

BOARD OF GOVERNORS

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

Wednesday, June 22, 2016

**Alan A. Borger Sr. Executive Conference Room
E1-270 Engineering Information and Technology 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.

OFFICE OF THE UNIVERSITY SECRETARY



UNIVERSITY
OF MANITOBA

BOARD OF GOVERNORS OPEN SESSION

Alan A. Borger Sr. Executive Conference Room (E1-270 EITC)
Wednesday, June 22, 2016 at 4:00 p.m.

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	AGENDA	<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
1.	ANNOUNCEMENTS	Chair		4:00 p.m.
	<u>FOR ACTION</u>			
2.	APPROVAL OF THE AGENDA	Chair	2	4:00 p.m.
3.	MINUTES (Open Session)			
3.1	Approval of the Minutes of the May 24, 2016 OPEN Session as circulated or amended	Chair	4	4:00 p.m.
3.2	Business Arising - none	Chair		
4.	UNANIMOUS CONSENT AGENDA	Chair		4:05 p.m.
	<i>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 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.</i>			
	<i>For Approval from Senate:</i>	<i>President</i>		
	4.1 <i>Reports of the Senate Committee on Awards</i>			
	 a) Part A [April 5, 2016]		13	
	 b) Part A [December 7, 2015 (addendum)]		24	
	 c) Part A [February 23, 2016 (addendum)]		28	
	 d) Part A [May 9, 2016]		32	
	 e) Part B [April 5, 2016]		53	
	 f) Part B [May 9, 2016]		63	
	4.2 Revised Name of the Department of Medical Microbiology	<i>President</i>	71	
	<i>For Information from Senate</i>			
	 4.3 Revised Academic Schedule 2016-17	<i>President</i>	77	
	 4.4 Annual Report on Academic Program Reviews	<i>President</i>	103	
5.	FROM AUDIT AND RISK MANAGEMENT COMMITTEE			
5.1	Annual Financial Report 2016			
	a) Presentation of the Financial Statements	P. Bovey	107	4:10 p.m.

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	AGENDA	<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
6.	FROM FINANCE, ADMINISTRATION, AND HUMAN RESOURCES COMMITTEE			
6.1	Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit	M. Forsen	166	4:25 p.m.
6.2	Respectful Work & Learning Environment Policy, Sexual Assault Policy, and Related Procedure	M. Forsen	179	4:30 p.m.
6.3	Violent or Threatening Behaviour Policy and Procedure	M. Forsen	233	4:30 p.m.
7.	FROM SENATE			
7.1	Student Discipline Bylaw and Procedure	President	253	4:50 p.m.
7.2	Responsibilities of Academic Staff with Regard to Students, Revised Policy and Procedure	President	338	5:00 p.m.
7.3	Proposal for a Master of Finance	President	365	5:10 p.m.
	<u>FOR INFORMATION</u>			
8.	NEW BUSINESS			
8.1	Report from the President	President	441	5:15 p.m.
	<u>FOR DISCUSSION/ADVICE</u>			
9.	FROM SENATE			
9.1	Requests to Extend Suspension of Admissions to Undergraduate (B.H.Ecol., B.Sc. in Textile Sciences, P.B.Dip., in Agrology) and Graduate (Ph.D. in Cancer Control, M.Sc. in Family Social Sciences, M.A. in Icelandic, M.Sc. in Textile Sciences) Programs	President	449	5:25 p.m.

MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION



UNIVERSITY
OF MANITOBA

**Minutes of the
OPEN Session of the Board of Governors
May 24, 2016**

Present: P. Bovey, Chair
J. Leclerc, Secretary

E. A-iyeh J. Anderson D. Barnard A. Berg (phone) T. Bock
S. Connelly M. Forsen N. Halden D. Hallock T. Nagra
T. Millington H. Reichert (phone) M. Robertson R. Sherbo
A. Sych-Yereniuk J. Taylor R. Vamos R. Zegalski

Regrets: T. Kucera B. Passey T. Sargeant H. Secter

Absent: R. Khatkar

Assessors Present: B. Stone

Officials Present: S. Foster T. Hay D. Jayas J. Keselman

Officials Sending Regrets: J. Kearsey

1. **ANNOUNCEMENTS**

The Chair announced that this is the first meeting for Mr. Enoch A-iyeh, President of the Graduate Students' Association (GSA), Ms. Tanjit Nagra, President of the University of Manitoba Students' Union (UMSU), and Ms. Dara Hallock, Vice-President (Advocacy) of UMSU. She also stated that this is the last meeting for Dr. Norman Halden who was elected by Senate and for Ms. Heather Reichert, who was elected by the membership of the Alumni Association, and thanked them for their service.

FOR ACTION

2. **APPROVAL OF THE AGENDA**

It was moved by Ms. Connelly and seconded by Dr. Halden:
THAT the agenda for the May 24, 2016 meeting be approved as circulated.

CARRIED

3. **MINUTES (Open) Session**

- 3.1 Approval of the Minutes of the April 12, 2016 Open Session as circulated or amended

It was moved by Mr. Zegalski and seconded by Mr. Sherbo:

THAT the minutes of the April 12, 2016 Open session be approved as circulated.

CARRIED

- 3.2 Business Arising - none

4. **UNANIMOUS CONSENT AGENDA**

The Chair asked whether any member had concern with any of the items on the Unanimous Consent Agenda. No items were identified for removal.

It was moved by Mr. Robertson and seconded by Ms. Connelly:

THAT the Board of Governors approve one new offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated December 7, 2015] (*Addendum*).

THAT the Board of Governors approve four new offers, eight 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 January 12, 2016].

THAT the Board of Governors approve one amended offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated January 12, 2016].

THAT the Board of Governors approve six new offers, fourteen amended offers, and the withdrawal of nine offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated February 23, 2016].

THAT the Board of Governors approve four new offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated February 23, 2016].

THAT the Board of Governors approve the establishment of an endowed Professorship in Business Ethics [as recommended by Senate, April 6, 2016].

THAT the Board of Governors approve the establishment of an endowed Professorship in Traumatology [as recommended by Senate, April 6, 2016].

THAT the Board of Governors approve the Report of the Senate Committee on University Research concerning a recommendation that terms of reference for all previously approved research Chairs and Professorships be amended such that the Chairs or Professorships could be filled with individuals holding an appointment of Assistant Professor, Associate Professor, or Professor.

THAT the Board of Governors approve that a \$1.66 per credit hour contribution be assessed against the students in the Department of Architecture for a three year term

commencing in the fall of 2016 as outlined in the letter from Jonathan Beddoes, Dean, Faculty of Architecture, dated March 1, 2016.

THAT the Board of Governors approve that a \$3.33 per credit hour contribution be assessed against the students in the Department of City Planning for a three year term commencing in the fall of 2016 as outlined in the letter from Jonathan Beddoes, Dean, Faculty of Architecture, dated January 28, 2016.

THAT the Board of Governors approve that a \$2.50 per credit hour contribution be assessed against the students in the Department of Environmental Design for a three year term commencing in the fall of 2016 as outlined in the letter from Jonathan Beddoes, Dean, Faculty of Architecture, dated March 1, 2016.

THAT the Board of Governors approve that a \$1.66 per credit hour contribution be assessed against the students in the Department of Interior Design for a two year term commencing in the fall of 2016 as outlined in the letter from Jonathan Beddoes, Dean, Faculty of Architecture, dated December 4, 2015.

THAT the Board of Governors approve that a \$2.66 per credit hour contribution be assessed against the students in the Department of Landscape Architecture for a three year term commencing in the fall of 2016 as outlined in the letter from Jonathan Beddoes, Dean, Faculty of Architecture, dated January 25, 2016.

THAT the Board of Governors approve that a \$2.66 per credit hour contribution be assessed against the students in the Faculty of Environment, Earth, and Resources for a three year term commencing in the fall of 2016 as outlined in the letter from Norm Halden, Dean, Faculty of Environment, Earth, and Resources, dated February 10, 2016.

THAT the Board of Governors approve that a \$2.00 per credit hour contribution be assessed against the students in the Faculty of Music for a one year term commencing in the fall of 2016 as outlined in the letter from Edmund Dawe, Dean, Faculty of Music, dated December 10, 2015.

THAT the Board of Governors approve that a \$2.66 per credit hour contribution be assessed against the students in the School of Art for a two year term commencing in the fall of 2016 as outlined in the letter from Paul Hess, Director, School of Art, dated December 10, 2015.

THAT the Board of Governors approve that beginning in 2016/2017 academic year:

- The fees collected by UMSU on behalf of W.U.S.C. (World University Services of Canada) be increased to \$3.75, in order to reflect their successful referenda during the March 2016 UMSU General Election and Referendum.
- Apply this increase as of Fall 2016 semester fee levies.
- Annually thereafter, index the fee to inflation following the Consumer Price Index (CPI) for the Province of Manitoba as reported by Statistics Canada for the 12 month period ending on September 30, as is presently practiced.

The Board received the following for information:

Implementation of Master of Social Work in Indigenous Knowledges

CARRIED

5. NEW BUSINESS

5.1 Report from the President

Dr. Barnard thanked those members of Board who attended the announcement of the \$30 million donation from the Rady family. Ms. Bovey commented that the convocation ceremony, luncheon, and subsequent reception made for an amazing day.

Ms. Bovey noted that Patkau Architects Inc. /LM Architectural Group were recently awarded a Governor General's Medal in Architecture for their design of the University of Manitoba ARTlab. Dr. Barnard added that two of the University's buildings have now won awards; Cibinel Architecture Ltd. won the 2016 NIRSA Outstanding Sports Facility Award for their design of the Active Living Centre.

6. FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES

6.1 Operating Fund Budget and Financial Plans Restricted and Endowment Funds

Mr. Zegalski reviewed the process of preparing the budget.

Dr. Barnard remarked that there was considerable uncertainty when the budget was being developed, with respect to the new provincial government's intention regarding previous commitments to the University. He added that there was pressure in other areas as well, especially related to foreign exchange rates on library acquisitions and the purchase of research materials. Dr. Barnard stated that in the context of rising costs outpacing revenue increases across the country, many deans and directors had been planning on a multi-year basis which has meant reserving cash for expenditures in the near future. He noted that these factors create pressure on those preparing the University's budget.

Mr. Hay explained that the starting point of constructing the budget is the Board of Governors approval of the estimates document in September and the presentation of the estimates to Education and Advanced Learning in October. He said that the faculties and units prepare their strategic resource plans in the fall and were directed to assume a 4% budget reduction. He explained that although the grant increase was not formally confirmed, the provincial government had committed to a 2.5% increase to the base operating grant and had limited tuition and related fees to increase no more than 1.2%. He highlighted the following major assumptions and constraints considered in developing the budget:

- The University of Manitoba will develop a balanced budget;
- Strategic investments are required to support strategic planning priorities;

- A Manitoba operating grant of 2.5% and tuition increase of 1.2% are anticipated;
- Contingencies, Fiscal Stability and Budget reserves are required to mitigate potential uncertainties related to U.S. exchange rate fluctuation, pension valuation, ongoing labour negotiations, and provincial funding for 2016/17 and beyond; and
- 2016/17 funding will be allocated in support of fiscal (one-time) strategic investments of \$27.85 million.

Mr. Hay detailed first claims of \$23 million, comprised of increased salaries and benefit increases, program costs, library inflation and exchange reserve, non-salary inflationary costs, contingency, and fiscal stability and budget reserve funding. He explained that the majority of increased revenue would be used for instruction and direct academic support.

Dr. Keselman referred to Attachment 2, explaining that, of the \$4.3 million available through the Academic Position Management Program (APMP), \$3.82 million will be reinvested in the strategic priorities. She explained that the APMP is a program where when an academic staff member leaves the University the faculty retains the equivalent of the median entry salary for the position, based on a three-year rolling average and the residual funds are allocated centrally and used primarily for strategic allocation. She added that this fund has more baseline available this year for strategic allocation due to a rise in the number of retirements resulting from the voluntary retirement incentive program.

Dr. Keselman reviewed the recommended strategic allocations which total \$3.82 million in baseline funding and \$27.85 million in fiscal only (one-time) investments to support the five areas of strategic priority identified in the strategic plan, as follows:

Strategic Priorities - Taking Our Place

I. Inspiring Minds through innovative and quality teaching

<u>Description</u>	<u>Baseline</u>	<u>Fiscal Only</u>
Libraries - Acquisitions	\$300,000	
Centre for the Advancement of Teaching and Learning (CATL)	\$280,000	\$350,000
Teaching Enhancement Fund	\$100,000	
Undergraduate Scholarships *	\$300,000	
Graduate Scholarships *	\$500,000	
Experiential Education - Undergraduate Research Awards *	\$150,000	\$150,000
Service Teaching		\$750,000
Learning Space Renewal		\$10,000,000
Academic Enhancement Fund	\$400,000	\$500,000

II. Driving Discovery and Insight through excellence in research, scholarly work and other creative activities

National Centre for Truth and Reconciliation (NCTR) - Year 1 of 5 (Fiscal)	\$350,000	\$900,000
Mosaic - Year 2 of 3		\$130,000

Research Initiatives - Year 2 of 7 (\$1 M)	\$1,500,000
Research Support Programs (UCRP and UIRP)	\$500,000

III. Creating Pathways to Indigenous Achievement

Indigenous Scholars	\$720,000
Indigenous Initiatives Fund	\$500,000

IV. Building Community that creates an outstanding learning and working environment

Financial Services	\$125,000	
Legal Services - Research Contracts	\$75,000	
Sustainability - Support recently approved sustainability plan	\$65,000	\$340,000
Physical Plant	\$350,000	
Information Services Technology (IST) - Network switches/data center		\$1,250,000
Preventative Maintenance		\$6,620,000
Energy Conservation		\$1,700,000
Campus Planning and Functional Space Planning	\$100,000	\$160,000
Accessibility		\$100,000
Budget Model Redesign/ System Development		\$2,400,000

V. Forging Connections to foster high impact community engagement

Campaign Matching Program *see allocations above		
Total	\$3,815,000	\$27,850,000

Mr. Hay reviewed the financial plans for the restricted funds and the endowment fund. He explained that these plans are based on historical patterns and current assumptions and known events. He noted that not included in the plan are potential funding the University may receive for capital projects from the Post-Secondary Institutions Strategic Investment Fund (PSIF).

Ms. Reichert asked how many additional students would be needed to cover the \$10.75 million shortfall. Mr. Hay explained that it would depend on many factors including the types of students; whether they were international, graduate, or undergraduate. He added there would be an impact but it would be difficult to determine how great it would be. Dr. Barnard agreed that the impact would be uncertain, however, the projections have been quite accurate over the years as they are based on past trends and analysis by the Office of Institutional Analysis. In response to a question from Ms. Reichert, Dr. Barnard stated that an increase in the number of students would result in an increase in expenditures because the marginal cost per student exceeds the marginal income derived from tuition.

Mr. Nagra referred to the table on page 147 and asked whether the 3% reduction is for all academic units. Dr. Keselman responded that the reduction is the same for all academic units.

Mr. Millington noted that on page 145 it states that salaries are a significant portion of budgetary increases. He asked how the amount of the increase compares to the previous year. Mr. Hay explained that the increases generally follow the union contracts which call for similar increases every year. He stated that the University of Manitoba Faculty Association (UMFA) increase has not yet been determined as bargaining remains ongoing.

Dr. Anderson asked whether in future, consideration will be given to the fact that budget reduction on a per student basis has greater impact on some faculties than on others. Dr. Barnard said that a reduction hits hard in all areas. He added that the University has been very committed to not do across the board cuts but try to consider individual pressures within units. He explained that this is one of the reasons a new budget model is needed, to allow the deans some discretion on where to increase or decrease their budget rather than that discretion being held centrally.

Dr. Taylor commented about the Academic Position Management Program which is designed to manage the renewal of academic positions. He explained that when there is an academic departure the unit retains a certain amount of money that allows them to hire a new entry level person, and the Provost's office retains the difference between the entry level salary and the departing salary for strategic allocations. He said that over the last few years, the Faculty of Arts has been in the position of receiving its portion of the APMP but then having to return that funding to make the budget reduction. He added that this presents a loss of flexibility in the units as there is no room in the budget to make strategic allocations. He added his hope that the budget redesign would restore some flexibility to the faculties and units.

Dr. Barnard agreed with Dr. Taylor's analysis adding that this does not sit lightly with the Executive team. He noted that they have made decisions centrally to increase support in certain areas but then the units have been forced, at times, to make cuts in the same areas. He added that a new budget model will allow more discretion at the unit level and less centrally.

In response to a question from Mr. Sherbo, Dr. Keselman said there would be no additional increases to international student tuition beyond the 1.2% increase.

Mr. Sherbo remarked that he appreciates the circumstances around the budget development but suggested that more consultation with the University of Manitoba Students Union, the Graduate Students' Association would be important going forward. He added that if baseline reductions continue it would be worthwhile to discuss which funds the University uses for different things. He suggested that perhaps some reorganization could be done so that the University is not cutting budgets while building anew. Dr. Barnard stressed the need for realistic expectations about the new budget model, stating that if it is done well the University will see tradeoffs in appropriate places.

**It was moved by Mr. Zegalski and seconded by Dr. Halden:
THAT the Board of Governors approve:**

- a tuition fee increase of 1.2% effective Regular Session 2016;

- a balanced fiscal operating budget based on \$637,615,561 of total revenue, \$68,806,575 of fund transfers, and expenditures of \$568,808,986; and
- financial plans for Restricted and Endowment Funds for the year ending March 31, 2017 as set out in Attachment 4.

CARRIED

6.2 UMFM Fee Increase

Ms. Nagra explained that this matter was carried over from last year's UMSU Council. She explained the UMSU Council approved an increase in the fee that students pay to support the FM radio station, UMFM. She added that the fee had never been indexed which eroded the buying power of the station. She noted that there had been a referendum question regarding raising the operating budget which was a failed referendum and this is a different proposal that was put forward by UMSU Council.

It was moved by Ms. Nagra and seconded by Mr. Zegalski:

THAT the Board of Governors approve that beginning in 2016/2017 academic year the fees collected by UMSU of behalf of UMFM 101.5 be increased to \$3.61 per term.

Apply this increase as of Fall 2016 semester fee levies.

Annually thereafter, index the fee to inflation following the Consumer Price Index (CPI) for the Province of Manitoba as reported by Statistics Canada for the 12 month period ending on September 30, as is presently practiced.

CARRIED

7. FROM CHANCELLOR'S COMMITTEE

7.1 New Policy: Senior Administrators Emeritus Policy

Mr. Leclerc explained that this policy will provide the opportunity to recognize senior administrators who have left their roles as is done for deans, professors, and librarians. He added that the process will be the same as for other emeritus titles.

Mr. Millington asked whether emeritus title holders have access to office space and lab facilities.

Mr. Leclerc responded that the deans have discretion but it is not required by the policy.

It was moved by Ms. Forsen and seconded by Dr. Taylor:

THAT the Board of Governors approve the Policy on Emeritus Appointments for Senior Administrators.

CARRIED

8. FROM DISTINGUISHED PROFESSOR SELECTION COMMITTEE

8.1 Policy Revision: Distinguished Professor Policy & Procedures

Dr. Barnard, as Chair of the Distinguished Professor Selection Committee, explained that the Distinguished Professor Selection Committee suggested increasing the maximum number of distinguished professors at the University at one time from 20 to 25 to be in line with other universities that have similar programs. He noted that it will take two years to phase this in due to a maximum of three distinguished professors recognized per year.

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

THAT the Board of Governors approve the revised Distinguished Professor/Distinguished Professor Emeritus/Emerita Policy which increases the maximum number of individuals who can hold the title Distinguished Professor from 20 to 25 at any one time.

CARRIED

MOTION TO MOVE TO CLOSED AND CONFIDENTIAL

It was moved by Mr. Bock and seconded by Ms. Connelly:

THAT the meeting move into Closed and Confidential Session.

CARRIED

Chair

University Secretary



AGENDA ITEM: Report of the Senate Committee on Awards – Part A
[dated April 5, 2016]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve eight new offers, four amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated April 5, 2016].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on April 5, 2016, the Senate Committee on Awards approved eight new offers, four amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated April 5, 2016].

RESOURCE REQUIREMENTS:

The awards will be funded from the sources identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

These award decisions meets the published guidelines for awards, as approved by Senate. They were reported to Senate for information on May 18, 2016.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A

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 Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of April 5, 2016 the Senate Committee on Awards approved eight new offers, four amended offers, and the withdrawal of four awards as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated April 5, 2016).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve eight new offers, four amended offers, and the withdrawal of four awards as set out in Appendix A (dated April 5, 2016). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A April 5, 2016

1. NEW OFFERS

Amber Scholarship Fund

The Amber Scholarship Fund administered by The Winnipeg Foundation will be used to provide scholarships to high achieving graduate students studying Microbiology at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to the Financial Aid and Awards Office at the University of Manitoba.

Each year, beginning in the 2016-2017 academic year, the available earnings from the fund will be used to offer one scholarship to the graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in any year of study in either the Master's or doctoral program delivered by the Department of Microbiology at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 6 credit hours (or equivalent) of study from graduate-level courses the student has taken in their current program;
- (3) has demonstrated outstanding academic achievement and strong research potential.

To demonstrate how they meet criterion (3), applicants will be required to submit an application to the Department of Microbiology which will consist of the following materials:

- (i) their thesis or dissertation proposal (maximum 1000 words);
- (ii) a current academic transcript;
- (iii) one letter of reference from the applicant's supervisor/advisor or from a professor who has taught the applicant one or more courses. This letter should assess the applicant's ability to succeed in a graduate program and/or speak to their research potential;
- (iv) a *curriculum vitae* of the applicant;

Students must have completed a minimum of 6 credit hours of graduate-level study in their current program in order to be considered for this award.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Microbiology (or designate) to name the selection committee for this award.

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. Any future modifications that may be necessary due to changed conditions will require complete consultation with The Winnipeg Foundation.

Elizabeth Marr and Nick Slonosky International Exchange Bursary

Elizabeth Marr and Nick Slonosky established a trust fund at the University of Manitoba, with an initial gift of \$25,000 in 2015. The purpose of the fund is to encourage eligible students to undertake the I.H. Asper School International Exchange Program by providing assistance with the associated costs. Each year, beginning in 2016-2017, and until the fund is exhausted, one bursary of \$5,000 or up to two bursaries of \$2,500 each will be offered to undergraduate students who:

- (1) are residents of Manitoba;
- (2) are enrolled full-time (minimum 60% course load) in the I.H. Asper School of Business;
- (3) have achieved a minimum degree grade point average of 2.0;
- (4) have been accepted to the I.H. Asper School of Business International Student Exchange program for the first time and have not previously studied abroad;

- (5) have demonstrated financial need on the standard University of Manitoba bursary application form.

A student may receive the Elizabeth Marr and Nick Slonosky International Exchange Bursary only once in their lifetime and the award is not renewable.

The bursaries offered each year will total no more than \$5,000. The selection committee will have the discretion to determine the number and value of bursaries offered each year based on the number of eligible students and the level of financial need. In any given year, if there are no students who meet all of the criteria, the bursary will not be offered. The bursary amounts may be adjusted in the final year of the award to ensure the fund is exhausted.

The Dean of the I.H. Asper School of Business (or designate) will ask the International Exchange Program Director (or designate) to name the selection committee for this award.

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.

Joys of Landscape Prize

A group of Landscape Architecture alumni from the University of Manitoba have established an annually funded prize to recognize and reward students' individual efforts to promote departmental spirit and bring a sense of fun, humour and sophistication to the dialogue of landscape architecture. Each year, beginning in 2016-2017, at least one prize of up to \$1,000 will be offered to a graduate student who:

- (1) was enrolled full-time in the Faculty of Graduate Studies in the Master of Landscape Architecture program, delivered by the Department of Landscape Architecture in the year in which the award was tenable;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) works in the studio environment on a regular basis as determined and verified by a professor in the Department of Landscape Architecture;
- (4) demonstrates involvement in extra-curricular activities within the Faculty of Architecture;
- (5) has completed both of the following:
 - (i) performed and documented a creative public act of social commentary and artistic expression for the benefit of a larger audience (respecting City of Winnipeg and/or University of Manitoba campus regulations),
 - (ii) shared or distributed the "public act of expression" with the Faculty of Architecture during at least one of the following forums:
 - (a) Coffee Haus,
 - (b) Ditchball,
 - (c) a solo exhibition or presentation within Centre Space, adjoining classrooms, Arch II Gallery, University Centre Gallery or other on-campus gallery,
 - (d) a Center Space gallery critique of any graduate or undergraduate studio review—before or after the critique or review, without interrupting any actual presentations or discussion by others,
 - (e) a spontaneous presentation.

Candidates may choose to apply on their own, or they may be nominated by another student. If nominated by another student, the nominating student must supply the required documentation as outlined below.

To be considered for the award, the following must be submitted as application to the Department of Landscape Architecture:

- written verification from a professor in the Department of Landscape Architecture indicating that the candidate meets criterion (3)—may be combined with the letter of reference (below);
- two letters of reference, one from a professor and one from a student, that indicate how the candidate meets criteria (4) through (5);
- a statement (maximum 500 words), written either by the candidate or their nominator, that indicates how the candidate meets criterion (4) (activities may include, but are not limited to: positions on student council, attending or participating in academic and social departmental or faculty events, organizing departmental or faculty events, volunteer work, etc.);
- documentation (audio or visual media) that verifies that the student has completed the activities outlined in criterion (5).

Each year, a representative from Donor Relations (Annual Giving) will report the available funding, in writing, to Financial Aid and Awards at the University of Manitoba no later than March 31. In any year the available funding exceeds \$1,000 a second-place prize of up to \$500 will be awarded using the remaining funds. In any year the available funding exceeds \$1,500 a third place prize of up to \$300 will be awarded using the remaining funds. In any year the available funding exceeds \$1,800 all three prizes will be awarded and the remaining funds will be donated to the Landscape Architectural Students' Association (LASA) for the planning and execution of student events. The donor representative will notify Financial Aid and Awards by March 31 in any year this award will not be offered.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Landscape Architecture (or designate) to name the selection committee for this award.

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.

Manitoba Teachers' Society Scholarship in Educational Leadership

The Manitoba Teachers' Society established an annually funded scholarship to recognize a graduate student in the Faculty of Education who has contributed significantly in the area of educational leadership. Each year, beginning in 2016-2017, one scholarship of \$3,000 will be offered to a graduate student who:

- (1) is enrolled part-time or full-time in the Faculty of Graduate Studies in a Master's or Ph.D. program delivered by the Faculty of Education at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) has demonstrated education leadership through either:
 - (a) involvement with the Manitoba Teachers' Society locally, or
 - (b) work as a school administrator in a Manitoba school, or
 - (c) informal leadership within the broader educational community.

Candidates will be required to submit an application that includes a statement (max. 500 words) and one letter of reference, each describing how they meet criterion (3).

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Education (or designate) to name the selection committee for this award.

The donor will notify Financial Aid and Awards by March 31 in any year the award will not be offered.

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.

Mark and Sharon Evans Graduate Fellowship in Computer Science

With an initial gift of \$10,000 in 2016, and gifts totaling \$75,000 by 2020, Mark and Sharon Evans have established an endowment fund at the University of Manitoba to recognize graduate students in Computer Science. The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer one fellowship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in a Ph.D. program delivered by the Department of Computer Science;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) has demonstrated research potential, as determined by the selection committee.

Candidates will be required to submit one of the following:

- (i) a copy of their thesis proposal, or
- (ii) a statement (maximum 500 words) that outlines their research interests and one letter of reference from a university professor that describes how they meet criterion (3).

In any given year, if there are no eligible Ph.D. students, the fellowship may be offered to a Master's student who otherwise meets the established criteria.

Recipients may hold the Mark and Sharon Evans Graduate Fellowship in Computer Science with any other awards, providing the total support provided by all sources, excluding per diems, does not exceed that offered by Tri-Agency funding at the equivalent academic level.

The fellowship is renewable for up to three years provided the recipient continues to meet the criteria. If in any given year a recipient is no longer eligible, a new recipient will be selected based on the established criteria. Doctoral students will not be eligible for a renewal of the fellowship after they have completed their fourth year of study in the program. Master's students will not be eligible for a renewal of the fellowship after they have completed their second year of study in the program.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies will ask the Head of the Department of Computer Science (or designate) to name the selection committee for this award.

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.

Sheila Moore Scholarship

In memory of Sheila Moore, Alexandra Flynn, along with friends and family, established an endowment fund at the University of Manitoba in 2015, with initial gifts totaling \$10,000. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to reward the academic achievement of undergraduate students pursuing studies in French, Political Studies, or English, and who are active in school media. Each year, once the fund generates a minimum of \$500 in available annual interest in a given year, one scholarship will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in the third year of study in the Faculty of Arts, in a Major or Honours program in either French, Political Studies, or English;
- (2) has achieved a minimum degree grade point average of 3.5;

(3) is an active participant with the University of Manitoba student newspaper, The Manitoban, or the University of Manitoba student radio station, UMFM.

Candidates will be required to submit an application form to the Faculty of Arts that includes a letter of reference (maximum one page) from an individual in a leadership position at The Manitoban or UMFM verifying their involvement.

The Dean of the Faculty of Arts (or designate) will name the selection committee for this award.

In the event that there are no candidates that meet all of the criteria, the award may be offered to a student who is enrolled full-time (minimum 80% course load) in any year of study in the Faculty of Arts, and who otherwise meets criteria (2) and (3).

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 establishing the award.

Tony T.K. Lau International Exchange Scholarship

Tony T.K. Lau B.A./71 has generously established an endowment fund at the University of Manitoba, with an initial gift of \$50,000 in 2014, to provide a scholarship for students in the Faculty of Arts who are participating in an exchange opportunity at a university in the People's Republic of China. The purpose of the scholarship is to celebrate and recognize students who are fostering connections between China and Canada. Beginning in 2016-2017, the available annual interest from the fund will be used to offer one scholarship of \$2,000 to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the Faculty of Arts;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has demonstrated involvement in extra-curricular activities on campus and/or the community;
- (4) has been accepted by the International Centre for Students (ICS) to participate in an outbound exchange to a university in China (not to include Hong Kong or Taiwan).

The scholarship is intended to be valued at \$2,000. However, if in any given year, the available annual interest from the fund is greater or less than this amount, the scholarship will still be offered using the interest available.

The selected student will receive this award following their acceptance to the exchange program, and the award is contingent upon the student's offer from the host institution. This process is administered at the discretion of the Director of the International Student Centre (or designate).

The selection committee will be named by the Dean of the Faculty of Arts (or designate) and will include the Director of the International Centre for Students (ICS) Student Exchange Program (or designate) and the donor. More than 50% of the members of the committee shall be University of Manitoba staff.

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.

2. AMENDMENTS

A.J. Christie Prizes in Law for Advocacy

The following amendments have been made to the terms of reference for the A.J. Christie Prizes in Law for Advocacy:

- The opening paragraph was revised to:

Mr. and Mrs. F.W. Christie have established an endowment fund at the University of Manitoba in memory of Mr. Christie's father, the late Mr. A.J. Christie. The purpose of the prize is to reward the academic excellence of law students pursuing studies in the course Introduction to Advocacy. Each year, the available annual income from the fund will be used to offer one or more prizes of equal value to the undergraduate students from each section of the course who:

- The selection criteria were revised to:
 - (1) *were enrolled full-time in the Juris Doctor program in the Faculty of Law at the University of Manitoba in the year in which the award was tenable;*
 - (2) *have achieved the highest standing in their section of the course Introduction to Advocacy (currently numbered LAW 2650);*
 - (3) *have achieved a minimum degree grade point average of 3.0.*
- The following statement was added:

In the event of a tie, the prize shall be awarded to the student with the highest standing calculated in the compulsory and elective subjects the tied students have in common.
- The selection committee was revised to the following:

The Dean of the Faculty of Law (or designate) will name the selection committee for this award.

Douglas R. Grimes Graduate Fellowship

The following amendments have been made to the terms of reference for the Douglas R. Grimes Graduate Fellowship:

- The third paragraph was revised to:

The purpose of this annual fellowship is to provide financial support to a student in the graduate program in Civil Engineering at the University of Manitoba who is specializing in the field of Structural Engineering. The award will be offered to a student who:
- The selection criteria were revised to:
 - (1) *is enrolled full-time in the Faculty of Graduate Studies in the Master's or doctoral Civil Engineering program, and is specializing in Structural Engineering;*
 - (2) *has achieved a minimum grade point average of 3.0 based on the last 60 credit hours of study (or equivalent);*
 - (3) *has demonstrated leadership skills and involvement in the community.*
- The application statement was revised to state the following:

Female and Canadian Indigenous students are encouraged to apply.
- References to the application deadline were removed from the terms.
- The selection committee was revised to the following:

The selection committee shall be named by the Head of the Department of Civil Engineering (or designate) and shall include the Head (or designate) as the Chair, a representative of the Grimes family, the Registrar of the Association of Professional Engineers and Geoscientists of Manitoba (or designate), and a Professor of Structural Engineering.

Emőke Szathmáry Graduate Scholarship in Music

The following amendments have been made to the terms of reference for the Emőke Szathmáry Graduate Scholarship in Music:

- The opening paragraph was revised to:

Dr. Marcel A. Desautels has made a gift of \$100,000 in honour of Dr. Emőke Szathmáry, President Emeritus, on the occasion of her retirement in 2014. This gift is in honour of her contributions to the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of this scholarship is to attract top graduate students to the Marcel A. Desautels Faculty of Music. Beginning in 2015-2016, the available annual interest from the fund will be used to offer one scholarship to a graduate student who:

- The selection criteria were revised to:

(1) is enrolled full-time in the Faculty of Graduate Studies, in the first year of the Master of Music in Performance program (solo or collaborative) in the Marcel A. Desautels Faculty of Music at the University of Manitoba;

(2) has achieved a minimum degree grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;

(3) in the opinion of the selection committee, has demonstrated outstanding skill and promise in performance as evidenced in the graduate auditions.

- The terms were modified to allow for the previous year's recipient to receive the award a second time as a renewal. For the renewed component of this award, the following paragraphs and selection criteria have been added:

The scholarship is renewable to the recipient for a second year provided that the recipient:

(1) continues to be enrolled full-time in the Faculty of Graduate Studies and in the second year of the Master of Music in Performance program (solo or collaborative) in the Marcel A. Desautels Faculty of Music at the University of Manitoba;

(2) has achieved a minimum degree grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.

This award will only be made to one student per year, and no new award recipients will be named during the years when an original recipient renews the award.

John Duncan Emergency Bursary

The following amendments have been made to the terms of reference for the John Duncan Mundie Emergency Bursary:

- The award name was revised to: *John Duncan Mundie Bursary*
- The opening paragraph was revised to:

A fund has been established at the University of Manitoba by Dr. John Mundie, Dean Emeritus of the I.H. Asper School of Business. The purpose of the fund is to support students pursuing studies in the I.H. Asper School of Business. In academic years ending in an even number (e.g. the 2017-2018 academic year), the award will be offered to an undergraduate student. In academic years ending in an odd number (e.g. the 2018-2019 academic year), the award will be offered to a graduate student. Each year, the available annual income will be used to offer one award to the student who:

- The selection criteria were revised to:

(1) is either:

- as an undergraduate student, enrolled full-time (minimum 60% course load) in the Bachelor of Commerce (Honours) program in the I.H. Asper School of Business at the University of Manitoba; or*



AGENDA ITEM: Report of the Senate Committee on Awards – Part A
[dated December 7, 2015] (*Addendum II*)

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve one amended offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 7, 2015]. (*Addendum II*)

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on December 7, 2015, the Senate Committee on Awards approved one amended offer, which was not included in the Report of this date, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 7, 2015]. (*Addendum II*)

RESOURCE REQUIREMENTS:

The award will be funded from the source identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

This award decision meets the published guidelines for awards, as approved by Senate. It was reported to Senate for information on May 18, 2016.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A (Addendum II)

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 Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of December 7, 2015 the Senate Committee on Awards approved one amended offer (that was not included in the report of the same date), as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A (Addendum II)* (dated December 7, 2015).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve one amended offer as set out in Appendix A (dated December 7, 2015). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A December 7, 2015

1. AMENDED OFFERS

Marian Campbell Scholarship in Community Nutrition

The following amendments have been made to the terms of reference for the Marian Campbell Scholarship in Community Nutrition:

- The opening paragraph was revised to:
In honour of Dr. Marian Campbell's retirement from the Faculty of Human Ecology, Dr. Stan Cheung contributed \$20,000 towards establishing an endowment fund in her name. Further donations have been made by friends and colleagues of Dr. Campbell. The purpose of the scholarship is to reward graduate students in the field of community nutrition. Each year, beginning in the 2004-2005 academic session, the available annual interest will be used to offer one scholarship to a graduate student who:
- The first three numbered criteria were revised to:
 - (1) *is enrolled full-time in the Faculty of Graduate Studies as a Master's or Ph.D student either in the Department of Human Nutritional Sciences, the Department of Community Health Sciences, or in a nutrition-related Interdisciplinary Ph.D program;*
 - (2) *has completed an undergraduate degree in Human Ecology, Agricultural and Food Sciences with a major in Human Nutritional Sciences, or a closely related field;*
 - (3) *has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of undergraduate or graduate study;*
- The following statement was removed:
The call for applications shall be made by the Faculty of Graduate Studies.
- The selection committee statement was revised to:
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences to convene the selection committee for this award. The selection committee shall include a member of the Department of Human Nutritional Sciences who works in the area of community nutrition.
- The following statements were added:
 - *If there are no eligible applicants in any given year, the award will not be offered and the funds will be recapitalized as per the donor's wishes.*
 - *Wherever possible, future modifications to the terms of reference for this award, if required, will be made in consultation with a faculty member in the Department of Human Nutritional Sciences who works in the area of community nutrition.*
- The standard Board of Governors statement was added.



AGENDA ITEM: Report of the Senate Committee on Awards – Part A
[dated February 23, 2016] (*Addendum*)

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve one new offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated February 23, 2016]. (*Addendum*)

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on February 23, 2016, the Senate Committee on Awards approved one new offer, which was not included in the Report of this date, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated February 23, 2016]. (*Addendum*)

RESOURCE REQUIREMENTS:

The award will be funded from the source identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

This award decision meets the published guidelines for awards, as approved by Senate. It was reported to Senate for information on May 18, 2016.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A (Addendum)

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 Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of February 23, 2016 the Senate Committee on Awards approved one new offer (that was not included in the report of the same date), as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A (Addendum)* (dated February 23, 2016).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve one new offer as set out in Appendix A (dated February 23, 2016). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

February 23, 2016

1. NEW OFFERS

Lalita Purohit Bursary in Active Living

With an initial gift of \$5,000 in 2016, Bachu Purohit established an endowment fund at the University of Manitoba to support students in the Faculty of Kinesiology and Recreation Management to attend conferences, workshops or educational sessions. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer at least two bursaries to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the Faculty of Kinesiology and Recreation Management;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) will be attending a provincial or national conference with a focus on active and healthy living;
- (4) have submitted an application to the Faculty of Kinesiology and Recreation Management for this award (as approved by Financial Aid and Awards) that includes a summary or overview of the conference they wish to attend (including the date, location and cost of registration for the event), and demonstrates that they are in need of financial support to attend the conference.

Preference in selection will be given to students who have demonstrated financial need on the standard University of Manitoba bursary application.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funding.

The Dean of the Faculty of Kinesiology and Recreation Management (or designate) will name the selection committee for this award.

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.



AGENDA ITEM: Report of the Senate Committee on Awards – Part A
[dated May 9, 2016]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve fifteen new offers, seventeen amended offers, and the withdrawal of one offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated May 9, 2016].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on May 9, 2016, the Senate Committee on Awards approved fifteen new offers, seventeen amended offers, and the withdrawal of one offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated May 9, 2016].

RESOURCE REQUIREMENTS:

The awards will be funded from the sources identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

These award decisions meet the published guidelines for awards, as approved by Senate. They will be reported to Senate for information on June 22, 2016.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A

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 Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of May 9, 2016 the Senate Committee on Awards approved 15 new offers, 17 amended offers, and the withdrawal of one award as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated May 9, 2016).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 15 new offers, 17 amended offers, and the withdrawal of one award as set out in Appendix A (dated May 9, 2016). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

May 9, 2016

1. NEW OFFERS

1988 Bronze Baby Scholarship

In recognition of the first national championship won by the Bison Women's Basketball program in 1988, players and coaches from the championship team have established an annually funded athletic scholarship and will also make annual contributions to an endowment fund which will eventually support this award. Once the endowment fund has reached a total of \$120,000 in capital, the available annual income from the fund will be used to offer one scholarship each year. The Manitoba Scholarship and Bursary Initiative has made a contribution to the endowment fund and will make matching contributions to the annual award. The purpose of the scholarship is to recognize athletes on the Bison Women's Basketball team who exemplify team spirit. Each year, beginning in 2016-2017, one scholarship of up to \$5,000 will be offered to a student who:

- (1) is eligible to compete in Canadian Interuniversity Sport (CIS) and is in at least their second year as member of the Bison Women's Basketball team;
- (2) is enrolled full-time, as defined by CIS regulations, in at least their second year of study in any faculty, college, or school at the University of Manitoba;
- (3) is enrolled in a minimum of 9 credit hours in each of the terms of competition;
- (4) has achieved a minimum degree grade point average of 2.5;
- (5) best exemplifies the qualities of team spirit (working hard, leading by example, and supporting their fellow teammates) as determined by the head coach.

The Athletic Director (or designate) will name the selection committee for this award, which will include the Head Coach of the Bison Women's Basketball team (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.

The terms of this award will be reviewed annually against the Canadian Interuniversity Sport (CIS) criteria governing "Athletic Financial Awards Policy" (also referred to as "Athletic Scholarships Policy"), currently numbered 50.10 in the CIS Operations Manual.

Animal Nutrition Association of Canada (ANAC) Manitoba Division Scholarships

An annually funded scholarship was established by the Manitoba Division of the Animal Nutrition Association of Canada, to recognize undergraduate students in the Faculty of Agricultural and Food Sciences. Each year, beginning in 2016-2017, two scholarships of \$2,000 each will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the Faculty of Agricultural and Food Sciences;
- (2) have achieved either:
 - (a) if entering directly from high school, a minimum 85% average on those courses considered for admission, or
 - (b) a minimum degree grade point average of 3.5;
- (3) have demonstrated community service, membership in associations and other personal achievements.

Candidates will be required to submit an application that includes the following: an essay (maximum 500 words) that details their community service involvement, membership in associations, personal achievements, and the reasons they feel they are deserving of the scholarship; and a letter of recommendation from a current ANAC member (full member or associate member, as defined by the Animal Nutrition Association of Canada).

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee and will include one member of the ANAC – MB Division Board of Directors.

The donor will notify Financial Aid and Awards by March 31 in any year the award will not be offered.

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.

This agreement may be amended by the mutual consent of the ANAC – MB Division (or designate) and the University of Manitoba. All such amendments shall be in writing.

Anne Christine Thorne (Poczyniak) Memorial Bursary

In memory of Anne Christine Thorne (Poczyniak), her friends and family have established an endowment fund at the University of Manitoba. Anne never backed down from a challenge and was always the first to lend a helping hand to those in need. In keeping with her kind and thoughtful nature, the purpose of the bursary is to provide support to Human Nutritional Sciences undergraduate students in financial need. Each year, beginning in 2016-2017, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the Human Nutritional Sciences program in the Faculty of Agricultural and Food Sciences;
- (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 will be the Faculty of Agricultural and Food Sciences Awards Committee.

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.

Consortium for Aerospace Research and Innovation in Canada Scholarship in Engineering

The Consortium for Aerospace Research and Innovation in Canada (CARIC) will make an annual contribution of \$1,000 for a five-year term, to offer the Consortium for Aerospace Research and Innovation in Canada Scholarship in Engineering at the University of Manitoba. The purpose of the scholarship is to recognize the outstanding achievement of undergraduate students pursuing studies in the Aerospace Option in Mechanical Engineering in the Faculty of Engineering. Each year, beginning in 2016-2017 and ending in 2020-2021, one scholarship of \$1,000 will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in at least their third year of study in the Aerospace option in Mechanical Engineering in the Faculty of Engineering at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) is either:
 - (a) an active member of a University of Manitoba student team [e.g. University of Manitoba Society of Automotive Engineers (UMSAE) Aero Design Team, University of Manitoba Space Applications and Technology Society], or

(b) a co-op student engaged in research and innovation projects with an aerospace company.

Preference in selection will be given to students currently enrolled, or planning to enroll in, the Mechanical Undergraduate Thesis course (currently numbered MECH 4162).

Candidates will be required to submit a statement (maximum 500 words) indicating their interest in aerospace engineering and the importance of research and innovation to Canada's aerospace industry. Candidates may also be asked to provide verification that they meet criterion (3) and a written statement regarding their intent to enroll in the Mechanical Undergraduate Thesis course, if applicable.

The scholarship recipient will be offered additional recognition by way of an invitation to attend a CARIC Regional Research and Technology Forum (typically held in Winnipeg in May).

The donor will notify the Financial Aid and Awards office by March 31 in any year the award will not be offered as scheduled above.

The selection committee will be the Scholarships, Bursaries and Awards Committee of the Faculty of Engineering and will include a representative of CARIC.

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 establishing the award.

GL Kwok Family Faculty of Arts Entrance Scholarship

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family Faculty of Arts Entrance Scholarship is to recognize undergraduate students pursuing studies in the Faculty of Arts. The donor has provided an additional gift of \$5,000 to first offer the scholarship in 2016-2017. Each year, beginning in 2017-2018, 20% of 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 Faculty of Arts via the Direct Entry Option and enrolls full-time (minimum 80% course load) in their first year of study at the University of Manitoba;
- (2) has achieved a minimum 85% average on the best five courses appearing on the approved list of courses for entrance scholarship consideration;
- (3) of the students who meet criteria (1) and (2), has achieved the highest average on the same courses considered in criterion (2).

The scholarship is renewable for a maximum of three years, providing the recipient:

- (1) is enrolled full-time (minimum 80% course load) in the Faculty of Arts;
- (2) has achieved a minimum degree grade point average of 3.5.

Only one student may hold the Kwok Family Faculty of Arts Entrance Scholarship at any given time. In any year a recipient does not qualify for the renewal, an entering student will be selected based on the original criteria.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

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.

GL Kwok Family Faculty of Science Bursary

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family Faculty of Science Bursary is to support undergraduate students in the Faculty of Science who are in financial need. The donor has provided an additional gift of \$5,000 to first offer the bursary in 2016-2017. Each year, beginning in 2017-2018, 20% of the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in their second year of study in the Faculty of Science at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 2.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

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.

GL Kwok Family I.H. Asper School of Business Entrance Scholarship

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family I.H. Asper School of Business Entrance Scholarship is to recognize undergraduate students pursuing studies in the I.H. Asper School of Business. The donor has provided an additional gift of \$5,000 to first offer the scholarship in 2016-2017. Each year, beginning in 2017-2018, 20% of 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 I.H. Asper School of Business via the Direct Entry Option and enrolls full-time (minimum 80% course load) in their first year of study at the University of Manitoba;
- (2) has achieved a minimum 85% average on the best five courses appearing on the approved list of courses for entrance scholarship consideration;
- (3) of the students who meet criteria (1) and (2), has achieved the highest average on the same courses considered in criterion (2).

The scholarship is renewable for a maximum of three years, providing the recipient:

- (1) is enrolled full-time (minimum 80% course load) in the I.H. Asper School of Business;
- (2) has achieved a minimum degree grade point average of 3.0.

Only one student may hold the Kwok Family I.H. Asper School of Business Entrance Scholarship at any given time. In any year a recipient does not qualify for the renewal, an entering student will be selected based on the original criteria.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

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.

GL Kwok Family University 1 Entrance Bursary

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family University 1 Entrance Bursary is to support undergraduate students pursuing their first year of studies in the University 1 program. The donor has provided an additional gift of \$5,000 to first offer the bursary in 2016-2017. Each year, beginning in 2017-2018, 20% of the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in their first year of study in University 1 at the University of Manitoba;
- (2) has a record of satisfactory academic achievement, defined as the minimum admission requirements (including Mature Student status) for University 1;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

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 establishing the award.

GL Kwok Family University 1 Entrance Scholarship

In honour of her late husband Mr. Gar Lau Kwok, Mrs. Wai Hing So Kwok established an endowment fund at the University of Manitoba with an initial gift of nearly \$600,000 in 2015. The fund is intended to support a series of five awards called the GL Kwok Family Awards at the University of Manitoba. The purpose of the GL Kwok Family University 1 Entrance Scholarship is to recognize undergraduate students pursuing their first year of studies in the University 1 program. The donor has provided an additional gift of \$5,000 to first offer the scholarship in 2016-2017. Each year, beginning in 2017-2018, 20% of the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in their first year of study in University 1 at the University of Manitoba;
- (2) has achieved a minimum 85% average on the best five courses appearing on the approved list of courses for entrance scholarship consideration;
- (3) of the students who meet criteria (1) and (2), has achieved the highest average on the same courses considered in criterion (2).

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

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 establishing the award.

Hercus Rourke Bursary

Professor Terrill Hercus and Dr. Myrna Rourke established an endowment fund at the University of Manitoba to support M.B.A. students in financial need. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one bursary to a graduate student who:

- (1) is enrolled full-time or part-time in the Faculty of Graduate Studies in the M.B.A. program delivered by the I.H. Asper School of Business;

- (2) has achieved a minimum grade point average of 3.0 based on the previous 60 credit hours (or equivalent) of study;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application.

Preference in selection will be given to a student who has, based on their coursework to date and in the opinion of the selection committee, demonstrated an interest in Human Resource Management.

Every third year, with the first occurrence in 2019-2020, preference in selection will instead be given to a student who is a Registered Nurse. Students, who wish to be considered for bursary selection based on this criterion, will be required to provide verification of this credential to the I.H. Asper School of Business prior to the University of Manitoba general bursary application deadline for the applicable academic year.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award which will include the Director of the M.B.A 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 establishing the award.

Logan Family Entrance Scholarship in the I.H. Asper School of Business

Nick Logan, Christine Skene and their three children Patrick, Robert and Peter Logan, established an endowment fund with a gift of \$100,000 to the University of Manitoba in 2015. The purpose of the fund is to provide entrance scholarships for students entering their first year of studies in the Bachelor of Commerce program in the I.H. Asper School of Business. Each year, beginning in 2017-2018, 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, and enroll full-time (minimum 80% course load) in their first year of study in the Bachelor of Commerce (Honours) program in the I.H. Asper School of Business;
- (2) have achieved either:
 - (a) a minimum average of 85% on those courses considered for admission, if entering via the Direct Entry option, or
 - (b) a minimum adjusted grade point average of 3.0, if entering via the Advanced Entry option;
- (3) have demonstrated personal initiative or accomplishments in areas of leadership, entrepreneurship and networking through participation in community events, organization of social events, or other groups and activities;
- (4) are actively involved in extra-curricular activities with a broad range of interests either at the University of Manitoba or within the local community.

Candidates will be required to provide information indicating how they meet criteria (3) and (4) by completing the I.H. Asper School of Business General Award Online Application.

The selection committee will have the discretion to determine the number and value of scholarship offered each year based on the available funds and number of qualified candidates.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award.

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 establishing the award.

Manitoba Aerospace Engineering Scholarship

The Manitoba Aerospace Association (MAA) has established an endowment fund with an initial gift of \$10,000 at the University of Manitoba in 2015. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to encourage and acknowledge academic achievement, leadership, collaboration and innovation in the Faculty of Engineering. Each year, beginning in 2017-2018, the available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) and has completed a minimum of 48 credit hours of study in the Faculty of Engineering at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) is a member of one of the following competition teams: University of Manitoba Society of Automotive Engineers (UMSAE), the ¼ Scale Tractor Competition, University of Manitoba Space Applications and Technology Society (UMSATS), or the Canadian Aerospace Institute (CASI);
- (4) has demonstrated leadership, innovation and team involvement as a member of the competition team.

Candidates will be required to submit an essay (maximum 500 words) that describes their involvement with a student competition team and discusses how they have demonstrated the following six characteristics:

- (i) Teamwork
- (ii) Reliability
- (iii) Work Ethic
- (iv) Integrity
- (v) Innovation
- (vi) Leadership

The selection committee will base their decision on the following:

- (a) 40% will be based on academic performance (degree grade point average), and
- (b) 60% will be based on leadership, innovation and competitive team involvement as outlined in the essay.

The Chair of the Scholarships, Bursaries and Awards Committee of the Faculty of Engineering (or designate) will name the selection committee for this award, which will include the Design Engineer-in-Residence and a representative of the Manitoba Aerospace Association.

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.

This agreement may be amended by the mutual consent of the MAA (or designate) and the University of Manitoba. All such amendments shall be in writing.

Michael Kitt Scholarship in Commerce Studies

Mr. Michael Kitt established an endowment fund at the University of Manitoba with an initial gift of \$10,000 in 2015. The purpose of the scholarship is to reward the academic achievement of undergraduate students in the I.H. Asper School of Business. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in their fourth year of study in the BComm(Hons) program in the I.H. Asper School of Business at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has declared a major in Finance;
- (4) has demonstrated a career interest in the commercial real estate industry.

Candidates will be required to provide information indicating how they meet criterion (4) by completing the I.H. Asper School of Business General Award Online Application.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award.

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 establishing the award.

Prairie Improvement Network Graduate Fellowship

The Prairie Improvement Network (PIN) established an endowment fund at the University of Manitoba in 2016. The purpose of the fund is to recognize graduate students focusing on research, including social sciences, within the Faculty of Agricultural and Food Sciences. Each year, beginning in 2018-2019, the available annual income and any unspent revenue from the fund will be used to offer one or two scholarships to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies as a Master's or Ph.D. student in a program delivered by the Faculty of Agricultural and Food Sciences;
- (2) have achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) are completing a research based thesis that will, in the opinion of the selection committee, contribute to a thriving, sustainable agriculture and agribusiness community in Manitoba.

Preference in selection will be given to students who graduated from a high school in Manitoba.

Candidates will be required to submit an application that includes a copy of their thesis proposal, a statement (maximum 500 words) of how the research will contribute to a thriving, sustainable agriculture and agribusiness community and two academic letters of reference from instructors at post-secondary institutions.

The fellowships are renewable for up to one year for students in the Master's program and up to two years for students in the Ph.D. program, providing the recipients continue to meet the criteria. If a student does not qualify for the renewal, a new recipient may be selected. Only two students may hold the fellowship at any given time.

The selection committee will have the discretion to determine the number and value of the awards each year as outlined above.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Awards Committee of the Faculty of Agricultural and Food Sciences to act as the selection committee for this award.

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.

STEP Canada Prize in Estate Law

STEP Canada has established an annually funded prize for a five year period, to recognize students studying Estate Law at the University of Manitoba. Each year, beginning in 2016-2017 and ending in 2020-2021, one prize of \$1,000 will be offered to an undergraduate student who:

- (1) was enrolled full-time in the Faculty of Law in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has achieved the highest standing in the course Wills and Successions (currently numbered LAW 2400).

In the event of a tie, the prize shall be awarded to the student with the highest standing calculated based on the compulsory and elective subjects the tied students have in common.

The Dean of the Faculty of Law (or designate) will name the selection committee for this prize.

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 the establishing the award.

2. AMENDMENTS

Berkes Graduate Scholarship in Community-Based Research

The following amendments were made to the terms of reference for the Berkes Graduate Scholarship in Community-Based Research:

- The dollar amount in criterion (4) was changed from \$5,000 to \$10,000.
- The paragraph regarding applications was revised to indicate an application deadline *in February*.
- The selection committee statement was revised to:
The selection committee will be named by the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) and will include one unit head from the Clayton H. Riddell Faculty of Environment, Earth, and Resources.
- The standard Board of Governors statement was added.

Dr. A.A. Earn Memorial Award

The following amendments were made to the terms of reference for the Dr. A.A. Earn Memorial Award:

- The award amount was changed from \$500 to \$1,000.
- The award will be offered in alternating years, beginning in the 2016-2017 academic year.
- The standard Board of Governors statement was added.

Drs. Hugh C. and Aynsley M. Smith Scholarship for Clinician Investigators

The following amendments were made to the terms of reference for the Drs. Hugh C. and Aynsley M. Smith Scholarship for Clinician Investigators:

- The name of the award was revised to the *Drs. Hugh C. and Aynsley M. Smith Scholarship*.
- The opening paragraph was revised to:
An endowment fund has been established at the University of Manitoba to offer scholarships for graduate students, and for postgraduate medical education students in the Clinician Investigator Program, in the College of Medicine. Matching funds have been allocated from the President's

Fund. The purpose of the award is to support graduate student research and/or to support the development, through education in a supervised and structured setting, of physicians capable of conducting independent research of a translational or basic science nature in conjunction with their clinical activities. Each year, the available annual interest from the fund will be used to offer one scholarship to a student who:

- The numbered criteria were revised to:
 - (1) *is enrolled full-time in all of the following:*
 - (i) *the Postgraduate Medical Education Program, as a trainee in the Clinician Investigator Program, in the College of Medicine, and*
 - (ii) *the Faculty of Graduate Studies in a Master's or doctoral program delivered by the College of Medicine;*
 - (2) *has either:*
 - (i) *maintained good standing in the Postgraduate Medical Education Program, or*
 - (ii) *achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;*
 - (3) *has demonstrated an interest in, and commitment to, developing their research career.*
- The application information was revised to:

Candidates will be required to submit the following to the Associate Dean, PGME, in the College of Medicine:

 - *a letter of application (maximum two pages) describing their research experience, current program of research and career goals;*
 - *their curriculum vitae;*
 - *three letters of reference:*
 - *one from an Associate Dean,*
 - *one from their research supervisor (current or previous),*
 - *one other of the candidate's choosing.*
- The following paragraph was added:

Recipients may hold the Drs. Hugh C. and Aynsley M. Smith Scholarship concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies. A student may not hold this award more than once in their lifetime.
- The following sentence was removed:

A student may hold the Scholarship only once in his or her lifetime.
- The selection committee statement was revised to:

The Dean of the College of Medicine (or designate) and the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will jointly name the selection committee for this award which will include the following members: the Associate Dean, PGME, of the College of Medicine (or designate) as Chair, the Director of the Clinician Investigator Program (or designate), the Director of the M.D./Ph.D. Program (or designate), one Head of a basic science department, and one Head of a clinical department.

Florence Kanee Scholarship

The following amendments have been made to the terms of reference for the Florence Kanee Scholarship:

- The numbered criteria were revised to:
 - (1) *are enrolled full-time (minimum 80% course load) in any year beyond their first year of study in any undergraduate program offered by the Faculty of Arts or University 1 at the University of Manitoba;*
 - (2) *have successfully completed the course Introduction to Theatre (currently numbered THTR 1220);*
 - (3) *have achieved a minimum degree grade point average of 3.5;*
 - (4) *have either expressed their intent to major in Theatre or have declared a major in Theatre.*
- The following statements were added:

In order to demonstrate how they meet criterion (4), students who have not yet declared their major in Theatre will be required to submit a short statement (maximum 100 words) to the Department of English, Film, and Theatre which outlines their intention to declare their major in Theatre.

In a year when no worthy candidates are identified, no scholarships will be offered and any unspent interest shall be capitalized with the capital of the fund.

Interdisciplinary Approach to History Award

The following amendments have been made to the terms of reference for the Interdisciplinary Approach to History Award:

- The name of the award was revised to the ***Interdisciplinary Approaches to History Prize***.
- The opening paragraph was revised to:

A private donor has established an endowment fund at the University of Manitoba. The purpose of the fund is to encourage and reward interdisciplinary approaches to history. In this context, "interdisciplinary" shall mean that the project makes use of methodologies or theories recognized by fields other than history. Each year, the available annual income from the fund will be used to offer one prize to a student who:
- The terms were broken out of block paragraph format and numbered criteria were added as follows:
 - (1) *was enrolled full-time or part-time in any faculty, college, school, division or program at the University of Manitoba and was registered in at least one history (HIST) course, in the year in which the award was tenable;*
 - (2) *meets the requirements to be considered a student in good standing in the faculty, college, school, division or program applicable in criterion (1);*
 - (3) *has submitted a project that demonstrates interdisciplinary approaches to history that has been evaluated at a level of a B+ or higher by the instructor of the history course for which it was completed;*
 - (4) *of all the students who meet criteria (1) through (3) has, in the opinion of the selection committee, submitted the best project that demonstrates interdisciplinary approaches to history.*
- The following paragraph was removed:

Any major, honours, or graduate student taking history courses at The University of Manitoba is eligible for the award. Projects must be submitted to the Department of History of The University of Manitoba by the end of February in each year. The value of the award will be up to the annual interest on the fund. The award will first be made toward the end of March, 1975.

- Application information was revised to:

In order to demonstrate how they meet criteria (3) and (4), candidates will be required to submit their project to the Department of History at the University of Manitoba by April 15 each year. In their project, candidates are expected to demonstrate an awareness of the utility of other disciplines for the study of history, not necessarily to produce an original piece of research. The project must show evidence of at least two distinct methodological or theoretical approaches applied to the study of history. Projects will normally be in essay form and no length is stipulated.

- The selection committee statement was revised to:

The Director of Financial Aid and Awards (or designate) will ask the Head of the Department of History to name the selection committee for this award. The selection committee will include: at least one member of the History Department, at least one member from a Social Science Department that is chosen by the Head of the History Department; and the Director of the University of Manitoba Institute for the Humanities (or designate).

- The standard Board of Governors statement was added.

Manitoba Ready Mix Concrete Association Scholarship

The following amendments have been made to the terms of reference for the Manitoba Ready Mix Concrete Association Scholarship:

- The name of the award was revised to the ***Concrete Manitoba Scholarship***.
- All references to *Manitoba Ready Mix Concrete Association* were replaced with *Concrete Manitoba*.
- The opening paragraph was revised to:

Concrete Manitoba has established an endowment fund at the University of Manitoba with an initial gift of \$10,000 in 2012. The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund. The purpose of the fund is to reward the academic achievements of undergraduate students pursuing studies in the Department of Civil Engineering who have demonstrated an interest in concrete technology studies. Beginning in the 2016-2017 academic year, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- The numbered criteria were revised to:

- (1) is a Canadian citizen or Permanent Resident;*
- (2) is enrolled full-time (minimum 80% course load) in the third or fourth year of study in the Civil Engineering program offered by the Faculty of Engineering at the University of Manitoba;*
- (3) has achieved a minimum degree grade point average of 3.5;*
- (4) has received a passing grade in the course Civil Engineering Materials (currently CIVL 2770);*
- (5) has submitted a statement (maximum 250 words) describing his/her interest in concrete technology studies.*

- The following statement was removed:

This scholarship, when it is won by a graduating fourth year student, may be offered as a convocation prize.

- The following statements were added:

Preference will be given to a student who has graduated from a high school in Manitoba.

In the event that the available annual income from the fund is less than \$1,000 in any given year, Concrete Manitoba has agreed to top up the award such that the award's value will be no less than \$1,000.

- The standard Board of Governors statement was added.

The Manitoba Teachers' Society Bursary in Education

The following amendments have been made to the terms of reference for The Manitoba Teachers' Society Bursary in Education:

- The initial year of the bursary was removed and the amount of the bursaries offered each year was revised from \$1,200 to \$3,000.
- Criterion (1) was revised to:
are enrolled full-time (minimum 60% course load) in any undergraduate program offered by the Faculty of Education at the University of Manitoba;
- The word *cumulative* was replaced with the word *degree* in criterion (2).
- The following statement was added:
A student may only receive one of either the Manitoba Teacher's Society Bursary in Education or the Manitoba Teacher's Society Bursary in Education for Indigenous Students.
- The words (*or designate*) were added at the end of the selection committee statement.
- The standard Board of Governors statement was added.

Medicine Class of 1969 Medical Student Bursary

The following amendment was made to the terms of reference for the Medicine Class of 1969 Medical Student Bursary:

- The number of awards offered was revised from *one or more* to *one or two*.

Raymond S.C. Wan Architect Inc. Recruitment Award

The following amendments have been made to the Raymond S.C. Wan Architect Inc. Recruitment Award:

- The name of the award was revised to the ***Raymond S.C. Wan Architect Inc. Recruitment Scholarship***.
- All references to the name of the award were revised as above.
- In the opening paragraph, the years 2009-2010 were replaced with the years 2016-2017 and the amount of the scholarship was changed from \$5,000 to \$10,000.
- The following paragraph was added:
In order to demonstrate how they meet criterion (3), applicants will be required to submit to the Faculty of Architecture a statement of intent outlining their career ambitions in architecture and a portfolio of their design studies. More specifically, the portfolio should demonstrate a strong conceptual approach with supporting research, a clear and thorough design process evidenced through preliminary and intermediate stages, and a final comprehensive design. Attention to various modes of representation consistent with the stages of the project development and a portfolio that documents this work concisely will also be considered.

- The standard Board of Governors statement was added.

Regina Novek Prize

The following amendments have been made to the terms of reference for the Regina Novek Prize:

- The following sentences were added to the opening paragraph:
The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund. An additional gift of \$475 will be made to first offer the prize in the 2015-2016 academic year.

Richard C. Goulden Memorial Award

The following amendments have been made to the Richard C. Goulden Memorial Award:

- The name of the award was revised to the ***Richard C. Goulden Memorial Scholarship***.
- The numbered criteria were revised to:
 - (1) *is enrolled full-time in the Faculty of Graduate Studies in a Master's or Ph.D. program at the University of Manitoba;*
 - (2) *has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;*
 - (3) *is a member of The Wildlife Society – Manitoba Chapter Inc. at the time of receipt;*
 - (4) *is conducting research or has proposed to conduct research on wildlife and/or their habitats in Manitoba;*
 - (5) *is deemed by the selection committee to have submitted the top research proposal among the award applicants.*
- The selection committee statement was revised to:
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will name the selection committee for this award, which will include a member of The Wildlife Society - Manitoba Chapter Inc.
- The following statement was removed:
Eligible students will be required to submit copy of their graduate research proposal at the end of January to the Office of the Dean of the Faculty of Graduate Studies. The donors of the award will advertise the award off and on campus prior to the deadline date.
- The presentation statement was revised to:
The recipient's name will be announced at The Wildlife Society - Manitoba Chapter Inc. Annual General Meeting in March. The recipient will be expected to make a presentation on his/her research at a The Wildlife Society - Manitoba Chapter Inc. event in the year following receipt of the scholarship.
- The following statements were added:
In order to be considered for the scholarship, students will be required to submit: (i) a copy of their research proposal and (ii) an academic transcript.
In years when the available annual income can support more than one \$500 scholarship, the selection committee will have the discretion to offer additional awards. Any unspent revenue from the fund will be re-capitalized.

The standard Board of Governors statement.

Sam Kanee Bursary

The following amendments have been made to the terms of reference for the Sam Kanee Bursary:

- The opening paragraph was revised to:
In memory of his father, Mr. Solomon Kanee has established an endowment fund at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to support undergraduate students pursuing studies in the Faculty of Social Work at the University of Manitoba. Each year, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:
- The terms were broken out of block paragraph format and numbered criteria were added as follows:
 - (1) *are enrolled full-time (minimum 60% course load) in the Faculty of Social Work at the University of Manitoba;*
 - (2) *have achieved a minimum degree grade point average of 2.5;*
 - (3) *have demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following statements were added:
The selection committee will have the discretion to determine the number and value of bursaries offered each year based on the fund available.
The Dean of the Faculty of Social Work (or designate) will name the selection committee for this award.
- The standard Board of Governors statement was added.

Senator Thomas Alexander Crerar Scholarships

The following amendments have been made to the terms of reference for the Senator Thomas Alexander Crerar Scholarships:

- The opening paragraph was revised to:
From the bequest of Dorothy Anna Naylor, funds have been placed in the keeping of the Winnipeg Foundation. Mrs. Naylor was the wife of Dr. Bernard Naylor and the daughter of Senator Crerar, P.C., LL.D. This fund will be used to offer the Senator Thomas Alexander Crerar Scholarships to students pursuing graduate studies in the subject area of Humanities at the University of Manitoba. The Winnipeg Foundation will confirm the value of these awards annually. In each year when the award is offered, two scholarships of equal value will be offered to graduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time in the Faculty of Graduate Studies in the first year of any Master of Arts or Doctoral program in the subject area of Humanities offered at the University of Manitoba;*
 - (2) *have achieved a minimum grade point average of 3.5 based on the last 60 credit hours of study (or equivalent);*
 - (3) *have successfully completed their undergraduate degree from any program offered by the Faculty of Arts at the University of Manitoba within the past 12 months at the time they take up the award;*

- (4) *has demonstrated outstanding academic achievement and the ability to succeed in their desired field of graduate study.*
- Application information was added as follows:
 - To demonstrate how they meet criterion (4), applicants will be required to submit an application to the Faculty of Graduate Studies which will consist of the following materials:*
 - i) *a two-page (maximum) description of their academic achievements, their involvement in extra-curricular activities, and their desired career path following the completion of their graduate program;*
 - ii) *a current academic transcript;*
 - iii) *two letters of reference, both of which are from professors under whom courses have been taken by the applicant. These two letters should assess the applicant's ability to succeed in a graduate program;*
 - iv) *a curriculum vitae of the applicant.*
- The selection preference statement was revised to:
 - In the event that candidates are of approximately equal merit, preference in selection will be given to students pursuing graduate studies in the areas of Canadian History, Philosophy, English Literature, or French Literature.*
- The following statement was removed:
 - It is to be understood that these scholarships may be held along with University of Manitoba Graduate Fellowships (UMGF) or as independent or “stand alone” awards.*
- The selection committee statement was revised to:
 - The Vice-Provost (Graduate Education) and the Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Arts (or designate) to name the selection committee for this award.*
- The following paragraph was removed:
 - NOTE – In the 1999-2000 session, four awards of \$9,000 are offered. In the 2000-2001 session, three awards of \$9,000 will be offered. In the 2001-2002 session, two awards of \$9,000 will be offered. In years after the 2001-2002 session, two awards of equal value will be offered in each academic session. In subsequent years the number and value of awards will be reviewed and confirmed with The Winnipeg Foundation.*
- The standard Board of Governors statement was added.

The Leon Mitchell, Q.C. Prize in Labour Relations

The following amendments have been made to The Leon Mitchell, Q.C. Prize in Labour Relations:

- The opening paragraph was revised to:
 - In memory of Mr. Leon Mitchell, Q.C., his children, Mr. Grant Mitchell and Ms. April Katz, have established an endowment fund at the University of Manitoba. The purpose of the prize is to recognize outstanding academic achievement in the class Labour-Management Relations. Beginning in the 1987-1988 academic year, an annual prize in the amount of \$400 will be offered to the undergraduate student who:*
- The terms were broken out of block paragraph format and replaced with numbered criteria as follows:
 - (1) *was enrolled full-time in the Juris Doctor program in the Faculty of Law in the year in*

which the award was tenable;

(2) has achieved a minimum degree grade point average of 3.0;

(3) has achieved the highest standing the course Labour-Management Relations (currently numbered LAW 3770).

- The following statement was added:

In the event of a tie, the prize will be awarded to the student with the highest standing calculated in the compulsory and elective subjects the students have in common.

- The selection committee statement was revised to:

The Dean of the Faculty of Law (or designate) will name the selection committee for this award and it will include the instructor of the course noted above.

- The following statement regarding the fund earnings was revised:

If the fund earns more than \$400 in any year, the surplus will be returned to the capital of the fund.

- The following statement regarding the fund earnings was added:

If the fund earns less than \$400 in any year, the prize will be valued at the available annual income.

- The following statement regarding the fund earnings was removed:

The donors will ensure that, if necessary, sufficient additional funding is in place to offer an award of \$300 in the 1987-88 academic year.

- The standard Board of Governors statement was added.

Walker Wood Foundation Bursaries for Science

The following amendments have been made to the terms of reference for the Walker Wood Foundation Bursaries for Science:

- The award term of three years has been removed, and the bursaries will be offered on an annual basis.
- The number of awards offered each year was increased from *two* to *four*.

William and Nona Heaslip Scholars

The following amendments have been made to the terms of reference for the William and Nona Heaslip Scholars:

- The opening paragraph was revised to:

In 2006, with a donation of \$20,000 from Mr. William Heaslip and a matching contribution of \$10,000 from the Manitoba Scholarship and Bursary Initiative, two awards valued at \$15,000 each were offered. Each year two new recipients will be selected so that beginning in 2008, with an annual donation of \$60,000 from Mr. William Heaslip and a matching contribution of \$30,000 from the Manitoba Scholarship and Bursary Initiative (as long as the program is available), there will be six annual recipients. Beginning in the 2016-2017 academic year, the annual donation from the William and Nona Heaslip Foundation will be \$75,000 and the contribution from the Manitoba Scholarship and Bursary Initiative will be \$15,000. The status and value of the bursary will be reviewed in conjunction with the William and Nona Heaslip Foundation in the 2025-2026 academic year. Each year, the awards will be offered to undergraduate students who:

- The phrase (*minimum 60% course load*) was added to criterion (1) and to criterion (a) of the renewal criteria.
- Reference to the *standard University of Manitoba general bursary application form* was added to criteria (3) and (4) and criterion (c) of the renewal criteria.
- The words *as determined by the Financial Aid and Awards office* were removed from criterion (4) and criterion (c) of the renewal criteria.
- The following sentences were added to the paragraph regarding the renewal criteria:
In instances where a new recipient is selected in lieu of a renewal to a previous original recipient, the new recipient must currently be in the same year of study as the original recipient. These students who are offered the award in their third or fourth year of study may only be considered for the renewal of this award up to and including their fourth year of study.
- The following statements/paragraphs were added:
In the event that there are no students who meet criteria (1) through (4), the selection committee will have the discretion to offer the awards to students who meet criteria (1), (2), and (4).
If there are still no students who meet criteria (1), (2), and (4), the selection committee will have the discretion to offer the awards to students who meet criteria (2), (3), and (4) and are enrolled in their third or fourth year of study in the Faculty of Arts at the University of Manitoba. In instances where students are offered the award in their third or fourth year of study, they may only be considered for the renewal of this award up to and including their fourth year of study.
If there are still no recipients that meet the selection criteria, then no award will be made that year.
The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.
- The following statement was removed:
Selection for this bursary will be administered by the Financial Aid and Awards office.
- The standard Board of Governors statement was added.

William Robert Kernaghan Memorial Scholarship in Economics

The following amendments have been made to the William Robert Kernaghan Memorial Scholarship in Economics:

- Criterion (3) was revised to:
is enrolled in the General Major, Advanced Major, or Honours program in the Department of Economics;

3. WITHDRAWALS

Procurity Inc. Awards

This award is being withdrawn at the request of the donor.



AGENDA ITEM: Report of the Senate Committee on Awards – Part B
[dated April 5, 2016]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve one new offer and two amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated April 5, 2016].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- At its meeting on April 5, 2016, the Senate Committee on Awards approved one new offer and two amended offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated April 5, 2016].
- The Archival Studies Entrance Scholarship for the National Centre for Truth and Reconciliation would be offered to Indigenous graduate students in the M.A. in Art History, Archival Studies stream.
- The Alumni Association of the University of Manitoba Undergraduate Scholarship, which is open to students in any undergraduate program at the University, would be modified to specify that, whenever possible, at least one of the available scholarships would be offered to an Indigenous student each year.
- One of two Raymond F. Currie Graduate Fellowships is offered to an Indigenous graduate student enrolled in a program delivered by a department in the Faculty of Arts.

RESOURCE REQUIREMENTS:

The awards would be funded from the sources identified in the Report.

IMPLICATIONS:

The awards would support the recruitment and retention of Indigenous undergraduate and graduate students in programs.

CONSULTATION:

These award offers were approved by Senate at its meeting on May 18, 2016.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B

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 Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observation

At its meeting of April 5, 2016, the Senate Committee on Awards reviewed one new offer and two amended offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated April 5, 2016).

Recommendation

The Senate Committee on Awards recommends that Senate and the Board of Governors approve one new offer and two amended offers, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated April 5, 2016). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A April 5, 2016

1. NEW OFFERS

Archival Studies Entrance Scholarship for the National Centre for Truth and Reconciliation

The National Centre for Truth and Reconciliation (NCTR) and Archives of Manitoba have partnered to provide a funding initiative to encourage the recruitment of Indigenous students to the Master of Arts (History) – Archival Studies stream. The initiative is a part of the implementation of Recommendation #77 from the Truth and Reconciliation Commission: *“We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.”* NCTR and Archives of Manitoba will offer this funding initiative for three years, with a right to renew the commitment at the end of the term.

Beginning in 2016-2017, and ending in the 2018-2019 academic year, one entrance scholarship of \$10,000 will be offered to a graduate student who:

- (1) is Indigenous (Status, non-Status, Métis, Inuit);
- (2) is enrolled full-time in the Faculty of Graduate Studies, in the first year of study in the Master of Arts (History) – Archival Studies stream;
- (3) has, in the admission application to the program, demonstrated commitment to the practice of Archival Studies with respect to the protection of human rights, civil rights, and Indigenous rights, and for personal, family, community, and national identities.

Dependent on available funding, the scholarship is renewable in the following year at the University of Manitoba, provided that the recipient:

- (1) continues to be enrolled full-time in the Master of Arts (History) – Archival Studies stream;
- (2) received a minimum grade point average of 3.0 while enrolled in the Master of Arts (History) – Archival Stream;
- (3) has successfully completed the first year requirements of the program.

The Head of the Department of History will report the amount of funding available for the renewable portion of the scholarship to the Financial Aid and Awards office by March 31.

In addition to the scholarship, the recipient will be named as a TD intern through the National Centre for Truth and Reconciliation. This intern will be offered a paid summer internship in the amount of \$10,000 each with the Archives of Manitoba and the NCTR in the first and second years of study. If there are no eligible students, the scholarship can be offered to an Indigenous student already enrolled in the Master of Arts (History) – Archival Studies Stream with research interests in fields relevant to the mandate of the National Centre for Truth and Reconciliation and Recommendation #77. If there are still no eligible applicants, the selection committee will have the discretion to split the funds with those students that have already received the scholarship, or not offer the funds in that year.

In total, three renewable scholarships and internships will be offered. The last renewable award and internship will be offered in the 2019-2020 academic year.

The scholarship can be held concurrently with other awards, consistent with the policies in the Faculty of Graduate Studies.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the National Centre for Truth and Reconciliation (or designate) to name the selection committee for this award.

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 and the ongoing requirements of the TD internship program in establishing the award.

(Attachment I)

2. AMENDMENTS

Alumni Association of the University of Manitoba Undergraduate Scholarship

The following amendments have been made to the terms of reference for the Alumni Association of the University of Manitoba Undergraduate Scholarship:

- The award name was revised to: *Alumni Association of the University of Manitoba Community Leadership Scholarship.*
- The purpose of the fund and opening paragraph of the terms were changed to:
The Alumni Association of the University of Manitoba has established an endowment fund to offer scholarships to students who have demonstrated extracurricular involvement at the university. Each year, the available annual income from the fund will be used to offer one or more scholarships, with a minimum value of \$1,000 each, to undergraduate students who:
- The selection criteria were changed to reflect the purpose of the fund:
 - (1) *are enrolled full-time or part-time in any faculty, college, or school at the University of Manitoba;*
 - (2) *have achieved a minimum degree grade point average of 3.0;*
 - (3) *have demonstrated extra-curricular involvement at the university.*
- The selection committee statement was revised to:
The Associate Vice-President of Alumni and Donor Relations (or designate) will name the selection committee for this award, which will include a representative from the Alumni Association's Student Engagement Committee.
- The following statements were added:
 - *Whenever possible, at least one scholarship per year is to be offered to an Indigenous student (Status, non-Status, Métis, Inuit).*
 - *Applicants will be required to submit an essay (maximum 300 words) that speaks to their involvement with University of Manitoba organizations and/or activities and the personal significance of their experiences.*
 - *The applicants selected for this award may have their essay, or a portion of the essay, published in promotional materials for the University of Manitoba.*
 - *Applications will be issued and received by the Alumni Relations office.*
 - *The selection committee will have the discretion to determine the number and value of scholarships, based on the available income.*
 - *The standard Board of Governors statement.*

Raymond F. Currie Graduate Fellowships

The following amendments have been made to the terms of reference for the Raymond F. Currie Graduate Fellowships:

- The opening paragraph was revised to:

Through gifts from Dr. Raymond F. Currie (Dean Emeritus, Faculty of Arts), his friends and colleagues, and through a contribution from the Graduate Fellowship Matching Funds Program, an endowment fund of \$100,000 has been established to support graduate fellowships in the Faculty of Arts. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year, the available annual income from this fund will be used to offer two fellowships of equal value.

The first fellowship, valued at half (50%) of the available annual income, will be offered to the student who:

- The selection criteria for the first award was revised to:

(1) is Indigenous (Status, Non-Status, Métis, Inuit);

(2) is enrolled full-time in the Faculty of Graduate Studies, either at the Masters or Ph.D. level, in a program delivered by a Department in the Faculty of Arts in the year in which the fellowship is tenable;

(3) has completed at least one Regular Session (or two terms) in the chosen program to date;

(4) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours of study (or equivalent);

(5) has undertaken or has proposed to undertake research focused on issues related to Indigenous Canadian people.

- In reference to the first award, the following paragraph was added:

In the event that there are no students who meet criteria (1) through (5) above, this fellowship may be offered to a student who has met criteria (2) through (5) above.

- In reference to the second award, the following paragraph and selection criteria have been added:

The second fellowship, valued at half (50%) of the available annual income, will be offered to the student who:

(1) is enrolled full-time in the Faculty of Graduate Studies, either at the Masters or Ph.D. level, in a program delivered by a Department in the Faculty of Arts in the year in which the fellowship is tenable;

(2) has completed at least one Regular Session (or two terms) in the chosen program to date;

(3) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours of study (or equivalent);

(4) has undertaken or has proposed to undertake research focused on issues related to persons with disabilities.

- The paragraph following the selection criteria for the second award has been revised to:

For both awards, applicants will be required to submit an application which will consist of a one-page (maximum 500 words, single spaced) description of their proposed or ongoing research, a current academic transcript, and two academic letters of reference from professors at a post-secondary institution. Applications will be solicited in May, with winners announced by late June. The fellowships shall be tenable in the fall session following the announcement of the recipient.

- The selection committee has been revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Arts to name the selection committee for this award and it shall include the Dean of the Faculty of Arts (or designate), the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate), and a faculty member in the Faculty of Arts.

- The standard Board of Governors statement has been added.

(Attachment III)



UNIVERSITY
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Faculty of Arts

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March 23, 2016

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Adrienne Domingo, Awards Establishment Coordinator
422 University Centre
University of Manitoba

RE: Archival Studies Entrance Scholarship for the National Centre for Truth and Reconciliation

Dear Dr. Hultin,

The Faculty of Arts supports the establishment of the Archival Studies Entrance Scholarship for the National Centre for Truth and Reconciliation.

In the Fall Term of 2015, the Faculty's self-declared Indigenous graduate student population was 8.5% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. Indigenous student enrolment data for the past five years in Faculty of Arts is provided for context in the table below.

Year (Fall Term)	% Indigenous Students
2015	8.5
2014	7.6
2013	7.4
2012	6.4
2011	4.5

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the faculties and departments the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Dr. Jeffery Taylor
Dean, Faculty of Arts

¹ Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011, Catalogue no. 99-011-X2011001. Cited September 16, 2015



UNIVERSITY
OF MANITOBA

Alumni and Donor Relations
200-137 Innovation Drive
Winnipeg, Manitoba R3T 6B6

Phone: 204.474.9195 Toll-Free: 1-800-330-8066
Fax: 204.474.7635 Email: donor.relations@umanitoba.ca

February 25, 2016

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Adrienne Domingo, Awards Establishment Coordinator
422 University Centre
University of Manitoba

RE: Alumni Association of the University of Manitoba Undergraduate Scholarship

Dear Dr. Hultin,

Alumni and Donor Relations supports the proposed amendments to the Alumni Association of the University of Manitoba Undergraduate Scholarship (proposed name change: Alumni Association of the University of Manitoba Community Leadership Scholarship).

In the Fall Term of 2015, the University of Manitoba's Indigenous undergraduate student population was 7.8% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹.

Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2015	1,974	25,460	7.8
2014	1,997	25,298	7.9
2013	1,973	25,363	7.8
2012	1,933	24,996	7.7
2011	1,876	24,374	7.7

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Ms. Danielle Dunbar
Acting Associate Vice-President, Alumni and Donor Relations (External Relations)
University of Manitoba

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/mismc-iowb/.3ndic.lt.4r@-eng.jsp?iid=36>].

FRONT AND CENTRE

THE CAMPAIGN FOR 61/459 UNIVERSITY OF MANITOBA

AWARDS OFFICE

MAR 01 2016

UNIVERSITY OF
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UNIVERSITY
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February 22, 2016

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Tyler Kroeker, Awards Establishment/Selection Coordinator
422 University Centre
University of Manitoba

RE: Raymond F. Currie Graduate Fellowships

Dear Dr. Hultin,

The Faculty of Arts supports the amendments to the Raymond F. Currie Graduate Fellowships.

The Office of Institutional Analysis can confirm that each year, beginning in the 2011-2012 academic year, the percentage of self-declared Canadian Indigenous students at the graduate level in the Faculty of Arts at the University of Manitoba has been less than the Province of Manitoba's Indigenous population percentage in 2011, which was 16.7% of all Manitobans.¹ Because the low enrolment statistics for self-declared Canadian Indigenous students at the graduate level in the Faculty of Arts have the potential to identify individual students, the University has chosen not to make these numbers publicly available in this document in order to ensure that student privacy is maintained.

