

# **Faculty Manual**

**Brampton Campus**

Office of the Provost and Academic Dean

Algoma University Brampton Campus Faculty Manual  
Version 2019

This manual is intended for use as a general reference rather than the official source of University policies and guidelines. It is not intended to be definitive on policy matters, nor does it grant contractual rights to University employees. Nothing contained herein shall negate the right of the University to augment or change its policies applicable to University employees. If you have questions about a particular issue or policy, consult with your Department or Faculty Chair, the Human Resources Director, or the Provost and Academic Dean.



# Algoma University's Vision, Mission and Values



**Nibwaakaawin** (wisdom), **Zaagidiwin** (love), **Mnaadendimowin** (respect), **Aakodewewin** (bravery), **Gwekwaadiziwin** (honesty), **Dibadendizawin** (humility) & **Debwewin** (truth) are the Seven Grandfather Teachings, commonly shared guiding principles of the Anishinaabe.



## HIGHLIGHTS: ALGOMA U STRATEGIC PLAN 2016-2021



### **THE STUDENT EXPERIENCE**

Algonoma University is a dynamic hub for student life

We will enhance the student experience by creating a 'one-stop-shop' for the integration of student services, leveraging state-of-the-art technology while emphasizing personal contact and student empowerment.

We will enhance the academic experience by creating a Learning Commons in the library where students will access a wide variety of academic learning supports in a friendly space that promotes a strong sense of community.

### **EXPERIENTIAL LEARNING & VIBRANT PROGRAMMING**

Algonoma University has an integrated suite of relevant programming that is linked to the broader community.

We will enrich the educational experience by embedding experiential learning into our academic programs to inspire students and support the application of knowledge and skills in a real-world context.

We will enrich campus life by engaging the community and by connecting students with the community in a meaningful way.

### **RESEARCH AND INNOVATION**

Algonoma University nurtures a culture of research and innovation among students and faculty to promote entrepreneurship and economic development.

We will develop a research and innovation hub to support faculty and student research and to facilitate engagement with the wider community.

### **ANISHINAABE INENDAMOWIN**

Algonoma University is recognized as a leader in Anishinaabe learning in Canada.

We will identify and implement actions supportive of the Truth and Reconciliation Commission of Canada's Calls to Action relevant to Algonoma University.

We will develop housing to meet the needs of Anishinaabe students on campus creating a strong sense of belonging.

### **INSTITUTIONAL EXCELLENCE**

Members of the AU community have a strong sense of pride in their institution

We will develop a new and clear brand identity and communications strategy that showcases the University and the success of students, faculty and staff.



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# Welcome to Algoma University - Brampton Campus

Established in 1965 as an affiliate of Laurentian University, Algoma College opened its doors to its first students in September 1967. By 1971, Algoma was able to offer full-time programming and relocated to its current Sault Ste. Marie site, Shingwauk Hall, the site of the former Shingwauk Indian Residential School.

Algoma University College continued to increase courses and program offerings to the local and surrounding residents while also continuing to recognize the importance of its new location. The Shingwauk Indian Residential School existed for 96 years, closing only one year before Algoma University College relocated to this site. The School was originally envisaged by Chief Shingwauk, a prominent leader of the Ojibway Nation, to secure educational opportunities for his people. It is through the efforts of the Shingwauk Education Trust, a provincial trust, that Chief Shingwauk's vision of creating a "Teaching Wigwam" continue today. Algoma University shares this commitment with the Shingwauk Education

Trust, and in 2006, both parties signed a covenant laying a firm foundation for the development of Anishinaabe education and research.

The Shingwauk Education Trust established Shingwauk Kinoomaage Gamig, an educational institution, which works in close partnership with Algoma University to offer programs and courses in Anishinaabe Studies and Anishinaabemowin. For a more detailed account, please visit [our website](#).

In 2006, Algoma University began offering degree programming in Brampton, Ontario. Algoma University - Brampton Campus is currently located at 24 Queen Street East Suite 102/103.

In June 2008, Algoma University, the province's 19<sup>th</sup> university, was created when the Government of Ontario passed the Algoma University Act. Algoma's special mission as outlined in its Charter reads as follows:

## **SPECIAL MISSION**

- a) To be a teaching-oriented university that provides programs in liberal arts and sciences and professional programs, primarily at the undergraduate level, with a particular focus on the needs of Northern Ontario; and
- b) To cultivate cross-cultural learning between Aboriginal communities and other communities, in keeping with the history of Algoma University and its geographic site.

It is through our dedicated faculty that Algoma University is able to offer students meaningful and quality education at the undergraduate level. Students can choose from a range of undergraduate programs in the Humanities, Sciences and Social Sciences and professional areas such as Social Work and Business. Our faculty are committed to encouraging creativity, critical thinking and imagination in all these program areas.

Research also plays a significant role at AU for faculty and students. Several AU faculty have been awarded grants (e.g., Tri-Council) and in turn hire students as research assistants providing them with a range of research related work opportunities. The new Executive Lead, Research position combined with the Research Administrator will provide the institution and faculty with dedicated research supports.



## Message from the Provost and Academic Dean

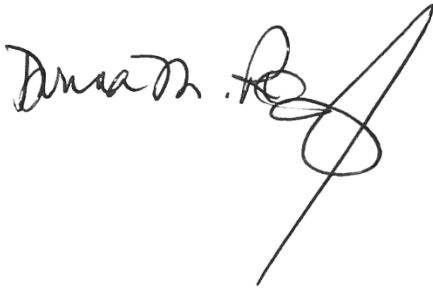
Nurturing the minds and talents of our students is both a challenging and rewarding experience; it takes dedication to help students recognize their potential, both academically and beyond the classroom. As the Provost and Academic Dean, I know the faculty at Algoma University take this role seriously and are committed to offering our students an exceptional educational experience. Your hard work and dedication is both admirable and impressive.

To aid in your efforts, the Provost and Academic Dean's office is pleased to present a refreshed Faculty manual. This manual continues to serve as a general resource providing faculty with information on topics ranging from classroom preparation to general academic supports and institutional policies and procedures. The manual is also available online through the [Dean's webpage](#). I encourage you to use this manual alongside additional information on our university's website for detailed and up-to-date information on university services and policies.

The Faculty manual is a working document. My staff and I continually incorporate new and revised policies and procedures and student services as they are introduced. Your feedback is always welcome. Please contact our office with your suggestions on content or format and efforts will be made to incorporate them into future editions.

Wishing you a successful and fulfilling academic year!

Sincerely,

A handwritten signature in black ink, appearing to read "Donna M. Rogers", followed by a large, stylized flourish that extends diagonally downwards and to the right.

Dr. Donna M. Rogers  
Provost and Academic Dean  
Algoma University





# The Provost and Academic Dean's Office

The Academic Dean's Office is responsible for academic administration and programming at Algoma University. The Dean and staff are committed to ensuring the quality of education at Algoma adheres to the quality assurance standards set out by the Council of Ontario Universities. In collaboration with faculty, and in conversation with students, our work contributes to the University's overarching mandate to provide meaningful and exciting educational opportunities to the community of Sault Ste. Marie, the province of Ontario, and beyond.

