

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



***Faculty of Arts
2019-2020***

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**Orientation Handbook
for New Faculty
2019-2020**

Dear new Arts colleague,

On behalf of the Faculty of Arts, it is a pleasure to welcome you to Saint Mary's University. This Handbook has been designed by your colleagues in the Faculty of Arts to provide guidance as you begin your academic career at Saint Mary's University. You will find information about various practical matters, as well as details about governance structures and various offices and mechanisms to support teaching and research.

In the Faculty of Arts, you will discover a vibrant and collegial community of professors, students, administrators, and staff. I encourage you to take advantage of the many opportunities for scholarly exchange and enrichment. Throughout the year, the Faculty of Arts hosts many events, and occasions for professional growth.

Thank you for choosing a career at Saint Mary's University. I look forward to working with you in a spirit of cooperation and mutual respect, as we pursue the common goal of excellence in the education of our students.

All the best,

Dr. Margaret Y. MacDonald
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 programs 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, programs, and certificates, and courses. New courses and programs, or changes to courses and programs 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.

Consult the "Academic Plan: Framework Document":
<http://www.smu.ca/academic/vp/plan.html>

Values and Priorities

The questions posed by scholars in the Arts, and the answers their research provides, hold deep and enduring value; they provide a forum for intellectual inquiry that is not available anywhere else. As a collegial community of professors, students, administrators, and staff, we are committed to the principles expressed in our vision statement.

Vision Statement

The Faculty of Arts at Saint Mary's University believes that research and education in the humanities and social sciences are essential to society. The questions posed by scholars in the Arts, and the nuanced answers their research provides, hold deep and enduring value. For centuries, across an array of disciplines, research in the Arts has enriched human experience, providing a forum for intellectual inquiry that is not available anywhere else.

As a collegial community of professors, students, administrators, and staff, we are committed to:

- **The production of knowledge.** The Faculty of Arts encourages excellence in research as a core part of its academic mission. We believe original scholarship creates new ways of thinking about and understanding the world. We promote academic freedom in our scholarship and teaching. We support peer-reviewed publication, research collaboration, applications to major granting agencies, and the dissemination of findings. We encourage a culture of research among our students, and support those efforts through mentorship, funding, and access to facilities.
- **High-quality teaching.** We value excellence in both undergraduate and graduate teaching. At the university level, teaching is distinguished by its relationship to research. We encourage pedagogy that highlights this connection. The Faculty of Arts prides itself on the calibre of its graduate programs, and development of new graduate opportunities is a priority. We support scholarship of teaching and curriculum development.
- **The public role of the university.** The Faculty of Arts sees critical engagement with social issues as a way to highlight the enduring value of an Arts degree. We seek a direct and vital connection to our local, provincial, national, and international communities. We believe the Faculty of Arts can play a key role in debates that formulate public policy. We support faculty and students as they participate in public debates through research, teaching, learning, and community engagement. We encourage our students to see themselves as engaged members of our society.
- **The pursuit of learning.** An Arts degree represents an opportunity to explore the range of human achievement across cultures and time periods. Arts students explore ideas for their own sake, as well as for their social, economic, or cultural value. We foster creative expression and freedom of thought. Our degrees offer breadth and specialization. What we learn may prepare us for the marketplace, but is also valuable in itself. We value lifelong learning and the creation of new educational opportunities for mature students. We encourage students to learn in different ways, through field work and studying abroad. We support experiential and service learning through work and volunteer placement, community engagement, and research opportunities. We foster professionalism, and ask students to demonstrate integrity in research and personal conduct.

