

BOARD OF GOVERNORS

The material contained in this document is the Agenda for the next meeting of the Board of Governors.

Tuesday, January 27, 2009
160 Extended Education Complex
4:00 p.m.

OPEN SESSION

Please call regrets to: 474-6165 no later than 9:00 a.m.
the day of the meeting.

Members are reminded that discussions entered into and the decisions made during this meeting are carried out in confidence and are not to be repeated or discussed outside the meeting room. Any material provided for this meeting will be held in confidence afterwards, or it may be returned to the Secretary at the end of the meeting.

Decisions reached during this meeting which are to be announced after the meeting will be made public by official announcement or press release only and such publication does not free members of the obligation to hold in confidence the discussions which took place in the meeting or the material involved.

The continued presence of a member in the room shall indicate acceptance of these conditions.

OFFICE OF THE UNIVERSITY SECRETARY



UNIVERSITY
OF MANITOBA

BOARD OF GOVERNORS

160 Extended Education
Tuesday, January 27, 2009
4:00 p.m.

OPEN SESSION

Page 1 of 2

AGENDA

	Presenter	Page
1. ANNOUNCEMENTS	Chair	
<u>FOR ACTION</u>		
2. APPROVAL OF THE AGENDA	Chair	
3. MINUTES (Open Session)	Chair	
3.1 Approval of the Minutes for the November 18, 2008 meeting (Open Session) as circulated or amended		1
3.2 Business arising – Spoiled Ballots in Student Referendum	V.P. (Ext)	7
4. REPORT FROM THE PRESIDENT	President	9
5. FROM GOVERNANCE SUB-COMMITTEE	Ctte. Chair	
5.1 Unanimous Consent Agenda		21
6. FROM FINANCE, ADMINISTRATION AND HUMAN RESOURCES COMMITTEE	Ctte. Chair	
6.1 TRIUMF Joint Venture Membership		25
6.2 Policy and Procedures: Nepotism		29
6.3 Policy and Procedures: Employment Files		37
6.4 Policy and Procedures: Vacation Plan for Support Staff Medical/Dental Practitioners and Administrators		45
6.5 Policy and Procedures: Vacation Plan for Excluded Students and Out of Province Support Staff		55
6.6 Policy and Procedures: Reduced Appointments		67
6.7 Policy and Procedures: Term Appointments and Tenure for Academic Staff Excluded from Bargaining Units		79
6.8 Policy and Procedures: Respectful Work and Learning Environment		89
6.9 Referendum: Faculty of Agricultural & Food Sciences – Degree and Diploma Students		107
6.10 Referendum: Faculty of Nursing		113
6.11 Referendum: Faculty of Science		117
7. FROM AUDIT AND RISK MANAGEMENT COMMITTEE – none		

BOARD OF GOVERNORS

160 Extended Education
Tuesday, January 27, 2009
4:00 p.m.

OPEN SESSION

Page 2 of 2

		Presenter	Page
8.	FROM SENATE	President	
8.1	Policy and Procedures: Accessibility for Students with Disabilities		123
8.2	Policy and Procedures: Chairs and Professorships		135
8.3	Proposal for a Post-Baccalaureate Diploma for the Internationally Educated Engineers Qualification Program (IEEQ) in the Faculty of Engineering		147
8.4	Report of the Senate Committee on Awards [dated October 24, 2008]		167
8.5	Report of the Senate Committee on Awards [dated November 24, 2008]		179
9.	OTHER BUSINESS	President	
9.1	Rescinding of Bylaw – Deans’ and Directors’ Council		193
<u>FOR INFORMATION</u>			
10.	UPDATES		
10.1	Update from the UMSU President	UMSU President	(oral)
11.	FROM EXECUTIVE AND GOVERNANCE COMMITTEE - none		
12.	FROM FINANCE, ADMINISTRATION AND HUMAN RESOURCES COMMITTEE	Ctte. Chair	
12.1	Resource Planning and Allocation Process for 2009-10		197
12.2	Timely and accurate payments of payroll source deductions		207
13.	FROM AUDIT AND RISK MANAGEMENT COMMITTEE - none		
14.	FROM SENATE	President	
14.1	Academic Schedule for 2009-10		209
15.	OTHER BUSINESS - none		

MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION
MOTION TO ADJOURN



**Minutes of the Meeting of the Board of Governors
Open Session
November 18, 2008**

The meeting was held at 4:00 p.m. in Room 160, Extended Education Complex.

Present: T. Sargeant, Chair
J. Leclerc, Secretary

J. Anderson	D. Barnard	A. Berg	A. Black	R. Dhalla
R. Eyford	A. Glenn	G. Hatch	J. Lederman	R. Mahé
H. Milan	D. Ruth	R. Sigurdson	M. Sitter	J. Sopotiuik
T. Strutt	M. Tripple	S. Van Schie	R. Zegalski	

Assessors Present:

T. Booth

Officials Present:

E. Goldie K. Inskip R. Kerr J. Keselman D. McCallum

Regrets:

P. Bovey E. Gordon J. Sealey W. Norrie

Ms. Kali Storm, Director of the Aboriginal Student Centre, provided members of the Board of Governors with a tour of the Aboriginal House prior to the start of the meeting.

1. **Announcements**

Mr. Sargeant noted that the Board of Governors retreat will be held on Saturday, January 24, 2009, as detailed in the memo included with the Board package. Mr. Sargeant also welcomed Ms. Meg Brolley from the Office of the University Secretary as a guest to the meeting.

2. **Approval of the Agenda**

It was moved by Mr. Black and seconded by Dr. Anderson:

THAT the agenda for the November 18, 2008 Open Session be approved as circulated.

CARRIED

3. **Minutes**

3.1 Open Minutes

It was moved by Ms. Lederman and seconded by Dr. Anderson:

THAT the minutes of the September 16, 2008 Open Session be approved as circulated.

CARRIED

3.2 Business Arising – Campus Plan

Mrs. McCallum provided the Board of Governors with a brief summary of the Campus Plan.

Ms. Lederman asked about the process for Southwood planning. Mrs. McCallum replied that the timeline had been affected by Project Domino and the stadium project, however a consultant would be hired to lead the process and a steering committee would be formed. It will be a consultative process that will include focus groups and surveys, internal and external community input and will ultimately be reviewed by the Senate Planning and Priorities Committee, the Senate, followed by submission to the Board for final approval.

4. **Report from the President**

Dr. Barnard discussed the retreats and meetings from which the SWOT analysis, to be discussed in the Closed and Confidential session, was developed. He noted that the Fall convocations and installation had just occurred, and that he has had the opportunity to attend several exciting announcements for the University. Dr. Barnard also noted that the searches for the Vice-President (Academic) & Provost and the Vice-President (Research) had begun with the intention of having the successful candidates in place for July 1, 2009. Additionally, a new Executive Assistant to the President would be hired for January 2009 to replace Mr. Bob Raeburn who will retire in December. Dr. Barnard also discussed the financial impacts of the current market on the Endowment Fund and the Pension Funds.

5. **From Finance, Administration and Human Resources Committee**

5.1 Policy and Procedure: Performance Planning and Review for Support Staff

In response to a question, Mrs. McCallum clarified that while an individual's goals are important to share with the department, the appraisal of the individual's performance in meeting the goals would remain confidential.

It was moved by Dr. Sigurdson and seconded by Mr. Black:

THAT the Board of Governors approve the revised Policy: Performance Planning and Review for Support Staff as presented.

CARRIED

5.2 Policy and Procedure: Salary Administration for Medical/Dental Practitioners and Administrators Excluded from Bargaining Units.

Mrs. McCallum noted that this group of employees does not include academic positions.

It was moved by Dr. Sigurdson and seconded by Mr. Black:

THAT the Board of Governors approve the revised Policy: Salary Administration for Medical/Dental Practitioners and Administrators Excluded from Bargaining Units as presented.

CARRIED

5.3 Policy and Procedure: Support Staff Retirements

It was moved by Dr. Sigurdson and seconded by Ms. Milan:

THAT the Board of Governors approve the revised Policy: Support Staff Retirements as presented.

CARRIED

5.4 Policy and Procedure: Reasonable Accommodation in Employment (Disabilities)

Ms. Lederman declared a conflict of interest and did not vote.

It was moved by Dr. Sigurdson and seconded by Dr. Anderson:

THAT the Board of Governors approve the revised Policy: Reasonable Accommodation in Employment (Disabilities) as presented.

CARRIED

5.5 Faculty of Human Ecology Referendum

Mr. Black noted that the participation rates were low and asked if that was expected. Mrs. Goldie replied that the rate was unusually low with an above average amount of spoiled ballots, and that she would make inquiries as to what had occurred.

Mr. Dhalla asked if there was information available regarding the spending of the proceeds. Mrs. Goldie replied that there were advisory committees at the faculty level that made those decisions on an annual basis. Dr. Sigurdson added that the information is included in the annual reports from the faculties and that there are student members on the advisory committees.

It was moved by Dr. Sigurdson and seconded by Mr. Sopotiuik:

THAT the Board of Governors approve that a \$3.33 per credit hour contribution be assessed against the students in the Faculty of Human Ecology for a three year term commencing September 2009.

CARRIED

5.6 Faculty of Education Referendum

It was moved by Dr. Sigurdson and seconded by Mr. Berg:

THAT the Board of Governors approve that a \$2.70 per credit hour contribution be assessed against the students in the Faculty of Education for a two year term commencing in the fall of 2009.

CARRIED

6. **From Senate**

6.1 Report of the Senate Committee on Awards – Part A [dated August 26, 2008]

It was moved by Dr. Barnard and seconded by Ms. Lederman:

THAT the Board of Governors approve 24 new offers, 48 amended offers, and the withdrawal of three offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated August 26, 2008].

CARRIED

6.2 Report of the Senate Committee on Awards – Part B [dated August 26, 2008]

Dr. Ruth noted that he is a strong supporter of these awards. He asked what would happen to these awards if the target rates for Aboriginal students were met. Would the awards then be considered discriminatory and require revision? It was noted that it had not yet been considered as the rates have not been achieved to date, and Dr. Barnard added that it would be a good idea to consider.

Dr. Anderson noted that the Joan and Dean Sandham Scholarship in Aboriginal Health Professional Leadership contained a provision allowing the Board the right to modify the terms of the award and suggested that this provision be included in future award offers.

It was moved by Dr. Barnard and seconded by Mr. Eyford:

THAT the Board of Governors approve the Report of the Senate Committee on Awards – Part B [dated August 26, 2008].

CARRIED

6.3 Siting of the West Grid Computing Building

It was moved by Dr. Barnard and seconded by Mr. Tripple:

THAT the Board of Governors approve the report of the Senate Planning and Priorities Committee [dated September 22, 2008] regarding the Siting of the West Grid Computing Building.

CARRIED

6.4 Siting of a Football Stadium

Ms. Lederman noted that the report indicated that the parking structure would not be located within the Sport and Active Living Precinct. Dr. Barnard replied that the structure would be developed in U lot, allowing for additional student parking.

It was moved by Dr. Barnard and seconded by Ms. Lederman:

THAT the Board of Governors approve the report of the Senate Planning and Priorities Committee [dated September 22, 2008] regarding the Siting of a Football Stadium within the Designated Active Living Precinct.

CARRIED

The Board of Governors received the following items for information:

7. **Reports**

7.1 Update from the UMSU President

Mr. Sopotiuik updated the Board on the November 5, 2008 Day of Action that involved over 1000 individuals who gathered at the Legislative Building to support maintaining current levels of funding and to fully fund post-secondary education. He noted that UMSU held its semi-annual meeting on the Bannatyne campus on November 6, 2008. Mr. Sopotiuik also discussed several UMSU initiatives including donations for and distribution of holiday hampers, the annual Toy Drive, and the Charity Ball to be held at the Fort Garry Hotel with all proceeds going to charity.

8. **From Senate**

8.1 Implementation of Master of Physician Assistant Studies Program

8.2 Statement of Intent: Graduate Program in Pediatric Dentistry

8.3 Naming of Professorship in Marketing

8.4 Naming of Professorship in Supply Chain Management

8.5 Naming of Professorship in Jazz Performance

9. **From Executive and Governance Committee**

9.1 Creation of a Governance Sub-Committee

It was noted that Mr. Sopotiuik's name should be included with the list of Sub-Committee members.

Motion to Move to Closed and Confidential Session

It was moved by Mr. Black and seconded by Dr. Ruth:

THAT the Board of Governors move into Closed and Confidential Session.

CARRIED

Motion to Adjourn

It was moved by Ms. Lederman:

THAT the meeting adjourn.

CARRIED

Chair

University Secretary



UNIVERSITY | Office of the Vice-President
OF MANITOBA | (External)

204 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-7201
Fax (204) 474-7887

December 3, 2008

TO: Jeff Leclerc
University Secretary

FROM: Elaine Goldie
Vice-President (External)

Re: Spoiled Ballots in Student Referenda

Further to the question raised at the November 18/08 Board of Governors meeting regarding the number of spoiled ballots in the student referenda for the Faculties of Education and Human Ecology, I spoke with the Manager of the University of Manitoba's Annual Giving Program under whose direction the student referenda programs are supported.

The Manager had also been concerned with the number of spoiled ballots. When she enquired about the spoiled ballots, the Student Councils in the Faculties of Education and Human Ecology said the ballots had indicated to mark with an X only; therefore, the Student Councils considered ballots marked with a checkmark to be spoiled. The Annual Giving Program staff who work with the students to assist them with the referenda have recommended that the ballots no longer read "mark with an X only", and accept checkmarks as a positive response. We hope this prevents further concerns.

PRESIDENT'S REPORT: January 27, 2009

I. GENERAL

The format of this report is evolving, with the intention of giving the Board less detailed reading but more significance. The current version is a step along the way.

The end of the fall term, the Christmas hiatus and the beginning of the winter term came and went quickly and without significant incident. The severity of winter has imposed a burden on our staff, but the campus roads and paths were clear when activities resumed, and beautifully white – especially when seen from indoors!

At the beginning of the winter term Joanne Keselman assumed her new responsibilities as Interim Provost and Vice-President (Academic), Digvir Jayas assumed his new responsibilities as Acting Vice-President (Research) and Robert Kerr assumed his new responsibilities as Special Advisor to the President. Search processes for full term appointments to the Provost and Vice-President (Research) processes have begun.

Our ongoing interactions with government concerning the annual funding review (informal discussions, plus a formal submission to Commissioner Ben Levin) continue. The global economic slowdown has an impact on our pension investments, our endowment investments and the revenues available to government as they consider allocations for 2009-10. The budget process will be an important learning experience for the new configuration of the President's Executive Team, especially the new President.

The second Town Hall meeting was held, this one on the Bannatyne Campus, with a large turnout (including Minister McGifford), good engagement during the question period and email inquiries afterward. These will be held each year. In addition, I have begun a series of what I expect to be regular visits to faculties.

II. ACADEMIC MATTERS

Staff Distinctions

- Rick Holley (food science) has been named to a Canadian Food Inspection Agency (CFIA) external advisory panel. Among the panel's first duties will be recommending improvements to CFIA's listeria prevention rules.
- Kirk Warren's (Art) work for the Winnipeg Trails Association/Sagimay Trail illustrated icon (mosquito!) was accepted into the Society of Illustrators Los Angeles (SILA) "Illustration West 47". It will be exhibited online for two years and will be part of a group show at Gallery Nucleus in LA next March.
- Frank Hawthorne (geological sciences) was inducted as a Foreign Member of the Russian Academy of Sciences. There are currently three Canadians who are

Foreign Members of the Russian Academy of Sciences (the other two are resident in Ontario).

- Örjan Sandred (Music) lectured at Harvard University's Composers' Colloquium and was the only Canadian composer invited to speak at the Colloquium.
- Lesley Degner and Maureen Heaman (Nursing) were awarded the Canadian Nurses Association's (CNA) CAN @100 Centennial Award. The Centennial Awards are a one-time award created to celebrate 100 exceptional registered nurses whose personal and professional contributions have made an outstanding and significant impact on the nursing profession.
- Kristine Petrasko (Pharmacy) was named the 2008 Wyeth Apothecary Award Winner for Manitoba. As the award winner, Kristine was granted the opportunity to give \$1000 to a disease-based charity/organization. The award funds will be allocated towards the Lung Association of Manitoba which will be used to enable a 4th year student to take the Asthma Tree program.
- Erwin Huebner (biological sciences) received the Career Achievement Award from the Canadian Council of Biology Chairs at their meeting in Toronto in November, recognizing his significant contributions to the field of biology.
- The Pro Humanitate Literary Award was granted to Kendra Nixon (Social Work), along with three co-authors, for an article on child protection policy and intimate partner violence, entitled: *Do Good Intentions Beget Good Policy? A Review of Child Protection Policies to Address Intimate Partner Violence*.

Student Honours

- Architecture student Matthew McFetrick's project *The City, Space and Consciousness* has been nominated by the jury of the Archiprix International, World's Best Graduation Projects for an award. The winners of the award will be announced at the Award ceremony in Montevideo, Uruguay on April 3, 2009.
- Joel Letkemann and Gillian Brennen, both M2 architecture students working with Professor Jae Sung Chon, had their project selected as one of the eight finalists at the 2008, 26th Space Prize for International Students of Architectural Design. Projects were juried by Japanese architect Ryue Nishizawa. Their team project will go into the second round to determine the prizes and ranks.
- Students Neal Russell Rohne and Leslie J. Sabiston (Arts) and Adrian Brydon, Rebecca Clarke, Victoria Fisher, Allison McKay, Elaine McLeod, Vaunda Pangman, Tracey Parenteau, and Erica Ross (Social Work) received the Business Council of Manitoba Aboriginal Education Award for 2008-2009.

This distinction is earned by students who demonstrate both leadership and academic achievement.

- Student Kaeleigh Schroeder (sociology) received the Mathematics of Information Technology and Complex Systems (MITACS) internship scholarship to develop the project “Clarifying the Concept and Measurement of School Climate”. Kaeleigh is the first social science student to receive the award in Western Canada.
- Education student Cristin Crate received the Foundation Award, and student Jerilyn Ducharme received the Office of the Federal Interlocutor award from the Helen Betty Osborne Memorial Foundation. In addition Helen Betty Osborne Memorial Foundation Awards were given to four Aboriginal Social Work students, namely: Melanie Boulette, Tracey Parenteau, Nadine Perrault-McLeod, and Linda Dettanikkeaze-Patterson.
- A team of third-year Law students, Andrew Buck and Kelsey Desjardine, won second place at the American Bar Association Negotiation Competition Regional Finals in Omaha, Nebraska. Judges awarded Andrew and Kelsey an unprecedented *perfect score* for their work in the preliminary rounds of the competition. Based on exemplary performance during the competition, the University of Manitoba team will be advancing to the National Finals held in Boston in February of 2009. By most accounts the University of Manitoba team will be tough to beat.
- Pharmacy graduate student Dana Turcotte was awarded a National Multiple Sclerosis Travel Scholarship offered through the END Multiple Sclerosis program to present the results of her efforts in evaluating the effects of immunomodulatory treatment in relapsing remitting Multiple Sclerosis.
- Chad Smith (Elizabeth Hill Counselling Centre, Social Work) received the Lambda Foundation’s Les McAfee Memorial Award for his thesis entitled: *Making Sense of the Senseless: The Experience of Being Gay Bashed*.

New Initiatives/Special Events

- Sue Clayton has been appointed as Community Liaison Coordinator in the Faculty of agricultural and Food Sciences. She will be focusing on student recruitment activities, and working with schools and industry partners to promote agricultural and food sciences.
- The Manitoba Court of Appeal relocated to Robson Hall’s Moot Courtroom for an historic event. For only the second time in Canadian legal history, a real Court of Appeal case was heard at a law school. This event gave our students the chance to observe the mechanics of a Court of Appeal session, and student

questions were fielded by counsel and judiciary after the session closed. This event is symbolic of the Manitoba judiciary's commitment to legal education, and a strengthening of the relationship between the bar, the bench, and legal educators.

- The Faculty of Law launched a pilot program to test software that facilitates electronic examination administration. This system allows students to write examinations on their personal laptops, using a secure and tamper-proof interface. For the duration of the exam, student laptops are locked by the *ExamSoft* software and limit system operation to exam writing functions only. Once the exam is finished, all information is transmitted to the professor(s) for (anonymous) marking, at which time the student's computer is restored to full functionality. Approximately 100 students participated in the pilot program, and over 200 exams were collected electronically. This initiative has the potential to add value to the academic program, and simplify exam administration for faculty and staff.
- To kick off the celebration of the Faculty of Medicine's 125th anniversary, a health care forum was held with over 100 faculty, alumni and guests attending. The Faculty's strategic resource plan, *Our Medical School: Imagine Its Potential* was presented. A book about the Faculty entitled *Voices*, was published and distributed. The evening featured a sold out, gala celebration with 500 attendees. In response to the forum and strategic plan, the first meeting of the Faculty's Provincial Optimization Committee was held December 5th, with representation from regional health authorities to work toward enhancing our ability to educate outside the metropolitan Winnipeg area.
- On November 7, over 310 students and teachers from 86 high schools across Manitoba spent their day sampling career options at the 8th annual Pfizer Canada Discovery Day in Health Sciences. Offered by The Canadian Medical Hall of Fame in partnership with the faculty of medicine, this year featured a record number of participants from Aboriginal schools and for the first time, francophone youth learning about health-related career opportunities in their first language.
- A day long consultation session in November, with broad representation from the Faculty of Medicine's faculty and heads of clinical and basic science departments, medical students and residents, Deans of Medicine, and the College of Physicians and Surgeons of Manitoba resulted in a first draft of a professionalism charter to serve as a guide to professional conduct in the Faculty of Medicine. Keynote speaker was alumnus, Dr. Danny Klass, College of Physicians and Surgeons of Ontario.
- The "Child and Family Services Education and Training Strategy Committee" was formed, under the leadership of Harvy Frankel (Social Work) to address the

gaps in Child Welfare and Indigenous education for social work students. This Steering Committee is composed of 40+ members representing the University, the Faculty, provincial and federal government departments, and each of the Provincial Authorities on behalf of the Child Welfare social service agencies.

- An Aboriginal Student Advisor / Counsellor position (full-time) was created within the Inner City Social Work Program to specifically address the requirements of the growing Indigenous student population.

III. RESEARCH MATTERS

- Dr. Harvey Chochinov, Distinguished Professor and Canada Research Chair in Palliative Care received the O. Harold Warwick Prize on November 4 at a special event held at CancerCare Manitoba. The prize, which is part of the National Cancer Institute of Canada's and Canadian Cancer Society's annual awards of excellence in cancer research program, is given to a scientist whose research has had a major impact on cancer control in Canada. Dr. Chochinov received a personal award of \$2,000. The prize also comes with \$20,000 for his University of Manitoba research program.
- Dr. Diana Brydon, English, Film and Theatre, was inducted as a Fellow of the Royal Society of Canada (RSC) on November 15. Dr. Brydon is a Canada Research Chair in Globalization and Cultural Studies. This brings the University of Manitoba total to 39 RSC Fellows.
- Mr. Raed Joundi received a 2009 Rhodes Scholarship. Mr. Joundi graduated from the University of Manitoba in 2007 with a Bachelor of Science degree and is currently pursuing a medical degree at Queen's University.
- Three University of Manitoba researchers were honoured at the Arthritis Society's 60th Anniversary: Dr. Hani El-Gabalawy, Rheumatology Research Chair, Dr. Fletcher Baragar, Rheumatologist, and Dr. Kiem Oen, Pediatric Rheumatologist for making significant contributions to patient care, education and research.
- The Institute of Cardiovascular Sciences at the St. Boniface General Hospital Research Centre held their annual Awards Days in November, during which they gave honours to 11 international members of the cardiovascular research community. A recognition luncheon was hosted by the Vice-President (Research) at the University Club for the award recipients.
- As a prelude to the Canada Foundation for Innovation (CFI) Board of Directors meeting, held in Winnipeg on November 18, the President and Vice-Presidents of CFI toured two laboratories at the Bannatyne Campus to see how their

investments aid our researchers. The delegates were given a tour of the Manitoba Centre for Proteomics and Systems Biology by Dr. John Wilkins. They also enjoyed a close-up look at Dr. Keith Fowke's Viral Immunology laboratory. After the tours, a reception was held for the delegates to afford them time to speak to the research community at the Bannatyne Campus. In the evening, CFI hosted a formal banquet of over 200 people, recognizing the CFI-funded research in the Province of Manitoba.

- In November, the Advanced Foods and Materials Network (AFMNet) launched their "Verna J. Kirkness - Be a Food Researcher for a Week" program, an Aboriginal (Métis, First Nations and Inuit) Youth in Science Initiative. The launch took place at the Richardson Centre for Functional Foods and Nutraceuticals and was a great success, with a performance by the Loud Sounding Thunder Drumming Group and a speech from program namesake Dr. Verna J. Kirkness. Dr. Kirkness received an honorary degree from the University of Manitoba at Spring Convocation. AFMNet is one of the Networks of Centres of Excellence; the University of Manitoba has eight researchers affiliated with AFMNet.
- The Canada Foundation for Innovation, through its Leaders Opportunity Fund, awarded nine projects a total of \$2,091,296. The projects focused on topics from sea ice to songbirds to obesity. A press conference was held in early January with Minister of State for Science and Technology, Dr. Gary Goodyear, announcing this funding. Following the news conference, a tour of a CFI-LOF funded protein x-ray diffraction laboratory in the Department of Microbiology was conducted with Dr. Goodyear, M.P. for Winnipeg South Rod Bruinooge, and Dr. Eliot Phillipson, President and CEO of CFI.

IV. ADMINISTRATIVE MATTERS

- The Province of Manitoba announced the allocation of \$40 million in new funding to assist universities with deferred maintenance projects over the 2008/09 and 2009/10 fiscal years. Of this amount, \$26 million will be provided to the University of Manitoba to address its most pressing deferred maintenance requirements.
- The first meeting of the President's Budget Advisory Committee took place on January 14, 2009. Deans and Directors will present their 2008-2009 to 2010-2011 Strategic Resource Plans to the President and Vice-Presidents from January 20 to February 5, 2009. The President and Vice-Presidents will present their priorities for their respective units to the Budget Advisory Committee in mid March. The University of Manitoba has advised the Council on Post-Secondary Education (COPSE) that it requires a base grant increase of 10.9 % to maintain steady state operations. As this level of grant increase is unlikely, work continues on the development of possible solutions to address any resultant

shortfall. The final operating budget recommendations will be brought forward to the Board of Governors in May 2009 subject to the timing of the 2009-2010 COPSE grant announcement.

- Campus development continues with the construction of the Welcome Centre which is tentatively marked for occupancy by mid April 2009. Phase III of the Buller Building redevelopment project continues. The Immunology floor in the Apotex centre is scheduled for completion by late January. The Pedestrian walkway redevelopment project is temporarily stalled due to cold weather.
- Negotiations are ongoing for the construction of the stadium and multi-sport complex at the Fort Garry Campus which will house the Blue Bombers and Bisons as well as a new active living centre for students and the community.
- Work continues behind the scenes on the advancement of Project Domino which in these early stages includes the design of a new residence and renovations/upgrades to the Pharmacy building.
- Amendments were made to the pension plan which provides a deferral option to staff members reaching age 69. The Staff Benefits Committee continues to examine options for dealing with the pension plan funding issues. The impact of the markets combined with the increasing longevity of university employees have created challenges for many university pension plans.
- The University once again hosted “Take our Kids to Work Day” on November 5, 2008 with fifty-two grade nine students participating. The program was developed and facilitated by a university-wide committee led by David Ness, Coordinator, Career Services. The program included a morning career expo, four separate one-hour activity sessions and an action packed lunch hour program. Participating students also had the option of shadowing a University of Manitoba host for a portion of the day. Activity options were facilitated by staff from several units including Recreation Services, Biological Sciences, Aboriginal House, Animal Science, Clayton H. Riddell Faculty of the Environment and the Library.
- Unified messaging is now available to the University at large. This allows users to view their voice mail messages on their email client.
- A two-year designated airline agreement has been signed with Air Canada, providing discounted fares. Savings for the current year, which are passed along to the unit in the form of discounted airfare, is in excess of \$500,000.
- The University tested its new Emergency Notification System on November 5, 2008 with successful results. More than 5,000 students and staff have signed up for the service.

- The University of Manitoba Sustainable Development Program received an honourable mention for the 2008 Manitoba Excellence in Sustainability Awards in the category of Institution or Organization. A plaque was presented at the 2008 Awards reception on November 27, 2008.
- Edna Fedya Restaurant (operated by Stella's Café) opened at Smartpark on December 2, 2008. It is open to the public from 8:00 AM - 5:00 PM on weekends and 8:00 AM - 3:00 PM weekdays.

V. EXTERNAL MATTERS

Office of the VP External

- The first President's Town Hall was held on Wednesday, December 3, 2008 Robert B. Schultz Lecture Theatre at St John's College and was well-attended. A second Town Hall was held on Thursday, January 15, 2009 on the Bannatyne campus at 11:30 AM. The Town Halls are open forum Q&A periods with the president and the executive team.

Alumni Affairs

- Ottawa Alumni Event – November 20, 2008. More than 200 alumni and friends gathered in Ottawa to meet David Barnard, President and Vice-Chancellor, University of Manitoba. Thank you to all of the deans and university representatives who supported this event.
- President's Holiday Reception – December 8, 2008. Maureen Rodrigue, President, Alumni Association Inc., hosted a reception at Alumni House for more than 80 people (staff, board, friends and family).
- Dean's Session – December 9, 2008. Julie Mikuska, Executive Director Alumni Association and Director, Alumni Affairs and Jana Thorsteinson, Assistant Executive Director, met with several deans to discuss how we can better work together, solicit their input and ideas, and present to them the Association's plans for 2009.
- Kuala Lumpur Alumni Event – February 13, 2009. David Morphy, Vice-Provost (Student Affairs) and Peter Dueck, Executive Director, Enrolment Services, will be in Malaysia for recruitment fair and will host an alumni event on our behalf while they are there.
- *On Manitoba* – The December 2008 issue featured graduates Arni Thorsteinson and Susan Glass. 111,307 magazines were mailed out to alumni in December.
- External Relations Alumni Engagement Survey (to launch Jan. 13, 2009). Using the Alumni FYI e-newsletter, External Relations will send a survey to alumni on

January 13, 2009, to gauge their relationship/level of involvement with the University of Manitoba (as volunteers or donors). This group is comprised of more than 30,000 e-mail addresses. Previous notice of the survey was facilitated through an ad in the December 2008 issue of *On Manitoba* and the December Alumni FYI.

Public Affairs

- The “U of More” campaign, which is an extension of the “It’s My Future” campaign, was launched in November, via the University of Manitoba website, Winnipeg transit bus backs, billboards around the city, and local radio ads. The campaign is aimed primarily at potential students with a theme that capitalizes on the University of Manitoba’s stature as a major Canadian university and the premier post-secondary institution in the province. A new micro-site for prospective students was launched, featuring student bloggers, webisodes and video content, alumni profiles and a faculty news feed. The site refreshed and enhanced the original itsmyfuture.ca site from 2007, incorporating a bolder representation of the university’s strengths and attributes – premised on the concept that our size is our greatest strength, allowing us to offer our students more. For students this can mean: more academic programs, more resources and support, more communities on campus, more timeslots for courses. At the broader institutional level it means: more research opportunities, more discoveries and innovation, more exciting expansions to campus, more community spirit.
- On January 6, Public Affairs hosted Victor Dwyer, a reporter from Maclean’s magazine who is updating the University of Manitoba entry in the Maclean’s Guide to Canadian Universities, due to be published in February. Mr. Dwyer interviewed a number of students and professors, as well as David Barnard, President and Vice-Chancellor.

Government Relations Office

- On December 3, 2008, David Barnard, President and Vice-chancellor held a holiday reception at his residence for members of the Legislative Assembly. The event was well attended.
- On December 5, 2008, the GRO arranged for David Witty to be one of the co-speakers of the City of Winnipeg’s Leadership Breakfast speaker series which was held at City Hall. Dr. Witty spoke about downtown housing. More than 40 individuals attended including members of municipal government, and representatives from organizations including Destination Winnipeg and Downtown Winnipeg BIZ. The event was such a success that the City has requested that the university participate in future sessions.

- On December 9, 2008 the Honourable Jim Rondeau, the provincial Minister of Science, Technology, Energy and Mines, attended the University of Manitoba for a tour of the Faculty of Nursing.

Development & Advancement Services

- Total funds raised as of January 9, 2009: \$36,509,372.13.
- Planned Giving has realized \$9,412,621.03 in gifts for the 2008-09 fiscal year. In addition, Planned Giving can confirm an additional \$12,422,647.99 in future gifts.
- Due to the turbulent economy, we have seen a decrease in gifts of securities in 2008. In December 2007 we had received 21 gifts of securities and in December 2008 we received a total of 8 gifts. To date, we have received 43 gifts of securities in 2008/2009, totaling \$8,287,399.80. The value of these securities is due to an estate gift valued at \$6,256,058.09.
- Overall, the number of gifts has also dropped significantly. At this time in 2007, we had received 10,091 gifts, and to date in 2008/2009 we have received 7,320 gifts. While the total dollars raised for 2008/2009 is significantly higher compared to 2007/2008, it is concerning that the number of donors has decreased.

External Relations (Bannatyne Campus)

- The Faculty of Medicine announced on Nov. 18, 2008 a \$2.5 million gift by Dr. George Yee (MD/60) to establish the George & Fay Yee Centre for Healthcare Innovation and the George & Fay Yee Fellowship in Health Service Design and Quality Improvement. The George & Fay Yee Centre for Healthcare Innovation (CHI) will serve as a nucleus for inter-disciplinary study, teaching and research, bringing together healthcare expertise from the faculties of Medicine, Nursing, Pharmacy and School of Medical Rehabilitation; experts in quality improvement from the I. H. Asper School of Business; systems and process design engineers from the Faculty of Engineering; computer and measurement scientists from the Faculty of Science; and health informatics experts.
- Another research chair will be established at the Faculty of Medicine after GlaxoSmithKline Inc announced on Nov. 19, 2008 a \$1 million investment partnership to establish an endowment for a University of Manitoba research chair in the immunobiology of infectious disease. The creation of this Chair, with the support of the Province of Manitoba, is part of the GlaxoSmithKline Pathfinders Fund for Leaders in Canadian Health Science Research.
- The Faculty of Dentistry held its 50 Year Finale – a gala celebrating the close of the Faculty's 50th anniversary year on Nov. 22, 2008 at The Fairmont. Proceeds from the event will support the Drive for Top Five, the Faculty of Dentistry's

long term strategy to become one of the top five dental schools in North America.

- On Jan. 16, 2009 the Faculty of Dentistry will announce a renewed partnership with Variety, the Children's Charity of Manitoba to provide dental care to children in Manitoba through the Variety Children's Dental Outreach Program and the new Variety Children's Cavity Prevention Project.



AGENDA ITEM: *Unanimous Consent Agenda*

RECOMMENDED RESOLUTION:

That the Board of Governors approves the addition of Unanimous Consent Agenda as presented to the meeting rules of the Board of Governors.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

Many boards that consider large numbers of routine items each meeting have adopted the use of a unanimous consent (or simply consent) agenda. "The consent agenda allows members to vote on a group of items *en bloc* (as a group) without discussion. This is a good way to dispose of business that is noncontroversial" (Robert's Rules of Order, Simplified and Applied, 2nd Ed., p. 19).

A number of Canadian university Boards have employed the consent agenda format to include not only routine approval items, but also information items. One reason for using this format is to allow the Board to focus on major items of business. While approval of an omnibus motion saves time at Board meetings, Board members will want to review the agenda materials in order that they properly discharge their responsibilities. Any member of the Board could request that an item placed on the consent agenda be considered in the regular manner by the Board.

Proposed addition to the meeting rules of the Board of Governors¹

10. Unanimous Consent Agenda

In preparing the agenda for Board meetings, the Secretary shall identify action and information items that are routine and/or likely non-controversial. In so doing, the Secretary may consult with the Chair of the Board, the relevant committee chair and the principal administrative resource persons. All such items shall be flagged on the agenda as being 'consent agenda' items. Action and information items on the agenda that are not so flagged shall be presented singly for discussion and voting as appropriate.

If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent

¹ The proposed wording is adapted from materials developed by the University Secretariat at the University of Western Ontario.

agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.

Before the agenda is presented for approval, the Chair shall:

- a) Advise the Board of items that are to be removed from the consent agenda, based on prior requests from Board members; and
- b) Ask if there are any other items that should be removed from the list.

