This Reference Guide offers key, up-to-date information and resources to assist you in your administrative role at the U of M. It provides information and links for Deans and Directors, Associate Deans, and Department Heads on a variety of topics that span the range of issues that are part of your responsibilities as academic leaders.
This guide is designed for use by Academic Leaders (deans, directors, associate deans and department heads) at the University of Manitoba.

Please note that the policies, duties and responsibilities of campus employees are determined and set forth in various Senate policies, collective bargaining agreements, and various campus policies. In the event of any error in this guide or any conflict between the contents of this guide and those regulations, sections, or policies, the latter take precedence.

**Instructions**

*The University of Manitoba’s Reference Guide for Academic Leaders 2014* contains 12 sections, with a navigable Table of Contents and live web links. While the guide is formatted in a pdf document, it is best to view it on the web rather than to print a hard copy, as we will be updating on an ongoing basis. When viewing the document in your browser, once you click on a link and go to an outside page, you must hit the ‘back’ button on your browser to return to the Guide.

To ensure you are viewing the most up-to-date version, bookmark the following page:

(http://umanitoba.ca/admin/vp_academic/faculty_development/administrators.html)

The sections and sub-sections are listed in the Table of Contents on pages 2-5. To go directly to an area of interest, click on the specific section (i.e. 4. Human Resources) or sub-section (4.1 Faculty/Staff Types). If you want to search by word or phrase, use Ctrl-F (PC) or Command F (Mac).
This guide was last updated on November 26, 2014. Comments can be directed to Kathleen.Legris@umanitoba.ca.

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1. Administrative Roles and Responsibilities

1.1 Office of the President

The University of Manitoba’s President is Dr. David Barnard. Contact his scheduling assistant, Jocelyn Striemer, at jocelyn.striemer@umanitoba.ca or 204-474-8369.

General Phone: 204-474-9345  Email: president@umanitoba.ca  Website: http://umanitoba.ca/admin/president/index.html

Organizational Chart: http://umanitoba.ca/admin/president/org_chart.html

Contact Names and Functions: http://umanitoba.ca/admin/president/staff.html

Role
The President exercises general supervision over and direction of the operation of the University of Manitoba including its academic work, staff, students and business affairs. The following positions report directly to the President: Vice-President (Academic) and Provost, Vice President (Research and International), Vice President (Administration), Vice President (External), Executive Lead, Indigenous Achievement, Executive Assistant to the President and the University Secretary.

The President’s strategic priorities include:

Presidents Priorities and Objectives (http://umanitoba.ca/admin/president/priorities.html)
In June of every year, the Board of Governors approves the President’s Priorities for the upcoming year.

Strategic Plan (http://umanitoba.ca/admin/president/strategic_plan/index.html)
The Strategic Plan (2015-2020) outlines the vision for the future of the institution and helps direct strategic initiatives at the university.

1.2 Office of the Vice-President (Academic) and Provost

The University of Manitoba’s Vice President (Academic) and Provost is Dr. Joanne Keselman. Contact her executive assistant, Susan Carvell, at susan.carvell@umanitoba.ca or 204-474-8888.

General Phone: 204-480-1450  Website: http://umanitoba.ca/admin/vp_academic/
Organizational Chart

Contact Names and Functions
http://umanitoba.ca/admin/vp_academic/about/contact_us.html

Role
The Vice-President (Academic) and Provost is the senior academic officer at the University of Manitoba and is responsible for providing academic vision at the University and leadership in all
matters relating to students and academic staff, including academic programs, long-range academic planning, and enrolment management.

Responsibilities
The Office of the Vice-President (Academic) and Provost provides leadership in the coordination and development of academic programs in the in the maintenance of the highest standards of excellence and quality. Responsibilities include reviewing all new academic programs, development of and regular reviews of strategic academic planning in cooperation with other units, liaising and interacting with government officials in the areas of academic program matters and funding, and coordinating of international affairs. All human resource and immigration matters related to University of Manitoba faculty are the responsibility of this office.

The positions reporting to the Vice President (Academic) and Provost include four vice provosts, the Executive Lead for Indigenous Achievement, deans/directors and heads of colleges, the university librarian, and immigration services.

The portfolio includes responsibility for:

- Faculties, Schools, Departments and Colleges (http://umanitoba.ca/faculties/)
- Libraries (http://umanitoba.ca/libraries/)
- Institutional Analysis, Office of (http://umanitoba.ca/admin/oia/)
- University 1 First Year Centre (http://umanitoba.ca/u1/)
- Enrolment Services (http://umanitoba.ca/student/enrolment_services.html)
- Registrar’s Office (http://umanitoba.ca/student/records/)
- Student Affairs (http://umanitoba.ca/student/)
- Student Engagement (http://umanitoba.ca/student/)
- Student Support (http://umanitoba.ca/student/student-support.html)
- Student Academic Success (http://umanitoba.ca/student/index.html)
- Centre for the Advancement of Teaching and Learning (http://intranet.umanitoba.ca/academic_support/catl/)
- University of Manitoba Press (http://uofmpress.ca/)
- Mosaic (https://wwwapps.cc.umanitoba.ca/publications/mosaic/)

Vice-Provost Portfolios

Vice-Provost (Academic Affairs): Dr. Janice Ristock.
Contact her assistant, Paula Chorney, at Paula.Chorney@umanitoba.ca or 204-474-8170.

The Vice-Provost (Academic Affairs) oversees academic staff matters (e.g., hiring, tenure, promotion, research study leaves, discipline, and faculty development) and oversees the area of teaching and learning (Centre for the Advancement of Teaching and Learning; Senate Committee on Instruction and Evaluation; Senate Committee on Libraries; and TeachingLIFE). The Vice-Provost (Academic Affairs) oversees the Faculty Development Initiatives Fund, the Teaching and Learning Enhancement Fund Advisory Committee and the Presidential Advisory Committee on University Outreach. The Vice-Provost (Academic Affairs) oversees the new faculty orientation and academic administrative leadership development. The Vice-Provost
(Academic Affairs) works in close contact with the Labour Relations Office in Human Resources.

**Vice-Provost (Integrated Planning & Academic Programs):** Dr. David Collins  
Contact his assistant, Paula Chorney, at Paula.Chorney@umanitoba.ca or 204-474-8170.

The Vice-Provost (Integrated Planning & Academic Programs) oversees the processes by which new academic programs are introduced, current programs are modified or discontinued, and professional academic programs are assessed by accreditation agencies. Because academic program changes often require the approval of the Advanced Learning Division (ALD) of the Manitoba Education and Advanced Learning (EAL), as well as the Senate and the Board of Governors, Deans and Directors should contact the Vice-Provost (Integrated Planning & Academic Programs) as soon as program modifications are under serious consideration. *Please note: new regulations regarding program approval will be published by EAL in late 2014 or early 2015.*

**Vice-Provost (Students):** Ms. Susan Gottheil  
Contact her assistant, Marci Davies, at Marci.Davies@umanitoba.ca or 204-474-6917.

The Vice-Provost (Students) has senior leadership responsibility for units within Enrolment Services, the Registrar’s Office, Student Academic Success, Student Engagement and Student Support. In addition, the Vice-Provost (Students) has a mandate to provide a university-wide focus and vision for student life and the student experience at the University of Manitoba both inside and outside the classroom. The Vice-Provost (Students) provides overall leadership and direction for the University to enable students to integrate and apply learning both in classroom and non-classroom activities. She has responsibility for all functions that impact the student experience and student success including, but not limited to, policies on student matters, student behaviour and communication with students. As well, she, along with the Vice-Provost (Graduate Education), is responsible for the development and implementation of the University’s Strategic Enrolment Management Plan, that is, recruitment and retention.

**Vice-Provost (Graduate Education):** Dr. Jay Doering  
Contact his executive assistant, Joyce Lamb, at Joyce.Lamb@umanitoba.ca or 204-474-8066.

The Vice-Provost (Graduate Education) oversees graduate education and is responsible for leading the Faculty of Graduate Studies. He works with the Vice-Provost (Students) to provide an exceptional educational experience for graduate students and co-chairs the University’s Strategic Enrolment Management Planning initiative with her. In consultation with the Vice-Provost (Integrated Planning and Academic Programs) he oversees the review of the University’s graduate programs and guides the introduction of new graduate programs and modification of existing programs. He is either a member or ex officio to approximately half of the 21 subcommittees of senate.

**Vice-Provost (Health Sciences):** Dr. Brian Postl  
Contact his executive assistant, Jolene Chester, at Jolene.Chester@med.umanitoba.ca or 204-789-3485.

The Vice-Provost (Health Sciences) represents the Faculty of Health Sciences and its Colleges on Provost’s Council. He chairs the Faculty of Health Sciences Council and exercises general supervision and direction of the Faculty, working in close collaboration with the Deans of the professional colleges. The Dean and Vice-Provost (Health Sciences) acts as the principal
liaison with provincial health authorities and health care organizations, providing input from and advice about this sector to University administration.

**Executive Lead, Indigenous Achievement:** Ms. Deborah Young  
Contact her executive assistant, Val Parker, at Val.Parker@umanitoba.ca or 204-474-8904.

**Indigenous Connect:** [http://umanitoba.ca/indigenous/](http://umanitoba.ca/indigenous/)

The Executive Lead, Indigenous Achievement is tasked with building and expanding an Indigenous presence and visibility at the University of Manitoba and the broader Indigenous and non-Indigenous communities that will result in improved access, recruitment, retention and completion for First Nations, Metis and Inuit learners. Our vision is to make Manitoba a Centre for Excellence for Indigenous Education.

### 1.3 Office of the Vice-President (Research and International)

The University of Manitoba’s **Vice President (Research and International)** is Dr. Digvir S. Jayas. Contact his executive assistant, Gail Cornock, at gail.cornock@umanitoba.ca or 204-474-7859.

