

# ROLES & RESPONSIBILITIES

A GUIDE FOR FACULTY





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Updated: July 11, 2012

# INDIVIDUAL ROLES & RESPONSIBILITIES

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GUIDELINES FOR FACULTY AND STUDENTS INVOLVED WITH GRADUATE PROGRAMS AT THE UNIVERSITY OF MANITOBA

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# Faculty of Graduate Studies

The office of the Faculty of Graduate Studies (FGS), under the leadership of the Dean, ensures that each graduate program is governed according to the Guidelines and Policies of the Faculty of Graduate Studies and that each program runs in an equitable and fair manner (see *Academic Guide of the Faculty of Graduate Studies* at http://umanitoba.ca/faculties/graduate\_studies/admin/130.html).

# Faculty Dean

The Faculty Dean of a department/unit offering a graduate program is expected to do the following:

- Recognize and support (in principle) each department/unit, faculty members, staff, and students engaged in graduate studies.
- Allocate appropriate resources towards the successful execution of the graduate programs offered by each department/unit.

# Department/Unit Head

The Department/Unit Head is ultimately responsible for ensuring that the graduate program of the unit is operating according to the guidelines of FGS and their supplementary regulations (http://umanitoba.ca/faculties/graduate\_studies/admin/532.html). The specific responsibilities include the following:

- Develop a committee structure to administer the graduate program. Identify and define the role of a *Graduate Chair* and provide the name of the advisor, and advisory committee and his or her own role and responsibilities.
- Ensure that the department/unit has a set of guidelines and criteria for admission of students and completion of their programs.
- Formulate specific guidelines if work experience is to be included as one of the admission criteria.
- Ensure that the supplementary regulations for administering the graduate program(s) are well defined and outlined in an official document (this document needs FGS approval).
- Provide mentorship to new faculty members as graduate advisors.
- Ensure that each student receives a letter of offer indicating the area of study, the name of the advisor, financial support (availability, the amount, source and duration).
- Define the applicable terms and conditions for each student (including those students who hold a

fellowship or scholarship) receiving financial support from a unit or departmental fund or from an individual operating grant. The terms and conditions must address the issue of top-up or supplemental financial support.

# Graduate Chair

Depending on the size of a unit, a Graduate Chair may perform the following duties with the help of a committee:

- Serve as a liaison person between the unit and FGS. Ensure a committee is in place to administer graduate programs including admission, assigning an advisor and advisory committee and reporting on student progress.
- Ensure that students' files are current with respect to the address of the student, name of the advisor and the advisory committee members and to inform FGS of any changes.
- Inform all members of the department/unit engaged in graduate education about the Academic Guide, FGS regulations, requirements and any supplementary regulations as well as important deadlines.
- Ensure that the students are made aware of workshops offered by UTS (University Teaching Services), e.g. CHET (Certification in Higher Education Teaching Program), and FGS specifically for graduate students.
- Organize students' orientation to the department/unit and the resources available to them.
- Provide the student with information about the role and responsibilities of the advisor, and advisory committee and his or her own role and responsibilities, i.e. Advisor-Student Agreement.
- Monitor implementation of the Department/Unit Head's decision regarding the student's access to an
  assigned advisor and to a designated acting advisor in the case of the advisor's absence (research study
  leave or leave of absence).
- Ensure that the student has formally submitted a thesis proposal to the advisory committee, including well-stated objectives and a path for achieving them.
- Ensure the student meets the advisor or advisory committee to discuss coursework, research program, progress and future plans.
- Ensure that collaborative research (inter-unit/departmental, inter-university or with an outside research institute) is identified and that the specific role of each unit is clearly defined.

# Graduate Advisor

The advisor is not only a mentor to the student but also provides leadership in forming the partnership with his/ her students, the department/unit, and the advisory committee. The following responsibilities are for the advisor to ensure equitable and high quality academic training to the students:

- Inform and update the student of his/her academic and holiday schedule on a regular basis so that the student is aware of how much time and when access can be reasonably expected from the advisor.
- Seek and provide the student with adequate financial support, where possible.

