ARTS FACULTY COUNCIL
TUESDAY, DECEMBER 8, 2015
206 TIER (*NOTE ROOM CHANGE*)
2:30 PM TO 4:30 PM

SPECIAL PRESENTATION BY
U OF M SECURITY SERVICES
AND
BRENDAN HUGHES, EXECUTIVE DIRECTOR, STUDENT ENGAGEMENT

AGENDA

1. Adoption of the Agenda
   for approval

2. Business Arising
   2.1 Executive Committee Report on Minutes of April 15, 2015
       update
   2.2 Bona Fide Academic Requirements (BFARs)
       update

3. Approval of Minutes
   3.1 Minutes of April 15, 2015
       for approval
   3.2 Minutes of October 14, 2015
       for approval

4. New Business
   4.1 Report from the Equity, Diversity & Human Rights Committee
       for information
   4.2 Report from the Rules & Procedures Committee – Classics Council bylaws
       for approval
   4.3 Report from the Rules & Procedures Committee – Faculty Council bylaws
       for recommendation

5. Report of the Dean and the Associate Deans’ Reports
   5.1 Dean’s Report
   5.2 Associate Deans’ Reports

6. Question Period  Questions must be submitted by 10:00 a.m. December 7, 2015

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.
DATE: November 26, 2015

TO: Arts Faculty Council

FROM: Jeff Taylor, Chair Arts Executive Committee

SUBJECT: Minute taking at Faculty Council

Arts Executive Committee reviewed the original minutes of April 15th as well as a revised version. The committee agreed that the revised version provided a better balance and the discussion on item 3 more accurately reflected the discussion that took place at the Faculty Council meeting. After a brief discussion the committee also agreed that the revised version would be the standard form for minute taking at meetings of Faculty Council. The committee agreed that any written reports or speeches would be summarized but not included in full. As well, as noted in Bourinot’s Rules of Order, minutes will not be taken down verbatim. A summary of any discussions, along with any pertinent points will be recorded, but not the names of the speakers.
Minutes

Present: J. Taylor (Chair), C. Axelrod, B. Austin-Smith, D. Bailis, G. Bak, B. Bjarnadottir,
M. Blackmore, P.J. Buchan, B. Cantelo, I. Chassaing, T. Chen, J. Chulp, E. Comack, F. Cormier,
R. Cossar, R. Desai, J. Dueck, R. Finlay, R. Finnegan, C. Fries, S. Frohlick, M. Gabbert, J. Ghomeshi,
J. Guard, S. Jaeger, E. Jones, E. Judd, R. Hagiwara, H. Heller, S. Hladkyj, T. Janzen, J. Janon-Lewis,
D. Johnson, S. Joo, M. Kandrack, Y. Kayama, R. Koop, L. Kuffert, M. Kuzmeniuk, K. Ladner,
N. Laffleur, E. Lassie, W. Lee, J. Li, V. Loureiro-Rodriguez, J.C. Lussier, A. MacDonell, M. Martinez, H.
Marx-Wolf, D. McCance, G. Monks, K. Naylor, A. Osborne, C. Reitano, L. Renee, N. Rosen,
G. Smith, E. Thomson, J. Thorpe, S. Torquato, V. Warne, D. Watt, I. Whicher, A. Woolford,
J. Gripp (Recording Secretary)

Regrets: D. Camfield, D. Churchill, G. Clark, M. Faubert, F. Gauvin, M. Hudson, T. Ivanco, D. Laporte,
R. Lobdell, J. Owens, S. Prentice, K. Starzyk, R. Yereniuk

1. Adoption of the Agenda

MOTION: To approve the agenda as submitted. (G. Smith) CARRIED

2. Ad Hoc committee on the Faculty of Arts Teaching Responsibility Guidelines Report from
Arts Executive Committee

The statement read aloud by an Executive Committee member noted the decision to hold back the
report received form the Ad Hoc committee was unanimous. Executive Committee members had
concerns regarding the tone of the covering document. While the aim of this document was to
offer a rationale for the proposed amendments, Executive Committee felt the document was
written in a way that was unnecessarily personal and aggressive. Executive Committee members
felt framing the document in this way was inappropriate for a committee report, and had the
potential to undermine a constructive discussion by Faculty Council of the proposed amendments.

According to its terms of reference, the Executive Committee could have opted to return the
document to the ad hoc committee and request revisions. However, noting the report was already
one year late, the Executive Committee decided to move forward with a discussion of the
Teaching Responsibility Guidelines at Faculty Council’s April 8th meeting. The committee
decided to submit the proposed amendments along with a memo outlining the differences
between Dean Taylor’s and the ad hoc committee’s version of the Guidelines.

3. Further advice to the Dean on the proposed amendments to the Faculty of Arts Teaching
Responsibility Guidelines

Dean Taylor asked for any further advice on the document. He noted that in the Arts Executive
memos that were in the last agenda package, the Executive Committee identified three areas
where there are differences; 1) terminology and definition, which he is in agreement with; 2.)
teaching load for instructors, which has language he is not wedded to; and 3.) the super section
language. He added that the Dean’s Office has been in discussions with Sociology on this third
point.
It was noted by one Council member that he did not find the tone of the report from the ad hoc committee inappropriate and that he would like the minutes to reflect that he feels the report should have been forwarded to Faculty Council in the first place. He also noted that upon reviewing the reports he feels the primary issue seems to be the 18-24 credit hours. He also said he recommends keeping Dean Taylor’s terminology and definitions as originally submitted. He noted that the Dean’s revised language reflects the UMFA collective agreement and it should be incorporated into the new document.

The Department Head from German & Slavic Studies read a statement aloud, noting instructors make up almost half of his department. He went on to outline three points 1.) the diversity of instructors’ duties and on the existential nature of language instructors in academia, 2.) that small programs need certain ‘fair’ flexibility to be able to exist, and 3.) possible compromises to ensure a dynamic and fair teaching load for instructors. In conclusion he agreed that instructors teaching hours remain flexible with an 18-24 hour variance and that the wording for service remain “significant” not “extraordinary”.

Item A.6, which outlines the teaching responsibility for instructors was discussed at length. The original document stated:

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.

Dean Taylor revised this to:

The normal course teaching responsibility for full-time instructors is 24 credit hours over a one-year (twelve-month) period. 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.

The ad hoc committee revised this to:

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.

MOTION: Faculty Council recommends that the teaching responsibility load for instructors normally be 18 credit hours over a 12 month period. (M. Gabbert/J. Jaron-Lewis)

The committee discussed the pros and cons of implementing any changes to the required teaching requirements for instructors. This item was by far the most contentious to resolve and discussions have been ongoing at several Faculty Council meetings. Committee members’ opinions differed on the subject, with some members feeling very strongly that teaching hours should be capped at 18, while other felt leaving the teaching hours variable with the option of increasing the teaching loads and reducing the service component would give departments, as well as the Faculty, more flexibility. It was suggested that the service loads of instructors are often more variable than the teaching hours. It was agreed that this is certainly part of the issue and that more work needs to be done to standardize this area. An earlier survey of Heads indicated there was variability between
departments on how much service is considered significant. It was suggested that having instructors teach more than 18 credit hours would tarnish the reputation of the Faculty and diminish the quality of the teaching. In addition, it was noted that the majority of instructors currently teach 18 credit hours and it would be unjust to increase their teaching load to 24 credit hours. It was again clarified for committee members that this document was brought forward by the Dean for advice only and that the document does not fall within the jurisdiction of Faculty Council. Dean Taylor explained that he is no longer committed to the original language he proposed and he would review and revise it as he deemed necessary.

The MOTION was CARRIED with 5 abstentions and 2 against.

Another concern was the language in item B.3 as well as C.5 (as reflected in the Dean’s document, not the ad hoc committees). The concern was that changing the wording in C.5 from “will” to “eligible” will give more administrative flexibility. The concern with B.3 is that the wording has been loosened up to allow faculty members to be forced to teach during the summer months.

MOTION: To return the language in B.3 and C.5 to the original language. (M. Gabbert/B. Austin-Smith)

Dean Taylor noted that reverting the language in B.3 is fine with him. Regarding C.5, Dean Taylor noted that in practice he does provide these releases. The Associate Dean Research explained that the Faculty has automatically provided these releases in the past. However, additional language has been added because there is an increasing amount of research being done in Tri-Council and it is impractical to support Tri-Council grants outside the University or for co-investigators. A Council member agreed with the additional language because it adds flexibility.

CARRIED

MOTION: To change the wording of E. General Provisions to the following:

The provisions of this document replace all previous departmental teaching reduction protocols. All such protocols are void as of July 1, 2008. Claims for banked time accumulated under earlier protocols and submitted in writing to the Dean prior to June 30, 2011 will be honoured. (M. Gabbert)

CARRIED

MOTION: To change the wording of C.17 back to the original language. (E. Comack/B. Austin-Smith)

It was noted that the intent of the new wording is to eliminate ongoing overtime. If a program requires additional teaching year after year, it should become a part of the regular teaching load. It was suggested that distance courses are somewhat different from regular teaching, however not all agreed with that statement.

CARRIED

MOTION: To continue the conversation for another 15 minutes as Dean Taylor noted at this point the conversation on this item had been ongoing for 45 minutes (M. Gabbert/T. Chen)

CARRIED
A short discussion took place regarding a two year planning cycle. It was determined this would add a substantial work load for support staff. Dean Taylor agreed to remove this from the document as it is probably more appropriate for the Dean’s Office to deal with these issues.