The Dean's office plays a critical role in providing faculty with the tools and support they need to enhance their teaching and service commitments. This handbook along with the Dean's Office page on the AlgomaU website provides a range of resources as well as administrative and committee support documents.

We try to create a welcoming and fun office space balancing work with some laughs and good conversation. Please take a moment to get to know the Dean's team.

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## **DR. DONNA ROGERS, PROVOST AND ACADEMIC DEAN**

Donna is excited to be part of Algoma University, which she believes has a bright future as a leader in the small-university student experience. She brings with her extensive university leadership and management experience, most recently from Brescia University College, an affiliate of Western University in London, Ontario, where she served as Vice-Principal and Academic Dean since 2013, and Interim Principal in 2015-16. Donna has also held positions at Pennsylvania State University, Middlebury College, and Dalhousie University. She earned her Ph.D. in Hispanic Languages and Literatures from the University of Toronto and her M.A. in Spanish from Western University. Donna's door is always open but you may want to bring a sweater with you when you come to her office – Donna is a 'fan' of cooler temperatures!



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## **DR. ISTVAN IMRE, ASSOCIATE DEAN OF ACADEMIC PROGRAMS AND CURRICULUM**

Dr. Istvan Imre is an Associate Professor in the Department of Biology. He has been employed at the University since 2006 and was instrumental in developing the University's esteemed four-year Honours Bachelor of Science in Biology program and contributed to the newer Honours Bachelor of Science in Environmental Science program. Imre holds a doctorate in Biology from Concordia University and has research interests in fish behavioural and population ecology. In 2013, Imre received the Distinguished Faculty Award. He is presently serving as the Associate Academic Dean, Academic Programs and Curriculum.



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## **DR. LINDA BURNETT, ASSOCIATE DEAN OF FACULTY AFFAIRS**

Dr. Linda Burnett is Associate Dean, Faculty Affairs, and an Associate Professor in the Department of English and History, Faculty of Humanities. Her research interests include Canadian drama and the theatre of Atlantic Canada; feminist revision of canonical tragedy; interdisciplinary, feminist, postcolonial, and philosophical approaches to literature; and creative nonfiction. She holds a doctorate in English from McGill University, an MA from Dalhousie, and a BA (Hon) from U of Toronto; has been heavily involved in various University committees; and she has served as chair of her department and faculty, and as president of the Algoma U Faculty Association. She invites faculty to let her know what sorts of support they require for professional and teaching development. She also invites them to ask her questions and share with her their ideas.





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### **TIFFANY GALLIVAN, EXECUTIVE ASSISTANT TO THE PROVOST AND ACADEMIC DEAN**

Tiffany is new to the Academic Dean's Office, but no stranger to Algoma University. She has 18 years experience as the Accounting & Grants Officer. In her former role, she worked closely with faculty and their research budgets. Tiffany will continue these relationships by playing a central role in communicating with faculty and students and will provide administrative support in core areas. She will also be working closely with the Provost and Academic Dean with the annual budget for all of the academic units. Tiffany is grateful for her BBA degree she received in 2000 at Algoma U and the experience she gained working in Financial Services which gave her the courage to open a small business in SSM.



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### **BRITTANY PAAT, ACADEMIC SUPPORT OFFICER**

Brittany brings a wide range of experience to the Dean's Office and contributes to its overall function through the provision of administrative support to faculties and program committees, student feedback of teaching (SFTs), full-time faculty hiring, faculty manuals, orientation, program review and a variety of other projects. Brittany has a B.A. (Hons) in History from Algoma University and an M.A. from the Graduate School of Public and International Affairs (GSPIA) at the University of Ottawa. Brittany is the athlete of our team, often heading to baseball or soccer games after work. When not on the field, she'll attend spinning and other fitness classes just for fun. She is also the proud and devoted "fur mamma" to Dottie June, often heading out at lunchtime to check in on her.



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### **AMY RUDNICKI, FACULTY AND STAFF RELATIONS ASSISTANT**

Amy works as Faculty and Staff Relations Assistant spending 40% of her time in the Human Resources Department and 60% of her time in the Office of the Provost and Academic Dean. As a key role within the Provost and Academic Dean's office Amy helps to administer the part-time faculty recruitment process including determining seniority, preparing and posting current positions, and preparing employment contracts. As a recent graduate with a Bachelor of Business Administration (Honours) degree from Brock University, Amy is excited to be back home and part of Algoma University's growing team.



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### **DAWN WHITE, DIRECTOR OF EXPERIENTIAL LEARNING AND INTERNATIONAL AFFAIRS**

Dawn oversees Algoma's experiential learning and career readiness objectives and initiatives, including co-op and career education, international engagement and student/faculty/staff mobility. Dawn has a B.Sc. in Wildlife Biology from the University of Guelph and as of May 2017, has completed her M.Ed. in Postsecondary Studies at Memorial University. One of Dawn's favourite pastimes is hiking, so if you want some information on local trails, Dawn is the one to talk to. When she is not hiking, Dawn spends part of her summer holidays accompanying her husband and son to dirt track stock car racing...now that's devotion!



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### **KAREN HUDSON, MANAGER STUDENT SUCCESS AND WELLBEING**

Karen Hudson is responsible for the establishment and management of Student Success Central on campus. Equipped with 11 years of experience as an employee at Algoma University, Karen has a passion for enhancing the student experience through a student centric approach. From admission and academic advising – to personal well being and crisis referrals, she has supported students to accomplish their educational goals through a variety of pathways. Karen's Masters of Education focused on experiential learning and personalizing education in order to foster academic excellence on the individual's terms. When she is not advocating for student success, she is an outdoors enthusiast who loves spending time with her husband and three children, enjoying all that Northern Ontario has to offer.



The Provost and Academic Dean also oversees the Office of Research and Innovation, the Registrar's Office, and the Library. In addition, the Associate Deans will work closely with Dr. Rogers and play an important role in developing plans and policies for advancing quality teaching and learning, supporting academic student success, and recruitment and retention efforts.



#### **PEDRO ANTUNES, EXECUTIVE LEAD, RESEARCH**

Dr. Pedro M. Antunes is an Associate Professor in the Department of Biology since 2010. He started as the recipient of an Ontario Ministry of Natural Resources Research Chair and, in 2015, he was named Canada Research Chair in Invasive Species Biology. Dr. Antunes began his academic studies in Biology at the University of Evora, Portugal (1999). He then undertook his doctoral research in Soil Science at the University of Guelph (2005) followed by post-doctoral research at the Free University of Berlin, Germany. Research in his laboratory ([Plant and Soil Ecology Laboratory](#)) aims to understand soil organisms and their interactions with plants. Dr. Antunes assumed the role of Executive Lead (Research) effective January 1<sup>st</sup>, 2018

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#### **DAVE MARASCO, REGISTRAR**

Dave Marasco is responsible for overseeing the many functions of the Registrar's Office. Dave, along with his staff, are committed to providing personalized professional services to potential, new, and returning students – from the student's first contact right through graduation day. They also manage the administrative aspects of every student's educational experience ranging from admission and registration to exchange programs and career services. Dave considers himself a great cook and will put his homemade pasta sauce against anybody's, any day! He is also quite the early riser... if he's not cooking up a batch of his homemade sauce at 4am, you will likely find him in his office.

