

SENATE ORIENTATION MANUAL

2024 - 2025



**University
of Manitoba**

OFFICE OF THE UNIVERSITY SECRETARY

<https://umanitoba.ca/governance>

SENATE ORIENTATION MANUAL

2024-2025

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Guiding Statements

1 GUIDING STATEMENTS

1.1 Introduction

Prior to the late 1980's, universities saw no need to articulate missions and visions as the important roles that universities played were taken for granted - in summary the "public good" of universities was unquestioned. Increasingly some began to question the public investment in universities and the lack of accountability. With this change in public attitudes, came the realization on the part of universities that the development of mission, vision and value statements, and the articulation of core principles were important and desirable components of accountability.

1.2 Mission

We advance learning by creating, sharing, preserving, and applying knowledge in partnership with diverse communities to promote the cultural, social, and economic well-being and health of Manitoba, Canada, and the world.

The core identity of the University of Manitoba has changed over its 145 years of existence. By affirming the value of the classical curriculum taught in the affiliated Colleges, by appointing instructors in the natural sciences as its first teaching professors, by incorporating professional colleges such as Medicine, Pharmacy, and Agriculture, and by adopting many other changes, both large and small, the University became a North American "multiversity." The multiversities are the research universities of Canada and the United States - pluralistic institutions that draw on philosophic traditions and practices that emphasize undergraduate education in the liberal arts, research and graduate training in all areas but especially in the applied and basic sciences, and serve society by providing the opportunity for higher education to all who are qualified, not just to an elite socioeconomic class as universities did in the past (Kerr, 1995).

Multiple *foci* of activity and interest in a university are manifestations of internal complexity and differing philosophies about the purpose of the university, and yet this diversity is no obstacle to the formation of university identity. Every Canadian university can identify its purpose and define the principles that guide it in achieving its mission, although latterly it has been desirable to do so explicitly rather than implicitly. The University of Manitoba followed the same trend as its sister universities across the nation in this regard and articulated its purpose formally, a purpose to which it has subscribed throughout its long history. The Board of Governors first approved the University's mission statement in 1993, thereby demonstrating constancy and commitment to the purpose of this institution.

The University of Manitoba was established less than a decade after the province was born and has grown and evolved along with the province. Over 140 years later, we remain "Manitoba's university," with close connections to its people and communities and a strong desire to preserve while at the same time nurture and grow these bonds. Our strong interest in working with and serving Indigenous communities is an important case in point. We believe that education has transformative power for the individual student, their families and communities. There is more that we can contribute to Indigenous peoples and communities and we will work with them to determine how we can best contribute to meeting their needs. Similarly, we are committed to being an active contributor to solutions to the challenges faced by our province and its citizens,

and in the enduring discourse about how to shape its future. We do not believe we should work in isolation but should explore opportunities for cooperation and collaboration both within the university community and beyond it – with our partners in the community, in government, and in other post-secondary institutions.

We also have become part of the global community, welcoming faculty and students from other countries along with the unique perspectives they offer and considering how our experiences and viewpoints together can benefit the world. We live in a world of extraordinary potential and countless interconnections that can “contribute to cultural, social and economic well-being.”

1.3 Vision

The University of Manitoba will be a vibrant and thriving community, enriched by Indigenous knowledges and perspectives. We will lead change for a better Manitoba and world.

1.4 Core Values

The University has identified a common set of ideals that are required to achieve its vision. The University of Manitoba core values include:

Belonging

Curiosity

Impact

Integrity

Well-being

1.5 Strategic Themes and Goals

[MOMENTUM: Leading Change Together, University of Manitoba Strategic Plan 2024-2029](#) was endorsed as a planning document by Senate on February 7, 2024, and the Board of Governors on February 27, 2024. The *Strategic Plan* identifies three strategic themes, each with a set of strategic goals that centre the collective intentions of the institution.

Creating knowledge that matters

Empowering learners

Reimagining engagement

University Governance

2 GOVERNANCE SYSTEM

2.1 Bicameral Governance System

The University of Manitoba Act is the legislation that defines the governance of the University of Manitoba. Ours is a *bicameral* system of governance - with the Board of Governors as the governing body and the Senate as the academic body. Almost all Canadian universities are based on a *bicameral* system which is more comparable to the federal government system than to governance in for profit or not-for-profit corporations.

One of the mechanisms to assure communications between the Board of Governors and the Senate is the cross-appointment of members. *The University of Manitoba Act* provides that three members of the Board of Governors are elected by Senate and that two members of Senate are elected by the Board of Governors. In addition, the President and the Chancellor are members of both the Senate and the Board. Although not required under *The Act*, Senate has also specified that one member of the Senate Executive Committee be elected by the Board of Governors.

A detailed chart showing the respective and related jurisdictions of the Board and Senate can be found on the Governance website (<https://umanitoba.ca/governance/>) grouped under the following subject headings:

1. Jurisdiction
2. Academic Matters
3. Administrative Matters
4. Organization

The chart also contains references to applicable sections of *The Act*. It is important to note that, in many cases, the Board and Senate have delegated powers to officers, councils, and committees.

2.2 Powers of Senate

Under *The University of Manitoba Act*, Senate has general charge of all matters of an academic nature. Senate's powers include the power to:

- establish faculty and school councils (and other bodies within the University), and delegate to them such powers/duties as Senate deems expedient
- hear appeals from decisions of faculty and school councils
- determine courses of study and locations where courses are offered/taught
- determine all matters relating to
 - teaching (including dates of academic terms)
 - examinations
 - degrees (including honorary degrees, diplomas and certificates)
 - conditions of matriculation, entrance and standing for students
 - management and conduct of libraries
- make rules and regulations respecting academic awards
- make recommendations to the Board on
 - building program
 - budget policies

- procedures for academic staff appointments, promotions, salaries, tenure and dismissals
- establishment of/abolition of/changes to faculties, schools, institutes, departments, chairs, lectureships, bursaries, fellowships, and prizes
- establishment of/abolition of colleges (including affiliated colleges)
- contracts with other organizations respecting joint instruction, or instruction/examination of the other organizations' students
- any other matters the Senate considers to be of interest to the University

2.3 Powers of the Board

The Board of Governors is the governing body of the University and may exercise in the name of the University any powers conferred on the University as a body corporate (and which are not reserved to Senate). The Board's powers include the power to:

- establish/maintain/abolish/change colleges (including affiliated/associated colleges), schools, institutes, faculties, departments, chairs and courses of instruction to enable the University to carry on its work*
- establish/abolish/change lectureships, bursaries, fellowships, and prizes*
- buy/receive/sell/mortgage/lease real and personal property
- decide what building construction is necessary for University purposes*
- appoint the president/vice-president/deans/directors/etc. Determine their: salaries; powers/duties; tenure of office/employment; dismissal; and pensions/retiring allowances*
- set all fees and charges to be paid to the University
- ensure investment of University money (based on prudent person principles and taking into account any trust conditions)
- make regulations respecting and prohibiting parking or leaving of vehicles on campus
- permit/deny use by other organizations of: "Manitoba" (in institutions of learning), the university's coat of arms or crest
- establish budget policies* (the Board also approves the final budget)
- exercise disciplinary jurisdiction over students. Decide finally upon all matters of university policy. Settle questions respecting the powers/duties of convocation, senate, chancellor, president or any other officer/servant of the university
- provide for contracts with other organizations respecting joint instruction, or instruction/examination of the other organizations' students

**The Senate has the express power to make recommendations respecting these matters (and on any other matters which Senate considers to be of interest to the University).*

The University of Manitoba Act RSM 1987, c.U60

Jurisdiction of the Board and Senate

A. Jurisdiction

A.1 Subject: General

Board of Governors

- s.7 Governing body of UM.
- s.16(1) May exercise in the name of and on behalf of UM any or all powers, authorities and privileges conferred on the university as a body corporate (by this Act or any other Act).