**General Phone:** 204-474-6915 **Email:** research.communications@umanitoba.ca  
**Website:** [http://umanitoba.ca/research/](http://umanitoba.ca/research/)

**Organizational Chart:** [http://umanitoba.ca/research/media/vpri_org_chart.pdf](http://umanitoba.ca/research/media/vpri_org_chart.pdf)

**Role**  
The Vice President (Research and International) provides overall leadership in the development, administration and promotion of University research.

**Responsibilities**  
The Office of the Vice-President (Research and International) offers leadership throughout the research process – from the initial idea to the final patent. It works closely with faculties, research organizations, governments and business to build and promote the university’s research strengths. As well, it develops and monitors policies and procedures used in labs.

The portfolio includes responsibility for:
- Office of Research Services ([http://umanitoba.ca/research/ors/index.html](http://umanitoba.ca/research/ors/index.html))  
- Technology Transfer Office ([http://umanitoba.ca/research/tto/index.html](http://umanitoba.ca/research/tto/index.html))  
- Office of Research Ethics and Compliance ([http://umanitoba.ca/research/orec/orec_home.html](http://umanitoba.ca/research/orec/orec_home.html))  
- International Office ([http://umanitoba.ca/about/international/](http://umanitoba.ca/about/international/))

### Associate Vice-President Portfolios

**Associate Vice President (Partnerships):** Dr. James Blatz  
Contact his executive assistant, Judith Mate, at Judith.Mate@umanitoba.ca or 204-474-7952.
The Associate Vice-President (Partnerships) assists the Vice-President (Research and International) in all matters related to research, partnerships development, intellectual property management, technology development, administration, and promotion. Working closely with deans/directors, associate deans (research)/research liaison officers, the directors of affiliated research organizations/institutes and members of government and business/industry, community organizations, non-government organizations, for-profit and not-for-profit organizations, the Associate Vice-President (Partnerships) is responsible to build and promote the University’s research strengths and achievements through developing local, national and international partnerships. Specific responsibilities include providing oversight of the International Office and the Technology Transfer Office.

**Associate Vice-President (Research): Dr. Gary Glavin**
Contact his executive assistant, Lindsey Troschuk, at Lindsey.Troschuk@umanitoba.ca or 204-789-3493.

The Associate Vice-President (Research) provides overall assistance to the Vice-President (Research and International) on all matters related to research development, administration and promotion. Specific responsibilities include providing oversight of the Office of Research Services, the Office of Research Ethics and Compliance (including human ethics, animal ethics and research quality management), as well as institutional grant programs that include the Canada Foundation for Innovation, the Canada Research Chairs Program and Genome Canada/Prairie. As well, he provides oversight of all programs related to health research including CIHR, Research Manitoba (formerly MHRC), the Paul H.T. Thorlakson Foundation Fund, the Manitoba Medical Service Foundation, health research infrastructure and the Manitoba Institute of Child Health.

### 1.4 Office of the Vice-President (Administration)

The University of Manitoba’s **Vice-President (Administration)** is Mr. Paul Kochan. Contact his executive assistant, Karen Kublick, at karen.kublick@umanitoba.ca or 204-474-8889.

**General Phone:** 204-474-8889 **Email:** vpadmin@umanitoba.ca  
**Website:** [http://umanitoba.ca/admin/vp_admin/](http://umanitoba.ca/admin/vp_admin/)

**Role**  
The Vice-President (Administration) is responsible for providing leadership in all administrative areas including the financial, business and investment interests of the University, ancillary services (bookstore, food service, residences, parking, pharmacy, postal services) security, fair practices and legal affairs, physical plant and property, risk management, human resources (including labour relations) and information systems and technology services.

**Organizational Chart:** [http://umanitoba.ca/admin/vp_admin/media/Org_Chart_August_26-14(1).pdf](http://umanitoba.ca/admin/vp_admin/media/Org_Chart_August_26-14(1).pdf)

**Contact Names and Functions:** [http://umanitoba.ca/admin/vp_admin/contact_us.html](http://umanitoba.ca/admin/vp_admin/contact_us.html)
Associate Vice-President Portfolio

**Associate Vice-President (Administration):** Mr. Andrew Konowalchuk.
Contact his office manager Tannis Campbell at tannis.campbell@umanitoba.ca or 204-474-7822.

Reporting to the Vice-President (Administration) and collaborating with senior administrators, managers and staff, the Associate Vice-President (Administration) has a wide ranging and challenging portfolio. He provides development, administration, promotion and leadership to Physical Plant, the Campus Planning Office, the Office of Sustainability, and Smartpark. In addition he assists the Vice-President (Administration) in certain administrative responsibilities.

**Associate Vice-President (Human Resources):** Mr. Greg Juliano

**General Phone:** 204-474-9552
**Website:** [http://umanitoba.ca/human_resources/](http://umanitoba.ca/human_resources/)

Greg Juliano oversees the human resource requirements of the institution’s 9,000 faculty and staff, including those organized into six certified bargaining units and numerous non-certified employee groups. The operations of Human Resources include negotiation and administration of collective agreements, assisting with the recruitment, management and retention of staff, oversight of compensation and benefit programs, and provision of educational and advancement opportunities.

**Office of Fair Practices and Legal Affairs**
The Director and General Counsel of the Office of Fair Practices and Legal Affairs is Naomi Andrew. Contact her assistant Angela Anderson at angela.anderson@umanitoba.ca or 204-474-7843.

**Website:** [http://umanitoba.ca/fair_practices/](http://umanitoba.ca/fair_practices/)

The Office of Fair Practices and Legal Affairs is part of the Office of the President, reporting through the Vice-President (Administration). It is tasked with supporting the University’s faculty, staff and students by promoting a fair and equitable environment in which to work and learn. It supports the University's efforts to comply with its statutory, regulatory, contractual and moral obligations. Finally, it helps facilitate options for faculty and students to teach and learn in valuable educational programs, to champion renowned research, and to participate in world-changing service opportunities. The unit is composed of four independent sub-units, totaling approximately a dozen employees:

- Office of Legal Counsel
- Office of Human Rights and Conflict Management
- Access and Privacy
- Copyright Office
1.5 Office of the Vice-President (External)

The University of Manitoba’s Vice-President (External) is Mr. John Kearsey. Contact his executive assistant Lachelle Buchanan at lachelle.buchanan@umanitoba.ca or 204-474-7201.

General Phone: 204-474-7201
Website: http://umanitoba.ca/admin/vp_external/index.html

Contact Names and Functions: http://www.umanitoba.ca/admin/vp_external/staff.html

Role
The Vice-President (External) is responsible for advancing the University’s vision and mission by securing funding, talent and advocacy to build bigger futures for our students and community.

The portfolio is comprised of four integrated units:
- Alumni (http://umanitoba.ca/people/alumni/)
- Donor Relations (http://umanitoba.ca/admin/dev_adv/)
- Government and Community Engagement (http://umanitoba.ca/government_relations/)
- Marketing Communications Office (http://umanitoba.ca/admin/mco/).

Associate Vice-President Portfolios

Associate Vice-President (Outreach and Engagement): Ms. Leah Janzen
Contact at leah.janzen@umanitoba.ca or 204-474-8034.

The Associate Vice-President (Outreach and Engagement) serves as a senior staff member of the university, working closely with the President and Executive team, other AVPs, Deans/Directors, unit leaders, and External Relations colleagues and external stakeholders and partners. The AVP (Outreach & Engagement) provides leadership and interface between the key functions of marketing and communications, government and community engagement, alumni relations and External Relations operations. Along with External Relations colleagues, the AVP (Outreach & Engagement) creates and implements a vision and strategy aimed at developing deep, meaningful and long-term relationships with alumni, key stakeholders and potential partners.

Associate Vice-President (Donor Relations): Ms. Stephanie Levene
Contact at Stephanie.Levene@umanitoba.ca or 204-474-6009.

The Associate Vice-President (Donor Relations) works directly with the President, Vice Presidents, Deans/Directors and unit leaders to identify fundraising priorities and facilitate the fundraising process. She leads a team of professionals in an effort to build deep, meaningful, long term relationships with donors, alumni, and potential partners. This includes supporting an integrated donor relations program with robust annual, planned, and major giving programs supported by strong advancement services and stewardship practices.
1.6 Faculties, Colleges and Schools

The University of Manitoba spans two campuses – Fort Garry and Bannatyne – and offers programs in more than 100 areas of study at the undergraduate and graduate level. There are 17 faculties, five professional colleges, one school, and four colleges that provide facilities to create a community within a community at the University of Manitoba.

Faculties, Colleges, and Schools (at a glance)

Contact information: http://umanitoba.ca/faculties/info_links.html
Program Listing: http://umanitoba.ca/admin/vp_academic/academic_programs/programs.html

- Faculty of Agricultural and Food Sciences
- Faculty of Architecture
- School of Art
- Faculty of Arts
- H. Asper School of Business, Faculty of Management
- Faculty of Education
- Faculty of Engineering
- Clayton H. Riddell Faculty of Environment, Earth, and Resources
- Faculty of Graduate Studies
- Faculty of Health Sciences
  - College of Dentistry
  - College of Medicine
  - College of Nursing
  - College of Pharmacy
  - College of Rehabilitation Sciences
- Faculty of Human Ecology
- Faculty of Kinesiology and Recreation Management
- Faculty of Law
- Desautels Faculty of Music
- Faculty of Science
- Faculty of Social Work
- Division of Extended Education

Colleges

- St. Andrew’s College
- St. John’s College
- St. Paul’s College
- University College

Governing Documents

Each faculty and school is governed by by-laws of the Board, by-laws of Senate, and by-laws of the individual faculty or school council. The faculty or school council is established and regulated under two Senate documents: the Faculty and School Council General By-Law and the individual by-law affecting each faculty or school.
Faculties, Schools, Departments, Divisions and Institutes:
http://umanitoba.ca/admin/governance/governing_documents/academic/339.html

Governance and Councils:
http://umanitoba.ca/admin/governance/governing_documents/governance/587.html

Deans and Directors and Faculty/School Councils

For a complete list of the University of Manitoba’s Deans and Directors, visit our website.

