

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

Bannatyne Campus:  
Room A106 Chown Building

Wednesday, March 6, 2024  
1:30 p.m.

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

### **I MATTERS TO BE CONSIDERED IN CLOSED SESSION - none**

### **II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE**

1. Report of the Faculty of Graduate Studies Executive Committee Page 3  
RE: Université de Saint-Boniface (Education)

### **III MATTERS FORWARDED FOR INFORMATION**

1. Correspondence from Provost and Vice-President (Academic) Page 5  
RE: Implementation of Graduate Micro-Diploma in Applied Health Services Research, Department of Community Health Sciences
2. Report on Research Contracts and Amendments Received, Page 6  
July 1, 2023, to December 31, 2023
3. Undergraduate Admission Targets, 2024-2025 Page 15

### **IV REPORT OF THE PRESIDENT**

### **V 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.

### **VI CONSIDERATION OF THE MINUTES OF THE MEETING OF FEBRUARY 7, 2024**

### **VII BUSINESS ARISING FROM THE MINUTES**

1. Proposed Deans of Faculties, Directors of Schools of the University, and College Deans Policy and Related Procedure Page 17  
re: Appointment and Review (revised)

## VIII

1.

Page 69

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

**2.**

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

## IX

1.

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- **Inner City Access Site**
- **Northern Access Site**

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**X**

## XI

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

## Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program proposal.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider a proposal from the Université de Saint-Boniface. (Education).

### Observations

1. The **Université de Saint-Boniface** proposes (1) M. en Ed. Course Introduction: EDUA 7013; (2) Course Modifications: EDUA 7113, EDUA 7521. EDUA 7113 is being modify to a pass/fail grading system. EDUA 7013 is introduced to replace EDUA 7531. EDUA 7531 will be removed in subsequent changes, planned for the 2024 winter semester. With respect to EDUA 7521, a small change is being proposed in the course description of EDUA 7521 to indicate that students should complete this course at the end of their coursework.

#### Course Introduction

##### **EDUA 7013 Interventions de groupe en counseling**

**+3**

Ce cours de counseling portant sur l'intervention auprès de groupes permettra aux étudiants et étudiantes de connaître les principaux rôles du conseiller ou de la conseillère dans un groupe; de se familiariser avec les aspects théoriques associés à l'intervention de groupe, le fonctionnement du groupe, les principaux modèles et les habiletés spécifiques au travail de groupe; de connaître chaque étape de l'intervention; d'expérimenter activement les phases de l'intervention de groupe; et d'acquérir des connaissances sur les processus sous-jacents au fonctionnement et au développement des groupes restreints. On ne peut pas se faire créditer le EDUA 7531.

#### Course Modifications

##### **EDUA 7113 Éducation pour un avenir viable**

**3**

Exploration en profondeur de la pédagogie et de l'apprentissage dans le domaine de l'éducation pour un avenir viable. Étude approfondie de la théorie et des pratiques reliées à ce domaine. Expérimentation de stratégies innovatrices qui ont pour but d'intégrer l'éducation à l'environnement dans les contextes éducatifs et communautaires. Une note de réussite ou d'échec sera attribuée pour ce cours. On ne peut se faire créditer EDUA 7113 et EDUA 7531.

##### **EDUA 7521 Séminaire - Stage en counselling**

**6**

Expérience supervisée en counseling individuel et de groupe, analyse d'études de cas au moyen d'enregistrements. Exige un minimum de 180 heures de stage. Une note de réussite ou échec sera

attribuée pour ce cours. Ce cours doit être fait en fin de parcours. On ne peut se faire créditer EDUA 7521 et EDUA 7520.

**NET CREDIT HOUR CHANGE**

**+3**

**Recommendations**

The Executive Committee recommends THAT: the course change(s) from the unit listed below be approved by Senate:

**Université de Saint-Boniface**

Respectfully submitted,

Dr. Kelley Main, Chair  
Faculty of Graduate Studies Executive Committee

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

**Date:** January 19, 2024

**To:** Dr. Peter Nickerson, Vice-Provost (Health Sciences), Dean, Rady Faculty of Health Sciences, and Dean, Max Rady College of Medicine  
Dr. Kelley Main, Dean, Faculty of Graduate Studies

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

**RE:** Program Introduction, Graduate Micro-Diploma in Applied Health Services Research

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At its meeting of December 5, 2023, the University of Manitoba Board of Governors approved the proposal by the Max Rady College of Medicine, Department of Community Health Sciences, to offer a Graduate Micro-diploma in Applied Health Services Research.

Following consultation with the Faculty, I hereby approve the implementation of this program, effective the Fall 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



Office of the Vice-President  
(Research and International)

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TO: Ms. Shannon Coyston, Associate University Secretary (Senate)  
FROM: Dr. Mario Pinto, Vice-President (Research and International)  
DATE: January 22, 2024  
SUBJECT: Reports on Research Contracts Funds and Amendments Received  
COPIES: Dr. Annemieke Farenhorst, Associate Vice-President (Research)  
Dr. Hans-Joachim Wieden, Associate Vice-President (PKMI)

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Attached are copies of the *Report on Research Contracts and Amendments Received* for the period of July 1, 2023 to December 31, 2023. Please include the reports on the next Senate agenda.

Thank you.

MP/as

Attach.

**New Research Agreement Funds Awarded (over \$20,000)**  
**ORS Processed Date: July 1, 2023 to December 31, 2023**

| Faculty  | PI Name                 | Dept                                   | Sponsor  | Awarded Amount | Project Title  | Project Type                    |
|--|-------------------------|--|--|----------------|--|---------------------------------|
| Clayton H. Riddell<br>Faculty of Environment, Earth, and Resources | Ehn, Jens               | Centre for Earth Observation Science   | Fisheries and Oceans Canada  | 370,898        | Mooring time-series of hydrography and sunlight in the Qikiqtarjuaq Fjord system over the seasonal transition from ice cover to open water   | Contract                        |
|  | Kuzyk, Zou Zou          | Centre for Earth Observation Science   | Niskamoon Corporation  | 108,560        | Coastal Habitat Comprehensive Research Project (CHCRP) 2023-2024   | Contract                        |
|  | Mundy, Christopher (CJ) | Centre for Earth Observation Science   | Fisheries and Oceans Canada  | 346,265        | Baseline observations of potential primary production hotspots near Qikiqtarjuaq   | Contract                        |
|  | Faculty Total:          |  |  | 825,723        |  |                                 |
| College of Medicine  | Armstrong, Heather      | Internal Medicine                      | International Organization For the Study of Inflammatory Bowel Disease (IOIBD) | 73,185         | Identifying how personalized microbiome mediates host response to <b>dietary β</b> -fructan fibres, driving or preventing colorectal cancer in inflammatory bowel diseases                                   | Grant with associated agreement |
|  | Becker, Marissa         | Centre for Global Public Health (CGPH) | Gates (Bill and Melinda) Foundation  | 983,447        | FCM IV iron introduction in UP - implementation research   | Contract                        |
|  | Becker, Marissa         | Centre for Global Public Health (CGPH) | Gates (Bill and Melinda) Foundation  | 2,057,249      | Policy design and program management support to GoB  | Contract                        |
|  | Bernstein, Charles      | Internal Medicine                      | Crohn's and Colitis Canada   | 202,000        | Crohn's and Colitis Canada's Promoting Access and Care Through Centres of Excellence (PACE) Project  | Contract                        |
|  | Bernstein, Charles      | Internal Medicine                      | Pfizer Canada Inc.   | 56,250         | Patient perceptions of participation in inflammatory bowel disease research  | Contract                        |
|  | Bernstein, Charles      | Internal Medicine                      | Takeda Canada Inc.   | 25,000         | COVID-19 and Inflammatory Bowel Disease: A population-based, prospective study of disease impact, mental health and patient resilience   | Contract                        |
|  | Bohm, Clara             | Internal Medicine                      | University of British Columbia (UBC)   | 100,000        | CIHR 1036060 CanSOLVE 2.0 Theme 3.1 Mind the Gap: Addressing Mental Health Care Gaps for Canadians Receiving Facility-Based Hemodialysis (Linked to H2017:049, H2018:411 )                                   | Tri-Agency sub-award agreement  |
| College of Medicine continued                                      | Cowley, Kristine        | Physiology & Pathophysiology           | PRAXIS Spinal Cord Institute   | 49,985         | Identifying and Closing Jurisdictional Gaps in the Provision of Essential Community-based Medical Equipment Needed by Canadians living with Spinal Cord Injury: The International and Functional Perspective | Contract                        |

