

UNIVERSITY OF MANITOBA BYLAW

BYLAW:	DIRECTORS OF SCHOOLS OF A FACULTY OR COLLEGE
Effective Date:	January 1, 2008
Revised Date:	February 6, 2017
Review Date:	January 1, 2018
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, section 16(1)(b)</i>
Responsible Executive Officer:	President
Delegate:	Provost and Vice-President (Academic)
Contact:	Provost and Vice-President (Academic)
Application:	Senior Administrative Academic Staff

Part I Reason for Bylaw

- 1.1 To identify the authorities vested in the senior academic and administrative officer of Schools of Faculties or Colleges, along with a statement of duties and reporting lines.

Part II Bylaw Content

Office

- 2.1 There shall be a Director of each School of a Faculty and each School of a College named in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy, who shall be the Senior Academic Administrative Officer of the School.

Reporting

- 2.2 The Director shall be responsible to the Dean in the administration of the School.

Powers and Duties

2.3 The Director of a School of a Faculty or College shall:

- (a) exercise general supervision and direction over the School, including its staff and the students registered in the School;
- (b) be the channel of official communication to and from the School;
- (c) have the right to call and preside at all meetings of the School Council, subject to the right of the Dean to preside at any such meeting;
- (d) have the right to call and preside at all meetings of the Executive Committee, if any, of the School Council, if any;
- (e) be a member ex-officio of all committees of the School Council, if any;
- (f) have access to all records of the School;
- (g) deal appropriately with every complaint pertaining to the School lodged with the Director by any person;
- (h) be responsible for the supervision, subject to the regulations and rulings of the School Council and the College/Faculty, of the program of studies for every student registered in the School;
- (i) recommend to the Dean the appointments, promotion, tenure, change of service, discipline, retirement, and dismissal, of the members of the staff of the School;
- (j) recommend to the Dean or to the College/Faculty, or to both, any project which the Director thinks advantageous to the School;
- (k) prepare and submit to the proper officer of the University all announcements of the School to be included in the calendar or calendars of the University;
- (l) prepare an annual budget for the School with such assistance from the members of the staff or committees as the Director may call for, and submit the budget to the Dean, or to such person, or persons, as the Dean may designate;
- (m) present to the Dean at the end of each academic year a written report on the work of the School during the preceding year, as well as the state and needs of the School; and
- (n) do such other things, exercise such other powers, and perform such other duties and services as may from time to time be properly prescribed or requested of the Director by the appropriate authority.

Delegation

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

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Bylaw is required.
- 3.2 The Provost and Vice-President (Academic) is responsible for the communication, administration, and interpretation of this Bylaw.

Part IV Authority to Approve Procedures

- 4.1 The Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Bylaw.

Part V Review

- 5.1 Formal Bylaw reviews will be conducted every ten (10) years. The next scheduled review date for this Bylaw is January 1, 2018.
- 5.2 In the interim, this Bylaw may be revised or rescinded if the Approving Body deems necessary.
- 5.3 If this Bylaw is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - (a) comply with the revised Bylaw; or
 - (b) are in turn rescinded.

Part VI Effect on Previous Statements

- 6.1 This Bylaw supersedes all of the following:
 - (a) all previous Board/Senate Bylaws, Regulations, Rules, Policies, Procedures, and resolutions on the subject matter herein;

- (b) all previous Faculty/School Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein; and
- (c) Bylaw: Directors of Schools of a Faculty (previously Bylaw 16.00).

Part VII
Cross References

- 7.1 This Bylaw should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy](#)