The minutes of the Board meeting shall report matters approved as part of the consent agenda as "carried by unanimous consent". Information items received as part of the consent agenda will be reported as received.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Jeff Leclerc</u>	<u>December 17/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Governance Sub-Committee</u>	<u>6 Jan 09</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Jeff Leclerc, University Secretary

Submission prepared by:

Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

- none



AGENDA ITEM: *TRIUMF Joint Venture Membership*

RECOMMENDED RESOLUTION:

That the Board of Governors approves the University of Manitoba's full membership in the TRIUMF Joint Venture.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

TRIUMF is Canada's national laboratory for particle and nuclear physics and is located on the campus of the University of British Columbia. Founded in 1968, it is operated as a joint venture by a consortium of Canadian universities under a contribution from the National Research Council of Canada (NRC) with building capital funds provided by the government of British Columbia. TRIUMF was originally operated by three universities (the University of British Columbia, Simon Fraser University and the University of Victoria); however, the University of Alberta (1968), Carleton University (2000), University of Toronto (2004) and the Universite de Montreal (2007) have since joined the consortium as member universities, and discussions are ongoing with both York University and Queen's University. Six other Canadian universities are associate members, including the University of Manitoba (UM). While associate members have representation on the TRIUMF Board of Management, they do not have voting privileges.

The UM's participation as an associate member dates back to the mid 1980s, indeed, the UM is by far the longest-serving such member. Over the past two decades, TRIUMF and the UM have had a long and mutually beneficial arrangement, and support provided by TRIUMF to UM's subatomic physics group has been instrumental in the group's achieving national and international recognition for its experimental program. In addition to facility access and use, this support has and continues to include: research and technical support; support and hosting of summer and co-op students and academics on research leaves; contributions to start-up support for new UM hires in subatomic physics; and partial salary support for international scientists and for international collaborations. Subatomic physics is a priority research area for the UM's Faculty of Science and, accordingly, it is highly desirable that the UM maintains a strong relationship with TRIUMF.

Because of the UM's long standing and significant involvement in TRIUMF, it considered and, indeed, has been approached on numerous occasions to become a full member in the consortium, as have other universities with similar long standing relationships with TRIUMF. Full membership would accord the UM voting privileges on the Management Board, and would more accurately reflect the UM's significant involvement in the research and development activities of TRIUMF. Until fairly recently, however, the UM and other universities have been reluctant to become part of the joint venture because of associated liabilities, the major one being the laboratory's eventual decommissioning costs. While TRIUMF is a very successful laboratory with a long life ahead of it, eventually its usefulness will come to an end.

The federal Nuclear Safety and Control Act of 2000 requires that companies/organizations that work with nuclear or radioactive materials and isotopes develop a preliminary decommissioning plan (PDP), which is to be updated at five year intervals, and an associated PDP funding plan. TRIUMF has developed these plans, which have been approved by its stakeholders. In terms of funding the decommissioning, TRIUMF has been advised that it is not eligible for full federal funding for its PDP; however, the government has contributed \$6.2M on a one-time basis to a fund that has been established by TRIUMF for this purpose. Under TRIUMF's PDP funding plan, the balance of the decommissioning costs would be paid through the sale of TRIUMF's assets and through earnings on decommissioning fund deposits. TRIUMF's position is that their assets (\$26.4M) and the decommissioning fund deposit (\$9.6M) and associate earnings are sufficient to cover the estimated costs of the decommissioning (\$44M), which would take place over a 45 year period. In order to provide assurances to universities, TRIUMF has obtained an opinion on this, in the form of projected investment scenarios, from RBC Private Counsel. This opinion was provided to the UM for review.

Because the full extent of the final decommissioning cannot be known, joint venture members have provided, and future joint venture member must provide a financial guarantee, should a decommissioning funding shortfall occur. Rather than requiring a financial guarantee in the form of a letter of credit, cash or registered security, the Canadian Nuclear Sciences Commission (CNSC) has and will accept the 'several covenant' of each full member university of TRIUMF in support of the decommissioning obligations.

RESOURCE REQUIREMENTS:

As already mentioned, the UM would need to provide a financial guarantee, in the form of a covenant, in the event of a decommissioning funding shortfall.

IMPLICATIONS:

ALTERNATIVES:

One alternative would be to remain an associate member of TRIUMF. However, TRIUMF has recently revised its categories of membership, and associate membership is now considered a "short term alternative to full membership", with the time spent as an associate member provided to allow universities to make an informed decision about full membership in the joint venture. Given the UM's long history with TRIUMF, it is unlikely that it will be allowed to continue as an associate member. Another alternative would be to let the UM's associate membership in TRIUMF end. This is not considered desirable due to the negative impact that it would have on the UM's national and internationally recognized experimental subatomic physics program. Indeed, the UM's Department of Physics and Astronomy and Faculty of Science have recommended full membership in TRIUMF.

CONSULTATION: *[delete if not applicable]*

Both University Legal Counsel and the Comptroller reviewed all documents and agreements governing membership in the TRIUMF Joint Venture. In addition, they met with representatives of TRIUMF along with the UM Vice-President (Research) and Dean of Science. University Legal Counsel concluded that, from a legal perspective, none of the findings to date would support a recommendation against joining TRIUMF as a full member. Indeed, she concluded that full membership, with voting privileges on the Management Board, would allow the University to be privy to all legal agreements and financial documents/information, which would put the UM in a better position to judge and mitigate future risks. She further suggested that legal resources be obtained to advise the Management Board and TRIUMF executives on a going forward basis. The Comptroller noted that, notwithstanding the presence of the TRIUMF PDP funding plan, there is an unquantifiable exposure for the UM in becoming a full member of TRIUMF (and accepting joint liability for decommissioning costs) because we cannot at present know the full extent of these costs. To mitigate future risks and control current risks, he indicated that it would be prudent to have a financial expert on the Management Board of TRIUMF.



Board of Governors Submission

Routing to the Board of Governors:

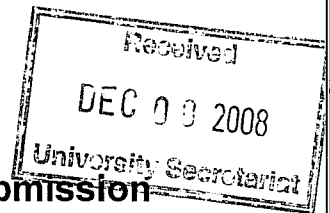
<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Joanne Keselman</u>	<u>Dec 19, 2008</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Thomas McEck</u>	<u>Dec 22, 2008</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>David Hayward</u>	<u>Dec 22, 2008</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>Jan. 13/09</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Nancy Schneider, Executive Assistant to the Vice-President (Research), in consultation with Tom Hay, Comptroller

Submission approved by: Joanne Keselman, Vice-President (Research)

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.



AGENDA ITEM: Nepotism Policy

RECOMMENDED RESOLUTION:

That the Board of Governors rescind the Nepotism Policy dated April 1, 2004 and
1) approve the attached Policy: Nepotism
2) receive for information the attached Procedures: Nepotism

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

It has been discovered that there were certain family relationships missing from the current policy on Nepotism. The current Policy also contains Procedures in the document.

RESOURCE REQUIREMENTS:

No additional resources required.

IMPLICATIONS:

The revised Policy and Procedures provide a more equitable list of family relationships that may need an assessment for conflict of interest accommodations in the workplace.

ALTERNATIVES:

Not applicable

CONSULTATION: *[delete if not applicable]*

The proposed changes to the policy are editorial in nature. The Office of Legal Services has been consulted with respect to the proposed changes.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Terry Voss</u>	<u>Dec 7/08</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Rehannah McCall</u>	<u>Dec 8/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>David Rowland</u>	<u>December 9, 2008</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>13 Jan 09</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: _____

Submission approved by: *This must be the President, a Vice-President, or the University Secretary.*

Attachments

Policy: Nepotism

Procedures: Nepotism

UNIVERSITY OF MANITOBA POLICY

No. _____	Effective Date: _____
Title: Nepotism	Review Date: _____
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
Authority: <input type="checkbox"/> University of Manitoba Act Section # _____ <input type="checkbox"/> Other Legislation [name and section #] _____ <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Policy [name and section #] _____	
Implementation: <u>President; Delegated to Vice-President (Academic) and the Vice-President (Administration)</u>	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members [Specify applicable external parties] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <u>All Employees</u> <input type="checkbox"/> Students [Specify applicable employee organizations and employment groups]	

1.0 **Reason for Policy**

To ensure that conflicts of interest with respect to employment do not occur in the workplace or are alleviated through a workplace accommodation. In doing so, the focus is to protect the University and its employees from situations in which actual or apparent conflicts of interest might arise from the employment of family members at the University.

2.0 **Policy Statement**

The University permits members of the same immediate family to be employed by the University, even in the same department. Prior approval from the Executive Director of Human Resources or designate must be obtained before entering into any supervisory relationship between immediate family members or participation in the evaluation of a family member's performance or suitability for employment.

3.0 **Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

4.0 **Secondary Documents**

4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.

5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.

5.3 If this Policy 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 Policy; or
- (b) are in turn rescinded.

6.0 **Effect on Previous Statements**

6.1 This Policy supersedes the following:

- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
- (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
- (c) Nepotism (April 1, 2004).

7.0 **Cross References**

Cross References

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to: (1) _____ (3) _____
(2) _____ (4) _____

UNIVERSITY OF MANITOBA PROCEDURE(S)

No. _____	Effective Date: _____
Title: <u>Procedures: Nepotism</u>	Review Date: _____
Approving Body: <input type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input checked="" type="checkbox"/> Administration: President _____	
Authority: <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input checked="" type="checkbox"/> Policy [name and section #] <u>Nepotism</u>	
Implementation: President Delegated to the Vice-President (Administration)	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members [Specify applicable employee organizations] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <u>All Employees</u> <input type="checkbox"/> Department Councils [Specify applicable employee organizations and employment groups] <input type="checkbox"/> Students	

1.0 Reason for Procedure(s)

To define the circumstances whereby a University employee may be involved in the hiring and supervision of that employee's immediate family member. In doing so, the focus is to protect the University and its employees from situations in which actual or apparent conflicts of interest might arise from the employment of family members at the University.

2.0 Procedure(s)

2.1 Employment with Members of the Same Immediate Family

2.1.1 The University permits members of the same immediate family to be employed by the University, even in the same department.

2.1.2 Conflicts of interest may occur:

- (a) at the time of hire;
- (b) during the employment relationship; or
- (c) where family relationships have changed during an existing employment relationship.

2.1.3 In all these situations, prior approval of any supervisory relationship between immediate family members must be received from the Executive Director of Human Resources or designate.

2.1.4 The approval process will examine the requirements of the positions involved to ensure that systems of internal control or accountability would not be compromised, as well as resolve any actual or apparent conflicts of interest.

2.2 **Inappropriate Participation in Employment Situations**

2.2.1 There are a number of circumstances where participation in the deliberations or evaluation of employment matters regarding a member of the same immediate family would not be appropriate. These include but are not limited to:

- (a) participation in the hiring process;
- (b) deliberations regarding tenure or promotion; or
- (c) in the evaluation of job performance of a member of the same immediate family.

In situations such as this, the family member shall decline to participate in the evaluation process due to a conflict of interest.

2.3 **Definition of Immediate Family**

2.3.1 For the purpose of this Policy and Procedure "immediate family" means a:

- (a) spouse (including common law or same sex);
- (b) child;
- (c) brother;
- (d) sister;
- (e) parent;
- (f) grandparent;
- (g) grandchild
- (h) mother-in-law;
- (i) father-in-law;
- (j) brother-in-law;
- (k) sister-in-law;
- (l) son-in-law;
- (m) daughter-in-law;
- (n) aunt;
- (o) uncle
- (p) nephew;
- (q) niece.

3.0 **Accountability**

3.1 The University Secretary or the President is responsible for initiating a formal review of these Procedures.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

4.0 **Review**

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is _____.

4.2 In the interim, these Procedures may be revised or rescinded if:

- (a) the Approving Body deems necessary (or the President deems necessary where the approving body is the Administration); or
- (b) the relevant Policy is revised or rescinded.

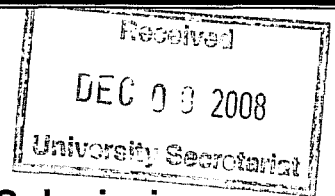
5.0 **Effect on Previous Statements**

5.1 This Procedure supersedes:

- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
- (b) all previous Administrative Procedures, and resolutions on the subject matter contained herein and
- (c) Nepotism Policy dated April 1, 2004.

6.0 **Cross References**

<p>Cross References [Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]</p> <p>Cross referenced to: (1) <u>Policy: Nepotism</u> (2) _____</p> <p>(3) _____ (4) _____</p>
--



Board of Governors Submission

AGENDA ITEM: Policy and Procedures Employment Files

RECOMMENDED RESOLUTION:

That the Board of Governors:

- 1) approve the attached Policy: Employment Files
- 2) receive for information the attached Procedure: Employment Files

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The current Policy: Access to Personal Files is outdated (March 29, 1984) and needs to be updated. The previous Policy did not contain references to requirements of the Freedom of Information and Protection of Privacy (FIPPA) and Personal Health Information Act (PHIA) legislation. The attached Policy and Procedures represent the current practices with respect to this issue.

RESOURCE REQUIREMENTS:

The proposed Policy and Procedure reflects the current processes in existence and no additional financial or human resources are required.

IMPLICATIONS:

This Policy and Procedure will assist the University community in understanding the requirements for maintaining employment files and the safeguards observed.

ALTERNATIVES:

Not applicable.

CONSULTATION:

Internal subject area experts have been consulted in the development of the new Policy and Procedures.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Terry Voss</u>	<u>Dec 7/08</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Rehannah M. Hall</u>	<u>Dec 8/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>David B. Stewart</u>	<u>December 9, 2008</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>13 Jan 09</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Terry Voss

Submission prepared by:

Submission approved by:

Attachments

Policy: Employment Files

Procedures: Employment Files

UNIVERSITY OF MANITOBA POLICY

No.	Effective Date: <u>ASAP</u>
Title: <u>Policy: Employment Files</u>	Review Date: _____
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
Authority: <input type="checkbox"/> <i>University of Manitoba Act</i> Section # <input type="checkbox"/> Other Legislation [name and section #] <input type="checkbox"/> Bylaw [name and section #] <input type="checkbox"/> Policy [name and section #]	
Implementation: <u>President; Delegated to Vice-President (Administration)</u>	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members [Specify applicable external parties] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <u>See List</u> <input type="checkbox"/> Students [Specify applicable employee organizations and employment groups]	

- Group: (a) Academic and Support Staff Excluded from Bargaining Units as Members of the Board;
(b) The Executive Staff;
(c) Senior Administrative Academic Staff;
(d) Administrative Academic Staff;
(e) Geographic Full-time Staff;
(f) Research Academic Staff;
(g) Sessional Professional Academic Staff;
(h) Other Academic Staff;
(i) Excluded Management, Administrative and Professional Staff;
(j) Medical Practitioners and Administrators;
(k) Student Support Staff; and
(l) Out of Province Support Staff.

1.0 **Reason for Policy**

To provide guidance regarding the use of and access to employment related information collected, stored and maintained by the University.

2.0 **Policy Statement**

The University of Manitoba, as an employer, is required to collect, store and maintain employment related information on employees. This information may be stored within the department, faculty/administrative unit, or at central administrative units that deal with employment related matters. Some of this information is personal to the employee. The University must restrict access to this information to those within the University who require the information for legitimate employment related purposes or where required by law.

- 2.1 Both the employee and the University are responsible for ensuring the employment related information is accurate. An employee must keep the University advised of changes to any personal employment related information collected by the employer (such as address).

2.2 An employee shall be entitled to access the personal information stored in any of the above mentioned locations, except confidential information in accordance with privacy legislation. An employee may also request that incorrect personal information be corrected.

3.0 **Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

4.0 **Secondary Documents**

4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.

5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.

5.3 If this Policy 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 Policy; or
- (b) are in turn rescinded.

6.0 **Effect on Previous Statements**

6.1 This Policy supersedes:

- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
- (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
- (c) Policy 605 Access to Personal Files (dated March 29, 1984).

7.0 **Cross References**

<p>Cross References [Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]</p> <p>Cross referenced to: (1) <u>Procedures: Employment Files</u> (2) <u>Policy: FIPPA and PHIA</u></p> <p>(3) _____ (4) _____</p>
--

UNIVERSITY OF MANITOBA PROCEDURE(S)

No. _____	Effective Date: <u>ASAP</u>
Title: <u>Procedures: Employment Files</u>	Review Date: _____
Approving Body: <input type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input checked="" type="checkbox"/> Administration: President _____	
Authority: <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input checked="" type="checkbox"/> X Policy [name and section #] <u>Employment Files</u>	
Implementation: <u>President Delegated to the Vice-President (Administration)</u>	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties <input type="checkbox"/> Senate members [Specify applicable employee organizations] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> X Employees <u>See List</u> <input type="checkbox"/> Department Councils [Specify applicable employee organizations <input type="checkbox"/> Students and employment groups]	

- Group: (a) Academic and Support Staff Excluded from Bargaining Units as Members of the Board;
 (b) The Executive Staff;
 (c) Senior Administrative Academic Staff;
 (d) Administrative Academic Staff;
 (e) Geographic Full-time Staff;
 (f) Research Academic Staff;
 (g) Sessional Professional Academic Staff;
 (h) Other Academic Staff;
 (i) Excluded Management, Administrative and Professional Staff;
 (j) Medical Practitioners and Administrators;
 (k) Student Support Staff; and
 (l) Out of Province Support Staff.

1.0 **Reason for Procedure(s)**

To set out Procedures secondary to the Policy: Employment Files for the provision of guidance on the retention of employment related information in the employment files of the University.

2.0 **Procedure(s)**

2.1 Definition

2.1.1 An employment file shall be established and maintained for each employee of the University. The employment file shall be housed in the Human Resource Services unit of Human Resources. Additional employment files may also be maintained in the Payroll Office, Staff Benefits Office and in the Office of the

appropriate Dean, Director, Department Head or Head of Administrative Unit. These files will contain information related to employment such as the employee's current address, telephone number, pre-employment materials including confidential letters of reference, letters of appointment, performance evaluations, salary and payment histories, pension and benefits documentation, correspondence related to discipline and terms and conditions of employment such as vacations, holidays, sick leave, lay-offs, etc. It is the responsibility of the employee to keep Human Resource Services advised of his/her current address and telephone number.

2.1.2 Confidential information may include letters of reference and evaluations provided by third parties. Confidential information shall not be released to the employee.

2.1.3 Any personal health information regarding an employee shall also be stored separately in a sealed envelop labeled health information. Personal health information about an employee shall not be released to any person without the consent of the employee.

2.1.4 In addition to hard copy files employment related information is also kept in an electronic form in the Human Resource Information System.

2.2 Privacy

2.2.1 The University has an obligation to protect the information in the hard copy or electronic employment files. No information in the hard copy or electronic employment files shall be released to any person within the University except those who require the information for legitimate employment related purposes. No information shall be released to anyone outside the University unless required by law.

2.3 Employee Access to Employment Related Files

2.3.1 Upon written request to the administrative head of the department/faculty/administrative unit storing the files, an employee shall have the right to have an appointment to inspect the hard copy or electronic employment files kept on the employee except confidential information. Such an inspection shall be in the presence of a representative from the department/faculty/administrative unit.

2.3.2 An employee may add any employment related documents to his/her hard copy employment file. An employee may add his/her written comments on the accuracy or the meaning of any of the contents of his/her hard copy employment file, except confidential material.

2.3.3 Upon written request to the administrative head of the department/faculty/administrative unit storing the file, a staff member shall at his/her expense be provided with copies of specific information in the hard copy employment files.

3.0 **Accountability**

3.1 The University Secretary or the President is responsible for initiating a formal review of these Procedures.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

4.0 **Review**

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is _____.

4.2 In the interim, these Procedures may be revised or rescinded if:

- (a) the Approving Body deems necessary (or the President deems necessary where the approving body is the Administration);
- (b) the relevant Policy is revised or rescinded.

5.0 **Effect on Previous Statements**

5.1 This Procedure supersedes:

- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein;
- (b) all previous Administrative Procedures, and resolutions on the subject matter contained herein; and
- (c) Policy 605 Access to Personal Files (dated March 29, 1984).

6.0 **Cross References**

Cross References

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to: (1) Policy: Employment Files (2) Policy: Discipline and Dismissal of Excluded Management, Administrative, and Professional Staff
(3) Procedure: Discipline and Dismissal of Excluded Management, Administrative and Professional Staff (4) Policy: FIPPA and PHIA



received
DEC 09 2008
University Secretariat

Board of Governors Submission

AGENDA ITEM: Policy and Procedures Vacation Plan for Support Staff
Medical/Dental Practitioners and Administrators

RECOMMENDED RESOLUTION:

That the Board of Governors:

- 1) approve the attached Policy: Vacation Plan for Support Staff
Medical/Dental Practitioners and Administrators
- 2) receive for information the attached Procedure: Vacation Entitlement
for Support Staff Medical/Dental Practitioners and Administrators;

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University has had no formal Policy or Procedures regarding the vacation entitlement for medical/dental practitioners and administrators who are excluded from bargaining units. The attached Policy and Procedures represent the current informal practice with respect to this issue.

RESOURCE REQUIREMENTS:

The proposed Policy and Procedure reflects the current processes in existence and no additional financial or human resources are required.

IMPLICATIONS:

This Policy and Procedure will assist the University community in understanding the provisions for these employee groups.

ALTERNATIVES:

Not applicable.

CONSULTATION:

Internal subject area experts have been consulted in the development of the new Policy and Procedures.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Terry Voss</u>	<u>Dec 7/08</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Richard McCall</u>	<u>Dec 8/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>David Barrow</u>	<u>December 8, 2008</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>13 Jan 09</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Terry Voss

Submission prepared by:

Submission approved by:

Attachments

Policy: Vacation Plan for Support Staff Medical/Dental Practitioners and Administrators

Procedures: Vacation Entitlement for Support Staff Medical/Dental Practitioners and Administrators

UNIVERSITY OF MANITOBA POLICY

No. _____	Effective Date: _____
Title: <u>Policy: Vacation Plan for Support Staff Medical/Dental Practitioners and Administrators</u>	Review Date: _____
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
Authority: <input type="checkbox"/> <i>University of Manitoba Act</i> Section # _____ <input type="checkbox"/> Other Legislation [name and section #] _____ <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Policy [name and section #] _____	
Implementation: <u>President; Delegated to Vice-President (Administration)</u>	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members [Specify applicable external parties] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees Excluded Medical/Dental Practitioners and Administrators <input type="checkbox"/> Students [Specify applicable employee organizations and employment groups]	

1.0 **Reason for Policy**

To establish an annual paid vacation in order to provide Support Staff Medical/Dental Practitioners and Administrators excluded from bargaining units with a break from their regular duties. This Policy will ensure that the University complies with provincial legislation regarding vacations with pay. In addition to this, the University wishes to have a vacation plan which will assist in the recruitment of new medical/dental practitioners and administrators and the retention of existing staff. This policy is designed to ensure that these procedures and standards are applied in a consistent, fair and equitable manner across the University.

2.0 **Policy Statement**

The University of Manitoba intends to provide all Support Staff Medical/Dental Practitioners and Administrators excluded from bargaining units with a paid vacation to serve as a break from employment. The vacation period will be competitive with vacation periods provided by other public sector employers in Manitoba and equitable with vacations provided to unionized support staff within the University community.

2.1 It is the University's expectation that each employee will take this vacation period in the year in which it is provided. When an employee requests vacation time, the supervisor shall grant such time provided the needs of the department are met.

2.2 The University shall establish under Procedure: Vacation Plan for Support Staff Medical/Dental Practitioners and Administrators, the details regarding the calculation of vacation entitlement; provisions for borrowing and carrying forward vacation; and the process to be followed in order to receive approval to take vacation entitlement.

3.0 **Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

4.0 **Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy 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 Policy; or
 - (b) are in turn rescinded.

6.0 **Effect on Previous Statements**

- 6.1 This Policy supersedes:
 - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

7.0 **Cross References**

Cross References
[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to: (1) Procedures: Vacation Entitlement for Support Staff Medical/Dental Practitioners and Administrators
(2) _____
(3) _____
(4) _____

2.2 **Approval**

Where the term approved or approval is used in this policy, it shall mean the approval of the Dean or Director, the Head of Administrative Unit or the Department Head to whom the staff member in question would normally report.

2.3 **Vacation Plan**

Staff members shall be entitled to vacation with pay in accordance with the following table. Column A represents the accumulated service at March 31st of any year, and Column B represents the number of hours of vacation for each bi-weekly pay period or prorated part thereof worked in the interval between April 1st of the previous year and March 31st of the then current year. Column C represents the annual equivalent of Column B assuming continued full-time employment. The vacation multiplier referred to under Columns B and C means the daily base hours based on the full time schedule of a position. The following examples illustrate the different daily base hours and full time equivalent:

Example 1:

For a full time employee who works 35 hours per week, the daily base hours are 7 hours (35 hours per week divided by 5 days per week) and therefore the vacation multiplier is 7.

Example 2:

For a full-time employee who works 40 hours per week, the daily base hours are 8 hours (40 hours per week divided by 5 days per week) and therefore the vacation multiplier is 8.

Example 3:

For a part time employee who works 28 hours per week in a position in which the full time hours per week are 35 hours per week, the daily base hours are 7 hours (35 hours per week divided by 5 days per week). Whereas the full-time equivalent is 0.8 (28 hours per week divided by 35 hours per week).

TABLE 1

COLUMN A	COLUMN B	COLUMN C
Accumulated Service in Years at March 31 st	Hours of Vacation per Bi-Weekly Period Worked	Maximum Hours * of Vacation (Annual Full-Time Equivalent)
0.00 to 11.99	0.77 days x vacation multiplier	20 days x vacation multiplier
12.00 to 19.99	0.96 days x vacation multiplier	25 days x vacation multiplier
20.00 or more	1.15 days x vacation multiplier	30 days x vacation multiplier

* For a staff member whose daily base hours have changed during the vacation year, the maximum hours of vacation entitlement under Column C will be prorated.

Vacation entitlement amounting to a portion of an hour will be rounded to the nearest full hour, i.e. 2.50 is rounded to 3, 2.49 is rounded to 2.

2.3.1 To determine a staff member's vacation entitlement:

- a) determine the appropriate accumulated service category at March 31st in Column A (e.g. for a staff member with 2.82 years accumulated service the appropriate category is 0.00 to 11.99)
- b) for a salaried staff member who was employed full time for 26 bi-weekly pay periods during the previous vacation year, the hours of vacation entitlement appear in Column C.
- c) for a salaried staff member who was employed full time for less than 26 bi-weekly pay periods in the previous vacation year, a detailed calculation is required. Determine the number of bi-weekly pay periods worked during the previous vacation year. Periods of less than a full pay period are prorated (e.g. a staff member who has worked 17 full pay periods plus 6 days has worked 17.6 pay periods).
- d) multiply the number of pay periods by the appropriate vacation multiplier and then by the full time equivalent (FTE). Applying Example 3 above, the vacation multiplier is 7, and if the staff member has 3 years of service at March 31st, the vacation entitlement is thus $0.58 \text{ days} \times 7 \text{ (vacation multiplier)} \times 0.8 \text{ (FTE)} = 3.248 \text{ hours}$ under Column B. Whereas, under Column C, the vacation entitlement is $15 \text{ days} \times 7 \text{ (vacation multiplier)} \times 0.8 \text{ (FTE)} = 84 \text{ hours per year}$.

2.3.2 Any absence from work with pay such as sick leave, vacation, bereavement leave, etc. does not affect the calculation of vacation accrual and shall be considered as time worked.

2.3.3 Leaves of absence without pay shall not be considered as time worked for the purpose of service or vacation accrual.

2.3.4 After April 1st of each year departments will be able to access vacation entitlements for the current vacation year through the Human Resource Information System. Requests for vacation time will be granted if the needs of the Department can be recognized.

2.4 **Vacation in Advance and Carryover of Vacation Entitlement**

2.4.1 Support Staff Medical Practitioners and Administrators members may request from their departments written approval to take up to five (5) working days of vacation in advance provided that the staff member has earned the equivalent vacation credits, plus up to ten (10) working days of vacation may be carried over from the normal vacation year to the next vacation year for a combined advance and carryover total of up to fifteen (15) working days of vacation. Human Resource Services shall receive copies of any agreement regarding vacation taken in advance and the carryover of vacation days.

2.4.2 Employees may request approval to use current year vacation entitlements at any time. After January 1st of each vacation year (April 1 - March 31) departments are responsible for scheduling unused current year vacation entitlement which is in excess of the carryover limits permitted in 2.5.1 above. Except in the case of extended sick leave, maternity or parental leave, vacation carryover in excess of the carryover limits will not be permitted. Vacation entitlement in excess of the carryover limits will be scheduled for the employee and will not be paid out to an employee.

2.5 **Vacation and Leave of Absence**

Where a leave of absence without pay is approved in order to extend a vacation

period, the period of leave without pay shall follow the paid vacation period.

2.6 Sick Leave and Bereavement Leave

In the event that an employee is hospitalized for twenty four hours or more is bedridden for three (3) or more days during his/her vacation, sick leave may be substituted for vacation leave in accordance with the appropriate University Sick Leave Policy. An employee is not entitled to bereavement leave during periods of vacation.

2.7 Vacation Payment in Advance

Employees leaving on vacation may receive their vacation salary prior to the start of their vacation upon request of the Payroll Department at least ten (10) working days in advance of the start of their vacation period.

2.8 Vacation on Termination of Employment

Should a salaried employee be laid off, resign, retire or for any other reason including long term disability have his/her employment interrupted or terminated, the vacation entitlement and vacation accrual shall be paid to the employee. Vacation entitlement shall be paid in hours at the regular hourly rate while vacation accrual shall be paid in accordance with Table 2. This provision shall not apply to an employee who is laid off for a specific and temporary period of time or an employee who is on leave of absence without pay from his/her position.

For a leave of absence without pay for a period over 6 months, the vacation entitlement shall be paid to the employee while the vacation accrual shall be kept and be transferred to the employee's vacation entitlement during the calculation of vacation entitlement for the next vacation year in April.

2.9 Christmas - New Year's Break

Staff members who qualify for the ½ day holidays before Christmas Day and New Year's Day, Boxing Day, Floating Holiday and New Year's Day as paid holidays shall also be entitled to three (3) additional days paid vacation.

The three (3) days paid Christmas - New Year's Vacation Entitlement shall normally be taken in conjunction with the annual Christmas - New Year's Break on such days as designated by the University by March 1st preceding the Christmas - New Year's Break in each year.

If alternate arrangements, with respect to the day (s) the aforementioned holidays and/or vacation entitlement are observed, are necessary due to the nature of the operation of any given department or area of the University, said arrangements shall be subject to approval and the affected staff member(s) shall be given ten (10) working days notice of the approved alternate arrangements.

The alternate day(s) off with pay shall be taken at another time in the current vacation year as mutually agreed between the supervisor and the employee(s).

2.10 Vacation Pay for Hourly Paid Staff

2.10.1 Hourly-rated staff members shall have vacation pay added to their regular pay in each pay period in accordance with Table 2 in lieu of annual vacation with pay. Column A represents the number of years of accumulated service at March 31st and Column B represents the percentage of the normal hourly rate to be paid in addition to the normal hourly rate.

- 2.10.2 The above mentioned vacation pay is not added to hours worked at overtime rates.
- 2.10.3 Hourly-rated staff members shall be entitled to leave without pay for a vacation period equal in days to the amount of vacation pay received during the previous vacation year.

TABLE 2

COLUMN A	COLUMN B
Accumulated Service in Years at March 31 st	Vacation Pay (Percentage)
0.00 to 11.99	8%
12.00 to 19.99	10%
20.00 or more	12%

3.0 Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of these Procedures.

4.0 Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is _____.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
 - (a) the President and/or Vice-President (Administration) deems necessary; or
 - (b) the relevant Policy is revised or rescinded.

5.0 Effect on Previous Statements

- 5.1 These Procedures supersede:
 - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

6.0 Cross References

Cross References	
[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]	
Cross-referenced to:	(1) <u>Policy: Vacation Plan for Support Staff Medical/Dental Practitioners and Administrators</u>
	(2) _____
	(3) _____
	(4) _____



AGENDA ITEM: Policy and Procedures Vacation Plan for Excluded Students and Out of Province Support Staff

RECOMMENDED RESOLUTION:

That the Board of Governors:

- 1) approve the attached Policy: Vacation Plan for Excluded Students and Out of Province Support Staff;
- 2) receive for information the attached Procedure: Vacation Entitlement for Excluded Students and Out of Province Support Staff;

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University has had no formal Policy or Procedures regarding the vacation entitlement for students who are excluded from bargaining units or for support staff excluded from bargaining units because they are employed outside the Province of Manitoba. The attached Policy and Procedures represent the current informal practice with respect to this issue.

RESOURCE REQUIREMENTS:

The proposed Policy and Procedure reflects the current processes in existence and no additional financial or human resources are required.

IMPLICATIONS:

This Policy and Procedure will assist the University community in understanding the provisions for these employee groups.

ALTERNATIVES:

Not applicable.

CONSULTATION:

Internal subject area experts have been consulted in the development of the new Policy and Procedures.



UNIVERSITY
OF MANITOBA

Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Terry Voss</u>	<u>Oct 30/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Alfred M. Cook</u>	<u>Oct 31/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>David R. ...</u>	<u>Oct 31, 2008</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>13 Jan 09</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Terry Voss

Submission prepared by:

Submission approved by:

Attachments

Policy: Vacation Plan for Excluded Students and Out of Province Support Staff

Procedures: Vacation Entitlement for Excluded Students and Out of Province Support Staff

UNIVERSITY OF MANITOBA POLICY

No.	Effective Date: _____
Title: <u>Policy: Vacation Plan for Excluded Student and Out of Province Support Staff</u>	
Review Date: _____	
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
Authority: <input type="checkbox"/> University of Manitoba Act Section # <input type="checkbox"/> Other Legislation [name and section #] <input type="checkbox"/> Bylaw [name and section #] <input type="checkbox"/> Policy [name and section #]	
Implementation: <u>President; Delegated to Vice-President (Administration)</u>	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members [Specify applicable external parties] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <u>Excluded Student and Out of Province Support Staff</u> <input type="checkbox"/> Students [Specify applicable employee organizations and employment groups]	

1.0 **Reason for Policy**

To establish an annual paid vacation in order to provide students and out of province support staff who are excluded from bargaining units with a break from their regular duties. This Policy will ensure that the University complies with provincial legislation regarding vacations with pay. In addition to this, the University wishes to have a vacation plan which will assist in the recruitment of new support staff and the retention of existing staff. This policy is designed to ensure that these procedures and standards are applied in a consistent, fair and equitable manner across the University.

2.0 **Policy Statement**

The University of Manitoba intends to provide all students and out of province support staff excluded from bargaining units with a paid vacation to serve as a break from employment. The vacation period will be competitive with vacation periods provided by other public sector employers in Manitoba and equitable with vacations provided to unionized support staff within the University community.

2.1 It is the University's expectation that each employee will take this vacation period in the year in which it is provided. When an employee requests vacation time, the supervisor shall grant such time provided the needs of the department are met.

2.2 **Self-Directed Work**

2.2.1 All Excluded Out of Province Support Staff may apply in writing to their supervisor for approval for an additional week of vacation under Policy: Vacation Policy for Excluded Students and Out of Province Support Staff. This additional week of vacation shall be compensation for the right to perform self directed work.

2.2.2 This self directed work shall be at the discretion of the employee and shall not

require prior authorization to work additional hours. The self directed work shall not be considered as overtime. New employees will be informed of the application process at the time of hire and current employees will have this arrangement reviewed on an annual basis.

2.2.3 The University shall establish procedures governing the operation of the self directed work arrangements.

2.3 The University shall establish under Procedure: Vacation Plan for Excluded Student and Out of Province Support Staff, the details regarding the calculation of vacation entitlement, provisions for borrowing and carrying forward vacation, the process to be followed in order to receive approval to take vacation entitlement regulations.

3.0 **Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

4.0 **Secondary Documents**

4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.

5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.

5.3 If this Policy 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 Policy; or
- (b) are in turn rescinded.

6.0 **Effect on Previous Statements**

6.1 This Policy supersedes:

- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
- (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

Cross References**Cross References**

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to: (1) Procedures: Vacation Entitlement for Excluded Students and Out of Province Support Staff
(2) Policy: Hours of Work and Overtime for Certain Non-Union Support Staff
(3) Procedures: Hours of Work and Overtime for Certain Non-Union Support Staff
(4) _____

UNIVERSITY OF MANITOBA PROCEDURE(S)

No.	Effective Date: <u>ASAP</u>
Title: <u>Vacation Entitlement for Excluded Student and Out of Province Support Staff</u>	Review Date: _____
Approving Body: <input type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input checked="" type="checkbox"/> Administration : <u>President</u>	
Authority: <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input checked="" type="checkbox"/> Policy [name and section #] <u>Vacation Policy for Excluded Student and Out of Province Support Staff</u>	
Implementation: <u>Vice-President (Administration)</u>	
Contact: Executive Director of Human Resources	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members [Specify applicable organizations] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <u>See List Below</u> <input type="checkbox"/> Department Councils [Specify applicable employee organizations and employment groups] <input type="checkbox"/> Students	

This Procedure applies to: Student Support Staff;
Out of Province Support Staff

1.0 Reason for Procedure(s)

To set out Procedures secondary to the Policy entitled "Vacation Policy for Excluded Student and Out of Province Support Staff" in connection with:

- (a) the definition of the vacation plan for the staff; and
- (b) the approval process for vacation.

