

**Senate**  
Fort Garry Campus:  
**Senate Chamber**  
**Room E3-262 Engineering Building**

Bannatyne Campus:  
**Room A106 Chown Building**

**Wednesday, February 7, 2024**  
**1:30 p.m.**

## **A G E N D A**

**I      CANDIDATES FOR DEGREES,  
DIPLOMAS AND CERTIFICATES – FEBRUARY 2024** Page 4

This report will be available at the Senate meeting. The report will also be available for Senators to review through a request to the Office of the University Secretary.

**II      MATTERS TO BE CONSIDERED IN CLOSED SESSION - none**

**III     ELECTION OF SENATE REPRESENTATIVE**

**1)      To the Senate Executive Committee** Page 5

- From members among the Vice-Presidents, Deans of Faculties, and Directors of Schools

**IV      MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE**

**1.      Revised 2023-2024 Academic Schedule for the Max Rady  
College of Medicine** Page 8

**V      MATTERS FORWARDED FOR INFORMATION**

**1.      Annual Report of the University Discipline Committee** Page 9

**2.      Report of the Senate Committee on Awards  
[December 19, 2023]** Page 136

**3.      Correspondence from President and Vice-Chancellor  
RE: Request to Extend Suspensions of Admissions to  
Bachelor of Science (Major) and Bachelor of Science (Honours)  
in Biotechnology, Faculty of Science – President’s Approval** Page 146

**4.      Correspondence from Provost and Vice-President (Academic)  
RE: Implementation of Micro-Certificate in Essentials in  
Advanced Patient Care for Pharmacists** Page 147

**VI      REPORT OF THE PRESIDENT**

**1.      Report of the President**

**2.      President's Response to Liberal Members' of Parliament Open Letter to University Presidents**      Page 148

**VII     QUESTION PERIOD**

Senators are reminded that questions related to matters not on the agenda shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the Monday preceding the meeting.

Senators are reminded that questions pertaining to items on the agenda can be asked during the Senate meeting and do not require submission in advance.

**VIII    CONSIDERATION OF THE MINUTES OF THE MEETING OF JANUARY 10, 2024**

**IX      BUSINESS ARISING FROM THE MINUTES - none**

**X       REPORTS OF THE SENATE EXECUTIVE COMMITTEE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE**

**1.      Report of the Senate Executive Committee**      Page 150

Comments of the Senate Executive Committee will accompany the report on which they are made.

**2.      Report of the Senate Planning and Priorities Committee**

The Chair will make an oral report of the Committee's activities.

**XI      REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS**

**1.      Report of the Joint Senate Committee on Master's Programs RE: Revised Terms of Reference**      Page 151

**XII     ADDITIONAL BUSINESS**

**1.      MOMENTUM: Leading Change Together, University of Manitoba Strategic Plan, 2024-2029**      Page 156

**2.      Proposed Deans of Faculties, Directors of Schools of the University, and College Deans Policy and Related Procedure re: Appointment and Review**      Page 175

**3. Report of the Senate Committee and Process Review  
Working Group re: Terms of Reference for the Senate  
Executive Committee**

Page 227

**XIII ADJOURNMENT**

*Please send regrets to [shannon.coyston@umanitoba.ca](mailto:shannon.coyston@umanitoba.ca).*

## **CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES**

### **1. Degrees Notwithstanding a Deficiency**

A list of students to be considered for degrees notwithstanding a deficiency will be distributed at the meeting.

**Deans and Directors** should note that they may be asked to explain the circumstances leading to the recommendations from their respective Faculties or Schools.

At the conclusion of discussion of the report, the Speaker of the Senate Executive Committee will make the appropriate motion(s).

### **2. Report of the Senate Committee on Appeals**

An oral report will be presented to Senate by the Chair of the Committee only if the Committee has heard an appeal which will result in the recommendation of the award of a degree notwithstanding a deficiency.

### **3. List of Graduands**

A list of graduands will be provided to the University Secretary on the day of the meeting. The list will not be distributed to members of Senate but will be open for inspection by individual members of Senate.

The list to be provided to the University Secretary will be a compilation of the lists of the graduands of each Faculty and School.

The Speaker for the Senate Executive Committee will make the appropriate motion approving the list of graduands, subject to the right of Deans and Directors to initiate late changes with the University Registrar up to February 9, 2024.

**Election of Senate Representatives to the Senate Executive Committee**

1. Subsection 34(1) of *The University of Manitoba Act* provides that:

The senate has general charge of all matters of an academic character; and, without restricting the generality of the foregoing, the senate shall ...

- (y) elect an executive committee, which shall include
  - (i) the president, who shall be chairman of the committee;
  - (ii) the member of the senate designated by the president to be vice-chairman of the committee;
  - (iii) three members of senate from among the vice-presidents of the university, the deans of faculties and directors of schools;
  - (iv) a member of the board who has been appointed to be a member of the senate;
  - (v) a member elected by the students to be a member of senate;
  - (vi) eight other members of the senate from those elected under section 27 [i.e., elected by faculty/school councils];

2. One Senator is to be elected as follows:

- (a) One Senator from among the Vice-Presidents, Deans of Faculties and Directors of Schools for the balance of a three-year term ending May 31, 2025 to replace Vice-President Catherine Cook, whose term as Vice-President concluded January 31, 2024:

- (i) Eligible for election are:

Vice-Presidents: N. Andrew, M. Pinto, V. Koldingnes

Deans/Directors: M. Scanlon, M. Locher, R. Hoppa, S. Pflugmacher  
Lima, J. Stewart, B. Silvestre, D. Brown, R.  
Jochelson, M. Friesen, P. Nickerson, B. Mark, M.  
Yellow Bird,

- (ii) Presently serving:

|                               |                             |      |
|-------------------------------|-----------------------------|------|
| Dean Edward Jurkowski         | Music                       | 2024 |
| Vice-President Catherine Cook | Vice-President (Indigenous) | 2025 |
| Dean Kelley Main              | Graduate Studies            | 2026 |

3. Procedures:

- (a) The University Secretary shall issue a call for nominations for any vacancies to all eligible members of Senate. The call for nominations should be made such that a nomination period of two weeks or greater occurs prior to the publication of the Senate agenda. The call for nominations shall state the University's commitment to diversity in all forms.
- (b) Any eligible member of Senate may make a nomination or self-nominate. Nominees shall submit a 150-word (maximum) introduction, outlining their background and what they would want to contribute if elected.
- (c) Information on the nominees, and the introductions provided shall be published in the Senate Agenda.
- (d) At the Senate meeting at which the election is held, one final call for nominations shall be put forward by the Chair. Following this call for nominations, a motion to close nominations shall be entertained.
- (e) Before the vote is taken, each nominee, if present, shall stand to be identified and the nominee's University association (i.e., faculty, school, department etc.) shall be announced.
- (f) Only before the close of nominations or after the first ballot shall any person have the right to withdraw.
- (g) All voting shall be by secret ballot. To cast a vote for a particular candidate, Senators shall print clearly the name of such candidate on the ballot provided. Following the announcement of the results, the ballots shall be destroyed by the Returning Officer.
- (h) The candidates receiving the largest number of votes shall be elected.
- (i) In the event of a tie, the question shall be resolved by another ballot involving those candidates who have tied.



UM

Office of the University Secretary

### **CANDIDATES FOR ELECTION TO SENATE EXECUTIVE COMMITTEE**

**Available Positions:** One (1) member of Senate from among Vice-Presidents/Deans/Directors for the balance of a three-year term effective upon approval to May 31, 2025.

**Jan Stewart**, Dean, *Faculty of Education*

Dr. Jan Stewart is Dean of Education and Professor in the Department of Educational Administration, Foundations, and Psychology at the University of Manitoba. She holds a Ph.D. in Educational Administration from the University of Manitoba. Jan has held numerous senior administrative and academic leadership positions including, Interim Provost, Vice-President Academic (2020-2023), Deputy Provost and Associate Vice-President, Academic (2018-2020), Acting Dean of Education, and Acting Dean of Kinesiology at The University of Winnipeg. She was Chair of Academic Planning, Senate Academic Misconduct Appeals Committee, Senate Budget Committee, and the Covid Response Committee. Jan hopes her experience and collaborative approach will contribute to the governance structure at the University of Manitoba and assist with the work of senate in a meaningful and engaged manner. She is particularly interested in matters relating to Indigenous Education, Equity, Diversity, and Inclusion, and Student Support Services.



**University  
of Manitoba**

Office of the Registrar and  
Enrolment Services

400 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
T: 204-474-8820  
F: 204-474-7554

TO: Jeff Leclerc, University Secretary

FROM: Jeff Adams, University Registrar and Executive Director, Enrolment Services

DATE: January 4, 2024

**SUBJECT: Revisions to the 2023-24 Academic Schedule**

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The Max Rady College Medicine has requested some modifications to section 1.9 (Dates Applicable to Medicine) of the 2023-24 Academic Schedule.

- Section 1.9.2 Start and End Dates
  - The rural week dates will be from May 27 to June 7, 2024. The current published end date is May 31, 2024. This change is necessary to accommodate the additional students associated with the UGME expansion.
  - The year 3 and year 4 term start, and end dates have been provided. These dates were not previously available the CaRMS timelines had not yet been published.
    - Year 3
      - Fall Term - September 4-December 22, 2023
      - Winter Term - January 8-May 10, 2024
      - Summer Term - May 13-August 30, 2024
    - Year 4
      - Fall Term - September 4-December 22, 2023
      - Winter Term - January 8-May 16, 2024
- Section 1.9.3 Term Breaks
  - Year 3 & 4 - Fall & Winter Term Break - N/A
  - Year 3 - Summer Break July 29 - August 13, 2024

CC:

Laurie Schnarr, Vice-Provost (Students)

Shannon Coyston, Associate University Secretary (Senate)

Comments of the Senate Executive Committee:  
The Senate Executive Committee Endorses the  
Report to Senate.





**University  
of Manitoba**

**Office of the President**

202 Administration Building  
Winnipeg, MB  
Canada R3T 2N2  
T: 204 474 9345  
F: 204 261 1318

December 5, 2023

**To:** Mr. Jeff Leclerc  
University Secretary

**From:** Dr. Michael Benarroch  
President and Vice-Chancellor *M Benarroch*

**SUBJECT:** Annual Report of the University Discipline Committee

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Attached is a copy of the Report of the University Discipline Committee for the period September 1, 2022 to August 31, 2023 which was submitted by Dr. Robert Biscontri, Vice-Chair, University Discipline Committee.

I would appreciate your providing a copy of this report to members of the Board of Governors and Senate for information. You will note that Dr. Biscontri, has offered to attend Senate to answer any questions. I would ask you to extend an invitation to Dr. Biscontri, to attend the meeting at which the Report will be considered.

/hc



Office of the University Secretary  
312 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Phone: 204-474-9593  
Fax: 204-474-7511

December 1, 2023

Dr. Michael Benarroch  
President and Vice-Chancellor  
University of Manitoba  
Room 202, Administration Building

Dear Dr. Benarroch:

In accordance with the Student Discipline By-Law, I hereby submit the Annual Report of the University Discipline Committee (UDC) for September 1, 2022 to August 31, 2023. It summarizes the offenses and dispositions reported to the UDC by all disciplinary authorities at the University of Manitoba.

Disciplinary incidents are detailed in the attached tables for the two major categories of "Academic Misconduct" and "Non-Academic Misconduct", and for those still pending. Similar disciplinary matters are grouped for easier review. The trends in disciplinary incidents from 2018 to 2023 are shown in the attached figures.

Notable observations related to student discipline at the University in 2022-2023 are as follows:

- 1) There were 942 incidents of misconduct reported to the UDC compared to 1257 cases in 2021-2022. The rate of offenses was 3.2 per 100 students compared to 4.0 per 100 students in the previous year.
- 2) There were 852 incidents of Academic Misconduct involving 735 students, most often related to Inappropriate Collaboration (34%, 290/852) and Plagiarism (33%, 282/852).
- 3) There was an increase in the category "Other", primarily regarding the use of unauthorized content generation. This is a matter that warrants further observation.
- 4) There were 90 incidents of Non-Academic Misconduct involving 76 students including 62 cases of Abuse of University Policies, Procedures, or Regulations, 14 cases of Threats of Harm or Actual Harm, 13 cases of Inappropriate or Disruptive Behaviour, and one case of Property Related Misconduct. There were 130 incidents of Non-Academic Misconduct reported in 2021-2022.
- 5) At the time of this report, there were 54 incidents still pending, where outcomes were not yet determined.
- 6) The UDC heard seven appeals during the reporting period.

Disciplinary Authorities provided the following information on significant changes or issues of wider University interest.

- Student Residences noted a decrease in the Breach of Student Residence rules. The Disciplinary Authority attributed the decrease to the removal of rules related to Covid-19 capacity limits and masks. They also observed an ongoing issue in smoking violations, including the use of e-cigarettes and vaping devices.
- A Disciplinary Authority reported an increase in Plagiarism. The Disciplinary Authority noted that the majority of cases of academic misconduct in their unit occur in distance online courses, perhaps due to the indirect nature of these courses.
- One Disciplinary Authority reported five incidents of a failure to comply with previous disciplinary actions. The cases involved students who registered for courses in their Faculty while on disciplinary suspension from taking such courses. The Banner system cannot be used to prevent students from registering for courses in specific units. Therefore, the Unit must review course registrations to identify the students, notify them that they cannot be registered, and remove them from the course before the revision period ends. If the student re-registers, it is considered Non-Academic Misconduct.
- A Disciplinary Authority noted a significant decrease in incidents of Academic Misconduct, primarily in the category of Cheating on Tests, Quizzes or Final Examinations. The Disciplinary Authority suggested that this could be due to the change to in-person teaching and assessing.
- A Disciplinary Authority noted a decrease in incidents of Academic Misconduct, primarily in the categories of Plagiarism and Cheating on Tests, Quizzes or Final Examinations. The Disciplinary Authority indicated that the number of cases in the last couple of years were due to the pandemic effect on misconduct. The numbers in the current year have not gone down as far as the pre-pandemic level but are close to it.
- A Disciplinary Authority noted a decrease in incidents of Academic Misconduct, primarily in the number of Plagiarism cases and Inappropriate Collaboration. The Disciplinary Authority indicated that the decrease was due to the return to in person classes. Most of the cases in the previous reporting year occurred when classes were held remotely. At that time students were working from home and collaborating on work that would normally be monitored by the Instructor for in class tests and quizzes.
- A Disciplinary Authority noted a decrease in incidents of Academic Misconduct, primarily attributed to a specific course that was taught virtually in the 2021-2022 academic year and was taught in-person in the current reporting period.
- A Disciplinary Authority noted a decrease in incidents of Academic Misconduct, primarily in the number of cases of Plagiarism and Inappropriate Collaboration. The Disciplinary Authority indicated that they have implemented several preventative initiatives for students such as classroom visits to talk about the importance of academic integrity as well as a mandatory session on academic integrity. They also have encouraged their instructors to utilize a [discovery interview process](#) to gain insight into how students have completed their assignments and the resources used.
- A Disciplinary Authority noted an increase in the number of cases of Academic Fraud,

specifically regarding omissions of post-secondary attendance at other institutions. The Disciplinary Authority suggested that this could be due to increased use of unreliable third-party representatives. Unreliable third-party representatives sometimes provide inaccurate information to applicants and/or provide inaccurate information in applications for admission.

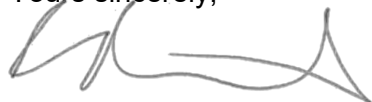
#### **Incidents of Student Discipline Reported to the UDC**

| <b>Year</b>      | <b># of Incidents Reported</b> | <b># of Students at the University of Manitoba</b> | <b>Rate per 100 Students</b> |
|------------------|--------------------------------|--|------------------------------|
| <b>2018-2019</b> | 891                            | 29,620   | 3.0                          |
| <b>2019-2020</b> | 1,303                          | 30,290   | 4.3                          |
| <b>2020-2021</b> | 1,219                          | 31,020   | 3.9                          |
| <b>2021-2022</b> | 1,257                          | 31,067   | 4.0                          |
| <b>2022-2033</b> | 942                            | 29,844   | 3.2                          |
| <b>Average</b>   | 1,124                          | 30,368   | 3.7                          |

Please share this information, as you see fit, with those at the University of Manitoba who have an interest in Student Disciplinary matters. If you choose to continue the practice of circulating the Annual Report of the UDC to Senate and the Board of Governors, I can be available to answer questions, if called upon to do so.

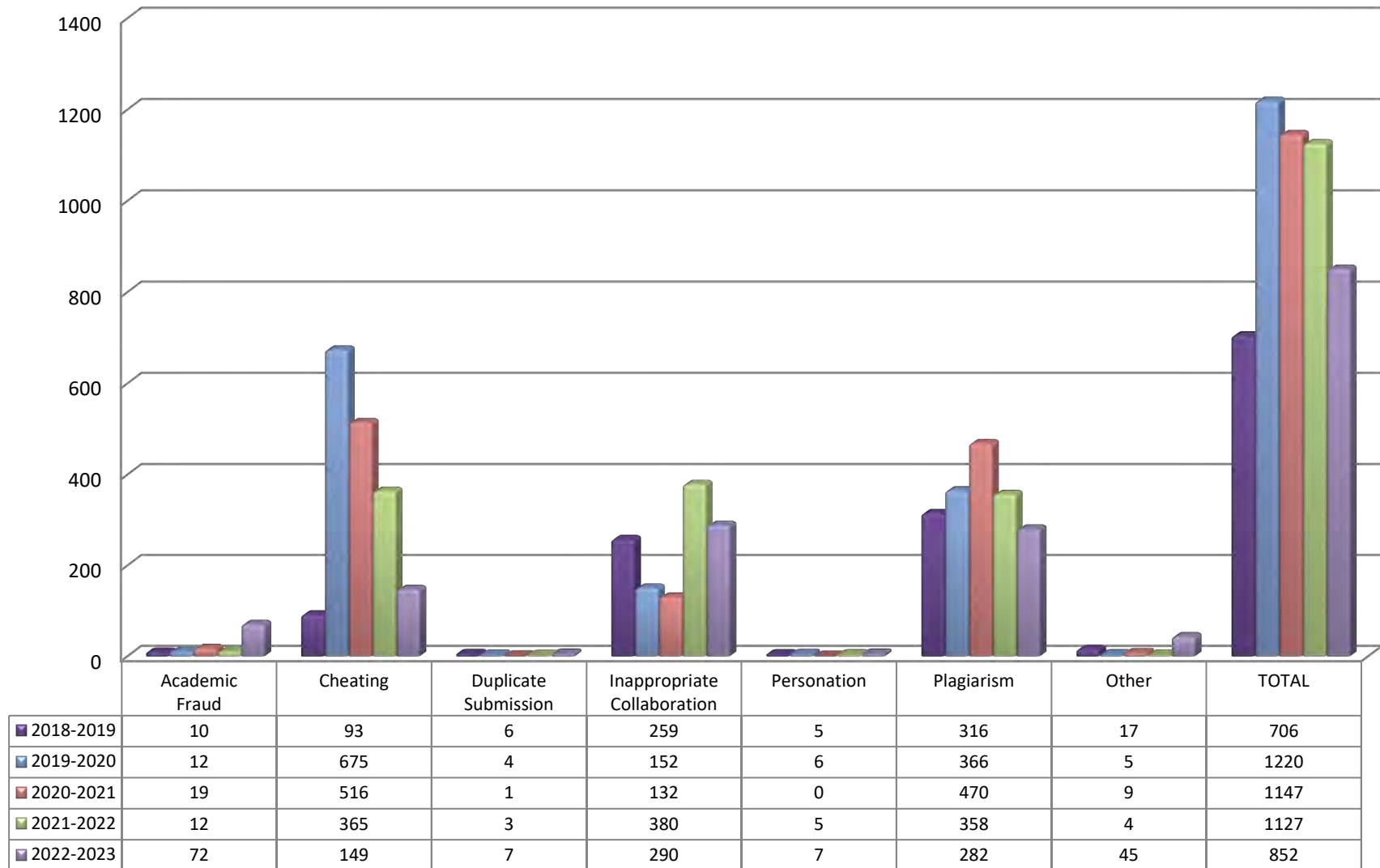
Ultimately, I want to express gratitude to all those engaged in the challenging task of addressing student misconduct and maintaining discipline, a crucial aspect for upholding academic integrity at the University of Manitoba. Reporting and investigating cases are essential to safeguard the university's integrity, and I urge everyone to contribute to this effort. Without reporting incidents, we cannot sustain the preservation of what is important to us all.

Yours sincerely,

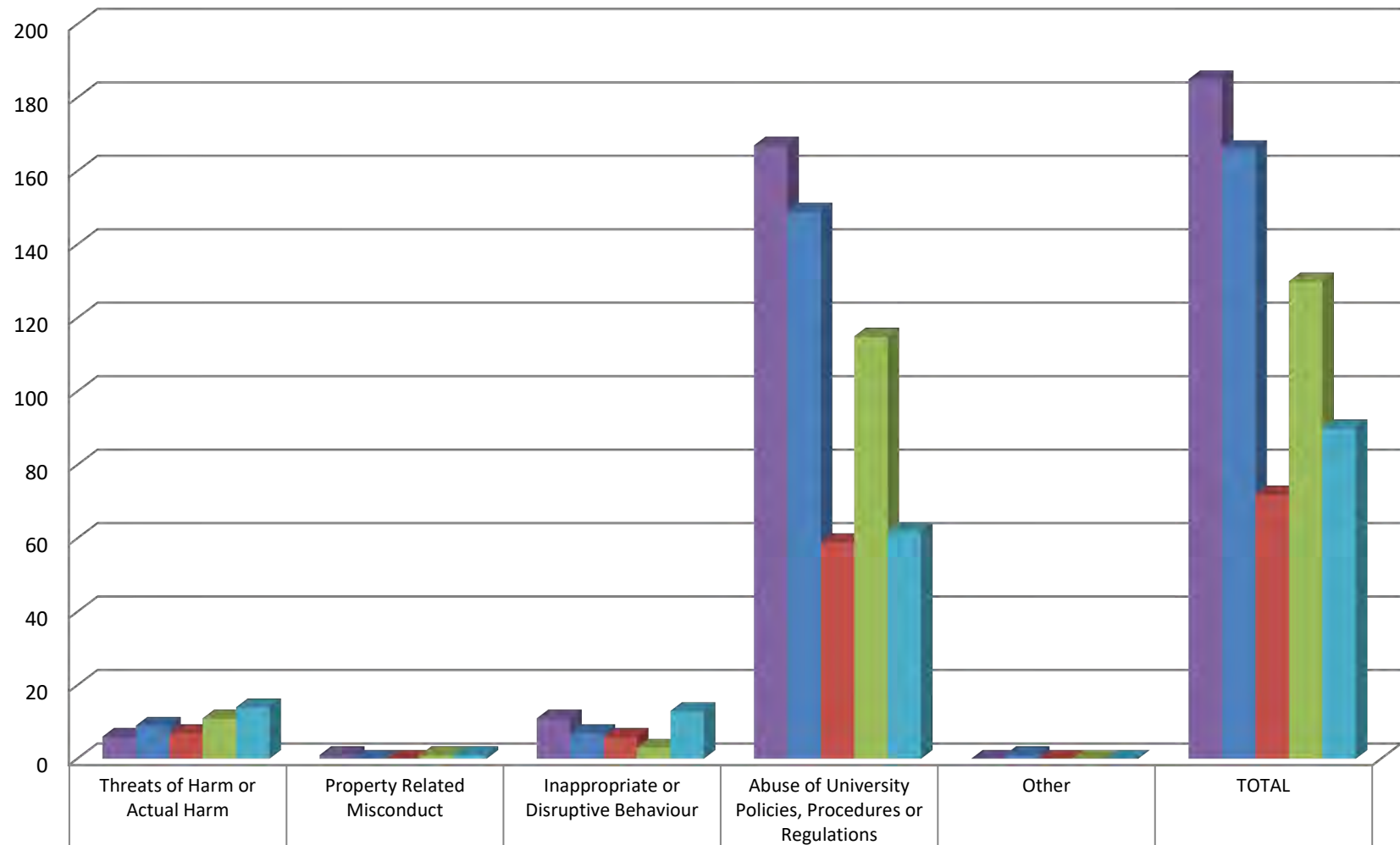


Dr. Robert Biscontri, Vice-Chair  
University Discipline Committee

## Part 1 - Academic Misconduct



## Part 2 - Non-Academic Misconduct



|           |    |   |    |     |   |     |
|-----------|----|---|----|-----|---|-----|
| 2018-2019 | 6  | 1 | 11 | 167 | 0 | 185 |
| 2019-2020 | 9  | 0 | 7  | 149 | 1 | 166 |
| 2020-2021 | 7  | 0 | 6  | 59  | 0 | 72  |
| 2021-2022 | 11 | 1 | 3  | 115 | 0 | 130 |
| 2022-2023 | 14 | 1 | 13 | 62  | 0 | 90  |

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2022 to August 31, 2023

**PART 1: STUDENT ACADEMIC MISCONDUCT**

**Notes:** Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.  
Definitions are available in the Student Academic Misconduct Procedure.

| Disciplinary Matter | # of Students Disciplined | Detail  | Disciplinary Action  | Disciplinary Authority                      | Factors Impacting Disciplinary Action  | Next Level of Appeal | Disposition | Next Level of Appeal | Disposition |
|---------------------|---------------------------|---|--|---|--|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Used health conditions as the reason for make-up quizzes/exams in course but at the same time was writing quizzes in a different course | Zero on assignment; transcript notation  | Designate of the Dean                       | None   | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Did not declare previous degree   | Applications nullified, banned from applying to faculty for life   | Dean  | All degrees must to be disclosed, applicants attest to this in admission application   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution   | No transfer credit was assessed or granted   | Deputy Registrar and Director of Admissions | Student did not declare post-secondary until the last year of their degree   | Not sought           | None        | Not sought           | None        |
|                     | 3                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution   | Offer of admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before arriving or registering | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution   | Comment added to the student record indicating "Cited for Application Irregularities" for one year                 | Deputy Registrar and Director of Admissions | Applicant declared post-secondary studies on one application, but not on a second application; used an agent for one application         | Not sought           | None        | Not sought           | None        |

## ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2022 to August 31, 2023

**PART 1: STUDENT ACADEMIC MISCONDUCT**

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|-----------------------|---------------------------|---|--|---|--|----------------------|-------------|----------------------|-------------|
| <b>Academic Fraud</b> | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution   | Offer of admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry                                       | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before arriving or registering         | Not sought           | None        | Not sought           | None        |
|                       | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution; did not respond to letter requesting a meeting | Applications withdrawn; allowed to reapply to Advanced Entry   | Deputy Registrar and Director of Admissions | Used an agent and was not aware of the fraudulent information  | Not sought           | None        | Not sought           | None        |
|                       | 2                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution   | Not eligible for Direct Entry; required to reapply to Advanced Entry; Comment added to record noting they have been cited for application irregularities | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before arriving; registered in courses | Not sought           | None        | Not sought           | None        |
|                       | 2                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution   | Offer of admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry; not eligible to apply for one year   | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before arriving or registering         | Not sought           | None        | Not sought           | None        |



ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
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|---------------------|---------------------------|---|--|---|--|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer of Admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry; not eligible to apply for one year; comment added to the student record for one year | Deputy Registrar and Director of Admissions | Applicant declared post-secondary studies on Grad Studies application; also applied to undergraduate studies and did not declare         | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Not eligible for Direct Entry or Advanced Entry; application moved to appropriate program; comment added to academic record  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed after registering and arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer of admission rescinded; applicant required to reapply to Advanced Entry program  | Deputy Registrar and Director of Admissions | Applied to Direct Entry; did not disclose post-secondary; submitted post-secondary transcripts after admission                           | Not sought           | None        | Not sought           | None        |

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2022 to August 31, 2023

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|---------------------|---------------------------|---|--|---|---|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 3                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer of admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry; not eligible to apply for one year   | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Student record updated to Advanced Entry as a second degree student; comment added to the student record for one year  | Deputy Registrar and Director of Admissions | Applicant declared post-secondary studies on one application but not on a second application; used an agent for one application   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer of admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry; not eligible to apply for one year; comment added to the student record for one year | Deputy Registrar and Director of Admissions | Applicant declared post-secondary studies on one application but not on a second application; unable to submit proof that they used an agent for their application; disclosed before registration or arriving | Not sought           | None        | Not sought           | None        |

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2022 to August 31, 2023

**PART 1: STUDENT ACADEMIC MISCONDUCT**

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|---------------------|---------------------------|---|--|---|--|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer of admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry   | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer of Admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry; not eligible to apply for one year   | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer of Admission for Direct Entry was rescinded as they were not eligible for Direct Entry; moved to Advanced Entry; comment added to student record for one year "Cited for Application Irregularities" | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before arriving or registering | Not sought           | None        | Not sought           | None        |

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2022 to August 31, 2023

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|---------------------|---------------------------|---|--|---|--|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 3                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer of Admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Direct Entry application closed; application moved to Advanced Entry; comment added to student record              | Deputy Registrar and Director of Admissions | Did not disclose post-secondary; after admitted, arrived and registered, submitted post-secondary transcripts                            | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry   | Deputy Registrar and Director of Admissions | Did not disclose post-secondary; after admitted, submitted post-secondary transcripts  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|--|---|--|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Student record updated to Advanced Entry as a second degree student; comment added to the student record on the record for one year  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; when disclosed they had registered, attended, and had paid tuition; submitted proof of an agent completing their application | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Did not declare previous degree; not eligible for Direct Entry; hold placed on account; required to apply to appropriate program; comment added to student record for one year | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; not eligible to apply for one year   | Deputy Registrar and Director of Admissions | Did not disclose post-secondary; after admitted, submitted post-secondary transcripts  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|---|---|--|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; not eligible to apply for one year; comment added to the student record | Deputy Registrar and Director of Admissions | Did not disclose post-secondary; after admitted, submitted post-secondary transcripts                          | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; not eligible to apply for one year; comment added to the student record | Deputy Registrar and Director of Admissions | Applied to Direct Entry; did not disclose post-secondary; after admitted, submitted post-secondary transcripts | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Manipulated document used for immigration   | Offer rescinded; not eligible to apply for one year; comment added to the student record  | Deputy Registrar and Director of Admissions | Manipulated a University of Manitoba document to be used for immigration application                           | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Required to reapply for Advanced Entry; comment added to the student record for one year  | Deputy Registrar and Director of Admissions | Did not disclose post-secondary; after admitted, submitted post-secondary transcripts                          | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; not eligible to apply for one year                                      | Deputy Registrar and Director of Admissions | Did not disclose post-secondary; after admitted, submitted post-secondary transcripts                          | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|--|---|--|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer rescinded; required to reapply for Advanced Entry                  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer rescinded; required to reapply for Advanced Entry                  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed as ineligible; required to reapply for Advanced Entry | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application moved to Advanced Entry; comment added to the student record | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; student was here; appeared to be an error  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|--|---|--|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 2                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application moved to Advanced Entry; comment added to the student record   | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; student was here; application was completed by an Agent; sufficient proof was submitted    | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; not eligible to apply for one year                   | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; eligible to reapply for next term; comment on record | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed when they arrived              | Not sought           | None        | Not sought           | None        |



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| Academic Fraud      | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer rescinded; required to reapply for Advanced Entry    | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer rescinded; required to reapply for Advanced Entry    | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before registering or arriving | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|---|---|--|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Not eligible for Direct Entry; hold placed on account and required to apply to appropriate program; comment added to student record for one year                                    | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed after registering and arriving | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; eligible to reapply for next term; comment on record  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies where student had more than one year of post-secondary studies; disclosed after arriving    | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Fraudulent English Proficiency results  | Application closed; banned from application for five years; name sent across Association of Registrar's of the Universities and Colleges of Canada; comment added to student record | Deputy Registrar and Director of Admissions | Submitted a fraudulent English Proficiency test result   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; not eligible to apply for one year  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before arrival                 | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|---|---|---|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Fraudulent documents submitted  | Banned from application for five years; name shared with Association of Registrar's of the Universities and Colleges of Canada; comment added to student record                     | Deputy Registrar and Director of Admissions | Student was refused as not eligible; attempted to submit additional documentation that was fraudulent                               | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; disclosed before arriving           | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Fraudulent English Proficiency results  | Application closed; banned from application for five years; name shared with Association of Registrar's of the Universities and Colleges of Canada; comment added to student record | Deputy Registrar and Director of Admissions | None  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; not eligible to apply for one year  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; when disclosed they had not arrived | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|---|---|---|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application moved to Advanced Entry; comment added to the student record  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; student was here and registered   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry; not eligible to apply for one year  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; when disclosed they had not arrived | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Fraudulent English Proficiency results  | Banned from application for five years; name shared with Association of Registrar's of the Universities and Colleges of Canada; comment added to student record | Deputy Registrar and Director of Admissions | None  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Application closed; required to reapply for Advanced Entry  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; when disclosed they had not arrived | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|--|---|---|----------------------|-------------|----------------------|-------------|
| Academic Fraud      | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer rescinded; required to reapply for Advanced Entry  | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; when disclosed they had not yet registered or arrived | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited for non-disclosure of post-secondary attendance at another post-secondary institution | Offer of Admission was rescinded as they were not eligible for Direct Entry; required to reapply to Advanced Entry; not eligible to apply for one year                   | Deputy Registrar and Director of Admissions | Failure to disclose prior university studies; had more than one year of post-secondary studies; when disclosed they had not yet registered or arrived | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Academic fraud in two courses   | F-DISC in both courses; suspended from the Faculty for one year; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Dean's Office                               | Accepted responsibility; second allegation in short period of time; standard minimum penalty for a second allegation of this nature                   | Not sought           | None        | Not sought           | None        |