|                                  |                             |  |  |           |   |                                 |
|----------------------------------|-----------------------------|--|--|-----------|---|---------------------------------|
| College of Medicine<br>continued | Dart, Allison               | Pediatrics and Child Health              | Hospital for Sick Children (SickKids)            | 23,680    | Embarking on a journey to explore the realities of pediatric solid organ transplantation for Indigenous patients, families and communities across Canada  | Tri-Agency sub-award agreement  |
|                                  | Douville, Renee             | Pharmacology and Therapeutics            | Brain Canada Foundation                          | 122,255   | DNA damage driven motor disturbance in ALS: An ERVK integrase transgenic mouse model  | Grant with associated agreement |
|                                  | El-Matary, Wael             | Pediatrics and Child Health              | Hospital for Sick Children (SickKids)            | 163,000   | Canadian Children Inflammatory Bowel Disease Network (CIDsCaNN)   | Contract                        |
|                                  | Hanlon-Dearman, Ana         | Pediatrics and Child Health              | McMaster University                              | 158,334   | The Pediatric Autism Research Cohort (PARC) Study   | Tri-Agency sub-award agreement  |
|                                  | Kalicinsky, Chrystyna       | Internal Medicine                        | Pentavere Research Group Inc.                    | 22,216    | Treatment and Outcomes of Patients Identified with Non-histaminergic Angioedema with Normal C1 Inhibitor in Canada  | Contract                        |
|                                  | Karimi Abdolrezaee, Soheila | Physiology & Pathophysiology             | Multiple Sclerosis Society of Canada (MS Canada) | 40,000    | Therapeutic Potential of Neuregulin-1 in Promoting Neural Stem Cell Mediated Repair in Progressive Multiple Sclerosis   | Contract                        |
|                                  | Katz, Alan                  | Manitoba Centre for Health Policy (MCHP) | Jewish General Hospital                          | 218,500   | CADTH Network   | Contract                        |
|                                  | Kirshenbaum, Lorrie         | Physiology & Pathophysiology             | Canadian Space Agency                            | 150,000   | Circadian Regulation of Cardiometabolic Function in Space Flight  | Contract                        |
|                                  | Lother, Sylvain             | Internal Medicine                        | McMaster University                              | 100,000   | Consent for Adaptive Platform Trials using abbreviated, patient-centered, modular audiovisual methods (CAPTIVATE): A trial within multiple platform trials of ATTACC-CAP, PRACTICAL and REMAP-CAP | Tri-Agency sub-award agreement  |
|                                  | Marrie, Ruth                | Internal Medicine                        | Multiple Sclerosis Society of Canada (MS Canada) | 243,092   | Characterizing the diversity of the MS population in Canada   | Grant with associated agreement |
|                                  | Moses, Stephen              | Centre for Global Public Health (CGPH)   | Gates (Bill and Melinda) Foundation              | 854,444   | Support GoUP on program use cases across care continuum in 3 districts  | Contract                        |
|                                  | Moses, Stephen              | Centre for Global Public Health (CGPH)   | Gates (Bill and Melinda) Foundation              | 953,407   | Supporting DMPA SC and FP Implant Introduction in Uttar Pradesh   | Contract                        |
|                                  | Moses, Stephen              | Centre for Global Public Health (CGPH)   | Gates (Bill and Melinda) Foundation              | 1,845,317 | To build capacity of frontline workers for leveraging eKavach in Uttar Pradesh  | Contract                        |
|                                  | Moses, Stephen              | Centre for Global Public Health (CGPH)   | Gates (Bill and Melinda) Foundation              | 4,479,642 | To gauge the effectiveness of Health Technical Assistance (TA) provided by Technical Assistance Units (TSUs) in priority states of Uttar Pradesh (UP) and Bihar                                   | Contract                        |
|                                  | Ng, Marcus                  | Internal Medicine                        | Eisai Inc. (USA)                                 | 420,233   | Lemborexant Treatment of Insomnia Linked to Epilepsy  | Contract                        |
|                                  | Rockman Greenberg, Cheryl   | Pediatrics and Child Health              | Nova Scotia Health Authority                     | 55,000    | Canadian Fabry Disease Initiative National Registry: Outcomes of Rare Disease Therapeutics and Cardiovascular Risk Factor Modification  | Contract                        |



|                                    |                             |  |   |            |   |                                 |
|------------------------------------|-----------------------------|--|---|------------|---|---------------------------------|
|                                    | Sellers, Elizabeth          | Pediatrics and Child Health                  | University of British Columbia (UBC)        | 20,000     | Building CAPACItY for pediatric diabetes research and quality improvement across Canada   | Tri-Agency sub-award agreement  |
|                                    | Singh, Nishita              | Internal Medicine                            | Shared Health Manitoba                      | 162,822    | A multicenter, international, randomized, placebo controlled, double-blind, parallel group and event driven Phase 3 Study of the oral FXIa inhibitor asundexian (Bay2433334) for the prevention of ischemic stroke in male and female participants aged 18 years and older after an acute non-cardioembolic ischemic stroke or high-risk TIA (OCEANIC-Stroke) | Contract                        |
|                                    | Singh, Nishita              | Internal Medicine                            | University of Maryland                      | 24,426     | Symptomatic Carotid Outcomes Registry with multi-center Evaluation (SCORE)  | Contract                        |
|                                    | Srinathan, Sadeesh          | Surgery                                      | Population Health Research Institute (PHRI) | 53,600     | Anticoagulation for Stroke Prevention in patients with recent episodes of Perioperative Atrial Fibrillation after noncardiac surgery (ASPIRE-AF) trial  | Contract                        |
|                                    | Vanan, Magimairajan (Issai) | Pediatrics and Child Health                  | Hospital for Sick Children (SickKids)       | 85,765     | Phase III randomized double-blind placebo-controlled trial of metformin for cognitive recovery and white matter growth in paediatric medulloblastoma patients (MET-MED Can)   | Tri-Agency sub-award agreement  |
|                                    | Vazquez-Grande, Gloria      | Internal Medicine                            | McMaster University                         | 313,048    | Accelerating Clinical Trials (ACT) - Portfolio Hospitals  | Tri-Agency sub-award agreement  |
|                                    | Zarychanski, Ryan           | Internal Medicine                            | McMaster University                         | 325,778    | Accelerating Clinical Trials (ACT) - Clinical Trial Units   | Tri-Agency sub-award agreement  |
|                                    | Zhanel, George              | Medical Microbiology and Infectious Diseases | Merck Canada Inc.                           | 130,219    | Epidemiology of Serotypes 15A, 15C, 16F, 23A, 23B, 24F, 31, 35B Causing Invasive Pneumococcal Disease (IPD) in Canada: Vaccine Coverage of V116 in SAVE 2022 and 2023   | Contract                        |
| College of Medicine continued      | Zhanel, George              | Medical Microbiology and Infectious Diseases | Public Health Agency of Canada (PHAC)       | 109,093    | Access to Canadian data on Antimicrobial Resistance (AMR) from Canadian Healthcare Settings in 2020   | Contract                        |
|                                    | Faculty Total:              |  |   | 14,620,987 |   |                                 |
| College of Nursing                 | Gordon, Joseph              | Nursing                                      | Diabetes Canada                             | 99,805     | Determining the role of Nix in muscle remodeling associated with type 2 diabetes.   | Grant with associated agreement |
|                                    | Faculty Total:              |  |   | 99,805     |   |                                 |
| College of Rehabilitation Sciences | Barclay, Ruth               | Physical Therapy                             | University of British Columbia (UBC)        | 49,462     | Mixed-methods study investigating the efficacy and acceptance of a seated exercise program delivered virtually to improve mobility in older adults living with stroke   | Tri-Agency sub-award agreement  |
|                                    | Faculty Total:              |  |   | 49,462     |   |                                 |

