructors must include in the course syllabus:

1. A description of the instructor's strategy for responding to cases in which students experience technical problems that prevent them from completing an online examination or quiz.
 2. A description of the instructor's strategy for responding to the loss of data (e.g., corruption or deletion of files) corresponding to students' completion of an online examination or quiz.
 3. This statement drawn from the University of Manitoba's General Course Calendar:

A student who arranges for another individual to undertake or write any nature of examination for and on his/her behalf, as well as the individual who undertakes or writes the examination, will be subject to discipline under the university's Student Discipline Bylaw, which could lead to suspension or expulsion from the university. In addition, Section 362 of the Canadian Criminal Code treats the impersonation of a candidate at a competitive or qualifying examination held in connection with a university as an offence punishable by summary conviction.
- 10.4.2. The total value of online examinations or quizzes must not contribute more than 20% toward students' final course grade. Course instructors who wish for this guideline to be waived may submit a proposal to the Examination, Evaluation, Grade Review, & Appeals Committee. This committee would then have the authority to waive this guideline.
- 10.4.3. Within any single online quiz or examination session, students must be permitted to review and revise their responses to previous questions at any time during the session, even after they have initiated responses to later test items.
- 10.4.4. Unless a course has been formally designated as computer-mediated in the University of Manitoba's General Course Calendar, students must be given the option to complete a comparable (i.e., identical or similar) printed version of any quiz or examination that is generated for administration online.

Approved by Department Council on May 14, 2002; November 21, 2005; February 2, 2010.

11. GRADUATE PROGRAM IN PSYCHOLOGY**11.1. Introduction**

Graduate study in the Department of Psychology at the University of Manitoba is offered at both the M.A. and the Ph.D. levels. The primary purpose of our program is to provide training in several specialized areas of psychology for individuals desiring to advance their level of knowledge, their research skills, and their applied capabilities. The M.A. program is designed to provide a broad foundation in the scientific approach to psychology, as well as specialized skills. The Ph.D. program provides a higher degree of specialization coupled with more intensive training in research and application.

This document describes the general regulations of the graduate program of the Department of Psychology. As these regulations are supplementary to Faculty of Graduate Studies' regulations, all degree candidates must also conform to those of the Faculty. In addition, specialized programs or Advisors may prescribe further training for their students. Clinical students, particularly, should refer to the brochure describing the requirements of the clinical program.

11.2. Admissions

11.2.1. General

Applications for graduate study are accepted from students holding at least a general B.A or B.Sc. degree from the University of Manitoba or its equivalent from another university. Students holding a general B.A. or B. Sc. are normally accepted into the pre-M.A. program. Students holding a B.A or B.Sc. (Honours) from the University of Manitoba or a four-year honours B.A. or honours B.Sc. from another Canadian university are normally accepted into the M.A. program. Applicants for the Ph.D. program should hold an M.A. degree from the University of Manitoba or its equivalent from another university. Applicants for all graduate programs must have a minimum 3.0 grade point average (on a 4.5 grade point system) for the most recent 60 credit hours of study at the university level. Information pertaining to applying for admission to the graduate program will be made available to prospective students on the Psychology Department web page.

11.2.2. Admissions Process and Criteria

A. Overview of Admissions Process for External Applicants

External applicants include all students applying to the Pre-M.A., M.A. or Ph.D. programs who are not currently registered in the Department in the area of graduate study to which they are applying. The application deadline is January 15th.

Applicants are assigned admissions points in a two-stage process. In the initial stage, admission points are assigned on the basis of the applicant's grade point average (GPA) and relevant scores on the Graduate Record Examination. A Department-wide minimum of 20 admission points from the first

stage is needed by the applicant in order to qualify for the second stage of the process.

At the second stage, each applicant will be assigned additional admission points based on faculty needs and interests. Applicants who receive more than 70 total points may be offered admission immediately. For all applicants to a given admissions area, the area will specify acceptance, rejection, and wait-listing for each applicant. Wait-listed applicants will be redefined as rejected applicants, if not accepted by May 15. No rejected applicant may have more admissions points than any accepted or wait-listed applicant.

In order for an area to admit a graduate student, an advisor or co-advisor must be identified at the time of Admission who intends to supervise the student, assuming his or her normal progress, from admission through the completion of the relevant degree program.

B. Stage 1

1. GPA.

GPA will be calculated on the 4.5 scale used at the University of Manitoba. Alternative grading systems will be converted to this scale before admissions points are assigned. The calculation will be based on the most recent 60 credit hours (or its equivalent) completed by the student. When only part of a term's work is required to obtain the total of 60 credit hours for the calculation, the GPA for that specific term will be calculated and weighted by the number of credit hours needed to total 60.

Admissions points will then be derived from the GPA by the following formula:

$$\text{GPA points} = \frac{(\text{GPA} - 3.00)}{1.50} \times 35$$

2. GRE.

The writing, verbal and quantitative test scores of the Graduate Record Examination will be weighted using the following formula:

$$\begin{aligned} \text{GRE points} = \text{sum (of} & \\ & \frac{\text{GRE verbal} - 300}{500} \times 12 \\ & \frac{\text{GRE quantitative} - 300}{500} \times 12 \\ & \frac{\text{GRE writing} - 3.0}{3} \times 11 \end{aligned}$$

3. The Department-wide minimum threshold for advancement to the second stage of the admissions process is 20.

C. Stage 2

1. Faculty Needs and Interests

Each admissions area will assign points (maximum = 30) on the basis of factors deemed relevant to graduate training in the specific admissions area. These may include, but need not be limited to, the following: referee's recommendations, applicant scholarships, publications, awards, quality of undergraduate institution, specific skills and interests of the applicant, and faculty needs and interests. Each admissions area will determine and specify the procedure for assigning such points.

2. Admission Point Total

After Stage 2 points have been assigned, the sum of all points from both stages will be calculated for each applicant (maximum = 100 points). Applicants who receive more than 80 total points may be offered admission immediately. However, within an admissions area no rejected applicant may have more admissions points than any accepted or wait-listed applicant.

D. Special Admissions Consideration Category

The development of a Special Admissions Consideration Category for the Graduate Program in Psychology is, in part, an attempt to meet the challenge of recruitment, retention, and graduation of aboriginal students in psychology at the graduate level.

Applicants who have met the minimal eligibility criteria for admissions as described in Section 11.2.2 may be recommended to GAFS by a particular admissions area of the Department as suitable for admission in the Special Admissions Consideration Category. Students admitted in this Category will not count against the entitlements of the faculty member, and any one faculty member may have only one of these students at any one time.

In order to be eligible for special consideration, applicants must be from the aboriginal populations in Canada. Students from the aboriginal populations who wish to be considered in the Special Admissions Consideration Category must so indicate in a cover letter accompanying their application form.

E. Exceptions

In some cases, e.g. GRE scores are unavailable or judged to be inappropriate, an admission area may wish to make an exception to the standard admissions process. Such exceptions are to be reviewed and approved by the full GAFS Committee before an alternative selection procedure is applied.

F. Off-Cycle Admissions

External applicants will normally be considered only during the January admissions season for subsequent September registration. However, a student may be admitted outside the regular admissions cycle if the following conditions are met:

1. A complete application is submitted and reviewed before November 1 (Canadian) or August 1 (International);
2. The potential applicant has more total admission points than those received by the highest rejected applicant to that admissions area in the previous admission cycle;
3. The admissions area approves the admission of the student; and
4. GAFS approves the exception to standard practice.

G. Admissions Process and Criteria for Internal Applicants

Students eligible to be considered internal applicants include all University of Manitoba students who have completed, or are near completion of, the MA degree requirements in psychology in a given area, and who are applying for admission to the PhD program in the same area. Internal applicants must submit the Graduate Studies Application for Admission to the Graduate Secretary by May 1st for September registration or October 1st for January registration. The admissions committee within each area will review internal applications for admission to the PhD program. Factors to be considered in the admissions decision include the student's performance in the MA program and the availability of an Advisor.

H. Admissions Process and Criteria for Occasional Students

Students who meet the General and Stage 1 Threshold Criteria may be admitted to the Department of Psychology as Occasional Students. In some cases, it may not be feasible (as determined by the Head or designate) for a student applying for Occasional Student status to write the Graduate Record Exam (or some portions of it that are required by the Department). In such cases, students may be admitted as Occasional Students if they have a minimum of a 3.25 GPA in their most recent 60 credit hours of university courses.

11.3. Pre-M.A. and M.A. Programs

11.3.1. Advisor

At the time of admission each student must be assigned an Advisor from among the faculty members of the admissions area by the specialty area admissions committee accepting the student in consultation with the Graduate Admissions and Financial Support Committee.

In special circumstances, an Advisor and Co-Advisor, under approval of the department Head, may advise a student. In such an arrangement, the Advisor and Co-Advisor are counted as a single member of a student's advisory and examining committees. Both Co-Advisors' signatures are required on all documents where the Advisor's signature is required. In all regulations below pertaining to the Pre-M.A. and M.A. programs, the term "Advisor" is used to represent both single Advisor and Co-Advisor supervisory arrangements.

The Advisor assists the student in meeting Departmental regulations, in planning of program and in pre-M.A. and M.A. research, as well as in other training situations. Each student must have an Advisor. Occasionally a change in an Advisor may seem appropriate from the points of view of either or both parties (student and Advisor). Both parties must have full knowledge of a proposed change and consent of each should be sought. All changes of Advisor must have the approval of the Head or designate (hereafter referred to as Head, although typically it is the responsibility of the Associate Head, Graduate Program). In addition, Faculty of Graduate Studies regulations regarding student's Advisor/Co-Advisor apply.

11.3.2. Course Requirements

A. Undergraduate Prerequisites

An undergraduate background in psychology is a necessary prerequisite for advance study in the field. For that reason all students entering the Pre-M.A. program must have taken or will be required to take the following courses: Eight half (3-credit-hour) courses in psychology which include:

1. Introductory or general psychology
2. Research Methods
3. Students entering the Pre-M.A. Program must also have taken or will be required to take one course from the following:
 - a. A second course in research methods
 - b. Statistics
 - c. Computer Science

B. Pre-M.A. Requirements

Students holding a general B.A. or B.Sc. degree normally take the following courses during the pre-M.A. year, but these requirements may be modified as deemed appropriate by the Head (or designate):

1. Three hours of credit from either PSYC 3630 Psychological Measurement and Assessment or PSYC 3340 Design and Analysis for Psychological Experiments.
2. Three hours of credit from each of two of the lettered honours menu

categories-6 credit hours. (See the Lettered Menu Courses below.) These courses will be chosen in consultation with the Head from content areas not included in the student's undergraduate course work.

3. Honours Research Seminar (PSYC 4520)--6 credit hours.
4. Two half-courses in psychology at the 4000 level —6 credit hours.

