

Senate
Fort Garry Campus:
Senate Chamber
Room E3-262 Engineering Building

Bannatyne Campus:
Room A207 Chown Building

Wednesday, January 8, 2025
1:30 p.m.

Agenda

- I Matters to be Considered in Closed Session - none**
- II Matters Recommended for Concurrence without Debate**
1. **Revisions to 2024-2025 Academic Schedule for the Max Rady College of Medicine** Page 4
- III Matters Forwarded for Information**
1. **Report of the Senate Committee on Awards [November 12, 2024]** Page 7
2. **Correspondence from Provost and Vice-President (Academic) RE: Admission Target Increases, Health Sciences Programs - Provincial Approval**
- **Master of Nursing, Nurse Practitioner Program (Forty-Five Seats), College of Nursing** Page 18
 - **Master of Occupational Therapy (Sixty Seats), College of Rehabilitation Sciences** Page 19
 - **Master of Physical Therapy (Sixty Seats), College of Rehabilitation Sciences** Page 20
 - **Master of Physician Assistant Studies (Fifteen Seats), Max Rady College of Medicine** Page 21
- IV Report of the President**
- V Question Period**
- Senators are reminded that questions related to matters not on the agenda shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the Monday preceding the meeting.
- Senators are reminded that questions pertaining to items on the agenda can be asked during the Senate meeting and do not require submission in advance.
- VI Consideration of the Minutes of the Meeting of December 4, 2024**

VII	<u>Business Arising from the Minutes</u>	
	1) Report of the Senate Committee on Rules and Procedures RE: Amendment to Senate Meeting Rules concerning <u>Approval Authority in an Emergency Situation</u> (revised)	Page 24
VIII	<u>Reports of the Senate Executive Committee and the Senate Planning and Priorities Committee</u>	
	1. <u>Report of the Senate Executive Committee</u>	Page 28
	Comments of the Senate Executive Committee will accompany the report on which they are made.	
	2. <u>Report of the Senate Planning and Priorities Committee</u>	
	The Chair will make an oral report of the Committee's activities.	
IX	<u>Reports of other Committees of Senate, Faculty and School Councils</u>	
	1. Proposal from the Université de Saint-Boniface RE: <u>Diplôme postbaccalauréat en traduction juridique par Internet</u>	Page 29
	a) <u>Report of the Senate Committee on Curriculum and Course Changes</u>	Page 29
	b) <u>Report of the Senate Committee on Admissions</u>	Page 31
	c) <u>Report of the Senate Committee on Instruction and Evaluation</u>	Page 32
	2. Report of the Faculty Council of the Faculty of Agricultural and Food Sciences RE: <u>Modification of Co-operative Education Program</u>	Page 62
	a) <u>Report of the Senate Committee on Curriculum and Course Changes</u>	Page 62
	b) <u>Report of the Senate Committee on Instruction and Evaluation</u>	Page 64
	3. <u>Reports of the Senate Committee on Instruction and Evaluation</u>	
	a) <u>RE: Modification of Dean's Honour Roll Regulations, Faculty of Agricultural and Food Sciences</u>	Page 73
	b) <u>RE: Modification of Dean's Honour Roll Requirements, Faculty of Social Work</u>	Page 76
	c) <u>RE: Modification of Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes, Faculté d'éducation, Université de Saint-Boniface</u>	Page 79

4. **Reports of the Senate Committee on Rules and Procedures**
- a) RE: Revisions to Desautels Faculty of Music Council Bylaws Page 82
 - b) RE: Revisions to the Rady Faculty of Health Sciences Bylaw Page 86
5. **Reports of the Senate Committee on University Research**
- a) RE: Revised Policy and Procedure on The Ethics of Research Involving Humans Page 97
 - b) RE: Proposal for a University of Manitoba Chair in Beef Cattle Economic Sustainability, Department of Animal Science, Faculty of Agricultural and Food Sciences Page 133
 - c) RE: Revised Terms of Reference for Manitoba Strategic Research Chair in Sustainable Protein, Department of Food and Human Nutritional Sciences, Faculty of Agricultural and Food Sciences Page 142
- X **Additional Business** - none
- XI **Adjournment**

Please send regrets to shannon.coyston@umanitoba.ca.



**University
of Manitoba**

Office of the Registrar and
Enrolment Services

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TO: Jeff Leclerc, University Secretary

FROM: Jeff Adams, University Registrar and Executive Director, Enrolment Services

DATE: November 27, 2024

SUBJECT: Revisions to the 2024-25 Academic Schedule

The 2024-25 Academic Schedule was approved by Senate in November 2023; however, some dates specific to the Max Rady College of Medicine were not available at that time. All the dates that have been added are to section 1.10 of the Academic Schedule.

- Section 1.10.2
 - Term start and end dates for year 2 have been revised. The winter term dates will be January 6th to May 23rd, 2025.
 - Term start and end dates for year 3 have been added.
 - Fall Term September 3 to December 20, 2024
 - Winter Term Jan 6 to May 9, 2025
 - Summer Term May 12 to Sept 1, 2025
 - Term start and end dates for year 4 have been added.
 - Fall Term September 3-December 20, 2024
 - Winter Term January 6-April 29, 2025
- Section 1.10.3
 - The year 3 summer break has been added and will take place August 4-15, 2025

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the
Report to Senate.


CC:
Laurie Schnarr, Vice-Provost (Students)
Shannon Coyston, Associate University Secretary (Senate)

Memorandum

DATE: November 26, 2024

TO: Jeff Adams, University Registrar and Executive Director of Enrolment Services

FROM: Dr. Peter Nickerson, Dean and Chair, Max Rady College of Medicine Executive Council

SUBJECT: Changes to the 2024-2025 Medicine Academic Schedule 

Please be advised that the following changes were approved at the November 26, 2024, College Executive Council meeting. Please process these changes as they relate to the 2024-2025 Medicine Academic Schedule.

- 1) The following change to the 2024-2025 Medicine Academic Schedule is needed as the incorrect end date was provided for the Winter 2025 term for Year 2 Medicine.

1.10.2 Start and End Dates

Current Entry

Year 2

Fall Term..... Aug 26 to Dec 20, 2024

Winter Term..... Jan 6 to June 6, 2025

Revised Entry

Year 2

Fall Term.....Aug 26 to Dec 20, 2024

Winter Term.....Jan 6 to May 23, 2025

- 2) The following changes to the 2024-2025 Medicine Academic Schedule are needed as the 2025 CaRMS timeline was not available at the time of the original academic calendar submission. As a result, the academic schedule was not ready. The Year 3 Medicine and Year 4 Medicine academic schedule has been prepared and the dates below need to be added to the 2024-2025 Medicine Academic Schedule.

1.10.2 Start and End Dates

Current Entry

Year 3

Fall Term..... TBD

Winter Term..... TBD

Year 4
Fall Term..... TBD
Winter Term..... TBD

Revised Entry

Year 3
Fall Term.....Sept 3 to Dec 20, 2024
Winter Term.....Jan 6 to May 9, 2025
Summer Term.....May 12 to Sept 1, 2025

Year 4

Fall Term.....Sept 3-Dec 20, 2024
Winter Term.....Jan 6-Apr 29, 2025

1.10.3 Term Breaks

Current Entry

Year 3 & 4

Fall & Winter Term Break.....TBD

Revised Entry

Year 3 & 4

Fall & Winter Term Break.....N/A

Year 3

Summer Break.....August 4-15, 2025

cc: Erin Stone, Deputy Registrar and Director of Admissions
Olga Kuznetsova, Executive Assistant, Director of Enrolment Services
Shannon Coyston, Associate University Secretary, Senate
Jim Butler, Associate Dean, UGME, College of Medicine
Anna Urbanik, Enrolment Administrator, UGME, College of Medicine

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibilities:

On behalf of the Senate, approve and inform the Senate of all new offers and revised offers of awards that comply with the Student Awards Policy.

Observations

At its meeting on November 12, 2024, the Senate Committee on Awards approved 7 new offers, 3 revised offers and 3 withdrawals as set out in the Report of the Senate Committee on Awards (November 12, 2024).

Recommendations

On behalf of the Senate, the Senate Committee on Awards recommends that the Board of Governors approve 7 new offers, 3 revised offers, and 3 withdrawals as set out in the Report of the Senate Committee on Awards (November 12, 2024). These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Todd Duhamel

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

November 12, 2024

1. NEW OFFERS

David Trueman Memorial Bursary

In memory of Dr. David Trueman, his family, friends, and associates established an endowment fund at the University of Manitoba in 2023. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. The purpose of the fund is to provide financial support to a student in the Clayton H. Riddell Faculty of Environment, Earth, and Resources. Each year, beginning in 2025-2026, the available annual income from the fund will be used to offer one bursary to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in a M.Sc. or Ph.D. program offered by the Department of Earth Sciences;
- (2) has achieved a minimum degree grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (3) has demonstrated financial need on the standard University of Manitoba general bursary application form.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Earth Sciences (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Ernest E. Robertson Scholarship

Biomass Energy Institute established an endowment fund at the University of Manitoba in 2007. Ian Roberston contributed an additional gift to the fund in 2024. The purpose of the fund is to reward the academic achievements of a master's or doctoral student in the Faculty of Graduate Studies who is conducting research related to renewable or alternative energy. Each year, beginning in 2025-2026, the available annual income from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in any master's or doctoral program;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and

(3) is conducting thesis research related to renewable or alternative energy.

In order to demonstrate how they meet criterion (3), candidates must submit an application to the Faculty of Graduate Studies which includes the following materials:

- (i.) a written statement (maximum 500 words) on how their thesis research is related to renewable or alternative energy; and
- (ii.) a letter of support from their thesis advisor.

The Dean of the Faculty of Graduate Studies (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Habiba Zaman Graduate Fellowship in Anthropology

Dr. Habiba Zaman, a graduate of the Department of Anthropology at the University of Manitoba, established an annually funded award in 2024. The purpose of the award is to provide graduate fellowships to students within the Department of Anthropology. Each year, one fellowship valued at \$2,000 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the any master's or doctoral program offered through the Department of Anthropology;
- (2) has achieved a minimum grade point average of 3.5 in their current program of study; and
- (3) is demonstrating academic excellence and is undertaking or has proposed to undertake thesis research in any subfield of Anthropology.

The award is not automatically renewable, but previous recipients may apply.

Candidates must submit an application to the Department of Anthropology consisting of two academic letters of reference, a curriculum vitae, and a research proposal (approximately 1000 words) explaining the contribution of the thesis research to the field of anthropology.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Anthropology (or designate) to name the selection committee for this award. The committee will rank applicants based on the quality of their proposal and academic merit as measured by grade point average, publications, and other indicators of academic excellence.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the

terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Mohammad Zaman Conference and Travel Scholarship in Anthropology

Dr. Mohammad Zaman, a graduate of the Department of Anthropology at the University of Manitoba, established an annually funded award in 2024. The purpose of the award is to provide travel scholarships to graduate students within the Department of Anthropology for giving papers at conferences or for research. Each year, one scholarship valued at \$1,000 will be offered to a graduate student who

- (1) is enrolled full-time in the Faculty of Graduate Studies, in any master's or doctoral program offered through the Department of Anthropology;
- (2) has achieved a minimum grade point average of 3.5 in their current program of study.
- (3) is undertaking or has proposed to undertake thesis research in any subfield of Anthropology.

Candidates must submit an application to the Department of Anthropology that includes a statement (maximum 500 words) outlining one of the following:

- (a) Planned Study/Research Project: A detailed description of their intended research or study project, including the objectives, methodology, fieldwork requirements, and the need for travel; or
- (b) Conference Selection: A justification for the choice of a specific academic conference they wish to attend, explaining how it aligns with their research interests and contributes to their academic development.

Preference will be given to doctoral program students in the Department of Anthropology.

The award is not automatically renewable, but previous recipients may apply.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Anthropology (or designate) to name the selection committee for this award. The committee will rank applicants based on the quality of their proposal and academic merit as measured by grade point average, publications, and other indicators of academic excellence.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Nathan and Eva Arkin Prize for Research in Canadian History

Sheila Arkin established an annual prize at the University of Manitoba in 2024. The Jewish Foundation of Manitoba, which holds the capital used to generate the annual income for the prize, will confirm the prize value with the Financial Aid and Awards Office at the University of Manitoba on an annual basis. The purpose of the prize is to reward the academic achievements of a graduate student in the Joint Master of Arts in History degree program for an outstanding major research paper. Each year, beginning in the 2025-2026 academic year, the available annual income from the fund will be used to offer one prize to a graduate student who:

- (1) was enrolled full-time in the Faculty of Graduate Studies, in the Joint Master of Arts in History degree program offered by the Department of History in the year in which the prize was tenable;
- (2) has achieved a minimum grade point average of 3.0 based on the previous 60 credit hours (or equivalent) of study;
- (3) has achieved a minimum grade of A on their major research paper from both their Advisor and the Second Reader in either the Major Research Paper stream or the Archival Studies stream; and
- (4) in the opinion of the selection committee, has completed the most outstanding major research paper in Canadian History in either the Major Research Paper stream or the Archival Studies stream.

The recipient of the Nathan and Eva Arkin Prize for Research in Canadian History will also receive a copy of the article "Western Canadiana at McGill University: The Formation of a Rare Book Collection" by Peter F. McNally provided by the Department of History.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Joint Discipline Committee of the Joint Master of Arts in History program to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Sabbar Al-Ghazi Scholarship

In memory of Sabbar Abdul Latif Hussain Al-Ghazi, an anonymous donor established an endowment fund at the University of Manitoba in 2024. The purpose of the fund is to reward the academic achievements of graduate students in the Department of Physics and Astronomy. The annual income generated by this fund will be matched by the Edward Eric Hildebrand and Ann Palmer Hildebrand Memorial Scholarship Fund. Each year, beginning in 2025-2026, the available annual income from the fund will be used to offer one or more scholarships to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in a doctoral program offered by the Department of Physics and Astronomy;
- (2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (3) have demonstrated exceptional research ability through project reports, publications, conference presentations, or other academic-related accomplishments.

In order to demonstrate how they meet criteria (3), applicants must submit the following materials: (a) the Physics and Astronomy Award Application form and (b) one academic letter of reference.

Preference will be given to systemically marginalized groups including Indigenous Peoples, women, and minoritized genders, *racialized marginalized persons, persons with disabilities, and those who identify as 2SLGBTQIA+. Students will have the opportunity to self-identify on the Physics and Astronomy Award Application form.

* Racially marginalized persons can include those who are: Biracial /Multiracial, Black, African, Afro-Caribbean, East Asian, Indigenous, Middle Eastern or North African, Arab, Hispanic or Latino/a/x, Pacific Islanders, South Asian, and Southeast Asian. Students who self-identify as belonging to a racially marginalized group not listed here may also apply.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Physics and Astronomy (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Scotiabank Program for Law Students Scholarship

Scotiabank established an annual fund at the University of Manitoba in 2024. The purpose of the fund is to provide a scholarship to students enrolled in the Faculty of Law who are interested in pursuing a career with the goal to support and advocate for anti-racism in the legal sector. Each year, beginning in 2025–2026 and ending in 2027-2028, Scotiabank will provide a student a \$10,000 renewable scholarship per year for the duration of the student's 3-year law degree. More precisely, in 2025-2026 one scholarship will be offered, in 2026-2027 one renewal and one new scholarship will be offered, in 2027-2028 two renewals and one new scholarship will be offered, in 2028-2029 two renewals will be offered, and in 2029-2030 one renewal will be offered to undergraduate students who:

- (1) have met the required standards for admission to the Faculty of Law at the University of Manitoba and have accepted the offer of admission; and
- (2) have demonstrated intent to use their law career to combat and tackle racism.

Preference will be given to a student who self-identifies as Black, Racialized person, or has self-declared as a First Nations, Métis or Inuit person from Canada.

To demonstrate how they meet criteria (3), candidates must submit a one-page (maximum 500 words) essay articulating how they plan to use their law career to combat and tackle racism.

The scholarship is renewable for up to two years provided the recipient:

- (i.) is enrolled full-time in the Faculty of Law; and
- (ii.) has achieved a minimum degree grade point average of 2.5.

The Dean of the Faculty of Law (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

2. AMENDMENTS

Drs Carla and Newman Stephens Awards for Indigenous Health Professionals

The following amendments were made to the terms of reference for Drs. Carla and Newman Stephens Awards for Indigenous Health Professionals:

For the **Drs. Carla and Newman Stephens Scholarship for Indigenous Health Professionals (Award # 47555)**

The numbered criteria were revised to:

- (1) has self-declared as a First Nations, Métis or Inuit person from Canada;
- (2) is enrolled either:
 - (a) full-time (minimum 80% course load) in any year of an undergraduate degree program offered by any College in the Rady Faculty of Health Sciences; or
 - (b) full-time in the Faculty of Graduate Studies in a Master's or Doctoral program offered by any department in the Rady Faculty of Health Sciences;
- (3) has achieved either:
 - (a) as a current undergraduate student, a minimum degree grade point average of 3.0;

- (b) as a current undergraduate student in the Undergraduate Medical Education program, good standing; or
- (c) as a current graduate student, a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (4) has demonstrated strong leadership skills in their Indigenous community or within an Indigenous organization.

The paragraph following the numbered criteria was revised to:

In order to demonstrate how a candidate meets criterion (4), applicants must submit the following:

- a written statement (maximum 500 words) to demonstrate their strong leadership skills in their Indigenous community or within an Indigenous organization, which could include a record of community work, volunteerism, or other related; and
- one reference letter from a member of their Indigenous community or an Indigenous organization outlining the applicants' leadership ability in the community (maximum 250 words).

The selection committee paragraph was revised to:

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Rady Faculty of Health Sciences (or designate) to name the selection committee for the award, which will include a majority to be Indigenous University of Manitoba members who represent each college, led by the Ongomiizwin Education Director.

For the Drs. Carla and Newman Stephens Scholarship for Indigenous Health Professionals (Parents) (Award # 47556)

The numbered criteria were revised to:

- (1) has self-declared as a First Nations, Métis or Inuit person from Canada;
- (2) is a custodial parent with a dependent child or children;
- (3) is enrolled either:
 - (a) full-time (minimum 80% course load) in any year of an undergraduate degree program offered by any College in the Rady Faculty of Health Sciences; or
 - (b) full-time in the Faculty of Graduate Studies in a Master's or Doctoral program offered by any department in the Rady Faculty of Health Sciences;
- (4) has achieved either:
 - (a) as a current undergraduate student, a minimum degree grade point average of 3.0;
 - (b) as a current undergraduate student in the Undergraduate Medical Education program, good standing; or
 - (c) as a current graduate student, a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (5) has demonstrated strong leadership skills in their Indigenous community or an Indigenous organization.

The paragraph following the numbered criteria was revised to:

In order to demonstrate how a candidate meets criterion (5), applicants must submit the following:

- a written statement (maximum 500 words) demonstrating their strong leadership skills in their Indigenous community or within an Indigenous organization, which could include a record of community work, volunteerism, or other related activity; and
- one reference letter from a member of their Indigenous community outlining the applicants' leadership ability in the community (maximum 250 words).

The selection committee paragraph was revised to:

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Rady Faculty of Health Sciences (or designate) to name the selection committee for the award, which will include a majority to be Indigenous University of Manitoba members who represent each college, led by the Ongomiizwin Education Director.

For the **Drs. Carla and Newman Stephens Bursary for Indigenous Health Professionals (Award # 47557)**

The numbered criteria were revised to:

- (1) has self-declared as a First Nations, Métis or Inuit person from Canada;
- (2) is enrolled either:
 - (a) full-time (minimum 60% course load) in any year of an undergraduate degree program offered by any College in the Rady Faculty of Health Sciences; or
 - (b) full-time in the Faculty of Graduate Studies in a Master's or Doctoral program offered by any department in the Rady Faculty of Health Sciences;
- (3) has achieved either:
 - (a) as a current undergraduate student, a minimum degree grade point average of 3.0;
 - (b) as a current undergraduate student in the Undergraduate Medical Education program, good standing; or
 - (c) as a current graduate student, a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (4) has demonstrated financial need on the standard University of Manitoba general bursary application form.

The selection committee paragraph was revised to:

The Associate Registrar and Director, Financial Aid & Awards (or designate) will name the selection committee for this award.

For the **Drs. Carla and Newman Stephens Bursary for Indigenous Health Professionals (Parents) (Award # 47558)**

The numbered criteria were revised to:

- (1) has self-declared as a First Nations, Métis or Inuit person from Canada;
- (2) is a custodial parent with a dependent child or children;
- (3) is enrolled either:
 - (a) full-time (minimum 60% course load) in any year of an undergraduate degree program offered by any College in the Rady Faculty of Health Sciences; or
 - (b) full-time in the Faculty of Graduate Studies in a Master's or Doctoral program offered by any department in the Rady Faculty of Health Sciences;
- (4) has achieved either:
 - (a) as a current undergraduate student, a minimum degree grade point average of 3.0;
 - (b) as a current undergraduate student in the Undergraduate Medical Education program, good standing; or
 - (c) as a current graduate student, a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (5) has demonstrated financial need on the standard University of Manitoba general bursary application form.

The selection committee paragraph was revised to:

The Associate Registrar and Director, Financial Aid & Awards (or designate) will name the selection committee for this award.

Mrs. Mary Judd Prize

The following amendments were made to the terms of reference for the Mrs. Mary Judd Prize:

The preamble was revised to:

In honour of Mrs. Mary Judd her colleagues and friends established a prize fund at the University of Manitoba. When the fund was depleted in 2000, Mrs. Lynda Wolf became the annual donor of this prize. Each year, one prize of \$400 will be offered to a graduating student who:

The numbered criteria were revised to:

- (1) has completed the requirements and was registered full-time or part-time in the Faculty of Graduate Studies, in the Master of Occupational Therapy program offered by the College of Rehabilitation Sciences;
- (2) has achieved a minimum degree grade point average of 3.5 upon completion of the Masters of Occupational Therapy program; and
- (3) has an interest in working with older adults.

The following paragraph was revised to:

Candidates must submit a statement (maximum 500 words) describing their interest, experience, and future career aspirations in working with older adults and a curriculum vitae.

The selection committee paragraph was revised to:

The Dean of the Faculty of Graduate Studies (or designate) will ask the Masters of Occupational Therapy Awards Committee to name the selection committee for this award.

The standard Board of Governors statement was added.

The Iggy Award for Leadership of a Student Group

The following amendments were made to the terms of reference for The Iggy Award for Leadership of a Student Group:

The numbered criteria were revised to:

Each year, 25% of the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time or part-time in the Asper School of Business;
- (2) has achieved a minimum degree grade point average of 2.0;
- (3) is nominated by a student in the Asper School of Business: and
- (4) is a member of any student action group or committee within the Asper School of Business, including those that receive or have received funding through the Commerce Students' Association.

3. WITHDRAWALS

The following awards are requested by the donor to be withdrawn:

- Andrew Fung Memorial Scholarship
- Elizabeth Ann Russell Memorial Scholarship
- Mildred Simmons Memorial Scholarship



**University
of Manitoba**

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Date: October 23, 2024

To: Dr. Netha Dyck Dean, College of Nursing
Dr. Kelley Main, Dean, Faculty of Graduate Studies

From: Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic)

Re: Increase to Seat Capacity, Master of Nursing–Nurse Practitioner Program – 45 Seats

Please find attached approval from Manitoba Advanced Education and Training of the UM proposal to increase the seat capacity for the Master of Nursing–Nurse Practitioner program by twenty seats. This follows Dr. Benarroch's decision of April 6, 2023, following consultation with Senate and the Board of Governors, to approve a request to increase the seat capacity; and receipt of the 2024-25 provincial funding letter approving new operating funds in support of the expansion.

As indicated in the attached, the province has provided new ongoing operating funds effective 2024-25 and has approved new capital funds of up to \$4,000,000, the final amount to be informed by the receipt and approval of a follow-up expansion request currently being considered through our internal approval processes. I would recommend that your office continue to work with the Financial Planning Office to ensure that resources are in place to move forward with any remaining implementation plans in a timely manner.

Accordingly, please accept this letter as formal notice of the approved increase of twenty seats for a total of forty-five seats effective the Fall Term 2024. Should you have any questions about this process, please do not hesitate to reach out to my office. By copy of this notice, I will ask that offices continue to proceed with plans accordingly.

Congratulations and thank you to everyone involved in the process.

Cc: Michael Benarroch, President and Vice-Chancellor
Greg Smith, Vice-Provost (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Peter Nickerson, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences
Jeff Adams, Registrar and Executive Director of Enrolment Services
Jeff Leclerc, University Secretary
Shelley Hopkins, Executive Director, Financial Planning Office
Randy Roller, Executive Director, Office of Institutional Analysis
Cassandra Davidson, Academic Planning and Priorities Specialist

/cd



**University
of Manitoba**

Office of Provost and Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: October 23, 2024

To: Dr. Reg Urbanowski, Dean, College of Rehabilitation Sciences
Dr. Kelley Main, Dean, Faculty of Graduate Studies

From: Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic) *Diane Hiebert-Murphy*

Re: Increase to Seat Capacity, Master of Occupational Therapy (M.O.T.) Program – 60 Seats

Please find attached approval from Manitoba Advanced Education and Training of the UM proposal to increase the seat capacity for the Master of Occupational Therapy program by ten seats. This follows Dr. Benarroch's decision of April 6, 2023, following consultation with Senate and the Board of Governors, to approve a request to increase the seat capacity; and receipt of the 2024-25 provincial funding letter approving new operating funds in support of the expansion.

As indicated in the attached, the province has provided new ongoing operating funds effective 2024-25 and has approved new capital funds for 2025-26 in support of this expansion. I would recommend that your office continue to work with the Financial Planning Office to ensure that final resources are in place to move forward with any remaining implementation plans in a timely manner.

Accordingly, please accept this letter as formal notice of the approved increase of ten seats for a total of sixty seats effective the Fall Term 2024. Should you have any questions about this process, please do not hesitate to reach out to my office. By copy of this notice, I will ask that offices proceed with final plans accordingly.

Congratulations and thank you to everyone involved in the process.

Cc: Michael Benarroch, President and Vice-Chancellor
Greg Smith, Vice-Provost (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Peter Nickerson, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences
Jeff Adams, Registrar and Executive Director of Enrolment Services
Jeff Leclerc, University Secretary
Shelley Hopkins, Executive Director, Financial Planning Office
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Telephone (204) 480-1408
Fax (204) 275-1160

Date: October 23, 2024

To: Dr. Reg Urbanowski, Dean, College of Rehabilitation Sciences
Dr. Kelley Main, Dean, Faculty of Graduate Studies

From: Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic)

Re: Increase to Seat Capacity, Master of Physical Therapy (M.P.T.) Program – 60 Seats

Please find attached approval from Manitoba Advanced Education and Training of the UM proposal to increase the seat capacity for the Master of Physical Therapy program by ten seats. This follows Dr. Benarroch's decision of April 6, 2023, following consultation with Senate and the Board of Governors, to approve a request to increase the seat capacity; and receipt of the 2024-25 provincial funding letter approving new operating funds in support of the expansion.

As indicated in the attached, the province has provided new ongoing operating funds effective 2024-25 and has approved new capital funds for 2025-26 in support of this expansion. I would recommend that your office continue to work with the Financial Planning Office to ensure that final resources are in place to move forward with any remaining implementation plans in a timely manner.

Accordingly, please accept this letter as formal notice of the approved increase of ten seats for a total of sixty seats effective the Fall Term 2024. Should you have any questions about this process, please do not hesitate to reach out to my office. By copy of this notice, I will ask that offices proceed with final plans accordingly.

Congratulations and thank you to everyone involved in the process.

Cc: Michael Benarroch, President and Vice-Chancellor
Greg Smith, Vice-Provost (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Peter Nickerson, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences
Jeff Adams, Registrar and Executive Director of Enrolment Services
Jeff Leclerc, University Secretary
Shelley Hopkins, Executive Director, Financial Planning Office
Randy Roller, Executive Director, Office of Institutional Analysis
Cassandra Davidson, Academic Planning and Priorities Specialist



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of Manitoba**

Office of Provost and Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: December 3, 2024

To: Dr. Peter Nickerson, Dean, Max Rady College of Medicine, Vice-Provost (Health Sciences), and Dean, Rady Faculty of Health Sciences
Dr. Kelley Main, Dean, Faculty of Graduate Studies

From: Dr. Diane Hiebert-Murphy, Provost and Vice-President (Academic)

Re: Increase to Seat Capacity, Master of Physician Assistant Studies (M.P.A.S.) Program – 30 Seats

Please find attached approval from Manitoba Advanced Education and Training of the UM proposal to increase the seat capacity for the Master of Physician Assistant Studies program by fifteen seats. This follows Dr. Benarroch's decision of April 6, 2023, following consultation with Senate and the Board of Governors, to approve a request to increase the seat capacity; and receipt of the 2024-25 provincial funding letter approving new operating funds in support of the expansion.

As indicated in the attached, the province has provided new ongoing operating funds effective 2024-25. I would recommend that your office continue to work with the Financial Planning Office to ensure that final resources are in place to move forward with any remaining implementation plans in a timely manner, and to work with the Office of Financial Aid and Awards to facilitate the distribution of student funding supported by this expansion.

Accordingly, please accept this letter as formal notice of the approved increase of ten seats for a total of thirty seats effective the Fall Term 2024. Should you have any questions about this process, please do not hesitate to reach out to my office. By copy of this notice, I will ask that offices proceed with final plans accordingly.

Congratulations and thank you to everyone involved in the process.

Cc: Michael Benarroch, President and Vice-Chancellor
Greg Smith, Vice-Provost (Academic Planning and Programs)
Laurie Schnarr, Vice-Provost (Students)
Jeff Adams, Registrar and Executive Director of Enrolment Services
Jeff Leclerc, University Secretary
Shelley Hopkins, Executive Director, Financial Planning Office
Jane Lastra, Associate Registrar and Director of Financial Aid and Awards
Randy Roller, Executive Director, Office of Institutional Analysis
Cassandra Davidson, Academic Planning and Priorities Specialist

/cd



**Advanced Education and Training
Deputy Minister**

Room 311, Legislative Building, Winnipeg, Manitoba, Canada R3C 0V8
T 204-945-1610
dmaet@manitoba.ca

October 10, 2024

Dr. Michael Benarroch
President and Vice-Chancellor
University of Manitoba
president@umanitoba.ca

Dear Dr. Benarroch:

I am pleased to advise that the Department of Advanced Education and Training has reviewed and approved the University of Manitoba's proposals to expand the Nurse Practitioner, Occupational Therapy, Physician Assistant Studies, and Physical Therapy programs, as submitted.