- **Global citizenry.** In a globalized economy, students need languages, cultural awareness, historical perspective, and keen analytical skills to prosper. In the Faculty of Arts, we foster literacy in a range of languages, societies, and cultures. We provide the foundations for intercultural analysis and social critique, as well as personal and professional development at home and abroad. We want our students to be informed and compassionate global citizens, learning from other cultures and historical periods as well as their own localities.
- **Internationalization.** The Faculty of Arts is committed to strengthening its international reputation through excellence in research, education, and the formation of strategic partnerships. We seek to promote a culture of engagement with the Arts among international students. We recognize the complexity of internationalization, both as student experience and global phenomenon, and address it in our curriculum and in campus life. We promote intercultural awareness through analysis of the world's diversity of traditions and faiths.
- **Confronting challenges of access and affordability.** The Faculty of Arts recognizes the substantial obstacles to accessible education. We seek support for all economically vulnerable students as part of our role as public educators. We are committed to creating access for Indigenous students, African Nova Scotians, and newcomers to Canada, as well as students with disabilities. We believe an Arts education should be available to anyone willing to meet its challenges.
- **Promotion of equity and diversity.** The Faculty of Arts is a diverse community in which many different methodologies and commitments coexist in productive tension. We encourage our students to explore the different ways knowledge is constituted across and within disciplines. We respect diversity and seek to provide an Arts education that is accessible to students of all races, genders, economic classes, ages, and sexualities. We also see equity as a local issue, and address ourselves in our research, teaching, and student experience to building equity in our community.
- **The promotion of interdisciplinary perspectives.** The Faculty of Arts maintains a commitment to interdisciplinary scholarship through our flagship programs and research centres. Interdisciplinary programs approach scholarly questions from a range of methodological perspectives and offer a classroom experience that crosses traditional boundaries between research fields. The Faculty of Arts sees community engagement as an important part of our interdisciplinary focus.
- **Collaboration across faculties.** The Faculty of Arts seeks to create new learning opportunities in collaboration with the Faculty of Science and the Sobey School of Business. We promote interfaculty collaboration in a world beset by formidable economic and environmental challenges, as well as rapid demographic change. We support initiatives that bring together the entire Saint Mary's community in the attempt to address those challenges.

While the fundamentals of our work as educators and researchers are steeped in a long tradition of liberal arts education, the social and academic context within which we work changes constantly. To reflect this reality, the Faculty of Arts Vision Statement is intended as a living document, to be reviewed and revised regularly.

Consult our "Vision Statement Document":

<http://www.smu.ca/academics/publications.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 Coordinators, 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 defined – 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. Persons or committees assessing an Employee's teaching performance shall, in consultation with the Employee, seek information from a variety of relevant sources. No person or committee assessing an Employee's teaching performance shall rely entirely or mainly on information gathered from "course evaluations" unless no other information has been provided.

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

The Studio for Teaching and Learning 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 2019-2020, evaluations will take place:

Fall term	November 18-23, 2019
Winter term and Full-year courses	March 23-28, 2020
Summer Sessions 2019	June 8-13, 2020
	August 10-14, 2020

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

Annual Reports

Article 8.4.13 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 October 15, 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 November 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. 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 an 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 program 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 (i.e., 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 program 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: 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).

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 ongoing 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 an amount 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 Advance Request form by going to <http://www.smu.ca/about/financial-services-forms.html>
- 2) complete the Faculty of Arts application form for travel expenses available on the Faculty of Arts website <http://www.smu.ca/academics/arts-faculty-resources.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.

Please allow a minimum of ten (10) business 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 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 (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 submitting 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 online at: <http://www.smu.ca/administration/financialservices/forms.html>

Upon return from travel and having received 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 online on the Arts website or at <http://www.smu.ca/administration/financialservices/forms.html>.

5. Support for Teaching and Learning

The Studio for Teaching and Learning

In addition to orientation for new faculty at the beginning of the academic year, the Studio offers a series of meetings and workshops titled the New Faculty Community of Practice 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 Studio 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.

The Studio
Atrium 213
Tel: (902)420-5088
Fax: (902)420-5015
Email: studio@smu.ca
Website: <http://www.smu.ca/academics/studio/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 online 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: (902)491-6202
Fax: (902)496-8213
Email: writing@smu.ca
Website: <http://www.smu.ca/writingcentre>

Brightspace

To set up your course on Brightspace, visit:

<http://www.smu.ca/academics/caid-brightspace.html>.