Lettered Menu Courses

CATEGORY A: Personality/Social

PSYC 2410(A) Social Psychology I
 PSYC 2420(A) Social Psychology II
 PSYC 3450(A) Psychology of Personality
 PSYC 3460(A) Abnormal Psychology

CATEGORY B: Developmental

PSYC 2290(B) Child Development
 PSYC 2310(B) Adolescent Development
 PSYC 2370(B) Developmental Psychology from Adolescence to Old Age

CATEGORY C: Learning

PSYC 2440(C) Behaviour Modification Principles
 PSYC 2470(C) Learning Foundations of Psychology
 PSYC 3460(C) Learning

CATEGORY D: Cognitive

PSYC 2480(D) Cognitive Processes
 PSYC 3160 (D) Perception and Attention
 PSYC 3170 (D) Research in Cognitive Psychology
 PSYC 3580(D) Language and Thought
 PSYC 3610(D) Memory

CATEGORY E: Biological

PSYC 2360(E) Brain and Behaviour
 PSYC 3350(E) Behavioural Neuroscience
 PSYC 3430(E) Sensory Processes

C. M.A. Course Requirements

1. Major

Two half-courses at the 700 level or above in psychology--6 credit hours

2. Ancillary

One half course--3 credit hours. If the ancillary is taken in psychology, the course must be at the 700 level or above and must be in an area clearly apart from the major. The Head or designate may request a written rationale from the Advisor justifying the distinctiveness from the major of a student's proposed ancillary. If the ancillary is taken outside of psychology, the course will normally be at the 300 level or above. No course taken during the student's undergraduate program may be applied toward this requirement.

3. Two half-courses in Psychological Statistics (PSYC 7760: Problems in Psychological Research and PSYC 8420; Quantitative Methods in Psychology)--6 credit hours. These courses may not count for any of the courses in 11.3.2.C.1. or 11.3.2.C.2. All courses in research design or analytic methods will count as major courses for students with a program focus in Methodology. These students will be required to complete 2 additional ancillary courses at or above the PhD level

4. All M.A. students enrolled in a Thesis-based program (thereby excluding students in School Psychology) are required to complete an "M.A. Proposal Development" course. This course is designed to facilitate proposal preparation and to encourage timely research activity. These students will be required to pass the course (0 credit hours) in any one of their first four terms of full-time study in the program (including the summer session). This course will be supervised by the Advisor. No teaching credit will be given for this, however, as it is already the responsibility of advisors to instruct and guide proposal development by their graduate students.

The student, the Advisor, and all members of the Thesis Examining Committee will be required to sign the appropriate "Proposal Development Registration Form" to indicate that everyone involved in the student's research program is aware of, and has agreed to, the student registering for the course. The course must culminate in the submission of an acceptable, comprehensive draft of the research proposal to all members of the Thesis Examining Committee. An appropriate "Proposal Development Completion Form," signed by the student, the Advisor, and all members of the Thesis Examining Committee, will be required at the end of the course to indicate whether the student has generated an acceptable, comprehensive draft of the proposal. This course is graded on a pass/fail basis as determined by majority vote of the Thesis Examining Committee. Both forms must be submitted to the Psychology Graduate Office.

Time extensions for this course will be granted only with the approval of the Associate Head

(Graduate), who will consult with the student's Thesis Examining Committee prior to reaching a decision.

Failure to pass his course on time will normally result in an annual evaluation of "in need of improvement" or "unsatisfactory" as appropriate.

5. Any of the above course requirements may be waived if the Head or designate determines that an equivalent course has been successfully completed in another graduate program.
6. If a student receives undergraduate credit in a combined course, then the student will not be permitted to receive graduate credit in the graduate version of the course without demonstrating to the head of the Department that the graduate course differs substantially in content and evaluative criteria.

D. Supplementary Requirements

The above pre-M.A. and M.A. course requirements are minimal and additional requirements may be established by specific programs or Advisors. Any duly constituted admissions area may propose supplementary regulations, beyond the Department's minimum requirements, for students admitted to its area. The proposed regulations will be submitted to the Executive Committee and then Department Council for approval. Approved supplementary regulations will be published along with the Department's Graduate Program in Psychology. The supplementary regulations will be cancelled automatically when the area is dissolved. Specific Departmental programs specifying differing requirements must receive Department Council approval before implementation. In those areas where specific programs have been established, e.g., Clinical Psychology Training Program, students must take the required curriculum of that program in addition to the required Departmental courses listed above. All supplemental regulations and requirements must be submitted to FGS for approval at the appropriate committee level.

11.3.3. M.A. Thesis

- A. No M.A. thesis is required of students in the M.A. program of School Psychology.
- B. Advisor

The Advisor directs the student's literature search, problem formulation, and design development. It will be the Advisor's responsibility to indicate to the Faculty of Graduate Studies the title of the student's thesis and the names of the appropriate Thesis Examining Committee members.

- C. Thesis Examining Committee

The members of the Thesis Examining Committee and specific criteria for selection are:

1. The Advisor (and Co-Advisor if such is the advisory arrangement) who will direct the thesis and chair the Thesis Examining Committee;
2. a Departmental faculty member who is chosen by the Advisor in consultation with the student; and
3. a faculty member from within the University but outside the Psychology Department, who is chosen by the Department Head upon the recommendation of the Advisor. A Co-Advisor who is outside the Department is not regarded as satisfying the requirement that the committee contain a member external to the Department.

Other members of the Department may be called upon for consultation at this phase of the thesis project. In fact it would be wise to involve staff members at a time when corrective actions can most readily occur. The student's Advisor will recommend this Thesis Examining Committee to the Faculty of Graduate Studies on the "Thesis/Practicum Title and Appointment of Examiners" form which must be signed by the Head.

D. The Written Proposal and Proposal Oral Examination

The Thesis/Practicum Title and Appointment of Examiners form is to be submitted to FGS by the student at least 2 weeks prior to scheduled proposal meeting. Under the supervision of the Advisor the student prepares a written proposal which is submitted to the members of the Committee. A thesis proposal must indicate if the proposed research requires any waivers of or exceptions to Departmental requirements and policies.

Data collection, analysis and report of all research that is to be submitted by a student as part of thesis requirements must be carried out substantially by the student in consultation with his or her Thesis Examining Committee.

A specific research design may require an exception for reasons such as the following:

1. some attribute of the experimenter is being used as an independent variable.
2. the extraordinary demands of the research design make it difficult or impossible for one person to execute (e.g., time, legal, and specialized equipment requirements).
3. the research is being conducted simultaneously in different locations.
4. the research is susceptible to experimenter bias and/or demand characteristics.

5. the research design (e.g., archival, meta-analysis, secondary data analysis) employs pre-existing data that are superior, in methodological terms, to any primary data that the student could collect independently for the essential purpose of answering the questions of scholarly interest in the thesis.

Exceptions for any of the above reasons are deemed acceptable, requiring only the assent of the Thesis Examining Committee at the time of the proposal defense. Exceptions for other reasons will be considered by the Examination and Evaluation Committee when a written request is submitted to the Committee by the Advisor on behalf of the student.

After the Thesis Examining Committee has unanimously approved that the written thesis proposal be examined, the student is required to give a proposal oral. The thesis proposal must receive unanimous consent at the oral. While data for the thesis proper should not be collected prior to the proposal oral, the collection of pilot data is not only permissible but encouraged.

Proposal orals will be scheduled through the Head. All members of the Thesis Examining Committee shall be present at the proposal oral, unless specifically exempted by the Head. Meetings not scheduled by the Head will not be officially recognized by the Department. Proposal orals will be held in the Duff Roblin building in space allocated to the Psychology department and will be held only during daytime business hours, Monday through Friday. Exceptions must be cleared through the Head.

One week prior to the proposal oral, a notice of the oral and an APA-style abstract of the thesis proposal, both acceptable to the Head, will be distributed by the Head to faculty and graduate students. The full proposal will be deposited with the Head for perusal by staff and students during this one-week period. Any objection to the proposal must be sent to the Head and the Thesis Examining Committee at or before the proposal oral. Serious objections may require significant changes in the proposal.

A thesis proposal is approved only when it demonstrates a scholarly understanding of an area, clearly delineates a rigorous investigative design dealing with a problem of psychology, and assures the Thesis Examining Committee that Graduate Studies' regulations will be satisfied when the thesis is completed (see section 11.3.3.G.). M.A. thesis proposals are evaluated on the same general criteria as Ph.D. thesis proposals. While the M.A. thesis is expected to be substantial, it need not be as comprehensive or methodologically elaborate as the Ph.D. thesis. Greater emphasis is given to adequate implementation and analysis of research within a training context. Proposals judged to be substandard in these respects by any member of the Thesis Examining Committee must be revised until the objection is satisfied.

Following the proposal oral the Advisor assumes major responsibility for guiding the student in thesis research. Due to the nature of psychological research some facets of a study may need changing. Major

revisions must be approved beforehand by the Thesis Examining Committee.

E. Steps for Approval of the Thesis Proposal

1. The student in consultation primarily with the Advisor writes the initial drafts of the thesis proposal, although other members of the Advisory Committee may also have input. The thesis proposal must be comprehensive, i.e., it must be possible to discern exactly what is being proposed, including its methodology and rationale, from reading the thesis proposal. For example, it is not acceptable to simply state that follow-up studies will be determined after the results of the first study are in.
2. When the student has written a draft that is deemed acceptable by the advisor, the thesis proposal is distributed to members of the Thesis Examining Committee at least two weeks before the scheduled date of the proposal oral.
3. At the proposal oral, the Thesis Examining Committee shall take the following factors into account in evaluating the proposal:
 - a. Methodological vigor
 - b. Comprehensiveness of the literature review
 - c. Relevance of the literature reviewed
 - d. Scope of the contribution
 - e. Originality of the contribution
 - f. Required investment of time and effort
 - g. Student's understanding of and ability to present, answer questions about, and justify the project
 - h. Likely impact of the results on the field
4. If the proposal is not approved unanimously as presented, the process becomes one of collaboration between the student and all committee members in an attempt to make the proposal stronger.
5. If the proposal is still unacceptable (i.e., does not receive unanimous approval by all committee members), despite the best efforts of the committee to help the student

improve the proposal, the oral defense fails. The student is then required to go through the proposal process again.

6. It is recognized that modifications to the project may be required or be desirable subsequent to the proposal oral. However, it is not acceptable to simply leave additions, deletions, and other changes to the student and Advisor. If possible, all modifications must be submitted to the Thesis Examining Committee for unanimous written approval before implementation of the modifications. If for some reason this is not possible, the Thesis Examining Committee must be informed of the modification as soon as possible after they are made. If the committee is not informed of them beforehand and does not unanimously approve them in writing, the Thesis Examining Committee may withdraw approval of the project or may require other modifications.
7. If the proposal (as originally presented or as modified through the collaborative effort described above) is approved and the student competently carries out the project as approved at the proposal oral or subsequently (see above), the Thesis Examining Committee will consider the thesis to be adequate in scope and methodology. Other considerations, such as the validity and comprehensiveness of the data analysis, the quality of the discussion, and the student's ability to defend the work, will still enter into the committee's final decision.

F. The Final Oral Examination

When the student is satisfied that the M.A. thesis is ready for final evaluation, the student should distribute copies to members of the Thesis Examining Committee.