It was again suggested that the terminology for the position names remain as stated in the Dean’s original draft, keeping the language on par with the collective agreement. Although this language has created some differences of opinion, there was some agreement that this language does in fact reflect the collective agreement and is more accurate.

Dean Taylor explained that he received several questions from the Sociology Department surrounding supersections. Below is transcript noting the questions received and Dean Taylor’s answers, which were read aloud.

*Question #1* - Please confirm whether or not our understanding of the policy as recorded in S. C.11 of the Teaching Responsibilities Guidelines is correct. As we understand it, if Sociology offers a supersection of SOC 1200, for example in slot 3 of 2015, and that supersection falls below 175 at the end of the course change week, then it is the responsibility of Sociology to rearrange our supersections the following year – perhaps by moving the supersection that did not fill to another timetable slot or changing the mix of regular and supersections offered. If such an effort is not made, then in 2016, the professor who offered the 2015 supersection that did not fill is in danger of being denied supersection credit.

*Answer:* No, it is not possible simply to move a supersection to another time slot under this policy and have it given consideration for an additional teaching release in the subsequent year. Overall enrolments must be adjusted to reduce the excess seating capacity in the course. In the year that caused the problems that this new policy is trying to address Sociology had 160 additional seats to the number they had enrolled the previous years. In 2014-15 the additional seat gap was lowered to 26 extra and the supersections exceeded the 175 number. The changes to sections and supersection offerings must reflect enrolment trends, not composition or scheduling. I will ensure this wording is clear in the final version.

*Question #2* - Please explain the rationale for setting 175 as the threshold for determining a supersection versus a regular section. When deciding upon this threshold, was an effort made to factor in normal VW rates for classes of this size? Related to that, how will the policy account for the fact that different sections start off with enrolments dictated by classroom capacity? That is, the closer the room capacity is to 175, the greater the chance that normal early-term withdrawals will cause the course to fall below the threshold for supersection credit.

*Answer:* The rationale for the 175 number is historic and predates my tenure as Dean. From the documents it appears that it was determined as it was between the low of 165 that one department had, and the high of 200 that others had. It was likely also to reflect that some departments only offered the credit for courses that had little TA support and a significant writing content. The VW rate was not used to determine the number for supersections as the VW rate does not come into play by the end of official course change week. I note also that in the last three years the VW rate has been marginally lower in supersections than in regular sections in Sociology. I agree that the larger the classroom the greater the chance that a supersection will meet the 175 threshold, which is why after discussions with Sociology we settled on the 198 minimum for the new policy. I will take this concern under notice and consider whether the supersection minimum class size needs to be higher than 198.
Question #3 - Does the university have sufficient classrooms that seat 200 or more to allow for effective use of this supersection policy? By our count, of the 62 classrooms typically used for Arts classes only 7 seat over 175 students. Only 3 of these have over 200 seats (Isbister 231, Schutz Theatre, and Fletcher Argue 200) while the others are all below 200 (Fletcher Argue 100 = 192, U.College 235 = 198, St Paul’s 100 = 196 and Tier 306 = 176).

Answer: There are 8 rooms that seat >200 and a total of 12 rooms that seat >175 located in the following buildings: Fletcher Argue, Education, St John’s, Drake, Isbister, Armes, Engineering, University College.

The availability of these rooms is more limited in ‘prime time’. Spreading the teaching timetable more broadly, offering sections at earlier and later times in the day, especially after 2:00 pm, increases the availability of the required larger rooms.

Question #4 - Can these rooms be guaranteed for supersection classes?

Answer: No rooms are ‘guaranteed’ for anything. However, the Registrar’s Office prioritizes the booking process for the big classes first, and normally these are all accommodated with some occasional switching of timetable slots or slight modifications to enrollment caps to move courses to appropriate sized rooms.

It should be noted that the University chose not to purchase the feature in Aurora that would have allowed for waiting lists of students wishing to enter full sections to be kept. If such a feature were available, there would be much less risk of classes falling below their supersection thresholds. Has there been any consideration of introducing a waiting-list system of some kind?

The last unofficial communication from the Registrar on this issue was to say that they are aware of the interest in this functionality in Aurora, but that the earliest roll-out would be for the Fall 2016 registration. So the answer to the question is ‘yes’ there have been conversations on this front and Arts has made this point to the RO on a number of occasions.

4. **Other Business** – there was no other business.

5. **Adjournment** at 4:00 CARRIED
Faculty of Arts Council  
October 14, 2015  
306 Tier Building

Minutes


1. Adoption of the Agenda

MOTION: To approve the agenda with the addition of a discussion on the Arts math requirement as agenda item 3.1, moving the Teaching Responsibility Guidelines update to 3.2 and to add a BFAR discussion as item 4.2 (S. Prentice)  
CARRIED

2. Adoption of the Minutes

a) MOTION: To approve the minutes of April 8, 2015 as submitted (G. Smith)  
CARRIED

b) MOTION: To approve the minutes of April 15, 2015 (S. Lecce)

Committee members expressed concern with the minutes as submitted, noting that the addition of the written statements provided an unbalanced view of the actual discussion. Committee members were uncomfortable with the addition of these statements and some felt that they should be removed from the minutes. It was also felt that the arguments were not adequately represented. Dean Taylor advised that any comments that were not reflected or that were not accurately reflected could certainly be corrected if committee members wished to advise the Dean’s Office. A short discussion took place reviewing the current minute taking practice of Faculty Council as well as Senate. It was noted that minutes can reflect just the motions of the meeting and can go as far as being transcribed verbatim. However proper recording of meetings would be necessary for that to take place. Dean Taylor said he would refer this matter to the Executive Committee for discussion at their next meeting.

NOT CARRIED

3. Business Arising

3.1 Math Requirements for Arts Students

The Faculty Council member from the Department of Mathematics in the Faculty of Science reported that the Faculty of Science has been reviewing their program offerings and would like to alert the Faculty of Arts that there may be classes that were previously available to Arts Students for their math requirement that would no longer be available. This review and the proposed reductions are the result of the continuing budget reductions as well as an undergraduate program
review. It was requested and agreed to, that wide circulation of these forms from Science take place.

3.2 Teaching Responsibility Guidelines update

Dean Taylor reviewed the process the Teaching Responsibility Guidelines document has undergone. He noted that, in spite of the fact that he did not need to bring these changes to Faculty Council, he did and there have been numerous opportunities for input. Upon his initial review of the instructors’ roles, there was a wide variance in what instructors were teaching and what the service loads were. He also had discussions with Heads in order to review the service load of instructors. He understands that some Faculty Council members are upset at the changes to the credit hours worked by instructors. He does not take these changes lightly but must keep the best interests of Arts first and foremost. Dean Taylor noted he has changed his original view of striking out the 18 credit hours and changing it all to 24 credit hours. He has abandoned that language but he cannot agree with those who want teaching locked at 18 hours. It is not what was in the original document said and it is not always in the best interest of the department. One size does not fit all throughout the faculty. So the final wording reflects the original range of 18 to 24 hours and reductions for significant service. Dean Taylor also noted that, after consultation with the Department of Sociology, the language in C.10 regarding supersections has been significantly changed from what was originally submitted. In addition, Dean Taylor made other changes to the document, reflective of his discussions with Faculty Council.

It was suggested that Dean Taylor did not follow up on his promise made at the last Faculty Council meeting, to return the language in sections B.3, C.5 and C.17 to the original language. Dean Taylor responded that the intent of the language is the same, however he did edit it to provide clarification and to reflect the correct terminology.

Several committee members again remarked on their concern and disagreement regarding the 18-24 credit hour teaching limit. Some felt that only very basic courses that require little preparation be taught by instructors teaching 24 credit hours. Dean Taylor noted that these decisions are made in conjunction with the Department Head during the timetabling process.

A question was raised as to how Dean Taylor would determine the teaching loads are, and if there is any consideration being taken into account for course preparation. Dean Taylor replied that he has discussions with Heads on an annual basis; not only for instructors for faculty members as well. There is variability between faculty members as well instructors and Heads have the responsibility to ensure that there is comparability between each. Dean Taylor looks at the faculty-level loads and tries to ensure there is comparability. The workloads are looked at annually to ensure there is fairness.

A statement was made indicating much disappointment in the revisions to the document, and that changes were made regardless of the opposition by many Faculty Council members. Another committee member thanked Dean Taylor for his transparency and openness in discussing the final version of the document.

4. New Business

4.1 Arts Course and Program Approval Committee Report

The report was for information purposes only. There was no discussion and no questions
4.2 Bona Fide Academic Requirements

The committee member who requested this be added to the agenda noted that, as the BFAR representative for her department, she feels the process is tremendously difficult and onerous. She suggested the process be referred to the Arts Executive Committee for discussion. She thinks it would be wise for Arts to have a collective response to the BFARs instead of all the departments trying to establish BFARs on their own. Another committee member agreed, noting that the purpose of this process needs to be reviewed. Dean Taylor said that currently only the graduate programs are undergoing this process and that is outside the purview of the Faculty of Arts. Regardless, it was felt that because the undergraduate programs would be next, which will have a direct impact on Arts, a discussion would be beneficial.

