

**UNIVERSITY OF MANITOBA
PROCEDURE**

Procedure:	The Provost and Vice President (Academic)
Parent Bylaw:	The Provost and The Vice-Presidents of the University of Manitoba
Effective Date:	June 22, 2021
Revised Date:	
Review Date:	June 22, 2031
Approving Body:	Board of Governors
Authority:	University of Manitoba Act section #16 1(b)
Responsible Executive Officer:	President and Vice-Chancellor
Delegate:	President and Vice-Chancellor
Contact:	President and Vice-Chancellor
Application:	Board of Governors members, Senate members, Faculty/School Council members, faculty, staff and students

**Part I
Reason for Procedure**

- 1.1 To set out Procedures secondary to the Bylaw entitled “The Provost and The Vice-President of the University of Manitoba” (the Bylaw) and in further defining the roles and responsibilities of the Provost and Vice-President (Academic) of the University of Manitoba.

**Part II
Procedural Content**

Definitions

- 2.1 For the purposes of this Procedure, “Research” means research, scholarly works and other creative activities.

Duties and Responsibilities

- 2.2 Specifically and/or in addition to the duties set out in the Bylaw, the Provost and Vice-President (Academic) shall be responsible for:
- (a) Leading and integrating institutional strategic, operational, capital, learning spaces and resource planning activities, engaging other Vice-Presidents, Senate and the Board of Governors in a collegial planning process as appropriate;
 - (b) Recommending to the President on annual resource allocations for the University in alignment with academic priorities and the Strategic Plan(s) of the University.
 - (c) Setting the academic goals of the University and establishing academic priorities and planning are in alignment with University priorities;
 - (d) Providing overall leadership for the strategic development, implementation and oversight of the University's academic and academic administrative matters/activities, including leadership in all matters relating to students and academic staff.
 - (e) Ensuring the effective and efficient administration of units which report directly to the Provost, including, but not limited to, the faculties, schools, departments and colleges;
 - (f) Evaluating, reviewing, and renewing academic programs and courses on an ongoing basis, with a focus on ensuring program sustainability across the University;
 - (g) Encouraging the continued development and provision of high-quality programs and services for domestic and international students consistent with the University's mission and vision;
 - (h) Overseeing faculty relations matters including recruitment, retention, tenure and promotion, academic programs and the structure within which they are delivered, long-range academic planning, and enrolment management;
 - (i) Fostering teaching and learning excellence with a focus on innovation, support, and creativity;
 - (j) Recommending to the President any changes in the fees associated with academic programs for consideration by the Board of Governors;

- (k) Collaborating with all the Vice-Presidents to provide the infrastructure and environment required to facilitate, nurture and support the University's teaching and research excellence;
- (l) Collaborating with all the Vice-Presidents to cultivate and celebrate excellence in teaching, research, and service to the University;
- (m) Working with the Vice-President (Administration) to set budget and capital planning priorities in support of the University's academic mission;
- (n) Working with the Vice-President (External) and government officials in the areas relating to academic matters and provincial funding;
- (o) Collaborating with the Vice-President (Indigenous) to advance Indigenous achievement and engagement as set out in the University's Strategic Plan;
- (p) Collaborating with the Vice-President (Research and International) and the Vice-President (Indigenous) to effectively plan and set research priorities for the University, develop supporting policy(ies), and promote the responsible conduct of research;
- (q) Collaborating with the Vice-President (External) to ensure the University's philanthropic foci are aligned with the University's Strategic Plan and the academic priorities of the University;
- (r) Supporting, mentoring, and supervising all Deans and Directors and ensuring the fulfilment and alignment of the academic objectives align with the UM Strategic Plan;
- (s) In accordance with the provisions of the Senate of the University of Manitoba, serving as an ex-officio member of each faculty, college and school council; and
- (t) Acting for the President, in the President's absence, inability to act or as delegated.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Procedure is required.

- 3.2 The President is responsible for the implementation, administration and review of this Procedure.
- 3.3 Board of Governors members, Senate members, Faculty/School Councils, Faculty members, staff members and students 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 June 22, 2031.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Board of Governors 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) The Vice-President (Academic and Provost) Bylaw;
 - (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) Bylaw: The Provost and The Vice-Presidents of the University of Manitoba