One week prior to the final thesis oral, a notice of the oral and an abstract of the thesis, both acceptable to the Head, will be distributed by the Head to faculty and graduate students. The full thesis will be deposited with the Head for perusal by staff and students during this one-week period. Rules and procedures for scheduling the final oral examination are the same as for the proposal oral.

All members of the Thesis Examining Committee must be present at the final thesis oral, unless specifically exempted by the Head. The judgment of the examiners on the work of the thesis will be given in the qualitative terms "approved" or "not approved." All favourable and unfavourable verdicts should be unanimous, and each examiner must indicate by signature concurrence in the verdict. If the examiners are unable to reach a unanimous decision, this fact must be reported to the Faculty of Graduate Studies as a failure. Before making their decision, examiners of the thesis may require the student to make any revisions they see fit, and all such revisions must be completed before a decision is reached. The Thesis Examining Committee must submit its decision in writing to the Head on the form provided

by the Faculty of Graduate Studies. A Master's student whose thesis has been rejected twice will be required to withdraw from the program.

G. The Final Manuscript

The Masters Thesis should follow the Thesis Guidelines set out by the Faculty of Graduate Studies (1996):

In general, the thesis should show that the student has mastery of the field in which she/he presents her/himself and is fully conversant with the relevant literature....The thesis must be written according to a standard style manual acknowledged by a particular field of study and recommended by the major department, be lucid and well-written, and be reasonably free from typographical and other errors.

The completed thesis must be submitted to the Faculty of Graduate Studies by the date specified in the Academic Schedule of the current University of Manitoba General Calendar in any year, to ensure that the degree is conferred at the desired Convocation of that year. Two unbound printed copies or one printed copy and one electronic copy are required to be submitted to the Dean of Graduate Studies. See the Faculty of Graduate Studies Calendar for details. Although additional copies are not required, it is generally desirable for students to prepare copies for the Department Head, for the Advisor, and for themselves.

Theses should follow the style manual of the American Psychological Association and should be written in journal format (with the exception that figures and tables should be located within the body of the text rather than after the references). A sample table of contents is given below:

Title
Acknowledgements
Table of Contents
Abstract
List of Tables
List of Figures
Text
 Introduction
 Method
 Results
 Discussion
References
Appendices

11.4. Ph.D. Program

11.4.1. Advisory Committee

At the time of admission each Ph.D. student must be assigned an Advisor by the area admissions committee accepting the student in consultation with the Graduate Admissions and Financial Support Committee.

In special circumstances, an Advisor and Co-Advisor, under approval of the Department Head, may advise a student. In such an arrangement, the Advisor and Co-Advisor are counted as a single member of a student's advisory and examining committees. Both Co-Advisors' signatures are required on all documents where the Advisor's signature is required. In all regulation below pertaining to the Ph.D. program, the term "Advisor" is used to represent both single Advisor and Co-Advisor supervisory arrangements.

In consultation with the student, the Advisor selects an Advisory Committee whose primary responsibilities include guiding the student in meeting Departmental regulations, in selecting courses and in adequately preparing for the material covered by the candidacy exams. The Advisory Committee must be fully constituted no later than January 31 of the first Ph.D. year. A Co-Advisor who is outside the Department is not regarded as satisfying the requirement that the committee contain a member external to the Department.

Following selection of a possible thesis topic, the Advisory Committee may be reconstituted to include faculty members who are particularly knowledgeable or interested in the topic. The Advisory Committee will typically form the basis of the student's future Thesis Examining Committee. All changes of the Advisory Committee must have approval of the Head or designate (hereafter referred to as Head, although typically it is the responsibility of the Associate Head, Graduate Program). The members of the Advisory Committee and specific criteria for selection are:

- A. an Advisor (and Co-Advisor if such is the advisory arrangement);
- B. two Departmental faculty members chosen by the Advisor in consultation with the student; and
- C. a faculty member within the University but outside the Department of Psychology chosen by the Department Head upon the recommendation of the Advisor. If possible, this member of the Advisory Committee should have some knowledge in the subject area in order to be an active and substantive contributing participant. The judgment as to level of possible contribution by this member is based on Departmental affiliation and/or individual accomplishments. The Advisor may be required to provide a rationale for the choice to the Head. This member is required to exercise "quality control" on issues of format and general levels of scholarship that apply to all disciplines, not only to psychology.

11.4.2. Course Requirements

A. Required Background Courses

The basic requirements for the M.A. degree at the University of Manitoba are prerequisites for study at the Ph.D. level. Students entering the Ph.D. program with an M.A. degree in psychology from a Canadian university or its equivalent will not be required to complete either the pre-M.A. or M.A. requirements, but they will be required to have two half courses equivalent to Psychological Statistics, PSYC 7760 and PSYC 8420.

Students nearing completion of the M.A. requirements may be accepted provisionally into the Ph.D. program for a 12 month period commencing at fall registration. Further registration in the Ph.D. program is contingent upon completion of all M.A. requirements and final approval by the specialty area admissions committee originally accepting the student. Whenever provisional admission occurs, the Department must request that the conditions (in full) of the provisional acceptance be added to the formal FGS admission letter.

B. Ph.D. Course Requirements

1. Major

Two half-courses at the 7000 level or above in psychology--6 credit hours.

2. Ancillary

One half course--3 credit hours. If the ancillary is taken in psychology, the course must be at the 7000 level or above and must be in an area clearly apart from the major. The Head or designate may request a written rationale from the Advisor justifying the distinctiveness from the major of a student's proposed ancillary. If the ancillary is taken outside of psychology, the course will normally be at the 400 level or above. No course taken during the student's undergraduate program may be applied toward this requirement.

3. One half course in research design, research methodology, or quantitative methods over and above the basic statistics requirement in the M.A. program. The Head or designate may request a written rationale from the Advisor justifying the extent to which the course chosen will satisfy this requirement. The course taken to satisfy this requirement may not count for any of the courses in 11.4.2.B.1. or 11.4.2.B.2. All courses in research design, research methodology, and quantitative methods will count as major courses for students with a program focus in Methodology. These students will be required to complete 2 additional ancillary courses at the PhD level

4. All Ph.D. students enrolled in a Thesis-based program (thereby excluding students in School Psychology) are required to complete a "Ph.D. Proposal Development" course. This course is designed to facilitate proposal preparation and to encourage timely research activity. These students will be required to pass the course (0 credit hours) in any one of their first eight terms of full-time study in the program (including the summer session). This course will be supervised by the Advisor. No teaching credit will be given for this, however, as it is already the responsibility of Advisors to instruct and guide proposal development by their graduate students.

The student, the Advisor, and all members of the Thesis Examining Committee will be required to sign the appropriate "Proposal Development Registration Form" to indicate that everyone involved in the student's research program is aware of, and has agreed to, the student registering for the course. The course must culminate in the submission of an acceptable, comprehensive draft of the research proposal to all members of the Thesis Examining Committee. An appropriate "Proposal Development Completion Form," signed by the student, the Advisor, and all members of the Thesis Examining Committee, will be required at the end of the course to indicate whether the student has generated an acceptable, comprehensive draft of the proposal. This course is graded on a pass/fail basis as determined by majority vote of the Thesis Examining Committee. Both forms must be submitted to the Psychology Graduate Office

Time extensions for this course will be granted only with the approval of the Associate Head (Graduate), who will consult with the student's Thesis Examining Committee prior to reaching a decision.

Failure to pass this course on time will normally result in an annual evaluation of "in need of improvement" or "unsatisfactory" as appropriate.

5. Any of the above course requirements may be waived if the Head or designate determines that an equivalent course has been successfully completed in another Ph.D. program or as an extra (i.e., not required) course in an MA program.

C. Supplementary Requirements

Regulations are identical to those for the Pre-M.A. and M.A. programs (see 11.3.2.D.).

11.4.3. Candidacy Examinations

A. Purpose

The purpose of the candidacy exam is to contribute to and evaluate the student's (a) depth and breadth of preparation in the content, methodology, and theory which, in the judgment of the Advisory Committee, is relevant to the general program of doctoral study in Psychology, and

(b) ability to analyse, integrate, and creatively use information from divergent areas relevant to the general program of doctoral study in Psychology.

B. Candidacy Examination Committee

The student's Advisory Committee constitutes the Candidacy Examination Committee. The student's Advisor is the Chair of the student's Candidacy Examination Committee.

C. Examination Procedures

The major area examination requirement may be satisfied in any one of three ways, namely: (a) a standard closed-book examination, (b) a standard take-home examination, or (c) an open-format examination. Students are required to choose one of these three alternatives and to declare their choice in writing to the Graduate Office at least two months prior to the date on which they intend to take the exam. In any case, these deadlines apply for any year in which the student is writing the exam. All students will normally have taken and passed their candidacy examination within two years of being admitted to the Doctoral Program (with non-provisional status) and at least within one year prior to graduation. In no case may candidacy examinations be taken prior to completion of the M.A. degree. Unless otherwise indicated, the Head (or designate) will be responsible for ensuring that each deadline involving Candidacy Examinations is met.

Students will be asked to indicate the form of the examination and, the date it is to be taken. The student may opt out up to one week before the date for distributing the exam, except in cases of illness or crisis (as determined by the head or designate), when cancellation may occur at any time. The student's Advisor, after consultation with the other members of the Candidacy Examination Committee, will complete and submit to the Head (or designate) the appropriate form (together with a detailed description of the composition of the candidacy examination itself and the evaluation procedures to be used) at least 5 working days prior to its distribution. The dates for distributing all forms of candidacy exams to students will be the same, namely September 15, February 1, and May 1 of each academic year.

At the time of the exam distribution, the Candidacy Examination Committee will provide the student (in writing) the specific weights for each question/topic and the method to be used to determine the final pass/fail decision.

When the examination is finished, the Head (or designate) shall distribute copies to the members of the Candidacy Examination Committee, and the Advisor shall see that the examination is evaluated on schedule. A rating-scale evaluation of the candidacy examination is encouraged to facilitate both grading of the exam and feedback to the student. Normally within six weeks the Candidacy Examination Committee will evaluate the examination and assign a pass or fail grade for the student. The student's Advisor will notify (in writing) the student and the Head (or designate) whether the student has passed or failed the examination, or the reason for a delayed decision.

Within 3 weeks after notification of the student's pass/fail grade, each student must receive written feedback from the Advisor on behalf of the Candidacy Examination Committee. This feedback will address the quality of the student's writing, organization, and content of answers to each question/topic of the exam. The student is encouraged to request more specific feedback from each member of the committee.

The evaluation of the student at the time of the candidacy examination shall entail not only the

student's performance on the examination but also overall preparedness for a career in psychology. If the career preparedness evaluation is negative, it shall be treated separately, as though it were an Advisor's negative report arising from the Annual Evaluation.

Failure to meet the deadline for handing in the completed candidacy exam will constitute an automatic failure of the examination. Two failures of the candidacy examination will result in the student being terminated from the graduate program of the Department. Students may elect a different form of examination for their second attempt.