Dean Taylor agreed to discuss this with Department Heads.

5. Report of the Dean and the Associate Deans’ Reports

5.1 Report of the Dean – Dean Taylor reviewed the budget situation for the Faculty. With regards to hiring, Dean Taylor noted that he has received funding for a new Department Head for Native Studies. In addition, Psychology is continuing its search for a clinical position. This search failed last year but is integral to the Department and the accreditation of the Clinical Psychology Program.

Dean Taylor also noted Greg Sobie has replaced Janet Sealey, who retired last spring. In addition, Elisabeth Ross will be retiring in December and a search is taking place for her position. This position has been re-written with most of the financial tasks being transferred to Tammy Evasion, leaving the new position primarily focusing on human resources.

A short discussion ensued with Dean Taylor assuring faculty members that departments will continue to hold Article 18 meetings to ensure that the hiring needs can be addressed. Dean Taylor noted he will continue to request funding from central administration for those positions that are critical to the operation of the Faculty. Dean Taylor explained the position allocation process and clarified that it is the same process for all Faculties. Committee members expressed concern at the loss of 22 positions in one year, which equates to almost 10% of Arts faculty members. The committee felt that losing that many faculty members is a crisis and continued losses will change the profile of the Faculty. It was suggested Faculty Council have a further discussion in the future.

Dean Taylor also noted he has just completed and submitted eleven tenure applications and will be working on approximately the same number of promotion applications.

5.2 Associate Deans’ Reports – There were no additional comments made.

6. Question Period – There were two questions submitted. Dean Taylor agreed to answer the questions although he noted that the questions were not within the jurisdiction of Faculty Council. The questions and answers were as follows:

1. How many courses are cancelled due to low enrollment in the last three terms (including the current term)? How many students were registered in each (cancelled) course at the time of cancellation? Are the courses cancelled before the term starts, the first week of the term, or the second week of the term?
We do not formally track the number of cancellations due to low enrolments. I work with departments to reduce the risk of low enrolment courses occurring, however there is still a handful of them each year. The Provost's Office reports that number to be 64 classes of 4 or less students, but we dispute that as they are including courses that run on endowments not Arts funding and double count six credit hour courses that can't be cancelled once they are underway. Further, they include reading courses which are by definition going to have enrolments of usually a single student. Whenever possible courses are cancelled as far in advance as possible, but there is generally a desire to be given extra time to see in other students can be persuaded to take the course, so again, I try to be flexible.

2. The revised Faculty of Arts Teaching Guidelines mentions a "low enrollment cut-off." What exactly is the low enrollment cut-off for the undergraduate elective courses and the graduate elective courses? Three, four, five, six, seven students, some other number, or something else?

I receive pressure from some quarters of the senior administration on this issue and I resist providing a specific number as we need to be able to ensure that our programs are able to run and that our students are able to complete their programs. Sometimes this means running courses with low enrolment. There is an ongoing discussion with Heads about how courses fit into program needs and how essential they are. We do our best to find a balance.

The situation is different with summer courses. In those cases, if enrolments are under roughly 20 students Arts has to pay Extended Education to run the course. So a course that is not essential to program needs must generally exceed 20 students to be considered for the summer.

7. MOTION TO ADJOURN at 4:15 (G. Smith)  CARRIED
TO: Arts Executive Committee

FROM: Equity, Diversity and Human Rights Committee (EDHR)

Date: 30 October 2015

RE: Indigenous Hiring and Retention Strategy

At its meeting of 9 June 2015, the EDHR considered the University’s draft Indigenous Hiring and Retention Strategy. The Committee was supportive of the University’s desire to incorporate more Indigenous inclusivity into the leadership and training policies and procedures at the university. They also discussed the underrepresentation of Indigenous persons among the campus workforce and within the Human Resources Consultant team in particular.

As a result, the EDHR Chair drafted a formal recommendation to the Associate Vice-President, Human Resources, Gregory Juliano, “that an Indigenous person, with a proven record of Indigenous inclusion, be hired for the next Human Resources consultant position.”

The Committee also requested that this action be formally noted for information at Faculty Council.
November 13, 2015

TO: Arts Executive Committee

FROM: Jeff Taylor, Chair, Rules & Procedures Committee

SUBJECT: Classics Department Council Bylaw changes

Attached are the revised bylaws for the Classics Department Council. These bylaws have been reviewed by both the Arts Rules and Procedures Committee and the Senate Committee on Rules and Procedures and are ready to be forwarded to Arts Faculty Council for approval.
MEMO

TO: Dr. Jeff Taylor, Dean of Arts; Chair, Rules and Procedures Committee

FROM: Dr. Lea Stirling, Head, Department of Classics

SUBJECT: Revisions to Bylaws of Classics Department

DATE: 14 April 2015

Thank you for your memo of March 18, 2014, where you request clarifications and changes in the bylaws for the Classics Department. I must have enclosed an old draft of the bylaws when I made my previous submission. The Classics Department Council met on November 10th, 2014 and discussed the advice you conveyed about our bylaws in your memo of October 3rd, 2014. We made the following changes and corrections:

Section II “Membership.” The support staff are now listed as voting members.

Section IIIa “Limits on participation.” The bylaws now specify that, “Student members shall not attend those part of meetings during which matters such as examinations, fellowships, awards, and academic staffing are discussed.” (“Shall not attend” replaces “shall not participate in.”)

Section IIIb “Limits on participation.” We accept the change from “Faculty members” to “Academic members” and specify that, “Academic members not holding a probationary or tenured position shall not attend those parts of meetings during which matters of academic staffing are discussed.” (Again, “Shall not attend” replaces “shall not participate in.”)

Section VIIa. The wording is corrected to read “Pursuant to section Vb) of these bylaws…”

I attach a clean copy of the proposed bylaws and a copy with “track changes” to show where there have been insertions and deletions. I also attach a copy of your note from March 18, 2015.

With these changes made, I am now resubmitting the revised bylaws of the Classics Department to the Arts Rules and Procedures Committee.
DATE: March 18, 2015

TO: Lea Stirling, Head, Classics Department

FROM: Jeff Taylor, Chair, Rules & Procedures Committee

SUBJECT: Classics revised departmental bylaws

The Arts Rules and Procedures Committee met on September 18th, 2014 to review the changes to the Department of Classic’s bylaws. The committee recognizes that the Senate Committee on Rules and Procedures has reviewed these previously but still found some items that require clarity or correction. They are as follows:

1) Section II “Membership” notes the department’s support staff as non-voting members, whereas the template has support staff as voting members. The committee questions why support staff would not be given voting rights.

2) Section III a) “Limitations on Participation” needs to be clarified. The committee acknowledges that the language used is the same as in the template, however it does not currently state what the limitations on participation actually means. Does “not participate” mean not vote, not participate in the discussion, physically leave the room, or a combination.

3) Section III b) should read Academic members not Faculty members (as per the definitions in the collective agreement). Clarification should also be provided for the wording “not participate...”. Does “not participate” mean leave the room and move into a closed session or does it mean these members can stay and listen but cannot contribute to the conversation or vote.

4) Under section VIII a) it should read pursuant to section V not section IV (error in the template).

Once these changes have been either made or addressed back to the Arts Rules and Procedures Committee the bylaws will be forwarded to Faculty Council.
MEMORANDUM

Date: July 25, 2014

To: Dean Jeffery Taylor, Faculty of Arts
Dr. Mark Joyal, Department Head, Department of Classics

From: Dr. John (Jay) Doering, Chair, Senate Committee on Rules and Procedures

Re: Proposed Revisions to Department of Classics Council Bylaws

In accordance with the Policy on Department Council Bylaws, the Senate Committee on Rules and Procedures reviewed the proposed changes to the Department of Classics Council Bylaws prior to the presentation of the proposed changes to Faculty Council for approval. The role of the Committee was to review the proposed changes and to provide commentary and recommendations for consideration prior to Faculty Council making a decision on the amendments. In doing this, the Senate Committee on Rules and Procedures considered the readability of the bylaws, any potential challenges in their application, and consistency with other department council bylaws.

With respect to the proposed revisions, the Committee observed/recommended the following:

1) Regarding the requirement to "hold at least two meetings during each academic year" (subsection VII(a)), the Committee observed that two meetings a year would seem to be infrequent. However, the Committee also noted that the requirement was for a minimum of two meetings a year.

2) Regarding the power of the Council to make recommendations concerning "curriculum and matters pertaining to instruction insofar as such recommendations do not conflict with rights of academic freedom" (subsection VI(a)), the Committee observed that academic freedom was subjective, and that making a determination of whether a conflict existed might prove problematic for the Council.

The Committee respectfully submits these comments and recommendations to the Faculty Council. Once a final version has been approved by the Faculty Council, I would remind you to immediately provide an electronic copy to the University Secretary.
Should you have any questions, please feel free to contact me directly at 204-474-9887, or contact the University Secretary, Mr. Jeff Leclerc, at 204-474-6167.

/su
Department of Classics  
Department Council Bylaw  
University of Manitoba

I  Preamble

The Department Council of the Department of Classics is established by the Faculty Council of the Faculty of Arts pursuant to powers granted unto Faculty Council in the Faculty and School Council General Bylaw and in a manner consistent with Senate's policy “Departments — Organization and Structure”.

The purpose of this bylaw is to define the governance structure of the Department Council.

