



UNIVERSITY OF MANITOBA POLICY

POLICY:	DEANS OF FACULTIES, DIRECTORS OF SCHOOLS OF THE UNIVERSITY, AND COLLEGE DEANS
Effective Date:	March 19, 2024
Revised Date:	
Review Date:	March 19, 2034
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, Section 16(1)(b)</i>
Responsible Executive Officer:	President
Delegate:	Provost and Vice-President (Academic)
Contact:	Provost and Vice-President (Academic)
Application:	Senior Administrative Academic Staff

Part 1 Reason for Policy

- 1.1 To identify the authorities vested in the senior academic and administrative officers of Faculties, Divisions, Colleges, and Schools of the University, along with a statement of their respective duties and reporting lines.

Part 2 Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Policy:
- (a) **“College”** means a Professional College as defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
 - (b) **“College Dean”** means the head of a College and is the senior academic and administrative officer of the College.

- (c) **“Dean”** or **“Faculty Dean”** means the head of a Faculty and is the senior academic administrative officer of the Faculty.
- (d) **“Director”** means the head of a School and is the senior academic administrative officer of the School.
- (e) **“Faculty”** means:
 - (i) a Faculty as defined under the Definitions of Academic Units Policy and as identified as a Faculty in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy; or
 - (ii) a Division as defined under the Definitions of Academic Units Policy and as identified as a Division in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
- (f) **“Policy”** means this “Deans of Faculties, Directors of Schools of the University, and College Deans” Policy.
- (g) **“School”** means a “School of the University” as that term is defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy. It does not include Schools of a Faculty or College.
- (h) **“Senior Administrative Academic Staff”** has the same meaning as defined in the Employee Organizations and Employment Groups Procedure.

Office and Reporting

- 2.2 There shall be a Dean of each Faculty who shall be the senior academic and administrative officer of that Faculty. The Dean shall be responsible to the President in the administration of the Faculty and shall report to the Provost and Vice-President (Academic).
- 2.3 There shall be a Director of each School who shall be the senior academic and administrative officer of the School. The Director shall be responsible to the President in the administration of the School and shall report to the Provost and Vice-President (Academic).
- 2.4 There shall be a College Dean of each College who shall be the senior academic and administrative officer of the College. Subject to section 2.5 of this Policy, the College Dean shall be responsible to the President in the administration of the College and shall report to the Dean of the Faculty to which the College is affiliated.

- 2.5 At the discretion of the President, having considered all factors as identified in section 2.16 of the Procedure and on recommendation from the Provost and Vice-President (Academic), a Dean, Director, or College Dean may hold an appointment as the Dean, Director, or College Dean of more than one Faculty, School, or College. Where such appointments would create a conflict or perception of conflict in reporting line under section 2.4 of this Policy, the College Dean shall report directly to the Provost and Vice-President (Academic) with respect to the administration of the College and the powers and duties identified in sections 2.6 and 2.8 of this Policy.

Powers and Duties

- 2.6 The Dean of a Faculty, Director of a School, and College Dean shall have the following powers and responsibilities in relation to their respective academic units:
- (a) exercise general supervision and direction over the Faculty/School/College, including its staff and the students registered in the Faculty/School/College;
 - (b) be the channel of official communication to and from the Faculty/School/College;
 - (c) have the right to call and chair all meetings of the Faculty/School/College Council and of department councils within the Faculty/School/College, subject to the right of the President to preside at any such meeting;
 - (d) have the right to call and chair all meetings of the Executive Committee, if any, of the Faculty/School/College Council;
 - (e) be a member ex-officio of all department councils within the Faculty/School/College and of all committees of the Faculty/School/College Council;
 - (f) have access to all records of the Faculty/School/College;
 - (g) deal appropriately with every complaint pertaining to the Faculty/School/College lodged with the Dean/Director/College Dean by any person;
 - (h) be responsible for the supervision, subject to the regulations and rulings of the Faculty/School/College Council and the Senate, of the program of studies for every student registered in the Faculty/School/College;
 - (i) recommend to the President the appointment, promotion, tenure, change of service, discipline, retirement, and dismissal, of the members of the staff of the Faculty/School/College;