It is my understanding that the Nurse Practitioner program will be expanded from 25 to 45 seats, the Occupational Therapy program will be expanded from 50 to 60 seats, the Physician Assistant Studies program will be expanded from 15 to 30 seats, and the Physical Therapy program will be expanded from 50 to 60 seats.

As indicated in your 2024/25 funding letter, the University of Manitoba will receive a total of \$6,821,516 in operating funding beginning in 2024/25 to support the permanent expansion of the four programs. This includes \$801,650 for the Nurse Practitioner program, \$1,193,481 for the Occupational Therapy program, \$3,618,384 for the Physician Assistant program, and \$1,208,001 for the Physical Therapy program. Additionally, the University will receive \$370,000 in operating funding in 2024/25 to support project management for the expansion of the Undergraduate Medical Education program in Brandon.

I understand that the University is providing the requested capital funding for Nurse Practitioner, Occupational Therapy and Physical Therapy in 2024/25 to ensure timely expansion. I appreciate the University's proactive approach in supporting this critical initiative. As previously agreed, I am pleased to confirm that the government has secured the requested capital funding in 2025/26 for these three program expansions, including \$337,000 for the Occupational Therapy program and \$89,150 for the Physical Therapy program. Based on our recent discussion, I understand that the University will submit a revised capital budget for the Nurse Practitioner program. Capital funding (of up to \$4,000,000) will be available in 2025/26 to support the Nurse Practitioner program based on the most recent cost estimate.

.../2

I would like to thank the University of Manitoba for working closely with our department to fulfill the government's commitment to training more healthcare professionals. Your efforts will ensure educational opportunities are available to address the labour needs of our healthcare system well into the future. Should you have any questions regarding this approval, please contact Mr. Grant Prairie, Senior Director, Post-Secondary Institutions Branch, at 204-945-8564 or at Grant.Prairie@gov.mb.ca.

Sincerely,



Jan Forster
Deputy Minister
Advanced Education and Training

- c. Dr. Greg Smith, Vice-Provost, Academic Planning and Programs, University of Manitoba
Colleen Kachulak, Assistant Deputy Minister, Advanced Education Division
Grant Prairie, Senior Director, Advanced Education and Training

Report of the Senate Committee on Rules and Procedures Regarding Revisions to the *Approval Authority in an Emergency Situation*.

Preamble

1. The terms of reference of the Senate Committee on Rules and Procedures (SCRP) are found on the University Governance website wherein the Committee is charged with the responsibility to consider and to make recommendations to Senate on any matter concerning rules and procedures.
2. At its meeting on November 6, 2024, Senate discussed the initial proposal for revisions to the *Approval Authority in Emergency Situations* with respect to time-sensitive emergencies. Since this discussion and last reporting to Senate, the Committee met on November 21, 2024 and by electronic vote from November 26-28, 2024 to consider further amendments to *Approval Authority in an Emergency Situation* with respect to time-sensitive emergencies.
3. *Approval Authority in an Emergency Situation* was previously adopted by Senate. The most recent revisions were adopted by Senate on March 16, 2020. Subsequent events and evolutions to the University's risk management strategy necessitate further revisions to the *Approval Authority*.

Observations

1. The proposed *Approval Authority in an Emergency Situation* would be added to the *Senate Meeting Rules* upon approval, a document readily and publicly available for members of the University Community. The *Approval Authority in an Emergency Situation* has been previously adopted and amended by Senate to respond to current and emerging events.
2. Revisions to *Approval Authority in an Emergency Situation* are intended to cover academic decisions that would normally be made by Senate and/or Senate Executive Committee over and above the emergency measures and responses already delineated in the University's *Emergency Response Plan*.
3. At the request of Senate, the proposed revisions to *Approval Authority in an Emergency Situation* (Appendix 1) now include a definition of "emergency" as outlined in the *Emergency Measures Act* and in consultation with the Office of Risk and Compliance. Additional examples have been provided for the clarity of Senate.
4. With respect to communication of decisions, additional language has been added to address information that may not be shared to protect the privacy and/or integrity of members of the University community and/or ongoing investigations and/or legal proceedings.
5. The Committee stressed that the norm will continue to be for Senate Executive and/or Senate to be convened wherever practicable in emergency situations, as the preferred mode for academic decision-making is that it be done collegially. The proposed amendment would allow for the Provost to be delegated decision-making authority in emergency situations, where timing requires an immediate decision.

6. SCRP noted that Senate retains the right to further revise the *Approval Authority in an Emergency Situation* if it deems it necessary.
7. SCRP acknowledged the importance of having such plans in place should such an emergency occur, and particularly in the tight timeframe associated with an emergency such as a cyberattack. Additionally, the Committee acknowledged that it is equally important to have a return to normal processes as soon as practicable.
8. Revisions include the clarification of the President's ability to delegate authority to the Provost and Vice-President (Academic). Additional reporting and transparency measures have also been added.

Recommendation:

The Senate Committee on Rules and Procedures recommends:

THAT Senate approve the revisions to the *Senate Meeting Rules*, regarding the Proposed Approval Authority, effective upon approval.

Respectfully submitted,

Dean Reg Urbanowski, Chair
Senate Committee on Rules and Procedures

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

Approval Authority in an Emergency Situation (extracted from *Senate Meeting Rules*)

In the event of an emergency¹, as declared by the President, Senate authorizes the Senate Executive Committee to act for Senate in determining academic matters which require urgent resolution. ~~Should the nature of the emergency warrant it, the authority to make decisions may be delegated by Senate Executive to the Provost and Vice-President (Academic).~~ These matters include, but are not limited to:

- a) Revisions to the academic schedule and the delay of the exam period and changes to other dates and deadlines;
- b) The temporary modification or suspension of academic policies, such as the Final Examinations and Final Grades Policy, the Responsibility of Academic Staff to Students Policy, in response to the emergency. In these cases, a timeline to review/rescind the temporary modifications or suspensions should be included;
- c) Changes to assessment requirements;
- d) Completion of course requirements;
- e) Changes of requirements of continuing awards;
- f) Approving academic accommodations for students affected by the emergency.

In most cases, emergency authority to act will be exercised by the Senate Executive committee. However, should the nature of the emergency warrant it:

a) the Senate Executive Committee may delegate any of its emergency authority to the Provost and Vice-President (Academic); or

a)b)the President may authorize the Provost and Vice-President (Academic) to act for Senate in place of the Senate Executive Committee in an emergency situation where immediate actions are required (e.g., a cyberattack where there is a risk to the security, authenticity and integrity of digital technologies, infrastructure and digital assets, and personal information and personal health information in the custody and/or control of the University or an active situation where there is a real or perceived, immediate risk to physical safety.the President may authorize the Provost and Vice President (Academic) to act for Senate in place of the Senate Executive Committee. Such authorization would only be in emergency situations where immediate actions are required (e.g., cyberattack). Such situations are considered exceptional and are to be limited to addressing the emergent situation. The preferred option shall always be collegial decision-making.

Decisions made under this delegated authority should be confined to dealing with the specific issues related to the emergency for the period of the emergency and the period immediately after the emergency. Care must be taken to avoid making decisions that may have ongoing implications for the delivery of academic programs. Normal approval channels shall be restored by the President as soon as it is ~~permissible-practicable~~ and safe to do so. All decisions taken under this emergency authority shall be shared publicly with the university community and promptly communicated to Senate both by email and at the subsequent meeting of Senate

¹ For this approval authority, "Emergency" is defined as a present or imminent situation or condition that requires prompt action to prevent or limit (a) the loss of life, or (b) harm or damage to the safety, health or welfare of people, or (c) damage to property or the environment.

following an emergency situation, recognizing that privacy and confidentiality considerations may constrain the amount of detail beyond the decision itself that may be shared in the short term. ~~The Senate Executive Committee shall report any actions taken to Senate both by email and at the subsequent meeting of Senate following an emergency situation.~~

December 11, 2024

Report of the Senate Executive Committee

Preamble

The Executive Committee of Senate held its regular monthly meeting on the above date.

Observations

1. Speaker for the Executive Committee of Senate

Professor Jieying Chen will be the Speaker for the Executive Committee for the January 8, 2025, meeting of Senate.

2. Comments of the Executive Committee of Senate

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dr. Michael Benarroch, Chair
Senate Executive Committee
[Terms of Reference](#)

Report of the Senate Committee on Curriculum and Course Changes RE: Proposal for a *Diplôme postbaccalauréat en traduction juridique par Internet*, Université de Saint-Boniface

Preamble

1. The terms of reference for the [Senate Committee on Curriculum and Course Changes](#) (SCCCC) are found on the Governance website.
2. Section 10 of the affiliation agreement between the University of Manitoba and the *Université de Saint-Boniface* states that, “after having been approved by the *Conseil de direction des études* of the *Université*, all new university programs and courses shall be sent to the University Secretary of the University for consideration and decision by the Senate and its committees, as appropriate.”
3. At its meeting on October 28, 2024, the SCCC considered and endorsed a proposal from the *Université de Saint-Boniface* to establish a *Diplôme postbaccalauréat en traduction juridique par Internet* (Post-baccalaureate Diploma in legal translation, online).
4. At a meeting on May 23, 2024, the Senate of the *Université de Saint-Boniface* approved and recommended the proposal to the Senate of the University of Manitoba.

Observations

1. The *Université de Saint-Boniface* (USB) is proposing to establish a 30-credit hour *Diplôme postbaccalauréat en traduction juridique par Internet*, as detailed in the attachment to the Report. Students will be required to complete ten 3-credit hour courses to graduate. As the program is designed for individuals who are already working in the field, it is anticipated that a majority will be registered as part-time students and, normally, will complete the program over three years.
2. The *D.P.B. en traduction juridique par Internet* is designed for individuals who are working as translators and who wish to develop or enhance their skills, to specialize in the area of legal translation. The program will provide training in legal culture, including Canadian common law, and new technical skills in translation by focusing on legal texts.
3. The proposal responds to the growing need for translators trained in legal translation both in Manitoba and nationally. It will increase the pool of trained legal translators, for which there is currently a shortage, and improve the quality of the translations. It will also increase access to justice in the French language, which has been identified as a need by Justice Canada, for French-language speakers in Manitoba and in provinces and territories across Canada.
4. The proposal also responds to the imperative for the *L'École de traduction* at USB to offer more specialized or advanced programming in the field of translation. Greater access to artificial intelligence (AI) software has contributed to declining demand for more general translation services and declining enrolment in its programs.
5. If the program was to be established and implemented, it would be the only Post-baccalaureate Diploma program in legal translation offered in Canada. The program will, therefore, be of interest to and open to students in Manitoba and across the country.
6. The program will be completed entirely online. Courses will be offered online in an asynchronous mode.

7. Initial enrolment in the program is expected to be ten students. The maximum annual enrolment will be twenty students.
8. The curriculum will make use of existing courses. The courses were recently created when USB introduced the concentration, *Formation de base en traduction juridique* (Basic Training in Legal Education), in the *Baccalauréat es arts spécialisé en traduction* (Senate, December 7, 2022).
9. The *Université* will not require additional resources to offer the proposed program. Costs associated with delivering courses that will be used in the program are already funded as part of its operating budget. One faculty member in *L'École de traduction* may teach in the program, but most courses will be offered by sessional instructors.
10. The Faculty of Law was consulted, including during the development of the proposal. Dean Jochelson indicates in his response that the Faculty, including faculty members involved in the delivery of the Access to Justice and the Law concentration, in the Juris Doctor program, supports the proposal.

Recommendation

The Senate Committee on Curriculum and Course Changes recommends:

THAT Senate approve a proposal for a *Diplôme postbaccalauréat en traduction juridique par Internet* at the *Université de Saint-Boniface*.

Respectfully submitted,

Professor Sarah Teetzel, Acting Chair
Senate Committee on Curriculum and Course Changes

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

Report of the Senate Committee on Admissions concerning a proposal from the Université de Saint Boniface to introduce admission requirements for the Diplôme Postbaccalauréat en Traduction Juridique par Internet (2024.10.29)

Preamble:

1. The terms of reference for this committee can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm.
2. The Université de Saint Boniface (USB) is proposing the creation of admission requirements for the Diplôme Postbaccalauréat en Traduction Juridique par Internet.
3. The proposal was approved by USB's Senate on May 23, 2024 and was endorsed by SCADM on October 29th, 2024.

Observations:

1. This is a new program to support a federal government priority of making legal translation and the justice system more available in French.
2. The goal is to have an intake of approximately 10 students, and it will target a national audience of translators.
3. The committee supports an effective date of fall 2025 as this is a new program and no students would be disadvantaged with a tight application timeline for the initial intake. In fact, waiting would take away an opportunity for students to apply to this program for 2025.

Recommendation:

The Senate Committee on Admissions recommends that the proposal to create admission requirements for the Diplôme Postbaccalauréat en Traduction Juridique par Internet be effective for the fall 2025 intake.

Respectfully submitted
Laurie Schnarr, Chair, Senate Committee on Admissions

November 21, 2024

Report of the Senate Committee on Instruction and Evaluation RE: Graduation Requirements, Proposed Diplôme postbaccalauréat en traduction juridique par Internet, Faculté d'éducation et des études professionnelles, Université de Saint-Boniface

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At a meeting on November 21, 2024 SCIE considered a proposal from the Université de Saint-Boniface regarding the graduation requirements for the proposed Diplôme postbaccalauréat en traduction juridique par Internet, Faculté d'éducation et des études professionnelles.
3. The proposal was endorsed by the Sénat de l'Université de Saint-Boniface in May 2024.

Observations:

1. The proposed program is aimed at translators who wish to improve their skills or acquire new ones in the specialized field of legal translation.
2. Students would be required to complete 30 course credits.
3. A grade of C would be a passing grade.
4. Students would be required to maintain a cumulation grade average of B to continue their studies in the program and to obtain their diploma.
5. A student who obtains a grade of D or F in a compulsory course would be required to repeat that course.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the graduation requirements for the proposed Diplôme postbaccalauréat en traduction juridique par Internet, Faculté d'éducation et des études professionnelles, Université de Saint-Boniface, effective September 1, 2025.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

Demande

NOUVEAU PROGRAMME D'ÉTUDES

En vertu de la Loi sur l'administration de l'enseignement postsecondaire

Les universités et les collèges qui demandent à Éducation postsecondaire, Développement des compétences et Immigration une approbation pour lancer un **nouveau** programme d'études doivent présenter leur demande à l'aide du présent formulaire. Ce formulaire tient compte des exigences énoncées dans le Règlement sur les programmes d'études (R.M. 134/2015) pris en application de la Loi sur l'administration de l'enseignement postsecondaire.

Établissement : Université de Saint-Boniface

Facultés et départements applicables qui partagent la responsabilité du programme :

École de traduction, Faculté d'éducation et des études professionnelles

Si le programme est un programme mixte, indiquez tous les établissements participants et les rôles de chacun dans la prestation du programme proposé :

Sans objet

Nom du programme : ***Diplôme postbaccalauréat en traduction juridique par Internet***

Titres décernés : ***Diplôme postbaccalauréat en traduction juridique par Internet***

Demande de financement : ***sans objet***

Financement ponctuel : _____

Financement ponctuel : _____

Date proposée de début : ***septembre 2025***

Énumérez tous les points importants qui pourraient avoir une incidence sur la date de début du programme :

B-1 Fournissez une description générale du programme et de ses objectifs : *(Veuillez inclure le but poursuivi ainsi que le design curriculaire et souligner les caractéristiques particulières.)*

Le Diplôme postbaccalauréat en traduction juridique par Internet est un programme qui vise d'abord les personnes traductrices qui souhaitent rehausser leurs compétences ou en acquérir de nouvelles dans le domaine spécialisé de la traduction juridique. La formation en deux volets complémentaires leur permettra, d'une part, d'élargir leur culture juridique, notamment en common law canadienne, et d'autre part, de réviser ou de parfaire leurs compétences ou d'acquérir de nouvelles techniques en traduction en se concentrant sur des textes de nature juridique. Le programme pourrait également être utile pour des personnes qui se destineraient à l'interprétation communautaire dans le domaine juridique ou judiciaire.

Le programme sera offert sous forme de 10 cours en ligne en mode asynchrone. Les cours en question existent déjà, car l'USB a créé, en 2022, une concentration facultative en traduction juridique à l'intérieur de son Baccalauréat ès arts spécialisé en traduction. Les mêmes cours qui constituent la concentration en traduction juridique constitueront également le diplôme postbaccalauréat proposé. Les cours en question ont été conçus et médiatisés grâce à une subvention importante de Justice Canada.

Le Diplôme postbaccalauréat vise un public national.

B-2 Durée du programme : *(Définissez la durée du programme proposé en utilisant des critères de mesure appropriés au calendrier et au format de prestation. Cela comprendra le nombre total de crédits ainsi que les semaines/mois et, le cas échéant, les heures et les semestres d'enseignement.)*

Le programme comprendra 30 crédits, soit 10 cours de trois crédits. Destiné surtout à des personnes sur le marché du travail qui étudieront à temps partiel, il pourra être suivi entièrement en trois ans, à raison de 3 ou 4 cours par année.

B-3 Résultats attendus du programme :

B-3.1 Décrivez la façon dont ce programme répondra aux besoins et aux intérêts éducationnels, culturels, sociaux et économiques des étudiants et de la province :

Le Diplôme postbaccalauréat en traduction juridique rehaussera, à l'échelle nationale, l'offre de cours de perfectionnement actuellement destinés aux personnes traductrices formées en traduction et qui exercent déjà cette profession. Ce programme spécialisé permettra de rehausser la qualité des traductions juridiques tout en augmentant le bassin de traductrices et de traducteurs juridiques formés, pour lesquels il existe actuellement une pénurie. Ultimement, un tel programme pourra également contribuer à l'accroissement de l'offre de services juridiques en français et à l'épanouissement des francophones dans les provinces où le français est minoritaire.

B-3.2 Décrivez les besoins actuels et futurs des étudiants du Manitoba en matière d'enseignement postsecondaire que comble le programme :

*En 2016, l'USB a mené, à l'échelle nationale, un état des lieux permettant de cerner les besoins de traduction juridique au Canada, ainsi que le manque de professionnels pour les combler. Intitulée **État des lieux relatif à la formation dans les domaines de l'interprétation judiciaire, de la sténographie judiciaire et de la traduction juridique** (voir en annexe), l'étude a été financée par Justice Canada et pilotée par Prairie Research Associates. À l'USB, cette étude a d'abord donné*

lieu à la création de la concentration en traduction juridique au sein du Baccalauréat ès arts spécialisé en traduction (2022). Le diplôme postbaccalauréat proposé est le deuxième résultat de cette étude. Il s'agira du seul programme de diplôme postbaccalauréat du genre offert par une université canadienne.

Il faut souligner que l'on compte la traduction juridique parmi les domaines spécialisés où l'on aura toujours besoin de personnes traductrices humaines, malgré l'avènement de l'intelligence artificielle.

B-4 Méthode de prestation

B-4.1 Fournissez la durée totale du programme en utilisant l'un des critères de mesure suivants :

Total de **30** heures-crédits

_____ Heures totales d'enseignement :

B-4.2 Quelle proportion de la durée totale du programme (comme indiqué ci-dessus) peut être complétée au moyen des deux méthodes de prestation suivantes? (Il est à noter que l'un des choix ou les deux peuvent être offerts pour la durée totale du programme.)

En personne : Aucun

En ligne : 100 %

B-5 Donnez un aperçu de la progression des cours qui est suggérée chaque année pour le programme, du début jusqu'à la mise en œuvre complète. (Il n'est pas nécessaire de fournir des renseignements sur le niveau des cours, veuillez toutefois inclure les heures de crédit ou les heures d'enseignement, la proportion de cours de niveau supérieur, les placements cliniques ou les stages ou les exigences de la discipline, le cas échéant.)

Les personnes étudiantes suivront le programme selon la progression qui est présentée dans le tableau ci-dessous.

Le programme commence par une initiation au système juridique canadien et à la méthodologie du droit, puis aborde des branches du droit de plus en plus spécialisées. Parallèlement, les cours de traduction juridique suivent une évolution semblable.

	Année 1	Année 2	Année 3
Automne	TRAD 4601 Culture juridique : Méthodologie et systèmes juridiques TRAD 4611 Culture juridique : Droit public	TRAD 4621 Culture juridique : Droit pénal et criminel TRAD 4641 Culture juridique : Droit de la famille	TRAD 4533 Traduction juridique : Textes du droit des affaires
Hiver	TRAD4503 Traduction juridique : Textes législatifs et réglementaires TRAD 4511 Traduction juridique : Textes officiels	TRAD 4521 Traduction juridique : Décisions judiciaires TRAD 4631 Culture juridique : Droit des affaires	TRAD 4543 Traduction juridique : Doctrines

B-6 Le programme sera-t-il offert pour des études à temps partiel?

Oui, il s'agit d'un programme offert à temps partiel.

B-7 Indiquez si ce programme comportera un volet d'enseignement coopératif, de placement professionnel ou de stage et fournissez tout renseignement utile :

Comme il s'agit d'un diplôme postbaccalauréat visant des personnes traductrices exerçant déjà le métier, le programme se compose seulement de cours. Ces cours sont axés sur une approche pédagogique constructiviste qui met l'accent sur les compétences.

B-8 Renseignements sur le contingent

B-8.1 Nombre d'inscriptions prévues du premier contingent :

Nous prévoyons accueillir une moyenne de 10 personnes étudiantes au cours de la première année.

B-8.2 Nombre maximal d'étudiants qui peuvent suivre le programme (*s'entend de la capacité d'inscription la première année*) :

Chacun des cours peut accueillir 20 étudiants.

B-8.3 Date de mise en œuvre complète prévue :

La cohorte inaugurale de septembre 2025 aura normalement fini le Diplôme postbaccalauréat en avril 2028. Le Diplôme postbaccalauréat sera arrivé à un stade de maturité en 2027-28, l'année où trois cohortes successives seront en train de suivre le programme en même temps.

C-1 Décrivez de quelle façon ce nouveau programme s'harmonise avec les plans stratégiques de votre établissement :

L'axe 1 du plan stratégique de l'Université de Saint-Boniface, intitulé « Dynamisme en matière d'enseignement et de recherche », établit comme objectif 1) d'aligner les programmes avec le contexte et les besoins changeants, tout en capitalisant davantage sur la complémentarité de l'universitaire, du collégial et de l'éducation permanente; 2) de renforcer la capacité d'enseignement et l'appui aux programmes d'études; 3) d'améliorer les environnements d'apprentissage et de recherche; 4) de développer davantage la capacité de recherche et de création pour l'avancement des connaissances et de la francophonie .

La création du programme vise à répondre à des besoins en matière de traduction, notamment l'accroissement des besoins en traduction juridique (objectif 1). Le nouveau programme rehaussera la diversité des cours offerts en traduction, à la fois aux personnes nouvelles et aux personnes déjà établies comme traductrices. Le fait que les cours de culture juridique sont des cours d'initiation au droit de niveau premier cycle les rend susceptibles d'être offerts à diverses clientèles de l'USB. Ils représentent ainsi davantage d'options de cours pour les personnes qui suivent des programmes de sciences humaines ou sociales, et d'administration des affaires (objectif 2).

C-2 Décrivez le processus d'approbation interne (c.-à-d. les comités et les organismes dirigeants) qui sanctionne ce nouveau programme d'études dans votre établissement et indiquez les dates de décisions. (*Conseil d'administration, conseil des gouverneurs, conseil universitaire, etc.*)

Organisme décisionnaire : **Conseil pédagogique de la Faculté d'éducation et des études professionnelles**

Décision : Recommande au Comité d'études des cours et des programmes la création du programme.

Date : avril 2024

Organisme décisionnaire : **Comité d'études des cours et des programmes de l'Université de Saint-Boniface**

Décision : Recommande au Sénat de l'Université de Saint-Boniface la création du programme.

Date : mai 2024

Organisme décisionnaire : **Sénat de l'Université de Saint-Boniface**

Décision : Recommande au Sénat de l'Université du Manitoba et au Bureau des Gouverneurs de l'Université de Saint-Boniface la création du programme.

Date : mai 2024

Organisme décisionnaire : **Comités pertinents du Sénat de l'Université du Manitoba**

Décision : Recommandent au Sénat de l'Université du Manitoba la création du programme.

Date : octobre-novembre 2024

Organisme décisionnaire : **Bureau des Gouverneurs de l'Université de Saint-Boniface**

Décision : Approuve la création du programme.

Date : novembre 2024

Organisme décisionnaire : **Sénat de l'Université du Manitoba**

Décision : Approuve la création du programme.

Date : décembre 2024

Obligation de consulter

c-3.1 Si ce programme fait l'objet d'un examen ou d'une approbation obligatoire par des organismes externes à l'établissement (*comme des organismes de réglementation, Apprentissage Manitoba, etc.*), veuillez décrire tout processus de consultation et fournir des copies des rapports ou une lettre des organismes qui fournissent un soutien :

Sans objet

c-3.2 Quels organismes, groupes ou établissements ont été consultés au sujet de l'élaboration de ce programme?

Tout comme la concentration en traduction juridique que l'USB a ajoutée à son Baccalauréat ès arts spécialisé en traduction, le diplôme postbaccalauréat proposé répond aux besoins que l'on identifie dans l'étude que l'USB a menée à l'échelle nationale en 2016 (voir en annexe).

L'École de traduction a consulté la Faculté de droit de l'Université du Manitoba au moment de concevoir à la fois la concentration et le diplôme postbaccalauréat. Deux professeurs bilingues de cette Faculté ont agi comme experts de contenu pour trois cours de culture juridique.

c-3.3 Comment les étudiants et la faculté ont-ils été informés du projet d'établissement de ce programme?

L'USB ayant mené l'analyse des besoins mentionnée à la section B-3, l'École de traduction n'a pas formellement consulté sa population étudiante.

C-3 Indiquez tout autre programme semblable offert au Manitoba : (*Fournissez des renseignements comme l'établissement, les programmes et les titres décernés outre l'incidence sur ces programmes, expliquez les motifs du dédoublement.*)

En ce moment, il n'existe aucun autre programme semblable au Manitoba.

c-4.1 Décrivez toute option particulière d'échelonnement, d'articulation et (ou) de transfert de crédit offerte aux étudiants qui est prévue dans ce programme au Manitoba.

En ce moment, aucune option d'échelonnement, d'articulation ou de transfert de crédits n'est prévue pour des étudiants d'universités manitobaines. Le cas échéant, des cours suivis dans le cadre du diplôme postbaccalauréat pourraient faire l'objet d'un transfert à l'interne, si une personne décide de poursuivre ses études au Baccalauréat ès arts spécialisé en traduction.

C-4 Indiquez tout autre programme semblable offert au Canada : *(Fournissez des renseignements comme l'établissement, les programmes et les titres décernés outre l'incidence sur ces programmes, expliquez le motif du dédoublement.)*

Le seul programme semblable offert au Canada est le Diplôme d'études supérieures spécialisées en traduction juridique offert par l'Université McGill. Ce programme offert à la fois en bimodal synchrone et asynchrone a une structure différente de notre programme. Il est important de souligner que le programme de McGill aborde la traduction juridique sous un angle différent de notre programme, car le nôtre comporte une composante d'introduction au droit et en particulier à la common law canadienne.

C-5.1 Décrivez toute option particulière d'échelonnement, d'articulation et (ou) de transfert de crédit offerte aux étudiants qui est prévue dans ce programme au Canada.

Sans objet.

C-5 Décrivez les besoins actuels et prévus du marché du travail au Manitoba pour les diplômés de ce programme :

(Fournissez des renseignements comme les destinations d'emploi probables ou d'autres occasions de poursuivre des études qui sont offertes aux diplômés de ce nouveau programme d'études. Veuillez joindre tout rapport officiel comme, par exemple, ceux publiés par des associations, Statistique Canada, des conseils sectoriels, des secteurs ou des organismes de réglementation.)

Selon l'analyse des tendances du site Guichet-Emplois du gouvernement du Canada (<https://www.guichetemplois.gc.ca/rapportmarche/perspectives-profession/5189/MB>), les perspectives d'emploi en traduction juridique sont bonnes au Manitoba dans son ensemble et très bonnes dans la région de Winnipeg. Ces perspectives sont liées à la création de plusieurs postes et le remplacement de nombreux départs à la retraite. Par ailleurs, la version révisée de la Loi sur les langues officielles rend obligatoire la traduction des jugements, ce qui va entraîner à court terme un besoin élevé de personnes traductrices juridiques. À cet égard, le diplôme postbaccalauréat proposé permettra de former des personnes traductrices qui, sans être juristes, auront néanmoins les compétences essentielles pour traduire ce genre de textes.

C-6 Si des copies d'évaluations internes ou réalisées par les pairs concernant ce nouveau programme d'études ont été fournies avec la présente demande, veuillez indiquer de quelle façon toute question soulevée dans le cadre de ces évaluations a été abordée et joignez tout document pertinent disponible :

Sans objet.

D-1 Si un financement ponctuel ou pilote est demandé en soutien à ce nouveau programme d'études, veuillez indiquer le montant des fonds demandés :

Aucun financement n'est demandé.

D-2 Si un financement continu est demandé en soutien à ce nouveau programme d'études, veuillez indiquer le montant des fonds demandés :

Aucun financement n'est demandé.

D-3 Dans le cas où de nouveaux fonds ne sont pas demandés, comment le programme sera-t-il financé?

Le programme est déjà financé dans le cadre du budget de fonctionnement de l'Université de Saint-Boniface.

D-4 Énumérez toutes les sources externes de financement qui serviront à soutenir la mise en œuvre ou la prestation du nouveau programme d'études : *(Fournissez des renseignements comme les ententes de financement conclues avec le secteur ou les subventions extérieures et indiquez la durée prévue de chaque entente.)*

L'Université de Saint-Boniface finance en intégralité le programme.

