

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>DEFINITIONS OF ACADEMIC UNITS</b>
<b>Effective Date:</b>	November 25, 2014
<b>Revised Date:</b>	
<b>Review Date:</b>	November 25, 2024
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	University Secretary
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	University Secretary
<b>Application:</b>	All Staff

### Part I Reason for Policy

- 1.1 This document is intended to define, in one location, the different types of academic units at the University of Manitoba. The definitions have been developed through a review of *The University of Manitoba Act*, existing Board and Senate policies, resolutions and statements on structure as well as practice at the University. The hope of having this document in place is that it will serve as a single point of information and will foster common understanding across the University.

### Part II Policy Content

#### Definitions

#### 2.1 Faculty

- (a) A Faculty is the major organizational unit of the University, established by the Board of Governors, normally on the recommendation of Senate. Faculties are responsible for the development and offering of academic programs at the undergraduate and graduate levels (under the auspices of the Faculty of Graduate Studies), scholarship, research and creative work

in fields and disciplines represented within the Faculty and for community service and outreach.

- (b) The head of a Faculty is a Dean, who reports to the Vice-President (Academic) and Provost and is the senior academic and administrative officer of the Faculty. Deans are responsible for general supervision over and direction of the work of the Faculty, including faculty, staff, students and budgets.
- (c) The academic affairs of a Faculty are governed by a Faculty Council that is established by Senate bylaw. Faculty Councils' powers to act and to recommend on matters are conferred by Senate.
- (d) Faculty Councils elect members to Senate and the Dean of a Faculty is a member of Senate, *ex officio*.
- (e) Academic staff are appointed as members of a Faculty and may also be members of Schools, Professional Colleges or Departments as appropriate.
- (f) Faculties may, as the Board of Governors determines, include Schools, Professional Colleges, Departments or Centres/Institutes, the heads of which shall report to the Dean. The academic affairs of such Schools, Professional Colleges, Departments or Centres/Institutes shall be governed by Councils established by the Faculty Council, in accordance with the powers of the Faculty Council and the regulations of Senate.

## **2.2 School of the University**

- (a) A School of the University is an organizational unit of the University, established by the Board of Governors, normally on the recommendation of Senate. Schools of the University are responsible for the development and offering of academic programs primarily at the undergraduate level, scholarship, research and creative work in fields and disciplines represented within the School and for community service and outreach.
- (b) The head of a School of the University is a Director, who reports to the Vice-President (Academic) and Provost and is the senior academic and administrative officer of the School. Directors are responsible for general supervision over and direction of the work of the School, including faculty, staff, students and budgets.
- (c) The academic affairs of a School of the University are governed by a School Council that is established by Senate bylaw. School Council's powers to act and to recommend on matters are conferred by Senate.
- (d) School Councils elect members to Senate and the Director of a School is a member of Senate, *ex officio*.

- (e) Academic staff are appointed as members of a School and may also be members of Departments as appropriate.

### **2.3 Professional College**

- (a) A Professional College is a constituent college of a faculty. A Professional College is an organizational sub-division of the University, established by the Board of Governors, normally on the recommendation of Senate.
- (b) Professional Colleges are responsible for the development and offering of accredited professional programs as well as scholarship, research, relations with professions, regulatory bodies and accreditors, community service and outreach. Professional Colleges may also be involved in the delivery of other undergraduate programs, as well as graduate programs that are under the auspices of the Faculty of Graduate Studies.
- (c) Professional Colleges may be created in instances where a number of professional academic units that share common interests and opportunities are brought together under a single Faculty.
- (d) The head of a Professional College is a Dean, who reports to the head of a Faculty and is the senior academic and administrative officer of the Professional College. College Deans are responsible for general supervision over and direction of the work of the Professional College including students and staff, as well as faculty as delegated by the head of the Faculty and the administration of budgets as allocated by the Faculty.
- (e) The academic affairs of a Professional College are governed by a College Council that is established by the Faculty Council. A Professional College Council's powers to act and to recommend on matters are conferred by Faculty Council. Prior to approval by Faculty Council, all Professional College Council bylaws shall be reviewed by the Senate Committee on Rules and Procedures.
- (f) Members of the Colleges are also members of the Faculty Council and elect members to Senate through the Faculty Council. As head of the Professional College, the Dean of a Professional College is a member of Senate, ex officio.
- (g) Academic staff are appointed as members of a Faculty and at the time of appointment may be appointed as members of a Professional College(s) as appropriate and may also be members of Departments.