Senate

- s.25 Academic Body of UM.
- s.34(1) General charge of all matters of an academic character.

Board of Governors

- s.17 Even where Senate (or any other body of person) is given power to make recommendations to the Board re: any matter, the Board may (of its own motion and without any recommendation) exercise its **plenary powers** re: that matter.

Senate

- s.34(1)(s) Shall make recommendations to the Board re:
 - (1) academic planning, campus planning,
 - (2) a building program,
 - (3) budget policies
 - (4) procedures re: appointments, promotions, salaries, tenure and dismissals, and
 - (5) any other matters considered by Senate to be of interest to UM.

Note: ss.34(1)(l),(m),(n),(o), and s.34(3) also refer to Senate recommendations to the Board. These are set out elsewhere in this document.

- s.34(4) Every recommendation of the Senate to the Board shall be sent to the Board.

A.2 Subject: Actions/Questions/ Appeals

Board of Governors

- s.16(1)(h) May hear appeals from any decision of any officer, body or organization, of or in the University, by any person affected thereby, and decide finally upon all matters of university policy.
- s.16(1)(d) May exercise disciplinary jurisdiction over students (power to fine, suspend or expel).
- s.18 Settle and determine any questions which arise re: the powers/duties of convocation, senate, council, chancellor, president or any other officer/servant of UM.

Senate

- s.34(1)(v) Shall hear and determine appeals from the decisions of the faculty or school councils, upon applications, requests or petitions by students or others.

B. Academic Matters

B.1 Subject: Faculty/School Councils

Senate

- s.34(1)(d) Shall:
 - (1) establish **faculty and school councils**, and other bodies within the University,
 - (2) prescribe how they shall be constituted, and
 - (3) give them such powers/duties as the Senate deems expedient.
- s.34(1)(ee) Shall consider all matters referred to it by a faculty council and communicate an opinion or action taken thereon to the faculty council.
- s.34(1)(u) Shall exercise any power of a faculty or school council that the senate considers desirable to exercise.

B.2 Subject: Faculties/Schools/ Departments/ Awards, etc.

Board of Governors

- s.3 Establish and maintain such ..., schools, institutes, faculties, departments, chairs ... as to the Board seem meet.
- s.16(1)(e) May determine upon and provide for:
 - (1) the establishment of
 - (2) abolition of
 - (3) any changes in faculties, departments, chairs, lectureships, bursaries, scholarships, fellowships and prizes.

Senate

- s.34(1)(1) Shall recommend to the Board the establishment of, or the abolition of, or any changes in faculties, ...schools, institutes, departments, chairs, lectureships, bursaries, scholarships, fellowships and prizes.
- s.34(1)(r) Shall make rules and regulations respecting academic awards.

B.3 Subject: Courses/ Instruction/ Examination

Board of Governors

- s.3 Establish and maintain such ... **courses of instruction** as to the Board seem meet.

Senate

- s.34(1)(e) Shall receive, consider and determine on any proposal/recommendation of any faculty or school council (or other body established by Senate) re: **courses of study** and related matters.
- s.34(1)(f) and 34(2) Shall, of its own motion and without any recommendation consider and determine all courses of study and related matters - but before enacting any such regulation, it must be referred to the appropriate faculty or school council for consideration and report thereon.

- s.34(1)(i) Shall provide for courses of study anywhere in Manitoba, and encourage/develop extension activities and correspondence courses.
- s.34(1)(j) Shall have power to recognize courses of study given by other Manitoba colleges/universities not affiliated with UM, and admit students (who have taken such courses of study) to UM examinations.
- s.34(1)(p) Shall determine the dates for the beginning and ending of lectures each UM term.
- s.34(1)(t) Shall determine procedures/policy re: lecturing and teaching on U premises by persons other than UM staff members.
- s.34(1)(h) shall:
 - determine conditions on which candidates shall be received for **examinations**
 - appoint examiners
 - determine the conduct/results of examinations.

Board of Governors

- s.4(1)(o) UM may enter into agreements with any incorporated society or association in the province for the establishment and maintenance of a joint system of instruction.

Senate

- s.34(1)(n) Shall recommend to the Board agreements with any incorporated society or association in the province for the establishment and maintenance of a joint system of instruction.

Board of Governors

- s.4(1)(p) UM may:
 - (1) enter into agreements with any incorporated society or association in the province that has power to prescribe examinations for admission to, or registration upon the roll of, the society or association,
 - (2) conduct the examinations and report the results thereof,
 - (3) prescribe courses of study therefor and conduct related classes of instruction.
- s.4(1)(q) UM may enter into agreements with any incorporated university or college for:
 - (1) the instruction of their students in their courses by one or more UM faculties,
 - (2) the conduct of examinations by UM
 - (3) the degrees to be granted by UM to such students
 - (4) representation of incorporated university/college on the UM Senate and other UM academic bodies,
 - (5) the use and combining of facilities,
 - (6) other matters of mutual concern

Senate

- s.34(1)(o) Shall recommend to the Board such agreements described in 4(1)(p) and 4(1)(q).

B.4 Subject: Degrees, Entrance, Standing, etc.

Senate

- s.34(1)(b) Shall determine;
(1) degrees (including honorary degrees, diplomas and certificates) to be granted by the University, and (2) the persons to whom they shall be granted.
- s.34(1)(c) Shall determine the conditions of **matriculation** and **entrance**, the **standing** to be allowed students entering the University and related matters.

B.5 Subject: UM Calendars

Senate

- s.34(1)(k) Shall prepare the UM calendars for publication.

B.6 Subject: Libraries

Senate

- s.34(1)(q) Shall make rules and regulations for the management and conduct of the libraries.

Board of Governors

- s.35 May designate as an associated college any incorporated college with which UM enters into an agreement for the management and conduct of the libraries.

Senate

- s.34(3) May recommend that UM enter into an agreement with an incorporated university or college for the management and conduct of the libraries (and the terms of the agreement).

B.7 Subject: Convocation

Board of Governors

- s.41 Members of Board are also members of Convocation.

Senate

- s.41 Members of Senate are also members of Convocation.
- s.43 Senate by resolution fix dates for meetings of convocation.

B.8 Subject: Colleges

Board of Governors

- s.3 Establish and maintain such **colleges** ... as to the Board may seem meet.

Senate

- s.34(1)(l) Shall recommend to the Board the establishment of, or the abolition of, or any changes in....consistent college...

Board of Governors

- s.4(1)(n) UM may **affiliate** with the University any college established in the province for the promotion of arts and science, or for instruction in law, medicine, engineering, agriculture, or in any other useful branch of learning, and **dissolve** any such affiliation.
- s.56 May, of its own motion, dissolve the affiliation of Le Collège de St. Boniface, St. John's College, or St. Paul's College if any of those colleges:
(1) enter into an affiliation with any other college or university (except re: theology or divinity); or

- (2) consent to the dissolution with the approval of the Lieutenant Governor in Council.

Note: s.70 The University of Manitoba Act prevails over the act of incorporation of any college affiliated with the university (where there is a conflict)

Senate

- s.34(1)(m) Shall recommend to the Board the:
 - (1) affiliation or association with the UM of any Manitoba College.
 - (2) dissolution of any affiliated or associated Manitoba colleges.

