

CRAS: Teaching and Learning



**University
of Manitoba**

TEACHING-010 (Exam Administration)

Series consists of records related to the administration of academic examinations, including planning and delivery of exams. Series may contain examination schedules, examination scripts (regardless of format), invigilator files, appeals, related correspondence and supporting documentation. Records can be divided into the following sub-sets:

TEACHING-011 (Exam Administration): General exam administration records:

Retention: Academic Year + 1 Year: Destroy.

TEACHING-012 (Scripts): Examination scripts:

Retention: If there is no appeal on the exam retain for last posted date of Appeals

Period + 6 months: Destroy. If an appeal is launched, retain as Teaching-013.

TEACHING-013 (Appeals): Examination appeals:

Retention: End of Appeal + 2 Years: Destroy.

Please note: all exam deferral forms should be maintained in the Student File. See STUDENT-010.

TEACHING-020 (Course and Curriculum Files)

Series consists of records related to the development and delivery of course and curriculum content, including faculty/department calendars, course descriptions, course syllabi, reading lists, as well as related committee minutes and reports.

Retention: Academic Year + 6 Years: Transfer to Archives for selection.

TEACHING-030 (Academic Planning)

Series consists of records relating to short and long term enrolment planning and management, faculty complement planning, appointment planning, academic load, budgeting and analysis of resource requirements for academic programs. Records may include reports, models, databases, projections and correspondence.

Retention: Retain for 3 years after last action, Transfer to Archives for selection.

TEACHING-040 (Outreach and Training)

Series consists of records relating to educational or informative programs organized or provided by University staff either as part of a University training program for other staff members, or as part of an outreach program generating awareness of the University's programs and services to internal or external audiences, or academic conferences, events and lectures supporting University programs, faculties and events. Records can be divided into the following sub-sets:

TEACHING-041 (Presentation): Final presentations, promotional handouts, event agendas, biographies and speeches.

Retention: Transfer to Archives when obsolete or completion of event.

TEACHING-042 (Planning): Logistics, conference planning (such as catering choices, travel arrangements, scheduling), drafts of presentations, brochures or speeches, registration tracking. *(All financial records should be retained under FIN-040.)*

Retention: Current + 2 years: Destroy.

Teaching Evaluations

All forms of teaching evaluations carried out should be carried out in accordance with the University of [Manitoba's Teaching Evaluation Policy](#) and the policies and procedures of the Faculty/Department or School. This would include the SEEQ, or Student Evaluation of Educational Quality.

Retention of this material within the instructors Personnel file (HR-012) should be in accordance with article 35 of the Collective Agreement between The University of Manitoba and The University of Manitoba Faculty Association, (the "UMFA Agreement"), or Article 16 of the Collective Agreement between The University of Manitoba Canadian Union of Public Employees Local 3909 (the "CUPE 3909 Sessional Agreement").