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|-----------------------|---------------------------|--|---|------------------------|---|----------------------|-------------|----------------------|-------------|
| <b>Academic Fraud</b> | 1                         | Academic fraud in two courses          | F-DISC in both courses; suspended from Teaching Faculty for one year; suspended from Faculty of Registration for four months; transcript notation; Reflections on Academic Integrity course; Academic Integrity Coordinator meeting | Dean's Office          | Accepted responsibility; second allegation in short period of time; standard minimum penalty for a second allegation of this nature | Not sought           | None        | Not sought           | None        |
|                       | 1                         | Falsification of data on an assignment | F-DISC in the course; Reflections on Academic Integrity course; transcript notation   | Dean's Office          | Honest and remorseful; reduced penalty  | Not sought           | None        | Not sought           | None        |
|                       | 1                         | Academic fraud on midterm exam         | Zero on midterm exam; Reflections on Academic Integrity course  | Dean's Office          | Acknowledged that they did transgress academic integrity regulations  | Not sought           | None        | Not sought           | None        |
|                       | 1                         | Academic fraud on midterm exam         | Zero on midterm exam; Reflections on Academic Integrity course  | Dean's Office          | Acknowledged that they had not been truthful in original statement and expressed remorse  | Not sought           | None        | Not sought           | None        |

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|---|---------------------------|---|---|------------------------|---------------------------------------|----------------------------|---------------|---------------------------------|----------------|
| <b>Academic Fraud</b>                                   | 1                         | Fraudulent medical note provided for deferred exam request  | F-DISC in the course; suspended from taking courses in the Faculty for eight months; transcript notation; Reflections on Academic Integrity course                            | Associate Dean         | None                                  | Not sought                 | None          | Not sought                      | None           |
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 2                         | Students wrote a quiz together, which was supposed to be individual work, open book, and written in the classroom | F-DISC in the course; Reflections on Academic Integrity course  | Designate of the Dean  | None                                  | Not sought                 | None          | Not sought                      | None           |
|   | 1                         | Took final exam home after exam was done; contravention of examination regulations                                | F-DISC in the course; transcript notation   | Designate of the Dean  | None                                  | Not sought                 | None          | Not sought                      | None           |
|   | 1                         | Cheated on final exam   | Suspended from taking courses in the Faculty for one year; Reflections on Academic Integrity course   | Designate of the Dean  | None                                  | Not sought                 | None          | Not sought                      | None           |
|   | 1                         | Student found guilty of academic misconduct (cheating on the midterm)   | Zero on midterm; transcript notation; notation removed after two years or upon graduation; Reflections on Academic Integrity Course; meet with Academic Integrity Coordinator | Department Head        | None                                  | Local Discipline Committee | Appeal denied | University Discipline Committee | Appeal granted |

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|--|---------------------------|--|--|--|---|----------------------|-------------|----------------------|-------------|
| Cheating on Quizzes, Tests or Final Examinations | 1                         | Student found guilty of Academic Misconduct (cheating on the midterm exam) | Zero on the midterm; transcript notation; notation removed after two years or upon graduation; Reflections on Academic Integrity Course; meet with the Academic Integrity Coordinator  | Dean's Office, Associate Dean Academic | Second allegation                                     | Not sought           | None        | Not sought           | None        |
|  | 1                         | Student found guilty of academic misconduct (cheating on midterm)          | Zero on assignment; suspended from taking Faculty courses for eight months; notation on transcript; notation may be removed after three years or upon graduation; Reflections on Academic Integrity course; meet with the Academic Integrity Coordinator | Department Head                        | Accepted allegation, had previous academic misconduct | Not sought           | None        | Not sought           | None        |



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|--|---------------------------|--|---|--|---------------------------------------|----------------------|-------------|----------------------|-------------|
| Cheating on Quizzes, Tests or Final Examinations | 1                         | Student found guilty of academic misconduct (cheating on test)                                   | F-DISC in the course; suspended from taking courses in Faculty for one year; transcript notation; notation removed after two years or upon graduation; Reflections on Academic Integrity Course; meet with Academic Integrity Coordinator         | Dean's Office, Associate Dean Academic | Second allegation                     | Not sought           | None        | Not sought           | None        |
|  | 1                         | Student found guilty of academic misconduct on the final exam (possession of unauthorized notes) | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; notation may be removed after two years or upon graduation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Dean's Office, Associate Dean Academic | Accepted allegation                   | Not sought           | None        | Not sought           | None        |

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|---|---------------------------|---|---|------------------------|--|----------------------------|---------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 3                         | Reluctant to leave one seat vacant between each other; needed to be reminded of this requirement on multiple occasions; talking and passing notes and calculators during the exam | Warning issued; letter placed in student file   | Associate Dean         | Weak evidence to impose more severe penalty                      | Not sought                 | None          | Not sought           | None        |
|   | 1                         | Photographed exam, sent images to friend who solved questions, sent solutions back to student, all during exam  | F in the course, DISC notation, one year suspension, Reflections on Academic Integrity course   | Associate Dean         | Text messages collected in evidence show action was premeditated | Local Discipline Committee | Appeal denied | Not sought           | None        |
|   | 2                         | Online make-up quiz shared space; vibrating phone; similar answers  | Warning letter  | Program Chair          | None   | Not sought                 | None          | Not sought           | None        |
|   | 1                         | Cheating on midterm in two courses  | F-DISC in both courses; suspended from Teaching Faculty for one year; suspended from Faculty of Registration for four months; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Dean's Office          | Accepted responsibility; second allegation                       | Not sought                 | None          | Not sought           | None        |

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|--|---------------------------|------------------------------------|--|------------------------|--|----------------------|-------------|----------------------|-------------|
| Cheating on Quizzes, Tests or Final Examinations | 1                         | Cheating on midterm in two courses | F-DISC in both courses; suspended from the Faculty for one year; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Dean's Office          | Accepted responsibility; second allegation | Not sought           | None        | Not sought           | None        |
|  | 1                         | Cheating on final exam             | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course                              | Dean's Office          | Honest; remorseful; reduced penalty        | Not sought           | None        | Not sought           | None        |
|  | 1                         | Cheating on quiz                   | F-DISC in the course; suspended from taking Faculty courses for eight months; Reflections on Academic Integrity course; transcript notation                              | Dean's Office          | Accepted responsibility; reduced penalty   | Not sought           | None        | Not sought           | None        |

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|--|---------------------------|--|---|------------------------|--|----------------------------|--|----------------------|-------------|
| Cheating on Quizzes, Tests or Final Examinations | 1                         | Cheating on quiz   | F-DISC in the course; suspended from the Teaching Faculty and Faculty of Registration for one year; transcript notation                     | Dean's Office          | Standard minimum penalty; third upheld allegation                                | Local Discipline Committee | Appeal denied; additional penalty of meeting with Academic Integrity Coordinator | Not sought           | None        |
|  | 1                         | Cheating on final exam   | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; reduced penalty  | Not sought                 | None   | Not sought           | None        |
|  | 1                         | Cheating on the midterm exam; submission of deferred midterm answers corresponded to the regularly scheduled midterm questions; not the deferred midterm questions | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course     | Dean's Office          | Unable to explain how they acquired answers from the regularly scheduled midterm | Not sought                 | None   | Not sought           | None        |

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|---|---------------------------|----------------------------|---|------------------------|--|----------------------|-------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 1                         | Cheating on quiz           | F-DISC in the course;<br>suspended from taking Faculty courses for eight months; transcript notation;<br>Reflections on Academic Integrity course | Dean's Office          | Accepted responsibility;<br>reduced penalty  | Not sought           | None        | Not sought           | None        |
|   | 3                         | Cheating on the final exam | F-DISC in the course;<br>suspended from taking Faculty courses for eight months; transcript notation;<br>Reflections on Academic Integrity course | Dean's Office          | Honest; reduced penalty                      | Not sought           | None        | Not sought           | None        |
|   | 1                         | Cheating on final exam     | F-DISC in the course;<br>suspended from taking Faculty courses for one year; transcript notation;<br>Reflections on Academic Integrity course     | Dean's Office          | None   | Not sought           | None        | Not sought           | None        |
|   | 1                         | Cheating on final exam     | F-DISC in the course;<br>suspended from taking Faculty courses for one year; transcript notation;<br>Reflections on Academic Integrity course     | Dean's Office          | Took responsibility;<br>inconsistent details | Not sought           | None        | Not sought           | None        |

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|---|---------------------------|---|---|------------------------|--|----------------------------|---------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 1                         | Cheating on final exam  | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course     | Dean's Office          | None   | Local Discipline Committee | Appeal denied | Not Sought           | None        |
|   | 1                         | Cheating on quiz  | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted responsibility; reduced penalty                             | Not sought                 | None          | Not sought           | None        |
|   | 1                         | Cheating on final exam  | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted responsibility; reduced penalty                             | Not sought                 | None          | Not sought           | None        |
|   | 1                         | Cheating on the midterm exam and two quizzes in one course; cheating on the final exam in a second course | F-DISC in both courses; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course   | Dean's Office          | Accepted responsibility for one course, but not the other; second allegation | Not sought                 | None          | Not sought           | None        |

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|--|---------------------------|------------------------------------|---|---------------------------|--|----------------------|-------------|----------------------|-------------|
| Cheating on Quizzes, Tests or Final Examinations | 2                         | Cheating on the final exam         | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office             | Honest; accepted responsibility; reduced penalty | Not sought           | None        | Not sought           | None        |
|  | 3                         | Cheating on final exam             | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course     | Dean's Office             | None   | Not sought           | None        | Not sought           | None        |
|  | 2                         | Quiz                               | Zero on quiz  | Associate Department Head | None   | Not sought           | None        | Not sought           | None        |
|  | 7                         | Test                               | Zero on test  | Associate Department Head | None   | Not sought           | None        | Not sought           | None        |
|  | 1                         | Collaboration on test              | Zero on test  | Department Head           | None   | Not sought           | None        | Not sought           | None        |
|  | 4                         | Copied another student's solutions | Zero on test  | Department Head           | None   | Not sought           | None        | Not sought           | None        |
|  | 6                         | Copied solutions from Chegg.com    | Zero on test  | Department Head           | None   | Not sought           | None        | Not sought           | None        |

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| Cheating on Quizzes, Tests or Final Examinations | 2                         | Copied each other's solutions                           | Zero on test; transcript notation   | Department Head        | None   | Not sought           | None        | Not sought           | None        |
|  | 1                         | Used calculator on test                                 | Zero on test; transcript notation   | Department Head        | None   | Not sought           | None        | Not sought           | None        |
|  | 1                         | Had notes taped to back of calculator during final exam | F-DISC in the course; suspended from taking Faculty courses for four months; Reflections on Academic Integrity course | Dean's Office          | Honest; willing to accept; remorseful; largely reduced penalty | Not sought           | None        | Not sought           | None        |
|  | 1                         | Quiz  | F-DISC in the course; transcript notation; Reflections on Academic Integrity  | Associate Dean         | None   | Not sought           | None        | Not sought           | None        |
|  | 1                         | Cheating - Quizzes<br>Plagiarism - Assignment           | F-DISC in the course; transcript notation; Reflections on Academic Integrity course                                   | Associate Dean         | None   | Not sought           | None        | Not sought           | None        |
|  | 2                         | Test  | F-DISC in the course; transcript notation; Reflections on Academic Integrity course                                   | Associate Dean         | None   | Not sought           | None        | Not sought           | None        |



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| Cheating on Quizzes, Tests or Final Examinations | 1                         | Test         | Transcript notation;<br>Reflections on Academic Integrity course; meet with Academic Integrity Coordinator   | Associate Dean         | None                                  | Not sought                 | None           | Not sought                      | None        |
|  | 1                         | Midterm exam | F-DISC in the course;<br>suspended from taking courses in the Teaching Faculty and Faculty of Registration for one year;<br>transcript notation;<br>Reflections on Academic Integrity course | Associate Dean         | None                                  | Local Discipline Committee | Appeal denied  | University Discipline Committee | Pending     |
|  | 1                         | Final exam   | F-DISC in the course;<br>suspended from taking courses in the Faculty for eight months (exception made for one course);<br>transcript notation;<br>Reflections on Academic Integrity course  | Associate Dean         | Personal circumstance                 | Local Discipline Committee | Appeal granted | Not sought                      | None        |

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|--|---------------------------|------------|---|------------------------|---------------------------------------|----------------------------|---------------|----------------------|-------------|
| Cheating on Quizzes, Tests or Final Examinations | 1                         | Final exam | F-DISC in the course; suspended from taking Faculty of Registration courses for eight months; suspended from taking Teaching Faculty courses for four months; transcript notation; Reflections on Academic Integrity course | Associate Dean         | None                                  | Local Discipline Committee | Appeal denied | Not sought           | None        |
|  | 1                         | Final exam | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course   | Associate Dean         | None                                  | Local Discipline Committee | Appeal denied | Not sought           | None        |
|  | 1                         | Final exam | F-DISC in the course; suspended from taking Teaching Faculty courses and Faculty of Registration courses for eight months; transcript notation; Reflections on Academic Integrity course                                    | Associate Dean         | Personal circumstance                 | Local Discipline Committee | Appeal denied | Not sought           | None        |

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|---|---------------------------|------------|---|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 1                         | Final exam | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course       | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Final Exam | F-DISC in the course; suspended from taking Teaching Faculty courses and Faculty of Registration courses for four months; transcript notation | Associate Dean         | Personal circumstance                 | Not sought           | None        | Not sought           | None        |
|   | 1                         | Final Exam | F-DISC in the course; transcript notation; Reflections on Academic Integrity course   | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Final Exam | Zero on test; Reflections on Academic Integrity course  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Final Exam | F-DISC in the course; suspended from taking courses in Teaching Faculty and Faculty of Registration for eight months; transcript notation     | Associate Dean         | Previous Infraction                   | Not sought           | None        | Not sought           | None        |

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|---|---------------------------|---|--|---------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 1                         | Final Exam  | F-DISC in the course; suspended from taking courses in Faculty for one year; transcript notation; Reflections on Academic Integrity course | Associate Dean            | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Final Exam  | F-DISC in the course; suspended from taking courses in the Faculty for one year; transcript notation                                       | Associate Dean            | None                                  | Not sought           | None        | Not sought           | None        |
|   | 6                         | Unauthorized material during quiz   | Zero on quiz; Reflections on Academic Integrity course   | Associate Department Head | Did not contest the allegation        | Not sought           | None        | Not sought           | None        |
|   | 3                         | Unauthorized material during quiz   | Zero on quiz; Reflections on Academic Integrity course   | Associate Department Head | First offence                         | Not sought           | None        | Not sought           | None        |
|   | 1                         | Another person in room during quiz  | Zero on quiz; Reflections on Academic Integrity course   | Associate Department Head | Did not contest the allegation        | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized material during quiz; face not visible during quiz                     | Zero on quiz; Reflections on Academic Integrity course   | Associate Department Head | First offence                         | Not sought           | None        | Not sought           | None        |
|   | 1                         | Improper remote exam environmental scan video and unauthorized material during quiz | Zero on quiz; Reflections on Academic Integrity course   | Associate Department Head | Did not contest the allegation        | Not sought           | None        | Not sought           | None        |

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|---|---------------------------|---|--|---------------------------|--|----------------------|-------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 14                        | Unauthorized material during quiz                           | Zero on quiz; Reflections on Academic Integrity course           | Associate Department Head | First offence                          | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized material during quiz; someone else in the room | Zero on quiz; Reflections on Academic Integrity course           | Associate Department Head | First offence                          | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized material during quiz                           | Reflections on Academic Integrity course                         | Associate Department Head | First offence                          | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized material during quiz                           | Zero on quiz   | Associate Department Head | First offence                          | Not sought           | None        | Not sought           | None        |
|   | 5                         | Unauthorized material during quiz                           | Zero on quiz; Reflections on Academic Integrity course           | Associate Department Head | Student did not contest the allegation | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized material during quiz                           | Zero on quiz; Reflections on Academic Integrity course           | Associate Department Head | First offence                          | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized material; received assistance on quiz          | Zero on quiz; Reflections on Academic Integrity course           | Associate Department Head | First offence                          | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized material during quiz                           | Zero on both mid-terms; Reflections on Academic Integrity course | Associate Department Head | Student did not contest the allegation | Not sought           | None        | Not sought           | None        |

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|---|---------------------------|---|--|--|---|----------------------|-------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 1                         | Unauthorized material during quiz   | F-DISC in the course; transcript notation; meet with Academic Integrity coordinator  | Associate Dean   | Second allegation                             | Not sought           | None        | Not sought           | None        |
|   | 2                         | Unauthorized material during quiz   | Zero on quiz   | Associate Dean   | Second allegation                             | Not sought           | None        | Not sought           | None        |
|   | 3                         | Unauthorized material during quiz   | Zero on quiz; transcript notation  | Associate Dean   | Second allegation                             | Not sought           | None        | Not sought           | None        |
|   | 1                         | Improper remote exam environmental scan video and accessing unauthorized material during quiz | F-DISC in course; suspended from Faculty of Registration courses for one year; transcript notation; Reflections on Academic Integrity course   | Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration | First offence; did not contest the allegation | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized material during quiz   | Zero on midterm; transcript notation; notation may be removed after two years or upon graduation; Reflections on Academic Integrity Course; meet with Academic Integrity Coordinator | Associate Dean   | Second allegation                             | Not sought           | None        | Not sought           | None        |
|   | 1                         | Use of unauthorized materials   | F-DISC in the course; Reflections on Academic Integrity course   | Associate Dean   | Admitted mistake; apologized                  | Not sought           | None        | Not sought           | None        |

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|---|---------------------------|--|---|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 17                        | Students who were not in attendance signed into the iClicker app and answered quiz questions | Lost two marks for all quizzes for the term; letter in student file | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Brought a piece of paper into a testing situation  | Letter in student file  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 2                         | Talking with other students in midterm examination   | Letter in student file  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Talking during midterm examination; incorrect responses similar to that of another student   | Zero on midterm; letter on file                                     | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Looked at phone during midterm prior to submitting test on UMLearn                           | Zero on midterm; letter in file                                     | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Took photo of quiz on UMLearn  | Zero on quiz; letter on file  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Looked at another student's test and changed response on test                                | Zero on test; letter on file  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Response was for incorrect version of the test   | Zero on test; letter on file  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |

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| Duplicate submission | 1                         | Duplicate submission of assignment   | Zero on assignment; Reflections on Academic Integrity course                                 | Dean's Office  | Honest; accepted responsibility; reduced penalty       | Not sought           | None        | Not sought           | None        |
|                      | 2                         | Duplicate submission   | Zero on assignment   | Associate Department Head  | None   | Not sought           | None        | Not sought           | None        |
|                      | 1                         | Assignment   | Resubmission of assignment   | Associate Dean   | Personal circumstance                                  | Not sought           | None        | Not sought           | None        |
|                      | 1                         | Assignment   | F-DISC in the course; transcript notation; meet with Academic Integrity Coordinator          | Associate Dean   | Previous infraction; delay in first allegation process | Not sought           | None        | Not sought           | None        |
|                      | 1                         | Assignment   | 50% reduction on each assignment; Reflections on Academic Integrity course                   | Department Head  | None   | Not sought           | None        | Not sought           | None        |
|                      | 1                         | Submitted an assignment submitted in a previous registration of the course | F-DISC in the course; suspended from courses in the Faculty of Registration for eight months | Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration | Third allegation                                       | Not sought           | None        | Not sought           | None        |



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| Inappropriate Collaboration | 2                         | Submitted near identical responses            | Zero on assignment; DISC on final grade; Reflections on Academic Integrity course; meet with Academic Integrity Office   | Associate Dean         | None                                  | Not sought                 | None   | Not sought           | None        |
|                             | 1                         | Inappropriately collaborated on an assignment | Zero on assignment; DISC on final grade; transcript notation; Reflections on Academic Integrity course   | Designate of the Dean  | No student advocate                   | Not sought                 | None   | Not sought           | None        |
|                             | 1                         | Inappropriately collaborated on an assignment | F-DISC in the course; Reflections on Academic Integrity course; meet with the Academic Integrity Coordinator   | Designate of the Dean  | None                                  | Local Discipline Committee | F on assignment; DISC notation on final grade; transcript notation | Not sought           | None        |
|                             | 5                         | Submitted course work with high similarity    | Zero on project; DISC notation on final grade; transcript notation; Reflections on Academic Integrity course; educational programming through Academic Integrity Coordinator | Designate of the Dean  | None                                  | Not sought                 | None   | Not sought           | None        |

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| Inappropriate Collaboration | 2                         | Lab assignments identical for two labs; collaboration was not permitted   | Zero on assignment; transcript notation; Reflections on Academic Integrity course   | Designate of the Dean  | None   | Not sought           | None        | Not sought           | None        |
|                             | 3                         | Lab assignments were identical for one lab; assignments were to be completed individually   | Zero on assignment; transcript notation; Reflections on Academic Integrity course   | Designate of the Dean  | None   | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Inappropriate collaboration and plagiarism; majority of paper very similar/nearly verbatim to another student's (second student not found guilty) | F-DISC in the course; educational programming; transcript reprimand (one year); later determined that educational programming not completed; reprimand extended by one year (two years total) | Associate Dean         | Copied another student's paper when they were required to circulate paper to group for feedback; stated was not feeling well at the time | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Chegg.com was used to upload questions and obtain solutions   | F on assignment; DISC notation; Reflections on Academic Integrity course  | Associate Dean         | Admitted to actions; apologized  | Not sought           | None        | Not sought           | None        |
|                             | 2                         | Chegg.com was used to upload questions and obtain solutions   | F on assignment; DISC notation; Reflections on Academic Integrity course  | Associate Dean         | Did not respond to allegation  | Not sought           | None        | Not sought           | None        |

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| Inappropriate Collaboration | 1                         | Created a phantom discussion post in order to view classmates' posts before writing their own; content of their discussion forum was similar to that of another student | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to making a 'phantom post' and taking ideas from another student's discussion post   | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Content of discussion forum was similar to that of another student  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Discussed the submission with a classmate who had already completed it  | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Submission for Assignment was substantially similar to that of another student; another student's name was shown in the document properties                             | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Mistakenly submitted the other student's assignment; completed the assignment on their own but used the other student's assignment as a guide | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Referred to an old policy in their assignment; sent assignment to a friend who completed the assignment   | Zero on assignment; F-DISC in the course; transcript notation                                       | Associate Dean         | Admitted that the last paragraph of their assignment was written by their friend  | Not sought           | None        | Not sought           | None        |

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| Inappropriate Collaboration | 2                         | Assignment submission was similar to that of another student   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Did not meet with an advocate; submitted a statement; did not admit to inappropriate collaboration                               | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Referred to old case study dates in their assignment   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Denied inappropriate collaboration or plagiarism; stated they took creative liberties with the dates                             | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Suspicion that the student did not complete the assignment on their own due to inconsistencies with their first assignment | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Did not admit to inappropriate collaboration; spoke to a family member about their workplace and collected information from them | Not sought           | None        | Not sought           | None        |
|                             | 2                         | Assignment was nearly identical to that of another student   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Met with Student Advocate; submitted a statement; admitted to discussing the assignment with another student                     | Not sought           | None        | Not sought           | None        |

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|-----------------------------|---------------------------|--|---|------------------------|---|----------------------|-------------|----------------------|-------------|
| Inappropriate Collaboration | 2                         | Assignment was similar to that of another student                            | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to studying and preparing templates with other student for assignment; stated they did not take complete the assignment with the other student | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Assignment was almost identical to that of another student                   | Zero on assignment; Educational Outcome (Academic Integrity Coordinator); transcript notation       | Area Director          | Admitted to getting a copy of the assignment from another student to use as a guideline   | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Assignment was almost identical to that of another student                   | Zero on assignment; educational outcome (Academic Integrity Coordinator); transcript notation       | Area Director          | Admitted to sending their assignment to a classmate after submission; wanted to help classmate  | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Submitted an assignment that was almost identical to that of another student | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to borrowing a classmate's laptop and completing two drafts of the assignment; classmate submitted one of the drafts                           | Not sought           | None        | Not sought           | None        |

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|-----------------------------|---------------------------|---|---|------------------------|--|----------------------|-------------|----------------------|-------------|
| Inappropriate Collaboration | 1                         | Submitted an assignment that was almost identical to that of another student                  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to lending a classmate their laptop and mistakenly uploading the wrong assignment | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Assignment very similar to the assignment of another student                                  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Took full responsibility for inappropriate collaboration                                   | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Assignment was identical to that of another student; another student's name on the title page | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to asking a classmate for help; inadvertently sent classmate's file               | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Used a case study from a previous term; recycling of submission from another term             | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to asking someone to complete their assignment                                    | Not sought           | None        | Not sought           | None        |

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| Inappropriate Collaboration | 1                         | Used case study from a previous term to complete assignment; may have collaborated or recycled an old assignment   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to contacting a classmate for assistance   | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Used a case study from a previous term to complete assignment; may have collaborated or recycled an old assignment   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to using Chat GPT to complete assignment   | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Used a case study from a previous term to complete assignment; may have collaborated or recycled an old assignment   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Used the internet to help complete the assignment rather than the course materials                            | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Used references that were not from the assignment; email included in the assignment was addressed to a previous terms instructor; recycling of an old submission | Zero on assignment; D- DISC in the course; transcript notation                                      | Associate Dean         | Technical issues during submission; had to complete the assignment on their phone and it was hard to navigate | Not sought           | None        | Not sought           | None        |

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| Inappropriate Collaboration | 1                         | Used references not applicable to this term; references were from previous terms assignments   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Did not admit to using an old submission but their submission referenced an old case | Not sought           | None        | Not sought           | None        |
|                             | 1                         | References were not applicable to the current assignment; from a previous term; recycling of an old assignment                       | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Used the internet to complete assignment rather than the given materials             | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Assignment was similar to that of another student; same deductions, the same spelling errors, and the file properties were identical | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Laptop issues; made the decision to collaborate on the assignment                    | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Assignment was similar to that of another student; same deductions, the same spelling errors, and the file properties were identical | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to working on the assignment with a classmate                               | Not sought           | None        | Not sought           | None        |



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| Inappropriate Collaboration | 1                         | Submission was identical to that of another student   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Used a friend's laptop and uploaded the wrong assignment by mistake                                      | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Submission was identical to that of another student   | Warning   | Area Director          | Lent their laptop to a friend who mistakenly uploaded the wrong assignment                               | Not sought           | None        | Not sought           | None        |
|                             | 4                         | Parts of the student's assignment matched closely with that of a group of students in the class | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Discussed assignment with classmates   | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Submission was identical to that of another student   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Allowed another student to use their assignment as a guide   | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Submission was identical to that of another student   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Borrowed a friend's laptop, made a few changes to the friend's assignment, and submitted it as their own | Not sought           | None        | Not sought           | None        |

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| Inappropriate Collaboration | 1                         | Name of a student from a previous term was in the properties of this student's assignment | F-DISC in the course; transcript notation  | Area Director          | Assignment was identical to the submission of another student last term; student could not explain why; said that the student had sent over 'samples' from the previous term | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Student's name appeared in the properties of another student's assignment                 | Warning  | Area Director          | Shocked that the assignments were identical; their assignment was written at the bottom of the samples they sent to the other student and they didn't realize                | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Two assignments highly similar to another student   | F-DISC in the course; suspended from Faculty courses for one year; Reflections on Academic Integrity course; transcript notation | Dean's Office          | None   | Not sought           | None        | Not sought           | None        |

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|-----------------------------|---------------------------|---|---|------------------------|--|----------------------|---------------|----------------------|-------------|
| Inappropriate Collaboration | 1                         | Inappropriate collaboration on assignment | Zero on assignment; Reflections on Academic Integrity course  | Department Head        | None   | Dean                 | Appeal denied | Not sought           | None        |
|                             | 1                         | Inappropriate collaboration on assignment | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted responsibility; reduced penalty | Not sought           | None          | Not sought           | None        |
|                             | 1                         | Inappropriate collaboration on assignment | F-DISC in course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course     | Dean's Office          | Accepted responsibility; reduced penalty         | Not sought           | None          | Not sought           | None        |
|                             | 1                         | Inappropriate collaboration on assignment | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course     | Dean's Office          | Admitted to academic misconduct                  | Not sought           | None          | Not sought           | None        |

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|-----------------------------|---------------------------|---|---|---------------------------|--|----------------------|-------------|----------------------|-------------|
| Inappropriate Collaboration | 1                         | Inappropriate collaboration on assignment | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office             | Honest; remorseful; reduced penalty                                      | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Inappropriate collaboration on assignment | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course     | Dean's Office             | Not aware that their actions were academic misconduct; second allegation | Not sought           | None        | Not sought           | None        |
|                             | 165                       | Assignment                                | Zero on assignment  | Associate Department Head | None   | Not sought           | None        | Not sought           | None        |
|                             | 40                        | Several assignments                       | Zero on the assignments in question   | Associate Department Head | None   | Not sought           | None        | Not sought           | None        |
|                             | 1                         | One helped the other on the test          | Zero on test  | Department Head           | Solid evidence   | Not sought           | None        | Not sought           | None        |

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| <b>Inappropriate Collaboration</b> | 1                         | Submitted a solution to assignment that was highly similar to several other students in the course; solution also found on Chegg.com    | F-DISC in course; suspended from Teaching Faculty and the Faculty of Registration for eight months; Reflections on Academic Integrity course; transcript notation | Dean's Office          | Honest and willing to accept allegation; second allegation; reduced penalty                    | Not sought           | None        | Not sought           | None        |
|                                    | 1                         | Submitted a solution to an assignment that was highly similar to several other students in the course; solution also found on Chegg.com | F-DISC in course; suspended from Faculty courses for eight months; Reflections on Academic Integrity course; transcript notation                                  | Dean's Office          | Honest and willing to accept allegation; second allegation; reduced penalty                    | Not sought           | None        | Not sought           | None        |
|                                    | 1                         | Used unauthorized material or inappropriately collaborated on assignment  | F-DISC in course; Reflections on Academic Integrity course; transcript notation   | Dean's Office          | None   | Not sought           | None        | Not sought           | None        |
|                                    | 1                         | Used unauthorized material or inappropriately collaborated on assignment  | F-DISC in course; suspended from Faculty courses for eight months; meet with Academic Integrity Coordinator   | Dean's Office          | Honest and remorseful; upcoming graduation; significantly reduced penalty for third allegation | Not sought           | None        | Not sought           | None        |

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| Inappropriate Collaboration | 1                         | Used unauthorized material or inappropriately collaborated on assignment   | F-DISC in course; suspended from Faculty courses for four months; Reflections on Academic Integrity course                | Dean's Office          | Honest; accepted allegation; confessed to instructor before receiving allegation; second allegation; reduced penalty | Not sought           | None        | Not sought           | None        |
|                             | 1                         | Submitted a solution to assignment that had very unusual similarities to another student's submission from a previous term | F-DISC in course; suspended from Faculty courses for eight months   | Dean's Office          | Honest and willing to accept allegation; reduced penalty   | Not sought           | None        | Not sought           | None        |
|                             | 2                         | Inappropriate Collaboration and Plagiarism - Assignments   | F-DISC in course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None   | Not sought           | None        | Not sought           | None        |
|                             | 2                         | Assignment   | Zero on assignment; transcript notation; Reflections on Academic Integrity course   | Department Head        | None   | Not sought           | None        | Not sought           | None        |
|                             | 2                         | Assignment   | Zero on assignment; Reflections on Academic Integrity course  | Department Head        | None   | Not Sought           | None        | Not Sought           | None        |

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| Inappropriate Collaboration | 2                         | Assignments   | Zero on assignments; F-DISC in course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head           | None                                   | Not sought           | None        | Not sought           | None        |
|                             | 2                         | Inappropriate collaboration on assignment; submitted same assignment as another student | Zero on assignment; Reflections on Academic Integrity course   | Associate Department Head | First offence                          | Not sought           | None        | Not sought           | None        |
|                             | 2                         | Inappropriate collaboration on assignment; submitted same assignment as another student | Zero on quiz; Reflections on Academic Integrity course   | Associate Department Head | Student did not contest the allegation | Not sought           | None        | Not sought           | None        |
|                             | 2                         | Two students worked together on an assignment   | Letter on file   | Associate Dean            | None                                   | Not sought           | None        | Not sought           | None        |
|                             | 2                         | Used shared desktop computer and submitted incorrect assignment                         | Letter on file   | Associate Dean            | None                                   | Not sought           | None        | Not sought           | None        |

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| Other - Describe incident in Details column | 1                         | Responsible Conduct of Research Investigation; conducted original research for candidacy examination without seeking ethics approval for working with human participants                  | First failure of candidacy examination, educational programming (two offices), transcript reprimand (two years) | Associate Dean         | Disagreed that actions constituted research with human participants  | Not sought           | None        | Not sought           | None        |
|   | 1                         | References were outside of the scope of the materials provided in class; matching reference was missing for one of the cited sources; suspected use of generative artificial intelligence | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation             | Area Director          | Claimed completed the assignment on their own and used proper references   | Not sought           | None        | Not sought           | None        |
|   | 1                         | Assignment was completed using artificial intelligence  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation             | Area Director          | Admitted to plagiarism; accidentally added references that didn't belong and left in some examples that were meant to be deleted | Not sought           | None        | Not sought           | None        |



