

2021



eResource Guide for Faculty Members

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**University
of Manitoba**

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The University of Manitoba

Welcome to the University of Manitoba. We are a coeducational, nondenominational, government-supported institution and a member of the Association of Commonwealth Universities and of the Association of Universities and Colleges of Canada. Our [university community](#) is comprised of over 31,000 students, over 9,800 faculty and staff, and over 148,000 alumni. Twenty per cent of our current students are international, representing 110 countries.

Home to a thriving community of Indigenous researchers, educators, staff, and self-declared Indigenous (First Nations, Metis and Inuit) students, the University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

With a strong legacy of excellence to guide us, the University of Manitoba and its dynamic community of researchers, students, teachers and staff, are addressing the challenges facing Canada and the world in the 21st century.

Mission

To create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.

Vision

To take our place among leading universities through a commitment to transformative research and scholarship, and to innovative teaching and learning - uniquely strengthened by Indigenous knowledge and perspectives.

Values

To achieve our vision, we require a commitment to a common set of ideals. The University of Manitoba values: Academic Freedom, Accountability, Collegiality, Equity and Inclusion, Excellence, Innovation, Integrity, Respect, and Sustainability.

Our [Strategic Plan](#) helps guide our decision-making and answers the question “What future are we going to create?”

The purpose of this [eResource Guide](#) is to provide Faculty members with links to important information about various aspects of the University, with a focus on the key pillars of teaching, and research, scholarly work, and other creative activities.

New to the University?

The following links will help you get set up:

- [UM Net ID](#) – your online credentials and access to UM on-line systems.
- [Employee ID Card](#) – photo identification card, which also serves as your library card and membership card for the athletic facilities.
- [Information Services and Technology](#) – provides you IST with support.
- [Staff Benefits](#) – detailed information on enrollment, eligible benefits, and pension details.
- [Parking](#) – information on parking on campus, including application form for new applicants and details on reciprocal parking between campuses.
- [Directory Services](#) – a list of frequently called department numbers for your convenience.
- [Computer Accounts](#) – brief information on the various systems at the University including JUMP, UM Learn, Employee Self Service and Concur.
- [Campus Services](#) – an overview of all services available on campus.
- [University of Manitoba Faculty Association](#) (UMFA) – the certified bargaining agent for full-time academic staff. Relations between the Association and the university administration are governed by a [Collective Agreement](#).
- [Recreation Services](#) – part of the Active Living department within the Faculty of Kinesiology and Recreation Management, providing membership and recreational programming opportunities for students, faculty & staff, alumni and for the general public at both the Fort Garry and Bannatyne campuses.
- [Libraries](#) – offer a number of [services](#) for Faculty members including course reserves, managing research data, and access to the open access institutional repository (MSpace). You can also find [librarians by subject](#).
- [Who to Call](#) – if you have questions in specific areas.=

[New Faculty Orientation](#)

The Vice-Provost (Academic Affairs) and the Faculty Relations Office offer a New Faculty Orientation each year at the end of August for all new faculty members. There are also workshops throughout the year on specific topics relevant to new faculty members.

[Research Start-Up Funds](#)

Provided by the Vice-President Research and International to new faculty members to effectively start a successful program of research.

Teaching & Learning

Responsibilities

[Responsibilities of Academic Staff with Regard to Students \(ROASS\)](#) – Policy and procedure identifying the responsibilities and discharge of responsibilities of Academic Staff with regard to students.

[Academic Integrity](#) – a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility and courage

[Student Discipline By-Laws and Procedures](#) – Sets out the available disciplinary actions and student appeals processes in cases of academic and non-academic misconduct.

[Graduate Student Supervision](#) – Academic membership criteria.

Faculty Supports

[Centre for the Advancement of Teaching and Learning \(The Centre\)](#) – is the academic support unit that provides leadership and expertise in furthering the mission of teaching and learning at the University of Manitoba. They offer:

[Teaching Development Supports](#)

[Teaching Research](#)

[Academic Calendar](#) – is the University's official publication containing course descriptions, program and graduation requirements, as well as UofM and faculty/school-specific rules, regulations and policies.

[Grades and Exams](#) – information on grades and exams.

Student Supports

[Academic Learning Centre](#) – serves graduate and undergraduate, full and part-time students at the UM. They offer support including tutoring, support for remote learning, academic success workshops, and tips sheets for writing and study skills.

[Student Accessibility Services](#) – provides support for students with disabilities and fosters academic success.

[Student Advocacy](#) – helps students navigate university processes and advocates for student rights. They can help with allegations of academic misconduct, navigation of university policies and procedures, advocacy, and assistance if facing an emergency or crisis.

[Student Counselling Centre](#) – offers students a variety of counselling supports including workshops and groups and individual counselling. They also offer three counselling training programs.

[Student Services at the Bannatyne Campus](#) – a service hub for students and residents in the Rady Faculty of Health Sciences, providing free and confidential supports and referrals for personal and academic success.

[International Centre](#) – is the University of Manitoba's hub for all things global, including international student resources, international partnerships, and international travel tools.

[Indigenous Student Experience](#) – offers academic, cultural, personal and financial support to help students make their way through their studies. Migizii Agamik is the home of the Indigenous Student Centre advisors who help with achieving academic goals.

[English Language Centre](#) – provides courses, tests, accommodations and individual support to students whose first language is not English in order to support academic success and participation in the University of Manitoba community.

