

2018



eResource Guide for Faculty Members



UNIVERSITY
OF MANITOBA

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The University of Manitoba

Welcome to the University of Manitoba. We are a coeducational, nondenominational, government-supported institution and a member of the Association of Commonwealth Universities and of the Association of Universities and Colleges of Canada. Our [university community](#) is comprised of over 29,000 students, over 9,000 faculty and staff, and 180,000 alumni. Almost 18 per cent of our current students are international, representing over 120 countries.

Home to a thriving community of indigenous researchers, staff and over 1,900 self-declared Indigenous (First Nations, Metis and Inuit) students, the University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

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

Mission

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

Vision

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

Values

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

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

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

New to the University?

The following links will help you get set up:

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

[New Faculty Orientation](#)

The Vice-Provost (Academic Affairs), in conjunction with Centre for the Advancement of Teaching and Learning (CATL), offers a New Faculty Orientation each July. There are also workshops throughout the year on specific topics relevant to new faculty members

[Research Start-Up Funds](#)

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

Teaching & Learning

Responsibilities

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

[Bona Fide Academic Requirement](#)

[Academic Integrity](#) – Sets out responsibilities of members of the University community with regard to academic dishonesty: prevention, detection, and response

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

Faculty Supports

[Centre for the Advancement of Teaching and Learning \(The Centre\)](#) – 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

[Teaching Handbook](#) – *Teaching at the University of Manitoba*

[Workshops](#) – The Centre offers a series of workshops on teaching and learning to fit a variety of needs

[TeachingLIFE](#) – is a University of Manitoba publication, showcases teaching and learning on - and beyond - our campuses

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

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

[Students' Evaluation of Educational Quality \(SEEQ\)](#) – is the University of Manitoba's Senate approved teaching evaluation tool. The SEEQ asks students to evaluate instructors on nine teaching dimensions and their overall impression of the instructor

Student Supports

[Academic Learning Centre](#) – serves graduate and undergraduate, full and part-time students, who are invited to access the resources available on the ALC web page, make an appointment with a writing or study skills tutor, and/or attend workshops in order to further develop academic strengths and skills in writing, learning and research

[Student Accessibility Services \(SAS\)](#) – provides support and advocacy for students with disabilities, such as: hearing, injury-related, learning, mental health, medical, physical, visual or temporary disabilities. We act as a liaison between students, faculty, staff and service agencies

[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

English Language Programs:

[English Language Centre](#) – seeks to enhance success for students as well as potential students whose first language is not English by providing courses, tests, homestay, and individual support in order that they may achieve their academic goals and participate with confidence in the University of Manitoba community

[Intensive English Program](#) (IEP) - offers seven levels of English language learning from low beginner to advanced, helping you to build your confidence in using English in academic, professional and social settings.

[Indigenous Student Centre](#) – is responsible for welcoming and supporting Indigenous students, as well as providing opportunities for students to learn about First Nations, Inuit and Métis culture

[Funding to Support Teaching and Learning](#)

Faculty Development Initiatives Fund
Teaching and Learning Enhancement Fund
Indigenous Initiatives Fund

Funding to Support Community Engagement

[Community Engagement Fund](#)

Teaching and Community Engagement/Outreach Awards

[Merit Awards](#)

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

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

[3M Teaching Fellowships](#)

[Faculty Awards](#)

[Graduate Student Association Teaching Awards](#)

[Students' Teacher Recognition Reception](#)

[University | Excellence in Teaching Award](#)

[Annual Community Engagement Award](#)

[Campbell Outreach Award](#)

Research, Scholarly Work, & Other Creative Activities

Strategic Research Plan 2015-2020

Office of Research Services

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

[Preliminary Access to Funding](#)

[My Research Tools](#)

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

Office of Research Ethics & Compliance

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

[Ethics and Compliance](#)

[Research Ethics Boards – Fort Garry](#)

[Research Ethics Boards – Bannatyne](#)

[Animal Care](#)

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

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

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

Partnerships

[Research Agreements](#) – policy and procedure

[Contract Forms](#)

[Technology Transfer Office](#) – to increase knowledge mobilization between the University of Manitoba and commercial partners (industries & community).

Research Groups, Centres, and Institutes

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

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

Funding

[Internal Funding Opportunities](#)

[Canadian Institutes of Health Research](#)

[Natural Sciences and Engineering Research Council](#)

[Social Sciences and Humanities Research Council](#)

[Strategic Initiatives](#)

[Search for Funding](#)

Research/Study Leaves

[UMFA Collective Agreement](#)

[Forms](#)

Tenure and Promotion

[Governing Documents](#)

[Collective Agreement](#)

[Forms](#)

[Developing your Teaching Dossier](#) (Mary Benbow)

Tenure and Promotion Sessions

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

Additional Sources of Information & Support

[Aurora Finance System](#) – the University of Manitoba's financial management system. The central piece of the system is the **Banner** database. The other main pieces of the system are **FAST**, which is used to report on all the information housed in Banner, **Concur**, the University's Travel and Expense tool, and **EPIC**, the university's eProcurement tool

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

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

[Human Resources](#) and [Faculty and Staff Resources](#)

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

[International Centre](#) – coordinates and facilitates all University international activities

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

[Respectful Work and Learning Environment](#) Policy and Procedure

[Sexual Assault](#) Policy and Procedure

STATIS – a diverse team of professionals committed to promoting a safe and respectful work and learning environment for the campus community. STATIS can be accessed for consultation about a threatening or disruptive incident or pattern of concerning behaviour involving a student or employee of the University, or to report a concern under the Violent or

Threatening Behaviour Policy, Sexual Assault Policy, Respectful Work and Learning Environment Policy, or Student Non-Academic Misconduct and Concerning Behaviour Procedure

[Accessibility](#) – information about accessibility at the University, including training and resources
[Accessibility for Manitobans Act \(AMA\)](#)

[Diversity & Inclusion](#) and [Employment Equity](#) – promote diversity and fosters a culture of inclusion where all people feel valued, respected, and included across all of our differences and a place where talented people choose to work

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

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

[Tuition Reimbursement](#) – tuition reimbursement and professional development courses are available for faculty members, their spouses and dependents

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