Board of Governors

- s.35 May designate as an associated college any incorporated college with which UM enters into an agreement for the management and conduct of the libraries.

Senate

- s.34(3) May recommend that UM enter into an agreement with an incorporated university or college for the management and conduct of the libraries (and the terms of the agreement).

C. Administration and Miscellaneous Matters

C.1 Subject: Annual Report

Board of Governors

- s.22 Shall make an annual report to the Lieutenant Governor in Council and send it to the Minister of Education.

C.2 Subject: Attaining Purposes, Objects

Board of Governors

- s.4(1)(i) Decides what arrangements UM may enter into with persons or authorities (e.g., government, public, private) that it deems conducive to the attainment of the purposes and objects of UM (or any of them) and what rights, privileges, and concessions from those persons or authorities the Board thinks is desirable.

C.3 Subject: Fees

Board of Governors

- s.16(1)(c) May fix and determine all fees and charges to be paid to the University.

C.4 Subject: Human Resources

Board of Governors

- s.61(1)(3) Mandatory retirement (Board By-law).
- s.4(1)(r) May prescribe terms and conditions for the payment of money directly or indirectly, as contribution toward **pensions, annuities, retiring allowances, and gratuities** for UM employees.
- s.16(1)(b) May **appoint** president, such vice-presidents as advisable, deans, librarian, comptroller, members of academic staff*, all such officers, clerks, employees and servants as the Board may deem necessary; fix their salaries/remuneration; identify their powers/duties; fix their tenure of office/employment.

- *s.16(2) Academic staff can only be **dismissed** in accordance with Board by-laws/rules/regulations - changes to Board by-laws/ rules/regulations which adversely affect the tenure of a member of academic staff to take effect in the year following that in which the amendment is made or the end of the academic staff member's special appointment term, whichever is later

Senate

- s.34(s) Shall make recommendations to the Board re: **procedures** re: appointments, promotions, salaries, tenure and dismissals.

C.5 Subject: Investments

Board of Governors

- s.5(1) May, by-law or resolution, transfer to one common investment fund (**The University Investment Trust Fund**) all or part of the monies/securities owned or held by UM in trust.
- s.5(6) May, as monies are available, at any time transfer from the investment fund to a participating fund an amount not exceeding the balance to the credit of that participating fund.

C.5 Subject: Parking

Board of Governors

- s.16(1)(h) May make regulations respecting and prohibiting the parking or leaving of vehicles on campus (including parking fees and charges, and the removal and impoundment of vehicles).

C.4 Subject: Property

Board of Governors

- s.4 The University may buy/receive/sell/etc. property. The following excerpts are provided for information:
- s.4(1)(a) Receive or acquire grants, purchases, leases, gifts, devices, bequests, etc. of real or personal property.
- s.4(1)(b) Sell/lease/mortgage/etc. real or personal property.
- s.4(1)(c) Invest University money (using prudent person principles and taking into account any trust conditions applying to particular assets).
- s.4(1)(f) Decide what building erection/construction is necessary or convenient for UM purposes.

Senate

- s.34(1)(s) Shall make recommendations to the Board with respect to...campus planning, a building program...

C.5 Subject: Use of ...

Board of Governors

- s.63(1) Board authority required re use of coat of arms or crest.
- s.63(2) Board authority required re use of word "Manitoba" in institutions of learning.

D. Governance Organization

D.1 Subject: Composition

Board of Governors

- s.8 The Board of Governors shall be composed of 23 members as follows:
 - a) 12 members appointed by the Lieutenant Governor in Council, of whom three must be students of the university;
 - b) Three members elected by the graduates of the university from among the graduates of the university;
 - c) Three members elected by the senate from among the members of the senate;
 - (c.1) three students of the university appointed by The University of Manitoba Students' Union;
 - d) The president;
 - e) The chancellor.

Senate

- s.25 The Senate shall be composed of:
 - a) the president;
 - b) the chancellor;
 - c) the vice-presidents of the university;
 - d) the dean of each faculty of the university;
 - e) the director or each school of the university having a school council;
 - f) the Director of Extension of the university or, if none, the officer exercising comparable functions;
 - g) the Director of Libraries of the university;
 - h) the dean or director of students affairs of the university or, if none, the officer exercising comparable function;
 - i) the head of each constituent or member college;
 - j) the vice-deans of the Faculty of Arts and Science;
 - k) two persons appointed by the board from amongst its members other than those who are otherwise members of the senate;
 - l) 28 persons elected by, and from amongst, the students of the university in the method determined under clause 34(1)(cc), and, in addition, the president of the University of Manitoba Students' Union;
 - m) the persons elected under section 27;
 - n) members at large appointed under subsection 27(4);
 - o) the head of each affiliated college;
 - p) the Deputy Minister of education, or his designate.
- s.27(1) Each faculty council and each school council shall annually elect such number of persons to be members of senate as the senate has determined the faculty council or school council is entitled to so elect.
- s.27(4) a person elected as provided in this section, who has been elected by senate to the board and whose term of office on senate expires before his term of office on the board, shall be appointed by senate to be a member-at-large of senate for the remainder of his term on the board unless he is re-elected to the senate.

D.2 Subject: Appointment/Election of Members

Board of Governors

- s.16(1)(f) re: election of three graduates to Board.
- s.26(1)(k) Shall appoint to Senate two persons from amongst its members (other than those who are otherwise members of Senate). s.37(h) Board members who are appointed by Lieutenant Governor in Council or elected by UM graduates or Senate are also members of The University and Community Council.*

Senate

- s.34(1)(a) re: election from faculty/school councils, students – See sections (aa), (bb), (cc), (dd).
- s.34(1)(w) Shall elect from amongst its members three persons to be members of the Board.
- s.34(i) Shall appoint three members of the Senate to be members of the University and Community Council.
- s.34(1)(ff) Shall appoint from amongst its members persons to be members of a joint committee of Senate and the University and Community Council.

D.3 Subject: Removal of Members

Board of Governors

- s.24 The Lieutenant Governor in council, may, for cause, remove from office any appointed member of the board and, upon the recommendation of the board, any elected member thereof.
- s.10(1) A Board member ceases to be a member of the Board if he/she is absent for three consecutive board meetings without just cause or is incapable of acting. A declaration of existence of the vacancy is entered on the board minutes (and is conclusive proof thereof).

Senate

- s.29 Any appointed or elected member of the senate may be removed from office at any time by the body that appointed or elected him.

D.4 Subject: Committees

Board of Governors

- s.16(1)(g) May appoint such **committees** as it may deem necessary and confer upon any of the committees power and authority to act for the board in and in relation to such matters as the Board may deem expedient.

Senate

- s.34(1)(x) Shall appoint such **committees** as it deems necessary and confer upon any of the committees power and authority to act for the Senate in and in relation to such matters as senate deems expedient and appoint such other committees as Senate deems expedient to act in an advisory capacity.
- s.34(1)(y) Shall elect an Executive Committee.

Committee of Election

- ss.46-50 Committee of Election to elect chancellor composed of members of Board and Senate.

*Note: The University and Community Council has not been operational in over 40 years.

D.5 Subject: Meetings

Board of Governors

- s.16(1)(a) May provide for the regulation and conduct of its meetings and proceedings, and fix quorum.
- s.19 **Action of the Board = by resolution or by-law.**

Senate

- s.34(1)(a) Shall provide for the regulation and conduct of its meetings and proceedings, and fix quorum.