These Bylaws supersede all previous Department Bylaws.

II  Membership Council

The membership of the Department Council shall be consist of voting members and non-voting members. Voting members shall include:

A. All full-time members of academic staff;
B. All part-time members of academic staff;
C. Student representatives:
   a) the President of the University;
   b) the Vice-President (Academic) and Provost;
   c) the Dean of the Faculty;
   d) the Head of the Department;
   e) all members of the academic staff of the Department holding appointments as professors, associate professors, assistant professors, lecturers, senior instructors, instructors 1 and instructors 2;
   f) all other persons who are teaching at least 6 credit hours in the Department in a given term;
   g) one undergraduate student who is majoring in Classical Studies, Greek, or Latin, elected or appointed annually in a manner determined by the Faculty of Arts Student Council;
   h) one graduate student enrolled in the Masters degree program in Classics, elected or appointed annually from amongst the pre-masters and MA students in the Department;
   i) all members of the support staff of the Department.

Non-voting members shall include:

a) all adjunct professors of the Department;

b) all other persons who teach a course in the Department and who are not noted above;

c) all Professors Emeriti and Senior Scholars in the Department.

2. Selection of Student Members. There shall be three student members on the Department Council, and these may be either undergraduate or graduate students. Students registered for-
courses in Greek (including Hellenistic Greek) shall elect annually one student member from
their own body; students registered for courses in Latin shall elect one member from their own
body; students registered in courses in Classical Studies shall elect one member from their own
body. The Head of the Department shall give notice to students in the department calling a
meeting of each of the three constituencies to elect its representative, and the students shall
conduct the election of their representatives. These meetings shall be called each academic year
before October 15, and the term of service in Council for students shall be for one year.

III Limitations on Participation

A. For committees on which students and staff both sit, the staff members shall elect staff
members and student members of the constituencies they represent shall elect student members.

B. In accordance with an Agreement between the University of Manitoba and Le Collège de
Saint-Boniface, November 1, 1972, all staff holding academic appointments in that College and
who teach a course listed by a Department in the Faculty of Arts shall be a member of the
Department Council for that Department, with full voting privileges on all matters except the
financing, the financial administration and the staffing of the University.

a) Student members shall not attend those parts of meetings during which matters such
as examinations, fellowships, awards and academic staffing are discussed.

b) Academic members not holding a probationary or tenured position shall not attend
those parts of meetings during which matters of academic staffing are discussed.

c) Non-voting members shall have the right to receive notice of Council meetings and to
participate therein, but shall not have the right to move or second motions, or to vote.
Non-voting members may be appointed to have and have full participation rights on
Committees of Council.

IV Role of Department Council

The role of the Department Council is:

a) to advise the head on all matters submitted to it by the head;
b) to recommend to the head or, through the head, to any appropriate officer or body in
the University, such actions as it may deem desirable;
c) to carry out such duties and responsibilities as may be assigned to it by the faculty or
school council.

V Powers to Act

A. In addition to such other powers as may be granted from time to time by the Faculty or
School Council, the Department Council shall have the power to:

a) to provide for the regulation and conduct of its own meetings.

B. b) The Department Council shall appoint such ad-hoc committees as it shall deem
necessary and may to confer on them the powers to act for the Council it.

C. The Department Council shall set and revise academic evaluation procedures within the
general terms of reference of Senate and Faculty Council.
VI Powers to Recommend

The Council shall have power to make recommendations to the Head or through the Head to the appropriate persons or bodies with respect to any matters of proper concern to the Council and, especially, to notwithstanding the generality of the foregoing, may make recommendations concerning:

A. Conferring of title of Professor Emeritus [but see f] below.

B. The terms of scholarships and prizes which are subject to the recommendation of the Department [but see g] below.

C. Conditions of entrance and standing required for courses in the Department and all matters relating thereto [but see b] below.

D. All matters pertaining to instruction in the Department [but see a] below.

E. All matters pertaining to the conducting of examinations in the Department [but see c] below.

F. Acquisition and use of facilities and equipment in the Department.

G. Curriculum and educational priorities [but see a] below.

H. Allocation of resources [but see d] below.

I. Long-term and short-term policy for the Department [but see e] below.

a) curriculum and matters pertaining to instruction insofar as such recommendations do not conflict with rights of academic freedom;

b) conditions of admission, entrance and standing of students and all matters related thereto;

c) the conditions on which candidates shall be received for examination and the conduct and results of examinations in the department;

d) the allocation of resources;

e) long-range and short-range planning for the department;

f) the appointment of Professors Emeriti and Adjunct Professors;

g) scholarships and other awards.

VII Meetings

A. The Council shall meet in regular sessions as determined by the standing rules of the Department Council and in any case at least once in each term. Special meetings may be held at the call of the chair, or on the written request of any three members of the Council, at least one of whom must be a faculty member. The Head of the Department or

B. Any member of Council appointed by him shall be chairman of the Council meetings.---

Agendas and relevant documents of each meeting shall be circulated to Council members in advance of the meeting.
C. The quorum shall be one third of the membership.

D. Advance notice of both regular and special meetings shall usually be one week, but in no case less than 24 hours.

E. Meetings shall be open to non-members of the Council, subject to the right of Council to declare a closed session by a majority vote.

F. The failure of any student constituency to carry out proper elections shall not prevent the Department Council from functioning.

G. Minutes of Council meetings shall be kept and shall be distributed to all Council members as soon as possible after each meeting.

a) The Department Council shall hold at least two meetings during each academic year.
b) Meetings of the Department Council shall be called by the Head, or upon written request to the head by three voting members of the Council.
c) Five days notice shall be provided for regular meetings of Department Council, and two days notice shall be provided for special meetings of Department Council. Notice may be given in writing, by telephone or by e-mail.
d) The agenda for regular meetings shall be circulated at least 3 days in advance of regular meetings. The agenda for special meetings shall be circulated with the notice.
e) The quorum necessary for any transaction of business shall be one-third of the number of voting members. Voting members who are absent on research/study or administrative leave shall not be counted in determining quorum.
f) The Head (or designate) shall preside at meetings of the Department Council, subject only to the right of the President or the Dean to elect to preside.
g) Each voting member shall be entitled to one vote. The presiding officer shall not vote, except to break a tie.
h) Minutes of all Department Council meetings shall be kept and distributed to all Department Council members as soon as possible after each meeting.
i) Meetings of Department Council shall be open to non-members, subject only to space limitations and the right of the Council to move into closed session to deal with confidential matters.

VIII Committees

A. The Head of the Department shall be ex officio a member of all Committees. [but see c) below]

B. No students shall sit on committees dealing with retention, tenure or promotion of members of the academic staff.

C. A committee consisting of academic staff only, or of student member of Council only, may be constituted by Council for the purpose of considering matters of particular concern to either academic staff or students. Such a committee shall report to the Department Council in the usual way.

a) Pursuant to section V b) of these bylaws, the membership and terms of reference of committees of the Department Council shall be determined by Council.
b) The terms of reference of all committees of Department Council shall be made available to members of the Department Council.

c) The Head (or designate) shall be a voting member *ex officio* of all departmental Committees.

IX Rules

A) a) Standing rules may be adopted or amended by a majority of a duly constituted vote of a regularly called meeting of the Department Council, provided that notice of such proposed rule or amendment be circulated to all members at least 24 hours in advance such rules or amendments have been circulated with the agenda of the meeting.

B) b) Unless otherwise provided for, in the Standing Rules, the conduct of meetings of the Department Council shall be by the rules in effect for meetings of Senate.

X Amendment

The amendment of any Department Council this bylaw shall be effected either:

A) *(i)* a) by a motion passed by a two-thirds majority vote of the voting members of the Department Council present and voting at a duly called and constituted meeting and;

   *(ii)* by the subsequent ratification approval by a majority vote of those the voting members present and voting at a duly called and constituted meeting of the Arts Faculty Council.

   OR

B) b) in the absence of a resolution from the Department Council, by a two-thirds majority vote of those present and voting at a duly called and constituted meeting of the Arts Faculty Council.

In the case of either a) or b) above, any amendments to this bylaw must be reviewed by the Senate Committee on Rules and Procedures prior to a vote by Faculty Council.

| Approved by Department Council on **November 12, 2014**
| Reviewed by the Senate Committee on Rules and Procedures on ________________
| Approved by Faculty Council on ________________
d) all members of the support staff of the Department
Department of Classics
Department Council Bylaw
University of Manitoba

I  Preamble

The Department Council of the Department of Classics is established by the Faculty Council of the Faculty of Arts pursuant to powers granted unto Faculty Council in the Faculty and School Council General Bylaw and in a manner consistent with Senate’s policy “Departments — Organization and Structure”.

The purpose of this bylaw is to define the governance structure of the Department Council.

These Bylaws supersede all previous Department Bylaws.

II  Membership

The membership of Department Council shall consist of voting members and non-voting members. Voting members shall include:

a) the President of the University;
b) the Vice-President (Academic) and Provost;
c) the Dean of the Faculty;
d) the Head of the Department;
e) all members of the academic staff of the Department holding appointments as professors, associate professors, assistant professors, lecturers, senior instructors, instructors 1 and instructors 2;
f) all other persons who are teaching at least 6 credit hours in the Department in a given term;
g) one undergraduate student who is majoring in Classical Studies, Greek, or Latin, elected or appointed annually in a manner determined by the Faculty of Arts Student Council;
h) one graduate student enrolled in the Masters degree program in Classics, elected or appointed annually from amongst the pre-masters and MA students in the Department.
i) all members of the support staff of the Department.

