

***Orientation Handbook  
for  
New Faculty in Arts***

*(Prepared by the Faculty of Arts)*



***Faculty of Arts  
2010-2011***

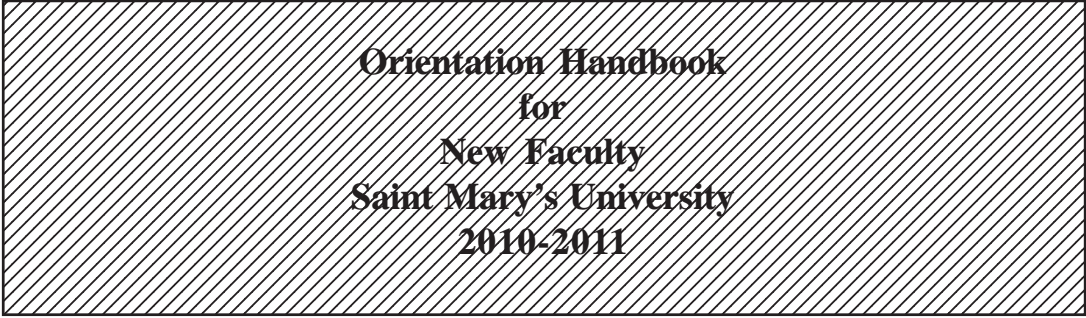
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**Please note:** A Chronology of Dates from the Academic Calendar, the SMUFU Collective Agreement and Other Pertinent Activities can be found on the Faculty of Arts web-page.



**Orientation Handbook  
for  
New Faculty  
Saint Mary's University  
2010-2011**

Welcome,

I am pleased that you have chosen to pursue your academic career at Saint Mary's University. The Faculty Handbook, produced by a committee in the Faculty of Arts, has been designed for new colleagues, based on extensive feedback from the Saint Mary's University employee community. I hope that this Handbook will provide helpful guidance, direction and support as you begin your new academic life at Saint Mary's University.

A working principle of the faculty is our commitment to work cooperatively towards developing the quality and effectiveness of the education provided by the University, and to encourage a climate of freedom, responsibility and mutual respect in the pursuit of the University's goals, and to jointly pursue the above objectives.

I wish you the very best in your first and coming year, and encourage you to get involved in the larger Saint Mary's community.

On behalf of the Faculty of Arts, welcome.

Dr. Esther E. Enns  
Dean of Arts  
Saint Mary's University

*AGE QUOD AGIS*

"What you do, do well."

## **2. Working at Saint Mary's University**

Saint Mary's University was founded to provide education to those in the local community who traditionally had not had access. Today, the University's mission reflects those beginnings by emphasizing a continued commitment to accessibility and community engagement. The Faculty at Saint Mary's University are dedicated to three primary activities: providing undergraduate, graduate, and continuing education; contributing to knowledge through research and teaching; and serving the community at the local, national, and international levels. In keeping with these priorities, Faculty are dedicated to contributing to knowledge through research and teaching that is grounded in the local and global communities.

The Faculty of Arts offers programmes designed to promote critical thinking and to strengthen competency in diverse disciplines. The Faculty work together to provide students with individualized and collective learning opportunities.

As Faculty, we are members of a scholarly community. Academic work at Saint Mary's University is conducted in the context of the *University Act*, the Senate and *The Collective Agreement between Saint Mary's University and the Saint Mary's University Faculty Union*. Collegial governance relies on the participation of members at all levels of the University.

### **Academic Senate**

Faculties, departments, schools, centres and institutes are key structures for the academic life of the University, and they deliver degrees, programmes, and certificates, and courses. New courses and programmes, or changes to courses and programmes are approved by Senate. Senate also regulates admissions standards, qualifications for certificates, degrees and diplomas, as well as matters regarding student discipline. Academic Regulations are published in the *Academic Calendar*. It is important for Faculty members to be familiar with these regulations, as they affect their course planning and their dealings with students.

Senators are elected for a period of up to three (3) years. Senate appointees sit on several Advisory Committees, including Academic Planning, Academic Regulations, Curriculum, Quality of Teaching, and the Research Ethics Board.

Members of Senate also appoint representatives to a number of other University Committees. Information regarding Senate, including committees and committee membership can be found on the Senate webpage at: <http://www.smu.ca/academic/senate/welcome.html>

### **Academic Plan**

In 2002, the University completed a planning exercise culminating in the Academic Plan, a document that describes the University's mission and priorities for the future. Since then, the allocation of resources for new and ongoing projects reflects the three main areas set out in the Academic Plan: undergraduate teaching and learning, community outreach, and international programming.

To consult the "Academic Plan: Framework Document" go to: <http://www.smu.ca/academic/vp/plan.html>

### **3. Working in the Faculty of Arts**

#### **Faculty Council**

Faculty Council is made up of all full-time faculty members working in the Faculty of Arts. Council meets at least once a semester to deal with academic matters and, specifically, to consider, discuss and vote on proposals related to programs in the Faculty of Arts, including new courses, course changes, changes to the Academic Calendar, and proposals for new programs. All changes to academic programs must be approved by Faculty Council before they are sent to Academic Senate for final approval. The Dean chairs Council, and every member, including the Dean, has a vote.

#### **Faculty Executive**

The Executive of the Faculty of Arts is comprised of all Department Chairs, Program Co-ordinators, Associate Deans, and the Dean. Executive is an advisory board that meets regularly to discuss academic matters and to formulate proposals for Council's consideration. The Dean chairs Executive, and every member, including the Dean, has a vote.

#### **Department**

A Department is the basic administrative unit in the University. All Departments function according to the principles of academic freedom and collegial governance with the Department chairperson as *primus inter pares*. The Chairperson calls and chairs meetings of the Department as necessary with no fewer than two (2) meetings per semester.

#### **Departments are Responsible for:**

- 1) academic matters including administering its own program(s), including staffing and scheduling courses, advising students, and initiating new programs, courses, and activities, as appropriate to the discipline(s);
- 2) employment matters, including recruiting and hiring Faculty, promotion and tenure.