The Dean or Director is the Senior Academic and Administrative Officer of the Faculty, College or School. The Dean or Director exercises general supervision and direction over the Faculty, including its staff and the students registered in the Faculty. In collaboration with other senior-level administrators and in consultation with constituents across the academy, he or she provides leadership in shaping and implementing the University’s strategic goals and academic agenda.

While day-to-day responsibilities will vary from Faculty to Faculty, in general, the Dean or Director fosters a positive environment for faculty, staff, and students, and works collegially with the entire community to achieve current and future goals; leads strategic planning processes for the Faculty; effectively manages the Faculty’s operating budget; ensures that the Faculty is well-administered and that the appropriate people and resources are in place to support the academic enterprise; advocates for the Faculty both internally and externally; and represents Faculty’s interests on various oversight bodies.

Governing Documents

Bylaws:

Deans of Faculties:
http://umanitoba.ca/admin/governance/governing_documents/officers/220.html

Directors of Schools of the University:
http://umanitoba.ca/admin/governance/governing_documents/officers/221.html

Policy:

Deans of Faculties and Directors of Schools and the University: Appointment and Review: http://umanitoba.ca/admin/governance/governing_documents/staff/291.html

Procedures:

Deans of Faculties and Directors of Schools of the University: Appointment and Review: http://umanitoba.ca/admin/governance/governing_documents/staff/554.html

Faculty or School Councils:

The faculty or school council is established and regulated under two Senate documents: the Faculty and School Council General By-Law and the individual by-law affecting each faculty or school.
Department Heads and Department Councils

Department Heads (“Heads”) are responsible to the Dean or Director in the administration of the Department, and play a critical role in the University mission. As the academic leaders and chief administrators of the Department, Heads are responsible for departmental planning, development and functioning including ensuring high quality research, teaching and administration.

Senate has also provided for the establishment of councils within all departments of the University. Unlike faculty council, Senate has delegated to the individual faculty and school councils the power to establish and regulate department councils where application within a faculty of school.

**Governing Documents:**

**Departments – Organization and Structure:**
http://umanitoba.ca/admin/governance/governing_documents/academic/341.html

**Heads of Departments:**
http://umanitoba.ca/admin/governance/governing_documents/officers/223.html

**Department Council Bylaws:**
http://umanitoba.ca/admin/governance/media/Department_Council_Bylaws_Policy_-_2013_11_01.pdf
2. University Governance

2.1 Office of the University Secretary

The University of Manitoba’s University Secretary is Mr. Jeff Leclerc. Contact his assistant Melissa Watson at Melissa.Watson@umanitoba.ca or 204-474-9593.

General Phone: 204-474-9593  Website: http://umanitoba.ca/admin/governance/

Contact Names and Functions:
http://umanitoba.ca/admin/governance/university_secretary/index.html

Role:
The University Secretary is responsible for coordinating and facilitating the activities of the Board of Governors and of the Senate, and their various committees, to ensure the effective and efficient operation of the University’s bicameral system of governance. The Secretary will work closely with the Chair of the Board, the Chair of Senate, the President, senior administration, and committee chairs, to provide advice and guidance on jurisdiction, strategy, policy 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 for the entire university community for the provision of timely, accurate, and objective information, advice, interpretation and application of policy.

2.2 Senate

The Senate is the University’s senior academic governing body. Its membership includes: the Chancellor, the President and the Vice-President’s of the University, Deans of Faculties, Directors of Schools, faculty members elected by Faculty and School Councils, student elected by the students and representatives of the Board of Governors and the Alumni Association.

The Senate has authority to determine matters of an academic nature, as described in the University of Manitoba Act. It has the authority to recommend on certain matters to the Board of Governors. The President and Vice-Chancellor is the Chair of Senate, and the Vice-President (Academic) and Provost is the Vice-Chair of Senate. The Senate meets monthly from September to June.

Further information on the Senate, and its standing committees, can be found at http://umanitoba.ca/admin/governance/senate/index.html.

2.3 Board of Governors

The Board of Governors consists of 23 members: the Chancellor, the President, 12 members appointed by the Lieutenant-Governor in Council, three members elected by the graduate of the University, three members elected by Senate and three members appointed by the University of Manitoba Student’s Union.
The Board, as the Corporate Governing Body of the University, is responsible for overseeing the administration and business affairs of the University, including approving the annual budget and appointing and monitoring the performance of the President and Vice-Chancellor.

The Chair and Vice-Chair of the Board of Governors are elected annually. The Board currently meets seven times per year.

Further information on the Board of Governors can be found at: http://umanitoba.ca/admin/governance/bog/index.html.

### 2.4 Governing Documents

The Governing Documents of the University of Manitoba include all Policies, Bylaws, Regulations and Procedures approved by the Board of Governors, Senate and the University Administration. The official version of these documents can be found at http://umanitoba.ca/admin/governance/governing_documents/index.html.

Any questions of a general nature related to the development of, and approval process for, Governing Documents may be referred to the Office of Legal Counsel (http://umanitoba.ca/admin/vp_admin/ofp/legal/ or 204-474-7843). Governing Document development templates can be found on the Office of Legal Counsel’s website under Governing Documents.

Any questions regarding the specific application and administration of a Governing Document may be directed to the contact listed at the beginning of each Governing Document.
3. Planning

3.1 The University’s Strategic Plan

The University’s strategic planning document “Taking Our Place: University of Manitoba Strategic Plan 2015-2020” can be found on the VP (Academic) website at http://umanitoba.ca/admin/vp_academic/SPF%202014.html.

2009-2014 Strategic Planning Framework:
http://umanitoba.ca/admin/vp_academic/media/SPF_2009.pdf

3.2 Integrated Planning

Integrated Planning is a process that supports strategic decision-making and facilitates an overview of institutional resources and commitments. The ultimate objective of this process is to ensure that all planning and resource allocation activities throughout every level of an organization are effectively linked, coordinated and driven by institutional priorities. Integrated planning has been initiated in a number of Canadian universities and exists in many different configurations, each specific to local university culture, context and interpretation. However, underpinning these initiatives is an appreciation that the discipline of planning is essential to manage the change and uncertainty that are the hallmarks of the current post-secondary system. Integrated planning was introduced at UM in 2012 in support of the current Strategic Resource Plan (SRP) process, and the development of a Manitoba specific configuration will continue to evolve over the next several budget cycles.

For information on Integrated Planning, please contact Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs). Contact his assistant, Paula Chorney, at Paula.Chorney@umanitoba.ca or 204-474-8170.

Director of Integrated Planning: Ms. Valerie Shantz was appointed Director of Integrated Planning at the University of Manitoba in November 2014. She can be reached at Valerie.shantz@umanitoba.ca or 204-474-8105.

3.3 Strategic Resource Planning

To support the resource planning process, every fall, Deans, Directors, the University Librarian, and Heads of Colleges and major Administrative Units are requested to submit a Strategic Resource Plan (SRP) using a prescribed format. Unit Strategic Resource Plans that support the University’s Strategic Planning Framework are critical to achieving the University’s institutional priorities. Through thoughtful planning, continued engagement and collaborative efforts, the university collectively strives to achieve its vision while ensuring maximum benefit from its resources.

Resource allocation decisions will be based on criteria that includes:

- alignment of proposed activities with institutional and unit priorities with respect to learning, discovery and engagement;
- initiatives that support continued progress on institutional transformation;
• enrolment and student outcome trends; and
• the health/sustainability of unit budgets.

Resources:

Strategic Resource Planning: http://umanitoba.ca/admin/vp_admin/planning.html

3.4 Strategic Enrolment Management

The SEM Planning Committee, an administrative body that reports to Provost’s Council and services as an advisory body to the President’s Executive Team, recommends annual and long-term enrolment objectives. In June 2013 the Committee released a Strategic Enrolment Management: Planning Framework 2013-2018 which set out institutional goals for enrolment, persistence and graduation, time to completion and total enrolment.

Resources:

Strategic Enrolment Management: http://umanitoba.ca/admin/vp_academic/strategic_planning/SEM.html

3.5 Strategic Research Plan

The goals of the University’s Strategic Research Plan (SRP), developed by the office of the Vice-President (Research & International), are to enhance capacity in existing areas of research strength; build research capacity in emerging areas of research strength; foster networking, partnerships and collaborations between disciplines and across sectors; and provide unique research training opportunities for graduate students and other trainees including undergraduate students.


3.6 Related Links

Estimates of Operating Requirements: http://umanitoba.ca/admin/vp_admin/operating_estimate.html

Institutional Documents: http://umanitoba.ca/admin/vp_admin/institutional_documents.html

Office of Institutional Analysis: http://umanitoba.ca/admin/oia/

Financial Reports & Operating Budgets: http://umanitoba.ca/admin/vp_admin/financial.html
4. Human Resources

Role: The Human Resources administrative unit is comprised of 5 separate departments: Environmental Health & Safety, HR Services, Learning & Development Services, Staff Benefits and Labour Relations.

Governance Documents – Policies and Procedures (Staff):
http://www.umanitoba.ca/admin/governance/governing_documents/staff/index.html

Departments

Environmental Health & Safety

HR Services

Learning and Development Services

Staff Benefits

Labour Relations (was Staff Relations):

The Director, Labour Relations is Lisa Halket. She can be contacted at lisa.halket@umanitoba.ca or 204-474-8717.