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- Ensure that within the first six months to a year, the student has an advisory committee, the program of study approved by the advisory committee with respect to FGS requirements (the number and type of courses), and a research plan.
- If there are major modifications to the research plan after one year, a revised research plan must be approved by the advisory committee at that time.
- Schedule regular meetings with the student to monitor progress. Such meetings should include discussion of management strategies and methodological approaches after the research topic is well defined and review the process of data collection.
- Discuss with the student how research is to be documented and how records are to be kept and refer the student to the University of Manitoba Policies and Procedures Regarding Research Ethics (http://umanitoba.ca/research/orec/ethics/index.html).

# Advisory Committee

The advisory committee acts as a partner with the student and the advisor in advising the student on research problems. The members are selected based on their fields of expertise, the nature and planning of the research project and to complement the expertise of the advisor in providing guidance to the student. The committee structure will depend on unit or departmental regulations as well as the guidelines and regulations of FGS.

To a reasonable extent, each member serving on the advisory committee is expected to take the following responsibilities:

- Be familiar with the research project of the student.
- Be available for meetings with the advisor and the student for preparing the annual progress report or as deemed essential.
- Be reasonably available for consultation with the student in addition to regular meetings.
- Review the thesis in a timely manner for final examination.
- Clarify with the student questions regarding intellectual property rights, primary authorship on research articles and the specific role of the student, the advisor and other collaborators in the research program.
- Hold meetings once a year, or more often as required, with the student to discuss research progress and future course of action. Ideally, these meetings are to be held at the beginning of the student's program and within the first year.
- Provide the student with the opportunity to attend and to present his/her findings at research conferences depending on the availability of funds.
- When a thesis is required provide the student with the guidelines for preparing the thesis. (http://umanitoba.ca/libraries/elibrary/mspace/)
- Read and provide comments to any written material (thesis reports, practicum etc.) submitted by the

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# Graduate Student

The student should look upon graduate research as a partnership with the advisor, advisory committee and the department/unit. Ultimately, the student is responsible for conducting the proposed research work and course of study. The responsibilities of a graduate student are as follows:

- Know the policies, procedures and deadlines of FGS. Each student must consult the Academic Guide and the current Graduate Calendar for specific information.
- Declare him/her self as full-time or part-time based on the time that would be devoted to graduate studies (See Academic Guide).
- Assess his/her financial needs during the tenure of the graduate program and obtain a document from the advisor outlining the type and duration of the financial support. (note: student may receive a letter indicating no support is available)
- Share the responsibility with the advisor to develop a sound research plan that has an achievable timetable and milestones.
- Keep a systematic record of research work and results and be able to answer to the advisor and the advisory committee with respect to progress.
- Self-evaluate progress and productivity throughout the program.
- Become familiar with and follow the University of Manitoba Policies and Procedures Regarding Research Ethics. (http://umanitoba.ca/research/orec/ethics/index.html)
- Ensure that a meeting is held with the advisor and the advisory committee (where applicable) and prepare/present a progress report at least once per year.
- Call additional meetings with the advisory committee after consultation with the advisor, if considered essential to the progress of the research.
- Organize and be efficient in processing the data and in the planning of future research. Keep abreast of current literature in the field.
- Take full responsibility for his/her academic and research program.
- Allow adequate time for his or her advisor or committee members to provide comments on written material. The student must consult his/her advisor and the advisory committee members to estimate the time that would be required to complete a thesis or a report.
- Ensure to allocate sufficient time to meet important deadlines (registration, thesis submission to committee members, etc.)

# **GRADUATE STUDIES PUBLICATIONS**

#### ONLINE RESOURCES FOR FACULTY AND STUDENTS

For a detailed list of all Faculty of Graduate Studies publications, please visit: http://umanitoba.ca/faculties/graduate\_studies/publications/

# Frequently read publications

#### **Graduate Studies Calendar**

The Graduate Studies Calendar contains information on admission requirements, programs, awards, and registration information.

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#### **Graduate Ethics Training (GET)**

GET is an online training course that serves as an introduction to core principles and practices in all fields of graduate research.

#### **Intellectual Property Guidelines**

This document provides a brief overview of the University of Manitoba's intellectual property guidelines and the regulations that surround intellectual property rights.

