ARTS FACULTY COUNCIL  
WEDNESDAY FEBRUARY 12, 2014  
306 TIER  
2:30 PM TO 4:30 PM  

SHORT VIDEO DEMONSTRATION ON THE USE OF THE AUTOMATED EXTERNAL DEFIBRILLATORS (Now located on the main floor of Fletcher Argue Building by the ATM machine)  

AGENDA  

1. Adoption of the Agenda for approval  
2. Minutes of the December 12, 2013 for approval  
3. Business Arising from the Minutes for information  
   3.1 Strategic Resource Plan update  
4. New Business for information  
   4.1 Arts Course and Program Approval Committee Report  
   4.2 Faculty of Arts Policy on Academic Accountability for discussion in advance of submission to the April Faculty Council meeting for approval  
   4.3 UMFA Performance Evaluations (Attachment) for advice  
      This document establishes performance evaluation procedures pursuant to Article 35 of the UM-UMFA Collective Agreement.  
   4.4 Faculty of Arts Teaching Responsibility Guidelines for advice  
   4.5 Equity Diversity & Human Rights Committee Terms of Reference for approval  
5. Report of the Dean and the Associate Deans’ Reports  
   6.1 Dean’s Report  
   6.2 Associate Deans’ Reports  
6. Question Period Questions must be submitted by 10:00 a.m. February 11, 2014  
7. Adjournment  

Please forward REGRETS ONLY to Janice Gripp, Secretary to Arts Faculty Council by phone at 8439 or email at janice.gripp@umanitoba.ca.
Minutes


1. Adoption of the Agenda

MOTION: That the agenda be adopted as circulated. (M. Morry)  
CARRIED

2. Minutes from the Previous Meeting

MOTION: That the minutes of October 9, 2013 be approved as circulated. (M. Morry)  
CARRIED

3. Business arising from the minutes

L. Wilkinson advised that the Arts policy on the awarding of degrees posthumously was not put forward for Senate approval by the Senate Committee on Instruction and Evaluation (SCIE). SCIE advised that a new University wide policy was being developed and would be presented to Senate for approval sometime in the future.

4. New Business

4.1 Report of the Arts Academic Regulations Policy Committee

MOTION: That the report be approved as submitted to Faculty Council (A. Osborne)

Dr. Osborne explained that contained in the report were the motions within the report to approve. They are:

a) Proposal to revise the admission requirements for the Bachelor of Arts Integrated Studies Degree Program (BAIS). A. Osborne noted that the BAIS Admission Committee has reviewed the performance of the students enrolled in BAIS and have reported that the students are doing extremely well. As a result the committee is recommending removal of some of the enrollment requirements to simplify the process. There were no questions.

CARRIED
b) Proposal to remove Music courses from being designated as Arts Courses To Establish a Faculty of Arts Policy on Awarding of Degrees Posthumously -
A. Osborne explained that the committee recommends removing Music courses from the 24 required courses (or 36 for the Advanced Degree) required for an Arts degree. Currently students can complete the required 24 hours (or 36 for the Advanced degree) with courses from Music, Math and certain Art History courses. Music courses will no longer count as courses taken in Arts and no longer satisfy the humanities requirement. L. Wilkinson noted that these changes were made based on decisions that Music made without our consent.

CARRIED

c) Proposal from the Department of Psychology to modify the entrance and continuation requirements for an Honours Degree in Psychology — A. Osborne explained that the proposed changes would bring the department in line with other Psychology departments across Canada. This change was also recommended in the last undergraduate review.

CARRIED

4.2 Institute for Geopolitical Economy proposal

MOTION: To recommend the proposal for an Institute for Geopolitical Economy

R. Desai spoke to the proposal. She noted that the numerous letters of support indicate it is an idea that it is well received. She feels the centre will be an excellent hub for the university and for likeminded academics and researchers around the world.

H. Heller added that he credits the excellence of his work to R. Desai’s depth of knowledge and the incredible collaborations she is capable of. He noted she has contacts all over the world. He feels the proposed centre would raise the profile of the faculty and University as well as increase collaborative work at the University of Manitoba.

G. Monks asked what relationship the centre would have with the Global Political Economy program. R. Desai said she would involve members of the program in the institute and she hopes the relationship would be a close one.

A. Young asked if all the potential members listed in the proposal have been contacted. R. Desai was advised that she did not need to contact them at this stage, however she has spoken to about 95% of them.

A. Young noted she is not convinced of the accuracy of the budget. She feels the funds should be secured first prior to putting forward a proposal for an institute. She feels this is a rather large project with flimsy funding.

R. Desai explained that obtaining funding for a Centre that does not yet exist is difficult. She feels that once the Centre is established she will be able to secure the funding and various projects. She added she would like to see the institute completely externally funded.

CARRIED
4.3 Support Staff Senator

*Motion*: To approve the nomination of Shawn Jordan as the Support Staff Senator *(J.C. Lussier)*

Dean Taylor called for any further nomination. There were none. Dean Taylor declared Shawn Jordan acclaimed as support staff Senator.

4.4 2014-15 Arts Budget

Dean Taylor provided an update on the current resource planning for 2014/2015. He noted that Faculties are being asked to address a 5% budget cut for the upcoming year and an additional 5% cut in the 2015-2016 budget year. Dean Taylor explained that 99.3% of the Arts budget is allocated to salaries and benefits. In previous years, money retained by the Faculty for reduced appointments was used to fund sessional teaching and other various projects. However with the change to the UMFA Collective Agreement that pool of money could dry up very quickly. Other than funds retained from not filling vacant positions, there is very little room for reduction to the budget without dipping into the support staff and UMFA salary lines.

Dean Taylor noted he has met with the Provost once and is meeting with her again today following the meeting of Faculty Council. He has been expressing to her that Arts has suffered disproportionately over the last 10 years. He feels that the focus does tend to be on the professional faculties and that our position in a medical doctoral university needs to be promoted. Arts will have to work at establishing the value of an Arts education.

5. Closed Session

Dean Taylor asked any visitors to leave the room.

*Motion* to move to closed session *(G. Monks)*  *Carried*

Dean Taylor noted that a Professor Emeritus nomination was being recommended to the Chancellor’s Committee for review and recommendation to the Board of Governors. Dean Taylor asked G. Monks to speak to the Professor Emeritus nomination. A private ballot was passed out to members for voting purposes. The ballots were collected and it was noted that an email would follow the meeting indicating the outcome of the vote.

6. Report of the Dean and Associate Deans

Dean Taylor noted that the Arts Strategic Planning Steering Committee has met this week. The committee will begin working on the implementation plan for the strategic plan previously approved by Faculty Council. The committee has identified several areas that they will now develop timelines on. He hopes to have more to report in February.
He also noted the University is renewing its strategic planning framework. He anticipates a formal announcement in January and the President striking a committee to begin the process.

M. Gabbert asked a question regarding the process of faculty member's annual activity reports. He noted that the process now states that the activity reports will be discussed with the Dean prior to the Head sending out their response to the report. He feels this is a change to the Article 35 process and that it should have been brought forward to Faculty Council for discussion.

Dean Taylor disagreed, noting there is nothing in the Article 35 process that prohibits these sorts of discussions.

M. Gabbert disagreed. Dean Taylor thanked him for his opinion.

Dean Taylor asked that Greg Smith please step in the chair the remainder of the meeting as he had another meeting to attend.

Greg Smith asked each of the Associate Deans present if they had anything further to add to their submitted written activity report.

L. Wilkinson noted new disciplinary letters are now online. She also asked that any recruiting by College Painters be reported to the Dean's Office. Lastly she reminded the Council that applications for the Teaching Innovation Fund are due January 15th.

J. Leboe-Mcgowan noted the deadline for application for the Emerging Leaders Awards is January 10th and encouraged faculty members to please nominate student leaders in their areas. He would like to see Arts well represented. He also asked that faculty members think about working with an undergraduate student and apply for an undergraduate student research award.

8. **Question period** – no questions were received.

9. **Adjourned** at 4:00 p.m.
DATE: January 17, 2014

TO: Janice Gripp, Secretary, Arts Executive Committee and Arts Faculty Council

FROM: G. Smith, Chair, Course and Program Approvals Committee, Faculty of Arts

SUBJECT: Report of the Faculty of Arts Course and Program Approval Committee
[C.P.A.C. Motions - January 16, 2014]

The motions listed below were approved by the Course and Program Approvals Committee at its meeting of Thursday, January 16th, 2014. Would you arrange to have them placed on the agenda for consideration at the next meeting of the Arts Executive. “New” courses have been underscored.

C.P.A.C. Ref. DEPARTMENT/PROGRAM

MOTION

2a-14 Political Studies (Graduate Courses/Programs)

That the proposal to delete:

POLS 7720 Comparative Politics Cr. Hrs. 6

and to introduce:

POLS 7230 Comparative Politics of Advanced Industrial States Cr. Hrs. 3

for a net change in credit hours of -3 hours, be approved.

