UNIVERSITY OF MANITOBA

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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:	President
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