2.0 Procedure(s)

2.1 Definitions

- 2.1.1 The vacation year shall be defined as a one year period from April 1st to March 31st.
- 2.1.2 Vacation entitlement shall be defined as the number of hours available to a staff member for use as vacation in the current vacation year.
- 2.1.3 Vacation Accrual shall be defined as the number of hours accumulated toward the next year's vacation entitlement, or as the vacation accrual which is payable upon termination/resignation or upon interruption of employment.
- 2.1.4.1 Accumulated Service shall be defined as the total accumulated time in years a staff member has worked for the University without termination; resignation; or layoff for twelve (12) consecutive months.

- 2.1.5 Employees in positions of less than one year in duration or in positions with hours of work that vary from week to week are referred to as hourly paid employees and shall receive vacation pay included with their regular salary in accordance with Table 2 below.
- 2.1.6 Salaried employees are employed in positions which continue for a year or more and therefore are expected to take a paid vacation in accordance with the provisions of 2.3 below.

2.2 **Approval**

Where the term approved or approval is used in this Procedure, it shall mean the approval of the Dean, Director of Head of Administrative Unit or the Department Head to whom the staff member in question would normally report.

2.3 **Vacation Plan**

Salaried staff members shall be entitled to vacation with pay in accordance with the following table. Column A represents the accumulated service at March 31st of any year, and Column B represents the number of hours of vacation for each bi-weekly pay period or prorated part thereof worked in the interval between April 1st of the previous year and March 31st of the then current year. Column C represents the annual equivalent of Column B assuming continued full-time employment. The vacation multiplier referred to under Columns B and C means the daily base hours based on the full time schedule of a position. The following examples illustrate the different daily base hours and full time equivalent:

Example 1:

For a full time employee who works 35 hours per week, the daily base hours are 7 hours (35 hours per week divided by 5 days per week) and therefore the vacation multiplier is 7.

Example 2:

For a full-time employee who works 40 hours per week, the daily base hours are 8 hours (40 hours per week divided by 5 days per week) and therefore the vacation multiplier is 8.

Example 3:

For a part time employee who works 28 hours per week in a position in which the full time hours per week are 35 hours per week, the daily base hours are 7 hours (35 hours per week divided by 5 days per week). Whereas the full-time equivalent is 0.8 (28 hours per week divided by 35 hours per week).

TABLE 1

COLUMN A	COLUMN B	COLUMN C
Accumulated Service in Years at March 31 st	Hours of Vacation per Bi-Weekly Period Worked	Maximum Hours * of Vacation (Annual Full-Time Equivalent)
0.00 to 5.99	0.58 days x vacation multiplier	15 days x vacation multiplier
6.00 to 11.99	0.77 days x vacation multiplier	20 days x vacation multiplier
12.00 to 19.99	0.96 days x vacation multiplier	25 days x vacation multiplier
20.00 or more	1.15 days x vacation multiplier	30 days x vacation multiplier

* For a staff member whose daily base hours have changed during the vacation year, the maximum hours of vacation entitlement under Column C will be prorated.

Vacation entitlement amounting to a portion of a day will be rounded to the nearest full hour, i.e. 2.50 is rounded to 3, 2.49 is rounded to 2.

- 2.3.1 To determine a staff member's vacation entitlement:
- a) determine the appropriate accumulated service category at March 31st in Column A (e.g. for a staff member with 2.82 years accumulated service the appropriate category is 0.00 to 5.99).
 - b) for a salaried staff member who was employed full time for 26 bi-weekly pay periods during the previous vacation year, the hours of vacation entitlement appear in Column C.
 - c) for a salaried staff member who was employed full time for less than 26 bi-weekly pay periods in the previous vacation year, a detailed calculation is required. Determine the number of bi-weekly pay periods worked during the previous vacation year. Periods of less than a full pay period are prorated (e.g. a staff member who has worked 17 full pay periods plus 6 days has worked 17.6 pay periods).
 - d) multiply the number of pay periods by the appropriate vacation multiplier and then by the full time equivalent (FTE). Applying Example 3 above, the vacation multiplier is 7, and if the staff member has 3 years of service at March 31st, the vacation entitlement is thus $0.58 \text{ days} \times 7 \text{ (vacation multiplier)} \times 0.8 \text{ (FTE)} = 3.248 \text{ hours}$ under Column B. Whereas, under Column C, the vacation entitlement is $15 \text{ days} \times 7 \text{ (vacation multiplier)} \times 0.8 \text{ (FTE)} = 84 \text{ hours}$ per year.
- 2.3.2 Any absence from work with pay such as sick leave, vacation, bereavement leave, etc. does not affect the calculation of vacation accrual and shall be considered as time worked.
- 2.3.3 Leaves of absence without pay shall not be considered as time worked for the purpose of service or vacation accrual.
- 2.3.4 After April 1st of each year departments will be able to access vacation entitlements for the current vacation year through the Human Resource Information System. Requests for vacation time will be granted if the needs of the Department can be recognized.

2.4 **Vacation in Lieu of self-directed Work**

In addition to vacation entitlement based on accumulated service, Out of Province Support Staff may be entitled to earn a maximum of five (5) additional working days of vacation credits in each vacation year (pro rated to the FTE) in lieu of pay for self-directed work as provided in Policy: Hours of Work and Overtime for Excluded Student and Out of Province Support Staff.

2.4.1 Staff members commencing employment after March 31st will be credited with a pro rata portion thereof.

2.4.2 Current staff members who wish to elect self directed work must do so effective the April 1st following the election.

2.5 **Vacation in Advance and Carryover of Vacation Entitlement**

2.5.1 Staff members may request from their departments written approval to take up to five (5) working days of vacation in advance provided that the staff member has earned the equivalent vacation credits, plus up to ten (10) working days of vacation may be carried over from the normal vacation year to the next vacation year for a combined advance and carryover total of up to fifteen (15) working days of vacation. Human Resource Services shall receive copies of any agreement regarding vacation taken in advance and carryover of vacation days.

2.5.2 Employees may request approval to use current year vacation entitlements at any time. After January 1st of each vacation year (April 1 - March 31) departments are responsible for scheduling unused current year vacation entitlement which is in excess of the carryover limits permitted in 2.5.1 above. Except in the case of extended sick leave, maternity or parental leave, vacation carryover in excess of the carryover limits will not be permitted. Vacation entitlement in excess of the carryover limits will be scheduled for the employee and will not be paid out to an employee.

2.6 **Vacation and Leave of Absence**

Where a leave of absence without pay is approved in order to extend a vacation period, the period of leave without pay shall follow the paid vacation period.

2.7 **Sick Leave and Bereavement Leave**

In the event that an employee is hospitalized for twenty-four (24) hours or more or is bedridden for three (3) or more days during his/her vacation, sick leave may be substituted for vacation leave in accordance with the appropriate University Sick Leave Policy. An employee is not entitled to bereavement leave during periods of vacation.

2.8 **Vacation Payment in Advance**

Employees leaving on vacation may receive their vacation salary prior to the start of their vacation upon request of the Payroll Department at least ten (10) working days in advance of the start of their vacation period.

2.9 **Vacation on Termination of Employment**

Should a salaried employee be laid off, resign, retire or for any other reason including

long term disability have his/her employment interrupted or terminated, the vacation entitlement and vacation accrual shall be paid to the employee. Vacation entitlement shall be paid in hours at the regular hourly rate while vacation accrual shall be paid in accordance with Table 2. This provision shall not apply to an employee who is laid off for a specific and temporary period of time or an employee who is on leave of absence without pay from his/her position.

For a leave of absence without pay for a period over 6 months, the vacation entitlement shall be paid to the employee while the vacation accrual shall be kept and be transferred to the employee's vacation entitlement during the calculation of vacation entitlement for the next vacation year in April.

2.10 **Vacation Pay for Hourly Paid Staff**

- 2.10.1 As a paid vacation period can not be granted during the term of the appointment, hourly paid staff members shall have vacation pay added to their regular pay in each pay period in accordance with Table 2 in lieu of an annual vacation with pay. Column A represents the number of years of accumulated service at March 31st and Column B represents the percentage of the normal hourly rate to be paid in addition to the normal hourly rate.
- 2.10.2 The above mentioned vacation pay is not added to hours worked at overtime rates.
- 2.10.3 Hourly paid staff members shall be entitled to leave without pay for a vacation period equal in days to the amount of vacation pay received during the previous vacation year.

TABLE 2

COLUMN A	COLUMN B
Accumulated Service in Years at March 31st	Vacation Pay (Percentage)
0.00 to 5.99	6%
6.00 to 11.99	8%
12.00 to 19.99	10%
20.00 or more	12%

3.0 **Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication administration and interpretation of this Procedure.

4.0 **Review**

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled

review date for this Procedure is _____.

- 4.2 In the interim, this Procedure may be revised or rescinded if:
- (a) the Vice-President (Administration) or the President deems necessary; or
 - (b) the relevant Policy is revised or rescinded.

5.0 **Effect on Previous Statements**

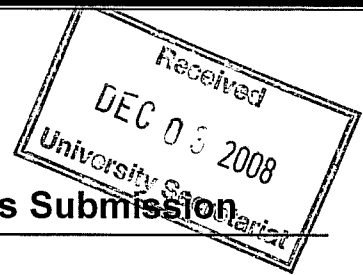
- 5.1 This Policy supersedes:
- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

6.0 **Cross References**

Cross References

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

- Cross referenced to: (1) Policy: Vacation Policy for Excluded Student and Out of Province Support Staff
(2) Policy: Hours of Work and Overtime for Certain Non-Union Support Staff
(3) Procedure: Hours of Work and Overtime for Certain Non-Union Support Staff
(4) _____



AGENDA ITEM: Policy and Procedure: Reduced Appointments

RECOMMENDED RESOLUTION:

That the Board of Governors:

- 1) approve the attached Policy: Reduced Appointments; and
- 2) receive for information the attached Procedures: Reduced Appointments.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The policy and procedure on Reduced Appointments have been updated to reflect changes which have been negotiated with collective bargaining units during the 2007 rounds of negotiations. The updated versions continue the practice of providing similar terms and conditions of employment for staff excluded from bargaining units as provided to those in bargaining units.

The main change is to provide a limited term reduced appointment of up to two (2) years to accommodate work life balance issues that have been providing challenges for employees.

RESOURCE REQUIREMENTS:

No new human resource or financial requirements are required by this Policy and Procedure.

IMPLICATIONS:

These revisions have significant improvements for employees who may require additional time off to deal with family care issues for a period of two (2) years. It may result in increased retention of more senior University staff.

ALTERNATIVES:

N/A

CONSULTATION: *[delete if not applicable]*

Consultations have taken place with the Excluded Management, Administrative and Professional Staff Advisory Committee.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Terry Voss	Nov 28/08
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deborah McCall	Dec 1/08
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Don McCall	December 3, 2008
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	13 Jan 09
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Terry Voss

Submission approved by: D McCall

Attachments

Policy and Procedure: Reduced Appointments

(c) potential cost reductions for the Employer.

- 2.1 The maximum reduction in workload from full-time service shall be 50%. The maximum duration of a **pre-retirement** reduced appointment shall be for five (5) years following which the staff member shall retire. A staff member, in accepting a reduced appointment, shall also sign an agreement to retire no later than the last date of the reduced appointment.
- 2.2 **The maximum duration of a mid career reduced appointment shall be two (2) years following which the staff member shall return to full-time status.**
- 2.3 **The total number of years an employee may be on a reduced appointment during his/her employment at the University shall be five (5) years.**
- 2.2 **An application for a reduced appointment shall be submitted through the Department Head and the Dean, Director or Head of Administrative Unit to the Executive Director of Human Resources. The application shall be accompanied by the recommendations of the applicant's Department Head and the Dean, Director or Head of Administrative Unit.**
- 2.3 **If the Executive Director of Human Resources approves the application a reduced appointment may be granted. The decision on the granting of a reduced appointment shall be based on the positive recommendation from the Department Head, Dean/Director or Head of Administrative Unit, the appropriateness of the reduced hours of work and the financial requirements of the Department/Faculty and the University. The details of the agreement shall be confirmed in writing by the Executive Director of Human Resources. The granting of a reduced appointment is at the discretion of the Dean, Director or Head of Administrative Unit.**
- 3.0 **Accountability**
- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.
- 4.0 **Secondary Documents**
- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.
- 5.0 **Review**
- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as

UNIVERSITY OF MANITOBA PROCEDURE(S)

No.	Effective Date: _____
Title: <u>Procedures: Reduced Appointments</u>	Review Date: _____
Approving Body: <input type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input checked="" type="checkbox"/> Administration: President _____	
Authority: <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input checked="" type="checkbox"/> Policy [name and section #] <u>Reduced Appointments</u>	
Implementation: <u>President Delegated to the Vice-President (Administration)</u>	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties <input type="checkbox"/> Senate members [Specify applicable employee organizations] <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <u>See List</u> <input type="checkbox"/> Department Councils [Specify applicable employee organizations and employment groups] <input type="checkbox"/> Students	

This Policy applies to the following employee groups excluded from bargaining units as identified in Procedure: Employee Organizations and Employment Groups:

- (a) Academic and Support Staff Excluded from Bargaining Units as Members of the Board;
- (b) The Executive Staff;
- (c) Senior Administrative Academic Staff;
- (d) Administrative Academic Staff;
- (e) Geographic Full-time Staff;
- (f) Research Academic Staff;
- (g) Other Academic Staff;
- (h) Excluded Management, Administrative and Professional Staff;
- (i) Medical Practitioners and Administrators; and
- (j) Out of Province Support Staff.

1.0 **Reason for Procedure(s)**

To set out Procedures secondary to the Policy: Reduced Appointments for the provision of opportunities for an employee to gradually transition from full-time appointments to **retirement or to limited-time** reduced appointments. This **Procedure** is not intended to cover the transition from full-time appointments to long term or ongoing part-time appointments.

2.0 **Procedure(s)**

2.1 **Definition**

2.1.1 A reduced appointment is a limited-time reduction from full-time workload to a part-time workload with special provisions for staff benefit coverage and pension contributions. **The intent of the reduction in hours of work is to provide:**

- (a) a method of transitioning to retirement;**

- (b) flexible employment arrangements for a limited time; and**
- (c) potential cost reductions for the Employer.**

The maximum reduction of workload or hours of work from full-time shall be 50% and the total number of years an employee may be on a reduced appointment shall be five (5) years.

2.1.2 There are three (3) types of reduced appointments, as follows:

(a) An eligible employee with at least ten (10) years of service with the Employer may be eligible for a reduced appointment of up to two (2) years. With twenty (20) working days notice, the employee may return to full-time duties at any time within the two (2) years. At the end of the two (2) year period, the employee must either return to full-time duties or resign. An alternative to resignation is a request for approval from the Department Head to convert the position to a continuing part-time position with the appropriate terms and conditions of employment for continuing part-time positions;

(b) An eligible employee with a minimum age of fifty (50) and whose age and service with the Employer total at least seventy (70) may be eligible for one reduced appointment of up to five (5) years. For this type of reduced appointment the employee must commit at the time of application to retire no later than the end of the reduced appointment; or

(c) For an employee already on a reduced appointment that was approved prior to (note insert the date of approval of the revised Reduced Appointment Policy) the terms of the reduced appointment shall continue.

2.2 Eligibility

2.2.1 In order to be eligible for a reduced appointment an employee immediately preceding the commencement date of the proposed reduced appointment must:

- (a) be a member of the University of Manitoba Pension Plan; and
- (b) be a full-time employee in a continuing, tenured, term or contingent position/appointment.

2.3 Approval

2.3.1 An eligible staff member may apply in writing to the Dean/Director or Head of Administrative Unit for approval for a reduced appointment. The application shall be provided at least six (6) months prior to the start date of the proposed reduced appointment and shall include the recommendation of the staff member's supervisor and/or department head. The application and the recommendation shall specify the amount by which the appointment is to be reduced and the duties to be performed by the staff member while on reduced appointment.

2.3.2 **An application for a reduced appointment shall be submitted through the Department Head and the Dean, Director or Head of Administrative Unit to the Executive Director of Human Resources. The application shall be accompanied by the recommendations of the applicant's Department Head and the Dean, Director or Head of Administrative Unit.** Normally decisions on the granting of the reduced appointment will be made at least four (4) months

prior to the commencement date of the proposed reduced appointment.
If the Executive Director of Human Resources approves the application a reduced appointment may be granted. The decision on the granting of a reduced appointment shall be based on the positive recommendation from the Department Head, Dean/Director or Head of Administrative Unit, the appropriateness of the reduced hours of work and the financial requirements of the Department/Faculty and the University. The details of the agreement shall be confirmed in writing by the Executive Director of Human Resources. The granting of a reduced appointment is at the discretion of the Dean, Director or Head of Administrative Unit.

2.4 General Provisions

- 2.4.1 Each staff member whose application for a reduced appointment is approved shall have a "Normal Salary Rate" computed as if the member were continuing on full-time status. All relevant salary adjustments shall be computed on the "Normal Salary Rate". The "Actual Salary" to be paid to the member shall be prorated from the "Normal Salary Rate" in direct relation to the appropriate reduction in workload for the reduced appointment.
- 2.4.2 Each staff member with an approved reduced appointment agreement shall continue to participate in the University Pension Plan and the other staff benefit plans. Except as provided below, both the member's contributions and the Employer's contributions shall be based on the "Normal Salary Rate", and participation in the University Pension Plan and coverage in all applicable life insurance plans shall be based on the "Normal Salary Rate" of the member. However, contributions to and coverage under the Long Term Disability Plan shall be based on the employee's "Actual Salary".
- 2.4.3 Salary during sick leave and other paid leaves shall be on the basis of "Actual Salary".
- 2.4.4 Vacation entitlements will be reduced for employees on reduced appointments. Service for the purpose of calculating vacation entitlement shall be accumulated on the basis of the reduced workload/hours of work. Vacation Pay shall be on the basis of "Actual Salary".
- 2.4.5 An academic staff member with an approved reduced appointment agreement shall continue his/her employment status (e.g. tenured, continuing, term or contingent appointment) and shall be eligible for promotion, research/study leaves and other provisions as provided in the appropriate policy.
- 2.4.6 For the purpose of any assessment of performance a member on a reduced appointment shall be assessed on the basis of his/her actual workload.
- 2.4.7 For the purpose of eligibility for research/study leave, a member on a reduced appointment shall be considered to be accumulating service as if the member were full-time. Salary reductions, if any, and salary payments during a research/study leave for a member on a reduced appointment shall be computed on the member's "Actual Salary".

2.5 Legal Agreement

- 2.5.1 The reduced appointment agreement provided in 2.3.2 is a legally binding

agreement between the employee and the University. The commitment to retire no later than the end date specified in the reduced appointment agreement is in exchange for the enhanced benefits provided during the reduced appointment. The reduced appointment and the commitment to retire can only be changed with the recommendation of the appropriate Vice-President and agreement from the President.

2.6 Transition

2.6.1 This procedure shall apply only to new Reduced Appointments made after (insert date of Board of Governors approval of the Policy).

3.0 Accountability

3.1 The University Secretary or the President is responsible for initiating a formal review of these Procedures.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is _____.

4.2 In the interim, these Procedures may be revised or rescinded if:
(a) the Approving Body deems necessary (or the President deems necessary where the approving body is the Administration);
(b) the relevant Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 This Procedure supersedes:
(a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein;
(b) all previous Administrative Procedures, and resolutions on the subject matter contained herein; and
(c) Policy Reduced Appointments (dated January 30, 2007).

6.0 Cross References

<p>Cross References [Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]</p> <p>Cross referenced to: (1) Policy: Reduced Appointments (2) _____</p> <p>(3) _____ (4) _____</p>



AGENDA ITEM: Policy and Procedures: Term Appointment and Tenure for Academic Staff Excluded from Bargaining Units

RECOMMENDED RESOLUTION:

That the Board of Governors

- a) Rescind Policy 702 Term Appointment and Tenure (dated October 22, 1991);*
- b) Rescind By-Law #24.00 Term Appointment and Tenure;*
- c) Approve Policy: Term Appointment and Tenure for Academic Staff Excluded from Bargaining Units; and*
- d) Receive for information Procedure: Term Appointment and Tenure for Academic Staff Excluded from Bargaining Units.*

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The current Board By-Law is out of date and contains content that deals with terms and conditions of employment for employees. These provisions are more appropriately dealt with in a Board approved Policy.

The attached Policy provides a more up to date and detailed description of the type of academic appointments including those with and without academic rank. The duration of employment for each type of academic appointment has been outlined including periods of review and opportunities for renewal. Provisions for ending a term appointment during the term are necessary based on actual cases within the University. The new Policy and Procedures outline the procedures for doing so.

The Procedures document has been approved by the Vice-President (Administration) in consultation with the Vice-Provost (Academic Affairs).

RESOURCE REQUIREMENTS:

None

IMPLICATIONS:

None

ALTERNATIVES:

None

CONSULTATION:

*Office of the Vice-President (Academic) and Provost
Human Resources*



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Jerry Voss</i>	<i>Oct 28/08</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Liberal McCall</i>	<i>Oct 28/08</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>David Rowland</i>	<i>Oct 29/08</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>FAHR</i>	<i>13 Jan 09</i>
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: _____

Submission approved by:

Attachments

Policy: Term Appointments and Tenure for Academic Staff Excluded from Bargaining Units

Procedure: Term Appointments and Tenure for Academic Staff Excluded from Bargaining Units

UNIVERSITY OF MANITOBA POLICY

No.	Effective Date: <u>ASAP</u>
Title: Term of Appointment and Tenure Policy for Academic Staff Excluded from Bargaining Units	Review Date:
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
Authority: <input type="checkbox"/> University of Manitoba Act Section # _____ <input type="checkbox"/> Other Legislation [name and section #] _____ <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Policy [name and section #] _____	
Implementation: <u>The President delegated to the Vice-President (Administration)</u>	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members <input type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees <u>See List Below</u> <input type="checkbox"/> Students	

This Policy applies to the following employment groups described in Procedure: Employee Organizations and Employment Groups:

Academic Staff Excluded from Bargaining Units as Members of the Board
Senior Administrative Academic Staff
Administrative Academic Staff
GFT (Geographic Full-time) Academic Staff
Sessional Professional Academic Staff
Research Academic Staff
Other Academic Staff
Academic Staff in the UMDCSA (University of Manitoba Dental and Clinical Staff Association) Bargaining Unit

1.0 Reason for Policy

To define the types of academic appointments available for academic staff.

2.0 Policy Statement

- 2.1 Academic staff will be appointed either with academic rank or without academic rank.
- 2.2 Each appointment as an academic staff member will include reference to the type of appointment being made. The type of appointment will determine the terms and conditions of employment related to that type of appointment including duration, periods of review and, if applicable, opportunities for renewal.
- 2.3 Appointments as an academic administrator shall be in addition to appointment as an academic staff member and will be for a specified term.
- 2.4 Academic appointments, regardless of the term of appointment, shall be terminable by

the University for reasons including but not limited to legitimate academic, financial reasons or for just cause.

3.0 **Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

4.0 **Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy 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 Policy; or
 - (b) are in turn rescinded.

6.0 **Effect on Previous Statements**

- 6.1 This Policy supersedes:
 - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
 - (c) By-Law 24.00 Term of Appointments and Tenure; and
 - (d) Policy 702 Term of Appointment and Tenure

7.0 **Cross References**

<p>Cross References [Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]</p> <p>Cross referenced to: (1) <u>Procedures Term of Appointment or Tenure for Academic Staff</u> (2) _____</p> <p>(3) _____ (4) _____</p>

2.1.2 An appointment of an academic staff member may be an appointment with rank such as:

- (a) Lecturer
- (b) Assistant Professor
- (c) Associate Professor
- (d) Professor
- (e) Instructor I
- (f) Instructor II
- (g) Senior Instructor
- (h) General Librarian
- (i) Assistant Librarian
- (j) Associate Librarian
- (k) Librarian

2.2 **Term of Academic Appointment**

2.2.1 An academic staff member may be appointed to one of the following types of appointments:

- (a) a term appointment is an appointment with a specified duration and has an end date on which the appointment will terminate. Term appointments may be ended prior to the end of the term by the University with the provision of appropriate notice or pay in lieu thereof. An academic staff member may resign from a term appointment with the provision of an appropriate notice period to the University.
- (b) a contingent appointment is an appointment in which continuation is dependent upon the availability of specified funds. The original and successive appointments are made for a specified duration. Contingent appointments may be ended prior to the end of the specified duration by the University with the provision of appropriate notice or pay in lieu thereof. An academic staff member may resign from a contingent appointment with the provision of an appropriate notice period to the University.
- (c) a probationary appointment is an appointment which continues for a specified maximum duration unless terminated earlier by resignation, or until the appointment is terminated by the University for cause, financial reasons or reasons related to organizational change/academic redundancy. A probationary appointment will end either with a subsequent appointment as a continuing or tenured appointment or with a termination of the appointment.
- (d) a tenured appointment is an appointment at the rank of Assistant Professor, Associate Professor or Professor which will continue until retirement, resignation or until the appointment is terminated by the University for cause, financial reasons or reasons related to organizational change/academic redundancy.
- (e) a continuing appointment is an appointment at one of the Librarian ranks or one of the Instructor ranks which will continue until retirement, resignation or until the appointment is terminated by the University for cause, financial reasons or reasons related to organizational change/academic redundancy. A continuing appointment may also be an academic appointment without rank with an expectation that it will continue unless terminated by the University for cause, financial reasons or for reasons related to academic redundancy/organizational change.

2.3 **Academic Administrative Appointments**

Academic administrative appointments such as the President, Vice-President, Deans, Directors, Associate Deans, Department Heads and Associate or Assistant

Department Heads are separate appointments in addition to the academic appointment as a staff member.

2.3.1 An appointment as an academic administrator shall be for a specified term and may be terminated prior to the end of the term by the University, or by the academic staff member.

2.3.2 The termination of an academic administrative appointment shall not normally affect the staff member's academic appointment unless the termination of the appointment is for just cause and such just cause would justify the termination of the staff member's academic appointment.

3.0 **Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

4.0 **Review**

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is _____.

4.2 In the interim, this Procedure may be revised or rescinded if:

- (a) the Vice-President (Administration) or the President deems necessary; or
- (b) the relevant Policy is revised or rescinded.

5.0 **Effect on Previous Statements**

5.1 This Policy supersedes:

- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
- (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
- (c) By-Law 25.00; and
- (d) Policy 702 Term of Appointment and Tenure

6.0 **Cross References**

Cross References

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to: (1) Policy Term Appointment and Tenure of (2) _____
Academic Staff Excluded from Bargaining Units
(3) _____ (4) _____



AGENDA ITEM: Policy and Procedures Respectful Work and Learning Environment

RECOMMENDED RESOLUTION:

That the Board of Governors:

- 1) approve the attached Policy: Respectful Work and Learning Environment;
- 2) receive for information the attached Procedure: Respectful Work and Learning Environment;

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University has had a Respectful Work and Learning Environment Policy and Procedure; however Workplace Safety and Health Regulations have now been approved requiring the inclusions of some anti harassment statements in our Policy and Procedures. Workplace Safety and Health Inspectors have been advised that the University is changing the Policy and Procedure to comply with the applicable legislation.

In addition there have been some technical issues which have been identified over the last four years which require clarification and improvement. The attached Policy and Procedures represent the current practice with respect to this issue.

RESOURCE REQUIREMENTS:

The proposed Policy and Procedure reflects the current processes in existence and no additional financial or human resources are required.

IMPLICATIONS:

This Policy and Procedure will assist the University community in understanding the provisions for these employee groups and for students.

ALTERNATIVES:

Not applicable.

CONSULTATION:

All bargaining unit representatives and University subject area experts have been consulted in the development of the new Policy and Procedures.



UNIVERSITY
OF MANITOBA

Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Terry Voss</u>	<u>Dec 23/08</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Deborah McEck</u>	<u>Dec 23/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>David Marshall</u>	<u>Jan 5, 2009</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>13 Jan 09</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Terry Voss

Submission prepared by:

Submission approved by:

Attachments

Policy: Respectful Work and Learning Environment

Procedures: Respectful Work and Learning Environment

UNIVERSITY OF MANITOBA POLICY

No. _____	Effective Date: <u>ASAP</u>
Title: <u>Respectful Work and Learning Environment</u>	Review Date: _____
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
Authority: <input type="checkbox"/> <i>University of Manitoba Act</i> Section # _____	
<input type="checkbox"/> Other Legislation [name and section #] _____	
<input type="checkbox"/> Bylaw [name and section #] _____	
<input checked="" type="checkbox"/> Policy [name and section #] <u>Respectful Work and Learning Environment Policy</u>	
Implementation: <u>President delegated to the Vice-President (Administration)</u>	
Contact: <u>Executive Director of Human Resources</u>	
Applies to: <input checked="" type="checkbox"/> Board of Governors members <input checked="" type="checkbox"/> External Parties: <u>Contractors, and Suppliers</u>	
<input checked="" type="checkbox"/> Senate members [Specify applicable external parties]	
<input checked="" type="checkbox"/> Faculty/School Councils <input checked="" type="checkbox"/> Employees: <u>All Employees</u>	
<input checked="" type="checkbox"/> Students [Specify applicable employee organizations and employment groups]	

1.0 Reason for Policy

- a) To support a climate of respect in the workplace and in the learning environment where individuals or groups of individuals are free from harassment and discrimination.
- b) The issue of workplace safety and health with respect to a workplace harassment prevention policy is governed by provincial legislation and more specifically Manitoba Workplace Safety and Health Regulation #217. This Regulation identifies certain responsibilities for employers and employees in this regard. A policy on workplace harassment is required.

2.0 Policy Statement

- 2.1 The University of Manitoba supports equity, diversity and the dignity of all people. The University promotes equity in our learning programs and employment and in the conduct of the University's affairs.
- 2.2 The University recognizes the following:
 - (a) a richly diverse society in Manitoba, as well as beyond;
 - (b) a duty to act in a manner consistent with existing legislation regarding human rights;
 - (c) a commitment to academic freedom and freedom of thought, inquiry, and expression among its members which may result in respectful disagreements regarding beliefs or principles.
- 2.3 Each individual has the right to participate, learn, and work in an environment that promotes equal opportunities and prohibits discriminatory practices.

- 2.4 The University of Manitoba does not condone behaviour that is likely to undermine the dignity, self-esteem or productivity of any of its members and prohibits any form of discrimination or harassment whether it occurs on University property or in conjunction with University-related activities. Therefore, the University of Manitoba is committed to an inclusive and respectful work and learning environment, free from:
- (a) discrimination or harassment as prohibited in the Manitoba Human Rights Code;
 - (b) sexual harassment; and
 - (c) personal harassment
- 2.5 These types of discrimination or harassment are defined in the Procedures document which relates to this Policy.
- 2.6 The University of Manitoba and all members of the University community, particularly those in leadership roles, share the responsibility of establishing and maintaining a climate of respect within this community and to address any situations in which respect is lacking.
- 2.7 Harassment and discrimination violate an individual's human rights and run contrary to the University's fundamental values. The University of Manitoba will act promptly and efficiently to deal with these behaviours. It will endeavour to ensure that individuals who believe that they have been subjected to harassment or discrimination are able to express concerns and register complaints without fear of retaliation or reprisal. The University will exercise care to protect and respect the rights of both the complainant and the respondent.
- 2.8 The University of Manitoba will establish mechanisms to give effect to this Policy including:
- (a) the appointment of an equity services advisor whose duties shall include the investigation of informal complaints and the provision of advice and assistance to staff members, students and administrative officers in connection with concerns and complaints;
 - (b) the appointment of one or more investigation officer(s) whose duties shall include the investigation of formal complaints and the provision of advice and assistance to staff members, students and administrative officers in connection with concerns and complaints;
 - (c) training for staff related to harassment and discrimination;
 - (d) the University of Manitoba will establish and implement educational programs designed to enhance awareness of the Respectful Work and Learning Environment Policy and procedures relating to it.
- 2.9 Each year a report will be prepared by Equity Services and made available to the University community concerning the number, type and disposition of cases and on educational and other activities related to the Policy.
- 2.10 While the University of Manitoba supports the informal resolution of problems associated with such behaviour, it considers harassment and discrimination in all its forms to be serious offences. Normally the President shall delegate authority to the Vice-President (Administration) to take disciplinary action, where appropriate, against individuals who have violated this Policy.
- 2.11 Discipline may range from a reprimand to dismissal or expulsion. Where Collective

Agreement provisions require that the President obtain the approval of the Board of Governors for a suspension or dismissal, the finding of the Vice-President (Administration) shall be referred to the President in the form of a recommendation for action.

- 2.12 The Workplace Safety and Health Regulation #217 requires that every harassment prevention policy contain the following statements:
- a) every employee is entitled to work free of harassment;
 - b) the employer must ensure, so far as it is reasonably practicable, that no worker is subject to harassment in the workplace;
 - c) the employer will take corrective action respecting any person under the employer's direction who subjects a worker to harassment;
 - d) the employer will not disclose the name of the complainant or an alleged harasser or the circumstances related to the complainant to any person except where disclosure is
 - i) necessary to investigate the complaint or take corrective action with respect to the complaint; or
 - ii) required by law;
 - e) a worker has the right to file a complaint with the Manitoba Human Rights Commission;
 - f) the employer's harassment prevention policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

- 2.13 Workplace Safety and Health Regulation #217 defines "harassment" as "any objectionable conduct, comment or display by a person that
- a) is directed at a worker in a workplace;
 - b) is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender-determined characteristics, political belief, political association or political activity, marital status, family status, source of income, disability, physical size or weight, age, nationality, ancestry or place of origin, and
 - c) creates a risk to the health of the worker".

3.0 **Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

4.0 **Secondary Documents**

- 4.1 The President, in consultation with the Vice-President (Administration) may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

- 5.1 As required by provincial legislation this policy shall be reviewed every three (3) years.

The next scheduled review date for this Policy is _____.

- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy 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 Policy; or
 - (b) are in turn rescinded.

6.0 **Effect on Previous Statements**

- 6.1 This Policy supersedes:
- (a) all previous Board/Senate Policies and resolutions on the subject matter herein;
 - (b) all previous Administrative Policies and directives on the subject matter contained herein; and
 - (c) Respectful Work and Learning Environment Policy (dated June 22, 2004).

7.0 **Cross References**

Cross References
[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]
Cross referenced to: (1) Procedures: Respectful Work and Learning Environment
(2) Bylaw: Student Discipline
(3) Policy: Violent or Threatening Behavior
(4) Procedure: Violent or Threatening Behaviour

UNIVERSITY OF MANITOBA PROCEDURES

No. _____ Effective Date: ASAP
Title: Respectful Work and Learning Environment Review Date: _____

Approving Body: Board of Governors Senate Administration: President

Authority: Bylaw [name and section #] _____
 Regulation [name and section #] _____
 Policy [name and section #] Respectful Work and Learning Environment Policy

Implementation: Vice-President (Administration)

Contact: Executive Director of Human Resources

Applies to: Board of Governors members External Parties: Contractors and Suppliers
 Senate members [Specify applicable employee organizations]
 Faculty/School Councils Employees All Employees
 Department Councils [Specify applicable employee organizations
and employment groups]
 Students

1.0 Reason for Procedure(s)

To set out Procedures secondary to the Policy entitled "Respectful Work and Learning Environment" in connection with supporting a climate of respect in the workplace and in the learning environment where individuals are free from harassment and discrimination.

2.0 Procedure(s)

Anyone who believes that any member of the University has been subjected to harassment or discrimination in the course of University-related employment, study, training or activities may discuss concerns and/or make a complaint under the Respectful Work and Learning Environment Procedures. All informal complaints must be made within a reasonable time, usually within one year from the date of the most recent alleged incident. All formal complaints must be made within one year from the date of the most recent alleged incident unless, in the discretion of the investigation officer, extenuating circumstances would warrant an extension of time.