#### **Supplemental Regulations**

In addition to FGS regulations and admission requirements, each department/unit has its own supplemental regulations.

# UNIVERSITY OF MANITOBA **POLICIES & GUIDELINES**

BYLAWS, REGULATIONS, POLICIES AND PROCEDURES

For a detailed list of all University Manitoba Governing Documents, please visit: http://umanitoba.ca/admin/governance/governing\_documents/

# Responsibilities of Academic Staff with Regard to Students Policy (ROASS)

#### http://umanitoba.ca/admin/governance/governing\_documents/students/278.html

The ROASS policy identifies the responsibilities of academic staff with regard to students, with the intent of promoting equitable treatment and harmonious relations between staff and students.

The University of Manitoba's academic integrity policy defines plagiarism as *ideas or words* [taken from] another person and passed off as one's own... [this] applies to any written work, in traditional or electronic format, as well as [any work that is presented] orally or verbally.

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### Office of Student Advocacy (OSA)

#### http://umanitoba.ca/student/resource/student\_advocacy/

The Student Advocacy Office provides confidential assistance for students with academic grievances or complaints and offers general information for students, regarding their rights and responsibilities.

#### Graduate Ethics Training (GET)

#### http://umanitoba.ca/faculties/graduate\_studies/media/GET\_2012-01.pdf

GET is an online training course that serves as an introduction to core principles and practices in all fields of graduate research.

### Research Integrity Training Program

#### (available online, fall 2012)

A new on-line training program entitled *Research Integrity* from Epigeum Ltd will be available online in fall 2012, covering a variety of topics, including data management, assignment of authorship, the mentormentee relationship, publication and authorship issues, human subjects, peer review and the publication process.

# University of Manitoba Policy on Academic Fraud

#### http://umanitoba.ca/admin/governance/governing\_documents/research/375.html

Fraud in research is a serious breach of the academic commitment of faculty members, and others concerned with the research endeavours of the University, to *the search for truth and its free exposition*.

# Procedures for Investigating and Reporting Academic Fraud

#### http://umanitoba.ca/admin/governance/governing\_documents/research/376.html

These procedures apply to academic fraud involving: research, scholarly and creative works; training in research, scholarly and creative activity; related research, scholarly and creative activities.

# Guidelines on Responsibilities for Research Ethics

#### http://umanitoba.ca/admin/governance/governing\_documents/research/372.html

These guidelines are intended to help direct faculty in the establishing and maintaining academic integrity and quality of research.

#### Animal Care

#### http://umanitoba.ca/admin/governance/governing\_documents/research/374.html

The use of animals in research, teaching or testing is a privilege that is extended when a justifiable need is established. Accordingly, all animal care and use must be reviewed and approved.

#### http://umanitoba.ca/admin/governance/governing\_documents/research/373.html

Under this policy, all research projects involving human participants conducted at, or under the auspices of, the University of Manitoba require prior ethics review and approval by a Research Ethics Board (REB).

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# Safe Disclosure Policy (*Whistleblower* policy)

#### http://umanitoba.ca/admin/governance/governing\_documents/community/1234.html

The University desires to protect the public and the public interest by encouraging legitimate disclosures of wrongdoing and, if necessary, participation in investigations of members of the University community.

#### Human Rights and Avisory Services

#### http://umanitoba.ca/admin/vp\_admin/ofp/hras/

Human Rights and Advisory Services promotes a respectful working and learning environment by supporting and administering the University of Manitoba's Respectful Work and Learning Environment Policy (http://www.umanitoba.ca/admin/governance/governing\_documents/community/230.html) in order that students and employees recognize and protect their important rights free from harassment and discrimination.

# Patents and Copyright

#### http://umanitoba.ca/admin/vp\_admin/ofp/

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.

#### Patents

#### http://umanitoba.ca/research/tto/

The University of Manitoba's Technology Transfer Office (TTO) is one of Canada's most productive intellectual asset programs, overseeing an Intellectual Property estate of over 400 patents covering 300 university developed technologies.

#### Copyright

#### http://umanitoba.ca/admin/vp\_admin/ofp/copyright/

The Copyright Office is responsible for coordinating a centralized copyright clearance service, implementing a comprehensive education program and offering copyright advice to University community members.

