

# NEWS & VIEWS

## From the President's Desk

Cameron Morrill

February 2012

2012 got off to a bang last month with President Barnard's announcement that the UM was going to move ahead with a project to rearrange and amalgamate some of the 20 faculties on campus. The general thrust of the announcement was not a surprise. President Barnard had noted relatively soon after his arrival that the UM seemed to have more faculties and departments than are necessary for a university of its size. This announcement, however, provided more details about his vision. The Health Sciences cluster – Medicine, Dentistry, Nursing, Pharmacy, Kinesiology and Recreation Studies, and Human Ecology – was first in line for probable restructuring, with a preliminary proposal due by this spring. This would be the beginning of a process that is aimed at reducing the 20 faculties/schools at the UM to 13 by 2017 and could entail profound changes to the School of Art, Faculty of Music, Faculty of Architecture, Faculty of Arts, amongst others.

There are many reasons to be apprehensive about a project as ambitious as this one is. At the UM, criteria and key processes associated with promotion and tenure are set and occur at the Faculty level. How will merging faculties reconcile their respective and possibly differing views on research/scholarship, teaching and service? Faculty members will have to navigate what are likely to be uncertain and unfamiliar waters and their rights will need to be protected.

President Barnard has offered assurances that this restructuring will generate efficiencies and opportunities for interdisciplinary cooperation but will not affect academic positions. He has also promised to include faculty members in the consultations although precisely how that will happen has not yet been made clear. I encourage you to participate fully in whatever consultations do

occur and please notify UMFA of any concerns that you have.

Our January newsletter was a special edition dedicated to the Confucius Institute (CI) question. Extended Education has been in negotiations to bring a CI to the UM campus. CIs are an initiative of the Chinese government and are designed to provide courses in Chinese language and culture on university campuses around the world. CI funding, teaching materials and instructors are provided and supervised by Hanban, an organization affiliated with the Ministry of Education of the People's Republic of China. UMFA opposes a CI on campus for three reasons: (1) Chinese government control over course instructors and materials constitutes institutional censorship that is incompatible with the UM's core principle of academic freedom; (2) the CIs' explicit policy of discrimination against followers of Falun Gong is inconsistent with the Canadian vision of human rights; and (3) there is already a Centre for Asian Studies on campus that offers courses in Chinese language and culture to UM students.

UMFA received a couple of letters from Members wondering if our stand on the CI issue reflected some hostility toward the Chinese people. I want to be clear here that UMFA's stance on CIs is not in any way about the Chinese people or culture. We would be equally opposed to the establishment of any institute on campus that is controlled by an external agency. UMFA is fully in favour of exchange agreements with Chinese universities.

Otherwise, I hope that 2012 and the new term are both off to a good start for everyone. Please remember that UMFA welcomes your feedback and encourages you to contact the office with any concerns or issues.

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## Tenure Guidelines for 2012 Applicants

UMFA Members holding tenure track positions are reminded to review [Article 19](#) and particularly ss. [19.C.3](#), [19.C.4](#) and [19.D](#) of the Collective Agreement to ensure they are fully aware of the general provisions and timelines for tenure applications. Applicants are also advised to refer to their faculty's guidelines on submission and timelines.

Faculty members should contact the Association immediately whenever there are concerns related to their duties, not just during the last academic year of the untenured period. This includes situations such as:

- receipt of an annual evaluation which has negative comments or concerns as to your performance, or suggests that improvement is needed in certain areas;
- increment denial;
- discipline being imposed, e.g. letter of reprimand;
- any communication from the administration that raises issue as to your performance or your conduct;
- the possibility of an investigation being conducted under ANY university policy (see s. [19.B.1.8](#) of the Collective Agreement).

Any of the above occurrences can have a serious long term impact on your ability to get tenure and/or promotion, and you should **immediately contact UMFA for advice**.

Faculty members are considered for tenure in the last academic year of the maximum untenured period. The normal maximum untenured period is six years from commencement of the probationary period, and the date is provided in the letter of offer to each new Member. Under certain circumstances, the period may be shortened at the Member's discretion (e.g. The Member holds term appointments above the rank of lecturer or serves on a contingent appointment (refer to section [19.C.4.3.1.2](#))). The initial maximum untenured period will also be lengthened in certain situations, such as research/study leaves, parental leave, or sick leave. If you are unsure as to the end of your maximum untenured period, contact the UMFA office.

