Max Rady College of Medicine Policy

<table>
<thead>
<tr>
<th>Policy Name:</th>
<th>Department Head Responsibilities (regarding appointment of Faculty Members)</th>
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### Application/Scope:
Applicable to all Geographic Full Time (GFT) or Nil-Salaried Academic Appointments in the Max Rady College of Medicine, University of Manitoba

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<tr>
<th>Approved (Date):</th>
<th>June 19, 2018</th>
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<tbody>
<tr>
<td>Review Date:</td>
<td>Five years from approval date</td>
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<tr>
<td>Revised (Date):</td>
<td>Dean’s Council, Max Rady College of Medicine: June 19, 2018</td>
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<td>Reviewed Department Heads’ Council, Max Rady College of Medicine: June 22, 2018</td>
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<td>Approved By:</td>
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1. **PURPOSE**

   1.1 To further define the powers and duties for Department Heads respecting the appointment, promotion, tenure, change of service, discipline, retirement, and dismissal, of the Faculty Members of a Department.

2. **DEFINITIONS**

   2.1 **Assignment of Duties**: The scope of activities set out in an academic staff member’s letter of offer, other contract and/or job description, which may, from time to time, be updated or changed by mutual agreement between the College and/or Department and the Faculty Member so as to ensure certainty regarding his/her relationship as it relates to the University of Manitoba.

   2.2 **Dean**: the Dean of the Max Rady College of Medicine, University of Manitoba.

   2.3 **Department**: an academic and administrative subdivision of the Max Rady College of Medicine, University of Manitoba established by the Board of Governors, usually on the recommendation of the Senate, for the purpose of conducting teaching and research in specified fields of study.

   2.4 **Department Head**: the head of a Department of the Max Rady College of Medicine within the University of Manitoba, who acts as the chief executive officer of the Department.

   2.5 **Faculty Member**: A Geographic Full Time (GFT) or Nil-Salaried Academic Appointment in the College.
3. **POLICY AND PROCEDURE STATEMENTS**

3.1 In accordance with University of Manitoba Heads of Departments policy, the Department Head is responsible to, inter alia, recommend to the Dean the appointment, promotion, tenure, change of service, discipline, retirement, and dismissal, of the Faculty Members of the Department. Such duties must be carried out in accordance with applicable policies in relation to equity, diversity and inclusion and in accordance with accreditation requirements.

3.2 The appointment of new Faculty Members within a Department shall follow the processes and procedures of the Rady Faculty of Health Sciences and the University of Manitoba. Specifically, a new Faculty Member requires a formal University of Manitoba academic appointment within the Max Rady College of Medicine. For joint/dual appointments (e.g. WRHA, Shared Health or other), the processes of the joint organization shall also be followed.

3.3 The Department Head shall provide an offer of an appointment to a new Faculty Member using the applicable approved letter of offer template or other contract template (e.g. GFT; nil-appointment; etc.).

3.4 The Department Head shall ensure that the letter of offer or other contract for each new Faculty Member contains an Assignment of Duties that is individualized and explicit so that teaching, scholarly activity and/or scholarship (research) and service responsibilities, as applicable, are clearly defined. The letter of offer or other contract shall ensure that the type of appointment, the duration of appointment, the rank and salary, duties, other negotiated arrangements and any other terms and conditions pertaining to the appointment are clearly set out.

3.5 Upon the appointment of a new Faculty Member, the Department Head or delegate shall meet with the individual and provide clearly communicated expectations and guidelines including without limitation:

(a) The type of appointment and the rationale for the type of appointment;
(b) The duration of appointment;
(c) The rank at which the individual is appointed, and the rationale for this rank;
(d) The salary, if any;
(e) A review of the letter or offer or other contract and a discussion of the expectations around teaching, research and service, as applicable;
(f) Information regarding new faculty orientation; including the Department orientation manual or handbook;
(g) Career advancement information applicable to the type of appointment and rank, including information on the opportunities for promotion or tenure;
(h) The process for performance feedback and review, in accordance with the Career Development and Performance Feedback Policy;
(i) A review of any applicable policies and procedures specific to the Department, Max Rady College of Medicine, Rady Faculty of Health Sciences, and the University of Manitoba including without limitation policies and procedures specific to:
   a. equity, diversity and inclusion,
   b. the prevention of learner mistreatment,
   c. respectful workplace and learning environment, and
   d. accessibility and accommodation.
3.6  In accordance with the provisions of the Career Development and Performance Feedback Policy, the Department Head shall ensure:
   a) that the individual’s Assignment of Duties is updated regularly to accurately reflect the current scope of duties, and that substantive changes to the individual’s teaching, scholarly activity and/or scholarship (research) or service responsibilities are reflected in an updated letter of offer or other contract, by way of amendment or appendix, as needed;
   b) career guidance and mentorship are provided to Faculty Members, including specific strategies and the resources and support necessary to allow Faculty Members to perform their responsibilities with excellence, and for further development and potential promotion, as applicable.

3.7  Prior to the end of a Faculty Member’s term of appointment, the Department Head shall follow up with the Faculty Member to ensure the procedures for renewal or expiration are followed.

3.8  The Department Head shall present to the Dean, upon the completion of each academic year, a report on the work of the Department during the preceding academic year, which report shall include information respecting:
   (a) Appointments;
   (b) Change of service;
   (c) Retirement and Succession Planning;
   (d) Discipline;
   (e) Dismissal;
   (f) Performance feedback in accordance with Career Development and Performance Feedback Policy;
   (g) Scholarly productivity; of the Department members. A report template is found on the Academic Affairs website.

3.9  The Academic Affairs Office, Rady Faculty of Health Sciences, is a resource for Department Heads and can provide information and guidance on appointments, promotion and tenure and faculty development to Departments and their Department Heads.

4.  REVIEW AND EFFECT ON PREVIOUS STATEMENTS

4.1  The Review Date for this Policy is ten (10) years from the date it is approved by the College Executive Council, Max Rady College of Medicine. In the interim, this document may be revised or repealed if:
   (a) The Dean, Max Rady College of Medicine, with appropriate approvals, deems it necessary or desirable to do so;
   (b) It is no longer legislatively or statutorily compliant; and/or
   (c) It comes into conflict with another governing document of the Max Rady College of Medicine, the Rady Faculty of Health Sciences or the University of Manitoba.
4.2 If this document is revised or repealed, any related documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed.

4.3 This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

5. REFERENCES

5.1 Max Rady College of Medicine - Academic Affairs information:
http://umanitoba.ca/faculties/health_sciences/academic/index.html

5.2 Max Rady College of Medicine Career Feedback and Performance Review Policy:

5.3 University of Manitoba Academic Appointments Policy:
http://umanitoba.ca/admin/governance/governing_documents/staff/297.html

5.4 University of Manitoba Appointment of Heads of Departments Policy:
http://umanitoba.ca/admin/governance/governing_documents/staff/292.html

5.5 University of Manitoba Departments - Organization and Structure Policy:
http://umanitoba.ca/admin/governance/governing_documents/academic/341.html

5.6 University of Manitoba Heads of Departments Policy:
http://umanitoba.ca/admin/governance/governing_documents/officers/223.html

5.7 University of Manitoba Term of Appointment and Tenure:
http://umanitoba.ca/admin/governance/governing_documents/staff/298.html

6. POLICY CONTACT

Please contact the Vice-Dean, Academic, Rady Faculty of Health Sciences, with questions regarding this policy.