D-5 Quelles sont les répercussions sur le plan des ressources pour l'établissement (budget, TI, bibliothèque, laboratoire, ordinateurs, espace, assurance responsabilité pour les étudiants en stage, services aux étudiants, etc.) dans le cadre de la prestation de ce nouveau programme d'études?

Le programme n'entraîne pas l'usage d'autres ressources que celles déjà existantes.

D-6 Veuillez décrire les ressources en personnel actuel et nouveau nécessaires pour pouvoir offrir ce nouveau programme d'études. *Veuillez inclure le déménagement de la faculté existante, l'embauche d'autres employés fournissant des services professoraux, administratifs et de soutien ainsi que toute autre considération.*

L'École de traduction comprend une professeure susceptible de donner certains cours du diplôme postbaccalauréat, mais la plupart des cours seront offerts par des personnes chargées de cours.

D-7 Fournissez un plan de mise en œuvre pour le nouveau programme d'études par année scolaire (du début jusqu'à la mise en œuvre complète) qui comprend tous les éléments qui seront mis en place progressivement (p. ex., les nouvelles embauches à la faculté, la répartition du personnel professoral et de soutien existant), du lancement jusqu'à la mise en œuvre complète :

Année 1 2025-2026

Embauche de personnes chargées de cours pour l'offre des cours suivants :

*TRAD 4601 Culture juridique : Méthodologie et systèmes juridiques
TRAD 4611 Culture juridique : Droit public
TRAD 4503 Traduction juridique : Textes législatifs et réglementaires
TRAD 4511 Traduction juridique : Textes officiels*

Année 2 2026-2027

Embauche de personnes chargées des cours pour l'offre des cours suivants :

*TRAD 4621 Culture juridique : Droit pénal et criminel
TRAD 4641 Culture juridique : Droit de la famille
TRAD 4521 Traduction juridique : Décisions judiciaires
TRAD 4631 Culture juridique : Droit des affaires*

Année 3 2027-2028

Embauche de personnes chargées de cours pour l'offre des cours suivants :

*TRAD 4533 Traduction juridique : Textes du droit des affaires
TRAD 4543 Traduction juridique : Doctrine*

D-8 Veuillez décrire l'incidence de ce nouveau programme sur les immobilisations et l'équipement existants :

Sans objet.

D-9 Si des fonds d'immobilisation sont demandés pour soutenir du matériel de programme spécialisé supplémentaire, comme les infrastructures ou l'équipement nécessaires à la prestation de ce nouveau programme d'études, veuillez fournir une description détaillée de l'utilisation de ces fonds :

Sans objet.

E-1 Quels sont les frais de scolarité proposés?

Les frais de scolarité sont les frais actuels de l'Université de Saint-Boniface, soit 457 \$ par cours de trois crédits.

E-2 Veuillez fournir une justification pour les frais de scolarité proposés. *(Par exemple, ces frais de scolarité sont-ils comparables à ceux de programmes existants au sein du département ou de programmes semblables offerts dans d'autres établissements?)*

Ces frais de scolarité sont ceux actuellement prescrits pour les étudiants de l'Université de Saint-Boniface.

E-3 Veuillez décrire les frais supplémentaires applicables à un étudiant inscrit à ce programme?

Ce programme comporte les frais supplémentaires suivants :

<i>Frais de cours par Internet</i>	<i>24,16 \$ par crédit</i>
<i>Frais afférents</i>	<i>7,72 \$ par crédit</i>

E-4 Veuillez décrire toute mesure de soutien particulière visant à favoriser l'abordabilité et l'accès au programme :

Ce programme est offert par Internet, ce qui ouvre l'accès aux études pour les personnes vivant en milieu rural et dans les régions éloignées. Comme le diplôme postbaccalauréat proposé vise des professionnels exerçant déjà le métier, l'USB ne prévoit pas de mesures spéciales en matière de soutien financier.

SECTION SIGNATURES

(La section réservée à la deuxième signature n'est prévue que pour les programmes mixtes.)

PRÉSENTÉ PAR :

Rectrice :

Nom : **Sophie Bouffard**

Signature :

Date :

Vice-recteur à l'enseignement et à la recherche :

Nom : **Peter Dorrington**

Signature :

Date :

Réservé à l'usage exclusif des programmes mixtes :

Président :

Nom :

Signature :

Date :

Vice-président/établissement d'enseignement supérieur :

Nom :

Signature :

Date :

PRÉSENTATION DU FORMULAIRE DÛMENT REMPLI

Une fois rempli et signé, veuillez présenter ce formulaire de demande à direction des établissements d'enseignement postsecondaires à l'adresse psi@gov.mb.ca avec les pièces jointes suivantes (*double-cliquez pour activer la case à cocher*) :

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Lettre d'accompagnement |
| <input checked="" type="checkbox"/> | Formulaire financier du programme d'études |
| <input checked="" type="checkbox"/> | Tout document justificatif (<i>examens, lettres d'appui, etc.</i>) |

Si vous avez des questions ou souhaitez obtenir des renseignements supplémentaires, veuillez communiquer avec :

Direction des établissements d'enseignement postsecondaires
Éducation postsecondaire, Développement des compétences et Immigration
800, avenue Portage, bureau 400, Winnipeg (Manitoba) R3G 0N4
204 945-1835
psi@gov.mb.ca

**Cours existants qui constitueront le *Diplôme postbaccalauréat en traduction juridique*
tels que présentés dans l'Annuaire de l'Université de Saint-Boniface**

Cote de cours	TRAD 4503
Secteur	Universitaire
Crédits	3
Titre	Traduction juridique: Textes législatifs et réglementaires
Description	Révision et application des principes et de la traduction vers le français de textes législatifs anglais. Fondements historiques, juridiques et linguistiques de la traduction législative au Canada. Application des techniques de transfert du discours législatif de l'anglais vers le français. Préalable : TRAD 4601.

Cote de cours	TRAD 4511
Secteur	Universitaire
Crédits	3
Titre	Traduction juridique: Textes officiels
Description	Révision et application des principes de la traduction à des documents officiels vers le français. Responsabilités liées à la traduction de documents officiels. Préalables : TRAD 4601.

Cote de cours	TRAD 4521
Secteur	Universitaire
Crédits	3
Titre	Traduction juridique: Décisions judiciaires
Description	Initiation aux principes de la traduction vers le français de décisions judiciaires. Techniques d'analyse de décisions judiciaires émanant de diverses instances judiciaires, techniques documentaires propres à la traduction de ce type de textes. Il est recommandé de suivre le cours TRAD 4621 avant de suivre ce cours. Préalables: TRAD 4601.

Cote de cours	TRAD 4533
Secteur	Universitaire
Crédits	3
Titre	Traduction juridique: Textes du droit des affaires
Description	Révision et application des principes de la traduction vers le français de textes en usage dans le domaine des affaires et des affaires mobilières, notamment les contrats, les prospectus, les états financiers et les rapports. Il est recommandé d'avoir suivi le cours TRAD 4631 avant de suivre ce cours. Préalable : TRAD 4601.

Cote de cours	TRAD 4543
Secteur	Universitaire
Crédits	3
Titre	Traduction juridique: Doctrine
Description	Initiation aux principes de la traduction vers le français de textes de doctrine. Problèmes propres à la traduction de textes de doctrine. Techniques d'analyse des textes et de recherche documentaire, en vue de l'adoption de stratégies efficaces de traduction. Préalable : TRAD 4611.

Cote de cours	TRAD 4601
Secteur	Universitaire
Crédits	3
Titre	Culture juridique: Méthodologie et introduction aux systèmes juridiques
Description	Introduction au droit et aux méthodes juridiques. Éléments d'analyse juridique et introduction à l'interprétation des lois, aux processus législatifs, au système judiciaire et aux règles des tribunaux. Initiation à la recherche juridique. Préalables : TRAD 3261 et TRAD 3131.

Cote de cours	TRAD 4611
Secteur	Universitaire
Crédits	3
Titre	Culture juridique: Initiation au droit publique
Description	Initiation aux grands principes du droit constitutionnel canadien (parlementarisme, primauté du droit, séparation des pouvoirs, fédéralisme et protection des droits individuels et collectifs) et du droit administratif canadien (limites procédurales et substantives à l'exercice par le gouvernement des pouvoirs délégués). Préalable: TRAD 4601.

Cote de cours	TRAD 4621
Secteur	Universitaire
Crédits	3
Titre	Culture juridique: Droit pénal et criminel
Description	Initiation aux grands principes du droit pénal et criminel en contexte canadien. Procédure en matière pénale et criminelle. Organisation judiciaire et administration de la justice. Préalable : TRAD 4601.

Cote de cours	TRAD 4631
Secteur	Universitaire
Crédits	3
Titre	Culture juridique: Droit des affaires
Description	Initiation aux principes juridiques liés aux contrats (types de contrats, parties du contrat, effets juridiques), aux différents types d'entreprises commerciales (structure organisationnelle de l'entreprise, conseil d'administration, obligations, valeurs mobilières). Éléments du droit des délits, de droit de la propriété intellectuelle et du droit du travail. Préalable : TRAD 4601.

Cote de cours	TRAD 4641
Secteur	Universitaire
Crédits	3
Titre	Culture juridique: Droit de la famille
Description	Initiation aux questions juridiques touchant les relations familiales et la dissolution de ces relations dans la société canadienne. Mariage, union de fait, séparation, divorce. Filiation et enfants. Procédures en droit familial au Canada. Prise de conscience du rôle de la traduction dans la livraison des services. Préalable : TRAD 4601.

Diplôme postbaccalauréat en traduction juridique par Internet

1.0 Description

Le *Diplôme postbaccalauréat en traduction juridique par Internet* est un programme qui vise d'abord les personnes traductrices qui souhaitent rehausser leurs compétences dans le domaine spécialisé de la traduction juridique et à des personnes qui voudraient suivre une formation initiale en traduction juridique pour se réorienter dans ce domaine.

La formation en deux volets leur permettra d'élargir leur culture juridique, notamment en *common law* canadienne, et de réviser ou de parfaire leurs techniques et compétences en traduction en se concentrant sur des textes de nature juridique.

2.0 Motivation

Le *Diplôme postbaccalauréat en traduction juridique par Internet* rehausse l'offre de cours de perfectionnement actuellement offert au Canada aux traducteurs et traductrices déjà formés en traduction ou en exercice. Il permettra également d'augmenter le bassin de traducteurs juridiques formés, pour lesquels il existe actuellement une pénurie, mais également de rehausser la qualité des traductions juridiques. Ultimement, un tel programme pourrait également contribuer à l'accroissement de l'offre de services juridiques en français et à l'épanouissement des francophones dans les provinces où le français est minoritaire.

3.0 Cours du *Diplôme postbaccalauréat*

Le *Diplôme postbaccalauréat* de 30 crédits se compose des 10 cours suivants, offerts par Internet de façon asynchrone :

Bloc Traduction juridique

TRAD 4503 Traduction juridique : Textes législatifs et réglementaires

TRAD 4511 Traduction juridique : Textes officiels

TRAD 4521 Traduction juridique : Décisions judiciaires

TRAD 4533 Traduction juridique : Textes du droit des affaires

TRAD 4543 Traduction juridique : Doctrine

Bloc Droit

TRAD 4601 Culture juridique : Méthodologie et systèmes juridiques

TRAD 4611 Culture juridique : Droit public

TRAD 4621 Culture juridique : Droit pénal et criminel

TRAD 4631 Culture juridique : Droit des affaires

TRAD 4641 Culture juridique : Droit de la famille

4.0 Approbation des cours

Les cours du programme ont reçu en 2022 les approbations officielles du Comité d'étude des cours et des programmes et du Sénat de l'Université de Saint-Boniface et du *Senate Committee on Curriculum and Course Changes* de l'Université du Manitoba. Leur conception et leur médiatisation ont été financées au moyen d'une entente de contribution dans le cadre du Plan d'action pour les langues officielles de Justice Canada.

5.0 Tableau montrant la séquence des cours du *Diplôme postbaccalauréat en traduction juridique par Internet*

	Année 1 (2025-2026)	Année 2 (2026-2027)	Année 3 (2026-2027)
Automne	TRAD 4601 Culture juridique : Méthodologie et systèmes juridiques * TRAD 4611 Culture juridique : Droit public	TRAD 4621 Culture juridique : Droit pénal et criminel TRAD 4641 Culture juridique : Droit de la famille	TRAD 4533 Traduction juridique : Textes du droit des affaires
Hiver	TRAD4503 Traduction juridique : Textes législatifs et réglementaires TRAD 4511 Traduction juridique : Textes officiels	TRAD 4521 Traduction juridique : Décisions judiciaires TRAD 4631 Culture juridique : Droit des affaires	TRAD 4543 Traduction juridique : Doctrine

*Cours préalable aux autres cours de culture juridique.

6.0 Projet de texte de l'annuaire

Nota : Afin de conserver une uniformité dans le style de rédaction des exigences se rapportant aux différents programmes de l'École de traduction, nous nous sommes servis comme modèle du texte de l'annuaire se rapportant au certificat en traduction par Internet existant.

Diplôme postbaccalauréat en traduction juridique par Internet

1.0 Présentation du programme

Ce programme asynchrone par Internet vise principalement les personnes qui souhaitent se perfectionner en traduction juridique. Le rythme d'apprentissage pourrait être d'un cours par session ou plus, selon la disponibilité de la personne étudiante.

2.0 Admission

2.1 Critères d'admission

Les personnes qui souhaitent s'inscrire au Diplôme postbaccalauréat en traduction juridique par Internet doivent être titulaires d'un baccalauréat spécialisé en traduction ou d'un certificat en traduction et être admissibles au statut d'étudiant régulier.

Les titulaires d'un autre diplôme universitaire devront auparavant réussir les cours TRAD 2151 Introduction à la traduction, TRAD 3261 Traduction générale et TRAD 3131 Terminologie bilingue et documentation avant de pouvoir suivre les cours du Diplôme postbaccalauréat en traduction juridique. Ces cours sont des préalables à tous les cours de traduction de niveau 4000.

La personne titulaire d'un baccalauréat en droit d'une université canadienne (ou l'équivalent d'une université étrangère constaté par le Registrariat) pourrait être exemptée de trois des cours de culture juridique afin de suivre les trois cours TRAD 2151, TRAD 3261 et TRAD 3131 qui constitueront sa formation initiale en traduction. La réussite de ces trois cours de traduction est essentielle pour l'obtention du Diplôme postbaccalauréat.

2.2 Examen d'admission à l'École de traduction

Les titulaires d'un baccalauréat spécialisé en traduction ou d'un certificat en traduction d'une université canadienne (ou l'équivalent d'une université étrangère constaté par le Registrariat) n'ont pas à subir l'examen d'admission.

Toutefois, les autres personnes devront d'abord réussir l'examen d'admission. En plus de permettre de sélectionner les personnes susceptibles de réussir dans leur programme et dans les professions langagières, cet examen permet d'établir un diagnostic des compétences et des lacunes des personnes candidates à l'admission, de façon à leur conseiller différentes voies de perfectionnement. Une personne pourrait donc se voir recommander de suivre des cours de perfectionnement en français ou en anglais qui ne compteront pas pour l'obtention de son diplôme.

Vous devez déposer votre demande d'admission à l'USB avant de faire l'examen d'admission à l'École de traduction. Vous aurez accès à l'examen après réception de votre demande d'admission par le Registrariat. Le lien vers l'examen sera affiché dans la page Web vous permettant de suivre l'état de votre demande. Dans les jours ouvrables suivant l'envoi de votre examen d'admission à l'École de traduction, vous recevrez un message de confirmation de réussite, le cas échéant.

2.3 Personnes étudiantes d'une autre faculté ou programme de l'USB

Les cours de traduction sont normalement réservés aux personnes qui ont réussi l'examen d'admission à l'École de traduction. Certains cours, notamment les cours de culture juridique faisant partie du Diplôme postbaccalauréat en traduction juridique par Internet, peuvent toutefois accueillir des personnes qui étudient dans d'autres programmes pourvu qu'elles satisfassent aux préalables exigés pour s'y inscrire ou obtiennent l'autorisation de la direction de l'École de traduction.

3.1 Exigences de cours du programme

Le programme de Diplôme postbaccalauréat en traduction juridique par Internet comprend 30 crédits.

La personne étudiante doit :

- réussir les 30 crédits de cours du programme.

Le cours de culture juridique TRAD 4601 est préalable à tous les autres cours de culture juridique, et il doit être suivi en début de programme. De plus, il est recommandé de suivre les cours de culture juridique avant de suivre les cours de traduction correspondants. Ainsi, il est recommandé de suivre le cours TRAD 4621 Culture juridique : Droit pénal et criminel avant le cours TRAD 4521 Traduction juridique : Décisions judiciaires, et le cours TRAD 4631 Culture juridique : Droit des affaires avant le cours TRAD 4533 Traduction juridique : Textes du droit des affaires.

Voici le cheminement idéal prévu pour le programme.

TRAD 4601 Culture juridique : Méthodologie et systèmes juridiques
TRAD 4503 Traduction juridique : Textes législatifs et réglementaires
TRAD 4611 Culture juridique : Droit public
TRAD 4511 Traduction juridique : Textes officiels
TRAD 4621 Culture juridique : Droit pénal et criminel
TRAD 4521 Traduction juridique : Décisions judiciaires
TRAD 4631 Culture juridique : Droit des affaires
TRAD 4533 Traduction juridique : Textes du droit des affaires
TRAD 4641 Culture juridique : Droit de la famille
TRAD 4543 Traduction juridique : Doctrine

3.2 Cours du tronc commun, cours à option et cours au choix

TRONC COMMUN (30 CRÉDITS)

TRAD 4503 Traduction juridique : Textes législatifs et réglementaires

TRAD 4511 Traduction juridique : Textes officiels

TRAD 4521 Traduction juridique : Décisions judiciaires

TRAD 4533 Traduction juridique : Textes du droit des affaires

TRAD 4543 Traduction juridique : Doctrine

TRAD 4601 Culture juridique : Méthodologie et systèmes juridiques

TRAD 4611 Culture juridique : Droit public

TRAD 4621 Culture juridique : Droit pénal et criminel

TRAD 4631 Culture juridique : Droit des affaires

TRAD 4641 Culture juridique : Droit de la famille

3.3 Préalables, concomitants et disponibilité des cours

PRÉALABLES

Si un cours est préalable à un autre, on devra avoir terminé le premier cours avant de s'inscrire au second.

CONCOMITANTS

Si un cours est obligatoirement accompagné d'un second cours (cours concomitant), ces deux cours devront être suivis en même temps.

FORTEMENT RECOMMANDÉ

Si un cours est « fortement recommandé » par rapport aux autres cours, la personne étudiante est encouragée à le suivre, bien que la décision finale lui incombe. Il est recommandé de prendre connaissance des instructions propres à chaque discipline qui précèdent la description des cours.

DISPONIBILITÉ DES COURS

Tous les cours énumérés dans l'annuaire ne sont pas offerts chaque année. Les cours offerts pour les semestres en cours sont disponibles sur le site Internet de l'Université de Saint-Boniface et au Registrariat.

3.4 Exigences linguistiques

Les exigences linguistiques varient selon les résultats obtenus à l'examen d'admission de l'École de traduction. Certaines personnes pourraient se voir recommander de suivre, en plus des cours de leur programme, un cours non crédité de perfectionnement du français ou de l'anglais.

3.5 Conditions d'obtention de diplôme

Ce programme de 30 crédits composé de cours obligatoires mène à l'obtention du Diplôme postbaccalauréat en traduction juridique.

Pour l'obtenir, il faut :

- réussir 30 crédits de cours.

3.6 Note minimale de passage et seuil de rendement

La note minimale de passage pour chaque cours du programme de baccalauréat en traduction, de diplôme postbaccalauréat en traduction ou de certificat en traduction est de C. Toutefois, même si la note minimale de chacun des cours est de C, il faut maintenir une moyenne cumulative de 3,0 (B) pour poursuivre ses études dans le programme sans condition particulière et obtenir son diplôme à la fin de son programme d'études. La personne qui obtient une note de D ou de F dans un cours obligatoire préalable à un autre doit reprendre le cours en question.

Le barème des notes accordées est le suivant :

A+	4,5	Exceptionnel	90 % et plus
A	4,0	Excellent	80 % à 89,9 %
B+	3,5	Très bien	75 % à 79,9 %
B	3,0	Bien	70 % à 74,9 %
C+	2,5	Satisfaisant	65 % à 69,9 %
C	2,0	Passable	60 % à 64,9 %
D	1,0	Marginal	50 % à 59,9 %
F	0,0	Échec	Moins de 50 %
S		Satisfaisant	
NS		Non satisfaisant	

3.7 Demande de diplôme

L'obtention d'un grade n'est pas automatique. Consulter la section Collation des grades pour de plus amples renseignements.

Tableau comparatif	
Certificat en traduction par Internet (texte actuel de l'Annuaire 2023-2024)	Diplôme postbaccalauréat en traduction juridique par Internet
<p>1.0 Présentation du programme</p> <p>Ce programme à distance vise principalement les personnes qui souhaitent se former en traduction tout en conservant leur emploi, particulièrement lorsque cet emploi se situe dans une région trop éloignée pour suivre des cours sur le campus. Le rythme d'apprentissage pourrait être d'un cours par session ou plus, selon la disponibilité de l'étudiant ou de l'étudiante.</p>	<p>1.0 Présentation du programme</p> <p>Ce programme à distance asynchrone par Internet vise principalement les personnes qui souhaitent se perfectionner en traduction juridique se former en traduction tout en conservant leur emploi, particulièrement lorsque cet emploi se situe dans une région trop éloignée pour suivre des cours sur le campus. Le rythme d'apprentissage pourrait être d'un cours par session ou plus, selon la disponibilité de l'étudiant ou de l'étudiante la personne étudiante.</p>
<p>2.0 Admission</p> <p>2.1 Critères d'admission</p> <p>Les personnes qui souhaitent s'inscrire au certificat de traduction doivent être titulaires d'un diplôme d'études postsecondaires et réussir l'examen d'admission. La personne titulaire d'un diplôme d'études secondaires pourrait être admise au programme après étude de son dossier par le Registrariat et l'École de traduction.</p>	<p>2.0 Admission</p> <p>2.1 Critères d'admission</p> <p>Les personnes qui souhaitent s'inscrire au certificat de traduction Diplôme postbaccalauréat en traduction juridique par Internet doivent être titulaires d'un diplôme d'études postsecondaires et réussir l'examen d'admission baccalauréat spécialisé en traduction ou d'un certificat en traduction et être admissibles au statut d'étudiant régulier. La personne titulaire d'un diplôme d'études secondaires pourrait être admise au programme après étude de son dossier par le Registrariat et l'École de traduction.</p> <p>Les titulaires d'un autre diplôme universitaire devront auparavant réussir les cours TRAD 2151 Introduction à la traduction, TRAD 3261 Traduction générale et TRAD 3131 Terminologie bilingue et documentation avant de pouvoir suivre les cours du Diplôme postbaccalauréat en traduction juridique. Ces cours sont des préalables à tous les cours de traduction de niveau 4000.</p> <p>La personne titulaire d'un baccalauréat en droit d'une université canadienne (ou l'équivalent d'une université étrangère constaté par le Registrariat) pourrait être exemptée de trois des cours de culture juridique afin de suivre les trois cours TRAD 2151, TRAD 3261 et TRAD 3131 qui constitueront sa formation initiale en traduction. La réussite de ces trois cours de traduction est essentielle pour l'obtention du Diplôme postbaccalauréat.</p>

<p>2.2 Examen d'admission à l'École de traduction</p> <p>Pour s'inscrire à l'un des programmes de traduction, on doit d'abord réussir l'examen d'admission. En plus de permettre de sélectionner les personnes susceptibles de réussir dans leur programme et dans les professions langagières, cet examen permet d'établir un diagnostic des compétences et des lacunes des divers candidats et candidates, de façon à leur conseiller différentes voies de perfectionnement. Un candidat ou une candidate pourrait donc se voir recommander de suivre des cours de perfectionnement en français ou en anglais qui ne compteront pas pour l'obtention de son diplôme.</p> <p>Vous devez déposer votre demande d'admission à l'USB avant de faire l'examen d'admission à l'École de traduction. Vous aurez accès à l'examen après réception de votre demande d'admission par le Registrariat. Le lien vers l'examen sera affiché dans la page Web vous permettant de suivre l'état de votre demande.</p> <p>Dans les jours ouvrables suivant l'envoi de votre examen d'admission à l'École de traduction, vous recevrez un message de confirmation de réussite, le cas échéant</p>	<p>2.2 Examen d'admission à l'École de traduction</p> <p>Pour s'inscrire à l'un des programmes de traduction, on doit d'abord réussir l'examen d'admission.</p> <p>Les titulaires d'un baccalauréat spécialisé en traduction ou d'un certificat en traduction d'une université canadienne (ou l'équivalent d'une université étrangère constaté par le Registrariat) n'ont pas à subir l'examen d'admission.</p> <p>Toutefois, les autres personnes devront d'abord réussir l'examen d'admission. En plus de permettre de sélectionner les personnes susceptibles de réussir dans leur programme et dans les professions langagières, cet examen permet d'établir un diagnostic des compétences et des lacunes des divers candidats et candidates personnes candidates à l'admission, de façon à leur conseiller différentes voies de perfectionnement. Un candidat ou une candidate Une personne pourrait donc se voir recommander de suivre des cours de perfectionnement en français ou en anglais qui ne compteront pas pour l'obtention de son diplôme.</p> <p>Vous devez déposer votre demande d'admission à l'USB avant de faire l'examen d'admission à l'École de traduction. Vous aurez accès à l'examen après réception de votre demande d'admission par le Registrariat. Le lien vers l'examen sera affiché dans la page Web vous permettant de suivre l'état de votre demande.</p> <p>Dans les jours ouvrables suivant l'envoi de votre examen d'admission à l'École de traduction, vous recevrez un message de confirmation de réussite, le cas échéant.</p>
<p>2.3 Étudiantes et étudiants d'une autre faculté ou programme de l'USB</p> <p>Les cours de traduction sont normalement réservés aux étudiantes et aux étudiants admis à l'École de traduction et qui ont réussi l'examen d'admission en traduction. Certains cours peuvent toutefois accueillir des personnes d'autres programmes pourvu qu'elles satisfassent aux préalables exigés pour s'y inscrire ou obtiennent l'autorisation de la direction de l'École de traduction.</p>	<p>2.3 Étudiantes et étudiants Personnes étudiantes d'une autre faculté ou programme de l'USB</p> <p>Les cours de traduction sont normalement réservés aux étudiantes et aux étudiants admis à l'École de traduction et personnes qui ont réussi l'examen d'admission à l'École de traduction. Certains cours, notamment les cours de culture juridique faisant partie du Diplôme postbaccalauréat en traduction juridique par Internet, peuvent toutefois accueillir des personnes qui étudient dans d'autres programmes</p>

	<p>pourvu qu'elles satisfassent aux prérequis exigés pour s'y inscrire ou obtiennent l'autorisation de la direction de l'École de traduction.</p>
<p>3.1 Exigences de cours du programme Le programme de certificat en traduction (par Internet) consiste en 30 crédits répartis entre cours du tronc commun et cours à option. L'étudiante ou l'étudiant doit suivre un minimum de 3 crédits de cours de traduction vers l'anglais.</p> <p>L'étudiante ou l'étudiant doit :</p> <ul style="list-style-type: none"> • réussir 24 crédits de cours du tronc commun; • réussir 6 crédits de cours à option. <p>Il est important de suivre les cours dans l'ordre prévu par le programme. Toutefois, certains cours pourraient être intervertis, par exemple, TRAD 2111 et TRAD 2151; ou TRAD 3011 et TRAD 3051; ou TRAD 3261 et TRAD 3271.</p> <p>Il est recommandé de suivre les cours à option de niveau 4000 après avoir suivi tous les cours du niveau 3000, à l'exception du cours TRAD 3111 qui doit être suivi en fin de programme.</p>	<p>3.1 Exigences de cours du programme Le programme de certificat en traduction (par Internet) Diplôme postbaccalauréat en traduction juridique par Internet consiste en comprend 30 crédits, répartis entre cours du tronc commun et cours à option. L'étudiante ou l'étudiant doit suivre un minimum de 3 3 crédits de cours de traduction vers l'anglais.</p> <p>L'étudiante ou l'étudiant La personne étudiante doit :</p> <ul style="list-style-type: none"> • réussir les 30 crédits de cours du programme. • réussir 24 crédits de cours du tronc commun; • réussir 6 crédits de cours à option. <p>Il est important de suivre les cours dans l'ordre prévu par le programme. Toutefois, certains cours pourraient être intervertis, par exemple, TRAD 2111 et TRAD 2151; ou TRAD 3011 et TRAD 3051; ou TRAD 3261 et TRAD 3271.</p> <p>Il est recommandé de suivre les cours à option de niveau 4000 après avoir suivi tous les cours du niveau 3000, à l'exception du cours TRAD 3111 qui doit être suivi en fin de programme</p> <p>Le cours de culture juridique TRAD 4601 est préalable à tous les autres cours de culture juridique, et il doit être suivi en début de programme. De plus, il est recommandé de suivre les cours de culture juridique avant de suivre les cours de traduction correspondants. Ainsi, il est recommandé de suivre le cours TRAD 4621 Culture juridique : Droit pénal et criminel avant le cours TRAD 4521 Traduction juridique : Décisions judiciaires, et le cours TRAD 4631 Culture juridique : Droit des affaires avant le cours TRAD 4533 Traduction juridique : Textes du droit des affaires.</p> <p>Voici le cheminement idéal prévu pour le programme.</p> <p>TRAD 4601 Culture juridique : Méthodologie et systèmes juridiques TRAD 4503 Traduction juridique : Textes législatifs et réglementaires TRAD 4611 Culture juridique : Droit public TRAD 4511 Traduction juridique : Textes officiels TRAD 4621 Culture juridique : Droit pénal et criminel TRAD 4521 Traduction juridique : Décisions judiciaires TRAD 4631 Culture juridique : Droit des affaires TRAD 4533 Traduction juridique : Textes du droit des affaires TRAD 4641 Culture juridique : Droit de la famille TRAD 4543 Traduction juridique : Doctrine</p>