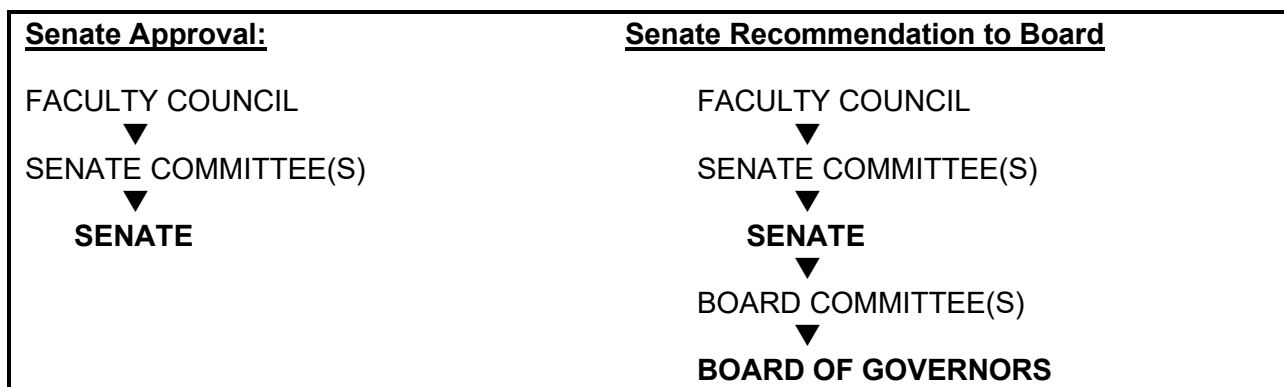
2.4 The Process of Approval by Senate and the Board

- Matters on which Senate deliberates normally are initiated from recommendations by Faculty Councils and/or Senate committees. Senate may approve outright those matters within its exclusive jurisdiction. Senate may recommend to the Board on those matters which is within Senate's jurisdiction to recommend to the Board of Governors.
- Matters on which the Board deliberates normally are initiated by Board bylaws, University Administration recommendations, or by Senate recommendations.

Although the Board may make decisions on those matters within its power (whether or not Senate makes a recommendation), it would be most unusual for any university board not to hear what the Senate might have to say on an issue that the Senate regards as important. This dialogue between the Board and Senate is fundamental to university bicameral governance. Senate has the academic knowledge and expertise to inform the board about the impact their potential decisions would have on teaching and research. The Board in turn can focus on whether:

- a) *the action is consistent with the University's mission, vision, values and core principles statements*
 - b) *the strategic plan supports the recommended action*
 - c) *there are sufficient human and financial resources to support the recommended action*
 - d) *there are contractual or other factors which will affect a Board decision.*
- The following flowcharts show the basic approval processes for matters which are submitted to the Senate for consideration:

Figure 1. Basic approval processes for matters submitted to the Senate for consideration.



Two of the more complex approval processes at the University involve the establishment of new programs and the budget approval process. Information on the undergraduate program approval process outlined on the next few pages shows in detail the interdependence of the Board, the Senate, and the University Administration the University's bicameral governance system.

Graduate Programs

The next page outlines the current approval process for new graduate programs. A new program is a program that is newly established and implemented by a Manitoba post-secondary institution, or one that contains significant modifications from a pre-existing program; for example, a program for which a new credential is awarded.

Please contact the Dean, Faculty of Graduate Studies, for additional information.

- Dean Kelley Main (Kelley.Main@umanitoba.ca, 204-474-9887)

Units wishing to develop proposals for new graduate programs are also encouraged to contact one of the following offices with questions or for advice on documentation that would be required as part of the proposal:

- Jennifer Marchant, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) (Jenn.Marchant@umanitoba.ca, 204-474-8105)

or

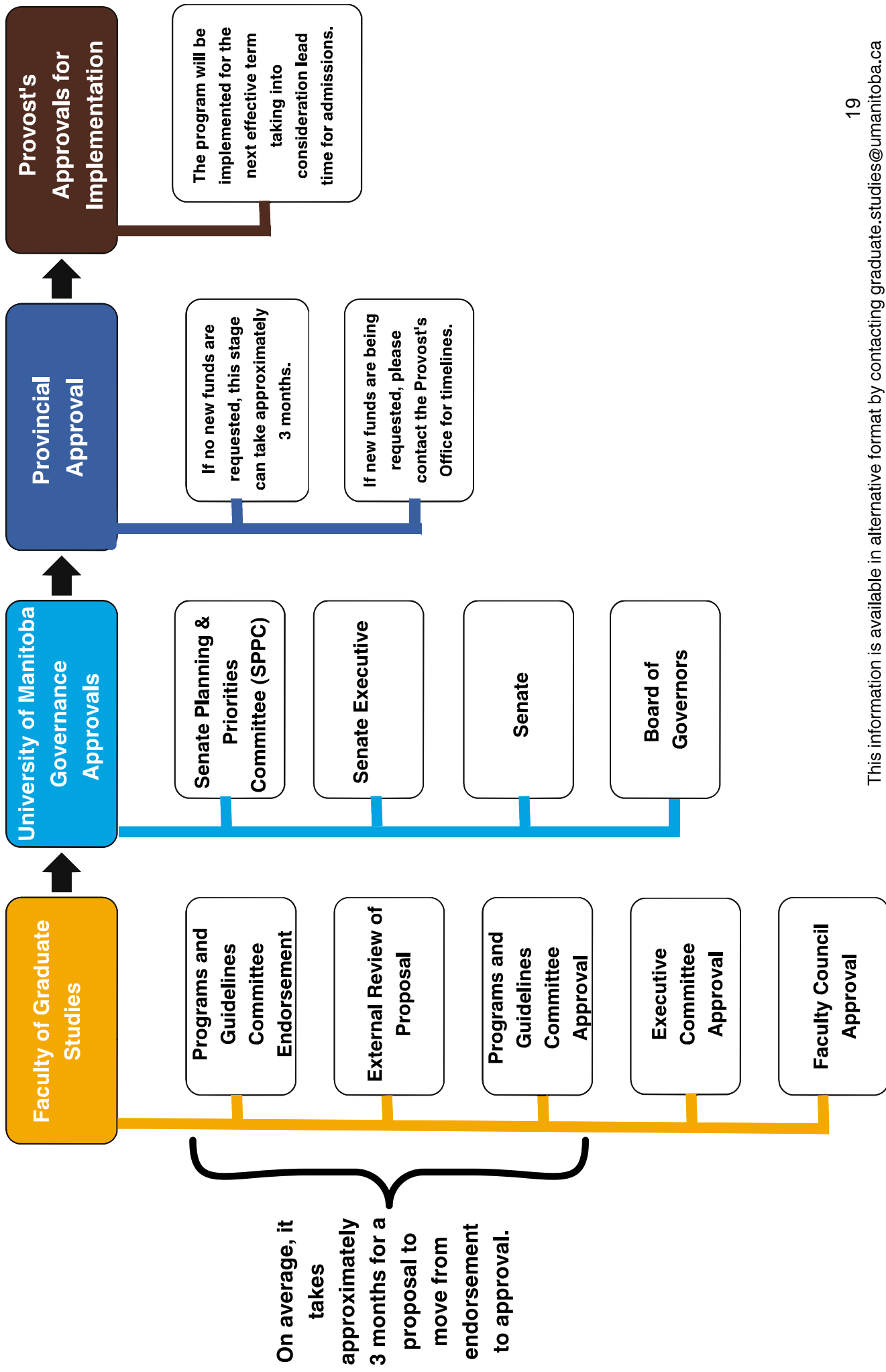
- Shannon Coyston, Associate University Secretary (Senate), Office of the University Secretary (Shannon.Coyston@umanitoba.ca, 204-474-6892)

University of Manitoba New Program Proposal Process

Please allow for **at least 18-24 months** for complete approval and implementation of the program.