Non-voting members shall include:

a) all adjunct professors of the Department;
b) all other persons who teach a course in the Department and who are not noted above;
c) all Professors Emeriti and Senior Scholars in the Department;

III  Limitations on Participation

a) Student members shall not attend those parts of meetings during which matters such as examinations, fellowships, awards and academic staffing are discussed.
b) Academic members not holding a probationary or tenured position shall not attend those parts of meetings during which matters of academic staffing are discussed.
c) Non-voting members shall have the right to receive notice of Council meetings and to participate therein, but shall not have the right to move or second motions, or to vote. Non-
voting members may be appointed to have and have full participation rights on Committees of Council.

IV  Role of Department Council

The role of the Department Council is:

a) to advise the Head on all matters submitted to it by the Head;
b) to recommend to the Head or, through the Head, to any appropriate officer or body in the University, such actions as it may deem desirable;
c) to carry out such duties and responsibilities as may be assigned to it by the faculty or school council.

V  Powers to Act

In addition to such power as may be granted from time to time by the Faculty or School Council, the Department Council shall have the power:

a) to provide for the regulation and conduct of its meetings;
b) to appoint such committees as it shall deem necessary and to confer on them powers to act for it.

VI  Powers to Recommend

The Council shall have power to make recommendations to the Head or through the Head to the appropriate persons or bodies with respect to any matters of proper concern to the Council and, notwithstanding the generality of the foregoing, may make recommendations concerning:

a) curriculum and matters pertaining to instruction insofar as such recommendations do not conflict with rights of academic freedom;
b) conditions of admission, entrance and standing of students and all matters related thereto;
c) the conditions on which candidates shall be received for examination and the conduct and results of examinations in the department;
d) the allocation of resources;
e) long-range and short-range planning for the department;
f) the appointment of Professors Emeriti and Adjunct Professors;
g) scholarships and other awards.

VII  Meetings

a) The Department Council shall hold at least two meetings during each academic year.
b) Meetings of the Department Council shall be called by the Head, or upon written request to the Head by three voting members of the Council.
c) Five days notice shall be provided for regular meetings of Department Council, and two days notice shall be provided for special meetings of Department Council. Notice may be given in writing, by telephone or by e-mail.
d) The agenda for regular meetings shall be circulated at least 3 days in advance of regular meetings. The agenda for special meetings shall be circulated with the notice.
e) The quorum necessary for any transaction of business shall be one-third of the number of voting members. Voting members who are absent on research/study or administrative leave shall not be counted in determining quorum.

f) The Head (or designate) shall preside at meetings of the Department Council, subject only to the right of the President or the Dean to elect to preside.

g) Each voting member shall be entitled to one vote. The presiding officer shall not vote, except to break a tie.

h) Minutes of all Department Council meetings shall be kept and distributed to all Department Council members as soon as possible after each meeting.

i) Meetings of Department Council shall be open to non-members, subject only to space limitations and the right of the Council to move into closed session to deal with confidential matters.

VIII Committees

a) Pursuant to section V.b) of these bylaws, the membership and terms of reference of committees of the Department Council shall be determined by Council.

b) The terms of reference of all committees of Department Council shall be made available to members of the Department Council.

c) The Head (or designate) shall be a voting member ex officio of all departmental Committees.

IX Rules

a) Standing rules may be adopted or amended by a majority vote of a regularly called meeting of Department Council, provided that such rules or amendments have been circulated with the agenda of the meeting.

b) Unless otherwise provided for, in the Standing Rules, the conduct of meetings of the Department Council shall be by the rules in effect for meetings of Senate.

X Amendment

The amendment of this bylaw shall be effected either:

a) by a motion passed by a two-thirds majority vote of the voting members of the Department Council present and voting at a duly called and constituted meeting and the subsequent approval by a majority vote of the voting members present and voting at a duly called and constituted meeting of the Arts Faculty Council;

or

b) in the absence of a resolution from the Department Council, by a two-thirds majority vote of those present and voting at a duly called and constituted meeting of the Arts Faculty Council.

In the case of either a) or b) above, any amendments to this bylaw must be reviewed by the Senate Committee on Rules and Procedures prior to a vote by Faculty Council.
November 13, 2015

TO:         Arts Executive Committee
FROM:       Jeff Taylor, Chair, Rules & Procedures Committee
SUBJECT:    Faculty of Arts Council Bylaw changes

Attached are the revised bylaws for Arts Faculty Council. The current Faculty Council by-laws have not been revised since 1998.

Many of the changes are editorial in nature (title changes, etc). Additionally, the section on student membership on Faculty Council has been revised following consultation with the President of the Arts Student Body Council. The current by-laws have the ASBC president appoint 5 members to Faculty Council. As well, each of the colleges (St. Paul’s, St. John’s, University College, and Universite de Saint Boniface) appoint two members each, for a total of eight members. An additional number of students (equivalent to 4% of the full time academic staff members of the Faculty) can be elected to Faculty Council by and election, set up by an “election committee”. This election has not taken place in at least 8 years, which has restricted the number of students on Faculty Council. Dean Taylor and the current president of the ASBC recommend removing the election clause and allowing an additional six students (as the appointment of the night student has been removed) for a total of 10 students to be appointed by the President of ASBC. In addition the clause limiting student participation on no more than two committees was removed, which was recommended and highly supported by the President of ASBC.

Lastly, the Nominations Committee and Executive Committee terms of reference were removed from the by-laws. A short section (II.) has been added to outline the general rules of the Faculty of Arts Standing Committees. The terms of reference have been removed to avoid having to get Senate approval to the Faculty Council by-laws every time a change was made to the terms of reference for these committees. None of the other standing committees’ terms of reference are included in the by-laws.
The University of Manitoba

THE ARTS FACULTY COUNCIL BY-LAW

Proposed support staff addition to Executive Committee approved by Arts Faculty Council - May 5, 1998 and by Senate July 8, 1998

This By-Law is supplementary to the Faculty and School Council General By-Law, a copy of which is appended hereto.

I. Faculty Council

   1. Membership

      In addition to those persons provided for in the Faculty and School Council General By-Law, the Faculty Council of Arts shall be composed of:

      a) All staff holding positions of Instructors and those holding part-time academic appointments, if any, in the Faculty of Arts;
      b) All staff holding academic appointments at St. Boniface College-Université de Saint-Boniface who teach courses listed in the Faculty of Arts calendar;
      c) The Provost of University College;
      d) The Warden of St. John's College;
      e) The Rector of St. Paul's College;
      f) The Reuter-Dean of Arts at St. Boniface College-Université de Saint-Boniface;
      g) The Principal of St. Andrew's College;
      h) The Dean of the Faculty of Science, or delegate;
      i) Two representatives from each of the following Science departments: Mathematics, Statistics, and Computer Science;
      j) The Dean of the Faculty of Social Work, or delegate;
      k) Director, University I, or delegate; Executive Director, Student Academic Success, or delegate;
      l) Vice-Provost, (Students) Student Affairs;
      m) The Dean of Continuing Education, or delegate;
      n) Senior Scholars;
      o) Professors emeriti/ae;
      p) Deans emeriti/ae;
      q) Post-doctoral fellows; and
      r) Eighteen (18) Undergraduate Student representatives as provided for below (and including those provided for in the general By-Law requiring a minimum of three (3) student members)
      s) three (3) Faculty of Arts Support Staff as provided for below.

   2. Election of Support Staff

      In addition, three (3) Faculty of Arts support staff persons shall serve on Faculty Council. These individuals shall be duly elected by secret ballot from the support staff in the Faculty. Each support staff elected to Council will serve for two three years, with one support staff being elected each year except that the term of one support staff member be one year in the first instance. Terms shall begin on July 1.
2-3. Selection of Student Representatives

a) There shall be thirteen (13) student representatives who are appointed:

(i) two (2) Arts students appointed by the executive of the student society in University College;
(ii) two (2) Arts students appointed by the executive of the student society in St. John's College;
(iii) two (2) Arts students appointed by the executive of the student society in St. Paul's College;
(iv) two (2) Arts students appointed by the executive of the student society in St-Boniface College Université de Saint-Boniface;
(v) in addition ten (10) Arts students not otherwise appointed as noted above to be appointed by the executive of the Arts Student Body Council; and
(vi) one (1) Arts student appointed for evening students by the executive of the Arts Student Body Council.

b) In addition, there shall be student representatives who are elected. They must be Arts students at the time of election, and only Arts students shall vote in the election. The number so elected shall be equal to 4% of the full-time academic staff members of the Faculty at the time of the election.

c) The term of membership for each student representative shall be one academic year.

d) The procedures for electing student representatives shall be planned by an Election Committee consisting of eight Arts students, two of whom shall be appointed by each of the four student society executives in Arts.

34. Limitations on Student Participation

Student representatives on Faculty Council shall, in general, have the same rights, privileges, and obligations as do academic staff members, with the following exceptions:

a) Student representatives shall not be eligible for election to Senate from the Faculty Council, and they shall not vote in the election or removal of these senators.

b) Student representatives shall not be eligible for election to the academic positions on the Executive Committee, and they shall not vote in the election to fill those positions.

c) Although provision shall be made for at least one student (who need not be a member of Faculty Council) on each committee of Faculty Council, there shall be for a specified period of time be no student on certain committees if the body of which they are committees passed by a simple majority a debatable motion to that effect.

d) No student shall be a member of more than two committees in the Arts Faculty.