<p>3.2 Cours du tronc commun, cours à option et cours au choix</p> <p>COURS DU TRONC COMMUN (24 CRÉDITS)</p> <p>TRAD 2111 Informatique et traduction (3)</p> <p>TRAD 2151 Introduction à la traduction (3)</p> <p>TRAD 3011 Lexicologie comparée (3)</p> <p>TRAD 3051 Syntaxe comparée (3)</p> <p>TRAD 3131 Terminologie bilingue et documentation (3)</p> <p>TRAD 3261 Traduction générale (anglais-français) (3)</p> <p>TRAD 3271 General Translation (French-English) (3)</p> <p>TRAD 3111 Laboratoire 1 (Laboratoire 1 repose sur une démarche de travail individuelle et autonome encadrée par une professeure ou un professeur. L'étudiante ou l'étudiant au certificat doit suivre ce cours en fin de programme, c'est-à-dire après avoir suivi au moins huit cours de son programme.)</p> <p>COURS À OPTION (6 CRÉDITS)</p> <p>TRAD 4051 Révision (3)</p> <p>TRAD 4231 Translation in the Social Sciences (3)</p> <p>TRAD 4241 Legal Translation (3)</p> <p>TRAD 4251 Literary Translation (3)</p> <p>TRAD 4271 Scientific and Technical Translation (3)</p> <p>TRAD 4381 Traduction en sciences sociales (3)</p> <p>TRAD 4391 Traduction juridique (3)</p> <p>TRAD 4401 Traduction littéraire (3)</p> <p>TRAD 4411 Traduction scientifique et technique (3)</p> <p>TRAD 4421 Traduction commerciale et économique (anglais-français) (3)</p>	<p>3.2 Cours du tronc commun, cours à option et cours au choix</p> <p>COURS DU TRONC COMMUN (24 30 CRÉDITS)</p> <p>TRAD 4503 Traduction juridique : Textes législatifs et réglementaires</p> <p>TRAD 4511 Traduction juridique : Textes officiels</p> <p>TRAD 4521 Traduction juridique : Décisions judiciaires</p> <p>TRAD 4533 Traduction juridique : Textes du droit des affaires</p> <p>TRAD 4543 Traduction juridique : Doctrine</p> <p>TRAD 4601 Culture juridique : Méthodologie et systèmes juridiques</p> <p>TRAD 4611 Culture juridique : Droit public</p> <p>TRAD 4621 Culture juridique : Droit pénal et criminel</p> <p>TRAD 4631 Culture juridique : Droit des affaires</p> <p>TRAD 4641 Culture juridique : Droit de la famille</p> <p>TRAD 2111 Informatique et traduction (3)</p> <p>TRAD 2151 Introduction à la traduction (3)</p> <p>TRAD 3011 Lexicologie comparée (3)</p> <p>TRAD 3051 Syntaxe comparée (3)</p> <p>TRAD 3131 Terminologie bilingue et documentation (3)</p> <p>TRAD 3261 Traduction générale (anglais-français) (3)</p> <p>TRAD 3271 General Translation (French-English) (3)</p> <p>TRAD 3111 Laboratoire 1 (Laboratoire 1 repose sur une démarche de travail individuelle et autonome encadrée par une professeure ou un professeur. L'étudiante ou l'étudiant au certificat doit suivre ce cours en fin de programme, c'est-à-dire après avoir suivi au moins huit cours de son programme.)</p> <p>COURS À OPTION (6 CRÉDITS)</p> <p>TRAD 4051 Révision (3)</p> <p>TRAD 4231 Translation in the Social Sciences (3)</p> <p>TRAD 4241 Legal Translation (3)</p> <p>TRAD 4251 Literary Translation (3)</p>
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	<p>TRAD-4271 Scientific and Technical Translation (3)</p> <p>TRAD-4381 Traduction en sciences sociales (3)</p> <p>TRAD-4391 Traduction juridique (3)</p> <p>TRAD-4401 Traduction littéraire (3)</p> <p>TRAD-4411 Traduction scientifique et technique (3)</p> <p>TRAD-4421 Traduction</p>
<p>3.3 Préalables, concomitants et disponibilité des cours</p> <p>PRÉALABLES Si un cours est préalable à un autre, on devra avoir terminé le premier cours avant de s'inscrire au second.</p> <p>CONCOMITANTS Si un cours est obligatoirement accompagné d'un second cours (cours concomitant), ces deux cours devront être suivis en même temps.</p> <p>FORTEMENT RECOMMANDÉ Si un cours est « fortement recommandé » par rapport aux autres cours, les étudiantes et les étudiants sont encouragés à le suivre, bien que la décision finale leur incombe. Il est recommandé de prendre connaissance des instructions propres à chaque discipline qui précèdent la description des cours.</p> <p>DISPONIBILITÉ DES COURS Tous les cours énumérés dans l'annuaire ne sont pas offerts chaque année. Les cours offerts pour les semestres en cours sont disponibles sur le site Internet de l'Université de Saint-Boniface et au Registrariat.</p>	<p>3.3 Préalables, concomitants et disponibilité des cours</p> <p>PRÉALABLES Si un cours est préalable à un autre, on devra avoir terminé le premier cours avant de s'inscrire au second.</p> <p>CONCOMITANTS Si un cours est obligatoirement accompagné d'un second cours (cours concomitant), ces deux cours devront être suivis en même temps.</p> <p>FORTEMENT RECOMMANDÉ Si un cours est « fortement recommandé » par rapport aux autres cours, les étudiantes et les étudiants sont la personne étudiante est encouragés à le suivre, bien que la décision finale leur lui incombe. Il est recommandé de prendre connaissance des instructions propres à chaque discipline qui précèdent la description des cours.</p> <p>DISPONIBILITÉ DES COURS Tous les cours énumérés dans l'annuaire ne sont pas offerts chaque année. Les cours offerts pour les semestres en cours sont disponibles sur le site Internet de l'Université de Saint-Boniface et au Registrariat.</p>
<p>3.4 Exigences linguistiques</p> <p>Les exigences linguistiques varient selon les résultats obtenus à l'examen d'admission de l'École de traduction. Certains candidats pourraient se voir recommander de suivre, en plus des cours de leur programme, un cours non crédité de perfectionnement du français ou de l'anglais.</p>	<p>3.4 Exigences linguistiques</p> <p>Les exigences linguistiques varient selon les résultats obtenus à l'examen d'admission de l'École de traduction. Certains candidats Certaines personnes pourraient se voir recommander de suivre, en plus des cours de leur programme, un cours non crédité de perfectionnement du français ou de l'anglais.</p>
<p>3.5 Conditions d'obtention de diplôme</p> <p>Ce programme de 30 crédits répartis entre cours obligatoires et cours à option mène à l'obtention du diplôme de certificat en traduction. L'étudiante ou l'étudiant doit suivre un minimum de 3 crédits de cours de traduction vers l'anglais. L'étudiante ou l'étudiant doit :</p> <ul style="list-style-type: none"> réussir 24 crédits de cours du tronc commun; réussir 6 crédits de cours à option. 	<p>3.5 Conditions d'obtention de diplôme</p> <p>Ce programme de 30 crédits composé de répartis entre cours obligatoires et cours à option mène à l'obtention du diplôme postbaccalauréat de certificat en traduction juridique par Internet. L'étudiante ou l'étudiant doit suivre un minimum de 3 crédits de cours de traduction vers l'anglais. L'étudiante ou l'étudiant doit Pour l'obtenir, il faut :</p> <ul style="list-style-type: none"> réussir 24 30 crédits de cours du tronc commun; réussir 6 crédits de cours à option.
<p>3.6 Note minimale de passage et seuil de rendement</p> <p>La note minimale de passage pour chaque cours du programme de baccalauréat en traduction ou de</p>	<p>3.6 Note minimale de passage et seuil de rendement</p> <p>La note minimale de passage pour chaque cours du programme de baccalauréat en traduction, de diplôme</p>

<p>certificat en traduction est de C. Toutefois, même si la note minimale de chacun des cours est de C, il faut maintenir une moyenne cumulative de 3,0 (B) pour poursuivre ses études dans le programme sans conditions particulières et obtenir son diplôme à la fin de son programme d'études. L'étudiante ou l'étudiant qui obtient une note de D ou de F dans un cours obligatoire préalable à un autre doit reprendre le cours en question.</p> <p>Le barème des notes accordées est le suivant :</p>	<p>postbaccalauréat en traduction, ou de certificat en traduction est de C. Toutefois, même si la note minimale de chacun des cours est de C, il faut maintenir une moyenne cumulative de 3,0 (B) pour poursuivre ses études dans le programme sans conditions particulières et obtenir son diplôme à la fin de son programme d'études. L'étudiante ou l'étudiant La personne qui obtient une note de D ou de F dans un cours obligatoire préalable à un autre doit reprendre le cours en question.</p> <p>Le barème des notes accordées est le suivant :</p>
<p>3.7 Demande de diplôme L'obtention d'un grade n'est pas automatique. Consulter la section Collation des grades pour de plus amples renseignements.</p>	<p>3.7 Demande de diplôme L'obtention d'un grade n'est pas automatique. Consulter la section Collation des grades pour de plus amples renseignements.</p>

Report of the Senate Committee on Curriculum and Course Changes RE: Modification of Co-operative Education Program, Faculty of Agricultural and Food Sciences

Preamble:

1. The [terms of reference](#) for the Senate Committee on Curriculum and Course Changes (SCCCC) are available on the University Governance website. The SCCC is “to recommend to Senate on the introduction, modification or abolition of undergraduate programs, curricula or courses.”
2. At its meeting on October 15, 2024, the SCCC considered program modifications proposed by the Faculty of Agricultural and Food Sciences.
3. The program modifications were endorsed by the Faculty Council of the Faculty of Agricultural and Food Sciences at its meeting on June 18, 2024.
4. The Senate Committee on Instruction and Evaluation (SCIE) considered associated revisions to the academic regulations for the Co-operative Education Program at its meeting on November 21, 2024.

Observations:

1. The Committee considered a proposal from the Faculty of Agricultural and Food Sciences to modify its Co-operative Education Program, as set out in the attachment to the Report. The proposal leads to modifications to every degree program offered by the Faculty, as detailed in the attachment to the Report. The programs affected are listed below. The proposal does not result in modifications to the curriculum of the Diploma in Agriculture.
 - **Bachelor of Science in Agriculture**
 - **Bachelor of Science in Agribusiness**
 - **Bachelor of Science in Agroecology**
 - **Bachelor of Science in Food Science**
 - **Bachelor of Science in Human Nutritional Sciences**
 - **Bachelor of Science in Human Nutritional Sciences – Second Degree**
2. The Co-operative Education Program would be modified to require that students complete three 3-credit hour work term courses (AGRI 2002 Agricultural and Food Sciences Co-operative Education Work Term 1; AGRI 3002 Agricultural and Food Sciences Co-operative Education Work Term 2; AGRI 4002 Agricultural and Food Sciences Co-operative Education Work Term 3). Currently, students are required to complete at least two work term courses, with the option to complete three. Each 3-credit hour work term course completed is counted toward the requirement for Free Electives, in the degree program. The proposed requirement for three work term courses is consistent with Co-operative Education and Work-Integrated Learning Canada’s (CEWIL) definition of co-operative education, including that the time spent in work terms must be at least 30 percent of them time spent in academic study for programs over two years in length.
3. The Faculty is proposing two changes to the structure of the Co-operative Education Program. First, to ensure students will be able to complete the three work term courses and still complete their degree in a timely way, the requirements for admission to the Co-operative Education Program will be revised to specify that students should have

completed 24 but not more than 90 credit hours toward their degree by the start of their first work term. As is currently the case, students normally will complete the first work term at the end of their second year in the degree program.

The second change to the program structure is to require that students end their degree program on an academic term. Exceptions might be permitted by the Faculty of Agricultural and Food Sciences Co-op Office. Currently, students can complete the final work term as the terminal course in their degree program.

Recommendation:

The Senate Committee on Curriculum and Course Changes recommends:

THAT Senate approve program modifications proposed by the, Faculty of Agricultural and Food Sciences, effective for the 2025 Fall Term.

Respectfully submitted,

Professor Sarah Teetzel, Acting Chair
Senate Committee on Curriculum and Course Changes

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

November 21, 2024

Report of the Senate Committee on Instruction and Evaluation RE: Modification of Co-operative Education Program Requirements, Faculty of Agricultural and Food Sciences

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At a meeting on November 21, 2024 SCIE considered a proposal from the Faculty of Agricultural and Food Sciences regarding modifying its Co-operative Education Program Requirements.
3. The proposals were endorsed by the Faculty of Agricultural and Food Sciences Faculty Council on June 18, 2024.

Observations:

1. The Faculty is proposing to reinstate the requirement that students in their degree programs complete three work terms in order to obtain a co-operative education designation.
2. The Faculty is also proposing a number of changes to the Co-operative Education regulations that better reflect their current practices.
3. The proposed change to reinstate the requirement for three work terms would align with recommendations of Co-operative Education and Work-Integrated Learning Canada.
4. Students in degree programs would be required to complete 24 but not more than 90 credit hours of their degree by the start of their first work term.
5. Students would be required to maintain full time study while registered for an academic term between work terms.
6. Students would be required to withdraw from the Co-operative Education Option if they fail to maintain the minimum academic requirements of the Faculty, fail to maintain the minimum credit hour requirements during an academic term, have unsatisfactory performance during a co-op work term, fail to pass the associated co-op course, fail to observe the policies outlined in the university governing documents related to Behavioural Policies and Academic Misconduct, does not possess the sufficient ability, skills, aptitude, diligence or motivation to successfully complete the Co-operative Education Option.
7. Students would not normally be permitted to withdraw from the Co-operative Education Option once they have secured a position.
8. A number of editorial changes would also be made.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modifications to the Co-operative Education Program Requirements, Faculty of Agricultural and Food Sciences, effective September 1, 2025.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

Co-operative Education Regulations Proposal – Background:

The Faculty of Agricultural and Food Sciences is proposing to reinstate the requirement that 3 work terms be required to obtain a Co-operative Education designation upon graduation from the Faculty's degree programs, effective for students admitted into the Co-op program in Fall 2025 and forward.

The proposal for 3 work terms aligns with Co-operative Education and Work-Integrated Learning Canada (CEWIL) best practices for Co-operative Education, which is "time spent in work terms must be at least 30% of the time spent in academic study for programs over 2 years in length and 25% of time for programs 2 years and shorter in length". Previously, the Faculty did require 3 Co-op work terms. However, in Fall 2018 the Faculty moved the requirement to 2 mandatory and 1 optional work term for the designation. Previously students required 75 credit hours to begin their first co-op term. We have since revised the entrance requirements to be 24 credit hours. Students may apply to Co-op upon entrance in the Faculty, and do their first work term after completion of Year 1 (minimum 24 credit hours). With the proper resources and requirements in place, students are made aware of Co-op early on and can apply and complete 3 work term requirements without significantly prolonging their degree completion.

Current regulations:

Cooperative Education Program

Co-operative Education is a process that alternates periods of academic study with periods of paid work experience relating to the co-op student's area of study. Through the Co-operative Education Program, full-time, paid work terms provide the students with practical experience and provide guidance for further career specialization or further academic study.

Students secure full-time, paid co-op work placements with a faculty-approved employer(s) that are each a minimum of 420 hours, to be completed within 4 months. The faculty supports students on both a group and individual basis to determine their learning goals for the work placement. Students are expected to attend an orientation session as well as participate in a series of self-evaluations under the guidance of a sessional instructor. Prior to starting each work term, students will register in [AGRI 2002](#) (first placement), [AGRI 3002](#) (2nd placement), and [AGRI 4002](#) (3rd placement) within the term that their co-op placement will take place and pay the fees. Students must submit a reflective written report at the end of the work term and are evaluated for both overall participation and the report on a Pass/Fail basis.

Degree Program

Admission: Students who have been admitted to an undergraduate program within the faculty are eligible to apply to the Co-operative Education Program. Students are advised that satisfying the entrance requirements does not guarantee a place in the Co-operative Education Program. Full admission into the Program is dependent upon a student's ability to secure a work term placement. Normally, the first work term would take place at the end of the second academic year allowing students

to pursue professional development activities in Year 1. However, with approval of the Faculty and employer, the first work term could commence after the first year of a four-year or second-degree program. Students admitted into the Program must maintain good academic standing (minimum DGPA of 2.0).

Employment Term Requirements: The Co-operative Education Program requires the student to secure two full-time, paid co-op work terms (minimum of 420 hours each) with a faculty approved employer(s). A third work term is optional. Prior to starting the work term, students are required to register in the appropriate Agricultural and Food Sciences Co-operative Education Work Term Course within the set deadlines and pay the fee. Successful completion of a work term includes participating in a mid-work term interview with the Co-op Coordinator and completion of a written work term report at the end of each work term. Students who receive a passing grade on the work term reports for all required work terms graduate with the Co-operative Education designation acknowledged on their parchment.

During a work term, a co-op student may take a maximum of one additional course worth up to six credit hours for a total of nine (9) credit hours. Co-op credit hours earned can be used towards free elective requirements in any degree program.

Admission: To be considered for admission in the Cooperative Education Program, a first year diploma student must have a minimum Degree GPA of 2.0, and have completed at least 24 credit hours of studies by the end of the academic year of application.

Students are advised that satisfying the entrance requirements does not guarantee a place in the Cooperative Education Program. Full admission into the program is dependent upon the student receiving a job placement through the Cooperative Education Office.

Employment Term Requirements: The student will receive three credits for completing the Cooperative Education Program. Students are required Diploma Program to register in the employment term course and pay the fee prior to starting the employment term.

Proposed regulations with tracked changes:

Cooperative Education Program

Co-operative Education is a process that alternates periods of academic study with periods of paid work experience relating to the co-op student's area of study. ~~Through~~ The Co-operative Education Program ~~full-time, paid work terms~~ provides the m **students with practical experience, coaching, workshops and support as well as the opportunity for career exploration, development and exposure to more than a single type of work environment in their discipline.** ~~guidance for further career specialization or further academic study~~

Students secure full-time, paid co-op work placements with a ~~faculty~~ **FAFS-Co-op Office approved** employer(s) that are each a minimum of 420 hours, to be completed within 4 months. The ~~faculty~~ **FAFS Co-op Office supports students on both a group and individual basis to develop effective job search skills to assist in securing a the work placement their co-op position.** ~~Students are expected to attend an orientation session as well as participate in a series of self-evaluations under the guidance of a sessional instructor.~~

Prior to starting each work term, students will register in [AGRI 2002](#) (1st first placement work term), [AGRI 3002](#) (2nd placement work term), and [AGRI 4002](#) (3rd placement work term) within the term that their co-op placement will take place and pay the **associated** fees. Students must submit a reflective **assignment** written report at the end of the work term and are evaluated for both overall participation and the report on a Pass/Fail basis.

Degree Program

Admission:

~~Admission:~~ Students who have been admitted to an Undergraduate program within the Faculty are eligible to apply to the Co-operative Education Program.

Students are advised that satisfying the minimum entrance requirements does not guarantee a place in the Co-op Program.

If a student has been found to have deliberately falsified information in the application for the Co-op Program, the matter will be immediately reported to the Associate Dean (Academic) as an allegation of academic misconduct and handled according to the [University Student Discipline Bylaw](#).

If, prior to acceptance into the Co-op Program, it is found that the student has had an allegation of academic misconduct upheld against them, the student may no longer be eligible for entrance to the FAFS Co-op Education Program.

Degree Program

~~Students are advised that satisfying the entrance requirements does not guarantee a place in the Co-operative Education Program. Full admission into the Program is dependent upon a student's ability to secure a work term placement. Co-op applicants should have completed 24 but not more than 90 credit hours towards their degree by the start of their first work term (this will support the completion of 3 work terms). Normally, Ideally,~~ the first work term would take place at the end of the second academic year allowing students to pursue professional development activities in year one. However, with approval of the **FAFS Co-op Office** Faculty and employer, the first work term could commence after the first year of a 4-year or Second-Degree program.

Students admitted into the Program must maintain Good Academic Standing (minimum DGPA of 2.0).

~~Employment Term Requirements: The Co-operative Education Program requires the student to secure two full-time, paid co-op work terms (minimum of 420 hours each) with a faculty-approved employer(s). A third work term is optional. Prior to starting the work term, students are required to register in the appropriate Agricultural and Food Sciences Co-operative Education Work Term Course within the set deadlines and pay the fee. Successful completion of a work term includes participating in a mid-work term interview with the Co-op Coordinator and completion of a written work term report at the end of each work term. Students who receive a passing grade on the work term reports for all required work terms graduate with the Co-operative Education designation acknowledged on their parchment.~~

~~During a work term, a co-op student may take a maximum of one additional course worth up to six credit hours for a total of nine (9) credit hours. Co-op credit hours earned can be used towards free elective requirements in any degree program.~~

Diploma Program

~~Admission:~~ To be considered for admission in the Cooperative Education Program, a first-year diploma student must have a minimum Degree GPA of 2.0 and have completed at least 24 credit hours of studies by the end of the academic year of application.

~~Students are advised that satisfying the entrance requirements does not guarantee a place in the Cooperative Education Program. Full admission into the program is dependent upon the student receiving a job placement through the Cooperative Education Office.~~

~~Employment Term Requirements: The student will receive three credits for completing the Cooperative Education Program. Students are required to register in the employment term course and pay the fee prior to starting the employment term.~~

Academic Term Requirements:

Co-operative Education Option students are required to maintain full-time study (minimum 9 credit hours) while registered for an academic term in between work terms.

Students may be required to withdraw from the Co-operative Education Option for any of the following reasons:

- **Failure to maintain the minimum academic requirements of the Faculty of Agricultural and Food Sciences.**
- **Failure to maintain the minimum credit hour requirements of the academic term in the Co-op Option.**
- **Unsatisfactory performance during a co-op work term.**
- **Failure to achieve a "Pass" grade in the associated co-op course.**
- **Failure to observe the policies outlined in university governing documents related to Behavioural Policies and Academic Misconduct.**
- **In the opinion of the Co-op Coordinator, the student does not possess sufficient ability, skills, aptitude, attitude, diligence or motivation to successfully complete the Co-operative Education Option.**

Students are not normally permitted to withdraw from the Co-operative Education Option once they have secured a position for their co-op work term; whether the position was obtained through the FAFS Co-op Office or through students' own self-directed job search. Enrollment in the applicable co-op course(s) will be maintained and students are responsible for all assessed fees for the duration of the co-op work term and for meeting all academic requirements.

Students must end their degree program on an academic term, except by special permission from the FAFS Co-op Office.

Employment Term Requirements:

Prior to starting the work term, students are required to register in the appropriate Agricultural and Food Sciences Co-operative Education Work Term Course within the set deadlines and pay the fee. Successful completion of a work term includes participating in a mid-work term **meeting/interview** with Co-op Coordinator and completion of a written work term report at the end of each work term.

The student will receive three credit hours for completing each co-op work term and earning a “Pass” grade in each associated co-op course. Each work term is recorded on the student’s academic record and transcript.

In order to receive a co-op designation on their degree parchment, ~~The Co-operative Education Program is an optional program, but~~ a **degree student must require the student to secure two complete three** full time, paid co-op work terms (minimum of 420 hours each) with a ~~faculty~~ **FAFS Co-op Office** approved employer(s), **although each co-op work term is optional.**

Although each co-op work term is optional, ~~The Co-operative Education Program is an optional program, but~~ a **degree student must require the student to secure two complete three** full-time, paid co-op work terms (minimum of 420 hours each) with a ~~faculty~~ **FAFS Co-op Office** approved employer(s) **in order to receive a co-op designation on their degree parchment.** ~~A third work term is optional.~~ **Diploma students receive a co-op designation after the successful completion of one co-op work term.** ~~Students who receive a passing grade on the work term reports for all required work terms graduate with the Co-operative Education designation acknowledged on their parchment.~~

During a work term, a co-op student may take a maximum of one additional course worth up to six credit hours for a total of nine (9) credit hours. **If a student would like to request to take an additional 3 credit hour course while on a co-op work term, they must have written approval from their employer, as well as permission from the FAFS Co-op Office.**

Proposed regulations – clean version:

Cooperative Education Program

Co-operative Education is a process that alternates periods of academic study with periods of paid work experience relating to the co-op student’s area of study. The Co-operative Education Program provides students with practical experience, coaching, workshops and support as well as the opportunity for career exploration, development and exposure to more than a single type of work environment in their discipline.

Students secure full-time, paid co-op work placements with a FAFS-Co-op Office approved employer(s) that are each a minimum of 420 hours, to be completed within 4 months. The FAFS Co-op Office supports students on both a group and individual basis to develop effective job search skills to assist in securing co-op position.

Prior to starting each work term, students will register in [AGRI 2002](#) (1st work term), [AGRI 3002](#) (2nd work term), and [AGRI 4002](#) (3rd work term) within the term that their co-op placement will take place and pay the associated fees. Students must submit a reflective assignment at the end of the work term and are evaluated for both overall participation and the report on a Pass/Fail basis.

Admission:

Students who have been admitted to an Undergraduate program within the Faculty are eligible to apply to the Co-operative Education Program.

Students are advised that satisfying the minimum entrance requirements does not guarantee a place in the Co-op Program.

If a student has been found to have deliberately falsified information in the application for the Co-op Program, the matter will be immediately reported to the Associate Dean (Academic) as an allegation of academic misconduct and handled according to the [University Student Discipline Bylaw](#).

If, prior to acceptance into the Co-op Program, it is found that the student has had an allegation of academic misconduct upheld against them, the student may no longer be eligible for entrance to the FAFS Co-op Education Program.

Degree Program

Co-op applicants should have completed 24 but not more than 90 credit hours towards their degree by the start of their first work term (this will support the completion of 3 work terms). Ideally, the first work term would take place at the end of the second academic year allowing students to pursue professional development activities in Year 1. However, with approval of the FAFS Co-op Office, the first work term could commence after the first year of a 4-year or Second-Degree program.

Students admitted into the Program must maintain Good Academic Standing (minimum DGPA of 2.0).

Diploma Program

To be considered for admission in the Cooperative Education Program, a first-year diploma student must have a minimum Degree GPA of 2.0 and have completed at least 24 credit hours of studies by the end of the academic year of application.

Academic Term Requirements:

Co-operative Education Option students are required to maintain full-time study (minimum 9 credit hours) while registered for an academic term in between work terms.

Students may be required to withdraw from the Co-operative Education Option for any of the following reasons:

- Failure to maintain the minimum academic requirements of the Faculty of Agricultural and Food Sciences.
- Failure to maintain the minimum credit hour requirements of the academic term in the Co-op Option.
- Unsatisfactory performance during a co-op work term.
- Failure to achieve a “Pass” grade in the associated co-op course.
- Failure to observe the policies outlined in university governing documents related to Behavioural Policies and Academic Misconduct.
- In the opinion of the Co-op Coordinator, the student does not possess sufficient ability, skills, aptitude, attitude, diligence or motivation to successfully complete the Co-operative Education Option.

Students are not normally permitted to withdraw from the Co-operative Education Option once they have secured a position for their co-op work term; whether the position was obtained through the FAFS Co-op Office or through students' own self-directed job search. Enrollment in the applicable co-op course(s) will be maintained and students are responsible for all assessed fees for the duration of the Co-op work term and for meeting all academic requirements.

Students must end their degree program on an academic term, except by special permission from the FAFS Co-op Office.

Employment Term Requirements:

Prior to starting the work term, students are required to register in the appropriate Agricultural and Food Sciences Co-operative Education Work Term Course within the set deadlines and pay the fee. Successful completion of a work term includes participating in a mid-work term meeting with Co-op Coordinator and completion of a written work term report at the end of each work term.

The student will receive three credit hours for completing each co-op work term and earning a "Pass" grade in each associated co-op course. Each work term is recorded on the student's academic record and transcript.

In order to receive a co-op designation on their degree parchment, a degree student must complete three full time, paid co-op work terms (minimum of 420 hours each) with a faculty FAFS Co-op Office approved employer(s), although each co-op work term is optional.

During a work term, a co-op student may take a maximum of one additional course worth up to six credit hours for a total of nine (9) credit hours. If a student would like to request to take an additional 3 credit hour course while on a co-op work term, they must have written approval from their employer as well as permission from the FAFS Co-op Office.

November 21, 2024

Report of the Senate Committee on Instruction and Evaluation RE: Modification of Dean's Honour Roll Regulations, Faculty of Agricultural and Food Sciences

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At a meeting on November 21, 2024 SCIE considered a proposal from the Faculty of Agricultural and Food Sciences regarding modifying its Dean's Honour Roll regulations.
3. The proposal was endorsed by the Faculty of Agricultural and Food Sciences Faculty Council on May 13, 2024.

Observations:

1. The Faculty is proposing that students who have a reduced courseload as an approved accommodation through Student Accessibility Services would be eligible for the Dean's Honour Roll. These students would be required to meet the credit hour requirements noted below, as well as the current Term Grade Point Average requirement of 3.5 or higher.
2. The following statement would be added to the Dean's Honour Roll Degree regulations:
Students registered with Student Accessibility Services (SAS) with an approved reduced courseload accommodation in the given term are eligible for Dean's Honour Roll on the condition that they have completed a minimum of 9 credit hours per term.
3. The following statement would be added to the Dean's Honour Roll Diploma regulations:
Students registered with Student Accessibility Services (SAS) with an approved reduced courseload accommodation in the given term are eligible for Dean's Honour Roll on the condition that they have completes a minimum 12 credit hours per term.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modifications to the Dean's Honour Roll regulations, Faculty of Agricultural and Food Sciences, effective September 1, 2025.

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

Revised Dean's Honour Roll Proposal- Background:

Students with an approved accommodation through Student Accessibility Services (SAS) for a reduced courseload are eligible for Scholarships and Awards so long as they are registered in the number of credit hours that their accommodation allows and is considered an 80% equivalent courseload. SAS reduced courseload accommodations is that 40% course load (or 6 credit hours per term) equates to a 60% or full-time course load (normally 9 credit hours per term). Therefore 9 credit hours would be required to equate to 80% course load for degree.