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Arts with the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Dr. Jeffery Taylor
Dean, Faculty of Arts



¹ Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2001, Catalogue no. 99-011-X2011001. Cited February 1, 2016



AGENDA ITEM: Report of the Senate Committee on Awards – Part B
[dated May 9, 2016]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve three amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated May 9, 2016].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- At its meeting on May 9, 2016, the Senate Committee on Awards approved three amended offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated May 9, 2016].
- The Lee Dunlop Anderson Centennial Bursary, for students enrolled in a program offered by the Department of Human Nutritional Sciences, Faculty of Agricultural and Food Sciences, gives preference to Indigenous students.
- The Manitoba Teachers' Society Aboriginal Bursary in Education, which is to be renamed as "The Manitoba Teachers' Society Bursary in Education for Indigenous Students," is for Indigenous students enrolled in the any undergraduate program offered by the Faculty of Education.
- The Manitoba Teachers' Society Internationally Educated Teachers (IET) Bursary in Education, is offered to internationally educated teachers enrolled in an undergraduate program offered by the Faculty of Education. In any year that there is no internationally educated teacher who meets the eligibility requirements for the bursary, the award might be offered to an undergraduate Indigenous student enrolled in the Faculty.

RESOURCE REQUIREMENTS:

The awards would be funded from the sources identified in the Report.

IMPLICATIONS:

The awards would support the recruitment and retention of Indigenous undergraduate students in the faculties and programs indicated above.

CONSULTATION:

These award offers will be considered by Senate, for approval, at its meeting on June 22, 2016.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B

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 Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observation

At its meeting of May 9, 2016, the Senate Committee on Awards reviewed three amended offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated May 9, 2016).

Recommendation

The Senate Committee on Awards recommends that Senate and the Board of Governors approve three amended offers, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated May 9, 2016). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

May 9, 2016

1. AMENDMENTS

Lee Dunlop Anderson Centennial Bursary

The following amendments have been made to the terms of reference for the Lee Dunlop Anderson Centennial Bursary:

- Criterion (1) was revised to:
is enrolled as a full-time student (minimum 80% course load) in the Department of Human Nutritional Sciences in the Faculty of Agricultural and Food Sciences at the University of Manitoba;
- References to *Aboriginal* were updated to *Indigenous (Status, Non-Status, Métis, Inuit)*.
- The selection committee statement was revised to:
The selection committee will be the Faculty of Agricultural and Food Sciences Award Committee.
- The application statement was revised to:
In order to demonstrate (3), applicants will be required to submit the Supplemental Application Form for the Lee Dunlop Anderson Centennial Bursary to the selection committee by the designated deadline date. Applicants must also submit the standard bursary application form to the Financial Aid and Awards Office by the University of Manitoba General Bursary application deadline, as set by FAA each year.

(Attachment I)

The Manitoba Teachers' Society Aboriginal Bursary in Education

The following amendments have been made to the terms of reference for The Manitoba Teachers' Society Aboriginal Bursary in Education:

- The name of the award was revised to ***The Manitoba Teachers' Society Bursary in Education for Indigenous Students.***
- All references to the name of the award were changed to reflect the new award name.
- All instances of the word *Aboriginal* were replaced with the word *Indigenous*.
- The initial year of the bursary was removed and the amount of the bursary was revised from \$2,400 to \$3,000.
- Criterion (2) was revised to:
is enrolled full-time (minimum 60% course load) in any undergraduate program offered by the Faculty of Education at the University of Manitoba;
- The word *cumulative* was replaced with the word *degree* in criterion (3).
- The words *(or designate)* were added at the end of the selection committee statement.
- The standard Board of Governors statement was added.

(Attachment II)

Manitoba Teachers' Society Internationally Educated Teachers (IET) Bursary in Education

The following amendments have been made to the terms of reference for Manitoba Teachers' Society Internationally Educated Teachers (IET) Bursary in Education:

- The opening paragraph was revised to:

The Manitoba Teachers' Society offers an annual bursary to support a student who has obtained their Bachelor's Degree in Education (or equivalent) from an institution outside of Canada and is enrolled in either the Bachelor of Education program or the Post-Baccalaureate Diploma in Education (PBDE) program. Each year, starting in 2010, one bursary valued at \$2,400 will be offered to an undergraduate student who:

- The numbered criteria were revised to:

- (1) has successfully completed a Bachelor's Degree in Education (or equivalent) from any accredited post-secondary institution outside of Canada;*
- (2) is enrolled either full-time or part-time in any year of either the Post-Baccalaureate Diploma in Education (P.B.D.E.) program or the Bachelor of Education program in the Faculty of Education at the University of Manitoba;*
- (3) has achieved a minimum degree grade point average of 2.5 on all undergraduate courses completed (or equivalent);*
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.*

- The following statements were added:

In addition to the standard University of Manitoba bursary application, Candidates will be required to submit a supplementary application documenting that they have successfully completed a Bachelor's Degree in Education (or equivalent) from a post-secondary institution outside of Canada.

In the event that there are no candidates who meet criteria (1) through (4), the selection committee will have the discretion to offer the award to a student who has met criteria (2) through (4) and is Indigenous (Status, Non-Status, Métis, Inuit).

- The standard Board of Governors statement was added.

(Attachment III)



UNIVERSITY
OF MANITOBA

Faculty of Agricultural and Food
Sciences

Office of the Dean
256 Agriculture Building
Winnipeg, Manitoba
Canada R3T 2N2
Phone (204) 474-6026
Fax (204) 474-7525

May 6, 2016

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Pamela Gareau, Awards Establishment Coordinator
420 University Centre
University of Manitoba

RE: Lee Dunlop Anderson Centennial Bursary

Dear Dr. Hultin,

The Faculty of Agricultural and Food Sciences supports the amendment of **Lee Dunlop Anderson Centennial Bursary**.

In the Fall Term of 2015, the Faculty of Agricultural and Food Sciences' self-declared Indigenous student population was 4.2% compared to the Province of Manitoba's Indigenous population of 16.7% in 2011.¹

Indigenous student enrolment data for the past five years in the Faculty of Agricultural and Food Sciences at the University of Manitoba is provided for context in the table below.²

Year (Fall Term)	Number of Indigenous Students in the Faculty of Agricultural and Food Science	Total Number of Students in the Faculty of Agricultural and Food Science	Percent of Students that are Indigenous in the Faculty of Agricultural and Food Science
2015	39	930	4.2%
2014	39	888	4.4%
2013	22	607	3.6%
2012	14	519	2.7%
2011	15	452	3.3%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Agricultural and Food Sciences the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Karin Wittenberg, PhD, PAg
Dean, Faculty of Agricultural and Food Sciences

¹Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011, Catalogue no. 99-011-X2011001. Cited July 3, 2015

²The University of Manitoba's Office of Institutional Research. Cited December 16, 2015



UNIVERSITY
OF MANITOBA

Faculty of Education

April 22, 2016

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Mandy Laing, Awards Establishment/Selection Coordinator
420 University Centre
University of Manitoba

RE: The Manitoba Teachers' Society Bursary in Education for Indigenous Students

Dear Dr. Hultin,

The Faculty of Education supports the amendment of **The Manitoba Teachers' Society Bursary in Education for Indigenous Students**.

In the Fall Term of 2015, the Faculty of Education's self-declared Indigenous student population was 8% compared to the Province of Manitoba's Indigenous population of 16.7% in 2011.¹

Indigenous student enrolment data for the past five years in the Faculty of Education at the University of Manitoba is provided for context in the table below.²

Year (Fall Term)	Number of Indigenous Students in the Faculty of Education	Total Number of Students in the Faculty of Education	Percent of Students that are Indigenous in the Faculty of Education
2015	58	727	8.0%
2014	62	792	7.8%
2013	68	795	8.6%
2012	55	849	6.5%
2011	62	895	6.9%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Education the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Dr. David Mandzuk
Dean, Faculty of Education

¹Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011, Catalogue no. 99-011-X2011001. Cited July 3, 2015

²The University of Manitoba's Office of Institutional Research. Cited December 16, 2015

May 3, 2016

Dr. Philip Hultin
 Chair, Senate Committee on Awards
 c/o Mandy Laing, Awards Establishment/Selection Coordinator
 420 University Centre
 University of Manitoba

RE: Manitoba Teachers' Society Internationally Education Teachers (IET) Bursary in Education

Dear Dr. Hultin,

The Faculty of Education supports the amendment of the **Manitoba Teachers' Society Internationally Education Teachers (IET) Bursary in Education**.

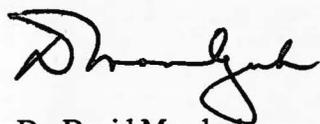
In the Fall Term of 2015, the Faculty of Education's self-declared Indigenous student population was 8% compared to the Province of Manitoba's Indigenous population of 16.7% in 2011.¹

Indigenous student enrolment data for the past five years in the Faculty of Education at the University of Manitoba is provided for context in the table below.²

Year (Fall Term)	Number of Indigenous Students in the Faculty of Education	Total Number of Students in the Faculty of Education	Percent of Students that are Indigenous in the Faculty of Education
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2014	62	792	7.8%
2013	68	795	8.6%
2012	55	849	6.5%
2011	62	895	6.9%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Education the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,



Dr. David Mandzuk
 Dean, Faculty of Education

¹ Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011, Catalogue no. 99-011-X2011001. Cited July 3, 2015

² The University of Manitoba's Office of Institutional Analysis. Cited December 16, 2015



AGENDA ITEM: Proposal to Revise the Name of the Department of Medical Microbiology

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve a proposal to revise the name of the Department of Medical Microbiology to the “Department of Medical Microbiology and Infectious Diseases,” [subject to Senate approval, June 22, 2016].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Department of Medical Microbiology is proposing to change its name to “Department of Medical Microbiology and Infectious Diseases”. The revised name would:

- better reflect the research and teaching focus of faculty in the Department, in both the fields of medical microbiology (the study of pathogenic organisms) and infectious diseases (the study of disease pathologies caused by pathogenic organisms);
- reflect the longstanding leadership role that the Department has played nationally, in the development of the discipline of infectious diseases, and its continuing role as the academic lead in a regional infectious disease cluster that also includes the Public Health Agency of Canada’s National Microbiology Laboratory, the Canada Food Inspection Agency’s Foreign Animal Disease Laboratory, the National Laboratory for HIV Immunology, the International Centre for Infectious Diseases, and the National Collaborating Centre for Infectious Diseases;
- indicate that the research of faculty in the Department contributes to one of the signature areas of established research excellence (Immunity, Inflammation and Infectious Disease) identified in *The University of Manitoba – Strategic Research Plan, 2015-2020*.

This proposal will be considered by Senate on June 22, 2016, and is being brought forward to the Board of Governors for consideration at the June 22nd meeting subject to its being approved by Senate.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

The proposed name, “Department of Medical Microbiology and Infectious Diseases,” would better position the Department to take advantage of funding opportunities available through external

funding agencies, by communicating that the research activities of the unit align with the priorities of the funding agencies.

As the revised name would communicate that infectious disease research is conducted in the Department, it is anticipated that the it would promote interest among potential graduate students and increase enrolment in graduate programs offered by the Department.

ALTERNATIVES:

N/A

CONSULTATION:

A proposal to change the name of the Department of Medical Microbiology to “Department of Medical Microbiology and Infectious Diseases” was endorsed by the Department of Medical Microbiology Department Council on May 14, 2014; the Faculty of Health Sciences Executive Council, on May 5, 2016; and Senate Executive, on June 8, 2016. The proposal will considered by Senate, for approval, on June 22, 2016.



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"/>	Department of Medical Micro- Biology Department Council	May 14, 2014
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Health Sciences Executive Council	May 5, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	June 8, 2016
<input type="checkbox"/>	<input type="checkbox"/>	Senate	June 22, 2016
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary *[Signature]*

Attachments

- Proposal to Revise the Name of the Department of Medical Microbiology



UNIVERSITY
OF MANITOBA

Faculty of Health
Sciences

Office of the Dean
230 – 745 Bannatyne
Basic Medical Sciences Building
Winnipeg, Manitoba
Canada R3E 0J9
Telephone (204) 789-3557
Fax (204) 789-3928

MEMORANDUM

Date: May 6, 2016

To: Mr. Jeff Leclerc
University Secretary

From: Dr. Brian Postl
Dean, Faculty of Health Sciences

Re: Proposed Medical Microbiology Name Change

The Department of Medical Microbiology Council voted unanimously in favour of change the name of the department to “Medical Microbiology and Infectious Diseases” as per attached proposal.

The proposal was previously reviewed by the Department Heads Council and the Faculty of Health Sciences Executive Council approved the proposal and name change by electronic vote on May 5, 2016 and is being forwarded for final Senate approval.

Please let me know if you require additional information or clarification.

Thank you.



Keith R. Fowke, Ph.D.
Professor and Head,
Medical Microbiology
Professor, Community Health
Sciences
545-745 Bannatyne Avenue
Winnipeg, Manitoba
Canada R3E 0J9
Telephone (204) 789-3818
Fax (204) 789-3926
Keith.Fowke@umanitoba.ca

June 24, 2015

Dr. Brian Postl
Dean, College of Medicine,
Dean, Faculty of Health Sciences
230 BMSB

RE: Medical Microbiology name change

Dear Dr. Postl:

Proposal: To change the name of the Department from the “Department of Medical Microbiology” to the “Department of Medical Microbiology and Infectious Diseases”.

Executive summary: On May 14, 2014 the Department of Medical Microbiology Departmental Council voted unanimously in favour of changing the name of the department to “Medical Microbiology and Infectious Diseases”. The Section of Pediatric Infectious Diseases, in the Department of Pediatrics, and the Section of Adult Infectious Diseases, in the Department of Internal Medicine, are the clinical units that deliver clinical infectious disease care and whose members are all cross appointed in Medical Microbiology. In separate Section meetings, both of these Sections voted unanimously in support of the name change.

Rationale for name change:

- The research and teaching activities of the Department of Medical Microbiology have always been tightly linked with not only the study of the pathogenic organisms, which is the field of medical microbiology, but also with the disease pathologies in the human host caused by these organisms, called infectious diseases. The proposed name change would better reflect the research and teaching focus on the human diseases caused by infectious agents.
- The former Department head, Dr. Allan Ronald, led the development of Infectious Diseases as a clinical discipline in Canada, and ever since the Department has become a national leader for infectious diseases teaching and research. The name change acknowledges the leadership role the Department has played in the development of the discipline of infectious diseases.
- The Department is the academic focus for research and teaching activities on a wide variety of infectious disease related subjects such as public health infectious disease, international infectious diseases, adult infectious disease and pediatric infectious disease. With over 100 affiliated academic members, the name change more accurately reflects the research and teaching activities of departmental members.

- The term “infectious diseases” is commonly used in funding announcements (eg CIHR) and is a term that is common in the lay press. The name change would clearly indicate that the activities of the department align with priorities of funding agencies and the general public.
- The term “infectious diseases” is designated as a “signature initiative” in the UM’s Strategic Research Plan 2015-2020. The name change would clearly indicate that the Department is a significant part of that research strength.
- There is an “infectious disease cluster” in Winnipeg that is unique in all of Canada. This cluster includes the Public Health Agency of Canada’s National Microbiology Lab, Canada Food Inspection Agency’s Foreign Animal Disease Lab, the National HIV and Retrovirology Laboratory, the International Centre for Infectious Diseases and the National Coordinating Centre for Infectious Diseases. The Department collaborates extensively with each of these groups, is recognized as the oldest and most well-established of these groups, and is seen the academic lead in the region. The name change would reinforce the Department’s leadership and central role in this regional cluster.
- The Department is home to the International Infectious Disease and Global Health Training Program. The name change would more accurately reflect the connection between the two.
- Across Canada, other major universities have similar departments with names that reflect their particular strengths. Many departments focus on microbiology and immunology. The proposed name change would clearly indicate that the focus of the Department includes infectious disease research and teaching and would clearly distinguish it from many others.
- Students have commented that the name change would bring greater focus to the infectious disease research being conducted in the department and, therefore, would more likely attract additional graduate student interest.

For these reasons, which both acknowledge the rich history of the Department but also position it to take advantage of future opportunities, the Department of Medical Microbiology is seeking permission to change its name to the Department of Medical Microbiology and Infectious Diseases.

Best regards,



Keith Fowke, PhD
Professor and Head, Dept of Medical Microbiology



AGENDA ITEM: Revisions to Academic Schedule, 2016-2017

RECOMMENDED RESOLUTION:

For information only.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Registrar's Office has made a number of revisions to the 2016-2017 Academic Schedule. Many of the changes are editorial. One change of note, in sections 1.2.2 and 1.2.6, is the addition of a statement to clarify that no classes, examinations or tests will be held between the Fall End Date/Winter End Date and the beginning of the Examination Period.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

The clarification is intended to address situations where instructors have scheduled a class and/or an academic assessment on the weekend following the end of classes and the start of the Examination Period. The objective of the change is to ensure that students have time to prepare for final examinations scheduled during the Examination Period.

ALTERNATIVES:

N/A

CONSULTATION:

The revised 2016-2017 Academic Schedule was approved by Senate at its meeting on May 18, 2016.

MEMO

REGISTRAR'S OFFICE

Room 400 University Centre

PH: 204-474-9425



UNIVERSITY
OF MANITOBA

Date: May 10, 2016

Memo To: Senate

From: Neil Marnoch, Registrar

A handwritten signature in black ink, appearing to read 'Neil Marnoch'.

Re: **Revisions to the Academic Schedule for 2016-2017**

Several edits, clarifications and corrections have been made to the 2016-17 Academic Schedule since its approval by Senate. Please see below for a description of the revisions:

2016-2017 Academic Schedule Edits

- **Editorial updates:**

- Table of Contents: Section 1.2 and 1.8:
 - Clarified that “Dates Applicable to Medicine” are not applicable to the Family Social Sciences program; added a note referring FSS students from Section 1.8 to Section 1.2.
- Section 1.2.3:
 - Added the URL for the “Irregular Refund and Withdrawal Deadline” information found on the Registrar’s Office website.
- Section 1.2.5:
 - Minor reorganization of introductory paragraph.
 - Added “Pharmacy (Year 4)” to list of programs with alternate or differing Term Break dates.
 - Clarified that “No classes, examinations or tests will be held...” during the Fall Term Break or the long weekend that follows.
 - Changed the Winter Term break to Feb. 21 to 24, from Feb. 20 to 24, and clarified that “The UofM will be closed Monday Feb. 20 for Louis Riel day (see 1.1.1)”.
- Section 1.3.6:
 - Correction of two dates to January 2017 from January 2016.
- Section 1.6:
 - Clarified that “Unless registered in a B.Ed. course...” PBDE students are to follow the dates listed in Section 1.2.
- Section 1.6.3:
 - For consistency, Faculty of Education Winter Term Break dates replaced with “See section 1.2.5”.

- Added a note clarifying that Faculty of Education Winter Practicum Break “Dates may vary by school division and/or practicum placement”.
 - Section 1.11.3:
 - For consistency, added “The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students” to the Pharmacy Term Breaks section.
- **Corrections:**
 - Section 1.2.1:
 - Faculty of Education Orientation date corrected to August 30, from August 29.
 - Section 1.6.2:
 - Faculty of Education Winter Term Program Days corrected to Jan. 9 and Feb. 6, from Jan. 9 to Feb. 6.
 - Section 1.10.3:
 - Occupational Therapy Winter Term Break corrected to Mar. 6 to 10, 2017, from Feb. 27 to Mar. 3 (the latter being the previous year’s dates).
 - Updated the Winter Term Break note to reflect the wording provided by the program office.
 - Section 2.1.1:
 - Summer 2016 June-August Evening end date corrected to Aug. 4 from Aug. 3.
 - Section 2.2.2:
 - End of Summer 2017 June Day Registration Period corrected to May 28 from June 28.
 - Start of Summer 2017 June Day Revision Period corrected to May 29 to 31, from June 29 to 31.
 - Section 2.2.2 and 2.2.3:
 - Summer 2017 June Day Revision Deadline corrected to May 31, from June 31.
- **Changes:**
 - Section 1.2.2 and 1.2.6
 - Clarified that “No classes, examinations or tests will be held” between the Fall and Winter Term End Date and the beginning of the Examination period

Encl.



2016-2017 Academic Schedule

Admission application deadlines are found online at umanitoba.ca/student/admissions. Additional important date information for Faculty of Graduate Studies students is available at umanitoba.ca/faculties/graduate_studies/deadlines/index.html.

Faculties, schools, colleges and/or programs may have other important dates and deadlines that are not included in the Academic Schedule.

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Section 1: Dates for Fall/Winter Session

This section contains information for Fall and Winter Terms, including distance and online courses. See section 3 for Summer Term information, including information for distance and online courses offered over Summer Term.

1.1 Dates applicable to all U of M students:

1.1.1 University Closure

When the University is closed no classes/examinations will be held.

Canada Day	July 1, 2016
Terry Fox Day (Civic Holiday)	Aug.1, 2016
Labour Day	Sept. 5, 2016
Thanksgiving Day	Oct. 10, 2016
Remembrance Day	Nov. 11, 2016
Winter Holiday	Dec. 23, 2016 to Jan. 2, 2017
Louis Riel Day	Feb. 20, 2017
Good Friday	Apr. 14, 2017
Victoria Day	May 22, 2017
Canada Day (Holiday Observed)	July 3, 2017
Terry Fox Day (Civic Holiday)	Aug. 7, 2017

1.2 Dates applicable to most U of M students:

Some additional or differing date information is included in separate sections for: **Agriculture Diploma, Dental Hygiene, Dentistry (includes IDDP), Education (B.Ed. only), Law, Medicine (excludes Family Social Sciences), Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Respiratory Therapy, and Social Work**. Students in these programs should also see their respective section of the Academic Schedule.

1.2.1 Orientation

Additional or differing dates exist for: Agriculture Diploma, IDDP, Education, Medicine, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Respiratory Therapy, and Social Work. Students in these programs should also see their respective section of the Academic Schedule.

New Student Orientation

Fall Term, Fort Garry Campus	Sept. 6 to 7, 2016
Winter Term, Fort Garry Campus	Jan. 3, 2017
Faculty of Agricultural & Food Sciences Year 1	Sept. 7, 2016
Faculty of Architecture, Environmental Design Program	Aug. 29, 2016
School of Art	Sept. 6 to 7, 2016

Asper School of Business

Year 1 student welcome luncheon Sept. 6, 2016

Year 1 CSA orientation and Barbeque Sept. 7, 2016

Faculty of Education

Aug. ~~30~~²⁹, 2016

Faculty of Engineering

Sept. 6 to 7, 2016

Family Social Sciences, Health Sciences and Health Studies

New student information session Sept. 7, 2016

Marcel A. Desautels Faculty of Music

Sept. 6, 2016

1.2.2 Start and End Dates

Additional or differing dates exist for: Agriculture Diploma, Dental Hygiene, Dentistry, Education, Law, Medicine, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Respiratory Therapy, and Social Work. Students in these programs should also see their respective section of the Academic Schedule.

Fall Term

No classes, examinations or tests will be held Dec. 10 to 11, 2016.

Sept. 8 to Dec. 9, 2016

Winter Term

No classes, examinations or tests will be held Apr. 8 to 9, 2017.

Jan. 4 to Apr. 7, 2017

Winter/Summer Term spanned distance and online courses

Jan. 4 to June 30, 2017

1.2.3 Registration and Withdrawal Dates

Additional or differing dates exist for: Agriculture Diploma, Education, Law and other faculties, colleges and/or schools offering irregularly scheduled courses. Agriculture Diploma and Law students should also see their respective section of the Academic Schedule; Education students are referred to the Class Schedule; all others should also refer to either the 'Irregular Refund and Voluntary Withdrawal Deadline' information posted on the Registrar's Office website (http://umanitoba.ca/student/records/fees/irregular_refund_vw_deadlines.html), or the Class Schedule.

Regular Registration Period

Fall Term and Fall/Winter Term classes Ends Sept. 7, 2016

Winter Term classes Ends Jan. 3, 2017

Winter/Summer term spanned distance and online courses Ends Jan. 3, 2017

Late Registration/Registration Revision Period

A financial penalty may be assessed for late registrations. Students may use this period of time to make changes to their selected courses or class schedule.

Fall Term and Fall/Winter Term classes Sept. 8 to 21, 2016

Winter Term classes Jan. 4 to 17, 2017

Winter Term classes and

Winter/Summer term spanned distance and online courses Jan. 4 to 17, 2017

Last Date to Register/Registration Revision Deadline

Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date.

Fall Term and Fall/Winter Term classes Sept. 21, 2016

Winter Term classes Jan. 17, 2017

Winter Term classes and

Winter/Summer term spanned distance and online courses	Jan. 17, 2017
--	---------------

Voluntary Withdrawal (VW) deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from courses after this date.

Fall Term classes	Nov. 18, 2016
Winter Term and Fall/Winter Term classes	Mar. 17, 2017
Winter/Summer term spanned distance and online courses	June 5, 2017

1.2.4 Fee Deadlines

Fee Payment Deadline	(determined by RCGA)
-----------------------------	----------------------

Registration Revision Deadline

Last date to withdraw and have some fees removed from fee assessment. Additional or differing dates exist for Agriculture Diploma students; students in this program should also see their respective section of the Academic Schedule.

Fall Term and Fall/Winter Term classes	Sept. 21, 2016
Winter Term classes and Winter/Summer term spanned distance and online courses	Jan. 17, 2017

1.2.5 Term Breaks

Academic and administrative offices will be open during this period; ~~but there will be~~ no classes/examinations will be held for students. Additional or differing dates exist for: Dental Hygiene, Dentistry, Education, Law, Medicine, Occupational Therapy, ~~Pharmacy (Year 4), and~~ Physical Therapy and Respiratory Therapy. Students in these programs should also see their respective section of the Academic Schedule.

Fall Term Break <u>No classes, examinations or tests will be held Oct. 6 to 10, 2016.</u>	Oct. 6 to 7, 2016
Winter Term Break <u>The UofM will be closed Monday Feb. 20 for Louis Riel day (see 1.1.1)</u>	Feb. 21 0 to 24, 2017

1.2.6 Examination and Test Dates

Students are reminded that they must remain available until all examination and test obligations have been fulfilled. Additional or differing dates exist for: Agriculture Diploma, Dental Hygiene, Dentistry, Education, Law, Medicine, and Pharmacy. Students in these programs should also see their respective section of the Academic Schedule.

Fall Term (includes tests and midterm exams for Fall/Winter Term classes) <u>No classes, examinations or tests will be held Dec. 10 to 11, 2016.</u>	Dec. 12 to 22, 2016
Winter Term (includes final exams for Fall/Winter Term classes) <u>No classes, examinations or tests will be held Apr. 8 to 9, 2017.</u>	Apr. 10 to 25, 2017

1.2.7 Challenge for Credit, Supplemental Examinations and Other Tests

This information is only for those academic units that extend supplemental examination privileges. Additional or differing dates exist for Agriculture Diploma students; these students should also see their respective section of the Academic Schedule.

Supplemental Examination application deadline:

For Fall supplemental exams	July 4, 2016
-----------------------------	--------------

Challenge for Credit application deadline:

For classes offered Fall Term 2016	Sept. 21, 2016
------------------------------------	----------------

For classes offered Winter Term 2017	Jan. 17, 2017
For June 2017 series	Apr. 21, 2017
Language Reading Tests for Graduate Students	Aug. 27, 2016; Mar. 25, 2017

1.2.8 Final Grade Appeal Deadlines

For final grades received for Fall Term 2016 classes	Jan. 24, 2017
For final grades received for Winter Term 2017 and Fall 2016/Winter 2017 classes	June 12, 2017

1.2.9 Graduation and University Convocation

Degrees, Diplomas and Certificates will be awarded at Convocation. Graduation date may differ from Convocation Ceremony date. Additional or differing dates exist for Agriculture Diploma and Medicine; students in these programs should also see their respective section of the Academic Schedule.

For students graduating Fall 2016:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	Aug. 4, 2016
Faculty of Graduate Studies Submission Deadline*	Aug. 25, 2016
Convocation Ceremony (Fort Garry Campus)	Oct. 18 to 20, 2016

For students graduating February 2017:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	Sept. 21, 2016
Faculty of Graduate Studies Submission Deadline*	Jan. 4, 2017
Graduation date for students graduating in February	Feb. 1, 2017
Convocation Ceremony (Fort Garry Campus)	June 5 to June 9, 2017

For students graduating Spring 2017:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	Jan. 17, 2017
Faculty of Graduate Studies Submission Deadline*	Mar. 30, 2017
Convocation Ceremony – Agriculture Diploma	May 5, 2017
Convocation Ceremony – College of Medicine	May 18, 2017
Convocation Ceremony (Fort Garry Campus)	June 5 to June 9, 2017
Convocation Ceremony – Université de Saint-Boniface	June 12, 2017

Graduate Studies Submission Deadline* for students graduating Fall 2017	Aug. 31, 2017
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Annual traditional Graduation Pow Wow in honour of Indigenous graduates	May 6, 2017
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** Last date for receipt by Graduate Studies of Theses/Practica and reports on Theses/Practica, comprehensive examinations, and project reports from students, and lists of potential graduands from departments.*

1.3 Dates applicable to Agriculture Diploma:

1.3.1 Orientation

Sept. 14, 2016

1.3.2 Start and End Dates

Fall Term

Sept. 15 to Dec. 6, 2016

Winter Term

Jan. 4 to Mar. 27, 2017

1.3.3 Registration and Withdrawal Dates

Regular Registration Period

Fall Term and Fall/Winter Term classes

Ends Sept. 14, 2016

Winter Term classes

Ends Jan. 3, 2017

Late Registration/Registration Revision Period

A financial penalty may be assessed on late registrations. Students may use this period of time to make changes to their selected courses or class schedule.

Fall Term and Fall/Winter Term classes

Sept. 15 to Sept. 28, 2016

Winter Term classes

Jan. 4 to 17, 2017

Last Date to Register/Registration Revision Deadline

Last date to drop and have class excluded from transcripts; VWs will be recorded on transcripts for classes dropped after this date.

Fall Term and Fall/Winter Term classes

Sept. 28, 2016

Winter Term classes

Jan. 17, 2017

Voluntary (VW) Withdrawal deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from classes after this date.

Fall Term classes

Nov. 15, 2016

Winter Term and Fall/Winter Term classes

Mar. 7, 2017

1.3.4 Fee Deadlines

Fee Payment Deadline

(determined by RCGA)

Registration Revision Deadline

Last date to withdraw and have fees removed from fee assessment; a credit will be granted for applicable fees that have already been paid.

Fall Term and Fall/Winter Term classes

Sept. 28, 2016

Winter Term classes

Jan. 17, 2017

1.3.5 Examination and Test Dates

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)

Dec. 7 to 14, 2016

Winter Term (includes final exams for Fall/Winter Term classes)

Mar. 28 to Apr. 4, 2017

1.3.6 Challenge for Credit and Supplemental Examinations and Tests

Supplemental Examination application deadline:

Fall Term 2016 courses	Jan. 3, 201 7 ⁶
Winter Term 2017 courses (for graduating students)	Apr. 17, 2017
Winter Term 2017 courses (for non-graduating students)	May 23, 2017

Supplemental Examination dates:

Fall Term 2016 courses	Jan. 5, 201 7 ⁶
Winter Term 2017 courses (for graduating students)	Apr. 19, 2017
Winter Term 2017 courses (for non-graduating students)	May 31, 2017

Challenge for Credit application deadline:

For classes offered Fall Term 2016:	Sept. 14, 2016
For classes offered Winter Term 2017:	Jan. 17, 2017
For June 2017 series:	Apr. 21, 2017

1.3.7 School of Agriculture Convocation

May 5, 2017

1.4 Dates applicable to Dental Hygiene:

1.4.1 Start and End Dates

Year 2

Fall Term Classes	Aug. 22 to Dec. 2, 2016
Winter Term Classes	Jan. 3 to Mar. 31, 2017
Winter Term Clinic	Jan. 3 to Mar. 31, 2017

Year 3

Fall Term Classes	Aug. 15 to Dec. 2, 2016
Fall Term Clinics	TBA to Dec. 9, 2016
Winter Term Classes	Jan. 3 to Mar. 31, 2017
Winter Term Clinics	Jan. 3 to Apr. 13, 2017

1.4.2 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	Feb 27 to Mar. 3, 2017

1.4.3 Examination and Test Dates

Year 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 5 to 16, 2016
Winter Term	Apr. 3 to 7, 2017

Year 3

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 12 to 16, 2016
Winter Term	Apr. 3 to 7, 2017

1.5 Dates applicable to Dentistry:

1.5.1 International Dentist Degree Program (IDDP)

Year 1 Orientation	May-June 2016
On-Site Assessment	TBA

1.5.2 Start and End Dates

Years 1 and 2

Fall Term Classes	Aug. 15 to Dec. 2, 2016
Winter Term Classes	Jan. 3 to Apr. 28, 2017

Year 3

Fall Term Classes	Aug. 8 to Dec. 2, 2016
Fall Term Clinic	TBA to Dec. 9, 2016
Winter Term Classes	Jan. 3 to Apr. 28, 2017
Winter Term Clinics	Jan. 3 to Apr. 28, 2017

Year 4

Fall Term Classes	Aug. 8 to Dec. 9, 2016
Fall Term Clinic	TBA to Dec. 9, 2016
Winter Term (most classes)	Jan. 3 to 6, 2016
Winter Term Clinics	Jan. 3 to Apr. 21, 2017

1.5.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	Feb 27 to Mar. 3, 2017

1.5.4 Examination and Test Dates

Years 1, 2 and 3

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 5 to 16, 2016
Winter Term	May 1 to 12, 2017

Year 4

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 12 to 16, 2016
Winter Term	Jan. 9 to 13, 2017

1.6 Dates applicable to Education (B.Ed. only):

Note: Unless registered in a B.Ed. course, PBDE students follow the dates listed in Section 1.2: Dates applicable to most U of M students.

1.6.1 Orientation	Aug. 30, 2016
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1.6.2 Start and End Dates

Fall Term

Practicum Block	Sept. 6 to 9, 2016
Classes	Sept. 13 to Nov. 10, 2016
Program Days	Sept. 26, 2016
Practicum Mondays	Sept. 12, Sept. 19, Nov. 7, 2016
Practicum Block	Nov. 14 to Dec. 14, 2016

Winter Term

Classes	Jan. 3 to Mar. 10, 2017
Program Days	Jan. 9 and to Feb. 6, 2017
Practicum Mondays	Feb. 13, Feb. 27, Mar. 6, 2017
Practicum Block	Mar. 13 to Apr. 26, 2017

1.6.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	Oct. 3 and Oct. 17, 2016
Winter Term Break	Feb. 20 to 24, 2017 See section 1.2.5
Winter Practicum Break <i>Note: Dates may vary by school division and/or practicum placement.</i>	Mar. 27 to 31, 2017

1.6.4 Examination and Test Dates

Fall Term (as required)	Nov. 12, 2016
Winter Term (as required)	Mar. 11, 2017

1.7 Dates applicable to Law:

1.7.1 Start and End Dates

Fall Term	Sept. 6 to Dec. 7, 2016
Winter Term	Jan. 4 to Apr. 7, 2017

1.7.2 Registration and Withdrawal Dates

Regular Registration Period

Fall Term and Fall/Winter Term classes	Ends Sept. 7, 2016
Winter Term classes	Ends Jan. 3, 2017

Late Registration/Registration Revision Period

A financial penalty may be assessed for late registrations. Students may use this period of time to make changes to their selected courses or class schedule.

Fall Term and Fall/Winter Term classes	Sept. 8 to 19, 2016
Winter Term classes	Jan. 4 to 17, 2017

Last Date to Register/Registration Revision Deadline

Last date to drop and have class excluded from transcripts; VWs will be recorded on transcripts for classes dropped after this date.

Fall Term and Fall/Winter Term classes	Sept. 19, 2016
Winter Term classes	Jan. 17, 2017

Voluntary Withdrawal deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from classes after this date.

Fall Term classes	Nov. 18, 2016
Winter Term and Fall/Winter Term classes	Mar. 17, 2017

1.7.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	October 11 to 12, 2016
Winter Term Break	See section 1.2.5

1.7.4 Examination and Test Dates

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 8 to 21, 2016
Winter Term	Apr. 10 to 25, 2017

1.8 Dates applicable to Medicine **(excludes Family Social Sciences)**:

Note: Family Social Sciences students follow the dates listed in Section 1.2: Dates applicable to most UofM students.

1.8.1 Orientation

Medicine Inaugural Exercises	Aug. 24, 2016
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1.8.2 Start and End Dates

Year 1

Fall Term	Aug. 23 to Dec. 23, 2016
Winter Term	Jan. 9 to June 2, 2017

Year 2

Fall Term	Aug. 29 to Dec. 23, 2016
Winter Term	Jan. 9 to June 2, 2017

Year 3

Fall Term	Aug. 29 to Dec. 23, 2016
Winter Term	Jan. 9 to Aug. 4, 2017

Year 4

Fall Term	Aug. 15 to Dec. 16, 2016
Winter Term	Jan. 3 to May 11, 2017

1.8.3 Term Breaks (Year 1 and Year 2)

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	Mar. 20 to 24, 2017

1.8.4 Faculty of Medicine Convocation Ceremony	May 18, 2017
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1.9 Dates applicable to Nursing:

1.9.1 Submission Deadlines

Non-Academic requirements due for all newly admitted students.

Returning students (fall or winter)	June 1, 2016
New students	
admitted for Fall Term	July 15, 2016
admitted for Winter Term	Nov. 10, 2016

1.9.2 Orientation

Students admitted for Fall Term	Sept. 1 and 2, 2016
Students admitted for Winter Term	Jan. 4 and 5, 2017
Year 2 Clinical Orientation	Sept. 26, 2016
Year 3 Orientation	TBA
Year 4 clinical and senior practicum orientation (January start)	Sept. 8, 2016

1.9.3 Start and End Dates

Nursing labs	Begin week of Sept. 12, 2016
Year 3 Clinical Rotation	
Tuesday/Wednesday	Starts Sept. 27, 2016
Thursday/Friday	Starts Sept. 29, 2016
Year 4 NURS 4270 Clinical Rotation	Starts Sept. 13, 2016
Year 4 NURS 4430 Clinical Rotation	
Tuesday/Wednesday	Starts Sept. 20, 2016
Thursday/Friday	Starts Sept. 22, 2016
Year 4 NURS 4290 Senior Practicum	Starts Sept. 12, 2016

1.9.4 Registration Dates

Last date to register for Fall 2016 and Winter 2017 Nursing Clinical Courses	Aug. 2, 2016
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1.9.5 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	See section 1.2.5
Winter Term Break	See section 1.2.5

1.10 Dates applicable to Occupational Therapy:

1.10.1 Year 1 Orientation	Aug. 25 to 26, 2016
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1.10.2 Start and End Dates

Year 1

Fall Term Classes	Aug. 29 to Nov. 18, 2016
Fall Term Basic Fieldwork	Nov. 21 to Dec. 16, 2016
Winter Term Classes	Jan. 9 to May 5, 2017
Winter Term Intermediate Fieldwork 1	May 8 to June 30, 2017

Year 2

Fall Term Classes	Aug. 29 to Dec. 16, 2016
Winter Term Intermediate Fieldwork 2	Jan. 9 to Mar. 3, 2017*
Winter Term Classes	Mar. 13 to June 30, 2017
Summer Term Advanced Fieldwork	flexible start and end dates between July 4 to Sept. 15, 2017

1.10.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	Feb. 27 to Mar. 36 to 10 , 2017*

*Note: ~~Some students may need to complete fieldwork during the~~ Depending on availability of fieldwork sites, some students may need to complete fieldwork during the term break/mid-term break depending on availability of fieldwork sites.

1.11 Dates applicable to Pharmacy:

1.11.1 Year 1 Orientation	Sept. 7, 2016
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1.11.2 Start and End Dates

Year 2 SPEP 2	May 1 to May 12, 2017
Year 3	
Winter Term Classes	Jan. 3 to Mar. 24, 2017
SPEP 3	Apr. 3 to 28, 2017
Year 4	
Fall Term Classes	Sept. 6 to Oct. 31, 2016
SPEP 4 – Block 1	Nov. 7 to Dec. 16, 2016
Electives – Block 1	Nov. 7 to Dec. 23, 2016
SPEP 4 – Block 2	Jan. 3 to Feb. 10, 2017
Electives – Block 2	Jan. 3 to Feb. 17, 2017
SPEP 4 – Block 3	Feb. 21 to Mar. 31, 2017
Electives – Block 3	Feb. 21 to Apr. 7, 2017

1.11.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Year 1, 2 and 3	See section 1.2.5
Year 4	n/a

1.11.4 Examination and Test Dates

Year 4	Nov. 2 to 4, 2016
Year 3	Mar. 27 to 31, 2017

1.12 Dates applicable to Physical Therapy:

1.12.1 Year 1 Orientation	Aug. 15, 2016
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1.12.2 Start and End Dates

Year 1	
Fall Term	Aug. 15 to Dec. 16, 2016
Winter Term	Jan. 3 to Mar. 24, 2017
Winter Term (PT 6291)	6 week placement between Apr.3 to June 23, 2017
Year 2	
Fall Term	Aug. 15 to Dec. 16, 2016
Winter Term	Jan. 3 to Mar. 24, 2017

1.12.3 Term Breaks (Years 1 and 2)

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	Mar. 27 to Mar. 31, 2017

1.13 Dates applicable to Respiratory Therapy:

1.13.1 Orientation

Year 1	Sept. 1 and 2, 2016
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1.13.2 Start and End Dates

Year 1	
Fall Term	Sept. 6 to Dec. 16, 2016
Winter Term	Jan. 4 to May 26, 2017
Year 2	
Fall Term	Sept. 6 to Dec. 16, 2016
Winter Term	Jan. 4 to June 23, 2017
Year 3	
Fall Term	Aug. 15 to Dec. 16, 2016
Winter Term	Jan. 2 to May 26, 2017

1.13.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	See section 1.2.5

1.14 Dates applicable to Social Work:

1.14.1 Orientation

Year 1	Sept. 7, 2016
Year 2 and 3 Field Orientation	Sept. 6 and 7, 2016

1.14.2 Start and End Dates

Years 2 and 3 Field Instruction*

Fall Term	Sept. 6 to Dec. 16, 2016
Winter Term	Jan. 4 to Apr. 14, 2017

**Note: Some students may need to complete fieldwork during the fall and/or winter term breaks.*

1.14.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	See section 1.2.5
Winter Term Break	See section 1.2.5

1.15 Other University Special Events

2016 School Counsellors Admissions Seminar	Sept. 2016 (date tbd)
Evening of Excellence	Oct. 2016 (date tbd)
Memorial events for 14 women murdered at l'École Polytechnique in 1989	Dec. 6, 2016
Information Days for High School Students	Feb. 15 to 16, 2017

Section 2: Dates for Summer Term**2.1 Summer Term 2016 Dates**

2.1.1 Start and End Dates**Distance and online courses:**

Winter/Summer spanned courses	Jan. 6 to June 30, 2016
Summer Term courses	May 2 to July 29, 2016
May Day	May 2 to 25, 2016
May/June Day	May 2 to June 21, 2016
May/June Evening	May 2 to June 16, 2016
May-August Evening	May 2 to Aug. 4, 2016
June Day	May 30 to June 21, 2016
June-August Evening	June 20 to Aug. 4 ³ , 2016
July Day	July 4 to 26, 2016
July/August Day	July 4 to Aug. 24, 2016
August Day	Aug. 2 to 24, 2016

2.1.2 Registration and Withdrawal Dates

Regular Registration Period

Distance and online courses

Winter/Summer spanned courses	Ends Jan. 5, 2016
Summer Term courses	Ends May 1, 2016
May Day	Ends May 1, 2016
May/June Day	Ends May 1, 2016
May/June Evening	Ends May 1, 2016
May-August Evening	Ends May 1, 2016
June Day	Ends May 29, 2016
June-August Evening	Ends June 19, 2016
July Day	Ends July 3, 2016
July/August Day	Ends July 3, 2016
August Day	Ends Aug. 1, 2016

Late Registration/Registration Revision Period

Students may use this period of time to make changes to their selected courses or class schedule.

Distance and online courses

Winter/Summer spanned courses	Jan. 6 to 19, 2016
Summer Term courses	May 2 to 13, 2016
May Day	May 2 to 4, 2016
May/June Day	May 2 to 4, 2016
May/June Evening	May 2 to 6, 2016
May-August Evening	May 2 to 6, 2016
June Day	May 30 to June 1, 2016
June-August Evening	June 20 to 24, 2016
July Day	July 4 to 6, 2016
July/August Day	July 4 to 6, 2016
August Day	Aug. 2 to 4, 2016

Last Date to Register/Registration Revision Deadline

Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date.

Distance and online courses

Winter/Summer spanned courses	Jan. 19, 2016
Summer Term courses	May 13, 2016
May Day	May 4, 2016
May/June Day	May 4, 2016
May/June Evening	May 6, 2016
May-August Evening	May 6, 2016

June Day	June 1, 2016
June-August Evening	June 24, 2016
July Day	July 6, 2016
July/August Day	July 6, 2016
August Day	Aug. 4, 2016

Voluntary Withdrawal (VW) deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from courses after this date.

Distance and online courses

Winter/Summer spanned courses	June 6, 2016
Summer Term courses	July 8, 2016
May Day	May 18, 2016
May/June Day	June 9, 2016
May/June Evening	June 7, 2016
May-August Evening	July 12, 2016
June Day	June 15, 2016
June-August Evening	July 26, 2016
July Day	July 20, 2016
July/August Day	Aug. 12, 2016
August Day	Aug. 18, 2016

2.1.3 Fee Deadlines

Fee payment deadline (determined by RCGA)

Registration Revision Deadline

Last date to withdraw and have some fees removed from fee assessment.

Distance and online courses

Winter/Summer spanned courses	Jan. 19, 2016
Summer Term courses	May 13, 2016
May Day	May 4, 2016
May/June Day	May 4, 2016
May/June Evening	May 6, 2016
May-August Evening	May 6, 2016
June Day	June 1, 2016
June-August Evening	June 24, 2016
July Day	July 6, 2016
July/August Day	July 6, 2016
August Day	Aug. 4, 2016

2.1.4 Examination and Test Dates

Students are reminded that they must remain available until all examination and test obligations have been fulfilled.

Distance and online courses

Winter/Summer spanned courses	July 4 to 7, 2016
Summer Term courses	Aug. 2 to 5 & Aug. 8, 2016
May Day	May 27 & 28, 2016
May/June Day	June 23 & 24, 2016
May/June Evening	June 17 & 18, 2016
May-August Evening	Aug. 5 & 6, 2016
June Day	June 23 & 24, 2016
June-August Evening	Aug. 5 & 6, 2016
July Day	July 28 & 29, 2016
July/August Day	Aug. 26 & 27, 2016
August Day	Aug. 26 & 27, 2016

2.1.5 Other Start and End Dates

Medicine, B.Sc.	May 30* to Aug. 19, 2016
Nursing Summer Term	Apr. 18 to July 22, 2016
Occupational Therapy	Flexible start and end between
Year 2 Advanced Fieldwork	June 27 to Sept. 9, 2016
Physical Therapy	
Year 1, PT 6292	6-week placement between May 16 to Sept. 23, 2016
Year 1, PT 6310	6-week placement between Mar. 28 to Aug. 12, 2016
Year 2, PT 7292 and PT 7390	2 x 6-week placements between Apr. 4 to Sept. 9, 2016

***Note:** Modified from previously approved date of May 23, 2016.

2.2 Summer Term 2017 Dates

2.2.1 Start and End Dates

Distance and online education courses

Winter/Summer spanned courses	Jan. 4 to June 30, 2017
Summer Term courses	May 1 to July 29, 2017
May Day	May 1 to 24, 2017
May/June Day	May 1 to June 20, 2017
May/June Evening	May 1 to June 15, 2017

May-August Evening	May 1 to Aug. 3, 2017
June Day	May 29 to June 20, 2017
June-August Evening	June 19 to Aug. 3, 2017
July Day	July 4 to 26, 2017
July/August Day	July 4 to Aug. 23, 2017
August Day	July 31 to Aug. 23, 2017

2.2.2 Registration and Withdrawal Dates

Regular Registration Period

Distance and online courses

Winter/Summer spanned courses	Ends Jan. 3, 2017
Summer Term courses	Ends Apr. 30, 2017
May Day	Ends Apr. 30, 2017
May/June Day	Ends Apr. 30, 2017
May/June Evening	Ends Apr. 30, 2017
May-August Evening	Ends Apr. 30, 2017
June Day	Ends June May 28, 2017
June-August Evening	Ends June 18, 2017
July Day	Ends July 3, 2017
July/August Day	Ends July 3, 2017
August Day	Ends July 30, 2017

Late Registration/Registration Revision Period

Students may use this period of time to make changes to their selected courses or class schedule.

Distance and online courses

Winter/Summer spanned courses	Jan. 4 to 17, 2017
Summer Term courses	May 1 to 12, 2017
May Day	May 1 to 3, 2017
May/June Day	May 1 to 3, 2017
May/June Evening	May 1 to 5, 2017
May-August Evening	May 1 to 5, 2017
June Day	June May 29 to 31, 2017
June-August Evening	June 19 to 23, 2017
July Day	July 4 to 6, 2017
July/August Day	July 4 to 6, 2017
August Day	July 31 to Aug. 2, 2017

Last Date to Register/Registration Revision Deadline

Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date.

Distance and online courses

Winter/Summer spanned courses	Jan. 17, 2017
Summer Term courses	May 12, 2017
May Day	May 3, 2017
May/June Day	May 3, 2017
May/June Evening	May 5, 2017
May-August Evening	May 5, 2017
June Day	June <u>May</u> 31, 2017
June-August Evening	June 23, 2017
July Day	July 6, 2017
July/August Day	July 6, 2017
August Day	Aug. 2, 2017

Voluntary Withdrawal (VW) deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from courses after this date.

Distance and online courses

Winter/Summer spanned courses	June 5, 2017
Summer Term courses	July 7, 2017
May Day	May 17, 2017
May/June Day	June 8, 2017
May/June Evening	June 6, 2017
May-August Evening	July 11, 2017
June Day	June 14, 2017
June-August Evening	July 25, 2017
July Day	July 20, 2017
July/August Day	Aug. 11, 2017
August Day	Aug. 17, 2017

2.2.3 Fee Deadlines**Fee payment deadline**

(determined by RCGA)

Registration Revision Deadline

Last date to withdraw and have some fees removed from fee assessment. Additional or differing dates exist for Agriculture Diploma students; students in this program should also see their respective section of the Academic Schedule.

Distance and online courses

Winter/Summer spanned courses	Jan. 17, 2017
Summer Term courses	May 12, 2017
May Day	May 3, 2017

May/June Day	May 3, 2017
May/June Evening	May 5, 2017
May-August Evening	May 5, 2017
June Day	June <u>May</u> 31, 2017
June-August Evening	June 23, 2017
July Day	July 6, 2017
July/August Day	July 6, 2017
August Day	Aug. 2, 2017

2.2.4 Examination and Test Dates

Students are reminded that they must remain available until all examination and test obligations have been fulfilled.

Distance and online courses

Winter/Summer spanned courses	July 4 to 7, 2017
Summer Term courses	July 31 to Aug. 4, 2017
May Day	May 26 & 27, 2017
May/June Day	June 22 & 23, 2017
May/June Evening	June 16 & 17, 2017
May-August Evening	Aug. 4 & 5, 2017
June Day	June 22 & 23, 2017
June-August Evening	Aug. 4 & 5, 2017
July Day	July 28, 2017
July/August Day	Aug. 25 & 26, 2017
August Day	Aug. 25 & 26, 2017

2.2.5 Other Start and End Dates

Medicine, B.Sc.	TBD
Nursing Summer Term	Apr. 24 to Jul. 21, 2017
Occupational Therapy	Flexible start and end between
Year 2 Advanced Fieldwork	July 4 to Sept. 15, 2017
Physical Therapy	
Year 1, PT 6292	6-week placement between May 15 to Sept. 22, 2017
Year 1, PT 6310	6-week placement between Apr. 3 to Aug. 18, 2017
Year 2, PT 7292 and PT 7390	2 x 6-week placements between Apr. 3 to Sept. 22, 2017



Date: June 8, 2016
To: Members of the Senate Committee on Academic Review (SCAR)
From: Cassandra Davidson, Program Analyst
Subject: **Annual Report on the Status of Academic Program Reviews:
April 1, 2015-April 30, 2016**

In May 2000, the Senate of the University of Manitoba endorsed a process for the periodic review of academic programs to assess the quality of undergraduate and graduate programming presently provided at the University, and to stimulate strategic planning and actions for future enhancements. The purpose of this report is to summarize the current status of programs reviews at the university. Details around individual reviews can be found in the reports to Senate by the Senate Committee on Academic Reviews (SCAR).

1. Status of Undergraduate Program Reviews

The university is currently approaching the end of the first cycle of reviews at the undergraduate level, with the second cycle scheduled to begin in the 2017-2018 academic year. In the last year, eight reviews were initiated, nine site visits took place and five reviews were presented to SCAR. Eight reviews are currently in the follow-up stage, with three units having submitted their final follow-up reports.

Historically, undergraduate reviews as a whole have not kept pace with graduate reviews. In recent years, the Provost's Office has made attempts to revitalize and prioritize these reviews and as a result, the University is beginning to see some of the recommended program changes move through the various Senate committees. That being said, units still note that finding time to complete these reviews can be quite challenging and they are often delayed due to insufficient resources at the unit level.

2. Status of Graduate Program Reviews

Graduate program reviews are currently approaching the end of the second cycle reviews, with plans to commence the third cycle in 2017. In the last year, seven reviews were initiated, twelve site visits took place and twelve reviews were presented to SCAR. Nine reviews are currently in the follow-up stage, with sixteen programs submitting final follow-up reports this past year.

Program changes resulting from the reviews continue to go to Senate at a steady pace; however, concerns around resources at the unit level have often led to requests for extensions to complete the process.

3. Pilot Project: Combined Program Reviews

In response to concerns raised by both academic units and external review teams, the Provost's Office has commenced a review of the existing policies and procedures addressing academic program review, as well as an in-depth review of data requirements in support of the process. As a first step in this exercise, SCAR has authorized a pilot project combining the undergraduate and graduate reviews into one combined review process. The intent of the project is to determine whether a combined review not only provides a more comprehensive review of the University's programs, but ultimately saves on time and resources at the unit level. The Department of History and the Department of Biological Sciences have both agreed to participate in the pilot.

To date, both departments have been working on completing their final self-evaluation reports. Both have noted that the drafting of these reports and compilation of the associated data has been quite resource intensive and time-consuming. However, ultimately, both have indicated that the exercise has been useful and less time-consuming than having to compile the individual reviews. In addition, part of the project was to better define the data-set used in program reviews—while this led to some delays and additional work for the pilot units, the Provost's Office will take the information gained and begin working with the Office of Institutional Analysis to make data retrieval and compilation simpler for the units moving forward.

Throughout the process, the Departments, Dean's Offices and other units involved in the pilot will be invited to provide feedback on the various stages of the review process - including self-evaluation, external review and site visit, responses and follow-up with SCAR. Once the pilot reviews are complete, the outcomes and feedback garnered will be used to inform the review of the existing policies and procedures pertaining to academic program review. Any resulting changes will be brought forward to Senate for approval through the usual mechanisms. In the meantime, the Provost's Office will continue to provide status updates and inform SCAR of any concerns arising from the project as the pilot's move forward.

4. Current Status of Academic Program Reviews

The following is a list of programs currently undergoing an academic program review; the list has been sorted by where in the process the review stands as of April 2016.

STAGE 1: SELF-EVALUATION

Program	Level	Round	Self-Evaluation Report Due
1. Management Information Systems	Undergrad.	1	SER Due Winter 2017
2. Agriculture (Diploma)	Undergrad.	1	Postponed (revisit in Fall 2018)
3. Anthropology	Undergrad.	1	SER Due Spring 2016 (delayed)
4. Applied Health Sciences	Graduate	1	Postponed (revisit in Summer 2016)
5. Biological Sciences	Combined	1-2	SER Due Spring 2016
6. Canadian Studies	Graduate	2	SER Due Spring 2016
7. Canadian Studies	Undergrad.	1	SER Due Winter 2016
8. Design and Planning	Graduate	2	Postponed (for further review)
9. Global Political Economy	Undergrad.	1	SER Due Summer 2015 (overdue)
10. History	Combined	1-2	SER Due Winter 2015/Spring 2016
11. Icelandic	Undergrad.	1	SER Due Winter 2017

STAGE 1: SELF-EVALUATION con't.

12. Ind. Interdisciplinary Studies (IIS)	Graduate	1	SER Due Fall 2016
13. Interdisciplinary Health (BHSc/BHSt)	Undergrad.	1	Postponed (for further review)
14. Linguistics	Undergrad.	1	SER Due Fall 2016
15. Linguistics	Graduate	2	SER Due Fall 2016
16. Mechanical Engineering	Graduate	2	Site Visit - May 2016
17. Native Studies	Graduate	2	SER Due Spring 2016
18. Natural Resources Institute	Graduate	2	SER Due Winter 2017
19. Political Studies	Graduate	2	SER Due Winter 2017
20. Ukrainian Canadian Heritage Studies	Undergrad.	1	SER Due Winter 2017

STAGE 2: EXTERNAL REVIEW

Program	Level	Round	Date of Site Visit
1. Agriculture (BSc)	Undergrad.	1	April 2016
2. Agroecology	Undergrad.	1	April 2016
3. Dental Diagnostic & Surgical Sciences (Oral & Max. Surgery)	Graduate	2	September 2016
4. Dental Diagnostic & Surgical Sciences (Periodontics)	Graduate	2	June 2016
5. Education (M en Ed)	Graduate	2	September 2016
6. Environment & Geography	Undergrad.	1	April 2016
7. Fine Art	Undergrad.	1	April 2016
8. German & Slavic Studies	Graduate	2	April 2016
9. Human Nutritional Sciences	Graduate	2	April 2016
10. Native Studies	Undergrad.	1	TBA
11. Political Studies	Undergrad.	1	TBA
12. Preventive Dental Science (Orthodontics)	Graduate	2	June 2016
13. Preventive Dental Science (Pediatric Dentistry)	Graduate	2	July 2016
14. Psychology	Graduate	2	April 2016

STAGE 3: PROGRAM AND DEAN/DIRECTOR RESPONSES

Program	Level	Round	Program Category ¹
1. Agribusiness & Agricultural Econ.	Undergrad.	1	Not provided.
2. Civil Engineering	Graduate	2	Minor revisions (2)
3. Food Science	Undergrad.	1	Minor Revisions (2)

¹ As per the Senate-approved procedures on Academic Program Reviews (http://umanitoba.ca/admin/governance/governing_documents/academic/606.html), review teams are asked to categorize the programs into one of the following:

- (a) "Adequate" and should continue as is (1);
- (b) "Adequate" but requiring minor revision or restructuring (2); or
- (c) "Inadequate" and requiring major revision or restructuring (3).

STAGE 3: PROGRAM AND DEAN/DIRECTOR RESPONSES con't.

4. French, Spanish, and Italian	Undergrad.	1	Not provided.
5. Geological Sciences	Graduate	2	Not provided
6. Labour Studies	Undergrad.	1	Minor Revisions (2)
7. Music	Undergrad.	1	Not provided.
8. Peace & Conflict Studies	Graduate	1	Minor revisions (2)
9. Sociology	Graduate	2	Minor revisions (2)

STAGE 4: PROVOST OR FGS RESPONSE

Program	Level	Round	Program Category
1. Biosystems Engineering	Graduate	2	Minor revisions (2)
2. Interior Design	Graduate	2	Continue as is (1)

STAGE 5: REVIEW BY SCAR (MEETING OF MAY 6, 2016)

Program	Level	Round	Program Category
1. Architecture	Graduate	1	Minor revisions (2)
2. Elect. and Computer Engineering	Graduate	2	Minor revisions (2)
3. Geological Sciences	Undergrad.	1	Adequate (1)
4. Law	Undergrad.	1	Adequate (1)
5. Mathematics	Graduate	2	Continue as is (1)
6. Physics & Astronomy	Undergrad.	1	Minor Revisions (2)

STAGE 6: REVIEW FOLLOW-UP

Program	Level	Round	Category	Follow-up Due
1. Animal Science	Graduate	2	Minor revisions (2)	Due Fall 2015
2. Biochemistry & Medical Genetics	Graduate	2	Continue as is (1)	Due Fall 2016
3. Computer Science	Graduate	2	Minor revisions (2)	Due Spring 2016
4. Economics	Undergrad.	1	Minor Revisions (2)	Due Fall 2015
5. Environmental Design	Undergrad.	1	Inadequate (3)	Interim received November 2015
6. Human Anatomy & Cell Science	Graduate	2	Major revisions (3)	Due Spring 2016
7. Immunology	Graduate	2	Continue as is (1)	Due Fall 2016
8. Kinesiology & Recreation Mgmt.	Graduate	2	Minor revisions (2)	Due Spring 2016
9. Medical Rehabilitation	Graduate	2	Minor revisions (2)	Due Winter 2016
10. Pharmacology & Therapeutics	Graduate	2	Minor revisions (2)	Due Fall 2015
11. Religion (MA – JMP)	Graduate	2	Minor revisions (2)	Due Spring 2016
12. Sociology	Undergrad.	1	Adequate (1)	Due Spring 2016
13. Women's & Gender Studies	Undergrad.	1	Minor Revisions (2)	Due Fall 2016

STAGE 7: COMPLETED (FOLLOW-UP PRESENTED TO SCAR, MAY 6, 2016)

Program	Level	Round	Program Category
1. Classics	Undergrad.	1	Not provided.
2. Religion (PhD)	Graduate	2	Minor Revisions (2)



AGENDA ITEM: Annual Financial Report 2016

RECOMMENDED RESOLUTION:

The Audit and Risk Management Committee approve the Financial Statements of The University of Manitoba for the year ended March 31, 2016.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University of Manitoba Act requires that the Board of Governors provide the Minister of Education and Training an annual report of the operations of the University including the audited financial statements within six months of each fiscal year end. The Act also requires that the Office of Auditor General of Manitoba (OAG) audit the accounts of the University.

The OAG will be presenting to the Audit and Risk Management Committee an Audit Results Memo including draft auditors' reports for the Financial Statements and Public Sector Compensation Disclosure report, draft transmittal letter, draft management letters and draft management representation letters.

The OAG has indicated that it is prepared to issue an unqualified opinion on the Financial Statements once the following items have been completed:

- Subsequent events audit procedures.
- Management's representations.
- Legal letter replies.
- Board of Governors approval of financial statements.

During the audit, OAG staff brought to our attention that we were not following our accounting policy (based on the accounting standard) on foreign currency translation on US research grants. The University has a practice that research funds are allocated revenue based on actual dollars received converted to Canadian currency. The standard requires us to record research revenue at the rate on the transaction date or date the grant was awarded. We use the cash receipt transaction date to convert to Canadian currency to avoid the operational risk that we could give out more money than we actually receive and would have to take away funds after the project started. Nonetheless we agree we were not following the accounting standard and we corrected this error at the financial statement level without impacting researchers. As a result of the OAG raising this issue, we intend on reviewing our internal process.

The Management Discussion and Analysis is included in the Annual Financial Report and includes explanation of the financial results for the year. The report includes a detailed explanation of all significant variances in balance sheet accounts as well as revenue and expense

categories. The report also includes a detailed explanation of fund transfers.

The Annual Financial report includes two new schedules in Note 21 (General Funds) and Note 22 (Restricted Funds). The key point to observe in Note 21 is the first column which reports that the University ended the year with an Operating Fund net increase to fund balance of \$84k after all fund transfers.

Overall total fund balances grew by \$85.9M during the year which consists of the following:

- \$9.1M increase in the General Funds (Note 21). General Fund balances increased primarily as a result of a decrease in the pension liability from \$31.1M to \$20.6M
- \$107.3M increase in the Restricted funds which includes increase to the Capital Fund of \$58.5M, increase in the Research Fund of \$22.5M, increase in the Staff Benefits Fund of \$2.1M and an increase in the Trust Fund of \$24.2M. Note that the increase in Capital Fund balances is based on revenue minus interest and amortization and is not reflective of current year capital asset expenditures.
- \$16.3M increase in the Endowment Fund.

This above items total \$132.7M which was then offset by \$46.8M in unrealized losses as reported on the Statement of Remeasurement Gains and Losses.

Other items to note is that Triple B Stadium Inc. repaid \$5.4M in the current year which was full repayment of the \$1.4M loan that was provided last year as well as \$4.0M of the outstanding loan receivable. The loan receivable grew by \$4.6 as a result of \$8.6M in unpaid interest net of the \$4.0M repayment.

As at March 31, 2016 the University held cash and cash equivalents of \$273.6M. As reported in the statement of cash flow \$81M belongs to the General Funds (including \$43.2M in Provisions) and \$192.6M belongs to the Restricted Funds. Restricted Fund cash is comprised of \$85.9M in Capital, \$94M in Research and \$12.7M in Trust.

RESOURCE REQUIREMENTS:

Approval of the Financial Statements does not impact resource requirements.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Issuing Financial Statements including appropriate notes supports the University's value of Accountability. Having audited statements that are expressed to be free of material misstatement also fits within the University's value of Integrity.

Reporting of financial results and the inclusion of the Management Discussion and Analysis demonstrates the University as good stewards of public money and promotes the case for increased government support for post-secondary education.

IMPLICATIONS:

The University of Manitoba Act requires that we issue a report to the Province by September.

ALTERNATIVES:

N/A

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"/>	Tom Hary	May 30, 2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	WOB	MAY 31, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ARMC	June 15, 2016
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Gord Pasioka, Associate Comptroller

Submission approved by:

Attachments

- Draft Annual Financial Report including:
 - Report of the Board of Governors
 - Management Discussion and Analysis
 - Financial Statements

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(Additional information is available at www.umanitoba.ca/admin/financial_services/)

MISSION VISION VALUES

MISSION:

To create, preserve, and communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.

VISION:

To take our place among leading universities through a commitment to transformative research and scholarship, and to innovative teaching and learning – uniquely strengthened by Indigenous knowledge and perspectives.

VALUES:

To achieve our vision, we require a commitment to a common set of ideals. The University of Manitoba values: Academic Freedom, Accountability, Collegiality, Equity and Inclusion, Excellence, Innovation, Integrity, Respect, and Sustainability.

REPORT OF THE BOARD OF GOVERNORS

To the Minister of Education and Training, Manitoba

In Compliance with Section 22(1) of *The University of Manitoba Act*, the Annual Report on the financial affairs of the University for the year ended March 31, 2016 is herewith submitted to the Minister of Education and Training. In this report, we set forth in detail –

- (a) the receipts and expenditures for the next preceding fiscal year,
- (b) the investments as they stood at the end of the year, and
- (c) other particulars which may be of interest to the Minister of Education and Training.

The following are included with this Report: Management Discussion and Analysis, Statement of Management Responsibility for Financial Reporting, and Independent Auditor's Report.

RECEIPTS AND EXPENDITURES: SUMMARY OF GENERAL OPERATING FUND RESULTS

(in thousands of dollars)

	Year Ended March 31	
	2016	2015
Revenues and Other Additions	\$ 629,538	\$ 602,326
Expenditures and Other Deductions	533,920	533,968
Net Revenues	95,618	68,358
Net Appropriated To Specific Provisions	(8,483)	(20,346)
Inter-Fund Transfers	(87,051)	(48,003)
Net Increase to Fund Balance from Operating Activities	84	9
Remeasurement Gains(Losses)	(1,096)	923
Net Increase (Decrease) to Fund Balances	\$ (1,012)	\$ 932

Additions exceeded deductions by \$95,618,000 for the current fiscal year. Net appropriations of \$8,483,000 were made to specific provisions and an amount of \$87,051,000 was transferred to other funds. The resulting net deficit of \$1,012,000 has been added to the general operating balance in the General Operating Fund, decreasing it to a balance of \$2,227,000 as at March 31, 2016.

INVESTMENTS: INVESTMENT HOLDINGS AT MARCH 31, 2016 WERE AS FOLLOWS (AT FAIR VALUE):

(in thousands of dollars)

Canadian Bonds and Other Fixed Income	\$ 93,779
Canadian Equities	202,372
U.S. Equities	166,178
International Equities	92,590
Preferred Shares	35,936
Pooled Real Estate	92,562
Bankers Acceptances, Guaranteed	
Investment Certificates and Cash	12,162
Other	1,675
	\$ 697,254

REPORT OF THE BOARD OF GOVERNORS

MEMBERS OF THE BOARD OF GOVERNORS:

At March 31, 2016 the members of the Board of Governors were as follows:

Chair

Patricia Bovey, B.A., FRSA, FCMA

Vice-Chair

Ted Bock, B.A., LL.B

Chancellor

Harvey Sexter, B.Comm, LL.B., LL.M., LL.D.

President and Vice-Chancellor

David T. Barnard, B.Sc., M.Sc., Ph.D (Toronto),
Dip.C.S. (UBC), LL.M. (York)

Appointed by the Lieutenant-Governor-in-Council:

Aaron Berg, B.A. (Hons.), LL.B.

Ted Bock, B.A., LL.B.

Patricia Bovey, B.A., FRSA, FCMA

Mona Forsen, B.Comm, M.B.A.

Ritika Khatkar, B.Sc.

Tom Millington, B.A., B.Comm.

Bev Passey, FCGA

Michael Robertson, B.A., M.A., MAA, MRAIC

Terry Sargeant, B.A., LL.B., LL.D.

Ryan Sherbo

Richard Vamos B.Eng.(Man.)

Anastasia Sych-Yereniuk, B.A., B.Ed., M.Ed.

Elected by Senate

John Anderson, Ph.D.

Norman Halden, B.Sc. (Hons.), Ph.D.

Jeffery Taylor, Ph.D.

Elected by Graduates

Shona Connelly, B.A., M.A.

Heather Reichert, B.Comm. (Hons.), FCPA, FCA

Rennie Zegalski, B.Comm. (Hons.)

Appointed by the University of Manitoba Students Union

Jeremiah Kopp

Rebecca Kunzman

Kristjan Mann, B.A, B.A. (Adv.)

University Secretary

Jeff M. Leclerc, B.Ed., M.Ed., C.Dir.

Respectfully submitted,
The Board of Governors,
The University of Manitoba.

Patricia Bovey, Chair.

MANAGEMENT DISCUSSION AND ANALYSIS

Our strategic approach to investment decisions is guided by *Taking Our Place: The University of Manitoba Strategic Plan 2015-2020*. Approved by Senate in November 2014, *Taking Our Place* was developed on the strength of extensive consultation across a wide spectrum of the University of Manitoba community, reflecting the planning priorities shared among faculty, staff, students and alumni.

Taking Our Place does not represent a significant departure from the University's previous five year plan, the *2009 Strategic Planning Framework*, which guided decision-making for the period 2009-2014. Over the life of the Framework, \$32.6 million in ongoing funding and \$25 million in one-time funding was invested in organizational infrastructure and the four planning priorities: enhancing academic offerings, delivering an exceptional student experience, advancing Indigenous achievement and prevailing as an outstanding workplace.

The 2015-16 provincial budget provided the University of Manitoba with an operating grant increase of 2.46%. Tuition fees were permitted to increase by the inflationary rate of 1.9%. Course-related fees were permitted to increase by 1.9% unless permission was granted by the Advanced Learning Division of Manitoba Department of Education and Advanced Learning to exceed this amount.

The 2015-16 operating budget approved by the Board of Governors allowed the University to invest \$1.2 million in ongoing funding and \$22.2 million in one-time funding in the *Taking Our Place* priorities as follows:

- **Inspiring Minds through innovation and quality teaching:**
 - Enhanced graduate and international student financial support
 - Service teaching support
 - Classroom renewal
- **Driving Discovery and Insight through excellence in research, scholarly work and other creative activities:**
 - Research initiatives support
 - Undergraduate research awards
- **Creating Pathways to Indigenous achievement:**
 - Indigenous Scholars
 - Indigenous community-based research
- **Building Community that creates an outstanding learning and working environment:**
 - Information Services Technology support
 - Teaching laboratory renewal fund
 - Space planning renovation and relocation projects
 - Preventive maintenance
 - Functional Programming assessments
 - Security enhancements
 - Visionary re(Generation) support

Taking our Place reflects what was learned over the previous five years and updates the University's mission, vision and values accordingly. This new plan allows the University to sharpen its focus on teaching and research and more deliberately articulate the University's future role in the broader community. In acknowledgement of the need for this commitment to be felt within all of the University's programs and services, planning and resource allocation decisions will continue to be guided by the priorities outlined in the new strategic plan while building upon accomplishments to establish a path forward for the University today and in the future.

MANAGEMENT DISCUSSION AND ANALYSIS

FINANCIAL HEALTH

A university is a dynamic and complex institution that undertakes a wide variety of activities in the endeavour to achieve its mission and strategic objectives. In the attempt to fulfill its mission, vision and values, the University of Manitoba teaches students, conducts research, constructs and maintains facilities, fundraises through donor campaigns, undertakes programs and initiatives, offers student aid, and provides services to its students, staff and the general public through its bookstore, residences and other ancillary services. Because of the broad scope of the undertakings of the University, measuring and explaining financial health can be challenging.

So how do you track financial performance and the financial health of a university as a whole when each individual facet of its services has its own unique characteristics and key indicators of whether it is meeting its financial or operational objectives? As a start, the University of Manitoba follows the restricted fund method of accounting in order to segregate its resources and record the inflows and outflows associated with each of its activities separately. This enhances accountability surrounding the sources and use of our resources, and promotes financial transparency to our stakeholders and supporters.

The Operating Fund accounts for the primary function of teaching, as well as all related costs including plant maintenance and utilities, libraries, student services and other support services. Revenue in the Operating Fund includes tuition fees and the operating grant we receive from the Province each year, which is intended to be spent within the fiscal year on the primary mission of educating students. Financially speaking, we operate with the crucial objective of breaking even in our Operating Fund each year. This requires financial prudence and careful monitoring and management of our finances to ensure that deficits are not incurred.

The Restricted Funds house resources that can only be used for a specific purpose. The University uses these funds to record its research-related revenue and expenses, the University's capital assets and capital-related debt, support for its employee benefit plans, and gifts or bequests that can be used by the University in their entirety but according to donor restrictions. Because of the nature of the activities housed within these funds, such as research projects that span more than a fiscal year, breaking even in these funds each year is not a key measure. One objective of the University is to ensure that these resources are used for their intended purposes, and in accordance with externally-imposed restrictions.

The Endowment Fund accounts for resources that are gifted or bequeathed to the University under the condition that they be held in perpetuity. These donations are recorded as revenue in the Endowment Fund, and the fund incurs no expenses as only the income earned from investing these gifts can be used for specific purposes such as supporting our students, faculties and schools, professorships, chairs, research, libraries and athletics.

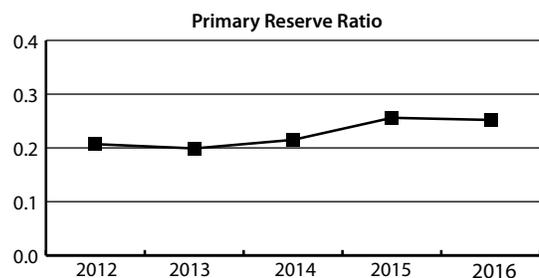
Due to the myriad of activities a university undertakes, the multiple funding sources, the restrictions placed on some of that funding and the complex accounting standards that must be followed, the financial statements can be difficult to interpret and there is no single measure of financial performance or financial condition. To help stakeholders and supporters better understand the financial health of a university, some universities have started considering other measures. In 2014-15, the University of Manitoba became a first amongst its Canadian peers to choose to present a number of university-specific financial ratios as different measures of financial performance. The ratios provide insight into the University's ability to, among other things, maintain financial flexibility, settle its debt, and generate a positive cash flow. The ratios are presented again this year and are to be considered in conjunction with the other data presented in this Annual Financial Report.

Primary Reserve Ratio

Does the University have sufficient financial flexibility?

The Primary Reserve Ratio measures whether a university has sufficient resources that are flexible enough to support a university's mission, and if it has the ability to continue operations in the event of a financial downturn or crisis.

The University relies heavily on provincial operating grants (55.1% of 2016 Operating Fund revenues) and tuition (25.4% of 2016 Operating Fund revenues) to fund its operating activities. Further, the majority of the University's expenses are salaries and benefits



(78% of Operating Fund expenses). Because of its reliance on certain funding sources and its obligations to its employees, monitoring the University's ability to manage a financial crisis is an important aspect of sound financial stewardship.

A target score of 0.4 is considered to be indicative of sufficient financial flexibility as it allows a university to continue its operations for 40% of the year or approximately 4-5 months. The University's score for fiscal 2015-16 is 0.26, which is unchanged from the score in fiscal 2014-15.

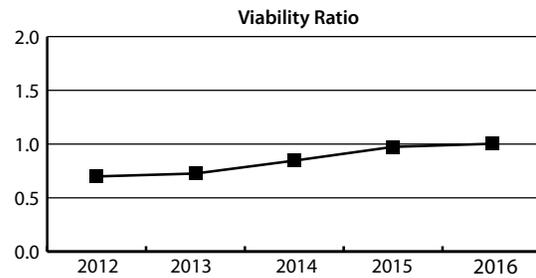
Viability Ratio

Can the University settle its debt?

The Viability Ratio measures the availability of sufficient resources (unrestricted net assets) to cover a university's debt load should it need to do so, and whether its debt is being managed strategically to advance a university's mission.

The University has significant amounts of debt related to the construction of Investors Group Field. However, this debt is completely offset by a Loan Receivable from Triple B Stadium Inc. The requirement to repay the debt is limited to the amounts received from Triple B against the loan receivable. This ratio, and the interest burden ratio below, have been calculated excluding the impact of this debt.

A target score of 1.0 or better is considered to be indicative that a university has sufficient available resources to pay off all of its outstanding debt should it be required to do so. The University's score has trended upward, and for fiscal 2015-16 is slightly above 1.0.



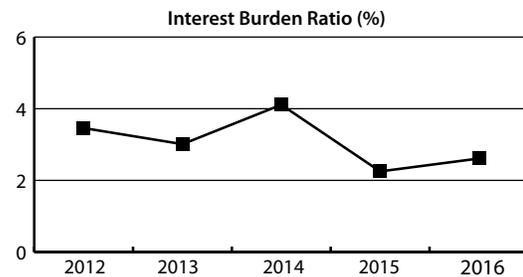
Interest Burden Ratio

Is the University spending too much on interest and additional mandatory pension contributions?

The Interest Burden Ratio measures how much of a university's resources are being spent on interest and special pension payments.

Universities have taken on considerable debt in the past number of years to address demands for more student residences and to support aging infrastructure. It is important to ensure that a university does not spend too much of its operating budget to pay interest on that debt. Further, this ratio takes into consideration special pension payments that universities are required to make to fund pension deficits. For this ratio, pension deficits are treated the same as external debt. As noted above, this ratio excludes interest on the debt related to the construction of Investors Group Field as this debt is completely offset by a Loan Receivable from Triple B Stadium Inc.

An ideal score for the Interest Burden Ratio is that no more than 7% of a university's resources should be spent on interest. The University's score is well below the 7% threshold at 2.6%.

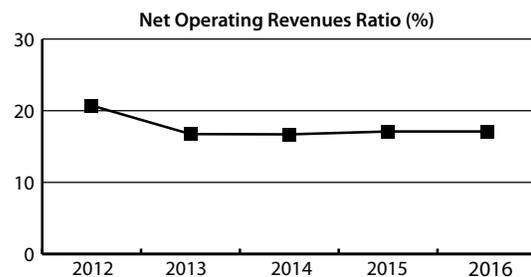


Net Operating Revenue Ratio

Did the University generate a positive or negative cash flow?

The Net Operating Revenue Ratio indicates whether a university is living within its available resources, and if its aggregated activities resulted in a surplus or a deficit.

A positive score indicates that a university has generated a surplus, and a negative score indicates that a university has generated a deficit. An ideal score for this ratio is 4.0%, which is considered to be indicative of a sound ability to generate a positive cash flow from a university's total activities.



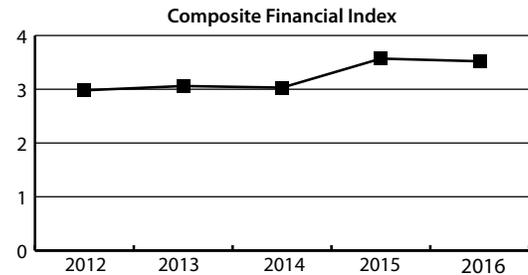
MANAGEMENT DISCUSSION AND ANALYSIS

The University's score for fiscal 2015-16 was 17.1%. This ratio is impacted by the Endowment Fund which has revenue but no expense, and the Capital Fund which may record large revenues in one year to be offset over a longer period by the amortization of capital assets.

Composite Financial Index

How is the University's financial health?

In Canada, some universities are taking the above four scores, applying weighting factors and combining them into a single ratio called the Composite Financial Index or CFI. The CFI is intended to be a single measure of a university's financial health at a single point in time. CFI is more broadly used in the United States but the components used in the ratio vary. Because American universities have funding models that are quite different from Canadian universities, Canadian universities use a modified version of the CFI ratio formula. This modification ensures that the ratio produces a meaningful result in consideration of Canadian university funding models, and that the ratios are calculated consistently by Canadian universities to produce comparable results.



The strength factors and CFI score fall along a scale of -4 to +10. A CFI score of +3 is the threshold of university financial health. A score of less than +3 indicates a need for attention to a university's financial condition. A score of greater than +3 indicates an opportunity for the strategic use of resources to achieve a university's objectives. A score of +1 indicates little financial health, while a score of +10 is the high benchmark. A score of +3 or above is preferred.

In fiscal 2015-16, the University has a CFI score of 3.5. However, the score is skewed by the favourable positive cash flow from operating activities. It is also important to note that this is the score for 2016 and is not necessarily indicative of the financial health of the University in the future.

The University's net available assets can only sustain operations for a 2-3 month period, which is below the standard of almost 5 months. The Viability Ratio or ability to repay all of the debt is below the standard of 1.0, although the Interest Burden Ratio is well below the standard of 5-7%.

The University will continue to strategically improve its resources and apply sound financial stewardship as it continues to respond to its economic challenges.

FINANCIAL VARIANCE ANALYSIS – STATEMENT OF FINANCIAL POSITION

In an environment of constrained resources, the University must closely monitor its financial condition and performance. The section above presented details of some summary-level indicators of the University's financial health. The following sections describe in more detail the resources of the University at the end of the 2015-16 fiscal year, highlighting areas of note and larger financial variances.

Assets

Cash balances at the end of the year were higher than the previous year. Cash is comprised of \$48.7 million of cash in bank and additional cash equivalents or short-term investments of \$224.9 million. Any increase or decrease to cash and cash equivalents is a result of timing differences between when revenues are received and expenses are incurred. This is particularly true of research and capital projects where often revenue is received in one year and the research projects continue over multiple years. Short term investments consist of Guaranteed Investment Certificates, all equal to or less than 1 year maturities. Maturity dates are staggered to ensure the university meets its cash flow requirements throughout the year. The average yield on these investments is 1.6%.

Accounts Receivable increased \$16.5 million to \$76.4 million as at March 31, 2016. This increase is attributed to several factors, which include that the University received higher than anticipated non-government research grant funding in fiscal 2015-16. As a result, Accounts Receivable includes \$14.1 million more in grants receivable than it did in the prior year, which includes \$9.6 million of funding from the Bill and Melinda Gates Foundation and \$2 million from the Centers for Disease Control and

Prevention. Further, there was a delay in the receipt of Provincial funding from Manitoba Health (\$4.2 million), and Education and Advanced Learning for deferred maintenance projects including asbestos remediation, electrical projects, roof repair and fire and safety upgrades (\$0.9 million). Increases in accounts receivable were offset by a decrease in amounts owing from students of \$1.8 million and the Federal government (\$0.9 million) as compared to fiscal 2014-15.

The Loan Receivable represents amounts due from Triple B Stadium Inc. All of this receivable is offset by Long Term Debt due to the Province. The increase represents accrued interest.

A decrease in investments from \$742.3 million to \$697.3 million is due primarily to a decrease in the long term operating investment. Long-term operating investments fell from \$109.4 million in 2015 to \$54.4 million in 2016 as more cash was moved to cash and cash equivalents. The majority of long-term investments (\$35.9 million) are 5-year preferred shares spread among four of the large Canadian chartered banks: CIBC, TD Bank, Royal Bank and Bank of Montreal. The average yield of these investments is 3.66%, and all of the preferred shares mature by 2020.

Liabilities

Accounts Payable decreased by \$1.7 million to \$60.7 million as at March 31, 2016. A decline in Accounts Payable of \$4.6 million relating to capital holdbacks owing on construction projects was offset by an increase in the payroll accrual of \$2.7 million, as the accrual included two more days for employees paid on a biweekly and hourly basis than in 2015.

Long Term Debt decreased as the University made normal debt repayments during the year, including a \$4 million payment on Triple B debt. This principal-only payment was fully offset by an equal amount received and applied against the Loan Receivable as explained above. The balance also includes accrued interest on Triple B debt, which is also fully offset by an equal amount included in Loan Receivable.

Fund Balances

Fund Balances represent the accumulated balance in each fund at the end of the year. Notably, the unrestricted fund balance of \$(63.1) million is a negative balance due to the Expenses Funded by Future Revenues Fund which records the amount of non-vesting sick leave benefits and unpaid vacation pay for staff which will be funded from future revenues. It also records the actuarially determined expenses for employee future benefits and change in pension liability.

FINANCIAL VARIANCE ANALYSIS – STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

Below is a summary of the revenues received, expenses incurred and inter-fund transfers made by the University during fiscal 2015-16. In the 2015-16 financial statements, Notes 21 and 22 were added in order to provide additional detail on the revenues and expenses of each individual Fund. The following describes some of the significant changes in revenues and expenses of the University as a whole.

