

UNIVERSITY OF MANITOBA POLICY

Policy:	RESPONSIBILITIES OF ACADEMIC STAFF WITH REGARD TO STUDENTS
Effective Date:	July 4, 1979
Revised Date:	September 1, 2016
Review Date:	September 1, 2026
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act, s.16(1)(b)</i>
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate:	Vice-Provost (Academic Affairs)
Contact:	Provost and Vice-President (Academic)
Application:	Academic Staff, Academic Administrators

Part I Reason for Policy

- 1.1 The purpose of this Policy is to identify the responsibilities and the discharge of responsibilities of Academic Staff with regard to Students.
- 1.2 Some of the responsibilities and discharge of responsibilities with regard to Students will rest with the individual Academic Staff member, while others are collective responsibilities to be exercised at the Unit level.
- 1.3 This Policy and its related Procedures will identify and differentiate the responsibilities and discharge of responsibilities of Academic Staff at the individual and at the Unit level.

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Policy and related Procedures:

- (a) **"Academic Administrator(s)"** refers to the senior academic administrative positions having direct management authority over a Unit and the primary responsibility for the management functions of planning, directing, controlling and evaluating a large group of the University's resources within that Unit, including people, budgets and facilities. This category includes, without limitation, a dean, director, associate dean, assistant dean, chair or head of department, insofar as they perform managerial duties.
- (b) **"Academic Staff"** refers to all individuals whose primary assignment is instruction, research, and/or service/academic administration. This includes employees who hold an academic rank such as professor, associate professor, assistant professor, instructor, lecturer, librarian, or the equivalent of any of those academic ranks. The category also includes a dean, director, associate dean, assistant dean, chair or head of department, visiting scholars, senior scholars, and those holding unpaid academic appointments, insofar as they perform instructional, research, and/or service/academic administrative duties.
- (c) **"Policy"** means this Responsibilities of Academic Staff with regard to Students Policy.
- (d) **"Procedure"** means the Responsibilities of Academic Staff with regard to Students Procedure.
- (e) **"Student"** or **"Students"** refer to any person or group of people registered as a student at the University of Manitoba.
- (f) **"Unit"** refers to a department, centre, institute, college, faculty, school, or other academic division to which Academic Staff is assigned to teach Students.
- (g) **"University"** refers to the University of Manitoba.

Individual Responsibilities of Academic Staff

2.2 The responsibilities of Academic Staff with regard to Students are primarily instructional and scholarly, and secondarily administrative. They may include:

- (a) Undergraduate, graduate, and continuing education instruction;
- (b) Scholarly attainment through personal study and research, including:
 - (i) study for purposes of academic self-improvement or course improvement; and
 - (ii) keeping abreast of new developments, and research that leads to a useful or original contribution toward the advancement of knowledge and understanding;

- (c) Administrative work as required for instructional and scholarly activities including committee work at various levels (departmental, faculty, university) as it pertains directly or indirectly to Students.
- 2.3 In discharging their instructional responsibilities, Academic Staff shall act with academic integrity, scholarly competence and pedagogic effectiveness by providing Students with pertinent materials in a timely manner, by maintaining familiarity with current policies and responsibilities regarding privacy, copyright and human rights, and by adhering to regulations pertaining to instruction, reporting and evaluation at the University.
- 2.4 Academic Staff are to provide an effective learning environment and to endeavor to ensure fair and consistent treatment of Students by periodically reviewing and updating all course content and outlines.

Collective Responsibilities of Academic Staff

- 2.5 The collective responsibilities of the Academic Staff shall be exercised through the actions of the Unit's administrators and councils, including:
 - (a) Periodically reviewing all courses and programs, including course descriptions, to ensure that the material to be presented is current and appropriate and the academic calendar information is clear and accurate;
 - (b) Ensuring that the Unit's policies, regulations and procedures provide for fair and consistent treatment of Students;
 - (c) Ensuring the academic calendar reflects any Unit-specific policies that may affect the Student's academic progress;
 - (d) Making available on the University's website and providing for convenient student access to information on supplemental Unit-specific regulations, policies and procedures; and
 - (e) Providing the names of instructors assigned to teach particular courses and sections at the earliest possible opportunity.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.
- 3.2 The Provost and Vice-President (Academic) is responsible for the implementation, administration and review of this Policy.

- 3.3 Academic Staff and Academic Administrators are responsible for complying with this Policy.

**Part IV
Authority to Approve Procedures**

- 4.1 The Provost and Vice-President (Academic) or the Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is September 1, 2026.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Provost and Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) Responsibilities of Academic Staff with Regard to Students Policy, revised June 25, 1998;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Responsibilities of Academic Staff with Regard to Students Procedure](#);
 - (b) [Conflict of Interest Policy](#);
 - (c) [Conflict of Interest between Evaluators and Students due to Close Personal Relationships Policy](#);
 - (d) [Electronic Communication with Students Policy](#);
 - (e) [Final Examination and Final Grades Policy](#);
 - (f) [Grade Point Averages Policy](#);
 - (g) [Intellectual Property Policy](#);
 - (h) [Multi-Sectioned Courses Policy](#);
 - (i) [Respectful Work and Learning Environment Policy](#);
 - (j) [Sexual Assault Policy](#);
 - (k) [Responsible Conduct of Research Policy](#);
 - (l) [Student Advocacy Office Policy](#);
 - (m) [Student Discipline Bylaw](#);
 - (n) [Student Academic Misconduct Procedure](#);
 - (o) [Student Non-Academic Misconduct and Concerning Behaviour Procedure](#);
 - (p) [Student Discipline Appeal Procedure](#);
 - (q) [Teaching Evaluation Policy](#);
 - (r) [The University of Manitoba Accessibility Policy](#);
 - (s) [University Health Services Policy](#);
 - (t) [Voluntary Withdrawal Policy](#).