2.1 Definitions

This Procedure covers:

2.1.1 **Human Rights Discrimination or Harassment**, which means, except where bona fide and reasonable cause exists, or where it is based upon bona fide and reasonable requirements or qualifications, the differential treatment, whether intended or not, of an individual or group of individuals based on:

- (a) an individual's actual or presumed membership in or association

with some class or group of persons, rather than on the basis of personal merit; or

- (b) any of the following categories:
 - (i) ancestry,
 - (ii) race,
 - (iii) colour,
 - (iv) nationality or national origin,
 - (v) ethnic background,
 - (vi) religion or religious belief, creed, association or activity
 - (vii) age,
 - (viii) sex
 - (ix) gender-determined characteristics,
 - (x) gender identity,
 - (xi) sexual orientation,
 - (xii) marital or family status,
 - (xiii) source of income,
 - (xiv) political belief,
 - (xv) political association or activity,
 - (xvi) physical or mental disability or related characteristics or circumstances. E.g. Physical size or weight.

2.1.1.1 Certain Initiates that are Nondiscriminatory

Some conduct or procedures which on their face may sometimes appear as discriminatory are not. It is not discrimination or a contravention of this procedure to:

- (a) make reasonable accommodation for the special needs of an individual or group, if those special needs are based upon any characteristic referred to in section 2.1.1 (b) above;
- (b) plan, advertise, adopt or implement an affirmative action program or other special program in a manner consistent with the Manitoba Human Rights Code;
- (c) conduct research approved by the Research Ethics Board; or
- (d) exercise the provisions of the University of Manitoba Act.

2.1.1.2 Examples of Harassment and Discrimination

Examples of harassment and discrimination include, but are not limited to:

- (a) derogatory written or oral comments and gestures such as name-calling, slurs, graffiti, pictures, remarks, or jokes based on any characteristic referred to in 2.1.1 above;
- (b) evaluations of performance based on any characteristic referred to in 2.1.1;
- (c) behaviour stating or implying actual or perceived abilities or inabilities based on any characteristic referred to in 2.1.1;
- (d) applying stereotypes or generalizations based on any characteristic referred to in 2.1.1;
- (e) unreasonable refusal to work with or share facilities based on any characteristic referred to in 2.1.1; and
- (f) inappropriate questions or sharing of information about a person's

sexuality or sexual orientation.

2.1.2 **Sexual Harassment**, which is deemed to include, but is not restricted to:

- (a) unwanted sexual attention by a person who knows or ought reasonably to know that such attention is unwanted;
- (b) express or implied promise of reward for complying with a sexually oriented request;
- (c) express or implied threat or reprisal for refusal to comply with a sexually oriented request;
- (d) denial of opportunity or an expressed or implied threat of denial of opportunity for refusal to comply with a sexually oriented request; and
- (e) sexually oriented behaviour or gender-based abusive and unwelcome conduct or comment that has the purpose or effect of creating an intimidating, hostile or offensive environment.

2.1.2.1 **Examples of Sexual Harassment**

Examples of sexual harassment may include, but are not limited to:

- (a) sexist remarks, jokes, innuendoes or taunting about a person's body, appearance, characteristics or clothing;
- (b) displaying of pornographic or other sexually offensive or derogatory pictures or material;
- (c) persistent and unwelcome invitations or requests for dates;
- (d) leering, ogling or other sexually oriented gestures;
- (e) inappropriate touching; and
- (f) sexual assault.

2.1.3 **Personal Harassment**, which may include, but is not restricted to:

- (a) one or a series of objectionable and unwelcome comments or actions directed toward a specific person or group of persons which serve no legitimate work or academic related purpose and have the effect of creating an intimidating, humiliating, hostile or offensive environment; and
- (b) physical or verbal abuse, threats or intimidation that is humiliating or demeaning.

2.1.3.1 **Examples of Personal Harassment**

Examples of personal harassment may include, but are not limited to:

- (a) repeated or continuous incidents of yelling, screaming or name-calling;
- (b) repeated or continuous threats to terminate employment or contracts for reasons unrelated to performance;
- (c) repeated or continuous threats to withdraw funding, scholarships or advancement opportunities for reasons unrelated to performance; and
- (d) comments addressed to a person which have the effect of undermining a person's role in the workplace or classroom.

2.1.3.2 The University does acknowledge the legitimate right and responsibility of academic staff members to correct inappropriate student behaviour, insist on order in the classroom and evict, as necessary, those who disrupt order in the classroom. [See Bylaw: Student Discipline.]

2.1.4 **What May Constitute Harassment or Discrimination**

In regard to sections 2.1.1, 2.1.2, and 2.1.3, one incident or a series of incidents may constitute harassment or discrimination. It may involve individuals or groups and either peer or power relationships. It may be physical or psychological in nature. It can occur between males and females and between members of the same gender.

2.1.5 A **Complainant** is a person who discusses a concern and/or makes a complaint (an allegation, whether oral or written, of harassment or discrimination).

2.1.6 A **Respondent** is a person against whom a complaint has been made.

2.1.7 An **Administrative Officer** is anyone who has sufficient authority to take or ensure the taking of remedial action such as deans, directors, department heads, heads of administrative units, vice-presidents, vice-provosts and the president. In the case of a student, the administrative officer shall be his or her dean, director, or delegate. [See Bylaw: Student Discipline.]

2.1.8 An **Equity Services Advisor** is an individual appointed by the University of Manitoba as someone possessing the appropriate training and skills to review and resolve informal complaints related to all human rights harassment and discrimination, sexual and personal harassment.

2.1.9 An **Investigation Officer** is an individual retained by the University of Manitoba as someone possessing the training and appropriate background to investigate formal complaints related to all human rights harassment and discrimination, sexual and personal harassment.

2.1.10 A **Human Resources representative** is a Human Resource Consultant or a Staff Relations Officer who is a member of the Human Resources staff and possesses the training and background to review and resolve informal complaints of personal harassment in the workplace.

2.1.11 A **Student Advocacy representative** is a member of the office of Student Advocacy who possesses the training and background to review and resolve informal complaints of personal harassment from students enrolled in the University.

2.2 **Concerns/Complaints**

2.2.1 **Advice and Assistance**

2.2.1.1 A complainant who believes that he or she has experienced harassment or discrimination should take direct action, if possible, to make the unease and/or disapproval known to the offending person or persons.

2.2.1.2 In the case of sexual harassment and/or human rights harassment the

complainant may choose to consult with an appropriate administrative officer, or an Equity Services Advisor for the purpose of receiving advice and assistance with a view to resolving the situation.

2.2.1.3 In the case of personal harassment in the workplace, employees may also consult with a Human Resources Consultant or a Staff Relations Officer in Human Resources for the purpose of receiving advice and assistance with a view to resolving the situation informally.

2.2.1.4 In the case of personal harassment of students, a student may also consult with a Student Advocacy representative for the purpose of receiving advice and assistance with a view to resolving the situation informally.

2.2.1.5 If the complaint is against an administrative officer the complainant may seek advice and assistance directly from the Equity Services Advisor or a Human Resources Consultant or Staff Relations Officer, as is appropriate for the type of harassment.

2.2.2 Duty of Administrative Officers

2.2.2.1 If a complaint is brought to an administrative officer, he or she shall contact a Student Advocacy representative, an Equity Services Advisor, or a Human Resources representative, as is appropriate for the type of harassment complaint, to receive advice and assistance with respect to the handling of the complaint. The complainant will be advised that this contact and direction is being sought. The Student Advocacy representative, Equity Services Advisor, Human Resources representative and the administrative officer will treat the matter confidentially (except as is required to investigate or take corrective action with respect to the complaint).

2.2.2.2 Both the complainant and the respondent are entitled to information regarding counseling services that are available and appropriate for the situation.

2.2.3 Informal Complaint

2.2.3.1 If the complainant is unable to take direct action, or if the offensive behaviour persists in spite of it being brought to the respondent's attention, the complainant may request that an appropriate administrative officer and/or an equity services advisor try to resolve the situation.

2.2.3.2 Alternatively, in the case of a personal harassment complaint in the workplace, a Human Resources representative, or in the case of personal harassment of a student a Student Advocacy representative, may be asked to intervene to try to resolve the situation.

2.2.3.3 A Human Resources representative or a Student Advocacy representative may meet with the complainant, the respondent and any other relevant party or union representative with a view to resolving the matter.

2.2.3.4 A Human Resources representative or a Student Advocacy representative must keep a written record of the date, time and nature of any incident that

is brought to their attention, along with the names of any witnesses and the steps taken to deal with the situation.

2.2.3.5 If an accommodation in the workplace is requested by an employee as a result of a complaint of discrimination or harassment, the request for accommodation shall be made to the Equity Services Advisor who shall in turn consult with the appropriate Human Resources Consultant, the immediate supervisor of the employee requesting the accommodation and any other affected parties in the proposed accommodation. The focus of this consultation is to attempt to find a suitable accommodation that will be successful in minimizing disruption to the workplace.

2.2.4 Informal Resolution

2.2.4.1 If an informal resolution, acceptable to both parties, is reached, then the appropriate administrative officer and/or the Equity Services Advisor, Human Resources representative or Student Advocacy representative, depending on who handled the complaint, will:

- (a) send a written communication to both parties, setting out the understandings and/or agreement. Receipt of this written communication must be acknowledged by both parties;
- (b) assist in bringing about whatever administrative or other action is needed to implement the resolution;
- (c) ensure that the Equity Services Advisor has a copy of the written communication to both parties.

2.2.4.2 No record of the informal resolution shall be kept in either the complainant or respondent's student or personnel file.

2.2.5 Formal Complaint

2.2.5.1 If the matter is not resolved informally, or if the behaviour continues or reoccurs, or if the complainant chooses not to attempt to resolve the matter informally, complainants have the option to file a formal complaint.

The formal complaint shall:

- (a) be in writing indicating that it is a formal complaint;
- (b) set out the particulars of the allegations, including, where possible, the dates, times and nature of the allegations and the names of any witnesses to the behaviour;
- (c) be signed and dated by the complainant; and
- (d) be submitted to the Investigation Officer.

2.2.5.2 A complainant may request the assistance of the Equity Services Advisor to draft the formal complaint.

2.2.6 Applicability of the Complaint

2.2.6.1 Upon receipt of the formal complaint the Investigation Officer will review the allegation(s) to ensure that it falls within the definitions set out under

this procedure. This review may include a meeting with the complainant to discuss the details of the formal complaint.

2.2.6.2 If it is determined that the allegation(s) does not fall under the definitions set out in this procedure then the complainant shall be advised accordingly and no further action will be taken on the formal complaint. The Investigation Officer may recommend that the complainant pursue informal resolution of the matter through the sources of assistance identified in 2.2.3.1 or 2.2.3.2. above.

2.2.6.3 If it is determined that the allegation(s) falls within the definitions set out in this procedure, an investigation shall be launched.

2.2.7 Investigation

2.2.7.1 The investigation shall be concluded as expeditiously as possible. If the Investigation Officer foresees significant and unexpected delays in the completion of the process, he/she shall notify the complainant and the respondent. The Investigation Officer shall advise them of the reasons for the delay and shall provide an estimate of the time required to complete the investigation.

2.2.7.2 If, at any time during the course of the investigation the Investigation Officer deems it appropriate for the complainant and respondent to seek resolution through mediation, and where they both consent to do so, the Investigation Officer may interrupt the investigation for such period(s) of time as he or she considers reasonable to facilitate such an approach to resolution. Any such resolution may provide for withdrawal of the complaint or a portion thereof.

2.2.8 Duties of the Investigation Officer During an Investigation

Upon an investigation being launched the Investigation Officer shall:

- (a) notify the respondent in writing that a complaint has been received and that an investigation has commenced. The respondent shall be provided with a signed copy of the formal complaint and the policy and procedures: Respectful Work and Learning Environment;
- (b) provide the respondent with a reasonable opportunity to consult with counsel or a union or Human Resources representative or personal representative;
- (c) advise the respondent to provide a written response to the complaint within a reasonable time which shall be at the discretion of the Investigative Officer;
- (d) investigate the complaint, including interviewing the complainant and the respondent, and any other person deemed relevant to the investigation. The investigation shall be conducted in a neutral manner with the purpose of determining the facts that will either prove or disprove the complaint. The Investigation Officer may, at the Officer's discretion, tape record these interviews for the purpose of assisting in the documentation of the investigation. The complainant and the respondent shall cooperate fully with the Investigation Officer and provide any information required by the Investigation Officer upon request. The complainant or respondent may be accompanied during the interview by counsel, or a union or

- Human Resources or Student Advocacy representative or personal representative;
- (e) upon completion of the investigation, prepare a written report which sets out the allegation(s), the information obtained and provides a conclusion as to whether the policy on Respectful Work and Learning Environment has been breached on a balance of probabilities;
 - (f) provide a copy of the written report to the Vice-President (Administration) and the appropriate administrative officer. In the event that the Investigation Officer finds that the policy on Respectful Work and Learning Environment has been breached, a copy of the written report shall be provided to the Vice-Provost (Student Affairs) when the respondent is a student or the Executive Director of Human Resources and the Vice-President (Academic), as is appropriate, when the respondent is an employee. The Vice-President (Administration) may choose to provide a copy of the written report to the complainant and/or the respondent; and
 - (g) Where the respondent is a member of the Executive Group as defined in Policy: Employee Organizations and Employment Groups, any reference to the Vice-President (Administration) in 2.2.3 or 2.3-2.5 is deemed to be a reference to the President, or to the Chair of the Board of Governors, if the President is the respondent.

2.3 Findings of Formal Investigation

2.3.1 No Breach of Policy

2.3.1.1 If it is determined that the policy on Respectful Work and Learning Environment has not been breached then the Investigation Officer shall advise the Vice-President (Administration) and the appropriate administrative officer. The Vice-President (Administration) will advise the parties accordingly and may choose to provide them with a copy of the Investigation Officer's written report. No further action will be taken and no record of the complaint will be placed on the University's official employment file or student file for the respondent.

2.3.1.2 No record of the complaint shall be kept in the complainant's personnel file or student record unless it is determined that the complaint was frivolous or vexatious. The University may take disciplinary action against a complainant in cases where frivolous or vexatious complaints are submitted.

2.3.2 Breach of Policy

If it is determined that, based on the written report, the policy on Respectful Work and Learning Environment has been breached the Vice-President (Administration) in consultation with the appropriate administrative officer and, if appropriate, the Dean of Graduate Studies, and the Vice-Provost (Student Affairs), where the respondent is a student, or the appropriate administrative officer and the appropriate Vice-President and the Executive Director of Human Resources where the respondent is an employee, will determine an appropriate disposition of the matter.

2.3.3 Where Collective Agreement provisions require that the President obtain the approval of the Board of Governors for a suspension or dismissal, the finding of the Vice-President (Administration) shall be referred to the President in the form of a recommendation for action.

2.3.4 Notice of the disposition will be provided to the complainant, the respondent, the appropriate administrative officer and the Investigation Officer. The appropriate administrative officer will ensure the disposition is fulfilled and file a copy of the disposition in the University's official employment file for the respondent, in the case of an employee or in the University's official student file for the student, in the case of a student. A copy of the disposition will be placed on the file in Equity Services.

2.3.5 All other information pertaining to the investigation shall be retained in a secure file held by Equity Services. The appropriate administrative officer and/or the Equity Services Advisor will facilitate any request or requirement for counseling/education/training on behalf of either the complainant or the respondent.

2.4 **University-Instituted Investigation**

The Vice-President (Administration), in consultation with Equity Services, and where appropriate the President or another Vice-President may request that an investigation be conducted in the absence of a formal complaint and in circumstances where he/she deems it appropriate to do so. The University shall utilize the same methods of investigation, adapted as necessary to meet the circumstances. Based on the results of this investigation, appropriate disciplinary action may be taken.

2.5 **Appeals**

2.5.1 The respondent may appeal the decision/recommendation of the Vice-President (Administration) with respect to any discipline in accordance with the appropriate grievance process defined by collective agreement, policy or Board Bylaw, if the respondent is an employee of the University, or pursuant to the Bylaw: Student Discipline, if the respondent is a student.

2.5.2 Upon the request of the respondent, the Vice-President (Administration) may suspend the imposition of the discipline pending the outcome of an appeal by the respondent.

2.6 **Liability**

No one charged with responsibility under this procedure, who carries out their duties in good faith and conscience shall be personally liable in accordance with the University's Policy on Legal Representation for any action or claim arising out of their good faith execution of those duties.

2.7 **Interference and Retaliation**

2.7.1 Interference with the conduct of an investigation or retaliation against any of the involved parties or witnesses, whether the complaint was substantiated or unsubstantiated, may itself result in disciplinary action.

2.7.2 Where the respondent is in a position of power with respect to the complainant, the appropriate administrative officer, may, where it is feasible to do so and at the complainant's request, reassign either the complainant or the respondent to different duties, or permit a student an academic accommodation(s), for example,

switching sections of a course, pending the resolution of the complaint.

2.8 **Confidentiality**

2.8.1 The University believes that individuals need to be able to discuss their concerns and receive advice and assistance in a safe environment. Wherever possible the University will endeavour to seek consent before acting on information provided by a complainant, respondent or witnesses except where it creates a risk to the health, safety and security of any member of the University community. In that instance the University must act as is necessary to investigate complaints fully, take corrective action or resolve complaints and/or respond to any legal and/or administrative proceedings arising under this Policy. To the best of their ability, complainants and respondents shall not discuss complaints under the Policy with anyone who is not necessary to the process of resolution, counseling, investigation, disposition or appeal. Complainants or respondents who have been provided with copies of the investigative report must also keep it in strict confidence.

2.8.2 Intentional or unnecessary breaches of confidentiality by any person may be subject to disciplinary action by the University of Manitoba.

3.0 **Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of these Procedures.

4.0 **Review**

4.1 Formal Procedure reviews will be conducted every three (3) years. The next scheduled review date for these Procedures is _____.

4.2 In the interim, these Procedures may be revised or rescinded if:

- (a) the Vice-President (Administration) or the President deems necessary; or
- (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 **Effect on Previous Statements**

5.1 These Procedures supersede:

- (a) all previous Board/Senate Procedures and resolutions on the subject matter herein;
- (b) all previous Administrative Procedures and directives on the subject matter contained herein;
- (c) Respectful Work and Learning Environment Procedures dated April 24, 2005.

6.0 Cross References

Cross References

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to: (1) Policy: Respectful Work and Learning Environment
 (2) Bylaw: Student Discipline
 (3) Policy: Violent or Threatening Behaviour
 (4) Procedures: Violent or Threatening Behaviour



AGENDA ITEM: *Faculty of Agricultural and Food Sciences Referendum – Degree and Diploma Students*

RECOMMENDED RESOLUTION:

That a \$3.67 per credit hour contribution be assessed against the degree students in the Faculty of Agricultural and Food Sciences; and a \$2.56 per credit hour contribution be assessed against the diploma students in the Faculty of Agricultural and Food Sciences for a three year term commencing in the fall of 2009 as outlined in the letter from Dr. Michael Trevan, Dean, Faculty of Agricultural and Food Sciences dated, November 3, 2008.

Action Requested:

Approval
 Discussion/Advice
 Information

CONTEXT AND BACKGROUND:

On Thursday, October 30 and Friday, October 31, 2008, the Faculty of Agricultural and Food Sciences Students Organization held a referendum to support the Faculty of Agricultural and Food Sciences Endowment Fund (70%) and Student Initiative Fund (30%), resulting in a total contribution of approximately \$122,760 (pending student enrolment). The degree students voted to contribute \$3.67 per credit hour for a three year term beginning in the fall of 2009. Of the 276 degree student eligible voters, 55 students voted, 50 voted yes, 3 voted no and there were 2 spoiled ballots. The diploma students voted to contribute \$2.56 per credit hour for a three year term beginning in the fall of 2009. Of the 167 diploma student eligible voters, 48 students voted, 44 voted yes, 4 voted no. There were no spoiled ballots.

RESOURCE REQUIREMENTS:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

[N/A]

CONSULTATION: *[delete if not applicable]*

N/A



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Clair Gaudin</u>	<u>Nov. 4/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>David Hanson</u>	<u>November 9, 2008</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>13 Jan 09</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Jocelyn Striemer

Submission prepared by:

Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

- Letter from Dr. Trevan, Dean, Faculty of Agricultural and Food Sciences
- Letter from Patricia Johnson, Senior Stick, Faculty of Agricultural and Food Sciences Students Organization



UNIVERSITY
OF MANITOBA

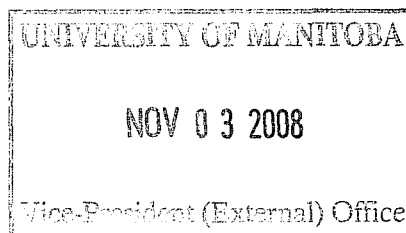
Faculty of Agricultural
and Food Sciences

Received

Office of the Dean
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7525

November 3, 2008

Dr. David Barnard
President and Vice-Chancellor
University of Manitoba



Dear Dr. Barnard:

I am pleased to inform you that the students in the Faculty of Agricultural and Food Sciences have once again voted to continue making contributions to the faculty through their student referendum.

Attached you will find the letter I received from Patricia Johnson, Senior Stick of the Faculty of Agricultural and Food Sciences Students Organization. The letter details how proper notice was provided to the students about the referendum initiative, including the disbursement and the vote date, through presentations made.

As Patricia explains, the students in the degree program wish to contribute \$3.67 per credit hour for a three year term, to the Faculty of Agricultural and Food Sciences Endowment Fund and the Faculty of Agricultural and Food Sciences Student Initiative Fund. The students enrolled in the diploma program wish to contribute \$2.56 per credit hour, for a three year term, to the Faculty of Agricultural and Food Sciences Endowment Fund and the Faculty of Agricultural and Food Sciences Student Initiative Fund. This will result in a contribution of \$122,760 (pending enrolment) to the university. This contribution is to be collected from each student in each term when fees are paid, beginning in the fall of the 2009/2010 fiscal year.

I would appreciate it if you would present these results to the Board of Governors for approval.

Sincerely,

Dr. Michael Trevan
Dean

enclosure

cc: Annual Giving Program, Department of Development



November 3, 2008

Dr. Michael Trevan
Dean, Faculty of Agricultural and Food Sciences
257 Agriculture Bldg
University of Manitoba,
Winnipeg, MB R3T 2N2

Dear Dr. Trevan,

On Thursday, October 30 and Friday, October 31, the Faculty of Agricultural and Food Sciences Students Organization held a referendum to support the Faculty of Agricultural and Food Sciences Endowment Fund and Student Initiative Fund.

I am pleased to inform you that the vote was successful and as such, the students will be contributing \$122,760 (pending student enrolment) to the Faculty of Agricultural and Food Sciences over the next three years.

Each degree student was proposed with making a contribution of \$3.67 per credit hour (this amounts to a donation of \$110 per student enrolled in 30 credit hours per year) for a three year term beginning in the fall of 2009.

The degree ballot read as follows:

**FACULTY OF AGRICULTURAL & FOOD SCIENCES
2008/2009 REFERENDUM BALLOT**

I agree to make a \$3.67 per credit hour contribution
(\$110 per year for 30 credit hours)
to be paid at the time of registration.

This contribution, which is eligible for a tax credit, will be directed to the
Faculty of Agricultural & Food Sciences as follows:

70% Faculty of Agricultural & Food Sciences Endowment Fund &
30% Faculty of Agricultural & Food Sciences Student Initiative Fund

The term for this agreement is to be 3 years.

Yes **No**

(Indicate your choice by marking with X only.)

There was a 20% participation rate with 55 of the 276 eligible degree student voters casting a ballot. Of those votes, 50 were "yes", 3 were "no" votes and there were 2 spoiled ballots.

Each diploma student was proposed with making a contribution of \$2.56 per credit hour (this amounts to a donation of \$110 per student enrolled in 43 credit hours per year) for a three year term beginning in the fall of 2009.

The diploma ballot read as follows:

**FACULTY OF AGRICULTURAL & FOOD SCIENCES
2008/2009 REFERENDUM BALLOT**

I agree to make a \$2.56 per credit hour contribution
(\$110 per year for 43 credit hours)
to be paid at the time of registration.

This contribution, which is eligible for a tax credit, will be directed to the
Faculty of Agricultural & Food Sciences as follows:

70% Faculty of Agricultural & Food Sciences Endowment Fund &
30% Faculty of Agricultural & Food Sciences Student Initiative Fund

The term for this agreement is to be 3 years.

Yes **No**

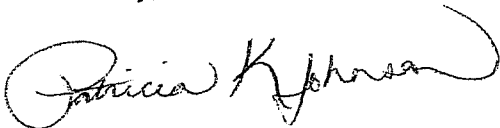
(Indicate your choice by marking with X only.)

There was a 29% participation rate with 48 of the 167 eligible diploma student voters casting a ballot. Of those votes, 44 were "yes", 4 were "no" votes and there were no spoiled ballots.

Prior to the referendum vote, I conducted presentations to the classes to ensure all students were made aware of information detailing the referendum process, the proposed donation amount and disbursement and the need to give back. This information was also distributed to all students via email (see enclosed).

The Faculty of Agricultural and Food Sciences Student Organization supports the results of this referendum and asks that the university take the necessary steps to implement the contributions. I am requesting that you forward this information to Dr. David Barnard, President of the University of Manitoba, who will present it to the Board of Governors for ratification. If you require any additional information or have any questions, please feel free to contact me.

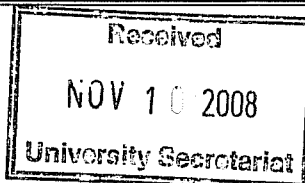
Sincerely,



Patricia Johnson
Senior Stick

enclosure

cc: Sana Mahboob, Department of Development



AGENDA ITEM: *Faculty of Nursing Referendum*

RECOMMENDED RESOLUTION:

That a \$3.00 per credit hour contribution be assessed against the students in the Faculty of Nursing for a three year term commencing in the fall of 2009 as outlined in the letter from Dr. Dauna Crooks, Dean, Faculty of Nursing, dated October 31, 2008.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

On Thursday, October 9 and Friday, October 10, 2008, the Nursing Students Association held a referendum to support the Faculty of Nursing Endowment Fund and the Nursing Student Initiative Fund. The students voted to contribute \$3.00 per credit hour for a three year term beginning in the fall of 2009, resulting in a total contribution of approximately \$297,000 (pending student enrolment). Of the 1,443 eligible voters, 75 students voted, 64 voted yes, and 11 voted no. There were no spoiled ballots.

RESOURCE REQUIREMENTS:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

[N/A]

CONSULTATION: *[delete if not applicable]*

N/A



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Claire Gaudin</i>	<i>Nov. 7/08</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>David Mace</i>	<i>March 9, 2009</i>
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Jocelyn Strierner

Submission prepared by:

Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

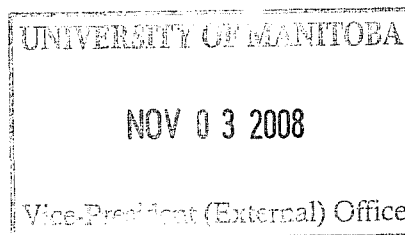
- Letter from Dr. Crooks, Dean, Faculty of Nursing
- Letter from Nicole Ritchot, Senior Stick, Nursing Student's Association



UNIVERSITY
OF MANITOBA

Faculty of Nursing

Office of the Dean
Helen Glass Centre for Nursing
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9201
Fax (204) 474-7500
dauna_crooks@umanitoba.ca



October 31, 2008

Dr. David Barnard
President and Vice-Chancellor
University of Manitoba

Dear Dr. Barnard:

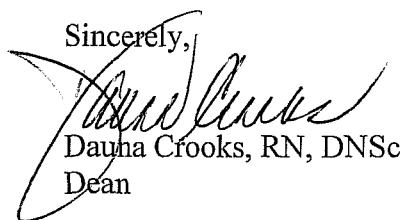
I am pleased to inform you that the students in the Faculty of Nursing have once again voted to continue making contributions to the faculty through their student referendum.

Attached you will find the letter I received from Nicole Ritchot, Senior Stick of the Nursing Students Association. The letter details how proper notice was provided to the students about the referendum initiative, including the disbursement and the vote date, through presentations made.

As Nicole explains, the students wish to contribute \$3.00 per credit hour for a three year term, to the Faculty of Nursing Endowment Fund and the Faculty of Nursing Student Initiative Fund. This will result in a contribution of \$297,000 (pending enrolment) to the university. This contribution is to be collected from each student in each term when fees are paid, beginning in the fall of the 2009/2010 fiscal year.

I would appreciate it if you would present these results to the Board of Governors for approval.

Sincerely,



Dauna Crooks, RN, DNSc
Dean

enclosure

cc: Annual Giving Program, Department of Development

October 31, 2008

Dr. Dauna Crooks
Dean, Faculty of Nursing
293 Helen Glass Ctr
University of Manitoba,
Winnipeg, MB R3T 2N2

Dear Dr. Crooks,

On Thursday, October 9 and Friday, October 10, the Nursing Student's Association held a referendum to support the Faculty of Nursing Endowment Fund and the Faculty of Nursing Student Initiative Fund. Each student was proposed with making a donation of \$3.00 per credit hour for a three year term, beginning in the fall of 2009. This amounts to an approximate donation of \$90 per student per year. I am pleased to inform you that the vote was successful and as such, the students will be contributing \$297,000 (pending student enrolment) to the Faculty of Nursing over the next three years. The ballot read as follows:

**FACULTY OF NURSING
2008/2009 REFERENDUM BALLOT**

I agree to make a \$3.00 per credit hour contribution
(\$90 per year for 30 credit hours)
to be paid at the time of registration.

This contribution, which is eligible for a tax credit, will be directed to the
Faculty of Nursing as follows:

80% Faculty of Nursing Endowment Fund &
10% Faculty of Nursing Student Initiative Fund

The term for this agreement is to be 3 years.

Yes **No**

(Indicate your choice by marking with X only.)

There was a 5% participation rate with 75 of the 1,443 eligible student voters casting a ballot. Of those votes, 64 were "yes" votes, 11 were "no" votes and there were no spoiled ballots.

Prior to the referendum vote, the student representatives conducted presentations to their classes to ensure all students were made aware of information detailing the referendum process, the proposed donation amount and disbursement and the need to give back.

The Nursing Student's Association supports the results of this referendum and asks that the university take the necessary steps to implement the contributions. I am requesting that you forward this information to Dr. David Barnard, President of the University of Manitoba, who will present it to the Board of Governors for ratification. If you require any additional information or have any questions, please feel free to contact me.

Sincerely,



Nicole Ritchot
Senior Stick

cc: Sana Mahboob, Department of Development



Board of Governors Submission

AGENDA ITEM: Faculty of Science

RECOMMENDED RESOLUTION:

That a \$5.00 per credit hour contribution be assessed against the students in the Faculty of Science for a three year term commencing in the fall of 2009 as outlined in the letter from Dr. Mark Whitmore, Dean, Faculty of Science, dated December 1, 2008.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

On Thursday, November 20 and Friday, November 21, 2008, the Science Students Association held a referendum to support the Faculty of Science Endowment Fund, the Faculty of Science Equipment Fund and the Faculty of Science Initiative Fund. The students voted to contribute \$5.00 per credit hour for a three year term beginning in the fall of 2009, resulting in a total contribution of approximately \$1,575,000.00 (pending student enrolment). Of the 2794 eligible voters, 89 students voted, 82 voted yes, and 7 voted no. There were no spoiled ballots.

RESOURCE REQUIREMENTS:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

[N/A]

CONSULTATION: *[delete if not applicable]*

N/A



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Clair Goodie</u>	<u>Dec. 5/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Darrel Harwood</u>	<u>Dec 9, 2008</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>13 Jan 09</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Jocelyn Striemer

Submission prepared by:

Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

- Letter from Dr. Whitmore, Dean, Faculty of Science
- Letter from Connor Sommerfeld, Senior Stick, Science Students Association



UNIVERSITY
OF MANITOBA

Faculty of Science

Office of the Dean
239 Machray Hall
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9348
Fax (204) 474-7618

December 1, 2008

Dr. David Barnard
President and Vice-Chancellor
University of Manitoba

David
Dear Dr. Barnard:

I am pleased to inform you that the students in the Faculty of Science have once again voted to continue making contributions to the Faculty through their student referendum.

Attached you will find the letter I received from Connor Sommerfeld, Senior Stick of the Science Students' Association. The letter details how proper notice was provided to the students about the referendum initiative, including the disbursement and the vote date, through presentations made and emails sent on behalf of the members of the student council.

As Connor explains, the students wish to contribute \$5.00 per credit hour for a three year term, to the Faculty of Science Endowment Fund, the Faculty of Science Equipment Fund and the Faculty of Science Student Initiative Fund. This will result in a contribution of \$1,575,000 (pending enrolment) to the university. This contribution is to be collected from each student in each term when fees are paid, beginning in the fall of the 2009/2010 fiscal year.

I would appreciate it if you would present these results to the Board of Governors for approval.

Sincerely,

Mark Whitmore
Professor and Dean

enc.
cc: Annual Giving Program, Department of Development



November 25, 2008

Dr. Mark Whitmore
Dean, Faculty of Science
251 Machray Hall
University of Manitoba,
Winnipeg, MB R3T 2N2

Dear Dr. Whitmore,

On Thursday, November 20 and Friday, November 21, the Science Student Association held a referendum to support the Faculty of Science Endowment Fund, the Faculty of Science Equipment Fund and the Faculty of Science Student Initiative Fund. Each student was proposed with making a donation of \$5.00 per credit hour for a three year term, beginning in the fall of 2009. This amounts to an approximate donation of \$150 per student per year. I am pleased to inform you that the vote was successful and as such, the students will be contributing \$1,575,000 (pending student enrolment) to the Faculty of Science over the next three years. The ballot read as follows:

**FACULTY OF SCIENCE
2008/2009 REFERENDUM BALLOT**

I agree to pay a \$5.00 per credit hour contribution
(\$150 per year for 30 credit hours)
to be paid at the time of registration.

This contribution, which is eligible for a tax credit, will be directed to the
Faculty of Science as follows:

45% Faculty of Science Endowment Fund,
48% Faculty of Science Equipment Fund &
7% Faculty of Science Student Initiative Fund

The term for this agreement is to be 3 years.

Yes **No**

There was a 3% participation rate with 89 of the 2794 eligible student voters casting a ballot. Of those votes, 82 were "yes" and 7 were "no" votes and there were no spoiled ballots.

Prior to the referendum vote, the student representatives conducted presentations to their classes to ensure all students were made aware of information detailing the referendum process, the proposed donation amount and disbursement and the need to give back. This information was also distributed to all students via email (see enclosed).

The Science Student Association supports the results of this referendum and asks that the university take the necessary steps to implement the contributions. I am requesting that you forward this information to Dr. David Barnard, President of the University of Manitoba, who will present it to the Board of Governors for ratification. If you require any additional information or have any questions, please feel free to contact me.

Sincerely,



Connor Sommerfeld
Senior Stick

enclosure

cc: Sana Mahboob, Department of Development



UNIVERSITY
OF MANITOBA

Students Making a Difference!

Attention students!

It's time to vote for the Faculty of Science Referendum!

Our endowment fund allows our faculty to allocate money to special projects and initiatives that we otherwise wouldn't be able to afford. Anyone can make proposals to the advisory committee for use of the money generated from the endowment fund. The advisory committee is made up of 13 members, including 6 students who sit on the committee and help make decisions regarding how the money can best be used.

Last year over **\$363,000** was distributed from the endowment fund towards libraries, equipment and student projects.

At our last referendum, students voted to support our faculty with a \$150 contribution or about \$5.00 per credit hour. This year, your student council has voted to keep the contribution amount to **\$5.00** per credit hour, which works out to **\$150** for a 30 hour course load, and we voted to carry the contribution for a 3 year term.

An open forum will be held on **Wednesday, November 19th** from **1:30pm to 2:30pm** in front of **the science student lounge** to answer any questions you may have about the referendum. If you're not able to attend, please feel free to speak with any SSA council member.

Our referendum dates back 20 years when we first decided to hold a vote in 1988. This process is unique to the University of Manitoba and we strongly encourage your involvement to ensure a promising future for your Faculty of Science!

Your student council supports this decision and we encourage you to do the same by voting "Yes" on **Thursday November 20th** and **Friday November 21st**. Voting will take place in front of the **science student lounge** on both days from **8:30am to 4:30pm**.

Let's continue the strong Science tradition of support for our faculty and students!



AGENDA ITEM: Policy and Procedures on Accessibility for Students with Disabilities

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve Policy on Accessibility for Students with Disabilities [as recommended by Senate January 7, 2009].

Action Requested: Approval (Policy) Discussion/Advice Information (Procedures)

CONTEXT AND BACKGROUND:

This proposal will replace the old policy which was approved in 1995. In addition to updating language, the proposal will separate policy and procedural matters.

The Policy on Accessibility for Students with Disabilities is being submitted for approval by the Board. The Procedures are for the information of the Board.