45. Meetings

a) The quorum for any meeting of the Faculty Council shall be twenty-five members present at the scheduled time of the meeting, provided that written notices of the meeting have been duly sent out to members.
b) Meetings of the Faculty Council shall be called by the Dean of the Faculty on his/her own motion, or at the written request of any ten members of the Faculty Council.

c) Written notice of at least five working days shall be given for any regular Council meeting, and at least forty-eight hours written notice for any special Faculty Council meeting. (Such periods of notice shall not include weekends or holidays.)

d) The Faculty Council shall meet at least once in each term.

e) The Dean of the Faculty (or delegate) shall be the presiding officer at all meetings of the Faculty Council, subject to the right of the President to preside at any such meetings.

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.

(An "open Council meeting" means a meeting of Council, or portion thereof, which members of the University community may attend as non-participating observers and spectators, subject to the limitations of space and orderly conduct. A "closed Council meeting" means a meeting of Council, or portion thereof, which only Council members and those persons specifically invited by Council may attend.)

II. Standing Committees of Faculty Council

All standing committees established under Faculty Council shall:

a) Report at least once annually to Faculty Council
b) The terms of reference for all standing committees and any changes to the terms of reference for standing committees will be approved by Faculty Council

c) The Dean (or designee) shall be a voting member, ex officio of all Faculty Council standing committees

II. Executive Committee

1. There shall be an Executive Committee consisting of:
   a) the Dean;
   b) the Associate Dean(s);
   c) eight members elected by and from the members of Faculty Council who hold full-time academic appointment either in the Faculty of Arts or in St. Boniface College;
   d) two students elected by and from the student members of the Faculty Council; and
   e) the secretary of Faculty Council shall be a non-voting member of the Executive Committee.

2. One member elected by and from the Faculty of Arts support staff with a term of office of two years, beginning on July 1.

3. The term of office for each elected academic member shall be two years beginning on July 1.
   With four members to be elected each year during the spring Council meeting at which Arts representatives to Senate are elected; if a position becomes vacant, a person shall be elected at the following Faculty Council meeting to fill the unexpired portion of the term.
3. The annual election of academic members shall be such that, following the election, there shall be among the eight elected academic members of the Executive Committee at least one person representing each of the professorial academic ranks.

4. The term of office of each student member shall be one academic year.

5. The Dean (or delegate) shall call and preside at all meetings of the Executive Committee.

6. Subject to the powers of Faculty Council, the Executive Committee shall:
   a) ensure that the Faculty Council policy is properly executed;
   b) receive reports from the Nominating Committee, and decide on additions to membership of the other Committees of Faculty Council, subject to approval at a later meeting of Council;
   c) co-ordinate the work of other Committees of Faculty Council, referring questions involving policy to the appropriate Committee;
   d) receive and consider reports and recommendations originating with other Committees, and, when it deems necessary, pass on its suggestions to those Committees;
   e) forward to Faculty Council for decision the final version of all reports and recommendations involving the establishment or alteration of general policy, whether they originate with the Executive Committee itself or with the other Committees;
   f) make nominations for membership on the Arts Nominating Committee to the Faculty Council;
   g) follow up decisions taken by Faculty Council;
   h) deal with the contingencies that arise between meetings of Faculty Council and, in general, assist the Dean in discharging of matters of a routine nature which do not substantially involve questions of general policy;
   i) report to Faculty Council with respect to actions taken by the Executive Committee; and
   j) carry out such other functions as Faculty Council shall from time to time specify.

III. Nominating Committee

1. There shall be a Nominating Committee consisting of eight members elected by and from the members of Faculty Council who hold full-time academic appointment either in the Faculty of Arts or in St. Boniface College, and two student members elected by and from the student representatives on Faculty Council.

2. The term of office for each elected academic member shall be two years, beginning on July 1, with four members to be elected each year during the spring Council meeting at which Arts representatives on Senate are elected; if a position becomes vacant, a person shall be elected at the following Faculty Council meeting to fill the unexpired portion of the term.

3. The term of office of each elected student member shall be one academic year.
4. The Committee shall elect its own chair.

5. The primary purpose of the Committee shall be to nominate academic staff to the other standing committees of Faculty Council.

6. The nominations shall be submitted annual to Faculty Council for approval, at which time it will be possible for members of Faculty Council to make additional nominations.

7. If positions on standing committees become vacant between annual presentations of nominations to Faculty Council, the nominations of people to fill such vacancies shall be submitted to the Executive Committee for decision.

8. Prior to submitting its nominations of student members of Committees, the Nominating Committee may consult with an advisory nominating committee formed by and from the student representatives on Faculty Council.

IVII. Representatives to Senate

All and only members holding a full-time academic appointment in the Faculty of Arts are eligible for election to Senate from the Faculty Council of Arts. All and only members holding an academic appointment in the Faculty of Arts, whether full-time or part-time, shall be eligible to vote in the elections of such Senators.

Eligibility for Nomination:

All members of Arts Faculty Council holding probationary, continuing, tenured or term positions in the Faculty of Arts and all support staff members of Arts Faculty Council are eligible for election as Arts representatives to Senate. Normally, one of Arts representative to Senate will be chosen from among the support staff members of Faculty Council. If none of the support staff members wish to serve, the position will be filled by an Arts Faculty Council member holding a probationary, continuing, tenured or term position in the Faculty of Arts.

Eligibility to Vote:

All members of Arts Faculty Council shall be eligible to vote in the elections of such Senators.

IV. Rules

1. Standing Rules

   a) Standing rules may be adopted or amended by a majority vote of a regularly called meeting of Faculty Council, provided due notice of such adoptions or amendments has been given in writing.

   b) A standing rule may be suspended for the duration of a meeting if a motion to that effect receives two-thirds of the votes of those members present and voting.

2. Rules of Order

   In the conduct of its meetings, Faculty Council shall be guided by whatever authority has been adopted by Senate, except in cases where Faculty Council has adopted standing rules to the contrary.
Revised by Brent Clark, July 13, 1998 to reflect latest Senate approval.
The University of Manitoba
THE ARTS FACULTY COUNCIL BY-LAW

Approved by Arts Faculty Council - May 5, 1998 and by Senate July 8, 1998

This By-Law is supplementary to the Faculty and School Council General By-Law, a copy of which is appended hereto.

I. Faculty Council

1. Membership

In addition to those persons provided for in the Faculty and School Council General By-Law, the Faculty Council of Arts shall be composed of:

a) All staff holding positions of Instructors and those holding part-time academic appointments, if any in the Faculty of Arts;
b) All staff holding academic appointments at Université de Saint-Boniface who teach courses listed in the Faculty of Arts calendar;
c) The Provost of University College;
d) The Warden of St. John's College;
e) The Rector of St. Paul's College;
f) The Dean of Arts at Université de Saint-Boniface;
g) The Principal of St. Andrews College;
h) The Dean of the Faculty of Science, or delegate;
i) Two representatives from each of the following Science departments: Mathematics, Statistics, and Computer Science;
j) The Dean of the Faculty of Social Work, or delegate;
k) Executive Director, Student Academic Success, or delegate;
l) Vice-Provost (Students);
m) The Dean of Extended Education, or delegate;
n) Senior Scholars;
o) Professors emeriti/ae;
p) Deans emeriti/ae;
q) Post-doctoral fellows; and
r) Eighteen (18) Undergraduate Student representatives as provided for below
s) three (3) Faculty of Arts Support Staff as provided for below

2. Election of Support Staff

In addition, three (3) Faculty of Arts support staff persons shall serve on Faculty Council. These individuals shall be duly elected by secret ballot from the support staff in the Faculty. Each support staff elected to Council will serve for three years with one support staff being elected each year. Terms shall begin on July 1.

3. Selection of Student Representatives

a) There shall be eighteen (18) student representatives who are appointed:

(i) two (2) Arts students appointed by the executive of the student society in University College;
(ii) two (2) Arts students appointed by the executive of the student society in St. John's College;
(iii) two (2) Arts students appointed by the executive of the student society in St. Paul's College;
(iv) two (2) Arts students appointed by the executive of the student society in Université de Saint-Boniface;
(v) in addition ten (10) Arts students not otherwise appointed as noted above to be appointed by the executive of the Arts Student Body Council

b) The term of membership for each student representative shall be one academic year.

4. Limitations on Student Participation

Student representatives on Faculty Council shall, in general, have the same rights, privileges, and obligations as do academic staff members, with the following exceptions:

a) Student representatives shall not be eligible for election to Senate from the Faculty Council, and they shall not vote in the election or removal of these senators.

b) Student representatives shall not be eligible for election to the academic positions on the Executive Committee, and they shall not vote in the election to fill those positions.

c) Although provision shall be made for at least one student (who need not be a member of Faculty Council) on each committee of Faculty Council, there shall for a specified period of time be no student on certain committees if the body of which they are committees passed by a simple majority a debatable motion to that effect.