1. Standard Closed-Book Examination

This examination consists of two four-hour examination periods across two consecutive days. While each period is of four hours duration, questions are such that the student could answer them in three hours, leaving one hour to organize, outline, check through answers, etc. Students wanting to use a computer to take the closed-book examination should request that this equipment be made available at the time of the examination by contacting the Head (or designate) at least 10 working days before the start date of the examination.

Subsequently, the Head (or designate) will send a letter to each student named as a candidate for the closed-book examination, with a copy to the Advisor. This letter will inform the student who the examiners are, when and how long the examination will be, and its general format.

If a student performs in an ambiguous fashion on the written portion of the closed-book examination, the Candidacy Examination Committee may require the student to take an oral examination to clarify performance. If the student declines to take an oral, a grade of F will ensue. If the student decides to try this oral exam, the student's grade will reflect performance on both the written and oral portions of the standard closed-book examination. This same policy will apply to either the student's first or second attempt at the examination. The content of the oral portion of the examination shall be either that specified for the written portion of the closed-book examination or some part thereof.

2. Standard Take-Home Examination

This examination is set by the Candidacy Examination Committee, with the exception that one question may be submitted by the student subject to the approval of and/or modification by the committee. The examination consists of four to eight questions which together with answers have a maximum combined length of 100 double-spaced typed pages (not counting the references and nontexted appendices that are specified in advance by the Candidacy Examination Committee). The completed examination must be submitted to the Head (or designate) within three months of distribution.

A student may contact committee members anytime during the initial four weeks of the examination period to clarify any questions. If problems arise in making such contact, they should be immediately resolved by consulting the Advisor or the Associate Head (Graduate). Except for such clarifications, the student will be expected to work alone (i.e., neither solicit nor receive from committee members or other individuals any form of assistance in answering a question on the exam).

If inordinate delays are encountered in obtaining materials from the university's

Interlibrary Loan service, and if these resources are crucial for answering one or more questions on the candidacy examination, any time before the last week of the examination period the student may also request in writing permission from the Head for a time extension of up to 20-working days to submit the completed exam.

The decision by the Head to grant the request will be based on the merits of the request, including documentation provided by the student, and the written approval of the student's Advisor.

In cases of extended illness or crisis, extension of the deadline may be obtained from the Head (or designate). An optional oral exam is not allowed to redress an ambiguous performance. A second attempt at the examination will involve new questions. Unless otherwise noted, the general policies and procedures will be the same as described for the standard closed-book examination.

3. Open-Format Examination

This examination is set by the Candidacy Examination Committee. The examination consists of several questions which require answers

a. either in essay-style or in a combination of essay/oral-style

and

b. either one or both of the following:

- i. a sample application for a faculty-level research grant (following the most recent format required by CIHR, NSERC, or SSHRC)
- ii. a research paper for which the student had sole responsibility or for which the student assumed first-authorship.

Students who choose to include only one of these optional elements will be required to answer as part of the candidacy examination between 3 and 6 questions, or questions based on 3 to 6 themes, posed by the Candidacy Examination Committee. The committee may choose to have all or some of these questions answered in either written or oral format. All answers must be presented to the entire committee. Oral examinations with no written component will be limited to two ninety minute sessions. Written examinations with no oral component may be answered in either close-book format or take-home format. If answered in a closed-book format, then the procedures described in 11.4.3.C.1. will apply with the exception that the examination will consist of two three-hour examination periods across two consecutive days. If answered in a take-home format, the procedures described in 11.4.3.C.2. will apply with the exception that the combined length of the answers should be no more than 75 double-spaced typed pages (excluding references and nontexted appendices specified in advance by the Candidacy Examination Committee).

Students who choose to include both a sample grant application and a research paper will be required to answer as part of the candidacy examination between 2 and 4 questions, or questions based on 2 to 4 themes, posed by the Candidacy Examination Committee. The committee may choose to have all or some of these questions answered in either written or oral format. All answers must be presented to the entire committee.

Oral examinations with no written component will be limited to two sixty minute sessions. Written examinations with no oral component may be answered in either closed-book format or take-home format. If answered in a closed-book format, then the procedures described in 11.4.3.C.1. will apply with the exception that the examination will be completed within a single 4-hour session. If answered in a take-home format, the procedures described in 11.4.3.C.2. will apply with the exception that the combined length of the answers should be no more than 50 double-spaced typed pages (excluding references and nontexted appendices specified in advance by the Candidacy Examination Committee).

Both oral questions and their answers will be tape recorded for liability purposes. This recording will be held in the Psychology Graduate Office, and will be used only in situations in which the student appeals a failing grade for the oral examination. Once the student has passed and received Department approval, the tape will be destroyed.

If written and oral questions are mixed, the requirements will be proportional to the amount of work and number of questions in each examination format.

11.4.4. Ph.D. Thesis

A. Thesis Examining Committee

The Thesis Examining Committee will include the following members:

1. The Advisor (and Co-Advisor if such is the advisory arrangement), who will direct the thesis;
2. other members of the Advisory Committee; and
3. a Departmental representative, who will be a senior faculty member (associate professor or professor) from the Department of Psychology and who will be appointed by the Head to be both a voting participant and Chair of the Thesis Examination Committee only at the proposal oral. The candidate shall be informed of this member's identity before the proposal oral is scheduled.

B. The Written Proposal and Proposal Oral Examination

Under the supervision of the Advisor, the student prepares a written proposal which is submitted to the members of the Thesis Examining Committee. A thesis proposal must indicate if the proposed research requires any waivers of, or exceptions to Departmental requirements and policies. Data collection, analysis and report of all research that is to be submitted by a student as part of thesis requirements must be carried out substantially by the student in consultation with his or her Thesis Examining Committee. Exceptions to the preceding requirement may be granted by the Examination and Evaluation Committee when a written request is submitted to that committee by the Advisor on behalf of the student.

A specific research design may require an exception for reasons such as the following:

1. some attribute of the experimenter is being used as an independent variable.
2. the extraordinary demands of the research design make it difficult or impossible for one person to execute (e.g., time, legal, and specialized equipment requirements).
3. the research is being conducted simultaneously in different locations.
4. the research is susceptible to experimenter bias and/or demand characteristics.

After the Thesis Examining Committee has unanimously approved that the written thesis proposal be examined, the student is required to give a proposal oral, which will be chaired by the appointed departmental representative. The thesis proposal must receive unanimous consent at the oral. While data for the thesis proper should not be collected prior to the proposal oral, the collection of pilot data is not only permissible but encouraged.

Proposal orals will be scheduled through the Head. All members of the Thesis Examining Committee (including the additional member appointed only for the proposal oral) shall be present at the proposal oral, unless specifically exempted by the Head. Meetings not scheduled by the Head will not be officially recognized by the Department. Proposal orals will be held in the Duff Roblin building in space allocated to the Psychology department and will be held only during daytime business hours, Monday through Friday. Exceptions must be cleared through the Head.

One week prior to the proposal oral, a notice of the oral and an APA-style abstract of the thesis proposal, both acceptable to the Head, will be distributed by the Head to faculty and graduate students. The full proposal will be deposited with the Head for perusal by staff and students during this one-week period. Any objection to the proposal must be sent to the Head and the Thesis Examining Committee at or before the proposal oral. Serious objections may require significant changes in the proposal.

A thesis proposal is approved only when it demonstrates a scholarly understanding of an area, clearly delineates a rigorous investigative design dealing with a problem of psychology, and assures the Thesis Examining Committee that Graduate Studies' regulations will be satisfied when the thesis is completed (see section 11.4.4.F.). Proposals judged to be substandard in these respects by any member of the Thesis Examining Committee must be revised until the objection is satisfied.

Following the proposal oral the Advisor assumes major responsibility for guiding the student in thesis research. Due to the nature of psychological research some facets of a study may need changing. Major revisions must be approved beforehand by the Thesis

Examining Committee.

C. Steps for Approval of the Thesis Proposal

Regulations are identical to those for the M.A. program (see sections 11.3.3.d).

D. The Thesis Final Examining Committee

The Advisor will recommend to the Head the names of the members of the Thesis Final Examining Committee. There must be at least five examiners, namely the Advisor, three other persons, one of whom will be from a department other than psychology, and an examiner external to the University. Normally, the Thesis Final Examining Committee will be comprised of the members of the Thesis Examining Committee plus an external examiner. In such a case the Committee would have five members: four Thesis Examining Committee members plus the external examiner. Other members may be added, but these must be justified in writing to the Head. In any event, at least 50 percent of the Thesis Final Examining Committee will be comprised of Psychology Department faculty.

The external examiner will hold an appointment outside of the University, and will be a distinguished scholar with particular expertise in the subject area. Operationally, this is someone who is referenced quite often in the dissertation. The Advisor must provide a rationale for the choice of the external examiner to the Head for approval at least two months in advance of the projected date for the final oral. The external examiner is contacted informally by the Advisor at this time regarding willingness to participate on the Thesis Final Examining Committee. Later, after informal acceptance, the Advisor must complete the "Thesis Title & Appointment of Examiners" form and submit it to the Head who arranges for a formal invitation to be sent by the Faculty of Graduate Studies.

It is the duty of the Thesis Final Examining Committee to review and report on the candidate's thesis. The entire Committee is given one month to read the thesis. A written review by each examiner must be received and considered before a final oral examination is scheduled. Review of the Thesis and scheduling of the defense is the responsibility of the Faculty of Graduate Studies.

E. The Final Thesis Oral Examination

A student must pass an oral examination on the subject of the thesis and matters relating thereto before obtaining the Ph.D. degree. One week prior to the final thesis oral, a notice of the oral and an abstract of the thesis, both acceptable to the Head, will be distributed by the Head to faculty and graduate students. The full thesis will be deposited with the Head for perusal by staff and students during this one-week period. Rules and procedures for scheduling the final thesis oral examination are those of the Faculty of Graduate Studies. The final thesis oral examination is open to all members of the University community.

The Thesis Final Oral Examining Committee includes a Chairperson (appointed by the Dean of

Graduate Studies) and all members of the Thesis Final Examining Committee. Attendance by the external examiner is optional. All other Thesis Final Oral Examining Committee members have voting privileges and must be present unless specifically exempted by the Head. A total of four examiners including the Chairperson of the Thesis Final Oral Examining Committee must be present, however. The judgment of the voting examiners, either for acceptance or rejection of the thesis, should be unanimous. Each voting examiner must indicate by signature concurrence in the verdict. If the examiners are unable to reach a unanimous decision, this fact must be reported to the Faculty of Graduate Studies in the form of a failure. Before submitting their final report, the examiners may require the candidate to make any revisions they see fit, and such revisions must be completed before the report is submitted.

F. The Final Manuscript

Details of style, etc. are the same for the Ph.D. thesis as for the Master's thesis. In addition, according to the Thesis Guidelines set out by the Faculty of Graduate Studies (1996):

An essential feature of the Ph.D. study is the candidate's demonstration of their competence to complete a research project and present their findings. The thesis must constitute a distinct contribution to knowledge in their major field of study and the material must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. The thesis must be written according to a standard style manual acknowledged by a particular field of study and recommended by the major department, be lucid and well written, and be free from typographical and other errors.