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#### **MARK JONES, LIBRARY MANAGER**

Mark Jones, B.A., M.L.I.S. (Western University) has served as Library Manager since November 2018. Previously, he worked in various roles at the Sault Ste. Marie Public Library most recently as Deputy Director. At the university, Mark works in various roles as a member of Senate and its committees, as well as a member of the administration's Leadership Team and the Research Advisory Committee. He represents the university as a voting member of the Ontario Council of University Libraries and the Canadian Research Knowledge Network. Additionally Mark holds the Certified Human Resources Professional designation. In addition to spending time with his wife and two children Mark enjoys playing Ultimate Frisbee, running, and cycling.



# General Information

## **FACULTY LOUNGE**

The faculty lounge for School of Business and Economics faculty is located on the lower level. All other faculties have access to the faculty lounge located on the sixth floor room number 601.

## **ALGOMA UNIVERSITY ACCESS CARD**

Your Algoma University Access Card is your primary university identification. Your access card is required in order to:

- Gain entry to the building after 6:00pm on weekdays and at any time on the weekends
- Take the elevator to the third floor
- Enter the third floor student lounge/classroom area
- Access washrooms on the Lower Level

School of Business and Economics staff can pick up their card from the Coordinator of Academic Relations and Student Success located on the lower level. Standard office hours are Monday to Friday 10:30am to 6:30pm. All additional faculties may pick up their card from the main level.

## **IT SERVICES AND TROUBLESHOOTING**

All faculty will have access to a university issued IT account.

IT support in Brampton is provided by the University's main campus IT Helpdesk Team. Information for accessing support is posted in the podium area of each classroom as well as near printer/copiers.

For urgent requests, please call the IT Helpdesk directly at: 1-888-902-7866.

## **COMPUTER/PRINTER ACCESS**

Brampton faculty can access their Algoma U account at the podium computer located at the front of each classroom. Faculty who bring their own laptop can also connect to the network from the podium area. Wireless access is available throughout the Algoma U facility (passcode "ubelonghere").

Secure printers/copiers are located on the 1st and 3rd floors. There is also a printer in the 6th floor faculty office. This is a shared printer to be used by all faculty.

Extra paper/toner supplies are normally available in the administrative office (main floor) or in the faculty office (6th floor).

## **PARKING FACILITIES**

Paid parking is available in the municipal underground parking garage located under the Rose Theatre. Other parking areas are located throughout the downtown core.

For more information related to parking please visit [Brampton's website](#).

Note: The University is not responsible for any parking facilities in the area.

## **TEMPERATURE CONTROL**

Classroom temperature is pre-set by the building manager. Those experiencing difficulty with classroom temperature/air circulation are asked to contact the Coordinator of Academic Relations and Student Success.

## **SECURITY**

A security guard is posted in the main lobby each evening starting at 5:00 pm. The building is monitored by security cameras, and a nightly security patrol regularly checks all areas of the building while providing evening lockdown. For those teaching on the main floor, please students not to use the doors that directly lead to street level, they should enter/exit via the main doors the front of each classroom.





## **ONSITE STAFF**

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## **EMPLOYEES.ALGOMAU.CA**

Employees.algonau.ca is the internal centralized source for everything 'AU'. It contains links to many required tools and services such as email, class lists, the CMS, payroll information, policies and documents, as well as links to audio/video equipment booking, the ITS Help Desk, Physical Plant and Communications. To log onto employees.algonau.ca, use your Algoma University login and password.

For further information on employees.algonau.ca please contact the ITS Help Desk.

## **FACULTY EMAIL**

Each faculty member receives an Algoma University email upon hire. In general, all faculty members' emails are listed as [firstname.lastname@algonau.ca](mailto:firstname.lastname@algonau.ca) and students are listed as [fristinitiallastname@students.algonau.ca](mailto:fristinitiallastname@students.algonau.ca).

Faculty and students are required to use their Algoma University email for all official university communications.

Each class at Algoma University has a group alias that enables faculty to contact all members of a class at once. Remember to advise your class to check their email regularly should you plan to rely on this method of communication. Each alias can be found in the AlgomaU global address list. For example, the class email alias for ADMN 1016A offered in the fall 2019 term would be

[ADMN1016A19F@algonau.ca](mailto:ADMN1016A19F@algonau.ca). Please contact the ITS Helpdesk if you require assistance.

You can access your email at both a workstation on campus or remotely by visiting gmail.com. You will log in using your algonau email address and the standard AU password that you have always used.

## **G SUITE for EDUCATION**

Algoma University uses Google's G Suite for Education. G Suite is a web based collaboration platform by Google that includes a number of applications including:

- Gmail, Calendar and Contacts (Web based applications that can replace your existing email program)
- Google Drive (application for storing files and documents online)
- Google Docs (Word processing similar to Microsoft Word and specialized in the ability to collaborate with others)
- Google Sheets (spreadsheet tool similar to Microsoft Excel)
- Google Slides (presentation tool similar to Microsoft PowerPoint)

G Suite is a collaborative suite of products provided by Google that allows you to work with others with ease.

For more information contact  
[rose.taylor@algonau.ca](mailto:rose.taylor@algonau.ca)



### **COURSE MANAGEMENT SYSTEM (CMS)**

Every course is accompanied by the Course Management System (CMS). Faculty are strongly encouraged to use this online tool which is designed to enhance the student learning experience outside the classroom. It is a place for faculty to communicate with students by posting course content such as outlines, notes, and quizzes, as well as opportunities for faculty/student interaction such as the creation of chat rooms.

The CMS can be used to:

- Organize your course lectures, notes, media, and files for students.
- Communicate with students via instant messaging.
- Communicate with an entire class at once and view shared concerns via the public forum option.
- Restrict access to your course and material with enrolment keys.
- Create online quizzes and assignments.
- Update online grade books in real-time.
- Create surveys and class reports.
- Receive student assignments.

All faculty and students can access the CMS through [employees.algomau.ca](https://employees.algomau.ca) or by following the link: <http://courses.algomau.ca>.

The *AU Handbook for CMS* provides additional information about the available features on the CMS and how it can help you in the management of your course. These handbooks are sent to faculty shortly after the hiring process is complete; however, contact Rose Taylor should you require another copy. The ITS Help Desk can also provide CMS training.