2b-14 Psychology (Graduate Courses/Programs)

That the proposal to modify:

PSYC 7420 Multivariate Methods in Psychology Cr. Hrs. 3

for a net change in credit hours of + 0 hours, be approved.
2c-14 Sociology (Graduate Courses/Programs)

That the proposal to delete:
SOC 7360 Advanced Reading and Research 2 Cr. Hrs. 3

and to modify:
SOC 7350 Advanced Reading and Research 1 Cr. Hrs. 3
SOC 7400 Advanced Quantitative Research Methods Cr. Hrs. 3

for a net change in credit hours of -3 hours, be approved.

3a-14 Canadian Studies (Undergraduate Courses/Programs)

That the proposal to modify:
List of Approved Courses in Canadian Studies - to include:
POLS 4070 Advanced Seminar: Canadian Government (H) (3)
POLS 4080 Advanced Seminar: Canadian Democracy (H) (3)

and to modify the course title:
HIST 2284 Democracy and Dissent in Canada: Social Movements in the 20th Century (C) (3)

for a net change in credit hours of +0 hours, be approved.

3b-14 Catholic Studies (Undergraduate Courses/Programs)

That the proposal to modify:
CATH 2010 Literature and Catholic Culture 1 Cr. Hrs. 3
CATH 2020 Literature and Catholic Culture 2 Cr. Hrs. 3

for a net change in credit hours of +0 hours, be approved.

3c-14 Central and East European Studies (Undergraduate Courses/Programs)

That the proposal to modify:
List of Approved Courses in Central and East European Studies - to include:
RUSN 3770 Tolstoy (3)
RUSN 3780 Dostoevsky (3)

for a net change in credit hours of +0 hours, be approved.

3d-14 Classics (Undergraduate Courses/Programs)

That the proposal to introduce:
CLAS 2210 Women in Ancient Greece and Rome Cr. Hrs. 3

for a net change in credit hours of +3 hours, be approved.
3e-14  Economics (Undergraduate Courses/Programs)

That the proposal to introduce:
ECON 3060  Managerial Economics  Cr. Hrs. 3
ECON 3692  Economic Determinants of Health  Cr. Hrs. 3

for a net change in credit hours of +6 hours, be approved.

3f-14  English, Film, and Theatre (Undergraduate Courses/Programs)

That the proposal to modify:
ENGL 2960  Drama 1  Cr. Hrs. 3

for a net change in credit hours of +0 hours, be approved.

3g-14  German and Slavic Studies (Undergraduate Courses/Programs)

That the proposal to modify:
GRMN 1120  Beginning German  Cr. Hrs. 6
GRMN 2100  Intermediate German  Cr. Hrs. 6

for a net change in credit hours of +0 hours, be approved.

3h-14  History (Undergraduate Courses/Programs)

That the proposal to modify:
HIST 2284  Democracy and Dissent: Contesting Canada (C)  Cr. Hrs. 3
HIST 4150  The Social History of the Latin American State (1492-2005) (A)  Cr. Hrs. 6

for a net change in credit hours of +0 hours, be approved.

3i-14  Judaic Studies (Undergraduate Courses/Programs)

That the proposal to modify:
ARA 3000  Advanced Arabic  Cr. Hrs. 6
JUD 2650  Field Studies in Biblical Lands  Cr. Hrs. 6

for a net change in credit hours of +0 hours, be approved.

3j-14  Labour Studies (Undergraduate Courses/Programs)

That the proposal to modify:
List of Electives - to include:
HIST 2400  History of Human Rights and Social Justice in the Modern World (G, M) (3)
and to modify the course title:
HIST 2240 Democracy and Dissent in Canada: Social Movements in the 20th Century (C) (3)

for a net change in credit hours of +0 hours, be approved.

3k-14 Latin American Studies (Undergraduate Courses/Programs)

That the proposal to modify:
List of Courses for Latin American Studies - to modify the course title:
HIST 4150 The Social History of the Latin American State (A) (6)

for a net change in credit hours of +0 hours, be approved.

3l-14 Political Studies (Undergraduate Courses/Programs)

That the proposal to introduce:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 3342</td>
<td>Arab-Israeli Conflict</td>
<td>3</td>
</tr>
<tr>
<td>POLS 4070</td>
<td>Advanced Seminar: Canadian Government</td>
<td>3</td>
</tr>
<tr>
<td>POLS 4080</td>
<td>Advanced Seminar: Canadian Democracy</td>
<td>3</td>
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for a net change in credit hours of +9 hours, be approved.

3m-14 Psychology (Undergraduate Courses/Programs)

That the proposal to introduce:

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<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>PSYC 3380</td>
<td>Nature, Nurture and Behaviour</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4370</td>
<td>Brain Plasticity</td>
<td>3</td>
</tr>
</tbody>
</table>

and to modify:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>PSYC 2490</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2530</td>
<td>Psychology of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3150</td>
<td>Behavioural Modification Applications</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3310</td>
<td>Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3350</td>
<td>Behavioural Neuroscience</td>
<td>3</td>
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Double Honours Program - to include:
Year 2 requirements: PSYC 2250 and PSYC 2260, 6 credit hours in Psychology courses numbered at the 2000 level (3 hours from each of two different lettered menu categories), 12 credit hours in other Honours field, 6 credit hours in an ancillary option;
Year 3 requirements: PSYC 3200 and PSYC 3340 and PSYC 3630, 3 credit hours in Psychology courses numbered at the 2000 level (3 hours from one of the remaining different lettered menu categories), 12 credit hours in other Honours field, 6 credit hours in free options
Year 4 requirements: PSYC 4520, 6 credit hours in Psychology courses numbered at the 4000 level, 12 credit hours in other Honours field, 6 credit hours in free options
(students hoping to pursue graduate studies should also consider adding an additional 4000 level course, or PSYC 3520 or PSYC 3560 or PSYC 3590 as a free option)

for a net change in credit hours of +6 hours, be approved.

3n-14 Sociology (Undergraduate Courses/Programs)

That the proposal to modify:
SOC 4530 Readings in Sociology Cr.Hrs. 3

for a net change in credit hours of +0 hours, be approved.

3o-14 Ukrainian Canadian Heritage Studies (Undergraduate Courses/Programs)

That the proposal to modify:
List B - to include:
UKRN 2410 Ukrainian Canadian Cultural Experience (3)
HIST 2600 Introduction to Ukraine (E) (3)
FAAH 3280 Early Byzantine Art and Architecture (3)

for a net change in credit hours of +0 hours, be approved.

3p-14 Women’s and Gender Studies (Undergraduate Courses/Programs)

That the proposal to modify:
List A - to include:
CLAS 2210 Women in Ancient Greece and Rome (3)

for a net change in credit hours of +0 hours, be approved.

3q-14 Faculty of Arts - Option in Aging (Undergraduate Courses/Programs)

That the proposal to modify:
List of Courses for Option in Aging Concentration - to include:
PSYC 3070 Adult Development (3)
and to flag as no longer offered:
PSCY 2370 Developmental Psychology from Adolescence to Old Age (3)

for a net change in credit hours of +0 hours, be approved.

4a-14 Faculty of Arts - History of Art (Undergraduate Courses/Programs)

That the proposal to modify:
List B - to include:
FAAH 3212 Introduction to the Theory of Art (3)
and to flag as no longer offered:
FAAH 3210  Introduction to the Theory and Criticism of Art (3)

for a net change in credit hours of +0 hours, be approved.

GS/vw

c.c.  V. Warkentin, Secretary, CPAC
DATE: 29 January 2014

TO: Arts Faculty Council

FROM: Jeff Taylor, Dean of Arts

SUBJECT: Faculty of Arts Policy on Academic Accountability

Attached is an amended Faculty of Arts Policy on Academic Accountability, submitted to Faculty Council for consideration.

The main amendments are as follows.

The terms “faculty members” and “instructors” have been made consistent with the UM-UMFA Collective Agreement and it has been made clear that the policy applies to UMFA faculty members and instructors.

The annual activity report has been amended to make the categories consistent with those in the tenure and promotion application documents.

The purpose of the annual activity report has been expanded to reflect the fact that these reports inform the annual determination of satisfactory and unsatisfactory performance.
Policy on Academic Accountability
for UMFA Faculty Members
and Instructors
Faculty of Arts
University of Manitoba

Approved by Arts Faculty Council on April 28, 1995
Modified and approved by Faculty Council....

Introduction

This policy recognizes a need to have both an institutional and a public accountability among the academic staff faculty members and instructors of the Faculty of Arts. It is designed to supplement the policy on Faculty Development, the aim of which is to enhance to the fullest extent possible all faculty members' and instructors' performance in teaching, research, and service (as applicable). Regular evaluations of our work in these areas are an integral part of such encouragement, as well as the means of demonstrating our accountability.

