



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>DEANS OF FACULTIES AND DIRECTORS OF SCHOOLS OF THE UNIVERSITY: APPOINTMENT AND REVIEW</b>
<b>Effective Date:</b>	January 25, 2005
<b>Revised Date:</b>	
<b>Review Date:</b>	January 25, 2015
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	Bylaw 14.00 Deans of Faculties Bylaw 15.00 Directors of Schools of the University
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Vice-President (Academic) and Provost
<b>Application:</b>	Senior Administrative Academic Staff

### **Part I Reason for Policy**

- 1.1** To ensure that there are Deans of Faculties (Deans) and Directors of Schools (Directors) of the University, to carry out the responsibilities assigned by, and described in the University of Manitoba Board of Governors Bylaws entitled "Deans of Faculties" and "Directors of Schools of the University".

### **Part II Policy Statement**

#### **2.1 General**

This policy applies to Deans of a Faculty (including the Extended Education Division) and Directors of Schools of the University.

This policy does not apply to "Directors of Schools of a Faculty".

The appointment, the reappointment, extension of term, removal of Deans and Directors, and the appointment of Acting Deans and Directors, shall be in compliance with this Policy and related Procedures.

## **2.2 Nature of Appointment**

2.2.1 A Dean or Director shall be appointed by the Board of Governors on receipt of a recommendation from the President.

2.2.2 The Dean or Director shall hold, or be qualified to hold, an academic appointment as a member of a faculty or school.

2.2.3 The appointment shall normally be for a term of five to seven years, and is renewable. The appointment shall cumulatively not exceed ten years, except where there has been a satisfactory reappointment review.

## **2.3 Vacancy at End of Term**

Where the term of the Dean or Director will expire, the Vice-President (Academic) and Provost shall:

- a) canvass the incumbent 12 months prior to the end of the term to determine if the incumbent wishes reappointment;
- b) recommend to the President, either a reappointment review or an extension of term.

2.3.1 If the incumbent wishes reappointment for a term that is longer than 24 months, the President shall initiate a reappointment review in accordance with the reappointment review procedures related to this Policy.

2.3.2 If the incumbent wishes reappointment for a term that is not longer than 24 months and the President believes it to be in the best interest of the University, the President may recommend that the Board of Governors extend the incumbents term for a period not longer than 24 months.

2.3.3 If the incumbent wishes to leave at the end of his/her term, the President shall initiate the search and appointment procedures related to this Policy.

## **2.4 Vacancy Prior to End of Term**

Where the position of the Dean or Director becomes vacant for any reason prior to the end of the incumbent's term:

- a) an Acting Dean or Director may be appointed for a term normally not more than 12 months; and
- b) the President shall initiate the search and appointment procedures related to this Policy.

## **2.5 Administrative Problems**

2.5.1 Where serious administrative problems arise in a Faculty or School which relate to the performance of the Dean or Director, the President may:

- a) attempt to resolve the matter informally;
- b) initiate a special review in accordance with the special review procedures related to this Policy, or
- c) take such action as the President deems appropriate in the circumstances.

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The President is responsible for ensuring compliance with this Policy.
- 3.3 The President is responsible for establishing the specific terms and conditions of:
  - a) the appointment, reappointment, or extension of appointment for the Dean or Director; and
  - b) the appointment of an Acting Dean or Director.
- 3.4 The Vice-President (Academic) and Provost is responsible for canvassing the incumbent Dean or Director to determine if the incumbent wishes reappointment, and making related recommendations to the President.

### **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 25, 2015.
- 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 the following:
- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
  - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
  - c) Policy 1010: Appointment of Deans of Faculties and Directors of Schools

## **Part VII Cross References**

Cross referenced to:

Deans of Faculties  
Directors of Schools of the University  
Procedure: Deans of Faculties and Directors of Schools of the University:  
Appointment and Review