|   |                                |                                     |   |           |   |                                |
|---|--------------------------------|-------------------------------------|---|-----------|---|--------------------------------|
| Faculty of<br>Agricultural and Food<br>Sciences           | Ayele, Belay                   | Plant Science                       | Manitoba Crop Alliance                                | 306,819   | Alleviating the risks of lodging in wheat through enhancing culm mechanical strength  | Contract                       |
|   | Bandara, Nandika               | Food and Human Nutritional Sciences | Manitoba Agriculture                                  | 332,950   | Sustainable protein extraction and non-thermal processing technologies for improving techno-functional properties, digestibility and nutritional qualities of plant protein ingredients | Contract                       |
|   | Gulden, Robert                 | Plant Science                       | University of Alberta                                 | 30,000    | Glyphosate alternative Pre-harvest herbicide evaluation for spring wheat  | Contract                       |
|   | House, James                   | Food and Human Nutritional Sciences | Manitoba Crop Alliance                                | 306,788   | Determination of the impact of genetic and environmental factors and their interactions on the protein quality of sunflower seeds   | Contract                       |
|   | Kees Plaizier, Jan             | Animal Science                      | Dairy Farmers of Canada                               | 109,308   | Milky Whey: Using whey permeates and monitoring of milk technological properties on farm to improve the eco-efficiency of the dairy sector  | Contract                       |
|   | Koksel-Ustundag, Havva (Filiz) | Food and Human Nutritional Sciences | Manitoba Agriculture                                  | 126,168   | Pea, hemp and lupin protein hydrolysates as tools to enhance the sensory quality and health benefits of meat alternatives   | Contract                       |
|   | Lawley, Yvonne                 | Plant Science                       | Manitoba Pulse and Soybean Growers Association (MPSG) | 120,000   | Prolonged nitrogen fixation (PNF) during periodic moisture stress to enhance yield and protein accumulation in soybean  | Contract                       |
|   | Levin, David                   | Biosystems Engineering              | National Research Council                             | 199,100   | Microbial Degradation of PLA in Organic Compost Systems   | Contract                       |
| Faculty of<br>Agricultural and Food<br>Sciences continued | Lobb, David                    | Soil Science                        | University of Waterloo                                | 130,583   | Optimizing Phosphorus 4R Nutrient Stewardship for water quality protection in Canadian Cropping Systems   | Tri-Agency sub-award agreement |
|   | Mann, Daniel                   | Biosystems Engineering              | Manitoba Agriculture                                  | 450,000   | Building Manitoba's Agricultural Engineering Capacity   | Contract                       |
|   | Thiessen-Martens, Joanne       | Soil Science                        | Manitoba Crop Alliance                                | 52,803    | Integrating legume cover crops in annual crop rotations   | Contract                       |
|   | Zhong, Wen                     | Biosystems Engineering              | Egg Farmers of Canada                                 | 128,000   | Development of 3D Printable Self-Powered Biosensors for Glucose Monitoring from Natural Egg White   | Contract                       |
| Faculty Total:  |                                |                                     |   | 2,292,519 |   |                                |
| Faculty of<br>Architecture                                | Coar, Lancelot                 | Architecture                        | University of Victoria                                | 81,400    | First Nations Infrastructure: Climate, Culture and Community-based Decision-making  | Contract                       |
|   | Faculty Total:                 |                                     |   | 81,400    |   |                                |
| Faculty of<br>Engineering                                 | Birouk, Madjid                 | Mechanical Engineering              | National Research Council                             | 25,000    | Switching from fossil fuel to ammonia in compression ignition engines   | Contract                       |
|   | Fiorillo, Graziano             | Civil Engineering                   | Canadian Concrete Masonry Producers Association       | 42,000    | Experimental quantification of Masonry performance subjected to freezing conditions during construction   | Contract                       |