### **ALGOMA UNIVERSITY HELP DESK**

The Algoma University ITS Help Desk provides several IT services to faculty including computer ordering and set-up, setting up account usernames and passwords, printing support, and audio/visual support in the classroom.

To contact the Help Desk, click the “Service Desk” button, followed by “Contact Helpdesk” on the [employees.algomau.ca](https://employees.algomau.ca) website and create a new ticket.

### **SUBMITTING GRADES**

At the end of the semester, the Registrar sends an email to faculty regarding the time period required to submit grades electronically. The time period covers the last day of classes for the semester and the Senate approved deadline date.

**The submission deadline dates for final grades for the 2019-2020 academic year are as follows:**

**December 30, 2019 – all 2019F courses;**

**April 30, 2020 - all 20W, 19FW courses;**

**June 26, 2020 – all 2020SF courses;**

**August 12, 2020 – All 2020SP and 2020SS courses**

**After the specified date has expired, you will no longer be able to submit final grades electronically.**

Please note a delay in your grades submission may jeopardize the graduation status of students. If you require additional information, contact the University Registrar (Dave Marasco) at [registrar@algomau.ca](mailto:registrar@algomau.ca)

To submit grades electronically please use the following directions:

- Go to <https://employees.algomau.ca>
- Log-in with your AU username and password
- Click on ‘Courses’
- Under submit grades for each course(s), click ‘submit’ and follow the instructions

If you require assistance, please contact the Help Desk.



# Checklist: Course Planning and Administration

The following checklist has been created to help you stay organized while preparing for your course(s). It provides information and additional resources to assist with course materials and classroom preparation.

Task	Details
<b>Preparing Material for your class</b> <ul style="list-style-type: none"> <li>Have arrangements been made to put course materials on reserve in the library (if needed)?</li> <li>Have arrangements been made to order course materials and textbooks from the bookstore (if needed)?</li> <li>Do you need a coursepack for your course(s)?</li> </ul>	<p>Text book orders must be submitted to the Book Store (<a href="mailto:0922mgr@follett.com">0922mgr@follett.com</a>/ <a href="mailto:dpighin@follett.com">dpighin@follett.com</a>) one month prior to the start of classes (or within 14 days of being hired, whichever is later if you are part time).</p> <p>See section in Handbook, "Assembling Course Materials" for information on book and coursepack orders.</p>
<b>Classroom</b> <ul style="list-style-type: none"> <li>Do you know where your classroom is?</li> <li>Do you need additional equipment?</li> <li>Will you need assistance learning how to utilize the A/V equipment?</li> <li>Do you need assistance setting up your course on the CMS?</li> </ul>	<p>Classroom assignments are posted by the Registrar immediately prior to the start of the term.</p> <p>For assistance in using classroom A/V equipment or using the CMS, please contact the ITS Help Desk at 705-949-2301 ext. 4450.</p>
<b>Course Syllabus</b> <ul style="list-style-type: none"> <li>Have you provided a copy of your course syllabus to the Academic Dean's office?</li> <li>Does your course syllabus contain all necessary items as outlined in the course syllabus checklist?</li> </ul>	<p>A copy of all syllabi are to be submitted to the Dean's Office (<a href="mailto:facsecretary@algomau.ca">facsecretary@algomau.ca</a>) for filing by the start of the second week of class.</p> <p>See section in this Handbook entitled "Preparing your Course Syllabus" for additional information.</p>
<b>Academic Regulations and Policies</b> <ul style="list-style-type: none"> <li>Have you reviewed Algoma University's academic policies for grading, final examinations, academic dishonesty, grade appeals, proctoring or intellectual property, etc.?</li> </ul>	<p>To view the full list of policies visit <a href="#">our website</a> and Chapter 3 (Academic Policies, Procedures and Regulations) of the Algoma University Academic Calendar.</p>
<b>Student Services</b> <ul style="list-style-type: none"> <li>Are you familiar with the student services that are available?</li> </ul>	<p>See section in this Handbook "Student Success Central-Student Supports" as well as the <a href="#">student services webpage</a></p>
<b>Office Hours</b> <ul style="list-style-type: none"> <li>Have you determined what your office hours will be yet?</li> </ul>	<p>The FT Collective Agreement states that faculty shall maintain office hours for student contact (a minimum of two office hours per week for each 3-credit course taught).</p> <p>The PT Faculty Collective Agreement states that it must be clearly identified how students may contact the faculty member outside of class hours and respond to the student in a timely manner.</p>
<b>Class Lists</b> <ul style="list-style-type: none"> <li>Do you know who and how many students are enrolled in your class (es)?</li> </ul>	<p>Updated class lists are accessible by logging into <a href="http://employees.algomau.ca">employees.algomau.ca</a> and viewing "My Classes" under the "Dashboard". If you are having trouble accessing your class lists, please contact the Office of the Registrar at <a href="mailto:regoffice@algomau.ca">regoffice@algomau.ca</a>.</p>



# Preparing your Course Syllabus

The checklist below acts as a guide for faculty members and Department Chairs to ensure course syllabi follow the recommended template approved by the [Curriculum Committee](#). It is recommended that faculty review the checklist below before finalizing any syllabi. If you are uncertain about any portion of your syllabus, it is advised that you review with your respective Department Chair. It is important to ensure that the learning outcomes and objectives are related to the learning outcomes for your particular program.

Additional information may be provided to students beyond what is contained in this checklist. If you have any questions regarding this checklist, please contact the Office of the Provost and Academic Dean.

## Course Syllabus Checklist:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Instructor office hours and contact information   | <input type="checkbox"/> Learning Objectives  | <input type="checkbox"/> Important dates: withdrawal dates, exam period, etc.                   |
| <input type="checkbox"/> Course code, title, description and prerequisites | <input type="checkbox"/> Required textbooks, suggested readings and additional supplies     | <input type="checkbox"/> Statement on academic dishonesty                                       |
| <input type="checkbox"/> Class location and time                           | <input type="checkbox"/> Course requirements and assessments (e.g., methods of evaluations) | <input type="checkbox"/> Reference to the final exam, electronic device and attendance policies |
| <input type="checkbox"/> Course website/ CMS enrolment key (if applicable) | <input type="checkbox"/> Deadlines and penalties for late work and missed tests             | <input type="checkbox"/> Disability accommodation information                                   |
| <input type="checkbox"/> Learning Outcomes                                 | <input type="checkbox"/> Course schedule by week  |   |
| <input type="checkbox"/> Attendance Policy                                 |   |   |

## PLAN SCHEDULE OF LECTURES AND ASSIGNMENTS

When planning your course schedule it is important to take into account academic dates, statutory holidays, days of religious observance and the final drop/add date. A full list of these dates and deadlines can be found in Chapter One of the Academic Calendar.

## PREPARE AND SUBMIT COURSE OUTLINE

As per the Part Time and Full Time Faculty Collective Agreements, faculty members are to have available by the start of the first day of class each term, a complete draft course syllabus for student information.