#### **Responsibilities of Faculty**

All Faculty members are responsible for working within the policy framework of the University generally, as well as Senate and the "Collective Agreement" between Saint Mary's University and the Saint Mary's Faculty Union.

The Responsibilities of Faculty members are described in Article 8.4 of the *The Collective Agreement (CA) between Saint Mary's University and the Saint Mary's University Faculty Union* which states that: "A Faculty Member's responsibilities encompass teaching; scholarship; and service to the University, the profession and the community. There shall be a balance of these responsibilities as appropriate to the member's discipline. In carrying out these responsibilities, Faculty Members shall demonstrate performance appropriate to their rank, and evidence of continuing scholarly growth and professional development in their areas of responsibility." The definitions of these activities and guidelines for Annual Reports are contained in the same clause.

By calling for an "appropriate combination" of these activities, the Collective Agreement emphasizes balancing responsibilities. It is important to try not to focus on one area of responsibility while neglecting others.

#### **Scholarship**

In order to accommodate different types of academic work, the Collective Agreement defines scholarship broadly. It allows for differences between disciplines as well as different methods of study and means of dissemination.

Dissemination of scholarship to peers through publication - broadly define - is an indicator of scholarly activity and engagement in the profession. In addition to publishing in peer-reviewed journals, Faculty members communicate with peers through the publication of monographs, critical editions, and edited collections. Conference participation such as delivering conference papers, organizing and chairing sessions, and serving on conference organizing committees is also regarded as scholarship.

Maintaining a strong profile through a variety of scholarly activities, including publication, grantsmanship, and professional service, is important.

## **Teaching**

At Saint Mary's University, teaching is a vital part of the University's mission and core values. Faculty members are encouraged to devote as much time and energy to developing and improving their teaching as to their research. Maintaining a satisfactory record of teaching is important.

## **How Faculty are Assessed Before Tenure**

Recently appointed Faculty on tenure-track may wonder what is expected with regards to tenure and promotion. Terms of employment as well as procedures for tenure and promotion are set out in the *Collective Agreement between Saint Mary's University and the Saint Mary's University Faculty Union* (CA). [If you did not receive a copy of the CA when you were appointed, one can be obtained from the Saint Mary's University Faculty Union Office. It is also available on the SMUFU website: <http://www.smufu.org>

The initial period of employment is called a probationary contract (see Articles 10.1.10(b) and 10.1.12) and lasts a total of five (5) years. The initial probationary appointment is for three (3) years, and if renewed, a second probationary contract is granted for the next two (2) years.

While on probationary contract, a Faculty member's work is assessed by members of the Department to which he or she is appointed and by the Dean of the Faculty. Assessment is based on the Annual Report of Activities.

## **Evaluation of Teaching**

At renewal, promotion and tenure, teaching performance is assessed based on the criteria listed in 15.6.6 of the Collective Agreement:

- (a) The type and nature of courses taught, including class size,
- (b) The nature of the subject matter,
- (c) The experience of the instructor with the course, and the number of new course preparations assigned to the instructor,
- (d) The quality and utility of pedagogical materials prepared by the Employee, the Employee's contributions in the areas of pedagogical development and innovation,
- (e) The opinions of students, including quantitative summary information gathered through a "course evaluation" questionnaire as per 15.6.12 of this Collective Agreement,
- (f) Any and all information submitted to the person or committee by the Employee being evaluated, such as observations based upon classroom visitations.

Faculty members are responsible for ensuring that this information is presented as part of any application for renewal, promotion or tenure.

The Centre for Academic & Instructional Development provides assistance to Faculty members wishing to create a Teaching Dossier or to create a course evaluation to use for self-study. A Teaching Dossier is a record of teaching activities that may include an expression of teaching philosophy, sample course materials such as course outlines and notes, course evaluations, and plans for future teaching and curriculum

development. It can be useful when organizing teaching materials in applications for renewal, tenure, and promotion, but check that it includes the materials specified in the CA (Articles 15.6.2 and 15.6.6).

### **Course Evaluations (ICE)**

At the end of each term, Course Evaluations are conducted by the Senate Office. Faculty members designate a student to pick up the questionnaires from the Senate Office, to distribute them to the class, and to collect the completed questionnaires and return them to the Senate office.

In 2010-2011, evaluations will take place:

Fall term November 22-26, 2010

Winter term and Full-year courses March 28-April 11, 2011

Faculty members may choose to devise their own mid-semester evaluations for their own professional development.

### **Annual Reports**

Article 10.1.12(b) sets the deadlines and procedures for the Annual Reports: All Faculty Members on a probationary appointment (set by 10.1.10(b)) will be required to submit by July 1, a detailed annual report, as specified in Article 8.4.13, to the Chairperson. The Chairperson, after consultation with the Department, will provide written feedback to the Faculty member on the annual report submitted, by September 30.

This written feedback to the probationary appointee shall be copied to the Dean. The Dean shall provide a separate written assessment to the Faculty Member by October 31. Both the annual report and the written feedback will be kept in the Faculty Member's official file.

(Article 8.4.13 (a) refers to Annual Reports after tenure)

### **What to Include in the Annual Report**

Article 8.4.13(b) lists the information included in Annual Report:

“The Annual Report for Faculty Members shall include the following information, as applicable:

#### **Teaching**

- Teaching responsibilities including courses taught, the number of students in each course, and supervision of graduate and undergraduate theses;
- Evidence of teaching effectiveness, as indicated in Article 15.6.

#### **Scholarship**

- Scholarly papers published in peer-reviewed journals

- Peer-reviewed Book Chapters or Books

a. Book Chapters

b. Books

c. Edited Collections and Critical Editions

- Conference papers

a. Refereed

b. Invited

c. Non-refereed

- Other publications

a. Book reviews

b. Unrefereed books or book chapters

c. Unrefereed research papers

- d. Contract reports
- e. Popular articles or other items

- Research and other scholarly work in progress;
- Research grants and contracts awarded, name of granting body, research title, amount awarded and the date awarded, and indication of peer review;
- Graduate degrees awarded or graduate studies in progress, and the expected date of completion, university, and title of thesis;
- Courses, workshops, or seminars completed;
- Awards and other honours received.

