

UNIVERSITY OF MANITOBA POLICY

Policy:	ADMINISTRATIVE UNIT REVIEWS
Effective Date:	January 4, 2012
Revised Date:	February 4, 2014
Review Date:	January 4, 2022
Approving Body:	Vice-President (Administration)
Authority:	
Responsible Executive Officer:	President
Delegates:	Vice-Presidents
Contact:	Vice-President (Administration)
Application:	All Administrative Units

Part I Reason for Policy

- 1.1 The University of Manitoba is committed to assuring quality in all activities inherent in its mandate, including its administrative services. The purpose of this Policy is to encourage quality administrative services through a process of periodic formal reviews, and foster a culture of continuous improvement.

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meanings for the purpose of this Policy and its Procedures:
- (a) **"Head"** means the Executive Director, Director, or other leadership position responsible for a particular Unit.
 - (b) **"Report"** means the report of a Review Committee, summarizing the findings and recommendations resulting from a Review.

- (c) **"Review"** means the review of a Unit by a Review Committee, pursuant to this Policy.
- (d) **"Review Committee"** means a committee appointed by the Vice-President, in accordance with the Procedures, to conduct a Review.
- (e) **"Terms of Reference"** means the terms of reference established by the Vice-President for the Review Committee to conduct a Review of a Unit.
- (f) **"Unit"** means an administrative unit of the University identified in the Procedures.
- (g) **"Vice-President"** means the Vice-President to which a Unit reports.

General Reviews

2.2 Regular Reviews of Units will be conducted to encourage high quality administrative services to be available in support of the University's commitment to teaching and research excellence.

Review Schedule

2.3 All Units shall undergo periodic formal Reviews, on a schedule set by the Vice-President. A Review must be conducted of each Unit at least once every ten (10) years.

Confidential Process

2.4 Each Review is intended to result in a Report providing confidential advice to the Vice-President and the Head. Further sharing of the Report shall only be made in accordance with the Procedures, the Terms of Reference, or with the consent of the Vice-President.

Assessed Criteria

2.5 Each Review will examine the strengths, challenges, and opportunities related to the Unit. In this context, it will assess the criteria identified in the Terms of Reference, and may include a review of the following:

- (a) organizational structure;
- (b) management practices;
- (c) functional performance (including levels of service);
- (d) budgetary support;

- (e) physical space and equipment;
- (f) staffing levels;
- (g) training;
- (h) succession planning; and
- (i) overall effectiveness.

Review Process

2.6 The process for each Review shall be set out in the Terms of Reference, and may consist of the following elements:

- (a) The completion of a self-evaluation report by the Unit;
- (b) The appointment of a Review Committee to coordinate the Review;
- (c) Interviews with the Head and other key members of the Unit;
- (d) An examination of the Unit's budget, space, equipment, performance metrics, and other relevant information;
- (e) Written submissions from and/or interviews with clients and others working with the Unit;
- (f) Development by the Review Committee of recommendations which may improve the effectiveness of the Unit;
- (g) A discussion and opportunity to comment on the findings and recommendations of the Review Committee with the Head and the Vice-President; and
- (h) The issuance of a Report by the Review Committee.

Ad-Hoc Reviews

2.7 A Vice-President may initiate a Review of a Unit pursuant to this Policy at any time, even where a regularly scheduled Review is not imminent.

Part III Accountability

3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.

- 3.2 Each Vice-President is responsible for ensuring that all Units for which they are responsible comply with this Policy.
- 3.3 The appropriate Vice-President is responsible for providing a summary of the Report to the President, the other Vice-Presidents and the Board of Governors.
- 3.4 The Vice-President (Administration) is responsible for the review of this Policy.
- 3.5 All Administrative Units are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve Procedures under this Policy, including with regard to:
 - (a) The Units to be subject to Review;
 - (b) The contents of self-assessment reports;
 - (c) The development of Terms of Reference for a Review;
 - (d) The membership of Review Committees; and
 - (e) Provisions respecting confidentiality.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is January 4, 2022.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the President 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) Organizational Effectiveness Reviews Policy, dated January 1, 2009;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) 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) [Administrative Unit Reviews Procedure](#).