**A copy of each syllabi shall be submitted to the Dean's Office ([facsecretaries@algomau.ca](mailto:facsecretaries@algomau.ca)) for filing with the University's records by the start of the second week of class.**





# Assembling Course Materials

## **LIBRARY SERVICES**

The Wishart Library offers a wide selection of books, electronic resources, periodicals, government documents, audio visual media and archival materials of the Shingwauk Residential Schools Centre to help assist faculty and students in their research needs.

Faculty can use their Algoma University access card as their library card to access both online and print material from the Arthur A. Wishart Library. Faculty may borrow books from the general collection for a 120-day period. Extended loan periods may be requested; however, faculty will need to return any materials that are requested by other library users during this period.

## **COPYRIGHT GUIDELINES**

Any photocopying or scanning by faculty and students from copyrighted works must be limited to what is allowed under the *Copyright Act of Canada* with guidance from the *Access Copyright Model License* currently in force at Algoma (see Appendix B). Please visit the copy works outside of Access Copyright's repertoire. to confirm the titles you wish to copy are covered.

If so, you can copy up to 20% of a book or an entire article from a magazine, journal or newspaper. You can also consult the print and copy information located near every printer on campus, or at the back of this manual for additional information including the creations of copies and their distribution. You are expected to make every effort to respect the law and license agreements in your use of copyrighted materials for both personal and professional activities.

If you intend to copy beyond the limits of an individual book or periodical, you can request permissions through the lookup tool at Access Copyright. Over-limit permissions are subject to pay-per-use pricing. When you search for a title, the record will be displayed and the "pay-per-use" button is on the right hand side below the Comprehensive License Status box. If you think you will be requesting permission for over 20% (to 25%), then you can email permissions@accesscopyright.ca and they will set up an account for your convenience.

If the title is not found, Access Copyright now offers a service to assist its clients to get permission for items outside of the repertoire. Please visit the portal for additional information. You may also wish to consider accessing alternate materials through licensed resources already on campus, such as library databases. Please contact library staff for details. Questions concerning copyright should be addressed to copyright@algonau.ca

## **COURSE RESERVES**

If you require material be set aside for your students, visit or contact the circulation desk at 705-949-2301 ext. 4610/4615 or library@algoma.ca for additional information.

If the Wishart Library does not hold a particular book or periodical in its collection, a request can be made for an inter-library loan via RACER.

## **AUDIO VISUAL RESERVES**

A selection of audio-visual equipment and technical resources are available at the Wishart Library. Items can be reserved through the online booking system.

## **COURSE PACKS**

Algoma University uses Canadian Scholars' Press Inc. (CSPI) for all custom coursepacks. Instructors

interested in a coursepack for their course can contact CSPI at jean-paul.hernandez@CSPI.org.

## **ORDERING TEXTBOOKS**

Faculty can order all class textbooks online.

1. Visit www.algomashop.com and click on "Books", followed by "Online Adoptions"
2. If you have not yet registered, you will need to click on the 'New? Register Here' banner
3. The store supplied password is: 0922
4. Follow the instructions, and if you have any questions, please contact the bookstore manager, at 0922mgr@follett.com or ext. 4711



## Other Considerations

### **COURSE SYLLABUS**

The first day of class should include a detailed discussion of your course syllabus and the class expectations. You should cover the important dates and deadlines, the class schedule, assignments, and any course learning outcomes. If you plan to manage your course using the CMS, be sure to inform students on the first day and, if possible, offer a brief demonstration.

### **TEXTBOOKS**

Some students may wait until after the first class to purchase course materials; however, by the second week, they should have all the required materials, provided they are available for purchase in the bookstore.

### **STUDENT SUCCESS CENTRAL - LEARNING CENTRE and DISABILITY CENTRE ACCOMMODATIONS**

Students may require accommodations such as note taking, priority seating, tape recording of lectures and/or exam accommodations. Should a student be approved for these or other accommodations, you will be contacted by the Learning Centre. You are encouraged to keep a copy of this contact in your files. Students may also approach you at the beginning of the semester to inform you of the accommodations they have been granted. If you require further clarification about how best to meet your student's needs you can contact the Coordinator of the Learning Centre/ Disability Service ([learning@algomau.ca](mailto:learning@algomau.ca)).

### **STUDENT ENROLMENT**

Course numbers may fluctuate until the official drop/add date which usually occurs during the third week of classes. The last day students can register or change courses for 19F and 19FW courses is September 12, 2019 and January 14 is the last day for 2020W courses. May 11, 2020 is the last day students can withdraw from 2020SF and 2020SP courses and June 18, 2020 is the last day for 2020SS courses. Some students may miss the first class (or two) while new students, not on your original class list, may show up. Be prepared with extra copies of your course syllabus. While you should do everything

you can to accommodate students who enroll late, they are ultimately responsible for catching up on what they have missed.

### **CLASSROOM LOGISTICS**

Some classrooms have complex lighting systems and technology. You may wish to visit your classroom in advance to see if it has the features you need. You can also schedule a demonstration session with an IT staff member (through the Help Desk) on the use of overhead projectors, speakers, and microphone setup, if needed.

### **CANCELLATION OF CLASSES AND CHANGING CLASS TIMES OR LOCATION**

It is the responsibility of faculty members to teach all classes as officially scheduled and to be on time. If you know in advance you are not able to teach a class, you may arrange with a colleague to cover that class, or arrange with students for an alternate date/time, as long as every student in that class is able to attend.

If you are unable to attend a class or require your course to be postponed or cancelled you must contact the Provost and Academic Dean's office at [facsecretaries@algomau.ca](mailto:facsecretaries@algomau.ca) as soon as possible (by 4:00pm for evening classes). The Dean's office will inform students of the cancellation.

Faculty members may not terminate a class before the scheduled end of the semester, cancel classes before or after holidays or term breaks, or move the regular time and place of the course as listed in the class schedule, without the consent of the Provost and Academic Dean and in consultation with the Registrar.

If bad weather requires the university to cancel classes, the radio, local news and television stations will be informed. Algoma University is now sending emergency communications for closure and class cancellations via text message. Log on to [employees.algomau.ca](http://employees.algomau.ca) and click "My Profile" to register for the most up-to-date information.



# Preventing and Dealing with Academic Misconduct

## **DEFINING AND MAINTAINING ACADEMIC INTEGRITY**

Academic integrity—the pursuit of scholarly activity free from fraud and deception—is an education objective of Algoma University. To preserve the credibility of conferred certificates, diplomas, or degrees delivered at Algoma University, it is essential that grade reports reflect the true competence of training of students.