In describing their scholarship in their annual reports, Faculty Members shall use the citation or referencing system that is appropriate to their discipline. That information must include, however, the list of authors in the order that they appear in the publication, the date of publication, the title of the publication, the journal title in full (not abbreviated), the volume number and both the start and finish page numbers. In the case of books, the Faculty Member should indicate the name and location of the publisher; for book chapters the Faculty Member should also include the title of the chapter and the page number and the names of the editors and the title of the book in which the chapter is contained. If any of the above are listed as being submitted or in press, give name of journal or book, the date of submission (month and year), and if accepted give date of acceptance (month and year). If any of the above are electronic publications, give the URL for the publication.

### **Service**

- departmental, Faculty, Senate, Board, Faculty Union and other University activities;
- contributions to the Faculty Member's profession;
- contributions to the Faculty Member's community;
- in the case of Department Chairs, Program Coordinators, and Associate Deans, a summary of principal accomplishments in these roles;
- any other information that the Faculty Member deems relevant."

Tip 1: Remember that given the broad definition of scholarship, you can make the case for activities not specified in this list under "any other information that the Faculty Member deems relevant."

Tip 2: It is useful to start a physical file for copies of materials relating to duties and activities to include in the Annual Report. To stay organized and save time, it is also useful to start a new document, updating it throughout those duties and activities are carried out.

## **How to Present the Annual Report**

When the University Review Committee (URC) considers an application for renewal, tenure and/or to promotion, it follows the criteria set out in Article 11.1.14. It is a good idea to use these criteria to organize the Annual Report:

“Among the criteria which the Department must consider in making an assessment of a Candidate are the following:

- (a) Quality and effectiveness as a teacher;
- (b) Academic credentials, including degrees, special studies and honours;
- (c) Quality and significance of scholarship as defined in Article 1.1(n). The varied nature of academic and professional disciplines requires that appropriate weight be given to the various aspects of scholarship in terms of their contributions and relevance to a discipline.
- (d) Service on committees within the University; appropriate weight shall be given to such activity, although it is recognized that committee service is dependent either on appointment or election and is not necessarily under the control of Candidates for renewal, promotion, or tenure.
- (e) Other contributions to the University, including participation in its effective operation through academic advising, supervision of students, service as chairperson, director of division or programme coordinator, and performance of other functions which have been traditionally accepted as part of the collegial character of the University.
- (f) Other contributions to the professional field and the community such as serving on external grant selection committees; serving on a board, commission, council, or task force by virtue of special academic competence or expertise; service as an external examiner of graduate theses or academic programs. Appropriate weight shall be given to such activity in terms of its contribution to the discipline concerned.”

## **How Faculty Members are assessed at Renewal, Promotion and Tenure**

### ***Renewal***

At the end of the initial probationary appointment, the Department, Dean and Vice President, Academic & Research, evaluate the annual reports received to that point and determine if a formal review is needed. If not, the second probationary contract is automatic. (see Article 11.1.20) If it is decided that a formal review is necessary, the procedures for promotion (see Article 11.1.21) and tenure (see Article 11.1.22) are followed. External assessments are not part of the review.

### ***Promotion***

When an application is made for both tenure and promotion, the Department and the URC make two separate recommendations. According to Article 11.1.21(a), “Promotion is in no sense automatic, that is depending only on length of service at this University or elsewhere.” To be promoted from one rank to the next, you must spend a minimum number of years in rank: three (3) years at Lecturer, five (5) years at assistant and eight (8) years at Associate. One may apply for “Accelerated Promotion” (11.1.21(c), “on the grounds of exceptional teaching or research accomplishments or both” but may only do so once for a given rank.

### ***Tenure***

Although Faculty Members at the rank of Assistant Professor normally apply for promotion and tenure in the final year of their second probationary contract (ie year 5), there are different criteria for promotion and tenure (Articles 11.1.21 and 11.1.22). When preparing the application for renewal, promotion or tenure follow the guidelines laid out in Articles 11.1.12, 11.1.13, 11.1.14, 11.1.20, 11.1.21, and 11.1.22.

According to Article 11.1.22, tenure may be granted “on completion of five (5) years’ full-time service at the University at the rank of Assistant Professor or above.” This means that Faculty members apply and are

considered in year five (5) and a decision is reached by the end of the Academic Year. Article 11.1.22 (b) instructs the Department and the URC to assess “the worth of the Candidate to the University on a long-term basis” and specifies that “Tenure is to be recommended only if the Candidate has established himself/herself as a successful teacher, has contributed to the discipline through research and publication, and is, in their judgment, a person who will contribute to the growth and stature of the University, and will promote its objectives as set out in the Saint Mary’s University Act, 1970. Additionally, the criteria set out in 11.1.13 above shall be taken into account.”

Tenure may be granted, deferred for a period of either one (1) or two (2) years, or denied [see 11.1.22(c)].

### **What Goes into an Application for Renewal, Promotion, or Tenure?**

Articles 11.1.12 and 11.1.14 specify that the Department will consider when assessing an application for renewal, tenure, and/or promotion. According to Article 11.1.12 (see above for criteria in 11.1.14):

- (a) A detailed curriculum vitae. In presenting the information specified in Article 8.4.13(b), the Candidate shall use the format described therein;
- (b) A teaching dossier that is based on Articles 15.6.2, 15.6.6, and 15.6.12, and other evidence of teaching effectiveness which the Department or the Candidate may consider relevant.
- (c) Brief statement explaining the candidate’s current scholarship and its relationship to past and planned research;
- (d) Examples of scholarship,
- (e) Other evidence which the Candidate may consider relevant to the case.