Diploma is 93 credit hours over 4 terms, 80% = 18.6 credit hours, therefore 60% = 13.95. It was suggested 12 credit hours be the minimum given the range of credit hours in diploma varies between 2-4 credits per course and 6-7 courses taken in full-time study depending on concentration/selections.

Our process for identifying students each Fall and Winter term will include reaching out the SAS to obtain a list of students registered on a reduced course load (the SAS Office gets approval from students to send us their names and student numbers). We review the list of students provided to determine if they meet the criteria and manually assign DHL status in Aurora to the applicable term.

Current Regulations:

DEAN'S HONOUR ROLL – Degree

Students who have completed a minimum of 12 credit hours of study in either the Fall or Winter terms and who achieved a Term GPA of 3.50 or higher will be placed on the Dean's Honour Roll. Graduating students who achieved Dean's Honour Roll status in the previous term but complete less than 12 credit hours in their final term with a Term GPA of 3.5 or greater, will be eligible to remain on the Dean's Honour Roll.

DEAN'S HONOUR ROLL – Diploma

Students who have completed a minimum of 18 credit hours of study in either the Fall or Winter term and who have achieved a Term GPA of 3.5 or higher will be placed on the Dean's Honour Roll. Graduating students who achieved Dean's Honour Roll status in their final term with a Term GPA of 3.5 or greater, will be eligible to remain on the Dean's Honour Roll.

Proposed regulations:

DEAN'S HONOUR ROLL – Degree

Students who have completed a minimum of 12 credit hours of study in either the Fall or Winter terms and who achieved a Term GPA of 3.50 or higher will be placed on the Dean's Honour Roll. Graduating students who achieved Dean's Honour Roll status in the previous term but complete less than 12 credit hours in their final term with a Term GPA of 3.5 or greater, will be eligible to remain on the Dean's Honour Roll. ***Students registered with Student Accessibility Services (SAS) with an approved reduced courseload accommodation in the given term are eligible for Dean's Honour Roll on the condition that they have completed a minimum of 9 credit hours per term.***

DEAN'S HONOUR ROLL – Diploma

Students who have completed a minimum of 18 credit hours of study in either the Fall or Winter term and who have achieved a Term GPA of 3.5 or higher will be placed on the Dean's Honour Roll. Graduating students who achieved Dean's Honour Roll status in their final term with a Term GPA of 3.5

or greater, will be eligible to remain on the Dean's Honour Roll. ***Students registered with Student Accessibility Services (SAS) with an approved reduced courseload accommodation in the given term are eligible for Dean's Honour Roll on the condition that they complete a minimum of 12 credit hours per term*** the end of the work term and are evaluated for both overall participation and the report on a Pass/Fail basis.

November 21, 2024

Report of the Senate Committee on Instruction and Evaluation RE: Modification of Dean's Honour Roll Requirements, Faculty of Social Work

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
[https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate Committee on Instruction and Evaluation Terms of Reference.pdf](https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf)
2. At a meeting on November 21, 2024 SCIE considered a proposal from the Faculty of Social Work regarding modifying the requirements for the Dean's Honour Roll for the Bachelor of Social Work program.
3. The proposal was endorsed by the Faculty of Social Work Faculty Council on June 21, 2024.

Observations:

1. The Faculty is proposing that students who have a reduced courseload as an approved accommodation through Student Accessibility Services and are registered in a minimum of six credit hours per term with a standard grade would be eligible for the Dean's Honour Roll.

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modification to the requirements for the Dean's Honour Roll, Bachelor of Social Work, Faculty of Social Work, effective September 1, 2025.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.



University
of Manitoba

Faculty of Social Work

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MEMORANDUM

TO: Chair, Senate Committee on Instruction and Evaluation (SCIE) &
Shannon Coyston, Associate University Secretary (Senate), University of Manitoba

FROM: Dr. Peter Donahue, Dean
Faculty of Social Work, University of Manitoba

DATE: September 26, 2024

RE: **Faculty of Social Work Faculty Council Approved Changes re qualifications for Dean's Honour Roll for students registered with Student's Accessibility Services**

I am writing to request a change in the faculty of Social Work regulation in the BSW program for eligibility of students who are registered with Student Accessibility Services (SAS) to qualify for the Dean's Honour Roll list if they are considered a full-time based on their accommodations with SAS. The Faculty Council of Social Work passed a motion at the June 21, 2024 meeting to reflect this change:

Motion: Students registered with Student Accessibility Services (SAS) with an approved reduced courseload accommodation in the given term are eligible for Dean's Honour Roll on the condition that they are registered in minimum 6 credit hours per term with a standard grade.

If you have questions, please contact Dr. Rusty Souleymanov, Associate Dean Undergraduate Programs Rusty.Souleymanov@umanitoba.ca. Thank you for your attention.

Revised Dean's Honour Roll Proposal - Background:

Students with an approved accommodation through Student Accessibility Services (SAS) for a reduced course load are considered full time at 40% course load (or 6 credit hours per term) which equates to a 60% course load (normally 9 credit hours per term) and full time status for students not registered with SAS.

Current Regulation:

BSW student eligibility for the Dean's Honour List is considered on a term by term basis. To qualify for the Dean's Honour List a student must:

- Have completed a minimum of 9 credit hours in the term under consideration, of which a minimum of 6 credit hours must be with a standard grade.
and
- Have achieved a minimum Term GPA of 3.6

Pass/Fail courses are included in the credit hour count.

Proposed Regulation:

BSW student eligibility for the Dean's Honour List is considered on a term by term basis. To qualify for the Dean's Honour List a student must:

- Have completed a minimum of 9 credit hours in the term under consideration, of which a minimum of 6 credit hours must be with a standard grade.
and
- Have achieved a minimum Term GPA of 3.6

Pass/Fail courses are included in the credit hour count.

Students registered with Student Accessibility Services (SAS) with an approved reduced courseload accommodation in the given term are eligible for Dean's Honour Roll on the condition that they are registered in 6 credit hours of standard grade per term.

November 21, 2024

Report of the Senate Committee on Instruction and Evaluation Re: Modification of Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes, Faculté d'éducation, Université de Saint-Boniface

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
https://www.umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_Instruction_and_Evaluation_Terms_of_Reference.pdf
2. At a meeting on November 21, 2024 SCIE considered a proposal from the Université de Saint-Boniface regarding modifying the Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes, Faculté d'éducation.
3. The proposal was endorsed by Faculty Council on April 23, 2024 and by Sénat de l'Université de Saint-Boniface on May 23, 2024.

Observations:

1. The reasons that justify the intervention of the Comité d'examen de l'inaptitude Professionnelle would be modified by replacing the current wording with a statement that a teacher candidate may be referred to the Comité d'examen de l'inaptitude Professionnelle if, despite reasonable accommodations being provided as required by the Manitoba Human Rights code, the student still experiences unsatisfactory performance.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modification of the Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes, Faculté d'éducation, Université de Saint-Boniface, effective September 1, 2025.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

Règlement sur l'inaptitude professionnelle pour les étudiants et étudiantes à la Faculté d'éducation de l'Université de Saint-Boniface

[...]

1.03 Motifs pouvant justifier **l'intervention du Comité d'examen de l'inaptitude professionnelle, jusqu'à et y compris** des mesures disciplinaires

Une personne candidate à l'enseignement peut être envoyée au Comité d'examen de l'inaptitude professionnelle si, malgré l'offre d'accommodements raisonnables aux personnes ayant des besoins particuliers comme exigée par le Code des droits de la personne du Manitoba, elle :

- a fait preuve d'incompétence dans le cadre de ses stages malgré les efforts déployés pour l'aider dans son développement ;
- a compromis son jugement professionnel au service de son intérêt personnel ou dans le cadre d'un conflit d'intérêts ;
- a adopté un comportement abusif, destructeur ou injurieux à l'égard des élèves ou des enseignantes et enseignants dans les écoles, de ses collègues, des professeures et professeurs ou du personnel de l'Université, ou encore d'un membre du public ;
- a consommé de l'alcool ou des drogues légales ou illégales ou a abusé de médicaments sur ordonnance dans le cadre de toute activité en lien avec l'exercice de ses cours et de ses stages ;
- a reçu une condamnation de nature à remettre en question son aptitude à enseigner ;
- **éprouve un rendement non satisfaisant dans le programme en éducation malgré les mesures mises pour le compenser ;**
- ~~souffre d'un trouble psychologique ou physique qui l'empêche de s'acquitter adéquatement de ses tâches en tant qu'étudiante, qu'étudiant ou que stagiaire, en reconnaissance que l'offre d'accommodements raisonnables aux personnes ayant des besoins particuliers est exigée par le Code des droits de la personne du Manitoba ;~~
- a adopté un comportement qui, s'il était adopté par une enseignante active certifiée ou un enseignant actif certifié, lui vaudrait fort probablement

l'application d'une mesure disciplinaire, y compris une suspension ou la révocation de son brevet d'enseignement par les autorités appropriées.

1.04 Conflit de compétence

[...]

November 26, 2024

Report of the Senate Committee on Rules and Procedures Regarding Revisions to the Desautels Faculty of Music Council Bylaw

Preamble

1. The terms of reference of the Senate Committee on Rules and Procedures are found on the University Governance website wherein the Committee is charged with the responsibility to consider and to make recommendations to Senate on any matter concerning rules and procedures.
2. The Committee met on November 21, 2024 to consider proposed revisions to the Desautels Faculty of Music Council Bylaw, as recommended by its Faculty Council.
3. The Senate Committee on Rules and Procedures considers the readability of the bylaw, any potential challenges in its application, and consistency with other faculty, college, and school council bylaws.

Observations

1. Revisions to the Desautels Faculty of Music Bylaw were received from the Dean's Office on October 23, 2024 after endorsement by the Desautels Faculty of Music Council.
2. The proposed change was reviewed by the Senate Committee on Rules and Procedures at its meeting on November 21, 2024. The amendment to the bylaw is a revision to the voting membership of the Faculty Council to define the members of the Support Staff on the Council.
3. The Committee discussed the proposed revisions and recommends to Senate the approval and incorporation of this change as it is written.

Recommendation

The Senate Committee on Rules and Procedures recommends:

THAT the revised Desautels Faculty of Music Council Bylaw be approved by Senate.

Respectfully submitted,

Dean Reg Urbanowski, Chair
Senate Committee on Rules and Procedures

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.

Desautels Faculty of Music Council Bylaws

This bylaw is supplementary to University Policy: Faculty and School Council General Bylaw ([http://umanitoba.ca/admin/governance/media/Faculty_and_School_Council_\(General_Bylaw_-_2014_11_05_RF.pdf](http://umanitoba.ca/admin/governance/media/Faculty_and_School_Council_(General_Bylaw_-_2014_11_05_RF.pdf))

1. Faculty Council Membership

- a. The President of the University of Manitoba or designate.
- b. The Vice-President (Academic) and Provost or designate.
- c. Dean, ex officio, non voting.
- d. Associate Dean (Undergraduate Programs).
- e. Associate Dean (Graduate Programs and Research).
- f. All full-time Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors holding academic rank in the Faculty.
- g. Professors Emeriti and Senior Scholars of the Faculty, ex officio, non-voting.
- h. The Director of the Preparatory Studies Program.
- i. All part-time members of the academic staff of the Faculty of Music on annual salary.
- j. One representative appointed from the part-time members of the academic staff not on annual salary.
- k. The Head of the Eckhardt Gramatté Music Library or designate.
- l. Two undergraduate students registered in Desautels Faculty of Music programs.
- m. One representative elected annually by and from the graduate student body.
- ~~n.~~ Two staff elected from the full-time support staff of the Desautels Faculty of Music
The Desautels Faculty of Music Undergraduate Student Advisor.;
- ~~n.o.~~ The Desautels Faculty of Music Graduate Program Assistant.
- ~~o.p.~~ The Business Manager, SOA/DFOM, ex officio, non-voting.
- ~~p.q.~~ The Executive Assistant to the Dean of the Faculty, ex officio, non-voting.

2. Selection of Student Representatives

- a. One of the student representatives on the Faculty Council shall be the Senior Stick of the Faculty of Music Students' Association.
 - b. One of the student representatives on the Faculty Council shall be the Student Senator.
3. Limitations on Participation of Members
The Student representatives on the Faculty Council shall have full status including the right of membership on committees, with the following exceptions:
- a. Student representatives may be excluded from portions of Faculty Council or Committee meetings at the discretion of the Dean of the Desautels Faculty of Music, should the Dean determine that the attendance of student representatives would violate current legislation or collective agreements, breach issues of confidentiality, or be otherwise inappropriate.
 - b. Student representatives shall not participate in the nomination, election or removal of representatives from the Faculty of Music to the University of Manitoba Senate.
 - c. Student representatives shall be excluded from closed portions of Faculty Council meetings.
4. Meetings of the Faculty Council
- a. The Dean or designate shall be the presiding officer at all meetings of the Faculty Council, subject to the right of the President to take the chair at such meetings.
 - b. The Faculty Council shall meet at least once yearly.
 - c. The Dean of the Faculty shall call meetings of the Faculty Council on their own motion, or at the written request of any six members of the Faculty Council.
 - d. At least five days written notice of any Faculty Council meetings shall be given.
 - e. A quorum of the Faculty Council shall be a majority of the members thereof.
 - f. All meetings of Faculty Council and all portions thereof shall be open, subject to the Council moving into closed session by a vote

of a simple majority of the members present and voting.

- g. The Faculty Council shall have the right to permit and/or invite non- members to attend any or all of its meetings and may delegate to its Chair such powers of permission and/or invitation.

5. Power to Recommend

The Faculty Council of the Faculty of Music shall have the power to make such recommendations to such persons or bodies as it deems proper for promoting music education and the advancement of music.

6. Election of Members to Senate

- a. All full-time academic and staff members of the Faculty Council are eligible to be elected to Senate.
- b. All members of the Faculty Council except student members thereof shall be eligible to vote for the election or removal of members to Senate.

Updated: April 5, 2022

Approved by Faculty Council: May 3, 2022

Approved by Senate: May 3, 2022

[Revisions Approved by Faculty Council: October 21, 2024](#)

Report of the Senate Committee on Rules and Procedures Regarding Revisions to the Rady Faculty of Health Sciences Bylaw

Preamble

1. The terms of reference of the Senate Committee on Rules and Procedures are found on the University Governance website wherein the Committee is charged with the responsibility to consider and to make recommendations to Senate on any matter concerning rules and procedures.
2. The Committee met on November 21, 2024 to consider proposed revisions to the Rady Faculty of Health Sciences Bylaw Council Bylaw, as recommended by its Faculty Council.
3. The Senate Committee on Rules and Procedures considers the readability of the bylaw, any potential challenges in its application, and consistency with other faculty, college, and school council bylaws.

Observations

1. Revisions to the Rady Faculty of Health Sciences Council Bylaw were received from the Dean's Office on November 14, 2024 after endorsement by Faculty Council.
2. The proposed changes were reviewed by the Senate Committee on Rules and Procedures at its meeting on November 21, 2024. Amendments to the bylaw reflect changes to the membership of the Council to reflect the establishment of the College of Community and Global Health.
3. The Committee discussed the proposed revisions and recommends to Senate the approval and incorporation of these changes as they are written.

Recommendation

The Senate Committee on Rules and Procedures recommends:

THAT the revised Rady Faculty of Health Sciences Bylaw be approved by Senate.

Respectfully submitted,

Dean Reg Urbanowski, Chair
Senate Committee on Rules and Procedures

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.



RADY FACULTY OF HEALTH SCIENCES BYLAW

This Bylaw is supplementary to the University of Manitoba Faculty and School Council General Bylaw.

I. Principles

A. The Faculty Council is the academic council of the Rady Faculty of Health Sciences, created by the Senate under the authority granted to it under *The University of Manitoba Act* (Manitoba). It derives its authority to act and recommend on matters of an academic character, from the University of Manitoba Faculty and School Council General Bylaw. Its authority derives from, and is subject to, the general charge of the Senate on all matters of an academic character.

B. The Faculty Council will clearly delegate certain functions and powers to its Executive Council, its Standing Committees and the College Councils, in accordance with the principle of subsidiarity, that a matter ought to be handled by the least centralized authority capable of addressing that matter effectively; it is expected that the Colleges have the expertise respecting their professional programs, and therefore these decisions are best made at the College level, as long as these decisions do not conflict with institutional norms, standards or priorities.

C. It is the role of all members of the Rady Faculty of Health Sciences to act honestly, fairly and in the best interests for the Rady Faculty of Health Sciences and the University of Manitoba. Members should deal with matters in such a way that the interests of the Rady Faculty of Health Sciences take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

D. Unless otherwise specified, reference to “Faculty” or “Rady Faculty of Health Sciences” includes the Colleges of [Community and Global Health](#), Dentistry, Medicine, Nursing, Pharmacy, and Rehabilitation Sciences (the “Colleges”) and includes the School of Dental Hygiene (the “School”), and reference to “academic staff” includes all academic members holding academic rank (excluding sessionals and nil-appointments) in the Rady Faculty of Health Sciences.

E. Graduate programs, although housed within the Rady Faculty of Health Sciences, are administered by the Faculty of Graduate Studies. The powers to act and recommend respecting these programs therefore rests with the Faculty of Graduate Studies, according to its Bylaws and policies.

II. Faculty Council

A. Membership

The Faculty Council of the Rady Faculty of Health Sciences (the “Faculty”) shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Faculty
4. The Vice Deans of the Faculty
5. The Deans of the Colleges
6. The Director(s) of the School(s)
7. A librarian, appointed by the University Librarian
8. All academic staff of the Faculty including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors (and excluding sessionals and nil-appointments) holding academic rank in the Faculty
9. ~~30~~5 full-time support staff of the Faculty (including staff of its Colleges), with a term of office of three years, as follows:

~~(a)~~ five (5) College of Community and Global Health support staff appointed or elected by its support staff

~~(a)~~~~(b)~~ five (5) Dr. Gerald Niznick College of Dentistry support staff appointed or elected by its support staff

~~(b)~~~~(c)~~ five (5) Max Rady College of Medicine support staff appointed or elected by its support staff

~~(c)~~~~(d)~~ five (5) College of Nursing support staff appointed or elected by its support staff

~~(d)~~~~(e)~~ five (5) College of Pharmacy support staff appointed or elected by its support staff

~~(e)~~~~(f)~~ five (5) College of Rehabilitation Sciences support staff appointed or elected by its support staff

~~(f)~~~~(g)~~ five (5) Rady Faculty of Health Sciences support staff appointed or elected by its support staff

10. ~~305~~ students registered in the Faculty or its Colleges, with a term of office of one academic year, who are appointed:

~~(a)~~ five (5) College of Community and Global Health students appointed or elected by its student body

~~(a)~~(b) five (5) Dr. Gerald Niznick College of Dentistry students appointed or elected by its student body

~~(b)~~(c) five (5) Max Rady College of Medicine students appointed or elected by its student body

~~(c)~~(d) five (5) College of Nursing students appointed or elected by its student body

~~(d)~~(e) five (5) College of Pharmacy students appointed or elected by its student body

~~(e)~~(f) five (5) College of Rehabilitation Sciences students appointed or elected by its student body

~~(f)~~(g) five (5) Rady Faculty of Health Sciences Interdisciplinary Health Program students appointed or elected by its student body

B. Meetings

1. The Dean of the Faculty shall be the presiding officer and chair at all meetings of the Faculty Council, subject to the right of the President to take the chair at such meetings. In the Dean's absence, a Dean of a College shall be the presiding officer, as designated by the Dean of the Faculty.
2. The Faculty Council shall meet at least once yearly.
3. Meetings shall be called at the discretion of the Dean of the Faculty or at the written request of any 50 members of the Faculty Council.
4. At least one month's written notice (i.e., dispatch by email to all members) of any regular Faculty Council meeting shall be given and at least 48 hours' notice for any special Faculty Council meeting.
5. Faculty Council meetings shall be open, subject to the Faculty Council moving into closed session by the vote of a simple majority of those in attendance and voting. In the case of an instance where an urgent matter requires resolution by Faculty Council, or it is deemed expedient not to convene Faculty Council in person, the Chair may determine that any item or items be considered by teleconference (or other similar electronic means that enables all participants in the meeting to hear the deliberations of the meeting at the same time).
6. The quorum necessary for the transaction of business shall be 60 members.

C. Powers to Act

The Faculty Council, subject to the plenary powers of the Board of Governors and the

general charge of all matters of an academic character vested in the Senate, shall have power:

1. To provide for the regulation and conduct of its meetings and proceedings.
2. To periodically review the Faculty Council Bylaw (that includes any terms of reference for any Faculty Executive Council) and recommend amendments to the Senate for approval.
3. To periodically review, in concert with the College Council(s), College Council Bylaw(s) and, following review by the Senate Committee on Rules and Procedures, approving College Council Bylaw(s).
4. To establish standing and *ad hoc* committees of the Faculty Council and approve their membership and terms of reference.
5. To elect and remove members of the Faculty Council to Senate from each of the Colleges in a proportion specified in the Bylaw, and in accordance with the Act, and the rules and procedures authorized by the Senate.
6. To hear and determine undergraduate disciplinary appeals (via a local disciplinary committee) of students registered in the Faculty, Colleges and School, in accordance with the Student Discipline Bylaw.
7. To consider and administer all rules and regulations respecting students who are registered in undergraduate programs of the Faculty (i.e., not within a specific College).
8. To determine the functions and powers, according to the Faculty and School Council General Bylaw, that may be delegated to subordinate bodies, including but not limited to an Executive Council, its Standing Committees or a College Council.
9. To determine other matters within its jurisdiction that have not been specifically delegated to subordinate bodies.

D. Powers to Recommend

The Faculty Council shall have the power to make such recommendations as it deems advisable to the appropriate persons or bodies and, without restricting the generality of the foregoing, has the following powers to recommend:

1. To recommend to the Board on the conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita.
2. To recommend to the Senate on the establishment of, the abolition of, or any changes in colleges, schools, departments, divisions, chairs, lectureships in the Faculty.
3. To recommend to the Dean of the Faculty athletic, social, or other extra-curricular activities of students.
4. To recommend to the Senate on the establishment of, the abolition of, or any changes in exhibitions, bursaries, scholarships, or prizes, to be awarded to students, applicable across the Faculty (i.e., not within a specific College).
5. To provide advice to the Dean of the Faculty on the acquisition and use of facilities and on the requirements for lecture rooms and other facilities.
6. To provide advice to the Dean of the Faculty respecting the academic implications of strategic directions for the Faculty.
7. To recommend to the Senate on new, or significant changes to, undergraduate

- programs offered by the Colleges or the Faculty.
8. To recommend to the Senate on all matters relating to undergraduate programs (i.e., not within a specific College) and their students including without limitation admission, curriculum and program requirements, instruction, academic standing of students, examinations, candidates for degrees, diplomas and certificates of proficiency, and dates of classes.
 9. To recommend to Senate on all matters relating to inter-professional education offered by the Faculty (including curriculum and program requirements offered that affect more than one College).

III. Faculty Executive Council

A. Membership

There shall be an executive council of the Faculty Council (the “Faculty Executive Council”) and it shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Faculty
4. The Vice Deans of the Faculty
5. The Deans of the Colleges
6. The Librarian appointed to Faculty Council
7. Twenty-~~five~~eight (258) members elected by and from the members of the Faculty Council who hold academic rank within the Faculty, ensuring that the Faculty Council elects at least three (3) representatives who are members of each College in the Faculty, i.e., that the members’ primary appointment is in the College. One College may not hold greater than twelve (12) members of the twenty-~~five~~eight (258) members. The term of office for each elected academic member shall be three years.
8. ~~Six~~even (67) students elected by and from the student members of the Faculty Council, with one student member from each College and one student member from the Interdisciplinary Health Program, with a term of office of one academic year
9. Two (2) support staff members, elected by and from the support staff members of the Faculty Council, with a term of office of three years

B. Meetings

1. Notwithstanding the President’s right to preside over the Faculty Council, the

Dean of the Faculty or designate shall be the presiding officer at all meetings of the Faculty Executive Council. In the Dean's absence, a Dean of a College shall be the presiding officer, as designated by the Dean of the Faculty.

2. The Faculty Executive Council shall meet at least three (3) times per year.
3. Meetings shall be called at the discretion of the Dean of the Faculty or at the written request of any seven (7) members of the Faculty Executive Council.
4. At least one month's written notice (i.e., dispatch by email to all members) of any regular Faculty Executive Council meeting shall be given and at least 48 hours' notice for any special Faculty Executive Council meeting.
5. Faculty Executive Council meetings shall be open, subject to the Faculty Executive Council moving into closed session by the vote of a simple majority of those in attendance and voting.
6. The quorum necessary for the transaction of business shall be a majority of the members.
7. In a case of an instance where an urgent matter requires resolution by Faculty Executive Council, a meeting of the Faculty Executive Council by email is appropriate under certain circumstances. The use of e-meetings shall be reserved for those issues needing a decision before an in-person meeting of the Faculty Executive Council is scheduled. Each e-meeting agenda shall consist of a single issue. Members shall then indicate their vote in writing to the recording secretary of the Faculty Executive Council within three (3) business days. The results of the vote shall be communicated by the recording secretary as soon as possible after all the votes are received.
8. Where it is deemed expedient not to convene Faculty Executive Council in person, the Chair may determine that any item or items be considered by teleconference (or other similar electronic means that enables all participants in the meeting to hear the deliberations of the meeting at the same time).

C. Powers to Act and Recommend

The Faculty Council hereby delegates to the Faculty Executive Council all powers to act and recommend granted to the Faculty Council set out in the Faculty and School Council General Bylaw and this Bylaw, except:

1. The Faculty Council shall retain the power to elect members to and remove members from Senate.
2. The Faculty Council shall retain the power to elect members to its Faculty Executive Council.
3. The Faculty Council shall retain the power to recommend for approval its Bylaws and any amendments thereto.

The Faculty Council cannot overrule the decisions of its Faculty Executive Council, made on the Faculty Council's behalf.

The decisions of the Faculty Executive Council shall be reported to the Faculty Council, at its next meeting, through the Chair.

IV. Standing Committees

- A. There shall be standing committees as required by the Senate or as deemed necessary by the Faculty Council.
- B. The Terms of Reference and membership of each Standing Committee shall be approved by the Faculty Council.

V. College Councils

The Faculty Council shall delegate the specific functions and powers to the College Councils and confer on them the power and authority to act with respect to such matters as set out in approved College Council Bylaw(s), and that are within the jurisdiction of the College Council.

VI. Election of Faculty Council Members to Senate

The Senate Bylaw on the Election of Academic and Support Staff to Senate, and the following provisions shall govern the election of Senate representatives by the Faculty Council.

- A. Principle of Proportional Representation
Senate representatives for the Faculty shall be elected by members of the Faculty Council from among the candidates duly nominated for such an election.

The process of election of Senate representatives shall ensure that the Faculty Council elects at least two (2) Senate representatives who are members of each College in the Faculty, i.e., that the member's primary appointment is in the College.
- B. Eligibility for Nomination
The following shall be eligible for nomination for election to Senate by the Faculty Council:
 - All Full-time members of the academic staff of the Faculty who are members of the Faculty Council, except those designated ex officio members of Senate under Section 26 of *The University of Manitoba Act*.
 - All Full-time support staff who are members of the Faculty Council.

C. Nomination Process

By March 15 each year, the Committee on Nominations (or some other such Committee) shall submit to the Chair of the Faculty Council a slate of nominees for positions on Senate that are up for election. The Committee shall ensure that the slate of nominees, along with those with continuing terms on Senate, ensure at least two (2) members from each College in the Faculty's Senate representation.

The Chair of the Faculty Council shall then forward to the members of the Faculty Council:

- a. A call for nominations
- b. The slate proposed by the Committee on Nominations (or other such Committee)
- c. The list (or a link to the list) of those eligible for nomination

Members of the Faculty Council shall have ten (10) days from the call for nominations to make further nominations.

If, at the close of nominations, no more nominations are received than the number of vacancies to be filled on Senate, the candidates nominated shall be declared elected by acclamation and the results reported to members of Faculty Council and the University Secretary. If there are more nominations received than Senate representatives to be elected, a vote shall take place.

D. Eligibility to Vote

All members of the academic and support staff (including ex officio members of Senate but excluding sessional and part-time support staff appointments) who are members of the Faculty Council shall be eligible to vote in elections for representatives to Senate by the Faculty Council.

E. Election Process

A notice of election, including a listing of all the candidates and information on how to vote shall be distributed to all those eligible to vote upon the close of nominations.

The election may be conducted by paper ballot, or any appropriate electronic means that ensures that the ballot is secret.

Those eligible to vote will have ten (10) days from the notice of election to vote. The specific deadline for the receipt of votes shall be included in the notice of election. Votes received after the deadline shall not be counted.

Those eligible to vote may vote for any number of candidates up to the number of

vacancies on Senate that are to be filled by election.

Following the close of voting, those individuals so appointed by the Chair of the Faculty Council shall count the votes.

The determination of candidates being elected to Senate shall be as follows:

1. The candidates receiving the highest number of votes who are members of Colleges requiring at least two (2) Senate representatives will be declared elected.
2. Following the determination of those elected in 1 above, all remaining Senate seats to be filled shall be by the remaining candidates who received the highest number of votes.

In the event of a tie, the tie shall be broken by the drawing of lots.

F. Filling of Vacancies

The filling of vacancies in Senate representatives, either due to resignation or ineligibility or due to a Senate representative going on leave, shall occur in a manner similar to that outlined above. Any such process shall ensure that the Faculty's Senate representation at all times includes at least two (2) members from each College of the Faculty.

G. Removal of Senate Representative(s)

Removal of a Faculty Senate representative(s) may be held at any meeting of the Faculty Council provided that:

1. At least seven days' notice in writing of the motion to remove the Senate representative(s), including the reasons for the proposed action, is given;
2. The person concerning whom the motion is made is given the right to be heard at the meeting held to consider the motion; and
3. The motion for removal succeeds by at least a two-thirds majority of those members present.

VII. Standing Rules

The Faculty Council may enact or amend standing rules and procedures for conduct of the affairs of the Faculty Council by a majority vote of those members present and voting at a duly called and constituted meeting, provided that five days' notice of the proposed standing rule or amendment has been given to all members prior to the meeting at which such enactment or amendment is to be made.