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| <b>Other - Describe incident in Details column</b> | 1                         | Assignment was completed using artificial intelligence  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation   | Area Director             | Stated they used artificial intelligence to complete the assignment due to lack of time | Not sought           | None        | Not sought           | None        |
|  | 4                         | Students were supposed to be in class to answer clicker questions but were located elsewhere and getting the questions via screenshots from students in class | Zero on the clicker sessions  | Associate Department Head | None  | Not sought           | None        | Not sought           | None        |
|  | 1                         | Unauthorized Content Generation - Assignment  | Zero on assignment; F-DISC in course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head           | None  | Not sought           | None        | Not sought           | None        |
|  | 1                         | Unauthorized Content Generation and Inappropriate Collaboration - Assignments (2)   | F-DISC in course; transcript notation   | Associate Dean            | None  | Not sought           | None        | Not sought           | None        |

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| Other - Describe incident in Details column | 2                         | Unauthorized Content Generation and Plagiarism - Assignments (2)                  | Zero on assignments; transcript notation; Reflections on Academic Integrity course                                     | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation and Inappropriate Collaboration - Assignments (2) | Zero on assignments; transcript notation; meet with Academic Integrity Coordinator                                     | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation - Assignment                                      | Zero on assignment; transcript notation; Reflections on Academic Integrity   | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation - Assignment                                      | F-DISC in the course; transcript notation; Reflections on Academic Integrity   | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation - Assignments (2)                                 | F-DISC in the course; transcript notation; Reflections on Academic Integrity; meet with Academic Integrity Coordinator | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |

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| Other - Describe incident in Details column | 2                         | Unauthorized Content Generation - Assignment                     | F-DISC in the course; transcript notation; Reflections on Academic Integrity; meet with advising lead                            | Associate Dean         | None                                       | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation - Assignments (2)                | F-DISC in course; transcript notation  | Associate Dean         | None                                       | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation and Plagiarism - Assignments (2) | F-DISC in course; transcript notation  | Associate Dean         | Previous infraction; personal circumstance | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation and Plagiarism - Assignment      | F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator    | Associate Dean         | None                                       | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation - Assignments (2)                | F-DISC in the course; suspended from Faculty courses for one year; transcript notation; Reflections on Academic Integrity course | Associate Dean         | Previous infraction                        | Not sought           | None        | Not sought           | None        |

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| <b>Other - Describe incident in Details column</b> | 1                         | Unauthorized Content Generation - Assignment                                 | F-DISC in the course; transcript notation; Reflections on Academic Integrity; meet with Academic Integrity Coordinator                     | Associate Dean         | None                                  | Not sought                 | None          | Not sought           | None        |
|  | 7                         | Unauthorized Content Generation - Assignment                                 | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Associate Dean         | None                                  | Not sought                 | None          | Not sought           | None        |
|  | 1                         | Unauthorized Content Generation and Inappropriate Collaboration - Assignment | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course   | Associate Dean         | None                                  | Not sought                 | None          | Not sought           | None        |
|  | 1                         | Unauthorized Content Generation and Plagiarism - Assignment                  | F-DISC in the course; transcript notation; Reflections on Academic Integrity   | Associate Dean         | None                                  | Not sought                 | None          | Not sought           | None        |
|  | 1                         | Unauthorized Content Generation - Assignment                                 | F-DISC in the course; suspended from Faculty for one year; transcript notation   | Associate Dean         | Previous infraction                   | Local Discipline Committee | Appeal denied | Not sought           | None        |

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| Other - Describe incident in Details column | 1                         | Unauthorized Content Generation and Personation - Assignment                 | F-DISC in the course; suspended from the Faculty for one year; transcript notation; Reflections on Academic Integrity course | Associate Dean         | Two previous infractions              | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation - Assignment                                 | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course                             | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation and Inappropriate Collaboration - Assignment | F-DISC in the course; transcript notation; Reflections on Academic Integrity   | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Unauthorized Content Generation and Inappropriate Collaboration - Assignment | F-DISC in the course; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 3                         | Unauthorized Content Generation - Assignment                                 | F-DISC in the course; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |

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|--|---------------------------|---|--|------------------------|---|----------------------|-------------|----------------------|-------------|
| <b>Other - Describe incident in Details column</b> | 1                         | Unauthorized Content Generation - Assignments (3)           | F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator        | Associate Dean         | None  | Not sought           | None        | Not sought           | None        |
|  | 1                         | Unauthorized Content Generation - Assignments (2)           | F-DISC in the course; suspended from Faculty courses for one year; transcript notation; meet with advisor                            | Associate Dean         | Previous infraction                             | Not sought           | None        | Not sought           | None        |
|  | 1                         | Unauthorized Content Generation and Plagiarism - Assignment | F-DISC in the course; suspended from Faculty courses for eight months; transcript notation; meet with Academic Integrity Coordinator | Associate Dean         | Two previous infractions; personal circumstance | Not sought           | None        | Not sought           | None        |
|  | 1                         | Unauthorized Content Generation - Assignment                | F-DISC in the course; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None  | Not sought           | None        | Not sought           | None        |

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| <b>Other - Describe incident in Details column</b> | 1                         | Falsified references (references do not exist); assignment; take home exam | F-DISC in the course; Reflections on Academic Integrity course; transcript notation  | Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration | First offence; final exam                  | Not sought           | None        | Not sought           | None        |
| <b>Personation</b>                                 | 1                         | Personation, Plagiarism, and Falsified Citations - Assignment              | F-DISC in the course; transcript notation; meet with Academic Integrity Coordinator  | Associate Dean   | Previous infraction; personal circumstance | Not sought           | None        | Not sought           | None        |
|  | 1                         | Assignment   | F-DISC in the course; suspended from Faculty courses for one year; transcript notation; Reflections on Academic Integrity course | Associate Dean   | Previous infraction                        | Not sought           | None        | Not sought           | None        |
|  | 1                         | Personation and Plagiarism - Assignment                                    | F-DISC in the course; transcript notation; Reflections on Academic Integrity course  | Associate Dean   | None                                       | Not sought           | None        | Not sought           | None        |
|  | 1                         | Personation and Plagiarism - Assignment                                    | F-DISC in course; transcript notation; Reflections on Academic Integrity course  | Associate Dean   | None                                       | Not sought           | None        | Not sought           | None        |

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| Personation         | 1                         | Assignment                                   | F-DISC in course; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None                                    | Not sought                 | None          | Not sought                      | None          |
|                     | 1                         | Assignments (2)                              | F-DISC in course; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None                                    | Not sought                 | None          | Not sought                      | None          |
|                     | 1                         | Personation and Plagiarism - Assignments (2) | F-DISC in course; suspended from the Faculty for one year; transcript notation; Reflections on Academic Integrity course         | Associate Dean         | Two previous infractions                | Pending                    |               |                                 |               |
| Plagiarism          | 1                         | Plagiarism on assignment                     | F-DISC in the course; suspended from the Faculty for one year; transcript notation; Reflections on Academic Integrity course     | Dean's Office          | Third allegation of academic misconduct | Local Discipline Committee | Appeal denied | University Discipline Committee | Appeal denied |
|                     | 1                         | Plagiarism on assignment                     | F-DISC in the course; suspended from Faculty courses for one year; Reflections on Academic Integrity course; transcript notation | Dean's Office          | Third upheld allegation                 | Local Discipline Committee | Appeal denied | Not sought                      | None          |



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| Plagiarism          | 1                         | Plagiarism on assignment  | F-DISC in the course; suspended from Faculty courses for eight months; Reflections on Academic Integrity course; transcript notation                                      | Dean's Office          | Honest and remorseful; reduced penalty                        | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on assignment  | F-DISC in the course; suspended from taking Faculty courses for eight months; Reflections on Academic Integrity courses; transcript notation                              | Dean's Office          | Third allegation; close to completing degree; reduced penalty | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on an assignment due to lacking citations and minimal paraphrasing | F-DISC in course; suspended from Faculty courses for four months; Reflections on Academic Integrity course; transcript notation; meet with Academic Integrity Coordinator | Dean's Office          | Honest; mitigating factors; reduced penalty                   | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 1                         | Plagiarism on two assignments   | F-DISC in the course; suspended from Faculty courses for eight months; Reflections on Academic Integrity course; transcript notation                                 | Dean's Office          | Honest; reduced penalty               | Not sought                 | None  | Not sought           | None        |
|                     | 1                         | Plagiarism on assignment        | F-DISC in the course; suspended from Faculty courses for eight months; Reflections on Academic Integrity course; transcript notation                                 | Dean's Office          | Honest; reduced penalty               | Not sought                 | None  | Not sought           | None        |
|                     | 10                        | Plagiarism on course assignment | Zero on assignment; meet with Academic Integrity Coordinator   | Associate Dean         | None                                  | Not sought                 | None  | Not sought           | None        |
|                     | 1                         | Plagiarism on course assignment | Zero on assignment; DISC notation on final grade; eight month suspension from Teaching Faculty and Faculty of Registration; meet with Academic Integrity Coordinator | Associate Dean         | Second allegation                     | Local Discipline Committee | Appeal granted; disciplinary action reduced | None                 | None        |

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| Plagiarism          | 2                         | Plagiarism on course assignment | Zero on assignment; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator  | Associate Dean         | None  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on course assignment | Zero on assignment; F- DISC in the course; suspended from Teaching Faculty and Faculty of Registration for eight months   | Associate Dean         | Second allegation   | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Plagiarism on course assignment | Zero on assignment; Reflections on Academic Integrity course  | Associate Dean         | None  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on course assignment | Zero on assignment; F-DISC in course; suspended from Faculty for eight months; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Associate Dean         | Second allegation; did not complete requirements from Academic Integrity Office | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 1                         | Plagiarism on course assignment | Zero on assignment; DISC notation on final grade; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Acting Dean            | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on course assignment | Zero on assignment; DISC notation on final grade; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on course assignment | Zero on assignment; DISC notation on final grade; meet with Academic Integrity Coordinator   | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on course assignment | Reflections on Academic Integrity course; meet with Academic Integrity Coordinator   | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on course assignment | Zero on assignment; DISC notation on final grade; Reflections on Academic Integrity course   | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |

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| <b>Plagiarism</b>   | 1                         | Significant amount of the assignment copied verbatim with no citation      | Zero on assignment; F-DISC in the course; transcript notation; one year suspension from Teaching Faculty and Faculty of Registration; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Associate Dean & Designate of the Dean | None   | Local Discipline Committee | 20 month suspension; F-DISC; transcript notation; Reflections on Academic Integrity course | Not sought           | None        |
|                     | 1                         | Paper with no in-text citations; material and language taken from a source | Zero on assignment; DISC comment on final grade; Academic Integrity and Student Conduct Tutorial   | Designate of the Dean                  | None   | Not sought                 | None   | Not sought           | None        |
|                     | 1                         | Paper included numerous in-text citations with no references               | Zero on assignment; DISC notation on final grade   | Designate of the Dean                  | No student advocate; no response to allegation | Not sought                 | None   | Not sought           | None        |
|                     | 1                         | Student found guilty of academic misconduct (plagiarism)                   | Zero on assignment; transcript notation may be removed after three years or graduation; Reflections on Academic Integrity course; meet with the Academic Integrity Coordinator   | Department Head                        | None   | Not sought                 | None   | Not sought           | None        |

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| Plagiarism          | 1                         | Student found guilty of academic misconduct: plagiarism on Lab assignment | Zero on assignment; DISC notation; transcript notation; notations removed after two years or upon graduation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | Accepted allegation                   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Student found guilty of academic misconduct: plagiarism on Lab assignment | Zero on assignment; transcript notation; notation may be removed after two years or graduation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator               | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Student found guilty of academic misconduct (plagiarism)                  | Zero on assignment; transcript notation; transcript notation for three years or until graduation; Reflections on Academic Integrity Course; meet with Academic Integrity Coordinator             | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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| <b>Plagiarism</b>   | 1                         | Student found guilty of academic misconduct (plagiarism)   | Zero on final exam; transcript notation; notation for three years or until graduation; Reflections on Academic Integrity Course; meet with Academic Integrity Coordinator | Department Head        | None   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Student found guilty of academic misconduct: plagiarism on term paper  | Zero on assignment; transcript notation; notation for two years or until graduation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator   | Department Head        | None   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarised significant portions (verbatim or nearly verbatim) of Candidacy Examination  | First failure of Candidacy Exam; educational programming; transcript reprimand (one year)   | Associate Dean         | Thought they had been written in their own words; medical circumstances                            | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarised three assignments across two courses; sections are verbatim from published works; sometimes with no reference; sometimes without quotation marks | Zero on assignments; DISC notation on grade in both courses; educational programming; transcript reprimand (one year)   | Associate Dean         | Felt overwhelmed and did not ask for extensions; cut and pasted without reworking sections of text | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 1                         | Several sections of take home exam improperly cited and referenced                    | Zero on exam; DISC notation on grade; educational programming; transcript reprimand (one year)    | Associate Dean         | Stated material was difficult; lacked experience with paraphrasing   | Not sought           | None          | Not sought                 | None        |
|                     | 1                         | Plagiarism in written thesis proposal and duplicate submission in thesis portfolio    | Failed course; educational programming; transcript reprimand (one year)                           | Associate Dean         | Warned previously of duplicate submission; did not take full responsibility for actions; improper syllabus                 | Dean                 | Appeal denied | Not sought                 | None        |
|                     | 1                         | Verbatim plagiarism of nearly the entirety of written papers of Candidacy Examination | First failure of Candidacy Exam; expulsion from Faculty   | Associate Dean         | Egregious amount of cut and paste plagiarism; previous incident; not forthcoming about prior breach; medical circumstances | Dean                 | Appeal denied | Local Discipline Committee | Pending     |
|                     | 1                         | Plagiarism in final research paper  | Zero on paper; DISC notation on grade; educational programming; transcript reprimand (six months) | Associate Dean         | Medical circumstances; ran out of time; did not properly review output from artificial intelligence software               | Not sought           | None          | Not sought                 | None        |



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| Plagiarism          | 1                         | Improper citation in four papers of Candidacy Examination   | First failure of Candidacy Exam; educational programming; transcript reprimand (six months)       | Associate Dean         | Difficulty balancing personal and academic responsibilities; lacked proper understanding of how to use AI output | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Presented several incorrect/improper citations in Candidacy Examination                                 | Second failure of Candidacy Exam; educational programming; transcript reprimand (one year)        | Associate Dean         | Incorrect interpretation of secondary sources; mitigating circumstances  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Three-quarters of references in term paper from one source; not properly cited; verbatim copy and paste | Zero on term paper; educational programming; transcript reprimand (three months)                  | Associate Dean         | Poor research skills; commitment to educational programming  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism in draft submissions of two chapters of thesis   | Apology letter to advisor; educational programming; transcript reprimand (one year)               | Associate Dean         | Copied and pasted from notes which were verbatim from sources; medical circumstances                             | Not sought           | None        | Not sought           | None        |
|                     | 1                         | One passage missing quotation marks in assignment   | Zero on assignment; transcript reprimand (four months)  | Associate Dean         | Commitment to being more careful in future work  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism in paper consisting of several blocks of text nearly verbatim from LitChart                  | Zero on paper; DISC notation on grade; educational programming; transcript reprimand (six months) | Associate Dean         | Copied and pasted due to time constraints and multiple commitments   | Not sought           | None        | Not sought           | None        |

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| <b>Plagiarism</b>   | 1                         | Plagiarism in assignment and part of take home exam consisting of verbatim sections from online sources   | Zero on assignment and partial take home exam; DISC notation on grade; educational programming; transcript reprimand (six months) | Associate Dean         | Material used from work experience (work slides), lack of awareness to reference material          | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism in assignment including verbatim text not quoted or cited  | Zero on assignment; DISC grade comment; transcript reprimand (four months)  | Associate Dean         | Lost track of text from sources in research and writing phases                                     | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism in assignment including verbatim text or poor paraphrasing from one source   | DISC notation on grade; educational programming; transcript notation (six months)   | Associate Dean         | Poor understanding of the rules of citing and referencing; unclear about assignment's instructions | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism in paper consisting of several sections verbatim to at least three sources; source text improperly cited and referenced and not in quotation marks | Zero on term paper; DISC notation on grade; educational programming; transcript reprimand (one year)                              | Associate Dean         | Lack of experience with academic writing   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Responsible Conduct of Research Investigation; plagiarism in thesis proposal  | Revise thesis proposal; educational programming; transcript reprimand (two years)   | Associate Dean         | Lack of understanding of proper paraphrasing   | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 1                         | Reflective learning assignment was copied from another student  | Warning letter  | Associate Dean         | None  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Student repeating course and used posted solutions from previous year in assignments  | Zero on assignments; transcript notation; Reflections on Academic Integrity course                  | Department Head        | Admitted they used solutions from the previous year; showed remorse; first offense  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on Discussion Post; information in the submission was closely paraphrased from a website without citation or reference | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Took notes from sources and wrote it in their assignment  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Concerns of Plagiarism on Discussion Post; copied word for word from a source that was not provided in the reference list         | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Not aware of the consequences of their actions; should have better cited their sources  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment submission downloaded directly from CourseHero; CourseHero URL on the bottom   | Zero on assignment; C-DISC in course  | Associate Dean         | Admitted to using CourseHero; claimed that it was just for reference and that they did not take the entire assignment from the site | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 1                         | Responded to the wrong case scenario; answers were similar to those found on CourseHero | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to getting help from a friend; friend sent their old assignment for the student to use | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Responded to the wrong case scenario  | Zero on assignment; F-DISC in course  | Associate Dean         | Admitted to getting help from a friend  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Included material in assignment that was extremely similar to an online source          | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to using external sources and not properly citing or referencing the material          | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Cited CourseHero as a source and a reference  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to using CourseHero  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Discussion forum largely copied from an online source                                   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Copied and pasted the content and forgot to add a reference                                     | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 1                         | Referred to incorrect dates in their case study; may have used an old assignment from a previous term | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation                         | Area Director          | Searched for a summary of the case study online so that they did not need to read the whole thing; admitted to improper citation but not to using an old assignment | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Submitted an assignment involving a case study that was not offered in the current term               | Zero on assignment; meet with Academic Integrity Coordinator; Reflections on Academic Integrity course; transcript notation | Area Director          | Admitted to plagiarism and using a previous terms case study to complete their assignment   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Discussion post comment was a paraphrase of another students comment                                  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation                         | Area Director          | Admitted to reading another comment before making their own and copying it unintentionally  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Information in the students assignment was not properly attributed to a source                        | Zero on the assignment; transcript notation   | Associate Dean         | Admitted to omitting the citations due to confusion about how to format   | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|--|---|------------------------|---|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 1                         | Material in the assignment was copied or closely paraphrased from specific websites that were not cited or referenced                            | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to forgetting to properly paraphrase | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Submission contained a significant amount of information that was not included in the references   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to plagiarism                        | Not sought           | None        | Not sought           | None        |
|                     | 3                         | Did not include the required in text citations for their discussion post   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to plagiarism                        | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Paraphrased an online article as submission for a discussion question answer, but provided no in-text citation documentation or proper reference | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to plagiarism                        | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|--|------------------------|--|----------------------|-------------|----------------------|-------------|
| <b>Plagiarism</b>   | 1                         | Did not cite their work throughout their assignment | Zero on assignment; D-DISC in the course; educational outcome (Academic Language Support Instructor); transcript notation  | Associate Dean         | Admitted to plagiarism                               | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Did not cite their work throughout their assignment | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation                        | Area Director          | Admitted to plagiarism                               | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Did not cite their work throughout their assignment | Zero on assignment; F- DISC in the course; educational outcome (Academic Language Support Instructor); transcript notation | Associate Dean         | Admitted to not using proper citations or references | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment lacked citations                         | Zero on assignment; F- DISC in the course; educational outcome (Academic Language Support Instructor); transcript notation | Associate Dean         | Admitted to not using proper citations or references | Not sought           | None        | Not sought           | None        |

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| <b>Plagiarism</b>   | 1                         | Missing the in text citations for the assignment  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to using Google and not providing in-text citations       | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Did not include proper citations and references in assignment   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to using the internet and not providing in-text citations | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Did not include proper citations and references in their assignment   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted not including in-text citations                           | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Used an old case study (from a previous term) to complete assignment; may have collaborated or recycled an old assignment | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to using CourseHero to complete their assignment          | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Entire discussion post was paraphrased from an online source  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to plagiarism   | Not sought           | None        | Not sought           | None        |



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|---------------------|---------------------------|--|---|------------------------|---|----------------------|-------------|----------------------|-------------|
| <b>Plagiarism</b>   | 1                         | The words 'as an AI language model' were included in the assignment; use of Artificial Intelligence to complete the assignment | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation           | Area Director          | Admitted to plagiarism  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Part of the assignment was paraphrased from an online source with no citation  | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation           | Area Director          | Admitted to plagiarism  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Submitted assignment with no references or citations   | Meet with Academic Language Support Instructor; Reflections on Academic Integrity course; transcript notation | Area Director          | Admitted to omitting the references and citations               | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Work was not cited throughout assignment   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation           | Area Director          | Admitted to forgetting to give credit to their course materials | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Work on their assignment was not cited or referenced   | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation           | Area Director          | Not aware that citations were required                          | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|---|------------------------|---|----------------------|-------------|----------------------|-------------|
| <b>Plagiarism</b>   | 1                         | Work was not referenced                             | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Forgot to give credit to the textbook                                     | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Copied their discussion from CourseHero             | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to using CourseHero to complete their assignment                 | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Submitted assignment with no references             | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to not using proper citations or references                      | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Did not cite their work throughout their assignment | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to forgetting in text citations                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Did not cite their work throughout their assignment | Zero on assignment; educational outcome (Academic Language Support Instructor); transcript notation | Area Director          | Admitted to copying and pasting data from Google and not citing correctly | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|--------------------------|--|------------------------|--|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 1                         | Plagiarism on assignment | F-DISC in the course; suspended from Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest and willing to accept responsibility; reduced penalty | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on term paper | F-DISC in the course; suspended from Faculty courses for eight months; transcript notation; meet with Academic Integrity Coordinator | Dean's Office          | Honest; accepted responsibility; reduced penalty             | Not sought           | None        | Not sought           | None        |
|                     | 6                         | Plagiarism on assignment | F-DISC in the course; suspended from Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted responsibility; reduced penalty             | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Plagiarism on assignment | F-DISC in course; suspended from Faculty courses for one year; transcript notation; Reflections on Academic Integrity course         | Dean's Office          | None   | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|--------------------------|--|------------------------|---|----------------------------|---------------|----------------------|-------------|
| Plagiarism          | 2                         | Plagiarism on assignment | F-DISC in the course;<br>suspended from Faculty courses for six months;<br>transcript notation;<br>Reflections on Academic Integrity course  | Dean's Office          | Honest; accepted responsibility; reduced penalty  | Not sought                 | None          | Not sought           | None        |
|                     | 2                         | Plagiarism on assignment | F-DISC in the course;<br>suspended from Faculty courses for four months;<br>transcript notation;<br>Reflections on Academic Integrity course | Dean's Office          | Honest; accepted responsibility;<br>administrative error regarding prerequisite;<br>second allegation;<br>reduced penalty | Not sought                 | None          | Not sought           | None        |
|                     | 1                         | Plagiarism on assignment | F-DISC in the course;<br>suspended from Faculty courses for one year;<br>transcript notation;<br>Reflections on Academic Integrity course    | Dean's Office          | Honest; accepted responsibility; reduced penalty  | Not sought                 | None          | Not sought           | None        |
|                     | 1                         | Plagiarism on assignment | F-DISC in the course;<br>suspended from Faculty courses for one year;<br>transcript notation;<br>Reflections on Academic Integrity course    | Dean's Office          | Second allegation   | Local Discipline Committee | Appeal denied | Not sought           | None        |

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|---------------------|---------------------------|--|--|------------------------|--|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 1                         | Plagiarism on assignment                 | F-DISC in the course; suspended from Faculty courses for one year; transcript notation; Reflections on Academic Integrity course       | Dean's Office          | Second allegation  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on assignments in two courses | F-DISC in both courses; suspended from Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest and remorseful; reduced penalty                                   | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Plagiarism on assignment                 | F-DISC in the course; suspended from Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course   | Dean's Office          | Honest and took responsibility; reduced penalty                          | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on assignment                 | F-DISC in the course; suspended from Faculty courses for one year; transcript notation; Reflections on Academic Integrity course       | Dean's Office          | Not aware that their actions were academic misconduct; second allegation | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|--|---------------------------|--|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 40                        | Assignment  | Zero on assignment   | Associate Department Head | None   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Submitted a lab report which was written by two other students in a previous term | Zero on assignment; transcript notation; Reflections on Academic Integrity course  | Acting Department Head    | First offence  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Copied large chunks of text   | Resubmit project   | Department Head           | None   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Copied an answer to an assignment question from Test Bank of their textbook       | F-DISC in the course; suspended from Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office             | Honest; willing to accept allegation; second allegation; reduced penalty | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment  | F-DISC in the course; suspended from Faculty for one year; transcript notation   | Associate Dean            | Three previous infractions   | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 1                         | Assignment      | F-DISC in the course; suspended from courses in Teaching Faculty and Faculty of Registration for one year; transcript notation; meet with Academic Integrity Coordinator | Associate Dean         | Two previous infractions              | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; DISC notation; transcript notation; meet with Academic Integrity Coordinator   | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignments (2) | F-DISC in the course; DISC notation and comment on record outlining the nature of the infraction; meeting with Academic Integrity Coordinator                            | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignments (2) | F-DISC in the course; suspended from courses in the Faculty for one year; transcript notation  | Associate Dean         | Previous infraction                   | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 1                         | Assignments (2) | F-DISC in the course; suspended from courses in the Faculty for one year; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Associate Dean         | Two previous infractions - overlap in time of second and third allegations | Not sought                 | None          | Not sought           | None        |
|                     | 1                         | Assignments (2) | F-DISC in the course; suspended from courses in the Faculty for one year; transcript notation   | Associate Dean         | Previous infraction  | Local Discipline Committee | Appeal denied | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity; meet with Academic Integrity Coordinator   | Associate Dean         | None   | Not sought                 | None          | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; DISC notation; transcript notation  | Associate Dean         | Previous infraction; personal circumstance                                 | Not sought                 | None          | Not sought           | None        |



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| Plagiarism          | 1                         | Assignments (2) | F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Associate Dean         | None                                  | Local Discipline Committee | Appeal denied | Not sought           | None        |
|                     | 1                         | Assignment      | F-DISC in the course; transcript notation; Reflections on Academic Integrity course   | Associate Dean         | None                                  | Not sought                 | None          | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; DISC notation; transcript notation; meet with Academic Integrity Coordinator                              | Associate Dean         | None                                  | Not sought                 | None          | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course                              | Associate Dean         | None                                  | Not sought                 | None          | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; meet with Academic Integrity Coordinator  | Associate Dean         | None                                  | Not sought                 | None          | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; DISC notation; transcript notation  | Associate Dean         | None                                  | Not sought                 | None          | Not sought           | None        |

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| Plagiarism          | 1                         | Assignment | F-DISC in the course; suspended from the Faculty for eight months; DISC notation and comment on record outlining the nature of the infraction     | Associate Dean         | Previous infraction; personal circumstance | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Zero on test; DISC notation; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None                                       | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Zero on assignment; transcript notation; meet with Academic Integrity Coordinator   | Department Head        | None                                       | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Zero on assignment; F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None                                       | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Correct and resubmit assignment; meet with Academic Integrity Coordinator   | Department Head        | None                                       | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 3                         | Assignment      | F-DISC in the course; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course  | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignments (2) | F-DISC in course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator; meet with advisor      | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; F-DISC in the course; transcript notation; meet with Academic Integrity Coordinator; Reflections on Academic Integrity course | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | F on assignment; F-DISC in the course; transcript notation; Reflections on Academic Integrity course  | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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| <b>Plagiarism</b>   | 1                         | Assignments (2)                                      | F-DISC in the course; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment   | F on assignment; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment   | Zero on assignment; F-DISC in course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator     | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism and Falsified Citations - Assignments (2) | Zero on assignment; F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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| <b>Plagiarism</b>   | 2                         | Assignment | Zero on assignment; F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Revise and resubmit assignment; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator                                | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Zero on assignment; Reflections on Academic Integrity course; paragraph about paraphrasing submitted to department                                | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Revise and resubmit assignment; transcript notation; meeting with Academic Integrity Coordinator  | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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| Plagiarism          | 1                         | Assignment      | Zero on assignment; transcript notation; meet with Academic Integrity Coordinator   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course  | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignments (2) | Zero on assignments; DISC notation; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator       | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|--|--|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 1                         | Assignments  | Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Allegations of plagiarism in two courses considered simultaneously | F-DISC in the course; transcript notation; meet with Academic Integrity Coordinator              | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment   | F-DISC in the course; transcript notation; Reflections on Academic Integrity course              | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment   | Zero on assignment; transcript notation; Reflections on Academic Integrity course                | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment   | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 3                         | Assignment   | F-DISC in the course; transcript notation; Reflections on Academic Integrity course              | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment   | Zero on assignment; F-DISC in the course; transcript notation                                    | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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**PART 1: STUDENT ACADEMIC MISCONDUCT**

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| Disciplinary Matter | # of Students Disciplined | Detail   | Disciplinary Action  | Disciplinary Authority | Factors Impacting Disciplinary Action | Next Level of Appeal | Disposition | Next Level of Appeal | Disposition |
|---------------------|---------------------------|--|--|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Plagiarism</b>   | 1                         | Assignment   | Zero on assignment; F-DISC in course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator    | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism and Falsified Citations - Assignments (2) | Zero on both assignments; F-DISC in the course; transcript notation; Reflections on Academic Integrity; meet with Academic Integrity Coordinator | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism and Falsified Citations - Assignment      | Zero on assignment; F-DISC in course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator    | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 3                         | Assignment   | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |



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|---------------------|---------------------------|-----------------|--|------------------------|---------------------------------------|----------------------|------------------|----------------------|-------------|
| Plagiarism          | 2                         | Assignment      | F-DISC in the course; transcript notation; Reflections on Academic Integrity course  | Department Head        | None                                  | Not sought           | None             | Not sought           | None        |
|                     | 1                         | Assignment      | F-DISC in the course; transcript notation; Reflections on Academic Integrity course  | Department Head        | None                                  | Associate Dean       | Appeal withdrawn | Not Sought           | None        |
|                     | 1                         | Assignments (2) | Zero on assignments; F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None                                  | Not sought           | None             | Not sought           | None        |
|                     | 1                         | Assignment      | F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator                      | Department Head        | None                                  | Not sought           | None             | Not sought           | None        |
|                     | 2                         | Assignment      | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None             | Not sought           | None        |

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|---------------------|---------------------------|------------|---|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 1                         | Assignment | F-DISC in course; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Zero on assignment; DISC notation; transcript notation; meet with Academic Integrity Coordinator  | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Zero on assignment; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course  | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Zero on assignment; F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|-----------------|---|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 1                         | Assignments (2) | Zero on assignment; F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | F on assignment; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator                          | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | F-DISC in the course; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment      | Zero on assignment; F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|------------|---|-----------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 2                         | Assignment | Reflections on Academic Integrity course; resubmit corrected assignment                           | Delegate of Department Head | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Resubmit corrected assignment; grade reduced; Reflections on Academic Integrity course            | Delegate of Department Head | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Reflections on Academic Integrity course; grade reduced; meet with Academic Integrity Coordinator | Delegate of Department Head | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment | Zero on assignment; transcript notation; meet with Academic Integrity Coordinator                 | Associate Dean              | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Assignment | F-DISC in the course; transcript notation; Reflections on Academic Integrity course               | Department Head             | None                                  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|---|---|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Plagiarism</b>   | 1                         | Assignment                                      | Zero on assignment; DISC notation; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator        | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism and Falsified Citations - Assignment | Zero on assignment; F-DISC in the course; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignments (2)                                 | F-DISC in the course; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 2                         | Assignment                                      | F-DISC in the course; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|--|--|--|--|----------------------------|-------------|----------------------|-------------|
| <b>Plagiarism</b>   | 6                         | Plagiarised material on assignment   | Zero on assignment; Reflections on Academic Integrity course   | Associate Department Head  | Student did not contest the allegation                 | Not sought                 | None        | Not sought           | None        |
|                     | 1                         | Plagiarised material on two assignments  | Zero on assignments; Reflections on Academic Integrity course  | Associate Department Head  | First offence  | Not sought                 | None        | Not sought           | None        |
|                     | 1                         | Plagiarised material on three assignments; unauthorized person in room on one test | Zero on impacted assignments and test; Reflections on Academic Integrity course  | Associate Department Head  | First offence  | Not sought                 | None        | Not sought           | None        |
|                     | 1                         | Plagiarism and incorrect attribution in submitted assignment                       | Zero on assignment; meet with the Academic Integrity Coordinator   | Associate Dean   | Student did not contest the allegation; second offence | Not sought                 | None        | Not sought           | None        |
|                     | 1                         | Plagiarised material on assignment   | F-DISC in in the course; suspended from courses in Faculty for eight months; notation on transcript  | Associate Dean   | Third allegation of misconduct                         | Local Discipline Committee | Pending     |                      |             |
|                     | 1                         | Plagiarised material on assignment   | F-DISC in the course; suspended from courses in the Faculty of Registration for one year; transcript; meet with Academic Integrity Coordinator | Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration | Second allegation                                      | Local Discipline Committee | Pending     |                      |             |