Faculty of Graduate Studies committee meeting dates and times are available at <http://umanitoba.ca/sharepoint.com/sites/fgshub/SitePages?Governance.aspx#>

University of Manitoba Administrative committee meeting dates and times are available at <http://umanitoba.ca/admin/governance/meetings/index/.html>.



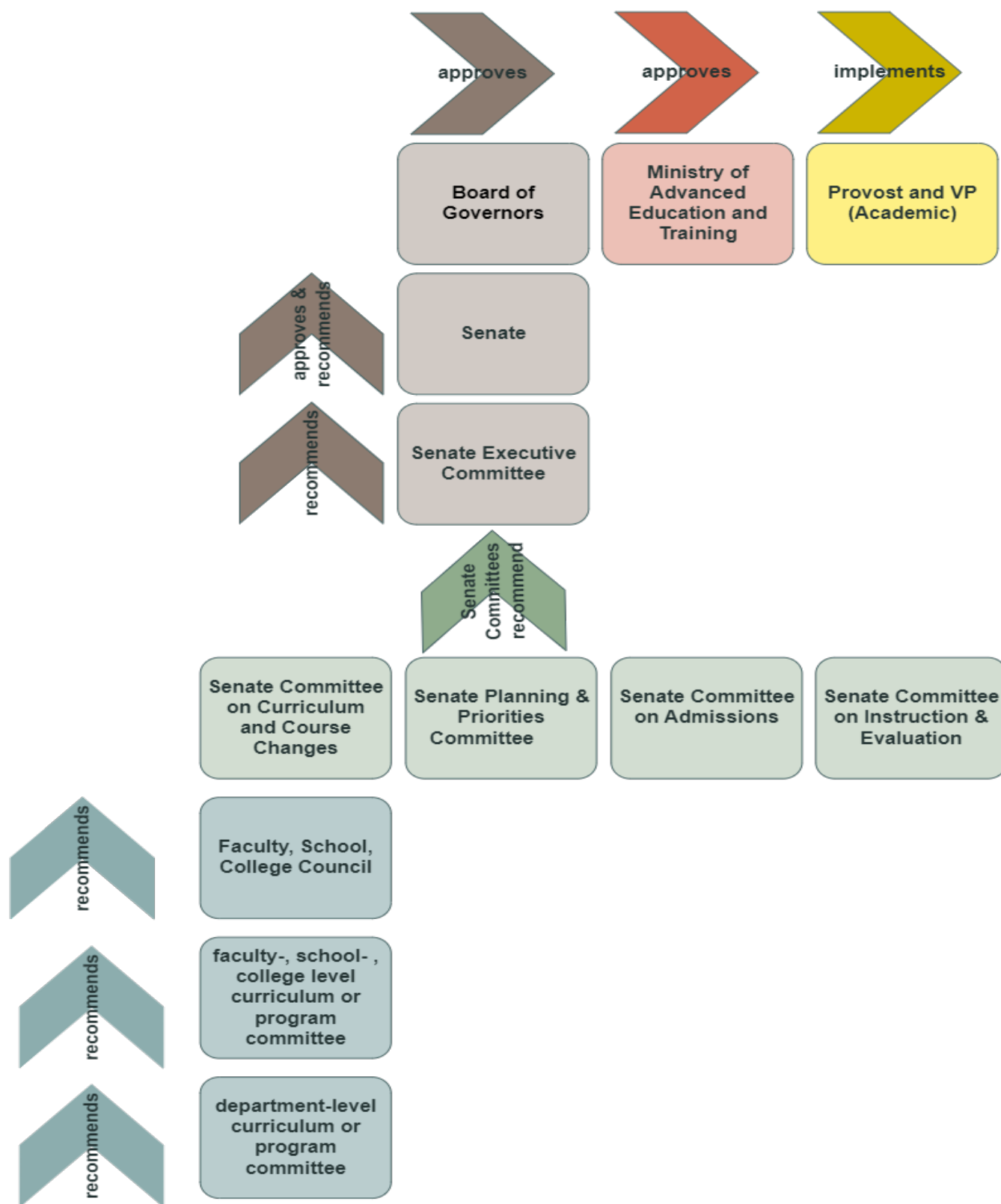
Approval Process – New Undergraduate Degree Programs

The diagram on the next page shows (Figure 3) the approval process for undergraduate degree programs, including proposals for a new credential (e.g., Bachelor of XXXX DISCIPLINE) or a new major within an existing degree program. Approval of proposals for other types of programs, including for a new Concentration or Minor or non-degree program (e.g., Certificate, Diploma, Postbaccalaureate Diploma, Micro-Certificate/Diploma) follow a similar approval process, with the Faculty/School/College Council, the Senate, or the Board being the final approving body. See the [Certificate and Diploma Framework](#) for information on the approvals required for non-degree programs. Before beginning the process, units should discuss their plans with the Dean/Director of the Faculty/School/College and with the Vice-Provost (Academic Planning and Programs). Following these discussions, units are required to prepare a one-page statement of intent, for further discussion and consultation with the Vice-Provost (Academic Planning and Programs), following which the unit will be provided with a template for the program proposal. To initiate a discussion with the Vice-Provost's office, contact [Dr. Greg Smith Vice-Provost \(Academic Planning and Programs\)](#) or [Jennifer Marchant, Academic Programs Specialist](#).

Note that proposals for new degree programs require review by Manitoba Advanced Education and Training prior to implementation by the Office of the Provost and Vice-President (Academic). For additional details, see: [New undergraduate programs \(sharepoint.com\)](#).

Approval of proposals for other types of programs, including for a new Concentration or Minor or non-degree program (e.g., Certificate, Diploma, Postbaccalaureate Diploma, Micro-Certificate/Diploma) follow a similar approval process, with the Faculty/School/College Council recommending the proposal to the Senate, and with either Senate or the Board being the final approving body. See the [Certificate and Diploma Framework](#) for information on the approvals required for non-degree programs.

Figure 3. Approval Process – New Undergraduate Degree Programs



Senate Organization

3. SENATE ORGANIZATION

3.1 Composition

Membership on Senate is as detailed in Section 26(1) of *The University of Manitoba Act* (the “Act”):

Ex officio members are:

- (a) the President;
- (b) the Chancellor;
- (c) the Vice-Presidents of the University;
- (d) the Dean of each Faculty of the University;
- (e) the Director of each School of the University having a school council;
- (f) the Director of Extension of the University or, if none, the officer exercising comparable functions;
- (g) the Director of Libraries of the University;
- (h) the Dean or Director of Students Affairs of the University or, if none, the officer exercising comparable functions;
- (i) the Head /Dean of each constituent or member College;
- (j) the Vice-Deans of the Faculty of Arts and Science;
- (k) the Head of each affiliated College;
- (l) the Deputy Minister of Advanced Education and Training, or designate.

Elected members are:

- (m) the persons elected by Faculty and School Councils, including five Indigenous Senators elected at-large by the Faculty and School Councils;
- (n) 28 persons elected by, and from amongst, the students of the University and, in addition, the President of the University of Manitoba Students’ Union.