11.5. Annual Evaluation

Although a student may be evaluated at any point in the academic year, the Department's annual evaluation for students at all levels occurs when spring transcripts become available. At this time students are evaluated on the basis of their performance in the areas of (a) academic work, (b) clinical and research (not teaching) assistantships, and (c) other departmental service, research, and ethical conduct as specified in the Canadian Psychological Association's Code of Ethics. The primary aims of the evaluation are to provide the basis for giving positive feedback to students and for assessing student standing in the program. Student performance is assessed using the system described below.

At the time of evaluation the Head will forward to each Advisor an annual evaluation form along with a copy of the student's transcript. For M.A. students the Advisor will conduct the evaluation; for Ph.D. students the Advisory Committee will conduct the evaluation. In addition the Head will circulate to each faculty member a complete list of Advisor-Advisee pairings, asking for qualitative comments on any student in the areas of research, teaching (not teaching assistantships), course work, and ethical conduct. Faculty will direct their comments to the appropriate Advisor.

Based on this information Advisors will be required to submit a written evaluation report to the Head

on the form provided, before the student is allowed to register for the succeeding fall term. Consultation with other staff in preparing the report will be at the Advisor's discretion. A copy of the report will go to the student involved, and a copy will be included in the student's Departmental file.

A positive Advisor evaluation report will be considered when determining Departmental awards. A negative Advisor report or unfavourable information from other sources will be transmitted by the Head to the Examination and Evaluation Committee which will initiate proceedings outlined below. A unanimous negative evaluation of a graduate student by his or her Advisory Committee is to be treated under Departmental rules as a negative evaluation for reasons other than grades (Section 11.5.2).

11.5.1. Evaluation for Low Grades

In the pre-MA, MA and PhD programs where a student has an overall GPA below 2.5 (C) or has received one or more grades below a C+, the Advisor of the student will be contacted by the Head and will at that time either provide or refuse to provide a petition on the student's behalf. If the Advisor petitions, an evaluation subcommittee will be set up as described below (but with only one petitioner). If the Advisor does NOT petition, then the Head, after discussion and consultation with student, will recruit a staff member to act as a petitioner on the student's behalf. The Head will then notify the Examination and Evaluation committee which will set up a subcommittee consisting of the student's Advisor, the staff member petitioning on behalf of the student, and an independent non-petitioning staff member outside the student's admission area. The Head will notify each student with a grade problem about the situation, and will ensure that the student is kept fully informed of all developments pertaining to the inquiry. The subcommittee will be struck only when all relevant current grade appeals are finalized, or the student waives the right to further review based on pending grade appeals.

The subcommittee will gather information from petitioners, the student, and other sources and transmit to the Examination and Evaluation Committee in writing its recommendation and supporting documentation concerning: (a) whether the situation warrants no action, remedial action, or termination; (b) which, if any deficiencies must be remedied, by when, and in what manner, and (c) the further course of action to be taken by the Head, if the deficiencies are not made up by the deadline.

The Examination and Evaluation Committee will consider the recommendations of each student's evaluation subcommittee and will recommend through the Head to the Dean of Graduate Studies the specific course of action to be taken. By appropriate petition, however, the decision of the Examination and Evaluation Committee can be appealed to Department Council. When remedial actions have been specified, the Head will monitor the student's program to determine whether or not the deficiencies have been made up at the end of the period allotted, and then take appropriate action.

11.5.2. Evaluation for Reasons Other Than Grades

In cases where the student's evaluation is negative for reasons other than grades (e.g., unsatisfactory

progress, unfavourable research performance, or unethical conduct), the Advisor of the student will be contacted by the Head and will at that time either provide or refuse to provide a petition on the student's behalf. If the academic advisor petitions, an evaluation subcommittee will be set up as described below (but with only one petitioner). If the Advisor does NOT petition, then the Head, after discussion and consultation with the student, will recruit a staff member to act as a petitioner on the student's behalf. The Head will then notify the Examination and Evaluation Committee which will set up a subcommittee of identical structure and task to that for grade problems as described in 11.5.1. The Head will notify each student with a non-grade problem about the situation, and will ensure that the student is kept fully informed of all developments pertaining to the inquiry. Once again the Examination and Evaluation Committee will consider the subcommittee's recommendations, making a final recommendation to the Dean of Graduate Studies through the Head who will monitor the progress of the remediation and then take further appropriate action. As before, decisions of the Examination and Evaluation Committee can be appealed to Department Council.

11.5.3. General Examination and Evaluation Committee Procedures

The Examination and Evaluation Committee will normally process a case within six weeks or will notify the Head and the student in writing, if delays are anticipated. While a student is being considered by the Examination and Evaluation Committee, the student will not be terminated from the Department's programs but also will not be able to register for courses until the case is decided. Any person wishing to provide information to a student's evaluation subcommittee may do so either in writing or in person by making a written request to the Chairperson of that subcommittee. A student whose case is being evaluated may also appear before the Examination and Evaluation subcommittee by making a written request to the Chairperson of the subcommittee.

11.6. Appeals

11.6.1. Grade Appeals

Students wishing to appeal a grade must initiate a formal appeal through the Student Records Office within 21 days of the publication of examination results. Student appeals of final grades will be reviewed by the Grade Appeals Committee of the Department. The Committee's recommendation on each appeal will be forwarded to the parties involved with a copy to the Head. The Grade Appeals Committee will notify the Head and the Examination and Evaluation Committee immediately after receiving a grade appeal and immediately after deciding an appeal. The Grade Appeals Committee will normally process a case within six weeks and will notify the Head and the student in writing, if a delay is anticipated.

11.6.2. Other Appeals

Student appeals must be submitted in writing to the Head. Student appeals with reference to programs and courses, theses and candidacy examinations, graduate admissions, any other matter relating to

Departmental and faculty regulations and procedures, or committee disagreements on evaluations of student performance will be reviewed by the Examination and Evaluation Committee of the Department. Its recommendation on each appeal will be forwarded to the parties involved with a copy to the Head. The Examination and Evaluation Committee will normally process a case within six weeks or will notify the Head and the student in writing, if a delay is anticipated.

11.7 Changes in Department Regulations

The Graduate Program offered by the Department of Psychology may be modified from time to time, as the need for change arises. Students who are enrolled in a program at the time of a change will be held only to the requirements outlined at the time of their first registration in a given graduate program. In the event of a change in requirements the student will have the option of accepting the new requirements or working under the ones in practice at the time of first registration into a graduate program. The obvious exceptions would be in situations where courses required by the Department are no longer offered.

Sections 11.1 through 11.7 were approved by Department Council in 1987. Later revisions approved by Department Council on May 9, 1988; May 17, 1989; June 4, 1991; May 29, 1992; May 30, 1994; December 8, 1994; February 9, 1995; December 9 and 11, 1996, and May 23, 2001; May 14, 2002; April 29, 2003; December 10, 2003; April 28, 2004; Nov. 21, 2005; January 10, 2006; May 1, 2006; June 12, 2006; January 17, 2008, April 8, 2008; June 27, 2008; March 26, 2010.

11.8. Graduate Admissions and Advisorship Policies

11.8.1. Admission Areas and Thematic Areas

Any three or more faculty members may, with approval of the Head (who shall consult with the area(s) which members are leaving), declare themselves an admission area. For purposes of graduate admission, faculty normally will be affiliated with one, and only one, area. A faculty member may affiliate with more than one area only with the approval of the Head, who will consult with the areas involved before making a ruling. Should the number of faculty in an area drop below three, then that area will normally be dissolved. All faculty must be affiliated with at least one admission area.

Admission areas will be integrated into the following thematic areas:

<u>Admission Areas</u>	<u>Thematic Area</u>
Applied Behaviour Analysis Clinical Psychology School Psychology	Applied Health

Brain & Cognitive Sciences	Brain & Cognitive Sciences
Developmental Psychology	Developmental Psychology
Quantitative Psychology	Methodology
Social/Personality Psychology	Social/Personality Psychology

11.8.2. Admissions and Advisorship Regulations

Faculty members wishing to change admissions areas, or to develop new affiliations with other admissions areas, may do so only with the approval of the Head after the Head has consulted with the groups concerned. New faculty members will be assigned to one or more admissions areas by the Head.

Students shall be admitted to a specific admissions area. Students will have an Advisor within their own admissions area. To shift areas, students will have to apply to, and be formally admitted by, the area they wish to join; applications to shift areas will normally be considered in February of each year (if submitted by February 1), but specific admissions areas may consider such applications at other times if they so wish.

Faculty members normally may serve as Advisor to no more than a total of eight graduate students. Only tenured and tenure stream faculty may admit graduate students. Each faculty member must meet the requirements of the Psychology department's admissions regulations.

When a faculty member fully retires or resigns from the University of Manitoba, he or she normally will not remain in place as the primary advisor or co-advisor to a graduate student. Exceptions may be granted by the Associate Head (Graduate) in cases where the student and the advisory committee unanimously consent to this arrangement. Considerations will be given to the student's progress at the time when this decision is made.

If no exception is possible, a new committee must be struck that will better support the student. The new committee may include members of the previous committee but is not required to do so. Of special note, the Former advisor may serve as a committee member, subject to further specifications below; and former committee members may serve as new committee members, or in the primary/co-advisor role.

When a faculty member fully retires or resigns from the University of Manitoba, if he or she wishes to remain in place as a thesis committee member, and this is mutually acceptable to the student, then the student and the faculty member must prepare a written agreement as to how they will continue to work together after the faculty member leaves.

The agreement is subject only to unanimous consent of the student, faculty member, and advisory committee. Contents of the agreement normally will include measureable targets for the frequency or response time of exchanges between the student and faculty member, as well as specific pieces of work or documents to be exchanged at certain times in the coming year.

The agreement will reside in the office of the Associate Head (Graduate) and be subject to evaluation by the advisory committee and approval by the Associate Head (Graduate) on a yearly basis, in concert with the student's Annual Progress Report, as to both the exchange frequency/response time and specific items listed in the agreement.

If the advisory committee so recommends and the Associate Head (Graduate) agrees, then the thesis committee will remain in force for another year, according to an updated agreement.

If either party does not meet the original agreement, a new committee must be struck that will better support the student. The revised committee will be subject to approval by the Associate Head (Graduate).

In addition, in order to accept new students to the graduate program, a faculty member must have an ongoing, research program as determined as follows: Whether a faculty member has an ongoing research program will be determined during a review process by a committee with one member from each of the admissions areas (i.e., Applied behaviour analysis, Brain & Cognitive Sciences, Clinical, Developmental, Methodology, School, Social/Personality). Members of the committee will be elected by ballot from within each admission area. The Associate Head (Graduate) will be a member as well. A review process will be initiated when the Head provides a list to the committee of members of staff who do not meet the criteria presented below, according to their annual activity reports and their curriculum vitae. (Staff members who are not so listed by the Head are deemed to have an ongoing research program.) Based on this information and information that may be gathered by the committee from those identified by the Head, the committee will submit to the Head its recommendations regarding any listed members of academic staff who have been determined to have an ongoing research program or who show concrete evidence of developing such a program. Of faculty members initially listed by the Head, only those so recommended will be entitled to serve as Advisor.