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|---------------------|---------------------------|---|--|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 1                         | Obtained copy of another student's papers and submitted as own; two courses | Grade of F in both courses; letter in student file   | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 17                        | Plagiarised with incorrect referencing                                      | Lost marks on the assignment; letter in student file | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Used work from another student/instructor's PowerPoint slide                | Letter in student file                               | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Numerous phrases/paragraphs from websites without citation or references    | Zero on paper; letter in student file                | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Assignment  | Zero on assignment; letter in student file           | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Copied from another student's paper from a previous term                    | Letter on file; deductions on paper                  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Missed citation for a paragraph   | Letter on file; deductions on paper                  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------------------|--|--|------------------------|--|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 1                         | Most of assignment copied and pasted from articles used as sources for assignment; incorrect citations | Failed assignment; letter on file; referred to Academic Learning Centre  | Associate Dean         | None   | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarised with no citations  | Letter on file; deductions on paper  | Associate Dean         | Stressful time; forgot                           | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Used paper from a previous term  | Letter on file; deductions on paper  | Associate Dean         | First offense                                    | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Used generative artificial intelligence; improper citations and references                             | Letter on file; deductions on paper  | Associate Dean         | First offense                                    | Not sought           | None        | Not sought           | None        |
|                     | 1                         | Plagiarism on assignment   | F-DISC in the course; suspended from Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted responsibility; reduced penalty | Not sought           | None        | Not sought           | None        |



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**STUDENT ACADEMIC MISCONDUCT - UPDATE REGARDING PENDING ITEMS FROM THE 2021-2022 REPORT**

| Disciplinary Matter                                     | # of Students | Detail   | Disciplinary Action   | Disciplinary Authority | Factors Impacting Disciplinary Action | Next Level of Appeal       | Disposition      | Next Level of Appeal | Disposition |
|---|---------------|--|---|------------------------|---------------------------------------|----------------------------|------------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 1             | Inappropriate collaboration on quizzes; additional allegation of the use of translation software/false citations in assignments in two courses | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course | Associate Dean         | None                                  | Not sought                 | None             | Not sought           | None        |
|   | 1             | Inappropriate collaboration on quizzes; additional allegation of the use of translation software/false citations in assignments                | F-DISC in course; suspended from the Faculty for one year; transcript notation  | Associate Dean         | Two previous infractions              | Local Discipline Committee | Appeal withdrawn | Not sought           | None        |
|   | 1             | Inappropriate collaboration on quizzes; additional allegation of plagiarism and the use of translation software in essays and final exam       | F-DISC in course; transcript notation; Reflections on Academic Integrity course   | Associate Dean         | None                                  | Not sought                 | None             | Not sought           | None        |

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|---|---------------|---|--|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 1             | Inappropriate collaboration on quizzes in two courses | F-DISC in course; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1             | Cheating on test                                      | Zero on test; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | Previous infraction                   | Not sought           | None        | Not sought           | None        |
|   | 1             | Cheating  | F-DISC in course; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | Previous infraction                   | Not sought           | None        | Not sought           | None        |
|   | 1             | Cheating  | F-DISC in course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1             | Cheating  | F-DISC in course; suspended from taking Teaching Faculty courses and Faculty of Registration courses for eight months; transcript notation; Reflections on Academic Integrity course | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1             | Cheating  | F-DISC in course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator    | Associate Dean         | None                                  | Not sought           | None        | Not sought           | None        |

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|---|---------------|--|--|------------------------|---|----------------------------|---------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 2             | Cheating                                     | F-DISC in course; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None  | Not sought                 | None          | Not sought           | None        |
|   | 1             | Test   | Zero on test; F-DISC in course; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None  | Not sought                 | None          | Not sought           | None        |
|   | 1             | Unauthorized material in an exam             | F-DISC in course; suspended from taking Faculty courses for four months; transcript notation; Reflections on Academic Integrity course   | Dean's Office          | Took responsibility; reduced penalty                            | Not sought                 | None          | Not sought           | None        |
|   | 1             | Unauthorized material in an exam             | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course; meet with instructor                        | Dean's Office          |   | Local Discipline Committee | Appeal denied | Not sought           | None        |
|   | 1             | Test responses similar to those on Chegg.com | F-DISC in course; suspended from taking courses in the Faculty for eight months; transcript notation; Reflections on Academic Integrity course   | Dean's Office          | Honest; accepted allegation; second allegation; reduced penalty | Not sought                 | None          | Not sought           | None        |
|   | 1             | Test questions posted to Chegg (two courses) | F-DISC in both courses; suspended from taking courses in the Faculty for eight months; transcript notation; Reflections on Academic Integrity course; meet with advisor                  | Dean's Office          | Honest; accepted allegation; reduced penalty                    | Not sought                 | None          | Not sought           | None        |
|   | 1             | Posted test question to Chegg.com            | F-DISC in course; suspended from taking Teaching Faculty courses and the Faculty of Registration courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted allegation; reduced penalty                    | Not sought                 | None          | Not sought           | None        |

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|---|---------------|---|--|------------------------|--|----------------------------|---------------|---------------------------------|---------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 2             | Collaborated on deferred final; identical answers/mistakes            | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course  | Dean's Office          | Honest; accepted allegation; reduced penalty   | Not sought                 | None          | Not sought                      | None          |
|   | 1             | Copied exam solutions from one another                                | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course  | Dean's Office          |  | Local Discipline Committee | Appeal denied | University Discipline Committee | Appeal denied |
|   | 1             | Cheating in one course; inappropriate collaboration in another course | F-DISC in both courses; suspension from taking courses in the Faculty for one year; suspended from the Faculty for one year (separate suspensions that overlap for eight months, resulting in 16 months of suspension); transcript notations; Reflections on Academic Integrity course | Dean's Office          | Made no attempt to understand the transgressions that had been made  | Local Discipline Committee | Appeal denied | Not sought                      | None          |
|   | 1             | Midterm questions posted on Chegg.com                                 | F-DISC in the course; suspended from taking courses in the Teaching Faculty for 16 months; suspended from Faculty of Registration for eight months; transcript notation; Reflections on Academic Integrity course  | Dean's Office          | Honest; second allegation; registered in a course while suspended for a previous allegation; penalty increased | Local Discipline Committee | Appeal denied | Not sought                      | None          |

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|---|---------------|--|--|------------------------|--|----------------------|-------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 1             | Students had same answers on test; also on Chegg.com | F-DISC in the course; suspended from taking Teaching Faculty and Faculty of Registration courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted allegation; reduced penalty                             | Not sought           | None        | Not sought           | None        |
|   | 1             | Students had same answers on test; also on Chegg.com | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course                                      | Dean's Office          | Honest; accepted allegation; reduced penalty                             | Not sought           | None        | Not sought           | None        |
|   | 1             | Test questions posted on Chegg.com                   | Zero the test; transcript notation; Reflections on Academic Integrity course   | Dean's Office          | Honest; accepted allegation; reduced penalty                             | Not sought           | None        | Not sought           | None        |
|   | 1             | Final Exam questions posted on Chegg.com             | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course                                      | Dean's Office          | Honest; accepted allegation; reduced penalty                             | Not sought           | None        | Not sought           | None        |
|   | 1             | Posted test and exam questions to Chegg.com          | F-DISC in the course; suspended from taking Teaching Faculty and Faculty of Registration courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted allegation; reduced penalty                             | Not sought           | None        | Not sought           | None        |
|   | 1             | Copied answers from unauthorized sources             | F-DISC in the course; suspended from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course  | Dean's Office          | Honest; accepted allegation; second allegation in a short period of time | Not sought           | None        | Not sought           | None        |

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|---|---------------|--|--|------------------------|---|----------------------------|------------------|----------------------|-------------|
| <b>Cheating on Quizzes, Tests or Final Examinations</b> | 1             | Copied answers from unauthorized sources     | F-DISC in the course; suspension from taking Faculty courses for one year; transcript notation; Reflections on Academic Integrity course                       | Dean's Office          | Student did not respond to allegation                           | Not sought                 | None             | Not sought           | None        |
|   | 1             | Posted on Chegg.com during final exam        | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course; meet with advisor | Dean's Office          | Honest; accepted allegation; reduced penalty                    | Not sought                 | None             | Not sought           | None        |
|   | 1             | Students submitted virtually identical exams | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course                    | Dean's Office          | Honest; accepted allegation; reduced penalty                    | Local Discipline Committee | Appeal withdrawn | Not sought           | None        |
|   | 1             | Students submitted virtually identical exams | F-DISC in the course; suspended from taking courses in the Faculty for one year; transcript notation; Reflections on Academic Integrity course                 | Dean's Office          | Honest; accepted allegation; second allegation; reduced penalty | Not sought                 | None             | Not sought           | None        |
| <b>Inappropriate Collaboration</b>                      | 1             | Inappropriate Collaboration                  | F in course; comment on record outlining the nature of the infraction; Reflections on Academic Integrity course  | Associate Dean         | Previous infraction   | Not Sought                 | None             | Not Sought           | None        |
|   | 2             | Inappropriate Collaboration                  | F-DISC in course; comment on record outlining the nature of the infraction; Reflections on Academic Integrity course   | Associate Dean         | None  | Not Sought                 | None             | Not Sought           | None        |
|   | 1             | Inappropriate Collaboration                  | F in course; comment on record outlining the nature of the infraction; Reflections on Academic Integrity course  | Department Head        | None  | Not Sought                 | None             | Not Sought           | None        |
|   | 1             | Inappropriate Collaboration                  | F in course; comment on record outlining the nature of the infraction; Reflections on Academic Integrity course  | Department Head        | None  | Associate Dean             | Appeal withdrawn | Not Sought           | None        |

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|------------------------------------|---------------|--|---|------------------------|---|----------------------|-------------|----------------------|-------------|
| <b>Inappropriate Collaboration</b> | 1             | Copied an answer to an assignment question from Test Bank of their textbook  | F-DISC in course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted responsibility; second allegation; reduced penalty           | Not sought           | None        | Not sought           | None        |
|                                    | 2             | Submitted a solution in an assignment that was highly similar to several other students in the course, as well as found on Chegg.com | F-DISC in course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; did not contest the allegation; second allegation; reduced penalty    | Not sought           | None        | Not sought           | None        |
|                                    | 1             | Used unauthorized material or inappropriately collaborated on assignment   | F-DISC in course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; remorseful; second allegation; reduced penalty                        | Not sought           | None        | Not sought           | None        |
|                                    | 1             | Used unauthorized material or inappropriately collaborated on assignment   | F-DISC in course; suspended from taking Faculty courses for eight months; transcript notation; meet with Academic Integrity Coordinator | Dean's Office          | Honest; remorseful; approaching graduation; third allegation; reduced penalty | Not sought           | None        | Not sought           | None        |

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE  
September 1, 2022 to August 31, 2023

**STUDENT ACADEMIC MISCONDUCT - UPDATE REGARDING PENDING ITEMS FROM THE 2021-2022 REPORT**

| Disciplinary Matter                | # of Students | Detail   | Disciplinary Action  | Disciplinary Authority | Factors Impacting Disciplinary Action  | Next Level of Appeal | Disposition | Next Level of Appeal | Disposition |
|------------------------------------|---------------|--|--|------------------------|--|----------------------|-------------|----------------------|-------------|
| <b>Inappropriate Collaboration</b> | 1             | Used unauthorized material or inappropriately collaborated on assignment and lab   | F-DISC in course; suspended from taking Faculty courses for four months; transcript notation; Reflections on Academic Integrity course         | Dean's Office          | Admitted to mistake prior to allegation; second allegation; reduced penalty  | Not sought           | None        | Not sought           | None        |
|                                    | 1             | Submitted a solution to assignment that had very unusual similarities to another student's submission from a previous term | F-DISC in course; suspended from taking Faculty courses for four months; transcript notation; meet with Academic Integrity Coordinator         | Dean's Office          | Honest; remorseful; third allegation of misconduct was before the hearing for the second misconduct; reduced penalty | Not sought           | None        | Not sought           | None        |
|                                    | 1             | Submitted work that was not their own  | F-DISC in course; suspended from taking courses in the Faculty for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted allegation; reduced penalty   | Not sought           | None        | Not sought           | None        |
|                                    | 1             | Posted assignment questions on Chegg.com   | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course    | Dean's Office          | Honest; accepted allegation; second allegation; reduced penalty  | Not sought           | None        | Not sought           | None        |
|                                    | 1             | Students submitted near identical responses to assignment  | F-DISC in the course; suspended from taking Faculty courses for eight months; transcript notation; Reflections on Academic Integrity course    | Dean's Office          | Honest; accepted allegation; reduced penalty   | Not sought           | None        | Not sought           | None        |



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|--|---------------|---|---|------------------------|--|----------------------------|---------------|---------------------------------|---------------|
| <b>Inappropriate Collaboration</b>                 | 1             | Assignments posted on Chegg.com (two courses)   | F-DISC in both courses; suspended from taking courses in the Faculty for eight months; transcript notation; Reflections on Academic Integrity course; meet with advisor                                   | Dean's Office          | Honest; accepted allegation; reduced penalty | Not sought                 | None          | Not sought                      | None          |
| <b>Other - Describe incident in Details column</b> | 3             | Contract Cheating on essays and additional allegations of personation, plagiarism, cheating on tests/exams, and inappropriate collaboration | F-DISC in course; suspended from taking courses offered by the Faculty for one year; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None   | Not sought                 | None          | Not sought                      | None          |
| <b>Personation</b>                                 | 1             | Additional allegations of inappropriate collaboration and possible cheating   | F-DISC in course; suspended from taking courses offered by the Faculty for one year; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | None   | Local Discipline Committee | Appeal denied | University Discipline Committee | Appeal denied |
|  | 1             | Additional allegations of inappropriate collaboration and possible cheating   | F-DISC in course; suspended from taking courses offered by the Faculty for one year; DISC notation and comment on record outlining the nature of the infraction; Reflections on Academic Integrity course | Associate Dean         | None   | Not sought                 | None          | Not sought                      | None          |

## ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2022 to August 31, 2023

## STUDENT ACADEMIC MISCONDUCT - UPDATE REGARDING PENDING ITEMS FROM THE 2021-2022 REPORT

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|---------------------|---------------|------------|---|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 3             | Plagiarism | F-DISC in course; suspended from taking courses offered by the Faculty for one year; transcript notation; Reflections on Academic Integrity course  | Associate Dean         | Previous infraction                   | Not sought           | None        | Not sought           | None        |
|                     | 1             | Plagiarism | F-DISC in course; suspended from taking courses offered by the Faculty for four months; transcript notation; Reflections on Academic Integrity course; meet with Academic Integrity Coordinator | Associate Dean         | Previous infraction                   | Not sought           | None        | Not sought           | None        |
|                     | 1             | Plagiarism | F-DISC in course  | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1             | Plagiarism | Zero on assignment; transcript notation; Reflections on Academic Integrity course   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 2             | Plagiarism | Reflections on Academic Integrity course  | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1             | Plagiarism | Zero on assignment; F-DISC in course; transcript notation; meet with Academic Integrity Coordinator   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1             | Plagiarism | Zero on assignment; F-DISC in course; Reflections on Academic Integrity; meet with Academic Integrity Coordinator   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |
|                     | 1             | Plagiarism | F in course; transcript notation; Reflections on Academic Integrity   | Department Head        | None                                  | Not sought           | None        | Not sought           | None        |

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|---------------------|---------------|------------|--|------------------------|--|----------------------|-------------|----------------------|-------------|
| Plagiarism          | 1             | Plagiarism | Zero on assignment; transcript notation; Reflections on Academic Integrity course  | Department Head        | None   | Not sought           | None        | Not sought           | None        |
|                     | 1             | Plagiarism | F-DISC in the course; suspended from taking courses in the Faculty for eight months; transcript notation; Reflections on Academic Integrity course | Dean's Office          | Honest; accepted allegation; penalty reduced | Not sought           | None        | Not sought           | None        |

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE

September 1, 2022 to August 31, 2023

**PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR**

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|---|---------------------------|---|--|------------------------|---|----------------------|-------------|----------------------|-------------|
| <b>Abuse of the Process of University Policies, Procedures or Regulations: Abuse of computer privileges</b>                     | 1                         | Watching inappropriate material online, partially undressed | Refrain from interacting with a student for duration of program; must defend thesis virtually; transcript reprimand (4 months) | Dean                   | Very apologetic and remorseful          | Not sought           | None        | Not sought           | None        |
| <b>Abuse of the Process of University Policies, Procedures or Regulations: Breach of student residence rules or regulations</b> | 11                        | Fire Safety - Smoking in Residence Room                     | Written warning  | Student Residences     | Residual smoke smell from outdoor use   | Not sought           | None        | Not sought           | None        |
|   | 22                        | Fire Safety - Smoking in Residence Room                     | Written warning; \$50 fine   | Student Residences     | None                                    | Not sought           | None        | Not sought           | None        |
|   | 1                         | Fire Safety - Candle  | Verbal warning   | Student Residences     | Student unaware of prohibited item      | Not sought           | None        | Not sought           | None        |
|   | 12                        | Noise Violation   | Written warning  | Student Residences     | None                                    | Not sought           | None        | Not sought           | None        |
|   | 3                         | Noise Violation   | \$50 Fine  | Student Residences     | Multiple noise violations after warning | Not sought           | None        | Not sought           | None        |
|   | 2                         | Noise Violation   | \$100 Fine   | Student Residences     | Multiple violations                     | Not sought           | None        | Not sought           | None        |
|   | 1                         | Access Control Violation                                    | Verbal warning by Residence Security   | Student Residences     | First offence                           | Not sought           | None        | Not sought           | None        |
|   | 3                         | Mask Violation  | Verbal warning by Residence Security   | Student Residences     | Covid-19 Violation                      | Not sought           | None        | Not sought           | None        |

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September 1, 2022 to August 31, 2023

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|--|---------------------------|--|--|-------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Abuse of the Process of University Policies, Procedures or Regulations: Failure to comply with a previously imposed Disciplinary Action</b> | 1                         | Registration in violation of suspension from Faculty courses                       | Required to withdraw from course; transcript notation  | Dean's Office           | Honest                                | Not sought           | None        | Not sought           | None        |
|  | 1                         | Registration in two courses in violation of suspension from taking Faculty courses | Required to withdraw from both courses; transcript notation  | Dean's Office           | Honest                                | Not sought           | None        | Not sought           | None        |
|  | 1                         | Registration in violation of suspension from Faculty courses                       | Required to withdraw from course; transcript notation  | Dean's Office           | Honest                                | Not sought           | None        | Not sought           | None        |
|  | 1                         | Registration in courses in violation of suspension from Faculty                    | Required to withdraw from impacted courses; transcript notation  | Dean's Office           | Honest                                | Not sought           | None        | Not sought           | None        |
|  | 1                         | Breach of current disciplinary action - events seen on campus, various locations   | Three-year campus ban and expulsion; must reapply after three years, with evidence of satisfactory medical evaluation, detailed academic plan and compliance with policies; limited contact at UM (only Director of Security Services) | Vice-Provost (Students) | None                                  | Not sought           | None        | Not sought           | None        |

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September 1, 2022 to August 31, 2023

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|---|---------------------------|---|--|--|---|----------------------|-------------|----------------------|-------------|
| <b>Abuse of the Process of University Policies, Procedures or Regulations: Frivolous or vexatious complaints or appeals</b>   | 1                         | Vexatious complaint against a Dean  | Do not communicate with Dean; follow Student Discipline Bylaw policies   | Vice-President (Administration) & Dean | In progress. Parallel matter under investigation by external investigator, decision upon conclusion of report | Not sought           | None        | Not sought           | None        |
| <b>Inappropriate or Disruptive Behaviour: Actions which habitually interfere with the learning environment or requires the inordinate time and attention of faculty and staff</b> | 1                         | Engaged in exchanges with three faculty members in a way that was characterized as excessive, argumentative, rude, and sometimes hostile; also hostile to another student | Warning not to engage in future disrespectful or non-collegial interactions with members of the University community; meet with a Human Rights and Conflict Management Officer | Associate Dean                         | No prior incidents involving this student   | Not sought           | None        | Not sought           | None        |
|   | 1                         | Behaved offensively and aggressively in an exchange with their instructor and did not comply with their request to terminate the interaction                              | Warning not to engage in future disrespectful conduct toward faculty members   | Department Head                        | There were no prior incidents involving this student.   | Not sought           | None        | Not sought           | None        |

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|--|---------------------------|--|---|------------------------|---|----------------------|-------------|----------------------|-------------|
| <b>Inappropriate or Disruptive Behaviour: Alcohol or substance abuse</b> | 1                         | Over-Intoxication - Psychedelics   | Meeting with Student Support Case Manager and Wellness Check  | Student Residences     | Medical Emergency   | Not sought           | None        | Not sought           | None        |
|  | 1                         | Over-Intoxication - Marijuana  | Meeting with RLC and Wellness Check   | Student Residences     | Medical Emergency   | Not sought           | None        | Not sought           | None        |
| <b>Inappropriate or Disruptive Behaviour: Unprofessional conduct</b>     | 1                         | Various matters concerning practicum rotations: being absent, appearing late, appear at wrong location, breach of PHIA, inadequately draping patient | Educational programming; associated written reports; transcript notation (4 months)                                   | Dean                   | Some of the allegations dropped due to mitigating circumstances; medical mitigating circumstances | Not sought           | None        | Not sought           | None        |
|  | 1                         | Inappropriate and disruptive behaviour   | Refrain from particular campus location; do not interact with staff in that location; transcript reprimand (4 months) | Dean                   | Egregiousness of acts   | Not sought           | None        | Not sought           | None        |

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|--|---------------------------|---|--|------------------------|--|----------------------|-------------|----------------------|-------------|
| <b>Inappropriate or Disruptive Behaviour: Unprofessional conduct</b> | 1                         | Unnecessarily emailing all of faculty and some central administrators; inappropriate tone of emails       | Refrain from communicating with faculty members in home faculty; familiarize with RWLE policy; communicate appropriately with faculty members when required  | Dean                   | Egregiousness of acts, to ensure appropriate communication | Not sought           | None        | Not sought           | None        |
|  | 1                         | Acted inappropriately towards another student; used ableist and inappropriate language toward the student | Apology letter; meet with Office of Human Rights and Conflict Management; compliance with policies; maintain a respectful work and learning environment; no further incidents; familiarize with the University's policies and procedures | Associate Dean         | None   | Not sought           | None        | Not sought           | None        |



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|--|---------------------------|--|--|-------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Inappropriate or Disruptive Behaviour: Unprofessional conduct</b> | 1                         | Breach of PHIA regulations - accessed own electronic health record       | Reprimand; repeat the PHIA for Health Care certificate   | Associate Dean          | None                                  | Not sought           | None        | Not sought           | None        |
|  | 1                         | Late for clinic; sleeping in staff conference room; lack of preparedness | Debarred from clinical; grade of F   | Associate Dean          | None                                  | Not sought           | None        | Not sought           | None        |
|  | 1                         | Absent from shifts; failed to communicate absences to preceptor          | Debarred from clinical; grade of F   | Associate Dean          | None                                  | Not sought           | None        | Not sought           | None        |
|  | 1                         | Inappropriate professional boundaries with patients and staff            | Debarred from clinical; grade of F   | Associate Dean          | None                                  | Not sought           | None        | Not sought           | None        |
|  | 1                         | Inappropriate behaviour  | Expelled from program  | Dean                    | None                                  | Not sought           | None        | Not sought           | None        |
| <b>Property-Related Misconduct: Theft</b>                            | 1                         | Used personal bank account to conduct University club business           | One-year suspension; repay amount; return office key; prohibited from holding a leadership position with UM student organization one year following suspension | Vice-Provost (Students) | None                                  | Not sought           | None        | Not sought           | None        |

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|--|---------------------------|--|---|--------------------------------|--|----------------------|-------------|----------------------|-------------|
| <b>Threat of Harm or Actual Harm: Discrimination</b> | 2                         | Students made homophobic remarks at a Pride event        | Reprimand for non-academic misconduct in the student files; an apology letter to the Rainbow Pride Centre; meet with Office of Human Rights and Conflict Management           | Dean                           | None   | Not sought           | None        | Not sought           | None        |
| <b>Threats of Harm or Actual Harm: Harassment</b>    | 1                         | Verbal harassment & sexual harassment of another student | One year suspension; campus ban; non-contact with other student; completion of sexual violence modules  | Vice-Provost (Students) & Dean | None   | Not sought           | None        | Not sought           | None        |
|  | 1                         | Unwanted advances made to Professor on two occasions     | After first instance, warned not to communicate with Professor; contacted professor months later, reminded not to communicate with Professor; transcript reprimand (4 months) | Dean                           | Did not heed warning; does not fully understand inappropriateness of actions | Not sought           | None        | Not sought           | None        |

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|---|---------------------------|--|--|------------------------|---------------------------------------|----------------------------|--|----------------------|-------------|
| <b>Threats of Harm or Actual Harm: Harassment</b> | 1                         | Objectionable and offensive words/conduct; created an intimidating, humiliating, hostile, offensive learning environment | Maintain distance from members of student group; meet with the Intercultural Programs Coordinator at the International Centre; meet with the Office of Human Rights and Conflict Management; reprimand placed on file for one year; required to follow all university policies going forward | Dean's Office          | None                                  | Local Discipline Committee | Denied appeal; added requirements for rehabilitation and the discipline; increased reprimand to 5 years or upon graduation | Not sought           | None        |

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|---|---------------------------|---|---|------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Threats of Harm or Actual Harm: Harassment</b> | 1                         | Unappropriated words/conduct related to ethnicity, racial background, disability, and income status | Maintain distance from classmate; meet with Intercultural Programs Coordinator at the International Centre for cultural awareness; meet with the Office of Human Rights and Conflict Management; reprimand on file for one year; required to follow all university policies | Dean's Office          | None                                  | Not sought           | None        | Not sought           | None        |

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|---|---------------------------|--|--|-------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| <b>Threats of Harm or Actual Harm: Harassment</b> | 1                         | Virtual comments made to fellow student              | Prohibited from holding a leadership position in UM student organizations; meet with OHRM; compliance with policies                        | Vice-Provost (Students) | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Making fellow students unsafe                        | Reprimand on transcript; Sexual Violence Modules; reflection paper to Director of Sexual Violence Resource Centre; anger management course | Vice-Provost (Students) | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Verbally harassed and threatened UM staff            | No access to UHS in the future; no contact with victim   | Vice-Provost (Students) | None                                  | Not sought           | None        | Not sought           | None        |
|   | 1                         | Harassing Behaviour, asking for personal information | Written Warning and Referral to HRCMO Office   | Student Residences      | Unaware behaviour was inappropriate   | Not sought           | None        | Not sought           | None        |

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| <b>Threats of Harm or Actual Harm: Harassment</b>     | 1                         | Harassing, threatening behaviour and indecent exposure                 | Eviction   | Student Residences      | Multiple violations                   | Not sought           | None        | Not sought           | None        |
|   | 1                         | Student asleep in wrong room   | Verbal Warning   | Student Residences      | Student entered room by mistake       | Not sought           | None        | Not sought           | None        |
| <b>Threats of Harm or Actual Harm: Sexual Assault</b> | 1                         | Respectful Work and Learning Environment Sexual Violence Investigation | One-year suspension; one-year campus ban; no contact with complainant; proof of completion of Sexual Violence Modules; reflection paper to Director of Sexual Violence Resource Centre | Vice-Provost (Students) | None                                  | Not sought           | None        | Not sought           | None        |

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|--|---------------------------|------------------------------------|---|-------------------------|---------------------------------------|----------------------|-------------|----------------------|-------------|
| Threats of Harm or Actual Harm: Violence | 1                         | Physical assault of former partner | Suspended and banned from campus for four months; proof of attendance in counselling and successful completion of anger management program; compliance with judicial orders | Vice-Provost (Students) | None                                  | Not sought           | None        | Not sought           | None        |
|  |                           |                                    |   |                         |                                       |                      |             |                      |             |
|  | 90                        |                                    |   |                         |                                       |                      |             |                      |             |

## **REPORT OF THE SENATE COMMITTEE ON AWARDS**

### **Preamble**

Terms of reference for the Senate Committee on Awards include the following responsibilities:

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that comply with the Student Awards Policy.

### **Observations**

At its meeting of December 19, 2023, the Senate Committee on Awards approved 4 new offers and 10 revised offers as set out in the *Report of the Senate Committee on Awards (December 19, 2023)*.

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 4 new offers and 10 revised offers as set out in the *Report of the Senate Committee on Awards (December 19, 2023)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards



## **SENATE COMMITTEE ON AWARDS**

**December 19, 2023**

### **1. NEW OFFERS**

#### **Adalsteinn Kristjansson Travelling Research Award**

In memory of Adalsteinn Kristjansson an endowment fund has been established at the University of Manitoba in 2023. The purpose of the fund is to support graduate students travelling to undertake research. Each year, beginning in 2024-2025, the available annual income from the fund will be used to offer one or more scholarships at a minimum value of \$2500 to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in any year of study in any master's or doctoral program offered at the University of Manitoba;
- (2) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) are travelling outside of Winnipeg to undertake research for their thesis or practicum.

Applicants will be required to submit an application that will consist of a description of their proposed or ongoing research that explains how the travel is related to their research and a budget for the travel (maximum 500 words), a current curriculum vitae, and a letter of reference from their advisor at the University of Manitoba attesting to the need to travel for their research.

In any given year that there are no successful applicants, the income will be returned to the capital fund.

The Dean of the Faculty of Graduate Studies (or designate) will name the section committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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 expressed intention of the donor in establishing the award.

#### **Claude de Forest Scholarship for a Sustainable Future**

In honour of Mr. Claude de Forest, Mr. Dudley Thompson (B.E.S./'69, B.Arch./'74) and Ms. Eleanor Thompson (B.A./'70, M.A./'22) established an annually funded scholarship at the University of Manitoba in 2024. The purpose of the fund is to reward the academic achievements of a student in the Faculty of Architecture. Each year, beginning 2024-2025 one or more scholarships with a total value of \$10,000 will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in their first year of study in any graduate program offered through any department in the Faculty of Architecture;
- (2) have graduated with a Bachelor of Environmental Design from the Faculty of Architecture at the University of Manitoba;
- (3) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (4) have demonstrated a commitment to helping create a sustainable future through the professional field of Architecture by involvement in sustainable organizations, climate change initiatives and/or programs.

In order to demonstrate how they meet criterion (4), applicants must submit a portfolio (maximum length of 6- 8 ½ x 11 pages) using graphics and written text, submitted in PDF format. The portfolio must include the following:

- (a) examples of their academic projects that demonstrate an understanding and commitment to the metrics of zero-carbon and regenerative design;
- (b) best practice case studies of sustainable projects that have influenced their career path; and
- (c) a statement (maximum 1000 words) about why and how they intend to implement sustainable values throughout their career.

The selection committee has the discretion to determine the number and value (up to a maximum value of \$10,000) of awards offered each year based on the available funds and quality of applicants, as outlined in the criteria above.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Architecture to name the selection committee for this award and may include Mr. Thompson (or designate) and a member of Mr. de Forest's family (or designate) when possible.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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 Institute for Patient Safety Crystal Anniversary Scholarship**

The Manitoba Institute for Patient Safety (MIPS) established a scholarship fund at the University of Manitoba to commemorate its Crystal (15<sup>th</sup>) Anniversary. For MIPS, the best way to recognize its legacy is to secure a safer future. This scholarship recognizes an individual student or team of students from the University of Manitoba Rady Faculty of Health Sciences for exceptional creative innovation that advances the science of patient safety. Each year, beginning in 2024-2025 and ending in 2026-2027, one scholarship valued at \$2,500 will be awarded to a student, or team of students who:

- (1) are enrolled full-time (minimum 80% course load) in the third, fourth, or fifth year of an undergraduate degree program within any of the Colleges of the Rady Faculty of Health Sciences;
- (2) have achieved a minimum degree grade point average of 3.0 or are in good standing in the College of Medicine; and
- (3) have submitted a research project, poster presentation, capstone project, or other related proposal devoted to improving patient safety.

Candidates may choose to apply on their own or can be nominated by another student, faculty member, or staff member.

The scholarship will be divided equally in years when the scholarship is awarded to a team of students.

The Dean of the Rady Faculty of Health Sciences (or designate) will name the selection committee, which will include an MIPS representative.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

### **Maggie Katzeley Scholarship for Mature Nursing Students**

Maggie Katzeley generously established an endowment fund at the University of Manitoba in 2023. The purpose of the fund is to reward the academic achievements of undergraduate students pursuing studies in the College of Nursing. Each year, beginning in 2024 – 2025, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time or part-time in their second year of study of the Bachelor of Nursing program in the College of Nursing;
- (2) was granted admission to the university as a mature student;
- (3) has achieved a minimum degree grade point average of 3.5.

Applicants will be required to submit a statement (maximum 50 words) outlining when they were admitted to the University of Manitoba and verifying their mature student status.