Article 11.1.14 also reinforces this by listing the material the Department must assess when considering an applicant for renewal, promotion, or tenure:

- (a) Quality and effectiveness as a teacher;
- (b) Academic credentials, including degrees, special studies and honours;
- (c) Quality and significance of scholarship as defined in Article 1.1(n). The varied nature of academic and professional disciplines requires that appropriate weight be given to the various aspects of scholarship in terms of their contributions and relevance to a discipline.
- (d) Service on committees within the University; appropriate weight shall be given to such activity, although it is recognized that committee service is dependent either on appointment or election and is not necessarily under the control of Candidates for renewal, promotion, or tenure.
- (e) Other contributions to the University, including participation in its effective operation through academic advising, supervision of students, service as chairperson, director of division or programme coordinator, and performance of other functions which have been traditionally accepted as part of the collegial character of the University.
- (f) Other contributions to the professional field and the community such as serving on external grant selection committees; serving on a board, commission, council, or task force by virtue of special academic competence or expertise; service as an external examiner of graduate theses or academic programs. Appropriate weight shall be given to such activity in terms of its contribution to the discipline concerned.

Note: candidates may speak on their own behalf at the meeting to consider the application 11.1.30(b) and to respond to the Department’s report 11.1.30(c)

#### **Tip 1: Check the Procedures**

Article 11.1 sets out terms and procedures for renewal, promotion and tenure, including deadlines for notification and application (see 11.1.11).

## Tip 2: Number of Copies

Eleven (11) copies of the complete application for tenure and/or promotion are required in addition to the original: three (3) copies for the external assessors, seven (7) copies for the members of the University Review Committee, one (1) copy for the Dean's Office, one (1) copy for the Department, and one (1) copy to keep for your own records. The original dossier is kept in the Academic Vice-President's Office.

### **What if I Need to Take Leave During My Probationary Appointment?**

Article 19.0 contains definitions and provisions for sick leave (19.1), Compassionate and Bereavement leave (19.2) Sabbatical leave (19.3), Pregnancy and Parental leaves (19.6), leave of absence for political office (19.5) etc. With the exception of Sabbatical and Pregnancy and Parental leave, time spent on leave does not count automatically as "fully or partially equivalent service" unless approved in writing by the Academic Vice President before the leave commences. Time on Sabbatical leave or Pregnancy and/or Parental leave (19.1; 19.6; 19.7) is counted as service towards renewal, promotion, and tenure (see 19.6.9(c); however, a Faculty Member who has taken Pregnancy and/or Parental leave may choose not to count it, that is, to ask for a one-year extension on the probationary contract [see Article 11.1.10(e)] .

## 4. Support for Research and Scholarship

### Resources

The Faculty of Arts and the Faculty of Graduate Studies and Research provide on-going support for research and scholarship. To keep faculty members up-to-date on changes at the granting agencies, the Faculty of Graduate Studies and Research organizes presentations on grantsmanship and visits by representatives of granting agencies such as the Social Sciences and Humanities Research Council throughout the year. For information, contact the Faculty of Graduate Studies and Research.

### Travel Funds in the Faculty of Arts

The Collective Agreement designates \$1218.00 per faculty member per year to support travel for scholarly purposes (see Article 18.1). These funds are allocated by the Dean of Arts on the basis of priorities listed in Article 18.1.

Applicants seeking funding follow these steps before travel occurs:

- 1) complete an Advanced Request form by going to <http://www.smu.ca/administration/financialservices/forms.html>;
- 2) complete the Faculty of Arts application form for travel expenses available on the Faculty of Arts web-site <http://www.smu.ca/academic/arts/departments/forms.html>
- 3) provide the information requested on the form;
- 4) obtain the signature of the Department Chair on both forms;
- 5) take the signed forms to the Dean's office for signature.

Current deadlines for application are: March 31, May 31, July 31, September 30, November 30, and January 31. Please allow a minimum of ten (10) days for processing and payment.

### Faculty of Graduate Studies and Research Grants in Aid of Research

Applications and information for grants in aid of research, travel and publication for the following can be found at <http://fgsr.smu.ca/>

- Internal Research Grant for New Faculty
- Internal Research Grant for Established Faculty
- Supplementary International Conference Participation Travel Fund

Please go to [http://fgsr.smu.ca/research\\_apply.html](http://fgsr.smu.ca/research_apply.html) for further information on the above.

### Professional Development Expense Fund

In addition to grant and travel money, faculty members are entitled to receive reimbursement for expenses related to professional development up to \$328.00 (see Article 16.7.2 of the Collective Agreement). Expenses may include memberships in scholarly associations, subscriptions, registration fees, library fees, and teaching and research materials. The fund can also be used to top up travel funds. Application for reimbursement may be made once each fiscal year (April 1 - March 31) by completing an Expense Report and Expenditure Log with receipts and submitted them to the Office of the Dean.

### **Expense Reporting Following Travel**

After you use a Travel Advance, you must submit an Expense Report detailing travel costs such as accommodations, airfare, mileage, per diem, etc., to Financial Services within 14 days of travel. Original receipts must be attached to the form. Once the form is completed and signed, it must be submitted to the Dean's Office which forwards it to Financial Services.

Forms are available on-line at: <http://www.smu.ca/administration/financialservices/forms.html>

Upon return from travel and having receive a travel advance, an Expense Report and Expenditure Log needs to be completed. These forms are to be completed within fourteen (14) days of travel. Original receipts must be attached to the forms. Once the form is complete and signed by the traveller, it must then be submitted to the Dean's office for signature and it will be forwarded to Financial Services. Forms are available on-line at the Arts web-site or at <http://www.smu.ca/administration/financialservices/forms.html>.

## 5. Support for Teaching

### Centre for Academic and Instructional Development

In addition to orientation for new faculty at the beginning of the academic year, the Centre for Academic and Instructional Development offers a series of meetings and workshops titled the New Faculty Network on various professional matters (teaching, student evaluations, annual reports, etc.) for new faculty throughout the academic year. Notice of these workshops is circulated by email.

