

UNIVERSITY OF MANITOBA PROCEDURE

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| Procedure: | ADMINISTRATIVE UNIT REVIEWS |
| Parent Policy: | Administrative Unit Reviews Policy |
| 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 Procedure

- 1.1 To set out Procedures secondary to the Policy entitled "Administrative Unit Reviews".

Part II Procedural Content

Definitions

- 2.1 All words defined in the Policy have the same meaning in these Procedures.
- (a) "**Academic Member**" means a member of a Review Committee holding an academic appointment with the University.
 - (b) "**Administrative Member**" means a member of the Review Committee who is an employee of the University in an administrative unit.

- (c) **"External Member"** means a member of a Review Committee who is not an employee and does not hold an academic appointment with the University.
- (d) **"Implementation Plan"** means a plan developed by the Head to implement the accepted recommendations of a Report.

Units Subject to Review

- 2.2 Each Unit listed in Appendix A shall be subject to Review under the Policy. Due to the size and complexity of some of the Units, the Vice-President may determine that it is desirable to conduct Reviews of sub-units, so long as the entire Unit is still reviewed at least every ten (10) years.

Self-Assessment Report

- 2.3 Where a self-assessment is part of the Review, the Unit shall be required to provide the information described in Appendix B, and such other information as the Vice-President may require.
- 2.4 The self-assessment must be completed in the time specified by the Vice-President, but no later than six (6) months after being requested.

Terms of Reference

- 2.5 After receiving the self-assessment report (if any) and prior to the commencement of each Review, the Vice-President shall issue Terms of Reference for the Review Committee, which will include the following:
 - (a) The membership (by type of member) of the Review Committee;
 - (b) The criteria to be assessed by the Review;
 - (c) The Review process;
 - (d) The contents of the resulting Report;
 - (e) Terms respecting confidentiality; and
 - (f) Such other terms as the Vice-President deems advisable.
- 2.6 The Review Committee will confine itself to examining the matters described in the Terms of Reference. Should the Review Committee discover something of interest during its Review which does not fall within its mandate, it may request the Vice-President to expand the scope of its review and issue revised Terms of Reference.

Review Committee

- 2.7 The Vice-President will appoint a Review Committee to coordinate each Review, and select members of the type described in the Terms of Reference.
- 2.8 Subject to the Terms of Reference, the Review Committee will normally include:
 - (a) At least one (1) External Member;
 - (b) At least one (1) Administrative Member; and
 - (c) At least one (1) Academic Member.
- 2.9 The Vice-President may solicit the Head for recommendations on who would be appropriate to serve on the Review Committee.
- 2.10 Members of Review Committees will be reimbursed expenses. External Members will be offered an honorarium.
- 2.11 Subject to the Terms of Reference, the Review Committee will conduct interviews, a site visit, and other examinations in accordance with the guidelines at Appendix C.
- 2.12 Subject to the Terms of Reference, the Review Committee will solicit written submissions from and/or interviews with clients and others working with the Unit.
- 2.13 Prior to issuing a Report, the Review Committee will discuss its findings and recommendations with the Vice-President and the Head.
- 2.14 Subject to the Terms of Reference, the Review Committee will complete a Report, detailing its findings and recommendations, as described in Appendix D. The Report will record the comments of the Vice-President and/or the Head where they do not agree with the findings or recommendations of the Review Committee.

Confidentiality

- 2.15 It is acknowledged that the Review must strike a balance between two (2) tensions:
 - (a) Those whose opinion is solicited in the course of a Preview are more likely to provide honest and valuable feedback where anonymity can be protected;
 - (b) Should unfavourable information come to light, the rules of natural justice require that the Head and/or others in the Unit have enough information that they can effectively respond to the allegations.

- 2.16 In balancing this tension, a Review Committee should prepare its Report with as little identifying information as possible. The Review Committee may prepare a second version of the Report, with identifying information, to be kept by the Vice-President in a sealed file, and only to be accessed and disclosed where required by law, by the rules of natural justice, or to implement accepted recommendations.
- 2.17 Should a Review Committee discover or suspect behaviour which would violate the law or University policy, it may report those findings to the appropriate authority at any time.
- 2.18 Where a Review Committee may be exposed to personal or personal health information, or sensitive business information, members of the Review Committee may be required to sign an appropriate pledge of confidentiality.
- 2.19 All working notes of the Review Committee and others involved in the Review process will be destroyed within one (1) year of the issuance of the Report, unless the Vice-President directs otherwise.

Continuous Improvement

- 2.20 Following the issuance of the Report, the Vice-President may require the Head to submit an Implementation Plan detailing:
 - (a) how accepted recommendations will be implemented;
 - (b) the associated resource requirements; and
 - (c) an anticipated timeline.
- 2.21 The Vice-President shall provide a summary of the Report and the Implementation Plan (if any) to the President and Vice-Presidents.
- 2.22 The Vice-Presidents will, at least annually, provide the Board of Governors with a summary of the all Reports and the Implementation Plans (if any) impacting their Units.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The Vice-President (Administration) is responsible for the implementation, administration and review of this Procedure.

3.3 All Administrative Units are responsible for complying with this Procedure.

Part IV Review

4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is January 4, 2022.

4.2 In the interim, this Procedure may be revised or repealed if:

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

Part V Effect on Previous Statements

5.1 This Procedure supersedes all of the following:

- (a) Organizational Effectiveness Review 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 VI Cross References

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

- (a) [Administrative Unit Reviews Policy](#)