The selection committee will be the Student Awards Committee of the College of Nursing.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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**

### **Charles H. Thomsen Scholarship in Landscape Architecture**

The following amendments were made to the terms of reference for the Charles H. Thomsen Scholarship in Landscape Architecture:

- The preamble was revised to:

*In honour of Professor Charles H. Thomsen and his career-long contributions to the Department of Landscape Architecture, his colleagues, friends, family, graduates and students established an endowment fund at the University of Manitoba. The fund will be used to offer a scholarship for students in the Department of Landscape Architecture who are involved with a community outreach project. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Each year, the available annual income from the fund will be used to offer one or more scholarships to students who:*

- The numbered criteria were revised to:

*(1) are either:*

- (a) enrolled full-time (minimum 80% course load) in the Faculty of Architecture, in the Bachelor of Environmental Design program (Landscape and Urbanism Option), or*
- (b) enrolled full-time in the Faculty of Graduate Studies in any year of the Master of Landscape Architecture program;*

*(2) have achieved either:*

- (a) as an undergraduate student, a minimum degree grade point average of 3.5; or*
- (b) as a graduate student, a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and*

- (3) *have clearly articulated project objectives for a community-based outreach project related to landscape architecture and plans for how funds are to be used to achieve those objectives.*
- The paragraphs following the numbered criteria were revised to:  
*In order to demonstrate how they meet criterion (3), applicants must submit a written proposal (maximum 500 words) which includes:*
  - (a) *a statement of the theme and scope of the community project, including a timeline of how the community project will proceed; and*
  - (b) *a proposed budget for the scholarship funds in relation to the community project.**The community project must be in progress at the time of receipt of the award or begin within 10 months of receipt of the award and the recipient must agree to give an oral presentation about the community project at a public Cultural Event in the Faculty of Architecture during the following semester.*
- The selection committee paragraph was revised to:  
*The Dean of the Faculty of Architecture (or designate) will ask the Head of the Department of Landscape Architecture (or designate) to name the selection committee which will include one representative of the Thomsen family. If a graduate student is selected, the results will be reported through the Dean of the Faculty of Graduate Studies (or designate).*

#### **CPA Manitoba Foundation Scholarship in Indigenous Business Education**

The following amendments were made to the terms of reference for the CPA Manitoba Foundation Scholarship in Indigenous Business Education:

- The preamble was revised to:  
*CPA Manitoba established an annually funded scholarship at the University of Manitoba in 2003. The purpose of the fund is to recognize outstanding academic achievement by student members of Indigenous Business Education Partners (IBEP), who are pursuing the Accounting concentration stream, in the Asper School of Business. IBEP is part of the Asper School of Business strategy to support a growing community requirement for the acquisition of business skills among Indigenous people from Canada. Such skills help lead to the success of self-government and participation of Indigenous people in the Canadian economy. Each year, two scholarships valued at \$1,400 each, will be offered to undergraduate students who:*
- The numbered criteria were revised to:
  - (1) *are enrolled full-time (minimum 80% course load) in the Asper School of Business in the Bachelor of Commerce (Honours) degree program;*
  - (2) *have declared a major in Accounting;*
  - (3) *have completed two introductory Accounting courses and received a minimum of a C+ in each;*
  - (4) *have achieved a minimum degree grade point average of 3.0;*
  - (5) *are members of IBEP in good standing; and*
  - (6) *demonstrate community involvement.*
- The paragraphs following the numbered criteria were revised to:  
*In order to demonstrate how they meet criterion (6), applicants must submit an essay (maximum 500 words) that describes their community involvement and explains what the scholarship would*

*mean to them. Applicants must also submit a letter of reference from someone who can speak to the applicant's community involvement.*

*The selection committee will base their decision as follows:*

- (1) 50% will be based on academic performance; and*
- (2) 50% will be based on community involvement as outlined in the essay and the letter of reference.*

- The selection committee paragraph was revised to:

*The Director of IBEP (or designate) will name the selection committee for this award, which will include a member of the CPA Manitoba Foundation Board of Directors (or their designate).*

- The standard Board of Governors statement was added.

### **C. Thomas Shay Scholarship**

The following amendments were made to the terms of reference for the C. Thomas Shay Scholarship:

- The numbered criteria were revised to:

- (1) are enrolled full-time in the Faculty of Graduate Studies in a master's or Ph.D. program offered through the Department of Anthropology;*
- (2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and*
- (3) have demonstrated or are about to do anthropological research in the prairie or boreal forest regions of Manitoba and surrounding provinces and states.*

- The paragraphs following the numbered criteria was revised to:

*In any given year, at least one of the scholarships will be awarded first preference to students who have self-declared as a First Nations, Métis, or Inuit person from Canada, and second preference will be given to students who are undertaking research within the sub-field of archaeology.*

*In order to demonstrate how they meet criterion (4), candidates must submit an application package which consists of (i) the Shay application form (ii) a current curriculum vitae, (ii) two academic letters of reference, and (iii) a research proposal (maximum 1,500 words) which explains objectives relating to existing research and literature, theoretical/ conceptual framework guiding the research and if applicable the research hypotheses, study area (if applicable), time period of interest, material or data samples sizes, methods of analysis, the current status of the research and an approximate timetable to completion, citations and list of references, and an explanation of how the thesis will enhance an understanding of relationships between anthropology, knowledge, environment, and/or material culture of people who dwell or dwelt in the prairie and boreal regions of Manitoba and/or surrounding provinces and states.*

- The selection committee paragraph was revised to:

*The Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of Graduate Programs in the Department of Anthropology to name the selection committee for this award, which will include a representative of Tom Shay (or designate) and a representative from the Manitoba Archaeological Society, and/or a representative from the National Resources Institute. Any faculty advisors of students applying to this award will be restricted from serving on the selection committee to avoid a potential conflict of interest.*

### **Edwin Cohen Scholarship in Finance**

The following amendments were made to the terms of reference for the Edwin Cohen Scholarship in Finance:

- The preamble was revised to:  
*Mr. Edwin Cohen established an annual scholarship at the University of Manitoba in 2004. The Jewish Foundation of Manitoba, which holds the capital used to generate the annual income for the scholarship, will confirm the scholarship value with the Financial Aid and Awards Office at the University of Manitoba on an annual basis. The purpose of the scholarship is to reward the academic achievements of a student studying finance in the Asper School of Business. Each 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 enrolled full-time (minimum 80% course load) in the fourth year of study of the Bachelor of Commerce (Honours) program, with a declared major in finance, in the Asper School of Business; and*  
*(2) has achieved a minimum degree grade point average of 3.5.*
- The selection committee paragraph was revised to:  
*The Dean of the Asper School of Business (or designate) will name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Solita Egert Practice Skills Prize**

The following amendments were made to the terms of reference for the Solita Egert Practice Skills Prize:

- The numbered criteria were revised to:  
*(1) was enrolled in the Faculty of Graduate Studies in the Master of Occupational Therapy program delivered by the Department of Occupational Therapy in the College of Rehabilitation Sciences at the University of Manitoba in the year in which the award was tenable;*  
*(2) has achieved a minimum grade point average of 3.5 in the Master of Occupational Therapy Program; and*  
*(3) has achieved the highest overall standing [an average score (percentage) calculated using the final grade (percentage) allocated in each course] in the four Practice Skills courses in the Master of Occupational Therapy program (currently numbered OT 6130, OT 6330, OT 7572, OT 7772,).*
- The selection committee paragraph was revised to:  
*The Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Department of Occupational Therapy Awards Committee to name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Harry Singer Memorial Medal**

The following amendments were made to the terms of reference for the Harry Singer Memorial Medal:

- The preamble was revised to:  
*In memory of Harry Singer (graduate of the College of Pharmacy in 1934), a dedicated and caring community pharmacist in Winnipeg, the Singer family established an endowment fund at the University of Manitoba to provide an annual medal to recognize a student who excels in the areas of community practice in the College of Pharmacy at the University of Manitoba. Each year, beginning in the 2001-2002 academic year, one medal will be offered to an undergraduate student who:*
- The numbered criteria were revised to:  
*(1) was enrolled full-time (minimum 80% course load) in the third year of the Doctor of Pharmacy (PharmD) degree program in the College of Pharmacy;*  
*(2) has achieved a minimum degree grade point average of 3.5; and*  
*(3) has demonstrated outstanding merit in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Applied Pharmacy Practice Lab (currently numbered PHMD 1002, PHMD 2022, PHMD 2024 and PHMD 3002).*
- The selection committee paragraph was revised to:  
*The selection committee will be The College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added.

### **Dr. Jack King Memorial Scholarship**

The following amendments were made to the terms of reference for the Dr. Jack King Memorial Scholarship:

- The preamble was revised to:  
*In memory of Dr. Jack King of The Pas, Manitoba, The Northern Manitoba Dental Society established an endowment fund at the University of Manitoba, with an initial gift of \$22,000 in 1972. The purpose of the fund is to reward the academic achievements of students in the Dr. Gerald Niznick College of Dentistry. Each year, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:*
- The numbered criteria were revised to:  
*(1) in the next ensuing academic session, are enrolled full-time (minimum 80% course load) in the fourth year of study of in the Doctor of Dental Medicine (DMD) program in the Dr. Gerald Niznick College of Dentistry; and*  
*(2) achieve high combined standing in Periodontology 3 (currently numbered DDSS 3102) and Oral Diagnosis and Radiology 1 (currently numbered DDSS 3112).*
- The paragraphs following the numbered criteria were revised to:  
*The selection committee has the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.*
- The standard Board of Governors statement was added.

### **Naomi Rosenberg Palansky Prize**

The following amendments were made to the terms of reference for the Naomi Rosenberg Palansky Prize:

- The numbered criteria were revised to:
  - (1) *was enrolled full-time or part-time in the Faculty of Graduate Studies in the Master of Occupational Therapy program delivered by the College of Rehabilitation Sciences at the University of Manitoba in the year in which the award was tenable;*
  - (2) *has achieved a minimum degree grade point average of 3.5 in the Master of Occupational Therapy program;*
  - (3) *has an interest in working with and advocating for children.*
- The paragraph following the numbered criteria was revised to:  
*In order to demonstrate how they meet criterion (3), applicants must submit a resume, and an essay (maximum 500 words) describing their interest, experience, and future career aspirations in working with and advocating for children.*
- The selection committee paragraph was revised to:  
*The Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Department of Occupational Therapy Awards Committee to name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Sheppy I. Adler Memorial Scholarship**

The following amendments were made to the terms of reference for the Sheppy I. Adler Memorial Scholarship:

- The preamble was revised to:  
*In memory of Sheppy Irving Adler (B.Sc. Pharmacy/'56), his family and friends established a trust fund at the University of Manitoba. The purpose of the fund is to reward the academic achievements of a student in the College of Pharmacy. Each 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 enrolled full-time (minimum 80% course load) in their third year of study in the Doctor of Pharmacy (PharmD) program in the College of Pharmacy;*
  - (2) *has achieved a minimum degree grade point average of 3.0; and*
  - (3) *has achieved high standing in the Concepts of Integrative Medicine course (currently numbered PHMD 3008).*
- The selection committee paragraph was revised to:  
*The selection committee will be the College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added.

### **Winnipeg Commodity Exchange Graduate Fellowship**

The following amendments were made to the terms of reference for the Winnipeg Commodity Exchange Graduate Fellowship:

- The preamble was revised to:



*The Winnipeg Commodity Exchange established an endowment fund at the University of Manitoba in 2006. The purpose of the fund is to provide a graduate fellowship at the University of Manitoba to commemorate the key economic role played by the Winnipeg Commodity Exchange in the commerce of Winnipeg and Canada, particularly the grains and oilseeds sector of Western Canada. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The timing and value of the fellowship will depend on the availability of funds. Each year, the available annual income from the fund (including any accumulated revenue) will be used to offer one or more fellowships to graduate students who:*

- The numbered criteria were revised to:

*(1) have either:*

- (a) as entering students, met the admission requirements for the Faculty of Graduate Studies Master of Science program offered through the Department of Agribusiness and Agricultural Economics; or*
- (b) as current graduate students, enrolled full-time in the Faculty of Graduate Studies in any year of study in the Master of Science program offered through the Department of Agribusiness and Agricultural Economics; and*

*(2) have achieved a minimum grade point average of 3.2 on the last 60 credit hours (or equivalent) of study.*

- The paragraphs following the numbered criteria were revised to:

*The recipients will be honoured with the title of Winnipeg Commodity Exchange Fellow.*

*The selection committee has the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.*

*The selection committee will base their selection on academic achievement recognizing grade point average as well as the degree of difficulty and the relevance of courses to the field of studies. Selection will also take into consideration the research proposal, other available funding and the proposal's applicability to commodity futures, risk management or commodity marketing in Canada.*

- The selection committee paragraph was revised to:

*The Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Agribusiness and Agricultural Economics to name the selection committee for this award.*

- The standard Board of Governors statement was added.



**Date:** December 11, 2023

**To:** Jeff Leclerc, University Secretary

**From:** Michael Benarroch, Ph.D.  
President and Vice-Chancellor

**RE:** Temporary Cessation of the B.Sc. (Hons.), B.Sc. (Maj.) (Biotechnology)

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The recommendation to suspend admissions to the B.Sc. Honours and the B.Sc. Major (Biotechnology) was brought forward for consultation with Senate on November 1, 2023, and the Board of Governors on December 5, 2023, with no significant concerns being raised. Under the Admissions 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, Senate, and the Board of Governors.

As a result, admissions to the Biotechnology Major should be suspended for an additional 2 years pending approval by the province under the provincial Program of Study regulations. I would request that you proceed accordingly.

**Cc:** Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Laurie Schnarr, Vice-Provost (Students)  
Brian Mark, Dean, Faculty of Science  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Randy Roller, Executive Director, OIA  
Jennifer Marchant, Academic Program Specialist

**Date:** December 20, 2023

**To:** Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy  
Dr. Peter Nickerson, Vice-Provost (Health Sciences), Dean, Rady Faculty of  
Health Sciences, and Dean, Max Rady College of Medicine

**From:** Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic) *Diane Hiebert-Murphy*

**RE:** Program Introduction, Micro-Certificate in Essentials in Advanced Patient Care  
for Pharmacists

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At its meeting of October 4, 2023, the University of Manitoba Senate approved the proposal by the College of Pharmacy to offer a Micro-certificate in Essentials in Advanced Patient Care for Pharmacists.

Following consultation with the Faculty, I hereby approve the implementation of this program, effective as early as the Summer Term 2024. No additional financial support will be allocated in support of this implementation. By copy of this notice, I ask that offices proceed accordingly.

On behalf of the University of Manitoba, I extend my congratulations to all those who have worked so hard to develop and put forward this innovative new program.

cc. Greg Smith, Vice-Provost (Academic Planning and Programs)  
Laurie Schnarr, Vice-Provost (Students)  
Jeff Adams, Registrar and Executive Director of Enrolment Services  
Jeff Leclerc, University Secretary  
Shelley Hopkins, Executive Director, Financial Planning Office  
Randy Roller, Executive Director, OIA  
Jennifer Marchant, Academic Programs Specialist

/jm



January 16, 2024

**Anthony Housefather**

Member of Parliament for Mount Royal

**David Lametti**

Member of Parliament for LaSalle—Émard—Verdun

**Ben Carr**

Member of Parliament for Winnipeg South Centre

**Marco Mendicino**

Member of Parliament for Eglinton—Lawrence

**Anna Gainey**

Member of Parliament for Notre-Dame-de-Grâce-Westmount

Dear Members of Parliament,

The following answers each of your questions, which I appreciate that you ask in a spirit of sincere concern for your constituents and Jewish students across Canada. Please know that the University of Manitoba is committed to supporting a safe campus environment for all of our diverse students, faculty and staff.

I would also stress that we have taken great care to maintain a respectful work and learning environment. Universities have extensive experience in providing environments that support learning even through times of conflict by encouraging critical thinking and respectful dialogue. I believe we all share the goal of ensuring that we not lose sight of our common humanity in this conflict, or any future conflicts.

**(1) Is a call for genocide against the Jewish people, or the elimination of the State of Israel, a violation of your university's code of conduct?**

To be clear, a call on UM campuses for genocide of Jewish people or of any group of people is unacceptable and would be a violation of our [Respectful Work and Learning Environment policy](#). It is also a breach of [the Manitoba Human Rights Code](#) and we would engage authorities to investigate as [Hate Speech under the Canadian Criminal Code](#). The call for the elimination of the State of Israel, or any other state, can reasonably be interpreted as a call for violence against the people within that state and as such would constitute a violation of our policies.

**(2) What additional steps have you taken to protect Jewish students on your campus since October 7?**

Immediately following the terrorist attack on Oct. 7, the university implemented a comprehensive safety and security plan to help ensure everyone feels and is safe on our campuses. We continue to encourage anyone on campus concerned for their safety or who has reason to be concerned for the safety of others, to [contact Security Services](#). Security Services has also offered additional protections by monitoring vigils and any known student events, and has increased their presence at Jewish and Muslim spaces. As required, we are removing inflammatory or racist posters, have strongly

denunciated the distribution of hateful propaganda on our campuses, and have submitted materials to local authorities.

University administrators are also meeting with Jewish students, either at their request or proactively, to listen to their experiences, offer resources and ensure they are aware of all available supports and action.

Additionally, we are encouraging anyone who needs to talk or seek support to reach out to our counseling services, which are available to all [students](#) and [employees](#).

**(3) Will you commit to review your existing code of conduct to ensure that proper policies are in place to deal with antisemitism on campus?**

The university is confident in the effectiveness of our current policies, however, we are committed to regular review and will pursue improvements as required. Currently, our anti-racism task force and Office of Equity Transformation are looking at all policies to ensure everyone in the UM community is protected and feels welcomed, represented and safe on all our campuses.

**(4) Will you commit to ensure that student associations, school newspapers and groups recognized by the university have proper measures in place to prevent them from becoming hostile environments for your Jewish students?**

University leadership have met several times with student associations and students on campus and community groups to discuss the expectation that all campus activity aligns with UM's Respectful Work and Learning Environment policy. Our policies are clear that student associations and groups recognized by the university, as well as all spaces on campus, must be safe and welcoming to students of all backgrounds.

**(5) Will you be taking steps to also ensure that your Jewish faculty members and staff feel safe on campus?**

Certainly. UM is committed to ensuring all faculty and staff feel safe on campus. Please refer to the information provided in the answer to question two.

Sincerely,



Michael Benarroch, Ph.D.  
President and Vice-Chancellor

cc: Chad Gaffield OC PhD FRSC; Chief Executive Officer, U15 Canada

January 24, 2024

## **Report of the Senate Executive Committee**

### **Preamble**

The Executive Committee of Senate held its regular monthly meeting on the above date.

### **Observations**

#### **1. Speaker for the Executive Committee of Senate**

Professor John Sorensen will be the Speaker for the Executive Committee for the February 7, 2024, meeting of Senate.

#### **2. Comments of the Executive Committee of Senate**

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dr. Michael Benarroch, Chair  
Senate Executive Committee  
[Terms of Reference](#)

## **Report of the Joint Senate Committee on Joint Masters Programs between the University of Winnipeg and the University of Manitoba**

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### **Preamble**

1. For information on the powers and duties of the Joint Senate Committee (JSC), please visit the committee's Terms of Reference available at this link: [University of Manitoba - Joint Senate Committee on Master's Programs \(umanitoba.ca\)](https://umanitoba.ca/jsc).
2. The Joint Senate Committee met on the above date to propose revisions to its Terms of Reference.

### **Observations**

1. The **Joint Senate Committee** proposes revisions to its Terms of Reference. The primary goal of the revisions is to include the Chairs of all JMPs as voting members (if a particular Chair is not able to serve, then the Co-Chair of the JMP or a designate may be appointed). This change attempts to better support the joint programs and the people who work in them, as well as foster collegiality and good conversation amongst the JMPs. A lack of representation of all the JMPs on the JSC has been sub-optimal in the past. In addition, the revisions attempt to update some outdated language and practices in the TOR. A summary of substantive revisions is as follows:

#### **Size and Composition section**

- That the Chair (or one of the Co-Chairs) or their designate of each of the Joint Master's Programs be voting members of the JSC. Previously, any member of a Joint Master's Program could hold membership on the JSC, and unfortunately not all of the Joint Master's Programs were represented on the JSC at one time.
- The representation of faculty members who are not attached to a Joint Master's Program shall be half the number of Chairs/designates from the JMPs. The number is not specified so as to accommodate if and when the number of JMP's changes. Presently there are four (4) Joint Master's Programs: History, Religion, Peace & Conflict Studies, and Public Administration.
- Addition of a statement that the Chair of the JSC will work toward ensuring a balance of UM/UW members on the JSC each year.

#### **Powers and Duties section**

- Revision to language referring to the "initial general regulations"; specifically, this is the document *Regulations Governing Joint Master's Programs between the University of Manitoba and the University of Winnipeg*.
- Redefining the JSC's role with respect to Graduate Program Reviews
- Removal of the statement that the JSC reviews and acts or recommends on the financial matters (not clear what this refers to).

#### **Appeals to the Joint Senate Committee section**

- Revisions to the grounds on which an appeal will be considered by the JSC. These align

with UM Faculty of Graduate Studies appeal regulations and procedures and UM Senate academic appeal policy and regulations.

### **Recommendations**

**The Joint Senate Committee recommends THAT: the changes proposed to its Terms of Reference be approved by University of Manitoba and University of Winnipeg Senates.**

Respectfully submitted,

Royce Koop, Chair  
Joint Senate Committee

/ak

Comments of the Senate Executive Committee:  
The Senate Executive Committee Endorses the Report to Senate.



# JOINT SENATE COMMITTEE ON MASTER'S PROGRAMS

## Terms of Reference:

Secretariat for the Joint Senate Committee (JSC) shall be provided on a three to five-year rotational basis by UM and UW, with the understanding that each University has equal responsibilities in this matter.

## Size and Composition of JSC

1. The Chair (or one of the Co-Chairs) or their designate of each of the Joint Master's Programs, as voting members.
- ~~2. Three members of the academic staff to be named by each University, of whom one from each University shall be from each University shall be Faculty members~~ from outside the departments or disciplines participating in JMPs, as voting members. The number of faculty member representation in this category shall be half the number of JMP faculty representation per point 1. above.
- ~~1.3.~~ 1.4. ~~The~~ The Dean of the Faculty of Graduate Studies (UM) and the Dean of the Faculty of Graduate Studies (UW) (or Deans' designates), as voting members.
- ~~2.4.~~ 2.5. A Chair, to be named by the Presidents of the two participating Universities, with a tie-casting vote only.
- ~~3.5.~~ 3.6. One graduate student, enrolled in the JMP, to be proposed by the Graduate Students' Association to the Senate Nominating Committee, and approved by the University of Manitoba Senate.
- ~~4.6.~~ 4.7. One graduate student, enrolled in a JMP, to be proposed by the Chairs of the Joint Master's Programs to the University of Winnipeg Senate Nominating Committee and approved by the University of Winnipeg Senate.
- ~~5. Normally, each JMP will be represented on the JSC. Should a JMP not be represented on the committee, the Chair of the JMP or his/her designate will be invited to attend as a guest member.~~
- ~~6.7.~~ 6.8. There will ~~normally~~ usually be a balance of UW and UM faculty members on the JSC. The Chair of the JSC will work toward ensuring this balance each year.

## Powers and Duties of the JSC

The Joint Senate Committee will:

1. Recommend to the respective Senates the candidates for degrees. In November 2004, this responsibility was delegated to the Executive Committee of the Faculty of Graduate Studies.
2. Hear and determine student appeals from JDC decisions on academic matters such as JDC recommendations for admission to a joint program.

3. Recommend to Senate (through appropriate committees at each University) changes to the initial  
general Regulations Governing Joint Master's Programs between the University of Manitoba and the University of Winnipeg for new the JMPs.
4. Approve, upon request of a JDC, changes in the supplementary regulations governing the respective JMP.
5. Upon recommendation from a JDC approve the imposition of higher standards than the minima set by the Faculty of Graduate Studies at the University of Manitoba in any JMP.
6. Undertake a comprehensive review in accordance with the schedule of reviews of graduate programs, but not less frequently than the beginning of the fifth year following the reviews currently scheduled for 2005 and 2007 and make such recommendations for the revision of this Agreement as deemed appropriate. To comment or recommend, following the completion of an academic review of a JMP, on:
  - a. how well the JMP's teaching and community service relate to the two universities' goals of the program, emerging knowledge areas in related disciplines, and societal needs;
  - a.
  - b. the progress that the JMP has made since the previous review of the JMP; and
  - b.
  - c. the overall quality and plans of the JMP.
- 6.7. Attempt to resolve specific problems that may arise in any JMP during the life of the Agreement<sup>1</sup>.
7. Determine its own procedures regarding meetings, delegation of powers and duties, etc.
8.
- 9.8. Review and act or recommend on the financial matters referred to in section 8.
- 10.9. Assume such further powers and duties as may be mutually agreed to by the two Universities.

### **Appeals to the Joint Senate Committee**

An appeal to the Joint Senate Committee will be referred to its sub-committee, the Joint Senate Appeals Committee, for its recommendation decision. The decision of the Joint Senate Appeals Committee will be final.

This Joint Senate Appeals Committee will be a panel of three persons consisting of one faculty member from each University, and one graduate student, all of whom are not members of the appealing student's JMP.

The Appeal Committee shall only consider an appeal if there is evidence that:

- the department/unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;
- the department/unit or the Faculty of Graduate Studies failed to follow procedures;
- a department/unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- there are documented mitigating circumstances (e.g. medical, compassionate);
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a department/unit regulation.

~~All appeals heard by the Joint Senate Appeals Committee shall be heard with due regard for natural justice. An appeal to the Joint Senate Appeals Committee must be based upon one of the following grounds only:~~

~~Procedural errors at the prior level of appeal;~~

- ~~new evidence that could not have been seen at the prior level of appeal; or~~
- ~~allegations of bias at the prior level of appeal.~~

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<sup>1</sup> The regulations and standards of the UM FGS shall apply to the JMPs during the life of the Agreement.

Amended by Senate April 5, 2000

Amended by Senate December 7, 2005

Amended by Senate May 16, 2012

Approved by Senate November 2, 2016 (effective September 2017)



**University of Manitoba** | Office of the President

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**DATE:** January 29, 2024

**TO:** Jeff Leclerc, University Secretary

**FROM:** Michael Benarroch, Ph.D., President and Vice-Chancellor  
Diane Hiebert-Murphy, Ph.D., Provost and Vice-President (Academic)

**RE:** **MOMENTUM: Leading Change Together, University of Manitoba Strategic Plan, 2024-2029**

In December 2022, a Strategic Planning Committee, chaired by the President and the Provost and Vice-President (Academic) and including representation from faculty, staff, students, Senate, and the Board of Governors, was tasked with providing guidance and oversight of the development of the next UM strategic plan and an updated mission, vision, and core values.

Extensive community consultations occurred over the first half of 2023, in which guiding principles began to emerge. These principles were shared with the community in May 2023 to ensure that what we captured over the course of the consultations resonated. The resulting feedback guided the Strategic Planning Committee in drafting a preliminary plan in which fundamental commitments were identified and collective goals were grouped under strategic themes. The preliminary plan was circulated to the community in December 2023 for final thoughts and comments.

Please find attached 'MOMENTUM: Leading Change Together, University of Manitoba Strategic Plan, 2024-2029.' Informed by the above consultations, the plan is structured around three strategic themes that will direct the institution's work over the next five years—creating knowledge that matters, empowering learners, and reimagining engagement. These themes are supported by three fundamental commitments that encompass what we do and guide us forward to achieve our collective goals—fostering a vibrant community, advancing reconciliation for transformative change, and building a sustainable future. Accompanying the plan is an updated mission, vision, and core values.

The Strategic Planning Committee met on January 11, 2024, and unanimously endorsed the attached plan with minor editorial changes as raised at the meeting.

Accordingly, please place this item on the agenda for the meeting of Senate on February 7, 2024, and the meeting of the Board of Governors on February 27, 2024.

**Cc:** Cassandra Davidson, Academic Planning and Priorities Specialist  
Kelsey Evans, Associate Director, Office of the President



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# **MOMENTUM:**

LEADING CHANGE TOGETHER

University of Manitoba  
Strategic Plan 2024-2029

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## Message from the President and the Provost and Vice-President (Academic)

The University of Manitoba is nearly 150 years old, and its long history of serving Manitobans is one that makes the University proud. But universities, at their heart, are about the future. Universities develop new ideas, creative solutions, and deeper understandings of the world around us. They prepare students to be the critical thinkers, leaders, innovators, and skilled workforce of tomorrow.

The University of Manitoba bears this future-oriented mission in a way that few other institutions in Canada do. It has the province's only programs in multiple disciplines, including medicine, dentistry, law, architecture, agriculture, and engineering. It is Manitoba's leading institution in science. It teaches over two-thirds of all undergraduate students in the province and 85% of all its graduate students. Everything Manitoba needs to develop and grow in the knowledge-based society of the future happens here first—the future of the province is in our hands. By being bold and ambitious, we can bring about the socially just and prosperous future Manitoba deserves.

**MOMENTUM:** Leading Change Together 2024-2029 is a plan designed to do precisely this. Over the past year, we have engaged with faculty, staff, students, and other key groups and individuals, and reflected on what guides us, where we want to be, and how we get there. What we heard has led to a revised mission, vision, and core values that centre the people and communities foundational to our success, and challenge us to make meaningful impact, locally, nationally, and internationally. To excel and thrive, we must feel a sense of belonging with the confidence that how we learn, how we work, how we create, and how we play will be transformative. Building on our rich history we have the momentum to make a difference.

This plan, organized under three strategic themes—creating knowledge that matters, empowering learners, and reimagining engagement—builds upon our existing strengths, driving us forward as innovators, creators, life-long learners, and leaders of meaningful change across our campuses and in partnership with the communities with whom we engage. It allows us to share our stories with the world, our hopes for the future, foster new relationships and strengthen existing ones. It advances our ongoing commitment to Reconciliation, recognizing and taking action to address past and on-going harms. It reimagines our spaces to foster connections and idea exchanges, bringing people together across disciplines and units to better understand the world around us and to identify innovative solutions for the issues of today and tomorrow.

This is a university plan informed by our community. We appreciate your engagement, support, and the energy you have invested in sharing your ideas and aspirations. We look forward to working with you to achieve our goals over the next five years.

UM is a unique and extraordinary community that does great things. Together, we can do even more. Let's continue to be creative, be curious, be bold, be engaged, and think big.

Miigwech. Maarsi. Nakurmiik. Thank-you. Merci.

Michael Benarroch, President and Vice-Chancellor  
Diane Hiebert-Murphy, Provost and Vice-President (Academic)



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## WHAT GUIDES US

### Traditional territories acknowledgment

The University of Manitoba campuses are located on original lands of Anishinaabeg, Ininewuk, Anishininewuk, Dakota Oyate, and Denesuline peoples, and on the National Homeland of the Red River Métis.

UM respects the Treaties that were made on these territories, acknowledges the harms and mistakes of the past and present, and dedicates itself to move forward in partnership with Indigenous communities in a spirit of Reconciliation and collaboration.

UM recognizes that this acknowledgment only holds meaning when reflected in the actions taken to address the injustices and barriers that have disproportionately affected Indigenous Peoples and communities, systemically preventing them from accessing and benefitting from education. Grateful for the territories and lands on which the university community learns, conducts research, and engages with external partners, UM is guided by this acknowledgment in carrying out the core work of its mission, the priorities it sets, and the decisions made to move forward as an institution.

### Vision

The University of Manitoba will be a vibrant and thriving community, enriched by Indigenous knowledges and perspectives. We will lead change for a better Manitoba and world.

### Mission

We advance learning by creating, sharing, preserving, and applying knowledge in partnership with diverse communities to promote the cultural, social, and economic well-being and health of Manitoba, Canada, and the world.



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## Core Values

### Belonging

We foster trust, acceptance, and mutual respect, rooted in human rights and dignity of all. We strive to create the conditions for all to be their authentic selves. We change systems and structures that exclude. We empower success through our dedication to decolonization and Reconciliation, and to a university community that centers equity, accessibility, diversity, and inclusion.

### Curiosity

We value the pursuit of knowledge and uphold academic freedom. We celebrate curiosity and its essential role in learning, research, scholarly work, and creative activity. We empower the creation and sharing of knowledge in all its forms, including Indigenous knowledges and ways of knowing, to foster deeper understanding, create new connections, and address society's most pressing issues.

### Impact

We partner to find solutions to societal, cultural, economic, health, and environmental issues. Through collaboration, inclusivity, empathy, and valuing diverse ways of knowing, we create global citizens. We centre community as we participate in the process of Reconciliation, and contribute to positive and meaningful change in Manitoba, Canada, and the world.

### Integrity

We maintain high ethical standards and ensure ethical stewardship. We share a commitment to human dignity, open dialogue, transparency, professionalism, accountability, and collegial governance.

### Well-being

We advance the personal and professional growth and academic success of our community members. Grounded in respect and compassion for each other and our community, we cultivate a supportive environment that embraces the values of mino-pimatisiwin (good life) and mino-ayawin (good health).



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# HOW WE GOT HERE



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## Introduction

In 1877, the University of Manitoba (UM) was established with the passage of An Act to Establish a Provincial University for the purpose of “raising the standard of higher education in the province, and of enabling all denominations and classes to obtain academical degrees.” In this spirit, we continue to work together to advance and redefine what it means to provide an accessible education for all.

In 2023-2024, our 9,400 faculty and staff welcome over 26,000 undergraduate and 4,000 graduate students to our campuses. Indigenous learners make up 9% of our students, a figure expected to grow as we continue to work towards increasing access and participation in post-secondary studies. Nearly a quarter of our students come from over 120 other countries around the world. After graduation, many remain in Manitoba, further enriching the cultural diversity of our province and helping to meet the need for a highly skilled work force.

UM is a member of the U15 and Manitoba’s research-intensive (medical-doctoral) university, with world-class researchers who share their expertise with local, national, and international communities. Through our research, we solve problems in new and distinct ways to embrace challenges and act on the pressing issues of today and tomorrow. We lead in areas such as arctic system science, climate change, health and well-being, and social justice.

UM offers a diverse range of undergraduate and graduate programs in more than 100 different disciplines. Across programs, we have increased experiential learning opportunities and co-curricular programming. We invest in and provide students with access to financial, academic, and health and wellness supports to provide the foundation needed to succeed.

Manitoba’s growing number of Indigenous Peoples, including First Nations, Métis, and Inuit peoples, make-up 18% of the province’s population and Winnipeg is home to the largest Indigenous population in Canada. Within this decade it is estimated that one in five Manitobans will identify as Indigenous. In advancing Reconciliation efforts, it is vital that this unique diversity of communities, knowledges, and cultures across our province and Turtle Island is recognized. UM is a leader in Reconciliation, acknowledging that this ongoing work has only just begun. We are host to the National Centre of Truth and Reconciliation and welcomed Canada’s first Vice-President (Indigenous) in 2020. We are committed to advancing the Calls to Action and integrating Indigenous ways of knowing into what we do.