The Centre for Academic and Instructional Development also provides teaching and learning resources to faculty, including a newsletter, a print and video library, electronic subscription to The Teaching Professor, and links to other instructional development centres across Canada. The Director is available to assist faculty wishing to develop their knowledge of resources for teaching and learning.

Centre for Academic and Instructional Development  
Atrium 106B  
Tel: 420-5088  
Fax: 420-5015  
E-mail: [caid@smu.ca](mailto:caid@smu.ca)  
Website: <http://www.smu.ca/administration/caid/welcome.html>

### The Writing Centre

The Writing Centre offers a variety of services for faculty. The Writing Centre webpage includes links to a variety of on-line resources for faculty. On request, the staff will meet with faculty individually to offer advice and assistance with writing assignments and activities.

Also, it is possible to arrange for an individual workshop designed around the topic provided by the instructor. An in-class workshop must be booked in advance by contacting the Director of the Writing Centre.

Writing Centre  
Burke 115  
Tel: 491-6202  
Fax: 496-8772  
E-mail: [writing@smu.ca](mailto:writing@smu.ca)  
Website: <http://www.smu.ca/writingcentre>

### Blackboard

To set up your course on Blackboard, fill in the request form at:

[http://www.smu.ca/administration/caid/web\\_course.html](http://www.smu.ca/administration/caid/web_course.html)

Once the form has been processed and a site created, the Centre for Academic Technologies (CAT) can help you customize and navigate your Blackboard site. They can be reached by phone: 496-8168 or e-mail: [cat@smu.ca](mailto:cat@smu.ca). Please note: If your course is strictly an online course, please contact Continuing Education for assistance. They can be reached by phone: 420-5492 or e-mail: [conted@smu.ca](mailto:conted@smu.ca).

### Bookstore

Textbooks and course materials can be ordered on-line or by filling out a form available from your Department secretary. Orders for the fall semester are usually due May 15 so if you arrive in the summer, you will want to place orders as soon as possible. The deadline for Winter semester courses is usually October 15. Course packs are sold at the Bookstore but are prepared and printed by the Document Source.

Textbooks & Special Order Books:  
Don Simpkin  
Tel: 491-6283  
E-mail: [don.simpkin@smu.ca](mailto:don.simpkin@smu.ca)

2<sup>nd</sup> Floor, Student Centre  
Tel: 420-5562  
E-mail: [bookstore@smu.ca](mailto:bookstore@smu.ca)

Manager:  
Don Harper  
E-mail: [don.harper@smu.ca](mailto:don.harper@smu.ca)

### **IKON Print Centre**

The IKON Print Centre provides copying services to faculty and produces course packs designed by individual instructors. Course packs may include reproductions of articles and excerpts from books as well as other material provided by the instructor such as course notes. The IKON Print Centre arranges permission with copyright holders. The cost of the course pack depends on the cost of permissions and includes fees for photocopying. The first step is compiling the material you wish to include in the course pack, using original material where possible, and to bring these materials to the IKON Print Centre. The staff will obtain permissions from the copyright holders, scan the material, and digitally store the course pack. The course pack is printed and sold at the Bookstore. When copies run out, the Bookstore issues rain checks that the IKON Print Centre will fill within 24 hours. Contact the IKON Print Centre for information concerning deadlines for course packs.

The IKON Print Centre  
McNally Main 031  
Tel: 420-5579  
E-mail: [print.centre@smu.ca](mailto:print.centre@smu.ca)

### **Patrick Power Library**

In addition to its on-site resources, the library offers a number of services to instructors, including class visits and library tours. See the on-line handbook for faculty at:  
<http://www.smu.ca/administration/library/faculty.html>

### **Library Reserve**

To place items on reserve at the library, you must fill out a reserve form (available at the access desk at the library) and submit completed forms with the reserve items to the access desk or to:

Jim Kennedy  
Tel: 491-6314  
E-mail: [james.kennedy@smu.ca](mailto:james.kennedy@smu.ca)

## **Technology Support**

### ***The Centre for Academic Technologies (CAT)***

Atrium 107

Tel: 496-8168

E-mail: [cat@smu.ca](mailto:cat@smu.ca)

The Centre for Academic Technologies assists faculty and staff who wish to learn new computer skills (including using Blackboard), to develop basic computer skills, to set up a web page, or to learn about multimedia hardware and software. The Centre houses a computer lab and is staffed by full-time Teaching Technology Associates.

### ***Online Course Development Centre (Blackboard)***

Division of Continuing Education

883 Robie Street, Halifax, B3J 3C3

Tel: 420-5492

E-mail: [conted@smu.ca](mailto:conted@smu.ca)

Web-site: <http://www.smu.ca/academic/conted/>

For technical support in your office and classroom:

### ***ITSS Help Desk and Classroom Support***

The Helpdesk's Mandate is: "The Help Desk Team provides technical assistance to students, faculty and staff. It consists of the Help Desk Team Leader, the IT Facilities Coordinator, two End User Support Technologists and several Lab Assistants. The Classroom Support Team maintains the electronic equipment in over 132 of the university teaching areas. This team consists of two I.T. Technicians. Both teams include the Manager, Help Desk & Media Service."

(<http://www.smu.ca/administration/itss/welcome.html>)

Loyola 268

Tel: 496-8111

E-mail: [helpdesk@smu.ca](mailto:helpdesk@smu.ca)

## **Cancellation and Closure Hotline**

Staff/Faculty Tel: 491-6264

Students Tel: 491-6263

## 6. Instructor/Course Management Information

### Course Syllabus and Grading System

The Faculty of Arts encourages instructors to adopt, and give to students in writing, course outlines that should include the following standard elements, and may include additional elements.

