1. **GOALS AND OBJECTIVES OF THE SUB-COMMITTEE**

1.1 The Sub-Committees goals and objectives are to consider and advise the COUNCIL OF DEANS on issues relating to Human Resources and Finance for the FHS and to develop and facilitate the implementation of strategies relating to:

- Enhancing and integrating all current financial and human resources processes across the FHS.
- Greater transparency and accountability regarding human resources and budgeting practices.
- Consolidated budget and associated processes to allocate resources.
- Review of reporting processes.
- Provision of timelier services (e.g., budget transfers, appointment renewals).
- Examine and streamline hiring and personnel processes within the new FHS (collaboration with the Academic Affairs sub-committee around academic hiring and personnel processes).
- Standardization of job descriptions and classifications.
- Define opportunities and mechanisms that would support staff assignments/reassignments through the identification of ‘knowledge experts’ that would better serve the administrative functions of the FHS as a whole.
- Determine which processes/programs are grandfathered and which processes/programs follow the rules of the new FHS, i.e. operationalizing the changes.
- Enhanced collaboration, resource management and process improvement.
- Respect of administrative expertise, professional identity-autonomy, research, scholarly work and other creative activities, teaching and service of the Faculty.
- Consideration of opportunities to identify administrative and financial efficiency.

1.2 The Sub-Committee shall firstly provide a prioritization and sequencing of its work, to be completed within the first month of its meeting (please reference the Action Plan template), and to be provided to the Council of Deans for approval.

1.3 The Sub-Committee shall advise on issues, develop and facilitate an implementation plan for the COUNCIL OF DEANS that addresses the Sub-
Committee goals and objectives. The Sub-Committee shall present its implementation plan (in writing) to the COUNCIL OF DEANS for approval by July 1st, 2014. Recommendations will be subject to Faculty Council (or Faculty Executive Council) approvals, as required.

1.4 Administrative governance decisions fall outside the scope of this Sub-Committee’s goals and objectives. Any additions or changes to the goals and objectives of the Sub-Committee require the approval of the Council of Deans.

1.5 The Sub-Committee Lead shall facilitate responses to any questions or directions from the COUNCIL OF DEANS based on its implementation plan.

1.6 In order to meet its timelines, deliverables, goals and objectives, the Sub-Committee may contact its members between meetings for advice should the need arise. Uncontentious issues may be resolved through unanimous agreement communicated via e-mail or other written format.

1.7 From time to time, the Sub-Committee may request the advice or participation of individuals or organizations with a particular area of expertise relating to a matter under consideration, including, without limitation, consultation with:

- Carrie Homeniuk
- VP Administration representative
- Human Resources (Central)
- College Human Resources Administrators
- Academic Affairs Sub-Committee

1.8 From time to time, working groups may be formed to work on specific issues as appropriate and shall report back to the Sub-Committee.

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Approved by the COUNCIL OF DEANS: February 25, 2014

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