We recognize the value and strength of bringing together a diversity of voices and the need to make systemic and structural changes to ensure that this happens. UM’s efforts towards eliminating racism, and advancing equity, diversity, and inclusion, including the appointment of a new Vice-Provost (Equity), provides us with the foundations needed to move forward. We have committed to reaching net-zero emissions by 2050 and creating a sustainable environment for future generations.

UM injects \$7.3 billion into Manitoba’s economy annually. Our alumni become the province’s next generation of cultural, community, business, healthcare, and government leaders. With more than 188,000 alumni, spread across 134 countries, we create a global network that helps drive innovation, leadership, and excellence.

The world has changed significantly since the launch of Taking Our Place: University of Manitoba Strategic Plan 2015-2020. We have experienced a global pandemic, felt the increasing impacts of climate change, witnessed a rise in public disinformation and incivility, and felt the pressures of rising costs. These have created and exacerbated global tensions and conflicts that impact close to home as our worlds become more interconnected. As the world changed, so have our students. Students' needs have evolved. In response, it is critical that we offer programming and supports that enable success and increase access to post-secondary education.

While the 2020-2021 interim plan gave our community the opportunity to take a breath and respond to the effects of the COVID-19 pandemic, it is time to move forward as an institution with a renewed outlook that will guide us through this changed world.

### Community consultations

In responding to these challenges, we needed to hear from our community to better understand where we want to go next. Over the past year we have asked ourselves, how can we best come together? How can we inspire each other? How can we build upon the strengths of the University of Manitoba community to gain momentum and move forward our big ideas to solve the pressing issues of today and tomorrow? How can we lead change respectfully?

In December 2022, a Strategic Planning Committee, chaired by the President and the Provost and Vice-President (Academic) and including representation from faculty, staff, students, Senate, and the Board of Governors, was tasked with providing guidance and oversight of the development of the next UM strategic plan.

Extensive community consultations occurred over the first half of 2023, which included more than 2,300 touch points with faculty, staff, students, alumni, and external partners. The first phase involved almost 60 in-person and virtual community consultation sessions, in which approximately 650 faculty, 560 staff, 70 students and 70 others, including external groups, participated. The second phase consisted of two surveys—one sent to faculty and staff and the other to students—with questions that built upon themes identified by our community in the first phase.

As our guiding principles began to emerge, we identified five broad themes in the Where We Are Today report, released to the community in May 2023. These themes were refined after asking for and receiving feedback from over 110 community members in June and July to ensure that the shared vision accurately reflected the community's aspirations for the coming years and our ability to meet the challenges facing higher education, the province, and our world.

Guided by what was heard, in December 2023, the Strategic Planning Committee shared a draft strategic plan with our community for final feedback. The draft plan articulated what meaningful change would look like at UM and the direction needed to achieve our collective goals. The Committee received feedback from over 275 community members, including Senate and the Board of Governors, to inform this final plan.



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# WHERE WE WANT TO BE

Throughout consultations, our community expressed an overwhelming desire to make meaningful contributions and excel in all that we do—through our research, teaching, and the ways in which we engage as a community, both within the institution and beyond. Our community reaffirmed that our greatest strength is our people and that investing in our faculty, staff, and students is vital to gaining momentum and leading change together.

When asked where we want to be at the end of our new strategic plan, our community articulated aspirations as captured under the following strategic themes:

## Creating knowledge that matters

As the largest research-intensive university in Manitoba, UM responds to emerging issues and leads innovation in areas such as social justice, climate action, and the health and well-being of diverse communities. Through our scholarly and creative pursuits, we advance our understanding of each other and the world around us. We ignite a curiosity to identify and solve important, complex problems, and promote evidence-based decision making.

We acknowledge the value of work across academic disciplines and recognize that all forms of knowledge, including Indigenous knowledges and research, have the power to transform culture, and create positive societal and environmental impact. Through our degrees and programs, we engage with undergraduate and graduate students to create and share knowledge as part of the learning process. We value the role of staff in supporting this work and in bringing forward creative ideas and solutions to excel as an institution. Together, we celebrate the ideas that emerge through connecting as a community.

## Empowering learners

Sharing knowledge is core to what we do. We provide an accessible, inspiring, high-quality education and an exceptional student experience enriched by a diversity of communities, voices, worldviews, and ways of knowing. We promote life-long curiosity and provide the tools learners need to succeed and critically navigate a complex and rapidly changing world. We are innovators inside and outside the classroom and incorporate sustainable practices in how we teach, learn, and deliver services and supports. Faculty and staff are also learners—we provide opportunities to learn from each other, engage in professional development, and access the systems and supports needed to excel.

We embrace diverse learners who choose UM to advance their studies, enriching our institution's voices and perspectives. With more newcomers choosing Manitoba as their home, we welcome increasing numbers of first-generation and international students. Indigenous Peoples have been and continue to be underrepresented in post-secondary education, and systemic change is needed to increase access. We advance Reconciliation and promote Indigenous success through Indigenization in our programming and across our campuses. We create and foster inclusive and supportive learning environments to help students thrive no matter their background, experiences, or aspirations.



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## Reimagining engagement

UM makes meaningful impact by actively engaging and collaborating with those around us. Our outreach extends locally, nationally, and internationally, and we welcome visitors to our campuses as destinations for all. We provide opportunities and spaces to connect, collaborate, share, and promote meaningful knowledge creation and exchange. We centre authentic, respectful, and reciprocal relationships with communities, industry, organizations, alumni, and other groups to exchange knowledge and pursue innovative solutions together. We build relationships and work with Indigenous communities to create opportunities for capacity-building, support self-determination, and advance decolonization.

The heart of UM is its people—its faculty, staff, and students. We reimagine how we engage with one another, beginning with an environment in which there is a greater sense of collegiality, trust, integrity, collaboration, and shared opportunities. We value well-being and belonging to create conditions in which all can thrive. We work to dismantle all forms of oppression, address inequities in our systems, policies, culture, and structures to advance decolonization, and uphold human rights.

We recognize that physical and digital spaces play a vital role in creating community on our campuses. We reimagine our spaces to inspire, engage with each other, reflect the diverse needs of our community, and be accessible to all. We preserve and protect our environment through sustainable practices, promote stewardship for the benefit of current and future generations, and take climate action.



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# HOW WE GET THERE: LEADING CHANGE TOGETHER

Our community's aspirations as captured under creating knowledge that matters, empowering learners, and reimagining engagement are accompanied by a collective desire and acknowledgement of UM's responsibility to be leaders of change.

We take action to address societal issues and meaningfully contribute to the overall well-being of our internal and external communities. These actions are articulated as three fundamental commitments that encompass what we do and how we move forward—they guide us in framing our goals under each strategic theme and measuring our success in implementing this plan.



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In leading change, we commit to:

### **FOSTERING A VIBRANT COMMUNITY**

We cultivate an accessible community rooted in equity, diversity, human dignity, inclusivity, respect, well-being, and care for one another, while acknowledging and addressing concerns and challenges with underlying structures. We commit to narrowing systemic inequities, removing barriers, and creating the conditions for all to thrive. By upholding the foundational tenet of academic freedom, we foster a vibrant and dynamic intellectual environment that strengthens our community through the free exchange of ideas and pursuit of knowledge.

### **ADVANCING RECONCILIATION FOR TRANSFORMATIVE CHANGE**

We walk together to advance Reconciliation. The University of Manitoba acknowledges and atones for both past and ongoing harms. We take action to change behaviour and move forward to establish and maintain mutually respectful relationships between Indigenous and non-Indigenous Peoples. By addressing root causes of inequities, we work towards social change and a more just, equitable future.

### **BUILDING A SUSTAINABLE FUTURE**

We meet the needs of today without compromising those of future generations. We pursue societal, cultural, economic, and environmental sustainability and address the impacts of climate change through our actions and operations—through ethical decision-making, continuous improvement, and the integration of sustainable practices into everything we do.

Informed by these fundamental commitments, our strategic themes centre our collective intentions through the following strategic goals that provide us with the framework to move forward together as an institution.



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## Creating knowledge that matters

In leading change, UM will demonstrate advancements in exceptional research, scholarship, and creative activities to create knowledge that matters and that positively impacts the communities with whom we engage. UM will be increasingly sought out for our expertise and recognized for our contributions.

To gain momentum, UM will:

### **Inspire knowledge creation by supporting and promoting an environment of excellence.**

Through this work, we will:

- Expand initiatives that provide faculty and staff with opportunities to succeed in their research, scholarship, and creative activities, recognizing the value of new perspectives and diverse ways of knowing.
- Increase opportunities for undergraduate students to participate in knowledge creation and exchange as part of their learning experiences.
- Elevate graduate-level training through increased access, improved supports, and enhanced opportunities.

### **Identify sustainable and high-impact solutions through increased collaboration and connection across our campuses.**

Through this work, we will:

- Identify and remove barriers to increase opportunities for inter- and multi-disciplinary research, scholarly, and creative activities.
- Connect diverse ways of knowing to identify innovative solutions that address major challenges faced today and tomorrow.
- Identify strengths to elevate UM's expertise on the local, national, and international stage, informed by the Strategic Research Plan.

### **Build reciprocal relationships with communities to anticipate and identify solutions to emerging societal, cultural, economic, health, and environmental needs of Manitoba and beyond.**

Through this work, we will:

- Increase investments to support more community-based research and to develop authentic relationships with community partners.
- Foster a reciprocal knowledge exchange network with community partners to work collaboratively on pressing issues.
- Promote UM expertise with communities to encourage the widest possible use of our knowledge creation.



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## Empowering learners

In leading change, UM will empower learners through learning experiences that meet the needs of an increasingly diverse student body. We will provide researchers, instructors, staff, and learners with the knowledge, skills, and supports they need to achieve their goals.

To gain momentum, UM will:

### **Respond to changing needs of learners through the creation and advancement of supportive systems for learning and success.**

Through this work, we will:

- Continuously reflect on and advance pedagogies that respond to the needs of learners across their lives and careers, including innovative ways of learning and teaching.
- Direct supports and services to students to improve access, recognize diverse needs, and foster success, including supports for Indigenous students and systemically marginalized groups and individuals.
- Identify and incorporate flexible and sustainable practices in the delivery of academic programs and courses.

### **Build sustainable futures for learners by increasing opportunities for innovative and meaningful learning experiences.**

Through this work, we will:

- Ensure students are exposed to Indigenous knowledge systems and ways of knowing and have opportunities to participate in and benefit from a variety of experiential learning opportunities in diverse settings, including digital, land-based, community, workplace, classroom, and co-curriculum.
- Increase opportunities for graduate and undergraduate students to connect with and contribute to diverse ways of knowledge creation through research, scholarship, and creative activities.
- Expand opportunities for students to identify and develop the skills needed to succeed in a changing world.

### **Foster an exceptional student experience by strengthening teaching and student support services across the university.**

Through this work, we will:

- Invest in supports to ensure faculty and staff have the tools needed to adapt to changing learning environments and to continue to provide high-quality learning experiences.
- Develop more initiatives to employ universal design and inclusive teaching methods that accommodate people with disabilities, varied learning styles, and diverse lived experiences.
- Increase opportunities for faculty and staff to collaborate to improve student success.



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## Reimagining engagement

In leading change, UM will be a partner of choice with the greater community. We will be a destination to learn, create, work, and play. In reimagining engagement, we will connect and thrive as a community for today and tomorrow.

To gain momentum, UM will:

### **Strengthen and build mutually beneficial and reciprocal external relationships through meaningful and authentic engagement.**

Through this work, we will:

- Become the university for Manitoba by increasing opportunities for external partnerships and connections and expanding our impact across our province, including with rural, northern, and Indigenous communities.
- Increase outreach and external community access to UM to benefit the UM community and all Manitobans.
- Become a go-to destination by welcoming more visitors to our campuses through community events and programming.

### **Empower staff, faculty, and students to thrive and succeed by creating a culture of belonging, well-being, and inclusion.**

Through this work, we will:

- Identify and work to dismantle systemic and structural inequities to foster an environment that encourages the full participation of systemically marginalized groups and individuals.
- Centre Reconciliation and institutional transformation to advance social justice and become a preferred destination for Indigenous faculty, staff, and students.
- Create a dynamic and engaged work environment by investing in people to encourage a culture of excellence, innovation, creativity, and connectivity.

### **Achieve sustainability and accessibility targets through community decision-making processes and institutional initiatives.**

Through this work, we will:

- Build sustainable and accessible campuses designed to facilitate community building and community life.
- Reduce waste and greenhouse gas emissions to reach sustainability goals informed by our Climate Action Plan.
- Increase opportunities for faculty, staff, and students to engage in sustainability initiatives through learning experiences, research, and community programming to collectively advance the United Nations' Sustainable Development Goals.



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## GAINING MOMENTUM: NEXT STEPS

Together, we have identified who we want to be and how we get there. We will be engaged. We will be responsive. We will be strengthened by our diversity of voices. We will make an impact. We will lead change.

Our next steps will be to develop an implementation plan that outlines how we will meet the goals we've identified in **MOMENTUM: Leading Change Together 2024-2029**. A Strategic Plan Implementation Committee will be formed, led by the Provost and Vice-President (Academic), and will include representatives from faculty, staff, and students. This cross-functional, interdisciplinary committee will be tasked with identifying the strategies and associated actions the university will take to implement the plan and gauge our success moving forward.

The implementation plan will be guided by discussions with community members. It will identify and build on current initiatives, activities, and institutional reports. The Committee will work with and support academic and administrative units to develop unit-level plans that reflect their unique roles and strengths that help UM achieve its collective goals.

The Committee will bring its initial findings back to the community, providing details on the strategies, objectives, and key indicators developed. They will provide annual progress reports on our accomplishments, challenges, and any revisions required in response to changing pressures, internal and external to our institution.

**Together, we will build upon our existing strengths and gain momentum to respectfully lead change and shape a brighter future for all.**



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## Acknowledgements

A sincere thank you to all the faculty, staff, students, and community members who participated in consultations and provided feedback on the plan throughout its development. We look forward to future engagement during the implementation process.

Thank you to the Strategic Planning Committee, which reviewed the feedback from the community and provided thoughtful insight to structure a plan that will collectively move us forward as an institution.

### STRATEGIC PLANNING COMMITTEE MEMBERSHIP

#### Co-chairs:

**Michael Benarroch**  
President and Vice-Chancellor

**Diane Hiebert-Murphy**  
Provost and Vice-President (Academic)

#### From senate:

**Stephan Pflugmacher Lima**  
Dean, Clayton H. Riddell Faculty of Environment, Earth, and Resources

**Susan Prentice**  
Professor, Department of Sociology and Criminology, Faculty of Arts

**John Sorensen**  
Associate Head Undergraduate (Courses and Programs);  
Professor, Department of Chemistry, Faculty of Science

#### From board of governors:

**Lynette Magnus**  
Chair, Board of Governors

#### From deans/directors and senior administrative leaders:

**Tina Chen**  
Vice-Provost (Equity), and Distinguished Professor Department of History, Faculty of Arts

**Peter Nickerson**  
Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Science;  
Dean, Max Rady College of Medicine

#### From faculty:

**Shawn Bailey**  
Assistant Professor, Department of Architecture, Faculty of Architecture

**Namita Bhatnagar**  
Professor and F. Ross Johnson Fellow, Department of Marketing,  
I.H. Asper School of Business, Faculty of Management

**Afra Bolefski**  
Head, Library Social Sciences, Libraries

**Katherine Boyer**  
Assistant Professor, School of Art

**Robert Mizzi**  
Canada Research Chair and Associate Professor,  
Department of Educational Administration, Foundations & Psychology, Faculty of Education

**Kim Ominski**  
Professor and Head, Department of Animal Science, Faculty of Agricultural and Food Sciences

**Leisha Strachan**  
Associate Dean, Associate Dean (Research and Graduate Studies) and Professor,  
Faculty of Kinesiology and Recreation Management



**MOMENTUM:**  
LEADING  
CHANGE  
TOGETHER

**From staff:**

**Jeff Adams**

Registrar and Executive Director of Enrolment Services

**Carla Loewen**

Director, Indigenous Student Centre

**From students:**

**Tracy Karuhogo**

President, UMSU

**Uche Nwankwo**

Senator, UMGSA

**Jaron Rykiss**

President, UMSU

**Christopher Yendt**

President, UMGSA

**From senior executive team:**

**Naomi Andrew**

Vice-President (Administration)

**Catherine Cook**

Vice-President (Indigenous)

**Vanessa Koldingnes**

Vice-President (External)

**Mario Pinto**

Vice-President (Research and International)

**Resources:**

**Cassandra Davidson**

Academic Planning and Priorities Specialist, Office of the Provost

**Kelsey Evans**

Associate Director, Office of the President

**Kerry McQuarrie Smith**

Executive Director, Office of the President

**Randy Roller**

Executive Director, Office of Institutional Analysis

Thanks to all faculty, staff, and students who organized and facilitated community consultations to ensure we received feedback from across our community. We also recognize and appreciate the support provided by members of the Office of External Relations in bringing this plan to life.

And thanks to Alex Usher and his team at Higher Education Strategy Associates, notably Maïca Poirier Murphy and Janelle Curry, for supporting us through the process and assisting with the environmental scan and analysis of community feedback.



**MOMENTUM:**  
LEADING  
CHANGE  
TOGETHER



UMANITOBA.CA

To: Jeff Leclerc, University Secretary

From: **Diane Hiebert-Murphy, Ph.D., Provost and Vice-President (Academic)** *Diane Hiebert-Murphy*

Date: January 12, 2024

Re: Deans of Faculties, Directors of Schools of the University, and College Deans Policy  
and  
Deans of Faculties, Directors of Schools of the University, and College Deans:  
Appointment and Review Procedure

---

Please find attached a recommendation to approve the following governing documents:

1. Deans of Faculties, Directors of Schools of the University, and College Deans Policy (the "Policy")
2. Deans of Faculties, Directors of Schools of the University, and College Deans Appointment and Review Procedure (the "Procedure").

The Policy is intended to rescind and replace the following governing documents:

- [Deans of Faculties Bylaw;](#)
- [Directors of Schools of the University Bylaw;](#)

The Procedure is intended to rescind and replace:

- [Policy: Deans of Faculties and Directors of Schools of the University: Appointment and Review.](#)
- [Procedure: Deans of Faculties and Directors of Schools of the University: Appointment and Review.](#)

**Rationale for the Revision:**

The revision aims to address the following issues:

1. The Bylaw for Deans of Faculties and the Bylaw for Directors of Schools are so similar that it would be beneficial to combine them into one policy, with the appointment and review procedure as a secondary document to the new combined policy. This structure aims to streamline our governing documents.
2. The current governing documents require updating to reflect the University's commitment to processes that support equity, diversity, and inclusion, and the University's commitment to reconciliation.
3. The current governing documents do not reflect the structure of the Rady Faculty of Health Sciences and its affiliate Colleges.
4. The proposed governing documents confirm that a Dean, Director, or College Dean may be appointed to hold appointments as head of more than one Faculty/School/College and outline how the appointment and review procedures will be modified in such cases.

## Overview of Content

The following changes were completed with this revision:

- Combine the Bylaw for Deans of Faculties with the Bylaw for Directors of Schools into one governing document: Deans of Faculties, Directors of Schools of the University, and College Deans Policy, that includes:
  - Definitions section that aligns with existing policy and procedure;
  - Updates to reflect the structure of the Rady Faculty of Health Sciences;
  - Explicit acknowledgment of potential for dual roles and how that impacts reporting structures;
  - Updates to the powers and responsibilities of the Dean, Director, and College Dean to confirm the University's expectation that they will act to support the University's mission, vision, and uphold core institutional values; support the University's commitments to Indigenous Peoples and communities; and steward the financial physical, human and other resources of the Faculty/School/College in an ethical manner and in compliance with applicable governing documents, regulator requirements and financial controls; and
  - Confirmation that while a Dean, Director, or College Dean may elect to delegate their authority to other academic administrators within their Unit, he/she/they must retain responsibility for the overall direction of their Faculty, School, or College.
- Combine current policy and procedure for Appointment of Deans and Directors into one procedure under the Deans of Faculties, Directors of Schools of the University, and College Deans Appointment and Review Procedure, which includes:
  - Statement of objective in recruiting that highlights the importance of a Dean's commitment to education, collaboration, diversity and inclusion, and reconciliation;
  - Confirm that appointments in the decanal role should also seek to support opportunities for the appointment of individuals from Systemically Disadvantaged and Marginalized Groups;
  - Include definitions section that mirrors that in the policy;
  - Replace binary gender language for the composition of committee to instead seek diversity of committee from Systemically Disadvantaged and Marginalized Groups in the appointment of non-student members, along with a mechanism to ensure that Indigenous perspectives inform the search and review of deans;
  - Mirror new language in the reappointment procedures and special review procedures.

The following stakeholders were solicited for input on the draft documents:

- UMFA, AESES, CUPE 1482, and CUPE 3909 (by email)
- UMSU and GSA, with specific request to consult Indigenous student groups (by email)
- Human Resources and Staff Relations (by email)
- Deans (meeting and by email)
- Associate Deans (Undergraduate/Graduate/Research/Indigenous) (by email)
- Executive Assistants (EA) Group (meeting and by email)
- Office of Vice-President (Indigenous) (by email)
- FAHR Committee (meeting)
- EDI Lead (by email)



Please add this item on the agenda for the January 24, 2024, Senate Executive meeting and the February 7, 2024, Senate meeting. The proposed revision will be effective upon approval by the Board of Governors.

Cc: Maria Sabourin, Legal Counsel  
Rowena Krentz, Director, Office of the Provost and Vice-President (Academic)

Comments of the Senate Executive Committee:  
The Senate Executive Committee Endorses the Report to Senate.



## UNIVERSITY OF MANITOBA POLICY

|                                       |  |
|---------------------------------------|--|
| <b>POLICY:</b>                        | <b>DEANS OF FACULTIES, DIRECTORS OF SCHOOLS OF THE UNIVERSITY, AND COLLEGE DEANS</b> |
| <b>Effective Date:</b>                | March 19, 2024   |
| <b>Revised Date:</b>                  |  |
| <b>Review Date:</b>                   | March 19, 2034   |
| <b>Approving Body:</b>                | Board of Governors   |
| <b>Authority:</b>                     | <i>The University of Manitoba Act, Section 16(1)(b)</i>                              |
| <b>Responsible Executive Officer:</b> | President  |
| <b>Delegate:</b>                      | Provost and Vice-President (Academic)  |
| <b>Contact:</b>                       | Provost and Vice-President (Academic)  |
| <b>Application:</b>                   | Senior Administrative Academic Staff   |

### Part 1 Reason for Policy

- 1.1 To identify the authorities vested in the senior academic and administrative officers of Faculties, Divisions, Colleges, and Schools of the University, along with a statement of their respective duties and reporting lines.

### Part 2 Policy Content

#### Definitions

- 2.1 The following terms are defined for the purpose of this Policy:
- (a) **“College”** means a Professional College as defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
  - (b) **“College Dean”** means the head of a College and is the senior academic and administrative officer of the College.

- (c) **“Dean”** or **“Faculty Dean”** means the head of a Faculty and is the senior academic administrative officer of the Faculty.
- (d) **“Director”** means the head of a School and is the senior academic administrative officer of the School.
- (e) **“Faculty”** means:
  - (i) a Faculty as defined under the Definitions of Academic Units Policy and as identified as a Faculty in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy; or
  - (ii) a Division as defined under the Definitions of Academic Units Policy and as identified as a Division in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
- (f) **“Policy”** means this “Deans of Faculties, Directors of Schools of the University, and College Deans” Policy.
- (g) **“School”** means a “School of the University” as that term is defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy. It does not include Schools of a Faculty or College.
- (h) **“Senior Administrative Academic Staff”** has the same meaning as defined in the Employee Organizations and Employment Groups Procedure.

## **Office and Reporting**

- 2.2 There shall be a Dean of each Faculty who shall be the senior academic and administrative officer of that Faculty. The Dean shall be responsible to the President in the administration of the Faculty and shall report to the Provost and Vice-President (Academic).
- 2.3 There shall be a Director of each School who shall be the senior academic and administrative officer of the School. The Director shall be responsible to the President in the administration of the School and shall report to the Provost and Vice-President (Academic).
- 2.4 There shall be a College Dean of each College who shall be the senior academic and administrative officer of the College. Subject to section 2.5 of this Policy, the College Dean shall be responsible to the President in the administration of the College and shall report to the Dean of the Faculty to which the College is affiliated.

- 2.5 At the discretion of the President, having considered all factors as identified in section 2.16 of the Procedure and on recommendation from the Provost and Vice-President (Academic), a Dean, Director, or College Dean may hold an appointment as the Dean, Director, or College Dean of more than one Faculty, School, or College. Where such appointments would create a conflict or perception of conflict in reporting line under section 2.4 of this Policy, the College Dean shall report directly to the Provost and Vice-President (Academic) with respect to the administration of the College and the powers and duties identified in sections 2.6 and 2.8 of this Policy.

### **Powers and Duties**

- 2.6 The Dean of a Faculty, Director of a School, and College Dean shall have the following powers and responsibilities in relation to their respective academic units:
- (a) exercise general supervision and direction over the Faculty/School/College, including its staff and the students registered in the Faculty/School/College;
  - (b) be the channel of official communication to and from the Faculty/School/College;
  - (c) have the right to call and chair all meetings of the Faculty/School/College Council and of department councils within the Faculty/School/College, subject to the right of the President to preside at any such meeting;
  - (d) have the right to call and chair all meetings of the Executive Committee, if any, of the Faculty/School/College Council;
  - (e) be a member ex-officio of all department councils within the Faculty/School/College and of all committees of the Faculty/School/College Council;
  - (f) have access to all records of the Faculty/School/College;
  - (g) deal appropriately with every complaint pertaining to the Faculty/School/College lodged with the Dean/Director/College Dean by any person;
  - (h) be responsible for the supervision, subject to the regulations and rulings of the Faculty/School/College Council and the Senate, of the program of studies for every student registered in the Faculty/School/College;
  - (i) recommend to the President the appointment, promotion, tenure, change of service, discipline, retirement, and dismissal, of the members of the staff of the Faculty/School/College;

- (j) recommend to the President or to the Senate, or to both, any project which the Dean thinks advantageous to the Faculty/School/College;
- (k) prepare and submit to the proper officer of the University all announcements of the Faculty/School/College to be included in the calendar or calendars of the University;
- (l) prepare an annual budget for the Faculty/School/College, and present a written report on the work of the Faculty/School/College during the preceding year, in accordance with sections 2.7 and 2.8 as applicable;
- (m) support the University's mission, vision, and uphold core institutional values;
- (n) support the University's commitments to Indigenous Peoples and communities;
- (o) steward the financial, physical, human, and other resources of the Faculty/School/College in an ethical manner and in compliance with applicable governing documents, regulatory requirements, and financial controls;
- (p) do such other things, exercise such other powers, and perform such other duties and services as may from time to time be properly prescribed or requested of the Dean/Director/College Dean by the appropriate authority.

2.7 The Dean/Director shall:

- (a) Prepare an annual budget for the Faculty/School with such assistance from the members of the staff or committees as the Dean/Director may call for, and submit the budget to the President, or to such person or persons, as the President may designate; and
- (b) Present to the President at the end of each academic year a written report on the work of the Faculty/School during the preceding year, as well as the state and needs of the Faculty/School;

2.8 The College Dean shall:

- (a) Prepare an annual budget for the College with such assistance from the members of the staff or committees as the College Dean may call for, and submit the budget to the Faculty Dean, or to such person or persons as the Faculty Dean may designate; and
- (b) Present to the Faculty Dean at the end of each academic year a written report on the work of the College during the preceding year, as well as the state and needs of the College.

## **Delegation**

- 2.9 The Dean, the Director, and the College Dean may delegate any of their powers, duties and functions as they see fit and prescribe conditions governing the exercise of any delegated power, duty and function, including the power of sub-delegation.
- 2.10 While a Dean, Director, or College Dean may elect to delegate authority to other academic administrators within their Unit, he/she/they must retain responsibility for the overall direction of their Faculty, School, or College, and is ultimately responsible for all administrative decisions within his/her/their jurisdiction and authority.

## **Part 3 Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of the Policy is required.
- 3.2 The Provost and Vice-President (Academic), or his/her/their delegate, is responsible for the implementation, administration, and review of this Policy.
- 3.3 Senior Academic Administrative Staff are responsible for complying with this Policy.

## **Part 4 Secondary Documents**

- 4.1 The Approving Body may approve Procedures which are secondary to and comply with this Policy.

## **Part 5 Review**

- 5.1 Governing Document reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 1, 2034.
- 5.2 In the interim, this Policy may be revised or rescinded 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 rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- (a) comply with the revised Policy; or
- (b) are in turn rescinded.

## **Part 6**

### **Effect on Previous Statements**

6.1 This Policy supersedes:

- (a) all previous Board/Senate Bylaws, Regulations, Rules, Policies and Procedures, and resolutions on the subject matter contained herein; and
- (b) the previous Faculty/School/College Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein.
- (c) Bylaw: Directors of Schools of the University, effective January 1, 2008;
- (d) Bylaw: Deans of Faculties, effective January 1, 2008.

## **Part 7**

### **Cross References**

7.1 This Policy should be cross-referenced to the following relevant Governing Documents, legislation, and/or forms:

- (a) Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review Procedure;
- (b) Conflict of Interest Policy and Procedure;
- (c) Definitions of Academic Units Policy;
- (d) Employee Organizations and Employment Groups Policy and Procedure;
- (e) Executive Group and Academic Administrative Appointments – Academic Staff;
- (f) Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Bylaw;
- (g) Term of Appointment and Tenure Policy.



## UNIVERSITY OF MANITOBA

### **BYLAW POLICY**

|                                       |   |
|---------------------------------------|---|
| <b><u>BylawPOLICY:</u></b>            | <b><u>DEANS OF FACULTIES, DIRECTORS OF SCHOOLS OF THE UNIVERSITY, AND COLLEGE DEANS</u></b> |
| <b>Effective Date:</b>                | <del>January 1, 2008</del> <u>March 19, 2024</u>  |
| <b>Revised Date:</b>                  | <del>January 15, 1976</del><br><del>April 14, 1987</del><br><del>January 28, 1999</del>     |
| <b>Review Date:</b>                   | <del>January 1, 2018</del> <u>March 19, 2034</u>  |
| <b>Approving Body:</b>                | Board of Governors  |
| <b>Authority:</b>                     | <i>The University of Manitoba Act</i> , Section 16(1)(b)                                    |
| <b>Responsible Executive Officer:</b> | <u>President</u>  |
| <b>Delegate:</b>                      | <u>Provost and Vice-President (Academic)</u>  |
| <b>Contact:</b>                       | <u>Provost and</u> Vice-President (Academic) <del>and Provost</del>                         |
| <b>Application:</b>                   | <u>Senior Administrative Academic Staff</u>   |

#### **Part 1**

#### **Reason for BylawPolicy**

- 1.1 To identify the authorities vested in the senior academic and administrative ~~officer~~officers of Faculties, Divisions, Colleges, and Schools of the University, along with a statement of their respective duties and reporting lines.

#### **Part 2**

#### **Rule/Principle**

#### **Part 2.1—— Policy Content**

#### **Definitions**

- 2.1 The following terms are defined for the purpose of this Policy:



- (a) **“College”** means a Professional College as defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
- (b) **“College Dean”** means the head of a College and is the senior academic and administrative officer of the College.
- (c) **“Dean”** or **“Faculty Dean”** means the head of a Faculty and is the senior academic administrative officer of the Faculty.
- (d) **“Director”** means the head of a School and is the senior academic administrative officer of the School.
- (e) **“Faculty”** means:
  - (i) a Faculty as defined under the Definitions of Academic Units Policy and as identified as a Faculty in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy; or
  - (ii) a Division as defined under the Definitions of Academic Units Policy and as identified as a Division in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
- (f) **“Policy”** means this “Deans of Faculties, Directors of Schools of the University, and College Deans” Policy.
- (g) **“School”** means a “School of the University” as that term is defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy. It does not include Schools of a Faculty or College.
- (h) **“Senior Administrative Academic Staff”** has the same meaning as defined in the Employee Organizations and Employment Groups Procedure.

## **Office and Reporting**

~~2.1.1~~ There shall be a Dean of each Faculty ~~named in Bylaw 21.00~~ who shall be the ~~Senior Academic~~senior academic and ~~Administrative Officer~~administrative officer of ~~the~~that Faculty.

## ~~2.2~~ **Reporting**

~~2.4.2~~ ~~2.2.1~~ The Dean shall be responsible to the President in the administration of the Faculty ~~and shall report to the Provost and Vice-President (Academic).~~

- 2.3 There shall be a Director of each School who shall be the senior academic and administrative officer of the School. The Director shall be responsible to the President in the administration of the School and shall report to the Provost and Vice-President (Academic).
- 2.4 There shall be a College Dean of each College who shall be the senior academic and administrative officer of the College. Subject to section 2.5 of this Policy, the College Dean shall be responsible to the President in the administration of the College and shall report to the Dean of the Faculty to which the College is affiliated.
- 2.5 At the discretion of the President, having considered all factors as identified in section 2.16 of the Procedure and on recommendation from the Provost and Vice-President (Academic), a Dean, Director, or College Dean may hold an appointment as the Dean, Director, or College Dean of more than one Faculty, School, or College. Where such appointments would create a conflict or perception of conflict in reporting line under section 2.4 of this Policy, the College Dean shall report directly to the Provost and Vice-President (Academic) with respect to the administration of the College and the powers and duties identified in sections 2.6 and 2.82.3— of this Policy.