The policy does not focus on a single instrument of evaluation, but rather stipulates that regular assessments of an individual's performance should include as many perspectives as possible— including those of departmental colleagues, students, appropriate administrators, and external assessors.

It should be emphasized that many of the University's and Faculty's procedures already provide substantial accountability. For example, the hiring of new faculty members follows a protocol designed to ensure that candidates demonstrate a thorough competence in both teaching and research. Probationary faculty members and probationary instructors, both probationary and sessional, are subject to annual assessments by their Heads (understood to include coordinators and directors with delegated supervisory responsibilities) and departmental personnel committees, who review their performance as the basis for continuing or renewing such appointments. When probationary faculty members appointees are considered for tenure, they undergo a rigorous assessment by a committee composed of both department colleagues and other faculty members from cognate fields who are appointed by the Dean. At this time, the candidate's performance as a teacher is considered in the light of both the Head's assessment of its strengths and weaknesses, and the students' responses on evaluations. Similarly, the candidate's record of research is considered in the light of both its quality and its productivity. Service to the academic or wider public community is given lesser weight, but is also taken into consideration in deciding whether the individual has demonstrated the abilities and commitment necessary and desirable in a person holding a continuing appointment with tenure.

A similar rigorous assessment of an individual faculty member's performance occurs at the time he or she applies for promotion to Associate or Full Professor, in each case the criteria demanding a higher level of accomplishment than that for the previous rank. And in the case of the latter, the candidate's record is assessed by at least two external referees who are asked to judge it according to national and international standards of distinction.
The University also requires that faculty members and instructors who have been on research/study leave provide a detailed report on their activities and accomplishments during that period. These reports are reviewed by both the Dean and the Provost to ensure that the time on research leave has been used to enhance the academic experience and credentials of the faculty member or instructor.

It should be noted, too, that there is a form of accountability in the rules and regulations that govern a faculty member's or instructor's evaluation of students. These procedures vary from departmental regulations for courses or thesis supervision to those of the Faculty or Senate (e.g. the policy entitled, "Responsibilities of Academic Staff to Students": ROASS) that provide students with the right to appeal assigned grades or unfair treatment.

Policy on Academic Accountability

In addition to these periodic and on-going reviews of our performance, it is both helpful and prudent to have an annual accounting of our activities, though one less expensive in terms of time and resources. In that respect, an annual activity report is to be submitted by all full-time members of the faculty members and instructors in the Faculty of Arts. academic staff-including full-time sessionals. This report is to be submitted to the appropriate administrator Department Head/Director normally by 15 January 34 each year.

The purpose of this annual activity report is four-fold:

1. consistent with the Faculty of Arts Policy on Faculty Development, to be the basis of feedback, encouragement and advice that may lead to the improvement of the faculty member's or instructor's performance in teaching, research, and service.

2. to support better recognition of meritorious performance in teaching, research, and service.

3. to provide a consistent degree of accountability, both internally and externally.

4. to provide a database for the Faculty's research profile, and for an improved system of public relations.

5. to inform the determination as to whether performance has been found to be satisfactory or not to be satisfactory in the reporting period.
CONFIDENTIAL

Faculty of Arts

Annual Activity Report for Faculty Academic Staff Members and Instructors
(Period: 1 January - 31 December)

This report is to be submitted each year to the Department Head/Director by all full-time academic staff (including full-time sessionals) by January 31 of the following year.

The purpose of this report is:

1. consistent with the Faculty's policy on Faculty Development, to be the basis of feedback, encouragement, and advice that may lead to the improvement of the faculty member's and instructor's performance in teaching, research, and service;
2. to support better recognition of meritorious performance in teaching, research, and service;
3. to provide a consistent degree of accountability, both internally and externally;
4. to provide a database for the Faculty of Arts' research profile, and for an improved system of public relations.
5. to inform the determination as to whether performance has been found to be satisfactory or not to be satisfactory in the reporting period.

Date:

Personal Information:

<table>
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<tr>
<th>Name:</th>
<th>Department:</th>
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<tbody>
<tr>
<td>Rank:</td>
<td>Employment start date:</td>
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1. PUBLICATIONS AND WORKS:

Refereed publications – For each category of publication, please include the information listed below:

- all authors (in the order in which they appear in the publication)
- year of publication
- title of article or book chapter
- name of journal, encyclopedia, or book in which the article or chapter was published [if published in a book, please include the title of the book as well as the editor(s)]
- page numbers
- city where publisher is located
- name of publisher

EXAMPLES: Please note examples are provided using APA format. If using scientific notation, Chicago Style, MLA or other citation styles, please follow the accepted format for the presentation of information on publications and presentations.

Refereed Books:
Example: Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Refereed Chapters (in Books or Proceedings):

Refereed Articles in Academic or Professional Journals:
Faculty of Arts Policy on Academic Accountability

Book Reviews, encyclopedia entries, comments in journals:

Non-refereed publications - For each category of publication, please include the information noted below:

- all authors (in the order in which they appear in the publication)
- year of publication
- title of article or book chapter
- name of journal, encyclopedia, or book in which the article or chapter was published [if published in a book, please include the title of the book as well as the editor(s)]
- page numbers
- city where publisher is located
- name of publisher

Examples: Please note examples are provided using APA format. If using scientific notation, Chicago Style, MLA or other citation styles, please follow the accepted format for the presentation of information on publications and presentations.

Non-refereed Books:
Example: Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Non-refereed Chapters (in Books or Proceedings):

Publications in non-refereed periodicals:

Conference presentations (If any are refereed, please indicate with an asterisk. *) Please include the information noted below:

- all authors (in the order in which they appear in the conference presentation)
- date and year of presentation
- title of presentation
- name of conference
- city in which the conference occurred


Research Reports: (Please provide title, agency to which report is addressed, and number of pages of the report):

Example: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of report. Name of agency or organization for which the report was prepared. Location of agency or organization, Number of pages of the report.

Creative Works (commissions, exhibitions, or concerts):

Additional /other items within this category:
Faculty of Arts Policy on Academic Accountability

Attach separately copies of the following items, as you think appropriate:

✓ reviews of your published work
✓ readers' reports of your manuscripts under consideration
✓ external referees' assessments of your grant applications
✓ unsolicited kudos relating to your research and publications

2. COURSES AND/OR TEACHING ACTIVITIES

Credit courses taught (including evening and summer) during your reporting period. List undergraduate courses separate from graduate courses. Include the course title, the course number, and the enrolment:

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<tr>
<th>Course #</th>
<th>Course title:</th>
<th>Enrollment:</th>
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University-Sponsored Certificate Credit or Non-Credit Courses or Teaching Activities (e.g., Continuing Education courses) taught or coordinated during your reporting period:

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<tr>
<th>Course #</th>
<th>Course title:</th>
<th>Enrollment:</th>
</tr>
</thead>
</table>

Activities you have undertaken to enhance your teaching (e.g. workshops attended, development grants received, materials created or published for use in teaching):


Teaching awards received:


Additional/Other items within this category:


Attach separately copies of the following items, as you think appropriate:

✓ a statement of any modification of teaching philosophy or specific methods employed
✓ proposals for new courses, curriculum and program development
✓ reports of peer observations or peer evaluations of classes
✓ unsolicited responses from students
✓ copies of all essay topics, assignments, tests, and examinations
✓ samples of marked essays or assignments, indicating the range of grades awarded
✓ outlines (student handouts) of all courses taught
✓ summaries of most recent student evaluations

3. RESEARCH, SCHOLARSHIP, AND/OR CREATIVE WORK:

Graduate Student Supervision:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Honours</th>
<th>M.A.</th>
<th>Ph.D.</th>
<th>Completed during reporting period?</th>
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</table>


Faculty of Arts Policy on Academic Accountability

**Thesis/Graduate Examination Committee:**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Department/Organization (if external)</th>
<th>Your role (committee member, internal or external examiner)</th>
<th>M.A.</th>
<th>Ph.D.</th>
<th>Completed during reporting period?</th>
</tr>
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Research Grants awarded during the reporting period - for each grant please include the information noted below:

- the title of the research project or grant
- the names of all investigators on the research project or grant
- your role [e.g., principal investigator, co-investigator, collaborator, other (please specify)]
- the year(s) over which the grant was awarded
- the name of the agency that provided the award
- the sum awarded

**Example:** Applicant, A. A. (Principal Investigator), Applicant, B. B., & Applicant, C. C. Title of research project or grant. Starting year of funding-Ending year of funding, Name of funding agency (name of program, if relevant), Total amount of award.