|                              |                         |                       |   |         |  |                                |
|------------------------------|-------------------------|-----------------------|---|---------|--|--------------------------------|
| Faculty of Science           | Mantilla, Ricardo       | Civil Engineering     | Manitoba Transportation and Infrastructure (MTI)                | 50,000  | Development of high-resolution/real-time soil moisture maps for the province of Manitoba   | Contract                       |
|                              | Mufti, Aftab            | Civil Engineering     | National Research Council                                       | 325,398 | Bridge sensor monitoring and structural analysis (Part of DRDCCSSP Bridge monitoring project, resulting from a competitive process led by the Canadian Safety and Security Program (CSSP)) | Contract                       |
|                              | Rajulapati, Chandra     | Civil Engineering     | Manitoba Transportation and Infrastructure (MTI)                | 50,000  | Implementation of data assimilation tools to improve operational flood forecasts   | Contract                       |
|                              | Regehr, Jonathan        | Civil Engineering     | Natural Resources Canada (NRCAN)                                | 286,463 | Feasibility study of zero- and lower-emission heavy vehicles for road freight transport in the Canadian Prairie Region   | Contract                       |
|                              | Shalaby, Ahmed          | Civil Engineering     | City of Winnipeg  | 50,000  | Rut resistant mix design for moderate and high traffic volume asphalt paving projects  | Contract                       |
|                              | Faculty Total:          |                       |   | 828,861 |  |                                |
|                              | Arino, Julien           | Mathematics           | University of Toronto   | 25,000  | Mathematics for Public Health  | Contract                       |
|                              | Bidinosti, Christopher  | Physics and Astronomy | University of Winnipeg  | 25,000  | Magnetic resonance: Back to the future   | Tri-Agency sub-award agreement |
|                              | Davoren, Gail           | Biological Sciences   | Fisheries and Oceans Canada                                     | 386,150 | Marine forage fish and predator species: Distribution, abundance and critical habitat in Fortune Bay   | Contract                       |
|                              | Deconinck, Wouter       | Physics and Astronomy | Thomas Jefferson National Accelerator Facility (Jefferson Lab)  | 38,804  | Refined Methods for Transfer Matrix Reconstruction Using Beamline Silicon Detectors for Exclusive Processes at the EIC   | Contract                       |
| Faculty of Science continued | Fraser, Kevin           | Biological Sciences   | Environment and Climate Change Canada (ECCC)                    | 38,795  | Arctic goose geolocator analysis and manuscript preparation  | Contract                       |
|                              | Kuss, Sabine            | Chemistry             | Manitoba Agriculture  | 62,700  | ROCET – Rapid, On-farm, Cost-efficient Electrochemical Testing for Mycotoxins in Feed  | Contract                       |
|                              | Kuss, Sabine            | Chemistry             | Saskatchewan Wheat Development Commission                       | 130,238 | ROCET – Rapid, On-farm, Cost-efficient Electrochemical Testing for Contaminants in Grain   | Contract                       |
|                              | McDonough, Evan         | Physics and Astronomy | University of Winnipeg  | 24,000  | Dark Matter in Extreme Environments  | Tri-Agency sub-award agreement |
|                              | Tomy, Gregg             | Chemistry             | Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) | 76,667  | Assessing current levels of exposure to oil-related contaminants in two marine species vulnerable to oil pollution in the BBDS region  | Contract                       |
|                              | Faculty Total:          |                       |   | 807,354 |  |                                |
|                              | Stewart-Tufescu, Ashley | Social Work           | Public Health Agency of Canada (PHAC)                           | 40,000  | Canadian Child Welfare Information System Intake and Assessment Module Protocol  | Contract                       |
|                              | Faculty Total:          |                       |   | 40,000  |  |                                |
|                              | Faculty of Social Work  |                       |   |         |  |                                |
|                              | Faculty Total:          |                       |   | 40,000  |  |                                |

|   |                  |  |   |           |   |          |
|---|------------------|--|---|-----------|---|----------|
| Vice-President<br>(Research and International)              | Frogner, Raymond | National Centre for Truth and Reconciliation (NCTR)                  | Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) | 2,196,687 | National Student Memorial Register and National Student Cemetery Register   | Contract |
|   | Nixon, Kendra    | RESOLVE (Research and Education for Solutions to Violence and Abuse) | University of Western Ontario                                   | 134,225   | From Awareness to Action: Moving from screening and assessment to developing appropriate parenting plans after family violence in the family justice system | Contract |
|   | Pinto, Mario     | Vice-President (Research and International)                          | Canada Department of Foreign Affairs, Trade and Development     | 112,400   | Emerging Leaders in the Americas Program (ELAP) & Study in Canada Scholarships (SICS) Program   | Contract |
|   | Pinto, Mario     | Vice-President (Research and International)                          | Dalhousie University  | 200,000   | Lab2Market Initiative (L2M)   | Contract |
|   | Pinto, Mario     | Vice-President (Research and International)                          | Digital Research Alliance of Canada                             | 231,000   | Mandate that includes managing and coordinating the Federation Baseline Operations program  | Contract |
| Vice-President<br>(Research and International)<br>continued | Pinto, Mario     | Vice-President (Research and International)                          | University of Manitoba  | 228,300   | Lab2Market Initiative (L2M)   | Contract |
| Faculty Total:  |                  |  |   | 3,102,612 |   |          |

Total New  
Agreements  
over \$20,000  
awarded:

\$22,748,723

**Research Amendments - Funding Changes**  
**Amendment Date: July 1, 2023 to December 31, 2023**

| Faculty  | PI Name            | Dept  | Sponsor  | Amount of New Funds | Project Title   | Project Type                          |
|--|--------------------|---|--|---------------------|---|---------------------------------------|
| Clayton H. Riddell<br>Faculty of<br>Environment, Earth,<br>and Resources | Hanesiak, John     | Centre for Earth<br>Observation Science         | University of Western Ontario                      | 40,000              | Northern tornadoes project  | Contract                              |
|  | Thompson, Shirley  | Natural Resources<br>Institute                  | Institute of International<br>Education            | 34,643              | Post-doc position funded in part by IIE-<br>Scholar rescue fund   | Contract                              |
|  | Faculty Total:     |   |  | 74,643              |   |                                       |
| College of Medicine  | Abousetta, Ahmed   | Community Health<br>Sciences                    | Public Health Agency of Canada<br>(PHAC)           | 9,500,000           | Canadian Task Force on Preventive Health<br>Care  | Contract                              |
|  | Abousetta, Ahmed   | Community Health<br>Sciences                    | Public Health Agency of Canada<br>(PHAC)           | 238,000             | Canadian Task Force on Preventive Health<br>Care  | Contract                              |
|  | Armstrong, Heather | Internal Medicine                               | Weston Family Foundation                           | 350,000             | Dietary Fibre in IBD: Feeding Our<br>Microbes vs. Fuelling Inflammation                                       | Contract                              |
|  | Azad, Meghan       | Pediatrics and Child<br>Health                  | Hospital for Sick Children<br>(SickKids)           | -33,438             | Causational roles of the gut microbiome in<br>childhood asthma: Leveraging the CHILD<br>cohort study          | Tri-Agency<br>sub-award<br>agreement  |
|  | Beer, Darcy        | Pediatrics and Child<br>Health                  | Centre Hospitalier Universitaire<br>Sainte-Justine | 49,040              | Pediatric Outcome Improvement through<br>Coordination of Research Networks<br>(POPCORN)                       | Tri-Agency<br>sub-award<br>agreement  |
|  | Blanchard, James   | Centre for Global Public<br>Health (CGPH)       | Gates (Bill and Melinda)<br>Foundation             | 752,830             | Improving HIV delivery through program<br>science/implementation science                                      | Contract                              |
|  | El-Matary, Wael    | Pediatrics and Child<br>Health                  | Hospital for Sick Children<br>(SickKids)           | 108,000             | Canadian Children Inflammatory Bowel<br>Disease Network (CIDsCaNN)  | Contract                              |
|  | Hatala, Andrew     | Community Health<br>Sciences                    | University of Winnipeg                             | 50,000              | Kishaadigeh: Indigenous self<br>determination through research for our<br>future generations - Manitoba NEIHR | Tri-Agency<br>sub-award<br>agreement  |
|  | Keynan, Yoav       | Internal Medicine                               | Public Health Agency of Canada<br>(PHAC)           | 83,500              | National Collaborating Centre for<br>Infectious Diseases (NCCID)  | Contract                              |
|  | Keynan, Yoav       | Internal Medicine                               | Public Health Agency of Canada<br>(PHAC)           | 126,000             | National Collaborating Centre for<br>Infectious Diseases (NCCID)  | Contract                              |
|  | McLaren, Paul      | Medical Microbiology<br>and Infectious Diseases | Johns Hopkins University                           | 34,459              | Sex, gender the immunopathogenesis of<br>HIV-1  | Grant with<br>associated<br>agreement |
|  | Menec, Verena      | Community Health<br>Sciences                    | A & O: Support Services for<br>Older Adults Inc.   | -30,000             | Improving the social inclusion of<br>vulnerable older adults in Winnipeg                                      | Contract                              |
| College of Medicine<br>continued   | Menec, Verena      | Community Health<br>Sciences                    | McMaster University                                | 41,400              | Canadian longitudinal study on aging<br>(CLSA) 2021-2027 follow up 3  | Tri-Agency<br>sub-award<br>agreement  |
|  | Menec, Verena      | Community Health<br>Sciences                    | McMaster University                                | 44,608              | Canadian longitudinal study on aging<br>(CLSA) 2021-2027 follow up 3  | Tri-Agency<br>sub-award<br>agreement  |