The Director, together with two Labour Relations Officers, works closely with academic administrators and managers to navigate relations with staff in respect of the University’s four academic collective agreements (UMFA, UMDCSA, CUPE Sessional and CUPE TA) and four support staff collective agreements (AESES, AESES Security, CUPE Engineering, UNIFOR).

Labour Relations provides advice in relation to the provisions outlined in the collective agreements and provides assistance in dealing with challenging issues such as performance concerns, discipline, and grievances as well as questions concerning such processes as research study leaves, administrative leaves, promotion and tenure.

For academic matters, contact Bev Lockie at bev.lockie@umanitoba.ca or 204-474-7256.

For support staff matters, Marcie MacDonald at marcie.macdonald@umanitoba.ca or 204-474-8393.

Note that each academic unit is assigned an HR consultant. Please refer to section 4.3 for more information.

4.1 Faculty/Staff Types

There are a variety of different employment groups at the University. These include:

Non-Union Groups:
For non-certified or non-union faculty/staff, the terms and conditions in the various collective agreements do not apply. Non-union groups includes executive positions (academic and support) and certain categories of academic and support staff.

**Associations & Unions**
The majority of University faculty/staff belong to either bargaining units (unions) or employee associations. For members of a bargaining unit or employee association, many of the terms and conditions that apply are set out in applicable collective agreements.

Further information the groups can be found on the HR website at [http://umanitoba.ca/admin/human_resources/employment_groups.html](http://umanitoba.ca/admin/human_resources/employment_groups.html).

### 4.2 Collective Agreements

The University of Manitoba holds collective agreements with the following associations and unions:

**Academic**
- UMFA
- UMDCSA
- CUPE-Local 3909 (Sessional)
- CUPE-Local 3909 (TA’s)

**Support**
- AESES
- UNIFOR Local 3007 (formerly CAW local 3007)
- AESES Security
- CUPE-Local 1482 (Engineering)

The collective agreements can be found on the Human Resources website at: [http://umanitoba.ca/admin/human_resources/collective_agreements.html](http://umanitoba.ca/admin/human_resources/collective_agreements.html)

### 4.3 HR Consulting Services

Each Faculty is assigned a human resource consultant. Consultants assist with following:

1. Coordination of all recruitment processes
2. Classification and Salary Administration
3. Employee Relations
4. Other Services

**Description of Services:**

**HR Consultant Directory:**

### 4.4 Respectful Work and Learning Environment (RWLE)

The University of Manitoba is committed to an inclusive and respectful work and learning environment. The mission of the Human Rights and Advisory Services, part of the Office of Fair
Practices and Legal Affairs, is to promote a respectful working and learning environment in which individuals are treated equitably and diversity is valued.

Office of Human Rights and Advisory Services
Phone Number: 204-474-7526
Website: http://umanitoba.ca/admin/vp_admin/ofp/hras/

Policy: Respectful Work and Learning Environment

4.5 Work-Life Support and Returning to Work

Disability Management:
HR provides services in disability management. The key role of this function is to provide an effective disability management program designed to minimize the personal and financial effects of disability. The Disability Case Coordinator collaborates with injured/ill employees, physicians, healthcare providers, union representatives, university management, human resources and third party administrators to identify suitable return to work options.

For more information, visit:
http://umanitoba.ca/admin/human_resources/services/disability_management.html

Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential counselling service which allows staff to discuss personal problems and concerns in an understanding and professional environment away from the work place. The EAP is available for all full-time, part-time and casual University of Manitoba employees and their immediate family members. The program is designed to help with personal or work-related issues before they become more serious.

For more information, visit: http://umanitoba.ca/admin/human_resources/eap/

4.6 Mental Health on Campus

The University of Manitoba’s Campus Mental Health Strategy, 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. The strategy focuses equally on students, staff and faculty members, examining all aspects of the university and identifying ways in which we can be a community that is committed, caring, healthy, responsive, supportive and resourceful.

Promoting and supporting mental health and well-being will reap tremendous rewards, including a more positive work and learning environment, improved performance and productivity, enhanced student experience, greater staff retention and reduced absenteeism.

Resources:

Mental Health on Campus: http://umanitoba.ca/mentalhealth/
On-Campus and Community Crisis Services: http://umanitoba.ca/student/counselling/crisis-community-resources.html
4.7 HR Forms and Important Links

1. Payments to Individuals
   http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

2. Academic Forms
   http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

3. Appointment/Change in Appointment Forms
   http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

4. Cessation of Employment Forms
   http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

5. Employee Personal Information Forms
   http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

6. Leave/Return Forms
   http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

7. Mailing Address Forms and Labels
   http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

8. Position Profiles and Job Descriptions
   http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

9. Scholarships, Fellowships, Bursaries, Awards
   http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

10. Timesheets and Other Payroll Forms
    http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html

11. UM System Access (i.e. VIP)
    http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html
5. Academic Staff

Staff Relations provides advice in relation to the provisions outlined in the collective agreements and provides assistance in dealing with challenging issues such as performance concerns, discipline, and grievances as well as questions concerning such processes as research study leaves, administrative leaves, promotion and tenure. For academic matters, contact Bev Lockie at bev.lockie@umanitoba.ca or 204-474-7256.

For information on academic staff development, tenure, promotion, research study leaves, or performance reviews, please contact Dr. Janice Ristock, Vice-Provost (Academic Affairs). Contact her assistant, Paula Chorney, at Paula.Chorney@umanitoba.ca or 204-474-8170.

5.1 Employment Policies

There are three academic collective agreements in effect at the University. Links to these agreements can be found on the Human Resources website at:
http://www.umanitoba.ca/admin/human_resources/collective_agreements.html,

1. University of Manitoba Faculty Association (UMFA)
2. Sessional Staff (CUPE 3909)
3. Teaching Assistants (CUPE 3909)

Additional policies can be found under the University’s governing documents at:

Governing Documents (Staff):

5.2 Tenure Policies, Procedures, and Forms

The University of Manitoba values excellence and commitment in teaching, research and service. The offices of the Deans/Directors are responsible for faculty matters, including consideration of tenure applications. Please refer to the UMFA Collective Agreement and individual Faculty / School policies and procedures, as well as the resource below, for more information on tenure applications and procedures.

Tenure Forms: http://umanitoba.ca/admin/vp_academic/fac_dev_forms.html

5.3 Promotion Policies, Procedures, and Forms

The University of Manitoba values excellence and commitment in teaching, research and service. Faculty members whose contributions reflect excellence in these fields may be considered for promotion. The offices of the Deans/Directors are responsible for faculty matters, including consideration of promotion applications. Please refer to the UMFA Collective Agreement and individual Faculty / School policies and procedures, as well as the resource below, for more information on promotion and tenure applications and procedures.
5.4 Research/Study Leaves Policies, Procedures, and Forms

Research/Study leaves allow faculty members to engage in research and foster their effectiveness as scholars and teachers. Please refer to the current UMFA Collective Agreement for information regarding principles, types of research/study leaves, eligibility to apply, obligations and remuneration.

Leave Forms: http://umanitoba.ca/admin/vp_academic/fac_dev_forms.html

See Dr. Ristock’s July 2, 2014 memo titled Research/Study and Administrative Leave Applications and Waivers of Obligation to Return.

5.5 Faculty Development

Our University has a world class faculty and an outstanding support staff. The people who work here believe in the academic mission and invest their energies into building a quality educational experience for students. That is why the University of Manitoba offers a variety of resources and services for personal and professional development including:

Workshops for academic administrators
The University of Manitoba offers a number of workshops to academic administrators that are held throughout the year.

Website: http://umanitoba.ca/admin/vp_academic/faculty_development/workshops.html

Orientation sessions for new academic administrators
An orientation is offered every August for new deans and directors, associate deans and department heads.


Orientation for new faculty members
A two-day orientation session is offered every July for new faculty members.

Website: http://umanitoba.ca/admin/vp_academic/faculty_development/3758.html

Additional Leadership Development Resources
Offices such as the Centre for Higher Education Research and Development (CHERD) and Learning and Organizational Development (LDS) work with academic leaders to develop leadership skills.
Teaching and Learning Certificate Program
In August 2014, the University of Manitoba launched the UM Teaching and Learning Certificate program designed for faculty members who are in the early part of their teaching career. The program has been specifically designed to accommodate the busy schedule of faculty: limited classroom hours, flexible workshop offerings, supportive mentoring and individualized teaching feedback. Most importantly, the community of teaching and learning will support academic staff through the program and for many years after.

UM Teaching and Learning Certificate:
http://intranet.umanitoba.ca/academic_support/catl/newfacultyprogram.html

For information on faculty development and academic staff, please contact Dr. Janice Ristock, Vice-Provost (Academic Affairs). Contact her assistant, Paula Chorney, at Paula.Chorney@umanitoba.ca or 204-474-8170.

5.6 Annual Performance Reviews
All faculty members must receive a written annual performance review. These reviews are particularly important for those in probationary appointments so that they have a clear feedback on their performance in the areas of research, teaching, and service prior to applying for tenure. Written feedback is also important for those who are tenured or in continuing positions as it is a way to acknowledge any significant achievements as well as a way to address any performance issues that may exist.

The UMFA article on Performance Evaluations along with a Best Practices: Annual Performance Evaluation was sent to all Deans and Directors in memo form from Dr. Joanne Keselman on November 18, 2014. For a copy of the memo, contact Susan Carvell at susan.carvell@umanitoba.ca.