RESOURCE REQUIREMENTS:

N/A

IMPLICATIONS:

The separation of policy and procedures documents allows for changes to the procedure document to be made administratively.

ALTERNATIVES:

N/A

CONSULTATION: *[delete if not applicable]*

These documents were developed by the Vice-Provost (Student Affairs) and the Executive Director of Student Services. These documents have been under development since 2003. Students with disabilities were consulted early in the process.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
x	x	Senate Executive	December 10, 2008
x	x	Senate	January 7, 2009
		Senate	

Submission prepared by:

Submission approved by: University Secretary.

Attachments

- Policy on Accessibility for Students with Disabilities (for approval)
- Procedures on Accessibility for Students with Disabilities (for information)



UNIVERSITY OF MANITOBA POLICY

No. _____ Effective Date: _____

Title: Accessibility for Students with Disabilities Review Date: _____

Approving Body: Board of Governors Senate
 Administration (specify): _____

Authority *University of Manitoba Act* Section # 16(1)b _____
 Other Legislation [name and section #] _____
 Bylaw [name and section #] _____
 Policy

Implementation: President, delegated to the Vice-President (Academic) & Provost
Contact: Vice-Provost (Student Affairs)

Applies to: Board of Governors members External Parties _____
 Senate members [Specify applicable external parties]
 Faculty/School Councils Employees
 Students [Specify applicable employee organizations and employment groups] _____

1.0 Reason for Policy

- 1.1 The University of Manitoba strives to ensure an accessible learning and working environment and is thereby committed to providing reasonable accommodation of the needs of persons with documented disabilities.
- 1.2 The purpose of this policy is to support an accessible learning environment where students with disabilities, who are admitted to the University of Manitoba, can gain access to all programs for which they are academically qualified.

2.0 Policy Statement

2.1 General

The University shall endeavour to foster, create, and maintain an accessible campus and provide other supports and services to students with disabilities.

- 2.1.1 The University of Manitoba will use reasonable efforts to ensure that students with disabilities are considered for admission to programs for which they are

academically qualified; and have full and safe access to the educational process and learning environment (including but not limited to classes, laboratories, and workshops), the university campus, and university facilities and services.

2.1.2. The University will use reasonable efforts to offer reasonable accommodations in the delivery of academic programs and services to students with disabilities.

2.2 The Disability Services (DS) office is the centralized service for the University of Manitoba community. DS provides a focus for activity and expertise regarding disability-related accommodations within the University, and for liaison with outside organizations regarding accessibility issues, and programs and services for students with disabilities at the University of Manitoba. In providing accommodations, the DS office will:

2.2.1 request and evaluate appropriate medical documentation from students requesting assistance from DS and assign appropriate services to meet the needs of each student by adapting services, courses, and programs as feasible;

2.2.2. ensure that the University's criteria for academic excellence will not be compromised; and

2.2.3 inform the University community about the services available to students with disabilities through the DS office, and seek to ensure that such services are delivered in ways that promote equity, recognizing that performance is not inferior merely because it is different.

2.3 The University is responsible for maintaining the confidentiality of disability related information under *The Freedom of Information and Protection of Privacy Act (Manitoba)* and *The Personal Health Information Act (Manitoba)*, including limiting the distribution of that information to only those parties that require the information to determine appropriate accommodation.

2.4 The University expects that students, instructors and support staff will share the responsibility for the delivery of reasonable accommodations.

2.5. The University will foster a supportive University community by working to inform and educate community members about issues related to disabilities.

2.6. Students requesting accommodations are responsible to initiate contact with the DS office and make the nature of their disability and/or their needs known in a timely fashion. Where possible, students are requested to declare their needs to DS staff before or at the time they register for, or are admitted into, a program.

3.0 Accountability

3.1 The University Secretary is responsible for notifying the Vice President (Academic) and Provost that a formal review of this Policy is required.

3.2 The Vice President (Academic) and Provost is responsible for the communication, administration and interpretation of this policy.

4.0 **Secondary Documents**

4.1 The President or Vice President (Academic) and Provost may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 1, 2017.

5.2 In the interim, this Policy may be revised or rescinded if:
a) the Board of Governors' deems necessary; or
b) the Policy is revised or rescinded.

5.3 If this Policy 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 Policy; or
b) are in turn rescinded.

6.0 **Effect on Previous Statements**

6.1 This policy supercedes the following:

- a) all previous Board of Governors' polices, and resolutions on the subject contained herein;
- b) all previous administration policies and resolutions on the subject matter contained herein; and
- c) Policy 1211: Accessibility Policy for Students with Disabilities.[January 26, 1995]

7.0 **Cross References**

Cross References

[[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to: (1) Procedures: Accessibility for Students with Disabilities
(2) _____
(3) _____
(4) _____



UNIVERSITY OF MANITOBA PROCEDURE(S)

No. _____	Effective Date: _____
Title: <u>Accessibility for Students with Disabilities</u>	Review Date: _____
Approving Body: <input type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input checked="" type="checkbox"/> Administration (specify): <u>President</u>	
Authority: <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input checked="" type="checkbox"/> Policy [name and section#] <u>Accessibility for Students with Disabilities</u>	
Implementation: <u>President, delegated to the Vice-President (Academic) & Provost</u>	
Contact: <u>Vice-Provost (Student Affairs)</u>	
Applies to:	
<input type="checkbox"/> Board of Governors members	<input type="checkbox"/> External Parties _____ [Specify applicable employee organizations]
<input type="checkbox"/> Senate members	<input type="checkbox"/> Employees _____ [Specify applicable employee organizations and employment groups]
<input type="checkbox"/> Faculty/School Councils	
<input type="checkbox"/> Department Councils	
<input type="checkbox"/> Students	

1.0 Reason for Procedure(s)

- 1.1 The University of Manitoba strives to ensure an accessible learning and working environment and thereby is committed to providing reasonable accommodation of the needs of the person with documented disabilities.
- 1.2 The purpose of these procedures is to support an accessible learning environment where students with disabilities, who are admitted to the University of Manitoba, can gain access to all programs for which they are academically qualified.

2.0 Procedures

2.1 Definitions

- 2.1.1 Student(s) with a Disability(ies): Any students(s) registered with the Disability Services (DS) office following procedures as outlined in section 2.3.
- 2.1.2 Accommodations: A service provided through the DS office which allows the student access to programs at the University of Manitoba.
- 2.1.3 DS Advisor: DS staff responsible for providing direct service to students with disabilities.
- 2.1.4 Interpreter: DS Staff American Sign Language/English interpreter responsible for providing course-related interpretation.
- 2.1.5 Invigilator: DS Staff responsible for overseeing tests and exams written at DS.
- 2.1.6 Scribe/Reader: DS staff responsible for working one-on-one with a student to write on behalf of the student or read course-related information to the student.

2.1.7 Computerized Notetaker: DS staff responsible for providing in-class notetaking services on a computer for students who are hard of hearing or deaf.

2.2 Accommodations for Students with Disabilities

Students requesting disability-related accommodations are responsible to initiate contact with the DS office and make the nature of their disability and/or their needs known in a timely fashion. Where possible, students are requested to declare their needs to DS staff before or at the time they register for, or are admitted into, a program.

2.3 Registering with the DS Office

2.3.1 DS staff are available to assist both students and staff members if adaptations are necessary for students to accomplish academic goals. In order to facilitate appropriate accommodations of a student's disability related needs, DS requests that students with disabilities register with the office as soon as possible. (See Section 2.2)

2.3.2 Students registering with DS must provide the following information:

2.3.2.1 Name, contact information, student number

2.3.2.2 Documentation from an accredited health professional which should include:

- a) Name of diagnostician;
- b) Name of the diagnostic tests used;
- c) Date of the Clinical testing;
- d) How the disability will affect the student on campus, in classroom settings, and during test and exams;
- e) An indication of the duration of the student's period of disability;
- f) Recommendations of appropriate accommodations to be made for that student.

2.3.3 All personal information, including personal health information, shall be kept confidential in accordance with *The Freedom of Information and Protection of Privacy Act* (Manitoba) and *The Personal Health Information Act* (Manitoba).

2.3.4 Based on information provided by accredited health professional, expertise of DS staff, and standards for accommodations for similar disability types, DS will coordinate the implementation of appropriate and reasonable accommodations for students with disabilities.

2.3.5 Students must schedule a meeting with DS staff to discuss their accommodations and acquaint themselves with the with DS procedures. The following documents should be prepared by DS staff for each student as required:

- a) Instructor Letter (outlining individual needs for distribution to instructors); and
- b) Tests/Exams Particular Forms (to be completed for each test/exam).

2.3.6 As part of the registration process, students should be made aware of the Canada Study Grant program of funding.

2.4 The Canada Study Grant

- 2.4.1 All eligible students will be requested to complete an application for a Canada Study Grant or notify DS of ineligibility for the grant.
- 2.4.2 Upon receipt of a Canada Study Grant, any portion designated for services retained through the DS office at the University of Manitoba should be submitted to the DS office. A receipt will then be issued to the student for their records.

2.5 Priority Registration

- 2.5.1 Priority registration allows certain students to access the registration system before their scheduled registration date. Students may require priority registration for several reasons, including the need to schedule classes at certain times of the day, the need to know class requirements and times well in advance to order textbooks in alternate formats, or the need for staff to notify instructors of any necessary accommodations.
- 2.5.2 The date for priority registration is listed in The University of Manitoba Calendar as "Registration for students with disabilities".

2.6 ASL/Computerized Note-taking Interpretation

- 2.6.1 DS provides ASL/English interpretation and computerized note-taking to students who are Deaf or hard-of-hearing.
 - 2.6.1.1 Students must be registered at the University of Manitoba and DS.
 - 2.6.1.2 A meeting with the appropriate DS Advisor must be arranged to discuss interpreting needs, preferences and other accommodations through DS.
 - 2.6.1.3 A timetable must be provided immediately following acceptance into courses. The timetable must include the course names, numbers, slots, labs, locations, and professor names if available.
 - 2.6.1.4 Students are expected to adhere to University of Manitoba regulations regarding attendance in classes. Interpreters will wait, outside the class, fifteen minutes for late students for classes up to 90 minutes long. For classes longer than 90 minute interpreters will wait 30 minutes.
 - 2.6.1.5 Students may request interpreting services for any appointments they have at the University of Manitoba, for example, special lectures, administrative meetings, etc. DS must be provided with the following information: names of the people involved, date and time of the appointment, expected duration, location, general nature of the appointment and language preference (ASL, English-based signing, etc.) Students should provide as much advance notice as possible to increase the chances of finding available interpreters.
 - 2.6.1.6 Students who are Deaf or hard-of-hearing may choose to write their tests or exams in the class or with the DS office. If they would like to write in DS they must follow the appropriate procedure for booking tests and exams (see Section 2.11).
 - 2.6.1.7 Interpreting services are provided to all students who require them, regardless of the personal resources of the student. Some

students may choose to apply for external funding to supplement the provision of these services on campus.

2.7 Textbooks in Alternate Form

2.7.1 Textbooks can be ordered in alternate format for students who are blind, visually impaired, or have a print disability such as dyslexia or other learning disability. Texts are supplied by Special Material Services, Government of Manitoba.

2.7.2 Students must be registered with Alternate Format Services and with Reading for the Blind & Dyslexic in order to receive this service. Once registered, students can either deal directly with Alternate Format Services or can order books through the DS office. If the student wants DS to order the books on their behalf, they must provide their book list three months in advance to allow for delivery or production of books.

2.7.3 Texts are available in Braille, electronic format, large print, or audio format. Students may need a 4-Track Tape Player in order to listen to the audiotapes. DS has a number of these machines, and loans them to students.

2.8. On-Campus Transportation

2.8.1 The University of Manitoba operates a wheelchair accessible van. Students with mobility disabilities may use the transit service to and from their classes on campus. Rides must be booked in advance, through the DS office.

2.8.1.1 Students must contact DS (in advance) with the following information:

- a) Name, student number, phone number
- b) Schedule for rides (i.e. pickup and drop off times);
- c) Location preference (i.e. the door that is preferred); and
- d) Equipment used (i.e. wheelchair, crutches, cane etc.)

2.8.2.2 DS staff will contact Physical Plant dispatch office in order to arrange for transportation.

2.8.2.3 Students are responsible to report any changes in their schedules to the DS office as soon as they occur. If a student consistently misses a rides, they will be removed from the transportation schedule.

2.9 Lift Keys

Several elevators and lifts at the University of Manitoba campus require key access. DS signs out keys to students or visitors to campus.

2.10 Classroom Accommodations

2.10.1 Instructor Letters

As soon as students are registered for courses, DS sends a letter to each of their instructors. The letter informs the instructor that the student is registered with DS and the instructors are invited to an information session regarding the provision of accommodations to students with disabilities.

2.10.2 Special equipment in the classroom

2.10.2.1 DS has an inventory of adaptive equipment that can be placed in classrooms for students use. This equipment includes ergonomic chairs, podiums, height adjustable tables, tape recorders, and in some cases, video equipment. Students must contact DS to arrange for this equipment, and must provide room numbers and the times the equipment is needed. DS staff will contact Physical Plant to have the equipment transferred to the classroom.

2.10.2.2 In some cases, equipment has been shared between the University of Manitoba, University of Winnipeg, and Red River College. This is done on a case-by-case basis and is arranged by the Coordinator of each institution.

2.10.3 Volunteer Note-Takers

2.10.3.1 Students whose disability makes it difficult for them to take notes in class can be provided with Volunteer Note-Takers in their classes upon request. An announcement is made on behalf of the student asking for volunteers. The student is not pointed out, and in some cases the student remains anonymous and notes will be dropped off at the DS office under a code name. If the student wishes, they can arrange to share notes from someone else in the class on their own.

2.10.3.2 DS allows any student registered with the office to use the photocopier free of charge. Students and/or their note-takers can copy notes in the DS during office hours. If a student is unable to get to the DS office during regular office hours, DS can arrange to purchase a copy card for the student to use elsewhere on campus.

2.11 Test and Exam Accommodations

2.11.1 Scheduling Tests/Exams

2.11.1.1 Students who wish to access test or exam accommodations should contact DS at least two weeks in advance in order to book the test/exam and to receive a Test/Exam Form.

- a) Students must provide DS with the following information:
 - i) Title of the course and course number;
 - ii) Time slot (include time and day of week);
 - ii) Professor name and phone number;
 - iv) Date of the test/exam; and
 - v) Time of test/exam,
- b) Students must then contact their instructor and ask them to fill out the Test/Exam Form completely. Students should encourage the Instructor to read the entire particular form and to fill the form completely. It is very important to be able to contact the Instructor before, during and after the exam time in the event that the student, (who is writing in the DS office), has a question.

2.11.2 Acquiring Tests and Exams

2.11.2.1 The Instructor (or their designate) is expected to bring the test or exam to the DS office prior to the scheduled start time. During

Final Examination periods, the Registrar's Office (RO) prints some of the exams. In a course where the RO prints the exam DS will retrieve the exam from the RO and in that case, the Instructor does not need to deliver the exam to the DS office.

- 2.11.2.2 DS will contact the Instructor one or two days before the scheduled test/exam to remind them to provide a copy of the test/exam to the office.
- 2.11.2.3 Test and Exams shall be kept in a locked drawer until they are written. Completed tests/exams shall be sealed, stamped and filed in the office for pickup by the Instructor or their designate.

2.11.3 Invigilating Tests and Exams at DS

- 2.11.3.1 DS adheres to the regulations for invigilating tests and exams as set out in the University of Manitoba General Academic Regulations and Requirements Section 4.2 "Examination", Policy: Examination Regulations. Except when special permission has been granted by the instructor, students are expected to complete their tests/exams during the same time slot as their classmates. The University of Manitoba Examination Regulations permit a student to arrive up to thirty minutes late for a regularly scheduled examination. To safeguard examination security, students writing with DS must arrive within thirty minutes of the scheduled start time, and must remain for thirty minutes from the start time of the regularly scheduled test/exam.
- 2.11.3.2 Students shall be closely supervised at all times while writing tests/exams. If students have questions for their professors, DS staff will try to contact the instructor by phone or by walking to the room where the exam is being written. Instructors are encouraged to visit the DS office during the exam in case of questions.

2.11.4 Use of Readers and Scribes

Readers and Scribes are staff in DS who provide assistance for students with reading, writing, or typing their tests, exams, and assignments. Reading and scribing takes place in many different forms, including reading exam questions, typing test answers onto a computer, filling in a bubble sheet for a student, etc. Readers and Scribes must record the student's answers word-for-word. They do not interpret or re-word the exam questions or the student's answers.

- 2.12 The University of Manitoba cannot guarantee accommodations and may be required to alter the level and/or type services and accommodations it provides without breaching its legal obligation under this policy.

2.13 Working with Faculty

DS staff are available to Faculties, Schools and Departments, and individual Instructors for consultation regarding accommodations for students with disabilities. DS can provide informational workshops, handouts, feedback, on course outlines and evaluation methods, and informal advice on accommodating particular students.

2.14 Challenging/Disagreeing with Proposed Accommodations

DS staff have expertise in reviewing professional documentation and determining appropriate accommodations for students registered at DS. If a proposed accommodation is considered to compromise the academic integrity of a course or program of study, Faculty members or students may contact the Coordinator of DS to discuss the area of concern. If the matter is not resolved at this level, a referral to the Director of Student Advocacy and Resource Services shall be made. If the matter requires further consideration, either the Director of Student Advocacy and Resource Services or the faculty representative or student may refer the matter to the Executive Director, Student Services for resolution.

3.0 Accountability

3.1 The University Secretary is responsible for advising the Vice-President (Academic) and Provost that a review of the Procedure is required.

3.2 The Vice-President (Academic) and Provost is responsible for the communication, administration and interpretation of these procedures.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for Procedures are January 1, 2017.

4.2 In the interim, these Procedures may be revised or rescinded if:
(a) the Vice-President (Academic) and Provost deems necessary; or
(b) the relevant Policy is revised or rescinded.

4.3 If these procedures are revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
(a) comply with these revised procedures; or
(b) are in turn rescinded.

5.0 Effect on Previous Statements

5.1 These Procedures supersede the following:
(a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
(b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
(c) Policy: Accessibility for Students with Disabilities [January 26, 1995]

6.0 Cross References

Cross referenced to: (1) Policy: Accessibility for Students with Disabilities
(2) Respectful Work and Learning Environment Policy and Procedures
(3) Examination Regulations
(4) _____



AGENDA ITEM: Policy and Procedures on Chairs and Professorships

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve Policy on Chairs and Professorships [as recommended by Senate December 3, 2008].

Action Requested: Approval (Policy) Discussion/Advice Information (Procedures)

CONTEXT AND BACKGROUND:

The attached policy and procedures combines the existing Policies on Chairs and Professorships and the Naming of Chairs and Professorships, will updating the policy language and separating policy matters from procedural matters.

The Policy on Chairs and Professorships is being submitted for approval by the Board. The Procedures are for the information of the Board.

RESOURCE REQUIREMENTS:

N/A

IMPLICATIONS:

The separation of policy and procedures documents allows for changes to the procedure document to be made administratively.

ALTERNATIVES:

N/A

CONSULTATION: *[delete if not applicable]*

These documents were developed with the cooperation of the Vice-President (Academic) and Provost, the Vice-President (Research) and the Vice-President (External). The University of Manitoba Faculty Association (UMFA) was provided an opportunity to comment on the proposed Policy and Procedures.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
x	x	Senate Executive	November 19, 2008
x	x	Senate	December 3, 2008

Senate

Submission prepared by:

Submission approved by: University Secretary.

Attachments

- Policy on Chairs and Professorships (for approval)
- Procedures on Chairs and Professorships (for information)

UNIVERSITY OF MANITOBA POLICY

No. _____	Effective Date: _____
Title: <u>Chairs and Professorships</u>	Review Date: _____
Approving Body: <input checked="" type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input type="checkbox"/> Administration (specify): _____	
Authority <input checked="" type="checkbox"/> <i>University of Manitoba Act</i> Section # 16(1)b _____ <input type="checkbox"/> Other Legislation [name and section #] _____ <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation _____	
Implementation: <u>President, delegated to the Vice-President (Academic) & Provost</u> Contact: <u>Vice-President (Academic) & Provost</u>	
Applies to: <input type="checkbox"/> Board of Governors members <input type="checkbox"/> External Parties _____ <input type="checkbox"/> Senate members [Specify applicable external parties] <input type="checkbox"/> Faculty/School Councils <input type="checkbox"/> Employees <input type="checkbox"/> Students [Specify applicable employee organizations and employment groups] _____	

1.0 Reason for Policy

The University continually seeks to develop and enhance its academic programs and activities. To this end, it welcomes external funding from donors that will assist the University in discharging its academic responsibilities. The establishment of Chairs or Professorships is one way in which this may be achieved.

The University is committed to the tradition and importance of Chairs and Professorships as a means of developing, recognizing and promoting academic programs and fields of study that are consistent with the University's mission and scholarly objectives. To this end, it has developed a policy and attendant procedures governing the establishment of Chairs and Professorships.

2.0 Policy Statement

2.1 This policy and its attendant procedures pertain to sponsored academic appointments where the appointees are selected by a process that is internal to and determined by the University. It does **not** pertain to academic appointments where the appointee is selected by other means (e.g. those that are underwritten by the national granting agencies). It also does **not** apply to visiting professorships.

2.2 This policy applies to all new initiatives and shall have no retroactive application, that is, it shall not apply to Chairs and Professorships that were established before the approval of this policy. Such Chairs and Professorships shall be governed by the policy in place at the time of their establishment. If, however, a previous gift becomes sufficient to change, for example, a Professorship to a Chair, this change shall be made in accordance with this policy.

2.3 Purpose, Definitions and Criteria

2.3.1 Chairs and Professorships are established to advance the University's academic goals and objectives.

2.3.2 The primary distinction between Chairs and Professorships is the extent of external funding that is available to support the appointment.

2.3.2.1 A **Chair** normally must, at its establishment, be fully funded from sources outside of the University's regular operating budget. The funding for a Chair normally must be sufficient to cover the full salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support.

2.3.2.2 A **Professorship** normally must, at its establishment, be partially funded from sources outside of the University's operating budget. The funding for a Professorship normally must be sufficient to cover at least 20 percent of the salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support.

2.3.3 For Chairs and Professorships, funds may be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts.

2.3.4 From their inception, Chairs and Professorships shall normally be attached to a department, faculty, school, college, centre or institute of the University. Accordingly, the goals of the Chair or Professorship shall be consistent with those of the unit to which it is attached.

2.3.5 The establishment of a Chair or Professorship normally shall not be tied to the appointment of a particular individual.

2.3.6 Individuals appointed to Chairs and Professorships normally shall have academic qualifications commensurate with an appointment at the rank of Professor.

2.3.7 The initial term of appointment of Chairs and Professorships shall be three to five years. If the renewal of an appointment is permitted, such renewal is subject to a successful performance review and the availability of funds.

2.4 Value of Chairs and Professorships

2.4.1 From time to time, normally for a three-year period or for the period of a capital campaign, the University President shall determine minimum values for any and all newly established Chairs and Professorships. These values shall be based on the requirements of this policy, as stipulated in the definitions of Chairs and Professorships (see sections 2.3.2.1 and 2.3.2.2).

2.4.2 Nothing in this section will prevent a unit from augmenting the support provided to a Chair or Professorship under 2.4.1 above.

2.5 Joint Chairs or Professorships

2.5.1 A Chair or Professorship may be established jointly by the University and another

university, an institution affiliated with the University (including teaching hospitals) or a research institute.

- 2.5.2 Such joint Chairs and Professorships shall be established on terms jointly agreed to by the parties. In such cases, funds may be held either by the University or by the other party, or both.

2.6 Establishment of Chairs and Professorships

- 2.6.1 All proposals for the establishment of Chairs and Professorships shall be considered by Senate and, following recommendation by Senate, by the Board of Governors. In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University's research programs, the Senate Committee on University Research shall recommend to Senate.

2.7 Naming of Chairs and Professorships

- 2.7.1 Should the University wish to honour a donor(s) or at the request of a donor(s), Chairs and Professorships may be formally named.
- 2.7.2 The underlying principle of any naming is that both the person(s) or organization(s) for which the Chair or Professorship will be named and the University should be honoured by the naming of the Chair or Professorship.
- 2.7.3 The name may refer to a foundation, individual, family or similar unit, or to a respectable commercial or business unit.
- 2.7.4 If a Chair or Professorship is being named in recognition of a donor(s), the gift received relative to the Chair or Professorship must represent a significant contribution to the minimum value required to establish a Chair or Professorship as defined in section 2.4.1. The President shall determine the significance of any gift relative to the naming of a Chair or Professorship.
- 2.7.5 The autonomy of the University and the academic freedom of the professoriate to which the University of Manitoba is committed shall be safeguarded at all times. The attribution of a name does not imply or confer any involvement or oversight into the operations of the University or any of its units.
- 2.7.6 It is the University's intention to respect the Donor's intent. If, however, circumstances change so that the entire amount of the gift is not received by the University in due course, the University may, at its option, remove the Donor's name from the Chair or Professorship, or any part therein or thereon where the Donor's name appears, and/or reduce the name or form of recognition set out herein and/or offer the Donor an alternate naming opportunity and benefits commensurate with the Donor's level of giving.
- 2.7.7 In the event that a program change affects the naming and form of recognition, the University will inform the Donor if possible, and the University and the Donor will consult as to options available at that time.
- 2.7.8 Ultimate authority to accept or decline any naming proposal at the University of Manitoba rests with the Board of Governors.
- 2.7.9 Ultimate authority to discontinue the named Chair or Professorship rests with the Board of Governors.
- 2.7.10 Notwithstanding any other provisions of this policy, no naming will be approved or

existing naming be continued, that will call into serious question public respect for the University.

2.8 Disestablishment of Chairs or Professorships

2.8.1 Chairs and Professorships may be disestablished by mutual agreement of the University and the donor(s).

2.9 Procedures

2.9.1 To give effect to this policy, the University shall establish certain mechanisms. These mechanisms shall include an articulation of:

- a. procedures for the establishment of Chairs and Professorships;
- b. procedures for the selection and appointment of individuals to Chairs and Professorships;
- c. procedures for the naming of Chairs and Professorships;
- d. responsibilities of individuals appointed to Chairs and Professorships; and
- e. requirements regarding the review of the performance of individuals appointed to Chairs and Professorships, and the administrative and financial arrangements of Chairs and Professorships.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.

4.0 Secondary Documents

4.1 The President may approve Procedures which are secondary to and comply with this Policy.

5.0 Review

5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 1, 2019.

5.2 In the interim, this Policy may be revised or rescinded if:
(a) the Approving Body deems necessary; or
(b) the relevant Bylaw, Regulations or Policy is revised or rescinded.

5.3 If this Policy 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 Policy; or
(b) are in turn rescinded.

6.0 Effect on Previous Statements

6.1 This Policy supersedes:
(a) Policy: Chairs and Professorships, approved May 23, 1993 and amended June 22, 2000.
(b) Policy: Naming Chairs and Professorships, approved January 6, 1982 and amended September 6, 1990.

7.0 Cross References

Cross References

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to (1) Procedures, Chairs and Professorships (3) _____

(2) _____ (4) _____



UNIVERSITY OF MANITOBA PROCEDURE(S)

No. _____	Effective Date: _____
Title: <u>Chairs and Professorships</u>	Review Date: _____
Approving Body: <input type="checkbox"/> Board of Governors <input type="checkbox"/> Senate <input checked="" type="checkbox"/> Administration (specify): <u>President</u>	
Authority: <input type="checkbox"/> Bylaw [name and section #] _____ <input type="checkbox"/> Regulation [name and section #] _____ <input checked="" type="checkbox"/> * Policy [name and section#] Chairs and Professorships, s. 4.1 _____	
Implementation: <u>President, delegated to the Vice-President (Academic) & Provost</u>	
Contact: <u>Vice-President (Academic) & Provost</u>	
Applies to:	
<input type="checkbox"/> Board of Governors members	<input type="checkbox"/> External Parties _____
<input type="checkbox"/> Senate members	[Specify applicable employee organizations]
<input type="checkbox"/> Faculty/School Councils	<input type="checkbox"/> Employees _____
<input type="checkbox"/> Department Councils	[Specify applicable employee organizations and employment groups]
<input type="checkbox"/> Students	

1.0 Reason for Procedure(s)

To give effect to the Policy: Chairs and Professorships, these procedures articulate certain mechanisms, including:

- a) procedures for the establishment of Chairs and Professorships;
- b) procedures for the selection and appointment of individuals to Chairs and Professorships;
- c) procedures for the naming of Chairs and Professorships;
- d) responsibilities of individuals appointed to Chairs and Professorships; and
- e) requirements regarding the review of performance of individuals appointed to Chairs and Professorships, and the administrative and financial arrangements of Chairs and Professorships.

2.0 Procedure(s)

2.1 Establishment of Chairs or Professorships

- 2.1.1 The initiative to establish a Chair or Professorship may come from a department, faculty, school, college, centre or institute of the University, from the President, a Vice-President or from a prospective donor(s).
- 2.1.2 Confidential discussions with a prospective donor(s) may precede the development of a formal proposal to establish a Chair or Professorship.
- 2.1.3 A formal proposal for the establishment of a Chair or Professorship shall normally be made by the head of the unit to which the Chair or Professorship will be attached. All such proposals shall have the approval of the relevant dean or director, where applicable, and the Vice-President (Academic) and Provost. In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University's research programs, the Vice-President (Academic) and Provost shall consult with the Vice-President (Research) in assessing the

proposal. The proposal shall indicate:

- a) the type of appointment (Chair, Professorship);
- b) the name of the Chair or Professorship;
- c) the purpose and objectives of the Chair or Professorship;
- d) the relationship of the goals of the Chair or Professorship to those of the proposing unit;
- e) the method by which the Chair or Professorship will be funded;
- f) the general and specific required academic qualifications of the candidates or nominees;
- g) the term of the appointment, including, where applicable, provisions for reappointment; and
- h) any other provisions unique to the Chair or Professorship.

2.1.4 All proposals for the establishment of Chairs and Professorships shall be considered by Senate and, following recommendation by Senate, by the Board of Governors. In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University's research programs, the Senate Committee on University Research shall recommend to Senate.

2.2. Naming of Chairs and Professorships

- 2.2.1 Proposals for the naming of a Chair or Professorship to honour an individual or at the request of a donor shall be submitted to the Senate Committee on Honorary Degrees for recommendation to Senate.
- 2.2.2 The Senate Committee on Honorary Degrees will recommend to Senate on the specific form of the name for the Chair or Professorship.

2.3 Selection and Appointment of Chairs or Professorships

- 2.3.1 The selection and appointment of an individual to a Chair or Professorship shall be conducted in accordance with normal University policy (including Policy: Appointment of Academic Staff) and/or the provisions of the relevant Collective Agreement (except as provided in section 2.3.2).
- 2.3.2 Notwithstanding the provisions of Policy: Appointment of Academic Staff, in cases where it is proposed that a member of the University's full-time (including G.F.T.) academic staff be appointed to a Chair or Professorship, such an appointment may be made without a search with the approval of the Vice-President (Academic) and Provost, normally on the recommendation of the unit head and, where appropriate, the dean or director.
- 2.3.3 Nothing in sections 2.3.1 and 2.3.2 will be deemed to prevent the University or the relevant unit of the University from providing an opportunity for consultation with the donor(s), or their representative(s). Responsibility for the appointment of individuals to Chairs and Professorships, however, rests solely with the University.
- 2.3.4 Appointees to Chairs and Professorships may be granted tenured, probationary, term or contingent appointments, as approved by the Board of Governors.
- 2.3.5 Appointees to Chairs and Professorships normally shall be full-time employees of the University (except for Joint Chairs or Professorships).

2.4 Responsibilities of Appointees to Chairs and Professorships

- 2.4.1 The specific duties and responsibilities of appointees to Chairs and

Professorships shall be stated in a formal letter of offer.

- 2.4.2 While Chairs and Professorships may allow for a greater concentration on research, scholarship and creative works than that afforded by a regular academic appointment, a reasonable commitment to teaching is expected of all appointees to Chairs and Professorships.
- 2.4.3 During the first year of the appointment, appointees to Chairs and Professorships shall normally be required to give a public lecture. The scheduling and announcement of such lectures shall normally be coordinated by the relevant unit head, in collaboration with the University's Department of Public Affairs.
- 2.4.4 Appointees to Chairs and Professorships shall report annually, in the same manner as other faculty, to their unit head. Holders of Chairs and Professorships shall furnish an annual report of activities to the unit head, the dean or director, where applicable, and the Vice-President (Academic) and Provost. In the case of Chairs and Professorships that are primarily intended to enhance the University's research programs, an annual report of activities shall also be provided to the Vice-President (Research).

2.5 Review of Chairs and Professorships

- 2.5.1 The performance of appointees to Chairs and Professorships shall be reviewed in the same manner as other members of faculty.
- 2.5.2 If appointment renewal is permitted, the unit head or, where applicable, the dean or director is responsible for initiating and coordinating a timely reappointment review process. The resulting recommendation on reappointments shall be reported to the Vice-President (Academic) and Provost.
- 2.5.3 The administrative and financial arrangements pertaining to a Chair or Professorship shall be reviewed on a periodic basis but not less than every five years. The unit head or, where applicable, the dean or director is responsible for initiating and coordinating this review. The results of this review shall be reported to the Vice-President (Academic) and Provost.

3.0 Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

4.0 Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are January 1, 2019.
- 4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:
 - (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 These procedures supersede:

- (a) Policy: Chairs and Professorships, approved May 23, 1993 and amended June 22, 2000.
- (b) Policy: Naming Chairs and Professorships, approved January 6, 1982 and amended September 6, 1990.

6.0 Cross References

Cross References

[Indicate names and numbers of other specific Governing Documents which should be cross referenced to this Governing Document. Include section # of other Governing Documents if appropriate.]

Cross referenced to: (1) Policy: Chairs and Professorships (3) _____

(2) _____ (4) _____



AGENDA ITEM: Proposal for a Post-Baccalaureate Diploma for the Internationally Educated Engineers Qualification Program (IEEQ) in the Faculty of Engineering

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the proposal for the Post-Baccalaureate Diploma for the Internationally Educated Engineers Qualification Program in the Faculty of Engineering [as recommended by Senate December 3, 2008].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

All new programs require approval of the Board of Governors prior to being submitted to the Council on Post-Secondary Education (COPSE).

The IEEQ Program has been developed to serve the needs of immigrants whose professional education does not meet the requirements for registration as a Professional Engineer in Canada and to address a shortage of professionally trained engineers in the Province of Manitoba. This program has been operating as a pilot project since 2003.

The IEEQ Program provides an educational resource to ensure quality professional practice and to expedite the credentialing process for internationally-educated engineers. It has been designed to provide an effective means to assist engineers whose training was taken in countries other than Canada to meet licensing requirements of the Association of Professional Engineers and Geoscientists of Manitoba (APEGM), the licensing body for engineers in Manitoba.

Projected enrolments:

2008/2009	14-16 students
2009/2010	20-25 students
2010/2011	30 students
2011/2012	40 students
and beyond	

RESOURCE REQUIREMENTS:

One time costs: \$419,500 to be disbursed between 2007 and 2010
Ongoing costs: \$1,039,00 annually.

Annual costs would include 7 FTE Program staff (1 Academic Coordinator and 6 academic staff) and 1 FTE administrative/support staff as well \$200,000 in material and supply costs.

COPSE has, via letter to the President, committed to funding this program once it is approved and implemented.

IMPLICATIONS:

The proposed program will formalize and simultaneously expand a very effective pilot project conducted by the Faculty of Engineering in collaboration with the APEGM to meet the needs of increasing numbers of immigrants to Manitoba.

ALTERNATIVES:

N/A

CONSULTATION: *[delete if not applicable]*

Consultation for the development and implementation of the pilot phase of IEEQ occurred with the Association of Professional Engineers and Geoscientists of Manitoba (APEGM), a formal partner in the delivery of IEEQ.

In addition, employers throughout the private and public sectors have supported the IEEQ Program through its pilot phase (2003-2007) by providing paid co-op placements to its participants.

Immigrant serving agencies and language training programs are committed to providing exposure and referrals to the program.

Engineers Canada has endorsed the IEEQ Program as addressing 5 of 17 recommendations in its multi-phase *From Consideration to Integration* project, aimed at streamlining the professional licensing and integrations processes for international engineering graduates in Canada.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
x	x	SPPC	October 20, 2008
x	x	Senate Executive	November 19, 2008
x	x	Senate	December 3, 2008
		Senate	

Submission prepared by:

Submission approved by: University Secretary.