|   |                    |  |   |              |  |                                |
|---|--------------------|--|---|--------------|--|--------------------------------|
|   | Moses, Stephen     | Centre for Global Public Health (CGPH)       | Gates (Bill and Melinda) Foundation                     | 136,453      | D2C platform procurement for demonstration districts in UP   | Contract                       |
|   | Rubin, Tamar       | Pediatrics and Child Health                  | Ottawa Hospital Research Institute                      | 39,292       | COVID-19 Vaccine Immunogenicity and Safety in Immunodeficient Patients – VISID study   | Contract                       |
|   | Sellers, Elizabeth | Pediatrics and Child Health                  | University of British Columbia (UBC)                    | 10,000       | Building CAPACity for pediatric diabetes research and quality improvement across Canada  | Tri-Agency sub-award agreement |
|   | Simons, Elinor     | Pediatrics and Child Health                  | Public Health Agency of Canada (PHAC)                   | 72,118       | CHILD Manitoba COVID-19 Immunity Monitoring Study - COVID-19 Immunity Monitoring Task Force (CITF)   | Contract                       |
|   | Singer, Alex       | Family Medicine                              | University of Ottawa                                    | 8,030        | Health surveillance of community-dwelling, person-living-with-dementia and caregiver dyads   | Contract                       |
|   | Srinathan, Sadeesh | Surgery                                      | Population Health Research Institute (PHRI)             | 2,000        | Anticoagulation for Stroke Prevention in patients with recent episodes of Perioperative Atrial Fibrillation after noncardiac surgery (ASPIRE-AF) trial | Contract                       |
|   | Tangri, Navdeep    | Internal Medicine                            | University of Alberta                                   | 12,200       | REsponSiveness of urEmic sympToms to DIALYSIS (REST-DIALSYS)   | Tri-Agency sub-award agreement |
|   | Zhanel, George     | Medical Microbiology and Infectious Diseases | Merck Canada Inc.                                       | 116,376      | Invitro activity of ceftolozane/tazobactam, imipenem/relebactam, ertapenem, tdizolid and comparators in the Canward 2017-2022 study                    | Contract                       |
|   |                    |  | Faculty Total:  | 11,710,868   |  |                                |
| Faculty of Agricultural and Food Sciences           | Fernando, Dilantha | Plant Science                                | Saskatchewan Canola Development Commission (SaskCanola) | -7,875       | Identification and genetics mapping of novel genes for resistance to blackleg in Chinese and Canadian Brassica napus varieties/lines/germplasm         | Contract                       |
|   | Nyachoti, Martin   | Animal Science                               | Topigs Norsvin Canada Inc.                              | 5,282        | Advancing female reproductive knowledge and management practices for optimal lifetime productivity and embryo transfer success                         | Contract                       |
| Faculty of Agricultural and Food Sciences continued | Suh, Miyoung       | Food and Human Nutritional Sciences          | University of Guelph                                    | 10,000       | Implementing Smart Cities Interventions to Build Healthy Cities (SMART) Training   | Tri-Agency sub-award agreement |
|   |                    |  | Faculty Total:  | 7,407        |  |                                |
|   |                    |  | Total Amount of New Funding for Amendments:             | \$11,792,918 |  |                                |



**University  
of Manitoba**

Office of the Registrar and  
Enrolment Services

421 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 31, 2024

**SUBJECT: Undergraduate Admission Targets 2024-25**

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Attached please find the proposed undergraduate admission targets effective for the fall of 2024.

**Observations**

1. When the 2023 targets were presented to Senate the increase to the College of Medicine target had not yet been approved. It increased from 110 to 125 for the fall of 2023.
2. A proposal to increase the number of seats for the Bachelor of Health Sciences program from 40 to 100 is currently being considered by the Province.
3. The Social Work targets have been consolidated into a single degree program target; however, the overall number of seats has not changed.

Please forward this document to the members of Senate and the Board of Governors for their information.

Cc: Laurie Schnarr, Vice-Provost (Students)  
Erin Stone, Deputy Registrar and Director of Admissions  
Cassandra Davidson, Academic Planning and Programs Specialist  
Shannon Coyston, Associate University Secretary (Senate)

Summary of Undergraduate Admission Targets

January 31-2024

| Program  | Effective for fall 2023 intake          | Effective for fall 2024 intake          |
|--|---|---|
| <b>Faculty of Agricultural &amp; Food Sciences</b> |   |   |
| Agricultural & Food Science (Degree)*              | 165                                     | 165                                     |
| Human Nutritional Sciences (Degree)                | 90                                      | 90                                      |
| Agriculture (Diploma)*                             | 85                                      | 85                                      |
| Internationally Educated Agrologists               | 15                                      | 15                                      |
| <b>Faculty of Architecture</b>                     |   |   |
| Environmental Design                               | 100                                     | 100                                     |
| <b>Faculty of Arts*</b>                            |   |   |
| Arts (Degree)                                      | open                                    | open                                    |
| Arts (Degree) - Integrated Studies                 | open                                    | open                                    |
| <b>Asper School of Business*</b>                   |   |   |
| Management (Degree)                                | 584                                     | 584                                     |
| <b>Faculty of Education</b>                        |   |   |
| Education After Degree (Early)                     | 70                                      | 70                                      |
| Education After Degree (Middle)                    | 70                                      | 70                                      |
| Education After Degree (Senior)                    | 140                                     | 140                                     |
| <b>Faculty of Engineering</b>                      |   |   |
| Engineering*                                       | 482 - See note 1                        | 482 - See note 1                        |
| Engineering - Internationally Educated Engineers   | 25                                      | 25                                      |
| <b>CHR Environment, Earth &amp; Resources*</b>     |   |   |
| Environment, Earth & Resources (Degree)            | 135                                     | 135                                     |
| <b>School of Art</b>                               |   |   |
| School of Art: Diploma*                            | 15                                      | 15                                      |
| School of Art: Degree*                             | 100                                     | 100                                     |
| School of Art: Art History                         | 15                                      | 15                                      |
| <b>Faculty of Health Sciences</b>                  |   |   |
| Health Studies (Degree)                            | 40                                      | 40                                      |
| Health Sciences (Degree)                           | 40                                      | 40                                      |
| <b>College of Dentistry</b>                        |   |   |
| Dentistry (Degree)                                 | 29                                      | 29                                      |
| Dentistry - International Dentist Degree           | 6                                       | 6                                       |
| <b>School of Dental Hygiene</b>                    |   |   |
| Dental Hygiene*                                    | 26                                      | 26                                      |
| Dental Hygiene - Degree Completion                 | 3                                       | 3                                       |
| <b>College of Rehabilitation Sciences</b>          |   |   |
| Respiratory Therapy (Degree)                       | 20                                      | 40                                      |
| <b>College of Medicine</b>                         |   |   |
| Medicine   | 125 - See note 2                        | 140                                     |
| Family Social Sciences                             | 80                                      | 80                                      |
| <b>College of Nursing</b>                          |   |   |
| Nursing (Degree)                                   | 400                                     | 400                                     |
| Midwifery (degree)                                 | 8                                       | 8                                       |
| <b>College of Pharmacy</b>                         |   |   |
| Pharmacy (Degree)                                  | 60 - See note 3                         | 55                                      |
| <b>Faculty of Kinesiology &amp; Rec Management</b> |   |   |
| B Kin (AT)   | 24                                      | 24                                      |
| B Kin*   | 100                                     | 100                                     |
| B P E*   | 35                                      | 35                                      |
| B RM & CD*   | 40                                      | 40                                      |
| <b>Faculty of Law</b>                              |   |   |
| Law (Degree)                                       | 106                                     | 106                                     |
| <b>Marcel Desautels Faculty of Music</b>           |   |   |
| Music*   | 60                                      | 60                                      |
| Music - Jazz Studies*                              | 15                                      | 15                                      |
| <b>Faculty of Science*</b>                         |   |   |
| Science (Degree)                                   | Target under consideration - See note 4 | Target under consideration - See note 4 |
| <b>Faculty of Social Work</b>                      |   |   |
| Bachelor of Social Work                            | N/A                                     | 280                                     |
| Social Work (on campus)                            | 75                                      | -                                       |
| Social Work - Distance Delivery                    | 100                                     | -                                       |
| Social Work - Inner City                           | 60                                      | -                                       |
| Social Work - Northern External                    | 10                                      | -                                       |
| Social Work - Northern Program                     | 35                                      | -                                       |