Appointed members are:

- (o) two persons appointed by the Board from amongst its members other than those who are otherwise members of the Senate;
- (p) two members of the Board of Directors of the Alumni Association appointed by that board;
- (q) members-at-large appointed under s.27(4) of the Act.

3.2 Term of Office

Terms normally commence on June 1 of the year of appointment or election. A member of the Senate whose term of office has expired on May 31 in any year shall continue as such until a successor has been appointed or elected and shall be eligible for re-appointment or re-election [s.28(2) of the Act].

Terms of members elected by Faculty and School Councils are normally three years.

Terms of student members are for one year and run from May 1 to April 30.

Ex-officio members serve by virtue of their office.

Terms of members elected by the Board of Governors are normally three years.

3.3 Chair

The President is the Chair of Senate.

3.4 Assessors

Although not provided for in *The Act*, Senate from time to time by resolution may provide for assessor members to Senate. Incumbents in the following positions are assessors of Senate, provided they are not otherwise members of Senate:

- Vice-Provost (Academic Planning and Programs)
- Associate Vice-President (Research)
- Associate Vice-President (Partnerships)
- Associate Vice-President (Indigenous) - Students, Community and Cultural Integration
- Associate Vice-President (Indigenous) – Scholarships, Research and Curriculum
- Associate Dean, Faculty of Graduate Studies
- Associate Dean (Academic), Division of Extended Education
- Chair of Senate Committee on Curriculum and Course Changes (SCCCC)
- Chair of Senate Planning and Priorities Committee (SPPC)
- Representative of University of Manitoba Faculty Association (UMFA)
- Representative of Université de Saint-Boniface (other than the Head)
- Executive Director, Student Engagement and Success
- Executive Director, Student Support
- University Registrar and Executive Director of Enrolment Services
- Vice-Provost (Academic Affairs)
- Vice-Provost (Equity)
- Vice-Provost (Teaching and Learning)
- Vice-President, University of Manitoba Students' Union (UMSU)
- President, Graduate Students' Association
- Three students from University 1

Assessors are permitted to participate fully in the deliberations of Senate but may not make or second or amend motions and may not vote.

3.5 Senate Meetings

A schedule of Senate meetings for the coming year is circulated annually. Senate meetings are normally the first Wednesday of each month (except for May and June, when the meeting falls later in the month). There are no meetings in July, August, or September. The schedule is also available on the Governance website: [Governance | University of Manitoba \(umanitoba.ca\)](https://umanitoba.ca/governance).

From time to time there may be special meetings of Senate to deal with matters specified in the notice thereof. Special meetings shall be called by the Chair of Senate either on the direction of Senate, or on her/his own motion, or on the advice of the Senate Executive Committee, or on the written request of any 12 members of Senate.

The rules and procedures governing meetings of Senate are available on-line at [Senate Meeting Rules - 2021 02 03.pdf \(umanitoba.ca\)](#)

3.6 Quorum and Voting

Quorum

No meeting of Senate may be officially called to order unless a *quorum* is present.

1. The *quorum* of any Senate meeting held during the months of October to May inclusive shall be 40. During the summer months, it shall be 25. Assessors are not included in determining the *quorum*.
2. If a *quorum* is not present when fifteen minutes have elapsed after the scheduled time of the meeting, the names of those present shall be recorded and the meeting of Senate stand adjourned until a time to be fixed by the Senate Executive Committee.
3. After a meeting of Senate has been properly called to order, the meeting shall be deemed to be properly constituted until such time as a member of Senate other than the Chair calls attention to the loss of a *quorum* or until the meeting has been adjourned.

Voting

Questions arising at a Senate meeting are normally decided by a majority of votes, upon a show of hands. The Chair of the meeting shall not vote, except to break a tie.

3.7 Open and Closed Meetings

Senate meetings consist of an Open Session and, when required, a Closed and Confidential Session. Observers may attend the Open Session. Visitors must leave the Closed and Confidential Session of the meeting.

3.8 Senate Committees

Senate has delegated responsibility for various matters to a number of standing committees of Senate. In addition to the Senate Executive, there are 17 standing committees of Senate:

- Senate Committee on Academic Computing
- Senate Committee on Academic Review
- Senate Committee on Admissions
- Senate Committee on Appeals
- Senate Committee on Approved Teaching Centres
- Senate Committee on Awards
- Senate Committee on the Calendar
- Senate Committee on Curriculum and Course Changes

Senate Committee on Honorary Degrees
Senate Committee on Instruction and Evaluation
Joint Senates Committee (JSC) on Joint Master's
Programs Senate Committee on Libraries
Senate Committee on Medical Qualifications
Senate Committee on Nominations
Senate Planning and Priorities Committee
Senate Committee on Rules and Procedures
Senate Committee on University Research

The terms of reference and composition of each of these committees can be found at
<https://umanitoba.ca/governance/senate/committees>.

Normally, standing committees of Senate shall have one-third of the membership retiring each year. Members may be re-appointed. Terms of office are usually for three years, except for the Senate Planning and Priorities Committee (SPPC) with terms of office for four years.

Student terms of office are for one year only commencing June 1 of any given year, except for the SPPC, the Senate Committee on University Research, the Senate Committee on Libraries, and the Senate Committee on Academic Computing, where student terms are for two years.

Responsibilities of Senators

4. RESPONSIBILITIES OF SENATORS

Senators have no authority as individuals. Power is exercised by the Senate as a whole. This section sets out the responsibilities of individual Senators.

■ Attend Senate and Senate Committee Meetings

- Senate members have a responsibility to attend Senate meetings.
 - ♦ The rules of Senate state:

When a member of Senate elected by a Faculty or School Council has failed to attend three consecutive meetings of Senate, the member shall be notified by the Secretary with a copy to the Dean or Director of the Faculty or School concerned. If the Dean or Director has not received a satisfactory explanation of the absences within a reasonable time of receipt of such notice, the Dean or Director shall in accordance with the procedure set forth in the Faculty/School Council General Bylaw, call a meeting of the Council to consider a resolution to remove the member from office and elect a replacement. The University Secretary must be notified of the disposition of the matter.
 - ♦ Senate members have a responsibility to serve on Senate Committees as appropriate, and to attend Committee meetings.
 - ♦ Advise the University Secretariat if you are unable to attend a meeting.

■ Participate in Senate Business

- Learn about the University and issues that arise.
 - ♦ Devote time to learning the major responsibilities of the Senate and how the University functions.
 - ♦ Know and be able to articulate general issues affecting the University, as well as the University's role in Manitoba and in higher education.
- Prepare for meetings.
 - ♦ Read agenda materials which are available the week prior to the meeting at: <https://umanitoba.ca/governance/senate/agendas>.
- Participate at meetings.
 - ♦ Participate in Senate and Committee discussions.
 - ♦ Raise your hand when you wish to speak at Senate meetings. Once recognized by the Chair, stand and first state your name and your constituency.
- When speaking or voting:
 - ♦ Be responsive to changing environments that affect the University.
 - ♦ Exercise critical judgment.
 - ♦ Make decisions in the best interest of the University as a whole.
 - ♦ Speak your mind but maintain a respect for the opinions of colleagues and a proper restraint in criticism of colleagues and officers.

■ Respect Senate Decisions

- Recognize that authority resides only with the Senate as a whole and not in its individual members.