As stated in the Academic Calendar, dishonesty includes, but is not limited to, plagiarism, cheating, and impersonation. A complete definition can be found in Chapter 3 of the Academic Calendar and has been copied below:

“Essentially plagiarism involves submitting or presenting work in a course as one’s own when in fact it is not. More specifically, plagiarism is defined by Algoma University as the presentation of work as one’s own which originates from some other unacknowledged source. In examinations, term papers and other graded assignments, verbatim or almost verbatim presentation of someone else’s work without attribution constitutes plagiarism. This is deemed to include the presentation of someone else’s argument in the student’s own words as it is where his/her own, without acknowledgement. Other forms of borrowing, include the purchase of essays, the use of fellow students’ written work, essays submitted in more than one course without permission of instructors, the borrowing of answers in take-home examinations and the unapproved submissions of group efforts as individual work, also come under the designation “plagiarism”

The **Disciplinary Regulations on Academic Dishonesty** outlines the types of academic infractions and their penalties at Algoma University. All Algoma faculty members must understand and enforce this policy and its procedures.

## **PREVENTING ACADEMIC MISCONDUCT**

The key to maintaining an environment of academic integrity in Algoma classrooms is being consistent in both the enforcement of penalties for academic infractions whenever an act of academic dishonesty is discovered, and in the setting of standards applicable to all students.

At the beginning of each course, the instructor is responsible for providing a statement clarifying the application of academic integrity criteria for that course. Faculty should outline their expectations for academic integrity at the beginning of each semester along with guidelines about citations, inclusion of research, and why research integrity matters.

Encourage your students to familiarize themselves with both the Student Code of Conduct (academic) and the Disciplinary Regulations on Academic Dishonesty policy.

Some examples of ways that you can help to promote academic integrity at Algoma include:

- Be a good role model and include citations on all sources used in course material, including slideshows and handouts.
- Understand that not all students will have the same background knowledge of citation techniques.
- Ensure that the citation requirements for your course are clearly laid out from the beginning, and the style manual edition is specified.
- Discuss methods that you can use to check for plagiarism and if possible provide specific examples.
- Discuss the importance of academic integrity and the value of a university degree.
- Engage students in a discussion about their responsibilities as students and researchers.
- Review correct methods of citation and how to paraphrase information.

## **DETERMINATION OF ACADEMIC DISHONESTY**

Currently, Algoma University does not have a general policy regarding the institutional use of sites such as



Turnitin.com and Grammarly.com. Grammarly in particular may be helpful to isolate common writing mechanics issues in a piece of writing, but is not meant to be used as a primary plagiarism detection tool.

When plagiarism is detected in a student's work, the onus is on the instructor to show where the offence has occurred. Once the original and plagiarized sections have been identified, the instructor should meet with the student to discuss where and why the plagiarism occurred in an effort to educate the student on academic conduct. If the matter is still unresolved, the instructor should complete a Notice of Offence (see Appendix C) and assign a grade according to the [Disciplinary Regulations on Academic Dishonesty](#) policy (see above for link). The Notice of Offence form is then forwarded to the Office of the Provost and Academic Dean.

### **STYLE GUIDES AND RESOURCES**

Discipline style manuals are updated periodically by the respective associative bodies, with most Algoma departments adopting the newest editions. Consult with the Department Chair to determine which edition is to be used for your course.

Common style manuals used at Algoma include: *The APA Manual* 6<sup>th</sup> edition (second and subsequent printings); the *MLA Handbook* 7<sup>th</sup> edition; Rampolla's *A Pocket Guide to Writing History* 8<sup>th</sup> edition; McMillan's *Writing Papers in the Biological Sciences* 5<sup>th</sup> edition (based on *Scientific Style and Format* 7<sup>th</sup> edition); *ASA Style Guide* 4<sup>th</sup> edition; and the *Canadian Guide to Uniform Legal Citation* 7<sup>th</sup> edition, among others.

Many third party sites develop quick guides for students; however, such sites (including OWL at Purdue University) are prone to errors and discrepancies, and should be used as a supplement to a discipline's style guide rather than as a replacement.

If you require more assistance, the staff at the Arthur A. Wishart Library are available to help set up workshops or deliver presentations on citation management software and provide guidance on copyright.

For assistance with current style guides or quick guides, plagiarism education workshops, in-class presentations, or questions about how the Lab can help faculty, contact the Writing Lab at [writing@algomau.ca](mailto:writing@algomau.ca).



# Grading Policies and Practices

The following is an excerpt from Chapter 3 of the Algoma University Academic Calendar detailing information about Algoma's grading and examination policies.

## **GRADING SYSTEM**

The grading scale for all individual courses is as follows:

### **80-100% (A)**

Excellent Performance: comprehensive knowledge in depth of the principles and materials treated in the course, fluency in communicating that knowledge and originality and independence in applying material and principles.

### **70-79% (B)**

Good Performance: thorough understanding of the breadth of materials and principles treated in the course and ability to apply and communicate that understanding effectively.

### **60-69% (C)**

Satisfactory Performance: basic understanding of the breadth of materials and principles treated in the course and an ability to apply and communicate that understanding competently.

### **50-59% (D)**

Marginal Performance: basic understanding of the breadth of principles and material treated in the course, but significant weakness in some areas and in the ability to apply and communicate that understanding

### **0-49% (F)**

Failure: Inadequate or fragmentary knowledge of the principles and material treated in the course, or failure to complete the work required in the course.

## **EXAMINATIONS**

Final examinations must be worth a minimum 25% of the student's final grade, this includes both take-home exams and exams scheduled during the final examination period.

All final examinations are the property of Algoma University for a period of at least 6 months. Under no circumstances are faculty to leave completed final examination questions and script for student pick up.

Sessional faculty are required to submit final examination papers to the Registrar for storage.

Please refer to Chapter 3 of the Algoma University Academic Calendar for full final examination policies.

## **SUBMISSION OF GRADES**

**See page 14 for submission of electronic grades.**

## **NOTATIONS**

**The following notations will be included in the student's transcript only when courses are not assigned a numerical grade.**

P	Pass
F	Failure
W	Withdrawal- no penalty
I	Incomplete; no credit granted for specified time period (after which the I is replaced with an F)
AG	Aegrotat standing; credit (but no grade) granted due to incomplete course work
NC	No credit
R	Replaced- no credit
T	Transfer credit
IP	In progress
LOP	Letter of Permission
AD	Academic Dishonesty

## **EARLY FEEDBACK POLICY**

Providing feedback to students on academic work, completed or in progress allows students to measure their understanding of the course content and their progress on learning objectives.

**All faculty must provide at least 20% of the final grade to students prior to the last day to withdraw without academic penalty.** While this is generally seven weeks into a semester, please check the current Algoma University Academic Calendar for the exact date.

The provision of early feedback will help to provide your students with constructive and timely feedback. This allows students to reflect on their status in the course, and make an informed decision regarding their course registration





# Student Feedback of Teaching (SFT)

A Student Feedback of Teaching (SFT) is conducted for every class and laboratory taught at Algoma University.

Except for special cases (e.g., condensed courses), all SFTs are conducted online during the first class of each of your courses during the 3<sup>rd</sup> last week of the fall and winter semesters.