Programs with an asterisk have a direct entry option

Notes:

1. The increase to the Engineering target is being phased in over a 3-year period. 2024 is year 2 of the implementation
2. The 2023 target increase was approved after the 2023 targets were approved by Senate in February of 2023.
3. The College of Pharmacy was granted a temporary increase for the 2023 intake.
4. Science does have a cap of between 1200 & 1500; however, this is an older figure and discussions are required prior to finalizing the target.



To: Jeff Leclerc, University Secretary

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

Date: February 9, 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 revised recommendation to approve the following governing documents.

1. Deans of Faculties, Directors of Schools of the University, and College Deans Policy (the "Policy"). Section 2.7 and 2.8 have been revised to reflect the comments provided at the February 7<sup>th</sup> Senate. Please refer to the new language in sections 2.7 (a and c) and 2.8 (a and c).
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 February 14, 2024, Senate Executive meeting and the March 6, 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 with input from the Faculty/School Council, 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;
- (c) Submit the report on the work of the Faculty/School and a summary of the Faculty/School budget to Faculty/School Council and Senate for information.

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 with input from the College Council, 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.
- (c) Share the report on the work of the College and a summary of the College budget to the College Council for information.

## **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 with input from the Faculty/School Council, 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;
- (c) Submit the report on the work of the Faculty/School and a summary of the Faculty/School budget to Faculty/School Council and Senate for information.

**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 with input from the College Council, 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.
- (c) Share the report on the work of the College and a summary of the College budget to the College Council for information.

**Delegation**

~~2.32-9~~ **2.4.1** ~~The Dean, the Director, and the College Dean~~ may delegate any of ~~the~~<sup>their</sup> 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~~ a 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- /~~ 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.

February 14, 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 David Churchill will be the Speaker for the Executive Committee for the March 6, 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,

President Michael Benarroch, Chair  
Senate Executive Committee

[Terms of Reference](#)

## **Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Social Work to modify the admission requirements for the Bachelor of Social Work degree program (2024.01.23)**

### **Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Faculty of Social is proposing a modification to the admission requirements for the Bachelor of Social Work degree program: Inner City Access Site.
3. The proposal was endorsed by SCADM on January 23<sup>rd</sup>, 2024.

### **Observations:**

1. The admission requirements for the Inner City Site were modified as part of a proposal that came into effect for the fall 2023 admissions cycle. There were some unintended consequences in the requirements that resulted in barriers being created for applicants.
2. This proposal rectifies the language and removes the barriers making the program more accessible to applicants.

### **Recommendation:**

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Bachelor of Social Work degree program: Inner City Access Site be approved effective for the fall 2025 intake.

Respectfully submitted  
Laurie Schnarr, Chair, Senate Committee on Admissions

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

## **Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Social Work to modify the admission requirements for the Bachelor of Social Work degree program (2024.01.23)**

### **Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Faculty of Social is proposing a modification to the admission requirements for the Bachelor of Social Work degree program: Northern Access Site.
3. The proposal was endorsed by SCADM on January 23<sup>rd</sup>, 2024.

### **Observations:**

1. The admission requirements for the Northern Site were modified as part of a proposal that came into effect for the fall 2023 admissions cycle. There were some unintended consequences in the requirements that resulted in barriers being created for applicants.
2. This proposal rectifies the language and removes the barriers making the program more accessible to applicants.
3. This proposal also addresses barriers that were being created due to some unnecessary document submission requirements.

### **Recommendation:**

The Senate Committee on Admissions recommends that the proposal to modify the admission requirements for the Bachelor of Social Work degree program: Northern Access Site be approved effective for the fall 2025 intake.

Respectfully submitted  
Laurie Schnarr, Chair, Senate Committee on Admissions

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



University  
of Manitoba

Faculty of Social Work

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## MEMORANDUM

TO: Laurie Schnarr  
Chair, Senate Committee on Admissions (SCADM)  
University of Manitoba

FROM: Dr. Michael Yellow Bird, Dean  
Faculty of Social Work, University of Manitoba

DATE: January 5, 2024

RE: **Faculty of Social Work Proposal on ACCESS Admission**

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I am writing to submit the revised proposal from the Faculty of Social Work for consideration at the upcoming SCADM meeting scheduled for January 23rd.

This proposal seeks Senate approval for the modification of existing admission criteria. The aim is to refine these criteria to more effectively fulfill their intended purpose, thereby enhancing the effectiveness of our admission processes.

Enclosed are the detailed submissions for two distinct programs:

1. Faculty of Social Work Senate Committee on Admissions Proposal for Bachelor of Social Work Inner City ACCESS Site: Admission Requirements Submission
2. Faculty of Social Work Senate Committee on Admissions Proposal for Bachelor of Social Work Northern ACCESS Site: Admission Requirements Submission

We believe that these proposed changes are crucial for our ongoing efforts to ensure that our admission criteria align with our educational objectives and the needs of our diverse student body.

We are hopeful for a favorable review and acceptance of our proposal at the SCADM meeting.

Thank you for your attention to this matter.

Sincerely,

Michael Yellow Bird, CMT, MSW, PhD  
Dean and Professor, Faculty of Social Work  
Research Affiliate, Center on Aging  
522 Tier Building  
University of Manitoba  
Winnipeg, MB, Canada R3T 2N2  
[Michael.yellowbird@umanitoba.ca](mailto:Michael.yellowbird@umanitoba.ca)



# **Faculty of Social Work Senate Committee on Admissions Proposal**

## **Bachelor of Social Work Inner City ACCESS Site**

### **Admission Requirements Submission**

## **Section I - Description of Change**

### 1.1 State the change

The proposal here is to ask Senate approval for the modify of existing admission criteria to better serve their intended purpose.