- **Act Ethically**
 - Avoid conflicts of interest and comply with the procedures to be followed when a conflict of interest is perceived to exist.
 - Avoid indiscretion; do not disclose confidential information.
 - Recognize that no Senator shall make any demands or requests for actions that violate the written bylaws, policies, rules and regulations of the University.
- **Questions Concerning Items on the Agenda**
 - If you have a question regarding an item on the Senate agenda, you may raise it during the consideration of that item at the Senate meeting.
 - If, prior to a meeting, you require more information about a particular item than is provided with the meeting agenda, you may make information requests to the Office of the University Secretary. Keep in mind that, although some information may be readily available, some requests may involve a great deal of staff time. The need for information will be weighed against the time required to produce it.
- **Question Period**
 - If you have a question that you would like to raise at Senate on an issue that you consider within the jurisdiction of that body, you may submit it in writing to the University Secretariat. Such questions must be received in the Office of the University Secretary prior to 10:00 a.m. on the Monday preceding the Senate meeting. If there is a question with respect to jurisdiction, the University Secretary will confer with the Chair of Senate to determine whether the question may be raised at the Senate meeting.
- **Questions Concerning Senate Jurisdiction, Senate Policies, Senate Rules**
 - Direct your questions about the jurisdiction of Senate or Senate policies/rules/procedures/ to the Office of the University Secretary.
- **Communicate Concerns Within Established Protocols**
 - Communicate promptly to the Senate Chair or the University Secretary, as appropriate, any significant concern or complaint, and then let the Chair or University Secretary deal with the matter.
- **Communicate Information to Constituents**
 - Communicate promptly to constituents matters which were discussed/approved at Senate in Open Session. A summary of those items approved by Senate is posted after each meeting on the University Governance webpage:
<https://umanitoba.ca/governance/senate/motions>.
 - Note that the Policy on Reporting of Actions of Senate to Faculties and Schools indicates:

For matters entirely within the jurisdiction of Senate, faculties and schools shall be sufficiently advised of their disposition by the Senate minutes. Deans and Directors will be responsible for the distribution of information to the members of their faculty.
- **Communicate Leaves and Resignations**
 - Advise the Office of the University Secretary (contact Laura Orsak-Williams: laura.orsak@umanitoba.ca) and your Dean/Director, in writing, if you (i) will be on leave

for a period of time during your term as a Senator/Senate Committee member, so a leave replacement can be identified, or (ii) intend to resign from Senate.

Responsibilities of Senate Committee Members

5. RESPONSIBILITIES OF SENATE COMMITTEE MEMBERS

Members of Senate Committees have no authority as individuals. Power is delegated to the Committees by Senate and is exercised by a Senate Committee as a whole. This section sets out the responsibilities of individual Senate Committee members.

■ Attend Senate Committee Meetings

- Committee members have a responsibility to attend Senate Committee meetings and to advise the Resource/Secretary for the Committee if you are unable to attend a meeting.
- In the case of teleconference/electronic meetings, Committee members have a responsibility to respond with feedback and/or to vote on the resolution in writing in a timely way. See the Meeting Rules for Standing Committees: Rules for Teleconference Meetings and Resolutions in Writing:
<https://umanitoba.ca/governance/senate/committees>.

■ Participate in Senate Committee Business

- Learn about the University and issues that arise.
 - ♦ Devote time to learning the major responsibilities of (i) the Senate and how the University functions and (ii) the Senate committee(s) on which you serve.
 - ♦ Stay informed about general issues affecting the University and be knowledgeable of the University's role in Manitoba and in higher education.
- Prepare for meetings.
 - ♦ Allocate time to read and critically review agenda materials that are circulated to the committee normally one week prior to the meeting either in SharePoint or by email.
 - ♦ Review relevant University policies and procedures and/or the appropriate sections of the Academic Calendar where these things might relate to items of business on an agenda.
- Participate at meetings.
 - ♦ Ask questions and engage in committee discussions.
- When speaking or voting:
 - ♦ Be responsive to changing environments that affect the University.
 - ♦ Exercise critical judgment.
 - ♦ Make decisions in the best interest of the University as a whole.
 - ♦ Speak your mind but maintain a decent respect for the opinions of colleagues and a proper restraint in criticism of colleagues and officers.

■ Act Ethically

- Avoid indiscretion. Do not disclose confidential information, bearing in mind that items of business considered by any Senate Committee are confidential until such time as they appear on a Senate agenda. Committee discussions, including the discussions as they are recorded in the minutes, remain confidential to the Committee and its members.
- The Senate Committee meeting rule on Openness of Committee Meetings specifies that:
 - ♦ Unless otherwise stated in the terms of reference of a given committee, the following rules shall apply:
 - ♦ Non-members of the committee shall have the right to attend committee meetings and present their views at such reasonable times, as, upon request, the committee may appoint.

- ♦ During the deliberations of the committee no one has a right to be present except members of the committee.
 - ♦ The committee has the right to permit and/or to invite non-members to attend any or all of its meetings and may delegate to its Chair such powers of permission and/or invitation.
- Avoid conflicts of interest and comply with the procedures to be followed when a conflict of interest is perceived to exist.
- Recognize that no Committee member shall make any demands or requests for actions that violate the written bylaws, policies, rules and regulations of the University.
- **Questions Concerning Items on the Agenda**
 - If you have a question about an item on an agenda, you may raise it during the consideration of that item at the meeting.
 - If, prior to a meeting, you require more information about a particular item than is provided with the agenda, you may make information requests to the Office of the University Secretary and/or the Resource/Secretary for the Committee, as appropriate. Keep in mind that, although some information may be readily available, some requests may involve a great deal of staff time. The need for information will be weighed against the time required to produce it.
- **Questions Concerning Senate Jurisdiction, Senate Policies, Senate Rules**
 - Direct your questions about the jurisdiction of Senate or Senate policies, rules, or procedures to the Office of the University Secretary.
- **Communicate Concerns Within Established Protocols**
 - Communicate promptly to the Committee Chair, the Resource/Secretary for the Committee, or the University Secretary, as appropriate, any significant concern or complaint, and then let the Chair, Resource/Secretary, or University Secretary deal with the matter.
- **Communicate Leaves and Resignations**
 - Advise the Office of the University Secretary (contact Laura Orsak-Williams: laura.orsak@umanitoba.ca) and your Dean/Director, in writing, if you (i) will be on leave for a period of time during your term as a Senator/Senate Committee member, so a leave replacement can be identified, or (ii) intend to resign from a Senate Committee.

Supporting University Governance
The Office of the University Secretary

6 SUPPORTING UNIVERSITY GOVERNANCE - OFFICE OF THE UNIVERSITY SECRETARY

The Unit

The Office of the University Secretary (the Office) is the primary body responsible for coordinating and facilitating the activities of the Board of Governors and of the Senate and their standing and *ad hoc* committees. The Office provides guidance and administrative assistance to the Board, the Senate, and their *ad hoc* and standing committees. This includes organization, preparation, and distribution of agendas and supporting documentation, writing reports and minutes of meetings, providing procedural advice during meetings, and disseminating policy and information to the Board, Senate, and the University community.

The University Secretary and Secretariat staff provide continuity to the Board, Senate, and committees by providing historical information and interpretations of policies and practices. Such advice, especially to committee chairs, frequently relates to the procedures established by the Board or Senate, or those which are implicit in the committee structure.

The Position

The University Secretary is the senior governance officer of the University and a member of the senior administration who provides leadership, guidance and counsel with respect to governance procedure and process, university policy and the effective operation of governance bodies and related administrative functions of the University.

