

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>PROMOTION OF SENIOR ACADEMIC ADMINISTRATORS OUTSIDE THE FACULTY BARGAINING UNIT</b>
<b>Effective Date:</b>	June 22, 2016
<b>Revised Date:</b>	
<b>Review Date:</b>	June 22, 2026
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	<i>The University of Manitoba Act, section 16(1)(b)</i>
<b>Responsible Executive Officer:</b>	Provost and Vice-President (Academic)
<b>Delegate:</b>	Vice-Provost (Academic Affairs)
<b>Contact:</b>	Provost and Vice-President (Academic)
<b>Application:</b>	Senior Academic Administrators

### Part I Reason for Policy

- 1.1 When an individual accepts a position as a Senior Academic Administrator, it is essential that their opportunities for advancement as faculty members from one rank to another are not compromised. Their leadership accomplishments in support of scholarship, teaching and professional service across the academic unit and the University must be considered fully in any assessment with respect to promotion from one academic rank to another.
- 1.2 This Policy will define and establish the criteria and requirements for the promotion from one rank to another of Senior Academic Administrators who are excluded from the faculty bargaining unit.

### Part II Policy Content

#### Definitions

- 2.1 The following terms have the following defined meanings for the purpose of the Policy and its Procedures:

- (a) **"Appeal Committee"** refers to an appeal committee consisting of a chair and 2 other members, appointed by the President, to review appeals of negative recommendations regarding promotion. No Appeal Committee shall be composed entirely of persons of one gender.
- (b) **"Applicant"** refers to a Senior Academic Administrator who wishes to apply for promotion:
  - (i) Within the instructor stream to the academic rank of Instructor II or Senior Instructor;
  - (ii) Within the professorial stream to the academic rank of associate professor or professor; or
  - (iii) Within the libraries stream to the academic librarian rank of associate librarian or librarian.
- (c) **"Chair"** refers to the non-voting chair of the Peer Review Committee.
- (d) **"Peer Review Committee"** refers to the Unit committee established to review and provide a written recommendation for a Senior Academic Administrator's application for promotion.
- (e) **"Policy"** refers to the Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit Policy.
- (f) **"Procedure"** refers to the Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit Procedure.
- (g) **"Senior Academic Administrator"** refers to an individual who holds an appointment as an "Academic Staff Excluded from Bargaining Units as Members of the Executive Group", a "Senior Administrative Academic Staff", or an "Administrative Academic Staff", as these groups are identified in the Employee Organizations and Employment Groups Procedures. These may include, but are not limited to, Vice-Presidents, Vice-Provosts, Associate Vice-Presidents, the University Librarian, Deans of Faculties or Colleges and Directors of Schools, Associate Deans, Associate Librarians and other academic administrators who also hold faculty appointments but are excluded from the faculty bargaining unit.
- (h) **"Unit"** refers to the faculty, school, college, or library, in which the Senior Academic Administrator holds their primary academic appointment.
- (i) **"University"** refers to the University of Manitoba.

## Promotion

- 2.2 Promotions from one rank to another shall be based upon the contribution that the Applicant has made to his/her discipline and to his/her Unit at his/her current academic rank over a period of time, taking into account the criteria and weightings established by this Policy and the Applicant's home Unit. The duties specifically assigned to the Applicant as a Senior Academic Administrator must be taken into account in the application of the criteria and weightings.
- 2.3 In making an assessment of advancement for the Applicant, the University acknowledges that the time and demands of a Senior Academic Administrator position can impact the contributions to teaching and research / scholarship / creative works.