### 1.2 Contextual and background info re admission to the Inner City ACCESS site

The Faculty of Social Work brought forward and outlined an Admission Proposal for Inner City Social Work to begin for Fall 2023 admission cycle. There were some unintentional consequences based on the wording of the admission criteria that was brought forward Senate and how Inner City had handled admissions prior to the Fall 2023 proposal being approved by Senate.

The Bachelor of Social Work Inner City ACCESS site at the William Norrie Centre is an inner-city extension of the UM Faculty of Social Work. Students admitted to the Inner City ACCESS site are accepted directly into a four-year, B.S.W. program. The objective of this program is to enhance the accessibility of the B.S.W. program by preparing as social workers, those mature students who have had inner-city or similar social service experience, but who require academic supports in order to pursue a university degree. Enhanced academic and social support is provided to students admitted to the program. Staff assists candidates in arranging funding resources. All students complete a total of 123 credit hours of university study. Full time or part-time study is offered.

All admission requirements, application deadline dates, and access to forms are included at an applicant information session. An online registration form to attend an information session is available on the UM Faculty of Social Work website.

### 1.3a Current admission requirements – Full Time

Please refer to Appendix A for a full list of admission requirements. Below are the current admission requirements that we are proposing to update.

- Applicants are at least 21 years old at the application deadline
- Applicants have 27 credit hours or less of university level course work

### 1.3b Current admission requirements – Part Time

Please refer to Appendix A for a full list of admission requirements. Below are the current admission requirements that we are proposing to update.

- Applicants are at least 21 years old at the time of application
- Applicants have 27 credit hours or less of university level course work

#### 1.4a Proposed admission requirements – Full Time

- Applicants are at least 21 years old at the ~~application deadline~~ program start date
- Applicants must have 27 credit hours or less of completed university level course work and must be in good academic standing. Only grades of C or higher will be included in the credit hour count.

*\*All other admission requirements previously approved remain unchanged (Appendix A)*

#### 1.4b Proposed admission requirements - Part Time

- Applicants are at least 21 years old at the ~~time of application~~ program start date
- Applicants must have 27 credit hours or less of completed university level course work and must be in good academic standing. Only grades of C or higher will be included in the credit hour count.

*\*All other admission requirements previously approved remain unchanged (Appendix A)*

#### 1.5 Rationale for change

The reason for the change request is to ask for Senate approval of the modification of existing admission policies of Bachelor of Social Work Inner City ACCESS site to remove barriers to admission that exist with how the current admission policy criteria is written.

#### 1.6 Effective date of proposed modification

The effective date for the Bachelor of Social Work Inner City ACCESS site admission requirements would be September 2025.

## **Section II - Consultation with other faculties**

Since this proposal is to bring slight modifications of admission criteria to Senate, there is no impact on other faculties.

### **Section III - Recommendation**

The Faculty of Social Work is recommending that SCADM endorse the proposal for the Bachelor of Social Work Inner City ACCESS site admission requirements effective for Fall 2025.

# Appendix A

## Current admission requirements – Inner City Full Time

Admission to the Bachelor of Social Work Inner City ACCESS site is limited.

### Full-Time ACCESS Eligibility Criteria:

- Applicants are at least 21 years old at the application deadline
- Applicants fall below the low income cut off bracket (LICO)
- Applicants are a resident of the City of Winnipeg
- Applicants have 27 credit hours or less of university level course work
- Applicants demonstrate suitability for the social work profession based on the assessment of an autobiography, references, a face-to-face interview and interactive in-service that indicate:
  - Inner city experience
  - Volunteer or lived experience
  - Community involvement
  - Suitability for the social work profession
- Preferences will be given to: Indigenous Peoples (First Nations, Status, Non-Status, Inuit, Métis), persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada.
- All applicants whose primary language is not English will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions website:

<http://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency>

Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Test scores must be valid at the start of classes.

- Applicants participate in a writing/reading comprehension test, interviews, and 2 in-service days. The reading component includes reading a social work text for comprehension while the writing component includes writing on a selected social work topic. (Please see assessment rubric in Appendix 1). All applicants need to pass this writing/reading comprehension test. The reading/writing comprehension test will be a separate admission requirement and cannot be substituted by the English Language Proficiency test and vice-versa. Applicants will need to meet both of requirement minimums to be considered

### Additional Required Admission Documents:

Applicants to the Bachelor of Social Work Inner City ACCESS site - Full-Time Program, must also submit:

- An autobiography of no more than 750 words that focuses on lived experience that has led them to seek professional social work education
- Official post-secondary education transcripts
- Two letters of reference from employment and/or volunteer experiences
- An additional reference letter from your current supervisor, if applying to the part-time program
- Proof of age and Winnipeg residency (example: a photocopy of your driver's license OR Health Card)

Prior to submitting an application, it is strongly recommended that all applicants would attend a face-to-face information session where a more comprehensive explanation of the application and selection process is outlined. Eligible applicants can access the application package onsite or online.

The deadline date for submitting applications is March 1.

## Current admission requirements – Inner City Social Work Part Time

Admission to the Bachelor of Social Work Inner City site is limited.

### **Part-Time ACCESS Eligibility Criteria:**

- Applicants are at least 21 years old at the time of application
- Applicants are a resident of the City of Winnipeg
- Applicants have 27 credit hours or less of university level course work
- Applicants are employed by a social service agency in Winnipeg, or by an Indigenous child welfare agency
- Applicants have a minimum of 2 years Canadian employment in a social services field, or 3 years of extensive volunteer work with 1 year relevant Canadian social service employment
- Applicants demonstrate suitability for the social work profession based on the assessment of an autobiography of no more than 750 words that focuses on lived experience that has led them to seek professional social work education as well as references.
  - Inner city experience

- Volunteer or lived experience
  - Community involvement
  - Suitability for the social work profession
- Preferences will be given to: Indigenous Peoples (First Nations, Status, Non-Status, Inuit, Métis), persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada.
- All applicants whose primary language is not English will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions website:

<http://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency>

Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Test scores must be valid at the start of classes.

- Applicants participate in a writing/reading comprehension test and interviews. (Please see assessment rubric in Appendix 1). The reading component includes reading a social work text for comprehension while the writing component includes writing on a selected social work topic. All applicants need to pass this writing/reading comprehension test. The reading/writing comprehension test will be a separate admission requirement and cannot be substituted by the English Language Proficiency test and vice-versa. Applicants will need to meet both of requirement minimums to be considered.

### **Additional Required Admission Documents:**

Applicants to the Bachelor of Social Work Inner City ACCESS site - Part-Time program must also submit:

- An autobiography of no more than 750 words that focuses on lived experience that has led them to seek professional social work education
- Official post-secondary education transcripts
- Two letters of reference from employment and/or volunteer experiences
- An additional reference letter from your current supervisor
- Proof of age and Winnipeg residency (example: a photocopy of your driver's license ~~and~~ or Manitoba Health Card)

Prior to submitting an application, it is strongly recommended that all applicants would attend a face-to-face information session where a more comprehensive explanation of the application

and selection process is outlined. Eligible applicants can access the application package onsite or online.

The deadline date for submitting applications is February 1.