Travel grants awarded during the reporting period – for each grant please include the information noted below:

- the purpose of the travel grant (if the travel grant is associated with a conference presentation, please indicate the title of the conference paper, the conference name and location)
- the names of all investigators on the grant
- your role [e.g., principal investigator, co-investigator, collaborator, other (please specify)]
- the year(s) over which the grant was awarded
- the name of the agency that provided the award
- the sum awarded

**Example:** Applicant, A. A. Travel grant to present “Title of presentation.” Name of conference, Location of conference, Date of conference presentation. Name of funding agency (name of program, if relevant), Total amount of travel award.

Prizes and Special awards given in acknowledgement of what you have done in advancing knowledge in your field (e.g., awards given by national or international agencies, or by your professional association).

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<th>Year of award</th>
<th>Title of award</th>
<th>Name of agency or professional association making award</th>
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Additional/other items for this category:

Provide a brief description of:

(A) Progress made in Research, Scholarship, and/or Creative Work since your previous report

(B) Research, Scholarship, and/or Creative Work in progress
Faculty of Arts Policy on Academic Accountability

(C) your plans for the coming year in Research, Scholarship, and/or Creative Work


(D) any outside paid or substantial non-paid professional activities you have undertaken as contemplated by Article 12 of the UM-UMFA Collective Agreement.


Attach separately copies of the following items, as you think appropriate:

✓ reviews of your published work
✓ readers' reports of your manuscripts under consideration
✓ external referees' assessments of your grant applications
✓ unsolicited kudos relating to your research and publications

4. COMMITTEE AND ADMINISTRATIVE SERVICE

List your membership in committees at the University of Manitoba (including departmental, faculty/school, university, and UMFA committees):


List your other administrative duties at the University of Manitoba:


If you have held executive office in a professional society, and/or editorial responsibilities for a professional journal, please indicate the following:

» name of the executive positions (e.g., president, vice-president, secretary-treasurer, member of executive committee, editor, associate editor)
» name of the professional association in which you held the given position
» for editors and associate editors, include the title of the journal and the name of its publisher


Other service (e.g., peer reviews for journals or granting agencies; conference organization, etc.):


Indicate any service awards received:


Additional/other items for this category:


(Editorial amendments – 1998. 2014)
Faculty of Arts
Implementation of Article 35

The differences of intent and interpretation between the Vice-President and UMFA with respect to Article 35 are such that the following procedures should be viewed as an attempt to find middle ground, pending any clarification that may result from the next round of collective bargaining.

As a preface to what follows, it should be noted:

-- that there are Senate mandated student evaluations of all courses (except those with fewer than 5 students).
-- that faculty members ought to be receiving regular peer evaluation of their research through the process of making grant applications and the process of refereed publication.
-- that there is thorough annual assessment of the performance of all probationary faculty members with respect to teaching, research and service.
-- that the Faculty’s procedures for tenure and promotion provide a rigorous periodic assessment of applicants with respect to teaching, research and service.
-- that superior and outstanding performance in teaching, research and service are invariably noted by awards, citations, elections to national bodies, requests to act as a referee or external assessor, etc.

Development and Accountability:

Faculty Council has advised that implementation of Article 35 should be consistent with the Faculty’s policies on Accountability and Faculty Development. Accordingly every member of the faculty must submit an annual activity report, and the Head’s response to that activity report should be primarily formative.

After considering the advice given to me by Faculty Council, I have determined on the following procedures for the implementation of Article 35. In doing so I have been mindful of the Vice-President’s request for written evaluations to which I feel obligated to respond. But I have also been mindful of the concerns raised in Faculty Council, and in discussion with the Heads and Coordinators, that we should try to avoid redundancy and unnecessary work, while at the same time finding some meaningful way of addressing the need for formative advice for those few faculty members whose performance in teaching, research or service gives legitimate cause for concern.
Faculty of Arts
Implementation of Article 35

1. After receiving and reviewing each faculty member’s annual activity report, the Head or Coordinator shall write a brief note to the faculty member indicating that the activity report has been received and read. (The Head or Coordinator may, at his or her discretion, include in this note some complimentary remarks with respect to the faculty member’s teaching, research or service, where they are warranted.)

2. In those instances where the Head or Coordinator has concerns about the success or extent of the faculty member’s performance in teaching, research or service, he or she shall hold a meeting with the faculty member at which time those concerns are to be discussed and formative advice proffered as to possible improvement. (Where concerns about a faculty member’s teaching have arisen earlier and previously been discussed as a result of the Head’s or Coordinator’s review of the SEEQ evaluations, this meeting will serve as an opportunity for a follow-up on those concerns.)

3. Following the meeting to discuss the Head’s or Coordinator’s concerns about a faculty member’s performance in teaching, research or service, the Head or Coordinator shall write a brief memo to the faculty member indicating the formative nature of their discussion, including the nature of the concerns, the points made by the faculty member and what advice, if any, was offered. A copy of this memo will be placed in the faculty member’s departmental personal file.

4. Should the faculty member wish to respond in writing to the Head’s or Coordinator’s memo, one copy of that response, attached to the Head’s or Coordinator’s memo, will also be placed in the faculty member’s personal file. A second copy of the faculty member’s response, signed by the Dean, shall be kept by the faculty member.

5. Where, after a period of two subsequent years, the Head or Coordinator determines that the faculty member has responded positively to the formative advice provided under the terms of Article 35, the memo containing that advice will be removed from the faculty member’s file.

Robert O’Kell
Dean
Faculty of Arts

3 May 2007
6 May 2001

Faculty of Arts
Implementation of Article 35
Supplement for the Evaluation of Heads/Coordinators

This supplemental protocol for the implementation of Article 35 makes explicit that the Dean shall take direct responsibility for evaluation the performance of Heads and Coordinators. As nearly as possible, it follows the protocol for performance evaluations of other faculty members.

1. After receiving and reviewing each Head’s or Coordinator’s annual activity report, the Dean shall write a brief note to the Head or Coordinator indicating that the activity report has been received and read. (The Dean may, at his or her discretion, include in this note some complimentary remarks with respect to the Head’s or Coordinator’s teaching, research or service, where they are warranted.)

2. In those instances where the Dean has concerns about the success or extent of the Head’s or Coordinator’s performance in teaching, research or service, he or she shall hold a meeting with the Head or Coordinator at which time those concerns are to be discussed and formative advice proffered as to possible improvement. (Where concerns about a Head’s or Coordinator’s teaching have arisen earlier and previously been discussed as a result of the Dean’s review of the SEEQ evaluations, this meeting will serve as an opportunity for a follow-up on those concerns.)

3. Following the meeting to discuss the Dean’s concerns about a Head’s or Coordinator’s performance in teaching, research or service, the Dean shall write a brief memo to the Head or Coordinator indicating the formative nature of their discussion, including the nature of the concerns, the points made by the Head or Coordinator and what advice, if any, was offered. A copy of this memo will be placed in the Head’s or Coordinator’s personal file (kept in the Dean’s office during the term of the Head or Coordinator).

4. Should the Head or Coordinator wish to respond in writing to the Dean’s memo, one copy of that response, attached to the Dean’s memo, will also be placed in the Head’s or Coordinator’s personal file. A second copy of the Head’s or Coordinator’s response, signed by the Dean, shall be kept by the Head or Coordinator.

5. Where, after a period of two subsequent years, the Dean determines that the Head or Coordinator has responded positively to the formative advice provided under the terms of Article 35, the memo containing that advice will be removed from the Head’s or Coordinator’s file.

Robert O’Kell
Dean
Faculty of Arts
DATE: 29 January 2014

TO: Arts Faculty Council

FROM: Jeff Taylor, Dean of Arts

SUBJECT: Performance Evaluation Procedures for UMFA Members

Attached are proposed performance evaluation procedures submitted to Faculty Council for advice, pursuant to Article 35 of the UM-UMFA Collective Agreement.


The main change from the existing documents is to make explicit the relationship between performance evaluations as contemplated in Article 35 of the UM-UMFA Collective Agreement and the annual determination of satisfactory and unsatisfactory performance as contemplated in Article 24 of the collective agreement.
Faculty of Arts Performance Evaluation Procedures for University of Manitoba Faculty Association Members

Preamble

Article 35 of the University of Manitoba—University of Manitoba Faculty Association (UM-UMFA) Collective Agreement contemplates the evaluation of the performance of members of the bargaining unit. These evaluations are to be primarily for formative purposes.

The Arts Faculty Council Policy on Academic Accountability contains an Annual Activity Report for faculty members and instructors, which faculty members and instructors complete on an annual basis to record activity for the previous calendar year. This policy also situates the submission of annual activity reports in the broader context of University of Manitoba and Faculty of Arts academic accountability.

Article 24 of the UM—UMFA Collective Agreement contemplates, for each member of the bargaining unit, the annual determination as to whether performance in the previous calendar year was found to be satisfactory or not to be satisfactory.