At the beginning of class, please display the [instructions](#) on the screen for the students. Once students have been provided with the instructions, please leave the room for approximately 15 minutes so that students are able to complete the survey questions. Students will login to the student portal to access the questions. They can use a laptop or mobile device to complete the Student Feedback of Teaching (SFT). Students who do not have a device to complete the SFT will be afforded five additional calendar days to complete the questionnaire. After five days, access to the SFT for the specific course will have expired.

In the event of a class cancellation, the Office of the Registrar will be notified and the start and end date of the SFT for the course in question will be reprogrammed.

Evaluations are completed anonymously and the results will be made available online for viewing after grades have been submitted and verified

## SFT FAQs

### How do I access my Student Evaluations of Teaching (SFTs)?

SFTs can be accessed by logging into your employees@algomau.ca Dashboard and clicking on “My Courses”.

For each course listing there is now a section for “Evaluations”. “Type” refers to the SFT collection method with three options:

☐ Online, Paper & None

- “Period” refers to past or current evaluation period.
- “Action” refers to the status of the evaluation with two options:

☐ “In Progress” - courses currently being evaluated or courses that have been evaluated but for which grades have not yet been submitted

☐ “View” - courses that have been evaluated in the past

### When can I access my SFTs?

You can access your SFTs once the grades for your course have been submitted and verified.

### Can I access my SFTs from past terms?

Your Student Evaluations of Teaching will be accessible dating back to the year 2006 and

will be listed under “My Courses”.

### Can I print my SFTs?

You can print a specific SFT by pulling it up and printing the page (File☐Print or CTRL-P)

**Summary Section** – The summary section now shows the term, course and ratio of students who completed the evaluation.

**Overview** – The overview section now shows bar and line graphs comparing your class mean for each question to the Algoma University population mean for each question



# Student Success Central - Student Supports

Algoma University continually strives to improve the student experience. Student Success Central is a one-stop shop for students, offering a complete range of services to students, including the following: advising; registration, financial aid; academic support; and student well-being, etc. The one stop shop is located on the main campus in Sault Ste. Marie however students are encouraged to visit the T-Den on the third floor to connect directly with Student Success Central. You are encouraged to refer students to the T-Den where they will have access to Student Success Central where qualified staff will be able to address student questions or concerns directly or, if required, redirect students to the appropriate service or staff for further assistance. Information regarding academic supports and student success and well-being can be found below. Please familiarize yourself with these programs and promote them to students if/when you feel it necessary.

## ACADEMIC

### **THE LEARNING CENTRE & DISABILITY SERVICES**

The Learning Centre has a variety of services available to help students reach their academic potential and ensure success. These services include the following: study and time-management skills; reading strategies; lecture note taking; exam preparation and/or accommodation; alternate format texts; academic honesty; public speaking among others.

Free student success workshops covering many of these topics are also available throughout the year. Contact [learning@algomau.ca](mailto:learning@algomau.ca) for more information.

Students who have documented physical, learning or mental health challenges can take

advantage of the services offered through Disability Services. Students should identify themselves in confidence to the Disability Services Coordinator to set up the appropriate accommodations.

### **TUTORING**

All students at Algoma University can receive up to 6 hours of free tutoring for each course per semester. Additional hours are available at a low rate. If a student is experiencing difficulty in your course or would like additional assistance in understanding the material, please encourage them to contact the Learning Centre at [learning@algomau.ca](mailto:learning@algomau.ca) to arrange for a tutor.

### **BOUNCE BACK 2.0 (BB2.0) PROGRAM**

Bounce Back 2.0 is a program for students on academic probation or at-risk of being on probation (with an average <60%). The BB2.0 team believes this program is an essential tool for an at-risk student's success.

Based on a student's grade from the previous semester, those at risk are contacted prior to the next semester to meet with a BB2.0 academic coach. It is a four-step process that initially begins with a reflection of the previous semester and a review of the current semester. Goal setting and the development of an action plan are also part of the process.

For more information please contact [bounceback@algomau.ca](mailto:bounceback@algomau.ca)

<b>Karen Hudson</b> <b>Manager, Student Success And Well Being</b> 705-949-2301 Ext. 4212, NW307H <a href="mailto:karen.hudson@algomau.ca">karen.hudson@algomau.ca</a>	<b>Jennifer Reid</b> <b>Co-ordinator Learning Centre/ Disability Services</b> 705-949-2301 Ext. 4221 NW302D <a href="mailto:learning@algomau.ca">learning@algomau.ca</a>	<b>Raquel Lehto</b> <b>Learning Strategist/ Assistive Technologist</b> 705-949-2301 Ext. 4225 NW302B <a href="mailto:raquel.lehto@algomau.ca">raquel.lehto@algomau.ca</a>	<b>Writing Lab Instructor</b> 705-949-2301 Ext. 4226 WW201 <a href="mailto:writing@algomau.ca">writing@algomau.ca</a>	<b>Math Lab Instructor</b> 705-949-2301 Ext. 4239 EW201 <a href="mailto:mathlab@algomau.ca">mathlab@algomau.ca</a>
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### **WRITING LAB**

Faculty may refer students to the Writing Lab by using the Writing Lab Record of Referral and emailing it to [writing@algomau.ca](mailto:writing@algomau.ca). All Referral records are kept by the Lab and forwarded to the Faculty member.

Additional information on the writing lab, including the provision of in-class services, can be found on the [Writing Lab webpage](#).

### **BOOKING APPOINTMENTS WITH THE WRITING LAB**

Students can book appointments with either the Writing Lab Instructor by visiting [booking.algomau.ca](http://booking.algomau.ca) and selecting the Writing Lab link





# STUDENT SUCCESS AND WELL-BEING

Supporting student learning, success and well-being is an important role of faculty at Algoma. Faculty are often in a unique position to identify and assist students who are in distress. Sometimes students

may even look to faculty for help during these times. The following information may assist you in recognizing signs of distress and determining the appropriate course of action.

## HOW TO RECOGNIZE DISTRESS

Students can encounter a great deal of stress throughout their post-secondary education and sometimes lack the resources or knowledge to effectively manage it. Students can become overwhelmed, limiting their capacity to cope. Below are some examples of signs of student stress that faculty may encounter:

1. Decline in appearance and personal hygiene;
2. Sudden change in attitude (e.g. withdrawal, becoming unusually quiet);
3. Expressed feelings of persecution, extreme distrust in people with authority;
4. Coming to work or class under the influence of alcohol and/or drugs;
5. Increased absenteeism (missing class, appointments)/ Decline in performance or decline in academic work;
6. Repeated expressions of hopelessness, helplessness, desperation or persecution.