5.7 Grievances
UMFA and CUPE Sessional grievances begin at Stage 1, which is a discussion with the department head. Individuals are to advise their department head and/or dean in advance that it is a Stage 1 meeting, and whether they will be bringing an Union rep with them; the department head is advised to contact the Staff Relations Officer (Bev Lockie 474-7256).

Individuals who are not satisfied with the outcome of the Stage 1 discussion may file a grievance at Stage 2 by providing the Dean with a written grievance. The grievance will be delivered by the individual or a Union rep, and the Dean may be asked to sign the grievance form which signifies only that the grievance has been received. The Dean should contact Staff Relations for advice and assistance. Normally, the Dean will meet with Staff Relations, the
grievor and a Union rep to discuss the grievance and determine whether a resolution is possible. The Dean is to provide a written response to the grievance; Staff Relations will provide assistance in drafting this response.
6. Support Staff

Staff Relations works closely with academic administrators and managers to navigate relations with staff in respect of the three support staff collective agreements (AESES, CUPE Engineering, Unifor). For support staff matters, Marcie MacDonald at marcie.macdonald@umanitoba.ca or 204-474-8393 or contact the unit’s HR Consultant (see Section 4.3).

6.1 Employment Policies

Support Staff include the following groups:

(a) Excluded Management, Administrative and Professional Staff (EMAPS)
(b) Medical Practitioners and Administrators
(c) Student Support Staff
(d) Out-of-Province Support Staff
(e) All Support Staff in Bargaining Units

Links to these agreements can be found on the Human Resources website at: http://www.umanitoba.ca/admin/human_resources/collective_agreements.html.

Staff policies can be found under the University’s governing documents at:

Governing Documents (Staff):

Information on compensation policies and practices, including class specifications and the hay class system can be found at:

6.2 Bargaining Units

There are four support staff bargaining units. These are:

- AESES
- UNIFOR Local 3007 (formerly CAW local 3007)
- AESES Security
- CUPE Local 1482 (Faculty of Engineering staff)

Collective agreements:

6.3 Annual Performance Reviews

Coming Soon.
6.4 Grievances

AESES, CUPE Engineering, and CUPE TA grievances begin at Stage 1, and a written grievance will be delivered by the individual or Union Representative to the appropriate Dean, Director, Head of Administration Unit or Management Representative (AESES), or Department Head or Dean (CUPE). THE UNION OR GRIEVOR DETERMINES WHERE THE STAGE 1 GRIEVANCE IS DELIVERED. If a grievance is filed at the UNIT level, the ADMINISTRATOR should advise their DEAN about the grievance.

The Employer Representative who has received the grievance should contact their Staff Relations Officer (Marcie MacDonald for AESES/CUPE Engineering: 474-8393, Bev Lockie for CUPE TAs: 474-7256) for advice and assistance. The Employer Representative is to provide a written response to the grievance; Staff Relations will provide assistance in drafting this response.
7. Academic Programs

Responsibility for the administration and oversight of academic programs falls under the portfolio of the Vice-Provost (Integrated Planning and Academic Programs). If there are any questions regarding academic programming or any of the processes outlined below, please contact:

- Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs), at david.collins@umanitoba.ca. Contact his assistant, Paula Chorney, at Paula.Chorney@umanitoba.ca or 204-474-8170.

- Ms. Cassandra Davidson, Undergraduate Program Analyst, Office of the Vice-President (Academic) & Provost, at Cassandra.Davidson@umanitoba.ca or 204-474-7847.

The University of Manitoba offers a broad range of academic and professional programs at the undergraduate and graduate levels. Educational opportunities and professional development programming are also available through the area of Continuing Education in the Division of Extended Education.

All degree programs at the University have been reviewed and approved by the Manitoba Ministry of Education and Advanced Learning prior to the final approval by the Office of the Vice-President (Academic) & Provost. For information on approval of non-degree programs, please refer to the Non-Degree Programs Taxonomy.

Following implementation, programs are required to undergo periodic review with the goal of maintaining academic integrity of academic programming as well as quality assurance.

Academic Program Listing:
http://umanitoba.ca/admin/vp_academic/academic_programs/programs.html

Academic Terminology and Glossary:
http://umanitoba.ca/admin/vp_academic/academic_programs/glossary.html

Non-Degree Taxonomy:

7.1 Program Approval and Change

NEW PROGRAMS: (Note that the program approval process is currently under review at the provincial level.)

The introduction of new academic programs at the University of Manitoba encompasses a robust, consultative review process that can be divided into two fundamental stages; the first stage involves the submission and approval of a Statement of Intent (SOI), followed then by the second stage which involves submission and approval of a Full Program Proposal (FPP). Prior to final approval of any new program, proposals for new undergraduate and graduate degree programs are required to submit to an external review and approval process by Manitoba's Ministry of Education and Advanced Learning. If EAL approval is granted, final approval of all programs rests with the Office of the Vice-President (Academic) and Provost.
During the development stage, all new program proposals should be discussed with either the Vice-Provost (Integrated Planning & Academic Programs) for undergraduate programming or the Dean and/or Associate Dean of the Faculty of Graduate Studies for graduate level programming.

Resources:

UG Program Approval Process:
http://umanitoba.ca/admin/vp_academic/academic_programs/ug_program_approval.html

Approval of New Minors / Concentrations:
http://umanitoba.ca/admin/vp_academic/academic_programs/minors_concs.html

Graduate Program Approval Process:
http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_process.html

PROGRAM CHANGES:
Changes to academic programs require Senate approval. Approval of major amendments or a major expansion to an existing program also requires additional approval by EAL. In this regard, the University of Manitoba has nominally defined a ‘major’ amendment as a change to an existing program in excess of nine (9) credit hours. More generally, a major program amendment is one that significantly impacts either the operation of a program, the parchment being awarded, or where there are significant social implications associated with the proposed change; this would include name changes, and major changes to enrolments or program costs. Minor amendments to undergraduate programs are referred directly to the Senate Committee on Course and Curriculum Changes.

Resources:

UG Program Changes:
http://umanitoba.ca/admin/vp_academic/academic_programs/ug_program_changes.html

Graduate Program Changes:
http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html

7.2 Academic Program Reviews

All undergraduate programs are reviewed at least once every 10 years, on a schedule set by the Vice-President (Academic) & Provost. The academic unit delivering the program to be reviewed, in coordination with the VP (Academic)’s office, shall collect pertinent data as described in the Procedures for the Period Review of Undergraduate Programs. Information on the process and procedure for undergraduate program reviews can be found at:

http://umanitoba.ca/admin/vp_academic/academic_programs/ug_program_review.html

All graduate programs are reviewed on a seven year cycle based on a schedule set by the Dean of the Faculty of Graduate Studies. The Program Review package, including report specifications, templates and standard tables, is provided on the Faculty of Graduate Studies site, found at:

http://umanitoba.ca/faculties/graduate_studies/admin/123.html
7.3 Accreditation

A number of the university's programs hold accreditation by provincial, Canadian and/or international professional accreditation bodies. A listing of accredited programs at the University of Manitoba can be found below. *Note: in some cases, program accreditation may be used in lieu of a formal academic program review.*

To increase the consistency in the **communication of accreditation results** as well as to increase transparency with respect to these reviews, Senate has approved a set of guidelines on the communication of external program accreditation.

**Resources:**

**Academic Program Accreditation:**
http://umanitoba.ca/admin/vp_academic/academic_programs/3730.html

**Communication of External Accreditation Reviews:**
http://umanitoba.ca/admin/vp_academic/academic_programs/guidelines.html

7.4 Articulation Agreements

The University of Manitoba has partnered with a number of **local and international** post-secondary institutions to offer articulation programs. Articulation Agreements are University of Manitoba Senate approved bilateral or multi-lateral agreements between the University of Manitoba and other recognized post-secondary institutions that define the terms and conditions for consideration of admission and recognition of prior learning within the context of specific programs or credentials.

Please refer to the **Articulation Agreement Approval Process** webpage for information on the approval process for a new articulation program. *It is highly recommended that you contact the Vice-Provost (Integrated Planning & Academic Programs) to discuss the proposed program prior to beginning the approval process*

**Resources:**

**Articulation Agreements:**
http://umanitoba.ca/admin/vp_academic/academic_programs/articulations.html

**Proposal for New Articulation Agreements:**
http://umanitoba.ca/admin/vp_academic/academic_programs/articulation_process.html

7.5 Faculty of Graduate Studies

The University of Manitoba offers a rich and comprehensive selection of Master’s and doctoral options, with more than 140 graduate programs leading to 26 different degrees, including the opportunity to create individualized interdisciplinary programs. Graduate programming at the University of Manitoba is administered through the Faculty of Graduate Studies. Questions regarding any aspect of graduate programming should be directed directly to their office.
The University of Manitoba’s **Vice-Provost (Graduate Education) & Dean (Faculty of Graduate Studies)** is Dr. Jay Doering. Contact his assistant, Joyce Lamb, at Joyce.Lamb@umanitoba.ca or 204-474-8086.

**General Phone:** 204-474-9377  **Website:** [http://umanitoba.ca/graduate_studies/](http://umanitoba.ca/graduate_studies/)

**Address:** 500 University Centre.

**Contact Names and Functions:** [http://umanitoba.ca/faculties/graduate_studies/aboutus/contact.html](http://umanitoba.ca/faculties/graduate_studies/aboutus/contact.html)

### 7.6 Additional Resources

#### Registrar's Office

The Registrar’s Office provides a number of services including the coordination and administration of University functions, such as:

- Academic/biographical record keeping
- Graduation/Convocation
- Registration
- Campus ID cards
- Fee assessment
- Letters of Permission
- Fee appeals
- Academic administration policy and procedures
- T2202a tax receipts
- Development of web-based services
- Examination scheduling/administration
- Calendar & Registration Guide production/distribution
- Grade processing
- Grade appeals
- Student information system and staff training
- Transcripts
- Course Catalog and Class Scheduling
- Confirmation of enrolment/graduation

The University of Manitoba’s **Registrar** is Mr. Neil Marnoch. Contact his assistant, Diane Benoit, at Diane.Benoit@umanitoba.ca or 204-474-9426.