### **2.4 Schools of a Faculty or of a Professional College**

- (a) A School of a Faculty or of a Professional College is an organizational sub-division of a Faculty or of a Professional College of the University, established by the Board of Governors, normally on the recommendation

of Senate. Schools of a Faculty or of a Professional College are primarily responsible for the development and offering of academic programs at the diploma level and may include some undergraduate programs. Schools of a Faculty will also engage in research, scholarship, creative work and community outreach, often in collaboration with their parent faculty or professional college.

- (b) The head of a School of a Faculty or of a Professional College is a Director and reports to the Dean of the Faculty or of the Professional College to which the School is aligned. The Director is the senior academic and administrative officer of the school. Directors are responsible for general supervision over and direction of the work of the school including students and staff, as well as faculty as delegated by the head of the Faculty or College and the administration of budgets as allocated by the Faculty or College to the School.
- (c) The academic affairs of a School of a Faculty or of a Professional College are governed by a School Council that is established by a Faculty or a Professional College bylaw. School Council powers to act and to recommend on matters are conferred by the Faculty or the Professional College Council, according to a general guideline approved by Senate. Prior to approval by Faculty Council, all School Council bylaws shall be reviewed by the Senate Committee on Rules and Procedures.
- (d) Members of Schools of a Faculty or of a Professional College are also members of the Faculty Council of the parent Faculty and participate in Senate elections at that level.

## 2.5 **Division**

- (a) A Division of the University is an organizational unit of the University, established by the Board of Governors, normally on the recommendation of Senate. A Division offers non-degree programs as established under the auspices of Senate and provides educational services and support to units across the University. A Division also conducts scholarship, research and creative work and engages in community service and outreach.
- (b) The head of a Division is a Dean, who reports to the Vice-President (Academic) and Provost and is the senior academic and administrative officer of the Division. Deans are responsible for general supervision over and direction of the work of the Division, including faculty, staff, students and budgets.
- (c) The academic affairs of a Division are governed by a Division Council that is established by Senate bylaw. The Council's powers to act and to recommend on matters are conferred by Senate.

- (d) Division Councils elect members to Senate. The Dean of the Division of Extended Education is a member of Senate, ex officio as provided for in Section 26 of *The University of Manitoba Act*.

## 2.6 Department

- (a) An Academic Department is an organizational sub-division of the University established by the Board of Governors, normally on the recommendation of the Senate, for the purpose of conducting teaching and research, scholarship and creative work in a specified field or group of related fields of study and outreach. A Department may be a sub-division of a Faculty, School or Professional College.
- (b) Departments are led by Heads, who report to Deans or Directors. The Head is the senior academic and administrative officer of the Department. Heads are responsible for general supervision over and direction of the work of the department.
- (c) The academic affairs of a Department are governed by a Department Council that is established by Faculty, School, or Professional College bylaw. Department Council's powers to act and to recommend on matters are conferred by the Faculty, School or Professional College Council, according to a general guideline approved by Senate. Prior to approval by the Faculty Council, all Department Council bylaws shall be reviewed by the Senate Committee on Rules and Procedures.

## 2.7 Affiliated College

- (a) Affiliated Colleges are independent Colleges who are affiliated with the University by means of a formal affiliation agreement approved by the Board of Governors after recommendation by Senate.
- (b) Members of the Academic Staff and students of the University may also be members of Affiliated Colleges and members of the Affiliated Colleges may be involved in offering academic programs of the University in collaboration with Faculties, Schools and Professional Colleges.
- (c) The head of each Affiliated College is a member of Senate, ex-officio.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Policy is required.
- 3.2 The University Secretary is responsible for the implementation, administration and review of this Policy.

- 3.3 All Staff are responsible for complying with this Policy.

**Part IV  
Authority to Approve Procedures**

- 4.1 The University Secretary may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V  
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is November 25, 2024.

- 5.2 In the interim, this Policy may be revised or repealed if:

- (a) the University Secretary or the Approving Body deems it necessary or desirable to do so;
- (b) the Policy is no longer legislatively or statutorily compliant; and/or
- (c) the Policy is now in conflict with another Governing Document.

- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

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

**Part VI  
Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:

- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**  
**Cross References**

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

(a) None