VIII. Rules of Order

Except where otherwise provided, the "Rules and Procedures governing meetings of the Senate of the University of Manitoba" shall govern the conduct of the Faculty Council and Faculty Executive Council meetings.

I. Enactment and Amendments

- A. The date of enactment for this Bylaw shall be the date on which it receives approval of the Senate.
- B. Any amendments to this Bylaw shall require the approval of the Senate, edited by the Senate Committee on Rules and Procedures.
- C. Before submission to Senate, such Bylaws or amendments shall be approved by two-thirds of the members present and voting at a duly called and constituted meeting of the Faculty Council. At least one month's notice in writing of any amendment shall be given to the members.

II. Review

This Bylaw shall be reviewed every five (5) years.

Report of the Senate Committee on University Research Re: Proposal to Revise The Ethics of Research Involving Humans Policy and Procedures

Preamble:

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:
https://umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_University_Research_Terms_of_Reference.pdf
2. At its meeting on November 25, 2024, SCUR received for review, a proposal to revise the Ethics of Research Involving Humans Policy and Procedures.

Observations:

1. Current Policy and Procedure contain outdated information that must be updated to reflect changes to the TCPS2 and current human research ethics processes.
2. Changes to the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans (TCPS2 (2022)) require the University to amend current Policy to accommodate the possibility of multi-jurisdictional research review (Article 8.1). Such changes will also enable the delegation of the Health and Biomedical Human Research Ethics Board reviews to Research Manitoba through the government-supported RITHIM initiative.
3. A summary of key changes include:
 - a. Ability to enter into Ethics Review Agreements with other Canadian University REBs in accordance with Art. 8.1
 - b. Reorganization of information, including more accurate headings, to provide a more logical flow.
 - c. Enhanced definition section and language throughout that aligns with the TCPS2 (2022) language.
 - d. Updated language to reflect changes to the submission process.
 - e. Creation of new appeal process based on best practice.
 - f. Re-structuring of Human Ethics Resource Committee composition so it is at arm's length from the REBs.
4. At its meeting on November 25, 2024, committee members suggested including a chart that illustrates the human research ethics structure at the University of Manitoba. There was also another recommendation to add reference to the University's Conflict of Interest Policy and Procedure. Both suggestions have been incorporated.

Recommendation:

**The Senate Committee on University Research recommends THAT:
The Revisions to The Ethics of Research Involving Humans Policy and
Procedures be approved by Senate.**

Respectfully submitted,



B. Mario Pinto
Vice-President (Research and International)
Chair, Senate Committee on University Research

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the
Report to Senate.

The Ethics of Research Involving Humans Policy and Procedures

Summary of Changes

POLICY:

- Enhanced definitions section using definitions in the TCPS2 (2022) (s. 2.1) where possible and appropriate to clarify language
- Reorganization of sections for clarity and logical flow
- Deletion of specific examples and information that go beyond normal policy content
- Revised language using wording in TCPS2 (2022)
- Edited headings for consistency with TCPS2 (2022) language
- Ability to appoint REBs (s. 2.9) (under current policy s. 2.3, a UM REB was required to review and approve all research under its auspices)

PROCEDURE:

- Enhanced definitions section (s.2.1) (as above)
- Updated using consistent terminology and TCPS2 (2022) language throughout
- Updated language to remove specific reference to outdated processes and inconsistencies between Fort Garry and Bannatyne REBs
- Updated responsibilities of each relevant group updated and re-organized so that all information on that group is in one place (ss. 2.2-2.9)
- Responsibilities of researchers section enhanced and reorganized in a more linear format (s. 2.4)
- Training/education of researchers updated to ensure CORE and privacy training are required (s. 2.4)
- Clarified types of student research included (e.g. enhanced description of undergraduate research) (s. 2.5)
- Clarified role of Advisor in student research (s.2.6)
- Changed the role and composition of Human Ethics Resource Committee (HERC) (see details in Appendix II below)
- Removed information on composition and duties of REBs from Procedure and created Network of Networks (N2)/Canadian Association of Research Ethics Boards-adapted SOPs in accordance with best practice (s. 2.10)
- Included information on multi-jurisdictional research in accordance with Art. 8.1 of the TCPS2 (2022) (s. 2.11, 2.32)
- Clarified process for appointing REB chairs and members (ss. 2.15-2.17)
- Included the role of Ad Hoc Advisors as suggested in the TCPS2 (s. 2.18)
- Updated information on REB meetings (ss. 2.18 - 2.20)
- Updated protocol submission, review and approval processes (ss. 2.25-2.28)
- Clarified when scholarly review is appropriate using language from the TCPS2 (s. 2.29)
- Enhanced language to confirm desire to resolve disagreements informally before the appeal process is initiated (2.34, 2.43)
- Referenced types of decisions an REB may make (s. 2.33)
- Moved details on appeals (2.43) to Appendix I (see below)
- Clarified headings and language for continuing ethics review (ss. 2.37-2.42)
- Deleted sections on compliance (random monitoring) as the plan is to develop separate documentation
- Enhanced the wording on Indigenous research to reflect language in TCPS2 (3.4)

APPENDIX I: Appeal Process

- Updated appeals process based on best practice
- Sets out process to initiate an appeal
- Sets out composition of appeal committee
- Sets out responsibilities of appeal committee

APPENDIX II: Human Ethics Resource Committee

- Re-structured HERC's purpose, composition for an arm's length approach (current committee is comprised of REB chairs and staff)
- Created Terms of Reference
- New overall purpose is to provide an independent voice in supporting the administration of human research ethics at UM by providing expertise to REB chairs and office staff in support of human ethics reviews

UNIVERSITY OF MANITOBA POLICY

Policy¹:	THE ETHICS OF RESEARCH INVOLVING HUMANS
Effective Date:	
Revised Date:	
Review Date:	
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, Section 3(c), 16(1)</i>
Responsible Executive Officer:	Vice-President (Research and International)
Delegate: (If applicable)	Associate Vice-President (Research)
Contact:	Associate Vice-President (Research)
Application:	Board of Governors members, Senate members, Faculty/School Councils, Students, All Employees, All REB Members

Part I

Reason for Policy and Establishment of Research Ethics Boards

- 1.1 In 1994, the Tri-Council Working Group on Ethical Conduct for Research Involving Human Subjects was created by the Presidents of the three major national research funding councils (the “Agencies”). This multi-disciplinary working group was commissioned to develop consistent guidelines across the three councils with respect to ethical conduct for research involving humans, resulting in the 1998 Tri-Council Policy Statement (TCPS): Ethical Conduct for Research Involving Humans. The TCPS was revised in 2010 (TCPS2) and most recently in 2022 (TCPS2 (2022)). As a condition of funding, the Agencies require that Researchers and their institutions adhere to the principles and articles stipulated in the TCPS2 (2022).
- 1.2 The University of Manitoba (the University) is committed to complying with the TCPS2 (2022), which articulates the core principles governing the conduct of human research at the University. These core principles are respect

¹ If the Governing Document is a By-Law or Regulation use the applicable term in place of the “Policy” reference throughout the document.

for persons, concern for welfare, and justice. Under this policy, all Research involving human Participants conducted at, or under the auspices of the University require prior ethics review and approval by a Research Ethics Board (“REB”).

- 1.3 The Vice-President (Research & International) is responsible for establishing or appointing the REBs which have the mandate to review the ethical acceptability of all Research involving human Participants conducted within the University’s jurisdiction or under its auspices on its behalf.

Part II Policy Content

2.1 Definitions

- (a) **Advisor** means an academic staff member of the University who is responsible for instructing a student Researcher on the ethical conduct of Research, assisting in the preparation of the Protocol, reviewing and approving the Protocol before submission to an REB, attesting to the scholarly merit of the Research, acknowledging their responsibility to uphold University policy, and taking an active role in ensuring the Research is conducted in accordance with the approved Protocol.
- (b) **Anonymized information** means information that has been irrevocably stripped of direct identifiers, a code is not kept to allow future re-linkage, and risk of re-identification of Participants from remaining indirect identifiers is low or very low.
- (c) **Anonymous information** means information which never had identifiers associated with it and risk of identification of Participants is low or very low.
- (d) **Coded Information** means information in which direct identifiers are removed from the information and replaced with a code. Depending on access to the code, it may be possible to re-identify specific Participants.
- (e) **Delegated Board Review** means the level of REB review assigned to Minimal Risk Research Projects.
- (f) **Department** means a Department in a faculty, college or school established by the University. For a faculty, college, or school not organized into Departments, “Department” means faculty, school or college.
- (g) **Directly Identifying Information** means information that identifies a specific individual through direct identifiers (e.g., name, social insurance number, personal health number).
- (h) **Director** means the Director, Human Research Ethics and Compliance.

- (i) **Ethics Review Agreement** means an official agreement between two or more institutions, in which they accept, with an agreed level of oversight, the research ethics reviews of each other's REBs or in which they appoint an external, specialized or multi-institutional REB where one exists.
- (j) **Full Board Review** means the level of review assigned to above Minimal Risk Research Projects. Conducted by the full membership of the REB, it is the default requirement for the ethics review of Research involving humans.
- (k) **Human Ethics Resource Committee or "HERC"** means a committee responsible for providing advice and consulting to OHRE and REBs on matters related to human research ethics including recommendations on policies, procedures, and processes.
- (l) **Indirectly Identifying Information** means information that can reasonably be expected to identify an individual, including through a combination of indirect identifiers (e.g., date of birth, place of residence, unique personal characteristic).
- (m) **Minimal Risk Research** means Research in which the probability and magnitude of possible harms implied by participation in the Research are no greater than those encountered by Participants in those aspects of their everyday life that relate to the Research.
- (n) **Multi-Jurisdictional Research** means Research involving multiple institutions and/or multiple Research Ethics Boards (REBs). It is not intended to apply to ethics review mechanisms for Research involving multiple REBs within the jurisdiction or under the auspices of a single institution. Research involving humans that may require the involvement of multiple institutions and/or multiple REBs includes, but is not limited to, the following situations:
 - (i) a Research project conducted by a team of Researchers affiliated with different institutions;
 - (ii) several Research projects independently conducted by Researchers affiliated with different institutions, with data combined at some point to form one overall research project;
 - (iii) a Research project conducted by a Researcher affiliated with one institution, but that involves collecting data or recruiting Participants at different institutions;
 - (iv) a Research project conducted by a Researcher who has multiple institutional affiliations (e.g., two universities, a university and a college, or a university and a hospital);
 - (v) a Research project conducted by a researcher at one institution that requires the limited collaboration of individuals affiliated with different

institutions; or organizations (e.g., statisticians, lab or X-ray technicians, social workers, and school teachers); or

- (vi) a Research project that researcher(s) working under the auspices of a Canadian research institution conduct in another province, territory or country.
- (o) **Office of Human Research Ethics or “OHRE”** means the office responsible for providing administrative support for the University’s constituted REBs.
- (p) **Participant** means an individual whose data, biological materials, or responses to interventions, stimuli, or questions by a Researcher are relevant to answering the Research question(s).
- (q) **Principal Investigator** means the Researcher who is responsible for the ethical conduct of the Research, and for the actions of any member of the Research team at a local site.
- (r) **Research** is defined as an undertaking intended to extend knowledges through a disciplined inquiry or systematic investigation involving Participants.
- (s) **Researcher** means any individual associated with and under the auspices of the University who engages in or supports Research including, but not limited to, faculty, staff, students, post-doctoral fellows, research associates, community researchers, research assistants, lab assistants, visiting researchers and anyone holding an academic appointment with the University (including geographic full time, nil salaried and adjunct appointments).
- (t) **Research Ethics Board or “REB”** means a body of Researchers, community members, and others with specific expertise established to review the ethical acceptability of all Research involving humans. The University may constitute an REB or appoint an REB by agreement.
- (u) **Research Ethics Protocol or “Protocol”** means information submitted in the appropriate format to the REB by the Researcher for review and approval of the ethical acceptability of the Research prior to the start of recruitment of Participants, data collection, access to data, or collection of human biological materials.
- (v) **The Agencies** means the Canadian Institutes of Health Research, (CIHR and originally the Medical Research Council of Canada), the Social Sciences and Humanities Research Council of Canada (SSHRC) and the Natural Sciences and Engineering Research Council of Canada (NSERC).
- (w) **University** means The University of Manitoba.

- 2.2 **Applicable Ethics Principles.** The University hereby affirms The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, as embodying principles that apply in the discharge of its responsibilities for protecting the rights and welfare of human Participants. The TCPS2 (2022) articulates minimal standards. The University recognizes that certain laws and regulatory requirements, policies of a sponsoring agency, specific disciplines, and/or particular categories of Research may have more restrictive requirements for the protection of human Participants. In such cases, the more restrictive requirements shall apply and take precedence in the review and approval of Research conducted at, or under the auspices of, the University.
- 2.3 The University recognizes that in order to ensure the integrity of the Research ethics review process and to safeguard public trust in this process, REBs operate independently in their decision-making so as to be free of inappropriate influence.
- 2.4 **Academic Freedom.** A fundamental premise of the TCPS2 and this Policy is that Research can benefit human society. In order to maximize the benefits of Research, Researchers must have academic freedom. All REBs and all persons involved in the ethics review process shall act in such a manner as to ensure that there is no infringement of the academic freedom of Researchers.
- 2.5 With academic freedom comes responsibility, including the responsibility to ensure that Research involving humans meets high scientific and ethical standards that respect and protect the Participants. Thus, Researchers' commitment to the advancement of knowledges also implies duties of honest and thoughtful inquiry, rigorous analysis, commitment to the dissemination of Research results, and adherence to the use of professional standards.
- 2.6 **Requirement for Ethics Review.** Research involving human Participants that is conducted at, or under the auspices of, the University will normally require prior ethics review and approval by an REB. This includes but is not necessarily limited to Research involving human Participants:
- (a) carried out by a Researcher;
 - (b) that is carried out on University premises when using University facilities, equipment or resources;
 - (c) that is conducted elsewhere under the auspices of the University;
 - (d) that is an activity of a formally affiliated organization as a condition of affiliation;
 - (e) that is an activity of organizations or individuals whether formally affiliated or not, while on University premises using University facilities, equipment or resources, including off-campus sites;
 - (f) where information is collected through intervention or interaction with a living individual;

- (g) where identifiable private information about individuals is collected;
- (h) where human biological materials (derived from living or deceased individuals), human embryos or fetuses, human fetal tissue, human reproductive materials and stem cells, are collected and/or;
- (i) where written or recorded information derived from individually identifiable human Participants is collected.

When Research takes place outside of Canada, the Researcher must also ensure that the Researcher's procedures meet all legal and regulatory requirements of that country, as well as the requirements of this Policy and Procedures.

2.7 **Research Not Subject to REB Review.** Prior ethics review and approval from an REB will not normally be required for Research when:

- (a) It relies exclusively on information that is publicly available through a mechanism of legislation or regulation and that is protected by law;
- (b) It is in the public domain and the individuals to whom the information refers have no reasonable expectation of privacy;
- (c) It involves the observation of people in public places where it does not involve any intervention staged by the Researcher, or direct interaction with individuals or groups; those targeted for observation have no reasonable expectation of privacy; and any dissemination of Research results does not allow identification of specific individuals;
- (d) It relies exclusively on secondary use of anonymous information or anonymous human biological materials so long as the process of data linkage or recording or dissemination of results does not generate identifiable information;
- (e) It involves conducting quality assurance and quality improvement studies, program evaluation activities and performance reviews or testing within normal education requirements when use exclusively for assessment, management, or improvement purposes;
- (f) It engages in creative practice activities as long as the creative practice activities are not used to obtain responses from Participants that will be analyzed to answer a Research question;
- (g) For the initial exploratory phase of Research, which is intended to establish Research partnerships or to inform the design of a Research proposal, and may involve contact with individuals or communities.

- 2.8 **Uncertainty About the Need for REB Review.** When a Researcher is uncertain about the need for REB review and approval, it is the responsibility of the Researcher to obtain the written opinion of the appropriate REB Chair.
- 2.9 **REB of Record.** The appropriate REB of record may be:
- (a) An REB constituted by the University; or
 - (b) An REB appointed by the University under an agreement in accordance with the TCPS2 (2022); or
 - (c) In the case of collaborative and/or Multi-Jurisdictional Research involving Researchers, data, or Participants from more than one institution, an REB of another institution, provided that the University has entered into an Ethics Review Agreement; or
 - (d) In the case of Minimal Risk Research that falls under the auspices or jurisdiction of multiple REBs or institutions, the University may follow alternative Research ethics review models without the requirement for official agreements, in accordance with the TCPS2 (2022).
- 2.10 **Compliance.** The University requires all Researchers to adhere to this policy and the procedures that are derived from it. The University considers the improper treatment of human Participants in Research to be a serious offence, subject to severe penalties, including but not limited to the withdrawal of privileges to conduct Research involving humans or disciplinary action.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Research and International) that a formal review of this Policy is required.
- 3.2 The Associate Vice-President (Research) is responsible for the implementation, administration and review of this Policy.
- 3.3 Board of Governors members, Senate members, Faculty/School Councils, students, employees and all REB members are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Research and International) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Vice-President (Research and International) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.
- 5.4 The University recognizes that the TCPS2 (2022) will be amended from time to time. The University's policy and procedures will be reviewed on a regular basis and revised to ensure consistency with the current TCPS as required.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) The Ethics of Research Involving Humans Procedure

- (b) The Responsible Conduct of Research Policy
- (c) The Responsible Conduct of Research – Code of Research Ethics Policy
- (d) Respectful Rematriation and Repatriation Ceremony Policy and Procedure
- (e) Access and Privacy Policy
- (f) Access and Privacy Procedure
- (g) Academic Freedom and Responsibilities Policy
- (h) University of Manitoba - University of Manitoba Faculty Association Collective Agreement
- (i) The Tri-Council Policy Statement Ethical Conduct for Research Involving Humans
- (j) Freedom of Information and Protection of Privacy Act
- (k) The Personal Health Information Act (PHIA)
- (l) Conflict of Interest Policy
- (m) Conflict of Interest Procedure

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	THE ETHICS OF RESEARCH INVOLVING HUMANS
Parent Policy:	The Ethics of Research Involving Humans Policy
Effective Date:	
Revised Date:	
Review Date:	
Approving Body:	Vice-President (Research and International) in conjunction with the Senate Committee on University Research
Authority:	
Responsible Executive Officer:	Vice-President (Research and International)
Delegate: (If applicable)	Associate Vice-President (Research)
Contact:	Associate Vice-President (Research)
Application:	Board of Governors members; Senate members; Faculty/School Councils; Students; All Employees, All REB Members

Part I Reason for Procedure

- 1.1 To give effect to the policy on The Ethics of Research Involving Humans, the University of Manitoba (the “University”) shall establish certain procedures and mechanisms. These procedures and mechanisms shall include the articulation of:
- (a) The responsibilities of central administrators, the Office of Human Research Ethics (“OHRE”), faculty deans/directors, department heads, Researchers, and the Human Ethics Resource Committee (“HERC”);
 - (b) The composition and terms of reference of the University’s Research Ethics Boards (REBs) responsible for the review and approval of Protocols involving human Participants;

- (c) Procedures for human Research ethics Protocol review and approval, ongoing management, including scholarly review where appropriate;
- (d) Procedures for reviewing Multi-Jurisdictional Research;
- (e) The appeal process in cases where the Researcher disagrees with the REB decision not to approve the Protocol;
- (f) Miscellaneous procedures.

Part II Procedural Content

2.1 Definitions

- (a) **Advisor** means an academic staff member of the University who is responsible for instructing a student Researcher on the ethical conduct of Research, assisting in the preparation of the Protocol, reviewing and approving the Protocol before submission to an REB, attesting to the scholarly merit of the Research, acknowledging their responsibility to uphold University policy, and taking an active role in ensuring the Research is conducted in accordance with the approved Protocol.
- (b) **Anonymized information** means information that has been irrevocably stripped of direct identifiers, a code is not kept to allow future re-linkage, and risk of re-identification of Participants from remaining indirect identifiers is low or very low.
- (c) **Anonymous information** means information which never had identifiers associated with it and risk of identification of Participants is low or very low.
- (d) **Coded Information** means information in which direct identifiers are removed from the information and replaced with a code. Depending on access to the code, it may be possible to re-identify specific Participants.
- (e) **Delegated Board Review** means the level of REB review assigned to Minimal Risk Research Projects.
- (f) **Department** means a Department in a faculty, college, or school established by the University. For a faculty, college, or school not organized into Departments, “Department” means faculty or school.
- (g) **Directly Identifying Information** means information that identifies a specific individual through direct identifiers (e.g., name, social insurance number, personal health number).
- (h) **Director** means the Director, Human Research Ethics and Compliance.

- (i) **Ethics Review Agreement** means an official agreement between two or more institutions, in which they accept, with an agreed level of oversight, the research ethics reviews of each other's REBs or in which they appoint an external, specialized or multi-institutional REB where one exists.
- (j) **Full Board Review** means the level of review assigned to above Minimal Risk Research Projects. Conducted by the full membership of the REB, it is the default requirement for the ethics review of Research involving humans.
- (k) **Human Ethics Resource Committee or "HERC"** means a committee responsible for providing advice and consulting to OHRE and REBs on matters related to human research ethics including recommendations on policies, procedures, and processes.
- (l) **Indirectly Identifying Information** means information that can reasonably be expected to identify an individual, including through a combination of indirect identifiers (e.g., date of birth, place of residence, unique personal characteristic).
- (m) **Minimal Risk Research** means Research in which the probability and magnitude of possible harms implied by participation in the Research are no greater than those encountered by Participants in those aspects of their everyday life that relate to the Research.
- (n) **Multi-Jurisdictional Research** means research involving multiple institutions and/or multiple Research Ethics Boards (REBs). It is not intended to apply to ethics review mechanisms for Research involving multiple REBs within the jurisdiction or under the auspices of a single institution. Research involving humans that may require the involvement of multiple institutions and/or multiple REBs includes, but is not limited to, the following situations:
 - (i) a Research project conducted by a team of Researchers affiliated with different institutions;
 - (ii) several Research projects independently conducted by Researchers affiliated with different institutions, with data combined at some point to form one overall Research project;
 - (iii) a Research project conducted by a Researcher affiliated with one institution, but that involves collecting data or recruiting Participants at different institutions;
 - (iv) a Research project conducted by a Researcher who has multiple institutional affiliations (e.g., two universities, a university and a college, or a university and a hospital);

- (v) a Research project conducted by a Researcher at one institution that requires the limited collaboration of individuals affiliated with different institutions or organizations (e.g., statisticians, lab or X-ray technicians, social workers and school teachers); or
 - (vi) a Research project that Researcher(s) working under the auspices of a Canadian research institution conduct in another province, territory or country.
- (o) **Office of Human Research Ethics or “OHRE”** means the office responsible for providing administrative support for the University’s constituted REBs.
 - (p) **Participant** means an individual whose data, biological materials, or responses to interventions, stimuli, or questions by a Researcher are relevant to answering the research question(s).
 - (q) **Principal Investigator** means the Researcher who is responsible for the ethical conduct of the research, and for the actions of any member of the research team at a local site.
 - (r) **Research** is defined as an undertaking intended to extend knowledges through, for example, a disciplined inquiry or systematic investigation involving Participants.
 - (a) **Researcher** means any individual associated with and under the auspices of the University who engages in or supports Research including, but not limited to, faculty, staff, students, post-doctoral fellows, research associates, community researchers, research assistants, lab assistants, visiting researchers and anyone holding an academic appointment with the University (including geographic full time, nil salaried and adjunct appointments).
 - (b) **Research Ethics Board or “REB”** means a body of Researchers, community members, and others with specific expertise established to review the ethical acceptability of all Research involving humans conducted within an institution’s jurisdiction or under its auspices. The University may constitute an REB or appoint an REB by agreement.
 - (c) **Research Ethics Protocol or “Protocol”** means information submitted in the appropriate format to the REB by the Researcher for review and approval of the ethical acceptability of the Research prior to the start of recruitment of Participants, data collection, access to data, or collection of human biological materials.
 - (d) **The Agencies** means the Canadian Institutes of Health Research, (CIHR and originally the Medical Research Council of Canada), the Social

Sciences and Humanities Research Council of Canada (SSHRC) and the Natural Sciences and Engineering Research Council of Canada (NSERC).

- (e) **University** means The University of Manitoba.

Responsibilities

2.2 The University will have responsibility for the ethics review of Research involving human Participants conducted under its auspices. The University shall constitute or appoint REBs as it deems appropriate, with responsibility for the ethics reviews of Research involving humans at or under the auspices of the University. Implementing and adhering to policies on the ethical involvement of human Participants in Research is an institutional responsibility shared by: central administrators, OHRE, faculty and department administrators, Researchers, and administrative and academic units conducting Research. Notwithstanding this shared responsibility, the specific responsibilities of these individuals, and groups or units are as follows:

2.3 Responsibilities of Administrators:

- (a) **Central Administrators.** The University's Provost and Vice-President (Academic) ("Provost"), Vice-President (Administration), and Vice-President (Research and International) ("VPRI") jointly bear executive responsibility for the implementation of the University's policies respecting the participation of human Participants in Research. The University will exercise appropriate administrative overview, carried out at least annually, to ensure that its practices and procedures designed to protect the rights and welfare of human Participants are being applied and are in compliance with the requirements of the TCPS2 (2022) and this Policy and Procedure. This administrative overview shall primarily be the responsibility of the Director.
- (b) **OHRE.** The VPRI, through OHRE, will provide administrative support for the University's constituted REBs, including:
- (i) receiving, recording, and processing Protocol submissions;
 - (ii) corresponding with Researchers;
 - (iii) providing support to REB Chairs and members;
 - (iv) scheduling and communicating REB meetings and deadlines;
 - (v) maintaining records of REB decisions;
 - (vi) ensuring compliance with this Policy and Procedure; OHRE

- (vii) promoting awareness of the TCPS2 (2022) and of this Policy and Procedure, and educating Researchers on the ethical conduct of Research with human Participants through workshops, educational material, and other methods as deemed appropriate; and
 - (viii) on behalf of the University-constituted REBs, managing and retaining all relevant REB records, including Protocols and related correspondence, for a period of time following the submission of a notice of closure by the Researcher in accordance with University record retention procedures and relevant legislation and regulatory requirements.
- (c) **Faculty/School/College Deans/Directors and Department Heads.**
- (i) Faculty/School/College Deans/Directors and Department Heads have a general responsibility for the Research carried out in their Faculty/School/College or Department, and for encouraging and ensuring compliance with applicable University policies and procedures.
 - (ii) A Department may formally constitute a Department-based Coursework Research Review Committee (CRRC) in accordance with the SOP “Creation of Coursework Research Review Committee”. The CRRC may review minimal-risk course-based Research activities with a primarily pedagogical purpose normally required of students to provide them with exposure to research methods in their field of study. The CRRC must consult with the REB Chair to determine the appropriateness of a particular student project where the purpose may be Research. The CRRC must comply with the TCPS2 and this policy and its attendant procedures. Everything that applies to an REB within these policies and procedures also applies to a CRRC. The CRRC shall require and maintain minutes of CRRC meetings, records of Protocol submissions, and all recommendations and decisions resulting from the reviews. The CRRC shall report twice annually to the REB under which it has been constituted, to enable the REB to fulfill its responsibility for ethics oversight.

2.4 **Responsibilities of Researchers.** Whenever Research involving human Participants is to be performed at or under the auspices of the University or by any University Researcher (see Part II: Policy Content), the Researcher is responsible for meeting the following requirements:

- (a) Not engaging in Research deemed to be unethical in accordance with the TCPS2 (2022).

- (b) Consulting with the appropriate REB Chair to determine whether REB review is required for their Research.
- (c) Completing the most recent version of the Panel on Research Ethics TCPS2: Course of Research Ethics (CORE) prior to applying for ethics approval.
- (d) Completing UM's Privacy Training for Researchers.
- (e) Ensuring all Research team members have completed either CORE certification, or relevant provisions thereof, through specific training as approved by the REB Chair, UM's Privacy Training for Researchers, and an Oath of Confidentiality as appropriate. This includes team members at the time of the application and those who join the team thereafter.
- (f) Ensuring that they and their team members are appropriately qualified by education, training and experience to assume responsibility for the proper conduct of the Research and for protection of human Research Participants.
- (g) Obtaining required permits as it relates to the proposed Research.
- (h) Ensuring that their submitted Protocol is for valid Research that warrants the costs, risks, and specific procedures to be used with the number of Research Participants indicated within the Protocol.
- (i) Notifying the appropriate REB of record of the proposed Research by submitting a Protocol in the prescribed manner, and providing any additional information requested by the REB in a timely fashion. This should include demonstrating to the appropriate REB of record whether, when, and how appropriate scholarly review has been or will be undertaken for their Research.
- (j) Ensuring human Participants are not interacting with or involved in the proposed Research until the appropriate REB of record has approved the Protocol.
- (k) Abiding by all decisions of the REB of record and following the Protocol as approved. This includes obtaining informed consent using the most current informed consent document(s) approved by the REB, ensuring that Participant consent is documented in the prescribed manner, maintaining consent documents signed by Participants in a secure repository, and maintaining privacy and confidentiality as required by the REB, relevant organizations, the TCPS2, and applicable legislation.
- (l) Promptly seeking approval from the appropriate REB of record of any proposed changes to the approved Protocol through the amendment mechanism prior to implementation.

- (m) Promptly reporting to the appropriate REB of record through the prescribed manner:
 - (i) Any injuries to human Participants, any unanticipated problems which involve risks or unusual costs to the Participants, or other adverse events resulting from the Research.
 - (ii) Any proposed changes in the Research which would result in a significantly different involvement of Participants and obtaining the approval of the appropriate REB prior to the changes being made, except where necessary to eliminate apparent and immediate hazards to Participants.
 - (iii) Any deviations from the approved Protocol or any serious or continuing non-compliance the requirements of this Policy or of the Procedures stipulated by the REB of record by any individual associated with the Research.
 - (iv) Submitting a renewal or study closure request in the prescribed manner to the REB of record prior to the expiration of the Protocol approval period.