**General Phone:** 204-474-9420  **Website:** [http://umanitoba.ca/student/records/](http://umanitoba.ca/student/records/)

**Address:** 400 University Centre

**Faculty and Staff Resources:** [http://intranet.umanitoba.ca/student/records/](http://intranet.umanitoba.ca/student/records/)

**Contact Names and Functions:** [http://intranet.umanitoba.ca/student/records/contact.html](http://intranet.umanitoba.ca/student/records/contact.html)
**Academic Calendar**

The 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.

**Online Calendar:** http://umanitoba.ca/calendar
8. Resources/Services for Units and Academic Staff

8.1 Students

Academic Integrity

The University of Manitoba places the highest possible value on individual and collaborative achievement and is committed in both policy and practice to ensure that scholarship and research on its campuses are conducted by following the highest possible ethical standards.

In response, an Academic Integrity website has been developed to create a centralized location for resources to be shared to help instructors promote the importance of academic integrity within the classroom, labs and any place where learning and teaching occurs.

Academic Integrity Portal:

Responsibilities of Academic Staff with Regard to Students (ROASS)

ROASS is a policy that identifies the responsibilities of academic staff with regard to students. It aims to promote harmonious relations between academic staff and students and to promote fair and equitable treatment of students.

Policy: http://umanitoba.ca/admin/governance/governing_documents/students/278.html

Student Discipline

Student discipline policies and procedures exist to ensure a safe and respectful environment for students, faculty and staff at the University of Manitoba. Student discipline issues include academic misconduct, inappropriate and disruptive student behaviour, violent or threatening student behaviour, inappropriate use of University computers and facilities, substance and alcohol abuse, theft and vandalism. The University of Manitoba emphasizes the importance of academic integrity and works diligently to uphold a rigorous and honest academic environment.

Policies and Procedures related to Student Discipline:
http://umanitoba.ca/student/studentdiscipline/

Student Disciplinary Procedures and Penalties:
http://umanitoba.ca/admin/governance/governing_documents/students/discipline/531.html
STATIS (Student Threat Assessment Triage Intervention Support)

STATIS is a program intended to create a safer campus environment. STATIS provides the university community with an opportunity to report worrisome or threatening student behaviours that could pose a risk to the safety of any members of the campus community.

If you are concerned about an IMMEDIATE SAFETY THREAT, contact Security Services at 555.


8.2 Teaching and Learning
Centre for the Advancement of Teaching and Learning (CATL)

The Director of CATL is Dr. Mark Torchia. He can be reached at Mark.Torchia@umanitoba.ca or 204-474-7804.

General Phone: 204-474-9417 Address: 208-226 Isbister Building
Website: http://intranet.umanitoba.ca/academic_support/catl/index.html

Contact Names and Functions:
http://intranet.umanitoba.ca/academic_support/catl/contact.html

Role
The Centre for the Advancement of Teaching and Learning (CATL) is a faculty development unit that works in collaboration with faculty and graduate students to provide leadership, expertise, and support in fulfilling the teaching and learning mission of the University of Manitoba. CATL contributes to the practice and scholarship of teaching through guidance, collaborative problem-solving, and research with respect to teaching and learning effectiveness, curriculum planning, and institutional policies and infrastructure to optimize the learning and teaching experiences of students and faculty.

CATL Teaching Workshops: http://intranet.umanitoba.ca/academic_support/catl/workshops/

UM Teaching and Learning Certificate

New Faculty Orientation

SEEQS
In the Classroom

University Bookstores
The Fort Garry Bookstore is located in the heart of the Fort Garry Campus at 140 University Centre. The Health Sciences Bookstore is located on the Bannatyne Campus at 140 Brodie Centre, 727 McDermot.

Fort Garry Bookstore:  http://umanitoba.ca/bookstore/
Health Sciences Bookstore: http://umanitoba.ca/campus/hsbookstore/books/

D2L (Desire to Learn)
Desire2Learn (D2L) is the University’s learning management system. Students and academic staff are able to access courses and course materials through this system.

D2L Resources, Support and Updates:  
http://intranet.umanitoba.ca/academic_support/catl/resources/359.html

Course Scheduling & Ad Astra
The U of M uses a centralized scheduling system, Astra Schedule, to coordinate the assigning of Academic, Meeting and Event Space for the Fort Garry and Bannatyne campuses.

The institution-wide use of Astra Schedule to coordinate classroom scheduling ensures that the needs of students, instructors, programs and the strategic goals of the university are met, while optimizing the use of teaching space.

Academic Space Scheduling:  http://intranet.umanitoba.ca/student/records/classrooms.html

Audio Visual and Classroom Technology Support
Classroom technology is available at both the Fort Garry and Bannatyne campuses. They distribute audio visual equipment and media; provide computer and technology assistance in classrooms and theatres; provide trained operators and field staff that can offer information and assistance to a variety of equipment that is available to meet your specific classroom needs; provide demonstrations and personal instruction of audio visual equipment.

For information on scheduling, hours of operation, and live support for both campuses, visit the Audio Visual and Classroom Technology Support website at  
http://umanitoba.ca/ist/teaching/classtech/.

Copyright Office
Issues relating to copyright have become increasingly complex and are evolving rapidly. There have been, and will likely continue to be, changes in the law, technology, and practice which impact the University as a major creator and user of copyrighted material. The University established the Copyright Office to ensure that faculty, staff, and students have the supports they require to be successful in their teaching, research, and studies.

The Copyright Office’s mandate includes four major functions:
- Providing educational programs and general advice on copyright issues.
- Providing a centralized service for obtaining clearance for the use of copyrighted materials.
- Monitoring the University's compliance with copyright rules, and encouraging appropriate practices.
- Policy development and dissemination.

The Copyright Officer is Juliette Nadaeu. She can be reached at Juliette.Nadeau@umanitoba.ca or 204-474-8644.

**Email:** um_copyright@umanitoba.ca  
**Address:** 201 Allen Building  
**Website:** http://umanitoba.ca/copyright/

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**Copyright Advisory Committee**

The Copyright Advisory Committee provides a forum for confidential discussion of copyright issues that influence faculty, staff and students at the University of Manitoba. It provides input and feedback, and offers confidential advise and recommendations to the Vice-President (Academic) & Provost on topics such as: copyright issues in teaching learning and research, education programs and other services offered by the Copyright Office.

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**Teaching Initiatives**

**Blended Learning**

A blended learning task force recently submitted a report to the Vice-Provost (Academic Affairs). Information including the task force’s terms of reference and a copy of the Blended and Online Learning Report can be found at http://umanitoba.ca/admin/vp_academic/working_groups.html. An implementation committee has now been struck to address the recommendations.

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**Cooper Commission Report**

In 2011, the Senate Executive Committee established an ad hoc committee to review the power and authority of Deans to deal with academic matters in respect to providing accommodations for students with disabilities. Following extensive consultation and discussion, the *Report of the ad hoc Committee of Senate Executive to Examine Accommodation of Students with Disabilities and Governance Procedures Related to Academic Requirements* was released. This has been referred to internally as the *Cooper Commission Report*.

8.3 Research and Partnerships

Office of Research Services

Strategic Research Plan: http://umanitoba.ca/research/office_vpri.html

The Director of Research Services is Barbara Crutchley. She can be reached at barbara.crutchley@umanitoba.ca or 204-474-9373.

Website: http://umanitoba.ca/research/ors/index.html

Organizational Chart: http://umanitoba.ca/research/ors/media/ORS_Org_Chart.pdf

Contacts:
Nancy Klos, Associate Director, nancy.klos@umanitoba.ca or 204-789-3672

Research Grants Programs: CIHR, NSERC, SSHRC, Internal Grants

Tracy Mohr, Associate Director, tracy.mohr@umanitoba.ca or 204-474-6005

Institutional Programs: Canada Research Chairs, Canada Foundation for Innovation, Genome Canada, Networks of Centres of Excellence

Role: The role of the Office of Research Services is to provide excellent service to support researchers and facilitate their research and creative work. The office provides the following services:

- Funding opportunities information and changes to funding programs;
- Access to resources for improved submissions;
- Advice on strategic preparation of submissions for funding;
- Assistance with the development of efficient grant management;
- Ensuring regulatory compliance requirements are met;
- In the case of large initiatives, provide institutional support (financial, networking and liaison);
- Advice on intellectual property issues related to research.

My Research Tools: a new set of web applications to provide researchers with support in relation to their research portfolio, internal and external collaborations, and potential funding opportunities, and allows units, faculties to produce summary reports on research funding.

Website: http://umanitoba.ca/myresearch/

Research Grant Facilitators
The University of Manitoba has embarked upon a new initiative to provide research facilitation services for academic researchers in all disciplines. Services can include:

- Providing mentorship and assistance at all stages of application or proposal development;
- Editing and critical review of grant applications and proposals;
- Assistance with award nominations and researcher recognition;
• Acting as a liaison between researchers, the Office of Research Services, the office of VP (Research and International), funding agencies, industry and other institutions.