# UNIVERSITY OF MANITOBA FACULTY ASSOCIATION (UMFA)

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#### THE UNIVERSITY OF MANITOBA FACULTY ASSOCIATION (UMFA) IS THE CERTIFIED BARGAINING AGENT FOR FULL-TIME ACADEMIC STAFF AT THE UNIVERSITY OF MANITOBA

UMFA represents all members of the Bargaining Unit in employer-employee relationships with respect to such matters as salaries, pensions, working conditions, leaves, promotions, job security, and grievances.

For more information visit their website: http://www.umfa.ca/

# UMFA Collective Agreement

For the most current version of the University of Manitoba Faculty Assocation Collective Agreement, visit: http://www.umfa.ca/pages/collective\_agreement/

# STUDENT RESOURCES

RESOURCES FOR CURRENT AND PROSPECTIVE STUDENTS

# Graduate Studies Admissions

#### http://umanitoba.ca/faculties/graduate\_studies/admissions/

Applications for Admission to the Faculty of Graduate Studies are available online and in the FGS office at 500 University Centre. Applicants are encouraged to contact the department/unit to which they wish to apply for specific admission requirements, including documentation and their application deadlines.

# Graduate Studies Awards Office

#### http://umanitoba.ca/faculties/graduate\_studies/funding/

The Faculty of Graduate Studies is committed to supporting research and student success. Funding and awards information is distributed by FGS through email and our funding and awards database, which allows students to search for awards by keyword or browse awards alphabetically.

### Student Housing

#### http://umanitoba.ca/student/housing/

Visit the University of Manitoba Student Housing website for more information on University of Manitoba Residences, Food Services, and off-campus housing.

#### http://intranet.umanitoba.ca/academic\_support/uts/

University Teaching Services offers a wide variety of services to faculty and students including CHET, Certification Program in Higher Education Teaching, developed in collaboration with the Faculty of Graduate Studies have designed to help prepare Ph.D. students for the full range of faculty responsibilities and also for other careers where presentation and communication skills are needed.

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# International Centre for Students (ICS)

#### http://umanitoba.ca/student/ics/

The International Centre for Students (ICS) provides support for all University of Manitoba students, offering programs and services for international students prior to and during their stay and internationally-minded students looking for work and student exchange opportunities both inside and outside of Canada.

# Office of Student Advocacy

#### http://umanitoba.ca/student/resource/student\_advocacy/

The Student Advocacy Office provides confidential assistance for students with academic grievances or complaints and offers general information for students, regarding their rights and responsibilities.

# Student Counselling and Career Centre

#### http://umanitoba.ca/student/counselling/

The Student Counselling and Career Centre is staffed by professional counsellors whose primary goal is to facilitate the personal, social, academic, and vocational development of university students.

# Graduate Students' Association (GSA)

#### http://www.umgsa.ca/

The University of Manitoba Graduate Student's Association (GSA) is the student-run association for graduate students at the University of Manitoba. Each graduate student is automatically a fee-paying member of the association, and as such, the GSA represents graduate students from all disciplines. The GSA serves two dual purposes in providing its membership a wide variety of benefits and services: representation and advocacy on behalf of graduate student issues, and provision of services to its members, including travel grants, the Gradzette, and bursaries for students.

# EMERGENCY CONTACTS

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#### ON CAMPUS EMERGENCY CONTACTS

#### http://umanitoba.ca/emergency.html

### Fire, Police, Ambulance, and Hazardous Materials

- 555 From University phones / #555 from MTS or Rogers Wireless
- 474-9341 from all other phones
- Red phones from throughout University buildings
- Code Blue stations thoughout the campus

# Security Services (24hrs) - Ft. Garry & Bannatyne Campus

• 555 or 474-9431

### Suicide Crisis Klinic (24hrs)

• On Campus: 786-8686 / Off Campus: 4-786-8686

# University Emergency Information

• 943-8636

# Student Threat Assessment Triage and Support (STATIS)

#### http://umanitoba.ca/student/counselling/crisis\_and\_emergency.html

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.