Attachments

- Report of the Senate Planning & Priorities Committee [dated October 20, 2008]
- Program Proposal

Report of the Senate Planning and Priorities Committee on the Proposal for a Post-Baccalaureate Diploma for the Internationally-Educated Engineers Qualification Program (IEEQ) in the Faculty of Engineering

Preamble:

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the website at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.htm, wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs.
2. The Faculty Council of Engineering has approved the Proposal for a Post-Baccalaureate Diploma for the Internationally-Educated Engineers Qualification Program (IEEQ).
3. The Faculty Council of Engineering recommends that Senate approve the Proposal for a Post-Baccalaureate Diploma for the Internationally-Educated Engineers Qualification Program (IEEQ)

Observations:

1. This proposed IEEQ Program has been developed to serve the needs of immigrants whose professional education does not meet the requirements for registration as a Professional Engineer in Canada and to address a shortage of professionally trained engineers in the Province of Manitoba. The IEEQ Program provides an educational resource to ensure quality professional practice and to expedite the credentialing process for internationally-educated engineers. It has been designed to provide an effective means to assist engineers whose training was taken in countries other than Canada to meet licensing requirements of the Association of Professional Engineers and Geoscientists of Manitoba (APEGM), the licensing body for engineers in Manitoba. The proposed program will formalize and simultaneously expand a very effective pilot project conducted by the Faculty of Engineering in collaboration with the APEGM to meet the needs of increasing numbers of immigrants to Manitoba.
2. The committee noted that the Program will require a significant addition of new funds to fully implement the proposed program. This would include 7 FTE Program staff (1 Academic Coordinator and 6 academic staff) and 1 FTE administrative/support staff as well \$200,000 in material and supply costs. In short, IEEQ program requires baseline funding (for academic and support staff and other operating costs) of \$1,039,000 annually once the program has achieved a steady state. The committee also noted that proposal documentation indicated that COPSE has, via letter to the President, committed to funding this program once it is approved and implemented.
3. The committee observed that the proposed new IEEQ Program would require no additional space. It will be accommodated using existing infrastructure and space.

4. The committee noted that the proposal provided documentation which indicated that the University of Manitoba Libraries has reviewed the library resource needs for the proposed program. The Director of Libraries' report indicated that there are no library implications regarding the Program since the Engineers in Residence hired for this Program will teach engineering courses that exist already. The students in this program will be using existing resources in place for the undergraduate and graduate engineering programs.

Recommendations:

SPPC recommends THAT: Senate approve and recommend to the Board of Governors that it approve the introduction of a Post-Baccalaureate Diploma for the Internationally-Educated Engineers Qualification Program (IEEQ). The Senate Committee on Planning and Priorities recommends that the Vice-President (Academic) not implement the program until he is satisfied that there would be sufficient space and new funding to support the ongoing operation of the program.

Respectfully submitted,

Norman Hunter, Chair
Senate Planning and Priorities Committee

THE FORMAL PROGRAM PROPOSAL

Institution Submitting the Formal Program Proposal:

The University of Manitoba

Title of Proposed Program:

Internationally-Educated Engineers Qualification Program (IEEQ)

Faculty/Department in which the Proposed Program will be located:

Faculty of Engineering, Dean's Office

Name of Person(s) responsible for the Program:

Dr. M.G. (Ron) Britton, P.Eng., Associate Dean (Design)

Credential to be Offered:

Post-Baccalaureate Diploma

Date of Program Implementation:

as soon as possible

President's/Rector's Signature

Date

Date Received by Council on Post-Secondary Education: _____

SECTION 1 Program Description

1. Describe the program, including each area of concentration, as it would appear in a catalogue.

The Faculty of Engineering offers the IEEQ Program to serve international engineering graduates (IEGs) pursuing foreign credentials recognition with the Association of Professional Engineers & Geoscientists of Manitoba (APEGM), the regulatory/licensing body for engineering in Manitoba. Through the IEEQ Program, IEGs

- meet requirements for academic qualification with APEGM and, upon successful completion of IEEQ program requirements, are registered with APEGM as a Member-in-Training and;
- earn a Post-baccalaureate Diploma from the University of Manitoba.

Requirements for admission to the IEEQ Program include:

- A completed *Assessment of Academic Credentials* with APEGM, with a result of five or fewer assigned Confirmatory Exams required for academic qualification;
- Permanent Resident or Canadian Citizen status; and,
- English language proficiency to benchmark level 8 on the Canadian Language Benchmarks.

Program entrance is in September of each year. Classes take place on the University of Manitoba campus during daytime hours, Monday through Friday, and co-op work terms take place in local industry. The expected time for full-time students to complete the program is 12 months.

The IEEQ Program can accept applicants whose Confirmatory Exam assignments correspond to one of the six (6) accredited undergraduate engineering programs offered in the Faculty of Engineering. These programs are: Biosystems Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Manufacturing Engineering, and Mechanical Engineering.

Further information on the program is available through the Faculty of Engineering's webpage: <http://umanitoba.ca/engineering/ieeq>

The post-baccalaureate diploma consists of a minimum of 24 credit hours of coursework. The exact number of credit hours required to be completed in the post-baccalaureate diploma will be determined by the IEEQ Director and will vary according to the number of Confirmatory Exams assigned by APEGM. The requirements for completion in the IEEQ Program vary from a minimum of four courses (4) courses (10 credit hours) to a maximum of nine (9) courses (31 credit hours). Transfer credit provisions may be used to meet the minimum of 24 credit hours required.

Internal note:

Minimum program in IEEQ:

Engineering Economics CIVL 4050 – 3 cr.hr.

Practicing Prof Eng in Manitoba ENG 4010 – 3 cr.hr

Co-op work term ENG 4012 – 1 cr.hr

One technical course – 3 cr.hr. (min)

Total minimum program: 4 courses or 10 cr.hrs.

Maximum program in IEEQ:

Engineering Economics CIVL 4050 – 3 cr.hr.

Practicing Prof Eng in Manitoba ENG 4010 – 3 cr.hr

Co-op work term ENG 4012 – 1 cr.hr

Six technical courses – 4 cr.hr (max) x 6 = 24 cr.hr.

Total maximum program: 9 courses or 31 cr.hrs.

2. Where possible, list the courses (title, number, semester credit hours, and catalogue description) that would constitute the requirements and other components of the proposed program. Indicate which courses are currently offered and which will be new.

The required course work for the post-baccalaureate diploma consists of

- New course: ENG 4010 *Practicing Professional Engineering in Manitoba* Cr.Hrs.3. An introduction to the practice of professional engineering in Manitoba, including culture, professional organization and regulation, employability aspects, engineering ethics and law. Pre-requisite: enrolled in the IEEQ Program.
- New course: ENG 4012 *IEEQ Cooperative Education Assignment* Cr.Hrs.1. Professional work assignment in business, industry, or government for cooperative education students in the IEEQ Program. Requires submission of a written report covering the work completed during the minimum 16-week work period. (Pass/Fail grade only). Prerequisite: enrolled in IEEQ Program with 80% of courses complete, including ENG 4010; good academic standing.
- Existing courses:
 - CIVL 4050 *Engineering Economics* Cr.Hrs.3. Introduction to engineering economics. Time value of money and discounted cash flow calculations. Comparing alternatives. Replacement analysis and life-cycle costing. Public sector engineering economy studies. Private sector engineering economy studies. Before- and after-tax analysis. Applications in cost-estimating. Applications in asset management systems. Basic accounting. Accommodating capital limitations. Dealing with inflation. Dealing with risk and uncertainty.
 - Between one (1) and six (6) courses at the 3000 and 4000 level in the student's respective engineering discipline, selected to correspond with the Confirmatory Exam topics assigned by APEGM and selected from the existing courses offered in the Faculty of Engineering undergraduate programs. Courses are selected in consultation with IEEQ staff and subject to approval by APEGM.

Additionally, IEEQ students will be required to spend a specified number of hours with a Language & Communication Consultant, in order to continue to enhance their English language communication competencies.

3. Outline the educational objectives of the program.

The educational objectives of the program are to:

- Provide formal recognition of foreign credentials and eligibility for professional licensure for IEGs with APEGM, the regulatory/licensing body for engineering in Manitoba;
- Provide IEGs an opportunity to obtain a formal Canadian university credential in the form of a post-baccalaureate diploma.

4. Describe the expected learning outcomes in terms of skills, knowledge, attitudes or other attributes which students will accrue as a result of their involvement in the proposed program.

The expected outcomes of the IEEQ program include:

- Upgrading and/or specialization of engineering knowledge and skills in the participant's respective engineering discipline, and integration of English vocabulary and North American codes and standards in use in the respective engineering discipline;

- Orientation of participants to the culture and ethics of the engineering profession;
- Enhancement of networking skills, increased professional contacts, and increased IEG contacts through participation in professional networking opportunities in the program;
- Increased competence in English language communication in technical and professional contexts;
- A minimum of four months of professional engineering experience in Canada and first-hand understanding of the Canadian professional engineering workplace; and,
- All of the above outcomes support an overall outcome of enhanced long-term employability and career development opportunities for IEEQ graduates.

5. If applicable, describe any selective admissions policy or specific criteria for students selecting this as a major field of study.

Admissions criteria include:

- A completed *Assessment of Academic Credentials* from APEGM, with an outcome of five or fewer Confirmatory Exams assigned to the applicant;
- Permanent Resident or Canadian Citizen status;
- English language proficiency demonstrated by a score of eight (8) in all four competency areas tested on the Canadian Language Benchmarks test.

6. Describe the extent to which this program is central to the institutional mission and planning priorities of the campus.

The University of Manitoba aims to not only educate students, but also facilitate their entry into the labour market and secure rewarding and satisfying careers. In addition, the University of Manitoba is actively involved in the credentials recognition processes of foreign-trained professionals, with existing programs in dentistry, agriculture, education, and medicine. This proposed program reflects both of these priorities of the institution.

7. If a similar program exists or is in the process of being developed elsewhere in the province, describe the similarities or differences in the credential to be awarded, the area(s) of specialization, and the specific academic content of the program or course of study.

No similar program is in the process of being developed in the province.

SECTION 2 Market Need and Market Demand for the Program

1. Where possible, state the specific local or provincial needs for graduates of the proposed program for the next 3 to 5 years. This should include projections of both ongoing and future demand in regions throughout Manitoba; as well as evidence and supporting data of market need for the program.

General labour force trends⁽¹⁻⁴⁾

- Between 1991 and 2001, immigrants represented 70% of net labour force growth, and are expected to represent 100% of net labour force growth in Canada by 2011.
- The Canadian workforce is aging, the near-retirement population is growing, and unprecedented international competition is driving industry to be innovative and build up a skilled workforce.

- Skill shortages are consistently ranked among the most serious concerns of private- and public-sector managers and labour leaders.

In sectors that employ significant numbers of engineers⁽⁵⁻⁷⁾

- Unemployment rates in engineering have been consistently below the national average: while the national unemployment rate varied between 7% and 11% between 1987 and 2002, the engineering unemployment rate exceeded 5% in only one year.
- The Canadian Manufacturers and Exporters 2005 Management Issues Survey cited shortages of skilled personnel as a key strategic challenge and a major constraint on performance improvement, innovation, and overall growth potential. Eighteen percent of companies cited difficulties in finding engineers.
- The Canadian Electricity Association expects 45% of current staff to retire by 2014 and observes a decline in enrollments in university and college enrollments that prepare students for careers in the electricity sector.
- The City of Winnipeg, who employs a significant number of engineers in Manitoba, cites an increased demand for engineers

Information from the engineering profession in Manitoba⁽⁸⁾

- 67% of members of the Association of Professional Engineers and Geoscientists of Manitoba (APEGM), the regulatory/licensing body for engineering in Manitoba, are over age 40, and 28% are over age 55.
- The number of new engineering graduates entering the Manitoba workforce is less than the demand.
- The profession (individual firms and umbrella groups representing the aerospace industry, consulting engineers, and the manufacturing sector) endorses the relevance and value of the IEEQ program.

Manitoba Job Futures is a joint project of the federal/provincial Labour Market Information Committee in Manitoba. Occupational profiles are continually updated by Labour Market Analysts in Manitoba Competitiveness, Training and Trade, and Service Canada, Manitoba Region. Manitoba Job Futures (<http://mb.jobfutures.org/home.cfm?lang=en&site=graphic>) cites the following outlooks for the employment of engineers in Manitoba.

*Employment prospects for **civil engineers** are expected to be **good** in the period 2007 to 2011. Public and private (especially Hydro) investment in heavy construction over the next few years should assure continued demand for persons qualified in this engineering specialty. The number of positions in Manitoba is estimated at 900 in 2007. In Manitoba, the deterioration of roads, bridges, sewers, and other aspects of municipal and provincial infrastructure will drive reconstruction or replacement projects during the forecast period. Employment is fairly evenly distributed across the province.*

*Employment prospects for **mechanical engineers** are expected to be **good** in the period 2007 - 2011. In 2007, the number of positions in Manitoba is estimated at 760. Although the rise in the Canadian dollar adversely affected some manufacturing firms, many local manufacturers have reacted to a highly competitive global market by changing production and marketing strategies and by continuing to automate production processes. Job opportunities will be more plentiful for qualified mechanical engineers with experience in research and design. Jobs are located in all regions of Manitoba.*

*Employment prospects for **electrical and electronics engineers** are expected to be **good** in the period 2007 - 2011. Employment in Manitoba in 2007 is estimated at 865. This engineering specialty has been growing in importance in recent years. In addition, the current workforce is older, on average, than the provincial workforce generally. There will be a significant number of job opportunities arising because of retirements in the next few years. A proportionally larger number of jobs are located in Winnipeg.*

Employment prospects for **industrial and manufacturing engineers** are expected to be **good** in the period 2007 - 2011. The number of positions in Manitoba in 2007 is estimated at 245. The demand for industrial and manufacturing engineers should continue as firms strive to attain improved and cost-effective methods of production. A proportionally larger share of jobs are located in Winnipeg, but they may be found in other regions.

Employment prospects for **computer engineers** are expected to be **good** in the period 2007 - 2011. Employment in Manitoba in 2007 is estimated at 345. As computer networks grow more complex, there will be a continuing demand for computer engineers to design, develop, and implement technologically sophisticated hardware. A proportionally larger share of jobs for computer engineers are located in Winnipeg.

References:

1. Canadian Labour and Business Centre. (2003a). *Perspectives on immigration: Findings from the Canadian Labour and Business Centre's survey of Canadian business, labour, and public sector leaders. Final Report.* Accessed July 18, 2007 at http://www.clbc.ca/research_and_reports/archive/report03310302.asp
2. Canadian Labour and Business Centre. (2004). *CLBC handbook: Immigration & skill shortages.* Accessed July 18, 2007 at http://www.clbc.ca/research_and_reports/archive/report11230401.asp.
3. Canadian Labour and Business Centre. (2005). *Engagement with regional stakeholders on integrating internationally-trained workers into the workforce.* Accessed July 18, 2007 at http://www.clbc.ca/research_and_reports/archive/report10120501.asp
4. Human Resources Development Canada. (2002). *Knowledge matters: Skills and learning for Canadians.* Report SP-482-02-02. Hull, QC: Government of Canada.
5. Canadian Manufacturers & Exporters. (2005). *2005-2006 Management issues survey: Winning strategies for the future.* Toronto, ON: Canadian Manufacturers & Exporters.
6. Canadian Council of Professional Engineers. (2003). *From consideration to integration, final report from phase I.* Ottawa, ON: Canadian Council of Professional Engineers.
7. Canadian Electricity Association. (2005). *Keeping the future bright: 2004 Canadian electricity human resource sector study.* Accessed July 17, 2007 at www.brightfutures.ca
8. Soonawala, N. (2007). Demand and supply of engineers in Manitoba. *Keystone Professional, fall 2007*, 19-21.

2. What are the probable employment destinations of program graduates?

It is expected that IEEQ graduates will find employment in Winnipeg and Manitoba. Inter-provincial mobility of engineering licensing allows them to pursue opportunities in other Provinces and Territories as well.

3. Where appropriate, did industry, business and/or any other pertinent groups play a role in the development of this program and/or commit resources to its future?

The Association of Professional Engineers and Geoscientists of Manitoba (APEGM) is the regulatory / licensing body for engineering in Manitoba. APEGM is a formal partner in the delivery of IEEQ, providing both applicant pre-screening for eligibility to the IEEQ program and formal recognition of program completion toward professional licensing requirements. APEGM has also been actively involved throughout the pilot phase of IEEQ (2003-2007) in developing a policy framework that is consistent with the other licensing pathways available to IEGs through APEGM. APEGM is committed to continuing this formal partnership.

Employers throughout the private and public sectors have supported the IEEQ Program through its pilot phase (2003-2007) by providing paid co-op placements to its participants. Throughout the pilot phase, a total of 20 employers provided a total of 39 co-op placements to IEEQ participants. The breakdown of employers by sector is as follows:

Public sector and Crown Corporations: 4 employers
Engineering consulting services: 8 employers
Manufacturers and Exporters: 7 employers
Aerospace: 1 employer

A single employer, **Manitoba Hydro**, has formalized its ongoing support for the IEEQ program by committing up to six (6) co-op placements per year to IEEQ participants, two (2) bursaries of \$1500 each per year to IEEQ participants, and one (1) long-term career development position per year to an IEEQ graduate.

Immigrant-serving agencies and language training programs are committed to providing exposure and referrals to the IEEQ Program to their IEG clients. These agencies include, but are not limited to, the International Centre of Winnipeg Career Mentorship Program, Success Skills Centre, and English for Engineering Professionals.

Engineers Canada (the business name of the Canadian Council of Professional Engineers) has endorsed the IEEQ Program as addressing five (5) of 17 recommendations in its multi-phase *From Consideration to Integration* project, aimed at streamlining the professional licensing and integration processes for IEGs in Canada (<http://engineerscanada.ca/fc2i/e/index.cfm>). Engineers Canada committed three years of funding (2005-2008) to support IEEQ's efforts to obtain a permanent status in Manitoba and for IEEQ to share information and training with other Canadian jurisdictions that wish to establish IEEQ-style programs.

4. How does the program correspond with the province's economic, social and cultural priorities?

- **Immigration:** Due to an aggressive strategy initiated by the Premier's Advisory Council in 2003 to increase immigration to Manitoba, the province went from welcoming approximately 3000 immigrants annually in the late 1990s to welcoming 10,000 immigrants annually in 2007, with a further goal to welcome 20,000 immigrants annually by 2017.
- In 1998, Manitoba was the first province to establish the **Provincial Nominee Program (PNP)** as an immigration tool to meet provincially-defined economic development goals. The PNP fast-tracks applicants for immigration on the basis of reported training, work experience, and potential to contribute to the provincial economy. Electrical, electronics, mechanical, and computer engineers are among the top 20 occupations selectively targeted by the PNP, and since at least 2003, "engineer" has been the top-ranked self-declared occupation of economic immigrants to Manitoba.
- The **Manitoba Immigrant Integration Program (MIIP)** reflects the government's strategic direction in integrating immigrant settlement initiatives with labour market issues and strategic economic objectives. MIIP provides funding to support economic and social integration of immigrants in Manitoba, including qualifications recognition projects. The IEEQ Pilot Project received full or partial funding through MIIP since IEEQ's inception in 2003.
- In the regulatory context, a Professional Engineer (P.Eng.) license is a legal requirement to practice professional engineering in Manitoba and Canada, and is a necessary credential for career advancement and mobility. **Legislation** recently introduced in the Manitoba Legislature will mandate all professional regulatory bodies to implement registration practices for foreign-trained applicants that are transparent, objective, impartial, and fair. IEEQ is one response to this mandate.

5. What potential does this program offer in terms of job creation and research and development?

IEEQ graduates are eligible for Member-in-Training registration with APEGM, and are eligible for Professional Engineer (P.Eng.) registration upon demonstration of four years' acceptable engineering work experience (of which up to three years can 'credited' from previous experience in the home country).

Once an individual is registered as a P.Eng., she or he is able to offer engineering services independently. Professional engineers in Manitoba have a long history of entrepreneurship and establishing new companies, and this extends to IEGs as well.

Through the pilot phase of the program, several IEEQ graduates have also pursued further research-focussed graduate programs in engineering and management. The IEEQ Program will continue to work with the Faculty of Graduates Studies, University of Manitoba, to support this pathway for those IEEQ graduates that wish to pursue it.

SECTION III *Student Demand for the Program*

1. What students is the program intended to serve?

IEEQ participants are:

- International engineering graduates (IEGs). All hold earned undergraduate degrees in an engineering discipline from their home countries, and many have a significant amount of professional engineering experience obtained outside of Canada as well;
- Immigrants to Canada, and most will have immigrated to Canada within two years prior to beginning the IEEQ program;
- Pursuing engineering licensing with APEGM and pursuing professional engineering employment in Canada; and,
- Mature students, generally between 30-50 years of age. Most will have families (spouses/partners and/or children).

2. What is the evidence that provincial students are not being adequately served within existing program offerings in Manitoba?

Currently, there is no other *university-based program* in Manitoba that offers foreign credentials recognition (FCR) to IEGs, since FCR in engineering is the mandate of APEGM, the regulatory/licensing body for engineering in Manitoba.

There is evidence that IEEQ offers a valuable alternative to other FCR (licensing) pathways offered by APEGM. APEGM has seen its caseload of IEGs increase steadily in recent years, from approximately 60 new applicants in 2002 to approximately 100 new applicants annually, by 2006. However, in the years 2002 through 2006, the number of applicants who successfully *completed* an APEGM exam program (regardless of the year in which they were assessed and began the exam program) never exceeded 41. These data (from APEGM) support the anecdotal observations that many IEGs abandon the licensing process with APEGM when they are trying to meet requirements through the traditional pathway.

The IEEQ Program is intended to offer an alternative which is time-effective and which sustains higher completion rates and lower attrition rates than the traditional licensing pathway. APEGM data indicate that two-thirds to three-quarters of assessed applicants are assigned five or fewer Confirmatory Exams by APEGM, and would thus become eligible for the IEEQ program.

3. Provide evidence of student interest and demand for the program.

Throughout the pilot phase of IEEQ (2003 - 2007), the number of applicants to the program consistently exceeded available space in the program. Normally, program staff saw twice as many applicants to the program as there was available space (not including ineligible applicants).

Student interest and demand is evidenced by:

- IEEQ staff give invited presentations to IEG audiences at information sessions hosted by immigrant-serving agencies and industry-sponsored career fairs for immigrants (monthly/bi-monthly);
- IEEQ staff routinely provide information to IEGs seeking to enter IEEQ, including out-of-province and out-of-country contacts (daily/weekly);
- APEGM staff routinely provide information and referrals to IEGs seeking to enter IEEQ (daily/weekly);
- IEGs are enrolling in *English for Engineering Professionals* course with the express objective of using the course as a stepping stone to prepare for IEEQ (personal communication, Kathleen Clarke, course coordinator).

4. What are the projected enrolments for the program?

2008/2009: 14-16 individuals
 2009/2010: 20-25 individuals
 2010/2011: 30 individuals
 2011/2012 and onward: 40 individuals

5. Which programs currently offered by the institution are projected to lose enrolment to this program?

No programs are projected to lose enrollment due to the IEEQ Program.

6. What are the proposed growth limits and minimum enrolments?

Growth limits: By 2011/2012, the Faculty of Engineering will have added teaching capacity by which to accommodate no more than 40 IEEQ participants annually.

Minimum enrollments: While IEG applicants to APEGM will fluctuate year over year, it is anticipated that the program (by 2011/2012) should not operate with less than 30 participants annually.

7. Project the number of graduates for the first 3 to 5 years of the program and, where appropriate, the anticipated number of program majors (full-time and part-time) for each of the first five years of the program.

2008/2009: 11-13 individuals
 2009/2010: 18-23 individuals
 2010/2011: 26 individuals
 2011/2012: 36 individuals

These figures assume that each cohort will experience approximately 10% non-completion, and 10% of participants that use more than one year to complete and are therefore counted into the next cohort.

IEEQ enrolls students in all six undergraduate engineering programs offered at the University of Manitoba. The allocation of students among the six disciplines is anticipated to be approximately as follows:

- Biosystems engineering: 10%
- Civil engineering: 30%
- Mechanical and/or manufacturing engineering: 30%
- Electrical and/or computer engineering: 30%

8. What steps have been taken to ensure participation and success in the program by under-represented groups, such as women, the disabled, minorities and aboriginal students?

The IEEQ program is itself a program developed specifically to serve an under-represented group. As a form of Access program, the IEEQ program components are designed to ensure participation and support the success of its participants. The IEEQ Program also draws on other campus services to support participants' individual needs related to gender, physical ability, language needs, and ethnic identity.

9. Will the program be available to part-time learners?

Yes.

SECTION IV Faculty Requirements

1. Provide a list of current faculty by rank and areas of expertise who will teach in the program.

IEEQ students will be taking course from the full range of current course offerings in the six undergraduate engineering programs at the University of Manitoba. These courses engage the full complement of faculty members in all specializations in the Faculty of Engineering, whose credentials include earned PhD degrees and range in rank from Assistant Professor to Professor. At times, courses may be offered by sessional instructors whose credentials include an earned graduate degree in Engineering and/or significant industry experience in the relevant topic area.

The instructor for the core courses ENG 4010 *Practicing Professional Engineering in Manitoba* and ENG 4012 *IEEQ Cooperative Education Assignment* is expected to be Marcia Friesen, P.Eng. Ms. Friesen is ranked as "Other Academic" in the Faculty of Engineering, with expertise in biosystems engineering, program development, and teaching & learning in engineering. Ms. Friesen holds a Bachelor degree in Agricultural Engineering, a Master of Education degree in Post-Secondary Studies, and is currently a Ph.D. student in Biosystems Engineering. She is also a registered P.Eng. in Manitoba with 13 years' professional experience in engineering practice and engineering education.

2. Will the program involve the hiring of new faculty or staff? If yes, indicate which additional faculty are to be hired and describe their qualifications.

The Faculty of Engineering will hire two additional staff members and six additional faculty to provide capacity for the IEEQ Program.

Additional staff engaged in day-to-day IEEQ program delivery:

- Academic Coordinator:
Qualifications: Bachelor degree in Engineering or Education, with additional education or training in adult education (or equivalent experience); minimum five (5) years professional experience; significant experience in programming with immigrants/newcomers to Canada; preferred qualification: significant experience working in the professional engineering community.
- Culture and Communications Consultant:
Qualification: Post-secondary education or training in adult education and adult ESL; minimum five (5) years professional experience; significant experience in programming with

immigrants/newcomers to Canada; preferred qualification: significant experience working in the professional engineering community.

Additional faculty to provide teaching capacity for up to 40 IEEQ students:

- Six additional faculty members at the rank of Assistant or Associate Professor, one in each of the following programs: biosystems, mechanical, manufacturing, civil, electrical, and computer engineering.
Qualifications: An earned PhD degree in an Engineering discipline and eligibility for registration with the APEGM; preference will be given to candidates who complement the academic needs and research profile of the Faculty, a demonstrated interest in design in their individual areas of specialty, and previous professional experience in industry or the public sector.

SECTION V Cooperative Arrangements

1. Describe the cooperative arrangements with other institutions and organizations that may be used to offer this program.

Outside of the partnerships between IEEQ, APEGM, and industry (see section II, question 3), no cooperative arrangements are initially being sought with other post-secondary institutions. As the University of Manitoba houses the only Faculty of Engineering in the Province, and since professional regulation is province-dependent, there are no obvious local partners being excluded by the lack of cooperative arrangements with other institutions.

2. Will the credits of the proposed program be fully transferable (in terms of both the credit as well as the grade) to other institutions in Manitoba?

Yes. IEEQ students will be registered in accredited courses, which will be transferable to other institutions as per the overall transfer-credit policies of the University of Manitoba and the institution to which the transfer is sought.

3. Does the program have an internship or practicum component? What attempts have been made to ensure that this program has both theoretical and applied modules?

Yes. The IEEQ program includes a mandatory four-month co-operative education (work experience) term in industry (see section I, question 2).

3. What provisions will be made in the program to enable students to receive credit for relevant learning previously achieved outside of the Manitoba post-secondary education system?

In order to meet the minimum credit hour requirements for a post-baccalaureate diploma, IEEQ students will be able to obtain up to 14 credit hours of transfer credit on the basis of a prior earned undergraduate engineering degree.

SECTION VI *Learning Technologies*

What use will be made in the program of modern learning technologies?

Course offerings in the undergraduate programs in the Faculty of Engineering are typically offered in a face-to-face, classroom-based delivery format. Implementation of learning technologies are at the discretion and initiative of the individual instructors. Common uses of learning technologies in the Faculty of Engineering include using the internet to host course notes, obtain and submit assignments, and internet-mediated remote laboratories.

SECTION VII *Resource Requirements*

1. Describe the adequacy of existing library resources to support the proposed program. Indicate how the institution will overcome any deficiencies.

Because the IEEQ students are enrolled in existing undergraduate engineering courses, no additional library resources are required.

Librarian statements regarding the two new courses ENG 4010 *Practicing Professional Engineering in Manitoba* and ENG 4012 *IEEQ Cooperative Education Assignment* indicate that existing library resources will adequately serve these two courses.

2. Are existing computer facilities adequate to support the new program?

Yes, existing facilities are adequate. The Faculty of Engineering contains two computer labs as well as department-specific computer labs. The engineering building is also substantively covered by wireless service for students with personal laptop computers. All students have access to all computer labs on the campus as well.

3. How will the proposed program impact on the use of existing infrastructure and equipment?

No substantive impact is expected.

4. Describe any additional facilities, facility modifications, and equipment that may be required for the proposed program.

The program will require additional space allocation from the Faculty of Engineering to provide office space for two additional staff and six additional faculty, as well as a student lounge / study area dedicated to use by IEEQ students.

SECTION VIII *Financial Considerations*

1. What are the total financial resources required to offer this program? Include estimated initial and ongoing funding requirements.

One-time costs (in 2007 dollars): \$419,500 to be disbursed between 2007 and 2010.
Ongoing costs (in 2007 dollars): \$1,039,000 annually.

2. Of the financial resources required to offer this program, how much will come from a reallocation of existing funds and how much from new funds?

All resources for ongoing costs will come from new funds. An annual baseline commitment of \$1,039,000 was extended by the COPSE to the University of Manitoba, via a letter to the University President dated July 12, 2007.

3. Discuss the internal reallocations of financial resources which will occur to support this program.

No reallocation of internal resources is anticipated.

4. What percentage of program costs will be accrued through tuition fees?

At full capacity (40 participants/year), it is anticipated that approximately \$152,000/year will be accrued through tuition fees. This revenue will be amortized against the on-time costs, for which no external or internal funding commitment exists.

5. Discuss the impact of the program's estimated enrolment on the institution's overall tuition revenues.

Overall impact to the University's tuition revenues, due to 40 additional students' tuition revenues, will be negligible.

6. How will the proposed program be funded if enrolment projections are not met?

Funding commitments are for baseline funding.

SECTION IX *Program Consultations and Evaluations*

1. What consultations have occurred with professional associations, employers, graduates of similar programs, and other educational institutions regarding this program?

Consultation for the development and implementation of the pilot phase of IEEQ have occurred between the IEEQ program and APEGM. These consultations are primarily documented in the minutes of the APEGM Academic Review Committee, which meets at least five (5) times per year. Consultations began in spring 2003 and are ongoing, with the purpose to monitor program progress and develop policy. More recently, consultation has also taken place between IEEQ and an APEGM-IEEQ Liaison Committee.

2. Please provide evidence of academic quality by submitting reports from two similar institutions as well as from the relevant professional association(s), if appropriate.

Two reports are attached:

- *Outcomes, Perceptions, and Experiences of IEEQ Participants, 2003 – 2006*, by Marcia Friesen, P.Eng., IEEQ Pilot Program Director, submitted to Manitoba Labour & Immigration and APEGM, January 2007.

Excerpt:

Participants perceive a number of strengths in IEEQ, including the emphasis on cultural integration and cultural understanding, support gained by being part of a cohort with other IEEQ participants, professional integration (access to employment and building understanding of Canadian engineering business practices), and the direct recognition of IEEQ within the licensing process with APEGM. Participants perceived their co-op work terms to constitute solid engineering work experience commensurate with their engineering background, interest, and/or capabilities. Quantitative and qualitative data from participants support the finding that IEEQ program objectives are being met. Additional validation of the program's effectiveness is evident in anecdotal data from co-op employers. In addition, the program has won a provincial and national award in 2006, and is recognized by CCPE as a model of best practices for qualifications recognition of internationally-educated engineers.

- *Report to the Academic Review Committee for the Academic Review Committee 2007 Review of the University of Manitoba IEEQ Pilot Program, by Academic Review Committee sub-committee members, March 8, 2007.*

Excerpt:

The subcommittee concludes that the IEEQ [pilot] program provides a satisfactory and efficient alternative to the confirmatory examination program for selected candidates. Evidence indicating that the IEEQ program is achieving its primary objective, which from the ARC perspective is the correct assessment of the academic backgrounds of confirmatory examination candidates, includes the collective view of the ARC committee members regarding the adequacy of the number, depth and breadth of the courses assigned in IEEQ programs; the grade distribution achieved by IEEQ participants; anecdotal evidence from employers of IEEQ participants comparing IEEQ graduates and Canadian engineering graduates; and the successful registration of IEEQ participants who have acquired sufficient work experience. Additional confidence in this interpretation could be obtained by the tracking of the IEEQ participants through the EIT process. The subcommittee express[es] its appreciation to IEEQ program staff for their valuable contribution to the academic assessment process.

3. Describe the procedures for institutional evaluation of the program during and subsequent to implementation.

- All courses in which IEEQ students are enrolled are subject to regular reviews by the Canadian Engineering Accreditation Board.
- Internally, the IEEQ program implements various program evaluation instruments, including focus groups with graduating participants, and one-year and two-year follow-up questionnaires with IEEQ alumni.
- APEGM engages in periodic evaluations of the IEEQ Program (see Section IX, question 2). Discussions are underway to clarify the nature and frequency of this evaluation going forward.



AGENDA ITEM: Report of the Senate Committee on Awards [dated October 24, 2008]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve nine new offers, eight amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated October 24, 2008].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Senate Committee on Awards met on October 24, 2008, to approve nine new offers and eight amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards.

RESOURCE REQUIREMENTS:

The Awards will be funded from the various sources of funding identified within the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION: *[delete if not applicable]*

All of these award decisions meet the published guidelines for awards as approved by Senate and were reported to Senate for information on December 3, 2008.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
X	X	Senate Committee on Awards	October 24, 2008
X	X	Senate Executive	November 19, 2008
X	X	Senate	December 3, 2008
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
		Senate	

Submission prepared by:

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on Awards

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*, such offers shall be submitted to Senate for approval. (Senate, April 5, 2000)

Observations

At its meeting of October 24, 2008, the Senate Committee on Awards approved nine new offers, eight amended offers, and the withdrawal of two offers, as set out in Appendix A of the *Report of the Senate Committee on Awards*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve nine new offers, eight amended offers, and the withdrawal of two offers, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated October 24, 2008). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Philip Hultin
Chair, Senate Committee on Awards

Appendix A

MEETING OF THE SENATE COMMITTEE ON AWARDS October 24, 2008

1. NEW OFFERS

Robert J.M. Adkins Prize in Municipal and Planning Law

On the occasion of the 60th birthday of Mr. Robert J.M. Adkins (B.A./70, LL.B./73), his sons Mark R.T. Adkins, Samuel W.C. Adkins, and Matthew A.M. Adkins have established a prize in his honour at the University of Manitoba. An annual prize valued at \$200 will be offered to the Law student who:

- (1) has achieved the highest standing in Municipal and Planning Law (currently numbered LAW 3880); and
- (2) has achieved a minimum degree grade point average of 2.5.

The selection committee will be named by the Dean of the Faculty of Law.

Bison Student AT Awards

The Faculty of Kinesiology and Recreation Management offers annual scholarships to recognize the vital role that student athletic therapists play in the University of Manitoba Bison Athletics program. Each year, a variable number of scholarships valued at \$500 each will be offered to Head Student Therapists, and a variable number of scholarships valued at \$350 each will be offered to Assistant Student Therapists who:

- (1) are enrolled full-time (at least 60% of a full course load) in the Faculty of Kinesiology and Recreation Management, in the Bachelor of Kinesiology – Athletic Therapy program;
- (2) are enrolled in either KIN 3910 – *Athletic Therapy Practicum* or KIN 4910 – *Athletic Therapy Practicum*;
- (3) have achieved a minimum degree grade point average of 3.0;
- (4) have been appointed to serve as either Head Student Therapist or Assistant Student Therapist of a Bison Athletic Team.

The selection committee will be the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management.