5. Meetings

a) The quorum for any meeting of the Faculty Council shall be twenty-five members present at the scheduled time of the meeting, provided that written notices of the meeting have been duly sent out to members.

b) Meetings of the Faculty Council shall be called by the Dean of the Faculty on his/her own motion, or at the written request of any ten members of the Faculty Council.

c) Written notice of at least five working days shall be given for any regular Council meeting, and at least forty-eight hours written notice for any special Faculty Council meeting. (Such periods of notice shall not include weekends or holidays.)

d) The Faculty Council shall meet at least once in each term.

e) The Dean of the Faculty (or delegate) shall be the presiding officer at all meetings of the Faculty Council, subject to the right of the President to preside at any such meetings.

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.

(An "open Council meeting" means a meeting of Council, or portion thereof, which members of the University community may attend as non-participating observers and spectators, subject to the limitations of space and orderly conduct. A "closed Council
II. Standing Committees of Faculty Council

All standing committees established under Faculty Council shall:

a) Report at least once annually to Faculty Council
b) The terms of reference for all standing committees and any changes to the terms of reference for standing committees will be approved by Faculty Council
c) The Dean (or designate) shall be a voting member, ex officio of all Faculty Council standing committees

III. Representatives to Senate

Eligibility for Nomination:

All members of Arts Faculty Council holding probationary, continuing, tenured or term positions in the Faculty of Arts and all support staff members of Arts Faculty Council are eligible for election as Arts representatives to Senate. Normally, one of Arts representative to Senate will be chosen from among the support staff members of Faculty Council. If none of the support staff members wish to serve, the position will be filled by an Arts Faculty Council member holding a probationary, continuing, tenured or term position in the Faculty of Arts.

Eligibility to Vote:

All members of Arts Faculty Council shall be eligible to vote in the elections of such Senators.

IV. Rules

1. Standing Rules

   a) Standing rules may be adopted or amended by a majority vote of a regularly called meeting of Faculty Council, provided due notice of such adoptions or amendments has been given in writing.

   b) A standing rule may be suspended for the duration of a meeting if a motion to that effect receives two-thirds of the votes of those members present and voting.

2. Rules of Order

In the conduct of its meetings, Faculty Council shall be guided by whatever authority has been adopted by Senate, except in cases where Faculty Council has adopted standing rules to the contrary.
## UNIVERSITY OF MANITOBA
### BYLAW

<table>
<thead>
<tr>
<th>Bylaw:</th>
<th>FACULTY AND SCHOOL COUNCIL GENERAL BYLAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>January 5, 1971</td>
</tr>
<tr>
<td>Revised Date:</td>
<td>November 5, 2014</td>
</tr>
<tr>
<td>Review Date:</td>
<td>November 5, 2024</td>
</tr>
<tr>
<td>Approving Body:</td>
<td>Senate</td>
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<tr>
<td>Authority:</td>
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<tr>
<td>Responsible Executive Officer:</td>
<td>University Secretary</td>
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<td>Delegate:</td>
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<td>Contact:</td>
<td>University Secretary</td>
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<tr>
<td>Application:</td>
<td>Deans and Directors</td>
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</tbody>
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### Part I
**Reason for Bylaw**

1.1 To set forth the rules pertaining to the composition and powers of Faculty and School Councils.

### Part II
**Bylaw Content**

**Membership**

2.1 Each Faculty or School Council shall be composed of:

(a) The President;

(b) The Vice-President designated by the President;

(c) The Dean or Director;

(d) Full-time Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors holding academic rank in the Faculty or School;

(e) A minimum of one (1) full-time support staff member;

(f) A minimum of three (3) students registered in the Faculty or School;

(g) Such others as may be authorized by the individual Faculty or School bylaws.
Powers to Act

2.2 Each Faculty or School Council, in addition to any other powers set forth in its individual bylaws and 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:

(a) To provide for the regulation and conduct of its meetings and proceedings;

(b) To appoint such committees as it may deem necessary and to confer on them the power and authority to act for it with respect to such matters as it may deem expedient;

(c) To elect and remove its representatives on the Senate in accordance with The University of Manitoba Act, and the rules and procedures authorized by the Senate;

(d) To make and administer regulations with respect to the attendance, conduct and progress of students who are registered in the Faculty or School;

(e) To administer the rules and regulations of the Senate as they affect the students registered in the Faculty or School;

(f) To prepare and publish Faculty or School timetables;

(g) To consider and determine appeals by students from a decision of a member of the academic staff of the Faculty or School;

(h) To establish department councils and, following guidelines approved by Senate, prescribe how they shall be constituted;

(i) To establish college councils for constituent colleges within the Faculty and, subject to any guidelines approved by Senate, prescribe how the councils shall be constituted, delegate powers upon the councils and approve college council bylaws and any amendments thereto.

Powers to Recommend

2.3 Each Faculty or School 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, may make recommendations concerning:

(a) The conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita;

(b) Athletic, social or other extra-curricular activities of students;

(c) The establishment of, the abolition of, or any changes in divisions, constituent colleges, departments, chairs, lectureships in the Faculty or School;

(d) The establishment of, or the abolition of, or any changes in exhibitions, bursaries, scholarships, and prizes to be awarded to students registered in the Faculty or School;

(e) The conditions of entrance to the Faculty or School and the standing to be allowed students entering the Faculty or School and all matters relating thereto;
(f) The regulations, methods, and limits of instruction in the Faculty or School;

(g) The academic standing of all undergraduates in the Faculty or School;

(h) The conditions on which candidates shall be received for examination and the conduct and results of examinations in the Faculty or School;

(i) The degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses of study in the Faculty or School, and the persons to whom they shall be granted and the course of study required for any such degree, diploma and certificate of proficiency;

(j) The discipline of students registered in the Faculty or School;

(k) The acquisition and use of facilities within the Faculty or School;

(l) The requirements for lecture rooms and other facilities;

(m) The dates for the beginning and ending of lectures in the Faculty or School.

Removal

2.4 A Faculty or School Council may remove its representative(s) on Senate at any time by a two-thirds majority of those members present and voting at a duly called and constituted meeting thereof provided, however, that the individual Faculty or School Council bylaw may provide for a greater majority.

2.5 Unless the individual Faculty or School Council bylaw provides for longer notice, at least seven (7) days' notice shall be given of a motion to remove a Senate representative and such notice shall specify the reasons for the proposed action.

2.6 The person concerning whom the motion is made shall have the right to be heard at the Faculty or School Council meeting held to consider the motion.

Part III
Accountability

3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Bylaw is required.

3.2 The University Secretary is responsible for the implementation, administration and review of this Bylaw.

3.3 Deans and Directors are responsible for complying with this Bylaw.

Part IV
Authority to Approve Procedures

4.1 The Senate may approve Procedures, if applicable, which are secondary to and comply with this Bylaw.
Part V
Review

5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Bylaw is November 5, 2024.

General Bylaw

5.2 This Bylaw may be amended by a majority vote of the members of Senate present and voting provided thirty (30) days' notice of any amendment has been given in writing to the members of Senate.

Individual Bylaws

5.3 Supplementary to the Faculty and School Council General Bylaws, each Faculty and School has its own individual bylaws instituted by its own Faculty or School Council, edited by the Committee on Rules and Procedures, and approved by Senate.

5.4 Individual Faculty or School Council bylaws or amendments thereof shall, before they are effective, be submitted to Senate for approval.

5.5 Before submission to Senate, such bylaws or amendments shall be approved by two-thirds of the members of the Faculty or School Council present and voting. At least seven (7) days' notice in writing of any amendment shall be given to the members of the Faculty or School Council concerned.

Part VI
Effect on Previous Statements

6.1 This Bylaw 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 Bylaw should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) none
Report to Heads & Faculty Council, November 26, 2015
Louise Renée, Associate Dean (Undergraduate)

DISCIPLINARY HEARINGS

I will have attended 6 disciplinary hearings in November and December, 2015. Once again, please report all allegations of dishonesty to the Head of your department.

COMMITTEES

Academic Integrity Working Group (AIWG) Policy Sub-group

The committee met on November 3 and will meet on December 7 to add final touches on the Minimal Penalties draft that we will submit to the main AIWG group.

AIWG Faculty Sub-Group

The committee met on November 10 to discuss undergraduate tutorials on academic integrity. This report was presented to the main group on Nov. 10. The last meeting for the term will be held on December 1.

Academic Integrity Working Group, (main group consisting of Associate Deans and University Liaison Officers – ADU/ULO)

The AIWG met on November 10 to discuss the tutorials on academic integrity that are being designed for undergraduate students. The last meeting of the term will be held on December 8.

Interdisciplinary Health Program

The committee met on November 25 to discuss a new course, “HEAL 4500: Injury Prevention Across the Life Course” and to update the list of elective courses in Sciences and Social Sciences.

COOP AND COMMUNITY SERVICES LEARNING

On October 14, I met with Gail Langlais (Director of Career Services), Cecile Foster (Community Outreach Coordinator, Faculty of Arts), Steve Lecce, Greg Smith and two students from the Arts Student Body Council to discuss the ways in which career opportunities in Arts could be made more available to the students.

On November 17, I met with Brendan Hughes (Executive Director, Student Engagement) to discuss the possibility of developing more COOP and Community
Service Learning opportunities in the Faculty of Arts. If any Heads or individual faculty members are interested, Brendan is more than happy to help us set up a sustainable way to offer experiential learning programs in our faculty.

