



UNIVERSITY OF MANITOBA POLICY

Policy:	EXECUTIVE GROUP AND ACADEMIC ADMINISTRATIVE APPOINTMENTS – ACADEMIC STAFF
Effective Date:	September 25, 2012
Revised Date:	July 1, 2022
Review Date:	July 1, 2032
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act,</i> Section 16(1)(b)
Responsible Executive Officer:	President
Delegate:	Vice-President (Administration)
Contact:	Associate Vice-President (Human Resources)
Application:	Employees: Academic Staff (see list below)

This Policy applies to the following employee groups identified in the Employee Organizations and Employment Groups Procedures:

- a) Academic Staff Excluded from Bargaining Units as Members of the Executive Group
- b) Senior Administrative Academic Staff
- c) Administrative Academic Staff

Part I Reason for Policy

The reason for the Policy is to identify the terms and conditions regarding length of appointments for academic staff positions such as Vice-Presidents, Associate Vice-Presidents, Vice-Provosts, Deans of Faculties, Directors of Schools and their Associate Deans or Directors.

Part II Policy Content

Normally academic staff positions within the employment groups are filled with academic staff on a term appointment basis with the right of entry/return to a primary academic appointment. The appointment is expected to continue until the end of the term specified in the appointment letter unless ended by retirement, resignation or termination by either the employee or the University. All appointments for Academic Staff Excluded from Bargaining as Members of the Executive Group and Senior Administrative Staff require a recommendation from the relevant Vice-President and the approval of the President and will be reported to the Board of Governors for information. All appointments of Administrative Academic Staff shall be approved by the Provost and Vice-President (Academic).

Termination of the appointments by the academic staff member prior to the end of the term will normally require sufficient notice to the University to enable the entry/return to the primary academic appointment, if applicable.

Termination of the appointment by the University will require appropriate notice to enable the academic staff member to enter/return to the primary academic appointment, if applicable. Where the University is terminating the appointment in such a way as to sever the employment of the academic staff member, consultation with Human Resources should take place prior to the termination to determine the appropriate amount of notice or pay in lieu of notice, if applicable. Termination of the appointment by the University shall only occur upon recommendation by the University President and with the approval of the Board of Governors.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.
- 3.2 The Associate Vice-President (Human Resources) is responsible for the communication, administration and interpretation of this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) 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 July 1, 2032.
- 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 Appointment of Deputy Academic Administrators Policy (dated April 15, 1991).

Part VII Cross References

[Deans of Faculties and Directors of Schools of the University: Appointments and Review Policy](#)