#### Standard Elements

- a. Course number
- b. Course title
- c. Instructor's name
- d. Grading system for determining the final grade, including relative weight for all graded course elements and stating the number of tests and assignments
- e. Instructor's office hours
- f. Instructor's contact information (office location, and phone number and/or e-mail address)
- g. Prerequisite
- h. Time and location of classes, labs, and/or seminars
- i. Brief statement about the content and/or overall objectives of the course that *may* include a copy of the course description in the Academic Calendar. This statement *may* consist of *only* a copy of the course description in the Academic Calendar if the instructor feels that the Calendar course description adequately describes the content and/or overall objectives of the course.
- j. List of required and optional textbooks and/or other supplementary materials
- k. Instructor's policies regarding the submission of late assignments or the absence of students at scheduled tests
- l. The method to be used to communicate to students the cancellation of a class other than in the case of a University-wide closure
- m. A reference to Academic Regulation 19 (Academic Integrity)

#### Additional Elements

Because individual approaches to creating course outlines differs, instructors should not be restricted from including a more detailed course syllabus in their course outlines that might include elements such as:

- a. Reading list and/or bibliography
- b. Tentative schedule of class, lab, and/or seminar topics
- c. Tentative schedule of test dates and assignment due dates
- d. Brief statement describing the format of the course and/or how classes, labs, and/or seminars are structured
- e. Information on grading policies and evaluation criteria for assigned grades, either on quantitative or qualitative scales
- f. Any other information that the instructor feels would be useful for students to know about the nature of the course, its content, and the basis of evaluation

Tip: To remind students of their responsibilities it is advisable to reference the sections on Academic Conduct and Plagiarism in the *Academic Calendar* (see Academic Regulation 19).

Please see Academic Regulation 4 of the 2010-2011 Academic Calendar for further information.

### **Undergraduate Rating, Grades, and Grade Points**

Final grades are usually due 5 working days after the final exam or, in courses without a final, 5 working days after the last day of classes. Faculty are usually reminded of the deadlines by a memo from the Registrar's Office.

Saint Mary's University Grading Scheme (see the 2010-2011 Academic Calendar)

Grades	Grade Points	Percentage	Rating
A+	4.30*	90-100	Excellent
A	4.00	85-89	
A-	3.70	80-84	
B+	3.30	77-79	Good
B	3.00	73-76	
B-	2.70	70-72	
C+	2.30	67-69	Satisfactory
C	2.00	63-62	
C-	1.70	60-62	
D	1.00	50-59	Marginal
F	0.00	0-49	Failure or withdrawal after deadline
IP			In Progress (Applicable ONLY for undergraduate honours courses)

### **Incomplete Grades**

See Academic Regulation 5(d) for further details.

### **Office Hours/Student Advising**

Student advising is the responsibility of all Faculty members, but how it is administered varies by Department. Discuss your role with your Department Chair.

Because advising and assisting students is part of teaching, it is important that Faculty members make themselves available to help students one-on-one. During the academic year, Faculty members are required to hold **six** office hours per week. Faculty members may also choose to hold extra tutorial sessions or meetings with students or groups of students depending on the instructional requirements of their courses. Please see Article 15.1.13 of the Collective Agreement.

## **Tests & Final Examinations**

Please see Academic Regulation 8 of the 2010-2011 Academic Calendar. Special examinations can be arranged according to Academic Regulation 10.

## **Plagiarism**

The definition of plagiarism is outlined in the *Academic Calendar* under Academic Regulation 19 Academic Integrity. (It is a good idea to make reference to this regulation on course outlines.)

If you suspect plagiarism or another form of cheating, the procedure is as follows:

1. Inform the student and meet to discuss the incident.
2. If you determine, after meeting the student, that cheating has taken place, inform the Dean and the Registrar in writing and provide copies of the assignment as well as any other documentation concerning the case.
3. Assign a grade of 0 to the assignment in question.

The Registrar will investigate and, in the case of the second or subsequent offense, will initiate a hearing by the Disciplinary Committee.

The Faculty Handbook on Academic Integrity is available through the Centre for Academic & Instructional Development and online: [http://www.smu.ca/administration/caid/documents/NewFacultyHandbook2009-2010\\_004.pdf](http://www.smu.ca/administration/caid/documents/NewFacultyHandbook2009-2010_004.pdf). It includes strategies for preventing cheating and methods of fostering academic integrity.

## **Registering in a Course After it is Closed**

You may admit a student by means of a Registration Override. To admit students to a class that is full, or to override a prerequisite:

- § go into Banner (“Self Service Banner” under the “Faculty and Staff” heading on the SMU home page)
- § select “Enter a secure area”
- § enter your User ID (Banner no. – eg. A00011122) and PIN
- § select “Faculty and Advisors”
- § select “Registration Overrides”

Add/Drop: The last day for dropping or adding courses is listed in the “Academic Calendar of Events” at the beginning of the University’s Academic Calendar (available on-line at: <http://www.smu.ca/registrar/calendar.html>). Check here also for statutory and other holidays observed during the term.

## **Change of Grade**

In the event of an error, you may change a grade after final grades have been submitted. To do so, obtain a Change of Grade form from the Registrar’s Office. You must give a reason for the change on the form. For the change to be accepted, the Dean’s signature must be obtained.

## **Granting An Extension**

Extensions on work submitted in a course are granted at the discretion of the professor; however, an extension beyond the end of the semester requires assigning a final grade of Incomplete with the approval of the Dean of Arts.

### **Proposing New Courses**

Proposals for new courses must be approved by the Department, Arts Executive, Faculty Council, and Senate. Ask your Chair or the Associate Dean (Curriculum and Student Affairs) when the new deadline for course proposals is. Before you submit a new course proposal, the proposal must be approved by the Library. After the Library approves, approval can be sought from the Department and the proposal can be forwarded to the Arts Executive for comment and then to the Arts Council for approval. Arts Council meets once per term, usually near the end of term. The Faculty's proposals are then considered by the Curriculum Committee before being presented to Senate for approval. The process usually takes a year. Course Proposal Forms are available at: <http://www.smu.ca/academic/senate/forms.html>

### **Honours and Graduate Supervision**

In many departments, Honours and Graduate teaching is organized on an overload basis, not as part of the standard teaching load. Stipends are available for Honours and Graduate supervision but must be obtained through the Department Chair. When a Faculty member agrees to supervise a student from another University, the University in which the student is registered pays the stipend. Please refer to Article 16.5.1 of the Collective Agreement for details on remuneration.