Revenues

Total University revenue for fiscal year 2015-16 was \$925 million, an increase of \$60 million over fiscal year 2014-15. Details of the more significant year-over-year variances are outlined below.

The University experienced a significant increase in Tuition and Related Fees of \$11.2 million in 2015-16 due to various factors. In September 2015, the tuition fee rate increased by 1.9% as allowed by the Province. International differential rate increases during the year ranged from 10 to 18%. Also contributing to the increase in Tuition Fees in 2015-16 was a higher than anticipated increase in student enrolment, with 29,929 students enrolling in Fall Term 2015 as compared to 29,657 in Fall 2014. Starting in February 2015, Active Living Centre student fees were included as a part of Tuition and Related Fees. As such, Tuition and Related Fees in 2015-16 reflects a full year of Active Living Centre fees, as compared to the inclusion of only two months of these fees in 2014-15.

In fall 2015, the University launched the Front and Centre campaign which aims to fundraise \$500 million to support the University's strategic priorities in teaching and learning, discovery and community engagement. As a result of the campaign, the University experienced an increase of \$4.3 million in donations received as compared to 2014-15. Large donations received during the year included \$2 million for classroom and lab refurbishment, \$2 million from the Murphy Foundation

MANAGEMENT DISCUSSION AND ANALYSIS

Incorporated to support the Faculty of Agricultural and Food Sciences, \$1.5 million for a PET MRI imaging system, \$0.8 million from Research Manitoba to support Internal Medicine, and \$0.6 million to support the Israels Professorship in Hematology.

Non-Government Grants increased from \$59.3 million last year to \$83.7 million in 2015-16, primarily due to additional funding received by the Rady Faculty of Health Sciences. While the \$24.4 million increase is attributed to various factors including the receipt of several new grants and contracts, of particular significance is:

- \$14.4 million in additional funding from the Bill and Melinda Gates Foundation in support of the Centre for Global Public Health and their efforts to address reproductive, maternal, neonatal and child health outcomes in India and Kenya. Support increased from \$18.7 million in the prior year to \$33.1 million in 2015-16;
- \$5.7 million in additional funding from the Centers for Disease Control and Prevention for HIV care and prevention efforts in Kenya by the Max Rady College of Medicine; and
- \$0.8 million in additional funding from the Western Grains Research Foundation for numerous new studies on grain being conducted by the Faculty of Agricultural and Food Sciences.

Net Investment Income increased from \$56 million last year to \$58 million this year. The increase in investment income was largely due to the University's investment managers selling certain securities and realizing gains created by an increase in stock valuation. In the Trust and Endowment Funds, equities were sold during the year resulting in total gains of \$29.8 million, compared to \$27.9 million last year. Unrealized remeasurement gains and losses are detailed further in this section. Please refer to the Trust and Endowment section later in this report for a more detailed discussion of investment returns.

Miscellaneous Income decreased by \$1.2 million as compared to last year, primarily due to the completion of the Duff Roblin fire insurance claim.

Grants received from Education and Advanced Learning (EAL) increased by \$9.7 million as a result of increases in the Provincial operating grant of \$8 million and \$0.2 million for infrastructure improvements, and the receipt of \$1.5 million in support of Faculty of Engineering and Faculty of Social Work programs.

Other Province of Manitoba revenues increased by \$5.2 million over last year. Of particular significance was the receipt of an additional \$3.5 million from Manitoba Hydro primarily in support of the Centre for Earth Observation Sciences, and an additional \$1.6 million from the Manitoba Research Innovation Fund.

Government of Canada revenues increased \$2.6 million over the prior year and included a significant increase in funding for the National Centre for Truth and Reconciliation.

Expenses

Expenses incurred by the University are categorized by type in the Statement of Changes in Operations and Fund Balances. In order to provide additional transparency, Note 20 categorizes the University's expenses by function.

Total expenses for fiscal year 2015-16 were \$792 million, an increase of 1.6% over expenses in fiscal year 2014-15. Details of the more significant year-over-year variances are outlined below.

Salaries experienced a budgeted increase of 4% from the prior year. Included in Salaries in 2015-16 is \$9.8 million in payments to staff retiring under the Voluntary Early Retirement Program.

Staff Benefits and Pay Levy decreased \$9.7 million compared to the prior year. While benefit and pension payments increased in correlation with the increase in Salaries, and despite experiencing an increase in Special Pension Payments of \$2.8 million, these increases were offset by positive changes in the actuarial valuation of the Pension Liability of \$7.7 million and Employee Future Benefits of \$6.5 million.

Expenses incurred for Materials, Supplies and Services were relatively consistent with the prior year.

Student Assistance increased 8.3% from \$51.3 million last year to \$55.6 million in 2015-16. The University provided an additional \$4.3 million in scholarships and bursaries to students, which includes a \$1.0 million increase in support of graduate students through the Graduate Enhancement of Tri-Council Stipends (GETS) program.

Professional Consulting and Externally Contracted Services increased \$4 million or 10.5% over 2014-15. The additional spending occurred across various units, including the National Centre for Truth and Reconciliation (\$1 million), Northern Medical Unit (\$0.7 million) for physicians participating in the Northern Remote Residency Program, and IST projects (\$1 million).

Utilities, Municipal Taxes and Insurance decreased by \$0.8 million or 4% from 2014-15. In fiscal 2014-15, the University changed fuel classes from Interruptible to High Volume Firm in order to stabilize our gas prices for the winter and future years. Fiscal 2015-16 was the first full year under the new fuel class. The change in fuel classes combined with lower consumption of heating gas due to the mild winter in 2015-16 resulted in a cost savings.

Maintenance and Repairs decreased 5.4% as compared to the prior year. In September 2015, heavy rains resulted in the flooding of the lower level of the Active Living Centre and subsequent cost of \$0.2 million in flood damage repairs. This unanticipated cost was offset by reduced costs associated with the demolition of the Agriculture Canada Buildings. As the majority of the costs associated with the demolition were incurred in 2014-15, the costs incurred in 2015-16 were approximately \$1 million less than in 2014-15. The costs of the demolition were fully funded by revenues from the Federal government.

Expenses by Function

As indicated above, Note 20 categorizes the University's expenses by function to better inform readers about where expenses were incurred during the year. Some of the more significant changes from the prior year not explained above are highlighted below.

Academic expenses increased by \$19.5 million or 4.4% in 2015-16, reflecting payments associated with the Voluntary Early Retirement Program and an increase in spending on research projects in the Faculty of Agricultural and Food Sciences and the Max Rady College of Medicine. The increase in spending on research projects correlates with the increase in research-related revenue received by the University this year.

The University is honored to host the National Centre for Truth and Reconciliation. Although it officially opened in November 2015, costs associated with it were incurred in both the current and prior year. The increase in Libraries expenses is due to this new centre, payments made under the Voluntary Early Retirement Plan, and licensing fees associated with a new electronic resource software system.

The changes in Actuarially Determined Employee Future Benefits and Change in Pension Liability expense categories reflect the current actuarial valuation which resulted in a reduction in Employee Future Benefits and Pension Liability respectively.

Inter-fund Transfers

The University uses the restricted fund method of accounting and classifies resources received and used into separate funds, which correspond to our major activities and objectives. A large example of inter-fund transfers is the transfer of resources from the Operating and Research Funds to the Capital Fund for the purpose of purchasing equipment, furniture and library books. Other examples will include transfers of funds from the Operating Fund to the Trust Fund to be used for scholarships and bursaries, and transfers back and forth between the Operating Fund and the Provisions Fund for carryover set aside at the end of the year and moved back into the Operating Fund at the start of the next year.

Inter-fund transfers are detailed in Note 23. The more significant transfers to and from the Operating Fund are described below.

- \$61.3 million was transferred from the Operating Fund to the Capital Fund. This included:
 - \$20.3 million of capitalized library acquisitions and equipment and furnishings purchased by the Faculties and Units.
 - \$34 million for strategic priorities. Funding of strategic priorities is comprised of \$8.8 million for classroom and teaching lab renewal; \$3.4 million for space renovation; \$3 million for deferred maintenance; \$1.8 million for Chown Building renovations; \$1 million for a Bannatyne Campus functional programming assessment; \$0.6 million for CCTV renewal; and \$0.5 million for the demolition of T-Building at the Bannatyne Campus. The University also transferred \$14.9 million of funding into the Capital Fund to match anticipated future funding from the Government of Canada Social Infrastructure Investments should our proposals be approved.

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- \$6.6 million of transfers initiated by the Faculties and Units for various current capital projects. Some examples of these projects are \$1.3 million from the College of Nursing for simulation labs in the Helen Glass Building; \$0.95 million from the Max Rady College of Medicine and Nursing for the Gross Anatomy Lab; \$0.7 million from Ancillary Services for residence renovations and food services upgrades; \$0.4 million from the School of Art for Tache port holes and Art Lab renovations; \$0.3 million from the Faculty of Education for a learning commons and to support science lab renovations; and \$0.2 million from the Faculty of Kinesiology and Recreation Management for replacement of the track floor in the Max Bell Centre.
- \$16.3 million was transferred from the Operating Fund to the Capital Fund for debt repayment. This included \$6.5 million in unit-funded transfers for Ancillary Services and Active Living Centre debt, and \$5.1 million for debt repayment under an arrangement structured to allow for debt servicing on long-term Provincial debt. An additional \$3.3 million was collected from students and transferred to the Capital Fund to service debt related to technology improvements. The remaining \$1.3 million represents the transfer of facility rental income that is being designated for debt retirement.
- \$9.8 million was transferred from the Operating Fund to the Trust Fund and the Endowment Fund for the payment of scholarships, bursaries and prizes. Faculties and units funded student awards totaling \$2.2 million were transferred to the Research and Special Fund and Trust Fund for disbursement. The majority of student awards are generated by the Trust and Endowment Funds, and our practice is to disburse all awards from these funds for operational efficiency. In addition, \$7.6 million was transferred from the Operating Fund to the Trust and Endowment Funds for student awards as planned in the opening budget, including \$2.6 million for undergraduate scholarships; \$2.5 million for international graduate student support; \$1.3 million of international undergraduate student scholarships and bursaries; \$0.3 million for needs-based bursaries; \$0.2 million for emergency student aid; and \$0.2 million for graduate studies travel awards.
- Transfers from the Operating Fund to the Specific Provisions Fund for special projects totaled \$17.9 million. Faculties and Units transferred \$10.9 million, which includes \$5.7 million for deferred IST-related projects; transfers from Ancillary Services of \$3.3 million for residence renovations, dining facilities upgrades, parking lot improvements, and equipment replacement; and \$0.8 million from the Faculty of Kinesiology and Recreation Management for Active Living Centre equipment replacement and the Athletic Therapy Skills Lab. Centrally-funded transfers to the Specific Provisions Fund of \$6.9 million include \$3.1 million for pension plan funding and \$1.8 million for systems renewal projects.
- \$2 million was transferred from the Operating Fund to the Staff Benefits Fund, representing University support for staff benefit premiums.
- Students, as part of their tuition fees, provide amounts that support improvements to the University and contribute to the Trust Fund. During the year, \$1.1 million was transferred to the Trust and Endowment Funds as instructed by students through various referenda.
- Overhead of \$6 million earned by research projects were transferred from the Research and Special Fund to the Operating Fund to contribute to the costs associated with the administration and support of research.
- \$31.2 million was transferred to the Operating Fund from all other funds in support of operating expenses. Faculties and units initiated transfers of \$11.8 million into the Operating Fund from certain Restricted Funds, which includes \$8.6 million from the Trust Fund for operating expenses as supported by the terms and conditions of the various trust funds. The remaining \$3.2 million was transferred into the Operating Fund from the Capital Fund and the Research and Special Fund. Typically, these amounts would be related to unused funds no longer needed and being returned to the source (i.e. the Operating Fund), but in fiscal 2015-16 some longstanding funds were reviewed and determined not to be research funds so were transferred into the Operating Fund. Further, \$19.4 million was transferred to the Operating Fund from the Specific Provisions Fund for various operating projects and equipment purchases. The most significant transfers from the Specific Provisions Fund were \$9.8 million to support payments made under the Voluntary Early Retirement Program, and \$9 million to fund IST projects.
- The net carryover transfer of \$10.1 million from the Operating Fund to the Specific Provisions Fund increased the carryover provision to \$50.1 million. These amounts are in support of one-time expenses or planned expenditures for which the funds were allocated but not expended in 2015-16.

- \$4.3 million was transferred from the Operating Fund to the Research and Special Fund in support of research start-up funds for new faculty members, deans and department heads.
- Transfers between the Operating Fund, the Restricted Funds and the Expenses Funded from Future Revenues Fund of \$0.2 million and \$10.5 million represent funding for the net change in the employee future benefits liability and pension liability respectively.

Remeasurement Gains and Losses

During the year, the University recorded \$46.8 million in remeasurement losses. Of the \$46.8 million, \$43.8 million in remeasurement losses were incurred in the Trust Fund and the Endowment Fund. These unrealized losses were due to lower security valuations in most of the asset portfolios of the University Investment Trust. The overall return of the University Investment Trust was -0.1% for the year, which is comprised of dividend, interest and realized investment income of \$44 million, offset by \$43.8 million in unrealized losses as well as investment management expenses of \$3.3 million. The other Restricted Funds incurred a remeasurement loss on investments of \$0.7 million.

It was a challenging year in many of the world's investment marketplaces, with Canada experiencing significant difficulties in both domestic bond and stock markets. The University Investment Trust's portfolio has realized very strong returns over the past seven year period, so it is robust and can weather the effects of a downward-trending cycle. The spending allocation was increased this past year, and the purchasing power of the fund remains ahead of annual expenses adjusted for inflation.

Other remeasurement losses recorded in fiscal 2015-16 are \$2.5 million of foreign exchange losses, which resulted from the translation of foreign currency into Canadian dollars for financial statement purposes.

STUDENTS

Overall enrolment in Fall Term 2015 was 29,929 students, including 25,460 undergraduate students and 3,800 graduate students. Increases were evident in International and Indigenous student enrolment.

International enrolment was 4,854 students, representing an increase 8.7% from Fall Term 2014. The international student population now comprises 16.2% of the total student population.

Indigenous enrolment was 2,180 students. Indigenous students comprise 7.8% of undergraduate students, 4.8% of graduate students, and 7.3% of the total student population.

Table 1, Selected Statistics, provides information on undergraduate and graduate student enrolment, self-declared Indigenous students, undergraduate student credit hours and degrees, diplomas, and certificates conferred on our graduates.

STAFF

The University of Manitoba continues to be an outstanding workplace – one that recognizes the significant contributions of its faculty and support staff and provides challenging and enjoyable opportunities for its staff members. A total of 4,761 full-time equivalent staff were employed during the year comprised of 2,223 faculty, 2,367 administrative staff and 171 staff in Ancillary Services.

People drive the success of the University of Manitoba – faculty and staff are committed to providing students with the exceptional education that they expect and deserve. The experience in the classroom and research laboratory is paramount to students' future success and contribution to society. Attracting and retaining the best faculty and staff requires that we compete globally by offering fair compensation packages, modern facilities in which to teach and perform research, and state-of-the-art equipment in classrooms and laboratories.

MANAGEMENT DISCUSSION AND ANALYSIS

Faculty achievements throughout the University community this past year were many and varied and are too numerous to detail in this report. To name a few:

- Distinguished Professor Frank Plummer (Medical Microbiology and Public Health Agency of Canada) was awarded the 2016 Canada Gairdner Wightman Award. Plummer is credited with decades of work in the field of infectious diseases, specifically HIV/AIDS. His efforts have saved countless lives. This award is given to a Canadian who has demonstrated outstanding leadership in medicine and medical science consistent with the purpose of the Gairdner Foundation;
- The Canadian Academy of Health Sciences inducted University of Manitoba professor Dr. James Davie as a Fellow in 2015. Davie is a Professor in the Departments of Biochemistry and Medical Genetics, and Cell Biology, Max Rady College of Medicine, Rady Faculty of Health Sciences. He is also a scientist at the Children's Hospital Research Institute of Manitoba (CHRIM) and Research Institute of Oncology and Hematology (RIOH), a joint institute of the U of M and CancerCare Manitoba. Fellows are chosen by their peers based on their demonstrated leadership, creativity, distinctive competencies and commitment to advancing academic health sciences;
- Three esteemed engineering faculty members of the University of Manitoba were elected new Fellows of the Canadian Academy of Engineering (CAE) in 2015: Zahra Moussavi (Biomedical Engineering), Nariman Sepehri (Mechanical Engineering) and Abraham (Quan) Wang (Mechanical Engineering). Fellows are nominated and elected by their peers for their distinguished achievements and career-long service to the engineering profession;
- The Women's Executive Network named Dr. Sabine Mai among Canada's Most Power Women Top 100 for 2015. Mai is a Professor in the Departments of Physiology, Biochemistry and Medical Genetics, Human Anatomy and Cell Science at the Max Rady College of Medicine, Rady Faculty of Health Sciences and a scientist with RIOH. These awards celebrate the professional achievements of strong female leaders across the country in the private, public and not-for-profit sectors. Mai was recognized in the SunLife Financial Trailblazers and Trendsetters category;
- Distinguished Professor and Canada Research Chair in Arctic System Science, Dr. David Barber, Environment and Geography, Centre for Earth Observation Science, Clayton H. Riddell Faculty of Environment, Earth, and Resources, was named the 2015 recipient of the Dr. John M. Bowman Memorial Winnipeg Rh Institute Foundation Award for outstanding research by established University faculty; and,
- The Royal Society of Canada (RSC), the country's most esteemed association of scholars, artists and scientists elected three professors as Fellows of the RSC: Drs. Fikret Berkes (Natural Resources Institute, Clayton H. Riddell Faculty of Environment, Earth, and Resources), James Davie (Biochemistry and Medical Genetics, Cell Biology, CHRIM, RIOH), and Estelle Simons (Pediatrics and Child Health, CHRIM). Election to the RSC is considered the highest honour an academic can achieve in the arts, humanities and sciences.

TABLE 1: SELECTED STATISTICS

	2015	2014	2013	2012	2011
Fall Term Enrolment					
Total Students ^{1,2}	29,929	29,657	29,759	29,181	28,430
Undergraduate students	25,460	25,298	25,363	24,996	24,347
% Annual Change	0.6	-0.3	1.5	2.7	1.7
Full-Time	21,007	20,889	20,819	20,363	19,876
Part-Time	4,453	4,409	4,544	4,633	4,471
Graduate students	3,800	3,719	3,748	3,580	3,501
% Annual Change	2.2	-0.8	4.7	2.3	5.0
Full-Time	3,109	3,057	3,042	2,843	2,720
Part-Time	691	662	706	737	781
Post-Graduate Medical Educ. Students	669	640	648	605	582

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...Continued from page 16

Summer Enrolment	11,711	11,267	11,070	10,469	10,157
% Annual Change	3.9%	1.8%	5.7%	3.1%	0.4
Total Enrolment	41,640	40,924	40,829	39,650	38,587
Full-Time Equivalent Students^{1,3}	29,601	29,254	29,172	28,336	27,581
International Students	4,854	4,464	3,869	3,266	2,738
Self-Declared Indigenous Students^{4,5}	2,180	2,168	2,140	2,084	2,021
Undergraduate students	1,974	1,997	1,973	1,930	1,876
% Total undergraduate students	7.8	7.9	7.8	7.7	7.7
% Total University ¹	8.6	9.3	9.6	9.1	8.4
Graduate	183	158	158	147	139
% of Total Graduate	4.8	4.2	4.2	4.1	4.0
Post-Graduate Medical Educ.	23	13	9	7	6
% of Total PGME	3.4	2.0	1.4	1.2	1.0
Undergraduate Student Credit Hours⁶					
Fall and Winter	521,098	520,258	524,993	521,345	512,849
Summer	58,438	55,091	55,963	53,366	53,617
On-load ⁷	8,809	7,666	6,625	6,074	6,156
Degrees, Diplomas, Certificates Conferred					
Undergraduate	4,237	4,148	4,309	4,045	4,139
Graduate	930	940	797	815	779

1. As at November 1st.

2. Includes B.Sc.(Dentistry), B.Sc.(Medicine) and Joint Master's Program students based on workload calculations.

3. Full-Time Equivalent Students = Full-time + (Part-time / 3.5). Includes all terms.

4. Indigenous identity is a voluntary self-declaration made on the Admission form. Therefore, the numbers reported are less than the total population of Canadian Indigenous students on campus.

5. Self-declared Indigenous Student figures for 2012 and onward reflect Canadian students only. Comparisons with previous years should be made with caution.

6. Credit hours for 2012 and onward exclude courses at or above the 6000 level, as these are associated with graduate programs. Comparisons with previous years should be made with caution.

7. Courses taught during Summer term as part of Fall and Winter teaching load.

ACHIEVEMENTS IN HUMAN RESOURCES

Partnerships and teamwork between units across the university have led to an outstanding community, and we are pleased to retain the University of Manitoba's status as one of Manitoba's Top 25 Employers for 2015. A second honour was awarded by the Canadian Institute of Management, the Martin J. Lyons Best Business Professional Recognition for Innovation & Management Excellence (P.R.I.M.E.).

Other significant activities included:

- Increased engagement with the internal and external community, including the creation of a university-wide HR Administrator Group, publication of articles and interviews in UM Today: Human Resources Network and use of social media such as Twitter and LinkedIn.
- Increased number of graduates in the UM Leaders Learning Program; 26 staff from 13 units.
- Launched the Voluntary Early Retirement Program, attracting a total of 95 faculty and staff.
- Successfully implemented the Voluntary Days Off Program, allowing 274 faculty and staff to supplement vacation by taking up to 10 additional days off. Annual cost-savings was \$182,045.
- Introduced Staff Mental Health Week with over 30 events at both campuses, including a wellness fair with external stakeholders.
- Recognized employees through the Anniversary Awards and Awards of Excellence.

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- Implemented interest-based bargaining with Association of Employees Supporting Education Services (AESES) to negotiate its collective agreement, resulting in a 91% member approval rate. CUPE TAs and CUPE Sessionals agreements were also successfully concluded.
- Increased the annual allocation for individuals' Healthcare Spending Account by 21%; from \$600 to \$725 for full-time staff and \$420 to \$510 for part-time staff.
- Completed a review of the asset mix for our pension plans, resulting in a new mix and several new managers.
- Launched Outstanding Workplace Stories, an interactive discussion among faculty and staff.
- Published *Moving Child Care Forward at the University of Manitoba: Background, Analysis and Recommendations*, as part of the U of M Childcare Initiative.
- Participated in the provincial Take our Kids to Work Day initiative at both campuses, showcasing the university's diverse professions to over 100 grade nine students.

In 2015, Human Resources strategically focused its efforts on projects that aim to improve programs and services for faculty and staff, which included:

- Evaluations of jobs, their classification and pay scale, have been dramatically improved and now have a turnaround time of two to three weeks. Greater transparency and individual discussions with clients about the job evaluation process have reduced appeals to a handful per year.
- Organizational structure reviews with large units such as Information Systems and Technology, Faculties of Law and Social Work have resulted in improved processes, work alignment, identification of training and development and project plans.
- Project and change management services, training sessions on process mapping, and lunch and learns have enhanced units' understanding of project design, development and implementation. University supports helped streamline the university's budget process, email accounts, student forms for Indigenous self-declaration and practicums for the College of Dentistry, to name a few.
- Strategic planning sessions have assisted nine University units develop strategic goals, objectives, action plans and timelines for implementation.
- University reestablished regular labour management meetings with bargaining units to strengthen communications and approaches to problem-solving.

WORLD CLASS RESEARCH

In 2015-16, research at the University of Manitoba continued its strength, with investment in a number of key areas. University researchers received \$158.6 million in sponsored or assisted research support through grants or contracts from the federal and provincial governments, various foundations, business and industry, and individuals. This funding is an increase of 21.9% compared to the amount received in 2014-15.

Table 2, Research Expenses by Faculty or Support Unit, illustrates the level of research investment, as measured by the level of spending, in faculties and schools 2015-16. Research investment was highest in the Rady Faculty of Health Sciences, at a level of \$71.0 million in 2015-16. The second-highest was the Faculty of Agricultural and Food Sciences at \$16.6 million, followed by the Faculty of Science, the Faculty of Engineering and, the Clayton H. Riddell Faculty of Environment, Earth and Resources, at \$11.8, \$9.0, and \$8.5 million respectively. In 2015-16, a total of \$136.6 million was spent on sponsored or assisted research activities at the University of Manitoba.

The University of Manitoba currently holds 36 Canada Research Chairs and one Canada Excellence Research Chair, is an active participant in ten of Canada's National Networks of Centres of Excellence (NCE) and is leading the TREKK Knowledge Mobilization NCE. The University is also home to, or a partner in, 54 research centres, institutes and shared facilities that foster collaborative research and scholarship in a wide variety of fields.

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In 2015-16, the Canada Research Chairs (CRC) program announced one new CRC and two renewals at the University of Manitoba, bringing our total to 36 CRCs. The new Tier 1 CRC is Dr. James Blanchard (Community Health Sciences, Centre for Global Public Health) chair in Epidemiology and Global Public Health. The renewed chairs are Dr. David Barber (Environment and Geography) chair in Arctic-System Science and Dr. Debbie Kelly (Psychology) chair in Comparative Cognition. The new and renewed chairs funding combined for a total of \$3.3 million.

On July 30, 2015 three University of Manitoba researchers received \$3.7 million from the newly awarded health research Foundation Grants from the Canadian Institutes of Health Research (CIHR). Another 13 received \$5.7 million in funding from the Open Operating Grants competition. The projects cover the spectrum of research impacting our health: from post-traumatic stress disorders to childhood maltreatment to aging. Fifteen of the 16 researchers are professors in the Rady Faculty of Health Sciences.

Dr. B. Mario Pinto, President of the Natural Sciences and Engineering Research Council of Canada (NSERC) was in Winnipeg on May 7, 2015 to announce more than \$13 million direct and in-kind funding jointly with Manitoba Hydro to three University of Manitoba and Manitoba Hydro collaborative research teams. The research projects funded will seek answers to: the impacts of climate change and hydro-electric activities in the Hudson Bay system; the complex processes affecting river ice formation on the Lower Nelson, Red and Assiniboine Rivers; and better ways to protect and sustain the endangered Lake Sturgeon. Distinguished Professor David Barber (Environment & Geography), Canada Research Chair in Arctic System Science, received \$9.14 million over four years for the Collaborative Research and Development project entitled “BaySys – Contributions of climate change and hydro-electric regulation to the variability and change of freshwater-marine coupling in the Hudson Bay system,” with Manitoba Hydro, Hydro-Québec, and Ouranos Consortium. Dr. Gary Anderson (Biological Sciences) received \$2.15 million over five years for the NSERC/Manitoba Hydro Industrial Research Chair in Conservation Aquaculture of Lake Sturgeon (*Acipenser Fulvescens*). Dr. Shawn Clark (Civil Engineering) received \$2.15 million over five years for the NSERC/Manitoba Hydro Industrial Research Chair in River Ice Engineering, with Manitoba Hydro and Clarkson University.

On July 6, 2015, Shelly Glover, Minister of Canadian Heritage and Official Languages, on behalf of the Canada Foundation for Innovation, and Manitoba Premier Greg Selinger, visited Churchill to announce an investment of \$22.1 million to build the Churchill Marine Observatory (CMO), a multi-disciplinary research facility where researchers will study the impact of oil spills in sea ice as well as investigate issues facing arctic marine transportation. The project leader is Distinguished Professor David Barber, Associate Dean (Research) in the Clayton H. Riddell Faculty of Environment, Earth, and Resources and Canada Research Chair in Arctic-System Science. The Churchill Marine Observatory will be a unique, highly innovative research facility located in Churchill, Canada’s only Arctic deep-water port. The observatory will position Canada as a global leader of research into the detection, impact and mitigation of oil spills in sea ice. The research will help address technological, scientific and economic issues pertaining to Arctic marine transportation, oil and gas exploration, and development throughout the Arctic.

On May 12, 2015 the University of Manitoba and CancerCare Manitoba (CCMB) announced a joint institute to expand the scope of cancer research in Manitoba: the Research Institute of Oncology and Hematology (RIOH), which will be located at the CancerCare Manitoba Research Centre. The joint institute will bring together all pillars of cancer and blood disorder research, to foster innovation, collaboration and translation of leading edge research into meaningful improvements in cancer care for Manitobans. RIOH builds upon the success of CCMB and the U of M’s original cancer research institute, the Manitoba Institute of Cell Biology, which has focused on molecular biology research since 1969. The RIOH expansion will create an umbrella organization to include all cancer research in the Province of Manitoba. The expanded cancer research platform at RIOH will include the entire spectrum of cancer research: discovery research, prevention, clinical innovation/health services, and patient experience.

Funding from the CFI, Research Manitoba/MRIF, and matching contributions from industry, along with the corresponding expenditures are reflected in the Capital Fund. In 2015-16, total contributions from these sources were \$6.1 million. The new funding supports research projects in three faculties related to:

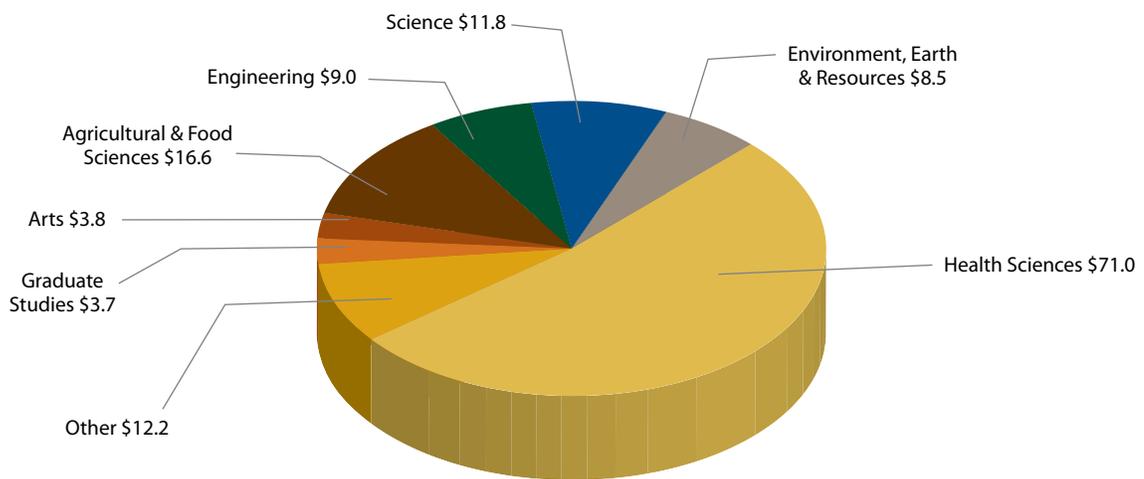
- Next generation proteomics in human biology and medicine (Medicine – Immunology);
- Post-harvest grain handling for a safe and sustainable food supply (Agriculture – Food Science);

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- An imaging and analysis platform to study brain injury and neurodegeneration (Medicine – Pharmacology and Therapeutics);
- Time-resolved tomographic particle image velocimetry and water tunnel for turbulence and ice engineering research (Engineering – Civil Engineering); and
- Sustainable food production in northern communities (Agriculture – Agricultural Engineering).

When combined with sponsored or assisted research funding of \$158.6 million, University of Manitoba researchers received \$164.7 million in funding in 2015-16.

TABLE 2: RESEARCH EXPENSE BY FACULTY OR SUPPORT UNIT 2015-16
(Total \$136.6 Million)



TRUST AND ENDOWMENT FUND

The University Investment Trust (UIT) had a market value of \$583.7 million as at March 31, 2016, compared to \$575.1 million in 2015. The small increase in the UIT was primarily due to \$14.3 million in new gifts to the fund. The UIT had basically a flat investment return for the year, losing -0.1% versus the policy benchmark return of 0.2%.

Canadian equities struggled for much of the past year, as the energy sector has had a significant drag on performance. The one year return of the UIT's Canadian equity portfolio was -8.7%, versus the benchmark index S&P/TSX return of -6.6%. The underperformance was due to an overweight in the UIT investment manager's energy sector.

Three of the other four mandates also performed under their respective benchmarks, with only the International equity portfolio outperforming its benchmark index (MSCI EAFE) by a wide margin of 8.9% versus -5.9% for the year.

Although the overall return is disappointing on an absolute basis, the flat return for the 12-months ending March 31, 2016 will be very typical of endowment funds and pension funds in Canada. Returns on bonds remain very low, and the returns of the world's stock markets remain challenged by slower growth in China, depressed energy prices, and currency adjustments as the Canadian dollar rallied in the first quarter of 2016.

The 5-year return of the UIT, at 10.5%, is still well above the spending and investment expense ratios of the UIT, so the fund still meets its investment objectives over the recent market cycle despite the setback of the past year.

A new spending policy was approved in 2015/2016, allocating income based on a spending rate of 4.25% over a rolling 4-year period. This new policy increased spending from \$18.4 million last year to \$20.7 million this year. This increase is also due to the \$14.3 million in UIT gifts received this year on top of the \$12.3 million received last year, all part of the University's Front and Centre campaign. This money will help support the five priorities of the campaign: indigenous achievement; graduate student support; research excellence; outstanding student experience; and teaching and learning spaces and places.

MANAGEMENT DISCUSSION AND ANALYSIS

At the end of the year, the Specific Trust and Endowment funds were worth \$45.0 million, down from last year's total of \$55.1 million. The decrease is due to funding of capital projects such as Tache Hall and the Active Living Centre, and transfers for servicing the debt on capital projects.

Tables 3.1 and 3.2 Donor Pledges summarize pledges received by type of donor and the purpose for which the gift was pledged.

TABLE 3.1: DONOR PLEDGES BY TYPE OF GIFT 2015-16

(Total \$107.0 Million)

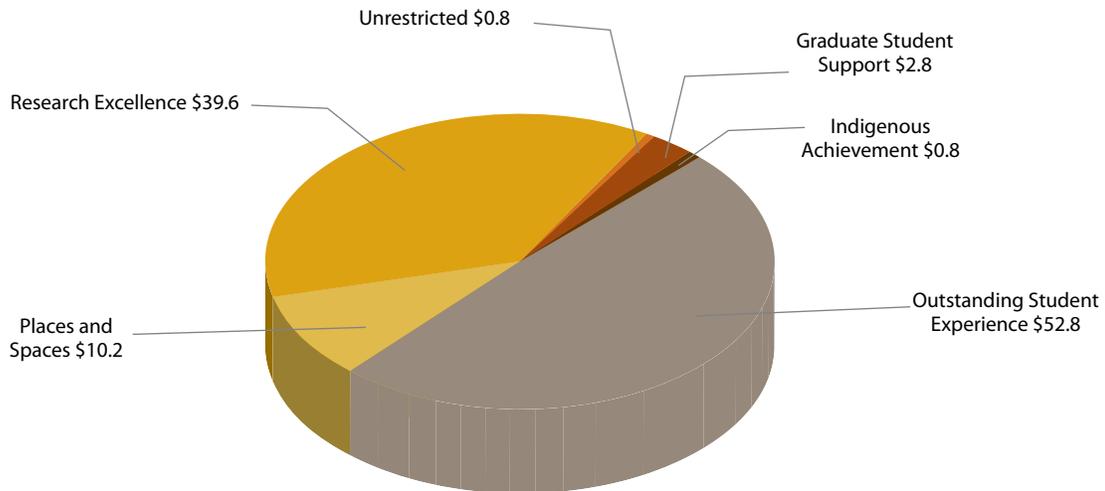
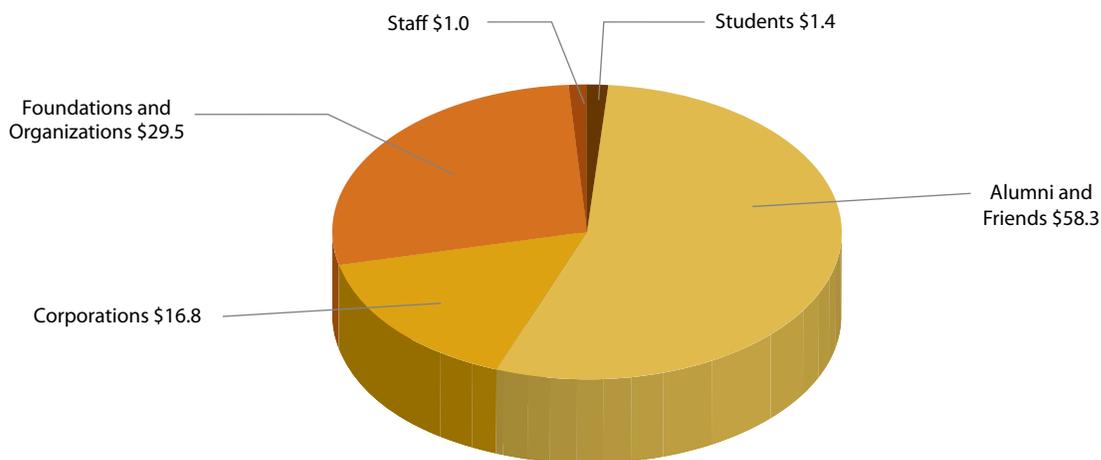


TABLE 3.2: DONOR PLEDGES BY CONSTITUENCY 2015-16

(Total \$107.0 Million)



INVESTMENT IN CAPITAL, INFRASTRUCTURE, AND TECHNOLOGY

In 2015-2016, the University invested \$76.8 million in capital assets as follows:

- \$50.1 million for the construction of buildings, infrastructure renewal and land improvements;
- \$13.0 million for library acquisitions and works of art;
- \$10.8 million for the acquisition of furniture, equipment and vehicles; and
- \$2.9 million for computer equipment and technological improvements such as audio visual equipment and networking hardware.

MANAGEMENT DISCUSSION AND ANALYSIS

Also, debt servicing costs of \$28.8 million were incurred, primarily relating to the Provincial Debt, the Arthur V. Mauro Student Residence, Pembina Hall Student Residence, Active Living Centre and Triple B Stadium interest. The Triple B interest expense of \$8.6 million is offset by Triple B interest income.

Capital funding for the year included internal sources, as well as \$7.0 million from EAL, \$11.7 million from other Provincial departments, \$5.3 million from private donors, \$4.6 million from the Federal Government, and \$12.2 million from other sources.

The redevelopment of Tache Hall was completed this year, turning it into a state-of-the-art facility that is now the new home of the Desautels Faculty of Music. The next phase of the project began in 2015-16, which will see an addition to Tache Hall built to house custom-designed spaces for rehearsal studios, an ensemble room, a jazz studio, a combined choral/opera rehearsal room with risers, and other small rehearsal studios.

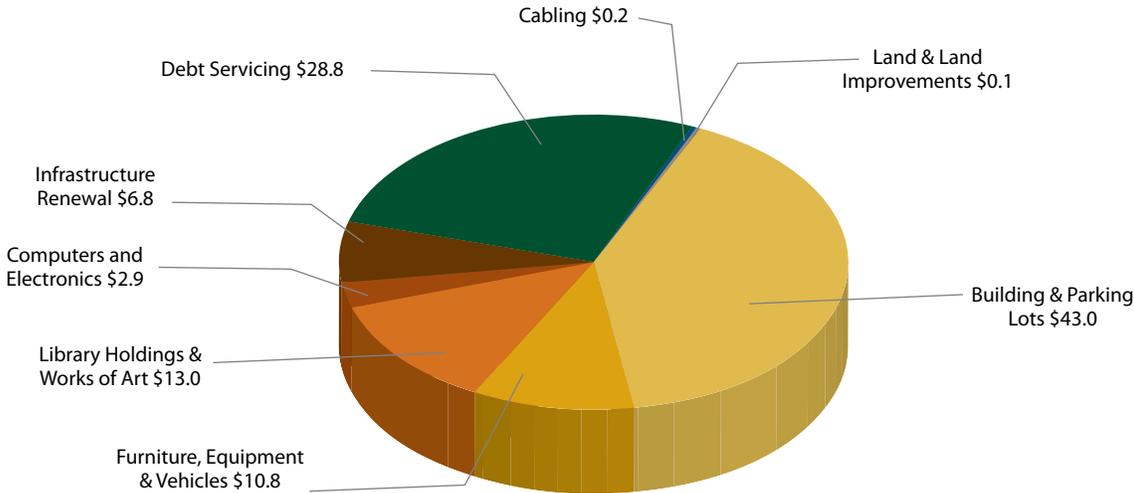
Other projects completed this year included the Manitoba Electron Microscopy Facility for Composite and Materials Characterization and Fort Garry Campus Waterline Upgrade Phase II.

A project to build the Churchill Marine Observatory (CMO) commenced this year, and 2015-16 saw the completion of the conceptual design of the project. The CMO will be a globally unique, highly innovative, multi-disciplinary research facility located in the Canadian Arctic on the shores of Hudson Bay. The CMO will directly address technological, scientific, and economic issues about Arctic Marine transportation, oil and gas exploration and development throughout the Arctic. This unique facility will bring together researchers from the Universities of Manitoba, Calgary, Victoria, Laval, Dalhousie and Washington, and from Federal government departments. The research infrastructure funding is provided through the Canada Foundation for Innovation and contributions from eligible partners.

Infrastructure renewal projects undertaken in 2015-2016 included fire and safety upgrades (\$2.4 million), sewer and waterline upgrades (\$2.3 million), Bannatyne electrical re-servicing (\$1.5 million), asbestos remediation (\$1.7 million) and roof replacement (\$0.5 million). These projects were funded by capital grants from EAL, deferred maintenance funding from the Province, and internal sources.

Table 4, Capital Fund Expenditures provides a more detailed breakdown of the \$105.6 million in capital asset expenditures and debt servicing costs of \$28.8 million during 2015-16.

TABLE 4: CAPITAL FUND EXPENDITURES 2015-16
(Total \$105.6 Million)



SUSTAINABILITY

The University of Manitoba's mission reflects an abiding commitment to sustainability. It speaks to balance between social, cultural, and economic development (all of which is predicated on a sustainable natural environment – reflected in the University's values) and to balancing the local, regional and global perspectives. The very business of the University – creating, preserving and communicating knowledge for well-being – is integral to sustainable development. We build capacity so that students and their communities (and our larger community of Earth) can have big futures. Our work contributes to human development, and our values guide us to pursue this work in a way that manages the impacts we have on our planet.

In 2015-16 the University, led by the Office of Sustainability and with shared community commitment and involvement from students and staff, worked to enhance the culture of sustainability at the University of Manitoba through integrated planning, education and awareness initiatives and research into improved processes and programs. A new Sustainability Strategy was endorsed by the Board of Governors in March 2016. The new strategy builds on past successes and will guide the management of the University's environmental footprint, support reduction of waste and promote sustainable social, environmental and financial development.

The University actively researches, pilots and implements initiatives that improve social and environmental outcomes while also delivering financial benefits to the University:

- A major step in the University's stewardship efforts was the 1997 Energy Performance Contract which invested over \$12 million in utility saving initiatives and has yielded more than \$65 million in savings to date. Those original measures continue to generate savings which have been reinvested in additional energy saving measures. As a result, approximately \$5.0 million in utility costs were avoided in fiscal year 2015-16; representing an approximately 25% reduction in total annual utility expenditures.
- The University continues to strive for a 5% year-over-year utility savings. Since 1990-91, the University of Manitoba's Fort Garry campus has reduced its natural gas consumption by more than 39% per square foot and electricity consumption by more than 35% per square ft.
- Water consumption is more than 50% less compared to 1990 levels, generating estimated savings of almost \$2 million in annual water billing for the University in 2015/16.
- A comprehensive waste prevention program that includes a Re-Shop that supports reuse of office equipment and furniture and a Really, Really Free Market that reduces waste-to-landfill (and costs) associated with residence move out. A redesign of the recycling system on campus in fall 2015 has significantly reduced waste to landfill and improved user experience of the University's waste system.
- Continued support for active transportation which is space efficient, promotes wellness and has been shown to reduce time lost to illness: installation of self-serve bike repair stations at Bannatyne and Fort Garry Campuses and introduction of a shower-only gym membership for active commuters. A campus-wide survey of transportation behaviors and needs was completed in January 2016, with results to be used to guide efficient transportation system development.
- A Green Office Program was developed in 2015 that supports individual-level reductions in energy use and consumables.
- A Sustainability Research in Action program was developed in 2015 that engages students in finding solutions to campus sustainability challenges. This approach has positive social, financial and environmental outcomes for the University.
- Supporting participation and creating buy-in for programs and services by integrating sustainability into student orientation, new staff orientation and outreach materials.

MANAGEMENT DISCUSSION AND ANALYSIS

CAMPUS PLAN

Visionary (re)Generation

The 'Visionary (re)Generation' planning process reached a major milestone in April 2016, when the University's Senate and Board of Governors approved in principal the Visionary (re)Generation Master Plan for the Fort Garry campus. This new campus plan will guide design and development at the campus over the next 30 years, subject to periodic review and amendment, and is based on a collaborative and extensive engagement process that has included over 1,000 people and more than 60 different meetings and events. The plan is a flexible decision-making framework that supports the evolution of the campus into a vibrant, walkable, accessible, and connected campus community.

Work continues on developing the planning document for the Southwood Lands. While the Visionary (re)Generation Master Plan provides a general vision for Southwood, the City of Winnipeg requires that a separate Local Area Plan be undertaken prior to development of these lands. The drafting of this document will be based on the work and engagement already undertaken, and will include further opportunities for community consultation. This plan will require City approval, and development of the Southwood Lands will be undertaken by an arm's-length entity.

Bannatyne Campus Master Plan

Now in effect for nearly two years, the Bannatyne Campus Master Plan continues to provide the overall framework for development and design decisions on the campus. In particular, preliminary planning and programming work continues for the first major project under the new plan – a new Academic Building containing the College of Nursing and several other functions. Other projects guided by the plan include the future demolition of the Old Basic Science Building (T-Building) and the development of a new central campus green space in its place.

Indigenous Design and Planning Principles

A crucial outcome of the Visionary (re)Generation process has been the establishment of five Indigenous Design and Planning Principles, which will act as a guide for planning and design generally on all University lands and campuses. The principles are:

- Commit to Relationships and Listening
- Demonstrate Culturally Relevant Design
- Respect Mother Earth
- Foster a Sense of Belonging and Community
- Embrace a 'Seven Generations' View

The principles were drafted collaboratively under the guidance of an Indigenous Advisory Committee and Subcommittee, and supported by the University's Indigenous Advisory Circle. The development of such principles is relatively unique among Canadian universities, and reflects the University of Manitoba's commitment to reconciliation and Indigenous achievement.

SPACE PLANNING

Based on information generated during the Space Master Planning process, the University is optimizing space on campus by:

- Decommissioning aging, energy intensive buildings that have surpassed their functional lifespan
- Improving adjacency and work flow between collaborating units
- Modifying space allocation to fit the functional needs of programs and occupants
- Improving classroom utilization to maximize current resources

MANAGEMENT DISCUSSION AND ANALYSIS

Building on recommendations put forward in the Space Master Plans, the Campus Planning Office in collaboration with partnering units are updating the University space management policy and space management procedures. In addition to policy development, the Campus Planning Office continues to update the space inventory database and develop space standards.

All space planning recommendations are coordinated with academic planning priorities, and developed in consultation with stakeholders. Careful attention is taken to ensure space allocations meet the technical requirements of a unit while supporting broader University priorities.

AN ASSET TO OUR COMMUNITY

The University has enormous capacity to build new connections within our communities. Recognizing that a university is a community of colleagues, a neighbour, a partner and a leader, our members work to make important contributions that have real world impact. In addition to providing a quality university education to our students and conducting world class research with global implications, faculty, staff and students reach out to the community in many other ways. Continuing education, collaborative efforts with business and industry, and the provision of specialized services not readily available are just some of the ways the University provides meaningful contributions to sustain and promote the needs of our communities both close to home and around the world.

CONCLUSION

Continued investment in the University will result in increased capacity to support the cultural, social and economic well-being of all Manitobans. Through continued commitment to excellence in teaching, research, scholarly work and other creative activities, the University promotes a sustainability community that will benefit all members today and in years to come.

The University acknowledges with gratitude the continuing support of the Province of Manitoba as well as the support of our students, staff, alumni, and community stakeholders.

STATEMENT OF MANAGEMENT RESPONSIBILITY FOR FINANCIAL REPORTING

The University is responsible for the preparation of the financial statements and has prepared them in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of Chartered Professional Accountants Canada, including the standards for government not for profit organizations. The University believes the financial statements present fairly the University's financial position as at March 31, 2016 and the results of its operations for the years ending March 31, 2016.

The University's Board of Governors is responsible for overseeing the business affairs of the University and also has the responsibility to approve the financial statements. The Board has delegated certain responsibilities to its Audit and Risk Management Committee including the responsibility for reviewing the annual financial statements and meeting with management and the Auditor General of Manitoba on matters relating to the financial reporting. The Auditor General has full access to the Audit and Risk Management Committee with or without the presence of management. The Board has approved the financial statements.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, the University has developed and maintains a system of internal controls designed to provide reasonable assurance that University assets are safeguarded from loss and that accounting records are a reliable basis for the preparation of financial statements. The integrity of internal controls is reviewed on an ongoing basis by the Audit and Risk Management Committee and Audit Services.

The financial statements for the year ended March 31, 2016 have been reported on by the Auditor General of Manitoba, the auditor appointed under *The University of Manitoba Act*. The Auditor's Report outlines the scope of his examination and provides his opinion on the fairness of presentation of the financial statements.

David T. Barnard, Ph.D.
President and Vice-Chancellor

Winnipeg, Manitoba
June 22, 2016

INDEPENDENT AUDITOR'S REPORT

FINANCIAL STATEMENTS

UNIVERSITY OF MANITOBA
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2016
(in thousands of dollars)

	2016	2015
Assets		
<i>Current Assets</i>		
Cash and Cash Equivalents	\$ 273,624	\$ 197,401
Accounts Receivable (Note 3)	76,379	59,919
Inventories	3,706	3,447
Prepaid Expenses	796	940
Current Portion Loan Receivable (Note 4)		1,436
	354,505	263,143
<i>Long Term Assets</i>		
Loan Receivable (Note 4)	191,364	186,722
Investments (Note 5)	697,254	742,315
Capital Assets, Net of Accumulated Amortization (Note 7)	1,084,705	1,062,857
	1,973,323	1,991,894
	\$ 2,327,828	\$ 2,255,037
Liabilities		
<i>Current Liabilities</i>		
Accounts Payable	\$ 60,711	\$ 62,442
Unearned Revenue	11,259	11,088
Vacation and Sick Leave Liability	14,638	14,134
Current Portion of Capital Lease Obligations (Note 8)		6
Current Portion of Long Term Debt (Note 9)	6,015	5,713
	92,623	93,383
<i>Long Term Liabilities</i>		
Other Long Term Liabilities (Note 10)	6,179	6,633
Long Term Debt (Note 9)	384,467	385,840
Employee Future Benefits (Note 11)	76,526	76,519
Pension Liability (Note 14)	20,572	31,087
	487,744	500,079
Fund Balances		
Unrestricted (Note 21)	(63,118)	(72,445)
Internally Restricted (Note 24)	166,572	164,370
Externally Restricted (Note 25)	246,696	234,013
Invested in Capital Assets (Note 25)	998,579	939,971
Endowed (Note 25)	398,732	395,666
	1,747,461	1,661,575
	\$ 2,327,828	\$ 2,255,037

Contractual Obligations and Contingencies (Note 18)

Patricia Bovey – Chair

Ted Bock – Vice-Chair

(The accompanying Notes form an integral part of the Financial Statements)

FINANCIAL STATEMENTS

UNIVERSITY OF MANITOBA
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED MARCH 31, 2016
(in thousands of dollars)

	General Funds (Note 2D)	Restricted Funds (Note 2E)	Endowment Fund (Note 2F)	2016 Total Funds	2015 Total Funds
Revenue					
Tuition and Related Fees	\$ 159,987	\$	\$	\$ 159,987	\$ 148,768
Donations	1,734	11,625	14,007	27,366	23,069
Non-Government Grants	5,344	78,313		83,657	59,310
Net Investment Income (Note 15)	4,348	53,689		58,037	56,151
Miscellaneous Income	7,147	7,042		14,189	15,398
Government Grants:					
Education and Advanced Learning	347,105	7,015		354,120	344,412
Other Province of Manitoba	22,493	51,295		73,788	68,555
Government of Canada	10,850	70,971		81,821	79,262
City of Winnipeg	51			51	51
Sales of Goods and Services	32,233	1,011		33,244	33,033
Ancillary Services	38,246			38,246	36,985
	629,538	280,961	14,007	924,506	864,994
Expense					
Salaries	356,627	40,471		397,098	381,905
Staff Benefits and Pay Levy	59,766	7,088		66,854	76,519
Materials, Supplies and Services	49,109	56,781		105,890	105,860
Amortization of Capital Assets		54,931		54,931	54,075
Student Assistance	14,000	41,619		55,619	51,346
Professional Consulting and Externally Contracted Services	16,010	26,315		42,325	38,315
Travel and Conferences	11,314	11,135		22,449	24,033
Utilities, Municipal Taxes, and Insurance	19,442	24		19,466	20,289
Interest		19,062		19,062	18,682
Maintenance and Repairs	7,652	443		8,095	8,557
	533,920	257,869		791,789	779,581
Net Revenue from Operating Activities	95,618	23,092	14,007	132,717	85,413
Inter-Fund Transfers (Note 23)	(86,501)	84,197	2,304		
Net Increase to Fund Balances from Operating Activities	9,117	107,289	16,311	132,717	85,413
Fund Balances from Operating Activities Beginning of the Year	25,572	1,221,311	281,700	1,528,583	1,443,170
Fund Balances from Operating Activities End of the Year	34,689	1,328,600	298,011	1,661,300	1,528,583
Accumulated Remeasurement Gains End of Year	(139)	(14,421)	100,721	86,161	132,992
Fund Balances End of Year	\$ 34,550	\$ 1,314,179	\$ 398,732	\$ 1,747,461	\$1,661,575

(The accompanying Notes form an integral part of the Financial Statements)

FINANCIAL STATEMENTS

UNIVERSITY OF MANITOBA
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED MARCH 31, 2016
(in thousands of dollars)

	General Funds	Restricted Funds	Endowment Fund	2016 Total Funds	2015 Total Funds
Accumulated Remeasurement Gains					
Beginning of Year	\$ 957	\$ 18,069	\$ 113,966	\$ 132,992	\$ 101,439
Unrealized Gains (Losses) Attributed to:					
Derivatives		108		108	(2,060)
Foreign Exchange	(139)	(202)		(341)	2,128
Portfolio Investments		(1,444)	(13,245)	(14,689)	60,396
Amounts Reclassified to the Statement of Operations and Changes in Fund Balances:					
Foreign Exchange	(957)	(1,171)		(2,128)	(550)
Portfolio Investments		(29,781)		(29,781)	(28,361)
Net Remeasurement Gains (Losses) for the Year	(1,096)	(32,490)	(13,245)	(46,831)	31,553
Accumulated Remeasurement Gains (Losses)					
End of Year	\$ (139)	\$ (14,421)	\$ 100,721	\$ 86,161	\$ 132,992

(The accompanying Notes form an integral part of the Financial Statements)

FINANCIAL STATEMENTS

UNIVERSITY OF MANITOBA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2016
(in thousands of dollars)

	General Funds	Restricted Funds	Endowment Fund	2016 Total Funds	2015 Total Funds
Operating Activities					
Net Revenue from Operating Activities	\$ 95,618	\$ 23,092	\$ 14,007	\$ 132,717	\$ 85,413
Amortization of Capital Assets		54,931		54,931	54,075
	95,618	78,023	14,007	187,648	139,488
Net Change in Non-Cash Working Capital Items	18,425	(34,620)		(16,195)	4,751
Net Change in Other Long Term Liabilities	(346)	(108)		(454)	2,060
Net Change in Pension Obligation	(10,515)			(10,515)	(2,794)
Net Change in Employee Future Benefits	(233)	240		7	6,517
<i>Net Cash generated through Operating Activities</i>	102,949	43,535	14,007	160,491	150,022
Investing Activities					
Contractual Interest Added to Loan Receivable		(8,619)		(8,619)	(8,275)
Principal Repayment on Loan Receivable		3,977		3,977	
Increase in Accumulated Remeasurement Gains and (Losses)	(1,096)	(32,490)	(13,245)	(46,831)	31,553
Decrease (Increase) in Long Term Investments	55,000	(6,873)	(3,066)	45,061	(46,016)
<i>Net Cash generated through (used in) Investing Activities</i>	53,904	(44,005)	(16,311)	(6,412)	(22,738)
Capital Activities					
Purchase of Capital Assets		(76,779)		(76,779)	(110,410)
<i>Net Cash used in Capital Activities</i>		(76,779)		(76,779)	(110,410)
Financing Activities					
Proceeds from Long Term Debt					25,000
Contractual Interest Added to Loan Principal		8,619		8,619	8,275
Principal Repayment on Capital Lease Obligations		(6)		(6)	(70)
Principal Repayment on Long Term Debt		(9,690)		(9,690)	(5,123)
<i>Net Cash generated through Financing Activities</i>		(1,077)		(1,077)	28,082
Net Increase (Decrease) in Cash	156,853	(78,326)	(2,304)	76,223	44,956
Inter-Fund Transfers	(86,501)	84,197	2,304		
<i>Cash and Cash Equivalents Beginning of Year</i>	10,709	186,692		197,401	152,445
<i>Cash and Cash Equivalents End of Year</i>	\$ 81,061	\$ 192,563	\$	\$ 273,624	\$ 197,401
Supplementary cash flow information:					
Interest Received	\$ 4,348	\$ 3,364	\$	\$ 7,712	\$ 7,542
Interest Paid	\$	\$ 10,443	\$	\$ 10,443	\$ 10,405

(The accompanying Notes form an integral part of the Financial Statements)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2016

(in thousands of dollars)

I. AUTHORITY AND PURPOSE

The University of Manitoba was established in 1877. It is governed by a Board of Governors acting under the authority of *The University of Manitoba Act*, R.S.M. 1987, c. U60. The University of Manitoba is a registered charity and is exempt from income taxes under Section 149 of *The Income Tax Act*.

The University of Manitoba, as the largest and most comprehensive institution of higher learning in Manitoba, plays a distinctive role within the Province. In addition to offering an undergraduate liberal education in arts, science and education, the University of Manitoba provides programs in a broad range of professional studies, applied sciences and the fine and performing arts and is responsible for the vast majority of graduate education and research in Manitoba. The University of Manitoba reaches out to a variety of constituencies in order to enhance the health, cultural, social and economic life of Manitobans and to provide lifelong learning opportunities for them. Through community service, the University makes its expertise available to all Manitobans.

2. SIGNIFICANT ACCOUNTING POLICIES

A. GENERAL

These financial statements have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of Chartered Professional Accountants Canada, including the standards for government not-for-profit organizations. The University has adopted the restricted fund method of accounting for contributions.

The University controls Partners for Health and Development in Africa (PHDA) (Note 17), but does not consolidate the accounts for the purposes of these financial statements.

The University has an 8.33% (2015, 9.09%) interest in TRIUMF (Note 16), a joint venture which operates a national laboratory for particle and nuclear physics. The University uses the modified equity method of accounting to record its interest in TRIUMF.

B. FUND ACCOUNTING

The University classifies resources used for various purposes into separate Funds which correspond to its major activities and objectives. The Statement of Financial Position combines the assets and liabilities of all Funds.

The University maintains its Funds under three fund categories: General, Restricted and Endowment Funds. The General Funds include the Funds for General Operating, Specific Provisions and Expenses Funded from Future Revenues. The Restricted Funds include the Capital Asset, Research and Special, Staff Benefits and Trust Funds. The Endowment Fund includes endowed funds of the University.

C. ACCOUNTING ESTIMATES

Accounting estimates are included in financial statements to approximate the effect of past revenue or expense transactions or events, or to approximate the present status of an asset or liability. Examples include accruals for salaries and benefits, the estimated useful life of an asset and certain actuarial assumptions used in determining employee future benefits. It is possible that changes in future conditions could require changes in the recognized amounts for accounting estimates.

FINANCIAL STATEMENTS

D. GENERAL FUNDS

General Operating Fund:

The General Operating Fund includes the academic, administrative, operational and ancillary costs that are funded by tuition and related fees, government grants, investment income, miscellaneous income, sales of goods and services to external parties and ancillary income. As such, this Fund reports unrestricted resources and restricted resources earmarked for general operating purposes.

All funds received or accrued by the University for general operating purposes and for equipment and renovation expenses not meeting the University's capitalization criteria are included in the General Operating Fund. The net cost of operating units is determined by including internal cost allocations for certain centrally administered services, such as the telephone system in the units' expenses, and by deducting these expenses as internal cost recoveries from the total expenses incurred by the unit administering these services.

The University BookStore, Parking, Student Residences, Pharmacy/Post Office, and Smartpark are classified as Ancillary Services and are budgeted on a break even basis. Any surpluses or deficits are transferred to/from the Specific Provisions Fund. Overhead costs have been allocated to all ancillary operations. Amortization of ancillary capital assets and interest expense is recorded in the Capital Asset Fund.

Specific Provisions Fund:

The Specific Provisions Fund records appropriations made from (to) the General Operating, Capital Asset and Research and Special Funds.

These appropriations are made to provide future funding for the replacement, improvement or emergency maintenance of capital assets, unit carryover, a fiscal stabilization provision to offset potential spending in excess of future budgets and other matters. Such appropriations are shown as inter-fund transfers on the Statement of Operations and Changes in Fund Balances and in Note 23.

Expenses Funded From Future Revenues:

Expenses Funded from Future Revenues records the amount of non-vesting sick leave benefits and unpaid vacation pay for staff which will be funded from future revenues. It also records the actuarially determined expense for employee future benefits and change in pension liability.

E. RESTRICTED FUNDS

Capital Asset Fund:

The Capital Asset Fund consists of restricted contributions resulting from capital asset co-funding arrangements with external parties, contributed capital assets and government grants restricted for the purpose of acquiring capital assets and retiring capital advances. Funding agreements, using promissory notes as a vehicle, entered into with the Provincial Government for the construction or acquisition of capital assets, which will be repaid from future funding provided by the Provincial Government through Education and Advancement Learning (EAL), are recorded as capital grants. These capital grants, under the restricted fund method of accounting, are reflected as revenue in the Statement of Operations and Changes in Fund Balances. The interest expense and the related future funding from EAL over the terms of the promissory notes, to offset the interest expense and principal payments, are both excluded from the Statement of Operations and Changes in Fund Balances. Expenses include interest on debt relating to the acquisition or construction of capital assets, amortization and gains or losses on disposal of capital assets, including write-downs resulting from obsolescence.

Research and Special Fund:

The Research and Special Fund consists of contributions specifically restricted for research or other special activities. Contributions are provided from both Federal and Provincial granting agencies and other public and private sources. These funds are spent in accordance with the conditions stipulated in the related governing contracts and agreements.

Staff Benefits Fund:

The Staff Benefits Fund is divided into Fund Accounts for the Pension Reserve, and for each of the Self-Insured Plans, which are the Long Term Disability Income Plan and the Dental Plan.

Trust Fund:

The Trust Fund records gifts and bequests received which may be used in their entirety along with net investment income earned on these funds, according to donor restrictions. The majority of these funds are used for scholarships, bursaries, awards, loans, and other scholarly activities.

F. ENDOWMENT FUND

The Endowment Fund records gifts and bequests received with the stipulation that these funds be invested in perpetuity and investment income earned be utilized for designated purposes. The Fund balance also reflects the change in fair value of Endowment Fund investments, which is recorded in the Statement of Remeasurement Gains and Losses.

G. REVENUE RECOGNITION

Restricted contributions are recognized as revenue of the appropriate Fund when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions, including sales of goods and services and ancillary revenues, are recognized as revenue of the General Operating Fund in the year received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributions for endowment purposes are recognized as revenue in the Endowment Fund in the year received. Investment income earned on endowments is recorded in the appropriate Trust Fund depending on the restrictions imposed by the original donor.

Investment income, including realized gains or losses, is recorded in the Statement of Operations and Changes in Fund Balances in the appropriate Fund depending on the restrictions imposed. Unrestricted investment income is recorded as unrestricted income in the General Operating Fund.

The change in fair value (unrealized gains or losses) of investments is recorded in the Statement of Remeasurement Gains and Losses until the investments are sold.

H. CONTRIBUTED MATERIALS AND SERVICES

Gifts-in-kind are recorded in the financial statements to the extent that they are eligible for an official donation receipt, since this results in the capture of the information in the University's financial records.

Because of the difficulty involved in tracking and recording contributed services, the market value of these services is not recognized in the financial statements. Contributed services include activities such as membership on the University's Board of Governors and its various committees, lecturing services and volunteer services at fundraising or sporting events, all of which are performed by staff, students and the community at no charge to the University. These services, although not recognized in the financial statements, are critical to the successful functioning of the University.

I. CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of highly liquid investments that are used to meet short term operating needs. They are readily convertible to cash and mature within one year from acquisition. Any cash or other investments maturing within one year that are held by portfolio managers are classified as long term investments. Portfolio managers maintain a cash balance within investment portfolios as part of their overall long term mandate, as well as to facilitate trades and the rebalancing of funds.

FINANCIAL STATEMENTS

J. PLEDGES RECEIVABLE

The University does not record pledges receivable in its financial statements. Revenue from gifts, bequests and donations is recognized on a cash basis because of the uncertainty surrounding collection and in some instances because of the difficulty in determining the valuation of pledges receivable. The University recognizes gifts and donations to be received through the University of Manitoba Foundation U.S.A. Inc. only when the Board of Directors of the Foundation have formalized the transfer with a resolution, collectability is reasonably assured, and the valuation of these gifts and donations can be reasonably determined.

K. INVENTORIES

Inventories have been valued at the lower of cost and net realizable value.

L. INVESTMENTS

The University invests in equity and fixed income financial instruments and a pooled real estate fund. Investments held in restricted funds are carried at fair value except for those held in the Research and Special Fund, which are carried at modified equity. Fair value of investments is determined based on year end quoted market prices.

M. CAPITAL ASSETS

Purchased capital assets are recorded at cost. Capital assets which are constructed by the University are recorded as Construction in Progress until the capital asset is put into use. Contributed capital assets are recorded at market value at the date of contribution. Intangibles such as patents and copyrights are recorded at a nominal amount of one dollar in the year the patent or copyright is obtained.

Amortization is calculated on a straight-line basis over an assets' estimated useful life as follows:

Buildings and Major Renovations	15-50 years
Computer Hardware and Electronics	5-10 years
Furniture and Equipment	10 years
Library Books	10 years
Parking Lots	20 years
Vehicles	5 years

Equipment acquired under a capital lease is amortized over the useful life of the asset. Works of art, treasures, rare books and manuscripts are not amortized.

N. COLLECTIONS

The University holds a number of collections which have been donated to its libraries, faculties and schools over the years. The library, faculty or school receiving the donation assumes responsibility for safeguarding and preserving the collection. The University seldom, if ever, disposes of its collections or of individual pieces in its collections. The University policy is to use proceeds generated from deaccessioned works of art to augment the University art collection.

The University's policy with regard to its collections is to fund maintenance expenses from the General Operating Fund, if monies are not available for such purposes in a Restricted Fund. The cost of maintenance is not tracked and is therefore not determinable.

O. PENSION COSTS

The University sponsors three pension plans for its employees and retirees: The University of Manitoba Pension Plan (1970), The University of Manitoba Pension Plan (1993) and The University of Manitoba GFT Pension Plan (1986). The 1970 Plan and 1986 Plan are defined contribution plans and as a result the pension costs are based on contributions required by those plans.

The Pension Costs for the 1993 Plan are determined actuarially using the projected unit credit actuarial cost method, pro-rated on service and management's best estimate expectations of the discount rate for liabilities, the expected return on assets, salary escalation, retirement ages of employees and member mortality. Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the active employees, commencing in the year following the year the respective annual actuarial gains or losses arise.

The funded position of the 1993 plan is disclosed in Note 14.

P. FINANCIAL INSTRUMENTS

The financial instruments of the University consist of cash and cash equivalents, accounts receivable, loan receivable, investments, accounts payable, vacation and sick leave liability, loans, other long term liabilities, and long term debt.

All financial instruments are recognized at cost or amortized cost, or fair value. Financial instruments recognized at fair value include derivatives, portfolio investments in equity instruments that are quoted in an active market, and financial instruments designated to the fair value category.

Cash and cash equivalents are recognized at cost. Accounts receivable, loan receivable, fixed income investments held in the General Funds, accounts payable, loans, vacation and sick leave liability, other long term liabilities (excluding derivative financial instruments), and long term debt are recognized at amortized cost.

The University's investments include portfolio investments in equity instruments that are quoted in an active market and are recognized at fair value. Pooled funds are valued by the fund managers. The University has designated all other investments except for those held in the General Funds and Research and Special Fund to the fair value category based on the evaluation and management of the portfolio. Derivative financial liabilities are also recognized at fair value. Unrealized gains and losses from the change in fair value of these financial instruments are reflected in the Statement of Remeasurement Gains and Losses until disposition.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the Statement of Operations and Changes in Fund Balances. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense. Transaction costs are a component of cost for financial instruments measured at cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

Q. OTHER EMPLOYEE FUTURE BENEFITS

The University accrues its obligations for other employee future benefit plans relating to health, dental, sick leave, long term disability, and group life insurance. The cost of non-vesting sick leave benefits has been determined using management's best estimates. The cost of the long term disability plan for employees and the cost of non-pension and post-retirement benefits for retired employees are actuarially determined using the projected benefit method pro-rated on service, management's best estimates for the discount rate for liabilities, the expected rate of return on assets, retirement ages and expected future cost trends. For current active employees, the cost of other employee future benefit plans relating to health, dental, and group life insurance is the premiums charged under the plans to the University.

The University also accrues its obligations relating to post retirement adjustments to pensions for specifically entitled employees who retired prior to 1993. The cost of such post retirement pension adjustments is actuarially determined using the accrued benefit method and management's best estimate for the discount rate for liabilities and the expected rate of return on assets. Any increase in such adjustments is recognized in the year that it occurs.

Actuarial gains and losses on post retirement adjustments are amortized on a straight-line basis over the life expectancy of the group, commencing in the year following the year the respective annual actuarial gains or losses arise.

Actuarial gains and losses of other benefit plans are amortized on a straight-line basis over the expected average remaining service life of the active employees, commencing in the year following the year the respective annual actuarial gains or losses arise.

FINANCIAL STATEMENTS

R. FOREIGN CURRENCY TRANSLATION

Monetary assets, liabilities and investments at fair value, denominated in foreign currencies, are translated at the year-end exchange rate. The unrealized foreign currency translation gains or losses of these financial instruments are reflected in the Statement of Remeasurement Gains and Losses. Revenues and expenses are translated at exchange rates on the transaction dates. Realized gains or losses arising from these translations are included in the Statement of Operations and Changes in Fund Balances.

S. DERIVATIVE FINANCIAL INSTRUMENTS

From time to time, the University uses derivative financial instruments, including interest rate swap agreements, in its management of exposures to fluctuations in interest rates. An interest rate swap is a derivative financial contract between two parties who agree to exchange fixed rate interest payments for floating rate payments on a predetermined notional amount and term. Derivatives are recorded at fair value and in determining the fair value, the credit risk of both counterparties is considered.

3. ACCOUNTS RECEIVABLE

	2016	2015
Business, Industry and Foundations	\$ 30,739	\$ 19,267
Provincial Government	25,315	14,294
Federal Government	9,539	10,414
Investment Income and Interest	4,541	5,695
Students	3,211	4,963
Advances	1,997	1,508
External Sales and Cost Recoveries	983	3,715
Miscellaneous	54	63
	\$ 76,379	\$ 59,919

4. LOAN RECEIVABLE

The University has a loan agreement with Triple B Stadium Inc. (Triple B) related to the construction of Investors Group Field at the Fort Garry campus. The loan agreement is divided into a first phase and a second phase for a combined amount not to exceed \$160 million. The first phase is not to exceed \$75 million while the second phase is not to exceed \$85 million. The interest rate on the first phase of the loan is 4.65% and the first phase of the loan receivable is due and payable in full on June 1, 2038. The interest rate on the second phase is 4.65% until June 1, 2053 and is due and payable in full on November 24, 2058.

Any amounts received by Triple B in the form of insurance proceeds entitled to be retained by Triple B by reason of the destruction of all or part of the stadium, where such insurance proceeds are not being applied to restore, reconstruct and repair the stadium in accordance with the ground lease, shall be paid to the University and be applied to the repayment of the loan, firstly to the accrued interest and secondly to principal outstanding, for both phases of the loan, on a pro-rata basis.

Payment terms of the first phase and second phase of the loan receivable are as follows:

FIRST PHASE:

Triple B is required to make payments to the University equivalent to the aggregate of:

- Any amounts received by Triple B in respect of the stadium development from the City of Winnipeg pursuant to *The Community Revitalization Tax Increment Financing Act*.
- Any amounts received by Triple B from any party which were designated by the party for application to the loan.

FINANCIAL STATEMENTS

Payments are applied firstly to accrued interest and secondly to the principal outstanding. Unpaid interest is added to the principal of the first phase of the loan and compounded annually.

SECOND PHASE:

Interest will be calculated annually, and unpaid interest until December 15, 2017 shall be added to the first phase of the loan. Any unpaid interest after December 15, 2017 shall be added to the second phase of the loan and compounded annually. Payments in respect of principal shall be made in amounts determined by Triple B, on or before each of:

- i) December 15, 2016; and
- ii) December 15, 2017

Annual payments of principal and interest over the remainder of the second phase loan term are to be paid on or before December 15 of each calendar year commencing on December 15, 2018 based on the amortization of the loan following the December 15, 2017 payment.

INVESTORS GROUP FIELD LOAN:

	2016	2015
First Phase interest and principal outstanding	\$ 108,364	\$ 101,722
Second Phase principal outstanding	83,000	85,000
Loan Receivable		1,436
	191,364	188,158
Less Current Portion		(1,436)
	\$ 191,364	\$ 186,722

The First and Second Phase loans have an equal long term debt loan payable to the Province of Manitoba (Note 9).

5. INVESTMENTS

	2016	2015
General Funds at Amortized Cost		
Corporate Bonds and Other Fixed Income Securities	\$ 18,505	\$ 93,505
Preferred Shares	35,936	15,936
	54,441	109,441
Trust and Endowment Funds at Fair Value		
Bankers Acceptances, Guaranteed Investment Certificates and Cash	8,566	8,151
Bonds and Other Fixed Income Securities:		
Government of Canada	22,034	22,610
Province of Manitoba	2,546	2,599
Other Provincial	24,064	29,025
Corporate	721	659
Other	21	28
Municipal	7,660	8,893
	57,046	63,814
Equities:		
Canadian Equities	186,564	171,315
US Equities	160,494	159,902
Pooled International Equities	86,907	94,844
	433,965	426,061
Pooled Real Estate Fund	87,376	80,686
	586,953	578,712

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Staff Benefits Fund at Fair Value

Money Market Funds and Cash	3,596	3,150
Pooled Bonds	11,464	10,094
Equities:		
Pooled Canadian Equities	15,808	15,161
Pooled US Equities	5,684	6,515
Pooled International Equities	5,683	6,018
	27,175	27,694
Pooled Real Estate Fund	5,186	5,059
Pooled Mortgage Fund	6,764	6,562
	54,185	52,559
Research and Special Fund at Modified Equity		
Other Investments	1,675	1,603
Total Investments	\$ 697,254	\$ 742,315

The University's investment in real estate consists of units of a pooled real estate investment in the Great-West Life Assurance Company Canadian Real Estate Investment Fund No. 1.

The fair value of investments held for General Funds is \$47,731 (2015, \$110,946).

6. RISK EXPOSURE AND MANAGEMENT

The University uses a disciplined, fundamental approach in its investment selection and management, which consists of an intensive and ongoing research process of investment opportunities across a broad range of investment vehicles in various types of issuers (government, corporate or financial). As a result, the University is exposed to various types of risks that are associated with its investment strategies, financial instruments and markets in which it invests. The University, through the work of its investment committees and treasury office, has formal policies and procedures in place governing asset mix, permitted investments, diversification, and minimum credit quality. The most important risks relate to market risk: other price risk, interest rate risk, foreign currency risk, credit risk and liquidity risk. These risks and the related risk management practices employed by the University are detailed below.

OTHER PRICE RISK

Other price risk represents the potential loss that can be caused by a change in the fair value of a financial instrument. The University's investments are subject to normal market fluctuations and the risks inherent in investment in the capital markets. Investments held to meet short term obligations focus on credit quality and liquidity to minimize the effect of other price risk on fair value, however the majority of investments are held for the long term to support the Endowment Fund. These investments are primarily equities, bonds, and pooled funds, and are subject to other price risk given their nature and the long term holding periods. Other price risk is managed through diversification provided by the endowment's asset allocation strategy, which emphasizes the importance of managing other price risk by maintaining appropriate levels of risk required to achieve consistent long term investment returns that meet the objectives of the Endowment Fund.

INTEREST RATE RISK

Interest rate risk arises from the possibility that changes in interest rates will affect future cash flows or fair values of financial instruments. The University is subjected to this risk when it invests in interest-bearing financial instruments, or when it borrows funds using derivative financial instruments. Both investments and financial derivatives are exposed to the risk that their fair value will fluctuate due to changes in the prevailing levels of market interest rates.

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The tables below summarize the University's exposure to interest rate risk related to the financial instruments recorded at fair value, categorized by maturity dates.

INTEREST RATE EXPOSURE AS AT MARCH 31, 2016

	Less than 90 days	90 days to 1 year	1 year to 5 years	5 years to 10 years	Greater than 10 years	Total
Investments	4.4%	1.0%	34.6%	52%	8%	100%
Financial Derivatives			30.4%	69.6%		100%

INTEREST RATE EXPOSURE AS AT MARCH 31, 2015

	Less than 90 days	90 days to 1 year	1 year to 5 years	5 years to 10 years	Greater than 10 years	Total
Investments	3.3%	9.1%	60.6%	20.7%	6.3%	100%
Financial Derivatives			29.1%	70.9%		100%

	March 31, 2016		March 31, 2015	
	Interest bearing instruments	Non-interest bearing instruments	Interest bearing instruments	Non-interest bearing instruments
Investments	\$ 87,415	\$ 553,702	\$ 91,743	\$ 539,500
Financial Derivatives	\$ 6,179	\$	\$ 6,287	\$

As at March 31, 2016, a 0.5% fluctuation in interest rates, with all other variables held constant, would have an estimated impact on the fair value of fixed income instruments of \$2,736 (2015, \$3,076) and the interest rate swaps of \$1,175 (2015, \$1,258).

FOREIGN CURRENCY RISK

The University has cash and cash equivalents, receivables and payables denominated in foreign currencies and holds investments in foreign currency equity markets in both the Trust and Endowment Funds, and the Staff Benefits Fund. The income from these investments is used to meet financial liabilities denominated in Canadian dollars. The University does not actively manage foreign exchange risk.

The University's exposure in cash and investments to foreign currencies reported in Canadian dollars is shown below:

	2016		2015	
	\$	%	\$	%
Canadian	\$ 710,933	73.23	\$ 668,410	71.13
US Dollar	171,799	17.70	171,138	18.21
Euro	28,075	2.89	33,165	3.53
Japanese Yen	21,106	2.17	27,246	2.90
British Pound Sterling	18,190	1.87	15,600	1.66
Swiss Franc	9,990	1.03	11,569	1.23
Other	10,785	1.11	12,588	1.34
Total	\$ 970,878	100.00	\$ 939,716	100.00

As at March 31, 2016, a 10% appreciation in the Canadian dollar versus foreign currencies exchange rates would increase investments and net remeasurement gains by approximately \$25,230 (2015, \$26,502), while a depreciation of 10% would decrease investments and net remeasurement gains by approximately \$25,230, (2015, \$26,502).

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CREDIT RISK

Credit risk represents the potential loss that the University would incur if its counterparties failed to perform in accordance with the terms of their obligations. The University invests in financial assets that have an investment grade as rated primarily by DBRS. Should DBRS not rate an issuer, the University may use Standards & Poor's, followed by the Moody's equivalent. Ratings for securities which subject the University to credit risk are noted below:

% of Total Interest Bearing Investments		
Investment Rating	March 31, 2016	March 31, 2015
R-1High	48.7%	16.4%
R-1Mid	9.2%	0.7%
R-1Low	0.5%	7.9%
AAA	8.4%	12.0%
AA	12.8%	46.4%
A	6.8%	15.1%
BBB	1.0%	1.4%
BB		0.1%
Not Rated	12.6%	
Total	100.0%	100.0%

The University manages credit risk related to fixed income investments by focusing on high credit quality. Cash and cash equivalents are held in Canadian Chartered banks and Manitoba credit unions. Trust and Endowment and Capital Fund investments are held in diverse portfolios of investments with counterparties considered to be of high quality.

The University also has credit risk related to accounts receivable and loan receivable. A significant portion of the University's accounts receivable is related to Restricted Funds and is from the federal and provincial governments, not-for-profit organizations, corporations, the US government, and other universities. The University also has accounts receivable from students and staff. The credit risk on these receivables is minimal. The remaining accounts receivable are due from a diverse group of customers and are subject to normal credit risks. The credit risk related to the loan receivable is offset by a loan payable to the Province of Manitoba with matching terms of repayment.

LIQUIDITY RISK

The University aims to retain sufficient cash and cash equivalents to maintain liquidity and meet short term obligations. Most of the University's investments are considered readily realizable and liquid, thus liquidity risk is considered minimal. Investments that are not as liquid, such as the investment in the real estate pooled fund, are considered to be held for long term periods in conjunction with the investment objectives, risk tolerance and time horizon of the Endowment Fund.

7. CAPITAL ASSETS, NET OF ACCUMULATED AMORTIZATION

	2016		2015	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Assets Under Capital Lease	\$ 2,855	\$ 2,855	\$ 3,060	\$ 3,060
Buildings and Major Renovations	1,137,691	285,825	1,061,996	262,607
Computer Hardware, Software and Electronics	101,100	92,689	102,828	92,059
Construction in Progress	50,585		76,593	
Furniture and Equipment	273,397	201,465	265,111	188,035
Land	30,705		30,593	
Library Books	211,932	157,951	201,434	149,985

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Parking Lots	9,935	4,451	9,666	3,960
Rare Books and Manuscripts	6,677		6,434	
Vehicles	8,617	7,420	8,606	7,308
Works of Art	3,867		3,550	
	1,837,361	752,656	1,769,871	707,014
Less Accumulated Amortization	752,656		707,014	
Net Book Value	\$ 1,084,705		\$ 1,062,857	

8. CAPITAL LEASE OBLIGATIONS

	2016	2015
Minimum lease payments including principal and interest:	\$	\$ 6
Less: Current Portion		(6)
	\$	\$

9. LONG TERM DEBT

	2016	2015
Province of Manitoba:		
Promissory Note, 5.23% blended monthly payments \$413 due March 1, 2035	\$ 59,636	\$ 61,425
Promissory Note, 5.55% blended monthly payments \$428 due April 1, 2036	62,134	63,774
Promissory Note, 3.75% blended monthly payments \$129 due September 30, 2039	24,068	24,695
Promissory Note, 5.35% blended monthly payments \$173 due February 1, 2040	27,997	28,560
Loan, First Phase, 4.65% due June 1, 2038	108,364	101,722
Loan, Second Phase, 4.65% until June 1, 2053, due November 24, 2058	83,000	85,000
	365,199	365,176
Term loans (with floating interest rates based on Bankers' Acceptance rates plus stamping fees):		
Multi Tenant Facility, due February 28, 2019	7,679	7,904
Multi Tenant Facility, due November 30, 2022	6,056	6,322
Arthur V. Mauro Student Residence, due October 1, 2023	11,548	12,151
	25,283	26,377
	390,482	391,553
Total Stadium Long Term Debt	191,364	186,722
Total Other Long Term Debt	199,118	204,831
	390,482	391,553
Less Current Portion:		
Province of Manitoba	(4,863)	(4,619)
Term Loans	(1,152)	(1,094)
	(6,015)	(5,713)
	\$ 384,467	\$ 385,840

The effective interest rate on each of the term loans is the fixed interest rate based on an interest rate swap agreement plus a stamping fee (Note 10).

Interest expense on long term debt was \$19,062 (2015, \$18,523).

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The University entered into a loan agreement with the Province of Manitoba related to the construction of Investors Group Field. Any amounts received by the University in the form of insurance proceeds received and entitled to be retained by the University by reason of the destruction of all or part of the stadium, where such insurance proceeds are not being applied to restore, reconstruct and repair the stadium in accordance with the ground lease are also to be applied to the repayment of the loan, firstly to the accrued interest and secondly to the principal outstanding, for both phases of the loan, on a pro-rata basis.

Additional terms of repayment of the loan are as follows:

LOAN, FIRST PHASE:

The amount of the annual payment of principal and interest on the loan is equivalent to the aggregate of:

- any amounts paid by Triple B Stadium Inc. (Triple B) to the University in respect of the Triple B loan receivable;
- any amounts received by the University in respect of the stadium development from The City of Winnipeg pursuant to *The Community Revitalization Tax Increment Financing Act*; and
- any amounts received by the University from any party which were designated by the party for application to the loan.

Payments are applied firstly to accrued interest and secondly to the principal outstanding. Unpaid interest is added to the principal of the First Phase of the loan and compounded annually. Any accrued interest and principal outstanding on the First Phase of the loan as at June 1, 2038 is due and payable in full, subject to receipt of the accrued interest and principal outstanding from Triple B, unless the parties agree otherwise in writing.