### **The Selection Process**

The selection process is designed to accomplish three objectives: to treat applicants fairly and equitably, to provide a diversity of practitioners required by the profession, and to provide for an efficient admissions process. The Faculty of Social Work selects applicants to the Bachelor of Social Work Inner City ACCESS site based on social, financial and academic need, suitability and readiness. The purpose of the Inner City Social Work site is to achieve equity in professional education so that persons are not denied educational opportunities for reasons unrelated to academic ability. In the fulfillment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Indigenous Peoples, persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada. Details of the Educational Equity initiative are provided in the application information bulletin. Students in the Inner City Social Work ACCESS site must successfully meet the graduation criteria set for all BSW students in the UM Faculty of Social Work.

**Faculty of Social Work Senate Committee on Admissions Proposal**  
**Bachelor of Social Work Northern ACCESS Site**  
**Admission Requirements Submission**

## **Section I - Description of Change**

### 1.1 State the change

The proposal here is to ask Senate approval to modify the existing admission criteria to better serve their intended purposes.

### 1.2 Contextual and background info re admission to the Northern ACCESS site

The Faculty of Social Work brought forward and outlined an Admission Proposal for Northern ACCESS Social Work to begin for Fall 2023 admission cycle. There were some unintentional consequences based on the wording and inclusion of some of the admission criteria that was brought forward Senate and how Northern had handled admissions prior to the Fall 2023 proposal being approved by Senate.

As an extension of the University of Manitoba Faculty of Social Work established in the early 1980s, the Northern Social Work Program site (NSWP) delivers an on-site Bachelor of Social Work (B.S.W.) program in Thompson, Manitoba. NSWP is comprised of two groups of students – one is admitted into the Access Program while the other group called “External” is comprised of students admitted similarly to students admitted into the BSW program at the Fort Garry campus. This proposal only deals with the Access program.

The purpose of the NSWP is to carry out the mission and vision of the Faculty of Social Work by providing an accessible BSW degree education in Northern Manitoba. This access program is designed for mature students who, without the supports of the program, would be unable to successfully complete a university degree, lack of academic qualifications, geographic and cultural barriers. Students admitted into the Northern Access Social Work Program site are accepted directly into a four-year, B.S.W. program. Once admitted, all students complete a total of 123 credit hours of university studies. Full- and part-time studies are offered. Academic and social supports are provided to students admitted to the program. Staff assist successful candidates in arranging funding resources. In recent years, over 70% graduates from the program are employed in the north.

### 1.3 Current admission requirements

Please refer to Appendix A for a full list of admission requirements. Below are the current admission requirements that we are proposing to update.

- Applicants are at least 21 years old by the application deadline
- Applicants may or may not have a High School diploma



- Applicants have 27 credit hours or less of university level course work.

#### 1.4 Proposed admission requirements

- Applicants are at least 21 years old by the application deadline program start date
- Applicants may or may not have a High School diploma
- Applicants must have 27 credit hours or less of completed university level course work and must be in good academic standing. Only grades of C or higher will be included in the credit hour count.

We would also like to remove the reference to high school or equivalent documentation as below:

#### **Additional Required Admission Documents:**

- Provide official school transcripts (including university, high school, Adult Basic Ed., G.E.D.)

*\*All other admission requirements previously approved remain unchanged (Appendix A)*

#### 1.5 Rationale for change

The reason for the change request is to ask for Senate approval of the modification of existing admission policies of Bachelor of Social Work Northern ACCESS site to remove barriers to admission that exist with how the current admissions policy criteria is written.

#### 1.6 Effective date of proposed modification

The effective date for the Bachelor of Social Work Northern ACCESS site admission requirements would be September 2025.

### **Section II - Consultation with other faculties**

Since this proposal is to bring slight modifications of admission criteria to Senate, there is no impact on other faculties.

### **Section III - Recommendation**

The Faculty of Social Work is recommending that SCADM endorse the proposal for the Bachelor of Social Work Northern ACCESS site admission requirements effective for Fall 2025.

# Appendix A

Admission to the Bachelor of Social Work Northern ACCESS site is limited.

## **Full-Time/Part-Time ACCESS Eligibility Criteria:**

- Applicants are at least 21 years old by the application deadline
- Applicants may or may not have a High School diploma
- Applicants are a resident of Northern Manitoba (North of the 53<sup>rd</sup> parallel)
- Applicants have 27 credit hours or less of university level course work.
- Applicants demonstrate suitability for the social work profession based on the assessment of an autobiography and a face to face interview that indicates:
  - Northern experience
  - Interest in the profession
  - Volunteer or lived experience related to the practice of social work.
  - Being active in community
- All applicants whose primary language is not English will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions website:

<http://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency>

Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Test scores must be valid at the start of classes.

- Participate in a reading and writing comprehension test. (This assessment consists of vocabulary and reading comprehension sections of CAAT-C through the Assessment Centre at the YWCA).

## **Additional Required Admission Documents:**

Applicants to the Bachelor of Social Work Northern ACCESS site, must also:

- Complete an autobiography of no more than 750 words outlining your Northern experience, interest in the profession, volunteer or lived experience as it relates to the practice of social work and your engagement with community.
- Attend a scheduled interview
- Provide official school transcripts (including university, high school, Adult Basic Ed., G.E.D.)
- Provide two letters of reference (One from a place of paid or voluntary work, or a current supervisor and the other from a person outside immediate family)

- Provide proof of age and residency in Northern Manitoba (example: a photocopy of your driver's license or Manitoba Health Card).

Preference will be given to: Indigenous Peoples (First Nations, Status, Non-Status, Inuit, Métis), person with low income\*, persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or colour, are a racialized minority in Canada.

The deadline date for submitting applications is March 1.

\*The Northern admission policy prefers a self-declared way for access applicants to declare the category of low income because none of the existing standard federal government poverty measuring tools can accurately capture the realities in Northern Manitoba. Measures like Low Income Measure, which is based on 50% of adjusted median income would not capture the poverty realities due to the large discrepancy between the high-earning and low-earning groups. Another popular measure LICO that is used by Inner City Social Work Program failed to create a Northern Manitoba profile. Similarly, the Market Basket Measure data does not capture the North.

The standardized measures also do not capture the income discrepancy within household, which disadvantaged women who are the potential applicants. The standardized measures only reflect a male wage earner's income (with the highest wages being underground production and development miners). Potential women applicants may not have control over household finances or have no income (e.g. single moms) but have to struggle with inflated costs in rent and daily necessities in the North. As a result, a self-declaration like any of the preferred categories is most appropriate.

### **The Selection Process**

The selection process in the Northern Social Work Program site involves taking a complete view of each applicant's circumstances. All student requirements are considered including academic, financial, and personal needs. The Northern Social Work Program was created to correct barriers to education created by social, geographical, and economic disparities.

The program gives special consideration to those who self-declare as belonging to traditionally disadvantaged groups including Indigenous Peoples (First Nations, Status, Non-Status, Inuit, Métis), persons with low-income, persons with accessibility needs, 2SLGBTQIA+ persons, immigrants and refugees to Canada, and persons who because of their race or color, are a racialized minority in Canada.

In mid-May all completed applications of the access program are screened by a committee. Applicants who have been recommended by the committee are invited to the Thompson site for interviews. Each applicant is interviewed by a panel that consists of Faculty members, a current student, and a community representative. The panel uses a screening tool (see attached Appendix A) to evaluate each applicant. The panel recommends those most suited for the program to the Director. Applicants are then notified of the Director's decision by phone or mail.