## 7. Guide for New Faculty Members

### Finding a Home

Halifax is full of a variety of housing options. For more details, visit: <http://www.smu.ca/och/> for listings of apartments for rent as well as useful information on housing and public transit.

### Parking on Campus

For available parking at Saint Mary's University, visit Facilities Management at McNally South 001

Tel: 420-5572

E-mail [facilities@smu.ca](mailto:facilities@smu.ca)

Web-site: [http://www.smu.ca/administration/facman/park\\_staff.html](http://www.smu.ca/administration/facman/park_staff.html)

### Getting Connected: Computer/Telephone

The office of Information Technology Systems and Support (ITSS) will help you with your IT requirements, including:

#### Office Set-up

If your office does not have a computer or if you use a MAC, contact:

Manager of Desktop Technology

McNally East 019

Tel: 420-5484

E-mail: [kjpowell@smu.ca](mailto:kjpowell@smu.ca)

Office equipment and supplies are approved by the Department Chair and ordered through the Departmental Secretary.

#### E-mail

In order to access your e-mails as well as obtain important campus announcements, you can set up a Smuport account at the Helpdesk, which is located at Loyola Building 268. The friendly staff in charge of Information Technology Systems and Support will be more than happy to assist you with any computer-related issues as well as with classroom support. You can reach the Helpdesk by phone (496-8111) or e-mail them at [helpdesk@smu.ca](mailto:helpdesk@smu.ca) though it is often best to visit the Help Desk in person for quick service. Also contact ITSS for information on Wireless Access on campus.

#### Telephone

To set up your office phone, consult the green pages of the Saint Mary's Telephone Directory which you will receive from your Department Secretary. Here you will find useful information on telephone procedures and policies. For further details, contact ITSS.

#### Banner Self-Service

To get your Banner self-service log-in information (it is an 8-digit code beginning with the letter 'A'), contact the Registration Advisory Unit at 496-8027 or 496-8208 or send an e-mail to [rau@smu.ca](mailto:rau@smu.ca) Banner self-service will facilitate your teaching by making it possible for you to submit your students' grades. You can also use Banner self-service to view class lists and access students' information. This site also has important information on registration overrides. With regard to employment issues, Banner self-service contains your pay history, your current pay stub as well as your deduction history.

## Library Card

Visit the Patrick Power library to obtain your library card. Your library card is also your faculty identification card. For assistance contact:

Services Plus 420-5188  
Reference and Research 420-5544  
Interlibrary Loans 420-5542

## Employee Benefits

The Human Resources office, located in McNally South 103, is an important place to visit right away. You must go there to activate your salary payment and deductions as well as to sign on the benefits and pension plans. The staff at Human Resources will also answer questions related to a range of employment-related issues (such as the ones listed below):

Benefits include Life Insurance, Long-Term Disability (LTD), Health and Dental, and the Employee Assistance Program (EAP), and a Pension Plan.

- Life Insurance is a compulsory benefit. Basic life insurance coverage begins on the first day of employment, or if evidence of insurability is required, by the date it is approved by the insurer. Information concerning Basic Life Insurance, Optional Life Insurance, and Optional Dependent Life Insurance can be found at:  
[http://www.smu.ca/administration/hr/benefit\\_life.html](http://www.smu.ca/administration/hr/benefit_life.html)
- Long-Term Disability benefits provide a continuing monthly income if sickness or injury prevent an employee from working. Information concerning eligibility, evidence of insurability, details of coverage, exclusions and limitations can be found at [http://www.smu.ca/administration/hr/benefit\\_longterm.html](http://www.smu.ca/administration/hr/benefit_longterm.html)
- Health and Dental is an optional benefit provided by Medavie Blue Cross. If an employee chooses coverage, it becomes effective on the first day of the month following the date of employment, or if evidence of insurability is required, the date it is approved by the insurer. Benefits pay for most medical and hospital expenses. The coverage also extends to eligible expenditures for prescription drugs, therapeutic massage, eyeglasses and contact lenses, and dental procedures. More information can be found at: <http://www.medavie.bluecross.ca> or by calling 1-800-667-4511 or e-mail at [inquiry@medavie.bluecross.ca](mailto:inquiry@medavie.bluecross.ca). To access details, quote the University's Group Policy Number: 04841-000
- Employee Assistance Program (EAP) is a confidential service that connects faculty members and eligible members of their families to professional counsellors with expertise in a variety of areas, including health (alcohol and drug misuse, depression, stress and anxiety, trauma etc), couple and marital relationships, finances, work and career issues, and legal matters. The service is paid for by a fee deducted from each pay cheque. There is no direct cost for access to the EAP. For more information, go to: [http://www.smu.ca/administration/hr/benefit\\_assist.html](http://www.smu.ca/administration/hr/benefit_assist.html). Their toll free number is available 24 hours a day, 365 days of the year: for service in English 1-800-347-2067 - forservice in French 1-800-347-2067 or on-line: <http://www.inconfidence.ca/>
- Pension Plan: The Pension Committee organizes an annual general meeting for members of the plan as well as information sessions on specific topics such as estate planning. These sessions are advertised by memo to individual Faculty and Staff members. Details concerning the pension plan are available at: <http://www.smu.ca/administration/hr/pension.html>

Forms pertaining to pension and benefits can be found at:  
[http://www.smu.ca/administration/hr/pen\\_forms.html](http://www.smu.ca/administration/hr/pen_forms.html)

## **8. Health and Wellness**

In recent years, the staff at Health Services have moved towards concentrating on serving students. However, all employees are entitled to services according to its mission statement: “Student Health Services is dedicated to providing educational, direct supportive, consultative health care to SMU students, staff and faculty and also provides individual attention to each person who comes for help.”