Criteria to trigger a review of research activity classification:

A faculty member who does not meet or exceed two of the three criteria below (or other comparable research and scholarship criteria) will be listed by the Head to be reviewed by the above committee in order to continue to serve as the sole Advisor for graduate students:

Performance Measure	Minimum Standards (all based on the previous 5 year period)
Refereed publications, journal articles, book chapters, books	Two (2)
Conference presentations at national or international meetings	Three (3)
Application for Research Funding	Submission of at least 1 application to an external granting agency or foundation

Note: This policy applies only to faculty who serve as an Advisor.

Faculty members who are deemed not to have an active research program may, nonetheless, serve as a Co-Advisor for a student if another faculty member who has an ongoing research program agrees to serve as the Co-Advisor for that student.

PSC part-time social workers, although full members of Department Council, will not generate admission entitlements and may not admit graduate students. However, appointments in the Psychology Department and the Psychological Service Centre shall be considered as equivalent with regard to admission of graduate students.

Individual faculty members may serve as Advisor for no more than four students who receive annual funding of less than the amount provided by a full MA-level University of Manitoba Graduate Fellowship ("unfunded" students). This limit applies to the total number of Psychology graduate students for whom a faculty member is Advisor, and is not specific to individual admissions areas (for those faculty who hold affiliation with more than one area) or to student level (i.e., pre-MA, MA, or PhD). Acceptable sources of funding are scholarships, fellowships, bursaries, and employment income derived from work related to the student's academic program.

Faculty members seeking to admit one or more students such that their total number of advisees will exceed four, must provide the Graduate Admissions and Financial Support Committee (GAFS) with detailed documentation of the source(s) and amount(s) of funding for all current and recommended advisees. Such documentation must be submitted during the admission period prior to the academic year for which the faculty member plans to advise more than four graduate students. Financial support offered by an advisor to a student must be guaranteed for at least a 12 month period.

Any student admitted by an adjunct member of the department will count against the advisee total of a consenting individual faculty member. This means that a faculty member must explicitly give permission to an adjunct member, prior to the adjunct member admitting a student. Further, the student admitted by the adjunct will count toward the total number of advisees of the authorizing faculty member.

If, at any time, the number of unfunded students advised by a faculty member stands at more than four (presumably because of a loss of funding to either the student, the faculty member, or both), then the faculty member will not be eligible to admit any new students until such time as his/her total number of unfunded advisees declines to four or fewer.

If the total number of students in a given admissions area is expected to exceed four (4) times the number of faculty members who will be supervising students in that area, then the area coordinator must provide an explicit statement to GAFS and the Department Head (or representative) indicating that all required courses can accommodate all expected students. This letter of support must be submitted during the admission period prior to the academic year for which this situation is expected to arise. If the area coordinator is unable to provide such a statement of support, then no new students will be admitted to that area.

The Department Head (or representative) may limit enrollments in any admissions area should he/she determine, following consultation with GAFS and the coordinator of the area in question, that all required courses can not accommodate all expected students.

Graduate students who lose funding shall not be expelled from their program of study for this reason alone.

Students will not be required to switch advisors simply to facilitate admission by the original Advisor of a new student.

Students seeking to change Advisors may do so at any time but must make the arrangements on their own behalf.

Two faculty members who agree to serve as Co-Advisors for a student will each have that student count as 0.5 toward their advisee total.

The above regulations pertaining to the admission of students to the Psychology graduate program do not apply to the School Psychology admissions area.

Section 11.8 approved by Department Council circa 1984; May 13, 1987; October 23, 1989; October 17, 1991, April 28, 2004; May 9, 2005; June 21, 2005; January 10, 2006; May 1, 2006; June 18, 2007; January 17, 2008; January 24, 2008; June 27, 2008; June 27, 2008; November 9, 2009.

11.9 Procedures for the Chairing of MA Oral Defenses

The Chair has the following duties:

- 11.9.1. To introduce the candidate. This includes welcoming the audience and indicating the procedures to be followed (oral presentation, questioning by the examining committee, questioning by the audience, in camera meeting of the committee, informing the candidate of the outcome).
- 11.9.2. To direct the questioning. This includes indicating the order of questioning and announcing the members of the examining committee when their turn to question commences.
- 11.9.3. If the Head has agreed to the absence of a committee member from the oral defense, to ask the written questions submitted by the absent committee member.
- 11.9.4. To direct the in camera session and to poll the Committee. In the role of chair, he or she would keep the discussion focused on the performance during the oral and summarize the major concerns of the committee.
- 11.9.5. To announce the decision of the committee to the candidate.
- 11.9.6. To bring to the oral the required Graduate Studies form, available from the Head's office.

Head's policy of September 26, 1986; amended by the Head on July 19, 1989. Revised by Department Council
December
10, 1998.

11.10. Individual Interdisciplinary Program Policy

11.10.1. Rationale

According to current Faculty of Graduate Studies regulations, participation by a Department academic staff member as a supervisor (i.e., Advisory Committee member) of an Individual Interdisciplinary Program (IIP) PhD student formally involves the Department in evaluating and approving (a) the qualifications of the student for doctoral study, (b) the adequacy of the proposed course work, and (c) the adequacy of the proposed thesis. It is beneficial to all concerned that the IIP student and the Department supervisor receive feedback from the Department regarding these matters relatively early in the developmental process, when any adjustments that may be necessary are most easily made. It is also important that the commitment of resources involved in supervising an IIP student be formally recognized.

11.10.2. Procedure

- A. IIP proposals involving an academic staff member of the Department as a supervisor (i.e., Advisory Committee member) are evaluated by the Head prior to being submitted to the Faculty of Graduate Studies.
- B. The Head gives the prospective IIP student and the Department supervisor feedback on

the three major aspects of the proposal cited above. A revised (if necessary) proposal may then be submitted to Graduate Studies.

- C. Serving as a supervisor of an IIP student is regarded as equivalent to being a Co-Advisor of a Department graduate student for purposes of the academic staff member's individual quota of students but has no bearing on the Admission Area quota.

Approved by Department Council on November 15, 1993; June 27, 2008; November 9, 2009.

12. POLICIES GOVERNING THE USE OF PSYCHOLOGICAL TEST MATERIALS

The availability, distribution, and use of psychological test materials through the PSC is governed by the ethical standards of the profession of psychology which state that practitioners practice within the limit of their training and competence. Accordingly, the procedures for test usage are:

- 12.1. Testing materials are available to all clinical staff and clinical graduate students upon request. However, in their use of psychological tests, graduate students must be supervised by a clinical staff member. All written reports or correspondence concerning test results of Centre clients must be co-signed by the supervisor. That is, the student's supervisor has the ultimate ethical and legal responsibility for the assessment work done with Centre clients and for any information concerning clients (e.g., letter, reports) leaving the Centre.
- 12.2. Non-clinical psychology academic staff may examine test materials in the PSC. Those who wish to borrow test materials (for information, demonstration, etc.) may do so by providing a written statement of intended use and an agreement to assume all responsibility for the material and its usage.
- 12.3. Non-clinical psychology graduate students may examine test materials in the PSC. Those who wish to borrow test materials may do so only upon providing a written statement of intended use from their instructor or Advisor (who thereby agrees to assume all responsibility for the supervision of its usage).
- 12.4. Testing materials are not available to staff or to students registered outside of the Department of Psychology (e.g., Human Ecology, Education, Physical Education, Nursing, etc.). They may obtain permission to examine manuals at the PSC, but these may not be removed from the premises.
- 12.5. Any Psychology graduate students (non-clinical and occasional) taking readings courses in psychology and wishing to borrow psychological tests in relation to their readings courses are asked to discuss their requests with the Director of the PSC.
- 12.6. All persons borrowing test or audio-visual materials are required to submit as a security deposit a cheque for one hundred (\$100.00), which will be returned at the end of the academic year or when all borrowed materials are returned. Exceptions will be psychology academic staff members, who need the materials for a University function on campus and will return them in less than 24 hours.
- 12.7. While the PSC attempts to provide depth and breadth in its assessment training, and to this end maintains an extensive test inventory for training purposes, it cannot assume the cost of testing materials required by staff and graduate students in their research endeavors. Funding for test material and for research purposes should, therefore, be sought from other sources.

Head's policy circa 1990.

13. PROFESSIONAL UNSUITABILITY BY-LAW (formatted as approved by Senate)**1.00 JURISDICTION****1.01 General**

The Department of Psychology may require any student to withdraw from the Clinical Psychology Training Program 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 clinical Psychology. 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 Department's Rules or Regulations.

1.02 Grounds for Required Withdrawal

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

- a) been guilty of such conduct which, if participated in by a practicing clinical psychologist, would result in violation of the Code of Ethics published by the Canadian Psychological Association or the Ethical Principles of Psychologists published by the American Psychological Association¹;

and/or
- b) in any clinic or practicum practiced incompetently due to ongoing impairment of functioning:

and/or
- c) jeopardized professional judgment through self-interest;

and/or
- d) demonstrated behaviour with respect to other students, colleagues, faculty or the public which is exploitative, irresponsible or destructive.

1.03 Conflict of Jurisdiction

If a question arises as to whether a matter falls within the academic regulations of the Department 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-

¹ Copies of the current documents are available in the Graduate Office of the Department for review by students.

Law, as the case may be, the question shall be referred to the President of the University for final decision.

2.00 PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE

2.01 There shall be established within the Department a committee known as the Professional Unsuitability Review Committee, herein called the "Review Committee," whose membership shall be as follows:

- a) The Chair of the Department's standing Examination and Evaluation Committee, who shall act as Chair of the Review Committee;
- b) The members of the Examination and Evaluation Committee²;
- c) The Director of Clinical Training or, if the Director is a member of the Examination and Evaluation Committee, another Clinical Psychology Training Program faculty member elected by Program faculty;
- d) If a clinical psychology graduate student is not a member of the Examination and Evaluation Committee, one such student elected by the Psychology graduate student constituency.
- e) A clinical psychologist appointed by the Head who has been a registered member in good standing of the Psychological Association of Manitoba for at least the previous five years and who is not affiliated with the Clinical Psychology Training Program.
- f) The Dean of the Faculty of Graduate Studies or delegate.

3.00 PROCEDURE

3.01 The Head or the Director of Clinical Training shall refer matters which in his or her opinion involve conduct or circumstances described in Articles 1.01 and 1.02 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 Articles 1.01 and 1.02.

3.02 The Review Committee shall send a Notice of hearing to the named student as set out under Article 4.02; shall determine whether any of the grounds requiring withdrawal under Articles 1.01 and 1.02 exist at a hearing of the matter pursuant to this By-law; and grant a disposition in accordance with Article 7.02 herein.

3.03 Once a reference has been made to the Review committee, the proceedings may continue notwithstanding that the student has subsequently voluntarily withdrawn from the Program or has refused to participate in the

² The composition and terms of reference of the Examination and Evaluation Committee are contained in the Policies and Procedures Manual of the Department of Psychology.

proceedings.

4.00 NOTICE TO STUDENT

4.01 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.

4.02 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 Program.

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

5.00 HEARING PROCEDURES

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

5.02 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.