An application for tenure must be received, in writing, by the faculty member's dean/director no later than **July 15<sup>th</sup>** of the last academic year of the maximum untenured period. Members should check with their Dean's office for any other applicable deadline dates.

It is possible for a Member, who is on a probationary appointment, to make an early application for tenure. In order to do so, a faculty member must have completed at least three (3) years of full-time employment in a faculty capacity at the University of Manitoba, or another university OR in a research appointment at a recognized research establishment.

Before making an early tenure application, the Member shall first consult with his or her dean/director and department head. Candidates may withdraw their early tenure application up to and including September 21 of the year that the application was made. The Member can reapply at a later point during their probationary appointment. Please note, however, that if one applies for tenure consideration early, and is denied, the appointment will end. **There is no further opportunity to apply for tenure.**

UMFA strongly recommends that tenure applicants **keep duplicate copies in both electronic and hard copy, of ALL materials submitted** to the tenure committee **in the order they were submitted**. If applicants run into ANY difficulties along the way, or tenure has been denied, contact UMFA immediately to discuss available options.

### Some Tips for Tenure and Promotion Packages

*Credit: Dr. Mary Benbow (tenure promotion presentation)*

- Understand expectations and/or guidelines in your area
- Communicate clearly
- Plan
- Keep, Record, Organize
- Make your case
- Build your record—start early
- Teaching—materials, courses, innovations, evaluations, contributions, graduate teaching and supervising, etc.
- Research—interests, lists of publications, grants and funding, future plans and goals, evidence of excellence, scholarly contributions, etc.
- Service—list of administrative positions, committees and service contributions to the profession and to UMFA.

# WiseWork

Workplace Safety & Health Corner

## Local Area Safety and Health (LASH) Committee Members Needed!

By law, every worker in Manitoba has basic rights when it comes to safety and health in the workplace. While the responsibility to ensure the safety, health, and prevention of illness and injury to employees in a workplace ultimately lies with the employer, workers also need to know how to avoid occupational injuries and illness.

Ensuring that you and your colleagues are aware of your rights is important. It's also important that employers receive input on safety and health matters that concern you and your colleagues, and on risks to health and safety that you are aware of. One of the ways to do this is join your Local Area Safety and Health (LASH) Committee as an employee (not a management) representative.

LASH Committees are a requirement of the Workplace Safety and Health Act, and must be established for a workplace employing 20 or more people. Committees must have equal representation from both workers and management and should meet at least once every three months.

LASH Committees, along with the employer, identify, assess and resolve many safety concerns at the departmental, building and area level. As well as issues in the work environment itself, committees are involved in localized safety and health issues related to specific work activities.

Please note that LASH committees should not be the first place to raise safety concerns. Safety concerns should first be taken to a worker's supervisor, who will try to deal with the situation as close to the source as possible. LASH committees are mainly responsible for:

- Providing a voice for workers with unresolved safety concerns (if a worker feels that their supervisor has not resolved a safety concern);
- Assisting the employer in identifying workplace safety and health issues;
- Providing recommended solutions for workplace safety and health issues.

LASH committees work in conjunction with the UM Organizational Safety & Health Advisory Committee (OSHAC). The OSHAC is an advisory committee that looks at safety and health issues that cross department/faculty lines or affect the University as a whole. The OSHAC provides assistance to the LASH committees in the identification, recording, examination, evaluation and resolution of health and safety concerns. The committee consists of representatives from all bargaining units, plus the students' union (UMSU), excluded staff and key administrative departments. UMFA Executive Council member-at-large Tom Booth is an UMFA representative on the committee and also serves as Co-Chair.

LASH committees conduct building, department or hazard-specific inspections. This may include assessing an entranceway where slips and falls have occurred and reporting information back to OSHAC; investigating an office set up where repetitive strain injuries have occurred; or bringing forth an assessment that reveals insufficient numbers of fire extinguishers in a building.

There are many LASH committees in need of additional members. Some areas do not currently have a committee. For more information on LASH committees, including websites of some established LASH committees on campus, please visit the [UM Health and Safety Committees webpage](#). If you are interested in serving on a LASH committee as an UMFA representative, please contact Linda Guse, UMFA Executive Director at 474-8282 or [lguse@umfa.ca](mailto:lguse@umfa.ca).

