

Communication Protocol Guidelines for Accredited Programs at the University of Manitoba

December 2012

In response to a review of individual accredited programs at the University of Manitoba, the following communication protocol guidelines have been developed. Where appropriate, it is recommended that:

- a) All faculty, staff and students of the unit are notified through email of accreditation results following their receipt.
- b) Information on program accreditation should be posted in a clear manner on the respective unit's website, noting the accrediting body and years of accreditation.
- c) Details of the results should be discussed at departmental and Faculty councils, ensuring that students are included in these discussions to then take the information back to the respective student organizations where applicable. A public town hall forum to discuss the results is encouraged.
- d) The accreditation certificate or letter should be clearly posted in the unit office.
- e) Where possible and when deemed appropriate, the accreditation report itself should be made available for all interested parties to review¹. If a unit is uncomfortable with posting the detailed report on their website due to the sensitive nature of some content, they should make the report available within the unit's office or comparative public space.
- f) Accessibility of the report should be included in the accreditation information on the website and in the email communications sent to faculty, staff and students.

¹ Any personal information, or information that can be linked to an individual, must be redacted prior to making the report available to interested parties.