LOAN, SECOND PHASE:

Interest will be calculated annually and unpaid interest until December 31, 2017 shall be added to the first phase of the loan. Any unpaid interest after December 31, 2017 shall be added to the second phase of the loan and compounded annually. Payments in respect of principal shall be made in amounts as received from Triple B, on or before each of:

- i) December 31, 2016; and
- ii) December 31, 2017.

Annual payments of principal and interest over the remainder of the second phase loan term are to be paid on or before December 31 of each calendar year commencing on December 31, 2018, based on the amortization of the loan following the December 31, 2017 payment. Payments are applied firstly to accrued interest after December 31, 2017 and secondly to principal outstanding.

Any accrued interest and principal outstanding on the second phase of the loan as at November 24, 2058 is due and payable in full, subject to receipt of accrued interest and principal outstanding from Triple B, unless the parties agree otherwise in writing.

Principal and interest outstanding at March 31 are:

	2016	2015
Loan, First Phase	\$ 75,000	\$ 75,000
Loan, First Phase Accrued Interest	17,516	14,801
Loan, Second Phase Accrued Interest	15,848	11,921
	108,364	101,722
Loan, Second Phase	83,000	85,000
	\$ 191,364	\$ 186,722

Principal repayments on long term debt payable over the next five years are as follows:

	Province of Manitoba	Term Loans	Total
2017	\$ 4,863	\$ 1,152	\$ 6,015
2018	5,120	1,217	6,337
2019	5,391	1,282	6,673
2020	5,676	1,355	7,031
2021	5,976	1,429	7,405
Thereafter	338,173	18,848	357,021
	\$ 365,199	\$ 25,283	\$ 390,482

10. OTHER LONG TERM LIABILITIES

Amounts included in other long term liabilities are as follows:

	2016	2015
Refundable Deposit	\$	\$ 346
Fair Value of Financial Derivatives	6,179	6,287
	\$ 6,179	\$ 6,633

DERIVATIVE FINANCIAL LIABILITIES

The University has entered into separate interest rate swap agreements for three term loans. Each loan has a stamping fee and a floating interest rate based on Bankers' Acceptance rates. The floating interest rate has been swapped to a fixed rate as follows:

The interest rate swap agreement for the loan for the construction of the Arthur V. Mauro Student Residence has a fixed interest rate of 5.62% that is committed until September 1, 2028. The notional principal underlying this swap agreement was \$11,548 as at March 31, 2016 (2015, \$12,151).

The interest rate swap agreement for the loan for the development of the multi-tenant facility at 150 Innovation Drive has a fixed interest rate of 4.07% that is committed until February 13, 2032. The notional principal underlying this swap agreement as at March 31, 2016 was \$6,056 (2015, \$6,322).

The interest rate swap agreement for the loan for the addition to the multi-tenant facility at 900 – One Research Road has a fixed interest rate of 4.4% that is committed until August 5, 2035. The notional principal underlying this swap agreement was \$7,679 as at March 31, 2016 (2015, \$7,904).

Under the terms of the agreements, the respective monthly interest and principal repayments are required similar to a conventional amortizing loan over a 25 year period.

11. EMPLOYEE FUTURE BENEFITS

The University of Manitoba provides certain health, dental and group life benefits for its retired employees who have met the eligibility criteria and long term disability benefits for current employees. Post retirement pension benefits are also provided for specifically entitled retirees.

Health, dental and group life benefits are provided to employees who retired prior to July 1, 2004 on a non-contributory basis. The group life benefits are indexed post retirement. For eligible employees retiring on or after July 1, 2004, no group life benefit is available, and retired employees share in the cost of the health and dental benefits.

The long term disability income benefit is provided on a contributory basis.

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Post retirement pension benefits are provided to specifically entitled employees who retired prior to 1993. The adjustments for a year are determined as the lesser of the amounts that can be provided by a weighted average percentage salary increase at the University, or the excess interest approach provided under the University of Manitoba Pension Plan (1993). One hundred percent of the adjustments are paid by the University.

The University measures the fair value of assets and the accrued benefit obligations for the non-pension and post retirement pension adjustments as of March 31. A firm of consulting actuaries prepared an actuarial valuation for the post-retirement adjustments plan as at March 31, 2016. They also prepared extrapolations to March 31, 2016 of the 2015 actuarial valuations for the non-pension benefit plans. The actuarial gains and losses are amortized over nine years commencing in the year following the year the respective annual actuarial gains or losses arise.

The Accrued Benefit Obligations for the non-pension benefit plans and the post retirement adjustments are reported in the University's Statement of Financial Position under Long Term Liabilities.

Information about the University's non-pension benefit plans and post-retirement adjustments as at March 31 is as follows:

	Non-Pension Benefit Plans		Post-Retirement Adjustments		Total	Total
	2016	2015	2016	2015	2016	2015
Accrued Benefit Obligations	\$ 68,975	\$ 67,962	\$ 2,325	\$ 2,615	\$ 71,300	\$ 70,577
Unamortized Actuarial Gains	5,130	5,770	96	172	5,226	5,942
Employee Future Benefits Liability	\$ 74,105	\$ 73,732	\$ 2,421	\$ 2,787	\$ 76,526	\$ 76,519
Benefit Cost	\$ 4,662	\$ 4,866	\$ 65	\$ 86	\$ 4,727	\$ 4,952
Plan Assets	48,739	47,405	863	1,084	49,602	48,489
Employer Contribution	5,623	6,486			5,623	6,486
Employees' Contributions	3,616	4,425			3,616	4,425
Benefits Paid	7,549	7,077	420	460	7,969	7,537
Plan assets consist of:						
	Non-Pension Benefit Plans		Post-Retirement Adjustments			
	2016	2015	2016	2015		
Money Market Funds and Cash	7%	6%	7%	6%		
Equities	50%	53%	50%	53%		
Fixed Income	21%	19%	21%	19%		
Pooled Real Estate	10%	10%	10%	10%		
Mortgage Fund	12%	12%	12%	12%		
Total	100%	100%	100%	100%		
	Non-Pension Benefit Plans		Post-Retirement Adjustments			
	2016	2015	2016	2015		
Accrued benefit obligation at March 31:						
Discount rate	5.6%	6.0%	5.6%	6.0%		
Benefit Cost for year ended March 31:						
Discount rate	6.0%	6.0%	6.0%	6.0%		
Expected rate of return on assets	6.0%	6.0%	6.0%	6.0%		
Health Care Cost Trend Rates at March 31:						
Initial rate	7.5%	8.0%				
Ultimate rate	5.0%	6.0%				
Year ultimate rate reached	2027	2024				
Dental Care Cost Trend Rates at March 31:	5.0% to	4.0%				
	2018, 4.5% thereafter					

12. INTER-FUND ADVANCES AND LOANS

As at March 31, 2016, the General Funds owed the Restricted Funds \$18,887 (2015, \$2,611).

13. CONTRIBUTED CAPITAL ASSETS

Contributions recognized in the Capital Asset Fund include contributed building, capital equipment, library books and artwork of \$925 (2015, \$2,170).

14. PENSION PLANS

The University is the sponsor of three pension plans, The University of Manitoba Pension Plan (1970), The University of Manitoba GFT Pension Plan (1986), and The University of Manitoba Pension Plan (1993).

The University has separate Pension Committees to act as Plan Administrator for each of the 1993 and 1986 Plans. The University is the Plan Administrator for the 1970 Plan.

Each of the 1993 Pension Committee and 1986 Pension Committee has the following responsibilities for their respective plans:

- monitor the operation of the plan;
- take responsibility for the plan's administration;
- ensure that the plan is in compliance with all applicable legislation; and
- act in an advisory capacity to the University Board of Governors, making recommendations as required.

All three pension plans issue their own financial statements, none of which form part of the University's financial statements. The University's pension liability for the 1993 Plan is the net of pension obligations less plan assets and adjusted for any unamortized actuarial gains or losses. For the 1986 Plan, the University has no pension liability as pension obligations equal plan assets. The University has no pension liability for the 1970 Plan.

1993 PLAN

The University of Manitoba Pension Plan (1993) is a money purchase plan with a defined benefit minimum. The following is a summary of the Plan:

Staff members of the University of Manitoba, other than those eligible for membership in The University of Manitoba GFT Pension Plan (1986), are eligible for membership in The University of Manitoba Pension Plan (1993). The Plan members contributed at the rate of 9.0% of salary less an adjustment for the Canada Pension Plan during the year. The University matches these contributions. If an actuarial valuation reveals a deficiency in the fund, *The Pension Benefits Act* of the Province of Manitoba requires that the University make additional contributions to fund the deficiency.

The Plan provides for full and immediate vesting on termination of employment, subject to the provisions of *The Pension Benefits Act* of the Province of Manitoba.

At retirement, the Plan provides that the Member's Contribution Account and University Contribution Account are applied to establish retirement income known as a plan annuity. This annuity is determined using a pension factor established by the Actuary and is paid from the Plan. The Plan provides that if the defined benefit pension based on a formula involving the member's years of service and highest average earnings exceeds the plan annuity, the difference (known as a supplementary pension) is paid from the Plan.

The Plan provides for retirement benefits paid from the Plan to be increased using an excess interest approach, provided such increase can be afforded by the Plan as confirmed by the Actuary.

At the December 31, 2015 valuation of the Plan, there were 5,192 active member accounts with an average salary weighted age of 51.8 for academic staff and 47 for support staff, and 1,241 annuitants and other recipients.

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The actuarial method used to value the liabilities is the projected unit credit method, prorated on services. An actuarial valuation for accounting purposes was prepared by a firm of consulting actuaries as at December 31, 2013 and extrapolated to December 31, 2015.

The University uses a December 31 measurement date for reporting plan assets and obligations.

	2015	2014
Accrued Benefit Obligations		
Actuarial present value of accrued pension benefits, at the beginning of year	\$ 1,110,225	\$ 1,077,300
Interest accrued on defined benefits	23,006	23,827
Interest accrued on member accounts	28,988	56,227
Benefits accrued	54,393	53,212
Benefits paid	(99,343)	(89,337)
Plan amendment		1,521
Actuarial gains	3,650	(1,404)
Change in actuarial assumptions	52,749	(11,121)
Actuarial present value of accrued pension benefits, at end of year	\$ 1,173,668	\$ 1,110,225
Plan Assets		
Fair value, at beginning of year	\$ 1,091,432	\$ 1,031,244
Actual return on plan assets	47,200	91,154
Employer contributions calendar year	34,280	33,303
Employee contributions	25,595	24,747
Transfer from other plans	284	321
Benefits paid	(99,343)	(89,337)
Fair value, at end of year	\$ 1,099,448	\$ 1,091,432
Reconciliation of Pension Liability		
Accrued benefit obligation	\$ 1,173,668	\$ 1,110,225
Plan assets	(1,099,448)	(1,091,432)
Plan deficit	74,220	18,793
Contributions during fiscal year in excess of calendar year	(8,380)	(7,327)
Adjusted plan deficit	65,840	11,466
Unamortized net actuarial gains (losses)	(45,268)	19,621
Pension liability	\$ 20,572	\$ 31,087
Net Benefit Plan Expense		
Current service cost, net of employee contributions	\$ 28,514	\$ 28,144
Interest costs at discount rate	62,794	64,722
Expected return on plan assets	(64,310)	(66,025)
Amortization of net actuarial losses	(2,180)	(1,374)
Prior period cost		1,521
Net benefit plan expense	\$ 24,818	\$ 26,988
Reconciliation of Unamortized Gains/(Losses)		
Expected average remaining service life	9.00	9.00
Net unamortized gain (loss), beginning of year	\$ 19,621	\$ (1,327)
New net gain (loss) for current year	(62,709)	22,322
Amortization for current year	(2,180)	147
Immediate recognition to offset prior period cost		(1,521)
Net unamortized gain (loss), end of year	\$ (45,268)	\$ 19,621

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Plan Assets measured at fair value consist of:

Cash and Other	\$ 29,262	\$ 27,272
Bonds and debentures	248,350	352,563
Canadian equities	300,379	398,837
Mortgages	134,234	61,758
Real estate	68,205	
Foreign equities	319,018	251,002
	\$ 1,099,448	\$ 1,091,432

Significant Long-term Actuarial Assumptions

Discount rate	5.60%	6.00%
Expected rate of return on assets	5.60%	6.50%
Rate of general salary increase	2.0% to 2018, 3% thereafter	2.0% to 2018, 3% thereafter
Interest assumption for converting member accumulations to annuities	3.75%	4.25%
Mortality	Canadian Pensioners' Mortality 2014 Public Sector Table, adjusted for plan experience.	Canadian Pensioners' Mortality 2014 Public Sector Table, adjusted for plan experience.
Mortality improvements	Projected generationally from 2014 with CPM Improvement Scale B.	Projected generationally from 2014 with CPM Improvement Scale B.

Pension Fund Assets are valued at market values. The expected rate of return on plan assets net of expenses is 5.6% (2014, 6.5%). The actual return on pension fund assets was 4.4% (2014, 8.97%).

In 2009, the Manitoba Pension Commission advised that the University was required to begin to make additional payments with respect to current service costs in excess of matching contributions of active members and the University. The additional annual current service cost payments required are based on a percentage (changes annually) of employee contributions. This total payment for fiscal 2016 was \$3.6 million (2015, \$2.6 million).

The unamortized net actuarial gains/(losses) shown above, which were determined on the basis of the 2013 actuarial valuation and the 2015 extrapolation for accounting purposes, are being amortized over a period of nine years (expected average remaining service life) starting in the year following the year the respective annual actuarial gains or losses arise. However, cash funding for the pension plan is based on the going concern funding valuation as described below.

The going concern deficit that results from these and other sources of loss, as they apply to the valuation for funding purposes filed with the pension regulators, is being funded under *The Pension Benefits Act* over the maximum of 15 years. The payments are \$5.1 million annually until the going concern deficit is eliminated, based on the December 2013 funding valuation. This total payment for fiscal 2016 was \$5.1 million (2015, \$3.3 million).

In 2009, as permitted under the University Pension Plans Exemption Regulation, the University filed an election for an exemption to the solvency deficiency funding requirements under *The Pension Benefits Act* for the 1993 Plan. However, the Plan will continue to be subject to the going concern funding provisions of *The Pension Benefits Act* and the funding deficit payments are being paid by the University over the maximum of 15 years as indicated above.

1986 PLAN

For the 1986 Plan, which is a money purchase plan for active members, the University recorded contributions of \$2,114 (2015, \$2,018) and this is included in the Statement of Operations and Changes in Fund Balances as an expense.

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1970 PLAN

There were no university employees earning pension entitlements in 2016 in the 1970 Plan. As a result, the University made no contributions to the Plan during the year.

15. NET INVESTMENT INCOME

	General Funds	Restricted Funds	Total 2016	Total 2015
Non Portfolio Interest Income	\$ 2,144	\$ 10,096	\$ 12,240	\$ 10,457
Portfolio Investments:				
Interest	2,204	1,887	4,091	5,360
Dividends		11,925	11,925	11,973
Net gains on sale of investments		29,781	29,781	28,361
	2,204	43,593	45,797	45,694
Total	\$ 4,348	\$ 53,689	\$ 58,037	\$ 56,151

16. INTEREST IN RELATED ENTITIES

THE UNIVERSITY OF MANITOBA FOUNDATION U.S.A. INC.

The University has an economic interest in the University of Manitoba Foundation U.S.A. Inc. (the Foundation) which is an Illinois Not-For-Profit Corporation incorporated in December 1989. The Foundation's purpose is exclusively charitable, literary, scientific and educational and its activities include the promotion, encouragement, aid and advancement of higher education, research and training in the Province of Manitoba, in Canada and elsewhere. The Foundation is exempt from U.S.A. Federal Income Tax under Subsection 501(c)(3) of the Internal Revenue Code.

The Board of Directors of the Foundation is an independent board whose members direct and guide the Foundation's actions. Members of the Board include, among others, certain senior staff of the University of Manitoba. The University of Manitoba, however, is one of many entities eligible to receive aid from the Foundation. The University must make application to the Foundation's Board of Directors to request funds, which may or may not be granted. The University's economic interest therefore is beneficial, as gifts and donations which are solicited by the Foundation may be transferred to the University of Manitoba from time to time.

TRIUMF

The University has an 8.33% (2015, 9.09%) interest in TRIUMF, a joint venture which operates a national laboratory for particle and nuclear physics. The University uses the modified equity method of accounting to record its interest in TRIUMF.

Available financial information in respect of TRIUMF is disclosed below:

	March 31, 2015	U of M's Proportionate Share	March 31, 2014	U of M's Proportionate Share
Statement of Financial Position:				
Assets	\$ 26,369	\$ 2,197	\$ 25,501	\$ 2,318
Liabilities	6,257	522	7,868	715
Net Assets	\$ 20,112	\$ 1,675	\$ 17,633	\$ 1,603

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Statement of Operations:

Revenue	\$ 69,133	\$ 5,758	\$ 81,032	\$ 7,366
Expenses	66,654	5,552	82,195	7,472
Surplus (deficit) for the year	\$ 2,479	\$ 206	\$ (1,163)	\$ (106)

Statement Cash Flows:

Cash Provided by (used in):

Operating Activities	\$ 3,780	\$ 315	\$ (2,988)	\$ (272)
Investing Activities	2,783	232	(132)	(12)
Decrease in Cash	\$ 6,563	\$ 547	\$ (3,120)	\$ (284)

TRIUMF's financial statements have been prepared in accordance with section 11B of the TRIUMF joint venture agreement. TRIUMF has adopted Canadian Public Sector Accounting Standards (PSAS), including accounting standards that apply to government not-for-profit organizations, except that all property, plant and equipment purchased or constructed for use at TRIUMF and related decommissioning costs (if any) are expensed in the period in which the costs are incurred. The financial statements for the year ended March 31, 2016 are not available.

TRIUMF follows the restricted fund method of accounting for contributions.

17. OTHER RELATED PARTY TRANSACTIONS

The University has significant influence in Triple B Stadium Inc. (Triple B). Triple B is a not-for-profit corporation established to develop, own and operate a stadium as a venue for professional and university football and community athletics. The members of Triple B are the City of Winnipeg, the University of Manitoba and the Winnipeg Football Club. Activities of Triple B are managed by the directors comprised of the University, City of Winnipeg, Province of Manitoba and the Winnipeg Football Club. The University has an economic interest in Triple B related to the use of the stadium for university football games and events at nil charge.

As at March 31, 2016 and for year then ended, the related party transactions pertaining to Investors Group Field, with Triple B and the Province of Manitoba are as follows:

	2016	2015
Current Loan Receivable	\$	\$ 1,436
Loans Receivable, including accrued interest	\$ 191,364	\$ 186,722
Loan Payable, including accrued interest	\$ 191,364	\$ 186,722
Loan Guarantee from the Province of Manitoba	\$	\$ 1,436
Revenue and Expenses:		
Investment Income	\$ 8,661	\$ 8,286
Interest Expense	\$ 8,619	\$ 8,275

The investment income from Triple B and related interest expense of \$8,619 (2015 – \$8,275) has been included in the statement of operations however these amounts have not been included in statement of cash flow supplementary information as the interest was neither received nor paid during the year. Any related payments received for the loan receivable and payments made on the related debt were applied against the outstanding principal.

The University controls Partners for Health and Development in Africa (PHDA), a non-profit, non-governmental organization registered in Kenya. PHDA has a March 31 year end. Its main purpose is to promote health and economic development in Kenya and Africa, including promotion of health and economic services in HIV/AIDS and population and reproductive health. PHDA uses a modified cash basis of accounting.

The University funds the operations of PHDA by the transfer of research grants. PHDA is not permitted under local government restrictions to transfer any assets back to the University. Available financial information in respect of PHDA is disclosed below. The financial statements for the year ended March 31, 2016 are not available. PHDA operates in Kenyan Schillings and the amounts below have been converted to Canadian dollars.

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March 31, 2015

Statement of Financial Position:

Assets	\$	756
Liabilities		583
Net Assets	\$	173

Statement of Operations:

Revenue	\$	4,475
Expenses		4,301
Surplus (deficit) for the year	\$	174

Statement Cash Flows:

Cash Provided by (used in):		
Operating Activities	\$	251
Investing Activities		(67)
Decrease in Cash	\$	184

Total Transfers to PHDA were \$5,795 (2015, \$1,370).

18. CONTRACTUAL OBLIGATIONS AND CONTINGENCIES

The University of Manitoba is a member of the Canadian Universities Reciprocal Insurance Exchange (CURIE). CURIE pools the property damage and public liability insurance risks of its members. All members pay annual deposit premiums, which are actuarially determined and are subject to further assessment in the event members' premiums and reserves are insufficient to cover losses and expenses. No additional assessment was necessary for the current year.

Contractual obligations relating to Construction in Progress amount to \$30,197 (2015, \$23,094). The contractual obligations relating to service contracts is \$24,899 (2015, \$16,383).

The University of Manitoba is named as a defendant in litigations where action has commenced or is anticipated. While the ultimate outcome of these proceedings cannot be predicted at this time, management and its legal counsel are of the opinion that the outcome will not have a material effect on the financial position of the University. No provision has been made in the financial statements in respect of these claims as of March 31, 2016.

The members of the TRIUMF joint venture and the Canadian Nuclear Safety Commission (CNSC) approved a decommissioning plan which requires all members to be severally responsible for their share of the decommissioning costs, which were estimated at \$44.2 million as of November 2011, as well as provide financial covenants to the CNSC for the amount of these costs. While there are no current intentions to decommission the facilities, and the facilities are estimated to have an indefinite useful life, the University's share of the unfunded decommissioning costs, as at March 31, 2015 is estimated at \$2.8 million (2014, \$3.1 million). The March 31, 2016 figures are not available. TRIUMF has put in place a plan for funding the cost of decommissioning which does not require any payments from the joint venture partners.

19. FAIR VALUE DISCLOSURES

The fair value of a financial instrument is the amount at which the instrument could be exchanged in a current transaction between willing parties, dealing at arm's length and motivated by normal business considerations. Financial instruments are classified using a fair value hierarchy that reflects the significance of inputs to valuation techniques used to measure fair value. The fair value hierarchy used has the following levels:

Level 1 – Inputs that reflect unadjusted publicly quoted prices in active markets for identical assets or liabilities that the University has the ability to access at the measurement date.

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Level 2 – Inputs other than publicly quoted prices that are either directly or indirectly observable for the asset or liability.

Level 3 – Inputs that are unobservable. There is little if any market activity. Inputs into the determination of fair value require significant management judgment or estimation.

The following fair value hierarchy table presents information about the University's financial instruments measured at fair value at March 31:

Financial Assets at fair value as at March 31, 2016

	Level 1	Level 2	Level 3	Total
Investments 2016				
Bankers Acceptances, Guaranteed				
Investment Certificates and Cash	\$	\$ 12,162	\$	\$ 12,162
Canadian Equities	186,564			186,564
US Equities	160,494			160,494
Pooled Bond Fund		11,464		11,464
Pooled Canadian Equities Fund		15,808		15,808
Pooled US Equities Fund		5,684		5,684
Pooled International Equities Fund		92,590		92,590
Pooled Real Estate Fund		92,562		92,562
Pooled Mortgage Fund		6,764		6,764
Bonds and Other Fixed Income Securities		57,025		57,025
Total	\$ 347,058	\$ 294,059		\$ 641,117
Investments 2015				
Bankers Acceptances, Guaranteed				
Investment Certificates and Cash	\$	\$ 11,301	\$	\$ 11,301
Canadian Equities	171,315			171,315
US Equities	159,902			159,902
Pooled Bond Fund		10,094		10,094
Pooled Canadian Equities Fund		15,161		15,161
Pooled US Equities Fund		6,515		6,515
Pooled International Equities Fund		100,862		100,862
Pooled Real Estate Fund		85,745		85,745
Pooled Mortgage Fund		6,562		6,562
Bonds and Other Fixed Income Securities		63,786		63,786
Total	\$ 331,217	\$ 300,026	\$	\$ 631,243

Financial Liabilities at fair value as at March 31, 2016

	Level 1	Level 2	Level 3	Total
Financial Derivatives 2016	\$	\$	\$ 6,179	\$ 6,179
Financial Derivatives 2015	\$	\$	\$ 6,287	\$ 6,287
			2016	2015
Fair value of Financial Derivatives Beginning of Year			\$ 6,287	\$ 4,227
Unrealized (gain) loss reported in the Statement of Remeasurement Gains and Losses			(108)	2,060
Fair Value of Financial Derivatives End of Year			\$ 6,179	\$ 6,287

As of March 31, 2016 and March 31, 2015 there were no transfers of investments between levels 1, 2 or 3.

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20. EXPENSE BY FUNCTION

	General Funds	Restricted Funds	2016 Total Funds	2015 Total Funds
Expense				
Academic	\$ 342,990	\$ 124,558	\$ 467,548	\$ 448,041
Amortization		54,931	54,931	54,075
Student Assistance	14,000	41,619	55,619	51,346
Plant Maintenance	46,027	12	46,039	47,418
Administration and General	27,882	10,505	38,387	41,776
Ancillary Services	27,725		27,725	28,007
Computing and Communications	26,803		26,803	25,609
Other Academic and Research Support	15,413	4,251	19,664	20,366
Student Services	20,328	1	20,329	19,818
Interest		19,062	19,062	18,682
Libraries	18,272	2,930	21,202	17,167
External Relations	12,170		12,170	11,607
Actuarially Determined Employee Future Benefits	7		7	6,517
Change in Pension Liability	(10,515)		(10,515)	(2,794)
Staff Benefits Contra	(7,182)		(7,182)	(8,054)
Total	\$ 533,920	\$ 257,869	\$ 791,789	\$ 779,581

21. STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES – GENERAL FUNDS

	General Operating Fund	Specific Provisions Fund	Expenses Funded From Future Revenues	2016 Total General Funds	2015 Total General Funds
Revenue					
Tuition and Related Fees	\$ 159,987	\$	\$	\$ 159,987	\$ 148,768
Donations	1,734			1,734	1,728
Non-Government Grants	5,344			5,344	3,212
Net Investment Income (Note 15)	4,348			4,348	4,400
Miscellaneous Income	7,147			7,147	6,618
Government Grants:					
Education and Advanced Learning	347,105			347,105	337,276
Other Province of Manitoba	22,493			22,493	20,512
Government of Canada	10,850			10,850	10,745
City of Winnipeg	51			51	51
Sales of Goods and Services	32,233			32,233	32,031
Ancillary Services	38,246			38,246	36,985
	629,538			629,538	602,326
Expenses					
Salaries	356,627			356,627	342,967
Staff Benefits and Pay Levy	59,766			59,766	68,961
Materials, Supplies and Services	49,109			49,109	53,585
Student Assistance	14,000			14,000	12,954
Professional Consulting and Externally					
Contracted Services	16,010			16,010	15,009
Travel and Conferences	11,314			11,314	12,261
Utilities, Municipal Taxes and Insurance	19,442			19,442	20,253
Maintenance and Repairs	7,652			7,652	7,978
	533,920			533,920	533,968
Net Increase (Decrease) from					
Operating Activities	95,618			95,618	68,358
Inter-Fund Transfers (Note 23)	(95,534)	(1,306)	10,339	(86,501)	(43,860)
Net Increase (Decrease) to Fund					
Balances from Operating Activities	84	(1,306)	10,339	9,117	24,498
Fund Balances from Operating Activities					
Beginning of the Year	2,282	98,974	(75,684)	25,572	1,074
Fund Balances from Operating Activities					
End of the Year	2,366	97,668	(65,345)	34,689	25,572
Accumulated Remeasurements Gains					
(Losses) End of Year	(139)			(139)	957
Fund Balances End of the Year	\$ 2,227	\$ 97,668	\$ (65,345)	\$ 34,550	\$ 26,529
Unrestricted Funds	\$ 2,227	\$	\$ (65,345)	\$ (63,118)	\$ (72,445)
Internally Restricted Funds (Note 24)		97,668		97,668	98,974
	\$ 2,227	\$ 97,668	\$ (65,345)	\$ 34,550	\$ 26,529

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22. STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES – RESTRICTED FUNDS

	Capital Asset Fund	Research and Special Fund	Staff Benefits Fund	Trust Fund	2016 Total Restricted Funds	2015 Total Restricted Funds
Revenue						
Donations	\$ 5,256	\$ 1,630	\$	\$ 4,739	\$ 11,625	\$ 11,556
Non-Government Grants	12	78,301			78,313	56,098
Net Investment Income (Note 15)	9,100	222	405	43,962	53,689	51,751
Miscellaneous Income	3,066	74	3,902		7,042	8,780
Government Grants:						
Education and Advanced Learning	7,015				7,015	7,136
Other Province of Manitoba	11,681	39,614			51,295	48,043
Government of Canada	4,592	66,379			70,971	68,517
Sales of Goods and Services		1,011			1,011	1,002
	40,722	187,231	4,307	48,701	280,961	252,883
Expenses						
Salaries		40,471			40,471	38,938
Staff Benefits and Pay Levy		7,088			7,088	7,558
Materials, Supplies and Services		52,448	3,913	420	56,781	52,275
Amortization of Capital Assets	54,931				54,931	54,075
Student Assistance		23,084		18,535	41,619	38,392
Professional Consulting and Externally						
Contracted Services		22,948	103	3,264	26,315	23,306
Travel and Conferences		11,135			11,135	11,772
Utilities, Municipal Taxes and Insurance		24			24	36
Interest	19,062				19,062	18,682
Maintenance and Repairs		443			443	579
	73,993	157,641	4,016	22,219	257,869	245,613
Net Increase (Decrease) from						
Operating Activities	(33,271)	29,590	291	26,482	23,092	7,270
Inter-Fund Transfers (Note 23)	91,771	(7,101)	1,807	(2,280)	84,197	42,052
Net Increase (Decrease) to Fund						
Balances from Operating Activities	58,500	22,489	2,098	24,202	107,289	49,322
Fund Balances from Operating Activities						
Beginning of the Year	940,748	100,897	1,113	178,553	1,221,311	1,171,989
Fund Balances from Operating Activities						
End of the Year	999,248	123,386	3,211	202,755	1,328,600	1,221,311
Accumulated Remeasurements Gains						
(Losses) End of Year	(669)	(202)	3,928	(17,478)	(14,421)	18,069
Fund Balances End of the Year	\$ 998,579	\$ 123,184	\$ 7,139	\$ 185,277	\$ 1,314,179	\$ 1,239,380
Internally Restricted Funds (Note 24)	\$	\$ 7,832	\$ 2,569	\$ 58,503	\$ 68,904	\$ 65,396
Externally Restricted Funds (Note 25)		115,352	4,570	126,774	246,696	234,013
Invested in Capital Assets (Note 25)	998,579				998,579	939,971
	\$ 998,579	\$ 123,184	\$ 7,139	\$ 185,277	\$ 1,314,179	\$ 1,239,380

23. INTER-FUND TRANSFERS

Inter-Fund Transfers for the years ended March 31 are as follows:

	General Operating	Specific Provisions	Expenses Funded From Future Revenues	Total General Funds	Total Restricted Funds	Endowment Fund
Funding of Capital Asset Additions:						
Current Year Acquisitions	\$ (20,686)	\$	\$	\$ (20,686)	\$ 20,686	\$
Other Funded Projects	(33,955)			(33,955)	33,955	
Faculty and Unit Funded Projects	(9,955)	(7,657)		(17,612)	17,612	
Total Funding of Capital Asset Additions	(64,596)	(7,657)		(72,253)	72,253	
Debt Funding:						
Ancillary Services	(4,965)			(4,965)	4,965	
Faculties	(1,542)			(1,542)	1,542	
Unit Capital Development Assessment	(5,134)			(5,134)	5,134	
Student Contributions for Technology	(3,346)			(3,346)	3,346	
Other	(1,300)			(1,300)	1,300	
Total Debt Funding	(16,287)			(16,287)	16,287	
Scholarships, Bursaries & Prizes:						
Faculty and Unit Funded	(2,193)			(2,193)	2,193	
Centrally Funded	(7,565)			(7,565)	7,554	11
Total Scholarships, Bursaries & Prizes	(9,758)			(9,758)	9,747	11
Transfers to Provisions for Specific Projects:						
Faculty and Unit Funded	(7,187)	8,384		1,197	(1,197)	
Centrally Funded	(7,338)	7,338				
Total Transfers to Provisions for Specific Projects	(14,525)	15,722		1,197	(1,197)	
Benefit Premiums Net of Employer						
Contributions for Staff Benefits	(2,048)			(2,048)	2,048	
Student Contribution to University						
Development Fund	(1,066)			(1,066)	198	868
Overhead Recoveries	6,010			6,010	(6,010)	
Funding of General Operating Expenses	31,215	(19,439)		11,776	(11,776)	
Net Change in Unit Carryover	(10,068)	10,068				
Funding of Research Projects	(4,315)			(4,315)	4,315	
Employee Future Benefits	7		234	241	(241)	
Pension Liability	(10,515)		10,515			
Vacation and Sick Leave Liability	410		(410)			
Other Net Transfers	2			2	(1,427)	1,425
March 31, 2016	\$ (95,534)	\$ (1,306)	\$ 10,339	\$ (86,501)	\$ 84,197	\$ 2,304
March 31, 2015	\$ (68,349)	\$ 21,937	\$ 2,552	\$ (43,860)	\$ 42,052	\$ 1,808

FINANCIAL STATEMENTS

24. INTERNALLY RESTRICTED FUND BALANCES

Internally restricted fund balances represent amounts set aside by the University for specific purposes. Within the Specific Provision Fund is \$65.5M (2015, \$63.7M) that is set aside at the request of faculties and units while \$32.2M (2015, \$35.3M) has been set aside at the discretion of senior administration. Included in the \$65.5M is faculty and unit carryover of \$50.1M (2015, \$40M). Although the entire provision balance of \$97.7M is deemed internally restricted, senior administration is not able to repurpose the \$65.5M as it is bound by certain restrictions including collective agreements.

	2016	2015
General Funds		
Specific Provisions	\$ 97,668	\$ 98,974
Restricted Funds		
Research and Special	7,832	8,438
Staff Benefits	2,569	2,284
Trust	58,503	54,674
	68,904	65,396
Total Internally Restricted Fund Balances	\$ 166,572	\$ 164,370

25. EXTERNALLY RESTRICTED FUND BALANCES

Externally restricted fund balances represent unexpended fund balances to be used in future years. External parties have imposed specific restrictions on how the funds can be used and the terms cannot be altered without explicit permission from these funders. Endowed fund balances represent donations received that must be held in perpetuity. The endowed contributions generate an investment return which is made available for spending in the Trust Fund. Invested in capital assets represents capital assets and the net assets held for capital purchases or debt repayment.

	2016	2015
Endowed	\$ 398,732	\$ 395,666
Invested in Capital Assets	998,579	939,971
Restricted Funds		
Research and Special	115,352	93,630
Staff Benefits	4,570	3,469
Trust	126,774	136,914
	246,696	234,013
Total Externally Restricted Fund Balances	\$ 1,644,007	\$ 1,569,650

26. COMPARATIVE FIGURES

Comparative figures for the year ended March 31, 2015 have been reclassified, where appropriate, to conform with the presentation adopted for the year ended March 31, 2016.



AGENDA ITEM: Policy and Procedures on Promotion of Senior Academic Administrators
Outside the Faculty Bargaining Unit

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the Policy and Procedures on Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

There is currently no formal process for the promotion of senior academic administrators outside of the bargaining unit. Historically, Deans and Associate Deans have been full professors. Recently, however, there have been Associate Deans and Deans that were at the Associate Professor rank and the University needs a clear and fair way for them to be promoted to full professors while they fulfil their administrative duties.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

This policy is consistent with the University's goal to develop a culture of leadership among our faculty.

IMPLICATIONS:

ALTERNATIVES:

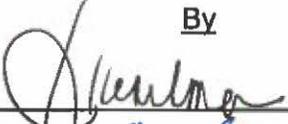
CONSULTATION:

Senior Administrators, 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"/>		<u>June 6, 2016</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<u>June 6, 2016</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	June 15, 2016
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Susan Carvell

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

Attachments

1. Draft of proposed policy and procedures: Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit.

UNIVERSITY OF MANITOBA POLICY

Policy:	PROMOTION OF SENIOR ACADEMIC ADMINISTRATORS OUTSIDE THE FACULTY BARGAINING UNIT
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, section 16(1)(b)</i>
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate:	Vice-Provost (Academic Affairs)
Contact:	Provost and Vice-President (Academic)
Application:	Senior Academic Administrators

Part I Reason for Policy

- 1.1 When an individual accepts a position as a Senior Academic Administrator, it is essential that their opportunities for advancement as faculty members from one rank to another are not compromised. Their leadership accomplishments in support of scholarship, teaching and professional service across the academic unit and the University must be considered fully in any assessment with respect to promotion from one academic rank to another.
- 1.2 This policy will define and establish the criteria and requirements for the promotion from one rank to another of Senior Academic Administrators who are excluded from the faculty bargaining unit.

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meanings for the purpose of the Policy and its Procedures:

- (a) **"Appeal Committee"** refers to an appeal committee consisting of a chair and 2 other members, appointed by the President, to review appeals of negative recommendations regarding promotion. No Appeal Committee shall be composed entirely of persons of one gender.
- (b) **"Applicant"** refers to a Senior Academic Administrator who wishes to apply for promotion:
 - (i) Within the instructor stream to the academic rank of Instructor II or Senior Instructor;
 - (ii) Within the professorial stream to the academic rank of associate professor or professor; or
 - (iii) Within the libraries stream to the academic librarian rank of associate librarian or librarian.
- (c) **"Chair"** refers to the non-voting chair of the Peer Review Committee.
- (d) **"Peer Review Committee"** refers to the Unit committee established to review and provide a written recommendation for a Senior Academic Administrator's application for promotion.
- (e) **"Policy"** refers to the Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit policy.
- (f) **"Procedure"** refers to the Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit procedure.
- (g) **"Senior Academic Administrator"** refers to an individual who holds an appointment as an "Academic Staff Excluded from Bargaining Units as Members of the Executive Group", a "Senior Administrative Academic Staff", or an "Administrative Academic Staff", as these groups are identified in the Employee Organizations and Employment Groups Procedures. These may include, but are not limited to, Vice-Presidents, Vice-Provosts, Associate Vice-Presidents, the University Librarian, Deans of Faculties or Colleges and Directors of Schools, Associate Deans, Associate Librarians and other academic administrators who also hold faculty appointments but are excluded from the faculty bargaining unit.
- (h) **"Unit"** refers to the faculty, school, college, or library, in which the Senior Academic Administrator holds their primary academic appointment.
- (i) **"University"** refers to the University of Manitoba.

Promotion

- 2.2 Promotions from one rank to another shall be based upon the contribution that the Applicant has made to his/her discipline and to his/her Unit at his/her current academic rank over a period of time, taking into account the criteria and weightings established by this Policy and the Applicant's home Unit. The duties specifically assigned to the Applicant as a Senior Academic Administrator must be taken into account in the application of the criteria and weightings.
- 2.3 In making an assessment of advancement for the Applicant, the University acknowledges that the time and demands of a Senior Academic Administrator position can impact the contributions to teaching and research / scholarship / creative works.

Criteria for the Awarding of Promotion for Instructor and Professorial Ranks

- 2.4 To ensure that assessment is at a standard comparable to that applied to equivalent instructor and professorial rank positions within the faculty bargaining unit, the following criteria will be used to assess the Applicant along with the Unit level criteria specified:
- (a) **Teaching:** The Applicant must demonstrate teaching accomplishments and curriculum development of the quality, but not necessarily quantity, as described in the relevant Unit criteria document for promotion. Factors that may be considered for teaching include: course work and all related activities; supervision of the work of honours and graduate students; participation in seminars and colloquia; scholarship in teaching and learning; innovative methods in teaching and other contributions to the teaching activities of the University. The written opinions of students and/or fellow faculty members shall normally be sought.
 - (b) **Research, Scholarship, Creative Works:** The Applicant must demonstrate research / scholarly / creative works accomplishments of the quality, but not necessarily the quantity, as described in the relevant Unit criteria document for promotion. Factors that may be considered for research / scholarly / creative works accomplishments include: the publication of books, monographs, and contributions to edited books; papers in both refereed and non-refereed journals; papers delivered at professional meetings; participation in research partnerships with industry, community and others; unpublished research including current work in progress both supported and non-supported; editorial and refereeing duties; creative works and performances; and scholarship as evidenced by the candidate's depth and breadth of knowledge and general contributions to the research life of the University.
 - (c) **Institutional Leadership, Community Engagement and Partnership Development (internal and external):** The Applicant must provide

evidence of successful leadership and service within their Unit and, where appropriate, within the University. Factors that may be considered include: participation in University, faculty/college/school, departmental and staff committees; counselling students; service in professional organizations; general administrative duties; community service where the individual has made an essential non-remunerative contribution by virtue of special academic competence. Service includes internal and external activities related to the administrative, research and teaching function of the University.

Criteria for the Awarding of Promotion for Academic Librarian Ranks

- 2.5 Promotions from one rank to another shall be based upon the contribution that the Applicant has made to the library profession, to his/her discipline, or other relevant disciplines, and to his/her department/regional library, the University of Manitoba Libraries, and the University at his/her current rank over a period of time, taking into account the criteria in section 2.6 hereof and the Applicant's performance of assigned and other duties as a Senior Academic Administrator.
- 2.6 Academic attributes (not necessarily in order of importance) to be considered in determining the criteria to be used in assessing the suitability of an Applicant for promotion shall normally include but are not limited to:
- (a) **Professional Performance.** The primary criterion for promotion in rank for Applicants shall be the ability to perform at a high professional level in areas which contribute to the educational and research mission of the Library and the University, such as reference service, collection development, bibliographic organization and control. Factors that may be considered include: performance of professional responsibilities and all related activities, e.g. subject and bibliographic expertise, informal instruction in research methods and library use, managing the operations of a unit of the library; consistency of performance; ability to innovate; other contributions to the activities of the libraries through significant service on internal committees and task forces.
 - (b) **Research, Scholarly Work and Other Creative Activities.** The quality and originality of both published and unpublished work shall be evaluated. Factors that may be considered include: the publication of books, monographs, and contributions to edited books; papers in both refereed and non-refereed journals; papers delivered at professional meetings; participation in panels; both supported and non-supported unpublished research including current work in progress; editorial and refereeing duties; creative works and performances;

Timing

- 2.7 Normally promotion proceedings shall commence not later than September 15th and be completed by April 30th of the following year with the actual promotion taking effect on March 30 of the calendar year next following the calendar year in which the application is submitted. The University may consider applications for promotion at other times during the year when it deems appropriate.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.
- 3.2 The Provost and Vice-President (Academic) is responsible for the implementation, administration and review of this Policy.
- 3.3 Senior Academic Administrators are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

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

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Provost and Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit Procedure;
 - (b) Executive Group and Academic Administrative Appointments – Academic Staff Policy;
 - (c) [Term of Appointment and Tenure](#) Policy.

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	PROMOTION OF SENIOR ACADEMIC ADMINISTRATORS OUTSIDE THE FACULTY BARGAINING UNIT
Parent Policy:	Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Provost and Vice-President (Academic)
Authority:	Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit Policy
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate:	Vice-Provost (Academic Affairs)
Contact:	Provost and Vice-President (Academic)
Application:	Senior Academic Administrators

Part I Reason for Procedure

- 1.1 To set out procedures secondary to the Policy entitled “Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit”.

Part II Procedural Content

- 2.1 These procedures are to be read in conjunction with the Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit policy, and all capitalized terms used herein shall have the meaning given to them in that Policy.

Procedures for Applying for and Awarding Promotion

- 2.2 Procedures for applying for and awarding promotion from one academic rank to another are as follows:

- (a) An Applicant who wishes to be considered for promotion will make a written application to his or her supervisor, which will include the appropriate application form and supporting documentation (normally a teaching dossier, a research dossier, and a service/leadership dossier) demonstrating that the criteria for promotion have been met as outlined in the Policy and in any existing Unit-level criteria for promotion. The Applicant will also include with the request the names and brief biographies of five (5) external referees who can speak to the Applicant's accomplishments.
- (b) The supervisor or designate will be the non-voting Chair of the Peer Review Committee. The Peer Review Committee will normally be comprised of:
 - (i) three (3) faculty members from the Unit at or above the rank being applied to; and
 - (ii) two (2) members appointed by the Provost and Vice-President (Academic).

The Peer Review Committee must have at least one (1) member who is also a Senior Academic Administrator. Gender parity will be sought on all Peer Review Committees. Where gender parity is not feasible, there shall be at least one (1) member of each gender on the Peer Review Committee.

- (c) The Chair will choose three (3) names from the Applicant's list of referees and will ask them to assess the application in accordance with the criteria from the Unit and the Policy.
- (d) The Chair will send a notice to all members of the applicable Unit and others inviting confidential feedback with respect to the Applicant's scholarship, teaching and administrative service.
- (e) All documentation, including letters, will be provided to the Peer Review Committee and to the Applicant with identifying marks removed. The Peer Review Committee will review the application and make a written recommendation that is forwarded to the dean/director of the Unit, who will then forward the Peer Review Committee's recommendation along with his or her own independent recommendation for consideration by the Provost and Vice-President (Academic). Where the Applicant is the dean/director of the Unit, or an associate vice-president or vice-provost, the Peer Review Committee's recommendation will be forwarded by the Chair directly to the Provost and Vice-President (Academic).
- (f) Should the Peer Review Committee be unable to make a positive recommendation, prior to providing their report to the Provost and Vice-President (Academic), the Chair will meet with the Applicant to discuss the

concerns and will then provide the Applicant with an opportunity to meet with the Peer Review Committee to respond to their concerns. A reasonable time will be allowed to the Applicant to seek, solicit opinion and provide further documentation in order to prepare for such a meeting.

- (g) The Peer Review Committee will evaluate the application and supporting evidence and make its recommendation in writing, together with the specific reasons therefor related to the applied criteria, to the Provost and Vice-President (Academic), with a copy to the Applicant.
- (h) The Provost and Vice-President (Academic) shall transmit his/her own written recommendation, together with the specific reasons therefor related to the applied criteria, and those of the Peer Review Committee, to the President of the University, unless he/she believes that the Peer Review Committee has misapplied the criteria and weightings established pursuant to the Policy, in which case he/she may refer the matter back to the Peer Review Committee for clarification and/or review. The Provost and Vice-President (Academic) shall deliver a copy to the Applicant of his/her recommendation to the President.
- (i) The President will make the final recommendation on promotion and forward it to the Board of Governors. If the Applicant is not to be recommended for promotion, the President shall notify him/her in writing of this decision, together with the specific reasons, within thirty (30) working days of the decision and shall, at the same time, advise him/her of the right to appeal in accordance with the grounds set out in section 2.5 of this Procedure.

2.3 Applications for promotion can be withdrawn at any time without prejudice.

Appeals of Negative Recommendations Regarding Promotion

2.4 The Applicant may appeal a negative decision by delivering a written notice of appeal to the President within fifteen (15) working days of the receipt of such notice of his/her decision. The written notice of appeal shall specify the grounds for appeal and the evidence supporting it.

2.5 The Applicant may appeal only on the grounds of procedural defects which affected the intended recommendation to the Board of Governors. Procedural defects include, but are not limited to, misapplication of the criteria and weightings, bias, or denial of natural justice in the recommendation for promotion procedures.

2.6 The President shall refer the appeal to the Appeal Committee. The Appeal Committee shall meet within ten (10) working days of receiving the notice of appeal. The Appeal Committee may make whatever investigations it deems necessary in order to make a decision.

- 2.7 The Appeal Committee shall inform the Applicant and the Chair of the Peer Review Committee in writing of the substance, but not the source, of any evidence submitted to it during the course of its investigations. All such evidence shall be treated as confidential by all members of the Appeal Committee, by the Applicant and by the Chair of the Peer Review Committee. Proceedings of the Appeal Committee shall be confidential.
- 2.8 The Applicant and the Chair of the Peer Review Committee shall be given the opportunity to appear before the Appeal Committee after five (5) working days have elapsed from receipt of the documentation referred to in section 2.7 above in order to respond to the evidence before the committee and to answer any questions put by the Appeal Committee.
- 2.9 The decision of the Appeal Committee, together with a written statement of its reasons including dissenting or minority opinions, shall be delivered by the chairperson of the Appeal Committee to the Applicant and to the President within forty (40) working days of receiving the Applicant's notice of appeal. At the same time, the President shall also be given the written statement of appeal.
- 2.10 The Appeal Committee shall have the following two (2) options open to it, and its decision concerning these options shall be final. It may:
- (a) dismiss the appeal; or
 - (b) if it finds that any grounds in section 2.5 above are substantiated, remit the case to the President who shall, within fifteen (15) working days of the date of receipt of the Appeal Committee's decision, initiate repetition of the promotion recommendation process. In circumstances which it considers exceptional, the Appeal Committee shall have the power to direct, in general terms, the composition of the second Peer Review Committee. In cases where only technical or procedural matters are at issue, the President may recall of the original Peer Review Committee to reconsider its decision. Such action would require prior agreement from the Applicant. This second review process shall be completed within sixty (60) working days of the date of the receipt of the decision of the Appeal Committee by the President or within such additional time as is mutually agreed to by the appellant and the chairperson of the Appeal Committee. There shall be no right to appeal the decision arrived at as the result of repetition of the promotion procedures.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Procedure is required.

- 3.2 The Vice-Provost (Academic Affairs) is responsible for the implementation, administration and review of this Procedure.
- 3.3 Senior Academic Administrators are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is [Click here to enter a date](#).
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Provost and Vice-President (Academic) for Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
 - (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
 - (a) Promotion of Senior Administrators Outside the Faculty Bargaining Unit Policy.



AGENDA ITEM: Respectful Work and Learning Environment Policy, Sexual Assault Policy, and RWLE and Sexual Assault Procedure

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve:

- **The revision to the Respectful Work and Learning Environment Policy;**
- **The new Sexual Assault Policy; and**
- **The RWLE and Sexual Assault Procedure.**

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University recently undertook a review of the governing documents relating to harassment and discrimination, violent and threatening behaviour, and sexual assault. The revision of these governing documents was guided by the following concerns:

- A need to ensure compliance with The Human Rights Code (Manitoba) and The Workplace Safety and Health Regulation (Manitoba);
- A desire to more clearly outline and streamline the University's response to sexual assault on campus;
- A need for clarity with students and employees about behavioural expectations;
- A need to respond to a changing environment, including the growing use of social media; and
- A need for consistency in addressing student misconduct and concerning behaviour across the University.

In reviewing these policies, the working group considered the issues raised in the community consultation during the [Respect Campaign](#) through the Scrawl on the Wall. The working group also considered the legislation proposed under [Bill 3: The Post-Secondary Sexual Violence and Sexual Harassment Policies Act](#), presented for first reading by the provincial government in November 2015. We expect this legislation to be reintroduced by the new provincial government at some point in the future.

The RWLE policy incorporates the following revisions:

- The new policy aims to clarify for students, staff and faculty what their individual and collective rights and responsibilities are with respect to harassment, discrimination, and sexual assault.
- Office names and positions have been updated from the current policy (e.g. the Equity Office is now the Office of Human Rights and Conflict Management);
- Protected characteristics updated to reflect current legislation;
- Confidentiality and protection of identity have been modified to align with regulatory requirements under [The Workplace Safety and Health Regulation](#);
- Preliminary assessment of formal complaints will be completed by Human Rights and Conflict Management Officer (HRCMO)
- A Human Rights Advisory Committee will be established to hear appeals of Preliminary Assessment decisions and to make recommendations regarding policy change;
- The University will have the ability to appoint an internal investigator to conduct an investigation, if appropriate. This does not preclude the use of external investigators if circumstances warrant.
- The procedure outlines content to be included in an investigation report.

The new Sexual Assault policy:

- Provides guidance for responding to disclosure of sexual assault and stresses a supportive response;
- Recognizes that the individual who experiences sexual assault is the final decision-makers about own interests;
- Outlines who in the University will be consulted for purpose of support and advice;
- Enshrines responsibility of the University to maintain a website to support those affected by sexual assault, those who receive a disclosure and to educate the broader community;
- Provides academic/work accommodations and safety plans to individuals affected by sexual assault; and
- Provides for reports to be prepared by the HRCMO outlining the number and types of complaints received under the policy, the number and types of investigations conducted, de-identified information regarding disclosures that have been reported to the HRCMO and de-identified information regarding particularly important cases.

RESOURCE REQUIREMENTS:

None.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

This policy is consistent with the University's goal to increase student, staff and faculty satisfaction with the learning and work environment.

IMPLICATIONS:

As noted by President David Barnard at the April 6, 2016 meeting of Senate and at the April 12, 2016 meeting of the Board of Governors, sexual assault on university campuses and how universities deal with these assaults, continues to be a subject rightfully drawing a great deal of attention. The University currently investigates allegations of sexual assault under the RWLE policy, but many have felt that the University's policy on sexual assault should be outlined in a stand-alone policy. The proposed policies and related procedure separate sexual assault into a stand-alone policy that is distinct from the RWLE Policy, but will still use the same investigation and discipline procedures as outlined in the new RWLE and Sexual Assault procedure.

The policies will also ensure that the University of Manitoba continues to meet its responsibilities under the Human Rights Code and the Workplace Safety and Health Regulation. It affirms our commitments under the law and ensures that responsibility is clearly assigned across the University to meet our obligations under the law.

ALTERNATIVES:

The alternative would be no stand-alone Sexual Assault Policy and no revisions to the current RWLE policy and procedures. We would continue with current policies that are not consistent with legislation and do not address the concerns of the community on how the University deals with sexual assault.

CONSULTATION:

In total, 17 presentations on the behavioural policies were made between the months of October and December, including the presentation to Senate, presentations to each union (UMFA, AESES, UNIFOR, CUPE and CUPE Engineering), presentations to Provost's Council, to the Associate Deans (Undergraduate), to the Student Experience Committee, to staff members within Student Support, to the Sexual Assault Working Group (SAWG), to the UMSU senior sticks and to UMSU Council, to the University Discipline Committee, and to the broader community at both Fort Garry Campus and Bannatyne Campus. In addition, the policies were sent to all LASH committees and to the OSHA committee for review. Subsequent consultations with UMFA, UMSU and GSA occurred in January 2016 and February 2016. Approximately 25 emails with feedback were received, 10 of which came through the consultation website. The remaining emails were sent by individuals and by groups in response to the presentations and direct consultations.



Board of Governors Submission

Routing to the Board of Governors:

Reviewed	Recommended	By	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Naomi Andrew	June 7, 16
<input type="checkbox"/>	<input checked="" type="checkbox"/>	 	JUNE 8 /16
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	June 15, 2016
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Maria Versace, Legal Counsel 

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

Attachments

1. Respectful Work and Learning Environment Policy
2. Sexual Assault Policy
3. Respectful Work and Learning Environment; Sexual Assault Procedure

UNIVERSITY OF MANITOBA POLICY

Policy:	RESPECTFUL WORK AND LEARNING ENVIRONMENT
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	The University of Manitoba Act , s.4(t), s.16(1), s.18
Responsible Executive Officer:	President
Delegate:	Vice-President (Administration)
Contact:	General Counsel
Application:	Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment at the University, students, volunteers, external parties, contractors and suppliers

Part I Reason for Policy

- 1.1 The reason for this Policy is to:
- (a) Promote and support a respectful work and learning environment at the University; and
 - (b) Ensure compliance with relevant legislation, including [The Human Rights Code \(Manitoba\)](#), and [The Workplace Health and Safety Regulation \(Manitoba\)](#).

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Policy:

- (a) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (b) **"Breach"** means any conduct, behaviour, action or omission which is prohibited under this Policy or the Procedure, including but not limited to Discrimination, Harassment, and Reprisals.
- (c) **"College"** means a Professional College as defined under the [Definitions of Academic Units](#) policy.
- (d) **"Committee"** means the Human Rights Advisory Committee, established pursuant to section 2.13 of this Policy.
- (e) **"Complainant"** means the individual or individuals bringing forward a complaint of a Breach.
- (f) **"Designated Officer"** means the Vice-President (Administration), or designate.
- (g) **"Discrimination"** has the same meaning as defined in section 2.5 of the Procedure.
- (h) **"Faculty"** means a Faculty as defined under the [Definitions of Academic Units](#) policy.
- (i) **"Formal Complaint"** means a complaint to the Human Rights and Conflict Management Officer that is in writing and contains, at minimum, the following information:
 - (i) The name of the Complainant and contact information for the Complainant;
 - (ii) A description of the alleged Breach;
 - (iii) The approximate date of the alleged Breach, being within 1 year from the date of the most recent alleged incident unless, in the discretion of the Human Rights and Conflict Management Officer, extenuating circumstances would warrant an extension of time;
 - (iv) The name of the Respondent;

- (v) Contact information for the Respondent, if known;
 - (vi) An indication that the Complainant desires the complaint to be the subject of an Investigation; and
 - (vii) The Complainant's signature.
- (j) **"Harassment"** refers to Personal Harassment, Human Rights Based Harassment, and/or Sexual Harassment as defined in section 2.10 of the Procedure.
 - (k) **"Human Rights and Conflict Management Officer"** or **"HRCMO"** means an individual appointed by the University of Manitoba as someone possessing the appropriate training and skills to fulfill the role outlined in section 2.17 of this Policy.
 - (l) **"Informal Resolution"** means the resolution of an alleged Breach to the satisfaction of the Complainant and the Respondent, without an Investigation being completed.
 - (m) **"Investigation"** means a formal investigation of an alleged Breach conducted in accordance with the Procedure.
 - (n) **"Investigator"** means one or more persons appointed as the investigator of an alleged Breach, pursuant to section 2.36 of the Procedure.
 - (o) **"Policy"** means this Respectful Work and Learning Environment Policy.
 - (p) **"Preliminary Assessment"** means the initial review of a Formal Complaint, in accordance with sections 2.23 to 2.28 of the Procedure.
 - (q) **"Procedure"** means the RWLE and Sexual Assault Procedure.
 - (r) **"Protected Characteristic"** has the same meaning as defined in section 2.6 of the Procedure.
 - (s) **"Reasonable Accommodation"** means an accommodation of the special needs of any individual or group, if those special needs are based upon any Protected Characteristic, that is reasonable but not necessarily perfect in the circumstances, that does not cause undue hardship to the University, and does not compromise bona fide and reasonable requirements of the University.
 - (t) **"Reprisal"** has the same meaning as defined in section 2.57 of the Procedure.
 - (u) **"School"** means a "School of the University" or a "School of the Faculty", as those terms are defined under the [Definitions of Academic Units](#) policy.

- (v) **"University"** means The University of Manitoba.
- (w) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.
- (x) **"University Matter"** has the same meaning as defined in section 2.3 of the Procedure.

Vision for the University Community

- 2.2 The University wishes to promote and support a community which embraces diversity and inclusion, provides for equality of opportunity, and recognizes the dignity of all people.
- 2.3 Members of the University Community, including every student and employee, are entitled to a respectful work and learning environment that is:
 - (a) Free from Discrimination and provides for Reasonable Accommodation;
 - (b) Free from Harassment; and
 - (c) Collegial and conducive to early resolution of conflict between members of the University Community.
- 2.4 A respectful work and learning environment is critical to the success and proper functioning of the University. Whether behaviour is viewed as respectful can be influenced by place, time, and context.
- 2.5 The University wishes to encourage early resolution of conflict between members of the University Community, and to provide guidance to managers, Academic Staff and Unit Heads on addressing behaviour that falls short of Harassment or Discrimination, but that nevertheless has a negative impact on the work and learning environment for which they are responsible.
- 2.6 Managers, Academic Staff and Unit Heads must encourage a respectful environment within the work and learning environments for which they are primarily responsible. They are expected to identify and address issues of concern in a timely manner, recognizing the value of early intervention. The University will provide training and resources to assist managers, Academic Staff and Unit Heads to fulfil these expectations.

Implementation of Vision

- 2.7 In furtherance of its vision, the University will:

- (a) Through various academic and administrative units and programs, educate members of the University Community about:
 - (i) The University's general expectations for respectful conduct;
 - (ii) The rights and obligations of members of the University Community under this Policy and the Procedure; and
 - (iii) Best practices to facilitate early resolution of conflict between members of the University Community and/or to address behaviour that falls short of Harassment or Discrimination, but nevertheless has a negative impact on the work and learning environment.
- (b) Ensure, so far as is reasonably practicable, that:
 - (i) No member of the University Community is subjected to Discrimination or Harassment while participating in a University Matter;
 - (ii) No employee is subjected to Discrimination or Harassment in the workplace; and
 - (iii) No student is subjected to Discrimination or Harassment in the learning environment;
- (c) Adopt procedures, protocols, and practices which will encourage individuals to bring concerns about an alleged Breach to an appropriate authority, including provisions to protect against Reprisal those who bring forward such allegations;
- (d) Provide supports to encourage and facilitate the Informal Resolution of an alleged Breach where appropriate;
- (e) Take action respecting any person under the University's direction who subjects a student, an employee, or any other member of the University Community, to Discrimination or Harassment;
- (f) Supplement existing policies, procedures or bylaws, by providing a mechanism for the Investigation of an alleged Breach; and
- (g) Adopt procedures, protocols and practices which promote the creation of a respectful environment, including providing guidance on how to deal with matters of concern which do not constitute Harassment or Discrimination.

2.8 The University is committed to promoting a respectful work and learning environment by encouraging all members of the University Community to:

- (a) Bring forward credible evidence of a Breach of which they become aware, to an appropriate authority;
 - (b) Provide reasonable cooperation in an Investigation of a Breach; and
 - (c) Be aware of their rights and responsibilities under this Policy.
- 2.9 Discipline may be implemented against any person whose behaviour is found to have caused or contributed to a Breach or other violation of this Policy and the Procedure.

Awareness Building and Responsibilities

- 2.10 All members of the University Community have a responsibility to educate themselves as to expectations for respectful conduct and reporting requirements as outlined in this Policy and the Procedure.
- 2.11 All members of the University Community, especially those in an instructional, supervisory or managerial position, have a duty to educate those for whom they are responsible regarding expectations for respectful conduct, including this Policy and the Procedure. It is further the duty of such individuals to deal appropriately with allegations regarding Breaches or other violations of this Policy and the Procedure.
- 2.12 The University, through the Office of Human Rights and Conflict Management and other units as appropriate, will provide information to and respond to inquiries from the University Community regarding the University's expectations for respectful conduct and the rights and obligations of members of the University Community under this Policy and the Procedure.

Human Rights Advisory Committee

- 2.13 The University will establish a Human Rights Advisory Committee, with a membership consisting of:
- (a) The Associate Vice-President (Human Resources) or designate;
 - (b) The Vice-Provost (Students) or designate; and
 - (c) The Vice-Provost (Academic Affairs) or designate, provided that the designate holds an academic appointment with the University.
- 2.14 The mandate of the Committee is to:
- (a) Hear appeals from Preliminary Assessment decisions, in accordance with the Procedure;

- (b) Receive and review the HRCMO's annual report under section 2.18 of this Policy;
 - (c) Provide advice and guidance on potential amendments or revisions to this Policy and the Procedure.
- 2.15 If any member of the Committee is unable or unwilling to fulfill his/her responsibilities under this Policy and the Procedure, or if the subject matter of a Formal Complaint is such that it would be inappropriate for that member of the Committee to review the matter for reason of conflict of interest or any other reason, the HRCMO will ask the President to appoint an alternate to act in place of that member. The alternate may be any person with a direct report to the Vice-President (Administration) or Provost and Vice-President (Academic), or any other employee of the University, who:
- (a) Has skills and/or experience desirable in the circumstances;
 - (b) Would be able to review the Formal Complaint in an unbiased manner; and
 - (c) Would not be placed in a conflict of interest.
- 2.16 Any appointment under section 2.15 must be made with notice to the Complainant.

Role of HRCMO

- 2.17 The Human Rights and Conflict Management Officer (HRCMO) will:
- (a) Provide advice and guidance to the University Community on how to best implement this Policy and the Procedure;
 - (b) Facilitate education and training opportunities for members of the University Community regarding their rights and obligations under this Policy and the Procedure;
 - (c) Conduct Preliminary Assessments of Formal Complaints;
 - (d) Provide information to both the Complainant and Respondent regarding opportunities and resources available to facilitate Informal Resolution of concerns and, where appropriate, coordinate communications between Complainants and Respondents on the understanding that such communications will not be provided to the Investigator if the matter moves to a Formal Complaint;
 - (e) Identify and track trends in matters relating to this Policy and the Procedure, and provide advice and guidance to the administration and the University Community on such trends; and

- (f) Provide advice and guidance on potential amendments or revisions to this Policy and the Procedure.

Annual Report

- 2.18 The HRCMO will produce and provide an annual report to the Designated Officer and the Committee, outlining:
- (a) De-identified data regarding the number and types of complaints received;
 - (b) De-identified data regarding the number and types of Investigations conducted;
 - (c) Information regarding observable trends;
 - (d) De-identified information regarding particularly important cases;
 - (e) Information on educational activities; and
 - (f) Other relevant information which may further the implementation of the Policy and its Procedures.
- 2.19 The annual report will be made available to the University Community.

Balancing of Rights

- 2.20 Nothing in this Policy or the Procedure is intended to detract from the academic freedom of the University's Academic Staff.
- 2.21 Nothing in this Policy or the Procedure is intended to compromise the University's academic standards or the integrity of its programs. The University encourages diversity and Reasonable Accommodation, but will also vigorously defend bona fide academic requirements.
- 2.22 The University encourages informed debate which may, from time to time, include discussion of unpopular opinions or controversial material. Such material may be used to further scholarly pursuits, provided that the communication is compatible with the principles of human rights, the [Criminal Code](#), and the principles of respectful behaviour embodied in this Policy and the Procedure. Opinions must be expressed in a manner which is not in Breach of this Policy or the Procedure.
- 2.23 This Policy and the Procedure applies to the general workplace, but is not intended to:
- (a) Detract from academic freedom;
 - (b) Regulate teaching techniques and pedagogy; or

- (c) Limit the legitimate work of managers, supervisors and academic administrators to assign work and provide feedback on work or performance.

Additional Protections

- 2.24 The University will not disclose the name of a Complainant or Respondent or the circumstances related to a complaint of alleged Breach except where disclosure is:
 - (a) Necessary to investigate the complaint or take corrective action with respect to the complaint; or
 - (b) Required by law.
- 2.25 Nothing in this Policy or the Procedure is intended to discourage or prevent a member of the University Community, including students and employees, from filing a complaint with the Manitoba Human Rights Commission, or from exercising any other legal rights pursuant to any other law.
- 2.26 Nothing in this Policy or the Procedure is intended to limit the rights of an employee governed by a collective agreement. If there is any ambiguity or conflict between this Policy or the Procedure, and a collective agreement, the collective agreement will prevail.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Vice-President (Administration) is responsible for the implementation, administration and review of this Policy.
- 3.3 All members of the University Community are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve procedures, if applicable, which are secondary to and comply with this Policy, including but not limited to:
 - (a) A procedure to supplement existing policies, procedures or bylaws, by providing a mechanism for the Investigation of an alleged Breach, including regarding:

- (i) Receipt and review of complaints;
 - (ii) The circumstances under which an Investigation should take place;
 - (iii) Appointment of investigators;
 - (iv) Conduct of an Investigation, in accordance with the principles of procedural fairness and natural justice;
 - (v) Respecting the confidentiality of information collected in relation to complaints and Investigations;
 - (vi) Protecting individuals against Reprisal;
 - (vii) Protecting individuals against unfounded allegations of a Breach;
 - (viii) Producing a report at the conclusion of an Investigation; and
 - (ix) Implementing discipline, if necessary.
- (b) Generally defining the responsibility, authority and accountability of members of the University Community under this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every three (3) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed by Approving Body if:
- (a) The Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
 - (b) The Policy is no longer legislatively or statutorily compliant; and/or
 - (c) The Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) Comply with the revised Policy; or
 - (b) Are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Respectful Work and Learning Environment policy, dated January 27, 2009;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) RWLE and Sexual Assault Procedure;
 - (b) Sexual Assault Policy;
 - (c) Academic Freedom and Responsibilities Policy;
 - (d) Access and Privacy Policy and Procedure;
 - (e) Definitions of Academic Units Policy;
 - (f) Records Management Policy and Procedure;
 - (g) Responsible Conduct of Research Policy;
 - (h) Student Discipline Bylaw;
 - (i) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
 - (j) Student Discipline Appeal Procedure;
 - (k) Violent or Threatening Behaviour Policy and Procedure;
 - (l) Use of Computer Facilities Policy and Procedure;
 - (m) [Criminal Code](#), RSC 1985, c C-46.
 - (n) [The Human Rights Code](#), C.C.S.M. c. H175;

(o) [Workplace Safety and Health Regulation](#), 217/2006.

UNIVERSITY OF MANITOBA POLICY

Policy:	SEXUAL ASSAULT
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	The University of Manitoba Act , s.4(t), s.16(1), s.18
Responsible Executive Officer:	President
Delegate:	Vice-President (Administration)
Contact:	General Counsel
Application:	Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment at the University, students, volunteers, external parties, contractors and suppliers

Part I Reason for Policy

1.1 The reason for this Policy is to:

- (a) Provide guidance, assistance and support to members of the University Community who have experienced Sexual Assault or who have received a disclosure of Sexual Assault;
- (b) Set out a consistent process for responding to Sexual Assault that ensures that:
 - (i) Members of the University Community understand their respective rights and obligations when reporting or responding to a Sexual Assault.
 - (ii) Those who experience Sexual Assault are treated with dignity and respect and that their rights are respected;
 - (iii) Those who are accused of committing Sexual Assault are treated fairly and in a manner that ensures due process; and

- (c) The University is compliant with relevant legislation, including [The Human Rights Code](#) (Manitoba), and [The Workplace Health and Safety Regulation](#) (Manitoba).

Part II Policy Content

Definitions

2.1 The following terms are defined for the purpose of this Policy:

- (a) **"Breach"** means any conduct, behaviour, action or omission which is prohibited under this Policy, including but not limited to Sexual Assault and Reprisals.
- (b) **"College"** means a Professional College as defined under the [Definitions of Academic Units](#) policy.
- (c) **"Committee"** means the Human Rights Advisory Committee established pursuant to section 2.20 of this Policy to:
 - (i) Hear appeals from Preliminary Assessment decisions, in accordance with the Procedure;
 - (ii) Receive and review the HRCMO's annual report under section 2.25 of this Policy; and
 - (iii) Provide advice and guidance on potential amendments or revisions to this Policy and the Procedure.
- (d) **"Complainant"** means the individual or individuals bringing forward a complaint of a Breach.
- (e) **"Consent"** means the voluntary agreement of the person to engage in the sexual activity in question. Without limiting the foregoing, no Consent is obtained where:
 - (i) the person submits or does not resist by reason of the application of force to the person or to someone other than the person;
 - (ii) the person submits or does not resist by reason of threats or fear of the application of force to the person or to someone other than the person;
 - (iii) the person submits or does not resist by reason of fraud or blackmail;

- (iv) the person submits or does not resist by reason of the exercise of authority;
 - (v) the agreement is expressed by the words or conduct of someone other than the person;
 - (vi) the person is incapable of consenting to the activity due to age, consumption of drugs or alcohol, or due to some other mental or physical incapacity;
 - (vii) the accused induces the person to engage in the activity by abusing a position of trust, power or authority;
 - (viii) the person expresses, by words or conduct, a lack of agreement to engage in the activity; or
 - (ix) the person, having consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.
- (f) **"Designated Officer"** means the Vice-President (Administration), or designate.
- (g) **"Faculty"** means a Faculty as defined under the [Definitions of Academic Units](#) policy.
- (h) **"Formal Complaint"** means a complaint to the Human Rights and Conflict Management Officer that is in writing and contains, at minimum, the following information:
- (i) The name of the Complainant and contact information for the Complainant;
 - (ii) A description of the alleged Breach;
 - (iii) The approximate date of the alleged Breach, being within 1 year from the date of the most recent alleged incident unless, in the discretion of the Human Rights and Conflict Management Officer, extenuating circumstances would warrant an extension of time;
 - (iv) The name of the Respondent;
 - (v) Contact information for the Respondent, if known;
 - (vi) An indication that the Complainant desires the complaint to be the subject of an Investigation; and
 - (vii) The Complainant's signature.

- (i) **"Human Rights and Conflict Management Officer"** or **"HRCMO"** means an individual appointed by the University of Manitoba as someone possessing the appropriate training and skills to fulfill the role outlined in section 2.24 of this Policy.
- (j) **"Informal Resolution"** means the resolution of an alleged Breach to the satisfaction of the Complainant and the Respondent, without an Investigation being completed.
- (k) **"Investigation"** means a formal investigation of an alleged Breach conducted in accordance with the Procedure.
- (l) **"Investigator"** means one or more persons appointed as the investigator of an alleged Breach, pursuant to section 2.36 of the Procedure.
- (m) **"Policy"** means this Sexual Assault policy.
- (n) **"Preliminary Assessment"** means the initial review of a Formal Complaint, in accordance with sections 2.23 to 2.28 of the Procedure.
- (o) **"Procedure"** means the RWLE and Sexual Assault Procedure.
- (p) **"Reprisal"** has the same meaning as defined in section 2.57 of the Procedure.
- (q) **"Respondent"** means an individual or individuals accused of having caused or contributed to a Breach.
- (r) **"School"** means a "School of the University" or a "School of the Faculty", as those terms are defined under the [Definitions of Academic Units](#) policy.
- (s) **"Sexual Assault"** means the intentional sexual touching of another person with any object or body part without Consent or by force.
- (t) **"STATIS"** means the Student/Staff Threat Assessment Triage Intervention Support team comprised of the following representatives:
 - (i) Vice-Provost (Students);
 - (ii) Associate Vice-President (Human Resources);
 - (iii) Director, Security Services;
 - (iv) Executive Director, Student Support;
 - (v) Student Support Case Manager; and
 - (vi) Legal Counsel.

- (u) **"UMSS"** means the University of Manitoba's Security Services.
- (v) **"University"** means The University of Manitoba.
- (w) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.
- (x) **"University Instituted Investigation"** means an Investigation initiated by the Designated Officer in consultation with the HRCMO, pursuant to section 2.34 of the Procedure.
- (y) **"University Matter"** has the same meaning as defined in section 2.3 of the Procedure.

Vision for the University Community

- 2.2 The University recognizes that Sexual Assault can occur between individuals regardless of sexual orientation, gender, gender identity and/or relationship status. The University also recognizes that individuals who have experienced Sexual Assault may experience mental, physical, academic and/or other difficulties. The University is committed to:
- (a) Supporting those who have experienced Sexual Assault by providing information, including the provision of and/or referral to counselling and medical care, and the provision of appropriate and reasonable academic and other accommodation;
 - (b) Ensuring that those who disclose that they have experienced Sexual Assault are supported and treated with compassion, dignity and respect throughout the process of disclosure and institutional response;
 - (c) Respecting the privacy of individuals who disclose Sexual Assault and recognize that those individuals are the final decision-makers about their own best interests, subject to the limits of confidentiality set out in this Sexual Assault Policy and the Procedure;
 - (d) Coordinating and communicating among the various departments who are most likely to be involved in the response to Sexual Assault affecting the University Community and implementing interim measures, while ensuring that fairness and due process are respected;
 - (e) Engaging in public education, awareness and prevention activities;
 - (f) Providing information to the University Community about Sexual Assault on campus;

- (g) Providing appropriate education and training to the University Community about responding to the disclosure of Sexual Assault; and
- (h) Monitoring and updating University policies and protocols to ensure that they remain effective and in line with other existing policies and best practices.

Implementation of Vision

2.3 In furtherance of its vision, the University will:

- (a) Take action in accordance with the Procedure respecting any person under the University's direction who subjects a student, an employee, or any other member of the University Community to Sexual Assault;
- (b) Adopt procedures, protocols, and practices which will encourage individuals to bring concerns about an alleged Breach to an appropriate authority, including provisions to protect against Reprisal those who bring forward such allegations;
- (c) Through various academic and administrative units and programs, educate members of the University Community about the rights and obligations of members of the University Community under this Policy and the Procedure;
- (d) Provide information and supports to encourage and facilitate the Informal Resolution of an alleged Breach if appropriate; and
- (e) Supplement existing policies, procedures or bylaws, by providing a mechanism for the Investigation of an alleged Breach that ensures procedural fairness and due process to the Respondent.

2.4 The University is committed to promoting a safe work and learning environment by encouraging all members of the University Community to:

- (a) Bring forward credible evidence of a Breach of which they become aware to an appropriate authority, subject to section 2.9 of this Policy;
- (b) Provide reasonable cooperation in an Investigation of a Breach; and
- (c) Be aware of their responsibilities under this Policy and the Procedure.

Immediate Response to Disclosures

2.5 The University will maintain a website to support those affected by Sexual Assault, with links to on-campus and off-campus supports and resources that may be accessed by members of the University Community. Members of the University Community are encouraged to consult this website, to consult with the

resources contained therein, and to consult with a health care provider for treatment or referral for post-incident counselling, if appropriate.

- 2.6 For students affected by Sexual Assault, the University will:
- (a) Provide reasonable academic accommodations (such as extensions on assignments, deferrals of exams, leaves of absences, authorized withdrawals, etc.); and
 - (b) Create a safety plan in consultation with the University's Student Support Case Manager, UMSS, and other offices as appropriate.
- 2.7 For employees affected by Sexual Assault, the University will:
- (a) Provide reasonable work accommodations, in consultation with Human Resources; and
 - (b) Create a safety plan in consultation with the Unit Head, UMSS, and other offices as appropriate.
- 2.8 Any information required to facilitate accommodations under sections 2.6 and 2.7 above will be subject to section 2.9 below, and will be limited in accordance with the confidentiality provisions outlined in section 2.16 of this Policy and sections 2.63 to 2.66 of the Procedure.

Reporting Protocol

- 2.9 **Rights of survivors of Sexual Assault.** Where possible, a person who has experienced Sexual Assault will retain control over the process of reporting a Sexual Assault. However, the University also has an obligation to protect the University Community from harm. The University reserves the right to initiate a University Instituted Investigation in accordance with the Procedure, and/or to report the incident to local police services, even without the consent of the survivor, if it believes that the safety of the University Community is at risk or if reporting is required by law (for example, in the case of a minor). In cases where actions are taken without the consent of the survivor, reasonable efforts will be made to preserve the anonymity of the survivor. In addition, the survivor will be notified of the actions the University intends to take in order that the survivor can work with the University to take any additional safety precautions that may be required as a result of the University's actions.
- 2.10 **Report to HRCMO.** Where a report of Sexual Assault is received by a member of the University Community other than UMSS, that member is encouraged to consult with the HRCMO to ensure that coordinated support and action is provided to the member(s) of the University Community affected by the Sexual Assault. The HRCMO may consult with STATIS in providing support.

- 2.11 **Report to UMSS.** Where a report of Sexual Assault is received by UMSS, a UMSS member shall create a security report and refer the matter to the HRCMO and STATIS to ensure that coordinated support and action is provided to the affected members of the University Community.
- 2.12 **Report to STATIS.** Where a report of Sexual Assault is received by STATIS, the role of STATIS will be to:
- (a) Develop an action plan to assist and support the members of the University Community affected by the Sexual Assault;
 - (b) Ensure that members of the University Community affected by the Sexual Assault are consulted where appropriate and kept informed of the developments within the parameters of confidentiality; and
 - (c) Take all necessary action relative to the above.
- 2.13 Any information required to facilitate support and action by the University will be subject to section 2.9 above, and will be limited in accordance with the confidentiality provisions outlined in section 2.16 of this Policy and sections 2.63 to 2.66 of the Procedure.

Investigation

- 2.14 The University will investigate allegations of Sexual Assault in relation to a University Matter in accordance with the Procedure where:
- (a) The HRCMO receives a Formal Complaint and determines in the Preliminary Assessment that the matter should proceed to Investigation; or
 - (b) The Designated Officer determines, upon recommendation by the HRCMO, that the circumstances warrant a University Instituted Investigation, in accordance with section 2.34 of the Procedure and section 2.9 of this Sexual Assault Policy.

Discipline

- 2.15 Any member of the University Community who commits Sexual Assault in relation to a University Matter will be subject to discipline under the Procedure.

Confidentiality

- 2.16 Confidentiality is particularly important to those who have disclosed Sexual Assault. The confidentiality of all persons involved in a report of Sexual Assault must be strictly observed, and the University will respect the confidentiality of all persons, subject to section 2.9 above and in accordance with sections 2.63 to 2.66 of the Procedure.

Awareness Building and Responsibilities

- 2.17 All members of the University Community have a responsibility to educate themselves as to the expectations and reporting requirements outlined in this Policy and the Procedure.
- 2.18 All members of the University Community, especially those in an instructional, supervisory or managerial position, have a duty to educate those for whom they are responsible regarding expectations for safe and respectful conduct, including this Policy and the Procedure. It is further the duty of such individuals to deal appropriately with allegations regarding Breaches or other violations of this Policy or the Procedure.
- 2.19 The University, through the Office of Human Rights and Conflict Management and other units as appropriate, will provide information to and respond to inquiries from the University Community regarding the University's expectations for safe and respectful conduct and the rights and obligations of members of the University Community under this Policy and the Procedure.

Human Rights Advisory Committee

- 2.20 The University will establish the Committee, with a membership consisting of:
- (a) The Associate Vice-President (Human Resources) or designate;
 - (b) The Vice-Provost (Students) or designate; and
 - (c) The Vice-Provost (Academic Affairs) or designate, provided that the designate holds an academic appointment with the University.
- 2.21 The mandate of the Committee is to:
- (a) Hear appeals from Preliminary Assessment decisions, in accordance with the Procedure;
 - (b) Receive and review the HRCMO's annual report under section 2.25 of this Policy;
 - (c) Provide advice and guidance on potential amendments or revisions to this Policy and the Procedure.
- 2.22 If any member of the Committee is unable or unwilling to fulfill his/her responsibilities under this Policy and the Procedure, or if the subject matter of a Formal Complaint is such that it would be inappropriate for that member of the Committee to review the matter for reason of conflict of interest or any other reason, the HRCMO will ask the President to appoint an alternate to act in place of that member. The alternate may be any person with a direct report to the

Vice-President (Administration) or Provost and Vice-President (Academic), or any other employee of the University, who:

- (a) Has skills and/or experience desirable in the circumstances;
- (b) Would be able to review the Formal Complaint in an unbiased manner; and
- (c) Would not be placed in a conflict of interest.

2.23 Any appointment under section 2.22 must be made with notice to the Complainant.

Role of HRCMO

2.24 The Human Rights and Conflict Management Officer (HRCMO) will:

- (a) Provide advice and guidance to the University Community on how to best implement this Policy and the Procedure;
- (b) Facilitate education and training opportunities for members of the University Community regarding their rights and obligations under this Policy and the Procedure;
- (c) Conduct Preliminary Assessments of Formal Complaints;
- (d) Provide information to both the Complainant and Respondent regarding opportunities and resources available to facilitate Informal Resolution of concerns and, where appropriate, coordinate communications between Complainants and Respondents on the understanding that such communications will not be provided to the Investigator if the matter moves to a Formal Complaint;
- (e) Identify and track trends in matters relating to this Policy and the Procedure, and provide advice and guidance to the administration and the University Community on such trends; and
- (f) Provide advice and guidance on potential amendments or revisions to this Policy, and the Procedure.

Annual Report

2.25 The HRCMO will produce and provide an annual report to the Designated Officer and the Committee, outlining:

- (a) De-identified data regarding the number and types of complaints received;
- (b) De-identified data regarding the number and types of Investigations conducted;

- (c) Information regarding observable trends;
- (d) De-identified information regarding particularly important cases;
- (e) De-identified information regarding disclosures of Sexual Assault that have been reported to the HRCMO;
- (f) Information on educational activities; and
- (g) Other relevant information which may further the implementation of the Policy and its Procedures.

2.26 The annual report will be made available to the University Community.

Additional Protections

- 2.27 Nothing in this Policy or the Procedure is intended to discourage or prevent a member of the University Community, including students and employees, from filing a complaint with the Manitoba Human Rights Commission, or from exercising any other legal rights pursuant to any other law.
- 2.28 Nothing in this Policy or the Procedure is intended to limit the rights of an employee governed by a collective agreement. If there is any ambiguity or conflict between this Policy or the Procedure, and a collective agreement, the collective agreement will prevail.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Vice-President (Administration) is responsible for the implementation, administration and review of this Policy.
- 3.3 All members of the University Community are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve procedures, if applicable, which are secondary to and comply with this Policy, including but not limited to:
- (a) A procedure to supplement existing policies, procedures or bylaws, by providing a mechanism for the Investigation of an alleged Breach, including regarding:

- (i) Receipt and review of complaints;
 - (ii) The circumstances under which an Investigation should take place;
 - (iii) Appointment of investigators;
 - (iv) Conduct of an Investigation, in accordance with the principles of procedural fairness and natural justice;
 - (v) Respecting the confidentiality of information collected in relation to complaints and Investigations;
 - (vi) Protecting individuals against Reprisal;
 - (vii) Protecting individuals against unfounded allegations of a Breach;
 - (viii) Producing a report at the conclusion of an Investigation; and
 - (ix) Implementing discipline, if necessary.
- (b) Generally defining the responsibility, authority and accountability of members of the University Community under this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every three (3) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed by the Approving Body if:
- (a) The Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
 - (b) The Policy is no longer legislatively or statutorily compliant; and/or
 - (c) The Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) Comply with the revised Policy; or
 - (b) Are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) RWLE and Sexual Assault Procedure;
 - (b) Respectful Work and Learning Environment Policy;
 - (c) Definitions of Academic Units policy;
 - (d) Access and Privacy Policy and Procedure;
 - (e) Records Management Policy and Procedure;
 - (f) Student Discipline Bylaw;
 - (g) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
 - (h) Student Discipline Appeal Procedure;
 - (i) Use of Computer Facilities Policy and Procedure;
 - (j) Violent or Threatening Behaviour Policy and Procedure;
 - (k) [Criminal Code](#), RSC 1985, c C-46.
 - (l) [The Human Rights Code](#), C.C.S.M. c. H175;
 - (m) [The Workplace Safety and Health Regulation](#) 217/2006.