Units and programs are encouraged to have collegial discussions to determine what constitutes satisfactory and unsatisfactory performance in their specific areas in order to inform the evaluation process.

Activity reports shall normally be submitted by 15 January of each year. The Dean’s Office shall determine and communicate deadline dates, which may vary from year to year, for responses to activity reports and the final submission of activity reports and responses to the Dean’s Office.

The Dean delegates responsibility for performance evaluations to department heads, coordinators, or directors, as appropriate. Nothing in these procedures shall be read to constrain the communication or the conveyance of documents in either direction or at any time between the Dean and individual department heads, coordinators, or directors regarding general considerations of performance and performance evaluations or the performance of any faculty member or instructor.

Procedures

In January of each year (normally by 15 January), each faculty member and instructor shall submit her or his annual activity report to the relevant department head, coordinator (in the case of Labour Studies and Women’s and Gender Studies), or director (in the case of Asian Studies), with the following exceptions. Department heads, the coordinators of Labour Studies and Women’s and Gender Studies, the Director of Asian Studies, and the associate deans submit their annual activity reports to the Dean.

The department head, coordinator, director, or Dean, as applicable, (hereafter referred to as “the supervisor” for the purposes of this document) shall respond to each annual activity report with comments in each of the areas of teaching, research, and service that are primarily for formative purposes. In addition to the material supplied in the annual activity report, the supervisor may consider other material (SEEQ evaluations, for example) in evaluating a faculty member’s or instructor’s performance in the preceding calendar year. If other materials are considered, the supervisor shall communicate to the faculty member or instructor what those materials are.

In the case of continuing faculty members and instructors, the supervisor shall respond to the activity report with at least brief comments in each of the three areas if there are no concerns with performance. (See the last paragraph below for additional procedures for probationers.)

If there are concerns with the performance in one or more of the three areas and these concerns are being noted for the first time, the supervisor shall meet with the faculty member or instructor to discuss the concerns. The supervisor will then provide a written response to the faculty member or instructor in which she or he acknowledges receipt of the activity report, specifies any material that is being considered in addition to the activity report in evaluating performance, makes positive comments on those aspects of performance that merit such comments, specifies the areas of concern and what improvements in performance are expected, suggests mechanisms and offers support for improvement, and specifies the point in time by which the performance is expected to improve. The supervisor shall meet with the faculty member or instructor at least once during the subsequent year to assess the progress made towards the specified expectations and offer appropriate support where concerns remain. The supervisor shall document these meetings.

Determining whether the performance is found to be satisfactory or not satisfactory will depend on the nature of the concerns and should be discussed with the Dean prior to the conclusion of the evaluation. Performance that is found not to be satisfactory for the preceding calendar year may result in the withholding of either one-half or all of the increment applicable to the UMFA member’s rank, pursuant to Article 24 of the UM-UMFA Collective Agreement.

If concerns with performance are ongoing in the calendar year following the calendar year in which the concerns were first noted, the supervisor shall meet with the faculty
member to discuss the ongoing concerns and any new concerns. The supervisor will then provide a written response consistent with the response specified in the previous paragraph, addressing the ongoing concerns and any new concerns. In these cases where concerns are persisting beyond one calendar year, performance will normally be found to be not satisfactory for that year. Performance that is found not to be satisfactory for the preceding calendar year may result in the withholding of either one-half or all of the increment applicable to the UMFA member’s rank, pursuant to Article 24 of the UM-UMFA Collective Agreement.

All activity reports and supervisor evaluations shall be held in the relevant personal files in the Dean’s Office, consistent with Article 11 of the UM-UMFA Collective Agreement. Faculty members and instructors shall have the right to respond in writing to these evaluations pursuant to Article 35 of the UM-UMFA Collective Agreement.

Probationary instructors are also evaluated at the end of each year of the probationary appointment, pursuant to Article 34.5.2 of the UM-UMFA Collective Agreement. Furthermore, a few departments conduct another annual evaluation of probationary faculty members in addition to the annual evaluation specified above. All evaluations of probationers shall provide significant formative feedback on all aspects of performance in teaching, research (as applicable), and service that provides clear and specific guidance on areas of strength and areas that need attention. All evaluations of probationary faculty members and instructors, regardless of when during the year they occur, shall be considered performance evaluations as contemplated in Article 35 of the UM-UMFA Collective Agreement. Probationers shall have the right to respond in writing to these evaluations pursuant to Article 35. Probationer evaluations shall be held in the relevant personal file in the Dean’s Office, consistent with Article 11 of the UM—UMFA Collective Agreement.

3
DATE: 29 January 2014

TO: Arts Faculty Council

FROM: Jeff Taylor, Dean of Arts

SUBJECT: Faculty of Arts Teaching Responsibility Guidelines for UMFA Members

Attached are amended Faculty of Arts Teaching Responsibility Guidelines for UMFA Members, submitted to Faculty Council for advice.

The main amendments are as follows.

The terms “faculty members” and “instructors” have been made consistent with the UM-UMFA Collective Agreement.

The release for external research grants has been expanded to include researchers playing a significant but not a lead role in a major collaborative research program.

The supervision of honours theses has been added as a possible basis for teaching release credits.

The expression of the teaching load for instructors is made clearly parallel to the teaching load for faculty members. In each case, the normal load is expressed and the conditions are specified by which reductions from the normal load may be made.

The normal extra-to-load teaching has been changed from six credit hours to one course (either one three-credit course or one six-credit course) and to clarify that extra-to-load teaching should not normally be ongoing from year to year.
FACULTY OF ARTS TEACHING RESPONSIBILITY GUIDELINES
FOR UMFA MEMBERS

Proposed Amendments, February 2014

Definitions

“Faculty member” or “faculty members” shall mean professors, associate professors, assistant professors, and lecturers, consistent with the definition of “faculty member” in Article 1.22 of the UM-UMFA Collective Agreement.

“Instructor” or “instructors” shall mean academic staff members at the rank of instructor 1, instructor 2, or senior instructor, consistent with the definitions in Article 1.1 and Article 1.5 of the UM-UMFA Collective Agreement.

Introduction

The following guidelines are intended to provide a description of the general considerations taken into account in the determination of the teaching component of the overall workload for faculty members and instructors in the Faculty of Arts at the University of Manitoba.

The duties assigned to instructors include an appropriate combination of (1) undergraduate teaching and (2) service. The duties assigned to faculty members in the Faculty of Arts at The University of Manitoba include an appropriate combination of (1) undergraduate and/or graduate teaching; (2) research, scholarly work and other creative activities; and (3) service.

The assignment of these duties may vary from individual to individual and from department/unit to department/unit as determined by the Dean in consultation with the Head/Director/Coordinator and the faculty member or instructor.

A. General Guidelines

1. The normal course teaching responsibility for full-time lecturers, assistant professors, associate professors, and professors faculty members is 27 credit hours, distributed over a two-year period. The normal course teaching responsibility for full-time instructors is 24 credit hours over a one-year (twelve-month) period.

2. Exceptions to the norms described in A.1 (above) are:

   a) faculty members with externally funded appointments, such as Canada Research Chairs or endowed and sponsored chairs, when the terms of appointment prescribe limited teaching responsibilities;

   b) faculty members who have assumed a leading role in major externally funded
research projects (see C.5 below);

c) new faculty members (see C.6 below);

d) tenured faculty members who have been assigned additional teaching responsibility (see C. 7 below); and

e) faculty members with administrative responsibilities for which they receive course release (see D.2 and D. 3 below); and

f) instructors who have extraordinary teaching-related service assignments (see D.5 below).

3. Any teaching assignments for faculty members of fewer than 27 credit hours over a two-year period and for instructors of fewer than 24 credit hours over a one-year period will be conditional on the timetabling and program requirements of the department/unit, in particular its ability to offer all programs and required courses on a regular basis.

4. Variations on the normal teaching responsibilities will in all cases require the prior written agreement of the Department Head/Director/Coordinator and the Dean.

5. Reductions below the normal teaching responsibility that have the effect of reducing teaching to zero for any given teaching term will not reduce service and research responsibilities. Such a reduction does not constitute a leave; hence availability on campus to fulfill service responsibilities is required. Absences during such periods of reduced teaching responsibilities require the prior written approval of the Head/Director/Coordinator and the Dean.

6. The teaching responsibility for Instructors is 18-24 credit hours distributed over a 12 month period, depending upon the range of duties assigned. It is expected that Instructors on a continuing appointment will normally be assigned significant service duties and will thus be assigned 18 credit hours of teaching per year.

6. Normally, six credit hours of teaching per academic year will be regarded as the minimum permissible responsibility and 24 credit hours the maximum. Exceptions are made only for those with substantial administrative responsibility.