### **Student Health Services**

4<sup>th</sup> floor Student Centre  
Tel: 420-5611

Important telephone numbers:

QEII Emergency: 473-4966  
Ambulance: 911  
Poison control: 470-8161  
Health Services nurse: 496-8778 (After hours on call: cell number 471-8129)

### **Fitness**

#### **The Tower Athletic Facility**

Full-time faculty are entitled to a 50% discount on membership at the Tower Athletic and Recreational Facility. Part-time faculty and spouses receive a 25% discount. Facilities include cardio and weight rooms, indoor and outdoor tracks, gymnasium, squash courts, group fitness classes and active living programs, co-ed sauna and steam room. Basic membership is \$360/year or \$180/4months. For information, contact the Front Desk:

920 Tower Road  
Front Desk Tel: 420-5555

#### **LifeMark Physiotherapy**

LifeMark Physiotherapy welcomes new patients. Referrals are not necessary. Services offered include: physiotherapy, message therapy, home care, orthotics, acupuncture, work conditioning, and functional ability testing. Most services are covered by Blue Cross.

Located in the Tower  
Tel: 420-5061

## **Spiritual Guidance**

Chaplaincy Office

Loyola 183

Tel: 420-2219

A list of places of prayer and worship covering all faiths is available from the Chaplaincy Office. For convenience, here are those **closest** to Saint Mary's University:

Beth Israel (Baron De Hirsh) Congregation

Contact: Rabbi Ari Sherbill

1480 Oxford Street

Tel: 422-1301

<http://www.jewishhalifax.com/>

Buddhist and Shambhala Centre

1084 Tower Road

Tel: 420-1118

<http://halifax.shambhala.org/>

Hindu Community

Contact: Dal Indian Student Association

6421 Cork Street

Tel: 431-6000

E-mail: [indisa@is2@dal.ca](mailto:indisa@is2@dal.ca)

Islamic Community at Dalhousie

Contact: Dr. Jamal Badawi

Tel: 445-2494

E-mail: [mss@stmarys.ca](mailto:mss@stmarys.ca)

## 9. Conflict Resolution Policy

Saint Mary's University is committed to promoting an environment, free from discrimination and harassment, including sexual harassment based on the protected characteristics set out in the Nova Scotia Human Rights Act.

Such discrimination and harassment undermine the mission of the University by discouraging individuals from fully participating in academic and professional work. Not only do discrimination and harassment negate the principles of university life, they are also against the law and will not be condoned at Saint Mary's University. It is the responsibility of all members of the University community to contribute to a respectful environment for work and study.

Conflict Resolution Office  
Room 416, Student Centre  
Tel: 420-5113  
E-mail: [bridget.brownlow@smu.ca](mailto:bridget.brownlow@smu.ca)



### **Your Feedback**

Do you have any comments or suggestions concerning this Handbook?

Please let us know what you think.

## **Appendix A**

### **Calendar of Important Dates 2010-2011**

September 8	First Day of Classes (Fall Semester)
September 15	International Travel Grant Applications
September 30	Arts Faculty Travel Grant Applications
October 15	Book orders for Winter Semester Courses
October 15	Research Grant Applications for New Faculty
October 31	Annual Reports for Tenured Faculty Members
November 30	Arts Faculty Travel Grant Applications
January 5	First day of classes (Winter Semester)
January 15	International Travel Grant Applications
January 31	Arts Faculty Travel Grant Applications
February 16	Research Grant Applications for Established Faculty
February 21-26	Study Break
March 31	Arts Faculty Travel Grant Applications
May 15	Book Orders for fall Semester
May 15	International Travel Grant Applications
May 31	Arts Faculty Travel Grant Applications
July 1	Annual Reports for Faculty on Probationary Contract
July 31	Arts Faculty Travel Grant Applications

## Appendix B

### Accronyms and Abbreviations

CAID - Centre for Academic & Instructional Development  
CAT - Centre for Academic Technology  
GRI - Gorsebrooke Research Institute  
AMC - Atlantic Metropolis Centre for Research  
CCEPA - The Canadian Centre for Ethics and Public Affairs  
ACCES - Atlantic Canada Centre for Environmental Studies  
SMUBDC - The Saint Mary's University Business Development Centre  
CLE - The Centre for Leadership Excellence  
ITSS - Information Technology Systems & Support  
SMUSA - Saint Mary's University Students' Association  
SMUFU - Full-Time Faculty and Professional Librarians Union  
ISA - International Student Advisor  
UPO - Undergraduate Programs Officer  
TESL - Teaching English as a Second Language  
RAU - Registration Advisory Unit  
REB - University Research Ethics Board  
GPA - Grade Point Average  
CGPA - Cumulative Grade Point Average  
DGPA - Degree Grade Point Average  
PGPA - Program Grade Point Average  
BHC - Banner Help Centre

### Building and Room Codes

A - Atrium  
AA - Alumni Arena  
B - Burke Building  
C - Cafeteria  
CE - Continuing Education  
LA - Loyola Academic Complex  
LR - Loyola Residence  
ME - McNally East Wing  
MM - McNally Main  
MN - McNally North Wing  
MS - McNally South Wing  
O - The Oaks/International Activities  
PA - Public Affairs/Institutional Research  
PPL - Patrick Power Library  
RR - Rice Residence  
S - Science Building  
SB - Sobey Building  
SC - O'Donnell Hennessey Student Centre  
T - The Tower

UA - Development/Alumni

VR - Vanier Residence

980 - TESL Centre

5960 - Gorsebrook Research Institute for Atlantic Canada Studies/CN Centre for Occupational Health & Safety

### **New Extension Centre Building Codes**

AS - Atlantic School of Theology

DA - Caledonia Junior High School

BD - Canadian College of Massage

DL - Dartmouth Library

DT - Halifax Library

FB - National Film Board

NB - North Branch Library

SL - Sackville Library

WW - Web

WT - World Trade Centre