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	RWLE AND SEXUAL ASSAULT
Parent Policies:	Respectful Work and Learning Environment; Sexual Assault
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	The University of Manitoba Act , s.4(t), s.16(1), s.18
Responsible Executive Officer:	President
Delegate:	Vice-President (Administration)
Contact:	General Counsel
Application:	Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment at the University, students, volunteers, external parties, contractors and suppliers

Part I Reason for Procedure

- 1.1 The reason for this Procedure is to:
- (a) Promote and support a respectful work and learning environment at the University;
 - (b) Provide specific guidance for the University Community regarding expectations for respectful conduct;
 - (c) Provide a mechanism for the consideration of complaints of Harassment, Discrimination, Sexual Assault, or Reprisal, for Informal Resolution of concerns regarding the work and learning environment, and for the Investigation of an alleged Breach; and
 - (d) Ensure compliance with relevant legislation, including [The Human Rights Code \(Manitoba\)](#), and [The Workplace Health and Safety Regulation \(Manitoba\)](#).

- 1.2 Nothing in this Procedure is intended to detract from academic freedom of the University's Academic Staff.
- 1.3 Nothing in this Procedure is intended to detract from the rights and duties of those with supervisory authority to manage, and if necessary to discipline faculty, employees and students, in accordance with applicable legislation or common law, collective agreements or University policies, procedures or bylaws.
- 1.4 This Procedure is not intended to be an exhaustive list of all issues of conduct which may arise in the University Community.

Part II Procedural Content

Definitions

- 2.1 The following terms are defined for the purpose of this Procedure:
 - (a) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
 - (b) **"Breach"** means any conduct, behaviour, action or omission which is prohibited under the Respectful Work and Learning Environment Policy, the Sexual Assault Policy, or this Procedure, including but not limited to Discrimination, Harassment, Sexual Assault, and Reprisals.
 - (c) **"College"** means a Professional College as defined under the [Definitions of Academic Units](#) policy.
 - (d) **"Committee"** means the Human Rights Advisory Committee established pursuant to section 2.13 of the Respectful Work and Learning Environment Policy or pursuant to section 2.20 of the Sexual Assault Policy to:
 - (i) Hear appeals from Preliminary Assessment decisions, in accordance with this Procedure;
 - (ii) Receive and review the HRCMO's annual report under section 2.18 of the Respectful Work and Learning Environment Policy and under section 2.25 of the Sexual Assault Policy; and

- (iii) Provide advice and guidance on potential amendments or revisions to the Respectful Work and Learning Environment Policy, the Sexual Assault Policy, and/or this Procedure.
- (e) **"Complainant"** means the individual or individuals bringing forward a complaint of a Breach.
- (f) **"Consent"** has the same meaning as defined in section 2.14 of this Procedure.
- (g) **"Designated Officer"** means the Vice-President (Administration), or designate.
- (h) **"Discrimination"** has the same meaning as defined in section 2.5 of this Procedure.
- (i) **"Faculty"** means a Faculty as defined under the [Definitions of Academic Units](#) policy.
- (j) **"Formal Complaint"** means a complaint to the Human Rights and Conflict Management Officer under the Respectful Work and Learning Environment Policy or the Sexual Assault Policy that is in writing and contains, at minimum, the following information:
 - (i) The name of the Complainant and contact information for the Complainant;
 - (ii) A description of the alleged Breach;
 - (iii) The approximate date of the alleged Breach, being within 1 year from the date of the most recent alleged incident unless, in the discretion of the Human Rights and Conflict Management Officer, extenuating circumstances would warrant an extension of time;
 - (iv) The name of the Respondent;
 - (v) Contact information for the Respondent, if known;
 - (vi) An indication that the Complainant desires the complaint to be the subject of an Investigation; and
 - (vii) The Complainant's signature.
- (k) **"Harassment"** refers to Personal Harassment, Human Rights Based Harassment, and/or Sexual Harassment as defined in section 2.10 of this Procedure.

- (l) **"Human Rights and Conflict Management Officer"** or **"HRCMO"** means an individual appointed by the University of Manitoba as someone possessing the appropriate training and skills to fulfill the role outlined in section 2.17 of the Respectful Work and Learning Environment Policy and section 2.24 of the Sexual Assault Policy.
- (m) **"Informal Resolution"** means the resolution of an alleged Breach to the satisfaction of the Complainant and the Respondent, without an Investigation being completed.
- (n) **"Investigation"** means a formal investigation of an alleged Breach conducted in accordance with this Procedure.
- (o) **"Investigator"** means one or more persons appointed as the investigator of an alleged Breach, pursuant to section 2.36 of this Procedure.
- (p) **"Preliminary Assessment"** means the initial review of a Formal Complaint, in accordance with sections 2.23 to 2.28 of this Procedure.
- (q) **"Procedure"** refers to this RWLE and Sexual Assault Procedure.
- (r) **"Protected Characteristic"** has the same meaning as defined in section 2.6 of this Procedure.
- (s) **"Reasonable Accommodation"** means an accommodation of the special needs of any individual or group, if those special needs are based upon any Protected Characteristic, that is reasonable but not necessarily perfect in the circumstances, that does not cause undue hardship to the University, and does not compromise bona fide and reasonable requirements of the University.
- (t) **"Report"** has the same meaning as defined in section 2.46 of this Procedure.
- (u) **"Reprisal"** has the same meaning as defined in section 2.57 of this Procedure.
- (v) **"Representative"** means:
 - (i) in the case of a student, a Student Advocate, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, a member of the student's immediate family or other support person as may be appropriate;
 - (ii) in the case of an employee, a union representative, lawyer, or support person as may be appropriate; and

- (iii) in the case of another member of the University Community, a lawyer or support person as may be appropriate.
- (w) **"Respondent"** means an individual or individuals accused of having caused or contributed to a Breach.
- (x) **"School"** means a "School of the University" or a "School of the Faculty", as those terms are defined under the [Definitions of Academic Units](#) policy.
- (y) **"Sexual Assault"** has the same meaning as defined in section 2.13 of this Procedure.
- (z) **"STATIS"** means the Student/Staff Threat Assessment Triage Intervention Support team comprised of the following representatives:
 - (i) Vice-Provost (Students);
 - (ii) Associate Vice-President (Human Resources);
 - (iii) Director, Security Services;
 - (iv) Executive Director, Student Support;
 - (v) Student Support Case Manager; and
 - (vi) Legal Counsel.
- (aa) **"Student Advocate"** is a member of the University's Student Advocacy Office who provides students with information on their rights and responsibilities, as well as assistance with resolving problems or concerns resulting from actions or decisions taken by the University.
- (bb) **"Unit"** means a Faculty, College, School, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a Faculty or School is not a Unit as the term is used within this Procedure.
- (cc) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President, Vice-Presidents, Associate Vice-Presidents, and Vice-Provosts with respect to their Units.
- (dd) **"University"** means The University of Manitoba.
- (ee) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone

holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.

- (ff) **"University Instituted Investigation"** means an Investigation initiated by the Designated Officer in consultation with the HRCMO, pursuant to section 2.34 of this Procedure.
- (gg) **"University Matter"** has the same meaning as defined in section 2.3 of this Procedure.

SCOPE

2.2 This Procedure applies to members of the University Community in relation to any University Matter.

2.3 **"University Matter"** means any activity, event, or undertaking in which a member of the University Community participates, which has a substantial connection to the University, such as:

- (a) University-related activities or events, including but not limited to:
 - (i) Any activity or event on property owned or controlled by the University;
 - (ii) The leasing of space, including student residence rooms, on property owned or controlled by the University;
 - (iii) The offering of any service by the University, including educational services;
 - (iv) Student placements, practica, or clinical training;
 - (v) University research activities, whether on or off campus;
 - (vi) Student and/or employee exchanges arranged in connection with the University;
 - (vii) Social events or networking, where matters regarding the University or members of the University Community are a significant focus of the activity;
 - (viii) University field trips, travel-study tours, service-learning activities, and similar activities;
- (b) Activities or events involving members of the University Community, where the actions of those members of the University Community may reasonably reflect upon or affect the University, including but not limited to:

- (i) Any aspect of the employment or engagement of employees and contractors for roles and projects substantially connected to the University;
- (ii) Participation on a committee or board as a representative of the University;
- (iii) Writings, photographs, artwork, audio or video recordings, and/or electronic communications, including communications through social media, where matters regarding the University or members of the University Community are a significant focus of the communication;
- (iv) Matters related to The University of Manitoba Students' Union, the Graduate Students' Association, and their affiliated student groups to the extent that it affects the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments; or
- (v) Matters of off-campus conduct that have, or might reasonably be seen to have an adverse effect on the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments.

PROHIBITED CONDUCT

Discrimination

- 2.4 Subject to section 2.8 of this Procedure, any member of the University Community who commits Discrimination in relation to a University Matter will be subject to discipline.
- 2.5 "**Discrimination**" means an intentional or unintentional act or omission resulting in:
- (a) Differential treatment of:
 - (i) An individual on the basis of the individual's actual or presumed membership in or association with some class or group of persons, rather than on the basis of personal merit;
 - (ii) an individual or group on the basis of any Protected Characteristic;
 - (iii) an individual or group on the basis of the individual or group's actual or presumed association with another individual or group whose identity or membership is determined by any Protected Characteristic;

- (b) Failure to make Reasonable Accommodation for the special needs of an individual or group, if those needs are based upon a Protected Characteristic.

2.6 **"Protected Characteristic"** means those characteristics listed in [The Human Rights Code](#) (Manitoba) (as amended from time to time) as being protected, which at the time of approval of this Procedure include:

- (a) Ancestry, including colour and perceived race;
- (b) Nationality or national origin;
- (c) Ethnic background or origin;
- (d) Religion or creed, or religious belief, religious association or religious activity;
- (e) Age;
- (f) Sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
- (g) Gender identity;
- (h) Sexual orientation;
- (i) Marital or family status;
- (j) Source of income;
- (k) Political belief, political association or political activity;
- (l) Physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device;
- (m) Social disadvantage.

2.7 Examples of Discrimination include, but are not limited to:

- (a) Systemic discrimination resulting from interrelated actions, policies, or rules which together have a discriminatory effect;
- (b) Evaluations of performance based on a Protected Characteristic;
- (c) Establishment of a scholarship, bursary, or other award which provides for differential treatment of a particular group, subject to 2.8 of this Procedure; or

- (d) Failure to provide a Reasonable Accommodation.
- 2.8 Acts or omissions which would otherwise be Discrimination under this Procedure are permitted where:
- (a) There is a bona fide and reasonable cause for the Discrimination.
 - (b) The acts or omissions are intended and likely to:
 - (i) Make Reasonable Accommodation for the special needs of an individual or group; or
 - (ii) Ameliorate the conditions of disadvantaged individuals or groups, including those disadvantaged by a Protected Characteristic.
 - (c) The acts or omissions are in the context of a research project that has received all required research ethics approvals.

Harassment

2.9 Any member of the University Community who commits Harassment in relation to a University Matter will be subject to discipline.

2.10 "**Harassment**" refers to:

- (a) "**Personal Harassment**", which means offensive behaviour directed towards another person and not connected to a Protected Characteristic, including but not limited to:
 - (i) A severe single incident or a series of incidents of objectionable and unwelcome conduct or comments, directed toward a specific person or group, which does not serve a reasonable work or academic purpose, and objectively would have the effect of creating an intimidating, humiliating, hostile or offensive work or learning environment;
 - (ii) Verbal or written abuse, threats or intimidation that objectively is humiliating or demeaning;
 - (iii) Objectionable and unwelcome conduct or comments that objectively impacts the mental or physical health of another person;
- (b) "**Human Rights Based Harassment**", which means offensive behaviour connected to a Protected Characteristic, including but is not limited to:
 - (i) A severe single incident or a series of incidents of objectionable and unwelcome conduct or comments, directed toward a specific person or group, which objectively would have the effect of creating

an intimidating, humiliating, hostile or offensive work or learning environment;

- (ii) Verbal or written abuse, threats or intimidation that objectively is humiliating or demeaning;
- (iii) Objectionable and unwelcome conduct or comments that objectively impacts the mental or physical health of another person;
- (iv) Sexual Harassment.

(c) **"Sexual Harassment"**, which is a form of Human Rights Based Harassment and refers to a course of objectionable and unwelcome conduct or comments undertaken or made on the basis of the Protected Characteristics 2.6(f), 2.6(g), or 2.6(h), including but not limited to:

- (i) Unwanted sexual attention, including persistent invitations for dates, by a person who knows or ought reasonably to know that such attention is unwanted or unwelcome;
- (ii) Gender-based abusive or unwelcome conduct or comments that would objectively have the effect of creating an intimidating, humiliating, hostile or offensive work or learning environment;
- (iii) Sexist jokes or remarks, including comments regarding a person's appearance or clothing;
- (iv) Leering, ogling, or other sexually oriented gestures;
- (v) Questions about a person's sexual history, sexuality, sexual orientation, or sexual identity by a person who knows or ought reasonably to know that the questions are unwanted or unwelcome;
- (vi) Offensive physical contact by a person who knows or ought reasonably to know that the contact is unwanted or unwelcome;
- (vii) A single sexual solicitation or advance or a series of solicitations or advances made by a person who is in a position to confer any benefit on or deny any benefit to the recipient, and who knows or ought reasonably to know that the solicitation or advance was unwanted or unwelcome; or
- (viii) A Reprisal for rejecting a sexual solicitation or advance.

2.11 It is not Harassment or otherwise a violation of this Procedure for:

- (a) A supervisor or manager to engage in the legitimate evaluation of the performance of an employee or contractor, or otherwise overseeing their work;
- (b) Academic Staff to engage in the academic evaluation of a student's work;
- (c) A good faith and formal evaluation of an Academic Staff member or supervisor;
- (d) A legitimate peer review or other critique of research or academic work;
- (e) A Unit Head to take actions intended to address or deter violent, threatening, or intimidating behaviour, or behaviour which significantly disrupts the University and members of the University Community.

Sexual Assault

2.12 Any member of the University Community who commits Sexual Assault in relation to a University Matter will be subject to discipline.

2.13 "**Sexual Assault**" means the intentional sexual touching of another person with any object or body part without Consent or by force.

2.14 "**Consent**" means the voluntary agreement of the person to engage in the sexual activity in question. Without limiting the foregoing, no Consent is obtained where:

- (a) the person submits or does not resist by reason of the application of force to the person or to someone other than the person;
- (b) the person submits or does not resist by reason of threats or fear of the application of force to the person or to someone other than the person;
- (c) the person submits or does not resist by reason of fraud or blackmail;
- (d) the person submits or does not resist by reason of the exercise of authority;
- (e) the agreement is expressed by the words or conduct of someone other than the person;
- (f) the person is incapable of consenting to the activity due to age, consumption of drugs or alcohol, or due to some other mental or physical incapacity;
- (g) the accused induces the person to engage in the activity by abusing a position of trust, power or authority;

- (h) the person expresses, by words or conduct, a lack of agreement to engage in the activity; or
- (i) the person, having consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.

COMPLAINT PROCEDURE

Making a Complaint

- 2.15 Any person, whether or not a member of the University Community, may contact the HRCMO to raise a concern regarding Discrimination, Harassment, Sexual Assault, or Reprisal, or to make a Formal Complaint. Any other concerns regarding conduct or conflict that is not supportive of a respectful work and learning environment should be addressed with the appropriate manager, Academic Staff, or Unit Head responsible for the affected environment, in accordance with sections 2.5 of the Respectful Work and Learning Environment Policy.
- 2.16 Wherever practical, the HRCMO may encourage Informal Resolution of a complaint of a Breach.
- 2.17 If a Complainant wishes the complaint to be the subject of an Investigation, the Complainant must file a Formal Complaint no later than 1 year after the alleged Breach, or where a continuing contravention is alleged, no later than 1 year after the last alleged instance of the Breach.
- 2.18 Where the Complainant is not the person against whom the Breach is alleged to have occurred, the HRCMO will have discretion to:
 - (a) Refuse to accept the Complaint unless the person against whom the Breach is alleged to have occurred consents to the filing of the Formal Complaint; or
 - (b) Conduct a Preliminary Assessment and/or recommend a University-Instituted Investigation.
- 2.19 Where a Formal Complaint refers to an urgent allegation of Reprisal, the HRCMO will advise the Designated Officer and any such persons as believed necessary to discuss and implement interim measures. Interim measures may be implemented by the Designated Officer or the Unit Head.

Informal Resolution

- 2.20 Subject to section 2.22 of this Procedure, the HRCMO will provide information to both the Complainant and Respondent regarding the opportunities and resources available to facilitate Informal Resolution of an alleged Breach.

- 2.21 The HRCMO may develop and adopt guidelines and other documents secondary to and consistent with the Respectful Work and Learning Environment Policy and the Sexual Assault Policy and this Procedure, which outline Informal Resolution options and the processes related to each option.
- 2.22 The HRCMO may decide not to facilitate an Informal Resolution process where:
- (a) Successful resolution is unlikely;
 - (b) The concerns were not brought forward in a timely manner; or
 - (c) A full Investigation would better serve the University and the purposes of the Respectful Work and Learning Environment Policy and/or the Sexual Assault Policy.

Preliminary Assessment of Formal Complaints.

- 2.23 The HRCMO will conduct a Preliminary Assessment for each Formal Complaint to determine whether or not an Investigation should proceed in accordance with this Procedure. Except in extenuating circumstances, the HRCMO will complete a Preliminary Assessment of a Formal Complaint within 30 working days of receiving the Formal Complaint.
- 2.24 A Formal Complaint will not proceed to Investigation, and no further action is required by the HRCMO or the University, if the Formal Complaint does not strictly meet the requirements of section 2.1(j) of this Procedure, including but not limited to where the Formal Complaint is not in writing, is anonymous, is out of time, or does not contain all the required information.
- 2.25 Notwithstanding subsection 2.24 and subject to subsection 2.55 of this Procedure, the HRCMO may exercise his or her discretion to accept a non-compliant Formal Complaint or to bring a non-compliant Formal Complaint to the attention of the Designated Officer for consideration of a University Instituted Investigation.
- 2.26 In making his or her Preliminary Assessment, the HRCMO will consider whether:
- (a) The Formal Complaint deals with a Breach to which the Respectful Work and Learning Environment Policy, the Sexual Assault Policy, or this Procedure applies;
 - (b) The Formal Complaint appears credible, to have been made in good faith, and not to be frivolous or vexatious;
 - (c) The issues disclosed by the Formal Complaint have not been or are not in the process of being addressed in another forum or pursuant to a collective agreement or University policy, procedure or bylaw, which would deal comprehensively with the alleged Breach;

- (d) The issues disclosed by the Formal Complaint would more appropriately be dealt with in another forum or through another process;
- (e) The matters included in the Formal Complaint are of sufficient seriousness to warrant an Investigation;
- (f) An Investigation would serve the University in furthering the objectives under the Respectful Work and Learning Environment Policy and/or the Sexual Assault Policy; and
- (g) The Complainant has attempted to address the matters included in the Formal Complaint through Informal Resolution, pursuant to the Respectful Work and Learning Environment Policy, the Sexual Assault Policy and this Procedure.

2.27 The HRCMO will advise the Complainant in writing of his or her decision on the Preliminary Assessment. Where the Formal Complaint is not accepted to proceed to an Investigation, the HRCMO will include brief reasons for his or her decision. Where the Preliminary Assessment was not completed within 30 working days, the Complainant will also be informed as to the reason for the delay.

2.28 A Formal Complaint that is not accepted to proceed to an Investigation after Preliminary Assessment and appeal of the Preliminary Assessment, if any, will require no further action by the HRCMO or by the University.

Appeal of Preliminary Assessment

2.29 If a Formal Complaint is dismissed by the HRCMO on Preliminary Assessment, the Complainant may appeal the HRCMO's decision by giving notice and submissions in writing to the Designated Officer within 10 working days from the date of the HRCMO's decision. The submissions must include:

- (a) A letter to the Designated Officer clearly explaining the grounds for the appeal, with specific reference to section 2.30 of this Procedure;
- (b) A copy of the letter of decision from the HRCMO; and
- (c) A copy of all of the documentation submitted to the HRCMO with the Formal Complaint (no new documentation can be submitted at this time).

2.30 The grounds for an appeal of a Preliminary Assessment include:

- (a) Failure of the HRCMO to follow the Respectful Work and Learning Environment Policy, the Sexual Assault Policy, or this Procedure;
- (b) Failure of the HRCMO to reasonably consider all factors relevant to the decision being appealed;

- (c) Failure of the HRCMO to comply with applicable legislation.
- 2.31 The Designated Officer will immediately forward the Complainant's notice and submissions to the Committee, who will make a decision based on the written submissions within 10 working days. The Committee may:
- (a) Cause the HRCMO to appoint an Investigator; or
 - (b) Confirm the decision to dismiss the Formal Complaint.
- 2.32 The Committee will provide brief written reasons for its decision to the HRCMO and the Complainant. The decision of the Committee will be final.
- 2.33 The Committee may develop and adopt additional guidelines and other documents secondary to and consistent with the Respectful Work and Learning Environment Policy, the Sexual Assault Policy and this Procedure for the process of appeal of a Preliminary Assessment.

University Instituted Investigation

- 2.34 "**University Instituted Investigation**" means an Investigation initiated at the discretion of the Designated Officer, where:
- (a) A non-compliant Formal Complaint was received, but disclosed a credible issue of sufficient importance to warrant an Investigation;
 - (b) Matters come to the attention of the Designated Officer that lead him or her to believe there has been a Breach of sufficient importance to warrant an Investigation; or
 - (c) It would be more practical to conduct a single broad Investigation, than addressing a series of Formal Complaints from two or more individuals.
- 2.35 The Designated Officer shall be deemed to be the Complainant for the purpose of the University Instituted Investigation. The University Instituted Investigation shall proceed in the same manner as an Investigation under this Procedure, with methods of investigation adapted as necessary to meet the circumstances. Based on the results of the University Instituted Investigation, appropriate disciplinary action may be taken.

Appointment of Investigator

- 2.36 If an Investigation is found to be warranted, the HRCMO will arrange for the appointment of an Investigator. Having regard to the seriousness and nature of the Formal Complaint, the HRCMO may appoint either an employee of the University or an external consultant to act as the Investigator for a particular Complaint, provided that the Investigator:

- (a) Has skills and/or experience desirable in the circumstances;
- (b) Would be able to conduct the Investigation in an unbiased manner; and
- (c) Would not be placed in a conflict of interest.

Investigation

2.37 The Investigator may conduct the Investigation in any manner he or she deems appropriate, having regard to the nature of the particular Formal Complaint, the seriousness of the issues involved, and any admissions made during the Investigation. This may include some or all of:

- (a) Interviewing witnesses;
- (b) Reviewing documents and records (both paper and electronic);
- (c) Reviewing photographs, audio, and video recordings;
- (d) Examining physical evidence;
- (e) Arranging for testing of physical evidence;
- (f) With the consent of participants, arranging for medical or psychological evaluations; and/or
- (g) Submitting a [Third Party Data Access Request Form](#) to IST regarding accessing electronic systems in accordance with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*. IST will consult with Access & Privacy Office to facilitate the request.

2.38 The Complainant and Respondent shall cooperate fully with the Investigator and provide any information reasonably required by the Investigator upon request. The Investigator may set reasonable timelines for individuals to respond to requests for assistance with the Investigation.

2.39 Where an individual fails to provide reasonable cooperation with the Investigation, the Investigator may continue the Investigation and make a determination on the information available.

2.40 The Investigator will conduct the Investigation in accordance with the principles of procedural fairness and natural justice. In particular, the Investigator will ensure that:

- (a) The Complainant must be provided an opportunity to explain and provide evidence in support of the Complaint;

- (b) The Respondent must be informed of the alleged Breach and provided a copy of the Formal Complaint.
 - (c) The Respondent must be provided a reasonable opportunity to respond to the allegations. The Respondent must be provided access to documentary and other evidence as required to ensure procedural fairness and natural justice, subject to section 2.69 of this Procedure;
 - (d) While strict rules of evidence do not apply, appropriate weight must be given to evidence based on its credibility and reliability; and
 - (e) Witnesses (including Complainants and Respondents) may consult with and be accompanied by a Representative.
- 2.41 An Investigation must normally be completed within 90 working days of the Complaint being assigned to the Investigator. The Investigator may apply to the HRCMO for an extension of time of up to 30 working days. An Investigator may make multiple applications for extensions, but extensions may only be granted if reasonable in the circumstances and at a maximum of 30 working days at a time. The HRCMO will inform the Complainant and Respondent in writing of any extensions granted.
- 2.42 If, prior to or in the course of an Investigation:
- (a) The Investigator discovers that another Breach may have occurred, that others may have been involved in the Breach or there has been an allegation or act of Reprisal, the Investigator may apply to the HRCMO to expand the scope of the Investigation;
 - (b) A subsequent complaint, cross-complaints, allegation or act of Reprisal, or other matters related to a violation of the Respectful Work and Learning Environment Policy, the Sexual Assault Policy, or this Procedure is raised which would most efficiently be dealt with through the same Investigation, the HRCMO may expand the scope of the Investigation; or
 - (c) It becomes clear that a Formal Complaint would be most efficiently and thoroughly investigated jointly with another organization or institutional partner, the HRCMO may make arrangements for a joint Investigation, so long as reasonable provisions are made to respect confidentiality.
- 2.43 Nothing in this Procedure is intended to prevent any Unit Head, or member of the University Community in an instructional, supervisory or managerial position, from taking reasonable and immediate steps to:
- (a) Address a situation dangerous to the health or safety of the University Community in accordance with University policy, procedure, bylaw, and/or applicable collective agreements;

- (b) Protect University funds or assets;
- (c) Take interim measures intended to facilitate a thorough Investigation, discourage Reprisal, or prevent future Breaches; or
- (d) Manage, and if necessary discipline, employees or students in accordance with University policy, procedure, bylaw, and/or applicable collective agreements.

2.44 At any time during an Investigation, and with the consent of the Complainant, Respondent and the HRCMO, the Investigation may be suspended in order to provide an opportunity for Informal Resolution.

Reports on Investigations

2.45 At the conclusion of the Investigation, the Investigator will issue a Report to the Designated Officer and the HRCMO.

2.46 **"Report"** means a report that is issued by the Investigator at the end of an Investigation and contains, at a minimum, the following information:

- (a) A summary of the Formal Complaint and the alleged Breach;
- (b) A summary of the process and key timelines in the Investigation;
- (c) A summary of the key evidence obtained through the Investigation, including a summary of the response of the Respondent;
- (d) An indication of which key evidence was considered credible and reliable;
- (e) A conclusion as to whether, on a balance of probabilities, a Breach has been committed, including identification of which individuals caused or contributed to the Breach;
- (f) A summary of the Investigator's reasons for the conclusion; and
- (g) A summary of any remedial measures taken in regard to a Breach to the date of the Report.

Finding of No Breach of Policy

2.47 If it is determined that no Breach has occurred, the Designated Officer will advise the Complainant and Respondent accordingly and may choose to provide them with a copy of the 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.

2.48 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.

Finding of Breach of Policy

- 2.49 If it is determined that a Breach has occurred, or that discipline is warranted under section 2.61 of this Procedure, the Designated Officer may distribute the Report in accordance with section 2.54 of this Procedure to decide upon and implement discipline, mitigation steps or remedial measures.
- 2.50 The Designated Officer may request the Investigator to prepare a summary of the Report for the purposes of protecting confidentiality and protecting the identity of persons involved in the Investigation. The Investigator may consult with the Access & Privacy Office and/or the Office of Legal Counsel for assistance in preparing such summary.
- 2.51 The Designated Officer will provide a summary and/or the Report (either in original or redacted form), within 30 working days of receiving the Report, to:
- (a) The Complainant;
 - (b) The Respondent;
 - (c) All such individuals as the Designated Officer believes necessary to decide upon and implement discipline, mitigation steps, or remedial measures, in accordance with section 2.54;
 - (d) All such individuals as the Designated Officer believes necessary to implement due diligence to prevent similar or related Breaches in the future;
 - (e) All such individuals as the Designated Officer reasonably believes necessary to protect or restore the reputation of those wrongly accused of causing or contributing to a Breach; and
 - (f) Any other person required in order to comply with legal, regulatory, or contractual obligations.
- 2.52 In each case the summary or Report will include, at a minimum, a summary of any evidence provided by the recipient and enough information for the recipient to understand the essential nature of the Formal Complaint and whether or not a Breach was found to have occurred. Such information will be provided in accordance with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*

DISCIPLINE

- 2.53 Individuals who are found in Breach of the Respectful Work and Learning Environment Policy, the Sexual Assault Policy, or this Procedure will be subject to disciplinary action as follows:
- (a) Where the individual is an employee, the discipline will be implemented in accordance with applicable legislation, common law, collective agreements, and University policies, procedures or bylaws.
 - (b) Where the individual is a student, the discipline will be implemented in accordance with the Student Discipline Bylaw and the Student Non-Academic Misconduct and Concerning Behaviour procedure.
 - (c) Where the individual is neither an employee nor a student, the Vice-President (Administration) or designate may make any determination regarding the individual's continued access to the University in accordance with the [Vice-President \(Administration\) Bylaw](#).
- 2.54 Before deciding on or implementing any discipline, mitigation steps or other remedial measures, the Designated Officer may seek advice and guidance from appropriate individuals, which may include: the HRCMO, the Associate Vice-President (Human Resources), the Director of Staff Relations, the Vice-Provost (Students), legal counsel, the supervisor or manager of an employee, and/or the Unit Head of the affected Unit.
- 2.55 Anonymous material may only be considered in a disciplinary decision where it would not violate the principles of procedural fairness and natural justice, and it would not conflict with an applicable collective agreement.

APPEAL OF DISCIPLINE

- 2.56 The Respondent may appeal a disciplinary decision made against him or her as follows:
- (a) If the Respondent is a unionized employee, in accordance with the appropriate grievance process defined by any applicable collective agreement;
 - (b) If the Respondent is a student, in accordance with the Student Discipline Bylaw and the Student Discipline Appeal Procedure.

PROTECTION FROM REPRISAL

- 2.57 Subject to section 2.61, "**Reprisal**" means any of the following measures taken against a Complainant or any other person because they have sought advice regarding the Respectful Work and Learning Environment Policy or the Sexual Assault Policy, brought forward allegations of a Breach or made a Formal

Complaint, cooperated with an Investigation, or rejected a sexual solicitation or advance:

- (a) Discipline;
- (b) Academic penalties (in the case of students);
- (c) Demotion;
- (d) Termination of employment;
- (e) Termination of an academic appointment;
- (f) Any other measure which significantly adversely affects his or her working conditions or educational experience; and
- (g) A threat to take any of the measures referred to above.

2.58 A Complainant, Respondent, witness, and/or any other person who has sought advice regarding the Respectful Work and Learning Environment Policy or the Sexual Assault Policy, who has brought forward allegations of a Breach, who has made a Formal Complaint, who has cooperated with an Investigation, or who has rejected a sexual solicitation or advance, is entitled to be protected from a Reprisal. An individual may complain about an alleged Reprisal to the Investigator or to the HRCMO.

2.59 Upon observing or being notified of an alleged Reprisal the Investigator may:

- (a) Investigate and include in his or her Report information relating to the alleged Reprisal; and
- (b) If the matter is urgent, refer the information regarding alleged Reprisal to the HRCMO.

2.60 Where the Investigator refers an urgent allegation of Reprisal to the HRCMO, the HRCMO will advise the Designated Officer and any such persons as believed necessary to discuss and implement interim measures. Interim measures may be implemented by the Designated Officer or the Unit Head.

2.61 It is not a Reprisal for the University to implement discipline or take other measures against an individual if:

- (a) The individual has interfered or attempted to interfere with an Investigation;
- (b) The person made a Formal Complaint or allegations in bad faith;
- (c) The individual has materially breached the Respectful Work and Learning Environment Policy, the Sexual Assault Policy, or this Procedure; or

- (d) Discipline is otherwise warranted against the individual under applicable legislation or common law, or University policies, procedures or bylaws.

2.62 Even where an individual indicates that he or she wishes to withdraw a Formal Complaint (including for fear of Reprisal or being identified) during an Investigation, the Designated Officer may determine that the issue is important enough that an Investigation must continue.

CONFIDENTIALITY

Obligations of Confidentiality by University with respect to Allegations of Breach

2.63 The University will not disclose the name of a Complainant or Respondent or the circumstances related to a complaint of alleged Breach except where disclosure is:

- (a) Necessary to investigate the complaint or take corrective action with respect to the complaint; or
- (b) Required by law.

Obligations of Confidentiality by University with respect to Findings of Breach

2.64 The University will not disclose the name of a Complainant or the circumstances related to a complaint of alleged Breach except where disclosure is:

- (a) Necessary to address a risk to the health or safety of an individual or group;
- (b) Necessary to comply with insurance requirements; or
- (c) Required by law.

2.65 The University may disclose the name of the Respondent or the circumstances related to a finding of Breach for the following purposes:

- (a) In order to address a risk to the health or safety of an individual or group;
- (b) In order to prevent further or continuing Breaches or other violations of the Respectful Work and Learning Environment Policy, the Sexual Assault Policy, or this Procedure;
- (c) In order to obtain confidential professional advice;
- (d) In order to report a legal offense to appropriate authorities;
- (e) In order to respond to legal or administrative proceedings;
- (f) In order to comply with any legal or contractual requirement;

- (g) In accordance with the Access and Privacy policy; or
- (h) As otherwise permitted or as necessary to give effect to the Respectful Work and Learning Environment Policy, the Sexual Assault Policy, or this Procedure.

Information to be minimum amount necessary for purpose

2.66 Personal information that is disclosed under section 2.63 and 2.65 above in respect of an alleged Breach or a finding of Breach will be the minimum amount necessary for the purpose.

Obligations of Confidentiality by the Complainant, Respondent, and Witnesses

2.67 The Complainant, the Respondent, and witnesses involved in an Investigation must keep confidential:

- (a) The existence and nature of the Investigation; and
- (b) Any information or documentation obtained as a result of the Investigation;

which information may only be disclosed to those who reasonably need to know. Where an individual is unsure of whether they may disclose particular information, they may seek advice from the HRCMO or from the Access & Privacy Office. This section is not intended to limit the distribution of Reports as contemplated by this Procedure.

2.68 Notwithstanding section 2.67, the Complainant, the Respondent, and witnesses involved in the Investigation may:

- (a) Obtain confidential advice and/or direction in relation to the complaint from persons such as their supervisor, lawyer, union representative, Student Advocate, or support person, as may be appropriate);
- (b) Disclose information to others only to the extent reasonably necessary to gather evidence and, in the case of a Respondent, to make full answer and defense to the allegations; and
- (c) Use information obtained independent of the Investigation in any other forum.

Obligations of Confidentiality by the Investigator

2.69 The Investigator, in conducting the Investigation, will comply with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act* with respect to personal information and personal health information collected, used and disclosed in the course of the investigation. Where the Investigator is unsure of whether they may disclose particular information, they

may seek advice from the University's Access & Privacy Office. The Investigator will further ensure that individuals participating in the Investigation are only provided with such information as they may reasonably need to know to be effective witnesses, or in the case of a Respondent, to address the allegations in accordance with the principles of procedural fairness and natural justice. Subject to section 2.40 of this Procedure, individuals participating in the Investigation may not necessarily be provided with all information, documentation, the names of Complainants or other witnesses, or the full text of the Formal Complaint.

- 2.70 The Investigator will advise all persons involved with an Investigation as to their obligations regarding confidentiality, and the protections available to them under this Procedure.

Records Management

- 2.71 The University will maintain files with respect to each complaint in accordance with the [Records Management](#) policy and procedure. The Investigator will securely transfer his or her files to the HRCMO once the Investigation has concluded.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The Vice-President (Administration) is responsible for the implementation, administration and review of this Procedure.
- 3.3 All members of the University Community are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every three (3) years. The next scheduled review date for this Procedure is [Click here to enter a date](#).
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the Approving Body deems it necessary or desirable to do so;
 - (b) this Procedure is no longer legislatively or statutorily compliant;
 - (c) this Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) Procedure: Respectful Work and Learning Environment, effective January 27, 2009, and revised March 15, 2010;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Respectful Work and Learning Environment Policy;
 - (b) Sexual Assault Policy;
 - (c) Definitions of Academic Units Policy;
 - (d) Records Management Policy and Procedure;
 - (e) Access and Privacy Policy and Procedure;
 - (f) [Third Party Data Access Request Form](#);
 - (g) Student Discipline Bylaw;
 - (h) Student Non-Academic Misconduct and Concerning Behaviour procedure;
 - (i) Student Discipline – Appeal Procedure;
 - (j) Use of Computer Facilities policy and procedure;
 - (k) Violent or Threatening Behaviour policy and procedure;
 - (l) Vice-President (Administration) Bylaw;
 - (m) [The Human Rights Code](#), C.C.S.M. c. H175;
 - (n) [The Workplace Safety and Health Regulation](#) 217/2006.



AGENDA ITEM: Violent or Threatening Behaviour Policy and Procedure

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the revision to the Violent or Threatening Behaviour Policy and Procedure.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University recently undertook a review of the governing documents relating to harassment and discrimination, violent and threatening behaviour, and sexual assault. The revisions to the Violent or Threatening Behaviour address the following concerns:

- The current policy does not contain many of the statements required to be in the policy pursuant to the *Workplace Safety and Health Regulation*;
- The revision outlines the University's legal obligations regarding a violence prevention policy for workers;
- "Violence" has been defined to be consistent with the *Workplace Safety and Health Regulation*;
- The **Student/Staff Threat Assessment Triage Intervention Support team (STATIS)** is defined and given a formal role within the policy. Currently this is described as the "Risk Assessment Team" under the policy;
- A clearer response protocol has been included to give direction regarding reporting lines, investigation, and discipline provisions;
- New language has been added regarding supports available, including academic/work accommodations and safety plans to individuals affected by violence;
- The revised policy better outlines confidentiality protections and limitations;

RESOURCE REQUIREMENTS:

None.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

This policy is consistent with the University's goal to build a safe and supportive learning and work environment, and to increase student, staff and faculty satisfaction with the learning and work environment.

IMPLICATIONS:

The revision is required for the University to meet its legal obligations under the *Workplace Safety and Health Regulation*. It affirms our commitments under the Regulation and ensures that responsibility is clearly assigned across the University to meet our obligations under the Regulation.

ALTERNATIVES:

The University is required to maintain up-to-date policies and procedures under the Workplace Safety and Health Regulation; therefore, there are no alternatives.

CONSULTATION:

In total, 17 presentations on the behavioural policies (including the Violent or Threatening Behaviour Policy and Procedure) were made between the months of October and December, including the presentation to Senate, presentations to each union (UMFA, AESES, UNIFOR, CUPE and CUPE Engineering), presentations to Provost's Council, to the Associate Deans (Undergraduate), to the Student Experience Committee, to staff members within Student Support, to the Sexual Assault Working Group (SAWG), to the UMSU senior sticks and to UMSU Council, to the University Discipline Committee, and to the broader community at both Fort Garry Campus and Bannatyne Campus. In addition, the policies were sent to all LASH committees and to the OSHA committee for review. Subsequent consultations with UMFA, UMSU and GSA occurred in January 2016 and February 2016. Approximately 25 emails with feedback were received, 10 of which came through the consultation website. The remaining emails were sent by individuals and by groups in response to the presentations and direct consultations.

UNIVERSITY OF MANITOBA POLICY

Policy:	VIOLENT OR THREATENING BEHAVIOUR
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, s.16(1)</i>
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	Chief Risk Officer
Contact:	Director, Security Services
Application:	Board of Governors members, Senate members, faculty/college/school councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers

Part I Reason for Policy

- 1.1 The purpose of this Policy is to:
- (a) Outline the University's commitment to creating and maintaining a safe, positive and productive work and learning environment that is free of Violence; and
 - (b) Set out the actions and measures that the University will take to address the risk of Violence within the University.

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Policy and related Procedures:

- (a) **"Policy"** means this Violent or Threatening Behaviour policy.
- (b) **"Procedure"** means the Violent or Threatening Behaviour procedure.
- (c) **"University"** means The University of Manitoba.
- (d) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.
- (e) **"University Matter"** has the same meaning as defined in section 2.3 of this Policy.
- (f) **"Violence"** means:
 - (i) The attempted or actual exercise of physical force against a person; or
 - (ii) Any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

Scope

- 2.2 This Policy applies to members of the University Community in relation to any University Matter. Nothing in this Policy is intended to detract from the academic freedom of the University's academic staff.
- 2.3 **"University Matter"** means any activity, event, or undertaking in which a member of the University Community participates, which has a substantial connection to the University, such as:
- (a) University-related activities or events, including but not limited to:
 - (i) Any activity or event on property owned or controlled by the University;
 - (ii) The leasing of space, including student residence rooms, on property owned or controlled by the University;
 - (iii) The offering of any service by the University, including educational services;
 - (iv) Student placements, practica, or clinical training;
 - (v) University research activities, whether on or off campus;

- (vi) Student and/or employee exchanges arranged in connection with the University;
 - (vii) Social events or networking, where matters regarding the University or members of the University Community are a significant focus of the activity;
 - (viii) University field trips, travel-study tours, service-learning activities, and similar activities;
- (b) Activities or events involving members of the University Community, where the actions of those members of the University Community may reasonably reflect upon or affect the University, including but not limited to:
- (i) Any aspect of the employment or engagement of employees and contractors for roles and projects substantially connected to the University;
 - (ii) Participation on a committee or board as a representative of the University;
 - (iii) Writings, photographs, artwork, audio or video recordings, and/or electronic communications, including communications through social media, where matters regarding the University or members of the University Community are a significant focus of the communication;
 - (iv) Matters related to The University of Manitoba Students' Union, the Graduate Students' Association, and their affiliated student groups to the extent that it affects the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments; or
 - (v) Matters of off-campus conduct that have, or might reasonably be seen to have an adverse effect on the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments.

Policy Statement

- 2.4 Individuals who commit Violence in relation to a University Matter will be subject to discipline under the Procedure.
- 2.5 The University will establish a protocol in accordance with the Procedure for reporting and responding to incidents of Violence and to provide a mechanism to support the maintenance of a safe work and learning environment. The

University will make the protocol easily and readily available to the University Community.

- 2.6 This Policy and the Procedure are not intended to discourage or prevent a complainant from reporting instances of Violence to the police or exercising any other rights, actions or remedies that may be available to him or her under any other law.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Vice-President (Administration) is responsible for the implementation, administration and review of this Policy.
- 3.3 Board of Governors members, Senate members, faculty/college/school councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

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

Part V Review

- 5.1 Governing Document reviews shall be conducted every three (3) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed by the Approving Body if:
- (a) the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

- (a) comply with the revised Policy; or
- (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Violent or Threatening Behaviour policy, effective March 22, 2006;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Violent or Threatening Behaviour procedure;
 - (b) Sexual Assault policy;
 - (c) RWLE and Sexual Assault procedure;
 - (d) Vice-President (Administration) Bylaw;
 - (e) Student Discipline Bylaw;
 - (f) Student Non-Academic Misconduct and Concerning Behaviour procedure;
 - (g) Use of Computer Facilities policy and procedure;
 - (h) [The Workplace Safety and Health Act](#), C.C.S.M. c. W210; and
 - (i) [The Workplace Safety and Health Regulation](#), W210 – 217/2006.

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	VIOLENT OR THREATENING BEHAVIOUR
Parent Policy:	Violent or Threatening Behaviour
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Vice-President (Administration)
Authority:	Violent or Threatening Behaviour Policy
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	Chief Risk Officer
Contact:	Director, Security Services
Application:	Board of Governors members, Senate members, faculty/college/school councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers

Part I Reason for Procedure

- 1.1 The reason for this Procedure is:
- (a) To establish a protocol for reporting and responding to incidents of Violence that occur with respect to University Matters and to provide a mechanism to support the maintenance of a safe, positive and productive work and learning environment; and
 - (b) To comply with [The Workplace Safety and Health Regulation](#), W210 – 217/2006.
- 1.2 The Policy and this Procedure are not intended to discourage or prevent a complainant from exercising any other rights, actions or remedies that may be available to him or her under any other law.

Part II Procedural Content

Definitions

2.1 The following terms are defined for the purpose of this Procedure:

- (a) **"Bylaw"** means the [Student Discipline](#) Bylaw.
- (b) **"Disciplinary Authority"** means the discipline authority designated to determine a matter of student discipline for Non-Academic Misconduct under the Student Discipline Bylaw, the Student Non-Academic Misconduct and Concerning Procedure, and Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct.
- (c) **"LASH"** means the Local Area Safety and Health committee established by the University of Manitoba in accordance with the provisions of [The Workplace Safety and Health Act](#) (Manitoba).
- (d) **"OSHA"** means the Organizational Safety and Health Advisory committee established by the University that will look at safety and health issues that cross department/faculty lines or affect the University as a whole.
- (e) **"Policy"** means the Violent or Threatening Behaviour policy.
- (f) **"Procedure"** means this Violent or Threatening Behaviour procedure.
- (g) **"STATIS"** means the Student/Staff Threat Assessment Triage Intervention Support team comprised of the following representatives:
 - (i) Vice-Provost (Students);
 - (ii) Associate Vice-President (Human Resources);
 - (iii) Director, Security Services;
 - (iv) Executive Director, Student Support;
 - (v) Student Support Case Manager; and
 - (vi) Legal Counsel.
- (h) **"UMSS"** means the University of Manitoba's Security Services.
- (i) **"Unit"** means a faculty, school, college, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a faculty or school is not a Unit as the term is used within these Procedures.

- (j) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President, Vice-Presidents, Associate Vice-Presidents and Vice-Provosts with respect to their Units.
- (k) **"University"** means The University of Manitoba.
- (l) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.
- (m) **"University Matter"** has the same meaning as defined in section 2.3 of this Procedure.
- (n) **"Violence"** means:
 - (i) The attempted or actual exercise of physical force against a person; or
 - (ii) Any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

Scope

- 2.2 This Procedure applies to members of the University Community in relation to any University Matter.
- 2.3 **"University Matter"** means any activity, event, or undertaking in which a member of the University Community participates, which has a substantial connection to the University, such as:
 - (a) University-related activities or events, including but not limited to:
 - (i) Any activity or event on property owned or controlled by the University;
 - (ii) The leasing of space, including student residence rooms, on property owned or controlled by the University;
 - (iii) The offering of any service by the University, including educational services;
 - (iv) Student placements, practica, or clinical training;
 - (v) University research activities, whether on or off campus;

- (vi) Student and/or employee exchanges arranged in connection with the University;
 - (vii) Social events or networking, where matters regarding the University or members of the University Community are a significant focus of the activity;
 - (viii) University field trips, travel-study tours, service-learning activities, and similar activities;
- (b) Activities or events involving members of the University Community, where the actions of those members of the University Community may reasonably reflect upon or affect the University, including but not limited to:
- (i) Any aspect of the employment or engagement of employees and contractors for roles and projects substantially connected to the University;
 - (ii) Participation on a committee or board as a representative of the University;
 - (iii) Writings, photographs, artwork, audio or video recordings, and/or electronic communications, including communications through social media, where matters regarding the University or members of the University Community are a significant focus of the communication;
 - (iv) Matters related to The University of Manitoba Students' Union, the Graduate Students' Association, and their affiliated student groups to the extent that it affects the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments; or
 - (v) Matters of off-campus conduct that have, or might reasonably be seen to have an adverse effect on the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments.

Immediate Response Protocol

- 2.4 In the event of imminent bodily harm, individuals should call 911 and UMSS. When reporting an incident, individuals should attempt to provide the following information:
- (a) A complete description of the incident(s) involving Violence;
 - (b) Name(s) of individuals involved in the incident(s);

- (c) Description of individual(s), if name(s) not known;
 - (d) Name(s) of witness(es) or description, if name(s) not known; and
 - (e) Location of the incident(s).
- 2.5 Where a report of Violence is received by UMSS, UMSS shall respond as soon as reasonably possible and the Director of UMSS (or designate) shall be notified.
- 2.6 Without limiting the scope of their jurisdiction and/or mandate, UMSS may take any one or more of the following actions in response to a report of Violence, as reasonably determined by UMSS:
- (a) Restore order in violent situations;
 - (b) Arrest individual(s) in accordance with section 494(1) of the *Criminal Code*;
 - (c) Contact Winnipeg Police Service;
 - (d) Arrange medical assistance;
 - (e) Take statement(s) of witness(es);
 - (f) Make appropriate referrals; and
 - (g) Take immediate action to facilitate the removal or banning of individuals from University property.
- 2.7 Any decision under section 2.6(g) above to remove an individual from University property shall be effective immediately, subject to review by the Vice President (Administration). The Chief Risk Officer, the appropriate Unit Head, and STATIS shall be advised of the action as soon as possible.
- 2.8 The Director of Security Services shall in all cases file a written report with the Vice-President (Administration) on the next business day describing any action taken under section 2.6(g) above.
- 2.9 Members of the University Community, including students and employees, who have been harmed as a result of an incident of Violence, are encouraged to consult with a health care provider for treatment or referral for post-incident counselling, if appropriate.
- 2.10 For students affected by Violence, the University will:
- (a) Provide reasonable academic accommodations (such as extensions on assignments, deferrals of exams, leaves of absences, authorized withdrawals, etc.).

- (b) Create a safety plan in consultation with the University's Student Support Case Manager, UMSS, and other offices as appropriate.

2.11 For employees affected by Violence, the University will:

- (a) Provide reasonable work accommodations, in consultation with Human Resources; and
- (b) Create a safety plan, in consultation with the Unit Head, UMSS and other offices as appropriate.

Report to STATIS

2.12 Where a report of Violence is received by STATIS under section 2.7 of this Procedure, the role of STATIS will be to:

- (a) Develop an action plan to assist and support the members of the University Community affected by the Violence;
- (b) Ensure that members of the University Community affected by the Violence are consulted where appropriate and kept informed of the developments within the parameters of confidentiality;
- (c) Make recommendations to the appropriate Unit Head and/or Disciplinary Authority; and
- (d) Take all necessary action relative to the above.

2.13 A coordinator for STATIS shall be appointed for each incident as follows:

- (a) If the conduct of a Student is the source of concern, the coordinator will be the Vice-Provost (Students) (or a designate);
- (b) If the conduct of an employee is the source of concern, the coordinator will be the Associate Vice-President (Human Resources) (or a designate); and
- (c) If the conduct of any other member of the University Community is the source of concern, the coordinator will be the Director of Security Services (or a designate).

2.14 The coordinator of STATIS will have the following responsibilities:

- (a) Bring together STATIS and, where necessary, experts and other University personnel;
- (b) Coordinate internal and external communication;
- (c) Maintain confidential records and ensure the Vice-President (Administration) is informed of developments as appropriate;

- (d) Convene debriefing sessions; and
- (e) Prepare a final report and recommendation in relation to any decision taken by UMSS under section 2.6(g) above, to be delivered to the Vice-President (Administration) for final determination, with a copy to the Chief Risk Officer and the Unit Head of any Unit affected by the Violence.

Investigation

- 2.15 As soon as reasonably practicable after an incident of Violence, the University shall investigate the incident as follows:
- (a) Where the individual is an employee, the Unit Head for the employee's Unit will investigate the allegation in consultation with STATIS and Human Resources, and in accordance with applicable legislation, common law, collective agreements, and University policies, procedures and bylaws;
 - (b) Where the individual is a student, the Disciplinary Authority under the Bylaw and related procedures will investigate the allegation in consultation with STATIS and in accordance with the Student Non-Academic Misconduct and Concerning Behaviour procedure; and
 - (c) Where the individual is neither an employee nor a student, the Director of UMSS will investigate the allegation in accordance with applicable legislation, common law, and University policies, procedures and bylaws.
- 2.16 The Unit Head of any affected Unit, in consultation with the Office of Risk Management, will implement any control measures that are identified as a result of the investigation that will eliminate or control the risk of Violence to individuals in their Unit.

Discipline

- 2.17 Individuals who are found to have engaged in Violence under this Policy will be subject to disciplinary action as follows:
- (a) Where the individual is an employee, the discipline will be implemented pursuant to and in accordance with applicable legislation, common law, collective agreements, and University policies, procedures and bylaws.
 - (b) Where the individual is a student, the discipline will be implemented in accordance with the Student Discipline Bylaw and the Student Non-Academic Misconduct and Concerning Behaviour procedure.
 - (c) Where the individual is neither an employee nor a student, the Vice-President (Administration) or designate may make any determination regarding the individual's continued access to the University in accordance with the Procedure and the Vice-President (Administration) Bylaw.

- 2.18 The Office of Risk Management must be advised of any decision taken under section 2.17 above.
- 2.19 The University may take disciplinary/legal action against any individual who submits a frivolous or vexatious complaint under this Policy, or who interferes with an investigation of a complaint under this Policy.

Violence Prevention Plan

- 2.20 Subject to section 2.26 of this Procedure and in consultation with the Office of Risk Management, the Unit Head shall advise all employees for which they are responsible of the risk of Violence in the Unit, including the nature and extent of the risk and the risk of Violence from persons whom the employees are likely to encounter in the course of their work.
- 2.21 In accordance with [The Workplace Safety and Health Regulation](#), each Unit Head shall, no less than annually:
- (a) Consult with the employees in their Unit, the applicable LASH committee, and the Office of Risk Management to review and develop the violence prevention plan that will be implemented by their Unit;
 - (b) Ensure that all employees in their Unit have received appropriate training in the Policy, this Procedure, and the violence prevention plan for their Unit; and
 - (c) Review the mechanisms in place to ensure that employees in their Unit comply with the Policy, this Procedure, and the violence prevention plan for their Unit.
- 2.22 The violence prevention plan referred to in section 2.21 above shall provide information on the following matters:
- (a) A description of:
 - (i) Any particular worksite in their Unit of which the University is aware that an incident of Violence has occurred or may reasonably be expected to occur; and
 - (ii) Any particular job functions at the workplace where an employee performing their job function has been, or may reasonably be expected to be, exposed to the incident of Violence;
 - (b) The measures the University will implement to eliminate the risk of Violence in the Unit, or the measures that the University will implement to control that risk if it is not reasonably practicable to eliminate it;

- (c) The measures and procedures that the University has in place for summoning immediate assistance when an incident of Violence occurs or is likely to occur in the Unit;
- (d) A statement directing the employee to review the Policy and this Procedure, as well as any other documents that will outline the measures and procedures that the University has in place for summoning immediate assistance when an incident of Violence occurs or is likely to occur; and

2.23 The violence prevention plan shall be communicated to all employees in the Unit immediately at the time of hire and shall be posted online or in the Unit for quick reference by employees.

Annual Report

2.24 Annually, the Office of Risk Management will prepare a report that compiles:

- (a) A record of the incidents of Violence in each Unit of the University, if any;
- (b) The results of any investigation into an incident of Violence, including a copy of:
 - (i) Any recommendations for control measures or changes to the violence prevention policy for the affected Unit; and
 - (ii) Any report prepared under in respect of such an incident;
- (c) The control measures, if any, implemented as a result of an investigation into an incident.

2.25 The annual report will be provided to the Vice-President (Administration) and to OSHA.

Obligations of Confidentiality by the University

2.26 In respect of an incidence of Violence, the University will not disclose the name of the complainant, the name of the respondent, or the circumstances related to the complaint to any person, other than where the disclosure is:

- (a) Necessary in order to investigate the complaint;
- (b) Required in order to take corrective action in response to the complaint; or
- (c) Required by law, including but not limited to the University's legal obligations under the *Workplace Safety and Health Regulation* (Manitoba).

2.27 Personal information that is disclosed under section 2.26 above in respect of an incidence of Violence must be the minimum amount necessary for the purpose.

Obligations of Confidentiality by Others

2.28 All persons involved in an investigation of an incident of Violence, whether as a witness or retrieving relevant information or documents, must keep confidential:

- (a) The existence and nature of the investigation; and
- (b) Any information or documentation obtained as a result of the investigation;

which information may only be disclosed to those who reasonably need to know. Where an individual is unsure of whether they may disclose particular information, they may seek advice from the Access & Privacy Office or from STATIS.

2.29 Notwithstanding section 2.28 above, any person involved in an investigation may:

- (a) Obtain confidential advice (including advice from a student advocate, union representative, lawyer, or support person(s), as may be appropriate);
- (b) Disclose information to others only to the extent reasonably necessary to gather evidence and to make full answer to any allegations; and
- (c) Use information obtained independent of the investigation in any other forum.

Legislated Review of the Procedure

2.30 In accordance with [The Workplace Safety and Health Act \(Manitoba\)](#), the OSHA shall review these Procedures every three (3) years and make any recommendations it feels are necessary and advisable.

Part III Accountability

3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Procedure is required.

3.2 The Chief Risk Officer or designate is responsible for the implementation, administration and review of this Procedure.

3.3 Board of Governors members, Senate members, faculty/college/school councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every year. The next scheduled review date for this Procedure is [Click here to enter a date](#).
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the Vice-President (Administration) deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) Procedure: Violent or Threatening Behaviour, effective March 22, 2006;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Violent or Threatening Behaviour policy;
 - (b) [The Workplace Safety and Health Act](#), C.C.S.M. c. W210;
 - (c) [The Workplace Safety and Health Regulation](#) W210 – R.M. 217/2006;
 - (d) Health and Safety policy;
 - (e) Safety Committees procedure;
 - (f) Respectful Work and Learning Environment policy;

- (g) Sexual Assault Policy;
- (h) RWLE and Sexual Assault Procedure;
- (i) Student Non-Academic Misconduct and Concerning Behaviour procedure;
- (j) Student Discipline Bylaw; and
- (k) Use of Computer Facilities policy and procedure.



AGENDA ITEM: Revised Student Discipline Bylaw and Related Procedures

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve revisions to the *Student Discipline Bylaw* and associated *Student Academic Misconduct*, *Student Non-Academic Misconduct*, and *Student Discipline Appeal* procedures, as recommended by Senate, effective September 1, 2016.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Board's powers include the power to exercise disciplinary jurisdiction over students.

The Behavioural Policies Working Group was struck in May 2015 to review behavioural policies at the University, including the *Student Discipline Bylaw* and *Student Discipline* procedure and the policy on *Inappropriate or Disruptive Student Behaviour*. Other policies encompassed by the review include the *Respectful Work and Learning Environment (RWLE)* policy and procedure and the *Violent or Threatening Behaviour* policy and procedure, which have been provided to the Board as separate submissions.

The objectives of the review of the behavioural policies were to:

- eliminate overlapping content, to address a concern that the current suite of policies, although robust, is confusing;
- ensure the policies and procedures comply with provincial statutory requirements, including *The Workplace Safety and Health Act* and *The Human Rights Code*;
- clarify behavioural expectations for students and employees by defining terms used in the policies and procedures;
- respond to a changing environment, including social media, by defining what would be considered a University matter;
- address the need for consistency in dealing with student misconduct and concerning behaviour across the University.

Revisions to the *Student Discipline Bylaw* and related procedures, in particular, are intended to:

- clearly define the University's jurisdiction in reviewing student conduct;
- clearly distinguish between student academic misconduct and student non-academic misconduct;
- establish clear procedures for conducting investigations under the *Bylaw*;
- outline a protocol for dealing with students who exhibit concerning behavior.

Proposed revisions to the *Student Discipline Bylaw* and related procedures are described in detail in the attachments to this submission. Some of the more substantial changes are outlined below.

- The revised *Student Discipline Bylaw* would include clear definitions for Academic Misconduct and Non-Academic Misconduct.
- The revised *Bylaw* would include three related procedures: the *Student Academic Misconduct* procedure, the *Student Non-Academic Misconduct Procedure*, and the *Student Discipline Appeal* procedure.
 - The procedures concerning *Student Academic Misconduct* and *Student Non-Academic Misconduct and Concerning Behaviour* would replace the existing *Student Discipline* procedure.
 - The *Student Discipline Appeal* procedure, which is an existing procedure, would remain as separate document.
 - The existing policy on *Inappropriate or Disruptive Student Behaviour* would be incorporated into the proposed procedure on *Student Non-Academic Misconduct and Concerning Behaviour* (see sections 2.26 – 2.31).
- The procedures concerning both *Student Academic Misconduct* and *Student Non-Academic Misconduct* would more clearly describe the jurisdiction of disciplinary authorities and the investigation process.
- The *Student Non-Academic Misconduct* procedure, in particular, would formally identify the Vice-Provost (Students) as the disciplinary authority for matters of student Non-Academic Misconduct and Concerning Behaviour affecting the University, generally.
- Sections 2.26 – 2.31 of the *Student Non-Academic Misconduct* procedure would set out a reporting protocol to be followed where a student exhibits Concerning Behaviour and would define the roles of STATIS (Student/Staff Threat Assessment Triage Intervention Support) and the Security Services (UMSS) with respect to that protocol.
- The *Student Academic Misconduct* procedure would include definitions for different forms of Academic Misconduct (in section 2.5), to promote consistent use of terminology and application of the procedure and disciplinary actions across academic units.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

The existing *Student Discipline* procedure and the policy on *Inappropriate or Disruptive Student Behaviour* would be replaced by the *Student Academic Misconduct* procedure, the *Student Non-Academic Misconduct* procedure, and the *Student Discipline Appeal* procedure.

ALTERNATIVES:

N/A

CONSULTATION:

In total, seventeen presentations on the behavioural policies were made between the months of October and December, including a presentation to Senate (December 2, 2015, presentations to each union (UMFA, AESES, UNIFOR, CUPE and CUPE Engineering), presentations to Provost's Council, to the Associate Deans (Undergraduate), to the Student Experience Committee, to staff members within Student Support, to the Sexual Assault Working Group (SAWG), to the UMSU senior sticks and to UMSU Council, to the University Discipline Committee, and to the broader community at both Fort Garry Campus and Bannatyne Campus. In addition, the policies were sent to all LASH committees and to the OSHA committee for review. Subsequent consultations with UMFA, UMSU and GSA occurred in January 2016 and February 2016. Approximately twenty-five emails with feedback were received, ten of which came through the consultation website. The remaining emails were sent by individuals and by groups in response to the presentations and direct consultations.

The revised policy and procedures were considered and endorsed by the University Discipline Committee, the Senate Executive Committee, and by Senate at its meeting on May 18, 2016.



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"/>	University Discipline Committee	March 4, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	May 4, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	May 18, 2016
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the University Discipline Committee regarding Revisions to the *Student Discipline Bylaw* and Related Procedures
 - Memo from Ms. Versace, Legal Counsel (dated March 9, 2016)
RE: *Student Discipline Bylaw* – policy revision
 - *Student Discipline Bylaw*
 - *Student Academic Misconduct* procedure
 - *Student Non-Academic Misconduct* procedure
 - *Student Discipline Appeal* procedure

Report of the University Discipline Committee regarding revisions to the Student Discipline Bylaw and related procedures

Preamble:

1. The Student Discipline Bylaw and Procedures are found on the website at: http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html
2. At its meeting on March 3, 2016, the Committee considered a proposal from the behavioural policies working group regarding revisions to the Student Discipline Bylaw and related procedures.
3. As per 2.13.4 of the Student Discipline Procedure, it is the responsibility of the University Discipline Committee to “review the Student Discipline Bylaw and related Procedures periodically and, if necessary, to recommend changes to it.”

Observations:

1. Revisions to the Student Discipline Bylaw and procedures were made as part of a review of the University’s behavioural policies. The intent of the review was to address the following concerns:
 - (a) A need to ensure compliance with The Human Rights Code (Manitoba) and The Workplace Safety and Health Regulation (Manitoba);
 - (b) A desire to more clearly outline and streamline the University’s response to sexual assault on campus;
 - (c) A need for clarity with students and employees about behavioural expectations;
 - (d) A need to respond to a changing environment including the growing use of social media; and
 - (e) A need for consistency in addressing student misconduct and concerning behaviour across the University.
2. The working group responsible for the review included the following members: Susan Gottheil, Vice-Provost (Students), Jeff Leclerc, University Secretary; Jay Doering, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies; Greg Juliano, Associate Vice-President (Human Resources); Naomi Andrew, General Counsel and Director, Fair Practices and Legal Affairs; Alan Scott, Chief Risk Officer; Jackie Gruber, Human Rights and Conflict Management Officer; Brandy Usick, Director, Student Advocacy and Accessibility; Maria Versace, Legal Counsel; and Marcia Yoshida, Student Appeals Officer

3. On November 19, 2015 a presentation was made to the Committee by representatives of the working group regarding proposed revisions to the Student Discipline Bylaw and Procedure, as well as other University behavioural policies and procedures, and the Committee was given an opportunity to ask questions and provide feedback. This presentation was made as part of a University wide consultation which included a total of 17 presentations, as well as opportunity to provide feedback online and by email.
4. Ms. Maria Versace (Office of Legal Counsel) has provided a summary document of the feedback received and a response to the feedback, which is attached to this report.
5. Some changes to note are:
 - (a) The Procedure has been separated into three separate procedures:
 - (i) Student Academic Misconduct Procedure
 - (ii) Student Non-Academic Misconduct and Concerning Behaviour Procedure
 - (iii) Student Discipline Appeal Procedure
 - (b) The Student Academic Misconduct Procedure and Student Non-Academic Misconduct and Concerning Behaviour Procedure include an Investigation Procedure.
 - (c) The Student Academic Misconduct Procedure and Student Non-Academic Misconduct and Concerning Behaviour Procedure each include a decision section which outlines the information which should be included in a decision letter.
 - (d) Detailed descriptions of Academic Misconduct and Non-Academic Misconduct.
 - (e) The Student Non-Academic Misconduct and Concerning Behaviour Procedure includes a definition of Concerning Behaviour and outlines steps to take in situations involving Concerning Behaviour.
6. The Committee will monitor the implementation of the revised bylaw and procedures and make appropriate recommendations as required.

Recommendation:

The University Discipline Committee recommends:

THAT the revisions to the Student Discipline Bylaw and related procedures be approved.

Respectfully submitted,
Dr. Donald Fuchs, Chair
University Discipline Committee



MEMORANDUM

TO: Jeff Leclerc, University Secretary

cc. Susan Gottheil, Vice-Provost (Students)
Jay Doering, Vice-Provost (Graduate Education) and Dean, Graduate Studies

FROM: Maria Versace, Legal Counsel

DATE: March 9, 2016

Re: **Student Discipline Bylaw – policy revision**



On December 2, 2015, I presented to Senate on the proposed changes to the University's behavioural policies, including the *Respectful Work and Learning Environment (RWLE) Policy*, the *Violent or Threatening Behaviour Policy*, the *Inappropriate or Disruptive Student Behaviour Policy*, and the *Student Discipline Bylaw*. The community consultations on these policies have now been completed and we are in the process of reviewing and incorporating (where appropriate) the comments received on each of the policies.

The majority of comments focused on the *RWLE Policy*, the proposed *Sexual Assault Protocol*, and the *Violent and Threatening Behaviour Policy*. As a result, the review of these policies is ongoing and these policies will be submitted for review and approval at a subsequent date.

With respect to the *Student Discipline Bylaw* and related procedures, the comments received were both constructive and useful, and most of the comments were incorporated into the documents. The documents were reviewed and approved by the University Discipline Committee on March 3, 2016, and are now ready for submission to Senate Executive and Senate.

For reference, I have provided an overview of the revision process, the comments received, and the changes made to the Bylaw and procedures from the version sent out for consultation. I ask that you submit these documents for review by Senate Executive and by Senate on their next agendas. Ms. Susan Gottheil, Vice-Provost (Students), and Dr. Jay Doering, Vice-Provost (Graduate Education) and Dean of Graduate Students, will be available to speak to the policies at Senate on April 6, 2016. I will also be available if required to provide additional information regarding the revisions.

PURPOSE OF REVISION TO STUDENT DISCIPLINE BYLAW

The review of the *Student Discipline Bylaw* and related procedures was guided by three main concerns:

- A need to clarify behavioural expectations for students;
- A need to be responsive to a changing environment (including the growing use of social media); and
- A need to be consistent in addressing student misconduct and concerning behaviour across the university.

With these concerns in mind, the main purpose of the revision was to clearly define the University's jurisdiction in reviewing student conduct, to clearly distinguish between student academic misconduct and student non-academic misconduct, to give guidance on how to conduct an investigation under the Bylaw, and to outline a protocol for dealing with students who exhibit concerning behaviour.

OVERVIEW OF MAIN REVISIONS TO STUDENT DISCIPLINE BYLAW

As identified during the consultation process and previous presentation to Senate, the *Student Discipline Bylaw* has been separated out into three distinct procedures:

- Student Academic Misconduct Procedure;
- Student Non-Academic Misconduct and Concerning Behaviour Procedure; and
- Student Discipline Appeal Procedure.

The draft "Student Academic Misconduct" and "Student Non-Academic Misconduct and Concerning Behaviour" procedures cover jurisdiction, investigation, consultation, decisions, and confidentiality. They also provide definitions for "Academic Misconduct" and "Non-Academic Misconduct", and the Bylaw separates the jurisdiction of disciplinary authority for each into separate tables. The layout of the tables has been improved for easier navigation. In addition, the provisions regarding Suspension, Expulsion and Reprimand have been reorganized for better flow.

With respect to the draft *Student Non-Academic Misconduct and Concerning Behaviour* procedure:

- The former *Inappropriate and Disruptive Student Behaviour Policy* will be replaced with the draft section on "concerning behaviour" in the *Student Non-Academic Misconduct and Concerning Behaviour* procedure. This section now reflects a clear reporting protocol, and also outlines the role of STATIS (which is referred to simply as a "staff conference" under 2.1.3(c) of the current *Inappropriate and Disruptive Student Behaviour Policy*) and of UMSS.

- Currently, the Vice-Provost (Students) acts only under the delegated jurisdiction of the President or Vice-President (Administration). In the draft procedure, the Vice-Provost (Students) will be the disciplinary authority for matters of Student Non-Academic Misconduct and Concerning Behaviour affecting the University generally.
- Behaviour identified as "Non-Academic Misconduct" are cross-referenced, where appropriate, with related policies such as the RWLE policy, the Violent or Threatening Behaviour policy, the proposed Sexual Assault Policy (which will be submitted for approval in the coming weeks), the Use of Computer Facilities policy, the Campus Alcohol policy, and the Residence Contract.

With respect to the draft *Student Academic Misconduct* procedure, behaviours identified as "Academic Misconduct" are reflective of definitions created by the Academic Integrity Working Group and the Associate Deans (Undergraduate). The purpose of this revision is to work towards consistent definitions and understandings of academic misconduct across the University.

Finally, with respect to the *Appeal Procedure*, the content has been reorganized for better flow and consistency in terminology. There has also been clarification of the role of the parties at each stage and the representation allowed for the Appellant and the Respondent at each level of appeal.

CONSULTATION PROCESS

In total, 17 presentations on the behavioural policies were made between the months of October and December, including the presentation to Senate, presentations to each union (UMFA, AESES, UNIFOR, CUPE and CUPE Engineering), presentations to the Associate Deans (Undergraduate), to the Student Experience Committee, to staff members within Student Support, to the Sexual Assault Working Group (SAWG), to the UMSU senior sticks and to UMSU Council, to the University Discipline Committee, and to the broader community at both Fort Garry Campus and Bannatyne Campus. In addition, the behavioural policies were sent to all LASH committees and to the OSHA committee for review. Approximately 24 emails with feedback were received, 10 of which came through the consultation website. The remaining emails were sent by individuals and by groups in response to the presentations.

FEEDBACK RECEIVED AND ADDITIONAL REVISIONS MADE

With respect to the *Student Discipline Bylaw* and related procedures, the working group reviewed the feedback and incorporated changes to the drafts sent for consultation where appropriate. Representatives from UMSU and the GSA were also given an opportunity to comment on the proposed revisions before submission to the University Discipline Committee. I have included a summary of the specific feedback received, as well as the working group's response to that feedback. This information was submitted to the University Discipline Committee for review and approval on March 3, 2016.

APPROVAL BY UNIVERSITY DISCIPLINE COMMITTEE

On March 3, 2016, the University Discipline Committee reviewed the feedback received on the *Student Discipline Bylaw* and approved the revised drafts, subject to 2 additional revisions:

1. **2.5 (c)** of the Student Academic Misconduct Procedure should be changed to:

Inappropriate collaboration – when a Student and any other person work together on assignments, projects, tests, labs or other work unless otherwise authorized by the course instructor.

2. **2.5 (d)** of the Student Non-Academic Misconduct and Concerning Behaviour Procedure should be changed to remove the words “or disrespect for”.

These changes have been made to the documents and, on this basis, I ask that you forward the Bylaw and related procedures to Senate Executive, Senate, and the Board of Governors for review and approval.

Please let me know if you require any additional information regarding the *Student Discipline Bylaw* and related procedures.

S:\Legal\University Secretary\2013\1033 - Student Discipline Bylaw\Memo to University Secretary re Student Discipline Bylaw - March 9 2016.docx

STUDENT DISCIPLINE BYLAW

Feedback Received	Response to Feedback
<p>2.5: <i>remove 'academic history' . When the change of grade paper work is submitted to the Registrar's office, the "Grade Change Reason" often says "Discipline" but this is not on the transcript.</i></p>	<p>➤ <i>This suggestion was not incorporated because there are things on the transcript that are not grade-related</i></p>
<p>2.23 <i>This is unclear – it sounds like an Disciplinary Authority can “indefinitely suspend” and students do not have right to appeal?</i></p>	<p>➤ <i>This was addressed by clarifying that only the <u>discretionary decision to lift a suspension or expulsion</u> is not appealable. The original decision to impose a suspension or expulsion remains appealable.</i></p>
<p>2.28 <i>The University Secretary's office does not currently maintain records of disciplinary actions. It merely maintains the summaries that are provided for the annual report.</i></p>	<p>➤ <i>This section was deleted.</i></p>

In addition to the above, the following changes were made to the Bylaw:

- 2.1(s)** *"University Librarian" was added to the definition of "Unit Head".*
- 2.1(v)** *The section referenced in the definition of UDC changed from "2.54" to "2.53" due to the deletion of section 2.41 in the Appeal Procedure.*
- 2.5(a)** *The cross-reference to Table 3 was incorrect in the draft for consultation and has been modified to reflect the section referenced in the current Bylaw.*
- 2.6** *Revised to be consistent with other sections.*
- 2.11** *Language was added for clarification purposes.*
- 2.15** *The section was divided into 2 subsections to clarify the different procedure for undergraduate versus graduate students.*
- 2.26** *Revised to be consistent with other sections.*
- 7.1** *The cross-references were modified to reflect the fact that the "Sexual Assault Protocol" is being revised to be a stand-alone "Sexual Assault Policy", with the "Respectful Work and Learning Environment Procedure" being renamed as the "RWLE and Sexual Assault Procedure".*

STUDENT ACADEMIC MISCONDUCT PROCEDURE

Feedback Received	Response to Feedback
<p>2.5(b) <i>The words "purposeful" and "unintentional" are contradictory. Remove word "purposeful".</i></p>	<p>➤ <i>The word "purposeful" was deleted.</i></p>
<p>2.14 <i>Is what is meant here the hold comes off after a decision is made by the disciplinary authority?</i></p>	<p>➤ <i>Yes.</i></p>
<p>2.15-2.19 <i>General comment: What would be helpful here is to add the procedural guidelines that are currently provided on the AI site. (e.g. outline the steps to follow, when consultation with other AD takes place and if invited to investigative meeting (which is current process), need to address departments/faculties practice of having instructor present at these meetings.)</i></p>	<p>➤ <i>Supporting documents on the AI site and Fair Investigation workshop would address this. No change to procedure is needed.</i></p>
<p>2.17 <i>Wonder if should explain what is meant by "essential nature of the allegations".</i></p>	<p>➤ <i>Not necessary to explain.</i></p>
<p>2.17 <i>How would the disciplinary authority determine when to give access to documentary and other evidence. Students would always prefer to see the evidence ahead of time.</i></p>	<p>➤ <i>Determination as to whether access is required to fulfil procedural fairness requirements is often case-specific and the University is providing additional guidance on these issues through LOD sessions on Fair Investigations and Fair Hearings. No change to language needed.</i></p>
<p>2.18 <i>The use of the word "may": does this cover instances when the student responds to the allegations in writing versus meeting face to face, for example one course and large number of allegations has necessitated process that allows for written responses</i></p>	<p>➤ <i>Yes.</i></p>

In addition to the above, the following changes were made to the Student Academic Misconduct procedure:

- 2.1(p)** *"University Librarian" was added to the definition of "Unit Head";*
- 2.3(a)(vi)** *Language was added to the definition of "University Matter" with respect to student and/or employee exchanges to clarify that the exchange must have been arranged in connection with the University.*
- 2.3(b)(ii)** *Reference to "a representative of the University Community" under the definition of "University Matter" was unclear and has been deleted.*
- 2.3(b)(iii)** *Section on writings, photographs, etc. under the definition of "University Matter" has been revised to include specific reference to social media.*
- 2.25** *Reference to a "Breach" was included in the original draft in error. This term has been removed and replaced with "an incidence of Academic Misconduct".*

STUDENT NON-ACADEMIC MISCONDUCT PROCEDURE

Feedback Received	Response to Feedback
<p>2.1(y) <i>Include a specific reference to the Sexual Assault Protocol in the definition of violence.</i></p>	<p>➤ <i>Not necessary. The term "Violence" as defined could include sexual assault without specific reference, and the definition of "Non-Academic Misconduct" under section 2.5 includes both "Sexual Assault" and "Violence".</i></p>
<p>2.3 <i>The definition of "University Matter" should include social media groups and publications that have some connection to a university population, such as a student group or a specific faculty.</i></p>	<p>➤ <i>Section on writings, photographs, etc. under the definition of "University Matter" has been revised to include specific reference to social media.</i></p>
<p>2.26(a) <i>Clarify "self-harm" as follows: "Self-harm involving significant bodily injury (e.g., deep cuts, serious burns, broken bones), neglect (e.g., voluntary restriction of food intake), expressions of suicidal intent (e.g., student threatens to act on suicidal thoughts), or potentially dangerous behaviour (e.g., acute intoxication)."</i></p>	<p>➤ <i>No change made. This clarification is better to be in a guideline or educational document.</i></p>
<p>2.26(b) <i>Add "apparent detachment from reality" to section.</i></p>	<p>➤ <i>Language added as recommended.</i></p>
<p>2.31(b) <i>Replace this section with more general wording similar to the following: "The Executive Director of Student Support may consult with colleagues to determine whether or not an involuntary psychiatric assessment is advisable according to mental health legislation and regulations and provide information to the Unit Head regarding how to proceed."</i></p>	<p>➤ <i>Language added as recommended, minus the reference to "provide information to the Unit Head regarding how to proceed".</i></p>

<p>2.32 Clarify what “corrective action” means, possibly including definition of “risk to the community”.</p>	<p>➤ No change made. The language proposed is in accordance with the Workplace Safety and Health Regulation for dealing with Violence and Harassment, and has been included here for consistency between the policies.</p>
<p>2.33 Include a qualifying statement regarding limitations to reporting for regulated health service providers (where it does not conflict with professional ethics or regulatory obligations to preserve confidentiality, as in the case of regulated health service providers).</p>	<p>➤ No change made. Qualifying statement is not needed.</p>

In addition to the above, the following changes were made to the Student Non-Academic Misconduct and Concerning Behaviour procedure:

- 2.1(g)** Cross-reference to the "Respectful Work and Learning Environment procedure" has been revised to refer to the "RWLE and Sexual Assault Procedure", as this will now be a common procedure under 2 policies.
- 2.1(h)** "Disrespectful Conduct" will no longer be a defined term under the RWLE policy, so this definition has been deleted.
- 2.1(i)** Cross-reference to the "Respectful Work and Learning Environment procedure" has been revised to refer to the "RWLE and Sexual Assault Procedure", as this will now be a common procedure under 2 policies.
- 2.1(m)** Cross-reference to the "Sexual Assault Protocol" has been revised to refer to a "Sexual Assault Policy", as this will now be a stand-alone policy.
- 2.1(u)** "University Librarian" was added to the definition of "Unit Head";
- 2.1(y)** "Violence" was revised to remove "any threatening statement or behaviour that may cause emotional trauma" as part of the definition, as this subsection is going to be removed from the Violent or Threatening Behaviour (VTB) policy. While this language is found within the current VTB policy, it goes beyond the definition of "violence" within The Workplace Safety and Health Regulation and would be covered under the remainder of the definition, which includes "any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person".

- 2.3(a)(vi)** *Language was added to the definition of "University Matter" with respect to student and/or employee exchanges to clarify that the exchange must have been arranged in connection with the University.*
- 2.3(b)(ii)** *Reference to "a representative of the University Community" under the definition of "University Matter" was unclear and has been deleted.*
- 2.5(c)** *"Disrespectful Conduct" will no longer be a defined term under the RWLE policy, so this term has been deleted from the definition of "Non-Academic Misconduct".*
- 2.6** *Cross-reference to the "Respectful Work and Learning Environment policy and procedure" has been revised to refer to the "Sexual Assault Policy" and the "RWLE and Sexual Assault Procedure", as there will now be 2 stand-alone policies and a common procedure. Reference to "Disrespectful Conduct" has also been removed from 2.6(a), as this will no longer be a defined term under the RWLE policy.*
- 2.33** *Reference to a "Breach" was included in the original draft in error. This term has been removed and replaced with "an incidence of Non-Academic Misconduct or Concerning Behaviour".*
- 6.1** *The cross-references were modified to reflect the fact that the "Sexual Assault Protocol" that was sent for community consultation is being revised to be a stand-alone "Sexual Assault Policy", with the "Respectful Work and Learning Environment Procedure" being renamed as the "RWLE and Sexual Assault Procedure".*

TABLES

Table 1: Jurisdiction for Student Academic Misconduct

s.5: Reference to "Faculties/Schools" changed to "Faculties/Colleges/Schools".

Table 2: Jurisdiction for Student Non-Academic Misconduct and Concerning Behaviour

s.9: Reference made to "Sexual Assault Policy", as this will now be a stand-alone policy.

Table 3: Disciplinary Actions

No changes.

STUDENT DISCIPLINE – APPEAL PROCEDURE

Feedback Received	Response to Feedback
2.5 <i>Is there a need to define what is “reasonable”?</i>	➤ <i>Not necessary.</i>
2.11 <i>Add St. John's and St. Andrews Colleges?</i>	➤ <i>No, they are separate institutions with their own policies and contracts for student residence.</i>
2.33 <i>Add in sentence that parties provided with names of panel members in advance and/or cross reference with 2.44 as typically this information is part of the appeals package</i>	➤ <i>Language added to s.2.43 (formerly 2.44) that the names of members of the LDC hearing panel must be disclosed with the hearing package.</i>
2.41 <i>Does 2.41 create situation where student may feel strongly compelled to retain legal counsel?</i>	➤ <i>Section 2.41 was deleted and language added to s.2.40 to make rules regarding representation equal for both the appellant and respondent.</i>

In addition to the above, the following changes were made to the Student Discipline - Appeal Procedure:

- 2.1(p)** *Cross-reference to the "Respectful Work and Learning Environment policy, procedure, and Sexual Assault Protocol" has been revised to refer to the "Sexual Assault Policy", as this will now be a stand-alone policy.*
- 2.1(u)** *"University Librarian" was added to the definition of "Unit Head";*
- 2.7** *Cross-reference was added to the LDC and UDC sections on lawyers.*
- 2.8** *Cross-reference was added to the sections on the Appellant's right to not testify.*
- 2.38** *Reference added to the "Sexual Assault policy", as this will now be a stand-alone policy.*
- 2.85** *Reference added to the "Sexual Assault policy", as this will now be a stand-alone policy.*

UNIVERSITY OF MANITOBA BYLAW

BYLAW:	STUDENT DISCIPLINE
Effective Date:	
Revised Date:	
Review Date:	
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, s.16(1)(d)</i>
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees

Part I Reason for Bylaw

- 1.1 The reason for this Bylaw is to outline the Disciplinary Actions available to Disciplinary Authorities and the subsequent appeal process available to Students for findings of Academic Misconduct and Non-Academic Misconduct.

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Bylaw:
- (a) **"Academic Misconduct"** has the same meaning as defined in section 2.5 of the Student Academic Misconduct Procedure.
 - (b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes

a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.

- (c) "**Appeal Procedure**" means the Student Discipline – Appeal Procedure.
- (d) "**Bylaw**" means the Student Discipline Bylaw.
- (e) "**College**" means a Professional College as defined under the Definitions of Academic Units Policy.
- (f) "**Disciplinary Action**" means the specific disciplinary actions available for each Disciplinary Authority under Table 3: Disciplinary Actions and Disciplinary Authorities.
- (g) "**Disciplinary Authority**" means the discipline authority designated to determine a matter of student discipline under:
 - (i) Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct; or
 - (ii) Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct.
- (h) "**Expulsion**" has the same meaning as defined under section 2.16 of this Bylaw.
- (i) "**Faculty**" means a Faculty as defined under the Definitions of Academic Units Policy.
- (j) "**Non-Academic Misconduct**" has the same meaning as defined in section 2.5 of the Student Non-Academic Misconduct and Concerning Behaviour Procedure.
- (k) "**Reprimand**" has the same meaning as defined under section 2.6 of this Bylaw.
- (l) "**School**" means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units Policy.
- (m) "**Student**" means any of the following individuals:
 - (i) **Applicant** – an individual who has submitted application for admission to the University;
 - (ii) **Admitted** – an individual who has accepted an offer of admission to the University;

- (iii) **Current** – an individual who is either registered in course(s) or in a program of studies at the University or is eligible to continue in their studies at the University either because the individual meets minimum academic performance requirements or will be eligible to continue after discharging a financial hold or serving Suspension due to academic or discipline;
- (iv) **Former** – an individual who has graduated from the University or who has withdrawn (either voluntarily or was required to withdraw).
- (n) **"Suspension"** has the same meaning as defined in section 2.8 of this Bylaw.
- (o) **"Table 1"** refers to Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct, which follows the Bylaw.
- (p) **"Table 2"** refers to Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct, which follows the Bylaw.
- (q) **"Table 3"** refers to Table 3: Disciplinary Actions and Disciplinary Authorities, which follows the Bylaw.
- (r) **"Unit"** means a Faculty, School, College, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a Faculty/College/School is not a Unit as the term is used within this Bylaw.
- (s) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President, Vice-Presidents, Associate Vice-Presidents and Vice-Provosts with respect to their Units.
- (t) **"University"** means The University of Manitoba.
- (u) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers.
- (v) **"UDC"** means the University Discipline Committee composed under section 2.53 of the Appeal Procedure.