The Software and Application Support Centre can help you customize and navigate your Brightspace site. They can be reached by phone: (902) 496-8168 or email: sas@smu.ca. Please note: If your course is strictly an online course, please contact Continuing Education for assistance. They can be reached by phone: (902) 420-5492 or email: conted@smu.ca.

Bookstore

Textbooks and course materials can be ordered online 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: (902)491-6283
Email: don.simpkin@smu.ca

2nd Floor, Student Centre
Tel: (902)420-5562
Email: bookstore@smu.ca

Manager: Andrew Baker
Email: andrew.baker@smu.ca

RICOH Print Centre

The RICOH 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 RICOH 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 RICOH 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 RICOH Print Centre will fill within 24 hours. Contact the RICOH Print Centre for information concerning deadlines for course packs.

The RICOH Print Centre
McNally Main 031
Tel: (902)420-5579
Email: 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 online 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). Submit completed forms with the reserve items to the access desk or to:

Jim Kennedy
Tel: 491-6314
Email: james.kennedy@smu.ca

Technology support

Software and Application Support Centre (SAS)

Atrium 107

Tel: (902)496-8168

Email: sas@smu.ca

The Software and Application Support Centre assists faculty and staff who wish to learn new computer skills, to develop basic computer skills, to set up a webpage, to learn about multimedia hardware and software, and to transition to or develop courses online via Brightspace. The Centre houses a computer lab and is staffed by full-time Teaching Technology Associates.

For technical support in your office and classroom:

ITSS Help Desk and Classroom Support

The Helpdesk's Mandate: "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/academics/information-technology-systems-and-support.html>)

ITSS Help Desk

Loyola 268

Tel: (902)496-8111

Email: helpdesk@smu.ca

Classroom Support

(902) 420-5558

Cancellation and Closure Hotline

Staff/Faculty Tel: (902)491-6264

Students Tel: (902)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 email 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 Integrity in the *Academic Calendar* (see Academic Regulation 19).

Please see Academic Regulation 4 of the 2019-2020 Academic Calendar for further information.

Undergraduate Rating, Grades, and Grade Points

Final grades are usually due five working days after the final exam or, in courses without a final, five 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 2019-2020 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 graduate and 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 2019-2020 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 refer to this regulation on course outlines.

When a faculty member believes that an academic offence has been committed, they shall make a written report to the Registrar. The report must identify and provide evidence of the alleged offence. Reports must be on the form available from the Registrar's office <https://smu.ca/academics/calendar/academic-integrity.html>. The Registrar is responsible for processing the complaint. Further details may be found in the Academic Calendar, Academic Regulation 19.

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. – e.g., 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, which is available online at: <http://www.smu.ca/servicecentre/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 Department/Program secretary. 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 of 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 (through submission of IC form).

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 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: (902)420-5572

Email: facilities.management@smu.ca

Website: http://www.smu.ca/administration/facilities/park_staff.html

Getting connected: computer / telephone

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

Office setup

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

Manager of Desktop Technology

McNally East 019

Tel: (902)420-5484

Email: helpdesk@smu.ca

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

Email

In order to access your emails 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 at 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 at (902) 496-8111 or email them at 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 ITSS Telephone Use Guide at <https://smu.ca/academics/itss-telephone-use-guide.html>. Here you will find useful information on telephone procedures and policies. For further details, contact ITSS. To find faculty and staff contacts, use the People Finder on the website at <https://smu.ca/about/find-faculty-and-staff.html>.