**Research Facilitators**

Email: Karen.Schwartz@umanitoba.ca
Phone: 204-474-9075

Agriculture/Science – Chantal Bassett (NSERC)
Email: Chantal.Bassett@umanitoba.ca
Phone: 204-290-7302

Medicine-Jodi Smith (CIHR)
Email: Jodi.Smith@umanitoba.ca
Phone: 204-977-5643

Engineering-Dustin Lippert (NSERC)
Email: Dustin.Lippert@umanitoba.ca
Phone: 204-318-2914

Arts –Elyssa Warkentin (SSHRC)
Email: Elyssa.Warkentin@umanitoba.ca
Phone: 204-474-8096

**Ethics and Compliance**
The Office of Research Ethics and Compliance reports to the Associate-Vice Provost (Research) and encompasses four areas:

- Animal Care
- Human Ethics
- Research Quality Management
- Environmental Health & Safety

Details on each areas as well as contact information can be found on the website at http://umanitoba.ca/research/orec/orec_home.html

**International Office**
The Manager of the International Office is Rhonda Friesen. She can be reached at rhonda.friesen@umanitoba.ca or 204-474-9992.

**General Phone:** 204-474-6836 **Website:** http://umanitoba.ca/research/international/index.html

**Address:** 537 University Centre

**Role:** The International Office (IO) provides guidance and assistance to the University of Manitoba community to support the internationalization process and global engagement. The areas covered by the IO are:
UM International Strategy (under revision in 2014):
http://umanitoba.ca/research/international/strategy.html

Technology Transfer Office
The Director of the Technology Transfer Office is Darren Fast. He can be reached at Darren.Fast@umanitoba.ca or 204-474-6930.

General Phone: 204-474-6200 Website: http://umanitoba.ca/research/tto/index.html

Address: 631 Drake Centre

Role: The Technology Transfer Office (TTO) oversees an Intellectual Property estate of over 400 patents covering 300 university developed technologies. It manages over 100 technology-based alliances with local and global partners, and over the past two decades, has launched 40 new start-up ventures.

Intellectual Property Policy:
http://umanitoba.ca/admin/governance/governing_documents/community/235.html

8.4 Decision Making and Planning

Office of Institutional Analysis
The Executive Director of the Office of Institutional Analysis is Thelma Lussier. She can be reached at Thelma.Lussier@umanitoba.ca or 204-474-9411. Her assistant, Karin Hares, can be reached at Karin.Hares@umanitoba.ca or 204-474-8191.

General Phone: 204-474-8181
Website: http://umanitoba.ca/admin/oia/contactus/index.html

Contact Names and Functions
http://umanitoba.ca/admin/oia/contactus/index.html

Role
The Office of Institutional Analysis (OIA) has four functions:
1. To undertake analyses that provide information for senior management decision making;
2. To provide periodic management information reporting for use by the senior administrative officers of the University, the University public, the public at large, the
Council on Post-Secondary Education and external governmental and community agencies;
3. To undertake studies and analyses to meet anticipated planning and management needs;
4. On behalf of the President and Vice-Presidents, to ensure that all centrally maintained data bases define and collect data that meets their Executive Information System (EIS) needs, and to vet all institutional information reporting to ensure that it accurately and appropriately reflects the institution.
OIA's mission is to fulfil these functions in an accurate, reliable, ethical, and timely fashion, utilizing institutional research "best practices".
9. Student Supports

The mission of Student Affairs is to provide integrated, effective and innovative services and programs that create and enhance opportunities for student success. The University is concerned with the academic and personal well-being and development of students and there are numerous programs and services which fall under the organization of ‘Student Affairs.’ Student Affairs is coordinated and directed by the Vice-Provost (Students) who reports directly to the Vice-President (Academic) and Provost, which ensures that student needs are at the most senior level of the University.

Student Affairs: http://umanitoba.ca/student/index.html
Vice-Provost Students: http://umanitoba.ca/student/vice-provost.html

9.1 Services for Students offered by Student Affairs

There are a wide range of services for student offered by Student Affairs on both campuses. A complete list can be found on their website at http://umanitoba.ca/student/services-for-students.html.

9.2 Student Academic Advisors

With two campuses in Winnipeg and over 100 programs across 17 faculties, the University of Manitoba offers more learning, teaching and research opportunities than any other post-secondary institution in the province. Helping students with their academic need is a group of Academic Advisors. A list of advisors by Faculty, Department, and School can be found on the website at: http://umanitoba.ca/student/records/tutorial/academic-advisors.html.

9.3 Academic Integrity

The University of Manitoba places the highest possible value on individual and collaborative achievement and is committed in both policy and practice to ensure that scholarship and research on its campuses are conducted by following the highest possible ethical standards.

In response, an Academic Integrity website has been developed to create a centralized location for resources to be shared to help instructors promote the importance of academic integrity within the classroom, labs and any place where learning and teaching occurs.

Academic Integrity Portal:
9.4 Student Accessibility Services (SAS)

Student Accessibility Services (SAS) (was Disability Services) provides support and advocacy for students with disabilities of all kinds: hearing, learning, injury-related, mental health, medical, physical or visual. Students with temporary disabilities such as sprains and breaks are also eligible to use our services. SAS acts as a liaison between students and the faculty and staff of the University of Manitoba as well as support agencies within the province of Manitoba. Further information, including ‘Info for Faculty’ can be found on their website at: http://umanitoba.ca/student/saa/accessibility/about-us.html.

9.5 Mental Health on Campus

The University of Manitoba's Campus Mental Health Strategy, 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. The strategy focuses equally on students, staff and faculty members, examining all aspects of the university and identifying ways in which we can be a community that is committed, caring, healthy, responsive, supportive and resourceful.

Promoting and supporting mental health and well-being will reap tremendous rewards, including a more positive work and learning environment, improved performance and productivity, enhanced student experience, greater staff retention and reduced absenteeism.

Resources:

Mental Health on Campus: http://umanitoba.ca/mentalhealth/
On-Campus and Community Crisis Services: http://umanitoba.ca/student/counselling/crisis-community-resources.html

9.6 Student Advocacy

The Student Advocacy Office provides confidential centralized services for receiving student complaints and grievances. This centre serves as a general information source for students regarding their rights and responsibilities. Students are assisted in the resolution of any problems or concerns resulting from academic and/or discipline decisions. Students are advised of policies and procedures to follow, both informally and formally via appeals. Where appropriate, referrals will be made to other campus resources.

The Director of Student Advocacy is Brandy Usick. She can be reached at Brandy.Usick@umanitoba.ca. Her assistant, Angel Therrien, can be reached at Angel.Therrien@umanitoba.ca

General Phone: 204-474-7423
Address: 519 University Centre
Website: http://umanitoba.ca/student/resource/student_advocacy/
Contact Names and Functions
http://umanitoba.ca/admin/oiac/contactus/index.html
Resources for Students:  

Advocacy Services for Faculty/Staff:  

9.7 International Centre for Students (ICS)

The International Centre for Students (ICS) provides support for ALL University of Manitoba students. It offers programs and services to help international students before and after their arrival to ease their transition to Canada and ensure their experience is enjoyable, safe, and successful. The ICS office also provides programs and resources for internationally-minded students looking for opportunities both inside and outside of Canada. Our Exchange Programs make studying abroad affordable and accessible. The World W.I.S.E. Resource Centre can help students plan for work, study, or travel throughout the world.

Through the ICS office, all University of Manitoba students have the opportunity to internationalize their education and gain cross-cultural experiences without leaving Winnipeg.

Programs for International Students: http://umanitoba.ca/student/ics/programs/  
Exchange Programs: http://umanitoba.ca/student/ics/exchange/  

9.8 English Language Centre (ELC)

The ELC provides students with a variety of options to study English, including intensive language programs as well as shorter English for Academic Purposes (EAP) part time courses. Information on these resources can be found on the ELC website at http://umanitoba.ca/student/elc/index.html.

9.9 Important Links

Links to the following materials can be found on the Student Affairs website at http://umanitoba.ca/student/vice-provost.html.

Popular Links

- Council of Student Affairs and Student Affairs Organizational Chart - Oct. 1, 2013
- Student Affairs Welcome Package (PDF)
- Student Affairs Travel Sponsorship Form (DOC)

Related links

- U of M Childcare Initiative
• Our Mental Health Strategy - Success Through Wellness
• Services for Students offered by Student Affairs
• Student Academic Advisors
• Student Affairs Participation Award
• Student Behaviour and Students of Concern memo from October 1, 2013 (PDF)
• Student Experience Committee | Terms of Reference (PDF) and Membership (PDF)
• Academic Advising Review Team | Terms of Reference (PDF) | Membership (PDF)
  | Advising Working Group Report - 2013 (PDF)
• Student Affairs Professional Development | May 13 Spring Update (PDF)
• Student Guide
• Student Experience
• Strategic Enrolment Management Presentation to Senate: January 9, 2013 (PDF)
• Student Accessibility Services 2011-2012 Annual Report (PDF)
10. Funding Opportunities

10.1 Research and Teaching Awards

One of the goals of the Strategic Planning Framework is that the University of Manitoba will be nationally and internationally recognized for its teaching, research and creative excellence, sought after by students and faculty alike as their preferred site of study. To that end, the University administers and supports numerous teaching and research awards for faculty members.

Recent Faculty Awards and Honours Recipients can be found at http://umanitoba.ca/admin/vp_academic/awards_honours/3772.html.

Research

The University of Manitoba is the only research-intensive university in the province, and the vast majority of research undertaken in Manitoba takes place on one of our campuses or research stations. As the hub for graduate education in the province, UM is the major contributor to the supply of highly qualified personnel in demand by business, industry and government.

Research Award Nominations: Brent Deere is the Research and Teaching Awards Administrator and is available to assist in preparing nominations, contacting references and guidance through the nomination process. He can be contacted at brent.deere@umanitoba.ca or 204-474-8697.