### Criteria for the Awarding of Promotion for Instructor and Professorial Ranks

- 2.4 To ensure that assessment is at a standard comparable to that applied to equivalent instructor and professorial rank positions within the faculty bargaining unit, the following criteria will be used to assess the Applicant along with the Unit level criteria specified:
- (a) **Teaching:** The Applicant must demonstrate teaching accomplishments and curriculum development of the quality, but not necessarily quantity, as described in the relevant Unit criteria document for promotion. Factors that may be considered for teaching include: course work and all related activities; supervision of the work of honours and graduate students; participation in seminars and colloquia; scholarship in teaching and learning; innovative methods in teaching and other contributions to the teaching activities of the University. The written opinions of students and/or fellow faculty members shall normally be sought.
  - (b) **Research, Scholarship, Creative Works:** The Applicant must demonstrate research / scholarly / creative works accomplishments of the quality, but not necessarily the quantity, as described in the relevant Unit criteria document for promotion. Factors that may be considered for research / scholarly / creative works accomplishments include: the publication of books, monographs, and contributions to edited books; papers in both refereed and non-refereed journals; papers delivered at professional meetings; participation in research partnerships with industry, community and others; unpublished research including current work in progress both supported and non-supported; editorial and refereeing duties; creative works and performances; and scholarship as evidenced by the candidate's depth and breadth of knowledge and general contributions to the research life of the University.
  - (c) **Institutional Leadership, Community Engagement and Partnership Development (internal and external):** The Applicant must provide

evidence of successful leadership and service within their Unit and, where appropriate, within the University. Factors that may be considered include: participation in University, faculty/college/school, departmental and staff committees; counselling students; service in professional organizations; general administrative duties; community service where the individual has made an essential non-remunerative contribution by virtue of special academic competence. Service includes internal and external activities related to the administrative, research and teaching function of the University.

### **Criteria for the Awarding of Promotion for Academic Librarian Ranks**

- 2.5 Promotions from one rank to another shall be based upon the contribution that the Applicant has made to the library profession, to his/her discipline, or other relevant disciplines, and to his/her department/regional library, the University of Manitoba Libraries, and the University at his/her current rank over a period of time, taking into account the criteria in section 2.6 hereof and the Applicant's performance of assigned and other duties as a Senior Academic Administrator.
- 2.6 Academic attributes (not necessarily in order of importance) to be considered in determining the criteria to be used in assessing the suitability of an Applicant for promotion shall normally include but are not limited to:
- (a) **Professional Performance.** The primary criterion for promotion in rank for Applicants shall be the ability to perform at a high professional level in areas which contribute to the educational and research mission of the Library and the University, such as reference service, collection development, bibliographic organization and control. Factors that may be considered include: performance of professional responsibilities and all related activities, e.g. subject and bibliographic expertise, informal instruction in research methods and library use, managing the operations of a unit of the library; consistency of performance; ability to innovate; other contributions to the activities of the libraries through significant service on internal committees and task forces.
  - (b) **Research, Scholarly Work and Other Creative Activities.** The quality and originality of both published and unpublished work shall be evaluated. Factors that may be considered include: the publication of books, monographs, and contributions to edited books; papers in both refereed and non-refereed journals; papers delivered at professional meetings; participation in panels; both supported and non-supported unpublished research including current work in progress; editorial and refereeing duties; creative works and performances.

## **Timing**

- 2.7 Normally promotion proceedings shall commence not later than September 15th and be completed by April 30th of the following year with the actual promotion taking effect on March 30 of the calendar year next following the calendar year in which the application is submitted. The University may consider applications for promotion at other times during the year when it deems appropriate.

## **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.
- 3.2 The Provost and Vice-President (Academic) is responsible for the implementation, administration and review of this Policy.
- 3.3 Senior Academic Administrators are responsible for complying with this Policy.

## **Part IV Authority to Approve Procedures**

- 4.1 The Provost and Vice-President (Academic) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

## **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is June 22, 2026.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Provost and Vice-President (Academic) 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) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (b) 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) [Promotion of Senior Academic Administrators Outside the Faculty Bargaining Unit Procedure](#);
  - (b) [Executive Group and Academic Administrative Appointments – Academic Staff Policy](#);
  - (c) [Term of Appointment and Tenure Policy](#).