B. Teaching Responsibilities

1. All faculty members and instructors are required to undertake teaching responsibilities as defined in Article 19.A.2.4.1 and/or Article 34 of the University of Manitoba—University of Manitoba Faculty Association Collective Agreement, as applicable. In addition to contributions to research, scholarly work and other creative activities and to service inside and outside the University, faculty members in the Faculty of Arts are responsible to carry out
teaching duties at the undergraduate level and at the graduate level, where applicable. A definition of teaching is provided, for example, in Article 19.1.A.2.4.1 of the UofM/UMFA Collective Agreement.

2. In carrying out teaching responsibilities, faculty members and instructors must comply with the University’s Policy on Responsibilities of Academic Staff with Regard to Students.

3. Each faculty member’s academic year normally will consist of two teaching terms, Fall and Winter, and a research/professional development period in Summer. Faculty members are normally required to teach during two teaching terms, which are normally the Fall and Winter terms. During teaching terms, faculty members are responsible for teaching and service, and those faculty members with research responsibilities are encouraged to be active in research. During non-teaching periods, faculty members carry out research, engage in professional development, continue to supervise their graduate students, and fulfill service obligations as required. Faculty members with research responsibilities will not normally teach “on load” during the Summer sessions. Instructors are required to teach during at least two teaching terms, which are normally the Fall and Winter terms, and may be required to teach during an additional teaching term as well.

4. Faculty members and instructors are responsible for being accessible to students outside of class time and therefore must schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to students, with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. In addition to office hours, faculty members and instructors are encouraged to be accessible to their students via e-mail or other forms of electronic communication.

5. Supervision of graduate student research and thesis preparation and participation in the evaluation of graduate and honours theses are integral parts of the normal teaching responsibilities of faculty members. Faculty members will not normally receive extra credit for typical graduate supervision or the supervision of honours theses (except in accordance with the provisions set out in C. 12 below).

6. Faculty members and instructors are responsible for the development and maintenance of their scholarly competence and effectiveness as teachers within their area of expertise, and the revision of course material on a regular basis as appropriate for the discipline in which they teach.

7. All full-time faculty members in the Faculty of Arts are expected to participate regularly in the teaching of introductory courses at the 1000 and 2000 level and in upper-level courses at the 3000 and 4000 level. Except when it is clearly not in the interest of departmental academic programming, a faculty member will
normally teach at the introductory level (1000-2000) at least once in every two-year period.

8. Each department/unit may establish a policy for the assignment of teaching responsibilities and the rotation of courses, addressing the particular circumstances of the department and its programs, and providing for fairness and equity within the unit. Departmental policies must conform to the general guidelines set out in the Faculty of Arts Teaching Responsibilities Guidelines.

C. Procedures

1. Department Heads/Directors/Coordinators will work with faculty members and instructors to develop two-year plans (teaching responsibilities, course assignments, research study leaves, service to the unit, etc.) consistent with the provisions of Parts A and B above. These plans shall be submitted annually to the Dean’s Office. The purpose of the work plan is to ensure that the department/unit can meet its obligations and commitments in terms of program requirements, enrolment and course planning, and its broader academic, research and service objectives. Typically, faculty members will be assigned alternating teaching commitments of 15 credit hours one year and 12 credit hours the next following year. Each department/unit will be encouraged to spread out 15- and 12-credit hour assignments among its members in order to ensure the consistent delivery of sufficient courses for its programs.

2. The Head/Director/Coordinator allocates teaching assignments, ensuring that the department/unit meets its curricular and enrolment obligations. Teaching assignments must be approved by the Dean and are subject to modification in the light of changed circumstances.

3. It is the responsibility of the Head/Director/Coordinator to promote equity within departments/units. Similarly, it is the Dean’s responsibility to ensure fairness across departments and programs within the Faculty.

4. The Dean’s Office will maintain a record of each faculty member’s and each instructor’s teaching assignments, including student enrolments and course load.

5. Faculty members who play a lead role, usually as Principal Investigator, in a major, multi-year research project funded by SSHRC, NSERC or CIHR administered by the University of Manitoba are eligible to will receive a release of three credit hours of teaching for each year of the grant. The release time can only be used during the period of the award, and cannot be banked for future use. The matter of release time for holders of multiple grants, for holders of grants from national foundations other than tri-council agencies, and for leading researchers in major collaborative research programs, or for researchers playing a significant
but not a lead role, will be considered on a case-by-case basis. **Justification for the role and duties relevant to the overall team duties will be considered, including the allocation of duties indicated on the University of Manitoba’s Funding Application Approval Form. Currently, priority for research-based teaching releases is given to principal investigators holding Tri-Council grants at the University of Manitoba.**

6. New probationary assistant professors receive a teaching reduction for the first two years of their appointment. A newly appointed assistant professor will be assigned nine credit hours of teaching in the first year and 12 credit hours of teaching in the second year. A faculty member in the third year of a probationary appointment will commence a two-year work plan of 27 credit hours over two years, typically beginning with a 15-credit-hour assignment.

7. A tenured faculty member who wishes to concentrate more of his or her activities in teaching for a period of time may be assigned a teaching-focussed workload by the Head/Director/Coordinator subject to the approval of the Dean. This would normally involve a three-credit addition in teaching responsibilities and a corresponding reduction in responsibilities for research and/or service. The duration of this work plan will be for a two-year period, after which the faculty member’s work plan would be reviewed. □As well, tenured faculty members who are not carrying out significant research/creative activity and/or significant service activities may also be assigned additional teaching responsibilities on an annual basis, where appropriate. □Under these conditions, the members’ satisfactory performance assessment will reflect their new responsibilities.

8. Cross-listed courses and courses taught together, regardless of the level, will represent teaching credit for no more than one of the courses.

9. Faculty members **and instructors** do not normally receive any teaching credit for volunteering to offer directed-reading courses or for volunteering to teach courses with enrolments below the relevant low enrolment cut-off; full or partial credit may be granted in exceptional circumstances with the prior written approval of the Dean. **Members Faculty members or instructors** assigned to teach such courses will receive full credit.

10. Faculty members **or instructors** teaching classes with enrolment in excess of 175 students (“supersections”) **at the end of the official course change week** may receive extra teaching credit weighted at a rate of 1.5 (e.g., a three-credit supersection course would count for 4.5 credit hours of teaching).

11. Clinical Psychology faculty members will normally be assigned 1.5 credit hours of teaching release per practicum supervised.

12. Faculty members who supervise an extraordinary number of graduate students **or**
honours theses in any given five-year period may be recommended by the Head/Director/Coordinator to the Dean for a three-credit teaching release. Departments may develop their own guidelines on extraordinary graduate and honours supervision, but the minimum number of credits required for one three-credit release will be six, where a faculty member earns 0.5 points per honours thesis supervised to completion, one point per M.A. student supervised to completion, and two points for each PhD student supervised to completion within a five-year period. Release for extraordinary graduate supervision will be assigned no more than once every five years and may not be used to reduce a faculty member’s teaching responsibility below six credits in an academic year. Any such reduced teaching assignment must receive the prior written approval of the Dean.

13. Research study leaves will always be calculated on the basis of a 12-credit-hour-per-year load.

14. Normally, “banking” of courses will not be permitted. Exceptions occur when an unexpected instructional demand arises which can be accommodated best by assigning teaching to a faculty member or an instructor who is already at a full load or to one who would otherwise have had a teaching release that academic year. In such cases, the faculty member’s or instructor’s teaching responsibility should be adjusted in the following academic year. If banked course credits other than those which were externally funded, cannot be used within three academic years exclusive of periods of leave, it will be nullified. Banked course credits, other than those that were externally funded, will not normally be allowed to carry over for more than three academic years.

15. Teaching responsibilities that are “owed” to the Faculty (e.g., a scheduled course that is cancelled for low enrolment) will be made up at the earliest possible opportunity. Courses “owed” will not normally be allowed to carry over for more than three academic years.

16. Untenured faculty members in the first two years of a probationary period, and faculty members Faculty members or instructors who receive course release for research purposes, will not normally be approved for extra-to-load teaching for additional payment.

17. All other faculty members Faculty members and instructors will be approved for normally no more than one three- or one six-credit-hour course six-credit hours of extra-to-load teaching for additional payment per year, subject to the condition that the extra appointment shall not interfere with satisfactory performance of the duties and responsibilities of the full-time appointment. Extra-to-load teaching should not normally be ongoing from year to year; it is understood, however, that such ongoing teaching may be required in extraordinary circumstances to meet specific programming requirements.
D. Administrative Responsibilities

1. The Dean and Associate Deans will normally teach three or six credit hours in any academic year.

2. Heads/Directors/Coordinators, and in some cases Associate Heads, Graduate Chairs, and Program Chairs, will receive a reduction in teaching. Reductions will be allocated according to the size of the department/unit and the scope of its programs. Such allocations will be reviewed periodically by the Dean to ensure equity across departments/units.

