Appendix C - Performance Guidelines for Administration/Service

Faculty members are expected to contribute administrative service to the University of Manitoba and to professional organizations. The administrative service activities of faculty members should be planned strategically and cooperatively with Department Heads, mentors and Deans. Activities should be tailored to the specific professional expertise and career goals of the faculty member as well as the needs of the institution.

Administration/ service includes internal and external service activities arising from a faculty member’s role as a researcher, teacher, health care provider or administrator at the University of Manitoba, or a provincial, national or international organization/committee.

Performance for faculty members must be at least satisfactory.

The following are examples of administration and service that may be used to guide the Career Development and Performance Feedback process.

A. Activities Include

Service to University such as:

- Membership and/or chairing of University, Faculty or Departmental committees
- Coordination of teaching blocks, multidisciplinary courses, graduate program, residency training programs
- Leadership positions (e.g., Department Head, Section Head, Assistant/Associate Deans, etc.)
- Improvements in organization of programs that are aimed to raise the quality of education or program delivery
- Participation and contribution (without remuneration) to external (non-university) community agencies or organizations related to the individual’s role at the University

Service to the Professional Organization such as:

- Responsibilities for review of research proposals (e.g., ad hoc external reviews, grant review panels, site visits, advisory committees) and/or review of research publications (article reviews, conference abstracts, Masters theses, editorial boards)
- Membership on graduate supervisory committees
- Formal mentorship
- Leadership responsibilities for professional societies or government (e.g., holding office, chairing committees, organizing meetings)
- Contributions to professional bodies in a specialty or discipline or to regulatory or licensing bodies such as the Royal College of Physicians and Surgeons of Manitoba
- Leadership role in committees, working groups or task forces that are internal to the University of Manitoba, and external partners, including but not limited to the regional health authorities, Manitoba Health and other organizations

Service to the Public such as:

- Communication of expertise to government, other professionals and the public
  - Communicating in popular and non-academic media including newsletters, radio, television, newspapers, and magazines
  - Giving presentations for the public
  - Invitations for open houses at the University
- Voluntary professional service
- Lay audience education
- Engaging in economic or community development activities

B. Performance Expectations

Satisfactory Performance

Service to the University
- Serving on teaching, administrative and/or quality-assurance committees participating in policy development
- Organizing departmental functions
- Participation in, contribution to and recognition of service by local professional associations related to the role of the individual at the University, the role of professionals in health care, the development and evaluation of standards and accreditation of programs against standards
- Contributions to committees or other administrative activities in the department, the Faculty, or the University
- Participation in and contribution (without remuneration) to external (non-university) community agencies or organizations related to the individual’s role at the University

Service to the Professional Organization
- Ad hoc review of research proposals, articles, Masters theses
- Serving on a grants panel, editorial board or conference organizing committee
- Holding office or committee membership in a professional organization
- Contributions to professional bodies in a specialty or discipline
- Participation in, contribution to and recognition of clinical service by local professional associations related to the role of the individual at the University

Service to the Public
- Service that has a high positive impact on public opinion or knowledge
- Significant impact on an external community from outreach activity
- Significant contributions of professional expertise for which no or minimal payment is received

Below Expectations

Service to the University
- Making minimal contributions to the organizational efforts of the Department/ Faculty/ University by, for example, refusing to serve on at least one University committee
- Frequent absences from the Department or its meetings

Service to the Professional Organization
- Consistently failing to participate in discipline-related activities
- Declining to participate in peer review of journals or grant applications

Service to the Public
- Lack of truthfulness in one’s professional capacity

December 10, 2013