2.5 **Responsibilities Specific to Graduate and Undergraduate Students.** Graduate and undergraduate students conducting Research with human Participants must comply with the TCPS2 and this Policy and Procedure. It is the responsibility of the student to ensure they have an Advisor supervising their Research, who must sponsor the Protocol submission. Students must receive approval from their Advisor (and committee where appropriate) before submitting their Protocol to the appropriate REB.

- (a) **Independent Student Research for Undergraduate Research Awardee Projects, Honours Projects, Theses, and Dissertations.** All student Research conducted with human Participants as part of a Research project, thesis or dissertation must receive REB approval from the appropriate REB before an interaction occurs with potential Participants and/or Participants, and/or before the collecting of data, including secondary-use data.
- (b) **Projects as Part of Formal Course Requirements:**
 - (i) Student Research projects that are exercises in how to conduct Research involving human Participants do not require review by the REB or CRRC if the Participants are other members of the class.
 - (ii) Course-based student projects which involve human Participants recruited from outside of the classroom setting must be reviewed and approved by the appropriate REB of record or CRRC before the project begins.

- (iii) In circumstances where the frequency or nature of course-based Research warrants, the REB Chair may delegate the review of course-based Research projects to a formally constituted Department-based CRRC in accordance with s. 2.3(c)(ii).

2.6 **Responsibilities of Advisors.** The Advisor, even if a student is the Researcher collecting the data, has the following responsibilities:

- (a) During the design of the Research, the Advisor shall instruct students on the ethical conduct of Research, ensure they complete all required training as set in s. 2.4, and help them prepare and submit Protocols for REB approval. This assistance includes scholarly review by the Advisor (and committee as appropriate). The Advisor shall sign off on the student's Protocol. This indicates both that the Advisor has reviewed and approved the student's Protocol and that the Advisor acknowledges their responsibility to see that the University's policies and procedures are being followed. These responsibilities apply to undergraduate student awardee projects, honours projects, theses, dissertations, as well as course-based projects.
- (b) After approval by the REB of record, Advisors must take an active role in ensuring that the Research is conducted in accordance with the REB's requirements and the approved Protocol.
- (c) In any consultations with OHRE or the REB (as appropriate) both the Advisor and student must take an active role.

2.7 **Responsibilities of Administrative and Academic Units Conducting Research.** Information gathering activities, such as interviews and surveys undertaken by University Administration with a clear Research orientation, are subject to review and approval by the appropriate REB. In cases where the administrator is uncertain, advice should be sought from the appropriate REB Chair, whose decision must be rendered in writing.

2.8 **Responsibilities of the Human Ethics Resource Committee (HERC).** HERC acts as an independent voice in supporting human Research ethics and University-constituted REBs under the purview of the Senate Committee on University Research (SCUR). Terms of Reference for HERC are set out in Appendix II.

Research Ethics Boards

2.9 **Responsibilities of Research Ethics Boards (REBs).** REBs are responsible for reviewing, approving, and managing, on a continuing basis, the ethical acceptability of all Research involving human Participants conducted within the University's jurisdiction or under its auspices in accordance with TCPS2 (2022). The REB Chair provides overall leadership to the REB, including facilitating dialogue between Researchers and the REB, monitoring the REB's decisions for consistency and

ensuring that these decisions are recorded accurately and communicated clearly to Researchers in writing. It is the responsibility of an REB to:

- (a) ensure that all Protocols that propose the involvement of human Participants comply with the Policy, this Procedure, and all applicable ethics guidelines;
- (b) ensure that the potential benefits of Research outlined in these Protocols are sufficient to warrant the participation of human Participants; and
- (c) take corrective action regarding, or terminate any ongoing Research which is in contravention of the TCPS2 (2022), applicable laws and regulations, the Policy, this Procedure, or of a previously approved Protocol.

- 2.10 **Composition.** The number and constitution of University-constituted REBs, which may change from time to time upon recommendation by SCUR to VPRI, is set out in the OHRE Standard Operating Procedure (SOP), “Composition of the REB”. The Director, in consultation with the Chairs of the University-constituted REBs, will review the composition of the REBs and REB member expertise from time to time to ensure efficiency and maximize expertise of Protocol reviews and recommend changes to SCUR as necessary. The Terms of Reference for the University-constituted REBs are set out in the OHRE SOP, “Duties of REB Members”. In all respects, the SOPs are consistent with the guidelines of the TCPS2 (2022).
- 2.11 **Multi-Jurisdictional Research.** The University may appoint an external REB to conduct ethics reviews pursuant to an Ethics Review Agreement. Where Research involving human Participants requires the involvement of multiple institutions and/or multiple REBs, the University may establish mechanisms, including SOPs, for streamlining the ethics review process including entering into an Ethics Review Agreement to allow review by the REB of another institution or an external REB in accordance with the TCPS2 (2022).
- 2.12 **Appropriate REB.** To ensure their Protocol is reviewed with the appropriate expertise, Researchers shall submit their Protocol to the appropriate University-constituted or University-appointed REB. The Chair of the REB to whom the Protocol is submitted shall make the final determination on the most appropriate REB and shall notify the Researcher as necessary.
- 2.13 **Multi-Disciplinary Research.** In multi-disciplinary Research, the primary Department to which the Researcher is appointed will determine the appropriate REB of record unless the University has appointed another REB under an agreement or has entered into an Ethics Review Agreement to facilitate collaborative Research projects and allow for review by the REB of another institution.
- 2.14 **REB Chairs.** REB Chairs for University-constituted REBs are appointed by SCUR on the nomination of the Director and the recommendation of the Associate Vice-

President (Research) (“AVPR”). Chairs have delegated authority for signature, on behalf of the University, of all approved Protocols under their jurisdiction. When an REB Chair is being appointed temporarily to replace a Chair on leave, the temporary appointment may be recommended by the Director and approved by the AVPR.

- 2.15 **REB Members.** Voting members of University-constituted REBs shall be appointed in accordance with the OHRE SOP “Management of the REB Membership”, taking into account a diversity of subject-matter expertise, methodological expertise, identities, and experience. Normally, all Departments with Researchers submitting Protocols will have representation on a University-constituted REB. Nominees may be selected in a manner determined by the Department. Community members (meeting membership requirements) are solicited by the Director from the greater local community.
- 2.16 Upon recommendation by the Director, the AVPR may appoint OHRE staff members with the requisite expertise as non-voting University-constituted REB members.
- 2.17 **Ad Hoc Advisors.** At the request of the REB Chair, the Director may appoint ad hoc advisors to advise University-constituted REB Chairs and members if, in the opinion of the REB Chair, the University constituted REB lacks the specific expertise or knowledge to review the ethical acceptability of a Protocol competently. Ad hoc advisors are not REB members and should not be counted in the quorum or vote.
- 2.18 **Meetings of the REB.** In advance of the start of each academic year, regular meetings of the REBs shall be scheduled and announced to the University research community so Researchers may plan their Protocol submissions for the most appropriate meeting. Researchers should also be informed of the dates by which their Protocol must be received by the REB in order to be considered at scheduled meetings. REBs shall meet in a manner that allows for a fulsome discussion of Protocol reviews and formal reporting of all delegated review decisions. REBs shall meet in such a way as to ensure timely review of Protocols but no less than once in each academic term. Cohorts of REB members may meet more often at the request of the Chair or any member.
- 2.19 **Quorum, Decision-making, and Minutes of REB Meetings.** The quorum for meetings of the REB to review Protocols shall consist of at least five duly appointed voting REB members reflecting the principles of diversity, with at least two members having expertise in relevant Research disciplines, fields and methodologies, one member who is knowledgeable in ethics, one member knowledgeable in the relevant law (for biomedical research only) and one community member who has no affiliation with the University and meets additional funder and/or governmental requirements. In the event that this number is not achieved, the meeting may proceed only if in the judgment of the Chair the number and range of expertise present is adequate for the conduct of reviews. Decisions

without a quorum are not valid or binding and will require an approval at a subsequent meeting that meets quorum.

- 2.20 Decisions shall normally be arrived at by consensus. Where this is not possible, decisions shall be reached by a simple majority vote. Should a disagreement among committee members persist, the minority position may be communicated to the Researcher.
- 2.21 **Conflict of Interest of REB Chairs.** In the event that an REB Chair declares a COI to the Co-Chair(s) or Vice-Chair(s), either the Co-Chair, Vice-Chair, or alternate REB member will assume the REB Chair's responsibilities for the specific Protocol(s).
- 2.22 **Conflict of Interest of REB Members.** Before undertaking a review, REB members must disclose any real and/or perceived conflicts of interest to the REB Chair, who will determine whether the circumstances should be defined as a conflict of interest and the member must follow the REB's decision regarding any actions required to mitigate their real or perceived conflict.
- 2.23 **Conflict of Interest of Researchers.** The REB has the responsibility to identify situations where the interests of the Researcher may be in conflict. In these instances, the REB may require the Researcher to disclose the conflict to potential Participants or to abandon one of the interests in conflict.
- 2.24 Minutes of all University-constituted REB meetings shall be prepared and maintained for the REB by the OHRE.

Protocol Submission, Review, and Approval Processes

- 2.25 **Protocol Submission.** All Protocol submissions shall be submitted in the manner prescribed by the REB of record and include all documentation and information required to adhere to the TCPS2 (2022), as well as applicable regulatory agencies, relevant privacy and impact assessments, applicable legislation, and other requirements.
- 2.26 **Types of Review.** The selection of the level of REB review shall be determined by the level of foreseeable risks to Participants: the lower the level of risk, the lower the level of scrutiny (Delegated Board Review); the higher the level of risk, the higher the level of scrutiny (Full Board Review). The REB Chair will determine the type of review required in keeping with this proportionate approach and advise the Researcher in writing.
- 2.27 **Delegated Board Review.** Where the REB Chair determines that the Research is Minimal Risk Research, they may authorize a Delegated Board Review.
 - (a) **Procedures for a Delegated Board Review.** Normally, delegated reviewers are selected from the REB membership. In some circumstances, nonmembers may also act as reviewers. Protocols assigned to a delegated

review may be reviewed by the REB Chair alone or with any number of REB members as determined by the Chair. The Chair may also call upon ad hoc advisors to assist in the review. The Chair renders the decision on behalf of the members based on consensus. If no consensus is reached, the Chair may seek the input of other REB members or seek further information from the Researcher prior to making a final decision. The Chair may also decide based on this review that the Protocol requires a Full Board Review.

- (b) **Reporting of Delegated Board Reviews by the REB.** At each regular meeting of the REB, all approvals by Delegated Board Review since the previous meeting must be reported to the full REB.

2.28 **Full Board Review.** Research that involves greater than Minimal Risk requires Full Board Review and approval by an REB, which may be a University-constituted REB, an appointed REB, or an REB of another institution under an Ethics Review Agreement, as applicable, in a meeting that allows for discussion and exchange of information. Research that requires Full Board Review includes, but is not limited to, Research that may cause physical, psychological, social, economic, legal, or other harms. The REB may invite Researchers to attend an REB meeting to provide further information about their Protocols. The Researcher shall not be present when the REB is making its decision.

2.29 **Scholarly Review.** As part of research ethics review, the REB shall review the ethical implications of the methods and design of the Research. The primary test to be used by REBs in evaluating Research should be ethical acceptability and, where appropriate, relevant disciplinary scholarly standards. The REB should consider what scholarly review has been undertaken. This may involve requiring the researcher to provide the REB with the full documentation of scholarly reviews already completed. If a scholarly review as indicated by the relevant disciplinary tradition has not yet been done, the REB may:

- (a) Undertake a scholarly review itself if member expertise is available; or
- (b) Request an ad hoc independent peer review committee with the appropriate expertise undertake the review.

The REB should not be driven by factors such as personal biases or preferences, and should not reject Protocols because they are controversial, challenge mainstream thought, or offend powerful or vocal interest groups.

2.30 Research in the humanities and the social sciences that poses, at most, minimal risk shall not normally be required by the REB to undergo scholarly review.

2.31 **Permission to Conduct Research at Another Institution or Organization.** A Protocol submission by a University Researcher to conduct Research at another institution or organization normally should be accompanied by a document indicating permission from that institution or organization for the Research to be undertaken. If approval from a University-constituted REB is required before such

documentation may be obtained, the Researcher should state this in their Protocol submission. In this instance, the REB may grant approval, with the expectation that the Researcher submits an amendment with the approval documentation from the other institution or organization as soon as possible and before the Research commences.

- 2.32 **Ethics Review of Research to be Conducted at Multiple Universities.** Research conducted at other universities in addition to the University must receive ethics review and approval from the appropriate University-constituted or appointed REB, as well as approval at the other institutions unless the University has entered into an Ethics Review Agreement that authorizes an alternative model for REB review for that Research, or the Research is determined to be Minimal Risk Research which may follow an alternative model of ethics review as determined in accordance with the TCPS2 (2022). The Research may not proceed until required approval has been granted.
- 2.33 **Types of REB Decisions.** The REB Chair shall notify the Researcher in writing of the REB decision, which may be to:
- (a) Approve the Protocol as submitted;
 - (b) Require modifications to the Protocol before approval can be granted;
 - (c) Defer the decision to request more information from and/or consult with the Researcher;
 - (d) Accept the approval of the REB of record in the case of Minimal Risk, Multi-Jurisdictional Research; or
 - (e) Not approve the Protocol.
- 2.34 Researchers and REBs will use best efforts to resolve disagreements they may have through deliberation, consultation or advice.
- 2.35 When an REB is considering a negative decision, the Chair must provide reasons to the Researcher prior to a final decision being made. The Researcher shall be given an opportunity to respond to the Chair in writing. The REB may, at its discretion, re-review and reconsider the Protocol.
- 2.36 The Researcher may withdraw their Protocol submission at any time.

Continuing Research Ethics Review

- 2.37 **Modification of an Approved Protocol.** If at any time the Researcher recognizes the need for modifications to the approved Protocol, an amendment must be submitted in the prescribed manner prior to any changes being implemented. The Chair or their designate may approve the amendment. Alternatively, the REB Chair may require revisions to the amendment, or seek input from the REB through a

Delegated or Full Board Review prior to making a decision. Researchers may not deviate from the approved Protocol without prior approval from the REB.

- 2.38 **Time Extensions.** All Protocols are approved for a maximum period of one year. Longer-term or ongoing Research shall be subject to annual reporting and renewal in the prescribed manner prior to the expiry date. A Protocol cannot be considered renewed until the Researcher receives official written notification from the REB of record.
- 2.39 Upon request from an REB, Researchers may be required to submit more frequent and/or substantive reporting in circumstances where there is more than Minimal Risk to Research Participants.
- 2.40 **Adverse Events, Unanticipated Issues, and Deviations.** Researchers are obliged to immediately report any known deviations from the approved Protocol to the REB of record. Deviations may include, but are not limited to, serious adverse events and any other unanticipated issues or events that may increase the level of risk to Participants or that have ethical implications that may affect their welfare, or any changes in which the REB has not reviewed and approved. All reporting must be done in the prescribed manner. The Researcher may also be required to report adverse events and/or unanticipated issues to other internal or external offices and to Research sponsors, funders or collaborators under the terms of agreements in place with respect to the Research or as required by applicable laws and regulations.
- 2.41 **End-of Study-Reporting.** At the conclusion of the Research, Researchers are required to submit an end-of-study report in the prescribed manner in lieu of an annual report before the expiry date.
- 2.42 If a Research study is terminated prematurely or suspended for any reason, the Researcher must promptly inform the REB of record in the prescribed manner. The reasons for the suspension/termination and a plan for ensuring appropriate follow-up with the Participants, including how they will be notified, is required.

Appeal Process

- 2.43 **Appeals of University-Constituted REB Decisions.** Disagreement between the Researcher and the REB over a decision that cannot be resolved through discussion and reconsideration can be resolved through the normal appeal process. A negative decision made by a University-constituted REB may be appealed to the Human Research Ethics Appeals Committee (HREAC). Appeals may be based on procedural grounds or substantive grounds. The appeal process will be guided by the principles of natural justice. The appeal committee shall function impartially, provide a fair hearing to those involved, and provide reasons and documented opinions and decisions. The appeal committee's decisions shall be final and communicated in writing to the Researcher and the REB whose decision was appealed. The process of HREAC is set out in Appendix I.

Part III

Noncompliance by Researchers.

- 3.1 Instances of noncompliance with this Policy and the Procedures derived from it are to be brought to the attention of the Director and Chair of the REB of record for resolution. If an informal resolution of the matter is not reached with the Researcher and the REB Chair or the problem recurs, the Director, in consultation with members of the University's senior executive, as appropriate, shall attempt to obtain a satisfactory resolution through the appropriate Dean/Director/Department Head. Serious instances of noncompliance or repetitive Policy and Procedure breaches shall be forwarded to VPRI for reporting and disposition. The VPRI may consult with the Provost as appropriate.

Miscellaneous Procedures

- 3.2 **Record Keeping.** REBs shall prepare and maintain comprehensive records, including, but not limited to all documentation related to the Protocols submitted to the REB for review, attendance at all REB meetings, and accurate minutes reflecting REB decisions. Records shall be maintained in accordance with University policies and all relevant legislative and regulatory requirements.
- 3.3 **Research Ethics Review During Publicly Declared Emergencies.** Research ethics review during publicly declared emergencies, such as public health outbreaks or natural disasters, may follow modified procedures and practices, adhering to TCPS2 (2022) and institutional direction. At the discretion of the REB Chair, the normal Protocol process may be partially waived, and normal consent procedures modified; partial review and approval may be carried out by the applicable Chair, but full review by the REB will occur retroactively, after the Research has concluded and publicly declared emergency subsided.
- 3.4 **Research Involving First Nations, Inuit and Métis Peoples of Canada.** The TCPS2 (2022) acknowledges the unique status of the Indigenous Peoples of Canada. Researchers planning to involve Indigenous Peoples as part of their Research must consult Chapter 9 of the TCPS2 (2022). The guidance provided by the TCPS2 (2022) is not intended to override or replace ethical guidance offered by Indigenous Peoples themselves. Its purpose is to ensure, to the extent possible, that Research involving Indigenous Peoples is premised on respectful relationships.
- 3.5 **Educational Requirements.** The University requires those applying for Research ethics approval, including members of their Research teams and students to complete and provide proof of completion of the most recent version of TCPS2 CORE and Privacy Training for Researchers. Comparable ethics training or alternative training may be acceptable with justification. Other training may also be required from time to time.

Part IV Accountability

- 4.1 The Office of Legal Counsel is responsible for advising the Vice-President (Research and International) that a formal review of this Procedure is required.
- 4.2 The Associate Vice-President (Research) is responsible for the implementation, administration and review of this Procedure.
- 4.3 Board of Governors members, Senate members, Faculty/School Councils, students, employees and all REB members are responsible for complying with this Procedure.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is.
- 5.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Vice-President (Research and International) for Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part VI Effect on Previous Statements

- 6.1 This Procedure supersedes all of the following:
 - (a) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) The Ethics of Research Involving Humans Policy
 - (b) Responsible Conduct of Research Policy
 - (c) The Responsible Conduct of Research – Code of Research Ethics Policy
 - (d) Respectful Rematriation and Repatriation Ceremony Policy and Procedure
 - (e) Access and Privacy Policy
 - (f) Access and Privacy Procedure
 - (g) Academic Freedom and Responsibilities Policy
 - (h) University of Manitoba - University of Manitoba Faculty Association Collective Agreement
 - (i) The Tri-Council Policy Statement Ethical Conduct for Research Involving Humans
 - (j) Freedom of Information and Protection of Privacy Act
 - (k) The Personal Health Information Act (PHIA)
 - (l) Conflict of Interest Policy
 - (m) Conflict of Interest Procedure

APPENDIX I

Appeals

Process

1. Researchers and REBs should make every effort to resolve disagreements they may have through deliberation, consultation or advice. Disagreement between the researcher and the REB over a decision that cannot be resolved through discussion and reconsideration can be resolved through the normal appeal process.
2. A Researcher may appeal a decision of a University constituted REB on procedural or substantive grounds to the Human Research Ethics Appeals Committee (HREAC).
3. A Notice of Appeal of an REB decision shall be sent to the Director, Office of Human Research Ethics and Compliance in writing which shall include:
 - (a) The grounds of the appeal, and
 - (b) Supporting documentation which may include a copy of the protocol submission, the decision of the REB, relevant correspondence between the Researcher and the REB, and any other pertinent information to assist HREAC in making its decision.

The onus is on the Researcher to demonstrate breaches in the review process or aspects of the REB decision not supported by the TCPS2.

4. Upon receiving the Notice of Appeal, the Director will acknowledge receipt and forward a copy of the Notice of Appeal to the Associate Vice-President (Research) (AVPR) and Chair of the REB making the original decision.
5. Within 10 working days of receipt of the Notice of Appeal, the REB Chair may provide a response to the Director and AVPR, clarifying the REB's decision.
6. Upon receipt of the Notice of Appeal, the AVPR will appoint members, on an ad hoc basis, to HREAC, paying attention to diversity considerations.

Human Research Ethics Appeals Committee

7. HREAC shall be comprised of:
 - (a) Two members with expertise in the discipline(s), fields, and methodologies being proposed by the Appellant,
 - (b) One member knowledgeable in ethics,
 - (c) One community member with no affiliation with the University, and
 - (d) Ad hoc experts if required.

The AVPR will appoint a member of HERC to chair HREAC in a non-voting capacity.

No members of the REB involved in making the original decision can serve on HREAC. Potential members must be free of all conflicts of interest before being appointed.

8. HREAC must hear the appeal within 45 working days of receipt of the Notice of Appeal by the AVPR. Logistics for the hearing will be supported by Office of Human Research Ethics.
9. HREAC:
 - (a) May seek additional information and/or documentation prior to hearing the appeal,
 - (b) Shall invite the Researcher and/or an REB representative to speak to the matters raised in the Notice of Appeal at the hearing,
 - (c) Approve, not approve, or request modifications to the submitted protocol.The decision of HREAC is final.
10. HREAC shall send its written decision to the AVPR within 10 working days of its decision.
11. Upon receipt, the AVPR shall forward the decision to the Researcher, the REB Chair, and Director forthwith.
12. The REB Chair, in conjunction with the Researcher, will be responsible for any implementation and follow-up as required.

APPENDIX II

Human Ethics Resource Committee

1. Purpose

The purpose of the Human Ethics Resource Committee (HERC) is to act as an independent voice in supporting the administration of human research ethics under the auspices of the University of Manitoba (the University). HERC has direct accountability to the Senate Committee on University Research (SCUR).

2. Composition

The Chair and Members of HERC shall be appointed by SCUR. The Vice President (Research & International) (VPRI) may recommend members.

HERC will be comprised as follows:

Five Researchers with academic rank who have expertise in human research ethics as indicated by their past service as an REB chair or member; and

The Director, Human Research Ethics and Compliance will serve as a non-voting member; and

One senior graduate student will be appointed by the VPRI or delegate on the advice of the University of Manitoba Graduate Students' Association.

In recommending members, the VPRI shall consider diverse representation and expertise.

Meetings will occur at least three times per year.

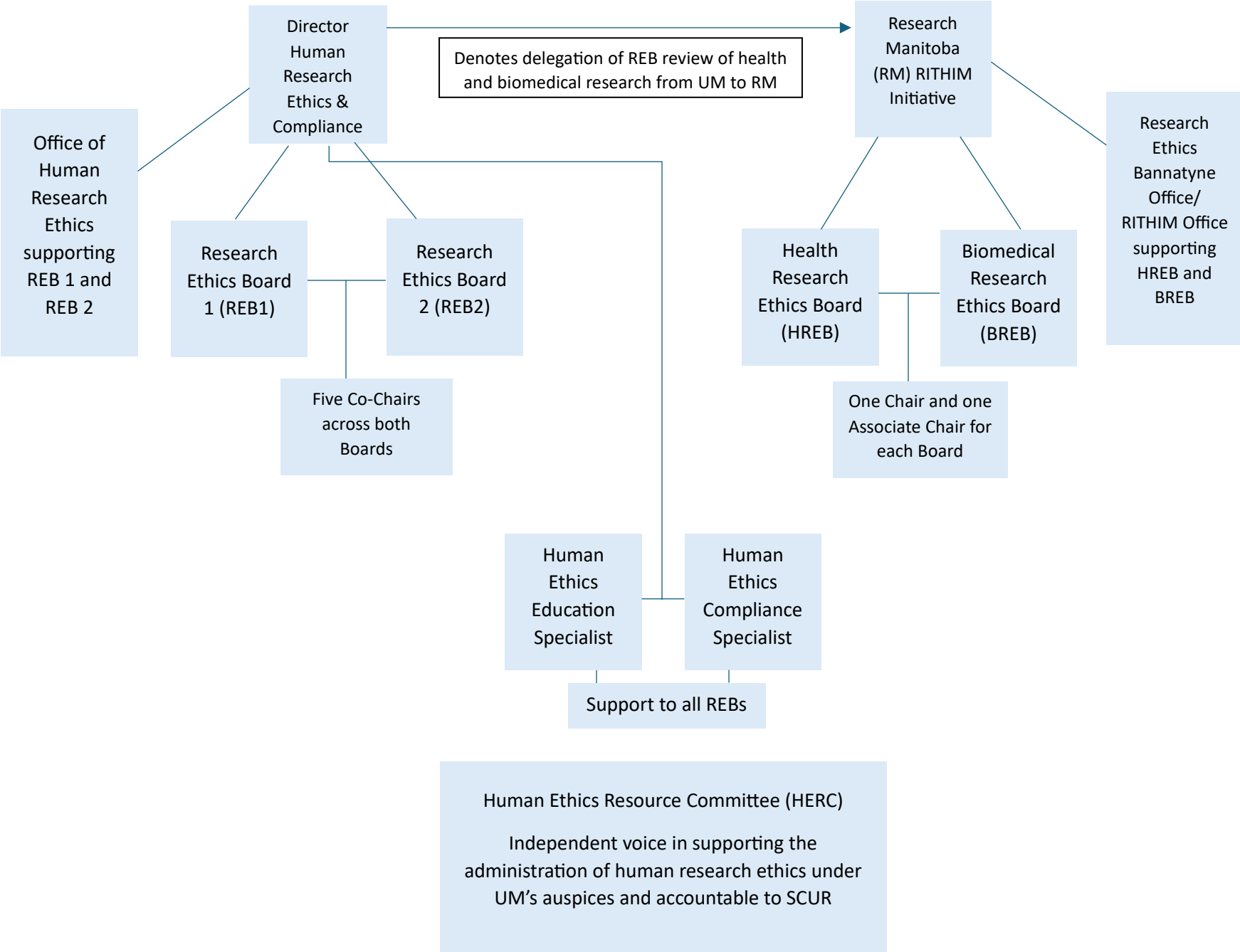
Voting members shall normally serve for a three (3) year term with the possibility of renewal for an additional term on the recommendation of the VPRI.

3. Terms of Reference

HERC is responsible for:

- Providing independent advice on the ethical conduct of Research involving human Participants at the request of a University-constituted REB Chair or the Director, Human Research Ethics and Compliance;
- Reviewing and providing advice and recommendations to Senate and the University Administration on amendments to the University's policies and/or procedures relating to human research ethics;
- Providing advice on the creation of Office of Human Research Ethics standard operating procedures at the request of the Director;
- Providing advice on the creation of human research ethics guidance documents and/or templates at the request of the Director; and
- Reporting annually to the SCUR on any matters involving human Research ethics, along with such recommendations as it considers appropriate.

Human Research Ethics



Alternative text description:

This chart illustrates the human research ethics structure at the University of Manitoba (UM).

The Director, Human Research Ethics and Compliance is responsible for administering human research ethics and compliance at UM.

There are currently four Research Ethics Boards (REBs) at UM: REB 1 and REB 2 serving researchers located at the Fort Garry campus and the Health and Biomedical REBs (HREB and BREB) serving researchers located on the Bannatyne campus.

REB 1 and REB 2 are supported by the Office of Human Research Ethics. Five Co-Chairs share in the chairing responsibilities across both REBs. HREB and BREB are supported by the Research Ethics Bannatyne Office. Each REB has its own Chair and BREB currently has an associate chair. The goal will be to have one Chair and one Associate Chair for each of HREB and BREB.

The Human Ethics Education Specialist provides education support to REBs and researchers including students. The Human Ethics Compliance Specialist audits studies approved by all REBs.

The Human Ethics Resource Committee (HERC) acts as an independent voice in supporting the administration of human research ethics under UM's auspices and accountable to SCUR.

The intention is to delegate REB review and approval of health and biomedical research to Research Manitoba through the RITHIM initiative. HREB and BREB will be supported by the RITHIM Office.

November 25, 2024

Report of the Senate Committee on University Research Re: Proposal to Establish a University of Manitoba Research Chair in Beef Cattle Economic Sustainability

Preamble:

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:

https://umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_University_Research_Terms_of_Reference.pdf

2. At its meeting on November 25, 2024, SCUR received for review, a proposal to establish a Research Chair in Beef Cattle Economic Sustainability

3. [The University of Manitoba Policy for Chairs and Professorships](#) specifies (section 2.14) “In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University’s research programs, the Senate Committee on University Research shall recommend to Senate.”

Observations:

1. Dr. Martin Scanlon, on behalf of the Faculty of Agricultural and Food Sciences, has submitted a proposal to establish a Research Chair in Beef Cattle Economic Sustainability. The Chair was endorsed by the Faculty of Agricultural and Food Sciences Council on October 30, 2024.
2. The UM Research Chair in Beef Cattle Economic Sustainability will be a North American leader in cutting-edge research, training, and extension to support a thriving and resilient beef cattle industry in Manitoba and beyond.
3. The Chair will be funded by a 10-year, \$1.5 million investment from the Beef Cattle Research Council (BCRC), approved in September 2024. This will be matched by \$700,000 over 10 years from Manitoba Agriculture (pending annual approval), \$300,000 from the Faculty’s Beef Cattle Trust, and \$500,000 from industry partners through Donor Relations.

Recommendation:

**The Senate Committee on University Research recommends THAT:
The University of Manitoba Research Chair in Beef Cattle Economic Sustainability be approved by Senate.**

Respectfully submitted,



B. Mario Pinto
Vice-President (Research and International)
Chair, Senate Committee on University
Research

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the Report to Senate.