Disciplinary Actions

- 2.2 Students will be subject to Disciplinary Action under this Bylaw for acts of Academic Misconduct and for acts of Non-Academic Misconduct.

- 2.3 The Disciplinary Actions available to a Disciplinary Authority are set out in Table 3.
- 2.4 Once a Disciplinary Action has been implemented, no further Disciplinary Action may be imposed for the same matter except as a result of an appeal by the Student.

Student Academic History/Transcript with regard to Disciplinary Actions

- 2.5 Disciplinary Actions implemented shall not ordinarily be recorded on the Student's academic history / transcript except in the following:
- (a) if the Student receives Suspension or Expulsion under sections 16, 17, 20 or 26 of Table 3; or
 - (b) a Reprimand has been ordered recorded on a Student's academic history / transcript under section 2 of Table 3.

Reprimand

- 2.6 "**Reprimand**" means an action intended to convey stern disapproval to a Student by means of recording their Academic Misconduct or Non-Academic Misconduct on their Student's academic history / transcript.
- 2.7 Where a Reprimand has been ordered to be recorded on the Student's academic history / transcript (see section 2 of Table 3), the Reprimand shall be removed:
- (a) Following the elapse of the specified period of time, upon the written request of the Student to the Registrar; or
 - (b) Earlier, upon a written order from the Disciplinary Authority that implemented the Disciplinary Action.

Suspensions

- 2.8 "**Suspension**" means any withdrawal of one or more rights or privileges for a definite or indefinite period of time.
- 2.9 A Student may receive Suspension from the following:
- (a) a particular course or courses;
 - (b) a department;
 - (c) a Faculty/College/School;
 - (d) the University; or
 - (e) a Residence.

- 2.10 Students who have been suspended for a definite period of time shall, upon the lifting of the Suspension, have the rights or privileges that were suspended automatically reinstated, subject to any conditions attached to the Disciplinary Action proscribing future conduct.
- 2.11 Suspension for an indefinite period of time shall be dealt with as follows:
- (a) In the case of Suspension for an indefinite time by the Executive Director of Enrolment Services, the Suspension may be lifted by the Executive Director of Enrolment Services upon consideration at the written request of the Student, after consultation with the Unit Head(s) of the Unit(s) concerned.
 - (b) In the case of Suspension for an indefinite period of time by a Disciplinary Authority other than the Executive Director of Enrolment Services, the Student may apply to the Disciplinary Authority that imposed the final penalty for a lifting of the Suspension. If the Suspension is lifted, the Student will have the rights or privileges that were suspended automatically reinstated, subject to any conditions attached to the Disciplinary Action proscribing future conduct.
- 2.12 Where a Student has received a Suspension pursuant to sections 2.9(c) or 2.9(d) of this Bylaw, any academic credits earned by the Student at the University or at any academic institution during the period of Suspension shall not be counted as credit toward any degree or program offered by the University, unless at the time of the imposition of the Suspension, the Disciplinary Authority stipulates otherwise.
- 2.13 Where the Student has received Suspension from a Faculty/College/School of the University, any other Faculty/College/School may refuse to register the Student for any course or courses or refuse to accept the Student into their programs, provided that prior to such refusal, the other Faculty/College/School has:
- (a) obtained and considered a written report from the Disciplinary Authority that implemented the Suspension, outlining the circumstances surrounding the Disciplinary Action;
 - (b) provided the Student a copy of the report; and
 - (c) given the Student an opportunity to respond to the report.
- 2.14 A Suspension will appear on the Student's academic history / transcript until such time as the Suspension period has elapsed, when it shall be removed upon the written request of the Student to the Registrar.

- 2.15 In the case of Suspension for supplying false or misleading information in connection with an application for admission (see sections 23 and 24 of Table 3), any notation on the Student's academic history / transcript may only be removed:
- (a) For undergraduate students, by the Registrar upon the written order of the Disciplinary Authority that implemented the Disciplinary Action.
 - (b) For graduate students, by the Registrar in consultation with the Dean, Faculty of Graduate Studies, upon the written order of the Disciplinary Authority that implemented the Disciplinary Action.

Expulsions

- 2.16 "**Expulsion**" means a withdrawal of all rights or privileges available to Students for either a definite or indefinite period of time.
- 2.17 A Student may receive Expulsion from the following:
- (a) a particular course or courses;
 - (b) a department;
 - (c) a Faculty/College/School;
 - (d) the University; or
 - (e) a Residence.
- 2.18 In the case of an Expulsion for a definite period of time, upon expiration of such time, in order to be readmitted, the Student must reapply for admission through normal channels to the appropriate authority having jurisdiction over admission.
- 2.19 In the case of an Expulsion for an indefinite period of time the Student may apply to the Disciplinary Authority that imposed the final penalty for a lifting of the Expulsion. If the Expulsion is lifted, the Student, in order to be readmitted, must reapply for admission through normal channels to the authority having jurisdiction over admission.
- 2.20 Where a Student has received an Expulsion pursuant to sections 2.17(c) or 2.17(d) of this Bylaw, any academic credits earned by the Student at the University or at any academic institution during the period of Expulsion shall not be counted as credit toward any degree or program offered by the University, unless at the time of the imposition of the Expulsion, the Disciplinary Authority stipulates otherwise.
- 2.21 Where the Student has received Expulsion from a Faculty/College/School of the University, any other Faculty/College/School may refuse to register the Student

for any course or courses or refuse to accept the Student into their programs, provided that prior to such refusal, the other Faculty/College/School has:

- (a) obtained and considered a written report from the Disciplinary Authority that implemented the Expulsion, outlining the circumstances surrounding the Disciplinary Action;
- (b) provided the Student a copy of the report; and
- (c) given the Student an opportunity to respond to the report.

2.22 An Expulsion shall appear on the Student's academic history / transcript and may only be removed by the Registrar upon the written order of the Disciplinary Authority that implemented the Disciplinary Action.

Appeals

2.23 Students have a right to appeal decisions made by a Disciplinary Authority, excluding the following decisions which are final:

- (a) Any decision of the UDC.
- (b) The discretionary decision of a Disciplinary Authority to lift a suspension or an expulsion under section 2.11 or section 2.19 of this Bylaw;
- (c) The decision of a Faculty/College/School to refuse a Student under section 2.21.

2.24 Appeals shall be conducted in accordance with the Appeal Procedure.

2.25 Subject to section 2.26 of this Bylaw, no Disciplinary Action shall be implemented and Students shall be permitted to continue in their courses or program until the time for appeal has elapsed or until the Student has waived in writing the right to appeal, whichever occurs first. The Disciplinary Authority must ensure that the Student's work continues to be graded normally and is unaffected until the appeal period has lapsed or the appeal process is complete.

2.26 Section 2.25 of this Bylaw does not apply in the following circumstances:

- (a) Where the Disciplinary Action would be entered on the academic history / transcript of the Student, the Registrar shall be notified by the Disciplinary Authority implementing such Disciplinary Action, and shall not issue any academic transcripts until the appeal period has elapsed or the appeal process is complete;
- (b) Where the Disciplinary Action relating to academic dishonesty or academic fraud may result in a change to the Student's transcript, the Registrar shall be notified by the Disciplinary Authority implementing such

Disciplinary Action, and shall not issue any transcripts until the appeal period has elapsed or the appeal process is complete;

- (c) Where changes in the Student's courses and/or program are directly related to the matter under disciplinary consideration, such changes shall not be permitted; and
- (d) Where if the Disciplinary Action were not implemented, the safety of members of the University Community would be compromised.

Confidentiality

2.27 All matters relating to student discipline or appeal must be kept confidential in accordance with applicable University policies and procedures, and The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act.

Annual Reports

2.28 The Annual Report of the UDC will contain all the disciplinary matters that have occurred on campus from September 1 to the following August 31 of each Calendar year.

2.29 Academic Staff and department heads who have dealt with a disciplinary matter shall report to the Dean/Director of the Faculty/College/School to which each Student belongs, setting out the nature of the offence and particulars of the penalty and the Student's identification number if applicable. The Student's identification number is only used for administrative purposes to reduce the possibilities of errors in duplicate reporting and will not be included in the Annual Report.

2.30 Disciplinary Authorities, except members of the Academic Staff and department heads, shall report all disciplinary matters considered by or reported to them to the Chair of the UDC by October 1 of each year. The report shall contain the number of disciplinary matters referred to such person or body, the nature of the offences and particulars of the dispositions, and such further matters as may be required by the UDC.

2.31 The recording secretary of the UDC shall prepare and the Chair shall submit a report to the University President by December 1 in each year setting out both a summary of the reports submitted to the Chair of the UDC as well as particulars of the number, nature and disposition of cases appealed to the UDC.

2.32 Members of the University Community, shall be kept informed of the nature and disposition of cases dealt with under this Bylaw as the Annual Report shall be presented to the both the Senate and the Board of Governors annually. The names of Students disciplined shall not normally be made public.

**Part III
Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The President is responsible for the implementation, administration and review of this Policy.
- 3.3 Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees are responsible for complying with this Policy.

**Part IV
Secondary Documents**

- 4.1 The President or Approving Body may approve Regulations, Policies and Procedures which are secondary to and comply with this Bylaw.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Bylaw is .
- 5.2 In the interim, this Bylaw may be revised or repealed if:
 - (a) The President or Approving Body deems it necessary or desirable to do so;
 - (b) The Bylaw is no longer legislatively or statutorily compliant; and/or
 - (c) The Bylaw is now in conflict with another Governing Document.
- 5.3 If this Bylaw is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - (a) comply with the revised Bylaw; or
 - (b) are, in turn, rescinded.

**Part VI
Effect on Previous Statements**

- 6.1 This Bylaw supersedes:
 - (a) Student Discipline Bylaw, dated January 1, 2009;

- (b) all previous Board/Senate Bylaws, Regulations, Rules, Policies and Procedures, and resolutions on the subject matter contained herein; and
- (c) the previous Faculty/College/School Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein.

Part VII Cross References

7.1 Cross referenced to:

- (a) Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct;
- (b) Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct;
- (c) Table 3: Disciplinary Actions and Disciplinary Authorities;
- (d) Student Discipline – Appeal Procedure;
- (e) Student Academic Misconduct Procedure;
- (f) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
- (g) Definitions of Academic Units Policy.
- (h) Final Examinations and Final Grades Policy and Procedures;
- (i) Respectful Work and Learning Environment Policy;
- (j) Sexual Assault Policy;
- (k) RWLE and Sexual Assault Procedure;
- (l) Use of Computer Facilities Policy and Procedure;
- (m) Violent or Threatening Behaviour Policy and Procedure;
- (n) *The Freedom of Information and Protection of Privacy Act, C.C.S.M. c. F175;*
- (o) *The Personal Health Information Act, C.C.S.M. c. P33.5.*

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	STUDENT ACADEMIC MISCONDUCT
Parent Policy:	Student Discipline Bylaw
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	Student Discipline Bylaw
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees

Part I Reason for Procedure

- 1.1 The University of Manitoba emphasizes the importance of academic integrity and works diligently to uphold a rigorous and ethical academic environment.
- 1.2 The reason for this Procedure is to:
 - (a) Articulate the University's expectation that all Students maintain the highest standards of integrity;
 - (b) Outline the jurisdiction for each Disciplinary Authority dealing with the Academic Misconduct of Students; and
 - (c) Provide a fair and thorough investigation process into allegations of Academic Misconduct.

Part II Procedure Content

Definitions

2.1 The following terms are defined for the purpose of this Procedure:

- (a) "**Academic Misconduct**" has the same meaning as defined in section 2.5 of this Procedure.
- (b) "**Academic Staff**" refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (c) "**Appeal Procedure**" means the Student Discipline – Appeal Procedure.
- (d) "**Bylaw**" means the Student Discipline Bylaw.
- (e) "**College**" means a Professional College as defined under the Definitions of Academic Units policy.
- (f) "**Disciplinary Action**" means the specific disciplinary actions available for each Disciplinary Authority under Table 3.
- (g) "**Disciplinary Authority**" means the disciplinary authority designated to determine a matter of student discipline for Academic Misconduct under Table 1.
- (h) "**Faculty**" means a Faculty as defined under the Definitions of Academic Units policy.
- (i) "**Procedure**" means this Student Academic Misconduct procedure.
- (j) "**School**" means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units policy.
- (k) "**Student**" means any of the following individuals:
 - (i) **Applicant** – an individual who has submitted application for admission to the University;

- (ii) **Admitted** – an individual who has accepted an offer of admission to the University;
 - (iii) **Current** – an individual who is either registered in course(s) or in a program of studies at the University or is eligible to continue in their studies at the University either because the individual meets minimum academic performance requirements or will be eligible to continue after discharging a financial hold or serving suspension;
 - (iv) **Former** – an individual who has graduated from the University or who has withdrawn (either voluntarily or was required to withdraw).
- (l) **"Student Advocate"** is a member of the University's Student Advocacy Office who provides Students with information on their rights and responsibilities, as well as assistance with resolving problems or concerns resulting from actions or decisions taken by the University.
 - (m) **"Table 1"** refers to Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct, which follows the Bylaw.
 - (n) **"Table 3"** refers to Table 3: Disciplinary Actions and Disciplinary Authorities, which follows the Bylaw.
 - (o) **"Unit"** means a Faculty, School, College, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a Faculty/College/School is not a Unit as the term is used within this Procedure.
 - (p) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President, Vice-Presidents, Associate Vice-Presidents and Vice-Provosts with respect to their Units.
 - (q) **"University"** refers to the University of Manitoba.
 - (r) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers.
 - (s) **"UMSS"** means the University of Manitoba Security Services.

Scope

- 2.2 This Procedure applies to Student's academic conduct in relation to any University Matter.

2.3 **"University Matter"** means any activity, event, or undertaking in which a member of the University Community participates which has a substantial connection to the University, such as:

- (a) University-related activities or events, including but not limited to:
 - (i) Any activity or event on property owned or controlled by the University;
 - (ii) The leasing of space, including student residence rooms, on property owned or controlled by the University;
 - (iii) The offering of any service by the University, including educational services;
 - (iv) Student placements, practica, or clinical training;
 - (v) University research activities, whether on or off campus;
 - (vi) Student and/or employee exchanges arranged in connection with the University;
 - (vii) Social events or networking, where matters regarding the University or members of the University Community are a significant focus of the activity;
 - (viii) University field trips, travel-study tours, service-learning activities, and similar activities;

- (b) Activities or events involving members of the University Community, where the actions of those members of the University Community may reasonably reflect upon or affect the University, including but not limited to:
 - (i) Any aspect of the employment or engagement of employees and contractors for roles and projects substantially connected to the University;
 - (ii) Participation on a committee or board as a representative of the University;
 - (iii) Writings, photographs, artwork, audio or video recordings, and/or electronic communications, including communications through social media, where matters regarding the University or members of the University Community are a significant focus of the communication;

- (iv) Matters related to The University of Manitoba Students' Union, the Graduate Students' Association, and their affiliated student groups to the extent that it affects the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments; or
- (v) Matters of off-campus conduct that have, or might reasonably be seen to have an adverse effect on the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments.

Academic Misconduct

2.4 As members of the University Community, Students have an obligation to act with academic integrity. Any Student who engages in Academic Misconduct in relation to a University Matter will be subject to discipline.

2.5 "**Academic Misconduct**" means any conduct that has, or might reasonably be seen to have, an adverse effect on the academic integrity of the University, including but not limited to:

- (a) **Plagiarism** – the presentation or use of information, ideas, sentences, findings, etc. as one's own without appropriate citation in a written assignment, test or final examination.
- (b) **Cheating on Quizzes, Tests or Final Examinations** – the circumventing of fair testing procedures or contravention of exam regulations. Such acts may be premeditated/planned or may be unintentional or opportunistic.
- (c) **Inappropriate collaboration** – when a Student and any other person work together on assignments, projects, tests, labs or other work unless authorized by the course instructor.
- (d) **Duplicate Submission** – cheating where a Student submits a paper/assignment/test in full or in part, for more than one course without the permission of the course instructor.
- (e) **Personation** – writing an assignment, lab, test, or examination for another Student, or the unauthorized use of another person's signature or identification in order to impersonate someone else. Personation includes both the personator and the person initiating the personation.
- (f) **Academic Fraud** – falsification of data or official documents as well as the falsification of medical or compassionate circumstances/documentation to gain accommodations to complete assignments, tests or examinations.

2.6 Students will be subject to Disciplinary Action for any instance of Academic Misconduct, regardless of whether such behaviour is covered by other

University policies, procedures or bylaws. Matters relating to certain Academic Misconduct may also be subject to additional policies, such as the Responsible Conduct of Research policy and related procedures.

Jurisdiction of Disciplinary Authority

- 2.7 The specific jurisdiction of each Disciplinary Authority designated to determine an allegation of Academic Misconduct is set out in Table 1.
- 2.8 For matters involving the Academic Misconduct of an undergraduate Student, the Disciplinary Authority with the closest connection to the particular alleged Academic Misconduct has jurisdiction over the matter, subject to section 2.10 of this Procedure. However, the Disciplinary Authority must inform the Unit Head of the Student's home Faculty/College/School prior to any investigation.
- 2.9 Matters involving Academic Misconduct of a graduate Student must be referred directly to the Dean of the Faculty of Graduate Studies who shall, in turn, inform the department head or Unit Head of the Student's home department or Unit prior to any investigation and Disciplinary Action.
- 2.10 When the alleged Academic Misconduct, if proven on a balance of probabilities, would:
- (a) Constitute a second instance of Academic Misconduct by the Student; or
 - (b) Be of such severity as to warrant a Disciplinary Action that is not available to the Disciplinary Authority with the closest connection to the matter under Table 1 (e.g. Department Head);
- the matter shall be referred to the next appropriate Disciplinary Authority under Table 1 (e.g. Dean/Director) for investigation and decision.
- 2.11 If a question arises as to which Disciplinary Authority should hear a particular case, the question must be referred to the President for resolution.
- 2.12 If the Academic Misconduct relates to a criminal offence, the Disciplinary Authority must provide relevant information to UMSS for potential follow-up by the appropriate policing authority.

Notice to the Student

- 2.13 If the Disciplinary Authority determines that there is sufficient evidence to initiate an investigation into the allegation of Academic Misconduct, the Student who is the subject of a disciplinary matter will be informed in writing by the Disciplinary Authority (with a copy to the University's Registrar) that:
- (a) An investigation is proceeding in accordance with this Procedure, the nature of the matter being investigated, that the Student may be subject to Disciplinary Action and that a hold will be placed on the Student's record

in accordance with section 2.14 of this Procedure until the allegation is investigated;

- (b) The Student will be given an opportunity to respond to the allegation and, if a meeting is scheduled, notice will be provided as to who will be present on behalf of the University at the meeting;
- (c) The Student may seek advice and representation from a Student Advocate, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, a member of the Student's immediate family or other support person as may be appropriate. It is the sole responsibility of the Student to determine the adequacy of the Student's representation;
- (d) Failure to respond by a specified date will result in the matter being considered without the Student's response;
- (e) The Student may obtain a copy of this Procedure, the Bylaw and related procedures. These documents are available online or from the Office of the University Secretary or the Student Advocacy office;
- (f) The Student has a right to appeal in accordance with the Bylaw and Appeal Procedure.

Student Records

- 2.14 The Disciplinary Authority will request that the Registrar place a hold on the Student's record to prevent the issuance of transcripts, transfers between Faculty/College/School and changes in registrations until the alleged Academic Misconduct is investigated. Until a decision has been made and any appeal process available under the Bylaw has concluded, the Student shall be permitted to continue in the course or program until the case is heard and the Disciplinary Authority must ensure the Student's work continues to be graded normally and is unaffected by the allegation of Academic Misconduct, subject to sections 2.25 and 2.26 of the Bylaw.

Investigation Procedure

- 2.15 Subject to section 2.16 of this Procedure, the Disciplinary Authority will, either personally or through a designate, conduct an investigation into the allegations of Academic Misconduct in any manner that he or she deems appropriate to the nature of the circumstances and the seriousness of the issues involved and any admissions made during the investigation. This may include some or all of:
- (a) Interviewing witnesses;
 - (b) Reviewing documents and records (both paper and electronic);

- (c) Reviewing photographs, audio, and video recordings;
 - (d) Examining physical evidence;
 - (e) Arranging for testing of physical evidence;
 - (f) With the consent of participants, arranging for medical or psychological evaluations; and/or
 - (g) Submitting a Third Party Data Access Request Form to IST regarding accessing electronic systems and consulting with Access & Privacy Office as required to facilitate the request.
- 2.16 The Disciplinary Authority may choose not to personally investigate where the issue has been or may be investigated pursuant to another University policy, procedure or bylaw.
- 2.17 The Disciplinary Authority will conduct the investigation in accordance with the principles of procedural fairness and natural justice. In particular, the Disciplinary Authority will ensure that:
- (a) The Student must be informed of the allegations against him or her, including, subject to section 2.26 of this Procedure, having access to all documentary and other evidence relied upon by the Disciplinary Authority and knowing the identity of the complainant;
 - (b) The Student must be provided an opportunity to respond to the allegations;
 - (c) While strict rules of evidence do not apply, appropriate weight must be given to evidence based on its credibility and reliability; and
 - (d) Witnesses may wish to consult with or respond through an advocate (which may include legal counsel, a union representative, or a Student Advocate, as may be appropriate).
- 2.18 The Disciplinary Authority (or designate) may meet with the Student to present the facts/evidence concerning the allegation and to give the Student an opportunity to respond to the allegation and present his/her explanation of the matter. The Disciplinary Authority will give notice to the Student as to who will be present on behalf of the University at such a meeting.
- 2.19 The Disciplinary Authority will inform the Student that a written decision letter will be sent normally within five (5) working days of receiving the Student's response. If the Student does not respond within a reasonable time, the Disciplinary Authority will consider the matter and make a decision in the absence of the Student's response and based on the information that is available.

Decision

- 2.20 At the conclusion of the investigation, the Disciplinary Authority will inform the Student of his or her decision in writing and will include, at minimum, the following:
- (a) A summary of the allegation of Academic Misconduct;
 - (b) A summary of the process and key timelines in the investigation;
 - (c) A summary of the key evidence obtained through the investigation, including the response of the Student to the allegation;
 - (d) An indication of which key evidence was considered credible and reliable;
 - (e) A conclusion as to whether, on a balance of probabilities, the Academic Misconduct occurred;
 - (f) A summary of the reasons for the conclusion;
 - (g) A summary of any Disciplinary Action instituted in accordance with the Bylaw and section 2.21 of this Procedure; and
 - (h) If Disciplinary Action is taken, information about the right to appeal, the time period for appeal, and the person and contact information for the submission of an appeal, in accordance with the Bylaw.
- 2.21 Where there is a finding of Academic Misconduct, the Disciplinary Authority will consider any previous findings of Academic Misconduct before determining the appropriate Disciplinary Action under the Bylaw. In the case where the Disciplinary Authority is not the Unit Head of the Faculty/College/School in which the Student is registered, the Disciplinary Authority will determine the appropriate Disciplinary Action in consultation with the Unit Head of that Faculty/College/School.
- 2.22 The Disciplinary Authority will send a copy of their decision to the Registrar and to the Unit Head of the Faculty/College/School in which the Student is registered.

Appeals

- 2.23 Students have a right to appeal Disciplinary Actions in accordance with the Bylaw and Appeal Procedure.

Obligations of Confidentiality by the University

- 2.24 In respect of an incidence of Academic Misconduct, the University will not disclose the name of the complainant, the Student, or the circumstances related to the complaint to any person, other than where the disclosure is:

- (a) Necessary to investigate the complaint or take corrective action with respect to the complaint; or
 - (b) Required by law.
- 2.25 Personal information that is disclosed under section 2.24 above in respect of an incidence of Academic Misconduct will be the minimum amount necessary for the purpose.

Obligations of Confidentiality by the Disciplinary Authority

- 2.26 The Disciplinary Authority, in conducting the investigation, will comply with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act* with respect to personal information and personal health information collected, used and disclosed in the course of the investigation. Where a Disciplinary Authority is unsure of whether they may disclose particular information, they may seek advice from the Access & Privacy Office.
- 2.27 The Disciplinary Authority will advise all persons involved with an investigation as to their obligations regarding confidentiality, and the protections available to them under this Procedure.

Obligations of Confidentiality by the Others

- 2.28 All persons involved in an investigation of an incident of Non-Academic Misconduct or Concerning Behaviour, whether as a witness or retrieving relevant information or documents, must keep confidential:
- (a) The existence and nature of the investigation; and
 - (b) Any information or documentation obtained as a result of the investigation;
- which information may only be disclosed to those who reasonably need to know. Where an individual is unsure of whether they may disclose particular information, they may seek advice from the Access & Privacy Office.
- 2.29 Notwithstanding section 2.28, the Complainant, the Respondent, and witnesses involved in the investigation may:
- (a) Obtain confidential advice (including advice from a Student Advocate or lawyer, as may be appropriate);
 - (b) Disclose information to others only to the extent reasonably necessary to gather evidence and, in the case of an accused Student, to make full answer and defense to the allegations; and
 - (c) Use information obtained independent of the investigation in any other forum.

Records Management

- 2.30 The Disciplinary Authority will maintain files with respect to each complaint in accordance with the Records Management policy and procedure.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The President is responsible for the implementation, administration and review of this Procedure.
- 3.3 Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is [Click here to enter a date](#).
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the President or the Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI

Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Student Discipline Bylaw;
 - (b) Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct;
 - (c) Table 3: Disciplinary Actions and Disciplinary Authorities;
 - (d) Student Discipline - Appeal Procedure;
 - (e) Definitions of Academic Units Policy;
 - (f) Responsible Conduct of Research Policy and Procedures;
 - (g) Records Management Policy and Procedure;
 - (h) Use of Computer Facilities Policy and Procedure;
 - (i) Third Party Data Access Request Form;
 - (j) Student Advocacy Office Policy;
 - (k) *The Freedom of Information and Protection of Privacy Act*, CCSM c. F175;
 - (l) *The Personal Health Information Act*, CCSM c. P33.5.

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR
Parent Policy:	Student Discipline Bylaw
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	Student Discipline Bylaw
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees

Part I Reason for Procedure

- 1.1 The reason for this Procedure is to:
- (a) Articulate the University's expectation that all Students act in a fair and reasonable manner toward their peers, the faculty, staff, administration and the physical property of the University;
 - (b) Outline the jurisdiction for each Disciplinary Authority dealing with the Non-Academic Misconduct of Students;
 - (c) Provide a fair and thorough investigation process for allegations of Non-Academic Misconduct;
 - (d) Coordinate an action plan for Students exhibiting Concerning Behaviour that includes supports and a clear referral mechanism for members of the University Community.

Part II Procedure Content

Definitions

2.1 The following terms are defined for the purpose of this Procedure:

- (a) "**Academic Staff**" refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (b) "**Appeal Procedure**" means the Student Discipline – Appeal Procedure.
- (c) "**Bylaw**" means the Student Discipline Bylaw.
- (d) "**College**" means a Professional College as defined under the Definitions of Academic Units policy.
- (e) "**Disciplinary Action**" means the specific disciplinary actions available for each Disciplinary Authority under Table 3.
- (f) "**Disciplinary Authority**" means the discipline authority designated to determine a matter of student discipline for Non-Academic Misconduct under Table 2.
- (g) "**Discrimination**" has the same meaning as defined in section 2.3 of the RWLE and Sexual Assault procedure.
- (h) "**Faculty**" means a Faculty as defined under the Definitions of Academic Units policy.
- (i) "**Harassment**" refers to Personal Harassment, Human Rights Based Harassment, and/or Sexual Harassment as defined in section 2.10 of the RWLE and Sexual Assault procedure.
- (j) "**Non-Academic Misconduct**" has the same meaning as defined in section 2.5 of this Procedure.
- (k) "**Procedure**" means this Student Non-Academic Misconduct and Concerning Behaviour procedure.

- (l) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units policy.
- (m) **"Sexual Assault"** has the same meaning as defined in section 2.1 of the Sexual Assault Policy.
- (n) **"STATIS"** means the Student/Staff Threat Assessment Triage Intervention Support team established pursuant to section 2.11 of the Violent or Threatening Behaviour procedure.
- (o) **"Student"** means any of the following individuals:
 - (i) **Applicant** – an individual who has submitted application for admission to the University;
 - (ii) **Admitted** – an individual who has accepted an offer of admission to the University;
 - (iii) **Current** – an individual who is either registered in course(s) or in a program of studies at the University or is eligible to continue in their studies at the University either because the individual meets minimum academic performance requirements or will be eligible to continue after discharging a financial hold or serving suspension;
 - (iv) **Former** – an individual who has graduated from the University or who has withdrawn (either voluntarily or was required to withdraw).
- (p) **"Student Advocate"** is a member of the University's Student Advocacy Office who provides Students with information on their rights and responsibilities, as well as assistance with resolving problems or concerns resulting from actions or decisions taken by the University.
- (q) **"Table 2"** refers to Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct, which follows the Bylaw.
- (r) **"Table 3"** refers to Table 3: Disciplinary Actions and Disciplinary Authorities, which follows the Bylaw.
- (s) **"UMSS"** means the University of Manitoba's Security Services.
- (t) **"Unit"** means a Faculty, School, College, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a Faculty/College/School is not a Unit as the term is used within this Procedure.
- (u) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President,

Vice-Presidents, Associate Vice-Presidents and Vice-Provosts with respect to their Units.

- (v) **"University"** refers to the University of Manitoba.
- (w) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, Students, volunteers, external parties, contractors and suppliers.
- (x) **"University Matter"** has the same meaning as defined in section 2.3 of this Procedure.
- (y) **"Violence"** means:
 - (i) The attempted or actual exercise of physical force against a person; or
 - (ii) Any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

SCOPE

- 2.2 This Procedure applies to a Student's non-academic conduct in relation to any University Matter.
- 2.3 **"University Matter"** means any activity, event, or undertaking in which a member of the University Community participates which has a substantial connection to the University, such as:
 - (a) University-related activities or events, including but not limited to:
 - (i) Any activity or event on property owned or controlled by the University;
 - (ii) The leasing of space, including student residence rooms, on property owned or controlled by the University;
 - (iii) The offering of any service by the University, including educational services;
 - (iv) Student placements, practica, or clinical training;
 - (v) University research activities, whether on or off campus;
 - (vi) Student and/or employee exchanges arranged in connection with the University;

- (vii) Social events or networking, where matters regarding the University or members of the University Community are a significant focus of the activity;
 - (viii) University field trips, travel-study tours, service-learning activities, and similar activities;
- (b) Activities or events involving members of the University Community, where the actions of those members of the University Community may reasonably reflect upon or affect the University, including but not limited to:
- (i) Any aspect of the employment or engagement of employees and contractors for roles and projects substantially connected to the University;
 - (ii) Participation on a committee or board as a representative of the University;
 - (iii) Writings, photographs, artwork, audio or video recordings, and/or electronic communications, including communications through social media, where matters regarding the University or members of the University Community are a significant focus of the communication;
 - (iv) Matters related to The University of Manitoba Students' Union, the Graduate Students' Association, and their affiliated student groups to the extent that it affects the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments; or
 - (v) Matters of off-campus conduct that have, or might reasonably be seen to have an adverse effect on the proper functioning of the University or the rights of a member of the University Community to use and enjoy the University's learning and working environments.

NON-ACADEMIC MISCONDUCT

2.4 Any Student who engages in Non-Academic Misconduct in relation to a University Matter will be subject to discipline.

2.5 **"Non-Academic Misconduct"** means any conduct that has, or might reasonably be seen to have, an adverse effect on the integrity or proper functioning of the University or the health, safety, rights or property of the University or members of the University Community, such as:

- (a) Threats of harm or actual harm by any means (including electronic means) to another person, including but not limited to:

- (i) Discrimination;
 - (ii) Hazing;
 - (iii) Harassment;
 - (iv) Possession or use of dangerous objects, in violation of any applicable law;
 - (v) Sexual Assault;
 - (vi) Stalking behaviour, including repetitive behaviour directed at a specific person which reasonably causes that person alarm, distress, fear or a change of normal behavior;
 - (vii) Violence;
- (b) Property-related misconduct, including but not limited to:
- (i) Theft;
 - (ii) Threats to or damage of University property;
 - (iii) Vandalism;
- (c) Inappropriate or disruptive behavior, including but not limited to:
- (i) Actions which habitually interfere with the learning environment or requires the inordinate time and attention of faculty and staff;
 - (ii) Alcohol or substance abuse;
 - (iii) Disorderly behaviour;
 - (iv) Indecent exposure;
 - (v) Unprofessional conduct;
- (d) Abuse of the process of University policies, procedures or regulations, including but not limited to:
- (i) Abuse of computer privileges;
 - (ii) Breach of student residence rules or regulations;
 - (iii) Failure to comply with a previously imposed Disciplinary Action;
 - (iv) Frivolous or vexatious complaints or appeals.

- 2.6 Students will be subject to Disciplinary Action for any instance of Non-Academic Misconduct, regardless of whether such behaviour is covered by other University policies, procedures or bylaws. Matters relating to certain Non-Academic Misconduct may also be subject to additional policies, such as:
- (a) The Respectful Work and Learning Environment Policy and the RWLE and Sexual Assault Procedure when the matter relates to Discrimination, or Harassment;
 - (b) The Sexual Assault Policy and the RWLE and Sexual Assault Procedure when the matter relates to Sexual Assault;
 - (c) The Violent or Threatening Behaviour Policy and Procedure when the matter relates to Violence, hazing, stalking behaviour, or the possession or use of dangerous objects in violation of any applicable law;
 - (d) The Use of Computer Facilities Policy and Procedure when the matter relates to abuse of computer privileges;
 - (e) The Campus Alcohol Policy and Procedure when the matter relates to alcohol or substance abuse;
 - (f) The student Residence Contract when the matter relates to a breach of student residence rules or regulations.

Jurisdiction of Disciplinary Authority

- 2.7 The specific jurisdiction of each Disciplinary Authority designated to determine an allegation of Non-Academic Misconduct is set out in Table 2.
- 2.8 For matters involving the Non-Academic Misconduct of an undergraduate Student, the Disciplinary Authority with the closest connection to the particular alleged Non-Academic Misconduct has jurisdiction over the matter, subject to section 2.10 of this Procedure. However, the Disciplinary Authority must inform the Unit Head of the Student's home Faculty/College/School, and the Vice-Provost (Students), prior to any investigation.
- 2.9 Matters involving Non-Academic Misconduct of a graduate Student must be referred directly to the Dean of the Faculty of Graduate Studies who shall, in turn, inform the department head of the Student's home department, and the Vice-Provost (Students), prior to any investigation.
- 2.10 When the alleged Non-Academic Misconduct, if proven on a balance of probabilities, would:
- (a) Constitute a second instance of Non-Academic Misconduct by the Student; or

- (b) Be of such severity as to warrant a Disciplinary Action that is not available to the Disciplinary Authority with the closest connection to the matter under Table 2 (e.g. Department Head);

the matter shall be referred to the next appropriate Disciplinary Authority under Table 2 (e.g. Dean/Director) for investigation and decision.

- 2.11 If a question arises as to which Disciplinary Authority should hear a particular case, the question must be referred to the President for resolution.
- 2.12 If the Non-Academic Misconduct relates to a criminal offence, the Disciplinary Authority must provide relevant information to UMSS for potential follow-up by the appropriate policing authority.

Notice to Vice-Provost (Students)

- 2.13 Before initiating an investigation, the Disciplinary Authority will advise the Vice-Provost (Students) of the following:
 - (a) An allegation of Non-Academic Misconduct has been received;
 - (b) The nature of the Non-Academic Misconduct;
 - (c) The name of the Student alleged to have committed the Non-Academic Misconduct; and
 - (d) The intention of the Disciplinary Authority to initiate an investigation in accordance with this Procedure.
- 2.14 The Vice-Provost (Students) will review this information and advise the Disciplinary Authority if he or she feels the matter should be referred to STATIS before the investigation is conducted.

Notice to the Student

- 2.15 After consultation with the Vice-Provost (Students), the Student who is the subject of a disciplinary matter will be informed in writing by the Disciplinary Authority (with a copy to the University's Registrar) that:
 - (a) An investigation is proceeding in accordance with this Procedure, the nature of the matter being investigated, that the Student may be subject to Disciplinary Action, and that a hold will be placed on the Student's record in accordance with section 2.16 of this Procedure until the allegation is investigated;
 - (b) The Student will be given an opportunity to respond to the allegation and, if a meeting is scheduled, notice will be provided as to who will be present on behalf of the University at the meeting;

- (c) The Student may seek advice and representation from a Student Advocate, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, a member of the Student's immediate family, or other support person as may be appropriate. It is the sole responsibility of the Student to determine the adequacy of the Student's representation;
- (d) Failure to respond by a specified date will result in the matter being considered without the Student's response;
- (e) The Student may obtain a copy of this Procedure, the Bylaw and related procedures. These documents are available online or from the Office of the University Secretary or the Student Advocacy office;
- (f) The Student has a right to appeal in accordance with the Bylaw and Appeal Procedure.

Student Records

2.16 The Disciplinary Authority will request that the Registrar place a hold on the Student's record to prevent the issuance of transcripts, transfers between Faculty/College/School and changes in registrations until the alleged Non-Academic Misconduct is investigated. Until a decision has been made and any appeal process available under the Bylaw has concluded, the Student shall be permitted to continue in the course or program and the Disciplinary Authority must ensure the Student's work continues to be graded normally and is unaffected by the allegation of Non-Academic Misconduct, subject to sections 2.25 and 2.26 of the Bylaw.

Investigation Procedure

2.17 Subject to section 2.18 of this Procedure, the Disciplinary Authority will, either personally or through a designate, conduct an investigation into the allegations of Non-Academic Misconduct in any manner that he or she deems appropriate to the nature of the alleged Non-Academic Misconduct, the seriousness of the issues involved, and any admissions made during the investigation. This may include some or all of:

- (a) Interviewing witnesses;
- (b) Reviewing documents and records (both paper and electronic);
- (c) Reviewing photographs, audio, and video recordings;
- (d) Examining physical evidence;
- (e) Arranging for testing of physical evidence;

- (f) With the consent of participants, arranging for medical or psychological evaluations; and/or
 - (g) Submitting a Third Party Data Access Request Form to IST regarding accessing electronic systems and consulting with Access & Privacy Office as required to facilitate the request.
- 2.18 The Disciplinary Authority may choose not to personally investigate where the issue has been or may be investigated pursuant to another University policy, procedure or bylaw.
- 2.19 The Disciplinary Authority will conduct the investigation in accordance with the principles of procedural fairness and natural justice. In particular, the Disciplinary Authority will ensure that:
- (a) The Student must be informed of the allegations against him or her, including, subject to section 2.34 of this Procedure, having access to all documentary and other evidence relied upon by the Disciplinary Authority and knowing the identity of the complainant;
 - (b) The Student must be provided an opportunity to respond to the allegations;
 - (c) While strict rules of evidence do not apply, appropriate weight must be given to evidence based on its credibility and reliability; and
 - (d) Witnesses may wish to consult with or respond through an advocate (which may include legal counsel, a union representative, or a Student Advocate, as may be appropriate).
- 2.20 The Disciplinary Authority (or designate) may meet with the Student to present the facts/evidence concerning the allegation and to give the Student an opportunity to respond to the allegation and present his/her explanation of the matter. The Disciplinary Authority will give notice to the Student as to who will be present on behalf of the University at such a meeting.
- 2.21 The Disciplinary Authority will inform the Student that a written decision letter will be sent normally within five (5) working days of receiving the Student's response. If the Student does not respond within a reasonable time, the Disciplinary Authority will consider the matter and make a decision in the absence of the Student's response and based on the information that is available.

Decision

- 2.22 At the conclusion of the investigation, the Disciplinary Authority will inform the Student of his or her decision in writing and will include, at minimum, the following:

- (a) A summary of the allegation of Non-Academic Misconduct;
- (b) A summary of the process and key timelines in the investigation;
- (c) A summary of the key evidence obtained through the investigation, including the response of the Student to the allegation;
- (d) An indication of which key evidence was considered credible and reliable;
- (e) A conclusion as to whether, on a balance of probabilities, the Non-Academic Misconduct occurred;
- (f) A summary of the reasons for the conclusion;
- (g) A summary of any Disciplinary Action instituted in accordance with the Bylaw and section 2.23 of this Procedure; and
- (h) If Disciplinary Action is taken, information about the right to appeal, the time period for appeal, and the person and contact information for the submission of an appeal, in accordance with the Bylaw.

2.23 Where there is a finding of Non-Academic Misconduct, the Disciplinary Authority will consider any previous findings of Non-Academic Misconduct before determining the appropriate Disciplinary Action under the Bylaw. In the case where the Disciplinary Authority is not the Unit Head of the Faculty/College/School in which the Student is registered, the Disciplinary Authority will determine the appropriate Disciplinary Action in consultation with the Unit Head of that Faculty/College/School.

2.24 The Disciplinary Authority will send a copy of their decision to the Registrar, to the Vice-Provost (Students), and to the Unit Head of the Faculty/College/School in which the Student is registered.

Appeals

2.25 Students have a right to appeal Disciplinary Actions in accordance with the Bylaw and the Appeal Procedure.

CONCERNING BEHAVIOUR

2.26 "**Concerning Behaviour**" means any behaviour that, while not indicative of a clear immediate threat, gives rise to a reasonable apprehension that the Student may engage in conduct harmful to him- or herself or to others, including but not limited to:

- (a) Threats of self-harm;

- (b) Worrisome behavioral changes in an individual, such as changes in appearance, social withdrawal or isolation, apparent detachment from reality, or inordinate interest in or discussion of violent themes or events.
- 2.27 Where a Student is exhibiting Concerning Behaviour, members of the University Community must report such behaviour to their Unit Head, a member of STATIS, and/or UMSS. The Unit Head of the Student's Faculty/College/School of registration must be consulted and that Unit Head should, where appropriate:
 - (a) Ensure the Student receives timely voluntary counselling referrals through existing support services at the University, such as the Student Support Case Manager, Student Counselling Centre, University Health Services, and/or the Faculty Counselling Services (College of Medicine);
 - (b) Use this Procedure, the Student Discipline Bylaw and other policies, procedures and bylaws as appropriate where additional action is necessary to deal with Concerning Behaviour.
- 2.28 Members of the University Community must report incidents of Concerning Behaviour to UMSS and STATIS where a Student's Concerning Behaviour is affecting the various services and administration offices of the University, or where the Concerning Behaviour is of a nature or quality that likely will result in:
 - (a) Serious harm to the Student or substantial deterioration of the Student's health; or
 - (b) Serious harm to another person or property;
- 2.29 When reporting concerns to STATIS or UMSS, individuals should attempt to provide the following information:
 - (a) Description of the Concerning Behaviour;
 - (b) Name of the Student exhibiting the Concerning Behaviour; and
 - (c) Indication of what action has been taken to date (if applicable), including a description of any meetings with the Student and any assistance provided, including referrals.
- 2.30 Information regarding Concerning Behaviour that is received during the Student application process must be referred to the Executive Director of Enrolment Services or the Dean of Graduate Studies, as appropriate. If the information is of serious concern to the respective Executive Director of Enrolment Services or the Dean of Graduate Studies, he/she may seek the advice of the University Legal Counsel and may initiate a staff conference of STATIS.

- 2.31 If a Student does not accept personal responsibility for their Concerning Behaviour or will not accept appropriate referral for voluntary counselling, the Unit Head should proceed as follows:
- (a) Advise the Student to seek professional help; and
 - (b) Contact the Executive Director of Student Support if the Student refuses to voluntarily seek professional help. The Executive Director of Student Support may consult with colleagues to determine whether or not an involuntary psychiatric assessment is advisable according to mental health legislation and regulations.

CONFIDENTIALITY

Obligations of Confidentiality by the University

- 2.32 In respect of an incidence of Non-Academic Misconduct or Concerning Behaviour, the University will not disclose the name of the complainant, the Student, or the circumstances related to the complaint to any person, other than where the disclosure is:
- (a) Necessary to investigate the complaint or take corrective action with respect to the complaint;
 - (b) Necessary to coordinate an action plan for a Student exhibiting Concerning Behaviour that includes supports and a clear referral mechanism for the Student; or
 - (c) Required by law.
- 2.33 Personal information that is disclosed under section 2.32 above in respect of an incidence of Non-Academic Misconduct or Concerning Behaviour will be the minimum amount necessary for the purpose.

Obligations of Confidentiality by the Disciplinary Authority

- 2.34 The Disciplinary Authority, in conducting the investigation, will comply with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act* with respect to personal information and personal health information collected, used and disclosed in the course of the investigation. Where a Disciplinary Authority is unsure of whether they may disclose particular information, they may seek advice from the Access & Privacy Office.
- 2.35 The Disciplinary Authority will advise all persons involved with an investigation as to their obligations regarding confidentiality, and the protections available to them under this Procedure.

Obligations of Confidentiality by the Others

2.36 All persons involved in an investigation of an incident of Non-Academic Misconduct or Concerning Behaviour, whether as a witness or retrieving relevant information or documents, must keep confidential:

- (a) The existence and nature of the investigation; and
- (b) Any information or documentation obtained as a result of the investigation;

which information may only be disclosed to those who reasonably need to know. Where an individual is unsure of whether they may disclose particular information, they may seek advice from the Access & Privacy Office.

2.37 Notwithstanding section 2.36, the Complainant, the Respondent, and witnesses involved in the investigation may:

- (a) Obtain confidential advice (including advice from a Student Advocate or lawyer, as may be appropriate);
- (b) Disclose information to others only to the extent reasonably necessary to gather evidence and, in the case of an accused Student, to make full answer and defense to the allegations; and
- (c) Use information obtained independent of the investigation in any other forum.

Records Management

2.38 The Disciplinary Authority will maintain files with respect to each complaint in accordance with the Records Management policy and procedure.

Part III Accountability

3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.

3.2 The President is responsible for the implementation, administration and review of this Procedure.

3.3 Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is [Click here to enter a date](#).
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the President or the Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Student Discipline Bylaw;
 - (b) Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct;
 - (c) Table 3: Disciplinary Actions and Disciplinary Authorities;
 - (d) Student Discipline - Appeal Procedure;
 - (e) Respectful Work and Learning Environment Policy;
 - (f) Sexual Assault Policy;

- (g) RWLE and Sexual Assault Procedure;
- (h) Residence Contract;
- (i) Violent or Threatening Behaviour Policy and Procedure;
- (j) Campus Alcohol Policy and Procedure;
- (k) Definitions of Academic Units Policy;
- (l) Records Management Policy and Procedure;
- (m) Use of Computer Facilities Policy and Procedure;
- (n) [Third Party Data Access Request Form](#);
- (o) Student Advocacy Office Policy;
- (p) *The Freedom of Information and Protection of Privacy Act*, CCSM c. F175;
- (q) *The Personal Health Information Act*, CCSM c. P33.5.

**TABLE 1: JURISDICTION OF DISCIPLINARY AUTHORITIES
FOR STUDENT ACADEMIC MISCONDUCT**

For the purpose of this Table 1, all capitalized terms have the meaning ascribed to them in the Student Discipline Bylaw (the "Bylaw") and/or in the Student Academic Misconduct procedure (the "Procedure"). References to Faculty/College/School will include University 1, and references to Dean/Director will include the Executive Director of Student Academic Success.

DISCIPLINARY AUTHORITY	JURISDICTION	
1. Academic Staff	Undergraduate Level	At the Undergraduate level, Academic Staff have no disciplinary authority and must refer the matter directly to the Department Head or, in the case of non-departmental units, to the Dean/Director or designate of the Faculty/College/School.
	Graduate Level	At the Graduate level, Academic Staff have no disciplinary authority and must refer the matter directly to the Dean of Graduate Studies, or designate, in accordance with section 2.9 of the Procedure.
2. Department Head	Undergraduate Level	<p>The Department Head has jurisdiction over a breach of departmental bylaws or regulations; student disciplinary matters uniquely affecting the department; and matters involving undergraduate students relating to course work.</p> <p>At the Undergraduate level, the Department Head may dispose of the matter, or may refer the matter to the Dean or Director in accordance with section 2.10 of the Procedure.</p>
	Graduate Level	At the Graduate level, the Department Head has no disciplinary authority and must refer the matter directly to the Dean of Graduate Studies, or designate, in accordance with section 2.9 of the Procedure.

DISCIPLINARY AUTHORITY	JURISDICTION	
3. Dean / Directors	Undergraduate Level	<p>The Dean/Director has jurisdiction over a breach of Faculty/College/School bylaws or regulations and over all other disciplinary matters uniquely affecting the Faculty/College/School that do not affect the University generally.</p> <p>If the disciplinary matter relates to a course other than a course offered by the Faculty/College/School in which the Student is registered, the Dean/Director must act in accordance with sections 2.8 and 2.21 of the Procedure.</p>
	Graduate Level	<p>At the Graduate level, the Dean or Director must refer the matter directly to the jurisdiction of the Dean of Graduate Studies, or designate.</p>
4. Dean of Graduate Studies	<p>The Dean of Graduate Studies has jurisdiction over a breach of Faculty of Graduate Studies bylaws or regulations and over all other disciplinary matters uniquely affecting the Faculty of Graduate Studies that do not affect the University generally.</p> <p>The Dean of the Faculty of Graduate Studies will consult with the Registrar over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to the Faculty of Graduate Studies.</p>	

DISCIPLINARY AUTHORITY	JURISDICTION	
5. Executive Director of Enrolment Services	<p>The Executive Director has jurisdiction over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to Faculties/Colleges/Schools, except the Faculty of Graduate Studies.</p> <p>The Executive Director of Enrolment Services may delegate jurisdiction to an ad hoc committee to hear and determine any disciplinary matter within the Executive Director's jurisdiction.</p>	
6. Registrar	Undergraduate Level	At the Undergraduate level, the Registrar has jurisdiction over all disciplinary matters involving false or misleading information supplied in connection with registration with any unit of the University, or a Student's academic history/record, including but not limited to; letters of permission, transfer of credits and transcript matters.
	Graduate Level	At the Graduate level, the Registrar has jurisdiction and will consult with the Dean of Graduate Studies regarding disciplinary matters involving false or misleading information supplied in connection with registration with any unit of the University, or student's academic history/record, including but not limited to; letters of permission, transfer of credits and transcript matters.
7. President	<p>The President has jurisdiction over all disciplinary matters not specifically subject to the control of another Disciplinary Authority under the Procedure or this Table 1.</p> <p>The President may delegate jurisdiction to a person or to an ad hoc committee to hear and determine any disciplinary matter within the President's jurisdiction.</p>	

**TABLE 2: JURISDICTION OF DISCIPLINARY AUTHORITIES
FOR STUDENT NON-ACADEMIC MISCONDUCT**

For the purpose of this Table 2, all capitalized terms have the meaning ascribed to them in the Student Discipline Bylaw (the "Bylaw") and/or in the Student Non-Academic Misconduct and Concerning Behaviour procedure (the "Procedure"). References to Faculty/College/School will include University 1, and references to Dean/Director will include the Executive Director of Student Academic Success.

DISCIPLINARY AUTHORITY	JURISDICTION	
1. Academic Staff	Undergraduate Level	At the Undergraduate level, Academic Staff have jurisdiction over a disruption of an instructional or evaluative activity occurring in their class. Academic Staff may refer the matter directly to the Department Head or, in the case of non-departmental units, to the Dean/Director or designate of the Faculty/College/School.
	Graduate Level	At the Graduate level, Academic Staff have jurisdiction over a disruption of an instructional or evaluative activity occurring in their class. Academic Staff must refer all other disciplinary matters directly to the Dean of Graduate Studies, or designate, in accordance with section 2.9 of the Procedure.

DISCIPLINARY AUTHORITY	JURISDICTION	
2. Department Head	Undergraduate Level	<p>The Department Head has jurisdiction over a breach of departmental bylaws or regulations and student disciplinary matters uniquely affecting the department.</p> <p>At the Undergraduate level, the Department Head may dispose of the matter, or may refer the matter to the Dean or Director in accordance with section 2.10 of the Procedure.</p>
	Graduate Level	<p>At the Graduate level, the Department Head has no disciplinary authority and must refer the matter directly to the Dean of Graduate Studies, or designate, in accordance with section 2.9 of the Procedure.</p>
3. Dean / Director	Undergraduate Level	<p>The Dean/Director has jurisdiction over a breach of Faculty/College/School bylaws or regulations and over all other disciplinary matters uniquely affecting the Faculty/College/School that do not affect the University generally.</p> <p>If the disciplinary matter relates to a course other than a course offered by the Faculty/College/School in which the Student is registered, the Dean/Director must act in accordance with section 2.8 and 2.23 of the Procedure.</p>
	Graduate Level	<p>At the Graduate level, the Dean or Director must refer the matter directly to the jurisdiction of the Dean of Graduate Studies, or designate.</p>

DISCIPLINARY AUTHORITY	JURISDICTION
4. Dean of Graduate Studies	<p>The Dean of Graduate Studies has jurisdiction over a breach of Faculty of Graduate Studies bylaws or regulations and over all other disciplinary matters uniquely affecting the Faculty that do not affect the University generally, in accordance with section 2.9 of the Procedure.</p>
5. University Librarian	<p>The University Librarian has jurisdiction over a breach of library regulations and all other disciplinary matters occurring in and uniquely affecting a library that do not affect the University generally.</p> <p>The University Librarian may delegate jurisdiction to a library administrative officer in any library within the University and/or establish an ad hoc committee to hear and determine any disciplinary matter within the Director's jurisdiction or the jurisdiction of the administrative officer.</p> <p>In situations involving mutilation or theft of library materials, the University Librarian may refer the case to the President. If in this case the President requests the University Librarian to act in the name of the President, the University Librarian shall act with the President's authority.</p>
6. Director of Student Residences	<p>The Director of Student Residences has jurisdiction over a breach of University residence rules or the Residence Contract, and all other disciplinary matters which uniquely affect the proper administration of a University residence, whether committed by residents, visitors or others, and which do not affect the University generally.</p> <p>The Director may delegate jurisdiction to an ad hoc committee to hear and determine any disciplinary matter within the Director's jurisdiction.</p>

DISCIPLINARY AUTHORITY	JURISDICTION
7. Associate Vice-President (Admin)	<p>The Associate Vice-President (Administration) has jurisdiction over all disciplinary matters occurring in and uniquely affecting the University Centre building, which do not affect the University generally.</p> <p>The Associate Vice-President (Administration) may delegate jurisdiction to an ad hoc committee to hear and determine any disciplinary matter within the Associate Vice-President (Administration)'s jurisdiction.</p>
8. CIO, IST	<p>The CIO of Information Services and Technology has the delegated jurisdiction of the Vice-President (Administration) over abuses of computer privileges under the Use of Computer Facilities policy.</p>
9. Vice-President (Admin)	<p>The Vice-President (Administration) has jurisdiction over disciplinary matters relating to a breach of the following policies:</p> <ul style="list-style-type: none"> (a) Respectful Work and Learning Environment policy; (b) Sexual Assault policy; (c) Use of Computer Facilities policy; (d) Violent or Threatening Behaviour policy <p>The Vice-President (Administration) may delegate jurisdiction in whole or in part, absolutely or conditionally, to the Vice-Provost (Students) to hear and determine any disciplinary matter within the Vice-President (Administration)'s jurisdiction.</p> <p>The Vice-President (Administration) may delegate jurisdiction to the CIO, where appropriate, with respect to a breach of the Use of Computer Facilities policy.</p>

DISCIPLINARY AUTHORITY	JURISDICTION
10. Vice-Provost (Students)	<p>The Vice-Provost (Students) has jurisdiction over disciplinary matters affecting more than one Faculty/College/School or disciplinary matters affecting the University generally.</p> <p>The Vice-Provost (Students) also has jurisdiction over disciplinary matters which have been referred to the Vice-Provost (Students) from the following:</p> <p>(a) President;</p> <p>(b) Vice-President (Administration).</p>
11. President	<p>The President has jurisdiction over all disciplinary matters not specifically subject to the control of another Disciplinary Authority under the Procedure or this Table 2.</p> <p>The President may delegate jurisdiction in whole or in part, absolutely or conditionally, to the Vice-Provost (Students) to hear and determine any disciplinary matter within the President's jurisdiction.</p>

STUDENT DISCIPLINE BY-LAW

Table 3: Disciplinary Actions and Disciplinary Authorities

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students)	V.P. (Admin)	President	UDC
1	Issuing a reprimand.	X	X	X	X	X	X	X	X	X	X	X	X	X
2	Ordering that a reprimand be recorded on the Student's academic history/transcript for a period of up to 5 years.		X	X		X	X				X	X	X	X
3	Imposing developmental disciplinary actions including community services within the University Community.		X	X							X	X	X	X
4	Imposing developmental disciplinary actions including the participation in educational activities.		X	X							X	X	X	X
5	Attaching conditions to any of the authorized actions prescribing future conduct.	X	X	X	X	X		X	X	X	X	X	X	X
6	Requiring that a written apology and/or retraction be made.	X	X	X	X	X		X		X	X	X	X	X
7	Suspending the assessment or enforcement of a penalty subject to conditions.	X	X	X	X	X		X		X	X	X	X	X

STUDENT DISCIPLINE BY-LAW

Table 3: Disciplinary Actions and Disciplinary Authorities

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students)	V.P. (Admin)	President	UDC
8	Ordering restitution to be made.		X	X	X			X		X	X	X	X	X
9	Levying a fine.				X			X [8]	X		X	X	X	X
10	Suspension from further attendance at classes in a particular course.	X [7]	X	X							X	X	X	X
11	Suspension from attendance for the balance of one meeting of instructional activity.	X	X								X	X	X	X
12	Giving a particular grade on a course, paper, test, examination or other evaluative process because of academic dishonesty or academic fraud.		X	X [3]							X	X	X	X
13	Suspension or withdrawal of privileges in whole or in part.		X	X	X			X		X	X	X	X	X
14	Restricting or prohibiting access to University property.			X [3]	X [5]			X [4]		X [2]	X	X	X	X

STUDENT DISCIPLINE BY-LAW
Table 3: Disciplinary Actions and Disciplinary Authorities

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students)	V.P. (Admin)	President	UDC
15	Suspension from attendance at all or certain classes in a particular department.		X	X							X	X	X	X
16	Suspension or expulsion from a particular course.		X	X							X	X	X	X
17	Suspension or expulsion from all or certain courses in a particular department.		X	X							X	X	X	X
18	Suspension from attendance at all or certain classes in a particular faculty or school.			X							X	X	X	X
19	Suspension from attendance at all or certain classes in the University.			X							X	X	X	X
20	Suspension or expulsion from a faculty or school or from all or certain courses therein.			X							X	X	X	X
21	Suspending and restricting use of computer privileges provided by the University.								X		X	X	X	X

STUDENT DISCIPLINE BY-LAW
Table 3: Disciplinary Actions and Disciplinary Authorities

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director, Student Residences	Executive Director, Enrolment Services	Registrar	University Librarian / Library Appeals Committee	CIO, Information Systems & Technology	Associate V.P (Admin)	Vice-Provost (Students)	V.P. (Admin)	President	UDC
22	Suspension or expulsion from a University Residence.				X						X	X	X	X
23	Suspension of the right to submit a future application for admission for a definite or indefinite period.					X					X	X	X	X
24	Suspension of the processing of an application for admission in the year of application.			X [9]		X					X	X	X	X
25	Suspension or expulsion from University College.										X	X	X	X
26	Suspension or expulsion from the University.										X	X	X	X

[1] The UDC may, after finding that Disciplinary Action is warranted, implement any one or more Disciplinary Actions as set out in this Schedule "A".

[2] Only with respect to University Centre.

[3] Only with respect to facilities under their jurisdiction.

[4] Only with respect to the Libraries.

[5] Only with respect to University Residences.

[6] Only with respect to University College.

[7] This Disciplinary Action will not be for more than a week's balance of that particular instructional activity.

[8] Only as to overdue books in accordance with a pre-published scale of fines.

[9] The Dean of the Faculty of Graduate Studies with respect to admission fraud or misconduct of a graduate student application for admission.

UNIVERSITY OF MANITOBA PROCEDURE

PROCEDURES:	STUDENT DISCIPLINE – APPEAL PROCEDURE
Parent Policy:	Student Discipline Bylaw
Effective Date:	
Revised Date:	
Review Date:	
Approving Body:	Board of Governors
Authority:	Student Discipline Bylaw
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees

Part I Reason for Procedures

- 1.1 These Appeal Procedures are secondary to the Student Discipline Bylaw and are intended to establish a process for appeals to be heard, and to provide guidance to the members of appeal panels, to the student and to the Faculty/College/School representatives in relation to appeal hearings.

Part II Procedures

Definitions

- 2.1 The following terms are defined for the purpose of this Bylaw and related Procedures:
- (a) "**Academic Misconduct**" has the same meaning as defined in section 2.5 of the Student Academic Misconduct Procedure.
 - (b) "**Academic Staff**" refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This

includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.

- (c) **"Appeal Body"** means the appropriate persons or bodies as identified in sections 2.9 to 2.14.
- (d) **"Appeal Procedure"** means this Student Discipline – Appeal Procedure.
- (e) **"Appellant"** means the Student appealing a Disciplinary Action taken against him or her.
- (f) **"Bylaw"** means the Student Discipline Bylaw.
- (g) **"College"** means a Professional College as defined under the Definitions of Academic Units Policy.
- (h) **"Disciplinary Action"** means the specific disciplinary actions available for each Disciplinary Authority under Table 3 of this Bylaw.
- (i) **"Disciplinary Authority"** means the discipline authority designated to determine a matter of student discipline for Academic Misconduct or Non-Academic Misconduct.
- (j) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units Policy.
- (k) **"Local Disciplinary Committee"** or **"LDC"** means the standing or, from time to time, ad hoc committee appointed to hear and determine disciplinary matters under section 2.24 of this Appeal Procedure.
- (l) **"Non-Academic Misconduct"** has the same meaning as defined in section 2.5 of the Student Non-Academic Misconduct and Concerning Behaviour Procedure.
- (m) **"Notice of Appeal"** means the appeal documentation that must be filed by the Student under section 2.16.
- (n) **"Respondent"** means the Disciplinary Authority whose decision is being appealed.
- (o) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units Policy.

- (p) **"Sexual Assault"** has the same meaning as defined under the Sexual Assault Policy.
- (q) **"Student"** means any of the following individuals:
- (i) **Applicant** – an individual who has submitted application for admission to the University;
 - (ii) **Admitted** – an individual who has accepted an offer of admission to the University;
 - (iii) **Current** – an individual who is either registered in course(s) or in a program of studies at the University or is eligible to continue in their studies at the University either because the individual meets minimum academic performance requirements or will be eligible to continue after discharging a financial hold or serving suspension due to academic or discipline;
 - (iv) **Former** – an individual who has graduated from the University or who has withdrawn (either voluntarily or was required to withdraw).
- (r) **"Student Advocate"** is a member of the University's Student Advocacy Office who provides students with information on their rights and responsibilities, as well as assistance with resolving problems or concerns resulting from actions or decisions taken by the University.
- (s) **"Table 3"** means Table 3: Disciplinary Actions and Disciplinary Authorities, which follows the Bylaw.
- (t) **"Unit"** means a Faculty, School, College, institute, centre, academic support unit (for example, libraries) or administrative unit whose Unit Head reports to the President or a Vice-President, Associate Vice-President or Vice-Provost. An academic department within a faculty or school is not a Unit as the term is used within this Procedure.
- (u) **"Unit Head"** refers to the individual with direct supervisory authority over a Unit, including Deans, Directors, the University Librarian, the President, Vice-Presidents, Associate Vice-Presidents and Vice-Provosts with respect to their Units.
- (v) **"University"** means The University of Manitoba.
- (w) **"University Community"** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, Students, volunteers, external parties, contractors and suppliers.
- (x) **"UDC"** means the University Discipline Committee composed under section 2.53 of this Appeal Procedure.

Appeals Generally

- 2.2 Students have a right to appeal Disciplinary Actions made by a Disciplinary Authority, subject to section 2.23 of the Bylaw.
- 2.3 Only the Student who has been the subject of a Disciplinary Action has the right to appeal.
- 2.4 An Appeal Body may dispose of the matter by instituting any Disciplinary Action authorized to it under Table 3. The resulting disposition may be the same, more severe or less severe than the original Disciplinary Action and the Appellant must be so informed of this possibility prior to the commencement of an appeal hearing.
- 2.5 When an appeal is heard by an Appeal Body, the Appellant must be invited to attend the hearing and, if in attendance, be permitted to ask questions and offer an explanation. Every reasonable attempt should be made to schedule the hearing at a time and place that permits the Appellant's participation.
- 2.6 If the Appellant, Respondent or their respective representatives are unable to attend the hearing in person, the use of a digital communication, such as audio or video conferencing, may be used with prior consent of the chair of the Appeal Body, provided that such means enable all parties to clearly communicate. A request for such a meeting must be made at least one week in advance of the hearing date.
- 2.7 Subject to sections 2.40 and 2.74 of this Appeal Procedure, the Appellant may appear in person and be represented by a Student Advocate, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, or a member of the Appellant's immediate family. It is the Appellant's sole responsibility to determine the adequacy of their representation.
- 2.8 Subject to sections 2.40, 2.45, 2.76, and 2.83 of this Appeal Procedure, a representative designated in writing by the Appellant may:
 - (a) attend any disciplinary hearing; and
 - (b) participate in any disciplinary hearing to the extent of asking questions of anyone in attendance and making submissions to any Appeal Body.

Appeal Routes

- 2.9 If the Appellant wishes to appeal the Disciplinary Action of a member of the Academic Staff (except for suspension from attendance for the balance of the meeting of one class), or the decision of a department head, the Notice of Appeal must be delivered to the appropriate Unit Head in the Unit offering course(s) and

the Unit Head in the Unit in which the Appellant is registered, with a copy to the Academic Staff or department head, as the case may be.

- 2.10 If a Appellant is appealing within a Unit that does not have department heads, then the first level of decision will be the Unit Head of that respective Unit and the next level of appeal will be as set out in 2.11 of this Procedure.
- 2.11 If the Appellant wishes to appeal the Disciplinary Action of a Unit Head, or the Director of Student Residences, the Notice of Appeal must be delivered to the appropriate Local Disciplinary Committee in care of the respective Unit Head or Director of Student Residence.
- 2.12 If the Appellant wishes to appeal the Disciplinary Action of the University Librarian (other than as a delegate of the President), a delegate of the University Librarian, or an ad hoc committee appointed by the University Librarian, the Notice of Appeal must be delivered to the Chair of the Senate Committee on Libraries, with a copy to the person or ad hoc committee which made the initial disciplinary decision. Within ten (10) working days of receipt of the Notice of Appeal, the Chair of the Senate Committee on Libraries will appoint a Library Appeals Committee to hear the appeal.
- 2.13 If the Appellant wishes to appeal the disciplinary decision of any of the following Disciplinary Authorities, the Notice of Appeal must be delivered to the UDC in care of the Secretary of the UDC (University Secretary):
 - (a) the decision of an LDC or the Library Appeals Committee;
 - (b) the decision of the Executive Director of Enrolment Services;
 - (c) the decision of the Dean of the Faculty of Graduate Studies in relation to fraudulent documents submitted for admission to the Faculty;
 - (d) the decision of the Executive Director of Enrolment Services or the Associate Vice-President (Administration) or an ad hoc committee appointed by either of these persons;
 - (e) the decision of the CIO of Information Services & Technology (IST);
 - (f) the Registrar;
 - (g) the decision of the Vice-President (Administration);
 - (h) the decision of the Vice-Provost (Students); or
 - (i) the decision of the President or delegate.
- 2.14 If the disciplinary matter involved two or more Students and two or more Students appeal:

- (a) The Students must have separate hearings, but the members of the Appeal Body may be the same for each hearing, subject to sections 2.33 and 2.67 of this Procedure;
- (b) The Respondents may bring in relevant information on the other Student(s) as it pertains to each appeal; and
- (c) Every effort must be made to protect the identity of the other Student(s).

Filing an Appeal

2.15 The Appellant must deliver the Notice of Appeal to the appropriate Appeal Body within ten (10) working days as of the date on the letter notifying the Appellant of the Disciplinary Action from the lower body.

2.16 The Notice of Appeal must include:

- (a) such appeal application form, with current mailing address and telephone numbers, as may be required by the Appeal Body;
- (b) copies of such written materials as the Appellant wishes considered in connection with the appeal;
- (c) copies of the letter indicating the lower level decision, if not a first level appeal;
- (d) A letter clearly outlining the reason for the appeal and the remedy sought, including an indication of whether the Appellant is appealing the decision on:
 - (i) the finding of facts;
 - (ii) the Disciplinary Action imposed by the Disciplinary Authority; or
 - (iii) both the facts and the Disciplinary Action; and
- (e) the name and contact information of any representative that the Appellant wishes to have present at the appeal hearing, subject to subject to sections 2.7, 2.39 and 2.74 of this Appeal Procedure.
- (f) In the case of an appeal to the LDC or UDC, a listing of all resources or witnesses the Appellant wants in attendance at the hearing and their relevance. The scheduling of witnesses and resource people is the responsibility of the Appellant.

2.17 Subject to section 2.18, if an appeal is not received by the next level Appeal Body by the deadline set out in 2.15, the Disciplinary Action against the Student will be implemented.

- 2.18 The time for delivery of a Notice of Appeal may be extended by the Appeal Body, or by the chair of the Appeal Body where the Appeal Body is the LDC or the UDC.
- 2.19 The Disciplinary Action implemented may be put on hold if the Appeal Body receiving the next level of appeal deems the lateness acceptable and grants the Appellant permission to proceed with the appeal after deadline.
- 2.20 The Appellant and the designated representative of the Appellant must receive the same notices of hearings held by the LDC and the UDC as the Respondents.

Responsibilities of Respondents

- 2.21 The Respondent will be given ten (10) working days to respond to the Notice of Appeal.
- 2.22 Respondents must submit the following:
- (a) A written response to the Appellant's Notice of Appeal;
 - (b) All relevant documentation the Respondents will rely on as support for their position regarding the appeal; and
 - (c) In the case of an appeal to the LDC or UDC, a listing of all resource people or witnesses they want in attendance at the hearing and their relevance. The scheduling of witnesses and resource people is the responsibility of the Respondent.
 - (d) All the above documents must be filed within the time set out in section 2.21.
- 2.23 If no response is received from the Respondent by the date requested by the office coordinating the appeal, a hearing may be set. If the Respondent had not received permission for an extension, a written request must be submitted to the Appeal Body to determine whether the Respondent's submission will be accepted.

LOCAL DISCIPLINE COMMITTEE (LDC)

LDC Jurisdiction

- 2.24 Each Faculty/College/School, and the University Student Residences under the jurisdiction of the Office of Student Residences, must establish a standing or, from time to time, ad hoc committee to hear and determine disciplinary matters appealed to it by Students from a decision of the Dean/Director of that Faculty/College/School, or the Director of Student Residences for the University Residences under the Office of Student Residences' jurisdiction.

- 2.25 The LDC and the hearing panels thereof must exercise disciplinary authority on all Students that are appealing a decision from the Dean or Director of the Faculty/College/School or University Student Residence.
- 2.26 The Disciplinary Actions available to the LDC are set out in Table 3.

LDC Composition

- 2.27 In Faculties/Colleges/Schools, the LDC must be composed of an equal number of faculty members and students with a minimum of eight (8) members.
- 2.28 In the case of University Student Residences, the LDC must be composed of an equal number of residence staff and students with a minimum of eight (8) members. Members must be appointed by the Director of Student Residences with the advice of the appropriate Residence Students' Association.
- 2.29 The chair of the LDC must be elected by and from the membership of the LDC.
- 2.30 A quorum must be half the members, with a minimum of four (4) members, ensuring at least one (1) student and one (1) faculty member are present.
- 2.31 Where the Disciplinary Action relates to 2 or more Faculties, Colleges or Schools, the LDC hearing panel must contain at least one (1) student and one (1) faculty member from each Faculty/College/School.
- 2.32 The chair must only vote in the case of a tie.
- 2.33 The Appellant, or the Appellant's representative, if any, and Respondent must have the right to challenge for cause any member of the LDC, the validity of the challenge to be judged by the remainder of the LDC. Such cause may include current teacher-student relationship, bias, or any factor likely to prejudice a fair hearing. Any person, who was directly involved in the original Disciplinary Action, either as a principal in the case or as a Disciplinary Authority, must be automatically removed from any hearing panel regarding the appeal.

LDC Hearing Procedures

- 2.34 The Appellant must be presumed innocent until the evidence presented indicates that, on the balance of probabilities Disciplinary Action is warranted. The LDC, in weighing the balance of probabilities, must consider the severity of the alleged incident.
- 2.35 The hearing must be by way of a trial de novo unless the appeal has been made only in relation to the severity of the Disciplinary Action imposed.
- 2.36 Hearings must be closed unless the Appellant requests in writing at least 48 hours before the hearing that a hearing be open and there is no reasonable objection to an open hearing.

- 2.37 If the appeal hearing is in closed session, no observers may be present in the room. If the appeal hearing is in open session, any observers present will not be allowed to contribute in any way to the proceedings. Regardless of open or closed status, no electronic or other recording devices will be permitted.
- 2.38 Regardless of section 2.36, hearings related to discipline under the Respectful Work and Learning Environment Policy and/or discipline under the Sexual Assault Policy must be closed.

Representatives at LDC Hearing

- 2.39 At the LDC hearing, the Appellant may appear in person and be represented by a Student Advocate, a representative from the University of Manitoba Students' Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, or a member of the Student's immediate family. It is the Appellant's sole responsibility to determine the adequacy of their representation.
- 2.40 If the Appellant or the Respondent wishes to have a lawyer present, the lawyer(s) present may only be a non-participating observer(s) at hearings of the LDC, but may represent the Appellant or Respondent at hearings of the UDC.

Failure to Attend LDC Hearing

- 2.41 An Appellant who fails to attend a scheduled appeal hearing may have the appeal considered on the basis of the Appellant's written submission, the presentation of the Appellant's designated representative, if any, and the verbal and written submissions made by the Respondent.
- 2.42 The Appellant shall be advised that the LDC has made a decision regarding the appeal and that the Appellant has ten (10) days to provide reasons for missing the hearing prior to the implementation of the decision. The LDC Chair will determine whether the hearing should be re-scheduled based on any submission from the Appellant. A reasonable attempt will be made to reconvene the same members should the hearing be re-scheduled.

Evidence at LDC Hearing

- 2.43 The Appellant and the Appellant's designated representative, if any, and the Respondent or the Respondent's representative, will receive in writing, at least five (5) working days before the date set for the hearing, the names of the members of the LDC hearing panel who will hear the appeal and the information that has been submitted to the LDC hearing panel by both relevant parties, in accordance with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*.
- 2.44 The Appellant, or the Appellant's designated representative, if any, and the Respondent, or the Respondent's representative, if any, may call witnesses and

submit other evidence. The Appellant, the Appellant's representative, if any, and the Respondent, or Respondent's representative, if any, are responsible for arranging their own witnesses. If witnesses are to be called, a witness list must be provided by the Appellant or the Appellant's representative, if any, in their original appeal package provided to the Chair and a witness list must be provided by the Respondent or the Respondent's representative, if any, with their response to the appeal.

- 2.45 The Appellant must not be required to testify, but if the Appellant elects to do so, then the Appellant may be cross-examined by the Respondent, or the Respondent's representative, if any.
- 2.46 The Appellant or the Appellant's designated representative, if any, and the Respondent, must have the right to cross-examine witnesses.
- 2.47 The LDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the LDC at the request of the Appellant. Such confidential information submitted to the LDC may only be used for the purpose of the appeal.

Adjournments of LDC Hearing

- 2.48 Requests for adjournment must be granted within reason.

Disposition of LDC Hearing

- 2.49 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different Disciplinary Action, in whole or in part, requires a simple majority of LDC Committee members present and voting. The results of the hearing must be conveyed in writing, in a timely fashion, by the Chair of the LDC to the Appellant or the Appellant's designated representative, if any and to the Respondent or the Respondent's designated representative, as the case may be.
- 2.50 If, after hearing all the evidence, the LDC is satisfied on the evidence presented that the Appellant has committed Academic Misconduct or Non-Academic Misconduct, the LDC may dispose of the matter by instituting any Disciplinary Action set out in the column entitled "Deans, Directors or LDC" in Table 3.

UNIVERSITY DISCIPLINE COMMITTEE (UDC)

UDC Terms of Reference

- 2.51 The UDC must:
 - (a) Report annually to the President.
 - (b) Establish procedures, consistent with this Bylaw, for hearing panels.

- (c) Hear appeals, either as a committee of the whole or through a hearing panel, from decisions of Disciplinary Authorities.
- (d) Review the Bylaw and related procedures periodically and, if necessary, to recommend changes to them.

UDC Jurisdiction

2.52 The UDC and the hearing panels thereof shall exercise Disciplinary Authority on behalf of the Board of Governors on all Students that are appealing a decision from the Disciplinary Authorities that are set out in section 2.13 of this document.

UDC Composition

2.53 The UDC shall be composed of 19 members. The 19 shall include:

- (a) eight (8) faculty members nominated by the Senate Nominating Committee and appointed by the Board of Governors;
- (b) seven (7) students nominated by the Student Senate Caucus and appointed by the Board of Governors;
- (c) the President of the University of Manitoba (or designate), as an ex-officio member;
- (d) the President of the University of Manitoba Students' Union (or designate), as an ex-officio member;
- (e) the President of the University of Manitoba Graduate Students' Association (or designate), as an ex-officio member; and
- (f) the Chair appointed pursuant to section 2.57. The Chair must only vote in the event of a tie.

2.54 Positions for which no nomination had been received from the Student Senate Caucus by September 15th shall be nominated by the Senate Nominating Committee.

2.55 The terms of office shall be three years for academic staff, and one year for students, from June 1 to May 31(academic staff) and October 14, to October 13 (students). A member whose term of office has expired in any year shall continue in office until a successor has been appointed and shall be eligible for reappointment.

2.56 A quorum must be nine (9) the members, where a minimum of one student and one academic are present.

2.57 A Chair will be appointed by the Board of Governors for a three year term.

- 2.58 The Vice-Chair shall be elected from and by the members of the UDC for a three year term.

UDC Hearing Panels

- 2.59 When a matter has been appealed to the UDC, the Chair must either convene the UDC or convene a hearing panel thereof to hear the appeal.
- 2.60 A quorum shall be a minimum of four (4) members, ensuring at least one student and one faculty member are present including the Chair.
- 2.61 The Chair may vote only if there is a tie.
- 2.62 UDC members who have a conflict of interest in a particular case, or have a temporary work conflict, or are otherwise unable to sit, may disqualify themselves from hearing an appeal.
- 2.63 Notwithstanding the foregoing, the Chair of the UDC may, in a particular case, require that a larger hearing panel be convened to consider the matter, provided that such a larger hearing panel maintains the proportional representation as set out in section 2.60.
- 2.64 The Chair of the UDC may use his/her discretion to reject an appeal if the appeal appears to be clearly outside the jurisdiction of the UDC, (for example, matters not dealing with discipline nor related Disciplinary Actions taken by a lower Appeal Body).
- 2.65 When an appeal is received based on a fine or the amount ordered, the only decision from which an appeal is taken is the amount levied by way of fine or the amount ordered to be paid by way of restitution; then, if such fine or restitution does not exceed \$500.00, the Chair may, at the Chair's discretion, personally decide the matter, or may convene a hearing panel to hear the appeal.
- 2.66 A staff member from the Office of the University Secretary, will serve as recording secretary for the hearings.
- 2.67 The Appellant, or the Appellant's representative, if any, and the Respondent must have the right to challenge for cause any member of the UDC hearing panel, the validity of the challenge to be judged by the remainder of the UDC hearing panel if such a challenge is made at this time. Such cause may include current teacher-student relationship, bias, or any other factor likely to prejudice a fair hearing. Any person who was directly involved in the original Disciplinary Action, either as a principal in the case or as a Disciplinary Authority, must be automatically removed from any hearing panel regarding the appeal. The Office of the University Secretary after consultation with the Chair will make every reasonable attempt to address any concerns made prior to the hearing date regarding bias by either the Appellant or the Respondent.

UDC Hearing Procedures

- 2.68 The Appellant must be presumed innocent until the evidence presented indicates that, on the balance of probabilities Disciplinary Action is warranted. The UDC, in weighing the balance of probabilities, must consider the severity of the alleged incident.
- 2.69 The hearing before the UDC hearing panel must be by way of a *trial de novo* unless the appeal has been made only in relation to the severity of the Disciplinary Action imposed.
- 2.70 After an appeal hearing has commenced, the appeal may be withdrawn by the Appellant only with leave of the UDC hearing panel.
- 2.71 Hearings must be closed unless the Appellant requests in writing at least 48 hours before the hearing that a hearing be open and there is no reasonable objection to an open hearing.
- 2.72 If the appeal hearing is in closed session, no observers may be present in the room. If the appeal hearing is in open session, any observers present will not be allowed to contribute in any way to the proceedings. Regardless of open or closed status, no electronic or other recording devices will be permitted.
- 2.73 Regardless of section 2.71, hearings related to discipline under the Respectful Work and Learning Environment Policy and/or discipline relating to Sexual Assault must be closed.

Representatives at UDC Hearing

- 2.74 At the UDC hearing, the Appellant may appear in person and may be represented by a Student Advocate, a representative from the University of Manitoba Student's Union, a representative from the Graduate Students' Association, a member of the University Community not receiving payment for appearing, a member of the Appellant's immediate family, or a lawyer. It is the Appellant's sole responsibility to determine the adequacy of their representation.
- 2.75 At the UDC hearing, the Respondent may be represented by a lawyer from the University of Manitoba's Office of Legal Counsel.
- 2.76 If any party intends to have a lawyer present at the hearing, that party must notify the Chair of the UDC at least seven (7) working days prior to the hearing. In that event, the UDC hearing panel may also retain the services of legal counsel. A rescheduling of the hearing may be required for all parties to retain legal counsel.
- 2.77 Subject to the notice provision in section 2.76, a representative designated in writing by any party may:
 - (a) attend the disciplinary hearing; and

- (b) participate in any disciplinary hearing to the extent of asking questions of anyone in attendance and making submissions to the UDC.

2.78 The Appellant and the Appellant's designated representative, if any, and the Respondent and the Respondent's representative, if any, shall be entitled to receive in writing, at least five (5) working days before the date set for the hearing, the information that has been submitted to the previous Appeal Body by the parties in accordance with *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*.

Failure to Attend UDC Hearing

2.79 An Appellant who fails to attend a scheduled appeal hearing may have the appeal considered on the basis of the Appellant's written submission, the presentation of the Appellant's designated representative, if any, and the verbal and written submissions made by the Respondent.

2.80 The Appellant must be advised that the UDC has made a decision regarding the appeal and that the Appellant has ten (10) days to provide reasons for missing the hearing prior to the implementation of the decision. The Chair must determine whether the hearing should be re-scheduled based on any submission from the Appellant. A reasonable attempt will be made to reconvene the same members should the hearing be re-scheduled.

Evidence at UDC Hearing

2.81 The Appellant, or the Appellant's representative, if any, and the relevant Respondent, or the Respondent's representative, if any, may call witnesses and submit other evidence. The Appellant, or the Appellant's representative, if any, and the relevant Respondent, or the Respondent's representative, if any, are responsible for arranging their own witnesses. If witnesses are to be called, a witness list must be provided by the Appellant or the Appellant's representative, if any, in their original appeal submission provided to the Chair and a witness list must be provided by the relevant Respondent, or the Respondent's representative, if any, with their response to the appeal.

2.82 The Appellant or the Appellant's designated representative, if any, and the Respondent, or the Respondent's representative, if any, must have the right to cross-examine witnesses.

2.83 The Appellant must not be required to give testimony but if the Appellant elects to do so, the Appellant may be cross-examined.

2.84 The UDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the UDC at the request of the Appellant. Such confidential information submitted to the UDC may only be used

for the purpose of the appeal and will be treated as other documentation submitted for the appeal hearing as set out in 2.87.

- 2.85 Where the Appellant appeals the disposition of a finding under the Respectful Work and Learning Environment Policy or under the Sexual Assault Policy, and upon the written request of the Chair of the UDC, the Vice-President (Administration) shall forward to the UDC the report of the investigator for consideration in the disposition of the appeal. Such confidential information submitted to the UDC may only be used for the purpose of the appeal and will be treated as other documentation submitted for the appeal hearing as set out in 2.87.
- 2.86 Subject to paragraph 2.78, the Appellant, the Appellant's representative and the relevant Disciplinary Authority normally must have the right to receive a copy of any university document that the UDC or hearing panel considers in relation to the appeal. The Chair of the Committee must make the final determination on this matter.
- 2.87 All members of the UDC and/or hearing panel will keep all materials and information used for the appeal in strict confidence and surrender such materials to the recording secretary who will have the materials destroyed by way of confidential shredding.

Adjournments

- 2.88 Requests for adjournment shall be granted within reason.