Banner Self-Service

To get your Banner Self-Service login information (it is an 8-digit code beginning with the letter 'A'), contact the Service Centre at (902) 420-5582 or send an email to service.centre@smu.ca. Banner Self-Service ("Banner") will facilitate your teaching by making it possible for you to submit your students' grades. You can also use Banner to view class lists and access students' information. This site also has important information on registration overrides. With regard to employment issues, Banner 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:

The Circulation Desk
(902) 420-5547

Employee benefits

The Human Resources office, located in McNally South 111, 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, the Employee Faculty Assistance Program (EFAP), 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: <https://smu.ca/about/life-insurance.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/about/long-term-disability.html>
- **Health and Dental** is an optional benefit provided by Great West Life and managed by the SMUFU Health and Wellness Trust Benefits Plan. 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 <https://www.greatwestlife.com> or by calling the SMU Faculty Union at 902-496-8190. To access details online, quote the University's Group Policy Number: 160597.
- **Employee Faculty Assistance Program (EFAP)** 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 EFAP. For more information, go to <http://www.smu.ca/about/efap.html>. Its toll-free number is available 24 hours a day, 365 days of the year: for service in English 1-800-347-2067 - for service in French 1-800-347-2067 or online: <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

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

4th floor Student Centre

Tel: (902)420-5611

Important telephone numbers:

QEII Emergency: 473-2043

Ambulance: 911

Poison control: (902)470-8161

Health Services nurse: (902) 496-8778; after hours on call: cell number (902) 471-8129

Fitness

Homburg Centre

Full-time faculty are entitled to a 50% discount on membership at the Homburg Centre. 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 \$515/year or \$260/4months. For information, contact the Front Desk:

920 Tower Road

Front Desk Tel: (902) 420-5555

LifeMark Physiotherapy

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

Located in the Homburg Centre

Tel: (902)420-5061

Spiritual guidance

Chaplaincy Office Loyola 183

Tel: (902)420-5502

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 Synagogue

Contact: Rabbi Amram Maccabi

1480 Oxford Street

Tel: (902)422-1301

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

Halifax Shambhala Centre

1084 Tower Road

Tel: (902)420-1118

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

Hindu Community

Contact: Vedanta Ashram Society

6421 Cork Street

Tel: (902)431-6000

<http://www.hindutemple-halifax.org/>

Islamic Community at Dalhousie

Dalhousie Muslim Student Association

Email: mmsa@dal.ca

<http://mmsa.dsu.dal.ca>

Universalist Unitarian Church of Halifax

5500 Inglis Street

Tel: (902) 429-5500

<https://uuch.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: (902)420-5113
Email: 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 2019-2020

September 4	First Day of Classes (Fall Semester)
October 15	International Travel Grant Applications
October 15	Book orders for Winter Semester Courses
October 15	Research Grant Applications for New Faculty
October 15	Annual Reports for Tenured Faculty Members
November 11-17	Fall Break
January 8	First day of classes (Winter Semester)
March 15	International Travel Grant Applications
February 15	Internal Grant Applications for Established Faculty
February 17-23	Study Break
May 15	Book orders for fall Semester
July 31	Annual Reports for Faculty on Probationary Contract

Appendix B

Acronyms and Abbreviations

GRI - Gorsebrook Research Institute
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
TESL - Teaching English as a Second Language
REB - University Research Ethics Board
GPA - Grade Point Average
CGPA - Cumulative Grade Point Average
DGPA - Degree Grade Point Average
PGPA - Program Grade Point Average
SAS - Software and Application Support Centre

Building and Room Codes

A - Atrium
AA - Alumni Arena
AG - Art Gallery
B - Burke Building
C - Cafeteria
CE - Continuing Education
EA - External Affairs
HC - Homburg Centre for Health and Wellness
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
PPL - Patrick Power Library
RR - Rice Residence
S - Science Building
SB - Sobey Building
SC - O'Donnell Hennessey Student Centre
UA - Development/Alumni
VR - Vanier Residence
980 - TESL Centre
5960 - Gorsebrook Research Institute for Atlantic Canada Studies/CN Centre for Occupational Health & Safety