- (j) recommend to the President or to the Senate, or to both, any project which the Dean thinks advantageous to the Faculty/School/College;
- (k) prepare and submit to the proper officer of the University all announcements of the Faculty/School/College to be included in the calendar or calendars of the University;
- (l) prepare an annual budget for the Faculty/School/College, and present a written report on the work of the Faculty/School/College during the preceding year, in accordance with sections 2.7 and 2.8 as applicable;
- (m) support the University's mission, vision, and uphold core institutional values;
- (n) support the University's commitments to Indigenous Peoples and communities;
- (o) steward the financial, physical, human, and other resources of the Faculty/School/College in an ethical manner and in compliance with applicable governing documents, regulatory requirements, and financial controls;
- (p) do such other things, exercise such other powers, and perform such other duties and services as may from time to time be properly prescribed or requested of the Dean/Director/College Dean by the appropriate authority.

2.7 The Dean/Director shall:

- (a) Prepare an annual budget for the Faculty/School with such assistance from the members of the staff or committees as the Dean/Director may call for and with input from the Faculty/School Council, and submit the budget to the President, or to such person or persons, as the President may designate; and
- (b) Present to the President at the end of each academic year a written report on the work of the Faculty/School during the preceding year, as well as the state and needs of the Faculty/School;
- (c) Submit the report on the work of the Faculty/School and a summary of the Faculty/School budget to Faculty/School Council and Senate for information.

2.8 The College Dean shall:

- (a) Prepare an annual budget for the College with such assistance from the members of the staff or committees as the College Dean may call for and with input from the College Council, and submit the budget to the Faculty

Dean, or to such person or persons as the Faculty Dean may designate;
and

- (b) Present to the Faculty Dean at the end of each academic year a written report on the work of the College during the preceding year, as well as the state and needs of the College.
- (c) Share the report on the work of the College and a summary of the College budget to the College Council for information.

Delegation

- 2.9 The Dean, the Director, and the College Dean may delegate any of their powers, duties and functions as they see fit and prescribe conditions governing the exercise of any delegated power, duty and function, including the power of sub-delegation.
- 2.10 While a Dean, Director, or College Dean may elect to delegate authority to other academic administrators within their Unit, he/she/they must retain responsibility for the overall direction of their Faculty, School, or College, and is ultimately responsible for all administrative decisions within his/her/their jurisdiction and authority.

Part 3 Accountability

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

Part 4 Secondary Documents

- 4.1 The Approving Body may approve Procedures which are secondary to and comply with this Policy.

Part 5 Review

- 5.1 Governing Document reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 1, 2034.
- 5.2 In the interim, this Policy may be revised or rescinded 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 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 6

Effect on Previous Statements

- 6.1 This Policy supersedes:
- (a) all previous Board/Senate Bylaws, Regulations, Rules, Policies and Procedures, and resolutions on the subject matter contained herein; and
 - (b) the previous Faculty/School/College Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein.
 - (c) Bylaw: Directors of Schools of the University, effective January 1, 2008;
 - (d) Bylaw: Deans of Faculties, effective January 1, 2008.

Part 7

Cross References

- 7.1 This Policy should be cross-referenced to the following relevant Governing Documents, legislation, and/or forms:
- (a) Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review Procedure;
 - (b) Conflict of Interest Policy and Procedure;
 - (c) Definitions of Academic Units Policy;
 - (d) Employee Organizations and Employment Groups Policy and Procedure;
 - (e) Executive Group and Academic Administrative Appointments – Academic Staff;
 - (f) Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Bylaw;

(g) Term of Appointment and Tenure Policy.