## **Powers and Duties**

~~2.22.6 2.3.1~~ The Dean of a Faculty, Director of a School, and College Dean shall have the following powers and responsibilities in relation to their respective academic units:

- (a) ~~(a)~~ exercise general supervision and direction over the Faculty/School/College, including its staff and the students registered in the Faculty;—/School/College;
- (b) ~~(b)~~ be the channel of official communication to and from the Faculty;—/School/College;
- (c) ~~(c)~~ have the right to call and chair all meetings of the Faculty/School/College Council and of department councils within the Faculty/School/College, subject to the right of the President to preside at any such meeting;
- (d) ~~(d)~~ have the right to call and chair all meetings of the Executive Committee, if any, of the Faculty/School/College Council;
- (e) ~~(e)~~ be a member ex-officio of all department councils within the Faculty/School/College and of all committees of the Faculty/School/College Council;
- (f) ~~(f)~~ have access to all records of the Faculty;—/School/College;

- (g) ~~(g)~~ deal appropriately with every complaint pertaining to the Faculty/School/College lodged with the Dean/Director/College Dean by any person;
- (h) ~~(h)~~ be responsible for the supervision, subject to the regulations and rulings of the Faculty/School/College Council and the Senate, of the program of studies for every student registered in the Faculty;  
/School/College;
- (i) ~~(i)~~ recommend to the President the appointment, promotion, tenure, change of service, discipline, retirement, and dismissal, of the members of the staff of the Faculty;  
/School/College;
- (j) ~~(j)~~ recommend to the President or to the Senate, or to both, any project which the Dean thinks advantageous to the Faculty;  
/School/College;
- (k) ~~(k)~~ prepare and submit to the proper officer of the University all announcements of the Faculty/School/College to be included in the calendar or calendars of the University;

~~(l) prepare an annual budget for the Faculty with such assistance from the members of the staff or committees as the Dean may call for/School/College, and submit the budget to the President, or to such person, or persons, as the President may designate;~~

- (l) ~~(m)~~ present ~~to the President at the end of each academic year~~ a written report on the work of the Faculty/School/College during the preceding year, ~~as well as the state in accordance with sections 2.7 and 2.8 needs of the Faculty; and~~ as applicable;

~~(m)~~ (n) support the University's mission, vision, and uphold core institutional values;

~~(n)~~ support the University's commitments to Indigenous Peoples and communities;

~~(o)~~ steward the financial, physical, human, and other resources of the Faculty/School/College in an ethical manner and in compliance with applicable governing documents, regulatory requirements, and financial controls;

~~(m)~~(p) do such other things, exercise such other powers, and perform such other duties and services as may from time to time be properly prescribed or requested of the Dean/Director/College Dean by the appropriate authority.

## 2.7 2.4—The Dean/Director shall:

- ~~(a)~~ Prepare an annual budget for the Faculty/School with such assistance from the members of the staff or committees as the Dean/Director may

call for, and submit the budget to the President, or to such person or persons, as the President may designate; and

- (b) Present to the President at the end of each academic year a written report on the work of the Faculty/School during the preceding year, as well as the state and needs of the Faculty/School;

2.8 The College Dean shall:

- (a) Prepare an annual budget for the College with such assistance from the members of the staff or committees as the College Dean may call for, and submit the budget to the Faculty Dean, or to such person or persons as the Faculty Dean may designate; and
- (b) Present to the Faculty Dean at the end of each academic year a written report on the work of the College during the preceding year, as well as the state and needs of the College.

**Delegation**

2.32.9 2.4.1 ~~The Dean, the Director, and the College Dean~~ may delegate any of ~~the~~their powers, duties and functions ~~of the Dean as the Dean sees as they see~~ fit and prescribe conditions governing the exercise of any delegated power, duty and function, including the power of sub-delegation.

2.10 While a Dean, Director, or College Dean may elect to delegate authority to other academic administrators within their Unit, he/she/they must retain responsibility for the overall direction of their Faculty, School, or College, and is ultimately responsible for all administrative decisions within his/her/their jurisdiction and authority.

**Part 3  
Accountability**

- 3.1 The ~~University Secretary~~Office of Legal Counsel is responsible for advising the President that a formal review of the ~~Bylaw~~Policy is required.
- 3.2 The ~~Provost and Vice-President (Academic) and Provost will be~~, or his/her/their delegate, is responsible for the ~~communication~~implementation, administration, and ~~interpretation~~review of this ~~Bylaw~~Policy.
- 3.3 Senior Academic Administrative Staff are responsible for complying with this Policy.

## **Part 4 Secondary Documents**

- 4.1 The Approving Body may approve ~~Regulations, Policies and~~ Procedures which are secondary to and comply with this ~~Bylaw~~ Policy.

## **Part 5 Review**

- 5.1 ~~Formal Bylaw~~ Governing Document reviews will be conducted every ten (10) years. The next scheduled review date for this ~~Bylaw~~ Policy is January 1, ~~2018~~ 2034.

5.2 In the interim, this ~~Bylaw~~ Policy may be revised or rescinded 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.

5.25.3 If this ~~Bylaw~~ Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- (a) comply with the revised ~~Bylaw~~ Policy; or
- (b) are in turn rescinded.

## **Part 6 Effect on Previous Statements**

6.1 This ~~Bylaw~~ Policy supersedes:

- (a) all previous Board/Senate Bylaws, Regulations, Rules, Policies and Procedures, and resolutions on the subject matter contained herein; and
- (b) the previous Faculty/School/College Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein.

(c) ~~Bylaw 14.00~~ Bylaw: Directors of Schools of the University, effective January 1, 2008;

~~(c)(d)~~ Bylaw: Deans of Faculties ~~(, effective January 15, 1976, revised April 14, 1987, and January 28, 1999)~~ 1, 2008.

## **Part 7**

### **Cross References**

- 7.1 This Policy should be cross-referenced to the following relevant Governing Documents, legislation, and/or forms:
- (a) Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review Procedure;
  - (b) Conflict of Interest Policy and Procedure;
  - (c) Definitions of Academic Units Policy;
  - (d) Employee Organizations and Employment Groups Policy and Procedure;
  - (e) Executive Group and Academic Administrative Appointments – Academic Staff;
  - (f) ~~Bylaw:~~ Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Bylaw;
  - (g) Term of Appointment and Tenure Policy.



## UNIVERSITY OF MANITOBA PROCEDURE

|                                       |  |
|---------------------------------------|--|
| <b>Procedure:</b>                     | <b>DEANS OF FACULTIES, DIRECTORS OF SCHOOLS OF THE UNIVERSITY, AND COLLEGE DEANS: APPOINTMENT AND REVIEW</b> |
| <b>Parent Policy:</b>                 | Deans of Faculties, Directors of Schools of the University, and College Deans Policy                         |
| <b>Effective Date:</b>                | March 19, 2024   |
| <b>Revised Date:</b>                  |  |
| <b>Review Date:</b>                   | March 19, 2034   |
| <b>Approving Body:</b>                | Board of Governors   |
| <b>Authority:</b>                     | <i>The University of Manitoba Act</i> , Section 16(1)(b);  |
| <b>Responsible Executive Officer:</b> | President  |
| <b>Delegate:</b>                      | Provost and Vice-President (Academic)  |
| <b>Contact:</b>                       | Provost and Vice-President (Academic)  |
| <b>Application:</b>                   | Senior Administrative Academic Staff   |

### Part 1 Reason for Procedure

- 1.1 To identify the procedure for the search, appointment, reappointment, extension of term, special review, and removal of Deans, Directors, and College Deans.

### Part 2 Procedure Statement

#### Definitions

- 2.1 The following terms are defined for the purpose of this Procedure:
- (a) **“College”** means a Professional College as defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.

- (b) **“College Dean”** means the head of a Professional College and is the senior academic and administrative officer of the Professional College.
- (c) **“Dean”** or **“Faculty Dean”** means the head of a Faculty and is the senior academic administrative officer of the Faculty.
- (d) **“Director”** means the head of a School and is the senior academic administrative officer of the School.
- (e) **“Faculty”** means:
  - (i) a Faculty as defined under the Definitions of Academic Units Policy and as identified as a Faculty in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy; or
  - (ii) a Division as defined under the Definitions of Academic Units Policy and as identified as a Division in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
- (f) **“Indigenous”** means those who are recognized by their Indigenous community and who self-identify as Indigenous. More specifically, Indigenous refers to the First Nations, Inuit, and Métis of North America/Turtle Island.
- (g) **“Procedure”** means this “Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review” Procedure.
- (h) **“Reconciliation”** means honouring the Calls to Action set out by the Truth and Reconciliation Commission of Canada (TRC) and supporting the commitment by the University to act respectfully and in dignified ways with respect to Indigenous Peoples, their Nations, and communities.
- (i) **“School”** means a “School of the University” as that term is defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy. It does not include Schools of a Faculty or College.
- (j) **“Senior Administrative Academic Staff”** has the same meaning as defined in the Employee Organizations and Employment Groups Procedure.
- (k) **“Systemically Disadvantaged and Marginalized Groups”** shall include Indigenous Peoples, women, racialized persons, persons with disabilities, and persons of marginalized sexual identities, gender identities, and gender expressions.



## **APPOINTMENT**

### **General Provisions**

- 2.2 The primary objective in recruiting is to develop the best possible educational program for students at the University of Manitoba. To that end, the appointment of Deans, Directors, and College Deans should consider the following competencies of prospective appointees:
- (a) Their intellectual and administrative abilities, devotion to education and research, judgment and qualities of leadership;
  - (b) Their ability to create an environment conducive to the growth of intellectual life within the Faculty, School, or College;
  - (c) Their ability to maintain the confidence and co-operation of academic staff, administrative staff, support staff, and students;
  - (d) Their ability to manage effectively and efficiently the administrative affairs of their Faculty, School or College;
  - (e) Their ability to conduct effectively the relations of their Faculty, School, or College both within the University and in the wider community, so as to facilitate support for its educational, research, and service activities; and
  - (f) Their commitment to the University's mission, vision, and core institutional values, including advancing Reconciliation and the principles of equity, diversity, and inclusion;
- 2.3 Appointments under this Procedure should seek to uphold principles and enact practices of equity and diversity and should seek to support opportunities for the appointment of individuals from Systemically Disadvantaged and Marginalized Groups.

### **Nature of Appointment**

- 2.4 A Dean/Director/College Dean shall be appointed by the President on receipt of a recommendation from the Provost and Vice-President (Academic).
- 2.5 The Dean/Director/College Dean shall hold, or be qualified to hold, an academic appointment as a member of a Faculty, College, or School.
- 2.6 Where the Dean/Director/College Dean is appointed in more than one Faculty/School/College, one Faculty/School/College will be identified as the primary academic appointment and the other Faculty/School/College will be identified as the concurrent academic appointment. The primary academic appointment will be in the Faculty/School/College in which tenure is held and promotion is obtained.

## **Term of Appointment**

- 2.7 Normally the appointment as Dean/Director/College Dean is filled on a term appointment basis with the right of entry/return to a primary academic appointment. The term appointment is expected to continue until the end of the term specified in the appointment letter unless ended by retirement, resignation or termination by either the employee or the University in accordance with the Executive Group and Academic Administrative Appointments – Academic Staff Policy and the Term of Appointment and Tenure Policy. All appointments require a recommendation from the Provost and Vice-President (Academic), the approval of the President, and will be reported to the Board of Governors for information.
- 2.8 The appointment shall normally be for a term of five (5) to seven (7) years, and may be renewed or extended in accordance with sections 2.10 or 2.11 of this Procedure. The appointment shall cumulatively not exceed ten (10) years, except where there has been a satisfactory reappointment review.

## **Vacancy at End of Term**

- 2.9 Where the term of the Dean/Director/College Dean will expire, the Provost and Vice-President (Academic) shall:
- (a) canvass the incumbent twelve (12) months prior to the end of the term to determine if the incumbent wishes reappointment;
  - (b) recommend to the President, either a reappointment review or an extension of term in accordance with sections 2.10 or 2.11 of this Procedure.
- 2.10 If the incumbent wishes reappointment for a term that is longer than twenty-four (24) months, the President shall initiate a reappointment review in accordance with the Reappointment Review process outlined in sections 2.33 to 2.47 of these Procedures.
- 2.11 If the incumbent wishes reappointment for a term that is not longer than twenty-four (24) months and the Provost and Vice-President (Academic) believes it to be in the best interest of the University, the Provost and Vice-President (Academic) may recommend that the President extend the incumbent's term for a period not longer than twenty-four (24) months. Before making such recommendation, the Provost and Vice-President (Academic) shall seek advice from the faculty and staff of the academic unit.
- 2.12 If the incumbent wishes to leave at the end of the incumbent's term, the President shall initiate the search and appointment procedures related to this Procedure.

### **Vacancy Prior to End of Term**

- 2.13 Where the position of the Dean/Director/College Dean becomes vacant for any reason prior to the end of the incumbent's term:
- (a) an Acting Dean/Director/College Dean may be appointed for a term normally not more than twelve (12) months; and
  - (b) the President shall initiate the search and appointment procedures related to this Procedure.
- 2.14 If successive designations of acting capacity are required, the aggregate length of the designations normally will not exceed twenty-four (24) months.

### **SEARCH**

- 2.15 When the position of the Dean/Director/College Dean becomes vacant for any reason (including when a reappointment is not recommended), the President shall initiate a search for a Dean/Director/College Dean by an Appointment Advisory Committee to advise the President on the appointment.
- 2.16 The President, having considered all the relevant factors, including current and prospective University budgets and consultation with Faculty/School/College Council in the applicable units, and upon recommendation from the Provost and Vice-President (Academic), may determine at the outset that:
- (a) The appointment be limited to persons currently holding a continuing full-time position within the University; and/or
  - (b) The appointment be advertised as a dual role as the Dean/Director/College Dean of more than one Faculty/School/College, in which case the composition of the Appointment Advisory Committee or the Reappointment Advisory Committee will be increased to reflect representation from each respective academic unit to which the search applies.

### **Membership of the Appointment Advisory Committee**

- 2.17 Composition for the Appointment of all Deans/Directors/College Deans: The Appointment Advisory Committee for the appointment of a Dean/Director/College Dean shall be constituted by the President and shall consist of:
- (a) the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
  - (b) five (5) persons elected by, not necessarily from, the academic staff of the Faculty/School/College from which the President shall select four (4) to

serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;

- (c) one (1) person elected by and from the support staff of the Faculty/School/College;
- (d) one (1) graduate student, elected or appointed by the Graduate Students Association and, where appropriate, one (1) graduate student elected or appointed by the Professional Association of Residents and Interns of Manitoba (PARIM); for the Dean of the Faculty of Graduate Studies, the committee shall include three (3) graduate students elected or appointed by the Graduate Students' Association;
- (e) one (1) undergraduate student elected or appointed by the relevant student organization; except for the appointment of the Dean of the Faculty of Graduate Studies; and
- (f) normally up to four (4) persons appointed by the President to represent the broader interests of the University, including those of the professional and/or community interests.

2.18 Not Eligible to Serve: The following persons are not eligible to serve on the Appointment Advisory Committee:

- (a) the incumbent Dean/Director/College Dean;
- (b) the members of the Reappointment Review Committee, excepting the Chair of the Reappointment Review Committee, where a search has been recommended under section 2.46(c)(ii) of this Procedure and the incumbent Dean/Director/College Dean intends to be an applicant; and
- (c) any person who is an applicant or otherwise seeks appointment as the Dean/Director/College Dean. Any such person who is already a member of the Appointment Advisory Committee must resign.

2.19 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Appointment Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Appointment Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.

2.20 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Appointment Advisory Committee, there is at least one member who can contribute Indigenous perspectives.

2.21 Acceptance of Membership: Acceptance of membership on the Appointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Appointment Advisory Committee.

- 2.22 Conflict of Interest: If circumstances arise in which a member of the Appointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill his/her/their responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.
- 2.23 Vacancies: Should a vacancy occur on the Appointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency under section 2.17 of this Procedure to recommend an alternate to fill the vacancy, unless an alternate was named in advance.

### **Proceedings and Deliberations of the Appointment Advisory Committee**

- 2.24 Quorum: The quorum for any meeting of the Appointment Advisory Committee shall be 2/3 of the voting membership.
- 2.25 Voting: Questions arising at a meeting of the Appointment Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.
- 2.26 No Constraint on Voting: A member of the Appointment Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Appointment Advisory Committee, through the Chair.
- 2.27 Confidentiality: The following confidentiality obligations shall apply to the Appointment Advisory Committee:
- (a) all proceedings of the Appointment Advisory Committee shall be confidential;
  - (b) no release of confidential information relating to the proceedings of the Appointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
  - (c) if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.
- 2.28 Consultation/Interviews: The following shall apply to the Appointment Advisory Committee in carrying out its search and appointment responsibilities:
- (a) prior to advertising the position, the Appointment Advisory Committee shall consider:

- (i) the administrative and academic needs and priorities of the Faculty, School or College;
  - (ii) the desired qualifications and qualities of a Dean/Director/College Dean; and
  - (iii) the processes the Committee intends to use.
- (b) the Appointment Advisory Committee may interview the outgoing Dean/Director/College Dean;
- (c) prior to considering any names of applicants or nominees the Appointment Advisory Committee shall:
  - (i) take steps to ensure that they are familiar with the Policy and this Procedure and best practices for equity and diversity in hiring;
  - (ii) establish the criteria against which it will assess applicants and nominees;
  - (iii) determine what, if any, public elements it shall require in the assessment process. The particulars of any such public elements must be communicated to applicants and nominees;
  - (iv) following assessment of applications and nominations against the criteria, the Appointment Advisory Committee will identify candidates whom it wishes to interview; and
  - (v) the Chair of the Appointment Advisory Committee shall inform the President about the identity and background of the interviewees, the schedule of interviews, and shall provide the President with the opportunity to meet with the candidates whom the Appointment Advisory Committee wishes to interview.

2.29 Unable to Complete Deliberations: If the Appointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

### **Report/Recommendation**

2.30 Upon completion of the work of the Appointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (a) a Summary of Search Form;
- (b) a summary of the interview with the outgoing Dean/Director/College Dean, if applicable;

- (c) the criteria against which applicants and nominees were assessed;
- (d) a copy of the search advertisement;
- (e) the names(s) of the candidate(s), in rank order, that the Committee recommends be offered the appointment; and
- (f) the rationale for the recommendation(s), including the level of support within the Committee and the reasons for any dissent.

### **Failed Search**

- 2.31 If the President does not wish to recommend any of the candidates submitted by the Appointment Advisory Committee, the President may cause another Appointment search to be conducted.

### **Records**

- 2.32 Upon completion of the work of the Appointment Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:
- (a) all materials distributed to and any notes written by Committee members (including the Chair); and
  - (b) any other materials relevant to the Committee's work. If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic).

### **REAPPOINTMENT REVIEW**

- 2.33 If the Provost and Vice-President (Academic) advises the President that the incumbent Dean/Director/College Dean wishes reappointment, then the President shall initiate a reappointment review by a Reappointment Advisory Committee to advise the President.

### **Membership of the Reappointment Advisory Committee**

- 2.34 Composition for the Reappointment of all Deans and Directors: The Reappointment Advisory Committee for the Dean/Director/College Dean shall be constituted by the President and shall consist of:
- (a) the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
  - (b) five (5) persons elected by, not necessarily from, the academic staff of the Faculty/School/College from which the President shall select four (4) to

serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;

- (c) one (1) person elected by and from the support staff of the Faculty/School/College;
  - (d) one (1) graduate student elected or appointed by the Graduate Students Association and, where appropriate, one (1) graduate student elected or appointed by the Professional Association of Residents and Interns Manitoba (PARIM); for the Dean of the Faculty of Graduate Studies, the committee shall include two (2) graduate students elected or appointed by the Graduate Students' Association;
  - (e) one (1) undergraduate student elected or appointed by the relevant student organization except for the reappointment of the Dean of the Faculty of Graduate Studies; and
  - (f) normally up to three (3) other persons appointed by the President to represent the broader interests of the University, including professional and/or community interests.
- 2.35 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Reappointment Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Reappointment Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.
- 2.36 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Reappointment Advisory Committee, there is at least one member who can contribute Indigenous perspectives.
- 2.37 Acceptance of Membership: Acceptance of membership on the Reappointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.
- 2.38 Conflict of Interest: If circumstances arise in which a member of the Reappointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill his/her/their responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.
- 2.39 Vacancies: Should a vacancy occur on the Reappointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency to fill the vacancy, unless an alternate was named in advance.



## **Proceedings and Deliberations of the Reappointment Advisory Committee**

- 2.40 Quorum: The quorum for any meeting of the Reappointment Advisory Committee shall be 2/3 of the membership.
- 2.41 Voting: Questions arising at a meeting of the Reappointment Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.
- 2.42 No Constraint on Voting: A member of the Reappointment Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Reappointment Advisory Committee, through the Chair.
- 2.43 Confidentiality: The following confidentiality obligations shall apply to Reappointment Reviews:
- (a) all proceedings of the Reappointment Advisory Committee shall be confidential;
  - (b) no release of confidential information relating to the proceedings of the Reappointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
  - (c) if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.
- 2.44 Consultation/Interviews: The following shall apply to the Reappointment Advisory Committee in carrying out its review responsibilities:
- (a) the Reappointment Advisory Committee shall invite comments and advice from members of the Faculty, School, or College, including those of faculty, staff and students. In addition, the Committee may invite comments from other relevant constituencies of the University and the external community;
  - (b) the Reappointment Advisory Committee shall have access to information relating to the Faculty, School, or College, and the performance of the incumbent, including:
    - (i) annual reports of the Faculty, School, or College; and
    - (ii) a summary of activity reports and performance appraisals of the incumbent as prepared by the Provost and Vice-President (Academic);

- (c) the Reappointment Advisory Committee shall conduct an interview with the incumbent Dean/Director/College Dean.

2.45 Unable to Complete Deliberations: If the Reappointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

### **Report/Recommendation**

2.46 Upon completion of the work of the Reappointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (a) a summary of the comments and information reviewed by the Committee;
- (b) a summary of the interview with the incumbent Dean/Director/College Dean;
- (c) the recommendation for:
  - (i) the reappointment of the incumbent Dean/Director/College Dean, or
  - (ii) the search for a Dean/Director/College Dean, which may include the incumbent as an applicant; and
  - (iii) the rationale for the recommendation, including the level of support and the reasons for any dissent.

### **Records**

2.47 Upon completion of the work of the Reappointment Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:

- (a) all materials distributed to and any notes written by Committee members (including the Chair); and
- (b) any other materials relevant to the Committee's work. If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic).

### **ADMINISTRATIVE PROBLEMS**

2.48 Where serious administrative problems arise in a Faculty/School/College which relate to the performance of the Dean/Director/College Dean, the President may:

- (a) attempt to resolve the matter informally;

- (b) initiate a special review in accordance with this Procedure; and/or
- (c) take such action as the President deems appropriate in the circumstances.

## **Special Review**

- 2.49 Where the President elects to initiate a special review of the Dean/Director/College Dean under section 2.48(b) of this Procedure, the President shall constitute a Special Review Advisory Committee to make recommendations for the resolution of the problems identified and to provide its rationale for the recommendations, including the level of support within the Committee and the reasons for any dissent.

## **Membership of the Special Review Advisory Committee**

- 2.50 Composition: The Special Review Advisory Committee shall be constituted by the President and may include representatives of faculty, staff and students of the University, but not of the Faculty/School/College in question. The President or a delegate of the President shall serve as the Chair of the Special Review Advisory Committee.
- 2.51 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Special Review Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Special Review Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.
- 2.52 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Special Review Advisory Committee, there is at least one member who can contribute Indigenous perspectives.
- 2.53 Acceptance of Membership: Acceptance of membership on the Special Review Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.
- 2.54 Conflict of Interest: If circumstances arise in which a member of the Special Review Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the members ability to fulfill his/her/their responsibilities on the Committee, the member shall disclose the nature of the conflict to the President or the delegate who, in consultation with the President (if a delegate), shall determine whether continuing membership is appropriate.
- 2.55 Vacancies: Should a vacancy occur on the Special Review Advisory Committee, the President shall appoint a replacement.

## **Proceedings and Deliberations of the Special Review Advisory Committee**

- 2.56 Quorum: The quorum for any meeting of the Special Review Advisory Committee shall be 2/3 of the voting membership.
- 2.57 Voting: Questions arising at a meeting of the Special Review Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.
- 2.58 No Constraint on Voting: A member of the Special Review Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Committee, through the Chair.
- 2.59 Confidentiality: The following confidentiality obligations shall apply to Special Reviews:
- (a) all proceedings of the Special Review Advisory Committee shall be confidential;
  - (b) no release of confidential information relating to the proceedings of the Special Review Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
  - (c) if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.
- 2.60 Consultation: The Special Review Advisory Committee shall consult with such persons as it deems advisable, including students, and faculty and staff of the Faculty/School/College. The incumbent shall be invited to make a submission to, and to meet with, the Special Review Advisory Committee.

## **Report/Recommendations of Special Review Advisory Committee:**

- 2.61 The Special Review Advisory Committee shall complete its deliberations and submit its report to the President within thirty (30) working days of its establishment. The report shall include:
- (a) recommendations for the resolution of the problem, and
  - (b) a rationale for the recommendations, including the level of support within the Committee and the reasons for any dissent.
- 2.62 On receipt of the report, the President shall meet with the incumbent to discuss the report and any action which might be contemplated by the President.

## **Records**

2.63 Upon completion of the work of the Special Review Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:

- (a) all materials distributed to and any notes written by Committee members (including the Chair); and
- (b) any other materials relevant to the Committee's work. If the Chair is a delegate of the President, the Chair shall forward the foregoing materials and notes to the President.

## **PROCEDURES FOR RECOMMENDING AN ACTING DEAN/DIRECTOR/COLLEGE DEAN**

2.64 When the position of a Dean/Director/College Dean becomes vacant for any reason, the Provost and Vice-President (Academic):

- (a) may recommend to the President the appointment of an Acting Dean/Director/College Dean who shall assume the responsibilities of office in an acting capacity; and
- (b) before making such recommendation, shall seek advice from the faculty and staff of the academic unit.

2.65 The President shall take the foregoing into consideration respecting the appointment of an Acting Dean/Director/College Dean.

## **Part 3 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:

- (a) ensuring compliance with this Procedure; and
- (b) ensuring the conduct of the reviews and the search set out in these Procedures.

3.3 The Provost and Vice-President (Academic) is responsible for:

- (a) canvassing the incumbent Dean/Director/College Dean to determine if the incumbent wishes reappointment and making related recommendations to the President;

- (b) collecting materials as set out in Sections 2.32 and 2.47 of these Procedures;
- (c) seeking advice on and recommending the appointment of an Acting Dean/Director/College Dean; and
- (d) anything delegated to the Provost and Vice-President (Academic) by the President in relation to these Procedures.

#### **Part 4 Review**

- 4.1 Governing Document reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is January 1, 2034.
- 4.2 In the interim, this Procedure may be revised or repealed if:
  - (a) the Approving Body deems 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 rescinded.

#### **Part 5 Effect on Previous Statements**

- 5.1 This Procedure supersedes the following:
  - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
  - (b) all previous Administration Policies, Procedures, and directives on the subjectmatter contained herein;
  - (c) Policy: Deans of Faculties and Directors of Schools of the University: Appointment and Review, effective January 25, 2005, revised July 1, 2022;
  - (d) Procedure: Deans of Faculties and Directors of Schools of the University: Appointment and Review, effective January 25, 2005, revised July 1, 2022.

#### **Part 6 Cross References**

- 6.1 This Procedure should be cross-referenced to the following relevant Governing Documents, legislation, and/or forms:

- (a) Deans of Faculties, Directors of Schools of the University, and College Deans Policy;
- (b) Conflict of Interest Policy and Procedure;
- (c) Employee Organizations and Employment Groups Policy and Procedure;
- (d) Executive Group and Academic Administrative Appointments – Academic Staff Policy;
- (e) Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Bylaw;
- (f) Records Management Policy;
- (g) Imaging Records for Use as Official Records Procedures;
- (h) Records Holds Procedures;
- (i) Transitory Records Procedures;
- (j) Term of Appointment and Tenure Policy;
- (k) Other governing documents of the University which speak to Indigenous reconciliation, archives, or equity, diversity and inclusion and/or anti-racism.

## UNIVERSITY OF MANITOBA PROCEDURE

|                                |   |
|--------------------------------|---|
| Procedure:                     | DEANS OF FACULTIES, <del>AND</del> DIRECTORS OF SCHOOLS OF THE UNIVERSITY, <del>AND COLLEGE DEANS</del> : APPOINTMENT AND REVIEW                                  |
| Parent Policy:                 | Deans of Faculties <del>and</del> , Directors of Schools of the University: <del>Appointment</del> , and <del>Review</del> <u>College Deans Policy</u>            |
| Effective Date:                | <del>January 25, 2005</del> <u>March 19, 2024</u>   |
| Revised Date:                  | <u>July 1, 2022</u>   |
| Review Date:                   | <del>July 1, 2032</del> <u>March 19, 2034</u>   |
| Approving Body:                | <u>Board of Governors</u> <del>President</del>  |
| Authority:                     | <del>Policy: Deans of Faculties and Directors of Schools of the University: Appointment and Review</del> <u>The University of Manitoba Act, Section 16(1)(b);</u> |
| Responsible Executive Officer: | <u>President</u>  |
| Delegate:                      | <u>Provost and Vice-President (Academic)</u>  |
| Contact:                       | <u>Provost and</u> Vice-President (Academic) <del>and Provost</del>   |
| Application:                   | Senior Administrative Academic Staff  |

### Part 1 Reason for Procedure

1.1 To ~~set out procedures secondary to the~~ identify the procedure for the search, appointment, reappointment, extension of term, special review, and removal of Deans, Directors, and College Deans.

### Part 2 Procedure Statement

#### Definitions

2.1 The following terms are defined for the purpose of this Procedure:

- (a) “College” means a Professional College as defined under the Definitions of Academic Units Policy entitled “Deans of and as identified in the



Faculties and, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.

- (b) “College Dean” means the head of a Professional College and is the senior academic and administrative officer of the Professional College.
- (c) “Dean” or “Faculty Dean” means the head of a Faculty and is the senior academic administrative officer of the Faculty.
- (d) “Director” means the head of a School and is the senior academic administrative officer of the School.
- (e) “Faculty” means:
  - (i) a Faculty as defined under the Definitions of Academic Units Policy and as identified as a Faculty in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy; or
  - (ii) a Division as defined under the Definitions of Academic Units Policy and as identified as a Division in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
- (f) “Indigenous” means those who are recognized by their Indigenous community and who self-identify as Indigenous. More specifically, Indigenous refers to the First Nations, Inuit, and Métis of North America/Turtle Island.
- (a)(g) “Procedure” means this “Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review”, in connection with:” Procedure.
- (h) “Reconciliation” means honouring the Calls to Action set out by the Truth and Reconciliation Commission of Canada (TRC) and supporting the commitment by the University to act respectfully and in dignified ways with respect to Indigenous Peoples, their Nations, and communities.
- (i) “School” means a “School of the University” as that term is defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy. It does not include Schools of a Faculty or College.
- (j) “Senior Administrative Academic Staff” has the same meaning as defined in the Employee Organizations and Employment Groups Procedure.
- (k) “Systemically Disadvantaged and Marginalized Groups” shall include Indigenous Peoples, women, racialized persons, persons with disabilities,

and persons of marginalized sexual identities, gender identities, and gender expressions.

## **APPOINTMENT**

### **General Provisions**

2.2 The primary objective in recruiting is to develop the best possible educational program for students at the University of Manitoba. To that end, the appointment of Deans, Directors, and College Deans should consider the following competencies of prospective appointees:

- (a) Their intellectual and administrative abilities, devotion to education and research, judgment and qualities of leadership;
- (b) Their ability to create an environment conducive to the growth of intellectual life within the Faculty, School, or College;
- (c) Their ability to maintain the confidence and co-operation of academic staff, administrative staff, support staff, and students;
- (d) Their ability to manage effectively and efficiently the administrative affairs of their Faculty, School or College;
- (e) Their ability to conduct effectively the relations of their Faculty, School, or College both within the University and in the wider community, so as to facilitate support for its educational, research, and service activities; and
- (f) Their commitment to the University's mission, vision, and core institutional values, including advancing Reconciliation and the principles of equity, diversity, and inclusion;

2.3 Appointments under this Procedure should seek to uphold principles and enact practices of equity and diversity and should seek to support opportunities for the appointment of individuals from Systemically Disadvantaged and Marginalized Groups.

### **Nature of Appointment**

2.4 A Dean/Director/College Dean shall be appointed by the President on receipt of a recommendation from the Provost and Vice-President (Academic).

2.5 The Dean/Director/College Dean shall hold, or be qualified to hold, an academic appointment as a member of a Faculty, College, or School.

2.6 Where the Dean/Director/College Dean is appointed in more than one Faculty/School/College, one Faculty/School/College will be identified as the primary academic appointment and the other Faculty/School/College will be

identified as the concurrent academic appointment. The primary academic appointment will be in the Faculty/School/College in which tenure is held and promotion is obtained.

### **Term of Appointment**

2.7 Normally the appointment as Dean/Director/College Dean is filled on a term appointment basis with the right of entry/return to a primary academic appointment. The term appointment is expected to continue until the end of the term specified in the appointment letter unless ended by retirement, resignation or termination by either the employee or the University in accordance with the Executive Group and Academic Administrative Appointments – Academic Staff Policy and the Term of Appointment and Tenure Policy. All appointments require a recommendation from the Provost and Vice-President (Academic), the approval of the President, and will be reported to the Board of Governors for information.

2.8 The appointment shall normally be for a term of five (5) to seven (7) years, and may be renewed or extended in accordance with sections 0 or 2.11 of this Procedure. The appointment shall cumulatively not exceed ten (10) years, except where there has been a satisfactory reappointment review.