Department of Mathematics Entrance Scholarships

The Department of Mathematics offers one or more entrance scholarships, valued at the cost of one half-course (3 credit hours) in University 1, to undergraduate students who:

- (1) have, as a high school student (grades 9 through 11), excelled in any provincial or national mathematics competition recognized by the selection committee;
- (2) are admitted to, and register full-time in, University 1 at the University of Manitoba.

The selection committee will have the discretion to determine the number of scholarships offered each year.

The Department of Mathematics Entrance Scholarships may be held with any other University of Manitoba entrance scholarship except the Manitoba Mathematical Contest Award.

The selection committee for this scholarship will be named by the Head of the Department of Mathematics.

Irena Knysh Graduate Scholarship in Ukrainian Studies

In memory of his mother, Irena Knysh, Dr. George Knysh has established an endowment fund at the University of Manitoba with an initial gift of \$100,000. The fund will be used to offer the Irena Knysh Graduate Scholarship in Ukrainian Studies or, in years where there is no qualified graduate candidate, the Irena Knysh Undergraduate Scholarship in Ukrainian Studies (Award #00000). The scholarships commemorate Irena's life and her many contributions to the Ukrainian women's movement and to the study of Ukrainian history and culture. The available annual interest from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in any Masters or Doctoral program;
- (2) has achieved a minimum degree grade point average of 3.5 (or equivalent) based on the last 60 credit hours of study;
- (3) will write or is writing a thesis in any area of Ukrainian studies.

Preference will be given, in the following order, to students who will use the archives of the Ukrainian Canadian Experience in order to conduct thesis research related to: 1) the life and works of Irena Knysh; 2) the Ukrainian women's movement, with particular attention to its North American (Canada and the United States of America) expression; 3) Ukrainian and Ukrainian Canadian history, politics, and culture.

Candidates will be required to submit an application that will consist of a description of their proposed or ongoing research (maximum 500 words), a current academic transcript(s), and two academic letters of reference from professors at a post-secondary institution.

If, in any given year, there is no suitable Masters or Doctoral student candidate for the award, the Scholarship will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in any pre-Master's program;
- (2) has achieved a minimum degree grade point average of 3.5 (or equivalent) based on the last 60 credit hours;
- (3) is registered for a minimum of 12 credit hours of course work in the area of Ukrainian studies.

The award is not automatically renewable but previous recipients may apply. The maximum number of scholarships (including the Irena Knysh Graduate Scholarship in Ukrainian Studies and the Irena Knysh Undergraduate Scholarship in Ukrainian Studies) one student may hold in his or her lifetime is four (4).

Graduate student recipients may hold the Irena Knysh Scholarship in Ukrainian Studies concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies.

In any given year that there is no worthy graduate or undergraduate candidate, the unspent interest will be held over and may be used to increase the value of the scholarship offered in the next ensuing academic session. If a scholarship is not offered over two consecutive academic years, the unspent interest will be capitalized.

The selection committee will be named by the Dean of the Faculty of Graduate Studies (or designate) and will include one representative from each of the University of Manitoba Archives and the Ukrainian Academy of Arts and Sciences (UVAN).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the Award.

Irena Knysh Undergraduate Scholarship in Ukrainian Studies

In memory of his mother, Irena Knysh, Dr. George Knysh has established an endowment fund at the University of Manitoba with an initial gift of \$100,000. The fund will be used to offer the Irena Knysh Graduate Scholarship in Ukrainian Studies (Award # 00000) or, in years where there is no qualified graduate candidate, the Irena Knysh Undergraduate Scholarship in Ukrainian Studies. The scholarships commemorate Irena's life and her many contributions to the Ukrainian women's movement and to the study of Ukrainian history and culture.

The Irena Knysh Undergraduate Scholarship in Ukrainian Studies will be offered only in those years when no candidate is named to receive the Irena Knysh Graduate Scholarship in Ukrainian Studies. In those years, the available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time in the Faculty of Arts in the final year of any degree program;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) will complete an honours thesis or major paper in the area of Ukrainian studies using the archives of the Ukrainian Canadian Experience.

Preference will be given, in the following order, to students who will use the archives of the Ukrainian Canadian Experience in order to conduct research related to: 1) the life and works of Irena Knysh; 2) the Ukrainian women's movement, with particular attention to its North American (Canada and the United States of America) expression; 3) Ukrainian and Ukrainian Canadian history, politics, and culture.

Candidates will be required to submit an application that will consist of a description of their proposed honours thesis or major paper (maximum 500 words) and one academic letter of reference from a professor at a post-secondary institution.

In any given year that there is no worthy graduate or undergraduate candidate, the unspent interest will be held over and may be used to increase the value of the scholarship offered in the next ensuing academic session. If a scholarship is not offered over two consecutive academic years, the unspent interest will be capitalized.

The selection committee will be named by the Dean of the Faculty of Arts (or designate) and will include the Head of the Department of German and Slavic Studies (or designate) and one representative from each of the University of Manitoba Archives and the Ukrainian Academy of Arts and Sciences (UVAN).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the Award.

Dr. Narain D. Gupta Scholarship in Mathematics

In recognition of Dr. Narain D. Gupta's and Dr. Chander Kanta Gupta's contributions to mathematics over four decades, their friends and family have established an endowment fund at the University of Manitoba with an initial gift of \$19,121. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The available annual income from the fund will be used to offer one scholarship to a graduate student who:

- (1) has completed a Baccalaureate degree at the University of Manitoba with a minimum degree grade point average of 3.5;
- (2) in the third and fourth years of their undergraduate program, has completed at least 24 credit hours of mathematics courses, with a minimum average of 3.5;
- (3) is enrolled full-time in the Faculty of Graduate Studies in the first year of either the M.Sc. in Mathematics or the Ph.D. in Mathematics.

If, in any given year, there is no candidate who meets the requirements set out in the preceding paragraph, the Scholarship will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the first year of either the M.Sc. in Mathematics or the Ph.D. in Mathematics;
- (2) has achieved a minimum degree grade point average of 3.5 (or equivalent) based on the last 60 credit hours of study.

Recipients may hold the Dr. Narain D. Gupta Scholarship in Mathematics concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies.

The selection committee will be named by the Dean of the Faculty of Graduate Studies (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Phyllis May-Rolfe Memorial Bursary

Family and friends of Phyllis May-Rolfe (B.N./68), including members of the Nursing Class of 1968, have established an endowment fund of \$6,375 at the University of Manitoba in her memory. The available annual interest from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time in the Faculty of Nursing;
- (2) has achieved a minimum degree grade point average of 2.5;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be the Promotions and Awards Committee of the Faculty of Nursing.

Walker Wood Foundation Bursary

The Walker Wood Foundation offers bursaries for students enrolled in the Physician Assistant Education Program (PAEP) at the University of Manitoba. The PAEP is the first graduate-level program for Physician Education established at a Canadian University. The donor has agreed to fund the bursary for a term of two years, beginning in the 2008-2009 academic session, with the right to

renew the commitment at the end of the term. Each year, three bursaries valued at \$3,000 each, will be offered to graduate students who:

- (1) are Canadian Citizens who have graduated from a high school in Manitoba;
- (2) are enrolled full-time in the Faculty of Graduate Studies in the Physician Assistant Education Program;
- (3) have achieved a minimum degree grade point average of 3.0 based on the last 60 credit hours of study and are in good academic standing;
- (4) demonstrate financial need on the standard University of Manitoba bursary application form.

The Walker Wood Foundation Bursary is renewable but previous recipients must submit the standard University of Manitoba bursary application each year to be considered.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate) and will include the Program Director of the Physician Assistant Education Program (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

World W.I.S.E. Prize for Student Leadership and Global Citizenship

The International Centre for Students (ICS), through its World W.I.S.E. Resource Centre, offers an annual prize to encourage students at the University of Manitoba to participate in activities that celebrate diversity, curiosity, respect, mutual understanding, and will expand their horizons and develop global skill sets. Each year, the Centre will offer two prizes of \$200 each and a commemorative certificate. One prize will be allocated to a domestic student and one to an international student, who:

- (1) is enrolled full-time in any Faculty or School at the University of Manitoba;
- (2) (i) as an undergraduate student in the Undergraduate Medical Education Program, is in good academic standing or, as an undergraduate student in any other program, has achieved a minimum degree grade point average of 2.5; or
(ii) as a graduate student, has achieved a minimum degree grade point average of 3.0 based on the last 60 credit hours of study;
- (3) has demonstrated exceptional vision and leadership, and who has best demonstrated good global citizenship through (i) his or her participation in activities that bridge local and global communities and (ii) by actions that demonstrate how students are making vital contributions to civil society and are responding constructively to the emerging issues experienced by local and global communities.

Nominations from University of Manitoba students, faculty, or full-time staff, will be submitted to the Director of the International Centre for Students (or designate).

The selection committee will be named by, and will include, the Director of the International Centre for Students (or designate) as chair, one domestic and one international student, one faculty member and one support staff member.

2. Amendments

Leslie F. Buggy Graduate Scholarship in Pharmacy

At the request of the Faculty of Pharmacy, the following statement has been added: "The Faculty of Pharmacy will offer a commemorative medallion, which will be presented to the recipient at the annual Faculty of Pharmacy Graduate Ceremony."

Caroline A. Cope Award for Excellence in Oncology Research

The following amendments to the terms of reference for the Caroline A. Cope Award for Excellence in Oncology Research have been made at the request of the Faculty of Medicine.

- The number of scholarships has been increased from: one to: two. The annual income from the fund will be divided equally between the two recipients.
- One of the two scholarships will be offered to a graduate student in Medicine and the second will be offered to a student registered in the Postgraduate Medical Education (PGME) program (postgraduate resident or fellow).
- The minimum cumulative grade point average has been removed, as this grading system is not used to assess PGME students.
- A requirement that candidates for the Award have submitted for publication the best peer reviewed research paper in the area of Oncology, in the academic session for which the award is tenable, has been removed. Rather, the selection committee will assess candidates on the basis of an application that will include: (i) a description of their proposed or ongoing research in the area of Oncology, (ii) a curriculum vitae, and (iii) two academic letters of reference from professors at a post-secondary institution.
- A statement has been added to specify that graduate student recipients may hold the Caroline A. Cope Award for Excellence in Oncology Research concurrently with any other awards consistent with policies in the Faculty of Graduate Studies. Postgraduate residents or fellows may hold it with any other award.

Marguerite Hulme Scholarship in Pharmacy

At the request of the Faculty of Pharmacy, the following statement has been added: "The Faculty of Pharmacy will offer a commemorative medallion, which will be presented to the recipient at the annual Faculty of Pharmacy Student Recognition event."

Simplot Canada Limited Bursary

At the request of the donor, the name of this award has been changed from: *Simplot Canada Limited Bursary* to: *Koch Fertilizer Canada, Ltd. Bursary*.

Jean M. Pearen Scholarship

The terms of reference for the Jean M. Pearen Scholarship, which is offered to students in the Master of Interior Design program, have been amended at the request of the Faculty of Architecture. Candidates will now be evaluated based on their degree grade point average in the last 60 credit hours

of full time study in the Bachelor of Environmental Design (Interior Design Option) program. In the past, candidates were assessed on the basis of their sessional grade point average in the final year of the Bachelor of Interior Design (B.I.D.) program. The change is necessary as the B.I.D. program is no longer offered.

Sociology Graduate Student Entrance Scholarship

At the request of the Department of Sociology, the terms of reference for the Sociology Graduate Student Entrance Scholarship have been amended as follows:

- The pool of candidates will be restricted to those students who have applied by the January deadline for admission and subsequently enroll in the first year of study in the Master's or Doctoral program in the Department of Sociology.
- An amendment has been made to clarify that the award is open to students who have completed an undergraduate degree at another university.
- The revised terms specify that candidates' degree grade point average will be calculated based on the last two years of full-time study.
- Several editorial changes have been made.

Teknion/Global (IDCF) Fellowship

At the request of the Faculty of Architecture, the following amendments have been made to the terms of reference for the Teknion/Global (IDCF) Fellowship:

- In criterion (1), a reference to the Foundation for Interior Design Education Research (FIDER) has been updated to the Council of Interior Design Accreditation (CIDA).
- Criterion (3) has been revised to clarify that candidates will be evaluated on the basis of their degree grade point average.
- A fourth criterion has been added to require that the fellowship recipient has demonstrated potential for innovative research in Interior Design.
- Membership of the selection committee has been revised to also include the Head of the Department of Interior Design (or designate). The stipulations that the faculty representative has at least two years experience on staff and a minimum of five years of experience in the practice of the interior design profession have been removed.
- Several editorial amendments have been made.

University Gold Medal in Engineering and Program Medals

At the request of the Faculty, the *Faculty of Engineering Medal in Geological Engineering* has been withdrawn, as the program is no longer offered.

The selection criteria for the *University Gold Medal in Engineering* and the *Faculty of Engineering Program Medals* have been revised as follows:

- The Gold Medal will now be offered to the graduating student who has achieved the highest degree grade point average (minimum 3.8) for the entire program with no distinction as to full- or part-time status. Similarly, the Program Medals will be offered to the graduating student in each engineering program who has achieved the highest degree grade point average (minimum

3.8) with no distinction as to full- or part-time status. Previously, a candidate's grade point average was calculated using courses completed in the four consecutive academic terms closest to graduation in which the student had completed, on average, at least 90 percent of what is considered to be the full course load in the program. The grade point average was based upon the 90 percent course load in which the best grades were achieved.

- A statement has been added to clarify that Gold Medal and the Program Medals will be awarded at spring Convocation to a student who has completed that program in the past academic year (including October and February graduands).
- The following mechanism will be used to break a tie: (1) the degree grade point average is to be calculated to the fourth decimal place, (2) preference is to be given to the student who has a higher proportion of "A+"s and "A"s in a total program; (3) preference is to be given to students who have taken the largest number of credit hours. Formerly, the person with the largest number of courses, with a grade point average of 3.80 or better, in the four consecutive terms, was awarded the medal. If the tie persisted, the same criteria were applied using six consecutive terms.

3. Withdrawals

Dale Iwanoczko Memorial Volleyball Alumni Scholarship

The terms of reference for the Dale Iwanoczko Memorial Volleyball Alumni Scholarship were withdrawn from the University's awards program, as the trust fund that supported this award has been exhausted.

Waterpik Technologies Canada Prize in Dentistry

At the request of the donor, the terms of reference for the Waterpik Technologies Canada Prize in Dentistry have been withdrawn.



AGENDA ITEM: Report of the Senate Committee on Awards [dated November 24, 2008]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve six new offers, twenty-two amended offers, and the withdrawal of one offer, as set out in Appendix A of the Report of the Senate Committee on Awards [dated November 24, 2008].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Senate Committee on Awards met on November 24, 2008, to approve six new offers, 22 amended offers, and the withdrawal of one offer.

RESOURCE REQUIREMENTS:

The Awards will be funded from the various sources of funding identified within the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION: *[delete if not applicable]*

All of these award decisions meet the published guidelines for awards as approved by Senate and were reported to Senate for information on January 7, 2009.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
X	X	Senate Committee on Awards	November 24, 2008
X	X	Senate Executive	December 10, 2008
X	X	Senate	January 7, 2009
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
		Senate	

Submission prepared by:

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on Awards

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships*, such offers shall be submitted to Senate for approval. (Senate, April 5, 2000)

Observations

At its meeting of November 24, 2008, the Senate Committee on Awards approved six new offers, twenty-two amended offers, and the withdrawal of one offer, as set out in Appendix A of the *Report of the Senate Committee on Awards*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve six new offers, twenty-two amended offers, and the withdrawal of one offer, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated November 24, 2008). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Philip Hultin
Chair, Senate Committee on Awards

Appendix A

MEETING OF THE SENATE COMMITTEE ON AWARDS November 24, 2008

1. NEW OFFERS

Class of 1960 Entrance Scholarship - MMCF

On the occasion of its 40th anniversary reunion in 2000, the Medicine Class of 1960 established an endowment fund at the Manitoba Medical College Foundation. The first award from the fund was offered in September 2005. The available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) has been admitted to the first year of the undergraduate Medical Degree program in the Faculty of Medicine at the University of Manitoba;
- (2) has ranked high on the Admission Composite Score.

The Manitoba Medical College Foundation will provide an annual report on the earnings from the fund to the Financial Aid and Awards Office by May 15th each year.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate) and will include the Assistant Dean of Admissions (or designate).

Estate of George A. Keates (Keates Admission Scholarships)

In 1991, an endowment fund was established at the Manitoba Medical College Foundation with a bequest from the Estate of George A. Keates of Winnipeg. The available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:

- (1) have been admitted to the first year of the undergraduate Medical Degree program in the Faculty of Medicine at the University of Manitoba;
- (2) have ranked high on the Admission Composite Score.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on earnings from the fund. The Manitoba Medical College Foundation will provide an annual report on the earnings from the fund to the Financial Aid and Awards Office by May 15th each year.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate) and will include the Assistant Dean of Admissions (or designate).

Dr. Nathan Mendelsohn Prize

In honour of Dr. Nathan Mendelsohn, Distinguished Professor Emeritus, F.R.S.C., C.M., his son, Dr. Eric Mendelsohn, has established an endowment fund at the University of Manitoba with an initial gift of \$9,828. Dr. Nathan Mendelsohn was a member of the Department of Mathematics for 58 years (1947 – 2005) including 25 years of service as department Head. Dr. Mendelsohn placed first in the inaugural William Lowell Putnam Mathematical Competition, in 1938. In recognition of this accomplishment, and to commemorate his many subsequent contributions to the field of combinatorial mathematics, the available annual income from the fund will be used to offer a prize to

the highest ranking student at a Canadian university in the William Lowell Putnam Mathematical Competition.

Ian R. Seddon Memorial Awards

In memory of Dr. Ian R. Seddon, Business Development Specialist – Swine with Manitoba Agriculture, Food and Rural Initiatives (MAFRI) and co-chair of the Manitoba Swine Seminar, the Manitoba Swine Seminar Committee has established an endowment fund at the University of Manitoba. The fund will be used to offer two convocation prizes, with a minimum value of \$1,000* each; one to a student in the diploma program and one to a student in a degree program.

Ian R. Seddon Memorial Award - Diploma

One prize will be offered to the undergraduate student who:

- (1) has achieved a minimum degree grade point average of 3.0;
- (2) has achieved the highest standing in Swine Production and Management (currently numbered ANSC 0690).

In the case of a tie, degree grade point average will be used as the tie breaker.

This award will be made annually at the Diploma Graduation Banquet.

The selection committee shall be the Awards Committee of the Faculty of Agricultural and Food Sciences.

Ian R. Seddon Memorial Award - Degree

One prize will be offered to an undergraduate student who:

- (1) has carried at least a 60% course load in each of their last four academic terms;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has achieved high standing in Monogastric Production Systems (currently numbered ANSC 4540).

Preference will be given to a student with a demonstrated interest in swine production based on the courses that he or she has completed at the University and who, in the opinion of the instructor, has shown particular interest in swine production.

The selection committee shall be the Awards Committee of the Faculty of Agricultural and Food Sciences.

*Until such time as the fund generates sufficient interest to fully support two prizes of \$1,000 each, the Manitoba Swine Seminar Committee will provide an annual contribution to top-up the interest generated by the endowment fund to offer both prizes.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the Award.

Judy Storey Memorial Scholarship

A fund has been established in memory of Judy Storey (B.H.Ec./67) at The Winnipeg Foundation. The fund has been established by the Manitoba Food Processors Association, with the support of Keith Storey and family, to honour Judy's contributions to the Manitoba food industry by providing

scholarships to students at the University of Manitoba who are pursuing studies leading to a career in this field. The available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time in the Faculty of Human Ecology, in the final year of the Bachelor of Science (Human Nutritional Sciences) program;
- (2) has been accepted into the Foods Industry Option Practicum (currently numbered HNSC 4364);
- (3) has achieved a minimum degree grade point average of 3.5;
- (4) has demonstrated both leadership abilities and a strong interest in pursuing a career in the food industry.

Candidates must submit a statement (maximum one page) in which they outline: (a) specific experiences that speak to their leadership abilities and (b) their career plans in the food industry upon completion of the B.Sc. (Human Nutritional Sciences) program.

The value of the scholarship will be determined by The Winnipeg Foundation each year based on the earnings from the fund and will be reported to the Financial Aid and Awards Office at the University.

The selection committee will be the Student Standing and Awards Committee of the Faculty of Human Ecology.

The Winnipeg Foundation reserves the right to amend the terms of reference for the Judy Storey Memorial Scholarship if, because of changed conditions, it becomes necessary to do so. Such modification will conform as closely as possible to the expressed intention of the donor in establishing the award and will be made in consultation with the University of Manitoba.

John Bernard Watson Loan Fund

Mr. John Bernard Watson has established an endowment fund (\$214,520) at the University of Manitoba. The fund will be used to provide loans to students who require financial assistance in order to undertake or to complete any University program leading to a professional degree. The available annual income from the fund will be used to offer loans to students who:

- (1) are enrolled full-time in any Faculty or School that offers programs leading to a professional degree;
- (2) have achieved a minimum degree grade point average of 2.0 (or equivalent) and are in good academic standing;
- (3) have completed the standard University of Manitoba emergency loan application and have outlined their emergency situation during an interview with the Director of Financial Aid and Awards (or designate).

Students who qualify for a John Bernard Watson Loan will normally be required to repay these short-term loans before the end of the academic session in which the loan was obtained.

The selection of eligible student recipients shall accord with the guidelines established for the University of Manitoba's student emergency bursary funds.

2. Amendments

Association of Professional Engineers and Geoscientists of Manitoba Endowed Scholarships

A number of amendments have been made to the terms of reference for the Association of Professional Engineers and Geoscientists of Manitoba Endowed Scholarships, at the request of the Faculty of Engineering.

- Industrial Engineering has been removed from the list of eligible programs from which recipients can be drawn, as the program is no longer offered.
- In criterion (2), ‘cumulative grade point average’ has been changed to ‘degree grade point average.’

A number of editorial revisions have also been made.

Athletic Therapy Students Association (ATSA) Scholarship

At the request of the Faculty of Kinesiology and Recreation Management, several amendments have been made to the terms of reference for the Athletic Therapy Students Association (ATSA) Scholarship.

- In criteria (1) and (7), the program name has been updated from: Student Athletic Therapy program to: Bachelor of Kinesiology – Athletic Therapy program.
- The selection committee has been changed from: members of the Athletic Therapy Students Association to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management and will include the Director, Bachelor of Kinesiology - Athletic Therapy Program (or designate), and at least one student who is a previous recipient of the Athletic Therapy Students Association Scholarship.

Mr. Norman Bercuson Book Prize

At the request of the Faculty of Engineering, the terms of reference for the Mr. Norman Bercuson Book Prize have been revised as follows.

- A reference to the Department of Mechanical Engineering, in criterion (1), has been updated to the Department of Mechanical and Manufacturing Engineering.
- In criterion (2), the course number for Measurement and Control has been updated from: 25.343 to: MECH 3430, the courses Automatic Controls (25.499) and Process Control (25.423) were deleted and have been replaced by Mechatronics System Design (currently numbered MECH 4900).

Boston Pizza Scholarship

The terms of reference for the Boston Pizza Scholarship were amended at the request of the Faculty of Kinesiology and Recreation Management. The Scholarship is offered each year, on a rotational basis, to one of the following sports: men’s hockey, volleyball, basketball and football, and women’s hockey, volleyball, basketball. Soccer has been added to the list following women’s basketball.

Canadian Society for Exercise Physiology (CSEP) Student Award

At the request of the Faculty of Kinesiology and Recreation Management, the terms of reference for the Canadian Society for Exercise Physiology (CSEP) Student Award have been amended as follows.

- The scholarship, which was previously offered to a student graduating from the Bachelor of Physical Education program, will now be offered to a student graduating with a Bachelor of Kinesiology degree. [change to criterion (1)]
- Criterion (2) will be amended to clarify that full-time is defined as a minimum 80% course load for the purpose of this award.
- The award will now be offered to the student who has achieved the highest cumulative awards grade point average in three of: Exercise Physiology (currently numbered KIN 3470), Advanced Exercise Physiology (currently numbered KIN 4470), Fitness Appraisal and Lifestyle Counselling (currently numbered KIN 4460), Advanced Fitness Appraisal and Lifestyle Counselling (currently numbered KIN 4560).

Formerly, students were evaluated based on their cumulative awards grade point average in all BPE compulsory theory courses, plus two of: 57.305 Principles of Coaching, 57.436 Biomechanics of Sport, and 57.441 Exercise Physiology II. [change to criterion (3)]

- A statement has been added to direct the selection committee to use students' degree grade point averages to break a tie.
- The selection committee, which was formerly named by the Dean of the Faculty and included the BPE Head and the coordinator of undergraduate students, will now be the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management.

Faculty of Physical Education and Recreation Studies Memorial Bursary

A number of amendments have been made to the terms of reference for the Faculty of Physical Education and Recreation Studies Memorial Bursary at the request of the Faculty.

- The name of the award has been changed to: Physical Education Memorial Bursary.
- The value of the bursary has been increased from: \$100 to: \$300.
- As the award value has been increased, it follows that the directions for spending out the trust fund have also been amended to specify that: "In the year in which the amount remaining in the fund is less than \$400 [*change from \$200*] but more than \$100, the total remaining value will be awarded and the fund closed."

Brant Heywood Scholarship

The terms of reference for the Brant Heywood Scholarship have been amended at the request of the Faculty of Kinesiology and Recreation Management. The Scholarship has been offered each year, on a rotational basis, to one of the following sports: men's hockey, women's field hockey, men's volleyball, women's volleyball, football, men's basketball, women's basketball, men's swimming, women's swimming, men's track and field, women's track and field, men's cross country, women's cross country, men's gymnastics, and men's wrestling. Women's field hockey, men's gymnastics, and men's wrestling have been removed from the list as these teams no longer exist. In their place, women's hockey has been added to the list following men's hockey and soccer has been added following women's cross country.

Dr. Frank Kennedy Memorial Bursaries

The terms of reference for the Dr. Frank Kennedy Memorial Bursaries have been amended at the request of the Faculty of Kinesiology and Recreation Management. The number of bursaries offered each year will be changed from: two to: one or more.

Dick LaPage Scholarship

At the request of the Faculty, the selection committee for the Dick LaPage Scholarship has been changed from: named by the Dean of the Faculty of Physical Education and Recreation studies and will include the BPE Academic Coordinator and the Athletic Director to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management.

John A. MacDiarmid Scholarship

At the request of the Faculty, the selection committee for the John A. MacDiarmid Scholarship has been changed from: named by the Dean of the Faculty of Physical Education and Recreation studies to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management.

Gord Mackie Athletic Therapy Scholarship

Several revisions have been made to the terms of reference for the Gord Mackie Athletic Therapy Scholarship, at the request of the Faculty of Kinesiology and Recreation Management.

- Criterion (1) was amended to clarify that the award is open to undergraduate students who are enrolled in the Bachelor of Kinesiology – Athletic Therapy Program. Also, the award has been opened to students enrolled in the Faculty of Graduate Studies, in the M.Sc. in Kinesiology or the Ph.D. in Applied Health Sciences.
- In criterion (4), the minimum degree grade point average required to hold the award has been increased from: 2.5 to: 3.0, as the award is now open to graduate students as well as undergraduate students.
- The selection committee has been amended from: the Director of the Athletic Therapy Centre, the Assistant Athletic Therapist, the Athletic Director, and Mr. Gord Mackie to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management and will include the Director, Bachelor of Kinesiology – Athletic Therapy program (or designate) and Mr. Gord Mackie (or designate).

Allan R. Miller Scholarship

At the request of the Faculty, the selection committee for the Allan R. Miller Scholarship has been changed from: the Bachelor of Recreation Management and Community Development Advisory Board to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management.

NFL / Budweiser Recreation Services Student Training Award

At the request of the Faculty, the selection committee for the NFL / Budweiser Recreation Services Student Training Award has been changed from: named by the Director of Bison Recreation Services and shall include the Director of Bison Recreation Services, the Coordinator of Adult Instruction, Intramurals and Leagues (or designate), and the Dean of the Faculty of Physical Education and Recreation Studies (or designate) to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management and will include the Director of Bison Recreation Services (or designate).

NFL / Budweiser Intramural Fair Play Award

The membership of the selection committee for the NFL / Budweiser Intramural Fair Play Award has been revised, at the request of the Faculty of Kinesiology and Recreation Management. The Dean of the Faculty of Kinesiology and Recreation Management (or designate) has been added to the membership of the selection committee, which is named by the Director Recreation Services and also includes the Coordinator of Intramurals (or designate) and the Intramural Manager (or designate) of the nominee's sport.

NFL / Budweiser Intramural Manager Award

At the request of the Faculty of Kinesiology and Recreation Management, the membership of the selection committee for the NFL / Budweiser Intramural Manager Award, which is named by the Director of Bison Recreation Services, has been amended. The Dean, Faculty of Kinesiology and Recreation Management (or designate) has been added and Prof. Hrenchuk has been removed.

NFL / Budweiser Recreation Services Aboriginal Student Development Award

At the request of the Faculty, the selection committee for the NFL / Budweiser Recreation Services Aboriginal Student Development Award has been changed from: named by the Director of Bison Recreation Services and shall include the Director of Bison Recreation Services, the Coordinator of Adult Instruction, Intramurals and Leagues (or designate), and the Dean of the Faculty of Physical Education and Recreation Studies (or designate) to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management and will include the Director of Bison Recreation Services (or designate).

Pinky Prize

The terms of reference for the Pinky Prize have been amended at the request of the donor.

- The following paragraph has been added to explain the purpose of the award when originally established in 2007:

The Pinky Prize was established in 2007 by Mrs. Trudi Graham to recognize the re-introduction of Pinky Plates into the curriculum between 2006 and 2008. In the 2008 Fall Awards, the Pinky Prize will be awarded to the student who has achieved the highest standing for the complete set of twenty-four Pinky Plates produced during Studios One and Two during the term 2007-2008.

- Beginning in 2008-2009 and continuing for a total of nine years, the Prize will be offered to an undergraduate student who:

- (1) has completed the second year of full-time study in the Environmental Design program in the Faculty of Architecture at the University of Manitoba (Studios One and Two);
 - (2) has shown the greatest advancement in the learning process based on course work completed in Design Studio 1 (currently numbered EVDS 1630) and Design Studio 2 (currently numbered EVDS 1640) in the year in which the award is tenable. This award is to recognize growth and development and is not simply to be based on marks alone.
- Membership on the selection committee has been amended from: named by the Dean of the Faculty of Architecture and will include the Department of Environmental Design Program Chair, Mrs. Trudi Graham (or designate), the Chair for Design Studio 1 and 2, and the professional designer who grades the Pinky Plates in the year in which the award is tenable to: be named by the Dean of the Faculty of Architecture and will include the Chair(s) of Design Studios 1 and 2 and the entire teaching team of instructors for both studios.

Jeffrey S. Train Athletic Therapy Award

A number of amendments have been made to the terms of reference for the Jeffrey S. Train Athletic Therapy Award, at the request of the donor.

- The opening paragraph has been revised to clarify that the purpose of the award is not necessarily to recognize academic excellence but to recognize those students who show commitment to excellence in practice.
- The minimum degree grade point average required to hold the Award has been changed from: 2.5 to: 2.0.
- A statement has been added that stipulates that the Award may not be held with any other scholarship for students in the Faculty of Kinesiology and Recreation Management.

At the request of the Faculty, the selection committee has been changed from: the Dean (or designate), the Director of the Athletic Therapy Clinic, and the Head of the BPE Program to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management and will include the Director of the Bachelor of Kinesiology – Athletic Therapy program (or designate)

Jeffrey S. Train Award

A number of amendments have been made to the terms of reference for the Jeffrey S. Train Award, at the request of the donor.

- The opening paragraph has been revised to clarify that the purpose of the award is not necessarily to recognize academic excellence but to recognize those students who show commitment to excellence in practice.
- The minimum degree grade point average required to hold the Award has been changed from: 2.5 to: 2.0.
- A statement has been added that stipulates that the Award may not be held with any other scholarship for students in the Faculty of Kinesiology and Recreation Management.

At the request of the Faculty, the selection committee has been changed from: named by, and will include, the Dean (or designate) and the Head of the BRS Program to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management

UMSU Bursaries

At the request of the Executive Committee of the University of Manitoba Students' Union, the terms of reference for the UMSU Bursaries have been revised. The amendments were required as graduate students no longer contribute fees to the UMSU scholarship and bursary fund.

- The first sentence has been amended to clarify that fifty-seven percent of the total monies collected for the UMSU scholarship and bursary fund will be allocated for bursaries, rather than forty percent of total monies collected for the UMSU scholarship and bursary fund and the UMSU endowment fund.
- At several points in the terms, references to 'students' have been amended to specify that the eligible pool of candidates for the UMSU Bursaries is 'undergraduate students' at the University of Manitoba.
- A statement has been added to the opening paragraph to recognise that the Manitoba Scholarship and Bursary Initiative has made a contribution to the UMSU Bursaries.
- In criterion (2)b., 'cumulative degree grade point average' has been changed to 'degree grade point average.'
- A number of editorial changes have been made.

UMSU Scholarships

At the request of the Executive Committee of the University of Manitoba Students' Union, the terms of reference for the UMSU Scholarships have been revised. The amendments were required as graduate students no longer contribute fees to the UMSU scholarship and bursary fund.

- The first sentence has been amended to clarify that forty-three percent of the total monies collected for the UMSU scholarship and bursary fund will be allocated for scholarships, rather than thirty percent of total monies collected for the UMSU scholarship and bursary fund and the UMSU endowment fund.
- At several points in the terms, references to 'students' have been amended to specify that the eligible pool of candidates for the UMSU Scholarships is 'undergraduate students' at the University of Manitoba.
- The selection criteria previously used to identify graduate student recipients have been deleted.
- A statement has been added to the opening paragraph to recognise that the Manitoba Scholarship and Bursary Initiative has made a contribution to the UMSU Scholarships.
- Criterion (3) has been revised to clarify that candidates will be assessed based on their sessional grade point average.
- A number of editorial changes have been made.

Western Canada Recreation Studies Conference Scholarship

A number of amendments have been made to the terms of reference for the Western Canada Recreation Studies Conference Scholarship, at the request of the Faculty of Kinesiology and Recreation Management.

- In criterion (4), the minimum degree grade point average required to hold the scholarship will be increased from: 3.2 to: 3.5, as the minimum degree grade point average required in order to

be named to the Dean's Honour Roll has increased since the terms of reference were established.

- The selection committee will be changed from: named by the Dean of the Faculty and will include the Associate Dean; the Coordinator, Recreation Studies Degree programme; the Vice-Stick Recreation, Faculty of Physical Education and Recreation Student Council; and one representative of the Recreation Studies Alumni Association to: the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management.

3. Withdrawals

Jack Roy Longstaffe Bursary

The terms of reference for the Jack Roy Longstaffe Bursary were withdrawn from the University's awards program. The trust fund that supported this award has been exhausted.



AGENDA ITEM: *Rescinding of Bylaw – Deans' and Directors' Council*

RECOMMENDED RESOLUTION:

That the Board of Governors rescind the Bylaw – Deans' and Directors' Council, last revised by the Board of Governors on January 28, 1999, effective immediately.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

Following a review of the Deans' and Directors' Council terms of reference and composition, it was determined that some modifications were warranted. In preparing to make these changes it was noted that the Deans' and Directors' Council Bylaw was approved by the Board of Governors. As this Council is an administrative body and not a governance body, it is recommended that the Board Bylaw be rescinded and an administrative policy will be introduced by the President.

RESOURCE REQUIREMENTS:

None

IMPLICATIONS:

None

ALTERNATIVES:

If the Board Bylaw is not rescinded, changes to the Board Bylaw will be required. However, in an effort to separate administrative matters from Board matters, it makes sense to have terms of reference and composition of Deans' and Directors' Council set by administration.

CONSULTATION:

This proposal was considered by the President's Executive Team and presented to Deans' and Directors Council on January 8, 2009



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u><i>Jeff Leclerc</i></u>	<u>December 18, 2008</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u><i>Daryl Benson</i></u>	<u>December 22, 2008</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Jeff Leclerc

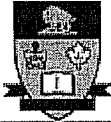
Submission prepared by:

Submission approved by:

Jeff Leclerc, University Secretary

Attachments

Dean's and Directors' Council Bylaw (last revised January 28, 1999)

**DEANS' AND DIRECTORS' COUNCIL****1.00 Establishment:**

There shall be in the University a Deans' and Directors' Council.