Date: November 13, 2024

To: B. Mario Pinto, Vice-President (Research and International)

From: Diane Hiebert-Murphy, Provost and Vice-President (Academic)

Re: Proposal to establish a University of Manitoba Research Chair in Beef Cattle
Economic Sustainability

On behalf of the Faculty of Agricultural and Food Sciences, Dr. Martin Scanlon has submitted a proposal to establish a Research Chair in Beef Cattle Economic Sustainability within the Department of Animal Science. The proposed Chair position aligns with the priorities of the Department, Faculty, and the University. The Chair will lead cutting-edge research and training to support a thriving and resilient beef cattle industry in Manitoba and beyond while also fostering the economic sustainability of the beef sector.

The policy on Chairs and Professorships specifies that:

- (1) Chairs are established to advance the University's academic goals and objectives;
- (2) A Chair normally must, at its establishment, be fully funded from sources outside of the University's regular operating budget, and the funding must be sufficient to cover the full salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support;
- (3) Chairs must be funded by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by a combination of endowment and annual expendable gifts;
- (4) Chairs shall normally be attached to a department, faculty, school, college, centre or institute of the university, and the goals of the Chair shall be consistent with that unit;
- (5) The establishment of a Chair normally shall not be tied to the appointment of a particular individual;
- (6) Individuals appointed to Chairs normally shall have the academic qualifications commensurate with an appointment at the rank of Assistant Professor, Associate Professor, or Professor;
- (7) The initial term of the appointment of Chairs shall be 3 to 5 years, and if renewal is permitted, such renewal shall be subject to a successful performance review and the availability of funds; and
- (8) A Chair may be established jointly by the University and another university, an institution affiliated with the University (including teaching hospitals) or a

research institute, on terms jointly agreed to by the parties. In such cases, funds may be held either by the University or by the other party, or both

The proposed Chair position satisfies the above requirements. The Chair will be created from a 10-year \$1,500,000 investment by the Beef Cattle Research Council (BCRC), matched by \$700,000 over 10 years from Manitoba Agriculture (pending annual approval), \$300,000 from the Faculty's Beef Cattle Trust, and \$500,000 from industry partners through Donor Relations. In each of the 10 years that this investment will support the Chair program, the annual commitment of \$300,000 will be used to cover the salary and benefits of the Chair, salary and benefits of a Post-Doctoral Fellow or Research Associate, stipends of graduate and undergraduate students, materials and supplies, and knowledge dissemination. The Chair will be expected to seek additional support through national funding programs.

I support this proposal and request that you present it to the Senate Committee on University Research for consideration and recommendation to the Senate and, in turn, the Board of Governors.

If you have any questions or concerns, please do not hesitate to contact me.



MEMORANDUM

Date: October 31, 2024
To: Dr. Diane Hiebert-Murphy, Provost & Vice-President (Academic)
From: Dr. Martin Scanlon, Dean, Faculty of Agricultural and Food Sciences
Subject: **FAFS Research Chair in Beef Cattle Economic Sustainability**

Enclosed is a proposal outlining the establishment of a Research Chair in Beef Cattle Economic Sustainability in the Department of Animal Science in the Faculty of Agricultural and Food Sciences. I approve of the establishment of this Chair.

On October 7, 2024, UMFA members of the Department of Animal Science participated in an 18.B.2.1 meeting to discuss the establishment of this Research Chair. Members were fully in support of its establishment.

On October 30, 2024, members of the Faculty of Agricultural and Food Sciences Council voted unanimously in favour of approving the establishment of a Research Chair in Beef Cattle Economic Sustainability in the Department of Animal Science.

We request your approval so the proposal may advance to the Chair of the Senate Committee on University Research for review by the committee who meet on November 25, 2024, with agenda items due by November 8, 2024.

PROPOSAL TO ESTABLISH THE RESEARCH CHAIR IN BEEF CATTLE ECONOMIC SUSTAINABILITY AT THE UNIVERSITY OF MANITOBA

EXECUTIVE SUMMARY

Consistent with the University of Manitoba Chairs and Professorships Policy/Chairs and Professorships Procedure (effective: Jan 27, 2009; revised: November 25, 2014), the Faculty of Agricultural and Food Sciences is presenting this proposal to seek approval for the establishment of a Research Chair in Beef Cattle Economic Sustainability. The Chair will be appointed in the Department of Animal Science for a duration of ten years with their annual time allocation consisting of research (55%), service (including community engagement; 25%), and teaching (20%). UMFA members of the Department of Animal Science have approved the establishment of the Chair through an 18.B.2.1 meeting on October 06, 2024. The University of Manitoba affirms its support for the academic freedom of the incumbent professor, as required for all Chairs and Professorships. The incumbent will acknowledge that they hold the Chair at the University of Manitoba in all publications, lectures, and other activities supported by the fund.

TYPE OF APPOINTMENT: Chair

NAME OF THE CHAIR: The University of Manitoba Research Chair in Beef Cattle Economic Sustainability

PURPOSE AND OBJECTIVES OF THE CHAIR

According to the Canadian Roundtable for Sustainable Beef (CRSB) only 27.1% of cattle ranching and farming businesses were profitable in 2020, compared to 53% of all businesses in the agriculture, forestry, fishing and hunting sectors in the same year. Further, increased and more volatile input markets and increased land prices have resulted in greater financial risk for cattle producers across the beef sector. Climate change, including increased risk of drought and flooding, has further threatened feed supplies. These challenges are heightened due to inequities in producer share of business risk management tools like Livestock Price Insurance and Forage and Pasture Insurance when compared to Crop Insurance. In addition, lack of labour availability has created increased workload levels with potential negative repercussions, particularly for cow-calf producers who are most vulnerable, given lower incomes. Consequently, economic barriers limit the ability and/or willingness to take on the risk to adopt and implement new technologies and management practices on-farm, including those that will reduce the environmental footprint of the sector. This is especially true if there is a lack of strong, supporting evidence that implementation or adoption of BMPs with positive environmental outcomes will also yield increases in profitability. In addition, it is imperative to work with government staff to identify programs and policies to support those BMP's which simultaneously enhance both the economic and environmental sustainability of cow-calf operations in Canada.

The UM Research Chair in Beef Cattle Economic Sustainability will be a North American leader in cutting-edge research, training, and extension to support a thriving and resilient beef cattle

industry in Manitoba and beyond. To improve the economic sustainability of the beef sector, there is a growing and urgent need to improve our understanding of:

- i) the sources of variation in beef operation returns and risk management and the value of emerging technology and management innovations;
- ii) risk mitigation strategies used by adopters and non-adopters of management practices related to increased productivity, profitability, and environmental sustainability (including costs of GHG emission regulations, and benefits of EGS payments related to land and water use, and biodiversity);
- iii) the motivation for adoption of other decision-making tools including development of risk management, business and farm family transition plans to ensure long-term farm and sector viability;
- iv) willingness to be involved in industry governance, industry promotion, and consumer awareness - all of which are also essential for the future of the sector.

RELATIONSHIP OF THE GOALS OF THE CHAIR TO THOSE OF THE PROPOSING UNIT

The Chair will hold an Assistant or Associate Professor Rank in the Department of Animal Science, Faculty of Agricultural and Food Sciences (FAFS). The University of Manitoba is home to some of Canada's most highly cited and active innovators in livestock research with over 20 faculty members conducting research on sustainable livestock production, crop-livestock integration, animal protein, and animal welfare. Our contributions relating to the circular bio-economy (how livestock plays a key role in improving overall efficiency and sustainability of food production), as well as the environmental footprint of Canadian livestock production, are highly sought after by the sector and the scientific community. We bring together diverse fields of expertise through the National Centre for Livestock and the Environment (NCLE), a unique community that focuses on environmentally sustainable livestock production systems to inform producers, government, and the public regarding strategies for improved sustainability. We have strengthened and built new partnerships through collaborative research and training programs.

The addition of a Beef Cattle Chair in Economic Sustainability would complement existing programs in FAFS by addressing the economic impact associated with proposed changes in management at the landscape level. Our success in beef and forage research has been possible through continued investment in equipment and training infrastructure, which includes a beef feedlot and several recently established grazing sites, which are outfitted with state-of-the-art equipment to examine productivity and sustainability of these systems. These facilities, along with 400 hectares of forage land are located at the Glenlea Research Station, located 20km south of the University of Manitoba's Fort Garry Campus. The Station also includes a feed processing facility, bio-products processing and manure composting facilities, and the Bruce D. Campbell Farm and Food Discovery Centre, a one-of-a kind hands-on interpretive learning facility which is open to the general public and students of all ages to explore how their food is grown, processed and marketed in Canada.

The Chair will ensure the University remains a recognized leader in livestock productions system, supporting each of the four pillars identified in the Faculty's 2022-2027 Strategic Research Plan: promoting sustainable, resilient, fair, diverse & healthy, and technologically advanced agri-food

systems. The FAFS is actively working with Manitoba Agriculture to highlight research efforts by dedicating a significant portion of a provincial enabling grant to foster knowledge translation and mobilization activities. Together, we recently founded the MAKE – Manitoba Agriculture and Food Knowledge Exchange – knowledge translation platform at www.MAKEmanitoba.ca to share how our research is shaping agriculture and food production, through content in lay and social media formats with producers and consumers. It is expected that the Chair will play a significant role in knowledge exchange through such initiatives, particularly as it applies to economic sustainability of beef cattle production.

The FAFS is strongly committed to engagement with Indigenous communities – where we listen to Indigenous knowledge (particularly residing with Indigenous knowledge holders and elders), where we empower and support Indigenous perspectives, and where we enter into a new knowledge-sharing relationship with Indigenous people. The chair program in Beef Cattle Economic Sustainability will build on significant partnerships fostered through FAFS and Indigenous communities in our region. Many Indigenous communities are examining strategies to improve food security on their marginal land, including incorporation of cattle and bison, the latter of which has cultural significance. Indigenous worldviews, knowledge systems, teachings, values, and oral traditions around environmental sustainability and arable land usage will inform the training, research, and knowledge translation activities of the program. The Chair may elect to seek advice from Indigenous scholars within the Faculty and will draw and build upon the Faculty’s ongoing relationships and engagements with Indigenous communities and Elders, and youth.

METHOD BY WHICH THE CHAIR WILL BE FUNDED

The Chair will be created from a 10-year \$1,500,000 investment by the Beef Cattle Research Council (BCRC), which approved funding through their research chair program in September 2024. These funds will be matched by \$700,000 over 10 years from Manitoba Agriculture (pending annual approval), \$300,000 from the Faculty’s Beef Cattle Trust, and \$500,000 from industry partners through Donor Relations. In each of the 10 years that this investment will support the Chair program, the annual commitment of \$300,000 will be used to cover the salary and benefits of the Chair, salary and benefits of a Post-Doctoral Fellow or Research Associate, stipends of graduate and undergraduate students, materials and supplies, and knowledge dissemination. The Chair will be expected to leverage the investment by seeking additional support through national funding programs (i.e. NSERC Alliance, NSERC Discovery, Mitacs) and provincial funding programs (i.e. Sustainable Canadian Agricultural Partnership).

GENERAL AND SPECIFIC REQUIRED ACADEMIC QUALIFICATIONS FOR CHAIR CANDIDATES

The UM Research Chair in Beef Cattle Economic Sustainability shall have the following preferred qualifications:

- A PhD in animal science, agricultural economics, or related fields;
- Academic qualifications commensurate with an appointment at the rank of Assistant or Associate Professor;
- Demonstrate the capacity to lead an externally-funded research program in livestock production economics with a strong knowledge-translation component.;
- Experience in industry consultation and engagement;

- An ability to train highly qualified personnel, undergraduate and graduate students on subject matters related to beef cattle production economics;
- A strong proponent of Equity, Diversity and Inclusion (EDI) as it applies to high quality research output, student training and collegiality.

TERM OF THE APPOINTMENT

The UM Research Chair in Beef Cattle Economic Sustainability will be conferred for a 10-year term with an interim review after 5-years. If the Chair position is vacated before the 10-year term is complete, the position will be refilled. The Department Head will be responsible for initiating and coordinating a timely re-appointment process. Upon completion of the Research Chair program, the Faculty of Agricultural and Food Sciences will continue to fund the salary and benefits associated with the position, without the position being designated as a Chair.

An academic search will be conducted to appoint the UM Research Chair in Beef Cattle Economic Sustainability. The proposed Selection Committee shall include:

- Chair and non-voting member: Department Head of Animal Science, Faculty of Agricultural and Food Sciences (appointed by the Dean)
- Voting members:
 - Three faculty members (selected from a list of five (5) faculty members nominated by the Animal Science Departmental Council, and appointed by the Dean)*
 - One external member from BCRC appointed by the Dean
 - One (1) graduate student nominated by the Animal Science Departmental Council

**The UM-UMFA Collective Agreement article 18.B.2.2.6 stipulates that: "There shall be at least two (2) persons of each gender on the committee wherever possible although there shall always be at least one (1) person of each gender. This shall be exclusive of any student participation."*

The Chair will consult annually with an Advisory Committee consisting of the Department Head of Animal Science, academic experts from the University of Manitoba, and representatives from key sector stakeholders (BCRC, Manitoba Beef Producers, Manitoba Beef and Forage Initiatives, and Manitoba Agriculture). The Advisory Committee will help facilitate the knowledge translation activities of the Chair's Program with sector stakeholders, as outlined in the Canadian Beef Research and Technology Transfer Strategy.

OTHER PROVISIONS UNIQUE TO THE CHAIR

- 1) The selection and appointment of an individual to the proposed Chair, and the duties and responsibilities of the Chair, will be in accordance with the University Policy and Procedure on Chairs and Professorships.
- 2) In accordance with University Policy, the annual performance of the appointed Chair will be reviewed by the Department Head of Animal Science in a similar manner as for other faculty

members, but with the distribution of work duties being research (55%), service (including community engagement) (25%), and teaching (20%).

- 3) The Chair will acknowledge in research publications and communications that they hold the UM Research Chair in Beef Cattle Economic Sustainability.
- 4) During the first year of the appointment, the Chair will give a public lecture, which will be coordinated by the Department of Animal Science.

November 25, 2024

Report of the Senate Committee on University Research Re: Proposal to Revise The Terms of Reference for the Manitoba Strategic Research Chair in Sustainable Protein

Preamble:

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:

https://umanitoba.ca/governance/sites/governance/files/2021-09/Senate_Committee_on_University_Research_Terms_of_Reference.pdf

2. At its meeting on November 25, 2024, SCUR received for review, a proposal to revise the ToR for the Senate approved Manitoba Strategic Research Chair in Sustainable Protein.

3. [The University of Manitoba Policy for Chairs and Professorships](#) specifies (section 2.14) “In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University’s research programs, the Senate Committee on University Research shall recommend to Senate.”

Observations:

1. Dr. Martin Scanlon, on behalf of the Faculty of Agricultural and Food Sciences, has submitted a proposal to revise the terms of reference for the Manitoba Strategic Research Chair in Sustainable Protein.
2. On November 29th, 2024, the Faculty of Agricultural and Food Sciences’ Council approved by electronic vote adoption of the revisions to the original proposal approved by the Senate Committee on University Research on May 18, 2022.
3. Dr. James House was appointed to the Manitoba Strategic Research Chair in Sustainable Protein, but he passed away on September 10, 2024. A revised version of the proposal, submitted to the Senate Committee on University Research, is enclosed, with changes marked in track changes. The revisions expand the eligibility for the Chair position to include both Associate professors and professors.

Recommendation:

**The Senate Committee on University Research recommends THAT:
The Revisions to the Terms of Reference for the Manitoba Strategic
Research Chair in Sustainable Protein be approved by Senate.**

Respectfully submitted,



B. Mario Pinto
Vice-President (Research and International)
Chair, Senate Committee on University Research

Comments of the Senate Executive Committee:
The Senate Executive Committee Endorses the
Report to Senate.



Date: November 29, 2024

To: Mario Pinto, Vice-President (Research and International) and Chair, Senate Committee on University Research

From: Martin Scanlon, Dean, Faculty of Agricultural and Food Sciences

Copy: Mariam Abdelmessiah, Executive Assistant, Office of the VP (Research and International)

Subject: **Revisions to the Manitoba Strategic Research Chair in Sustainable Protein Proposal**

On Friday November 29th, 2024, the Faculty of Agricultural and Food Sciences' Council approved by electronic vote adoption of the following revisions to the original proposal approved by the Senate Committee on University Research on May 18, 2022:

- Revisions to broaden the eligibility of candidates for the Chair position to include Associate Professors as well as those at the rank of Professor.
- A statement that the University of Manitoba be acknowledged in all activities associated with chairs and professorships.
- A statement that affirms the University support for the academic freedom of the incumbent Chair.
- A statement on the Chair's commitment to engagement with Indigenous communities



Date: November 18, 2024

To: B. Mario Pinto, Vice-President (Research and International)

From: Diane Hiebert-Murphy, Provost and Vice-President (Academic)

Re: Revisions to the Terms of Reference for the Manitoba Strategic Research Chair in Sustainable Protein

On behalf of the Faculty of Agricultural and Food Sciences, Dr. Martin Scanlon has submitted a revision to the terms of reference for the Manitoba Strategic Research Chair in Sustainable Protein within the Department of Food and Human Nutritional Sciences. The revisions broaden the eligibility of candidates for the Chair position.

On May 18, 2022, the Senate recommended that the Board of Governors approve the report from the Senate Committee on University Research regarding a proposal to establish the Manitoba Strategic Research Chair in Sustainable Protein within the Faculty of Agricultural and Food Sciences. Dr. James House was appointed to the position. Unfortunately, Dr. House passed away on September 10, 2024. The revised proposal suggests expanding eligibility for the Chair position to include Associate Professors and Professors.

Specifically, the following additions have been made:

- “The Chair will hold the rank of Professor or Associate Professor in the Department of Food and Human Nutritional Sciences...”
- “The FAFS is strongly committed to engagement with Indigenous communities – where we listen to Indigenous knowledge (particularly residing with Indigenous knowledge holders and elders), where we empower and support Indigenous perspectives, and where we enter into a new knowledge-sharing relationship with Indigenous people. The Manitoba Strategic Research Chair in Sustainable Protein program will build on significant partnerships fostered through FAFS, Indigenous communities and Metis-owned companies with interests in adding value to protein resources. Our Faculty’s Indigenous scholars will provide guidance to the Chair to ensure the inclusion of Indigenous worldviews, knowledge systems, teachings, values, and oral traditions around environmental sustainability and arable land usage within the training, research, and knowledge translation activities of the program.”
- “Academic qualifications commensurate with an appointment at the rank of Professor or Associate Professor.”
- Both quantitative and qualitative measurements will be used in *advising on* the activities of the Chair’s program on an annual basis

I support the proposed revisions to the terms of the Chair and request that you present it to the Senate Committee on University Research for consideration and recommendation to the Senate and, in turn, the Board of Governors.

If you have any questions or concerns, please do not hesitate to contact me.



Date: November 13, 2024
To: Dr Mario Pinto, Vice-President (Research & International)
From: Dr. M. Scanlon, Dean, Faculty of Agricultural and Food Sciences *Marti Scanlon*
Subject: **Revisions to the Senate-approved Manitoba Strategic Research Chair in Sustainable Protein**

On May 18, 2022, Senate recommended that the Board of Governors approve the Report of the Senate Committee on University Research concerning a proposal to establish the Manitoba Strategic Research Chair in Sustainable Protein, in the Faculty of Agricultural and Food Sciences. Subsequently, Dr James House was appointed to the position.

Dr House passed away on 10 September, 2024.

Enclosed is a slightly revised version of the proposal submitted to the Senate Committee on University Research for the Manitoba Strategic Research Chair in Sustainable Protein. The revisions have been marked in track changes. The revisions broaden the eligibility of candidates for the Chair position to include Associate Professors as well as those at the rank of Professor.

We seek to conduct a search to reappoint a Chair as soon as possible.

As per the e-mail of 12 November, 2024, from the Provost approving the submission of these revisions to you, I am directing the revised proposal to the Chair of the Senate Committee on University Research for review by the committee who meet on November 25, 2024.

cc: Dr. D. Hiebert-Murphy, Provost and Vice-President (Academic)

PROPOSAL TO ESTABLISH THE MANITOBA STRATEGIC RESEARCH CHAIR IN SUSTAINABLE PROTEIN AT THE UNIVERSITY OF MANITOBA

EXECUTIVE SUMMARY

Consistent with the University of Manitoba Chairs and Professorships Policy/Chairs and Professorships Procedure (effective: Jan 27, 2009; revised: November 25, 2014), the Faculty of Agricultural and Food Sciences is presenting this proposal to seek approval for the establishment of the Manitoba Strategic Research Chair in Sustainable Protein. The Manitoba Strategic Research Chair in Sustainable Protein will be appointed in the Department of Food and Human Nutritional Sciences for a duration of six years with their annual time allocation consisting of research (55%), community engagement (25%), and teaching (20%). The University of Manitoba affirms its support for the academic freedom of the incumbent professor, as required for all Chairs and Professorships. The incumbent will acknowledge that they hold the Chair at the University of Manitoba in all publications, lectures, and other activities supported by the fund.

TYPE OF APPOINTMENT: Chair

NAME OF THE CHAIR: The Manitoba Strategic Research Chair in Sustainable Protein

PURPOSE AND OBJECTIVES OF THE CHAIR

The Manitoba Strategic Research Chair in Sustainable Protein will be a leader who delivers excellence in scholarship, innovation and knowledge translation in the area of sustainable protein. The Chair will allow the Department of Food and Human Nutritional Sciences and the Faculty of Agricultural and Food Sciences to:

- Lead and facilitate original research in sustainable protein innovation in alignment with the Manitoba Protein Advantage Strategy under four main themes:
 - Climate resiliency of protein food systems
 - Novel protein product development and processing
 - Digital agricultural and food systems
 - Management and utilization of waste, water, by-products and co-products
- Strengthen collaboration within Manitoba's robust protein research ecosystem and guide programming to advance the Manitoba Protein Research Strategy.
- Foster synergies between industry, academia, government and non-profits through networking opportunities and digital tools through the development of a Sustainable Protein Research Network.
- Collaborate with global experts and institutions to advance common strategic priorities in sustainable protein research and innovation.

RELATIONSHIP OF THE GOALS OF THE CHAIR TO THOSE OF THE PROPOSING UNIT

The Chair will hold the rank of Professor ~~Rank~~ or Associate Professor in the Department of Food and Human Nutritional Sciences, Faculty of Agricultural and Food Sciences (FAFS). FAFS is investing heavily in research and development of new foods, with a particular interest in protein.

Manitoba is one of the largest producers of pulses and oilseeds in Canada, however most of these protein-rich crops are exported for bulk commodity prices without undergoing any value-added processing within Canada. Accordingly, the Canadian government committed \$153 million in 2019 to accelerate protein innovation through the Protein Industries Canada Supercluster, with industry supplying matching funds. The University of Manitoba is a key participant in this Supercluster, which in conjunction with the US-Canada Protein Highway Initiative, aims to increase Canadian and North American protein production to meet expanding global protein ingredient demand. Major federal and provincial investments made in FAFS research and training initiatives in areas related to food protein innovations include: (i) three new Canada Research Chairs that complement the proposed Chair (*Tier 1 CRC in Grain-Based Functional Foods, Tier 1 CRC in Bioactive Peptides, and Tier 2 CRC in Food Protein Processing and Bioproducts*), (ii) the NSERC CREATE funded *Canadian Agri-food Protein Training, Utilization, and Research Enhancement* (CAPTURE) training program (co-led with University of Saskatchewan) that combines technical scientific coursework with professional opportunities to ensure graduates are prepared to enter the growing plant protein market, and (iii) \$100,000 to lead the Manitoba Protein Research Strategy, which recently provided (March 2022) a comprehensive research plan that forms the blueprint for the province's ultimate success in this burgeoning market segment. FAFS faculty collaborate closely with protein industry stakeholders at the Richardson Centre for Food Technology and Research (formerly RCFFN) and the Canadian Centre for Agri-Food Research in Health & Medicine (CCARM).

The Research Chair in Sustainable Protein will ensure the University remains a leader in food and nutrition research, supporting each of the four priorities identified in the Faculty's 2016-2021 Strategic Research Plan: Safe, Nutritious and Healthy Food; Sustainable Crop and Livestock Production Systems; Sustainable and Healthy Bioproducts and Biomaterials; and Land and Water Resources Management. The Faculty's new research plan (2022-2027) will include an even greater focus on food innovation and sustainable protein production. The Faculty is actively working with Manitoba Agriculture to highlight our protein research efforts by launching a protein research website and dedicating a significant portion of a provincial enabling grant to foster knowledge translation activities specific to the priority area of *Sustainable Plant and Animal Protein*. FAFS recently founded the MAKE – Manitoba Agriculture and Food Knowledge Exchange – knowledge translation platform at www.MAKEmanitoba.ca to share how FAFS research is shaping agriculture and food production, through content in lay and social media formats with producers and consumers. It is expected that the Chair will play a significant role in knowledge exchange through such initiatives, in particular, as it applies to sustainable protein innovation.

The FAFS is strongly committed to engagement with Indigenous communities – where we listen to Indigenous knowledge (particularly residing with Indigenous knowledge holders and elders), where we empower and support Indigenous perspectives, and where we enter into a new knowledge-sharing relationship with Indigenous people. The chair program in Sustainable Protein will build on significant partnerships fostered through FAFS and Indigenous communities in our region. Many Indigenous communities are examining strategies to improve food security on their marginal land, including incorporation of cattle and bison, the latter of which has cultural significance. Indigenous worldviews, knowledge systems, teachings, values, and oral traditions around environmental sustainability and arable land usage will inform the

training, research, and knowledge translation activities of the program. The Chair may elect to seek advice from Indigenous scholars within the Faculty and will draw and build upon the Faculty's ongoing relationships and engagements with Indigenous communities and Elders, and youth.

METHOD BY WHICH THE CHAIR WILL BE FUNDED

The Chair will be created from a \$1,500,000 investment by Manitoba Agriculture to establish a research chair to advance the Manitoba Protein Advantage strategy and bridge the gap between Manitoba's research and protein processing sectors. In each of the six years that this investment will support the Chair, the annual commitment of \$250,000 will be used to cover research expenses, such as salary and benefits of a Research Associate, post-doctoral and student stipends, materials and supplies, organization of an annual symposium, travel and conference sponsorships. The Chair will be expected to leverage at least a portion of the Manitoba Agriculture investment by seeking additional or matching support through national funding programs (i.e. NSERC Alliance, Mitacs) and from industry stakeholders.

GENERAL AND SPECIFIC REQUIRED ACADEMIC QUALIFICATIONS FOR CHAIR CANDIDATES

The Manitoba Strategic Research Chair in Sustainable Protein shall have the following preferred qualifications:

- Academic qualifications commensurate with an appointment at the rank of Professor or Associate Professor.
- A proven track record to lead an externally-funded research program in plant and animal protein innovation with a strong knowledge-translation component.
- A proven track record of protein industry consultation and engagement.
- An ability to train highly qualified personnel, undergraduate and graduate students on subject matters related to sustainable protein research and innovation.
- An Ally of Equity, Diversity, Inclusion, and Accessibility (EDIA) as it applies to high quality research output, student training and collegiality.
- A PhD in food science, nutritional sciences, or related fields.

TERM OF THE APPOINTMENT

The Manitoba Strategic Research Chair in Sustainable Protein will be conferred for a six-year term with required annual reporting to Manitoba Agriculture. If the Chair position is vacated before the six-year term is complete, the position will be refilled. Upon completion of the term, the sponsors will be consulted to assess potential support for an additional term. If appointment renewal is supported, the Department head will be responsible for initiating and coordinating a timely reappointment review process.

An internal search will be conducted to appoint the Manitoba Strategic Research Chair in Sustainable Protein. The proposed selection committee shall include:

- Chair and non-voting member: Associate Dean Research, Faculty of Agricultural and Food Sciences (appointed by the Dean)
- voting members:
 - One (1) Head, Department of Food and Human Nutritional Sciences appointed by the Dean

- Three faculty members (selected from a list of five (5) faculty members nominated by the Food and Human Nutritional Departmental Council, and appointed by the Dean)*
- One (1) graduate student nominated by the Department of Food and Human Nutritional Sciences Department Council

**The UM-UMFA Collective Agreement article 18.B.2.2.6 stipulates that: “There shall be at least two (2) persons of each gender on the committee wherever possible although there shall always be at least one (1) person of each gender, exclusive of any student participation.” We will adhere to this article that refers “each gender” to mean a man or woman; however, there are other gender identities that are not stipulated.*

The Chair’s program shall be reviewed and its strategic direction be approved annually by a proposed Advisory Committee consisting of the Faculty’s Associate Dean Research, representatives from the Department of Food and Human Nutritional Sciences, and a representative from Manitoba Agriculture. Both quantitative and qualitative measurements will be used in evaluating-advising on the activities of the Chair’s program on an annual basis, for example: the number and impact of research publications and extension activities and communications; the extent to which protein industry stakeholders directly or indirectly interacted with the Chair program, and their satisfaction in this interaction; the extent to which Chair activities fostered synergies between industry, academia, government, and non-profits through the Sustainable Protein Research Network; the number and diversity of students trained under the Chair, and their employment and career progress following graduation; the value of new research grants and contracts obtained by the Chair as a lead, co-applicant or collaborator; the extent to which the Chair has integrated EDIA practices in their program.

Upon completion of Manitoba Agriculture’s investment, the Faculty of Agricultural and Food Sciences will continue to fund the salary and benefits associated with the position, without the position being classified as a Chair.

OTHER PROVISIONS UNIQUE TO THE CHAIR

- 1) The selection and appointment of an individual to the proposed Chair, and the duties and responsibilities of the Chair, will be in accordance with the University Policy and Procedure on Chairs and Professorships.
- 2) In accordance with University Policy, the annual performance of the appointed Chair will also be reviewed by the Department Head of Food and Human Nutritional Sciences in a similar manner as for other faculty members, but with the distribution of work duties being research (55%), community engagement (25%), and teaching (20%).
- 3) The Chair will acknowledge in research publications and communications that they hold the Manitoba Strategic Research Chair in Sustainable Protein.
- 4) During the first year of the appointment, the Chair will give a public lecture, which will be coordinated by the Department Head of Food and Human Nutritional Sciences.