	<p>THE UNIVERSITY OF <b>WINNIPEG</b></p>	<p><b>POLICY: P#:Colleges</b>  <b>PROCEDURES:</b> included herein  <b>APPENDIX:</b></p>
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## COLLEGES POLICY

**AUTHORITY:** The Board of Regents

**RESPONSIBILITY:** The President

**Effective Date:** January 25, 2016

**Purpose:** The University of Winnipeg establishes Colleges to support the scholarly, academic and research mission of the University. The purpose of this Policy is to set forth consistent guidelines for the establishment, operation and dissolution of Colleges at The University of Winnipeg.

**Scope:** This policy shall apply solely to Colleges established and governed by The University of Winnipeg.

**Responsibility:** The President, on behalf of the Board of Regents of the University, is responsible for the development, administration and review of this policy. The Vice President Academic will oversee the operations and reporting of the College’s academic mandate. The Associate Vice President Research and Innovation will oversee the operations and reporting of the College’s research mandate. The Head of the College is responsible for the day-to-day implementation of this Policy and its Procedures.

**Definitions:** For the purposes of this Policy,

“**College**” means: an academic and research organization designated as a College by the University and as such subject to its policies, management and control.

“**APC**” means: the Academic Planning Committee of Senate.

“**Head**” means: the person responsible for the academic leadership and administration of a College.

“**Scholarly**” means: both academic and research endeavours



## **Principles:**

The University may establish Colleges for the purpose of enhancing communities of learning and facilitating the creation and dissemination of interdisciplinary knowledge in order to further the academic mandate of the University, and benefit its students and faculty members.

A College provides for faculty members, students and academic departments to engage in interdisciplinary academic and research activities as part of a designated learning community.

A College fosters interaction across Faculties and the development of communities of learning for students and faculty members.

A College encourages the development of professional networks by hosting research and professional learning initiatives with affiliated academic and research groups within the University and its community.

A College should showcase and enhance faculty and student expertise and competence at the University.

A College is intended to create new areas of University scholarly activity consistent with the University's academic and research planning priorities.

A College shall conduct its operations in accordance with a mandate determined by the Board and may have an Advisory Committee or Council.


## **Procedures:**

### **Establishment of a College**

The establishment of a College shall be subject to the approval of the Board on the recommendation of the President.

The President may make such a recommendation based on:

- (a) advice from the Vice President Academic and the Associate Vice President Research and Innovation as to the academic and research requirements;
- (b) advice from the Vice President Finance and Administration as to the budgetary requirements;
- (c) a recommendation from Senate after a recommendation by the Senate Academic Planning Committee to the Senate;

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## **Proposal Development**

### **Submission to Academic Planning Committee (APC)**

A written proposal to create a College shall be made to the APC and must set out a scholarly mandate and a fiscally responsible funding plan. Space, support and budget requirements (e.g., computing, Library and other such services) shall be considered.

### **Submission to Senate**

Upon recommendation of a proposal from the APC, Senate shall review and may recommend the proposal to the President.

In the review by Senate, Senate will consider:

- a) the scholarly nature of the proposed College, and
- b) the merits of the proposal and its compatibility with the University's academic and research planning objectives and priorities.

### **Submission to the Board**

Upon recommendation from Senate, the President shall review and may recommend the proposal to the Board.


Prior to making a recommendation to the Board, the President shall ensure that the Board Finance Committee has approved the proposal as being financially responsible and viable with core funding derived from university or external sources.

## **Operation of a College**

### **A. Accountability Structure**

Colleges will abide by all University policies and procedures, unless specifically exempted.

A College shall be under the jurisdiction of the President. The President may delegate the oversight of operations and reporting of a College's academic mandate to the Vice President Academic. The oversight of operations and reporting of a College's research mandate may be delegated to the Associate Vice President Research and Innovation. The Vice President Academic or the Associate Vice President Research and Innovation shall then assign responsibilities to a Head of the College. The Head shall report to the Vice President Academic or Associate Vice President Research and Innovation as may be appropriate and shall work closely with the Deans of the Faculties cooperating with the

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College. The position of Head of the College may be filled from within existing academic staff of the University or by external hiring.

A College shall consult regularly with faculties, departments and other affiliated academic and research entities or groups with whom it is engaged or who are otherwise participating in programs or initiatives occurring within or involving the College.

**B. Solicitations for Funding and Applications for Grants**

With the exception of contracts, solicitations for government, community and industry funding must be approved by the President and coordinated through the University of Winnipeg Foundation.

Applications for research grants and contracts must be processed through the Office of Associate Vice President Research and Innovation for administration and monitoring.

**C. Annual Report**

Annually, the Head shall provide a written report to the Vice President Academic or the Associate Vice President Research and Innovation as may be appropriate of the scholarly activity of the College.

The Annual Report will include, but is not limited to, reporting on:

- a) the College’s contribution to the University’s academic and research planning objectives and priorities;
- b) financial status, including the continued financial viability of the College;
- c) such other criteria that may have been established by the Board and the Senate at the time that the College was established.


This Annual Report will be shared by the President at the June meeting of the Board and the Senate for the academic year.

**Performance Evaluation**

Every five (5) years a performance evaluation will be conducted by the Vice President Academic or the Associate Vice President Research and Innovation as may be appropriate to ensure the ongoing relevance and viability of the College.

The results of the performance evaluation will be transmitted to the Head of the College, who will have an opportunity to respond in writing before the results are finalized.

The results of the performance evaluation together with the comments of the Head of the College, if any, and recommendations of the Vice President Academic or the Associate

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Vice President Research and Innovation will be submitted to the President with recommendations for appropriate action.

### **Dissolution of a College**

The Board may terminate and dissolve a College based on the recommendation of the President, on behalf of the University Administration, after consultation with the Senate.

### **Review:**

This Policy shall be reviewed at least once every five years.