



UNIVERSITY OF MANITOBA BYLAW

Bylaw:	DEANS OF FACULTIES
Effective Date:	January 1, 2008
Revised Date:	January 15, 1976 April 14, 1987 January 28, 1999
Review Date:	January 1, 2018
Approving Body:	
Authority:	<i>The University of Manitoba Act</i> Section 16(1)
Responsible Executive Officer:	
Delegate: (If applicable)	
Contact:	Vice-President (Academic) and Provost
Application:	

Part I Reason for Bylaw

To identify the authorities vested in the senior academic and administrative officer of Faculties, along with a statement of duties and reporting lines.

Part II Rule/Principle

2.1 Office

2.1.1 There shall be a Dean of each Faculty named in Bylaw 21.00 who shall be the Senior Academic and Administrative Officer of the Faculty.

2.2 Reporting

2.2.1 The Dean shall be responsible to the President in the administration of the Faculty.

2.3 Powers and Duties

2.3.1 The Dean of a Faculty shall:

(a) exercise general supervision and direction over the Faculty, including its staff and the students registered in the Faculty;

(b) be the channel of official communication to and from the Faculty;

(c) have the right to call and chair all meetings of the Faculty Council and of department councils within the Faculty, 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 Council;

(e) be a member ex-officio of all department councils within the Faculty and of all committees of the Faculty Council;

(f) have access to all records of the Faculty;

(g) deal appropriately with every complaint pertaining to the Faculty lodged with the Dean by any person;

(h) be responsible for the supervision, subject to the regulations and rulings of the Faculty Council and the Senate, of the program of studies for every student registered in the Faculty;

(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;

(j) recommend to the President or to the Senate, or to both, any project which the Dean thinks advantageous to the Faculty;

(k) prepare and submit to the proper officer of the University all announcements of the Faculty 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, and submit the budget to the President, or to such person, or persons, as the President may designate;

(m) present to the President at the end of each academic year a written report on the work of the Faculty during the preceding year, as well as the state and needs of the Faculty; and

(n) 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 by the appropriate authority.

2.4 Delegation

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

Part III Accountability

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

3.2 The Vice-President (Academic) and Provost will be responsible for the communication, administration and interpretation of this Bylaw.

Part IV Secondary Documents

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

Part V Review

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

5.2 In the interim, this Bylaw may be revised or rescinded if the Approving Body deems necessary.

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

(a) comply with the revised Bylaw; or

(b) are in turn rescinded.

Part VI
Effect on Previous Statements

6.1 This Bylaw supersedes:

- (a) all previous Board/Senate Bylaws, Regulations, Rules, Policies and Procedures, and resolutions on the subject matter contained herein; and
- (b) the previous Faculty/School Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein.
- (c) Bylaw14.00: Deans of Faculties (effective January 15, 1976, revised April 14, 1987, and January 28, 1999)

Part VII
Cross References

Bylaw: Faculties, Schools, Departments, Divisions and Institutes