Disposition

- 2.89 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different Disciplinary Action, in whole or in part, requires a simple majority.
- 2.90 If, after hearing all the evidence, the UDC is satisfied on the evidence presented that the Appellant has committed Academic Misconduct or Non-Academic Misconduct, the UDC may dispose of the matter by instituting any Disciplinary Action set out in the column entitled "UDC" in Table 3.
- 2.91 The Chair of the UDC or hearing panel must, after a decision has been made, report the results of that decision in writing to:
- (a) the Appellant or the designated representative of the Appellant, if any;
 - (b) the Respondent, or the Respondent's representative, if any, from whose decision the appeal has been heard;
 - (c) the Dean/Director of the Faculty/College/School involved; or the Associate Vice-President (Administration), the Director of Student Residences, or the Chief Information Officer (CIO) of IST, as the case may be;

- (d) the Registrar;
- (e) the Vice-President (Administration);
- (f) the Vice-Provost (Students); or
- (g) any others as deemed relevant.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Appeal Procedure is required.
- 3.2 The President or his or her delegate is responsible for the implementation, administration and review of this Appeal Procedure.
- 3.3 Students, Faculty/College/School Councils, Unit Heads, Academic Staff and employees are responsible for complying with this Appeal Procedure.

Part IV Review

- 4.1 Governing Document reviews must be conducted every ten (10) years. The next scheduled review date for this Appeal Procedure is [Click here to enter a date.](#)
- 4.2 In the interim, this Appeal Procedure may be revised or repealed if:
 - (a) the Approving Body deems it necessary or desirable to do so;
 - (b) the Appeal Procedure is no longer legislatively or statutorily compliant;
 - (c) the Appeal Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Appeal Procedure supersedes all of the following:
 - (a) Student Discipline Procedure, effective January 1, 2009, revised January 26, 2010.

- (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI Cross References

- 6.1 This Appeal Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Student Discipline Bylaw;
 - (b) Table 1: Jurisdiction of Disciplinary Authorities for Academic Misconduct;
 - (c) Table 2: Jurisdiction of Disciplinary Authorities for Non-Academic Misconduct;
 - (d) Table 3: Disciplinary Actions and Disciplinary Authorities;
 - (e) Student Academic Misconduct Procedure;
 - (f) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
 - (g) Definitions of Academic Units Policy.
 - (h) Final Examinations and Final Grades Policy and Procedures;
 - (i) Respectful Work and Learning Environment Policy;
 - (j) Sexual Assault Policy;
 - (k) RWLE and Sexual Assault Procedure;
 - (l) Use of Computer Facilities Policy and Procedure;
 - (m) Violent or Threatening Behaviour Policy and Procedure.
 - (n) *The Freedom of Information and Protection of Privacy Act*, C.C.S.M. c. F175;
 - (o) *The Personal Health Information Act*, C.C.S.M. c. P33.5.



AGENDA ITEM: Responsibilities of Academic Staff with Regard to Students,
Revised Policy and Procedure

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve revisions to the *Responsibilities of Academic Staff with Regard to Students* policy and procedure [subject to Senate approval, June 22, 2016].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- Revisions to the *Responsibilities of Academic Staff with Regard to Students*, which include the division of the document into two documents, the policy and corresponding procedure, have been completed as part of an ongoing and broad review of policies and procedures at the University. The policy was last reviewed in 1998.
- The purpose of the policy is to identify the responsibilities and the discharge of responsibilities of Academic Staff with regard to Students.
- Revisions in sections 2.2 through 2.4 of the policy would clarify the responsibilities of individual Academic Staff to Students, and changes proposed in section 2.5 of the policy would clarify collective responsibilities of Academic Staff to Students.
- Section 2.5 of the revised procedure would ensure that Academic Staff clearly set out expectations for Students in their classes, in the course outline. Specific changes that would be required in a course outline are outlined in observation 3 of the Report of the Senate Committee on Instruction and Evaluation (attached). Some of these include:
 - a course description outlining, in addition to the topics to be covered, goals for the course (which might include *bona fide* academic requirements) and learning outcomes;
 - expanded information on evaluation procedures and methods that would be used in the course;
 - additional information on how and when evaluative feedback would be given to Students, including information on the form of evaluative feedback and when it would be provided in relation to the Voluntary Withdrawal deadline;
 - the addition of a statement referring Students to Student Accessibility Services, to facilitate the implementation of accommodation for Students, and a communication of the willingness to meet with Students with disabilities who require accommodation.
- The revised procedure includes a new requirement for Academic Staff to provide Students with a Policy Resource Document, with information on University support services and University and Unit policies, as outlined in Schedule A to the procedure, in the first week of classes.
- The procedure also sets out, in section 2.8(a), a process for making changes to course outlines, including changes to the method of evaluation or format of assignments, after the

course outline had been distributed to the class. The Academic Staff would be required to discuss the proposed changes with Students, with an opportunity for Students to provide feedback, provide the revised course outline to the Academic Administrator of his/her Unit, and confirm the changes in writing by providing a revised outline to every Student registered in the course. Section 2.8(b) would provide for a Student to be graded according to the original course outline, in circumstances where the weighting of assignments is changed retroactively. The existing policy does not include a process for making changes to course outlines.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Proposed revisions to the policy and procedure on *Responsibilities of Academic Staff with Regard to Students* would support the University's priority for Inspiring Minds through innovative and quality teaching.

IMPLICATIONS:

The revised policy and procedure would clarify for Students what their expectations can be in their classes, through the course outline. They would also clarify for Academic Staff what their individual and collective responsibilities are with respect to Students.

ALTERNATIVES:

N/A

CONSULTATION:

The revised policy and procedure on *Responsibilities of Academic Staff with Regard to Students* were reviewed and endorsed by the Senate Committee on Instruction and Evaluation, on May 12, 2016, and by the Senate Executive Committee on June 8, 2016. The revised policy and procedure will be considered by Senate, for approval, on June 22, 2016.

Report of the Senate Committee on Instruction and Evaluation RE: Responsibilities of Academic Staff with Regard to Students, Revised Policy and Procedure

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meetings on March 17 and May 12, 2016, SCIE considered proposed revisions to the policy and procedure on *Responsibilities of Academic Staff with Regard to Students (ROASS)*. The policy was previously revised in June 1998.
3. The policy has been divided into two documents, including a policy and a procedure, and has been reformatted following the Governing Documents template. Definitions of terms used in the policy and procedure have been added at the beginning of each document.

Observations:

1. The purpose of the policy on *Responsibilities of Academic Staff with Regard to Students (ROASS)* is to identify the responsibilities and the discharge of responsibilities of Academic Staff with regard to Students.
2. The objective of proposed changes to the policy is to clarify the individual and collective responsibilities of Academic Staff to Students under sections 2.2 through 2.4 and under 2.5, respectively.
3. One objective of proposed revisions to the procedure is to ensure that Academic Staff clearly set out what their expectations are, for students in their classes, in the course outline. Some specific changes to the information that would be required in a course outline include:
 - a course description outlining, in addition to the topics to be covered, goals of the course, which might include *bona fide* academic requirements, and learning outcomes (section 2.5(d));
 - expectations for class attendance and penalties, if any, for non-compliance (section 2.5(e));
 - expanded information on evaluation procedures and methods that will be used in the course (section 2.5(f));
 - increased information on how and when evaluative feedback will be given to Students, including information on the form of evaluative feedback and when this feedback would be provided in relation to the Voluntary Withdrawal deadline (section 2.5(g)); and
 - the addition of a statement referring Students to Student Accessibility Services, to facilitate the implementation of accommodation for Students, and a communication of the willingness to meet with Students with disabilities who require accommodation (section 2.5(m)).

4. The revised procedure includes a new requirement for Academic Staff to provide Students with a Policy and Resource Document, that would include information on University support offices (including academic and other supports) and University and Unit policies, as outlined in Schedule A to the procedure. The Policy and Resource Document would be provided to students during the first week of classes in paper copy and/or through a University information system (i.e. Aurora, UM Learn). The Centre for the Advancement of Teaching and Learning would develop and maintain sample language and templates that Academic Staff might wish to use to meet the requirements set out in Schedule A.
5. Section 2.8(a) of the revised procedure sets out a process for making changes to course outlines, including changes to the method of evaluation or format of assignments, after the course outline has been distributed to the class. In particular, Academic Staff would be required to discuss the proposed changes with the class, with an opportunity for Students to provide feedback, provide the revised course outline to the Academic Administrator of the Unit, and confirm the changes, in writing (electronic or paper copy), by providing a revised course outline to every Student registered in the course. The existing policy is silent on this matter.
6. Section 2.8(b) of the revised procedure would provide for a Student who elected to be graded according to the original course outline, in circumstances where the weighting of assignments is changed retroactively.
7. Section 2.14 has been added to the procedure to make explicit that, in the absence of Unit-specific policies, term work must be returned to Students. Any unclaimed term work must be retained by the Unit for four (4) months from the end of the term in which the work was assigned.

Recommendation:

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve revisions to the policy and procedure on Responsibilities of Academic Staff with Regard to Students, effective September 1, 2016.

Respectfully submitted,

Dr. Janice Ristock, Chair
Senate Committee on Instruction and Evaluation



May 24, 2016

To: Shannon Coyston, Academic Specialist, Office of the University
Secretary

From: Janice Ristock, Vice-Provost (Academic Affairs)

RE: **Responsibility of Academic Staff with Regard to Students, Policy
and Procedure**

I would like the Senate Committee on Instruction and Evaluation to review the attached revised Responsibility of Academic Staff with Regard to Students (ROASS) policy and procedure. The existing policy and procedure has not been reviewed for many years and these documents are intended to be a replacement.

The revised policy will help the University to clarify for students what their expectations can be in their classes (through the course outline) and to clarify for academic staff what their individual and collective responsibilities are with respect to students under this and other University policies.

Generally, the following changes have been made to the policy:

- (a) The existing ROASS policy has been divided into a policy and procedure and reformatted into the new Governing Documents template.
- (b) The definitions section has been expanded upon and the definitions of "Academic Staff" and "Academic Administrator" have been added to be consistent with other policies.
- (c) The required content in a course outline has been expanded upon to outline expectations for both academic staff and students with respect to the provision of information on (i) the scheduling of assessments, (ii) how and when evaluative feedback would be provided to students in relation to the Voluntary Withdrawal deadline, and (iii) Student Accessibility Services, as a resource for facilitating the implementation of accommodation for Students.
- (d) There is a new requirement for Academic Staff to provide Students with a Policy and Resource Document (Schedule A), with information on various University and Unit policies regarding academic integrity, student discipline, and respectful learning

environment, for example, and on academic and student supports that are available, including a statement regarding mental health with referral information to the Student Counselling Centre and University Health Services. The Centre for the Advancement of Teaching and Learning will compile sample language and templates.

- (e) There is a new formal process for making changes to the course outline mid-term, which requires academic staff to discuss changes with the class prior to implementation and to consult with students and with their academic administrator to see if there are any issues that will arise, and to confirm the changes in writing. Students who wish to be graded according to the previous course outline will be allowed to do so in order to ensure fairness to the student.
- (f) There is a new requirement for academic staff to specify learning materials in accordance with announced purchasing deadlines.
- (g) The individual and collective responsibilities of academic staff are clarified with respect to instruction, scheduling and evaluation.

Dr. Mark Torchia, Executive Director of the Centre for the Advancement of Teaching and Learning, and Ms. Brandy Usick, Director, Student Advocacy and Accessibility, were instrumental in the development of the revised policy and procedure.

The revised policy and procedure have been reviewed by the executives of UMSU and the GSA, as well as the Associate Deans Undergraduate of the University of Manitoba. The Office of Fair Practices and Legal Affairs also sent the revised policy and procedure to UMFA for their information and review.

UNIVERSITY OF MANITOBA POLICY

Policy:	RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS
Effective Date:	
Revised Date:	June 25, 1998
Review Date:	
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, s.16(1)(b)</i>
Responsible Executive Officer:	Provost & Vice-President (Academic)
Delegate:	Vice-Provost (Academic Affairs)
Contact:	Provost & Vice-President (Academic)
Application:	Academic Staff, Academic Administrators

Part I Reason for Policy

- 1.1 The purpose of this Policy is to identify the responsibilities and the discharge of responsibilities of Academic Staff with regard to Students.
- 1.2 Some of the responsibilities and discharge of responsibilities with regard to Students will rest with the individual Academic Staff member, while others are collective responsibilities to be exercised at the Unit level.
- 1.3 This Policy and its related Procedures will identify and differentiate the responsibilities and discharge of responsibilities of Academic Staff at the individual and at the Unit level.

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Policy and related Procedures:

- (a) **"Academic Administrator(s)"** refers to the senior academic administrative positions having direct management authority over a Unit and the primary responsibility for the management functions of planning, directing, controlling and evaluating a large group of the University's resources within that Unit, including people, budgets and facilities. This category includes, without limitation, a dean, director, associate dean, assistant dean, chair or head of department, insofar as they perform managerial duties.
- (b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (c) **"Policy"** means this Responsibilities of Academic Staff with regard to Students policy.
- (d) **"Procedure"** means the Responsibilities of Academic Staff with regard to Students procedure.
- (e) **"Student"** or **"Students"** refer to any person or group of people registered as a student at the University of Manitoba.
- (f) **"Unit"** refers to a department, centre, institute, college, faculty, school, or other academic division to which Academic Staff is assigned to teach Students.
- (g) **"University"** refers to the University of Manitoba.

Individual Responsibilities of Academic Staff

2.2 The responsibilities of Academic Staff with regard to Students are primarily instructional and scholarly, and secondarily administrative. They may include:

- (a) Undergraduate, graduate, and continuing education instruction;
- (b) Scholarly attainment through personal study and research, including:
 - (i) study for purposes of academic self-improvement or course improvement; and

- (ii) keeping abreast of new developments, and research that leads to a useful or original contribution toward the advancement of knowledge and understanding.
 - (c) Administrative work as required for instructional and scholarly activities including committee work at various levels (departmental, faculty, university) as it pertains directly or indirectly to Students.
- 2.3 In discharging their instructional responsibilities, Academic Staff shall act with academic integrity, scholarly competence and pedagogic effectiveness by providing Students with pertinent materials in a timely manner, by maintaining familiarity with current policies and responsibilities regarding privacy, copyright and human rights, and by adhering to regulations pertaining to instruction, reporting and evaluation at the University.
- 2.4 Academic Staff are to provide an effective learning environment and to endeavor to ensure fair and consistent treatment of Students by periodically reviewing and updating all course content and outlines.

Collective Responsibilities of Academic Staff

- 2.5 The collective responsibilities of the Academic Staff shall be exercised through the actions of the Unit's administrators and councils, including:
 - (a) Periodically reviewing all courses and programs, including course descriptions, to ensure that the material to be presented is current and appropriate and the academic calendar information is clear and accurate;
 - (b) Ensuring that the Unit's policies, regulations and procedures provide for fair and consistent treatment of Students;
 - (c) Ensuring the academic calendar reflects any Unit-specific policies that may affect the Student's academic progress;
 - (d) Making available on the University's website and providing for convenient student access to information on supplemental Unit-specific regulations, policies and procedures; and
 - (e) Providing the names of instructors assigned to teach particular courses and sections at the earliest possible opportunity.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost & Vice-President (Academic) that a formal review of this Policy is required.

- 3.2 The Provost & Vice-President (Academic) is responsible for the implementation, administration and review of this Policy.
- 3.3 Academic Staff and Academic Administrators are responsible for complying with this Policy.

**Part IV
Authority to Approve Procedures**

- 4.1 The Provost & Vice-President (Academic) or the Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Governing Document reviews shall 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 repealed if:
 - (a) the Provost & Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
 - (a) Responsibilities of Academic Staff with Regard to Students policy, revised June 25, 1998;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

- (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Responsibilities of Academic Staff with Regard to Students Procedure;
 - (b) Conflict of Interest Policy;
 - (c) Conflict of Interest between Evaluators and Students due to Close Personal Relationships Policy;
 - (d) Electronic Communication with Students Policy;
 - (e) Final Examination and Final Grades Policy;
 - (f) Grade Point Averages Policy;
 - (g) Intellectual Property Policy
 - (h) Multi-Sectioned Courses Policy;
 - (i) Respectful Work and Learning Environment Policy;
 - (j) Sexual Assault Policy;
 - (k) Responsible Conduct of Research Policy;
 - (l) Student Advocacy Office Policy;
 - (m) Student Discipline Bylaw;
 - (n) Student Academic Misconduct Procedure;
 - (o) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
 - (p) Student Discipline Appeal Procedure;
 - (q) Teaching Evaluation Policy;
 - (r) The University of Manitoba Accessibility Policy;
 - (s) University Health Services Policy;

(t) Voluntary Withdrawal Policy.

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS
Parent Policy:	Responsibilities of Academic Staff with regard to Students
Effective Date:	
Revised Date:	June 25, 1998
Review Date:	
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, Section 16(1)(b)</i>
Responsible Executive Officer:	Provost & Vice-President (Academic)
Delegate:	Vice-Provost (Academic Affairs)
Contact:	Provost & Vice-President (Academic)
Application:	Academic Staff, Academic Administrators

Part I Reason for Procedure

- 1.1 To set out Procedures secondary to the Policy entitled "Responsibilities of Academic Staff with Regard to Students".

Part II Procedural Content

Definitions

- 2.1 These procedures are to be read in conjunction with the Responsibilities of Academic Staff with regard to Students policy, and all capitalized terms used herein shall have the meaning given to them in the Policy. In addition, the following definitions shall apply:
- (a) "**Academic Administrator(s)**" refers to the senior academic administrative positions having direct management authority over a Unit and the primary responsibility for the management functions of planning, directing, controlling and evaluating a large group of the University's

resources within that Unit, including people, budgets and facilities. This category includes, without limitation, a dean, director, associate dean, assistant dean, chair or head of department, insofar as they perform managerial duties.

- (b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (c) **"Calendar"** means the University of Manitoba's official Academic Calendar under which the course is taught.
- (d) **"Policy"** means the Responsibilities of Academic Staff with regard to Students policy.
- (e) **"Procedure"** means this Responsibilities of Academic Staff with regard to Students procedure.
- (f) **"Student"** or **"Students"** refer to any person or group of people registered as a student at the University of Manitoba.
- (g) **"Unit"** refers to a department, centre, institute, college, faculty, school, or other academic division to which Academic Staff is assigned to teach Students.
- (h) **"Working Days"** will mean Monday through Friday excluding days in which the University is closed.

Individual Responsibilities of Academic Staff

- 2.2 **Course Content.** Academic Staff shall teach their courses with due alignment to Calendar descriptions.
- 2.3 **Policies.** Academic Staff will maintain familiarity with current University, faculty, school, college and/or department policies regarding plagiarism and cheating, examination impersonations, student access to final examination scripts, student discipline, grade appeals, copyright and intellectual property, and the University policy regarding the respectful work and learning environment, as posted on the University's "Governing Documents" website;
- 2.4 **Regulations.** Academic Staff will adhere to regulations pertaining to the format, content and conduct of courses and laboratories, including regulations pertaining

to examinations, term work, grades, and related matters as outlined in University and Unit guidelines.

2.5 **Course Outline.** Academic Staff shall provide a course outline to every Student registered in their class and review its content within the first week of classes, either through a paper copy and/or via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by the University from time to time). The course outline will contain at minimum the following information:

- (a) Name of Academic Staff;
- (b) Office number, telephone number and email address;
- (c) A list of the learning materials that the Student is required to obtain including the appropriate referencing style guide(s) acceptable to the Academic Staff and/or discipline in courses where it is relevant;
- (d) A course description outlining the topics to be covered and goals of the course, which could include the bona fide academic requirements and learning outcomes for the course;
- (e) Expectations for class attendance and penalties, if any, for non-compliance;
- (f) A description of the evaluation procedure and methods that will be used, including:
 - (i) The weighting of the components that will contribute to the final grade;
 - (ii) A description of how the numeric grade will be converted to the University's letter grade system; and
 - (iii) An indication of whether specific assignment instructions, grading rules, or rubrics will be provided.

NOTE: It is understood by Senate that the provision of this information is not intended to affect the question of equity in multi-sectioned courses in any way.

- (g) An indication of how evaluative feedback will be given to the student, including:
 - (i) The form of evaluative feedback [formative (e.g. comments) or summative (e.g. grade)];

- (ii) When summative feedback will be distributed in relation to the voluntary withdrawal deadline, Unit guidelines, and section 2.9(f) of this Procedure; and
 - (iii) The method in which evaluative feedback will be delivered (for example, via paper or electronic method);
- (h) A schedule of the Academic Staff member's availability for individual student consultation, in accordance with section 2.9(d);
- (i) A schedule of term assignments and tests;
- (j) A statement of the practice to be followed regarding late submission of assignments and missed term tests;
- (k) A statement outlining parameters for the use of electronic and mechanical devices and course technology that may be required (for example, cellphones, laptops, tablets);
- (l) A statement regarding recording of classes, with reference to any University policies that might apply;
- (m) A statement referring Students with disabilities to Student Accessibility Services to facilitate the implementation of accommodations, and a statement communicating willingness to meet with Students to discuss the accommodations recommended by Student Accessibility Services; and
- (n) A statement regarding academic integrity, including "plagiarism and cheating" and "examination personation" as described in the Calendar and, where appropriate, references to specific course requirements for individual work and group work, such as:
 - (i) Group projects are subject to the rules of academic dishonesty;
 - (ii) Group members must ensure that a group project adheres to the principles of academic integrity.
 - (iii) Students should also be made aware of any specific instructions concerning study groups and individual assignments;
 - (iv) The limits of collaboration on assignments should be defined as explicitly as possible; and
 - (v) All work is to be completed independently unless otherwise specified.

2.6 **Policy and Resource Document.** Academic Staff shall provide to every student the information on University support offices and policies outlined in Schedule "A"

to this Procedure, within the first week of classes, either through a paper copy and/or via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by the University from time to time).

2.7 **Learning Materials.** Academic Staff shall specify learning materials in accordance with announced purchasing deadlines.

2.8 **Changes to Course Outline and Timing Requirements.** Academic Staff who wish to make changes to the method of evaluation or format of assignments in the course outline after it has been distributed to the class shall proceed as follows:

(a) Academic Staff shall, in a timely fashion:

(i) Discuss the proposed changes (e.g. in the class and/or through UM Learn) and encourage Students to provide feedback to the Academic Staff if there are any issues with the proposed changes;

(ii) Provide the revised outline to the Academic Administrator of the Unit; and

(iii) Confirm the changes in writing by providing the revised course outline to every Student registered in the course within the first week following the change, either through a paper copy and via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by University administration from time to time).

(b) In circumstances where weighting of assignments is changed retroactively, a Student who wishes to be graded according to the original course outline must advise the Academic Staff within at least five (5) Working Days of receiving the revised outline, failing which the Student will be graded according to the revised outline. Academic Staff shall advise Students of the deadline when they provide the revised outline.

2.9 **Interactions with Students.** In their interactions with Students, Academic Staff shall:

(a) not deny registration for instruction in those courses for which the permission of the Academic Staff is required, except where the Student lacks appropriate qualifications or where an approved policy on limited enrolment is in effect;

(b) comply with existing human rights legislation;

(c) not accept money or other goods or services from Students for assistance with any course offered by the University. This clause, however, shall not

prevent student teaching assistants or other Academic Staff from accepting payment for tutoring in courses/sections which do not fall within the scope of their University employment;

- (d) be available for a reasonable amount of time, on a known and posted basis, for individual consultation with Students registered in their courses or laboratories;
- (e) evaluate student academic performance in a fair and reasonable manner, and by means of appropriate academic criteria;
- (f) provide early evaluative feedback as specified in the course outline (see section 2.5(g));
- (g) foster an exchange of ideas between themselves and their Students in the classroom and allow Students the freedom to take legitimate exception to the data, views, or methods presented;
- (h) respect the confidentiality of information about Students;
- (i) keep confidential any information about the academic performance of a Student, unless release is authorized by the Student, required by his/her instructional team, or requested by an administrative officer in accordance with the University policy on the release of information;
- (j) explicitly acknowledge in written or oral presentations any contribution of student research or assistance;
- (k) not obtain any improper personal advantage from a Student or Student work; and
- (l) not retaliate against a student who has filed a complaint, whether the complaint was substantiated or unsubstantiated.

2.10 **Instruction.** Academic Staff are responsible for:

- (a) the organization, preparation and delivery of course material, the evaluation of student academic progress;
- (b) the reporting of such evaluation in accordance with approved policies and schedules; and
- (c) consultation with Students out of class or laboratory hours, and supervision of student research and thesis preparation.

2.11 **Scheduled Classes.** Academic Staff shall not cancel, miss, terminate or shorten scheduled instruction except for good reasons. Whenever a scheduled period of instruction is cancelled, the Academic Staff shall:

- (a) inform the class at the earliest possible time;
 - (b) inform the Academic Administrator of his/her Unit; and
 - (c) where possible, ensure that appropriate substitution or make-up instruction is provided.
- 2.12 **Evaluation.** Academic Staff shall adhere to the relevant Senate-approved policy regarding professor-course evaluation.
- 2.13 **Reporting Student Grades.** Academic Staff who provide instruction shall comply with the schedules and formats for reporting student grades, as established by their Unit and the Registrar's Office. Where such grades are reviewed by Unit committees, Academic Staff should be available for the duration of the committees' work. Academic Staff must also correct any grade errors of which they become aware in a timely manner and notify the Student accordingly.
- 2.14 **Term Work.** Academic Staff shall adhere to Unit-specific policies regarding return and/or retention of term work. In the absence of Unit-specific policies, all term work shall be returned to the Student. Any unclaimed term work will be held by the Unit for 4 months from the end of the term in which the work was assigned. At the conclusion of this time, all unclaimed term work will become property of the Unit and be destroyed according to the University's common records schedule, using confidential measures for disposal.
- 2.15 **Class Size.** Where necessitated by large class sizes or other circumstances, the Unit shall ensure that Academic Staff and/or designated substitutes are available for individual consultation with Students for a reasonable amount of time on a known and posted basis.

Collective Responsibilities of Academic Staff

- 2.16 **Course Descriptions.** Through their Unit councils, Academic Staff members should review program and course descriptions periodically to ensure that the material to be presented is current and appropriate and that the Calendar information is clear and accurate.
- 2.17 **Materials.** The following material must be kept on file in the Unit's general offices and made available to Students:
- (a) University and Unit policy and procedures regarding class attendance and penalties, if any, for non-compliance;
 - (b) the information described in section 2.5 of this Procedure in regards to materials to be provided to Students by the Academic Staff of each course section;

- (c) University and Unit policy and procedures regarding the evaluation of professors and courses by Students;
 - (d) University and Unit policy and procedures regarding student access to final examination scripts;
 - (e) University policy and procedures on student discipline;
 - (f) University and Unit policy and procedures regarding grade appeals;
 - (g) University policy and related procedures on the Responsibilities of Academic Staff with regard to Students;
 - (h) University policy and protocol regarding responding to sexual assault;
 - (i) University policy and related procedures on Respectful Work and Learning Environment;
 - (j) University policy and related procedures on Accessibility for Students with Disabilities; and
 - (k) University policy and related procedures on Intellectual Property.
- 2.18 **Instruction.** The Unit should ensure the provision of names of Academic Staff assigned to teach particular courses and sections at the earliest possible opportunity;

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost & Vice-President (Academic) that a formal review of this Procedure is required.
- 3.2 The Vice-Provost (Academic Affairs) is responsible for the implementation, administration and review of this Procedure.
- 3.3 Academic Staff and Academic Administrators are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall 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 repealed if:

- (a) the Provost & Vice-President (Academic) or Approving Body deems it necessary or desirable to do so;
- (b) the Procedure is no longer legislatively or statutorily compliant;
- (c) the Procedure is now in conflict with another Governing Document; and/or
- (d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

5.1 This Procedure supersedes all of the following:

- (a) Responsibilities of Academic Staff with regard to Students policy, effective July 4, 1979 and revised June 25, 1998;
- (b) Cancellation of Scheduled Classes policy, effective November 30, 1971 and revised November 29, 1988;
- (c) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (d) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Responsibilities of Academic Staff with Regard to Students Policy;
- (b) Schedule "A": Policy and Resource Document;
- (c) Conflict of Interest Policy;
- (d) Conflict of Interest between Evaluators and Students due to Close Personal Relationships Policy;
- (e) Electronic Communication with Students Policy;
- (f) Final Examination and Final Grades Policy;
- (g) Grade Point Averages Policy;

- (h) Intellectual Property Policy
- (i) Multi-Sectioned Courses Policy;
- (j) Respectful Work and Learning Environment Policy;
- (k) Sexual Assault Policy;
- (l) Responsible Conduct of Research Policy;
- (m) Student Advocacy Office Policy;
- (n) Student Discipline Bylaw;
- (o) Student Academic Misconduct Procedure;
- (p) Student Non-Academic Misconduct and Concerning Behaviour Procedure;
- (q) Student Discipline Appeal Procedure;
- (r) Teaching Evaluation Policy;
- (s) The University of Manitoba Accessibility Policy;
- (t) University Health Services Policy;
- (u) Voluntary Withdrawal Policy.

SCHEDULE "A": **POLICIES AND RESOURCES**

1. In accordance with section 2.6 of the *Responsibilities of Academic Staff with Regard to Students* procedure, Academic Staff shall provide the following information to every student within the first week of classes, either through a paper copy and/or via the University's student information system (Aurora, UM Learn, or such other University information system as may be approved by the University from time to time):
 - (a) A list of academic supports available to Students, such as the Academic Learning Centre, Libraries and other supports as may be appropriate;
 - (b) A statement regarding mental health that includes referral information to resources and student supports, such as Student Counselling Centre, University Health Services and other supports as may be appropriate;
 - (c) A notice to respect copyright, with a reference directing Students to the University's Copyright Office;
 - (d) A statement directing the Student to University and Unit policies, procedures and supplemental regulations available online (including the Faculty of Graduate Studies for graduate courses), with special direction to review the University's policies and procedures regarding:
 - (i) Academic Dishonesty: plagiarism, cheating and examination impersonation;
 - (ii) Student access to final examination scripts;
 - (iii) Student discipline;
 - (iv) Grade appeals;
 - (v) Student advocacy;
 - (vi) Respectful Work and Learning Environment;
 - (vii) Sexual Assault; and
 - (viii) Intellectual Property.
2. The University's Centre for the Advancement of Teaching and Learning will compile sample language and templates that Academic Staff may wish to use in order to fulfill the above requirements.

Policies Related to Student Discipline

Academic Dishonesty: Plagiarism, Cheating and Examination Impersonation

You should acquaint yourself with the University's policy on plagiarism, cheating, and examination impersonation as detailed in the General Academic Regulations and Policy section of the University of Manitoba Undergraduate Calendar. Visit the Academic Integrity Site for more information.

Faculty of Science Statement on Academic Dishonesty

The Faculty of Science and The University of Manitoba regard acts of academic dishonesty in quizzes, tests, examinations, laboratory reports or assignments as serious offences and may assess a variety of penalties depending on the nature of the offence.

Acts of academic dishonesty include, but are not limited to bringing unauthorized materials into a test or exam, copying from another individual, using answers provided by tutors, plagiarism, and examination impersonation.

Note: cell phones, pagers, PDAs, MP3 units or electronic translators are explicitly listed as unauthorized materials, and must not be present during tests or examinations.

Penalties that may apply, as provided for under the University of Manitoba's Student Discipline By-Law, range from a grade of zero for the assignment or examination, failure in the course, to expulsion from the University.

Faculty of Arts Statement on Penalties for Academic Dishonesty

The common penalty in Arts for plagiarism on a written assignment is F on the paper and F (CW) (for Compulsory Withdrawal) for the course. For the most serious acts of plagiarism, such as the purchase of an essay and repeat violations, this penalty can also include suspension for a period of up to five years from registration in courses taught in a particular department in Arts or from all courses taught in this Faculty. The Faculty also reserves the right to submit student work that is suspected of being plagiarized to Internet sites designed to detect plagiarism.

The common penalty in Arts for academic dishonesty on a test or examination is F for the paper, F (CW) for the course, and a one-year suspension from courses acceptable for credit in the Faculty. For more serious acts of academic dishonesty on a test or examination, such as repeat violations, this penalty can also include suspension for a period of up to five years from registration in courses taught in a particular department in Arts or from all courses taught in or accepted for credit by this Faculty. The Faculty is considering adopting a zero tolerance approach for "cheating" on either a term test or a final examination. Under this approach, students for whom allegations of cheating has been upheld will receive a final course grade of F (CW) and a minimum two year suspension.

Policy on Respectful Work and Learning Environment

http://umanitoba.ca/admin/governance/governing_documents/community/566.html Course Name
Course No.: Course Title Page 12

Inappropriate and Disruptive Student Behaviour

http://umanitoba.ca/admin/governance/governing_documents/students/279.html

Accessibility Policy for Student with Disabilities

http://umanitoba.ca/admin/governance/governing_documents/students/281.html

Withdrawal from class

http://umanitoba.ca/student/records/leave_return/695.html

STUDENT SERVICES

All of the information in this section may be copied and pasted into your syllabus. The unit names are hyperlinked to their websites.

Writing and Study Skills Support

The Academic Learning Centre (ALC) offers services that may be helpful to you as you fulfill the requirements for this course. Through the ALC, you may meet with a study skills specialist to discuss concerns such as time management, reading and note-taking strategies, and test-taking strategies. You may also meet one-on-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. Writing tutors can also give you feedback if you submit a draft of your paper online. (Please note that the online tutors require 48 hours, from Mondays to Fridays, to return your paper with comments.)

All Academic Learning Centre services are free for UofM students. For more information, please visit the Academic Learning Centre website at umanitoba.ca/student/academiclearning/. You can also talk to a member of the Academic Learning staff by calling 480-1481 or by dropping in at 201 Tier Building.

Student Accessibility Services

Student Accessibility Services (SAS) provides support and advocacy for students with disabilities of all kinds: hearing, learning, injury-related, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. SAS acts as a liaison between students and the faculty and staff of the University of Manitoba as well as support agencies within the province of Manitoba. Please phone: 474-6213 (voice) or 474-9690 (TTY) for service.

Student Counselling Centre

Student Counselling Centre (SCC) offers individual, couple or family counselling in individual and groups formats. Please phone: 474-8592 or visit SCC at 474 University Centre. Course Name Course No.: Course Title Page 13

University of Manitoba Libraries (UML)

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found by subject: <http://bit.ly/WcEbA1> or name: <http://bit.ly/1tJ0bB4>. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: <http://bit.ly/1sXe6RA>. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage: www.umanitoba.ca/libraries.

The English Language Centre

has workshop and programs in advanced academic and health-sciences English. (Located at 520, University Centre)



AGENDA ITEM: Proposal for a Master of Finance

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve a proposal to establish a Master of Finance.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The purpose of the proposed Master of Finance would be, "... to provide high quality ethics based professional and academic training, [to] prepare students for the [Chartered Financial Analyst (CFA) Program] and to pursue careers in the financial services industry. The program [would] deliver Finance education and advanced specialized skills while guiding students in developing their understanding of and appreciation for the application of ethics and professional practice."

The proposed program would be a twelve-month program. Students would be required to complete 30 credit hours of coursework at the 7000 – level. Students who do not have sufficient background in mathematics might also be required to participate in an online preparatory Math Boot Camp prior to starting the program. The program, which would focus on the study of financial markets, would be more focused than, and would complement, the Master of Business Administration (M.B.A.) program.

Projected enrolment is ten (10) students annually.

RESOURCE REQUIREMENTS:

The program would make use of existing courses in the M.B.A. program, including three courses recently introduced by the Department of Accounting and Finance (FIN 7130 – Alternative Markets and Instruments, FIN 7140 – Financial Modelling, FIN 7180 – Behavioural Finance).

The total cost of delivering the program would be \$576,710 Year 4. No new resources would be requested for the program, which would be offered on a cost-recovery basis. The program would be supported by 70 percent of the tuition revenue (\$711,009 in Year 4).

Revenue from the program would be used to cover costs related to:

- salaries and benefits for Sessional Instructors (in Years 1 and 2 only);
- one new 1.0 FTE tenure-track faculty position in the Department of Finance (to be established in Year 3);
- one new 1.0 FTE Graduate Program Administrative Assistant (to be established in Year 3);
- expansion of the Bloomberg Lab;
- bursaries;
- extracurricular academic activities for students, as outlined in section E-3 of the proposal.

The I.H. Asper School of Business has adequate space to support the program, including teaching and office space in the Drake Centre. Teaching spaces include the Finance Training Lab, which would be renovated to accommodate twelve new Bloomberg terminals, with nine terminals to be contributed by Bloomberg and three to be paid for with tuition revenue.

The University Library has adequate resources to support the program.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The proposed program would respond to institutional and faculty priorities to increase graduate enrolment.

The program would promote the social, economic and cultural well-being of the people of Manitoba in that it would respond to a strong need for a program offering CFA education by preparing high-skilled professionals to serve in this growing sector in the province.

IMPLICATIONS:

The proposed program would respond to a need for individuals with specialized skills and improved ethical practices in the financial services industry. It would also support economic development and growth in the province, by producing graduates with the skills required to meet the need for a specialized financial services workforce, including proficiency in the CFA Program Candidate Body of Knowledge.

Eleven other Canadian postsecondary institutions offer a M.Fin. degree. The proposed program, however, would be one of only two of its kind in western Canada, the other being offered by the University of British Columbia.

ALTERNATIVES:

N/A

CONSULTATION:

This proposal is forwarded to the Board of Governors by Senate following consultation with the Faculty Council of Graduate Studies on Program and Curriculum Changes, the Senate Planning and Priorities Committee, and Senate Executive.



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"/>	Faculty Council of Graduate Studies on Program and Curriculum Changes	February 12, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Planning and Priorities Committee	March 28, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	May 4, 2016
<input type="checkbox"/>	<input type="checkbox"/>	Senate	May 18, 2016
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes [February 12, 2016]
- Report of the Senate Planning and Priorities Committee on a proposal to establish a Master of Finance
- Proposal for a Master of Finance

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on February 12, 2016 to consider a proposal for a Master of Finance (M.Fin) from the Asper School of Business.

Observations:

The **Asper School of Business** proposes the introduction of a new Master of Finance (M.Fin) program. Please see attached for complete details.

The program builds on already established strengths within the Asper School of Business and will provide a new graduate degree that is high in demand throughout the world. This professional program will enhance the School's profile locally, nationally and internationally, and has the potential to raise significant revenue for the University of Manitoba and the Asper School of Business.

The one-year Master of Finance is a professional degree whose curriculum has been mapped to the Chartered Financial Analyst (CFA) program. The program will prepare students to obtain a CFA designation and to work in both the private and public sectors. The CFA program is internationally recognized and incorporates core financial knowledge with a strong code of ethics and standards of professional conduct. It meets an important need in the marketplace for graduate students with a background in finance rooted in ethics and a high code of professional conduct.

The introduction of a new graduate program fits with both the Asper School's and the University of Manitoba's strategic objectives to increase the number of graduate students. As a professional program, similar to the MBA, the Master of Finance will be self-financing and, in fact, has the potential to raise revenue beyond its costs for both the university and the School. The Asper School will allocate funds from existing resources to cover any initial cost for the program (staffing, promotion, recruitment, etc.)

Given the School's strength in the area of Finance, the program only requires the introduction of three new courses. Numerous courses within the program are already offered each year and will be jointly delivered with the MBA program thereby reducing costs. New course offerings will be taught by existing faculty members and be open to MBA students thereby strengthening our MBA program. The School has recently hired several new faculty members in the Department of Accounting and Finance who are ideally suited to teach in this program. Over time, as the program grows, it will require staff support and funds for marketing. Tuition revenue will more than cover any expenses incurred with the program.

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

- Credential to be granted: Master of Finance
- Length of program: 30 Credit Hours; 3 Terms; 1 year
- Proposed program start date: 09 / 2017
- The proposed program can operate at the start-up phase with a minimal financial investment in advertisement and student recruitment.
- The program does not require additional physical space and most courses in the program are already offered at the Asper School.
- At the initial stage the program will operate with the assistance of the School's existing Graduate Programs Office and a new Finance faculty will be hired at maturation.

- Admission criteria will include:
 - four-year Bachelor degree from a postsecondary recognized educational institution (in any discipline);
 - 3.0 admission GPA (on 4.5 scale) on the last 60 credit hours of university degree-level study;
 - Results of a graduate aptitude test, preferably the Graduate Management Admissions Test (GMAT), with a minimum score of 550. The GRE will be accepted with a percentile score across its components equivalent to the current acceptable percentile level of the GMAT. The percentile score on the quantitative section of the GMAT or GRE examinations must be at the 60th percentile or higher. GMAT and GRE scores must not be older than five years. Applicants holding a Bachelor of Commerce Honours degree from the Asper School of Business with a minimum 3.25 admission GPA are not required to provide a GMAT or GRE score if either a minimum grade of B+ was received in FIN 2200 (Corporation Finance) or an average grade point of 3.5 was achieved across the four finance courses counting toward the finance major requirements;
 - Language proficiency - applicants holding secondary school diplomas and/or university degrees from Canada, or from one of the countries on the English Language Proficiency Test Exemption list are exempt from the English Language Proficiency Test requirement. If you do not qualify for an exemption, you must provide an official score from one of these accepted tests:
 - IELTS 7.0 (no band score less than 5)
 - TOEFL 100 (internet); 600 (paper based)
 - MELAB 85
 - CAEL 60
 - PTE (A) 65
 Scores more than 2 years old are not acceptable; and
 - Two letters of recommendation from persons who are knowledgeable about the applicant's academic ability.

- Program requirements:
 - Students must successfully complete the following 11 courses (30 credit hours):
 - FIN 7000 Managerial Economics (1.5 Credits)
 - FIN 7020 Corporate Finance (3 Credits)
 - FIN 7240 Readings in Accounting and Finance (3 Credits)

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

- ACC 7010 Accounting Fundamentals (3 Credits)
 - FIN 7152 Investment Policy (3 Credits)
 - FIN 7080 International Finance (3 Credits)
 - FIN 7130 Alternative Markets and Instruments (1.5 Credits)
 - FIN 7260 Special Topics in Finance/Portfolio Management (3 Credits)
 - FIN 7260 Special Topics in Finance/Fixed Income Securities (3 Credits)
 - FIN 7140 Financial Modeling (3 Credits)
 - FIN 7180 Behavioral Finance (3 Credits)
- Required courses will be taught over the Fall, Winter, and Summer terms, and the program will require 12 months of full-time study to completion.
- Students lacking sufficient background in mathematics may be required to participate in an online preparatory Math Boot camp prior to starting the first term in the program.
- Intake Information:
 - First intake headcount ten (10), full-time equivalent
 - No part-time students are anticipated to enroll in the first intake
 - Program maturation headcount twenty five (25), full-time/part-time
 - Twenty (20) full-time and five (5) part-time students are projected in each intake upon maturation.
 - Anticipated date of maturity: 2019-08-31
 - Maximum seat capacity: 30
- The funding request is included in full program proposal.
 - No new faculty will need to be hired to support the program at the start-up stage.
 - Sessional instructors will be hired at the initial stage of the program to teach the equivalent of 3.5 courses.
 - The cost of other courses currently offered at the Asper School equivalent of 6.5 courses will be shared with the MBA program (50% each).
 - At maturation the school will hire one additional Finance tenure-track faculty. The position will be financed by tuition revenue.
- UM Graduate Program Approvals:
 - Faculty of Graduate Studies Academic Programs Committee (APC) approved the proposal to proceed to external review: June 12, 2015.
 - Site visit for external review: September 10-11, 2015.
 - External reviewer team report submitted to Faculty of Graduate Studies: October 4, 2015.
 - Asper School written response to external reviewer team report submitted to Faculty of Graduate Studies: October 14, 2015.
 - Faculty of Graduate Studies APC approved the full program proposal: November 4, 2015.
 - Faculty of Graduate Studies Executive Committee approved the program proposal: November 18, 2015.

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

Recommendations

THAT Senate approve the Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes [dated February 12, 2016] regarding the establishment of a Master of Finance.

Respectfully submitted,

Dean J. Doering, Chair
Graduate Studies Faculty Council

/py

Report of the Senate Planning and Priorities Committee RE: Proposal for a Master of Finance

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.html wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs and is further charged with making recommendations to the President and reporting to Senate on matters requiring prioritization including the prioritization of new or modified programs with significant resource requirements.
2. At its meeting on March 28, 2016, the SPPC considered a proposal from the I.H. Asper School of Business, for a Master of Finance.
3. The Faculty Council of Graduate Studies has endorsed, and recommends that Senate approve a proposal to establish a Master of Finance.

Observations:

1. The purpose of the proposed Master of Finance would be, "... to provide high quality ethics based professional and academic training, [to] prepare students for the [Chartered Financial Analyst (CFA) Program] and to pursue careers in the financial services industry. The program [would] deliver Finance education and advanced specialized skills while guiding students in developing their understanding of and appreciation for the application of ethics and professional practice."
2. The proposed program would respond to a need for individuals with specialized skills and improved ethical practices in the financial services industry, a need that became apparent during recent global financial and economic crises. It would also support economic development and growth in the province, by producing graduates with the skills required to meet the need for a specialized financial services workforce, including, proficiency in the CFA Program Candidate Body of Knowledge.
3. It is anticipated that there would be demand for the program, both locally and internationally, including from among graduating students currently registered in the B.Comm.(Hons.) degree with a Finance Major. It was noted that, although eleven (11) other Canadian institutions offer a M.Fin. degree, the proposed program would be one of only two of its kind in western Canada (the other being offered by the University of British Columbia).
4. Ten (10) students would be admitted to the program each year, which would have a maximum enrolment of thirty (30) students.
5. The proposed M.Fin. degree would be a twelve-month program that would include thirty (30) credit hours of required coursework at the 7000- level, as described in section B-1 of the program proposal. Students who do not have sufficient background in mathematics might also be required to participate in an online preparatory Math Boot Camp prior to starting the program. The proposed program, which would focus on the study of financial markets, would be more focussed than, and would complement, the M.B.A. program.

6. The program would make use of existing courses in the Master of Business Administration (M.B.A.) program, including three (3) 7000- level Finance courses recently introduced by the Department of Accounting and Finance, FIN 7130 – Alternative Markets and Instruments, FIN 7140 – Financial Modelling, and FIN 7180 – Behavioral Finance (Senate, December 2, 2015).
7. The I.H. Asper School of Business has worked with the CFA Institute, which sets globally recognized professional and ethical standards for financial services professionals, to ensure that the M.Fin. degree would be eligible for the CFA University Recognition Program. More than seventy (70) percent of the CFA Program Candidate Body of Knowledge has been mapped to the proposed curriculum, which would also include content on the CFA Institute Code of Ethics and Standards of Professional Conduct.
8. No new resources are being requested for the program, which would be offered on a cost-recovery basis. The total cost of delivering the program would be \$576,710 in Year 4. The program would be supported by 70 percent of the tuition revenue, which would total \$711,009 by Year 4.
9. Revenue from the program would be used to cover costs related to: (i) salaries and benefits for, in Years 1 and 2 only, Sessional Instructors who would teach 3.5 courses in the program, a new 1.0 FTE tenure-track faculty position, which would be created in the Department of Finance in Year 3, and a new 1.0 FTE Graduate Program Administrative Assistant, to be established in Year 3; (ii) expansion of the Bloomberg Lab; (iii) bursaries; (iv) extracurricular academic activities for students, as outlined in section E-3 of the proposal.
10. The I.H. Asper School of Business has adequate space to support the program, including teaching and office space in the Drake Centre. Teaching spaces including the Finance Training Lab, which would be renovated to accommodate twelve (12) new Bloomberg terminals. Nine (9) terminals would be contributed by Bloomberg and three (3) would be paid for with tuition revenue. Students would have access to computers and to Wi-fi in the Drake Centre.
11. The University Library has adequate resources to support the program.
12. On the basis of the SPPC's criteria for assigning priority to new programs / initiatives,¹ the Committee recommends that a high priority level be assigned to the proposal for a Master of Finance, as the proposed program: (i) would be consistent with the existing institutional strategic planning framework and with the strategic academic and/or research plans of the unit making the proposal, in terms of increasing graduate enrolment; (ii) would addresses student needs, given evidence of demand for the program among students; and (iii) would address the need to promote the social, economic and cultural well-being of the people of Manitoba. The proposed M.Fin. degree would also increase the profile of the I.H. Asper School of Business, given that it would be one of only two such programs offered in western Canada.

¹ http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf

Recommendation

The Senate Planning and Priorities Committee recommends:

THAT Senate approve and recommend to the Board of Governors that it approve the proposal for a Master of Finance, in the I.H. Asper School of Business. The Senate Committee on Planning and Priorities recommends that the Provost and Vice-President (Academic) not implement the program until satisfied that there would be sufficient space and sufficient funding to support the ongoing operation of the program.

Respectfully submitted,

Ada Ducas, Chair
Senate Planning and Priorities Committee



UNIVERSITY
OF MANITOBA

Asper School of Business

June 3, 2015

MEMORANDUM

To: Dr. John (Jay) Doering, Vice-Provost (Graduate Education) and Dean (Faculty of Graduate Studies)

From: Dr. Michael Benarroch *M. Benarroch*

Subject: MASTER OF FINANCE

Enclosed please find a proposal to establish a new Master of Finance at the Asper School of Business. This program builds on already established strengths within the Asper School of Business and will provide a new graduate degree that is in high demand throughout the world. This professional program will enhance the Schools profile locally, nationally and internationally, and has the potential to raise significant revenue for the University of Manitoba and the Asper School of Business.

The one-year Master of Finance is a professional degree whose curriculum has been mapped to the Chartered Financial Analyst program. The program will prepare students to obtain a CFA designation and to work in both the private and public sectors. The CFA program is internationally recognized and incorporates core financial knowledge with a strong code of ethics and standards of professional conduct. It meets an important need in the marketplace for graduate students with a background in finance rooted in ethics and a high code of professional conduct.

The introduction of a new graduate program fits with both the Asper School's and the University of Manitoba's strategic objectives to increase the number of graduate students. As a professional program, similar to the MBA, the Master of Finance will be self-financing and, in fact, has the potential to raise revenue beyond its costs for both the University and the School. The Asper School will allocate funds from existing resources to cover any initial costs for the program (staffing, promotion, recruitment, etc.).

/continued

Michael Benarroch, PhD
Dean and CA Manitoba Chair in Business Leadership
314 Drake Centre
181 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 5V4
Telephone 204-474-9712
Fax 204-474-7928
Email: Dean_AasperSchool@UManitoba.ca



Memorandum to Dr. Jay Doering
June 3, 2015
Page Two

Given the School's strength in the area of Finance, the program only requires the introduction of three new courses. Numerous courses within the program are already offered each year and will be jointly delivered with the MBA program thereby reducing costs. New course offerings will be taught by existing faculty members and be open to MBA students thereby strengthening our MBA program. The School has recently hired several new faculty members in the Department of Accounting and Finance who are ideally suited to teach in this program. Over time, as the program grows, it will require staff support and funds for marketing. We envision that the tuition revenue will more than cover any expenses incurred within the program. In fact as stated above, we believe that this program will contribute positively to the School's and University's bottom line.

Enclosure

PROGRAM PROPOSAL

Master in Finance(MFin)

UNIVERSITY OF MANITOBA

FACULTY OF GRADUATE STUDIES

ASPER SCHOOL OF BUSINESS



UNIVERSITY
OF MANITOBA

NEW PROGRAM OF STUDY

Under *The Advanced Education Administration Act*

Universities and colleges requesting approval for a **new** program of study from Education and Advanced Learning must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under *The Advanced Education Administration Act*.

UM INTERNAL REQUIREMENTS:

1. Following unit approval, please submit the complete proposal electronically (.docx) both to the Office of the Provost & Vice-President (Academic) and, for:
Undergraduate Programs: Office of the University Secretary (for Senate submission deadlines visit <http://umanitoba.ca/admin/governance/meetings/index.html>).
Graduate Programs: Faculty of Graduate Studies (for timelines visit http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html).
2. Along with the information requested below, please **append** details on the following:
 - a) ALD Financial Support Form [*available through the Office of the Provost & Vice-President (Academic)*]
 - b) Admission and/or transfer criteria for the proposed program.
 - c) Course details for required coursework, including title, course number, credit hours and calendar description. Highlight any proposed new courses and attach:
Undergraduate Programs: for SCCC Program and Course Change forms, as applicable, visit <http://umanitoba.ca/admin/governance/forms/index.html>
Graduate Programs: for course change forms visit http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html
 - d) Any new academic regulations for the program that are not currently addressed in existing faculty/college/school requirements.
 - e) Letters of support from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.
 - f) Library statement of support.
3. Please direct questions to Cassandra Davidson, Program Analyst at Cassandra.Davidson@umanitoba.ca in the Office of the Provost and Vice-President (Academic).



UNIVERSITY
OF MANITOBA

SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program: **Faculty of Graduate Studies/Asper School of Business**

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:
N/A

Program name: **Master of Finance (MFin)**

Credential awarded: **Master of Finance**

Funding request: **\$0**

Proposed start date: **2017-09-01**

Office Use Only

One-time funding: _____

On-going funding: _____

List any critical issues that may impact the start date of the program: **We do not anticipate any internal factors that may impact the program start date. The proposed program can operate at the start-up phase with a minimal financial investment in advertisement and student recruitment. The program does not require additional physical space and all courses in the program are already offered at the Asper School. In addition, at the initial stage the program will operate with the assistance of the School's existing Graduate Programs Office and a new Finance faculty will only be hired at maturation.**

UM INTERNAL REQUIREMENT: Name of Person(s) responsible for the Program internally (please include contact information):

**Dean of the Faculty of Graduate Studies
500 University Centre
University of Manitoba
Winnipeg, MB R3T 2N2
Tel: 204 474 9887
Email: deanfgs@umanitoba.ca**

B-1 Provide a general description of the program and its objectives: *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

The past two decades have marked a dramatic increase in financial-market volatility globally. This trend has spawned a surge in the demand for financial services professionals equipped with specialized skills which make them better prepared to face heightened financial-market risks and operational complexities. The financial and economic crises of the past decade have heightened not only the need for rigorous specialized skills but also for improved ethical practices in the financial services industry. The Chartered Financial Analyst (CFA) Institute sets professional and ethical standards for financial services professionals worldwide. The CFA grants a globally-recognized professional finance designation that grants CFA charter holders the opportunity to advance in the financial sector. Therefore, the CFA Body of Knowledge serves as the frame of reference for the proposed program.

The aim of the Master of Finance program is to provide high-quality ethics-based professional and academic training, thus helping students successfully prepare for the CFA Program and to pursue careers in the financial services industry. The program will deliver Finance education and advanced specialized skills while guiding students in developing their understanding of and appreciation for the application of ethics and professional practice. The 12-month professional graduate-degree program will prepare students without significant prior background in Finance for a position in a financial firm, where proficiency in the CFA Program Candidate Body of Knowledge is desirable. To this end, we worked with the CFA to map over 70% of the CFA Program Candidate Body of Knowledge, in addition to the CFA Institute Code of Ethics and Standards of Professional Conduct, into the new program's curricula. With this coverage, the program will be eligible for recognition by the CFA Institute soon after its inception. The CFA Recognition Program certifies the curricula alignment with the CFA Program Candidate Body of Knowledge (for further information regarding the CFA University Recognition Program, please see Appendix H). The Master of Finance program will be listed as a recognized program on the CFA Institute website and promotional materials.

The program will prepare students to obtain the Chartered Financial Analyst designation, which has become the most respected and globally-recognized credential in the financial services industry, and prepare its graduates for employment opportunities in this sector. Graduates of the program will be qualified to pursue job opportunities at financial services firms such as banks, pension funds, insurance companies, investment banks, mutual funds, hedge funds, asset-management firms, and brokerage firms. Opportunities also exist with non-financial firms for graduates seeking to specialize in valuation and capital market strategy. Graduates of Master of Finance program will be highly skilled professionals with a strong awareness of and adherence to the ethical standards and practices of the financial services sector. In terms of learning outcomes, graduates of the program will:

- have demonstrated knowledge of techniques for financial assets valuation;
- have the ability to assess financial risk and develop proper strategies for controlling this risk;
- have the knowledge required to develop an appropriate benchmark for risk compensation;
- have the ability to facilitate decision making based on sound financial modeling;
- have the ability to determine whether firm investment and policies create value;
- apply ethical values consistent with academic integrity and proper professional judgments;
- have the capability to engage in applied financial research; and
- have the ability to communicate effectively in a professional setting, both orally and in writing

The curriculum design for the proposed program is inspired by the desire to map over 70% of the CFA Program Candidate Body of Knowledge, in addition to the CFA Institute Code of Ethics and Standards of Professional Conduct, into the new program's curricula. This mapping guarantees that the program will be eligible for recognition by the CFA Institute which certifies the curricula alignment with the CFA Program Candidate Body of Knowledge. The CFA curriculum is mapped into the following 11 courses (30 credit hours):

FIN 7000	Managerial Economics (1.5 Credits)
FIN 7020	Corporate Finance (3 Credits)
FIN 7240	Readings in Accounting and Finance (3 Credits)
ACC 7010	Accounting Fundamentals (3 Credits)
FIN 7152	Investment Policy (3 Credits)
FIN 7080	International Finance (3 Credits)
FIN 7130	Alternative Markets and Instruments (1.5 Credits)
FIN 7260	Special Topics in Finance/Portfolio Management (3 Credits)
FIN 7260	Special Topics in Finance/Fixed Income Securities (3 Credits)
FIN 7140	Financial Modeling (3 Credits)
FIN 7180	Behavioral Finance (3 Credits)

B-2 Length of Program: *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

To complete the Master of Finance degree, students must successfully complete 11 courses (30 credit hours). Required courses will be taught over the Fall, Winter, and Summer terms, and the program will require 12 months of full-time study to completion. Students lacking sufficient background in mathematics may be required to participate in an online preparatory Math Boot camp prior to starting the first term in the program.

B-3 Intended outcomes of the program:

B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

The program fits well with the province's economic priorities. A specialized skilled financial services workforce is a critical component in facilitating Manitoba's economic development and growth. Furthermore, financial services professionals equipped with the CFA body of knowledge are better prepared to face heightened financial-market and other economic risks, allowing a sustainable growth of the provincial economy.

Graduates of the proposed program will be suitable for employment in the global financial services sector. In Manitoba, data provided by the Winnipeg CFA Society indicates that 233 CFA charter holders are currently employed by local financial services firms. The three largest employers of CFA charter holders are Investors Group Inc (35), Great-West Life Assurance Company (32), and Cardinal Capital Management Inc. (15). Letters of support for the proposed program from these firms are in the Appendix. Other large employers of Manitoban CFAs include the Civil Service Superannuation Board (11) and Pavilion Financial Corporation (7). Employers of three to five Charter holders include: The Province of Manitoba, Manitoba Hydro-Electric Board, National Bank Financial, The Canadian Wheat Board, Manitoba Public Insurance Corporation, The Bank of Nova Scotia, Greystone Managed Investments Inc, Manitoba Telecom Services Inc., Teachers Retirement Allowances Fund Board, and Tetrem Capital Management Ltd. The remaining CFA charter holders are

employed by 75 local firms, each with one or two CFAs. Locally, graduates of the proposed program are likely to find employment with these firms.

The proposed program will allow students to pursue advanced ethics-based graduate-level learning in Finance within the province. The program will appeal to business school graduates with a bachelor degree majoring in: Finance, Accounting, Actuarial Mathematics, and some students majoring in other disciplines within the business school. Graduates with a bachelor degree in Economics, Engineering, Actuarial Mathematics, Agricultural Economics, and Computer Science may also be interested in the program. Students with other bachelor degrees will also be considered.

A candidate for a CFA designation must pass three examinations in order to be granted with the CFA designation. This is a formidable task. The 2013 CFA Annual Report shows an estimated three and a half year average time taken by a successful candidate to pass the three CFA examinations. Candidate examination results provided by the CFA indicate a ten-year average failure rate (as of June of 2014) of 61%, 56%, and 47% for the level-1, level-2, and level-3 examinations, respectively. The difficulty in obtaining the CFA charter brought about the need for university-based professional programs with curricula centred on the CFA Program Candidate Body of Knowledge (on which the CFA examinations are based). The demand for academic-based CFA education has increased globally. As of December 2013 the CFA reports 148 CFA Program Partners in 40 countries and 182 programs under the University Recognition Program in 25 countries worldwide. Nationally, while eleven Canadian universities offer graduate CFA Partner or University Recognition programs, there is only one program offered in Canada's western provinces (at the University of British Columbia). The proposed Master of Finance program will fill this void in graduate academic CFA education and it will also be the only such program between Toronto and Vancouver. We have established the existence of strong demand, both locally and internationally, for the proposed program. The Asper School also received feedback from stakeholders - such as local leaders in the financial services industry, our current students, and Asper School faculty - all supporting the strong need for this new program.

B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

The recent financial and economic crises have heightened the need for rigorous specialized skills as well as improved ethical practices in the financial services industry. The Master of Finance program addresses these learning needs and provides high-quality ethics-based professional and academic training, thus helping students to successfully prepare for the CFA Program so that graduates can pursue careers in the financial services industry. The program delivers finance education and advanced specialized skills while guiding students in developing their understanding of and appreciation for the application of ethics and professional practice. The program prepares students without significant prior background in finance for a position in a financial firm where proficiency in the CFA Program Candidate Body of Knowledge is desirable. Graduates of the program are qualified to pursue job opportunities at financial service firms such as: banks, pension funds, insurance companies, investment banks, mutual funds, hedge funds, asset-management firms, and brokerage firms. Opportunities also exist with non-financial firms for graduates seeking to specialize in valuation and capital market strategy. In terms of learning outcomes, students who successfully complete the program will:

- have demonstrated knowledge of techniques for financial assets valuation;
- have the ability to assess financial risk and develop proper strategies for controlling this risk;
- have the knowledge required to develop an appropriate benchmark for risk compensation;

- have the ability to facilitate decision making based on sound financial modeling;
- have the ability to determine whether firm investments and policies create value;
- apply ethical values consistent with academic integrity and proper professional judgments;
- have the capability to engage in applied financial research; and
- have the ability to communicate effectively in a professional setting, both orally and in writing

Unlike the 60-credit hour Asper MBA program, which is very broad and covers different general areas, the proposed Master of Finance program is a highly-focused 30-credit hour (12-month) program offering a unique opportunity for candidates seeking a career in the financial services industry, to acquire the mass of specialized knowledge which adheres to industry standards and is grounded in ethical standards set by the CFA. The program will combine academic rigor and real-world relevance. While the Asper MBA is designed to help managers run a business, the Master of Finance program will focus on the study of financial markets. Hence, the curriculum of the proposed program is not as broad as that of the Asper MBA. As such, the Master of Finance is a strong complement to the MBA program. The proposed Master of Finance program is also very different from the existing two-year M.Sc. in Management program (Finance concentration), which is essentially a pre-Ph.D. program preparing students for advanced academic research in Finance.

B-4 Mode of Delivery

B-4.1 Provide the total program length through one of the following measures:

30 Total credit hours

Total contact hours

Total courses

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? *(Note that one or both selections can be offered up to the total program length.)*

90% In-person

10% Online

The Asper School of Business is continuously evolving in terms of flexible learning options for its students including blended courses (mostly online with a few in-class lecture sessions). Currently, the ACC 7010 (Accounting Fundamentals, 3 credit hours), is offered via blended learning. This course is a core MBA course and one of the required courses for the proposed program. I.e., ten percent of the 30 required 30 credit hours under the new Masters of Finance are currently available in a blended learning format. We currently consider offering additional blended-learning courses for those required under the new program (and currently offered to MBA students).

B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity. *(Course level detail is not necessary, however, please include credit hours/contact hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable).*

Required courses will be taught over the Fall, Winter, and Summer terms, and the program will require 12 months of full-time study to completion. The following is a sample program listing for a typical Master of Finance student. In general, course offerings listed below are based on the 2016-17 course schedule.

Fall Term

August 29 - September 18

FIN 7000 Managerial Economics (1.5 Credits)

September 26 - December 23

FIN 7020 Corporate Finance (3 Credits)

FIN 7240 Readings in Accounting and Finance (3 Credits)

Winter Term

January 5 - April 30

ACC 7010 Accounting Fundamentals (3 Credits)

FIN 7152 Investment Policy (3 Credits)

FIN 7080 International Finance (3 Credits)

FIN 7130 Alternative Markets and Instruments (1.5 Credits)

Summer Term

May 1 – July 16

FIN 7260 Special Topics in Finance/Portfolio Management (3 Credits)

FIN 7260 Special Topics in Finance/Fixed Income Securities (3 Credits)

July 24 – September 3

FIN 7140 Financial Modeling (3 Credits)

FIN 7180 Behavioral Finance (3 Credits)

A part-time option will also be available.

UM INTERNAL REQUIREMENT: please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].

YEAR 1	YEAR 2	YEAR 3	YEAR 4
Required Courses: FIN 7000 Managerial Economics (1.5 Credits) FIN 7020 Corporate Finance (3 Credits) FIN 7240 Readings in Accounting and Finance (3 Credits) ACC 7010 Accounting Fundamentals(3 Credits) FIN 7152 Investment Policy (3 Credits) FIN 7080 International Finance (3 Credits) FIN 7130 Alternative Markets and Instruments (1.5 Credits) FIN 7260 Special Topics in Finance/Portfolio Management (3 Credits) FIN 7260 Special Topics in Finance/Fixed Income Securities (3 Credits) FIN 7140 Financial Modeling (3 Credits) FIN 7180 Behavioral Finance (3 Credits)			
Elective Courses: Given the concentrated focus of the program on curricula matching that in the CFA Program Candidate Body of Knowledge and the CFA Institute Code of Ethics and Standards of Professional Conduct, there will be no flexibility in the course requirements. Specifically, no the proposed program will not offer a minor, a concentration, or a special stream. In addition, no elective courses will be offered in the program.			
TOTAL CR. HRS: 30	TOTAL CR. HRS:	TOTAL CR. HRS	TOTAL CR. HRS

B-6 Will the program be available for part-time study?

YES

B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:

NO

B-8 Intake Information

B-8.1 Projected enrolment for the first intake: **10**

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*):**30**

B-8.3 Anticipated date of maturity: **2019-08-31**

UM INTERNAL REQUIREMENT: please indicate the projected enrolment and graduates for the first 5 years of the program.

	Year 1	Year 2	Year 3	Year 4	Year 5
Enrolments	10	15	25	25	25
Graduates	10	15	24	24	24

SECTION C – INFORMATION REGARDING PROGRAM DEVELOPMENT PHASE

C-1 Describe how this new program aligns with the strategic plans of your institution:

The proposed program fits well into the visions and strategic plans of both the Asper School of Business and the University of Manitoba. The proposed program aims at training finance professionals with a financial education rooted in ethical practices and social responsibility. To this end, the program’s curricula are infused with the CFA Institute’s Code of Ethics and Standards of Professional Conduct. This is in line with the Asper School’s mission statements which calls for educating business leaders “who will contribute ethically to the social and economic well-being of Manitoba and the world.” In addition, the Master of Finance program promotes the Asper School’s strategic goal which aims to introduce world class graduate programs and to “grow and enhance the school’s graduate programs” in an attempt “to improve the impact, ranking, and reach of the school.”

One of the goals set in the University of Manitoba Strategic Plan (2015-2020) is to “optimize enrolment with an appropriate mix of undergraduate, graduate, Indigenous, and international students for Manitoba’s research university.” The supporting action outlined in the plan aiming at achieving this goal is to “increase the number of Indigenous and graduate students as a percentage of the total student population.” The introduction of the new Master of Finance program will help achieve this goal.

The University of Manitoba Strategic Plan (2015-2020) also aims at providing “education and training opportunities for graduate students that recognize their diverse career paths.” The supporting action set out for this goal is to “provide discipline-specific and interdisciplinary opportunities for graduate students to explore diverse career paths.” The proposed program is based on the CFA Body of Knowledge, which is the standard in the financial industry. As such, it offers an exceptional prospect for students in Manitoba to advance their career and acquire specialized graduate training closely linked to the needs of the local and national financial industry.

C-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this new program of study within your institution and indicate any dates of decision. (Governing Council, Board of Governors, Board of Regents, Senate, other)

UM INTERNAL REQUIREMENTS: Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost’s Office prior to submission to government.

UM Undergraduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College/School	_____
SCCC	_____
SPPC	_____
SCADM (if applicable)	_____
SCIE (if applicable)	_____
Senate Executive	_____
Senate	_____

UM Graduate Programs:

<u>Decision-Making Body</u>	<u>Date of Approval</u>
APC (preliminary review)	<u>June 12, 2015</u>
External Review	<u>Oct. 4, 2015</u>
APC	<u>Nov. 4, 2015</u>
FGS Executive	<u>Nov. 18, 2015</u>
FGS Faculty Council	<u>Feb. 12, 2016</u>
SPPC	_____
Senate Executive	_____

C-3 Responsibility to consult

c-3.1 If this program subject to mandatory review or approval by organizations external to the institution (*such as regulatory bodies, Apprenticeship Manitoba, etc.*), please describe any consultation processes and provide copies of reports or letter from these organizations providing support:

We have consulted with the CFA International to map over 70% of the CFA Program Candidate Body of Knowledge, in addition to the CFA Institute Code of Ethics and Standards of Professional Conduct, into the new program's curricula. With this coverage, the program will be eligible for recognition by the CFA Institute soon after its inception. The CFA Recognition Program certifies the curricula alignment with the CFA Program Candidate Body of Knowledge. The proposed Master of Finance program will be listed as a recognized program on the CFA Institute website and promotional materials.

Externally, the Asper School of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB) International. AACSB accreditation requires schools to provide extensive reporting on each academic program offered in the school (new and mature programs) on a five-year cycle to meet AACSB accreditation requirements. This is followed by a peer-review by a team of professors appointed by the AACSB. The review covers assurance of learning measures reported by the Asper (and recorded annually) as well as teaching faculty qualifications for every program.

c-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program?

We consulted different groups at different planning stages of the program, both formally and informally. We solicited feedback from faculty members at the Department of Accounting and Finance at the Asper School; local leaders in the financial services industry; members of other departments at the Asper School; members of the Associates of the Asper School of Business; fourth-year (graduating) undergraduate students majoring in Finance; the Asper Commerce Students Association (CSA); graduate students enrolled in existing Asper programs; the school's graduate programs administrators; Dean and Associate Deans of the Asper School; Dean of the Faculty of Graduate Studies; and Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs) at the University of Manitoba. The feedback was overwhelmingly supportive with no exceptions. Supportive letters were provided by:

- **Investors Group Inc.**
 - **Great-West Life Assurance Company**
 - **Cardinal Capital Management Inc.**
 - **CFA Society Winnipeg**
 - **Commerce Students Association at the Asper School**
- These letters are available in the Appendix to this application.**

c-3.3 How have students and faculty been informed of the intent to establish this program?

As previously mentioned, we solicited feedback from faculty members at the Department of Accounting and Finance at the Asper School; members of other departments at the Asper School; fourth-year (graduating)

undergraduate students majoring in Finance; the Asper Commerce Students Association (CSA); and graduate students enrolled in existing Asper programs.

To better understand student demand for this program, we conducted a survey of fourth-year (graduating) undergraduate finance students enrolled in a core finance course (FIN 4400 Financial Management Practices). 67 students replied, representing 96% of the student enrolled in this class during the Winter 2015 term and 54% of the 2014-15 school year graduating class. Students were presented with details of the program, including the program length, structure, projected fees (see enclosed spreadsheet), and coverage of content. We found evidence of strong student interest in the program among students trained as Finance majors in our own degree program:

- 83% of the respondents were somewhat interested, interested, or very interested in the program.
- 94% felt that the program seemed somewhat relevant, relevant, or very relevant to their career goals.
- 79% felt that the fees represented adequate, good, or very good value for money.

We asked students to describe in their own words what appealed most about the program. By far, the two strongest motivators were preparation for obtaining a CFA designation and improving career prospects or accelerating their career trajectory. Professional designation was mentioned by 64% of participants. A representative comment reads: *“The CFA programme is very important. Having an intensive programme dedicated to finance would be very good, considering there is no other programme alike in Manitoba.”* 30% of students mentioned career trajectory. For example, one student wrote: *“I like that there is a relatively accelerated program for students wanting to pursue a career in finance. It is nice that it is only a year long and will still provide you with what you need to know to get a job in finance or further the job you have already in the field.”*

Our research also suggested that there is strong existing demand for additional training beyond the undergraduate degree in finance. In the 3 years following graduation, more than 60% of students intended to enroll in a commercial CFA exam preparation course, and nearly 50% intended to take a certificate or diploma program after graduation. Despite a lack of existing Master of Finance options in the province, more than 25% of students still expressed intentions to enroll in such a program within 3 years of graduation.

More than half of students who took the survey asked specifically to be contacted with further details upon the launch of the program. This interest was even stronger among the half of the graduating class with firm plans to pursue a CFA designation; nearly 70% of these students asked to be contacted with more information.

C-4 List any similar programs offered in Manitoba: *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

Similar programs are not offered in Manitoba.

c-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

There will be no articulation agreements for the proposed program for course exemptions. Students enrolled in the Asper MBA program who wish to transfer to the Master of Finance will receive advanced standing for the overlapping course they have completed. The CFA requires mapping over 70% of the CFA Program Candidate Body of Knowledge, in addition to the CFA Institute Code of Ethics and Standards of Professional Conduct, into the proposed program's curricula. Therefore, to insure proper coverage of required material, there will be no credit transfers or advanced standing for courses completed at institutions outside the University of Manitoba.

All 11 courses in the program are required, unless exemption is granted. Exemptions will be granted only to graduates of the Asper B.Comm. (Hons.) program and the Asper MBA program. A Maximum of 6 credit hours of exemptions may be granted to graduates of the Asper B.Comm. (Hons.) program. Exemptions can only be applied to FIN 7140 (Financial Modeling) and FIN 7180 (Behavioral Finance). Asper MBA program graduates with a non-Finance major are eligible for a maximum of 7.5 credit hours of exemptions. Exemptions for Asper MBA program graduates can only be applied to FIN 7000 (Managerial Economics), FIN 7020 (Corporate Finance), and ACC 7010 (Accounting Fundamentals). Courses considered for exemption must have been completed in the last seven years with a minimum grade of C+. Note: Graduates of the Asper MBA program with a Finance major are not eligible to take this program.

C-5 List any similar programs offered in Canada: *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

Currently, 9 Finance-focused programs are offered by Canadian business schools at the Master level (see Table 1 below). Of these, seven programs, all of which are east of Manitoba, offer a specialized focus much like the proposed program (see Panel A of Table 1). Two programs, offered by Windsor University and the University of Alberta, have a very different focus relative to the proposed program (see Panel B of Table 1). The focus of the Master of Management (Int'l Accounting & Finance) program offered by the University of Windsor is on accounting and finance in the international context where students are also required to take more general management courses. Courses in the program offered in the Master of Financial Management at the University of Alberta concentrate on the controller and treasury functions with a focus on the overall organizational strategy implemented by the CFO.¹ Of the seven programs offering specialized Finance education, four are CFA Partner or University Recognition programs (Saint Mary's University, Queen's University, York University, and Wilfred Laurier University). Thus, the proposed program is not only the single program which will offer a Master of Finance degree west of Ontario, but it will also be the only CFA recognized Master of Finance program in Western Canada providing specialized training to students based on the CFA Program Candidate Body of Knowledge.

¹ Two additional Canadian programs are offered by departments outside the business school with a focus on the *mathematics of finance*, which is different from the focus of specialized finance programs. These are the Master of Mathematical Finance offered by the Department of Mathematics at the University of Toronto and the Master of Quantitative Finance offered by the Department of Statistics and Actuarial Science at the University of Waterloo.

Table 1

Finance Focused Master Programs Offered by other Canadian Business Schools

Panel A: Specialized Mater Programs

School	Credential	Specialization	Program Duration	Tuition for entire program
Saint Mary's University (Sobey School of Business)	Master of Finance*	Specialized finance education	12 months	\$34,000/\$34,000
Queen's University (Queen's School of Business)	Master of Finance - Toronto*	Specialized finance education	12 months	\$39,845/\$60,825
University of Toronto (Rotman School of Management)	Master of Finance (Part-time)	Specialized finance education	20 Months	\$86,278/\$102,346
York University (Schulich School of Business)	Master of Finance*	Specialized finance education	12 Months	\$49,358.61/\$61,320.48
McMaster University (DeGroote School of Business)	Master of Finance	Specialized finance education	12 Months	\$37,800/\$37,800
Wilfred Laurier University (Laurier School of Business & Economics)	Master of Finance*	Specialized finance education	20 Months	\$23,152.50/\$36,199.17
Western University (Department of Economics)	Master of Financial Economics	Specialized finance education	16 months	\$37,701/\$55,833

* A CFA Partner or University Recognition program.

Panel B: Master Programs with a Different Focus

School	Credential	Specialization	Program Duration	Tuition for entire program
University of Windsor (Odette School of Business)	Master of Management (Int'l Accounting & Finance)	General finance education	16 Months	\$30,000/\$30,000
University of Alberta (Albert School of Business)	Master of Financial Management	General finance education	12 months**	\$30,691.10/\$30,691.10

** In addition, students may be required to pay up to \$6,300 for preparatory courses.

c-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Canada.

There will be no articulation agreements for the proposed program for course exemptions (see C-4.1).

C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:

(Provide such information as probable employment destinations or further educational opportunities available to graduates of this new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)

Data from Statistics Canada indicate that Manitoba's financial services sector contributes 18 percent of the province's GDP (as of December 2013), with over 20,000 local employees. The provincial financial services sector includes firms providing diverse services in mutual fund management and distribution, wealth management, financial advisory,

pension fund management, banking, leasing, property and casualty insurance, life insurance, commodity exchanges, and securities dealership and brokership.

Industry-leaders in insurance, mutual funds and leasing firms are headquartered in Winnipeg. These include Great-West Lifeco Inc. (Canada's largest insurer) and IGM Financial Inc. (the largest mutual fund distributor in Canada). Other industry leaders that chose Winnipeg as a home include Wawanesa Mutual Insurance Company (one of the largest property and casualty insurers in the country) and National Leasing (the largest independent leasing company in Canada). All "big six" Canadian banks maintain a significant presence in Winnipeg. Other national financial services leaders, such as BMO Nesbitt Burns and RBC Dominion Securities are branched in Winnipeg. These industry leaders, as well as Manitoba's medium- and small-size financial services companies rely on a highly skilled workforce. CFA charter holders are amongst the most qualified professionals in this workforce. According to the Winnipeg CFA Society, near 230 CFA charter holders are presently employed by local financial services firms, with an annual growth of ten to 15 charter holders per annum.

According to a recent report published by Economic Development Winnipeg Inc. on Winnipeg Financial Services (Appendix G), employment in this sector experienced a 19-percent growth (representing 3,400 additional jobs) during the 2004-2010 period. This employment growth is robust and took place despite the 2007-2009 financial crisis. The ongoing high population growth in Winnipeg and in the province is expected to continue fueling the growth in local economic investments, which will likely be translated into continuing growth in the Manitoba financial services industry and in the demand for high-skilled professionals to serve this sector. The Asper School received feedback from local leaders in the financial services industry supporting the strong need for a program offering CFA education (see Appendix for letters of support). Thus, the forecast for future job prospects for graduating students is favorable. Furthermore, the demand for high-skilled financial services professionals is continuing to be high in other parts of North America and in developing countries such as China.

C-7 If copies of any internal or peer evaluations with respect to this new program of study are being provided with this proposal, please indicated how any issues identified by these evaluations have been addressed and attach any relevant documents as available:

The proposed new program was evaluated by two external reviewers (Narat Charupat, Professor of Finance and Business Economics and Director of the Master of Finance Program at McMaster University; and Lorne Switzer, Professor of Finance and Van Berkom Endowed Chair of Small Cap Equities at Concordia University). The external reviewers conducted a site visit at the Asper School on September 10 and 11, 2015. The review was based on interviews with faculty, staff and administrators who are anticipated to be, directly or indirectly, involved in the program. The reviewers also met with Mr. Graeme Hay who served as the President of the Winnipeg CFA Society at that time. School facilities were also inspected during the site visit.

We are pleased with the strong support expressed in the report for the program and the proposed launch date of September 2017. Since the reviewers' recommendations are in line with the original full-program proposal previously submitted, no changes were made to the proposal. The following planned actions address the recommendations made by the external reviewers:

1. The Asper School is working under the assumption of a September 2017 launch date, subject to the approval by the University Senate and the provincial government. As such the school has developed a plan to insure the successful launch of the program in September 2017.s

2. We have already contacted the Chartered Financial Analyst (CFA) Institute and are aware of the process leading to the official certification of the proposed program under the CFA University Recognition Program. The proposed MFin program will be eligible for recognition by the CFA Institute soon after its inception. We plan to apply for this CFA recognition as soon as possible after the initial launch of the program.
3. We have already incorporated the physical resources required for the Fall of 2017 proposed launch of the program into our renovations plans for the Drake Centre. This plan covers the reconfiguration and refurbishing of the Bloomberg lab to allow for additional terminals to be installed, in addition to providing secured access areas to the lab on days the Albert D. Cohen Management library is closed.
4. We have met with the School's graduate program staff and discussed changes to take place in order to insure that the administrative support for the program is in place for a September 2017 launch. We are prepared to provide the administrative support required to deliver the program according to the plan detailed in the proposal.
5. The Asper School is accredited by the Association to Advance Collegiate Schools of Business (AACSB) International. An ongoing curriculum assessment and review is required for all Asper programs (including the proposed program) in order to ensure AACSB accreditation. In addition, to maintain CFA recognition for the program, we will need to continually ensure that over 70 percent of the CFA Program Candidate Body of Knowledge and the CFA Institute Code of Ethics and Standards are mapped into the required courses. Since the CFA Program Candidate Body of Knowledge and CFA Institute Code of Ethics and Standards change from year-to-year, we plan to review the program curriculum regularly. Following approval, a Master in Finance Program Committee will be struck and one of its tasks will be to oversee an ongoing curriculum review in collaboration with the Finance Curriculum Committee of the Department of Accounting and Finance.
6. In line with the reviewer's recommendation, our proposal offers to provide bursaries (five percent of revenues from tuition fees) to increase the program accessibility to students with financial need. Furthermore, we plan to provide indigenous student support through Asper Aboriginal Business Education Partners (ABEP).
7. We plan to reach out to the local financial industry and the general business community on an ongoing basis in order to recruit students locally. Our plan is to work closely with the Winnipeg CFA Society and the Associates of the Asper School of Business in order to market the program locally.

SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:

\$0 (any upfront cost will be covered by the Asper School)

D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:

\$0

D-3 If new funding is not being requested, how will the program be funded?

The program will be self-funded through tuition revenue. No new resources are required for teaching in the proposed program during the first two years. The program only requires an additional 10.5 credit hours relative to what is already offered in the Asper School. At the start-up stage the cost of offering these courses will be covered by the tuition revenue. The expectation is that, at the start-up stage, we will need to hire sessional instructors to teach the equivalent of 3.5 courses in the Department of Accounting and Finance at an approximated cost of \$24,150. At maturation, the school will hire one additional Finance tenure track faculty to cover the additional teaching requirements (and replace sessional teaching). This position will also be financed by tuition revenue rather than by an internal reallocation. The above figures are as of 2015. All figures on the attached spreadsheet are indexed for inflation.

D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study: *(Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)*

N/A

D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?

To support the new proposed program we will need to add Bloomberg terminals in the Finance Training Lab in order to improve the student-to-terminal ratio upon program maturation. Bloomberg offers a university package, under which for every three terminals (annual subscriptions) purchased by the university, Bloomberg provides nine complimentary terminals. Thus, we plan to take advantage of this offer and add 12 additional Bloomberg terminals in the Finance Training Lab. The current cost of this Bloomberg package is \$62,500 US per annum. The 12 new terminals

will require the acquisition of 12 new personal computers at a total cost of \$9,600 CAN (\$800 each). These computers will be refreshed every four years.

In addition, students in the Master of Finance program will extensively use financial databases offered in the Wharton Research Data Services (WRDS) which we currently subscribe with. The total cost we currently pay for WRDS and for the series of datasets required for the program is at \$108,000 US per annum in total. We estimate the level of usage of Master of Finance students to be at 25% (\$27,000 US per annum). The above figures are as of 2015. All figures on the attached spreadsheet are indexed for inflation.

D-6 Please describe new and existing staffing resources needed to provide this new program of study. *Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.*

Faculty:

No new faculty will be hired to support the program at the start-up stage. Our plan is to hire sessional instructors at the initial stage of the program (year one and year two) to teach the equivalent of 3.5 courses in the Department of Accounting and Finance at a rate \$6,000 per course plus 15 percent benefits and pay levy. The cost of other courses currently offered at the Asper School (equivalent of 6.5 courses) will be shared with the MBA program (50% each). At maturation (year three), the school will hire one additional Finance tenure-track faculty to cover the additional teaching requirements at a minimum rate of \$140,000 per annum plus 22.15 percent benefits and pay levy. This position will replace the sessional instructors teaching at the initial stage of the program and it will be financed by tuition revenue rather than by an internal reallocation. The above figures are as of 2015. All figures on the attached spreadsheet are indexed for inflation.

Administrative and Support:

At the start-up stage, the new program will share administrative support with other graduate programs currently offered at the Asper School. We estimate the program to utilize up to 25 percent of one administrative assistant at a cost of \$53,664 per annum plus 22.15 percent benefits and pay levy. There will be a need for a new full-time graduate program administrative assistant to support the proposed Master of Finance program at maturation. This new position will manage the admission process as well as provide academic advising (as students will not have a faculty advisor), registration, award processing, statistical analysis and reporting, and graduation processing (among other duties). This new administrative assistant will be supervised by the existing Graduate Programs Manager at the Asper School. The above figures are as of 2015. All figures on the attached spreadsheet are indexed for inflation.

