



UNIVERSITY  
OF MANITOBA

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March 5, 2012

**TO:** Deans and Directors

**FROM:** Dr. Joanne C. Keselman, Vice-President (Academic) and Provost  
Mrs. Deborah McCallum, Vice-President (Administration)

**RE:** **Academic Position Management Process – Guideline Revisions**

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The Academic Position Management Process (APMP) was implemented in June 2009. Based on experience to date and feedback received from deans/directors, we have made some changes to this process as follows:

- Effective April, 1, 2011, the Faculty/School will retain the full baseline funds for all new hires who depart within the first three years of their initial appointment with the University (as opposed to the median rate). (see section 3.2.2)
- Normally, baseline that becomes available as a result of reduction of duties (half-time retirement; UMFA 10.19.2 and UMDCSA 14.19.2) remains with the position until the incumbent departs from the University entirely. As there may be compelling reasons to use the 'unencumbered' baseline associated with half-time retirements to create new academic positions prior to the faculty member's departure, in special circumstances, the Provost will consider requests to reallocate this baseline to support such positions. (see section 4.6)

The revised guidelines will be placed on our respective websites. Should you have any questions, please contact Pam Trupish directly. Thank you.

Enclosure

cc: Pam Trupish  
Joanne Dyer

The Academic Position Management Process (APMP) was implemented June 30, 2009 replacing the former Strategic Initiatives Process (SIP).

The following guidelines and processes apply to all full-time baseline-funded probationary, continuing and tenured academic positions. Term appointments, contingent, and GFT positions are **excluded** from the APMP.

## **1.0 General Guidelines:**

- 1.1 Units require authorization from the Vice-President (Academic) and Provost when searching for all full-time probationary, tenured, continuing or term (>2 yr) academic positions.
- 1.2 Starting salary and rank for new academic hires require approval of the Vice-President (Academic) and Provost.
- 1.3 At the Dean's/Director's discretion, academic positions may be relocated to other departments or areas of specialization in order to meet changing needs and priorities within the faculty/school ("units"). At the Dean's/Director's discretion, funding may be redirected in support of other priorities (non-academic salary or non-salary).
- 1.4 Funding for any new academic positions will normally be managed within unit budgets. In special circumstances, funding may be provided through the resource allocation process or targeted funding may be provided by COPSE.

## **2.0 Medians:**

- 2.1 Median rates for professorial and librarian positions are determined annually and are established on a unit-by-unit basis, based on the adjusted four year rolling average of starting salaries of probationary or tenured Assistant/Associate Professor positions and probationary or continuing Assistant/Associate Librarian positions.
- 2.2 Median rates for Instructor positions are established on a University-wide basis, based on the adjusted four year rolling average of starting salaries of probationary and continuing Instructor I and II positions.

## 3.0 Departure Process

- 3.1 Upon notification of an academic departure, units are required to submit a "Cessation of Staff Appointment" form to Human Resources and must ensure that both Offices of the Vice-President (Academic) and Provost, and the Vice-President (Administration) are provided copies of this form.
- 3.2 Upon receipt of the cessation of staff form and confirmation of departure, a baseline adjustment will be processed by the Office of the Vice-President (Administration) as follows:
  - 3.2.1 For departures occurring within the first year three years of initial appointment, the unit will retain the full baseline funds. This change applies to departures effective April 1, 2011 and onward.
  - 3.2.2 For departures occurring beyond the first three years of the appointment, the lesser of either the current median (unit specific for professorial and librarian positions or University-wide for instructor positions) or the departing faculty member's full baseline salary remains with the unit.

Baseline savings – the difference, if any, between the faculty member's full baseline salary and the current median will be centrally collected and used in support of the following year's resource allocation process.

## 4.0 Appointment/Position Management Process

- 4.1 In the event that the new academic hire's starting salary is greater than the median provided or the baseline available pursuant to 3.2.1, the unit is responsible for "topping up" any baseline shortfall.
- 4.2 In the event that the new academic hire's starting salary is less than the median provided or the baseline available pursuant to 3.2.1, the difference remains with the unit, which may at the discretion of the Dean/Director, reallocate the difference where required, including to non-academic categories.
- 4.3 The unit is responsible for funding any extraordinary salary increase and/or salary increases to the floor of new rank as a result of promotions.
- 4.4 Unallocated fiscal budget funds made available from unfilled positions may, at the discretion of the Dean/Director, be used in another capacity/category.

- 4.5 Baseline resulting from reduced appointments (UMFA 10.1 and UMDCSA 14.1) and reduction of duties (half-time retirement; UMFA 10.19.2 and UMDCSA 14.19.2) will remain with the unit and normally must remain with the position. Unallocated fiscal budget resulting from reduced appointments or reduction of duties (half-time retirement) may be used in another capacity/category at the discretion of the Dean/Director. In such cases and upon the faculty member's departure from the University, the associated position will fall under the APMP process as defined above.
- 4.6 Pursuant to 4.5, in special circumstances the Provost will consider requests to reallocate baseline resulting from reduction of duties (half-time retirements) to new academic positions. Provided that full baseline is in place, the funds available for reallocation would be provided at 50% of the median for that unit.

## **5.0 Special Considerations:**

- 5.1 Newly established probationary or tenured positions for academics recruited to externally-funded Research Chairs will be partially funded through the resource allocation process in accordance with the "Support Program for Research Chairs" guidelines.
- 5.2 Senior Administrative positions (Decanal and Executive) will normally be managed as follows:
- 5.2.1 If the incumbent senior administrator will be taking administrative leave and will not be returning to an academic position within the unit, the salary for the new senior administrator (external appointments only) will be bridged from central sources during the period of administrative leave. At the completion of the administrative leave, the baseline and any remaining fiscal budget funds will be used to support the salary of the new senior administrator.
- 5.2.2 If the incumbent senior administrator will be returning to their academic position following their administrative leave period, the salary for the new senior administrator will be bridged from central sources against the next vacancy within the Faculty. At which time, the base and any remaining fiscal budget will be used to support the salary of the new senior administrator.
- 5.2.3 If the newly appointed senior administrator currently holds an academic position within the unit, the position of the outgoing senior administrator will fall under the APMP guidelines.