The University Secretary is the executive head of the Office of the University Secretary and is responsible for ensuring effective administration and management of the operations and processes necessary to the successful functioning of the University's bicameral system of governance involving the Board of Governors, the Senate and their various committees consistent with *The University of Manitoba Act* and best governance practices pertinent to the university sector.

The University Secretary works closely with the Chair of the Board of Governors, the Chair of Senate, the President, senior administration, and committee chairs, to provide guidance and direction with regard to jurisdiction, authority, strategy, policy, procedure and process. The Secretary is responsible for ensuring there is effective liaison among the decision-making bodies and senior university officers. The Secretary is responsible to the entire university community for the provision of timely, accurate, and objective information, advice, interpretation and application of policy.

The University Secretary serves as a member of the President's Executive Team and works collaboratively with the President and Vice-Presidents in support of their mandates. The Secretary serves as steward of good governance practices and provides linkages between the Board, the Senate, the administration, and the broader university community.

Reporting and Accountability

On a functional basis, the Secretary is accountable to the Chair of the Board, and to the President, as Chair of Senate. The Secretary reports administratively to the President. The President leads the performance evaluation of the Secretary, with the involvement

of the Board Chair. The relationship of the Secretary to the President and Chair is predominantly collaborative. The Secretary is expected to exercise leadership and take initiative within the broad university context, on the President's Executive Team, at the Senate and Board levels, and in directing the work of the Office.

The Secretary plays a leadership role and takes initiative on a university-wide basis to ensure the effective operation of the major governance bodies and processes, and to achieve outcomes which are aligned with the mission, priorities and needs of the University. The Secretary provides strategic and policy guidance and direction to governance bodies and senior managers and directs the work of the Office.

Environment and Context of the Position

The University of Manitoba has a bicameral governance structure in which the Board of Governors and the Senate share decision making powers and authority within broad parameters and principles as provided for in *The University of Manitoba Act*. Collegiality is a core principle underpinning decision making processes at the University. The University Secretary must fully understand the legislative context and perform responsibilities with respect and sensitivity for the particular environment and culture of the University.

The Board of Governors is the corporate governing body of the University, with extensive powers and duties as set out in *The University of Manitoba Act* and whose members are drawn from within and outside the University. The Senate is the academic governing body of the University with general powers and duties over the academic affairs of the University as defined by *The Act*, whose members consist of faculty, staff, students and administrators drawn from constituencies across the University. The Board has five major standing and four awards committees and the Senate, twenty-one. The major due diligence is carried out at the committee level. The Office is responsible for the support and guidance of these committees and plays a coordinating and integrating role among the committees, between the committees and the Board or Senate, and between the Senate and Board. The Secretary carries out orientation and on-going educational activities for Board members and Senators and organizes Board retreats.

The University Secretariat is a unique organizational unit within the University with a comprehensive mandate for, inter alia, governing bodies and processes, strategic advice to the President, Chair of the Board and members of the university community, policy, procedural and regulatory matters, student appeals, ceremonial and awards processes, organizing and supporting search and review committees for the Chancellor, President and university-wide elections.



**University
of Manitoba**

Senate University Governance

Contact Information

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Governance Officer	Melissa Watson 204-474-9593 melissa.watson@umanitoba.ca
Governance Officer	Laura Orsak-Williams 204-474-8174 laura.orsak@umanitoba.ca

Governance web page and meeting schedules:

	https://umanitoba.ca/governance/
Senate Agendas:	https://umanitoba.ca/governance/senate/agendas
Senate Minutes:	https://umanitoba.ca/governance/senate/minutes
Senate Motions:	https://umanitoba.ca/governance/senate/motions
Governing Documents: documents	https://umanitoba.ca/governance/governing-
Forms:	https://umanitoba.ca/governance/forms

Senate and Senate Executive Committee

Schedule of Meetings and Agenda Availability 2024/2025

- Meetings are normally scheduled at 1:30 p.m. on Wednesdays. Exceptions are that Senate Executive will meet on [Friday, June 7, 2024, at 1:30 p.m.](#) due to Spring Convocation, and on [Thursday, October 24, 2024, at 1:30 p.m.](#) due to Fall Convocation.
- Senate Executive meetings are held in the Alan A. Borger Sr. Executive Conference Room, E1-270 EITC.
- Senate meetings are held in the Senate Chambers, Room E3-262 EITC with a video link to the Bannatyne Campus, in Room A106 Chown Building (June 2024 meeting) and Room 206 Chown Building (October 2024 and subsequent meetings.)

June 2024 Senate Meeting

Agenda posted: June 12 - 24
Meeting date: June 19 - 24

Senate Executive Meeting:

Submission deadline: May 24 - 24

- [Latest date by which to submit items for June Senate agenda, where approval is required in time for the subsequent academic session \(2024/2025\).](#)

Agenda posted: May 31 - 24
Meeting date: [Friday](#), June 7 - 24

October 2024 Senate Meeting

Agenda posted: September 25
Meeting date: October 2

Senate Executive Meeting

Submission deadline: September 4
Agenda posted: September 11
Meeting date: September 18

November 2024 Senate Meeting:

Agenda posted: October 30
Meeting date: November 6

Senate Executive Meeting:

Submission deadline: October 9
Agenda posted: October 17
Meeting date: [Thursday](#), October 24

December 2024 Senate Meeting:

Agenda posted: November 27
Meeting date: December 4

Senate Executive Meeting:

Submission deadline: November 6
Agenda posted: November 13
Meeting date: November 20

January 2025 Senate Meeting:

Agenda posted: December 18, 2024
Meeting date: January 8

Senate Executive Meeting:

Submission deadline: November 27, 2024
Agenda posted: December 4, 2024
Meeting date: December 11, 2024

February 2025 Senate Meeting:

Agenda posted: January 29
Meeting date: February 5

Senate Executive Meeting:

Submission deadline: January 8
Agenda posted: January 15
Meeting date: January 22

March 2025 Senate Meeting:

Agenda posted: February 26
Meeting date: March 5

Senate Executive Meeting:

Submission deadline: January 29
Agenda posted: February 5
Meeting date: February 12

April 2025 Senate Meeting:

Agenda posted: March 26
Meeting date: April 2

Senate Executive Meeting:

Submission deadline: March 5
Agenda posted: March 12
Meeting date: March 19

May 2025 Senate Meeting:

Agenda posted: May 7
Meeting date: May 14

Senate meets the third Wednesday in May to consider the list of graduands for Senate approval.

Senate Executive Meeting:

Submission deadline: April 16
Agenda posted: April 23
Meeting date: April 30

June 2025 Senate Meeting:

Agenda posted: June 18
Meeting date: June 25

Senate Executive Meeting:

Submission deadline: May 28

- Latest date by which to submit items for June 2025 Senate agenda, where approval is required in time for the subsequent academic session (2025/2026).

Agenda posted: June 4
Meeting date: June 11

October 2025 Senate Meeting:

Agenda posted: September 24
Meeting date: October 1

Senate Executive Meeting:

Submission deadline: September 3
Agenda posted: September 10
Meeting date: September 17

November 2025 Senate Meeting:

Agenda posted: October 29
Meeting date: November 5

Senate Executive Meeting:

Submission deadline: October 8
Agenda posted: October 15
Meeting date: October 22

December 2025 Senate Meeting:

Agenda posted: November 26
Meeting date: December 3

Senate Executive Meeting:

Submission deadline: November 5
Agenda posted: November 12
Meeting date: November 19

May 8, 2024