3. Directors of Centres and Institutes sponsored by the Faculty of Arts and of other such units may receive a reduction in teaching for this work. The Dean will periodically review these reductions.

4. Administrative service on committees and for outreach activity is part of a faculty member’s or instructor’s service and does not normally warrant a teaching assignment reduction.

5. Instructors may be released from three-credit hours or six-credit hours of teaching in a twelve-month period for extraordinary teaching-related service assignments ("extraordinary" duties are those duties that are beyond the amount of normal service duties undertaken by UMFA members) on the recommendation of the Head/Coordinator and as approved by the Dean.

6. Individuals A faculty member serving as president of a national or international professional association or editor of a major national or international journal where no external funding is provided to cover a teaching release may receive a teaching release of normally no more than three-credit hours per academic year for the duration of their term of professional service. Any such teaching assignment must receive the prior written approval of the Dean.

E. General Provisions

1. These guidelines will come into effect for the 2008/2009 academic year. The provisions in this document replace all previous departmental teaching reduction protocols. All such protocols are void as of July 1, 2008. Banked course credits earned under previous protocols prior to July 1, 2008 shall be submitted in writing to the Dean by June 30, 2011. If approved by the Dean in writing, these credits will not be voided and there is no time limit on their use. They can only be used to reduce teaching responsibilities of a faculty member when this reduction can be accommodated by the Department/Unit and is approved in writing by the Dean.
October 1, 2013

TO: Chair, Faculty Council, Faculty of Arts

FROM: Greg Smith, Associate Dean, Faculty of Arts

SUBJECT: Changes to Terms of Reference for an Arts Committee

Attached, please find a modified version of the Terms of Reference for the Equity, Diversity & Human Rights (EDHR) Committee for your review and approval.

At the September 24, 2013 meeting of the EDHR Committee, the Committee noted that with the creation of the new position of Diversity Consultant, and the active involvement of the incumbent (Ms. Valerie Williams) on the Arts EDHR Committee, that it would be useful to include the Diversity Consultant as an ex officio member of the Committee.

The Diversity Consultant provides the EDHR Committee with a direct link to the Human Resources department and other branches of the Senior Administration where equity and diversity policies and procedures are developed and implemented. By securing a more formalized role for that position in our own Committee, we can better assure that concerns from the Faculty of Arts will reach the appropriate administrators.

Therefore it was moved by Dr. Serenity Joo (and seconded by Dr. Smith) that the terms of reference for the EDHR Committee be changed to include the position of Diversity Consultant as an ex officio member of the committee. The motion was unanimously approved and is hereby recommended to Faculty Executive.

Thank you.
Equity, Diversity and Human Right Committee
Faculty of Arts
Terms of Reference

AUTHORITY:

Established by Arts Faculty Council as a standing committee of Faculty Council

PURPOSE:

To recommend an educational and awareness program within the Faculty, including faculty, support staff and students, to stress the importance of human rights, equity and diversity, and lead to the implementation of these principles, including by publicizing the University’s Respectful Work and Learning Environment and Employment Equity Policies.

TERMS OF REFERENCE:

The Equity, Diversity and Human Rights Committee’s work shall include:

1.) Electing one of its faculty members as Chair on an annual basis;

2.) Developing a timeline and strategies to put into action the recommendations of the Employment Systems Review;

3.) Recommending to the Dean on the development and implementation of tracking system to monitor equity and diversity in Faculty of Arts recruitment, hiring, retention and promotion of staff and faculty;

4.) Investigating possible differentials or disparities in the following:
   (i) promotion rates
   (ii) salaries
   (iii) service loads
   (iv) Faculty of Arts performance evaluation for/procedures for support staff
   (v) professional development opportunities for support staff

5.) will receive an annual report from the Dean on equity, diversity and human rights in the Faculty of Arts;

6.) report at least once annually to Faculty Council.

COMPOSITION:

1.) Dean of Arts or delegate, ex officio
2.) University of Manitoba’s Diversity Consultant, ex officio
3.) five faculty members elected by Faculty Council serving staggered two-year terms
4.) two support staff elected by the Faculty of Arts support staff on staggered two-year terms
5.) one part-time academic (sessional instructor) for a one year term contiguous with their period of employment in the Faculty of Arts
6.) one Arts student member appointed by the President of the Arts Student Body Council with a one year term
7.) one graduate student in an Arts program appointed by the President of Graduate Student’s Association with a one year term

Established and approved by Faculty Council
Revisions approved by Faculty Council, February 2009, September 2010, April 2013

i All ex officio members of standing committees have voting rights unless otherwise stipulated
ii All ex officio members of standing committees have voting rights unless otherwise stipulated
Report to Faculty Council

Greg Smith, Associate Dean (Curriculum, Space, Graduate Programs and Internationalization)

February 2014

A. Timetabling

Again this year, the timetabling will be completed in two stages: first the consideration of proposed timetables followed by the room allocation in Astra. It is at this latter stage that classroom attributes ('preferences') will be loaded into Astra to begin the matching game.

a. Deadline for timetables to Arts

Timetable information with the two sessional scenarios was due in the Arts office (to Vicky Warkentin) on 24 January. Following department Heads consultations with the Dean, the approved timetable will be loaded into Aurora. Classroom preferences can be added or amended at that time.

b. Classroom preferences for 2014-15

We expect the Registrar's Office to provide guidelines for selecting classroom attribute preferences in February. Heads have been advised to read carefully the RO's instructions on how to do this when they come and supply the appropriate, accurate information. This is the tool for assigning appropriate classroom space for your instructors.

Our advice is to request classrooms that suit the instructor's needs by setting realistic class maximums which will still result in a room with acceptable features.

For example: if you want a seminar room for 20 these are in very short supply in the Arts zone. There is only one 30-seat seminar room, located in St. Paul's. Have the conversation with the instructor to determine whether they actually need a seminar room (as defined on Astra with seminar furniture/layout) or can they use a small lecture room, provided it has flexible furniture? Is your instructor willing to go to another building on campus? Do they require particular style of classroom furniture? Based on historic enrollment numbers, would it be better to lower the enrollment cap so that seminar rooms (which seat no more than 18 students in most cases in Arts zone buildings) will be identified in optimization as possible choices?

Since technology can be provided to all rooms on carts, requirement of technology will not feature prominently in the weighting of preferences. All rooms are technologically 'capable' in theory, even if they are far from 'smart' in practice.

Note that room 389 University College is a 16 chair screening room with non-tablet chairs, a large LCD screen and a computer. It is suitable for occasional use for viewing, discussion, but the chairs to
do not have writing tablet surfaces. This room could be booked for regular use if your students do not require a tablet writing surface.

B. Curriculum

a. CPAC Approval Process

A reminder that course/program changes approved at the recent CPAC meeting in January will not appear in the on-line calendar that appears April 1 as they will not yet have received Senate approval. Items approved at the January Senate meeting go to Senate 4Cs for approval in March and do not come to Senate until May. It is only following Senate approval of these changes in May, that all and any amendments can be made to the calendar.

Heads have been asked to remind CPAC reps and faculty members in your unit that the earliest that CPAC approved items can appear in the calendar following the January meeting is June. Unless there is a problem (and we will advise you of any problems) you can expect January CPAC items to appear in June and August CPAC items to also not appear until the following June.

Resource considerations

As Faculties are being asked to justify course and program changes which have even minor (or ‘no’) resource implications, Heads are asked to make an appointment to discuss any proposed program changes, or, course additions of 9 credits or more with the Arts office. Please request an appointment with AD Smith and Janet Sealey (via Jen Chappellaz) to make an appointment. A resource implication document will also be required for such proposed changes.

b. CPAC Summer Meeting

The deadline for receipt of course and program changes and the introduction of new programs for the summer 2014 CPAC meeting is 15 May.

Double Advanced Major

If your Department would like to offer the option of a 42 credit hour Double Advanced Major, please consult with Janet Sealey on how to prepare a suitable program. A memo and chart can be presented to the summer CPAC meeting for consideration.

Honours Programs

At the October 9, 2013 meeting of Arts Faculty Council, the proposal to standardize the number of credit hours required for a Single Honours degree at 120 credit hours was approved. Following acceptance of that motion, Departments were advised to review their degree requirements and, where necessary, to modify their programs to create a 120 credit hour program.

Proposals for modification of Single Honours Programs to achieve this goal should be submitted to CPAC’s recording secretary (Vicky Warkentin) by 15 May 2014.
C. Space
Renovations to classrooms are being considered along the lines of that recently completed in 214 Tier where the dais was removed and the white boards lowered. Overhead mounted technology is planned, but still in process. I would be pleased to hear from users of that room to know if the changes have helped the classroom experience. I would also appreciate hearing from people teaching in other rooms with stages if they routinely teach in front of them anyway and would prefer them to be removed.