### **Vacancy at End of Term**

2.9 Where the term of the Dean/Director/College Dean will expire, the Provost and Vice-President (Academic) shall:

- (a) canvass the incumbent twelve (12) months prior to the end of the term to determine if the incumbent wishes reappointment;
- (b) recommend to the President, either a reappointment review or an extension of term in accordance with sections 0 or 2.11 of this Procedure.

If the incumbent wishes reappointment for a term that is longer than twenty-four (24) months, the President shall initiate a reappointment review in accordance with the Reappointment Review process outlined in sections 2.33 to 2.47~~a) the search and appointment of the Deans of Faculties and Directors of Schools of the University (Deans and Directors);-~~

~~b) the reappointment review of the Deans and Directors;-~~

~~c) the special review of the Deans and Directors, where the President initiates same;- and-~~

~~d) the appointment of an Acting Dean or Acting Director.-~~

## **Part 2 Procedures—**

2.10 2.1— of these Procedures.

2.11 If the incumbent wishes reappointment for a term that is not longer than twenty-four (24) months and the Provost and Vice-President (Academic) believes it to be in the best interest of the University, the Provost and Vice-President (Academic) may recommend that the President extend the incumbent's term for a period not longer than twenty-four (24) months. Before making such recommendation, the Provost and Vice-President (Academic) shall seek advice from the faculty and staff of the academic unit.

2.12 If the incumbent wishes to leave at the end of the incumbent's term, the President shall initiate the search and appointment procedures related to this Procedure.

### **Vacancy Prior to End of Term**

2.13 Where the position of the Dean/Director/College Dean becomes vacant for any reason prior to the end of the incumbent's term:

(a) an Acting Dean/Director/College Dean may be appointed for a term normally not more than twelve (12) months; and

(b) the President shall initiate the search and appointment procedures related to this Procedure.

2.14 If successive designations of acting capacity are required, the aggregate length of the designations normally will not exceed twenty-four (24) months.

### **SEARCH**

2.42.15 2.1.1 When the position of the Dean-~~or~~/Director/College Dean becomes vacant for any reason (including when a reappointment is not recommended), the President shall initiate a search for a Dean-~~or~~/Director/College Dean by an Appointment Advisory Committee to advise the President on the appointment.

2.22.16 2.1.2 The President, having considered all the relevant factors, including current and prospective University budgets, and consultation with Faculty/School/College Council in the applicable units, and upon recommendation from the Provost and Vice-President (Academic), may determine at the outset that ~~the appointment be limited to persons holding a continuing full-time position within the University.;~~

(a) 2.2—The appointment be limited to persons currently holding a continuing full-time position within the University; and/or

- (b) The appointment be advertised as a dual role as the Dean/Director/College Dean of more than one Faculty/School/College, in which case the composition of the Appointment Advisory Committee or the Reappointment Advisory Committee will be increased to reflect representation from each respective academic unit to which the search applies.

## Membership of the Appointment Advisory Committee

2.32.17 ~~2.2.1~~ Composition : ~~The Appointment Advisory Committee for a Dean or Director~~ the Appointment of all Deans/Directors/College Deans: The Appointment Advisory Committee for the appointment of a Dean/Director/College Dean shall be constituted by the President and shall consist of:

- (a) ~~a)~~ the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
- (b) ~~b)~~ five (5) persons elected by, not necessarily from, the academic staff of the ~~faculty, school or division~~ Faculty/School/College from which the President shall select four (4) to serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;
- (c) ~~c)~~ one (1) person elected by and from the support staff of the ~~faculty, school or division~~ Faculty/School/College;
- (d) ~~d)~~ one (1) graduate student, elected or appointed by the Graduate Students Association and ~~or, where appropriate, one (1) graduate student elected or appointed by the~~ Professional Association of Residents and Interns of Manitoba (PARIM), ~~where appropriate;~~ for the Dean of the Faculty of Graduate Studies, the committee shall include three (3) graduate students elected or appointed by the Graduate Students' Association;
- (e) ~~e)~~ one (1) undergraduate student elected or appointed by the relevant student organization; except for the appointment of the Dean of the Faculty of Graduate Studies ~~Committee~~; and
- (f) ~~f)~~ normally up to four (4) persons appointed by the President to represent the broader interests of the University, including those of the professional and/or community interests.

2.42.18 ~~2.2.2~~ Not Eligible to Serve: The following persons are not eligible to serve on the Appointment Advisory Committee:

- (a) ~~a)~~ the incumbent Dean ~~or~~ /Director/College Dean;

- (b) ~~b)~~ the members of the Reappointment Review Committee, excepting the Chair of the Reappointment Review Committee, where a search has been recommended under section 2.46(c)(ii) of this Procedure and the incumbent Dean ~~or~~ /Director/College Dean intends to be an applicant; and
- (c) ~~c)~~ any person who is an applicant or otherwise seeks appointment as the Dean ~~or~~ /Director/College Dean. Any such person who is already a member of the Appointment Advisory Committee must resign.

~~2.2.3 Gender Balance: There shall be at least two (2) persons of each gender, wherever possible; although there shall be always be at least one (1) person of each gender exclusive of any student participation.~~

2.19 2.2.4 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Appointment Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Appointment Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.

2.20 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Appointment Advisory Committee, there is at least one member who can contribute Indigenous perspectives.

2.52.21 Acceptance of Membership: Acceptance of membership on the Appointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Appointment Advisory Committee.

2.62.22 2.2.5 Conflict of Interest: If circumstances arise in which a member of the Appointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill his/her their responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.

2.72.23 2.2.6 Vacancies: Should a vacancy occur on the Appointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency under section 2.17 of this Procedure to recommend an alternate to fill the vacancy, unless an alternate was named in advance.

## **~~2.3~~ Proceedings and Deliberations of the Appointment Advisory Committee**

2.82.24 2.3.1 Quorum: The quorum for any meeting of the Appointment Advisory Committee shall be 2/3 of the voting membership.

2.3.2 Voting:-

2.92.25 ~~a)~~ Questions arising at a meeting of the Appointment Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.

~~b) The Chair shall vote only in situations where a deciding vote is required.~~

2.102.26 ~~2.3.3~~ No Constraint on Voting: ~~Where a~~ A member of the Appointment Advisory Committee ~~is a representative of the constituency from which they are elected/appointed, the member~~ cannot be constrained to vote as directed or desired by the constituency ~~from which they are drawn.~~ Nonetheless, nothing prohibits a constituency from providing its collective advice to the Appointment Advisory Committee, through the Chair.

2.112.27 ~~2.3.4~~ Confidentiality: The following confidentiality obligations shall apply to the Appointment Advisory Committee:

- (a) ~~a)~~ all proceedings of the Appointment Advisory Committee shall be confidential;
- (b) ~~b)~~ no release of confidential information relating to the proceedings of the Appointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
- (c) ~~c)~~ if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

2.122.28 ~~2.3.5~~ Consultation/Interviews: The following shall apply to the Appointment Advisory Committee in carrying out its search and appointment responsibilities:

- (a) ~~a)~~ prior to advertising the position, the Appointment Advisory Committee shall consider:
  - (i) ~~(i)~~ the administrative and academic needs and priorities of the ~~faculty, school~~ Faculty, School or ~~division~~ College;
  - (ii) ~~(ii)~~ the desired qualifications and qualities of a Dean ~~or~~ /Director/College Dean; and
  - (iii) ~~(iii)~~ the processes the Committee intends to use.
- (b) ~~b)~~ the Appointment Advisory Committee may interview the outgoing Dean ~~or~~ /Director/College Dean;
- (c) ~~c)~~ prior to considering any names of applicants or nominees the Appointment Advisory Committee shall:

~~(i)~~ ~~(i)~~ take steps to ensure that they are familiar with the Policy and this Procedure and best practices for equity and diversity in hiring;

~~(i)(ii)~~ establish the criteria against which it will assess applicants and nominees; ~~and~~

~~(ii)(iii)~~ ~~(ii)~~ determine what, if any, public elements it shall require in the assessment process. The particulars of any such public elements must be communicated to applicants and nominees;

~~(iii)(iv)~~ ~~(iv)~~ following assessment of applications and nominations against the criteria, the Appointment Advisory Committee will identify candidates whom it wishes to interview; and

~~(iv)(v)~~ ~~(v)~~ the Chair of the Appointment Advisory Committee shall inform the President about the identity and background of the interviewees, the schedule of interviews, and shall provide the President with the opportunity to meet with the candidates whom the Appointment Advisory Committee wishes to interview.

2.132.29 ~~2.3.6~~ Unable to Complete Deliberations: If the Appointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

### **~~2.3.7~~ Report/Recommendation**

2.142.30 ~~2.3.7~~ Upon completion of the work of the Appointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (a) ~~a)~~ a Summary of Search Form;
- (b) ~~b)~~ a summary of the interview with the outgoing Dean ~~or~~ /Director/College Dean, if applicable;
- (c) ~~c)~~ the criteria against which applicants and nominees were assessed;
- (d) ~~d)~~ a copy of the search advertisement;
- (e) ~~e)~~ the names(s) of the candidate(s), in rank order, that the Committee recommends be offered the appointment; and
- (f) ~~f)~~ the rationale for the recommendation(s), including the level of support within the Committee and the reasons for any dissent.



### **2.3.8 Failed Search**

2.152.31 If the President does not wish to recommend any of the candidates submitted by the Appointment Advisory Committee, the President may cause another Appointment search to be conducted.

### **2.3.9 Records**

2.162.32 :- Upon completion of the work of the Appointment Advisory Committee, the Chair shall collect and hold ~~for a period of twelve (12) months~~according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:

- (a) ~~a)~~ all materials distributed to and any notes written by Committee members (including the Chair); and
- (b) ~~b)~~ any other materials relevant to the Committee's work. If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic).

## **REAPPOINTMENT REVIEW PROCEDURES:-**

### **2.4 REAPPOINTMENT REVIEW**

2.172.33 If the Provost and Vice-President (Academic) advises the President that the incumbent Dean ~~or~~ /Director /College Dean wishes reappointment, then the President shall initiate a reappointment review by a Reappointment Advisory Committee to advise the President.

### **2.5 Membership of the Reappointment Advisory Committee**

2.182.34 2.5.1 Composition for the Reappointment of all Deans and Directors: The Reappointment Advisory Committee for the Dean ~~or~~ /Director /College Dean shall be constituted by the President and shall consist of:

- (a) ~~a)~~ the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
- (b) ~~b)~~ five (5) persons elected by, not necessarily from, the academic staff of the ~~faculty, school or division~~ Faculty/School/College from which the President shall select four (4) to serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;
- (c) ~~c)~~ one (1) person elected by and from the support staff of the ~~faculty, school or division~~; Faculty/School/College;

- (d) ~~d)~~ one (1) graduate student elected or appointed by the Graduate Students Association and ~~/or PARIM~~, where appropriate; one (1) graduate student elected or appointed by the Professional Association of Residents and Interns Manitoba (PARIM); for the Dean of the Faculty of Graduate Studies, the committee shall include two (2) graduate students elected or appointed by the Graduate Students' Association;
- (e) ~~e)~~ one (1) undergraduate student elected or appointed by the relevant student organization except for the reappointment of the Dean of the Faculty of Graduate Studies ~~Committee~~; and
- (f) ~~f)~~ normally up to three (3) other persons appointed by the President to represent the broader interests of the University, including professional and/or community interests.

~~2.5.2 Gender Balance: There shall be at least two (2) persons of each gender, wherever possible; although there shall be always be at least one (1) person of each gender exclusive of any student participation.—~~

~~2.35 2.5.3 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Reappointment Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Reappointment Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.~~

~~2.36 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Reappointment Advisory Committee, there is at least one member who can contribute Indigenous perspectives.~~

~~2.192.37~~ Acceptance of Membership: Acceptance of membership on the Reappointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.

~~2.202.38~~ ~~2.5.4 Conflict of Interest:~~ If circumstances arise in which a member of the Reappointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill his/her their responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.

~~2.212.39~~ ~~2.5.5 Vacancies:~~ Should a vacancy occur on the Reappointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency to fill the vacancy, unless an alternate was named in advance.

## **2.6 Proceedings and Deliberations of the Reappointment Advisory Committee**

~~2.222.40~~ ~~2.6.1 Quorum:~~ The quorum for any meeting of the Reappointment Advisory Committee shall be 2/3 of the membership.

## 2.6.2 Voting:

2.232.41 ~~a)~~ Questions arising at a meeting of the Reappointment Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.

~~b) The Chair shall vote only in situations where a deciding vote is required.~~

2.242.42 2.6.3 No Constraint on Voting: ~~Where a~~ member of the Reappointment Advisory Committee ~~is a representative of the constituency from which he/she is elected or appointed, the member~~ cannot be constrained to vote as directed or desired by the constituency: from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Reappointment Advisory Committee, through the Chair.

2.252.43 2.6.4 Confidentiality: The following confidentiality obligations shall apply to Reappointment Reviews:

- (a) ~~a)~~ all proceedings of the Reappointment Advisory Committee shall be confidential;
- (b) ~~b)~~ no release of confidential information relating to the proceedings of the Reappointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
- (c) ~~c)~~ if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

2.262.44 2.6.5 Consultation/Interviews: The following shall apply to the Reappointment Advisory Committee in carrying out its review responsibilities:

- (a) ~~a)~~ the Reappointment Advisory Committee shall invite comments and advice from members of the ~~faculty, school~~ Faculty, School, or ~~division~~ College, including those of faculty, staff and students. In addition, the Committee may invite comments from other relevant constituencies of the University and the external community;
- (b) ~~b)~~ the Reappointment Advisory Committee shall have access to information relating to the ~~faculty, school~~ Faculty, School, or ~~division~~ College, and the performance of the incumbent, including:
  - (i) ~~(i)~~ annual reports of the ~~faculty, school~~ Faculty, School, or ~~division~~ College; and

- (ii) ~~(ii)~~ a summary of activity reports and performance appraisals of the incumbent as prepared by the Provost and Vice-President (Academic); ~~and~~
- (c) ~~e)~~ the Reappointment Advisory Committee shall conduct an interview with the incumbent Dean ~~or~~ Director /College Dean.

2.272.45 ~~2.6.6~~ Unable to Complete Deliberations: If the Reappointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

### ~~2.6.7~~ Report/Recommendation

2.282.46 ~~2.6.7~~ Upon completion of the work of the Reappointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (a) ~~a)~~ a summary of the comments and information reviewed by the Committee;
- (b) ~~b)~~ a summary of the interview with the incumbent Dean ~~or~~ Director /College Dean;
- (c) ~~c)~~ the recommendation for:
  - (i) ~~(i)~~ the reappointment of the incumbent Dean ~~or~~ Director /College Dean, or
  - (ii) ~~(ii)~~ the search for a Dean ~~or~~ Director /College Dean, which may include the incumbent as an applicant; and
  - (iii) ~~d)~~ the rationale for the recommendation, including the level of support and the reasons for any dissent.

### ~~2.6.8~~ Records

2.292.47 ~~2.6.8~~ Upon completion of the work of the Reappointment Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:

- (a) ~~a)~~ all materials distributed to and any notes written by Committee members (including the Chair); and
- (b) ~~b)~~ any other materials relevant to the Committee's work. If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic). ~~SPECIAL REVIEW PROCEDURES:~~

## **2.7 ADMINISTRATIVE PROBLEMS**

**2.48** ~~Special Review~~ Where serious administrative problems arise in ~~the faculty, school or division~~ Faculty/School/College which relate to the performance of the Dean-~~or /Director, and the situation cannot be resolved informally~~ College Dean, the President may:

- (a) attempt to resolve the matter informally;
- (b) initiate a special review in accordance with this Procedure; and/or
- (c) take such action as the President deems appropriate in the circumstances.

### **Special Review**

**2.302.49** ~~Where the President elects to~~ initiate a special review of the Dean-~~or /Director/College Dean under section 2.48(b) by~~ of this Procedure, the President shall constitute a Special Review Advisory Committee- to make recommendations for the resolution of the problems identified and to provide its rationale for the recommendations, including the level of support within the Committee and the reasons for any dissent.

## **2.8 Membership of the Special Review Advisory Committee**

**2.312.50** ~~2.8.1~~ Composition: The Special Review Advisory Committee shall be constituted by the President and may include representatives of faculty, staff and students of the University, but not of the ~~faculty, school or division~~ Faculty/School/College in question. The President or a delegate of the President shall serve as the Chair of the Special Review Advisory Committee.

~~2.8.2 Gender Balance: There shall be at least two (2) persons of each gender, wherever possible, although there shall be always be at least one (1) person of each gender exclusive of any student participation.~~

**2.51** ~~2.8.3~~ Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Special Review Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Special Review Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.

**2.52** Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Special Review Advisory Committee, there is at least one member who can contribute Indigenous perspectives.

**2.322.53** Acceptance of Membership: Acceptance of membership on the Special Review Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.

~~2.332.54~~ ~~2.8.4~~ Conflict of Interest: If circumstances arise in which a member of the Special Review Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the members ability to fulfill his/her their responsibilities on the Committee, the member shall disclose the nature of the conflict to the President or the delegate who, in consultation with the President (if a delegate), shall determine whether continuing membership is appropriate.

~~2.342.55~~ ~~2.8.5~~ Vacancies: Should a vacancy occur on the Special Review Advisory Committee, the President shall appoint a replacement.

## **2.9 Proceedings and Deliberations of the Special Review Advisory Committee**

~~2.352.56~~ ~~2.9.1~~ Quorum: The quorum for any meeting of the Special Review Advisory Committee shall be 2/3 of the voting membership.

### ~~2.9.2~~ Voting:

~~2.362.57~~ ~~a)~~ Questions arising at a meeting of the Special Review Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.

~~b) The Chair shall vote only in situations where a deciding vote is required.~~

~~2.372.58~~ ~~2.9.3~~ No Constraint on Voting: A member of the Special Review Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Committee, through the Chair.

~~2.59~~ ~~2.9.4~~ Confidentiality: The following confidentiality obligations shall apply to Special Reviews:

~~(a)~~ all proceedings of the Special Review Advisory Committee shall be confidential;

~~(b)~~ no release of confidential information relating to the proceedings of the Special Review Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;

~~(c)~~ if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

~~2.382.60~~ Consultation: The Special Review Advisory Committee shall consult with such persons as it deems advisable, including students, and faculty and staff of the ~~faculty, school or division.~~ Faculty/School/College. The incumbent shall be

invited to make a submission to, and to meet with, the Special Review Advisory Committee.

#### **2.9.5 Report/Recommendations- of Special Review Advisory Committee:**

2.392.61 ~~a)~~ The Special Review Advisory Committee shall complete its deliberations and submit its report to the President within thirty (30) working days of its establishment. The report shall include:

- (a) ~~(i)~~ recommendations for the resolution of the problem, and
- (b) ~~(ii)~~ a rationale for the recommendations, including the level of support within the Committee and the reasons for any dissent.

2.402.62 ~~b)~~ On receipt of the report, the President shall meet with the incumbent to discuss the report and any action which might be contemplated by the President.

#### **2.9.6 Records**

2.412.63 ~~÷~~ Upon completion of the work of the Special Review Advisory Committee, the Chair shall collect ~~÷~~ and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:

- (a) ~~a)~~ all materials distributed to and any notes written by Committee members (including the Chair); and
- (b) ~~b)~~ any other materials relevant to the Committee's work. If the Chair is a delegate of the President, the Chair shall forward the foregoing materials and notes to the President.

#### **ACTING DEAN OR DIRECTOR PROCEDURES:**

##### **2.10 PROCEDURES BEFOREFOR RECOMMENDING AN ACTING DEAN-OR- /DIRECTOR/ COLLEGE DEAN**

2.422.64 ~~2.10.1~~ When the position of a Dean ~~or~~ /Director/ College Dean becomes vacant for any reason, the Provost and Vice-President (Academic):

- (a) ~~a)~~ may recommend to the President the appointment of an Acting Dean ~~or~~ /Director/ College Dean who shall assume the responsibilities of office ~~pro-~~ tem in an acting capacity; and
- (b) ~~b)~~ before making such recommendation, shall seek advice from the faculty and staff of the academic unit.

2.432.65 ~~2.10.2~~ The President shall take the foregoing into consideration respecting the appointment of an Acting Dean ~~or~~ /Director ~~÷~~ / College Dean.



### Part 3 Accountability

3.1 The ~~University Secretary Office of Legal Counsel~~ is responsible for advising the President that a formal review of ~~these Procedures~~ this Procedure is required.

3.2 The President is responsible for:

- (a) ensuring compliance with ~~these Procedures~~ this Procedure; and
- (b) ~~The President is responsible for~~ ensuring the conduct of the reviews and the search set out in these Procedures.

3.23.3 The Provost and Vice-President (Academic) is responsible for:

- (a) canvassing the incumbent Dean ~~or~~ /Director/College Dean to determine if the incumbent wishes reappointment and making related recommendations to the President;
- (b) collecting materials as set out in Sections 2.32 ~~2.3.8~~ and 2.47 ~~2.6.9~~ of these Procedures;
- (c) seeking advice on and recommending the appointment of; an Acting Dean ~~or~~ /Director/College Dean; and
- (d) anything delegated to ~~him/her~~ the Provost and Vice-President (Academic) by the President in relation to these Procedures.

### Part 4 Review

4.1 ~~Formal Procedure Governing Document~~ reviews will be conducted every ten (10) years. The next scheduled review date for ~~these Procedures~~ this Procedure is ~~July~~ January 1, ~~2032~~ 2034.

4.2 In the interim, ~~these Procedures~~ this Procedure may be revised or ~~rescinded~~ repealed if:

- (a) the Approving Body deems necessary ~~(or the President deems necessary, where or desirable to do so;~~
- (b) the ~~approving body~~ Procedure is no longer legislatively or statutorily compliant;
- (a)(c) the Procedure is ~~the Administration~~; or now in conflict with another Governing Document; and/or
- (b)(d) the ~~relevant Bylaw, Regulation(s) or Parent~~ Policy is revised or rescinded.



## Part 5 Effect on Previous Statements

- 5.1 ~~These Procedures supersede~~This Procedure supersedes the following:
- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
  - (b) all previous Administration Policies, Procedures, and ~~resolutions~~directives on the subjectmatter contained herein~~:-~~;
  - ~~(c) Policy: Appointment of Deans of Faculties and Directors of Schools~~

## ~~Part 6 Cross References~~

~~6.1 Cross referenced to:-~~

- ~~(c) Policy: Deans of Faculties and Directors of Schools of the University: Appointment and Review, effective January 25, 2005, revised July 1, 2022;~~
- ~~(d) Procedure: Deans of Faculties and Directors of Schools of the University: Appointment and Review, effective January 25, 2005, revised July 1, 2022.~~

## Part 6 Cross References ~~Bylaw:-~~

- ~~6.1 This Procedure should be cross-referenced to the following relevant Governing Documents, legislation, and/or forms:~~
- ~~(a) Deans of Faculties ~~Bylaw:-~~, Directors of Schools of the University, and College Deans Policy;~~
  - ~~(b) Conflict of Interest Policy and Procedure;~~
  - ~~(c) Employee Organizations and Employment Groups Policy and Procedure;~~
  - ~~(d) Executive Group and Academic Administrative Appointments – Academic Staff Policy;~~
  - ~~(e) Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Bylaw;~~
  - ~~(f) Records Management Policy;~~
  - ~~(g) Imaging Records for Use as Official Records Procedures;~~

(h) Records Holds Procedures;

(i) Transitory Records Procedures;

(j) Term of Appointment and Tenure Policy;

(a)(k) Other governing documents of the University which speak to Indigenous reconciliation, archives, or equity, diversity and inclusion and/or anti-racism.

## **Report of the Senate Committee and Process Review Working Group re: Terms of Reference for the Senate Executive Committee**

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### **Preamble:**

1. The Senate Committee and Process Review Working Group (the Working Group) has been created to advance the improvement of the structures and processes that facilitate Senate's essential work in support of the academic mission of the University. The Working Group has been meeting regularly since the Fall of 2022 and has made several reports to Senate.
2. The Working Group considered recommendation 2 of the *Senate Committee and Process Review Discussion Paper*, related to the role of the Senate Executive Committee on February 7, June 13, and November 9, 2023.

Recommendation 2: That the mandate of the Senate Executive Committee be amended to include:

- the oversight of Senate orientation and education
- the development and setting of an annual Senate work plan of strategic and educational discussion topics
- the oversight of Senate and Senate committee evaluation and regular review of committee terms of reference
- the mandate currently delegated to the Senate Committee on Academic Freedom

### **Observations:**

1. The discussions of the Working Group with respect to the Senate Executive Committee were informed by the results of a discussion with the Senate Executive Committee held during its June 9, 2023 meeting. The President and Provost, as Chair and Vice-Chair of the Committee have reviewed and provided feedback to the draft revised Terms of Reference.
2. The proposed Terms of Reference for the Senate Executive Committee have been drafted in the new format and mandate the Committee with a more comprehensive role as contemplated in the *Discussion Paper* recommendation. The draft Terms identify six broad areas of responsibility:
  - Senate Agenda Setting
  - Senate Steering
  - Education and Orientation
  - Academic Freedom
  - Review and Assessment
  - Nominations and Appointments
3. The Composition of the voting membership of the Senate Executive Committee is defined in the *University of Manitoba Act* and cannot be altered without amending the legislation. Accordingly, the Working Group did not review the voting membership of the Committee.
4. The Working Group did consider the assessors to the Senate Executive Committee, i.e., those individuals that are accorded non-voting standing at the Committee. Based on this review, the Working Group recommends that the Vice-President (Indigenous) or delegate, and the Vice-Provost (Equity) positions be added as assessors to the Committee, to add important expertise and perspectives to the work of the Committee.

5. The Executive Committee typically meets two weeks in advance of Senate meetings to set the agenda for Senate, to review the matters submitted and ensure matters are ready for Senate, seek clarification from committees or units as appropriate, and endorse matters to go forward to Senate. In times of emergency or urgency, Senate Executive has been called on to deal with contingencies that have arisen on behalf of Senate. All of these functions have been articulated in the revised terms of reference.
6. The Steering mandate assigned to the Committee charges it to deal with contingencies, to deal with matters where no other appropriate committee exists, and to set an annual work plan for Senate, including the identification of strategic and educational discussion topics, which will be developed by the Committee Resource in consultation with the Chair.
7. The Working Group noted the benefits of having an explicit role for Senate Executive in advising or education and orientation for Senators. Senate Executive suggested that the concept of capacity building for Senators and members of Senate Committees also be incorporated.
8. The revised Terms of Reference assign matters currently mandated to the Senate Committee on Academic Freedom to the Senate Executive Committee. The Working Group discussed this matter in depth and received feedback from the Senate Executive Committee. The Working Group recognizes the continuing need for a committee to deal with broad policy issues concerning academic freedom as they arise with individual academic freedom concerns being adjudicated by means of collective agreement or the appeal mechanism of the University's *Academic Freedom and Responsibilities* policy, as appropriate. The Working Group feels that the Executive Committee can deal with these issues effectively. The broad membership of the Committee includes representatives from all areas who would be a part of a discussion on matters of academic freedom, including faculty members, students, administrators, and the UMFA Assessor. The Committee will be able to deal with matters that arise directly or by creating an *ad hoc* committee.
9. The Working Group also recommends that the Committee be given responsibility for overseeing and reviewing the results of periodic self-assessments of Senate and its Committees, and for ensuring that Senate Committees regularly review their terms of reference. These are good governance practices that will ensure on-going reflection and improvement.
10. The Committee will also retain its role in nominating members to Senate Committee on Nominations and appointing the Chair and Vice-Chairs of the Senate Committee on Appeals.
11. If approved, these revised Terms of Reference will be effective for the new Senate year beginning June 1, 2024. A work plan for the Committee will be developed and implemented over the next year.

### **Recommendations:**

The Working Group recommends that Senate approve the revised Terms of Reference for the Senate Executive Committee, including the disbanding of the Senate Committee on Academic Freedom, effective June 1, 2024.

Respectfully submitted,

Senate Committee and Process Review Working Group

Comments of the Senate Executive Committee:  
The Senate Executive Committee Endorses the Report to Senate.

## SENATE EXECUTIVE COMMITTEE

### Terms of Reference

#### 1. Mandate and Role of the Committee

The Senate Executive Committee (the “Committee”) is mandated to serve as the steering/governance committee of Senate. In this capacity, the Committee supports the Senate by setting the agendas for regular meetings of Senate, carrying out the routine functions of Senate, providing oversight on Senate orientation, education, and capacity building programs, and setting an annual work plan for Senate. The Committee also acts on Senate’s behalf when contingencies arise.

#### 2. Authority

- a) The Senate Executive Committee is established in section 34(1) y of *The University of Manitoba Act*.
- b) Section 34(1) x of *The University of Manitoba Act* empowers Senate “to confer upon any of the committees power and authority to act for the senate in and in relation to such matters as the senate deems expedient, and appoint such other committees as the senate deems expedient to act in an advisory capacity”. In this way, the Senate Executive Committee is accountable to Senate.

#### 3. Areas of Responsibility

- a) **Senate Agenda Setting**
  - i) To review materials submitted and set the agenda for regular meetings of Senate in accordance with the *Procedure for Handling Reports and other Business by the Senate Executive Committee*.
  - ii) To ensure that reports are submitted in proper form to Senate, are properly handled and are ready for consideration by Senate.
  - iii) To apply an intersectional lens to matters it considers, considering the University’s commitment to equity, inclusion, anti-racism, anti-ableism, Indigenous engagement and Reconciliation.
  - iv) To submit written reports and recommendations to Senate as required.
- b) **Senate Steering**
  - i) To set an annual work plan for Senate, including the identification of strategic and educational discussion topics.
  - ii) To deal with contingencies that arise between meetings of Senate on behalf of Senate, where the situation warrants such action. Any actions taken in this regard shall be communicated immediately to Senate and to members of the University community.
  - iii) To oversee matters of controversial policy.
  - iv) To review and recommend on matters itself, or to establish such ad hoc committees as necessary, to assist Senate in carrying out its work where an appropriate standing Committee of Senate does not exist.

- v) To alter the regular date of a meeting of Senate, if necessary.
  - vi) To cancel regular meetings of Senate as specified in the Standing Rules of Senate.
  - vii) To call special meetings of Senate on no less than twenty-four hours notice for purposes identified in the Notice of Meeting.
- c) **Education and Orientation**
- i) To provide advice to the University Secretary on orientation, governance education and capacity building for Senators and members of Senate Committees.
  - ii) To identify areas of education needed for Senate and Senate Committees and make related recommendations.
- d) **Academic Freedom**
- i) To recommend to Senate on policies and procedures respecting academic freedom.
  - ii) To consider such matters respecting academic freedom and related issues as may be referred by Senate from time to time.
- e) **Review and Assessment**
- i) To ensure processes for the periodic self-assessment of Senate and Senate Committees.
  - ii) To review the results of such self-assessments and provide advice to Senate, the Chair of Senate, and the University Secretary.
  - iii) To ensure that Senate Committees review their terms of reference regularly and make recommendations to Senate on proposed changes to Senate Committee structure and terms of reference.
- f) **Nominations and Appointments**
- i) To nominate members for election by Senate to the Senate Committee on Nominations.
  - ii) To appoint the Chairs and Vice-Chairs of the Senate Committee on Appeals.

#### 4. **Composition of Committee**

- a) **Voting members** (as defined in section 34(1) y of *The University of Manitoba Act*)
- i) The President who shall be chair of the Committee.
  - ii) The member of the Senate designated by the President to be Vice-Chair of the Committee.
  - iii) Three members of Senate from among the Vice-Presidents of the university, the deans of faculties and directors of schools, elected by Senate.
  - iv) A member of the Board who has been appointed to be a member of the Senate.
  - v) A member elected by the students to be a member of Senate, elected by Senate.
  - vi) Eight other members of the Senate from those elected by Faculty and School Councils under section 27 of the *Act*, elected by Senate.
- b) **Assessors** (non-voting, designated by Senate)
- i) Vice-Provost (Academic Planning and Programs) (minutes of 15/05/19)
  - ii) One University of Manitoba Faculty Association (UMFA) assessor who is to be the same person named as the UMFA assessor of Senate (minutes of 7/11/72)
  - iii) The Chair of the Senate Planning and Priorities Committee (effective 29/09/70)
  - iv) Students:

- a. The President of the University of Manitoba Students' Union (UMSU) or delegate, who shall be a student or Commissioner of UMSU (minutes of 13/9/73)
- b. One elected student Senator chosen by and from the student Senators (minutes of 13/9/73).
- c. The President of the Graduate Students' Association (UMGSA) or delegate, who shall be a UMGSA Senator (minutes of 1/8/90)
- v) The Vice-President (Indigenous), or delegate
- vi) The Vice-Provost (Equity)

**c) Resource Persons**

- i) The Associate University Secretary (Senate) shall serve as the Committee Resource
- ii) The University Secretary shall serve as Secretary to the Committee

**5. Terms of Office**

Members of the Committee elected by Senate under sections 4 a) iii) and vi) are elected for three-year terms.

Student members are elected for one-year terms.

A Senate member elected to the Committee, whose term of office on Senate expires prior to the member's term on the Senate Executive Committee, is obliged to resign from the Committee.

**6. Chair and Vice-Chair**

The President shall be the Chair of the Committee.

A member of Senate designated by the President, normally the Provost and Vice-President (Academic), shall be the Vice-Chair of the Committee.

**7. Frequency of Meetings and Annual Work Plans**

The Committee shall normally meet two weeks before each regular meeting of Senate, and at such other times as the Chair or the Committee shall determine.

The Committee shall review and approve an annual work plan developed by the Committee Resource in consultation with the Chair.