2.00 Composition:

The Deans' and Directors' Council shall be composed of the following:

- a. The President;
- b. The Vice-Presidents and the Academic Associate Vice-Presidents;
- c. The Dean of each Faculty;
- d. The Director of each School of the University;
- e. The Dean of the Extended Education Division;
- f. The Director of Libraries;
- g. The Executive Director of Student Affairs;
- h. The Heads of St. John's College and St. Paul's College; and
- i. The Director of the Natural Resources Institute.

3.00 Chair:

The President or, in the absence of the President, the Vice-President (Academic), or, in the absence of the Vice-President (Academic), the Senior Dean of the University present, shall be the presiding officer of meetings of the Deans' and Directors' Council.

4.00 Powers and Duties:

The Deans' and Directors' Council shall advise the President on such matters relating to the University as the President may wish to refer to it from time to time, and shall meet at the call of the President.

5.00 Secretary:

The President shall appoint the Secretary of the Deans' and Directors' Council.

Revised BOG December 10, 1992

Revised BOG January 28, 1999



AGENDA ITEM: Resource Planning and Allocation Process for 2009-10

RECOMMENDED RESOLUTION:

That the Board receives, for information, an update on the Resource Planning and Allocation Process for 2009-10.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The purpose of this submission is to update the members of the Finance, Administration and Human Resources Committee and the Board of Governors on the status of the resource planning and allocation process for 2009-10.

The planning and financial modeling process to support the resource planning and allocation process is continuous and has no set start date, though Appendix A sets out key aspects and suggested timelines.

The resource planning and allocation process for 2009-10 is supported by the development of assumptions with respect to inflationary and other parameters. These assumptions were used to model revenue and expenditures for the 2009-10 estimates of operating requirements in response to the annual request from the Council on Post Secondary Education (COPSE) for preliminary budgets and supplementary information. The request from COPSE signals the start of the Province's budgeting process. The 2009-10 Estimates response was approved by the Board of Governors at its September 16, 2008 meeting. On October 2, 2008, the President, Vice-Presidents and Chair of the Board of Governors met with members of COPSE to present the 2009-10 operating estimates as well as capital challenges and opportunities. Appendix B summarizes the 2009-10 revenue and expenditure estimates, inflationary parameters and other assumptions as presented to COPSE in the Estimates Document.

The revenue and expenditure forecasts are continually reviewed and refined throughout the planning period. As 2008-09 enrolment revenues are under target, primarily due to the decreased numbers of international students, we have revised the 2009-10 tuition revenue target accordingly. The 2009-10 utilities forecast has also been adjusted as current year fuel prices are lower than originally anticipated. There is no overall change to the estimated shortfall for 2009-10 of \$28.3 million.

The 1% revenue and expense factors are listed on Appendix C. These 1% factors are useful in demonstrating impact in changes in assumptions, for example, a 1% increase in the Provincial base operating grant is not sufficient to cover a 1% increase to salaries and benefits. The 1% factors also help to demonstrate the impact of a 1% increase in tuition fees.

Appendix D lists the 2008-09 operating budgets by category. Appendix E details the 2008-09 operating budgets by expenditure type.

RESOURCE REQUIREMENTS:

A minimum base grant increase of 10.9% (\$28.3 million) or a tuition increase of 30.6% or some combination thereof is required to sustain the 2008-09 programming levels. 6.94% is required just to cover the negotiated salary and benefit increases for all of the employee groups.

IMPLICATIONS:

The implications of not receiving adequate funding through a 10.9% base grant or combination base/grant tuition increases are very grave. The resultant funding shortfall would have significant impact on our core activities of teaching, learning, basic and applied research, and outreach activities to communities in Manitoba and beyond.

ALTERNATIVES:

None

CONSULTATION:

The first meeting of the President's Budget Advisory Committee (BAC) is on January 14, 2009 at which details of the budget process will be reviewed and discussed. The membership and terms of reference for the BAC is provided on Appendix D.

Deans, Directors and Heads of Administrative Units were requested to develop and submit a Strategic Resource Plan using a prescribed format designed to assist units in briefly summarizing their strategic priorities and resource requirements. The template was modified this year to ensure development of consistent highly focused and succinct resource planning submissions. Copies of the unit submissions will be provided to the BAC.

The President and each Vice-President will meet with Deans and Directors of academic units to review and discuss the unit submissions in late January/early February. Administrative unit heads will meet with the Vice-President to whom they report. In March 2009 the President and Vice-Presidents will present budget priorities for each portfolio to the BAC. Following receipt of feedback from the BAC, a table of draft operating budget allocations will then be developed.

Subsequent to notification by the Province on the 2009-10 operating grant, a draft budget including recommendations for changes to tuition fees (if applicable) and unit operating budget allocations will be presented to the BAC. A formal recommendation on the 2009-10 operating budget will be submitted to the Finance, Administration and Human Resources Committee and the Board of Governors at the May 2009 meetings.

Updates will periodically be provided to the Finance, Administration and Human Resources Committee and the Board of Governors as new information becomes available. Any new information will also be shared with the BAC.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Deborah McCall</i>	<i>Dec 23/08</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Deborah McCall</i>	<i>Dec 23/09</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>FAHR</i>	<i>13 JAN 09</i>
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Joanne Dyer, University Budget Officer and Executive Assistant to the Vice-President (Administration)

Submission approved by: Deborah McCallum, Vice-President (Administration)

Appendices

Appendix A – Resource Planning and Allocation Schedule

Appendix B – Summary of Financial Requirements for 2009-10

Appendix C – 1% Revenue and Expense Factors

Appendix D – Budget Advisory Committee – Membership and Terms of Reference

RESOURCE PLANNING AND ALLOCATION SCHEDULE

WHAT	WHO	WHEN
Refresh/revisit University strategic priorities	President's Executive Team/ Board of Governors	Annually
Inflationary and other parameters for developing operating estimates	Comptroller/Financial Services/University Budget Officer/President's Executive Team/Board of Governors	June/ August
Review capital priorities for submission to Council on Post-Secondary Education (COPSE)	Director Physical Plant/AVP Administration/President's Executive Team/ Board of Governors	June to August
Respond to COPSE's request for the annual operating estimates	Comptroller/Financial Services/University Budget Officer/President's Executive Team/Board of Governors	June to September
Regular consultation and updates with relevant groups (PVP, SPPC BAC, Finance and Administration/Board of Governors)	VP (Administration)	On-going
Review tuition fee levels	Comptroller/University Budget Officer/President's Executive Team/Board of Governors	October to April
Unit Planning: Three-year strategic resource planning submissions	Deans/Directors/ Administrative unit heads	October/ December
Review of unit submissions; PET meets with Deans and Directors to discuss plan submission, priorities and resources. Administrative Unit Heads meet with the V.P. to whom they report.	Presidents Executive Team, Vice-Provost Programs, University Budget Officer	January/February
Review of unit submissions	Budget Advisory Committee	January/February
Establish PET priorities and draft resource allocations	Presidents Executive Team, University Budget Officer	January to April
Presentation of Plans, Priorities and Draft Allocations to Budget Advisory Committee	President's Executive Team, University Budget Officer	February to April

Continued....

Continued...

RESOURCE PLANNING AND ALLOCATION SCHEDULE

WHAT	WHO	WHEN
COPSE funding announcement	COPSE	February to April
Final decisions on budget allocations	University Budget Officer/Presidents Executive Team	Subsequent to COPSE grant announcement
Prepares and presents budget (including fee recommendations and unit budget allocations) to Board of Governors	VP (Administration), University Budget Officer	Subsequent to COPSE grant announcement
Finalize detailed budgets	University Budget Officer/Financial Services in Consultation with Deans/Directors/ Department Heads	Subsequent to Board Approval
Financial monitoring against budget	Deans/Directors/ Department Heads/University Budget Officer/Financial Services/President's Executive Team/Board of Governors	Ongoing

Summary of Financial Requirements for 2009/10
University of Manitoba Projected Revenue and Expenditure Factors
(Assumes Status Quo - No New Programs)

Revenues	Budget		Projections *	
	%	2008/09	%	2009/10
1. COPSE Government Grants (Base, Access, Specific Purpose and Tuition Rebate)	57.81%	266,139,042	57.70%	267,167,688 (a)
2. Tuition (Credit and Non-Degree)	21.46%	98,784,291	21.18%	98,082,218 (b) (c)
3. Other Provincial Government Grants (Department of Health, Manitoba Student Aid etc.)	1.82%	8,385,858	1.81%	8,385,859
4. Federal Government Grants (Indirect Costs of Research etc.)	1.85%	8,510,001	1.84%	8,510,000
5. Other Revenues (Misc., Endowment, Overhead, Sales and Service, Cost Recoveries etc.)	10.65%	49,038,459	10.94%	50,652,806
6. One Time Funding (Transfer from Provisions)	0.00%		0.00%	
7. Ancillaries	6.42%	29,546,528	6.52%	30,193,930
Total Revenues	100.00%	460,404,179	100.00%	462,992,501
Expenditures	Budget		Projections *	
	%	2008/09	%	2009/10
8. Salaries				
Academic	32.31%	148,770,787	34.46%	169,271,374 (d)
Support Staff	23.84%	109,758,283	22.88%	112,407,370 (d)
Scholarships, Bursaries, Prizes and Awards	1.22%	5,634,984	1.09%	5,362,687
Benefits	8.61%	39,661,195	8.86%	43,546,257 (d)
Payroll Levy	1.21%	5,572,185	1.23%	6,048,144 (d)
Sub-Total	67.20%	309,397,434	68.52%	336,635,832 (d)
9. Library Acquisitions	1.74%	7,994,181	1.79%	8,793,599 (e)
10. Utilities	3.66%	16,840,760	4.37%	21,454,000 (f)
11. Property Taxes	0.13%	600,000	0.12%	600,000 (g)
12. Other Expenses (Supplies, Travel, Postage, Insurance)	18.84%	86,760,960	17.12%	84,120,628 (h)
13. Interfund Transfers (Includes Debt Servicing transferred to Capital, Student Financial Aid and Emergency Loan Funds administered through Trust and Endowment, Student Endowment Funds transferred to Trust and Endowment)	2.63%	12,086,344	1.93%	9,468,974
14. Ancillaries	5.80%	26,724,500	6.15%	30,193,930 (d) (h)
Total Expenditures	100.00%	460,404,179	100.00%	491,266,963
Projected Surplus/(Shortfall)		-		(28,274,463) (i)

* Assumptions Underlying Projections:

(a) 0.0% Base General Operating Grant Increase

(b) 0.0% Tuition Fee Rate Increase

(c) 1.0% Credit Hours/Enrolment Decrease

(d) Projected Salary & Benefit Increases - Scale plus increments based on projected negotiated settlements

(e) 10% Library Acquisition Cost Increase

(f) 7.0% Fuel, 4% Hydro, 12% Water

(g) Property tax phase out is complete therefore costs are expected to remain the same as 2008/2009 budget

(h) 2.0% General (Non-Salary) Inflationary increase

(i) Base Grant Increase of 10.9% required to break-even, or 30.6% increase in tuition fees, or some combination thereof

**2008-2009 Operating Budget
The 1% Factors**

Revenues

Provincial Grants - Base Operating (excludes 10% government rebate)	\$ 2,582,000
Credit Tuition (excludes 10% government rebate)	932,000
Other Tuition (Non-Credit)	56,000
Other Income (Overhead, Trust, Miscellaneous)	99,000

Expenses

Academic Salaries	\$ 1,633,000
Support Staff Salaries	1,066,000
Benefits/Payroll Levy	463,000
Total - Salary & Benefits	<u>\$ 3,162,000</u>
Supplies and Expenses	745,000
Utilities	179,000

- a 1% increase to the Provincial Operating Grant is not sufficient to cover a 1% increase in salaries

BUDGET ADVISORY COMMITTEE

TERMS OF REFERENCE

1. The Budget Advisory Committee is advisory to the President.
2. The Committee shall provide advice on multi-year financial plans taking into account the University's strategic plans.
3. The Committee shall provide advice on the Annual Operating Budget Plan.
4. The Committee shall provide advice from time to time on any other matters as requested by the President.

PROCESS

- I. The Committee shall meet at the call of the President.
- II. The Committee shall create its own procedures.
- III. Early in each fiscal year the Committee will begin the process of developing advice on a multi-year financial plan so that plan will be finalized to form the basis for the ensuing year's expenditure budget allocations.
- IV. As soon as the administration has developed the proposed expenditure budget allocations for the ensuing fiscal year, the Committee will meet for the purpose of providing advice on those allocations.

MEMBERSHIP

President, Chair

4 Vice-Presidents or designates, Academic and Administrative Vice-Presidents to act as Vice-Chair as required

6 Faculty members from the Senate Planning and Priorities Committee, including the Chair

2 Support staff members

Chair of the Board of Governor's Finance and Administration and Human Resources Committee

President of UMSU or designate

President of the Graduate Students' Association or designate

Assessor from the University of Manitoba Faculty Association

University Budget Officer - Resource Person



AGENDA ITEM: Timely and accurate payment of payroll source deductions.

RECOMMENDED RESOLUTION:

For information only

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

In 2002 the issue of Director's liability was raised by the Board of governors with the concern that Board members may be found personally liable for unremitted source deductions. At the time, the Board requested the Comptroller provide assurance that payroll source deductions were in fact remitted to Canada Revenue Agency (CRA). The Comptroller has provided that assurance in each calendar year since 2002 and this is the report for 2008.

This is to confirm all payroll source deductions for calendar 2008 have been remitted to CRA and payments for Health and Education Tax have been remitted to the Minister of Finance (Manitoba) accurately and on time.

In addition, other deductions such as PST have been remitted accurately and in a timely manner. As reported last year, during 2007 the University was audited for Manitoba Retail Sales Tax. At the conclusion of the audit in 2008, the University paid \$235,000 of additional PST plus interest charges of \$30,000.

RESOURCE REQUIREMENTS:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

N/A



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Tom Hay</u>	<u>Dec 12/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Deborah McCall</u>	<u>Dec 15/08</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Deq Kent</u>	<u>Dec 16, 2008</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>FAHR</u>	<u>13 Jan 09</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Tom Hay, Comptroller

Submission prepared by:

Deborah J. McCallum, Vice-President (Administration)

Submission approved by:

Attachments

None



AGENDA ITEM: Academic Schedule for 2009-2010

RECOMMENDED RESOLUTION:

For information only.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Academic Schedule was prepared by the Registrar and reviewed by Faculties and Schools. The Schedule was approved by Senate on December 3, 2008.

RESOURCE REQUIREMENTS:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION: *[delete if not applicable]*

Faculties and Schools were consulted in the preparation of this schedule.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
x	x	Senate Executive	November 19, 2008
x	x	Senate	December 3, 2008
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
		Senate	

Submission prepared by:

Submission approved by: University Secretary

Attachments

- Academic Schedule 2009-2010



UNIVERSITY
OF MANITOBA

Registrar's Office

400 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474 9420
Fax (204) 275-2589

Date: November 24, 2008

Memo To: Senate

From: Neil Marnoch, Registrar

Re: Revisions to the Proposed Academic Schedule for 2009-2010

As a result of concerns raised at the Senate Executive Meeting November 19/08 regarding the date of the beginning of Winter 2010 Term, the revisions listed below have been made. The result will be that classes will begin one day after the university re-opens following the Christmas break. Classes taught on the normal Tuesday/Thursday lecture schedule will include 37½ contact hours. Courses taught on the normal Monday/Wednesday/Friday lecture schedule will include 37 contact hours. Each is consistent with past practice for teaching hours available in an academic term. Several changes to the schedule as circulated to faculties have been made as a result.

Section 2 - The first day of classes for Winter Term 2010 has been revised to Wednesday, January 6 from Tuesday, January 5.

- Winter Term 2010 classes in the Agriculture Diploma program will also begin on January 6. Winter Term for Agriculture Diploma classes will end on Tuesday, March 30 instead of Monday, March 29 as initially proposed.

Section 3 - The deadline for class registration revisions for Winter Term 2010 has been changed to Tuesday, January 19 from Monday, January 18.

- The last day to add classes for the Winter Term in the Agriculture Diploma program has been moved to Monday, January 18 from Friday, January 15.

- Moving the start date of the term necessitates a change to the deadline for Voluntary Withdrawal to Friday, March 19 from Thursday, March 18.

- The Voluntary Withdrawal deadline for Agriculture Diploma courses has been moved to Thursday, March 11 from Wednesday, March 10.

Section 6 - The Examination Period for Agriculture Diploma has been changed to April 1 through April 9, from March 31 through April 8.

Section 11 - Winter/Summer Distance Education courses will commence January 6 and end July 6. Examinations for these courses will be held July 7 to 9, 2010.

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

2009-2010 Academic Schedule

Note: Admission Application Deadlines may be found on the web at www.umanitoba.ca/student/admissions

Chapter Contents

- Section 1: Orientation Sessions for Fall/Winter Session**
- Section 2: Start and End Dates for Fall/Winter Session**
- Section 3: Registration and Withdrawal Dates**
- Section 4: Fee Deadlines**
- Section 5: Dates of University Closure and Mid Term Break**
- Section 6: Fall/Winter Session Examination and Test Dates**
- Section 7: Challenge for Credit, Supplemental and Other Special Examinations and Tests**
- Section 8: Grade Appeal Dates**
- Section 9: University Convocation**
- Section 10: Other University Special Events**
- Section 11: Distance & Online Education 2009/10 Deadline Dates**
- Section 12: Summer Session 2009 Start and End Dates**
- Section 13: Summer Session 2010**
- Section 14: Graduate Studies Submission Dates**

Section 1: Orientation Sessions for Fall/Winter Session

IDDP Year 1	May-June 2009
University 1	Sept. 8-9, 2009
Agriculture Diploma	Sept. 18, 2009
School of Art Orientation	Sept. 8-9, 2009
Education, Year 1	Aug. 27, 2009
Education, Year 2 and Year 5 Integrated	Aug. 27, 2009
Medicine, Year 1	Aug. 18, 2009
Medicine Inaugural Exercises	Aug. 19, 2009
Music	Sept. 8, 2009
Nursing, Year 2 (2180)	
Tuesday/Wednesday clinical orientation	Sept. 1, 2009
Nursing, Year 2 (2190)	
Tuesday/Wednesday clinical orientation	Sept. 1, 2009
Nursing, Year 2 (2180)	
Thursday/Friday clinical orientation	Sept. 3, 2009
Nursing, Year 2 (2190)	
Thursday/Friday clinical orientation	Sept. 3, 2009
Nursing, Year 2 (2180 continues)	
Tuesday/Wednesday clinical orientation continues	Sept. 8, 2009
Nursing, Year 2 (2180 continues)	
Thursday/Friday clinical orientation continues	Sept. 10, 2009
Nursing, Year 2 (2190 continues)	
Both rotations clinical orientation continues	Sept. 10, 2009
Nursing, Year 2 (2180 and/or 2190)	
Tuesday/Wednesday clinical begins	Sept. 15, 2009
Nursing, Year 2 (2180 and/or 2190)	
Thursday/Friday clinical begins	Sept. 10, 2009
Nursing, Year 3 clinical orientation	
Tuesday/Wednesday clinical rotation begins	Sept. 29, 2009
Nursing, Year 3 clinical orientation	
Thursday/Friday clinical rotation begins	Sept. 24, 2009
Nursing, Year 4 clinical orientation	Sept. 10, 2009
Nursing Lectures in NURS 2120 (Health Assessment) and Nursing labs in NURS 2120 (Health Assessment) and NURS.2130 (Skills Year2), NURS 3280 (Skills Year 3) start week of Sept. 14, 2009	

NOTE: Immunizations/CPR due for all newly admitted Aug. 1, 2009 Nursing students	
Occupational Therapy, Year 1 Linking Week	Aug. 20 - 21, 2009
Pharmacy, Year 1 orientation session	Sept. 9, 2009
Kinesiology and Recreation Management	June 24 & July 2, 2009
Social Work, Year 1	Sept. 9, 2009
Social Work, Year 2 and 3 Field Orientation	Sept. 8 and 9, 2009

Section 2: Start and End Dates for Fall/Winter Session

(Classes, practica, experiences)

The following start and end dates are for students in most faculties and schools.

See Section 5 for mid term break and other university closures.

Students registering for Distance and Online Education courses should consult the Distance and Online Education Calendar available from Distance Education.

Education courses may have unique start and end dates. Students are referred to the Faculty of Education website.

Fall Term 2009 (including full courses)	Start	End
Most faculties and schools	Sept. 10, 2009	Dec. 9, 2009
Agriculture diploma	Sept. 21, 2009	Dec. 4, 2009
Dentistry, Years 1 and 2	Aug. 17, 2009	Dec. 4, 2009
Dentistry, Year 3	Aug. 10, 2009	Dec. 4, 2009
Clinics	NA	Dec. 18, 2009
Dentistry, Year 4	Aug. 10, 2009	Dec. 11, 2009
Clinics	NA	Dec. 18, 2009
Dental Hygiene, Year 1	Aug. 24, 2009	Dec. 4, 2009
Clinics	NA	Dec. 4, 2009
Dental Hygiene, Year 2	Aug. 17, 2009	Dec. 4, 2009
Clinics	NA	Dec. 11, 2009
Law	Sept. 8, 2009	Dec. 8, 2009
Medicine, Years 1 and 2	Aug. 24, 2009	T.B.A.
Medicine, Years 3 and 4	Aug. 24, 2009	Dec. 18, 2009
Medicine, B.Sc.	May 25, 2009	Aug. 21, 2009
Occupational Therapy Year 1	Aug. 24, 2009	Nov. 13, 2009
Basic Fieldwork	Nov. 16, 2009	Dec. 11, 2009
Occupational Therapy Year 2	Aug. 24, 2009	Dec. 11, 2009
Pharmacy, Year 4 (classes)	Sept. 8, 2009	Nov. 2, 2009
(Experiential Rotations - Block 1)	Nov. 9, 2009	Dec. 18, 2009
(Electives - Block 1)	Nov. 5, 2009	Dec. 23, 2009
Physical Therapy	Aug. 24, 2009	Dec. 11, 2009
Respiratory Therapy Years 1, 2, 3	Aug. 24, 2009	Dec. 18, 2009
Respiratory Therapy,		
Year 1 Basic Fieldwork	Sept. 25, 2009	Dec. 18, 2009
Year 2 Basic Fieldwork	Sept. 18, 2009	Dec. 11, 2009
Social Work, Field Instruction Years 2 & 3	Sept. 8, 2009	Dec. 11, 2009

Winter Term 2010 (including full courses)	Start	End
Most faculties and schools	Jan. 6, 2010	April 9, 2010
Agriculture Diploma	Jan. 6, 2010	Mar. 30, 2010
Dental Hygiene, Years 1 and 2 classes	Jan. 5, 2010	April 9, 2010
Year 1 clinic	Jan. 5, 2010	April 9, 2010
Year 2 clinic	Jan. 5, 2010	April 23, 2010
Dentistry, Years 1 and 2	Jan. 5, 2010	April 23, 2010
Dentistry, Year 3 classes	Jan. 5, 2010	April 9, 2010
Year 3 clinics	Jan. 5, 2010	April 23, 2010
Dentistry, Year 4 classes	Jan. 5, 2010	Feb. 12, 2010
Year 4 clinics	Jan. 7, 2010	April 23, 2010
Law	Jan. 5, 2010	April 12, 2010
Medicine, Years 1 and 2	TBA	May 21, 2010
Medicine, Year 3	Jan. 5, 2010	Aug. 20, 2010
Medicine, Year 4 Clerkship	Jan. 5, 2010	May 7, 2010

Occupational Therapy Year 1	Jan. 5, 2010	April 30, 2010
Occupational Therapy Year 2		
Intermediate Fieldwork	Jan. 4, 2010	Feb. 26, 2010
Occupational Therapy Year 2	Mar. 8, 2010	June 25, 2010
Pharmacy, Year 2, experiential rotations	May 3, 2010	May 14, 2010
Pharmacy, Year 3 Community Practice	April 5, 2010	April 30, 2010
Pharmacy, Year 4,		
(Experiential Rotations - Block 2)	Jan. 4, 2010	Feb. 12, 2010
(Electives - Block 2)	Jan. 4, 2010	Feb. 19, 2010
(Experiential Rotations - Block 3)	Feb. 22, 2010	April 2, 2010
(Electives - Block 3)	Feb. 22, 2010	April 9, 2010
Physical Therapy	Jan. 5, 2010	variable; depends on clinical placements
Resp. Therapy Year 1 Basic Fieldwork	Jan. 15, 2010	Mar. 26, 2010
Resp. Therapy Year 2 Basic Fieldwork	Jan. 8, 2010	Mar. 19, 2010
Respiratory Therapy Years 1 and 2	Jan. 4, 2010	April 30, 2010
Respiratory Therapy Year 3	Jan. 4, 2010	June 25, 2010
Social Work Years 2 and 3 field instruction	Jan. 5, 2010	April 7, 2010

Section 3 Registration and Withdrawal Dates

NOTES: 1. The fee refund schedule may be found in the Calendar in the chapter "Fees, Payments and Refunds".

2. Some courses have irregular Voluntary Withdrawal deadline dates. Please refer to your faculty or school section of the Calendar.

Fall Term 2009 (including full courses)	Start	End
Nursing Clinical Courses: last date to register for Fall Term 2009 and Winter Term 2010	Aug. 19, 2009	
Last Date to register and pay fees without penalty for all programs (except Agriculture Diploma)	Sept. 9, 2009	
Agriculture Diploma	Sept. 18, 2009	
Law: Registration after this date requires Associate Dean's approval	Sept. 8, 2009	
Registration revisions and late registration in all programs (except Agriculture Diploma). A financial penalty is assessed on all late registrations during this period	Sept. 10, 2009	Sept. 23, 2009
Agriculture Diploma	Sept. 21, 2009	Sept. 30, 2009
Last date in all programs (except Agriculture Diploma) to withdraw from Fall Term 2009 and full courses and not be assessed a "VW"		Sept. 23, 2009
Agriculture Diploma		Sept. 30, 2009
Last date in all faculties and schools to Voluntary Withdraw Fall Term 2009 courses. (See refund schedule for implications).		Nov. 18, 2009
Winter Term 2010		
Registration and Revision period in Winter Term 2010 half courses in all programs (except Agriculture Diploma)	Jan. 6, 2010	Jan. 19, 2010
Agriculture Diploma	Jan. 6, 2010	Jan. 18, 2010
Last date for registration in Winter Term 2010 half courses, including Challenge for Credit, and/or registration revisions in all programs (except Agriculture Diploma)		Jan. 19, 2010
Agriculture Diploma		Jan. 18, 2010
Winter Term 2010 half courses and full courses dropped after this date from any program (except Agriculture Diploma) are recorded as Voluntary Withdrawals		Jan. 19, 2010
Agriculture Diploma		Jan. 18, 2010
Last date for Voluntary Withdrawal from Winter Term 2010 half courses and full courses without academic penalty in all faculties and schools (except Agriculture Diploma). See refund schedule for financial implications.		Mar. 19, 2010
Agriculture Diploma		Mar. 11, 2010

Section 4: Fee Deadlines

Last date for all students to pay Fall Term 2009 and 1st instalment fees without late fee (except Agriculture Diploma) Sept. 9, 2009

Agriculture Diploma Sept. 18, 2009

Last date for all students to pay Winter Term 2010 and 2nd instalment fees without late fee Jan. 7, 2010

Section 5: Dates of University Closure and Mid Term Break

When the University is closed no classes/examinations will be held.	Start	End
Canada Day (Holiday Observed)	July 1, 2009	
Civic Holiday	Aug. 3, 2009	
Labour Day	Sept. 7, 2009	
Thanksgiving Day	Oct. 12, 2009	
Remembrance Day (Holiday Observed)	Nov. 11, 2009	
December Holidays	Dec. 24, 2009	Jan. 4, 2010
Mid-Term Break* for all faculties and schools (except Medicine, Education, Occupational Therapy, Physical Therapy Yr. 3 and Respiratory Therapy Yr. 3)	Feb. 15, 2010	Feb. 19, 2010
Louis Riel Day	Feb. 15, 2010	
Occupational Therapy	Mar. 1, 2010	Mar. 5, 2010
Medicine Years 1 and 2	Mar. 29, 2010	April 2, 2010
Good Friday	April 2, 2010	
Easter Monday (Respiratory Therapy department only)	April 5, 2010	
Victoria Day	May 24, 2010	

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students

Section 6: Fall/Winter Session Examination and Test Dates

Students are reminded that they must remain available until all examination and test obligations have been fulfilled.

Fall/Winter Session 2009-2010

Fall Term 2009 (including full courses)	Start	End
Most faculties and schools	Dec. 10, 2009	Dec. 23, 2009
Agriculture Diploma*	Dec. 7, 2009	Dec. 14, 2009
Dentistry, Years 1, 2, and 3	Dec. 7, 2009	Dec. 18, 2009
Dentistry, Year 4	Dec. 14, 2009	Dec. 18, 2009
Dental Hygiene Year 1	Dec. 7, 2009	Dec. 18, 2009
Dental Hygiene Year 2	Dec. 14, 2009	Dec. 18, 2009
Law	Dec. 9, 2009	Dec. 23, 2009
Pharmacy, Year 4	Nov. 3, 2009	Nov. 4, 2009

Winter Term 2010 (including full courses)

Most faculties and schools	April 12, 2010	April 28, 2010
Agriculture Diploma	April 1, 2010	April 9, 2010
Dental Hygiene, Years 1 and 2	April 12, 2010	April 16, 2010
Dentistry, Years 1 and 2	April 26, 2010	May 7, 2010
Year 3	April 12, 2010	April 23, 2010
Year 4	Feb. 22, 2010	Feb. 26, 2010
Law	April 14, 2010	April 28, 2010
Pharmacy, Year 3	Mar. 27, 2010	April 1, 2010
Respiratory Therapy		
Clinical Entrance Exams Year 2	April 30, 2010	
Composite Exams Year 3	June 21, 2010	

Section 7: Challenge for Credit, Supplemental and Other Special Examinations and Tests

Faculties and schools that extend supplemental examination privileges: last date for applications for autumn supplemental examinations	July 2, 2009
Language reading tests for graduate students	Sept. 5, 2009
Last date to apply for Challenge for Credit for courses offered in Fall Term 2009	Sept. 23, 2009
International Dental Degree Program on-site assessment	Dec. 14-18, 2009
Last date to apply for Challenge for Credit for courses offered in Winter Term 2010	Jan. 18, 2010
Agriculture Diploma Last date for applications for Fall Term 2009 supplemental examinations	Jan. 5, 2010
Fall term supplementary examinations	Jan. 11, 2010
Language reading tests for graduate students	April 3, 2010
Agriculture Diploma Last date for applications for Winter Term 2010 supplemental examinations	May 1, 2010
Winter Term supplementary examinations	May 21, 2010
Last day to register for Challenge for Credit for examinations in June series	May 1, 2010
Medical Council of Canada examinations	May 3 -11, 2010

Section 8: Final Grade Appeal Dates

Appeal period for final grades received for Fall Term 2009 courses	Jan. 5, 2010	Jan. 25, 2010
Appeal period for final grades received for Winter Term 2010 courses and full courses	May 25, 2010	June 14, 2010

Section 9: University Convocation

Fall Convocation	Oct. 21-22, 2009
Last date to apply online to graduate in Fall	Aug. 1, 2009
Last date to apply online for graduation in February	Sept. 30, 2009
Last date to apply online to graduate in May	Jan. 30, 2010
Graduation date for students graduating in February 2010 (Ceremony for February grads is in May 2010)	Feb. 3, 2010
School of Agriculture graduation ceremony	April 30, 2010
Faculty of Medicine Convocation ceremony	May 13, 2010
Spring Convocation	June 1, 2, 3, 2010
Convocation ceremony at Collège universitaire de Saint-Boniface	June 7, 2010

Section 10: Other University Special Events

Parents Orientation	June 6, 2009
2009 School Counsellors Admissions Seminar	Sept. 16, 2009
Enrolment Services/Student Recruitment: Evening of Excellence	Oct. 19, 2009
Memorial events for 14 women murdered at l'École Polytechnique in 1989	Dec. 6, 2009
Information Days for high school students	Feb. 16-17, 2010
Annual traditional graduation Powwow in honour of Aboriginal students	May 1, 2010

Section 11: Distance and Online Education 2009/2010 Deadline Dates

Start and End Dates	
Fall term 2009 (including Full Courses)	Refer to Section 2 for start & end dates
Winter Term 2010	Refer to Section 2 for start & end dates
Winter/Summer Term 2010	Jan. 6, 2010 July 6, 2010
Summer Term 2010	May 3, 2010 July 30, 2010
Registration and Withdrawal Dates	
Fall Term 2009 (including full courses)	Refer to Section 3 for registration & withdrawal dates
Winter Term 2010	Refer to Section 3 for registration & withdrawal dates

Winter/Summer Term 2010		
Registration and Revision period	Jan 6, 2010	Jan. 19, 2010
Last date for Voluntary Withdrawal	June 9, 2010	
Summer Term 2010		
Registration and Revision period	May 3, 2010	May 14, 2010
Last date for Voluntary Withdrawal	July 9, 2010	
Application to write examinations at a location other than the University of Manitoba		
Fall term 2009	First working day of October	
Fall/Winter and Winter term 2010	First working day of February	
Winter/Summer term 2010	First working day of May	
Summer term 2010	First working day of June	
Examination and Test Dates		
Fall Term 2009	Refer to Section 6 for examination and test dates	
Winter Term 2010	Refer to Section 6 for examination and test dates	
Winter/Summer term 2010	July 7, 2010	July 9, 2010
Summer Term 2010	Aug. 3, 2010	Aug. 9, 2010

Section 12: Summer Session 2009

Start and End Dates

For more detailed information, please consult the Summer Session Calendar available from the Summer Session Office, 166 Extended Education Complex. The Summer Session Calendar is available on-line at umanitoba.ca/summer.

May Day, June Day	Start	End
Classes	May 4, 2009	June 23, 2009
Examinations		
Term 1	May 29, 2009	May 30, 2009
Term 2 and Full	June 25, 2009	June 26, 2009
May-June Eve, June-Aug. Eve, May-Aug. Eve		
Classes	May 4, 2009	Aug. 6, 2009
Examinations		
Term 1	June 19, 2009	June 20, 2009
Term 2 and Full	Aug. 7, 2009	Aug. 8, 2009
July Day, Aug. Day		
Classes	July 2, 2009	Aug. 20, 2009
Examinations		
Term 1	July 27, 2009	
Term 2 and Full	Aug. 21, 2009	Aug. 22, 2009
Other		
Nursing Summer Term	April 27, 2009	July 29, 2009
Occupational Therapy Year 1 Summer Term		
Intermediate Fieldwork 1	May 4, 2009	June 26, 2009
Occupational Therapy Year 2 Summer Term		
Advanced Fieldwork	June 29, 2009	must end by (flexible start date) Sept. 11, 2009
Physical Therapy Summer Term		variable; depend on clinical placements

Section 13: Summer Session 2010

Class Start Dates

Nursing summer term begins	April 26, 2010
Summer Session Start Date	May 3, 2010
Occupational Therapy Year 1 Summer Term	
Intermediate Fieldwork 1	May 3, 2010 - June 25, 2010
Occupational Therapy Year 2 Summer Term	
Advanced Fieldwork	June 28, 2010 - must end by flex. start date Sept. 10, 2010
Physical Therapy Summer Term	variable; depend on clinical placements

The other summer session dates are not available yet.

Section 14: Faculty of Graduate Studies Submission Dates for 2009-2010

For reports on theses/practica (and the corrected copies of the theses/practica), comprehensive examinations and M.Eng. projects to be submitted to Graduate Studies by students expecting to graduate in October Aug. 27, 2009

For receipt in Graduate Studies Office of Ph.D. theses (for distribution) from graduate students expecting to graduate in February Oct. 6, 2009

For distribution of Master's theses/practica (to examining committee) by students expecting to graduate in February Oct. 19, 2009

For reports on theses/practica (and the corrected copies of theses/practica), comprehensive examinations and M.Eng. projects to be submitted to Graduate Studies by students expecting to graduate in February. Jan. 5, 2010

For receipt, in Graduate Studies Office, of Ph.D. theses (for distribution) from graduate students expecting to graduate in May. Jan. 18, 2010

For distribution of Master's theses/practica (to examining committee) by students expecting to graduate in May Jan. 25, 2010

For reports on theses/practica (and the corrected copies of theses/practica), comprehensive examinations and M.Eng. projects to be submitted to Graduate Studies by students expecting to graduate in May April 7, 2010

For receipt by the Faculty of Graduate Studies, of Annual Progress Reports for Master's and Ph.D. students June 15, 2010

For receipt, in Graduate Studies Office, of Ph.D. theses (for distribution) from students expecting to graduate in October June 14, 2010

For distribution of Master's theses/practica (to examining committee) by students expecting to graduate in October June 21, 2010

November 24, 2008