A major renovation of the student study room on the second floor of Fletcher Argue building is planned for the spring/summer of 2014. The updated study space will have increased power outlets for electronic devices, new furniture and study carrels as well as new carpet, fresh paint and window coverings. The room is used heavily by Arts and non Arts students as a central study space but it is in very poor condition.

The fixed seating in University College is also being assessed for compliance with Health & Safety regulations and for general comfort and access. The plan is to replace them with tablet style chairs.

The 307 Tier boardroom is nearing completion. We are tentatively expecting it to be available for general booking following Reading Week.

D. Internationalization

If your Department has produced any promotional materials for recruiting international students, please send me a copy for my file.
Associate Dean Research – Update
Faculty of Arts Council
Feb 2014

Fall 2013 internal grant competition results for Faculty of Arts are as follows:
URGP (new faculty): 6 of 7 successful (87%)
UM/SSHRC: 2 of 2 successful (100%)
UM/SSHRC TGP: 2 of 2 successful (100%)

UMGFs
Initial UMGF quotas have been sent out, and dept recommendation lists are due into Arts by 12 FEB 2014. The revised guidelines have emphasized the previous policy of having applied to tricouncil funding if eligible, to be considered for UMGF funding. FGS will be responsible for follow up on this and assessing cases as needed. The second component of the revision focused on the alignment with tricouncil research requirements for program eligibility.

Signature Area nominations process update:

Signature area documents were submitted by faculties in late December, and then packaged and circulated to the ADR group in early Jan in order to ask for an assessment of pan-university areas based on the submissions. These data were collated and presented at the ADR meeting on 16 Jan. Discussion there focused on breadth versus depth for these areas and how best to balance those things. At a subsequent meeting on 27 Jan ten themes were identified as follows:

- Human Rights and Social Justice
- Integrative Health Research
- Sustainable and Resilient Prairie and Northern Communities
- Materials
- Water Stewardship
- Arctic System Science
- Indigenous Peoples and Knowledges
- Understanding and Communicating Information
- Safe and Healthy Food
- Culture and Creativity

At the meeting, ADRs were asked to submit two names of faculty members for each area to be invited to consult as a subcommittee to discuss the thematic area and draft a paragraph describing the theme, revise its title as necessary and identify potential signature areas within the theme. These subcommittees will be chaired by ADRs. Once the committees have prepared their drafts, these will be reviewed by the ADR group who will also seek feedback from their units.
Activity Report for Faculty Council Meeting (February 12, 2014)
Jason Leboe-McGowan
Associate Dean (Undergraduate Student Affairs)

1. I have been working with Cecile Foster to coordinate Arts participation in upcoming Info Days events (February 19th and 20th). High school students from across Winnipeg and beyond visit the University of Manitoba during Info Days to see what we have to offer them by way of higher educational opportunities. Working with Kyle Lougheed (Student Recruitment Events Coordinator), we have succeeded in accommodating all 27 Arts departments and programs that have requested the opportunity to participate. Although space in Marshall McLuhan Hall imposes a challenging constraint, we have developed a plan that will accommodate booths for all units that wish to talk part. There will be popcorn, we'll be hosting a draw for one of the students to win an IPad Mini, and there will be roving musicians. Even if you have declined the opportunity to represent your Department at a booth, you'll be missing out if you don't come by, experience the fun, have some popcorn, and absorb some of the energy of hundreds of young people exploring the limitless possibilities that we can offer to them.

2. We have scheduled the Faculty of Arts Undergraduate Research Symposium for Tuesday, March 25th. The venue will be St. John's College in the Cross Common Room. We have sent out a call for submissions and distributed posters around campus. Please encourage members of your department to attend and encourage your undergraduates to participate by presenting a talk or a poster.

3. Please remind excellent undergraduates in your department that the University of Manitoba Undergraduate Research Awards competition deadline is February 15th, so there are still a few days left for students to submit an application. It is not an arduous process to apply and it provides an exceptional opportunity for undergraduates to work with a faculty member over the summer months, during which they will gain invaluable research experience. Awardees receive a $6000 stipend in exchange for working with a faculty member over the summer and their faculty advisor will benefit from having an excellent undergraduate student to assist them at making progress on their research program.

4. I've been helping evaluate submissions to the Emerging Leaders Award competition. There were more than 100 submissions and up to 75 students will be chosen to receive the award and an invitation to the Emerging Leaders Dinner, featuring special guest and notable astrophysicist, Neil deGrasse Tyson.
1. Please consider nominating a professor or student for the following awards. Students, professors and staff are eligible to nominate.

- Professor of the Year Deadline for nominations: April 30th. For more information please go to [http://umanitoba.ca/faculties/arts/awards/prof_of_year_award.html](http://umanitoba.ca/faculties/arts/awards/prof_of_year_award.html)

- Award in Internationalization Deadline for nominations: April 30th. For more information please go to [http://umanitoba.ca/faculties/arts/awards/internationalization_award.html](http://umanitoba.ca/faculties/arts/awards/internationalization_award.html)

- Excellence in Teaching – Established Faculty Category The category of established faculty, those past their probationary period, includes individuals who hold tenure and instructors with continuing appointments. Deadline for nominations: April 15th. For more information please go to [http://umanitoba.ca/faculties/arts/awards/teaching_excel_winners08.html](http://umanitoba.ca/faculties/arts/awards/teaching_excel_winners08.html)

- Excellence in Teaching – New Faculty Category New faculty, those still in a probationary period, are involved in engaging others in the excitement of learning, motivating others to challenge themselves beyond their current thinking, stimulating others toward critical thinking and analysis. Deadline for nominations: April 15th. For more information please go to [http://umanitoba.ca/faculties/arts/awards/teaching_excel_winners08.html](http://umanitoba.ca/faculties/arts/awards/teaching_excel_winners08.html)

- Excellence in Teaching – Sessional Category A Teaching Excellence Award is given annually to a sessional lecturer in the Faculty of Arts. Deadline for nominations: April 15th. For more information please go to [http://umanitoba.ca/faculties/arts/awards/teaching_excel_winners08.html](http://umanitoba.ca/faculties/arts/awards/teaching_excel_winners08.html)

- Graduate Student Teaching Excellence Awards The Faculty of Arts Teaching Excellence Committee gives two awards in the Spring of each year to recognize and reward excellence in teaching by graduate students. Graduate students in the Faculty of Arts who are responsible for teaching either a three or six credit hour course in the Faculty during the Regular Session preceding the award, and who have not been the recipient of the Faculty of Arts Graduate Student Teaching Excellence Award in previous years, are eligible. Deadline for nominations: April 15th. For more information please go to [http://umanitoba.ca/faculties/arts/grad/grad_stu_teaching_award.html](http://umanitoba.ca/faculties/arts/grad/grad_stu_teaching_award.html)

- Saunderson & Stanton Awards for Excellence in Teaching Nominations for the Saunderson & Stanton Awards for Excellence in Teaching may be made by members of the graduating class, by academic staff, or by graduates of the three previous
years. Please consider a nomination from your department/unit, and forward this information to undergraduate and graduate students. Information about how to nominate can be found on the Financial Aid & Awards web page: Link: http://umanitoba.ca/student/fin_awards/1496.htm

- Student Affairs Participation Award: for undergraduate students in recognition of high academic achievement and volunteerism in the University of Manitoba community. More information located at http://umanitoba.ca/student/sa_participation_award.html Nominations due February 28.

2. **An obscure rule that you may not know about:** For instructors using Desire to Learn, if a student appeals the final grade or term work, the instructor must contact IST so that the data they have is not destroyed until the appeal has been heard. Information about this regulation is located here: Desire2Learn Data Retention Guidelines (http://umanitoba.ca/access_and_privacy/resources.html)
   - All faculty members must maintain the gradebooks/spreadsheets for all their classes and students for three years

3. **Policy on recording lectures:** The Faculty of Arts devised a draft policy that outlines the conditions and suggested penalties for students who are recording lectures without permission. This draft policy is now being discussed at the Academic Integrity Working Group and will be submitted to the Senate Committee on Instruction and Evaluation in March. The summary is that students will need to seek permission for any recording and students who illegally post lectures or parts of lectures online.

4. **Experience Research:** please be reminded that February 15 is the deadline for undergraduate students to apply for the summer research award. Details are located at umanitoba.ca/experienceresearch

5. **AW and VW Policies:** I am on a sub-committee currently discussing major changes to the VW and AW policies. At this time, we are thinking of instituting a maximum number of VWs per student (the suggestion is 18 credit hours). This new regulation will have unequal implications for students and will increase the number of requests for AWs. We continue to discuss these issues and I will update you next month.