



UNIVERSITY OF MANITOBA POLICY

Policy:	HEADS OF DEPARTMENTS
Effective Date:	January 1, 2008
Revised Date:	January 28, 1999
Review Date:	January 1, 2018
Approving Body:	Board of Governors
Authority:	University of Manitoba Act Section #16(1)(b)
Responsible Executive Officer:	
Delegate: (If applicable)	
Contact:	Vice-President (Academic) and Provost
Application:	Faculty/School Councils

Part I Reason for Policy

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

Part II Policy Statement

2.1 Office

There shall be a Head of each Department of a University who shall be the chief executive officer of the Department

2.2 Reporting

The Head shall be responsible to the Dean or Director in the administration of the Department.

2.3 Powers and Duties

- be the channel of official communication of the Department;
- have the right to call and preside at all meetings of the Department Council, subject to the right of the Dean and Director of the Faculty/School or the President to preside at any such meeting;
- be a member ex-officio of all committees of the Department Council;
- recommend to the Dean or Director the appointment, promotion, tenure, change of service, discipline, retirement, and dismissal, of the members of the staff of the Department;
- be responsible for the assignment of duties to the members of the Department;
- prepare and submit to the appropriate authority all announcements of the Department to be included in the calendar or calendars of the University;
- present each year to the Dean or Director a report on the work of the Department during the preceding year, for transmission to the President;
- present to the Dean or Director, every year when required, an estimate of expenditures and receipts of the Department, for the next ensuing fiscal year;
- 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 Head by the appropriate authority.

2.4 Delegation

The Head may delegate any of the powers, duties and functions of the Head as the Head 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 this Policy is required.

Part IV
Secondary Documents

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

Part V
Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 1, 2018.
- 5.2 In the interim, this Policy may be revised or rescinded if:
- (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 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 VI
Effect on Previous Statements

- 6.1 This Policy supersedes:
- (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and

Part VII
Cross References