## Information on General Provisions for Hiring of Members

UMFA has become aware of a number of instances where there has been a violation of the hiring procedures for new Members, both for Faculty and Librarian positions. Most commonly, the administration is attempting to bypass the requirement that there be a meeting in committee of members to determine procedures and recommendations for members to be appointed to the search committee. Instead, an electronic process is put in place where members of a unit are asked to nominate and vote by email. UMFA believes that, and the Collective Agreement provides for, a collegial process whereby these decisions are made is essential.

The definition of “meeting in committee” under the Collective Agreement is:

*“a meeting of Members as set out in the Agreement, where Members are present and able to participate during the course of the meeting. Presence and participation may be in person, by conference call or any other technological means available to ensure a real time presence and ability to participate. Only those Members so present may vote on recommendations and/or decisions arising from the Meeting.”*

[Article 18](#) of the Collective Agreement outlines the general provisions to be followed by the University of Manitoba when hiring for positions within the UMFA bargaining unit. If Members believe that these provisions are not being followed, or have questions about the process, please contact the UMFA office immediately. The following is a summary of the process.

When hiring for a position in the bargaining unit (except for contingent appointments, leave replacements or the recall of laid-off Members), a set of priorities and procedures for the search, assessment and recommendation of a candidate for appointment are to be established for recommendation to the Dean. There are special provisions governing spousal hires in the Collective Agreement (see [s.18.D.](#)).

Priorities and procedures are to be decided by a reasonable number of academic staff members with faculty rank of the department meeting in committee.

In addition, a search committee needs to be established. Search committees are appointed by the dean/director and are normally composed of five people excluding the dean/

director and student participants. At least three of those persons on the committee are to be chosen from a list of five persons that were recommended to the dean/director by academic staff members with faculty rank meeting in committee.

The search committee will provide the dean/director with all information related to the search process and make recommendations for appointment. The dean/director or designate serves as a non-voting chairperson for this committee. There is provision for student participation on the search committee, but if students do not participate, proceedings can still continue.

In the case where a new hire of a full-time academic librarian is authorized, the Director of Libraries shall conduct a search for suitable prospective candidates. Academic librarians meet in committee to recommend procedures whereby candidates will be sought, assessed and recommended for appointment. Librarians must also meet in committee to recommend a list of five persons to the Director of Libraries, from which at least three persons must be selected by the Director to a search committee of six persons. The search committee is appointed by the Director of Libraries.

All positions that are approved for external search must be advertised in electronic and/or print media. This includes notice of vacancy in at least one issue of University Affairs, and of the CAUT Bulletin. If appropriate, notice should also be placed in Feliciter, and if appropriate, at least once in a Canadian society or association journal, and the UM Bulletin.

Upon completion of the search, recommendations for appointment shall be forwarded, as appropriate, to the dean/director and to the Vice-President (academic) and Provost, or the Director of Libraries before any offer is made.

**If you believe that these hiring provisions are being violated in any way, please contact the UMFA office immediately so that we can investigate and, if necessary, enforce the Collective Agreement provisions. We rely on our Members’ vigilance.**

## Call for Nominations - President and Vice-President

A call for nominations has been sent to all regular Members for the positions of President and Vice-President of the University of Manitoba Faculty Association for the period of June 1, 2012, to May 31, 2013.

Section 7.1 of the Constitution provides:

*“Any Regular Member of the Board of Representatives of at least one year’s standing or any Member of the Executive Council shall be eligible for election as President of UMFA. Any Regular Member shall be*

*eligible for election as Vice-President of UMFA.”*

Nominations are invited for these two positions. Nominations must be signed by two nominators who are Regular Members of the Association, and the nominee must declare her or his willingness to stand.

The deadline for nominations for the positions of President and Vice-President is **Wednesday, February 15, 2012**.

If you have any questions, please contact the UMFA office at 474-8272.

## Call for Awards Nominations

UMFA is also seeking nominations from Members for three awards: the Paul Fortier Prize for Student Activism, the Roy Vogt Memorial Award for Exceptionally Meritorious Service and the CAUT Dedicated Service Award.

The nomination criteria and processes for each award can be found on the UMFA [website](#).

All awards nominations must be received at the UMFA office by **4 p.m. on Friday, March 2, 2012**. If you have any questions, please contact Linda Guse, Executive Director at 474-8282 or [lguse@umfa.ca](mailto:lguse@umfa.ca).

### 2011-2012 EXECUTIVE COUNCIL

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