5.03 The student or his or 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.

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

5.05 The Chair of the review committee shall vote only to break a tie.

5.06 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.

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

5.08 Members of the review Committee shall be bound by confidentiality in respect of information received in Committee.

5.09 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 Department or Program, whichever is appropriate, may replace the disqualified member(s).
- 5.10 These hearing procedures shall also apply, mutatis mutandis, in the case of an appeal.
- 5.11 The results of the hearing and the grounds therefore shall be conveyed in writing to the Head of the Department, the Dean of the Faculty of Graduate Studies, the student, the designated representative of the student, and to the Student Advocate when requested by the Student Advocate.

6.00 APPEALS

- 6.01 In the case of a decision of the Faculty Council, the decision or disposition or both may be appealed to the Senate Appeals Committee in accordance with the Senate By-Law respecting appeals from decisions of Faculty and School councils.
- 6.02 If a student wishes to appeal a decision of the Review Committee, then such appeal may be made to the Faculty of Graduate Studies by delivering a notice of appeal in writing to the Dean of the Faculty within three working days of the student being notified of the decision from which he/she intends to appeal.
- 6.03 The notice of appeal to the Faculty of Graduate Studies shall clearly indicate whether the appeal is from a finding of fault or fact on the one hand, or from the disposition on the other, or from both.
- 6.04 Upon receipt of the notice of appeal, the Dean of the Faculty of Graduate Studies shall, as soon as practical, convene a meeting to consider the appeal and shall give to the student a copy of the notice calling the meeting at least five days before the date of such meeting.
- 6.05 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.
- 6.06 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.
- 6.07 The time for delivering the notice of intention to appeal to the Faculty of Graduate Studies may be extended by the Dean.

7.00 DISPOSITION OF THE MATTER

- 7.01 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.

7.02 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 Clinical Psychology Training Program for a specified period of time;
- d) require the student to withdraw from the Program, indefinitely;
- e) require the student to withdraw from the Program with no right to apply for re-admission to the Program;
- f)
- g) attach conditions which must be fulfilled before any application for re-admission to the Program can be considered;
- h) attach conditions prescribing future conduct by the student.

8.00 AMENDMENTS

8.01 This By-Law may be amended by Senate alone, or by Senate after approval of such amendment(s) by the Department of Psychology and the Faculty of Graduate Studies.

Approved by Department Council on November 19, 1986; and by Senate on March 2, 1988; Nov. 21, 2005.

14. STUDENT AWARDS, SCHOLARSHIPS, AND EMPLOYMENT**14.1. Student Awards and Scholarships**

Students in the Department of Psychology may be eligible for the following awards and scholarships:

- 14.1.1. The Alumni Clinical Psychology Student Research Award is awarded to clinical psychology students in the clinical training program to recognize their scholarly and scientific achievements. The alumni and current staff of the Clinical Psychology Training Program and its primary facility, the Psychological Services Centre, established the fund at the University of Manitoba to celebrate the twenty-fifth anniversary of its founding. This fund will support prizes which will be offered to recognize the scholarly and scientific achievements of clinical psychology students in the clinical training program. One prize, valued at up to 70 percent of the annual interest on the fund, is to be awarded each year to a graduate student in the Clinical Psychology Training Program on the basis of scholarly and scientific achievements. Recipients must have achieved a minimum grade point average of 3.5 to be eligible for this prize. The recipient of the award is selected by Psychological Service Centre Faculty. The award was announced by Clinical Psychology in 1993 and approved by Senate in January of 1994.
- 14.1.2. The Alumni Faculty Fellowship is awarded to the incoming student admitted to the Graduate Program in the Department of Psychology at the Pre-M.A., M.A., or Ph.D. level with the highest grade point average as calculated for admission purposes. Determination of the winner, and alternates should the winner fail to accept the Department's offer of admission, shall be made by the Graduate Admissions and Financial Support Committee at the time of making admission decisions. The value of the Scholarship shall be equal to 75% of the interest earned in the Alumni Faculty Scholarship Trust Fund during the previous year. The remaining 25% of the interest earned shall remain in the Fund to build its base amount. The Chair of the Graduate Admissions and Financial Support Committee shall report annually to Department Council on the status of the Fund and the recipient of the Scholarship. These terms of reference shall be reviewed every three years by the Graduate Admissions and Financial Support Committee. This award was approved by Department Council as a scholarship on April 5, 1994, and by Senate in July of 1994; but was approved as a fellowship by Senate in May of 1996.
- 14.1.3. The Bea Lough Emergency Fund is to provide a pool of funds from which graduate and honours students in serious financial need might get immediate relief. The relief will normally be in the nature of a loan to be paid back when possible by the student, i.e., some loans may be for short terms, others over an extended period. The money can be used to support emergency travel, living expenses or research not supportable by other means. The overriding principle will be one of demonstrable and serious need. A student finding herself or himself in a serious financial situation should make application by speaking directly with the Department Head, or in the absence of the Head, with the Departmental Administrative Assistant. The Head or Administrative Assistant will adjudicate the request and decide on the urgency of the request and level of support appropriate. This decision on funding and the provision of funds will normally be made within 24 hours of the request. The Head and student will strike an informal contract for the repayment of the loan into the fund. The loan will be interest-free. Ability to repay in a short period of time is not meant to be a limiting condition and indeed the

funds may in some instance be given without the expectation of later repayment. Money for the fund will be maintained in a checking/savings account with the Head and Administrative Assistant each having signing authority. The Administrative Assistant will maintain a log of loans from and repayments to the fund. These records will be inspected and approved on a yearly basis by Mr. Rob Lough. This award was approved by the Head circa 1980, and revised on January 12, 2005.

- 14.1.4. The George Mower Memorial Prize is awarded to an undergraduate student for academic excellence in Developmental Psychology. The process of selecting the winner is as follows. The grade records for all sections of PSYC 2290, 2310, and 2370 for the current academic year are examined by a member of the office support staff, and a list of all students receiving 2 or more A+ grades in these courses is compiled. Students with 3 A+ grades will be ranked ahead of students with 2 A+ grades. If there are ties, the instructors are asked to report the percentage scores for tied students. The student with the highest mean percent is awarded the prize. The winner receives a cash payment of the amount of annual income from the George Mower Memorial fund which was initiated by George Edward Mower in honor of his father George Mower and approved by Senate in October of 1964.
- 14.1.5. The Mark Lewis Nozick Memorial Scholarship is awarded to a student who having achieved a high academic standing, is admitted to the doctoral program in Clinical Psychology, and registers in the September in which the scholarship is offered to him or her for said doctoral program. The selection is usually performed by the Director of Clinical Training and is based on academic excellence. The winner receives a cash payment of the amount of the annual income from the Mark Lewis Nozick Memorial Scholarship which was initiated by Mr. and Mrs. Alan Nozick in memory of their son, and was approved by Senate in May of 1977.
- 14.1.6. The Marion and Morgan Wright Clinical Psychology Award is awarded to a doctoral student in Clinical Psychology. To mark the retirement of Morgan W. Wright after a long and distinguished career, his colleagues and friends have established an award fund at the University of Manitoba. From the fund an annual prize of \$100 will be available, effective in May of 1987, to a doctoral student in Clinical Psychology who has completed at least four practica but has not yet completed the graduation requirements. If either or both of (a) earnings on and (b) further contributions to the fund permit, the value of the prize will be increased. The selection committee for this prize will be named by, and will include, the Director of the Psychological Service Centre. This award was established in June of 1987 and revised by Senate in January of 2003.
- 14.1.7. The Psychology Alumni Faculty Fellowship is an endowment fund established by the alumni and faculty of the Department of Psychology to support an annual graduate fellowship at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. The fellowship is intended to support an incoming graduate student for the first year of graduate study in Psychology. The amount of the award is up to 70 percent of the annual interest generated by the fund. The award is a one-year, non-renewable award and is intended for students in their first year of study in Psychology, whether it be in the Pre-Master's, Masters, or Ph.D. program. Normally, no student may hold the award more than once. The fellowship shall be awarded to the student with the highest GPA, as calculated for admission purposes. The selection committee for the award shall be the Graduate Admissions and Financial Support Committee of the Department of Psychology. This fellowship was established in May of 1996.

14.1.8. The Shannon L. Hamm Memorial Scholarship is a capital fund established at the University of Manitoba in memory of Shannon L. Hamm (B.A. (Hons.)/85) by her husband, Amir Hussain, her family, friends and colleagues. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Donations to the capital fund have been matched by The University of Manitoba. At her death on July 7, 1992, Shannon was the Clinical Manager of the Centre for Behavioural Rehabilitation at Hamilton's Chedoke-McMaster Hospitals. Shannon had received her M.A. in psychology from the University of Toronto in 1986, and was also a teaching assistant in the Psychology Department, and a Senior Don at University College. The purpose of the fund is to provide scholarships at The University of Manitoba for first year graduate students in psychology to study the experimental analysis of behaviour or behaviour modification at The University of Manitoba. One scholarship valued at the available annual interest* earned on the fund shall be offered annually to a first year graduate student in psychology who:

- (1) has been newly admitted at either the Pre-Masters or Masters level;
- (2) enters either the applied behavioural analysis, clinical or experimental areas in psychology;
- (3) expresses a clear interest in research in either behaviour analysis or behaviour modification.

A notice of the award is to be sent by the Psychology Department to all new students upon acceptance into the clinical or experimental program. Students must apply in writing indicating their suitability for the award. A student may hold this award only once and if no student is found to be suitable for the award in any given year, the value of the award for that year shall be reinvested in the capital fund. The selection committee shall be named by the Head of the Psychology Department and shall include staff members who are specialists in behaviour analysis / modification. The scholarship was approved by Department Council on May 24, 1990, and approved by Senate in December of 1992.

14.1.9. The Vineberg Research Prize is awarded to a student submitting a published or unpublished research report based on work performed by the student while registered at the University of Manitoba. A student may submit only one report per competition. By December 1 of each year, the Chair of the Research and Scholarship Committee will call for student submissions for the Vineberg Prize. The deadline for submissions will be January 31 of the following year. The winner or winners (in the case of a tie) will be announced by the Chair of the Research and Scholarship Committee by March 31. Submissions must be in the form of journal articles. The report must use the conventions specified by the APA Publication Manual or by a recognized scientific journal. There is a length limit of 35 pages of text (that is, excluding title pages, references, tables etc.). A submission may have co-authors. The Vineberg Prize candidate must be the first author of the report and must be the individual primarily responsible for the project described in the report. Once the deadline for submissions has passed, each submission will be circulated to three evaluators. Two of these evaluators must be faculty or graduate student members of the Research and Scholarship Committee. The other must be a Department faculty member who is not a member of the Research and Scholarship Committee. Evaluators will assess each submission by scoring it on a 9-point rating scale and by providing comments about the submission. When all evaluations are complete, the reports will be ranked by computing the average of the

three ratings provided by the evaluators. The ranking, average ratings, and evaluator's comments will be considered at a meeting of the Research and Scholarship Committee. The Committee will select a winner. Ties may be declared. The winner or winners receive a cash payment of the amount of the annual income from the Vineberg bequest which was left by David Vineberg to the University on February 1, 1960. This prize was approved by Department Council on May 24, 1990, and by Senate in June of 1960.