**SPECIAL EVENT**

**Teaching Awards**

On November 9, a reception was held in the Marshall McLuan Hall to recognize the recipients of teaching awards across campus.

**WORKSHOPS**

**Student Appeals Hearings**

On October 13, I attended a workshop titled “Role of the Chair in Student Appeal Hearings” presented by Dr. Archie McNicol, Chair of the Senate Committee on Appeals, and Dr. Donald Fuchs, Chair of the University Discipline Committee. Dr. Nicol stressed the importance of knowing the policies and procedures and making sure all materials were available to both parties. Dr. Fuchs compared leadership styles of Chairs and concluded that the "first among equals" was the best approach: the middle ground between taking no greater responsibility than other committee members and making all the decisions without consultation. The best practices of post-hearings and decision letter-writing were also discussed.

**Understanding University Governance**

On December 11, I will be attending a workshop on how decisions are made by governing bodies and the process of approval for these decisions. The jurisdictions of the Board of Governors and the Senate will be explained.
Associate Dean Research – Update
Dec 2015

NOTICE:
The three federal granting agencies—the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Social Sciences and Humanities Research Council of Canada (SSHRC)—are pleased to announce the posting of the 2015 Tri-Agency Financial Administration Guide. Changes made to this year’s guide supersede previous version and take effect on November 1st, 2015. Please review the Summary of Changes, which highlights the most significant updates.

REMINDERS:

SSHRC Connections Grants Winter 2016
Arts Deadline: 11 Jan 2016
ORS Deadline: 18 Jan 2016
SSHRC Deadline: 1 Feb 2016

SSHRC Insight Development Grants
Arts Deadline: 11 Jan 2016
ORS Deadline: 18 Jan 2016
SSHRC Deadline: 1 Feb 2016

The 2016 Insight Development Grants (IDG) funding opportunity description is now live.

The IDG application form will be available via the Research Portal by early December 2015 and the application deadline will be February 3, 2016. As in past years, results will be available to institutions by the summer.

New this year and of particular interest to IDG applicants:

- Changes to the definition of an Emerging Scholar
- Elimination of the requirement for collaborator CCVs
- Longer section to describe the research team ("Roles and Responsibilities" module doubled to 7600 characters from 3800)
- Adjudication committee structure will include disciplinary committees when justified by the number of applications
- New resource: Preparing an Insight Development Grants research-creation application
- Social work, law and criminology moved to Group 4

SSHRC Partnership Grants LOI
Arts Deadline: 22 Jan 2016
ORS Deadline: 29 Jan 2016
SSHRC Deadline: 15 Feb 2016
WCIO Call for Project Proposals
Projects should be sent not later than December 11, 2015 to Darren.fast@umanitoba.ca with the subject line: “WCIO Project Submission”

Riverview Health Centre – Operating Grants
In recognition of the role of research in enhancing the quality of life of older adults and people with chronic or terminal illnesses, Riverview Health Centre is once again sponsoring a research competition. Total funding of up to $15,000 is available to support projects that deal with significant issues facing the elderly, chronically ill, terminally ill, or those requiring rehabilitation. More than one project may be funded in this competition. All studies must be conducted at Riverview Health Centre.
Agency deadline: February 19, 2016 ORS contact: Nancy Klos

CFI JELF – New Investigators ONLY
Arts Deadline 1 Feb 2016
VP Internal Competitive Deadline 1 Mar 2016

CFI Innovation Fund (IF) REVISED DEADLINES
Arts Deadline 8 Feb 2016
VP Internal Competitive Deadline 14 Dec 2015-7 March 2016

Researchers potentially interested in CFI proposal should meet with Rob Hoppa as soon as possible.

OPPORTUNITY:

SSHRC Insight Development Grant Panel Reviews
The research facilitators will be conducting a voluntary panel review for SSHRC IDG grants. If you would like your application draft to receive revision feedback from the panel, please submit a complete draft to Elyssa Warkentin by January 7, 2016. Please note the following timeline:

January 7: Deadline to submit full PDF draft of application for (voluntary) panel review.
January 13: Panel participants receive notes and feedback for revision from the panel.
January 18: ORS deadline.
February 3: Final SSHRC deadline.
Report to Faculty Council

30 November 2015

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

**Instructional Space and Timetabling**

Beginning this year, units will be asked to present their timetable requests to the Dean’s Office in a new format being devised by the Registrar’s Office. The old roll document on which changes or modifications used to be written in red pen and sent to Vicky Warkentin is now to be replaced by an excel spreadsheet with the same information.

All courses taught in 201590 and 201610 will appear on the grid. If you plan to offer the same course and section next year with the same instructor/slot/capacity as this year, no changes are necessary.

Should you need to indicate a change to any of the variables (instructor/slot/time) you will indicate these in the appropriate columns on the right hand side of the spreadsheet.

To introduce a new course or section to the list that was not taught in the previous year, you will type in the new information at the bottom of the list of rolled courses, inserting all of the required information as required.

More detailed instructions from the Registrar’s Office on how to complete these excel sheets are expected in January but this is a preliminary peek into what the new practice will be.

Vicky will be working under much shorter timelines, so it is of importance that these timetable requests be completed quickly and with high attention to detail.

**Curriculum/ CPAC**

All of the proposals for program and course changes or modifications submitted to Senate Committee on Curriculum and Course Changes (Senate 4Cs) have been forwarded to Senate for approval. There were no major issues proceeding from the Arts submissions. However, it is important that Heads supervise the timely and accurate preparation of Senate forms (either by your CPAC rep or your support staff) before they are sent to Vicky Warkentin. Recommendation to CPAC presumes prior review and agreement by a Department’s Council.

Remember to request statements of support (Request for Support form) from any department or unit that may be affected by your changes and follow up with a reply, even if there is no issue, as the Senate Committee will require this formal confirmation. If you are unclear on how to add your digital signature to the Senate PDF forms, a brief guide has been created by Vicky which can be found on the CPAC page of the Arts intranet.
CPAC will meet in late January to consider the minor course and program changes and new course introductions that were submitted on November 15.

**Space**

**Classroom Renovations**

Some of the classroom renovations started over the summer have yet to be completed (notably Tier 215). We are working with Physical Plant to continue the slow process of adding fixed technology to our teaching spaces.

**Custodial/Maintenance**

We were informed by the caretaking manager that an additional staff person has been hired for our area. The number of complaints to Sara have been fewer this fall, but please continue to advise us of issues as well as contacting caretaking directly.

The two bin garbage/recycling system has been rolled out, which is similar to the home system in Winnipeg: Blue boxes for all regular recyclables, (including Starbucks, Tim’s coffee cups & lids) and the grey bins for non-recyclable waste, food scraps, etc.

**Weekend/Holiday Access/Working Alone**

Staff seeking access to the Arts buildings over the winter holidays will be required to sign in and present their staff card to a student patrol person. Contact the security dispatch number if the student patrol is unavailable or absent from their post.

Faculty members should familiarize themselves with the ‘Working Alone or in Isolation’ policy, especially when working evenings, weekends or holidays and ensure they have someone who knows their location and intended work schedule.

http://intranet.umanitoba.ca/faculties/arts/media/Working_Alone_or_in_Isolation_in_the_Faculty_of_Arts_-_FINAL.pdf

**Graduate Programs**

5 January 2016 is the last date for receipt of Theses/Practica and reports on Theses/Practica, comprehensive examinations, and project reports from students, and the list of potential graduands from departments for students seeking to graduate in February 2016. Theses should be posted to MSpace before this date, which means they must have been successfully defended and any required corrections made before this date.
Doctoral students intending to graduate in May 2016 should be informed that the last date for receipt of their thesis at FGS for distribution to their internal examination committee is 1 December, 2015. Recall there is a two step examination process.

BFAR Process

You will be aware that FGS in conjunction with the pilot departments and units across campus working on the BFAR documents have announced a common set of BFAR’s that may be used by all units. Departments will still need to coordinate their own internal assessment and review of their requirements, but the proposed standard language for BFARs will likely serve most Humanities and Social Science programs in our Faculty adequately.

Once your Department has signed off on the BFAR language,

Internationalization

The proposed student exchange agreement with the University of Liverpool is proceeding with the support of Arts. If approved, we may be able to encourage students to travel there as early as fall 2016 or winter 2017 terms.

If you have potential contacts with other European universities and would like to encourage student exchange, or if you have ideas for possible teaching or research collaboration with a Europe-based colleague, there are now funds available from the Erasmus+ and other EU-based schemes to support your and their travel costs. Students coming to the UoM from European schools can receive funding to cover their travel and living costs while they are here, while our own students can also receive similar financial support to study there. The catch is that the requests for funding must be made in January of each year for students travelling in the following fall or winter. Identifying particular number of interested students early on is best.

Funds for short faculty exchanges are also available for people who wish to engage in brief teaching exchanges, or to discuss research or curriculum development.

Longer term research fellowships include the Marie Skłodowska-Curie actions – Research Fellowship. Visit the European Commission website for details.
Undergraduate Program Reviews

The undergraduate program review for French, Spanish, and Italian is underway; the site visit occurred last month, and we expect the Head's response to the reviewers' report shortly.

I am in the process of inviting external and internal reviewers for a Labour Studies program review, tentatively scheduled for late January/early February 2016.

Department of Economics

We continue to work to improve the situation in the Department, where I am Acting Head.