Funding to Support Teaching and Learning

[Scholarship of Teaching and Learning \(SoTL\) Program](#)

Funding to Support Community Engagement

[Community Engagement Fund](#)

Funding to Support Faculty Development

[Faculty Development Initiatives Fund](#)

Funding to Support Indigenous Achievement

[Indigenous Initiatives Fund](#)

Awards

[Merit Awards](#)

[Dr. and Mrs. H. H. Saunderson Award for Excellence in Teaching](#)

[Olive Beatrice Stanton Award for Excellence in Teaching](#)

[3M Teaching Fellowships](#)

[Graduate Student Association Teaching Awards](#)

[Students' Teacher Recognition Reception](#)

[University | Excellence in Teaching Award](#)

[Annual Community Engagement Award](#)

[Campbell Outreach Award](#)

Research, Scholarly Work, & Other Creative Activities

Strategic Research Plan 2015-2020

Office of Research Services

[Funding Application Approval Form \(FAAF\)](#)

[Preliminary Access to Funding](#)

[My Research Tools](#)

[ResearchLIFE Magazine](#) – Highlights the quest for knowledge that artists, engineers, scholars, scientists and students at the University of Manitoba explore every day.

Office of Research Ethics & Compliance

[Responsible Conduct of Research](#) – UM policy.

[Ethics and Compliance](#)

[Research Ethics – Fort Garry](#)

[Research Ethics – Bannatyne](#)

[Animal Care](#)

[Environmental Safety & Controlled Goods](#) – UM policy

[TCPS 2 CORE](#) - researchers applying to a University of Manitoba Research Ethics Board for research involving humans must include a certificate of completion from the Inter-agency Advisory Panel on Research Ethics (PRE) on-line tutorial.

[Research Integrity Online Course](#) – UM course.

Partnerships

[Research Agreements](#) – policy and procedure.

[Contract Forms](#)

[Partnerships & Innovation](#) – to increase knowledge mobilization between the University of Manitoba and external partners (industries & community).

Research Groups, Centres, and Institutes

[Policy and Procedure](#) – Setting up a group, centre, or institute.

[List](#) of current UM centres, institutes, facilities and groups.

Funding

[Internal Funding Opportunities](#)

[Canadian Institutes of Health Research](#)

[Natural Sciences and Engineering Research Council](#)

[Social Sciences and Humanities Research Council](#)

[Strategic Initiatives](#)

[Search for Funding](#)

Research/Study Leaves

[UMFA Collective Agreement](#)

[Forms](#)

Tenure and Promotion

[Governing Documents](#)

[Collective Agreement](#)

[Forms](#)

[Developing your Teaching Dossier](#)

Tenure and Promotion Sessions

The Office of the Provost and Vice-President (Academic) offers sessions on Tenure and Promotion for faculty members every winter at the Bannatyne campus and every spring at the Fort Garry campus. Watch your in-box for details.

Additional Sources of Information & Support

[Copyright Office](#) – ensures that faculty, staff, and students have the supports they require to be successful in their teaching, research, and studies.

[Conflict of Interest Policy](#) – assists people in recognizing conflicts of interest and establishes principles to ensure that any conflicts are properly disclosed, and consistently assessed and managed.

[Employee Resources](#)

[UM Indigenous](#) – information for and about Indigenous students, faculty members, programs, initiatives, spaces and opportunities.

[Office of Human Rights and Conflict Management](#) – promotes a respectful working and learning environment in which individuals are treated equitably and diversity is valued.

[Respectful Work and Learning Environment and Sexual Violence](#) at UM

STATIS – a diverse team of professionals committed to promoting a safe and respectful work and learning environment for the campus community. STATIS can be accessed for consultation about a threatening or disruptive incident or pattern of concerning behaviour involving a student or employee of the University, or to report a concern under the Violent or Threatening Behaviour Policy, Sexual Assault Policy, Respectful Work and Learning Environment Policy, or Student Non-Academic Misconduct and Concerning Behaviour Procedure.

[Accessibility Hub](#) – information about accessibility at the University, including training and resources.

[Accessibility for Manitobans Act \(AMA\)](#)

[Equity, Diversity & Inclusion](#) – The President's Task Force on Equity, Diversity & Inclusion has released its report and recommendations.

[Mental Health on Campus](#) – *Success Through Wellness* is a call to action for all of us to view the promotion and support of mental health as our collective responsibility.

[UCount](#) – All faculty and staff are encouraged to complete the Workplace Diversity Self-declaration. Information collected from the survey is not limited to particular groups or individuals. For optimal data, all employees should complete the form and provide this information.

[Sexual Violence Resource Centre](#) – provides support, resources, information and referral services for any student, faculty or staff member who has been affected by sexual violence.

[Sexual Violence Awareness On-line Modules](#) – contain foundational information on sexual violence, covering crucial topics, including consent, policies and procedures, common myths, and available resources. All community members are strongly encouraged to educate themselves on sexual violence on campus. Log in through [UM Learn](#).

[Surveys](#) – if you would like to collect data from students, faculty, staff and/or alumni, you require prior approval from the Survey Review Committee.

[Sustainability](#) – the University of Manitoba simultaneously pursues ecological, social and economic sustainability.

[Aurora Finance](#) – the University of Manitoba's financial management system. The central piece of the system is the Banner database. The other main pieces of the system are FAST, which is used to report on all the information housed in Banner, Concur, the University's Travel and Expense tool, and EPIC, the university's eProcurement tool. For training or support working within the financial systems contact [Aurora Finance Customer Service](#).