D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:

- Year 1 - Hire sessional instructors to teach the equivalent of 3.5 courses in the Department of Accounting and Finance.
- Share administrative support (25%) with other Asper graduate programs.

Year 2

- Year 3
- Hire one additional Finance tenure-track faculty to cover the additional teaching requirements (to replace sessional instructor teaching).
 - Hire a new full-time graduate program administrative assistant.
 - Expand the Bloomberg Lab to accommodate the needs of students enrolled in the new program.

Year 4

D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:

Physical Space:

The program will be offered at the Drake Center. Since all courses for the proposed program are already offered in the MBA program, we do not anticipate any significant new space requirement for the program. There is sufficient classroom and office space is currently available at the Drake Center. This includes the Finance Training Lab at the Albert D. Cohen Management library, which will be used in the courses and is accessible to students conducting market research. In addition, the Drake center has ample study space including the Albert D. Cohen Management library and Sony Study Center which is located on the third floor of the Drake Centre. The current space at the Asper Dean's Office can accommodate the new administrative assistant to support the proposed program.

Equipment:

The Asper School of business has numerous classrooms that are fully equipped with data projectors and all required teaching equipment, some of which are designated to the MBA program. Since all courses offered in the program are also taken by the MBA students, we do not require additional instructional equipment for the new proposed program. All students will have University account for email. Wi-fi is available throughout the Drake Center and students will have access to the computers at the Scotiabank Technology Center located at the Drake Center. Students in the proposed program will need to conduct industry-related research for which they will use (11) Bloomberg terminals currently available in the Finance Training Lab. Students will also use Wharton Research Data Services (WRDS). These two data sources will be used extensively in the program and are already acquired by the Asper School of Business.

D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:

N/A

SECTION E– TUITION

E-1 What are the proposed tuition fees?

The proposed tuition is \$25,000 for domestic students and \$29,500 for international students per program (the University of Manitoba’s graduate international student differential is \$4,500 per academic year).

E-2 Please provide a rationale for the tuition fee proposed. *(For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)*

Tuition for similar Finance focused specialized Master programs offered by other Canadian business schools (12-20 month programs) range from \$23,152.50 (Wilfred Laurier University) to \$86,278 (University of Toronto) for domestic students and from \$34,000 (Saint Mary's University) to \$102,346 (University of Toronto) for international students (see Panel A of Table 1 under section C-5 of this form). Therefore, the proposed tuition of the new program (\$25,000 for domestic students and \$29,500 for international students) will be low relative to comparable programs across the country and make the proposed program very attractive cost wise.

The proposed program is a self-financing program. Thus, tuition revenues generated are expected to cover incremental costs. This includes the proportional cost of the program course offerings which is shared with other Asper graduate programs. There remains a need for a new tenure-track faculty position to teach in the program. Tuition fees will also cover incremental costs related to student recruitment, advertising, and professional accreditation. In addition, tuition fees collected through this program will offer back direct enhancements to the student experience. They will:

- support the expansion of our Bloomberg Lab in the Asper School,
- support the hiring of a new administrative assistant that will serve as a student advisor (as well as an admissions officer), allowing personalized and dedicated assistance to each student in the program,
- allow for the creation of bursaries (five percent of revenues from tuition fees) to increase the accessibility of this program to students with financial need,
- support other extracurricular activities for students, such as travel funds for finance-based competitions, inter-collegiate events, and CFA conferences.

E-3 What course-related fees would apply to a student in this program?

Similar to other University of Manitoba faculties, the Asper School of Business charges program endowment fees. These fees are determined based on an Asper student referendum and currently are at \$621.60 for the program.

E-4 Please provide a rationale for the course-related fee(s) proposed. *(For example, are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?)*

Program endowment fees are used to fund student extracurricular activities such as student travel to competitions, recognized student group events, as well as the Asper Career Development Centre. These fees are at a comparable level relative to fees charged to students enrolled in other Asper graduate programs.

E-5 Please describe any specific supports to encourage affordability and accessibility to the program:

Five percent of revenues from tuition fees will be allocated to bursaries in order to increase the accessibility of this program to students with financial need. In addition, indigenous student support in the form of scholarships and bursaries will be provided through Asper Aboriginal Business Education Partners (ABEP).

SECTION F – SIGNATURES

(A second signature section is provided for joint programs only)

SUBMITTED BY:

President:

Name:

Signature:

Date: Click here to enter a date.

Vice-President/Academic:

Name:

Signature:

Date: Click here to enter a date.

For use by joint programs only:

President:

Name:

Signature:

Date: Click here to enter a date.

Vice-President/Academic:

Name:

Signature:

Date: Click here to enter a date.

SUBMIT COMPLETED FORM

PROVOST'S OFFICE ONLY: Once completed and signed, please submit this application form to the Advanced Learning Division at ald@gov.mb.ca with the following attachments (*double-click to engage check box*):

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Cover letter |
| <input type="checkbox"/> | Advanced Learning Division Financial Form |
| <input type="checkbox"/> | Any supporting documentation (<i>reviews, letters of support, etc.</i>) |

If you have any questions or require further information, please contact:

Advanced Learning Division
Manitoba Education and Advanced Learning
608-330 Portage Avenue Winnipeg MB R3C 0C4
(204) 945-1833
ald@gov.mb.ca



Master of Finance Proposal

University of Manitoba
Faculty of Graduate Studies
Asper School of Business



APPENDICES TO THE FULL PROGRAM PROPOSAL



Master of Finance Proposal

University of Manitoba
Faculty of Graduate Studies
Asper School of Business



Appendix A: Required Coursework

The following list provides details for required coursework (including title, course number, credit hours and calendar description). All 11 courses are currently on the calendar.

FIN 7000 Managerial Economics (1.5 Credits)

Provide the information required within an organization to effectively plan and control business results and make sound decisions. Involves the generation, communication, interpretation and sharing of information to facilitate decision-making across functions. Prerequisite: ACC 7010 Accounting Fundamentals. Not to be held with ACC 6060 (or 009.606).

FIN 7020 Corporate Finance (3 Credits)

The financial management of businesses including agency problems, valuation, capital budgeting, risk/return relationships, the term structure of interest rates, market efficiency, long-term financing, capital structure, and the use of options and futures for risk management. Not to be held with either of the former 009.607 or FIN 6070. Prerequisite: MIS 5110 IT Seminar (IT Boot Camp), MSCI 5100 Math for Management (Quantitative Boot Camp) plus one of ACC 7010 (formerly ACC 6050 or 009.605) or FIN 7120 (formerly IDM 7720).

FIN 7240 Readings in Accounting and Finance (3 Credits)

Supervised readings in one of the areas of accounting and finance.
(Focus on Ethics and Professional Practice)

ACC 7010 Accounting Fundamentals (3 Credits)

This course studies the principles underlying accounting, with an emphasis on the interpretation of accounting information and its usefulness to stakeholders. Prerequisite: MSCI 5100 Math for Management 1 AX (auxiliary) cr hrs. Not to be held with ACC 6050 (or 009.605).

FIN 7152 Investment Policy (3 Credits)

The theory and practice of investment management. Topics include: portfolio theory and management, market efficiency, options and futures. This course cannot be held with FIN 7150. Prerequisite: FIN 6072 (C+) [or FIN 6070 (C+) or 009.607 (C+)].

FIN 7080 International Finance (3 Credits)

The theory and practice of financial management in an international context. Includes foreign currency markets, exchange rates, measurement and management of foreign currency risk,

international financing, and foreign direct investment. Prerequisite: FIN 6072 (or FIN 6070 or 009.607)

FIN 7130 Alternative Markets and Instruments (1.5 Credits)

This course will provide an overview of alternative investments pricing and roles in portfolio construction. Topics will include real estate, private equity, commodities, managed futures, hedge funds, and distressed debt. Prerequisite: FIN 7020 (or former FIN 6072).

FIN 7260 Special Topics in Finance/Portfolio Management (3 Credits)

A study of selected topics in finance relating to advanced issues in theory or practice. Topics considered will depend on the interests and needs of the participants. Prerequisite: FIN 6072 (or FIN 6070 or 009.607) plus others if specified by the professor.
(Focus on Portfolio Management)

FIN 7260 Special Topics in Finance/Fixed Income Securities (3 Credits)

A study of selected topics in finance relating to advanced issues in theory or practice. Topics considered will depend on the interests and needs of the participants. Prerequisite: FIN 6072 (or FIN 6070 or 009.607) plus others if specified by the professor.
(Focus on Fixed Income Securities)

FIN 7140 Financial Modeling (3 Credits)

This course will cover spreadsheet implementation of practitioner-oriented financial models. Prerequisite: FIN 7020 (or former FIN 6072). May not be held with FIN 4240 (cross listed undergrad course).

FIN 7180 Behavioral Finance (3 Credits)

This course will explore how human biases impact the financial decisions of market participants and their practical implications. Topics will include prospect theory, heuristics, market anomalies, and behavioral corporate finance. Prerequisite: FIN 7020 (or former FIN 6072). May not be held with FIN 4250 (cross listed undergrad course).



Master of Finance Proposal

University of Manitoba
Faculty of Graduate Studies
Asper School of Business



Appendix B: Letters of Support

- **Investors Group Inc.**
- **Great-West Life Assurance Company**
- **Cardinal Capital Management Inc.**
- **CFA Society Winnipeg**
- **Commerce Students Association at the Asper School**



I.G. Investment Management, Ltd.

March 9, 2015

Michael Benarroch, Ph.D.

Dean and CA Manitoba Chair in Business Leadership
I.H. Asper School of Business
University of Manitoba
314 Drake Center, 181 Freedman Crescent
Winnipeg, MB R3T 5V4

Dear Dr. Benarroch, PH.D.

It was our pleasure to meet recently with Mr. Dan Torbiak and Mr. Gady Jacoby from your faculty team. We had a very interactive discussion regarding an initiative by the faculty to develop a Masters of Finance program at the I.H. Asper School of Business.

On behalf of I.G. Investment Management, we would like to express our support for the proposed Master of Finance program currently under consideration. As graduates from the faculty, CFA charter holders and members of the Winnipeg investment community, we are encouraged by the initiative to provide a higher level of education in the finance discipline.

Investors Group employs many graduates from the faculty and believe that a Master of Finance program, as described to us by your faculty members, would provide a more rigorous focus on finance and investment theory and better prepare graduates to compete for key investment industry jobs upon graduation.

A key employment criterion for advancement within I.G. Investment Management is enrollment and completion in the CFA program. The CFA designation is uniquely tailored to our profession and although many of our colleagues have other professional experience and designations, the common thread across our organization is a CFA charter.

We are encouraged by the possibility that the University may soon further enhance the caliber of finance education that is available to students for the benefit of the local investment community. If you have any questions, please feel free to contact either one of us.

Sincerely,

Mark Rarog, CFA
Senior Vice-President, Portfolio Manager
Head of Canadian Equities - Winnipeg

Jeff Hall, CA, CFA
Senior Vice-President, Portfolio Manager
Head of Fixed Income

Great-West Life Centre
100 Osborne Street North
Winnipeg, Manitoba
R3C 3A5
(204) 946-1190

December 16, 2014

Michael Benarroch, Ph.D.
Dean and CA Manitoba Chair in Business Leadership
I.H. Asper School of Business
University of Manitoba
314 Drake Centre
181 Freedman Crescent
Winnipeg, MB, R3T 5V4

Dear Dr. Benarroch,

On behalf of Great-West Life, I would like to convey our support for the Master of Finance program being proposed by the University of Manitoba's Asper School of Business. As the Chief Investment Officer for Great-West Life's Canadian operations, I know the importance of hiring and retaining well-qualified investment professionals. With the financial services industry becoming more complex over the past several years, a strong educational background is essential for those pursuing investment careers. The proposed Master of Finance program would be very helpful in preparing students for this growing complexity.

As two major institutions in Winnipeg, the University of Manitoba and Great-West Life have had a long and valued relationship. Many of our local investment professionals have business degrees from the University of Manitoba and most of these employees also have the CFA designation. A graduate program which focuses on the CFA Institute's Body of Knowledge could only strengthen the investment community here in Winnipeg.

As someone with a business degree and the CFA designation, I appreciate their complementary nature and believe both are important to succeeding in the investment business. As an example of their combined value to Great-West Life, the university graduates hired for our Portfolio Management Training Program are expected to pursue the CFA designation while on the 27-month training program. I believe the proposed Master of Finance program would be of interest to business students who are seeking job opportunities similar to this.

With only one graduate CFA Partner or University Recognition program in western Canada, I agree with you that the Asper School of Business could successfully fill this educational void. Since most students interested in investment careers recognize that pursuing the CFA designation will improve their employment prospects, I also agree the proposed Master of Finance program should be in high demand.

Thank you for making me aware of the proposed program. I wish you great success in bringing this exciting initiative to fruition. If you would like to discuss this further, please feel free to contact me.

Sincerely,



Brian Allison, CFA
Executive Vice-President &
Chief Investment Officer



CARDINAL CAPITAL
MANAGEMENT, INC.
Investment Counsellors

Michael Benarroch, Ph.D.
Dean and CA Manitoba Chair in Business Leadership
I.H. Asper School of Business
University of Manitoba
314 Drake Centre
181 Freedman Crescent
Winnipeg, MB, R3T 5V4

Dear Dr. Benarroch,

The investment industry has evolved considerably over the decades. In 1976 Tim Burt completed his Masters of Finance from the University of Illinois, and then went on to immediately begin working towards the Chartered Financial Analyst designation. Together, with both of these accreditations, Tim was well positioned to begin a career in finance. At the time, entering the field with a Masters of Finance and a CFA was quite rare, and Tim was favored for many of the positions that he would apply for, up until choosing to start his own investment firm in 1992. When Tim completed his CFA designation, in 1979, there were approximately 10,000 CFA charterholders in the world, most of whom were in the United States. Today, the CFA designation is well known and very well respected, not to mention an expectation for many to be eligible for many positions in the finance industry.

With over 120,000 charterholders around the world today, the designation has become less of a rarity and more of a requirement. The CFA Program is extremely challenging, even for a candidate with a Business undergraduate degree, or a Masters of Business Administration. Both of those programs tend to be broader in their education scope, covering only a small portion of the content that makes up the entire CFA curriculum. The proposed Master of Finance Program would allow students to focus on their learning on the areas recognized by the CFA Institute's core body of knowledge; what would be considered knowledge that an industry professional should be proficient at to be successful. There is no doubt in my mind that an individual who has attained the CFA designation is better equipped to be successful in their career, having a solid understanding of the field of finance. They are also grounded in a solid backdrop of ethics, which is what this field must truly be built upon.

In 2016, after obtaining five years of experience in the investment industry, I decided to begin an MBA at the Schulich School of Business in Toronto. After completion in 2008, the following year I decided to take up the challenge of working toward the CFA

406/459

400 - 1780 Wellington Avenue
Winnipeg, Manitoba R3H 1B3

Tel: (204) 783-0716
Fax: (204) 783-0725

Toll Free: (800) 310-4664
Web: www.cardinal.ca



designation. With an MBA behind me, I soon found it to have very minimal relevance to aiding in my CFA preparation, particularly for Levels II and III, which were heavy in accounting, and portfolio management. Neither of which my MBA provided a strong backing in. In 2014 I was finally successful in completing the CFA, and was awarded my charter. The process was a long one and while extremely difficult at times I saw it as essential to further my career in the industry. I truly believe that having a Masters degree and a CFA designation have become more of a requirement than ever before.

The Asper School of Business, having begun an exciting journey with its proposal to launch a Master of Finance Program, is taking what we believe is a necessary leap towards the future of finance. The complexity of the field is such that it makes it extremely difficult to enter, succeed, and flourish without a high level of knowledge and skills that cannot merely be obtained through industry experience. Highly trained and educated employees are sought and particularly valuable to growing businesses and in many cases also lead to the start of many entrepreneurial ventures. The province of Manitoba has for many decades been known as a birthplace of many extremely successful financial companies, and that continued growth and success relies heavily of the strength of our talent pool. There is no doubt to us that the Master of Finance program along with a CFA designation would be highly valued and respected, and produce the type of talent that our province needs to grow and continue to maintain its competitive edge.

We wish to express our utmost support of the Asper School of Business' Finance program, and would be pleased to provide any assistance that we can. Please do not hesitate to contact either one of us at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Emily A. Burt".

Emily A. Burt, MBA, CFA
Executive Vice-President

A handwritten signature in black ink, appearing to read "Timothy E. Burt".

Timothy E. Burt, CFA
President, CEO and CIO

November 18, 2014

Michael Benarroch, Ph.D.
Dean and CA Manitoba Chair in Business Leadership
I.H. Asper School of Business
University of Manitoba
314 Drake Centre
181 Freedman Crescent
Winnipeg, MB, R3T 5V4

Dear Dr. Benarroch,

On behalf of CFA Society Winnipeg, I wish to express my support for the Master of Finance program currently being considered by the I.H. Asper School of Business. As you may know, CFA Society Winnipeg has enjoyed a long standing relationship with the university. Many of the 237 CFA charterholders in our city first learned of the CFA program while attending the university, through our sponsorships of student events, information sessions and most recently through the success of the university's teams competing in the global CFA Research Challenge.

We are most excited about the opportunities such a program would open up for students. The CFA Program is one of the most challenging professional credentials in accounting and finance. Global pass rates for each of the three exams required in the program average 40-50%. Despite such low pass rates, there remains no local option for candidates in the program to obtain in-person instruction on the CFA Body of Knowledge.

At the same time, the demand for qualified investment professionals has only grown. Locally, key employers, such as Great-West Life and Investors Group rely on well-qualified investment talent to grow their business, as do many other employers in Winnipeg's financial services industry. In 2013, we had the opportunity to sit on a local task force, alongside representatives from the accounting designations and educational institutions, organized to attract a large financial services firm to Winnipeg. While the employer chose to delay this decision, one of the key criteria identified in the process was the ability to staff an office with 500 accounting and investment professionals. A program, such as a Master of Finance, would have been a key part of our submission, as evidence of the city's ability to meet this staffing need.

Moreover, I believe that students are seeking out professional programs that open doors to careers beyond Winnipeg. There are more than 125,000 CFA charterholders in over 150 countries around the world. As exams are administered simultaneously in one language, a CFA charter earned while living in Winnipeg is no different from one

earned elsewhere. This affords program candidates the flexibility to write exams in Canada and continue the program if life takes them elsewhere. Similarly, the global recognition of the program has allowed local CFA charterholders to take their careers to the U.S., Australia, Hong Kong and elsewhere.

We are very encouraged by the prospects of this program and the university's efforts to be recognized by our parent organization, CFA Institute. I would be pleased to discuss the CFA program in greater detail, or to provide any other assistance that would be helpful. If you have any questions, please do not hesitate to contact me.

Sincerely,



Graeme Hay, CMA, CFA

President, CFA Society Winnipeg

April 4th, 2015

Michael Benarroch, PH.D.
Dean and CA Manitoba Chair in Business Leadership
I.H. Asper School of Business
University of Manitoba
314 Drake Centre
181 Freedman Crescent
Winnipeg, MB, R3T 5V4

Dr. Benarroch,

On behalf of the students in the undergraduate program at the I.H. Asper School of Business, I would like to convey our support for the proposed Master of Finance program. Students planning on pursuing a career in the finance industry are aware of increasing competition in the sector. They understand that a strong educational background is imperative in such a complex and evolving field. They believe that this new program will provide them with a mastery of the skills necessary to succeed in the field.

Asper students see value in the newly proposed master's degree. Many employers are looking for new graduates and recent hires to pursue education beyond an undergraduate degree, such as the CFA. Students are also aware that the pass rate of the CFA is close to 50%. Students with Accounting and Finance majors agree that a master's program would help to guide them through the CFA material and would be beneficial to them. There is tremendous value in obtaining a master's degree while studying for the CFA.

From a student's perspective this proposed program is advantageous because it provides the support required to obtain their CFA designation. They see the program as being able to provide a more structured method of preparing for their CFA exams while obtaining a master's degree at the University of Manitoba.

It is my privilege to represent the students at the I.H. Asper School of Business. Thank you for taking this request under consideration.

Sincerely,



Noah Yagi
President
Commerce Students Association



Master of Finance Proposal

University of Manitoba
Faculty of Graduate Studies
Asper School of Business



Appendix C: Program Proposal Financial Form



ADVANCED LEARNING DIVISION

Program Proposal Financial Form

Form Instructions:

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4*, remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

Overview	
Institution:	University of Manitoba
Program Name:	Master of Finance
Contact Information:	Jay Doering, Vice-Provost (Graduate Education) & Dean, Faculty of Graduate Studies, 500 University Centre, University of Manitoba, Winnipeg, MB R3T 2N2, Tel: 204 474 9887, Email: jay.doering@umanitoba.ca
Date:	1-May-15

Notes:

1. The projected enrollment of the program:

Fiscal year	Total	Domestic	International
FY1	10	6	4
FY2	15	9	6
FY3	25	15	10
FY4	25	15	10

2. The tuition is \$25,000 for domestic students and \$29,500 for international students per program. We assume that the tuition increases at an inflation rate of 2 percent per annum.

Tuition Fees for Fiscal Year 1:

Domestic Tuition	25000
International Tuition	29500

3. At the start-up stage, sessionals will be hired to teach the equivalent of 3.5 courses at a rate of \$6,000 per courses plus 16 percent benefits and pay levy. The cost of other courses currently offered at the Asper School (equivalent of 6.5 courses) will be shared with the MBA program (50% each). At maturation, one additional Finance tenure-track faculty will be hired to cover the additional teaching requirements at a minimum rate of \$140,000 per annum plus 22.15 percent benefits and pay levy. We assume that the salary for tenure-track faculty increases at an inflation rate of 2 percent per annum.

4. At the start-up stage, the new program will share administrative support with other graduate programs currently offered at the Asper School. We estimate the program to utilize up to 25 percent of one administrative assistant at a cost of \$53,664 per annum plus 22.15 percent benefits and pay levy. We assume that the salary for administrative staff increases at an inflation rate of 1.5 percent per annum.

5. We anticipate marketing and promotion costs to be higher during the startup stage and then to stabilize at maturation. In line with amounts spent for promoting the MNA program, we estimate marketing expenses to be \$80,000 for the first two years, and \$50,000 at maturation.

6. The agents fees are estimated to be \$2500 per student based on the fees paid by the MBA program. The projected students recruited by the agents are 2, 3, 8, 8 for the first, second, third and fourth fiscal year, respectively.

7. Bursaries are assumed to be 5 percent of the total revenue.

8. University levy is assumed to be 30 percent of the total revenue.

9. We expect to acquire 12 additional Bloomberg terminals upon program maturation. The current cost is \$62,500 US per annum and is expected to increase at 2 percent per annum. We assume that the exchange rate is 1.2 CAD/USD per annum. The 12 new terminals will require the acquisition of 12 new personal computers at a total cost of \$9,600 CAN. These computers will be refreshed every four years.

10. The total cost we currently pay for WRDS and for the series of datasets required for the program is at \$108,000 US per annum in total. We estimate the level of usage of Master of Finance students to be at 25% (\$27,000 US per annum). We assume that the exchange rate is 1.2 CAD/USD per annum.



Master of Finance Proposal

University of Manitoba
Faculty of Graduate Studies
Asper School of Business



Appendix D: Library Statement



University of Manitoba Libraries

Statement for New Programme

Libraries

Faculty	Asper School of Business
Department	Accounting and Finance
Course #	
Course Name	Master of Finance

Statement

The Libraries' collection can support this new programme, as described in the documentation provided to UML.

The proposed Master of Finance program consists of existing courses already supported by the Libraries and three new courses: Financial Modeling (FIN 7140), Behavioral Finance (FIN 7180), and Alternative Markets and Instruments (FIN 7130). Library statements indicating support for the three new courses were provided to the Asper School of Business in November 2014.

It can be repeated here that journals are of critical importance to these courses. The Libraries' continued ability to maintain electronic journal packages is critical to the ongoing support of these courses. Further reductions to the Libraries' acquisitions budget, inflationary increases in subscription costs or a weak Canadian dollar could impact ongoing support of these large journal packages. Library staff costs are also incurred in the support of, and services to, the introduction of new courses.

Mary Lochhead
Head, Architecture/Fine Arts, Music and
Management Libraries

Acting Coordinator, Collections Management

University Librarian

9 February 2015

Date



Master of Finance Proposal

University of Manitoba
Faculty of Graduate Studies
Asper School of Business



Appendix E: Admission/Transfers Criteria

Admission to the Master of Finance program will be based on the following criteria:

- At minimum, a four-year Bachelor degree from a postsecondary recognized educational institution (in any discipline);
- At a minimum, a 3.0 admission GPA (on 4.5 scale) on the last 60 credit hours of university degree-level study;
- Results of a graduate aptitude test, preferably the Graduate Management Admissions Test (GMAT), with a minimum score of 550. The GRE will be accepted with a percentile score across its components equivalent to the current acceptable percentile level of the GMAT. The percentile score on the quantitative section of the GMAT or GRE examinations must be at the 60th percentile or higher. GMAT and GRE scores must not be older than five years. Applicants holding a Bachelor of Commerce Honours degree from the Asper School of Business with a minimum 3.25 admission GPA are not required to provide a GMAT or GRE score if either a minimum grade of B+ was received in FIN 2200 (Corporation Finance) or an average grade point of 3.5 was achieved across the four finance courses counting toward the finance major requirements;
- Language proficiency - applicants holding secondary school diplomas and/or university degrees from Canada, or from one of the countries on the English Language Proficiency Test Exemption list are exempt from the English Language Proficiency Test requirement. If you do not qualify for an exemption, you must provide an official score from one of these accepted tests:
 - IELTS 7.0 (no band score less than 5)
 - TOEFL 100 (internet); 600 (paper based)
 - MELAB 85
 - CAEL 60
 - PTE (A) 65Scores more than 2 years old are not acceptable; and
- Two letters of recommendation from persons who are knowledgeable about the applicant's academic ability.

There will be no articulation agreements for the proposed program for course exemptions. Students enrolled in the Asper MBA program who wish to transfer to the Master of Finance will receive advanced standing for the overlapping course they have completed. The CFA requires mapping over 70% of the CFA Program Candidate Body of Knowledge, in addition to the CFA Institute Code of Ethics and Standards of Professional Conduct, into the proposed program's curricula. Therefore, to insure proper coverage of required material, there will be no credit transfers or advanced standing for courses completed at institutions outside the University of Manitoba.

All 11 courses in the program are required, unless exemption is granted. Exemptions will be granted only to graduates of the Asper B.Comm. (Hons.) program and the Asper MBA program. A Maximum of 6 credit hours of exemptions may be granted to graduates of the Asper B.Comm. (Hons.) program. Exemptions can only be applied to FIN 7140 (Financial Modeling) and FIN 7180 (Behavioral Finance). Asper MBA program graduates with a non-Finance major are eligible for a maximum of 7.5 credit hours of exemptions. Exemptions for Asper MBA program graduates can only be applied to FIN 7000 (Managerial Economics), FIN 7020 (Corporate Finance), and ACC 7010 (Accounting Fundamentals). Courses considered for exemption must

have been completed in the last seven years with a minimum grade of C+. Note: Graduates of the Asper MBA program with a Finance major are not eligible to take this program.



Master of Finance Proposal

University of Manitoba
Faculty of Graduate Studies
Asper School of Business



Appendix G: CFA University Recognition Program

UNIVERSITY RECOGNITION PROGRAM

OVERVIEW

The purpose of this program is to recognize the efforts of academic institutions that embed a significant portion of the CFA[®] Program Candidate Body of Knowledge™ (CBOK), including the CFA Institute Code of Ethics and Standards of Professional Conduct, into their curricula. Through cooperation with a large number of universities around the world, we seek to promote ethics-based investment education in university degree programs aimed at developing serious investment professionals.

Applications to gain recognition through this program are considered on a case-by-case basis. Meeting the eligibility requirements outlined herein does not guarantee acceptance into the program. CFA Institute reserves the right, at its sole discretion, to approve or not approve any application for inclusion in this Recognition Program.

ADVANTAGES OF PARTICIPATION

Recognition by CFA Institute allows academic institutions to demonstrate both internally and among their peers that their programs are aligned with the CBOK. Recognized institutions will be listed as such on the CFA Institute website and other venues.

Promotional language and guidelines will be provided to each recognized institution to enable accurate public promotion of its participation in the program. Institutions that are accepted into the Recognition Program must agree to abide by these Guidelines.

Each recognized institution that agrees to promote the CFA Program and attests to its promotional activities will be eligible to receive three student scholarships per fiscal year as detailed in the Awareness Scholarships Official Rules. Eligible universities that have a full-time professor who holds the CFA charter¹ may receive two additional scholarships, for a university maximum of five scholarships. These scholarships can be awarded to undergraduate students only in their final year of course work (seniors) or to graduate students. Scholarship recipients pay a discounted registration fee along with curriculum and shipping costs plus any applicable taxes and import duties. For a complete set of requirements, please consult the [Awareness Scholarship Official Rules](#).

ELIGIBILITY REQUIREMENTS

General

- A Degree Program applying to be recognized must be up and running with students currently enrolled in the program. Additionally, the Degree Program generally must be based in an institution that primarily delivers teaching to students in a traditional educational setting such as a classroom, as opposed to solely through electronic media. This does not preclude bricks-and-mortar institutions that provide online learning as part of their extended university courses.
- The institution should hold educational accreditation by an accrediting agency recognized by mainstream academia to operate as an accreditor or authorization by a government organization, whichever is the standard for the country where the institution is located. CFA

¹ Full-time is defined as teaching at least 6 credit hours per quarter or semester, or an Administrator teaching a minimum of 3 credit hours per quarter or semester. Must be a CFA charterholder in good standing and not in a Retired membership status.

Institute may, at its sole discretion, consider academic Degree Programs at other non-accredited institutions, on a case-by-case basis, but is under no obligation to do so.

- The institution must agree to adhere to the “Trademark Guidelines for Universities Incorporating CFA Institute Programs into Their Curriculum” ([Trademark Guidelines](http://www.cfainstitute.org)) as posted on the CFA Institute website (<http://www.cfainstitute.org>).

Postgraduate Degree Programs Must:

- Grant academic degrees requiring a minimum of 30 semester hours/credits of coursework beyond the bachelors (or equivalent) degree (or an equivalent measure outside North America) with at least 24 of those semester hours/credits devoted primarily to topics covered in the CBOK. For this purpose, one semester credit hour (representing 14 contact/class hours) is equivalent to two European Credits Transfer System (ECTS) units.
- Demonstrate to the satisfaction of CFA Institute that the required course of study covers 70 percent of the CBOK topics for all three levels of the CFA exams.
 - Demonstrate coverage of the *CFA Institute Standards of Practice Handbook*.
- Be based on textbooks or custom materials that cover topics in the CBOK. Incorporating the CFA Institute Investment Series, published by Wiley, is encouraged, but preparatory notes or other ancillary aids must only be used as supplements.

Undergraduate Degree Programs Must:

- Grant academic degrees requiring a minimum of 15 semester hours/credits (or an equivalent measure outside North America) of coursework covering CBOK topics. Preparatory notes or other ancillary aids must only be used as supplements.
- Demonstrate that the required course of study covers 70 percent of the Level I CBOK topics.
 - Demonstrate coverage of the *CFA Institute Standards of Practice Handbook*.
- Be based on textbooks or custom materials that cover topics in the CBOK. Incorporating the CFA Institute Investment Series, published by Wiley, is encouraged, but preparatory notes or other ancillary aids must only be used as supplements.

INITIAL APPLICATION

- One faculty member or administrator must be designated to act as the Principal Contact Person with CFA Institute. This individual is responsible for the initial application, ensuring eligibility requirements continue to be met and reporting any changes in the Degree Program. Ideally, the Principal Contact Person will be a CFA charterholder and a member of the local CFA Institute Member Society. In those cases in which a single institution qualifies with more than one Degree Program, it may designate a Principal Contact Person for each Degree Program.
- The institution must provide a statement, on school letterhead, signed by the Principal Contact Person and by the Dean (or equivalent administrator) of the academic unit offering the recognized program, indicating support for being included in this Recognition Program.
- The institution must agree to abide by the Program Rules, as stated herein, as part of their application materials.

- The recognized institution must disclose any and all actual or potential conflicts of interest that it or its faculty or administrators may have in their role, including but not limited to:
 - Participation in a CFA prep course;
 - Faculty members who are CFA candidates;
 - Affiliations with other financial certification programs;
 - Volunteer or paid work for CFA Institute

A Conflict of Interest Disclosure form will be provided by CFA Institute. If there are no conflicts of interest, this should be disclosed on the form.

- The institution must provide proof of accreditation or governmental authorization status as outlined in the General Eligibility Requirements section herein.
- The institution must provide specific information on the Degree Program, including:
 - The number of semester hours/credits required to obtain a degree in the program, and the number of hours within the Degree Program that are devoted to the CBOK.
 - A list of the names and email addresses of all the current faculty members in the Degree Program, indicating any CFA charterholders.
- The institution will map its Degree Program curriculum against the CBOK using a Curriculum Guide provided by CFA Institute, indicating the course or part of the Degree Program which covers each topic of the CBOK. A separate Curriculum Guide must be completed for each Degree Program the institution wishes to be considered. The institution shall provide a copy of the syllabus of each of the courses listed on the Curriculum Guide.
- All application materials must be submitted electronically, and in English. University Relations staff will conduct a review of submitted materials to verify that all requirements of the Recognition Program, as described herein, have been met and will notify the institution of the outcome electronically.

ONGOING PARTICIPATION

After acceptance into the Recognition Program, each institution shall be required to:

- Demonstrate that all of its promotional materials and other public statements regarding its coverage of the CFA curriculum and affiliation with CFA Institute as a recognized institution are truthful, complete, and contain no misleading statements by adhering to the promotional language and guidelines provided upon application approval.
- Provide proof that all eligibility requirements continue to be met upon the periodic request of CFA Institute.
- Report any material change to the Degree Program on which the recognition is based, including a change in the Principal Contact Person.
- Attest to its activities in promotion of the CFA Program annually, as is required to be eligible to receive student scholarships.
- Report any actual or potential conflict of interest as soon as it is determined to exist.
- CFA Institute does not provide pass rates for CFA Program candidates enrolled in Degree Programs at universities participating in the Recognition Program. If these universities

determine student-candidate pass rates on their own, any such claims must state clearly that these pass rates are based on voluntary disclosures by the candidates.

For more information on the Recognition Program or assistance in completing an application package, please contact University Relations at university@cfainstitute.org.

Appendix H

Appendix: List of faculty members and sessional instructors who will be involved in offering classes in the proposed Master of Finance program.

Name	Position	Field	Expertise
Sarath Abeysekera	Full Professor	Finance	Corporate Finance
Robert Biscontri	Assistant Professor	Accounting	Managerial Accounting
Alok Dua	Sessional Instructor	Accounting & Finance	Corporate Finance, International Finance
Bruno Dyck	Full Professor	Organizational Behavior	Business Ethics, Sustainable Organizations
Ying Huang	Assistant Professor	Finance	Corporate Finance
Gady Jacoby	Full Professor	Finance	Investments, Fixed Income, Financial Modeling
Chi Liao	Assistant Professor	Finance	Corporate Finance
John McCallum	Full Professor	Finance	Financial Markets
Usha Mittoo	Full Professor	Finance	Corporate Finance, Investments, International Finance
Janet Morrill	Associate Professor	Accounting	Managerial Accounting
Deborah Mortimer	Sessional Instructor	Accounting	Managerial Accounting
Alexander Paseka	Assistant Professor	Finance	Investments, Derivatives, Fixed Income Securities
David Stangeland	Full Professor	Finance	Corporate Finance, International Finance
Ying Zhang	Assistant Professor	Finance	Corporate Finance, Investments, Financial Modeling
Steven Zhang	Associate Professor	Finance	Corporate Finance, Financial Markets

Note: This list is reproduced from the list provided in Section VI on pages 15 and 16 of the Proposal for the Master of Finance program.

Report of the External Review Committee

Proposed Master of Finance Program

University of Manitoba

Asper School of Business

October 4, 2015

By

Narat Charupat

Professor of Finance and Business Economics

Director, Master of Finance Program

DeGroote School of Business

McMaster University

1280 Main Street West Hamilton, Ontario, Canada L8S 4M4

and

Lorne N. Switzer

Professor of Finance and Van Berkomp Endowed Chair of Small Cap Equities,

Finance Department, John Molson School of Business,

Concordia University

1455 De Maisonneuve Blvd. West, Montreal, Quebec, Canada H3G 1M8

Introduction

This report provides an assessment of the academic merit of the proposal for a new Master of Finance Program at the Asper School of Business of the University of Manitoba. Our report is based on the documentation provided to us, including the formal proposal (henceforth referred to as the Proposal) submitted by the Dean of the Asper School of Business, Dr. Michael Benarroch, to Dr. John (Jay) Doering, Vice-Provost (Graduate Education) and Dean (Faculty of Graduate Studies). It is also based on our site visit to the campus of the Asper School of Business on September 10-11, 2015. During the site visit, we conducted extensive interviews and briefings with administrators, faculty members, and staff members including personnel who would be involved with the program directly. We also met with the President of the Winnipeg Chartered Financial Analyst (CFA) Society to obtain some perspective of the local business community. At the site-visit, we also toured the classroom and laboratory facilities (including the Finance Training lab in the Albert D. Cohen Management library), and were provided with the plans for the renovations required of the Drake Centre to facilitate the delivery of the program. Our report is guided by the criteria for evaluation set forth by the School of Graduate Studies at the University of Manitoba. Our report is organized into six sections. In the first section, we provide some comparisons with other programs of this nature in Canada. In the second section, we provide our assessment of the breadth and depth of the curriculum. In the third section, we provide our assessment of the demand for graduates in the proposed program. In the fourth section, we provide our assessment of the faculty expertise. In the fifth section, we consider the adequacy of facilities, space, and other resources. Finally, in section six, we provide our recommendations.

1. Comparisons with related program(s)

Many top universities worldwide now offer Finance specialization programs at the Master level. Several of these programs are CFA recognized programs as well, which is consistent with the objectives of the Proposal. Indeed, as of November 2014, there are over 100 CFA Program Partners with Masters Programs in 40 countries around the world.¹ The Proposal identifies nine Finance-focused programs offered by Canadian business schools at the Master level (Table 1 of the Proposal).² Seven of those programs offer a specialized focus much like the proposed program (with four of them being CFA Partner or University Recognition programs). The other two programs (at Windsor University and the University of Alberta) have different orientations. We note that there is currently no CFA recognized Master of Finance program in Western Canada. As a result, it is our view that the Asper School's proposed program will have the unique distinction as the only Master program in Western Canada that provides specialized training to finance students based on the CFA Program's Candidate Body of Knowledge.

2. Breadth and depth of curriculum

The goal of the program is to provide students with high-quality training to prepare them to obtain a CFA designation and to pursue careers in the finance industry. The proposed curriculum consists of 30 credit hours, with courses to be delivered over three terms for full-

¹ For the complete list of CFA Partner schools see:

https://www.cfainstitute.org/community/university/Documents/cfa_program_partners_by_region.pdf

² One could add to this list the MBA with Complete CFA® Integration program that is offered at the Goodman Institute of Investment Management at the John Molson School of Business, Concordia University. It is a three-year program, with a tuition level of \$18,000 per year, and fully integrates the requirements of the CFA's Candidate Body of Knowledge (CBOKTM) into its curriculum. However, as a general MBA degree, its focus is more on training general investment and portfolio managers. See

<http://www.concordia.ca/academics/graduate/calendar/current/jmsb/giim.html#MIM>

time students. The program can be also taken over a longer period on a part-time basis. To a significant extent, the program is consistent with other programs of this nature in Canada. A suitable group of introductory courses is provided in the first term to ensure that students have a good fundamental base of economics, accounting, and corporate finance. Over subsequent terms, students will be exposed to more advanced specialized courses that have the appropriate rigour, breadth, and depth. The program has an advantage in that many of the courses required for the program are already offered as graduate courses in the MBA program at the Asper School of Business.

We have examined the proposed course outlines for the program, including the three new courses:

- FIN 7140 Financial Modeling (3 Credits)
- FIN 7180 Behavioral Finance (3 Credits)
- FIN 7130 Alternative Markets and Instruments (1.5 Credits).

Most of the courses are well entrenched in standard Masters in Finance programs in Canada. All of the major areas of finance are thoroughly covered, including corporate finance, international finance, investment and portfolio analysis, derivatives, fixed income, and alternative investments. The program has no minor or specialized streams, which is reasonable considering that it aims to cover over 70% of the knowledge required by the CFA Program's Candidate Body of Knowledge and the CFA Institute's Code of Ethics and Standards of Professional Conduct. This will guarantee that students get proper knowledge to prepare for CFA examinations. It will also enable the program to be eligible for recognition by the CFA

Institute, which will ensure the listing of the program on the CFA website and the provision of ancillary CFA promotional materials. We believe that affiliation with the CFA will enhance the marketability of the program.

3. Demand for graduates with the proposed credential.

The proposed Master of Finance program should provide students with a comprehensive finance education with the required advanced specialized skills required for successful careers in the financial service industry. Students will also develop a good understanding of the essential applications of ethics in their professional practice in this highly competitive industry. The Chartered Financial Analyst (CFA) designation, which is an integral component of the program, is viewed as a basic requirement for entry into or advancement within the investment management profession. It is a recognized worldwide standard in the business community to reflect the holder's competence, investment knowledge, and professional ethics.

We believe that the curriculum will certainly enhance the participants' chances of success in the challenging CFA examinations.³ The combination of the Master's degree and a CFA designation is a valued and marketable asset in today's competitive business environment. As indicated in the Proposal, it is clear that graduates of the program will be eminently qualified to pursue job opportunities at financial service sector. There is a strong demand nationally for qualified graduates for positions in banks, pension funds, insurance companies, investment banks, mutual funds, hedge funds, asset- management firms, and brokerage firms. There is also

³ There are three levels of CFA examinations. The worldwide pass rates for these examinations are quite low. For example, the pass rates for CFA level-1 examination during the past seven years were 2014: 42%; 2013: 38%; 2012: 38%; 2011: 39%; 2010:42%; 2009: 46%; 2008: 35%. See https://www.cfainstitute.org/programs/cfaprogram/exams/Pages/cfa_exam_results.aspx

a strong demand in non-financial firms for graduates with the expertise afforded in the proposed program to work in the area of firm valuation and financing of the firms' activities in the stock market and the bond market, and in the hedging of the firms' financial and operational risks. As indicated in the Proposal and based on our discussions with Mr. Graeme Hay, who is the President of the Winnipeg CFA Society, the local demand is certainly strong. The significant presence in Winnipeg of the "big six banks" as well as leaders in the insurance, mutual funds and leasing industries are a great boon,⁴ and the program will help in the needed development of CFA charter holders to match the projected growth rates for the financial services sector over the next eight years.⁵

4. Excellence of the faculty and breadth of expertise

According to the Proposal, there are thirteen full-time faculty members and two sessional instructors who will be involved in offering the Master of Finance program. The names and areas of expertise of these faculty members are listed in Section VI on pages 15 and 16 of the Proposal. The list is reproduced in the Appendix of this document.

The thirteen full-time faculty members have diverse research interests in the fields of finance, accounting, and management. Their areas of research interests include asset pricing, corporate finance, capital markets, international finance, behavioral finance, auditing, earnings forecast and management, and corporate social responsibility. Their work has been published in highly reputable peer-reviewed journals such as the *Journal of Finance*, the *Journal of Financial*

⁴ As indicated in the Proposal, these firms include Great-West Lifeco Inc. (Canada's largest insurer), IGM Financial Inc. (the largest mutual fund distributor in Canada), Wawanesa Mutual Insurance Company (one of the largest property and casualty insurers in Canada), National Leasing (the largest independent leasing company in Canada), BMO Nesbitt Burns, RBC Dominion Securities, and several small and medium sized financial service firms.

⁵ See the report of Employment and Social Development Canada - <http://occupations.esdc.gc.ca/sppc-cops/1.3bd.2t.1ils@-eng.jsp?lid=47>

and Quantitative Analysis, the Journal of Banking and Finance, the Journal of Corporate Finance, and Financial Management. Their work has also been presented at numerous academic and professional conferences worldwide. In addition, several of the members have received research awards and grants from both internal and external sources including the Social Sciences and Humanities Research Council (SSHRC).

With respect to teaching, the above faculty members have taught a variety of courses according to their areas of expertise. Some of them also have experience teaching classes in other countries. A few of them have received teaching awards at the faculty or the university level. The courses that they have taught include all the seven existing courses that will form part of the proposed curriculum of the Master of Finance program (e.g., Corporate Finance, Investment Policy, and International Finance).⁶ For the remaining courses in the program, we believe, based on their descriptions in Appendix A of the Proposal, that they fall within the expertise of the faculty members.

In summary, the faculty members as a whole have very good research and teaching track records. They have the necessary knowledge, skills and experience to achieve the program's goals and to deliver competently the learning outcomes stated in Section II (a) on pages 2 and 3 of the Proposal. Their research areas coincide greatly with the CFA Program Candidate Body of Knowledge. Students will benefit significantly from learning from and interacting with them.

⁶ The proposed curriculum is listed in Section II (b) on page 5 of the Proposal. It consists of eleven courses. Five of these courses have been in existence as part of the school's MBA program. Two of the courses are in the approval process as MBA courses and cross-listed as Master of Finance courses, but their undergraduate versions already exist.

5. Adequacy of facilities, space, and other resources

According to the Proposal, the program plans to start off with 10 students, and will reach its steady state in year 3 with 25 students. Since the program is a one-year program, the maximum number of additional students that will have to be accommodated is 25.

With respect to classrooms, since the majority of the courses in the program are already offered in the school's MBA program, the program should not create significant demand for classrooms (i.e., at most one additional section for an MBA course that is oversubscribed). We understand that the Drake Center has sufficient capacity to accommodate this demand. Likewise, the demand for study space should be small and can be absorbed by the current availability at the Albert D. Cohen Management library and the Sony Study Center (both inside the Drake Center).

The program will require students to use Bloomberg terminals to collect information and conduct industry-related research. Currently, the school has 11 Bloomberg terminals located in the Finance Training Lab inside the Albert D. Cohen Management library. Once the program reaches its steady state (i.e., in year 3), it will acquire 12 additional Bloomberg terminals for the Finance Training Lab. Currently, the cost of these additional terminals is US\$62,500 per year. In addition, 12 new computers will need to be purchased in order to be used with the terminals. These computers will be replaced every four years. The cost of these computers is budgeted in the Proposal at C\$9,600 once every four years.

To accommodate these new terminals, the Finance Training Lab will have to be reconfigured. Independently of the Master of Finance initiative, the School of Business has already planned to renovate the Albert D. Cohen Management library. The renovation is expected to ensure that adequate space be assigned to the Finance Training Lab to prepare for the

additional Bloomberg terminals when they are acquired. We were told that the work on it would commence shortly.

In addition to data that can be obtained through Bloomberg terminals, the program will require students to use financial databases from the Wharton Research Data Services (WRDS). The Schools of Business has already subscribed to WRDS. The program will share 25% of the subscription fee, which reflects the level of usage expected of its students. That share amounts to US\$27,000 per year.

With respect to new faculty, the program will use sessional instructors during the first two years, at a cost of approximately C\$47,000 per year. Then in the third year (when the program reaches its steady state), a new full-time faculty member will be recruited, at a cost of approximately C\$185,000 per year.

Regarding administrative resources, the program estimates that for the first two years, it will utilize approximately 25% of one administrative assistant to manage the admission process and other related activities. This usage translates to a cost of approximately C\$16,500 per year. Then, from the third year onwards (i.e., in a steady state), the program will need a new full-time administrative assistant at a cost of approximately C\$68,000 per year (in year-3 dollar).

We believe that the program's demand for resources is reasonable. The demand for physical facilities and space is not significant, and can be accommodated by the existing capacity of the Drake Center. The plan to acquire additional Bloomberg terminals is justified because students will need them to conduct research as part of their study, and also because they can be a valuable teaching tool for various finance courses in the program. Familiarity with the use of Bloomberg terminals is also a skill that many employers in the finance industry look for. We

note that these terminals will not be acquired until the program reaches its steady state, which is when the tuition-fee revenue can be used to pay for the cost of the terminals.

We also find the sharing of the WRDS database cost to be reasonable. Similarly, the plan to use sessional instructors and share one administrative assistant for the first two years is prudent. If the program becomes successful, it will generate sufficient revenue to hire a full-time faculty member and a full-time administrative assistant as planned.

6. Recommendations of the External Review Committee

Overall, it is our view that the proposed program is very strong and academically meritorious. The Dean, Dr. Benarroch, and the Associate Dean, Dr. Jacoby, are to be commended for this effort. We are particularly impressed with the support and commitment demonstrated by all the stakeholders of the program. We are confident that it will be a highly successful undertaking.

Our recommendations are as follows:

- 1) That the program be accepted and fully supported, with a launch date of Fall 2017
- 2) That the program administration seek official certification under the CFA University Recognition Program as soon as possible after its initial launch
- 3) That the physical resources required for the initial launch of the program in 2017 be incorporated into the current renovations plans for the Drake Centre of the Asper School of Business (e.g. Bloomberg terminals, required furnishings, secured access areas).
- 4) That the necessary administrative support (administrative assistant to serve as an admissions officer and student advisor) be available on a timely basis for the launching of the program

- 5) That the program curriculum be reviewed regularly to ensure that it is consistent with changes in industry standards, CFA requirements, and new academic developments
- 6) To ensure the funding of new bursaries to the program to allow accessibility for students with financial need, including scholarships when appropriate for indigenous students through the Asper Aboriginal Business Education Partners
- 7) That the outreach efforts be maintained to market the program to the local CFA community, the financial industry, and the general business community



UNIVERSITY
OF MANITOBA

Asper School of Business
Faculty of Management

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October 14, 2015

MEMORANDUM

To: Jay Doering, Vice-Provost (Graduate Education) & Dean, Faculty of Graduate Studies

From: Gady Jacoby, Associate Dean Research and Graduate Programs

Re: Response to the Reviewers' Report on the Proposed Master of Finance Program

I have now received the external reviewers' report on the proposed Master of Finance (MFin) program. We are very pleased with the strong support expressed in the report for the program and the proposed launch date of September 2017. Since the reviewers' recommendations are in line with the original full-program proposal previously submitted, no changes were made to the proposal.

The following planned actions address the recommendations made by the external reviewers:

1. The Asper School is working under the assumption of a September 2017 launch date. subject to the approval by the Faculty of Graduate Studies, the University Senate, and the provincial government. As such the school has developed a plan to insure the successful launch of the program in September 2017.
2. We have already contacted the Chartered Financial Analyst (CFA) Institute and are aware of the process leading to the official certification of the proposed program under the CFA University Recognition Program. The proposed MFin program will be eligible for recognition by the CFA Institute soon after its inception. We plan to apply for this CFA recognition as soon as possible after the initial launch of the program.
3. We have already incorporated the physical resources required for the Fall of 2017 proposed launch of the program into our renovations plans for the Drake Centre. This plan covers the reconfiguration and refurbishing of the Bloomberg lab to allow for additional terminals to be installed, in addition to providing secured access areas to the lab on days the Albert D. Cohen Management library is closed.
4. We have met with the School's graduate program staff and discussed changes to take place in order to insure that the administrative support for the program is in place for a September 2017



launch. We are prepared to provide the administrative support required to deliver the program according to the plan detailed in the proposal.

5. The Asper School is accredited by the Association to Advance Collegiate Schools of Business (AACSB) International. An ongoing curriculum assessment and review is required for all Asper programs (including the proposed program) in order to ensure AACSB accreditation. In addition, to maintain CFA recognition for the program, we will need to continually ensure that over 70 percent of the CFA Program Candidate Body of Knowledge and the CFA Institute Code of Ethics and Standards are mapped into the required courses. Since the CFA Program Candidate Body of Knowledge and CFA Institute Code of Ethics and Standards change from year-to-year, we plan to review the program curriculum regularly. Following approval, a Master in Finance Program Committee will be struck and one of its tasks will be to oversee an ongoing curriculum review in collaboration with the Finance Curriculum Committee of the Department of Accounting and Finance.
6. In line with the reviewer's recommendation, our proposal offers to provide bursaries (five percent of revenues from tuition fees) to increase the program accessibility to students with financial need. Furthermore, we plan to provide indigenous student support through Asper Aboriginal Business Education Partners (ABEP).
7. We plan to reach out to the local financial industry and the general business community on an ongoing basis in order to recruit students locally. Our plan is to work closely with the Winnipeg CFA Society and the Associates of the Asper School of Business in order to market the program locally.

We are very excited about the opportunity to start this new program. Please let me know if there is any further information I can provide so that we remain on track for the goal of launching the proposed program in September of 2017.

Sincerely,



Gady Jacoby



PRESIDENT'S REPORT: June 22, 2016

GENERAL

On May 20, 2016 the University of Manitoba paid tribute to the memory of Dr. Henry Bruce Chown through the unveiling of a commemorative bust at Innovation Plaza. Chown [MD/1922], is renowned for his research on Rh hemolytic disease of the newborn and the development of the Rh immune globulin, which saved the lives of hundreds of thousands of babies around the globe. Born in Winnipeg in 1893 and raised in the city, Chown went on to earn his BA from McGill in 1914 and then served in the Canadian Army from 1915 to 1919 during the First World War. He returned to Winnipeg afterwards and entered medical school at the University of Manitoba. After getting his degree, Chown trained in pediatrics between 1922 and 1926 at Columbia University, John Hopkins University and Cornell University. Chown returned to Winnipeg and joined the Children's Hospital as a pathologist and took on a number of teaching and administrative posts, which included professor and head of the department of pediatrics at the University of Manitoba. Chown is an inductee into the Canadian Medical Hall of Fame. He died in Victoria, B.C. in 1986.

The Winnipeg Rh Institute Foundation, Inc. is the sponsor of the commemorative bust of Chown at Innovation Plaza. The Winnipeg Rh Institute was established in 1944 with Dr. Chown as director until 1972. Innovation Plaza was established in 2013 to celebrate and honour University of Manitoba academic staff who have demonstrated sustained excellence and global impact and influence through a body of research, scholarly works or creative activities with a series of commemorative busts. The project was made possible through the vision and leadership of the Richardson Foundation.

The 2016/17 Operating Fund Budget was approved by the Board of Governors on May 24, 2016. Planning assumptions that guided operating budget development include a 2.5% provincial operating grant increase, a 1.2% increase for tuition and course related fees, enrolment levels remaining at 2015/16 levels, and best estimates for salary, benefit, and non-salary costs. Budget 2016/17 addresses strategic investments that support the implementation of *Taking Our Place: the University of Manitoba Strategic Plan 2015–2020*, and includes provisions for Service Teaching, Learning Space Renewal, and support for Indigenous initiatives. The 2016/17 budget is available on the Budget and Planning website: <http://umanitoba.ca/admin/budgetplanning/>.

A review of the University's approach to travel and expense management with a view to improving the booking and expense claiming procedures while continuing to comply with Tri-Agencies requirements is being sponsored by Dr. Janice Ristock, the incoming Provost and Vice-President (Academic). The review was announced in UM Today on May 17 (<http://news.umanitoba.ca/travel-and-expense-management-to-be-reviewed/>). Feedback on travel booking and expense claiming experiences is encouraged and can be sent to travel.review@umanitoba.ca.

2016 marked the first year that a Pride Week celebration occurred at the University of Manitoba. Led by Government and Community and Engagement, a working group planned a series of events that included:

- A flag-raising ceremony for the Pride flag;
- "Love and Let Love", an LGBTTTQ* exhibit at Dafoe Library;
- A panel discussion on LGBTTTQ* healthcare at Bannatyne campus;

- LGBTTQ* Awareness training sessions for staff/faculty on both campuses;
- A LGBTTQ* Student, Staff & Faculty Reception;
- A float in the Pride Parade, accompanied by the President, members of the President's Executive team, and staff/faculty; and
- A University of Manitoba booth at the Pride festival to promote faculty research in LGBTTQ* issues, to recruit students, and to connect with alumni.

Dr. Joanne Keselman, Provost and Vice-President (Academic) is concluding her lengthy and illustrious career in senior administration at the University of Manitoba as of June 30. A celebration of service honouring Dr. Keselman and her contributions will take place June 23, 2016 at 3:00 p.m. in Marshall McLuhan Hall in University Centre.

ACADEMIC MATTERS

- David Lobb, soil science, received the award of Fellow of the Canadian Society of Soil Science (CSSS) at the recent annual meeting for his distinguished record of accomplishment in soil science and service to the Society.
- Rob Duncan, plant science, and Kris Dick, biosystems engineering, were presented with the North American Colleges and Teachers of Agriculture (NACTA) Teaching Award of Merit. In addition, Collin Gyles, agribusiness and agricultural economics student, was selected to receive the Graduate Student Teaching Award of Merit. These awards are given annually to individuals who excel in teaching an agricultural discipline.
- Ellen Judd, anthropology, was honored as a Fellow of the Canadian Anthropology Society at its annual conference.
- Diana Brydon, english, film, and theatre, was awarded an honorary degree of doctor of philosophy by Linnaeus University, Sweden.
- Angela Fey and Sharon Dainard, native studies' students, were the inaugural Aboriginal Scholars-in-Residence at the Manitoba Museum for the winter term. This is an opportunity to have a deep and enriched engagement with the museum collections, curators and community experts.

RESEARCH MATTERS

- On April 29, 2016 the Networks Centre of Excellence announced \$1.2 million in renewed funding over three years to the Translating Emergency Knowledge for Kids (TREKK) research project. TREKK shares knowledge and experience among general emergency departments, children's hospitals and academic institutions to ensure that the latest knowledge about pediatric emergency care is put into common practice.

- On May 2, 2016 the Canadian Institutes for Health Research (CIHR) announced \$2 million in funding to an international team of scientists led by Dr. Vernon Dolinsky (Pharmacology and Children's Hospital Research Institute of Manitoba). Dolinsky's team will study populations of children and their mothers during pregnancy, to determine how diabetes during pregnancy influences the development of obesity in their children. The research will examine how specific exposures during pregnancy (such as diabetes) and in early life environment (such as being breastfed), influence epigenetics and the development of chronic conditions such as obesity, fatty liver disease, type 2 diabetes, kidney and cardiovascular diseases. The research is funded through CIHR and its partners, Genome BC and Crohn's and Colitis Canada, in the Environments, Genes and Chronic Disease program, as part of CIHR's signature initiative on Environments and Health.
- David T. Barnard, President and Vice-Chancellor, announced on May 2 that the University has joined the international Age-Friendly University Network. The initiative began in 2012 at Dublin City University (DCU) in Ireland with the development of 10 principles to guide higher education institutions in addressing the needs of older adults. The Network builds on the World Health Organization's Age-Friendly Communities Initiative launched in 2006 to encourage communities to shape physical and social environments to support people of all ages, especially older citizens. The University of Manitoba led a five-year Community University Research Alliance project, with funding provided by the Social Sciences and Humanities Research Council (SSHRC), which supported communities across Manitoba in becoming more age-friendly. The commitment to the International Age-Friendly University network is a natural extension of this leadership role.
- University of Manitoba Alumni Dr. Mark Torchia (Surgery and Director, Centre for the Advancement of Teaching and Learning), [PhD/01] and Richard Tyc (Vice-President, Technology and Advanced Technology, Monteris Medical), [MSc/94] are one of six teams awarded an inaugural Governor General's Innovation Award for their development of the NeuroBlate® System. NeuroBlate, which allows brain surgeons to destroy previously inoperable tumors deep inside the brain, also won the Ernest C. Manning Principal Award in October 2015. The NeuroBlate System, developed at the St-Boniface Hospital Albrechtsen Research Centre, is a unique technology that encapsulates the criteria for the Governor General Innovation Awards: exceptional technology that transforms a field and positively impacts the quality of life in Canada.
- On May 4, the University of Manitoba and its partners officially opened a new interactive lab at the Grace General Hospital focused on enhancing students' and clinicians' empathic communication skills with patients, families and caregivers. The \$500,000 College of Nursing and Max Rady College of Medicine CAreceiver Communication Research Environment (CAre) Lab was established thanks to \$200,000 in funding each from the Canada Foundation for Innovation (CFI) and Research Manitoba. Other supporters include the Grace Foundation, Winnipeg Foundation, Thomas Sill Foundation, College of Nursing and Rh Institute Foundation. Co-principal investigators Dr. Michelle Lobchuk (Nursing) and Dr. Alan Katz (Family Medicine/Community Health Sciences/Manitoba Centre for Health Policy) will use the CAre Lab to allow clinicians, residents, undergraduate and graduate students, to review footage of themselves interacting with patients and their families. This outside perspective will allow them to hone their interpersonal abilities and to pick up on subtle cues they might not have noticed during the conversation itself.

- Five international partnership agreements were signed this quarter. They are:

Country	Partner Institution	Agreement Type	Initiating Faculty
Iceland	Bifrost University	Memorandum of Understanding Renewal	Asper School of Business
Iceland	Bifrost University	Student Exchange Agreement Renewal	Asper School of Business
Japan	Kokugakuin University	Student Exchange Agreement Renewal	Arts
Turkey	Yasar University	Student Exchange Agreement Renewal	Arts
France Reunion Island	Centre Hospitalier Universitaire	Memorandum of Understanding	Medicine

The University of Manitoba hosted two visiting delegations this quarter. They were:

Country	Delegation	Dates	Hosting Faculty
Belgium	University of Leuven	April 11, 2016	Architecture, Engineering
Canada, Calgary	Shastri Indo-Canadian Institute Dr. Girish Shah, President	April 26, 2016	Arts

Outbound student exchange mobility goes live with pilot group. University of Manitoba students are now using the new mobility management software known as “MoveOn” for outbound student exchange experiences with programs managed by the Asper School of Business and the International Centre for Students. The mobility management software will assist the University in effective and consistent quality management practices for our students going abroad.

- Twelve researchers, leading 13 projects, were awarded funding from various external sponsors totaling \$348,500. Those projects awarded more than \$25,000 are:

PI	Sponsor	Title	Awarded
Belmonte, Mark (Biological Sciences)	NSERC	Crop protection against seedling rot using bacterial biocontrol systems	\$25,000
Bibeau, Eric (Mechanical and Manufacturing Engineering)	Mitacs Inc.	Validating dynamic system analysis mooring tools for a 25-kW surface mounted hydrokinetic turbine tested at the Canadian Hydrokinetic Turbine Testing Centre	\$30,000
Gole, Aniruddha (Electrical and	Mitacs Inc.	Power flow control in HVDC grid and its effect on the system	\$30,000

Computer Engineering)		stability of underlying AC network	
Gough, Kathleen (Chemistry)	NSERC	FTIR imaging for process verification and quality control in production of treated polymers	\$25,000
Holley, Richard (Food Science)	NSERC	Shelf-life and safety of salt-reduced roast beef	\$25,000
Jayaraman, Raghavan (Mechanical and Manufacturing Engineering)	NSERC	Development of polymer composites using recycled composite industrial waste	\$25,000
Ormiston, Scott (Mechanical and Manufacturing Engineering)	NSERC	Numerical prediction of the performance of snow melting systems used for supplemental energy transfer in spring and fall	\$25,000
Ormiston, Scott (Mechanical and Manufacturing Engineering)	NSERC	Two-phase CFD model for the coating process in the production of paint sample cards	\$25,000
Sri Ranjan, Ramanathan (Biosystems Engineering)	NSERC	Enhanced bioremediation of nutrient contaminated groundwater	\$25,000

ADMINISTRATIVE MATTERS

- Paul Dugal, Manager of Purchasing Services, is leading a group - Council of Presidents of the Universities in Manitoba (COPUM) sub-committee on Procurement Collaboration to find procurement improvement opportunities within the province. The group includes Universite de Saint-Boniface (USB), Canadian Mennonite University (CMU), University College of the North (UCN), University of Winnipeg (UW), Brandon University (BU) and with an invite for Red River College (RRC) to join.
- For research compliance justification, EPIC has been modified to prompt requisitioners for justification of purchases against research FOPs. Implementation of this new capability is being delayed until the travel practices review is completed.
- The Huron Consulting Group has been engaged and a Steering Committee comprising representation from academic and administrative units appointed for the Budget Model Redesign Project, which will help the University develop a strong and comprehensive approach to budget model redesign. The work will study the University's resource allocation practices and develop recommendations for a new resource management, allocation and planning process.

- The Office of Risk Management has engaged Meyers Norris Penny to review, validate and update the University's Emergency Response and Continuity of Operations Plan (COOP). The report is expected in September 2016.
- The Legal Office has identified an emerging trend wherein US companies are increasingly inserting US Export Control Regulation compliance terms into various types of agreements including technology, research and software contracts requiring the University comply with U.S. Export Control laws. Depending on the specific language of the clause in the contract and the type of goods involved, these terms can significantly restrict the University's use of the goods (which can include technology, data, software etc.) and in some cases can specifically prohibit the use and/or access to the goods by individuals who are citizens of US embargoed countries, which currently include Iran, Syria, North Korea, Cuba, Crimea of the Ukraine and Sudan. These clauses can be particularly problematic given human rights legislation in Canada. Contracts containing these types of terms require very careful review by the University and will often involve consultation between various departments.
- 2016/17 Student Parking requests received by Parking Services to May 19, 2016 include: 1,036 commuter (994 in 2015) and 68 residence reservations (44 in 2015). An increase of 6.3% over same time last year:
- After UMFA rejected the University's offer for an expedited negotiation of a one year contract, full-scale UMFA bargaining commenced. The two sides have now exchanged initial proposals, and bargaining will continue approximately three days each week.
- The Office of Sustainability received a \$40,000 Waste Reduction And Pollution Prevention (WRAPP) program grant from the Province of Manitoba to conduct a broad-scaled waste audit and organic waste processing feasibility study. Work will begin this summer with audit activities planned for this fall, in coordination with Physical Plant and with the involvement of the Faculty of Engineering. This project supports the Building Community priority of *Taking Our Place* and advances one of the 'big moves' in the Sustainability Strategy 2016-2018.
- Construction Phase requirements for the ARTlab successfully completed under the Power Smart New Buildings Program and qualifying for a financial incentive of \$32,750.
- In May 2016, the ARTlab was awarded the 2016 Governor General's Medal in Architecture, the highest recognition for architecture in Canada. It is believed the ARTlab is the first building on the University of Manitoba campus to receive this distinction. The Governor General's Medal is now the third recognition for ARTlab, with the building having received the Premier's Award for Design in 2015, and Prairie Design Award for Excellence in 2014.

EXTERNAL MATTERS

- For the period of April 1, 2016 to May 27, 2016, the University has raised \$3,810,344 towards the 2016/2017 fiscal year.

- To date, we have raised \$238,560,637 in philanthropic gifts and received a \$150 million commitment from the provincial government towards our \$500 million goal for the Front and Centre campaign.
- The Distinguished Alumni Awards Celebration of Excellence was held on May 5, at the Winnipeg Art Gallery. More than 300 people attended the event honouring six outstanding individuals who have made tangible and meaningful differences in our world and local community. These amazing alumni are inspiring examples of the quality of education and life experience gained at the University of Manitoba.
- On May 24, Jeff Lieberman [BA/80, BComm (Hons)/83] was announced as the new alumni representative to the Board of Governors. Jeff will begin his three year term on June 1, 2016.
- The Chartered Professional Accountants of Manitoba and the CPA Manitoba Foundation announced their \$1 million gift on May 30, 2016 to support Asper School of Business accounting students in three areas: classroom upgrades; Indigenous student scholarships; and student conferences.
- KGS Group - Consulting Engineers confirmed their gift of \$200,000 to support facilities expansion in the Faculty of Engineering.
- On June 9th, the University of Manitoba hosted an alumni reception in New York City to launch *Front and Centre: the Campaign for the University of Manitoba*. The event took place at the home of alumni Susan Brownstone-Brock and Thomas Brock. The event featured a performance by violinist Gregory Lewis, fourth-year student of the Desautels Faculty of Music. John Kearsley, Vice-President (External) and Danielle Dunbar, Director, Alumni and Donor Relations attended.
- On June 13th, the Alumni Association Board of Directors hosted its Annual General Meeting, to which all graduates were invited to attend.
- Planning is underway for Homecoming 2016 taking place September 19 - 25. Stay tuned for details on all of the exciting events taking place this year.
- The University of Manitoba has submitted 9 funding proposals to the federal government's Post-Secondary Institutions Strategic Investment Fund (SIF) requesting \$82 million in federal funding. The SIF is a new \$2 billion program, introduced in federal budget 2016, which will cover up to 50 per cent of eligible project costs, leveraging the remaining amount from non-federal partners. The program aims to accelerate construction, repair and maintenance at universities and colleges in order to generate economic activity.
- On April 27, 2016, University of Manitoba met with Robert-Falcon Ouellette, Member of Parliament, Winnipeg Centre, to discuss the SIF projects as well as the Bannatyne Campus Master Plan. In attendance were: Andrew Konowalchuk, Associate Vice-President (Administration); Tyler MacAfee, Director, Government and Community Engagement; Réjeanne Dupuis, Director, Campus Planning Office; and Jonathan Hildebrand, Planner. The SIF projects were also discussed on April 28, 2016 with Terry Duguid, Member of Parliament, Winnipeg South. In attendance were David Barnard, Andrew Konowalchuk, Tyler MacAfee, and Jay Doering, Associate Vice-President

(Partnerships). A similar discussion took place on May 25, 2016 with Dan Vandal, Member of Parliament, St. Boniface – St. Vital.

- The Office of Government and Community Engagement (GCE) in conjunction with Universities Canada hosted a roundtable discussion on Post-Secondary Institutions and the Innovation Landscape in Manitoba for members of the Liberal Innovation and Post-Secondary Education Caucus. Members of the caucus also participated in a tour of Dr. Geoff Hicks' Regenerative Medicine Lab and North Forge, a business incubator that merges the Eureka Project, Assent Works, Ramp Up and the Startup Winnipeg program.
- University of Manitoba hosted members of the Liberal Indigenous Caucus at the National Centre for Truth and Reconciliation (NCTR). President Barnard greeted caucus members while Ry Moran, Director, NCTR, provided a comprehensive overview of the Centre and its role.
- Dr. Barnard moderated Visionary Conversations in the Community, on the topic "What more can Manitoba's most powerful do to open the door to diversity?" The event featured 5 panelists, including representatives from the business and law communities, faculty, and indigenous leaders.



AGENDA ITEM: Requests to Extend Suspension of Admissions to Undergraduate (B.H.Ecol., B.Sc. in Textile Sciences, P.B.Dip., in Agrology) and Graduate (Ph.D. in Cancer Control, M.Sc. in Family Social Sciences, M.A. in Icelandic, M.Sc. in Textile Sciences) Programs

RECOMMENDED RESOLUTION:

For discussion / advice.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Board policy on *Admission Targets* (section 2.6) specifies that the President may suspend admissions to a program for defined time periods at intervals of no more than 24 months following consultation and discussion with the applicable Unit's dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

The President has received requests to extend suspension of admissions to four undergraduate and four graduate programs, as outlined below, until May 2017. The President has received requests from:

- Dr. Ateah, Vice Dean (Education), Rady Faculty of Health Sciences, to extend suspension of admissions to the Bachelor of Human Ecology degree. Admissions to the program have been suspended since May 2013, including one extension of the suspended status, in May 2015, to May 2016;
- Dr. Carlberg, Associate Dean (Academic), Faculty of Agricultural and Food Sciences, to extend suspension of admissions to the Bachelor of Science in Textile Sciences, including the Product Development and the Textile Development streams. Admissions to the programs have been suspended since May 2013, including one extension of the suspended status, in May 2015, to May 2016;
- Dr. Carlberg, Associate Dean (Academic), Faculty of Agricultural and Food Sciences, to extend suspension of admissions to the Post-baccalaureate Diploma in Agrology (Internationally Educated Agrologists Program). Admissions to the program have been suspended since September 2015;
- Dr. Mondor, Acting Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies, to extend suspension of admissions to the following graduate programs:
 - Ph.D. in Cancer Control – Admission to the program have been suspended since May 2014;
 - Master of Science in Textile Sciences – Admissions to the program have been suspended since September 2015;

- Master of Science in Family Social Sciences – Admissions to the program have been suspended since May 2015;
- Master of Arts in Icelandic – Admissions to the program have been suspended since September 2015.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

The decision to extend the suspension of admissions to the various program would not adversely affect students currently enrolled in the programs, who would be allowed to complete their programs.

ALTERNATIVES:

N/A

CONSULTATION:

The President will also consult with Senate on the various requests to extend suspension of admissions to the programs when the committee meets on June 22, 2016.



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 type="checkbox"/>	Senate Executive	June 8, 2016
<input type="checkbox"/>	<input type="checkbox"/>	Senate	June 22, 2016
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Correspondence from the President and Vice-Chancellor [dated May 11, 2016] RE: Extension – Suspensions of Programs
- Correspondence from the Vice-Provost (Integrated Planning and Academic Programs) [dated May 2, 2016] RE: Recommendation on Suspension of Admissions, Undergraduate Programs
 - Correspondence from Vice Dean (Education), Faculty of Health Sciences [dated April 26, 2016] RE: Extension of Suspension of Admissions to the General Human Ecology Program
 - Correspondence from the Associate Dean, Faculty of Agricultural and Food Sciences [dated April 25, 2016] RE: Continued Suspension of Intake into Bachelor of Science (Textile Sciences) Programs
 - Correspondence from the Associate Dean, Faculty of Agricultural and Food Sciences [dated April 25, 2016] RE: Continued Suspension of Intake into Internationally Educated Agrologists Post-Baccalaureate Program (IEAP)
- Correspondence from the Vice-Provost (Integrated Planning and Academic Programs) [dated May 2, 2016] RE: Recommendation on Suspension of Admissions, Graduate Programs
 - Correspondence from Acting Vice-Provost (Graduate Education) and Dean of Graduate Studies [dated April 26, 2016] RE: Requests to Extend Status of Suspended Programs



UNIVERSITY
OF MANITOBA

Office of the President

202 Administration Building
Winnipeg, MB
Canada R3T 2N2
Telephone: 204-474-9345
Fax: 204-261-1318

DATE: May 11, 2016
TO: Jeff Leclerc
University Secretary
FROM: David T. Barnard, Ph.D.
President and Vice-Chancellor

RE: Extension - Suspensions of Programs

I have received the attached request recommending that the current suspension of admission for the following programs be extended to May 2017:

Undergraduate Programs:

- General Human Ecology (B.H.Ecol.)
- Textile Sciences, B.Sc. (T.S.) Product Development
- B.Sc. (T.S.) – Textile Development
- Internationally Educated Agrologists Post-Baccalaureate Diploma Program (IEAP)

Graduate Programs:

- Ph.D. Cancer Control
- M.Sc., Family Social Sciences
- M.A., Icelandic
- M.Sc., Textile Sciences

Under the Admission Targets Policy, it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to making a decision on this request, I would like an opportunity to present this matter to Senate for consultation.

Please place this item on the next agenda for the Senate Executive Committee and Senate.

cc: Dr. Joanne Keselman, Provost and Vice-President (Academic)
Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Dr. Brian Postl, Dean, College of Medicine & Dean, Faculty of Health Sciences Vice-Provost (Health Sciences)
Dr. Todd A. Mondor, Acting Vice-Provost (Graduate Education) & Dean, Faculty of Graduate Studies
Dr. Beverly O'Connell, Dean, College of Nursing, Faculty of Health Sciences
Dr. Jeffery Taylor, Dean, Faculty of Arts
Dr. Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences
Mr. Neil Marnoch, Registrar
Ms Cassandra Davidson, Undergraduate Program Analyst



UNIVERSITY
OF MANITOBA

Office of the Provost & Vice-President (Academic)

208 Administration Building
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Canada R3T 2N2
Telephone 204-480-1408
Fax 204-275-1160

Date: May 2, 2016
To: Dr. David Barnard, President and Vice-Chancellor
From: Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)
Subject: **Recommendation on Suspension of Admissions, Undergraduate Programs**

Admissions to the following undergraduate-level programs are currently suspended:

- **General Human Ecology (B.H.Ecol.)** (Senate notified of original decision, January 8, 2014 and extension of status, May 13, 2015; effective until May 2016)
- **Textile Sciences, [B.Sc. (T.S.) – Product Development and B.Sc. (T.S.) – Textile Development]** (Senate notified of original decision, January 8, 2014 and extension of status, May 13, 2015; effective until May 2016)
- **Internationally Education Agrolologists Post-Baccalaureate Diploma Program (IEAP)** (Senate notified February 3, 2016; effective until Fall 2016)

Following consultations with the Deans of the Faculty of Health Sciences and the Faculty of Agricultural and Food Sciences (see attached) I would recommend that the current suspension of admissions to these programs be extended to May 2017, with a subsequent review of these decisions no later than February 2017.

Current students will continue to register in the above programs for the 2016-2017 academic year; however, note that the units have indicated that they may be moving forward with requests to close these programs in the next year. Once this has been determined, consideration of the requests for closure would begin moving through the appropriate institutional and provincial approval processes.

As per the Admissions Target Policy, the President may suspend admissions to a program following consultation with the Dean/Director, with Senate and with the Board of Governors. As such, I would request that you give this request favorable consideration.

cc. Joanne Keselman, Provost and Vice-President (Academic)
Jeff Leclerc, University Secretary
Brian Postl, Dean, Faculty of Health Sciences and Vice-Provost (Health Sciences)
Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences
Christine Ateah, Vice-Dean, Education, Faculty of Health Sciences
Jared Carlberg, Associate Dean (Academic), Faculty of Agricultural and Food Sciences



UNIVERSITY
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Health Sciences

Office of the Vice-Dean Education
S100A- 750 McDermot Avenue
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Phone: (204) 789-1378
Fax: (204) 272-3929

Dr. David Collins
Vice-Provost (Integrated Planning and Academic Programs)
208 Administration Building
University of Manitoba

April 26, 2016

Dear Dr. Collins,

Re: Extension of Suspension of Admissions to the General Human Ecology Program

This letter provides the summary of rationale behind the request for an extension of suspension of admissions to the General Human Ecology degree program for another year.

In January 2012 President David Barnard launched an Academic Structure Initiative (ASI). Deans of faculties that deliver programs that have low enrolments were asked to review these programs. One of the low enrolment programs in the Faculty of Human Ecology was the Human Ecology General program. The program had an enrolment of less than a total of 25 or fewer in each of the 15 years previous to this review with no indication that enrolment will increase.

In 2014 the request of Dr. Gustaaf Sevenhusen, Dean, Faculty of Human Ecology to the President of the University to suspend admission to the B.H. Ecol. (General Human Ecology) program was approved until May 2015. Subsequently, on May 13, 2015, the request of Dr. Harvy Frankel, Acting Dean, Faculty of Human Ecology to extend the suspension of admission to the B.H. Ecol. (General Human Ecology) program was approved until May 2016.

In July 2015 the Department of Family Social Sciences (FSS), Faculty of Human Ecology merged with the Department of Community Health Sciences (CHS), College of Medicine, Faculty of Health Sciences as part of the Academic Structuring Initiative and the General Human Ecology program was included in that merger.

umanitoba.ca

At this time a request is made for an extension of suspension of admissions to the General Human Ecology degree program for one more year with the intent to begin the process in Fall, 2016 to close the program.

Sincerely,



**Dr. Christine Ateah RN, PhD
Vice Dean, Education
Faculty of Health Sciences**

**Cc: Dr. Brian Postl, Dean and Vice Provost, Faculty of Health Sciences
Dr. Stephen Moses, Department Head, Community Health Sciences**



UNIVERSITY
OF MANITOBA

Faculty of Agricultural and Food
Sciences

Office of the Dean
256 Agriculture Building
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Canada R3T 2N2
Phone (204) 474-6026
Fax (204) 474-7525

MEMORANDUM

DATE: April 25th, 2016

TO: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

FROM: Dr. Jared Carlberg, Associate Dean (Academic) *J. Carlberg*

SUBJECT: Continued Suspension of Intake into Bachelor of Science (Textile Sciences) Programs

In his November 13th, 2013 memo, President David Barnard asked you to proceed with suspension of admissions to three Human Ecology programs, including the two streams (Product Development and Textile Development) within the Bachelor of Science (Textile Sciences) degree. At its January 8th, 2014 meeting, Senate suspended the three programs for the May 2013 to May 2015 period, and in your March 31st, 2015 memo to President Barnard, you recommended that the suspended status of these programs be extended to May 2016.

I am writing to request continued suspension of admissions into the Bachelor of Science (Textile Sciences) programs. Three students remain enrolled in the programs, all of whom should graduate by this October. It is our Faculty's intention to request the Bachelor of Science (Textile Sciences) programs be closed in 2017.

Please do not hesitate to contact me if you require any further information on this matter.



UNIVERSITY
OF MANITOBA

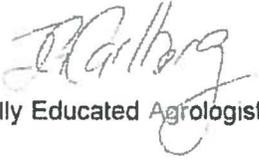
Faculty of Agricultural and Food
Sciences

Office of the Dean
256 Agriculture Building
Winnipeg, Manitoba
Canada R3T 2N2
Phone (204) 474-6026
Fax (204) 474-7525

MEMORANDUM

DATE: April 25th, 2016

TO: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

FROM: Dr. Jared Carlberg, Associate Dean (Academic) 

SUBJECT: Continued Suspension of Intake into Internationally Educated Agriologists Post-Baccalaureate Program (IEAP)

The Faculty of Agricultural and Food Sciences recommends continued suspension of the Internationally Educated Agriologists Post-Baccalaureate Diploma Program (IEAP) for the 2016-2017 academic year. Intake for the IEAP was previously suspended for the 2015-2016 year due to low enrolment and the high cost of delivering the program. The conditions that led to our Faculty's previous request to suspend IEAP admissions (which can be reviewed in Dean Karin Wittenberg's memo to you dated May 20th, 2015) have not changed appreciably. We remain hopeful that one or more private industry sponsors may indicate a desire to provide support to the program or that the Provincial government may again allocated targeted funding to the IEAP. Should neither of those things happen in the near future, it is likely that we will apply to have the program closed in 2017.

Please do not hesitate to contact me if you require any further information on this matter.



UNIVERSITY
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Office of the Provost & Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone 204-480-1408
Fax 204-275-1160

Date: May 2, 2016
To: Dr. David Barnard, President and Vice-Chancellor
From: Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)
Subject: **Recommendation on Suspension of Programs, Graduate Programs**

Admissions to the following graduate-level programs are currently suspended:

- **Ph.D., Cancer Control** (Senate notified April 2, 2014; effective until May 2016)
- **M.Sc., Family Social Sciences** (Senate notified February 4, 2015; effective until May 2016)
- **M.A., Icelandic** (Senate notified February 3, 2016; effective until May 2016)
- **M.Sc., Textile Sciences** (Senate notified February 3, 2016; effective until May 2016)

Following consultations with the Deans of the respective Faculties/Colleges, Dr. Todd Mondor, Acting Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies is recommending that the current suspension of admissions to these programs be extended (see attached). I concur with this assessment and further recommend that the suspended status of these programs be extended to May 2017, with a subsequent review of these decisions no later than February 2017.

Current students will continue to register in these programs for the 2016-2017 academic year.

As per the Admissions Target Policy, the President may suspend admissions to a program following consultation with the Dean/Director, with Senate and with the Board of Governors. As such, I would request that you give this request favorable consideration.

cc. Joanne Keselman, Provost and Vice-President (Academic)
Jeff Leclerc, University Secretary
Todd Mondor, Acting Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies
Bev O'Connell, Dean, College of Nursing
Brian Postl, Dean and Vice-Provost (Health Sciences), Faculty of Health Sciences
Jeff Taylor, Dean, Faculty of Arts
Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences



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MEMORANDUM

Date: April 26, 2016

To: Cassandra Davidson, Undergraduate Program Analyst
Office of the Provost & Vice-President (Academic)
109 Admin Bldg.

From: Todd A. Mondor, Acting Vice Provost (Graduate Education)
and Dean of Graduate Studies *TAM*

Re: Requests to Extend Status of Suspended Programs

Master's Program in Textile Sciences

In 2015, the Master's program in Textile Sciences was amalgamated with the graduate programs in Biosystems Engineering, with the agreement that all future admissions would be to Biosystems Engineering programs. As a result, admissions to the Master's program in Textile Sciences were suspended in 2015. Dr. Karin Wittenberg, Dean of the Faculty of Agricultural and Food Sciences, has advised that this suspension should continue and I concur. I am, therefore, writing to you to request that the suspension of admissions to the Master's program in Textile Sciences be continued.

Master's Program in Icelandic Language and Literature

In 2015, admissions to the Master's program in Icelandic Language and Literature were suspended because only a single academic staff member was affiliated with the department. Dr. Jeff Taylor, Dean of the Faculty of Arts, has recommended that this suspension should continue and I concur. I am, therefore, writing to you to request that the suspension of admissions to the Master's program in Icelandic Language and Literature be continued.

Master's Program in Family Social Sciences

In 2015, admissions to the Master's program in Family Social Sciences were suspended owing to the amalgamation of the graduate programs in the Departments of Family Social Sciences and Community Health Sciences, and the redundancy that was created as a result. Dr. Verena Menec, the Graduate Chair in Community Health Sciences, has recommended that this suspension should continue and I concur. I am, therefore, writing to you to request that the suspension of admissions to the Master's Program in Family Social Sciences be continued.

PhD Program in Cancer Control

Admissions to the PhD program in Cancer Control were suspended in 2015 because the program had been replaced by the PhD program in Nursing. Dr. Jo Ann Sawatzky, Associate Dean in the Faculty of Nursing, has recommended that this suspension should continue and I concur. I am, therefore, writing to you to request that the suspension of admissions to the PhD Program in Cancer Control be continued.