Faculty of Health Sciences

ACADEMIC AFFAIRS SUB-COMMITTEE
TERMS OF REFERENCE

*Section below extracted from the complete terms of reference document

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 Academic Affairs for the FHS and to develop and facilitate the implementation of strategies relating to:

- Academic hiring and appointments policies and processes in the new FHS (in collaboration with the Human Resource/Finance committee).
- Tenure and promotion criteria, weightings and processes to be used in the new FHS, including:
  - How discipline specific review and participation (peer review as well as external peer review) will be included in the process;
  - The definition of roles and responsibilities for review of applications for tenure and promotion within the new FHS governance structure;
  - The committee structure for tenure and promotion under the FHS;
  - Communication process respecting promotion and tenure, such as informing applicants, tenure and promotion committee members and administrators about the roles, policies and procedures.
- Policies and processes related to administrative and research / study leaves.
- Resources required to support implementation of any Academic Affairs transitional changes at FHS and College levels.
- Determine which processes/programs are grandfathered and which processes/programs follow the rules of the new FHS, i.e. operationalizing the changes.
- Enhancing 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 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 December 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:

- Janice Ristock, Vice-Provost (Academic Affairs)
- Lisa Halkett, Director Staff Relations, Human Resources

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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