14.1.10. The W. N. Ten Have Research Award is a memorial award. In memory of Dr. W. N. Ten Have, his friends established a fund for an award in his name that would reflect his academic interests and values. William Ten Have received his B.A. from Hope College (Michigan) and his M.A. and Ph.D. in Psychology from The University of Manitoba. He held teaching and research positions at the University of Winnipeg, University of Maryland (Overseas Division), Brandon University, and The University of Manitoba prior to his accidental death in 1992. Bill enjoyed and was good at the activities that are associated with the research enterprise. He also generously assisted students with their research. It is appropriate that those who show promise at the beginning of their research careers be recognized in his name. The available annual income from this fund will support an annual award which will be offered to the student in an Honours program in Psychology whose fourth year thesis is judged to be the most outstanding in that year. The selection committee shall be named by the Head of the Department of Psychology. This award was approved by Senate in March of 1999.

14.1.11. Honours Thesis Award is a Departmental award recognizing the best honours thesis of the year. The best three or four honours theses, as judged by the PSYC 4520 instructor(s), will be sent to the Research and Scholarship Committee as soon as the theses have been graded. The Research and Scholarship Committee will select the best of these theses using a procedure similar to the one for choosing the winner of the Vineberg Prize, and the chair of this committee will inform the Head of the author's name prior to the deadline for submitting the names of winners of convocation awards to the Awards Office. This award was approved by the Executive Committee on February 26, 1999.

Approved by Department Council on November 21, 2005.

14.2. Procedures for Ranking Scholarship Applications

The Graduate Admissions and Financial Support (GAFS) Committee is responsible for determining the departmental rankings of scholarship applications. This description outlines the procedure used by the GAFS Committee.

To rank applicants for a fellowship competition, GAFS will use the criteria, weightings, and methods of calculation used by the Faculty of Graduate Studies for that competition. Where the criteria, or the methods of calculating the criteria, or the weightings of the criteria, have not been indicated by the Faculty of Graduate Studies, the Department will use the procedure listed below.

Two weightings of these components will be used; one for students taking up the award at the MA and first year PhD levels (junior level), and the other for students taking up the award at the second, third, and fourth year of the PhD program (senior level). GPA at the junior level is given more emphasis than at the senior level.

Publications and letters of reference are given more weight at the senior level. This procedure recognizes that junior level students generally lack an opportunity to publish.

Junior Level Equation: Tenure 1st and 2nd year MA and 1st year PhD.

SOURCE	WEIGHT
GPA	75%
Combined Research	15%
Letters of Recommendation	10%

Senior Level Equation: Tenure 2nd, 3rd, and 4th year PhD.

SOURCE	WEIGHT
GPA	50%
Combined Research	35%
Letters of Recommendation	15%

14.2.1. GPA

$\text{GPA} \times 16.67 = _\% \text{ for Junior Level}$

$\text{GPA} \times 11.11 = _\% \text{ for Senior Level}$

These weightings are based on a 4.5 GPA scale (i.e., $75/4.5 = 16.67$, and $50/4.5 = 11.11$). The method of obtaining this component varies with the agency in question. Although some agencies base their final decision upon the GPA for the previous year of study only, others compute the cumulative GPA for the previous two years (e.g., Faculty of Graduate Studies for the University of Manitoba Fellowships). It is felt that our own applicants' chances are maximized if we use the same procedure as the relevant agency.

14.2.2. Combined Research

Maximum 15 points $\times 1 = _\% \text{ for Junior Level}$

Maximum 35 points $\times 1 = _\% \text{ for Senior Level}$

A. Publications

1. 1st authorship: First author of an article published in a refereed scientific journal. Papers under review do not qualify. Only published or "in press" articles count, "submitted" do not. Published abstracts of convention papers do not count as publications. No attempt is made to examine the quality of the journal.

6 points x number of 1st authorships.

2. 2nd or 3rd authorship in a referred journal, as defined for first authorship.
4 points x number of authorships.

3. 4th or lesser authorship in a refereed journal and any level of authorship in a non-refereed journal.

2 points x number of authorships.

4. Participation at any level of authorship on a technical report.

1 point x number of authorships.

B. Conferences

1. 1st authorship: First author of a conference presentation/poster. No attempt is made to examine the quality of the conference.

4 points x number of 1st authorships.

2. 2nd and lesser authorship: As defined for first authorship.

1 point x number of 2nd and lesser authorships.

14.2.3. Letters of Recommendation

Maximum 10 points x 1 = __% for Junior Level

Maximum 15 points x 1 = __% for Senior Level

One or more letters of recommendation are required for each scholarship application. The ratings will be based on the letters of recommendation provided with the application form.

Notes

- A. When Junior and Senior level students are to be compared by the Department (e.g., SSHRC and the University of Manitoba Fellowship competition), each student's total score will be converted to a z score. This will be done separately for Junior and Senior level students. The student who has the largest, positive z score, regardless of status in the program, will be ranked first. The student who has the second largest, positive z score, regardless of status in the program, will be ranked second, and so on.
- B. The Department will not recommend for graduate scholarships individuals who, at the time of taking up the award, would be beyond the third year in the MA program or beyond the fourth year in the PhD program.
- C. GAFS, with the assistance of the Associate Head (Graduate), will supervise and conduct departmental rankings of all applications made to funding agencies by graduate students.
- D. Information about funding agencies and scholarships to graduate students will be provided as follows:
 - 1. In the early fall of each year, a seminar will be conducted under the auspices of the chair of GAFS to inform both undergraduate and graduate students about the scholarships and fellowships that are available, procedures for applying, deadlines, etc.
 - 2. A bulletin board on the fourth floor will be reserved to inform students about scholarships and fellowships.
 - 3. The final rankings for each scholarship and fellowship competition will be posted by student number in numerical order. Further information about individual applications can be obtained from the Associate Head (Graduate).

Approved by Department Council May 29, 1992; and May 27, 1997.

14.3. Student Fellowship Deadline

Department Council changed the cut-off date for fellowship applications from February 15 to February 1.

Approved by Department Council on December 14, 1990.

14.4. Policy on Student Teaching Assistant Assignment

Assignment of Student Teaching Assistants (Teaching Assistants or Grader Markers) to courses will occur according to the following priorities. Instructors of undergraduate courses included in the first five categories will be notified as soon as possible if they are not allocated STA support.

14.4.1. Six hours per week of support will be assigned to each section of the following courses PSYC 2250, PSYC 2260, PSYC 2300, PSYC 4520, PSYC 7760 Problems in Psychological Research, PSYC 8420 Quantitative Methods in Psychology, and PSYC 8150 Personality and Intellectual Assessment I.

14.4.2. Three hours per week will be assigned to each section of upper level undergraduate courses not covered by Item 1 above that are required courses in the honours program or listed in the menu categories for the honours program, providing they have enrolments greater than 20 students.

Note: At present, these courses are PSYC 2410, 2420, 3450, 3460, 2290, 2310, 2370, 2440, 2470, 2480, 3440, 3610, 3330, 3430, 3630, 4500, 4570, and other 400 level courses.

14.4.3. Three hours per week will be assigned to each section of undergraduate courses with more than 190 students. Three hours will be assigned for normal STA duties. Instructors of these courses can request up to 1 additional hour per week to assist with testing. Courses listed in Item 2 will also be given up to 1 additional hour per week if they have

enrollments greater than 190 students.

14.4.4. Three hours per week will be assigned to each section of undergraduate courses with enrolments between 80 and 189.

14.4.5. Three hours per week will be assigned to each section of undergraduate courses with enrolments between 20 and 79.

14.4.6. Special requests for additional STA hours may be considered. Priority for additional hours will be given to: (a) courses with laboratories and heavy marking requirements, (b) undergraduate courses with fewer than 20 students.

Approved by Departmental Council April 19, 1995. Head's policy June 15, 2005.

14.5. Department Policy on Student Employment

The Department of Psychology will limit students to a maximum of 12 hours per week employment in Department of Psychology C.U.P.E. positions, pursuant to Clause 14.9.3 of the C.U.P.E. contract. Students may also work in other departments if they wish, not to exceed 4 hours per week. As well, if a position cannot be filled, it may then be offered to someone who already has reached the 12 hour quota.

Approved by Departmental Council May 23, 1989. Head's policy June 15, 2005.

INDEX (by Section #)

Adjournment	4.15
Adjunct Professors	8.5
Advisor	9.1, 11.3.1, 11.3.3, 11.4.1, 11.4.4, 11.5, 11.8.2
Animal Use	9.3-9.5
Annual Activity Report	8.1
Chairing Oral Defenses	11.9
Co-Advisor	11.3.1, 11.4.4, 11.8.2
Convocation	8.12
Courses: Comparability	10.1
Debate	4.13
Department Council	3.0, 3.1.1, 3.1.2, 6.1
Ethical Review	9.2
Executive Committee	3.3, 6.2-6.3
General Information	1.1
Graduate Program	
Pre MA/MA: Admissions	11.2, 11.8
Courses	11.3
Thesis	11.3.3
PHD Admission	11.4.2
Courses	11.4.2
Candidacy Exam	11.4.3
Thesis	11.4.4
Graduate Student Evaluation	11.5-11.6
Headship	2.0
Hiring	8.2-8.3
Interdisciplinary Program	11.10
MA Thesis Examining Committee	11.3.3.C
Manual Format	1.2
Meetings	
Department Council	3.1.4, 4.2-4.7
Special	5.0
Membership	
Department Council	3.1.1, 3.1.2, 6.1
Executive Committee	6.2, 6.3
Standing Committees	6.2, 6.4, 6.6
Action Chronology	6.5
Motions	4.9-4.12, 4.21-4.24
Off-Campus Courses	10.2
PhD Advisory Committee	11.4.1
PhD Thesis Examining Committee	11.4.4.A
PhD Thesis Final Examining Committee	11.4.4.D
Plagiarism/Cheating	10.4

Policies

Operating	7.1
General Office	7.2-7.3
Computer	7.4-7.5
Workshop/Stores	7.5
Equipment	7.6-7.7
Fax	7.8
Staff Offices	7.9
Photocopy	7.10
Space	7.11, 9.1.8
Telephone	7.12
Psych 1200	10.1, 10.3
Psychological Test Material	12.0
Psychological Unsuitability	13.0
Records	4.16
Reports	4.8
Research Program	11.8.2
Research Supervision	9.1
Senior Scholars	8.6
Standing Committees	6.2, 6.4, 6.6, 9.3, 11.5-11.6
Students	3.1.2, 9.1, 11.5-11.7, 14.1-14.5
Student Awards/Scholarships	14.1-14.3
Student Employment	14.5
Subject Pool	9.2
Suspending Action	4.20
Teaching	
Responsibilities	8.7
Evaluation	8.8
Award	8.9
Posting Grades	8.10
Teaching Assistants	14.4
Thematic Areas	11.8
Travel/Expense Funds	8.11
Voting	4.14