Website: http://umanitoba.ca/research/awards.html

Internal Funding, Deadlines and Forms:
http://umanitoba.ca/research/ors/internalfunding_deadlines_forms.html

Teaching and Learning

There is a renewed focus on teaching and learning at the University of Manitoba.

Teaching and Learning Enhancement Fund (TLEF): the TLEF was created in 2014 to support projects (ranging from $5,000 - $15,000) that explore new pedagogical approaches and the impact on learning, the scholarship of teaching and learning, the integration of research and teaching in the classroom.

Website: http://umanitoba.ca/admin/vp_academic/faculty_development/3728.html

Teaching Awards: we encourage nominations of our outstanding teachers through two university-wide teaching awards. For information on the Dr. and Mrs. H.H. Saunderson Award for Excellence in Teaching and the Olive Beatrice Stanton Award for Excellence in Teaching, visit:
Website: http://umanitoba.ca/admin/vp_academic/faculty_development/3772.html.

Graduate Student’s Association Teaching Award: the GSA invites nominations for an annual teaching award for excellence in graduate teaching.

Website: http://umanitoba.ca/admin/vp_academic/awards_honours/2032.html.

University 1 Teaching Award: University 1 First Year Centre offers an annual award to recognize excellence in teaching among those teaching courses included on the University 1 list of Recommended Introductory Courses (RIC).

Website: http://umanitoba.ca/u1/events/teaching_award.html.

3M Fellowships: We encourage nominations for the prestigious 3M teaching award, and have implemented a special process for identifying and preparing applications for potential 3M nominees. Brent Deere is available to assist with applications. He can be contacted at brent.deere@umanitoba.ca or 204-474-8697.

10.2 Faculty Development Initiative Fund

Faculty Development Initiative (FDI) Fund: Application to the FDI Fund may be submitted by a unit head to support initiatives at the faculty/college/school or department level that supports faculty development.

Website: http://www.umanitoba.ca/admin/vp_academic/awards.html

10.3 Merit Awards Funds

Applications and nominations for Merit Awards for members of the UMFA bargaining unit are accepted on an annual basis. Article 25 of the Collective Agreement between the University of Manitoba and the University of Manitoba Faculty Association provides for Merit Awards of $3,000 each.

Website: http://umanitoba.ca/admin/vp_academic/outreach_merit.html

10.4 Anomalies Funds

The Joint University/UMFA Anomalies Committee will consider applications to correct anomalies in base salaries of UMFA Members. The University/UMFA collective agreement establishes a fund of $100,000 to correct anomalies in base salaries for each contract year.

Website: Further Information and application forms can be found at: http://www.umanitoba.ca/admin/human_resources/staff_relations/academic/1268.htm
10.5 Travel and Conference Sponsorship Funds

To encourage the dissemination of research, the university offers a number of research support programs including travel and conference sponsorship. These programs are administered on behalf of the university by the Office of Research Services, 540 Machray Hall, Fort Garry Campus.

For information on the Conference Sponsorship Program and Student Travel Support to Competitions, visit http://umanitoba.ca/research/rh_awards_conference_sponsorships.html.

For information on the UM/SSHRC International Conference Travel Grants Program, visit http://umanitoba.ca/research/ors/internalfunding_deadlines_forms.html.

10.6 Outreach Awards

Each year, the University of Manitoba honours both support and academic staff who have been active in outreach activities that engage communities, particularly during the previous year, through presentation of sterling silver pins bearing the outreach logo. An annual reception is held in late fall to recognize the winners.

Website: http://umanitoba.ca/admin/vp_academic/outreachMerit.html

Campbell Outreach Award: Nominations for the Campbell Outreach Award are accepted from staff members of the University, alumni and members of the community. For information on nominations and deadlines, visit http://umanitoba.ca/admin/vp_academic/awards_honours/campbell_award.html

10.7 Distinguished Visitor Programs

Distinguished Visiting Lecturer Program

Each year, the Office of the President makes funding available to support units seeking to bring distinguished individuals to the University of Manitoba who are making outstanding contributions in their respective fields.

For information on funding and selection, nominations, and guidelines, visit http://umanitoba.ca/admin/president/2301.html.

The Robert and Elizabeth Knight Distinguished Visitors Program

The purpose of the Program is to enhance the quality of higher education at the University of Manitoban and to enrich its academic life by supporting visits to the University by scholars in the fields of commerce, finance, economics, political studies, history and literature, leaders in the
areas of commerce, industry and government, and outstanding achievers from other disciplines who have made distinguished contributions to the advance of knowledge or to cultural, social and economic development.

For information on nominations, applications, past Knight distinguished Visitors, and further information, visit http://umanitoba.ca/admin/president/knight_program.html. 11. Additional Resources
11. Additional Resources

11.1 Provosts Council website

Found on the VP (Academic) website, this page provides information on membership and meeting dates and provides access to a site dedicated to council resources. For secure access login information contact Susan Carvell at susan.carvell@umanitoba.ca or 204-474-8888.

Website: http://umanitoba.ca/admin/vp_academic/searches/3768.html

11.2 Access and Privacy Office

The Access and Privacy Office is responsible for the implementation of FIPPA and PHIA at the University of Manitoba. The office responds to all access to information requests for the University; investigates breaches of personal or personal health information; and provides FIPPA and PHIA training to University staff, students and associates. The Access and Privacy Office also provides advisory and administrative support services for the management of University records, FIPPA and PHIA.

The Access and Privacy Officer/Coordinator is Karen Meelker. She can be reached at Karen.Meelker@umanitoba.ca or 204-474-8339.

Website: http://umanitoba.ca/admin/vp_admin/ofp/fippa/

Unit Liaisons: http://umanitoba.ca/access_and_privacy/liaisons.html

FIPPA and PHIA

The Freedom of Information and Protection of Privacy Act (FIPPA) applies to all records in the custody or under the control of the University of Manitoba, including records containing general information, personal and personal health information. It does not apply to teaching materials, research information of an employee of the University, or a question that is to be used on an exam or test. The Personal Health Information Act (PHIA) applies to all records containing personal health information in the custody or under the control of the University of Manitoba.

FIPPA Website: http://umanitoba.ca/access_and_privacy/FIPPA.html
PHIA Website: http://umanitoba.ca/access_and_privacy/PHIA.html

11.3 Donor Relations

Under the umbrella of the Vice-President (External), the AVP leads a team of 43 professionals in an effort to build deep, meaningful, long term relationships with donors, alumni, and potential partners. This includes supporting an integrated donor relations program with robust annual,
planned, and major giving programs supported by strong advancement services and stewardship practices.

**Website:** [http://umanitoba.ca/admin/dev_adv/](http://umanitoba.ca/admin/dev_adv/)

### 11.4 Marketing and Communications

The Executive Director of the Marketing and Communications Office is John Danakas. He can be reached at john.danakas@umanitoba.ca or 204-474-8551.

**General Phone:** 204-474-8346  
**Email:** marketingcommunications@umanitoba.ca  
**Website:** [http://umanitoba.ca/admin/mco/](http://umanitoba.ca/admin/mco/)  
**Address:** 200-137 Innovation Drive

Through a wide-range of communications and marketing services, the Marketing Communications Office (MCO) is dedicated to sharing the stories of our community and the University.

**Services offered:**

- High quality publications
- Marketing campaigns
- Advertising
- Video and Photography
- Website content and design
- Social media
- E-marketing
- Earned Media

### 11.5 Campus Planning Office

The Acting Director of the Campus Planning Office is Rejeanne Dupuis. She can be reached at rejeanne.dupuis@umanitoba.ca or 204-474-6095.

**General Phone:** 204-474-7818  
**Website:** [http://umanitoba.ca/admin/campus_planning_office/index.html](http://umanitoba.ca/admin/campus_planning_office/index.html)  
**Address:** Event Centre, Smartpark

**Role:** The University of Manitoba’s Campus Planning Office (CPO) was established in June 2011 to help guide the development of university properties, making the University of Manitoba and its surrounding neighbourhoods better places live, work, study and play. The CPO works in partnership with all levels of government, the university community, area residents and the private sector to undertake quality, sustainable urban development.
11.6 Information Services and Technology for Faculty & Staff

**General Phone:** 204-474-9249  **Address:** 123 Fletcher Argue  
**Website:** [http://umanitoba.ca/computing/ist/index.html](http://umanitoba.ca/computing/ist/index.html)

Information Services and Technology (IST), is an administrative unit reporting to the Vice-President (Administration), which provides computing and communications resources and expertise to support our clients in their teaching, learning, research, administrative and community service endeavors by providing information technology infrastructure and services and by providing leadership and expertise in information technology solutions and services thereby contributing to the creation, preservation and communication of knowledge in the community.

IST Services include:

- Accounts and Access
- Audiovisual Services
- Help and Support
- Business Applications
- Staff Email/Calendar
- Internet and Network
- Phone and Mobile
- Security and Policies
- Teaching/Learning (including D2L)

**Help & Solutions Centre:** the IT Service desk enhances the delivery of services to units and departments by providing a one-stop-shop for everything IT. For contact information specific to your Faculty/School and for hours of operation, visit [http://umanitoba.ca/computing/ist/itservicedesk/index.html](http://umanitoba.ca/computing/ist/itservicedesk/index.html).

11.7 Purchasing Services

The mission of the Purchasing Services Department is to provide value, quality and satisfaction in the delivery of an efficient and cost effective Purchasing/Supply Management service (consulting, planning, negotiating, sourcing and controlling).

**General Phone:** 204-474-8348  
**Services for Faculty/Staff:** [http://umanitoba.ca/admin/financial_services/purch/](http://umanitoba.ca/admin/financial_services/purch/)
12. FAQ

*Under development.*

Please submit your suggestions and questions to [kathleen.legris@umanitoba.ca](mailto:kathleen.legris@umanitoba.ca).