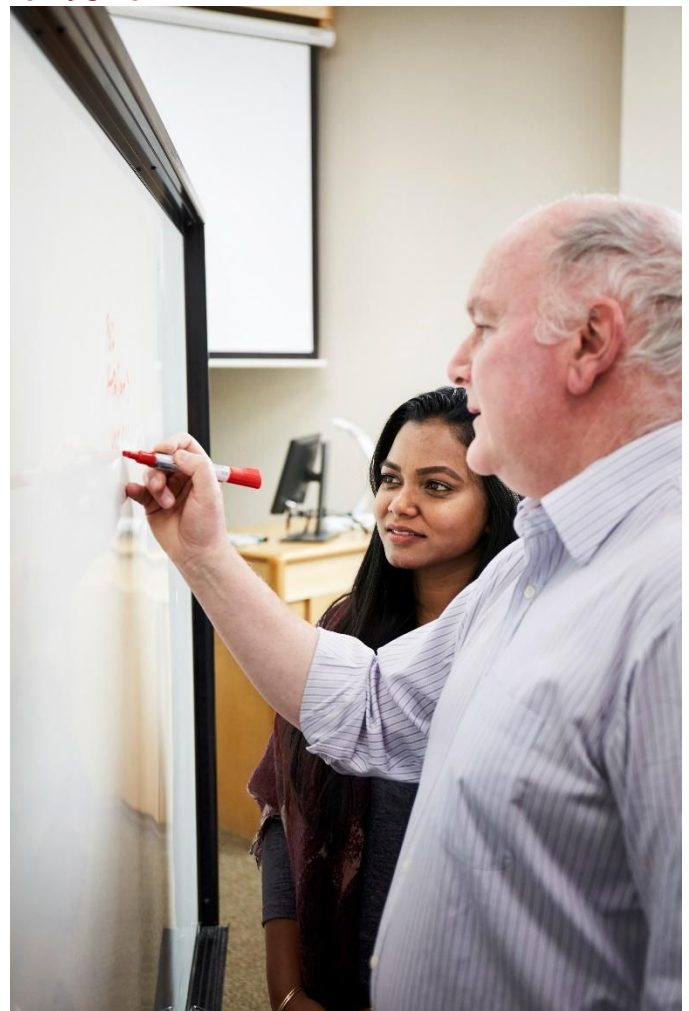
## HOW TO ASSIST STUDENTS IN DISTRESS

Faculty should familiarize themselves with campus resources by reviewing the Campus Safety and Health Services sections of the website. Faculty can also visit the Student Success Central in NW 307 for further information on student counselling and how students can access that service.

For further assistance with recognizing and responding to students who you believe to be in distress, refer to the following resources:

- [UBC: Assisting Students in Distress](#)
- [University of Ottawa, Student Academic Success Service: Identifying and Assisting a Student in Distress](#)
- [York University: Identifying & Responding to Students in Distress](#)

**Note: If the student behaviour becomes threatening or disruptive, please follow the required steps outlined in the chart, "Steps to take when you encounter concerning behaviour on campus" which is found in every office and classroom. A copy is located in the Appendix. If the student's behavior is of a human rights nature (e.g., bullying), faculty must contact the Human Rights and Equity Office at [equity@algomau.ca](mailto:equity@algomau.ca).**



## **EARLY ALERT**

Early Alert is a service that enables those who interact most with students to recognize signs of mental health and potential risks. This includes faculty members, residence advisors and staff. The cornerstone of this innovative, cross-campus program is early intervention and prevention through referrals for targeted support services. By addressing issues early, there is a higher likelihood that smaller problems can be prevented from escalating into much larger ones.

This is an online referral system wherein residence advisors and academic instructors who are trained in Mental Health First Aid (MHFA) connect students to the appropriate support services to help them achieve a greater sense of wellbeing.

### **How Early Alert Works**

- Faculty notice a student is facing difficulties that may inhibit overall health/success and subsequently identify such concerns using the online portals at [employees.algomau.ca](http://employees.algomau.ca).

- A Student Success Advisor will review the concerns and identify the most appropriate support services for the student.
- A Student Success Advisor will contact the student to set up an in-person meeting time to discuss the concerns and the relevant support services to help the student get back on track.

**To protect student privacy, faculty will most likely not be contacted after concerns have been submitted; however, please be assured students will be contacted by a Student Success Advisor.**

### **I.M. Well**

Another support available to students is I.M. Well ([Integrated Mental Health & Wellness](#)), a program designed to support student mental health and wellness. It is built specifically for AU students. Through this site, students can seek advice on issues related to addiction, legal, anxiety, relationship, financial, and more, available 24/7.



# Health and Safety & Security

## HEALTH AND SAFETY

Algoma University is committed to maintaining a safe and healthy environment for all members of the university community. Each member has a part to play in reducing the risk of injury or hazard. Faculty have a duty to comply with the Algoma University [Health and Safety policy](#) and shall report all hazards, property damage, [injuries and incidents](#) to someone in authority. As members of the university community, faculty have the duty to take an initiative on health and safety issues and to report any issues or concerns on campus, be it in the classroom, their office, or any common areas.

Please review the information posted on the Health and Safety Section of the University website to familiarize yourself with all health and safety information. This includes all health and safety policies, locations of first aid kits and automated external defibrillators (AED), the names of members of the Joint Health and Safety Committee as well as sections on Academic, Research, Arts and Lab Safety.

## HEALTH, SAFETY AND SECURITY POLICIES

A complete list of health, safety and security policies can be found on the [Algoma University website](#) including:

Asbestos Management Program Chemistry Safety Program Emergency Response Plan Fine Arts Safety Manual Hazard Reporting Form	Health and Safety Policy Incident Reporting Policy and Procedure Incident Report and Investigation Form International Travel Policy Lab Safety Manual	Workplace Violence and Harassment Prevention Program Personal Protective equipment Protocol Scent Reduction Policy	Sexual Misconduct Policy and Protocol Smoking Policy Vehicle Safety Policy Workplace Violence Policy Off Campus Student Event Contact Form/ policy/ procedures/ waiver
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## WORKPLACE VIOLENCE AND HARASSMENT/RESPECTFUL WORKPLACE

Algoma University is committed to providing a healthy, respectful and safe working environment and maintaining a workplace that is free of violence and harassment for all community members. Please see the [Workplace Violence and Harassment Prevention program](#) and [Code of Conduct: Respectful Workplace Policy](#) for more information on how to address concerns of this nature in the workplace.

## SEXUAL MISCONDUCT

All members of the Algoma University community have the right to work and study in an environment that is free from any form of sexual misconduct. Sexual misconduct consists of a range of behaviours that includes, but is not limited to, sexual violence, sexual harassment, sexual assault, the threat of sexual assault, criminal harassment (including stalking and cyber harassment), and relationship violence. The [Sexual Misconduct Policy](#) outlines the University's commitment to those who have experienced sexual misconduct and the supports/accommodations available.

## EMERGENCY PROCEDURES

Each room on campus is equipped with an Emergency Procedures chart (Appendix D) and a Steps to take when you Encounter Concerning Behaviour on Campus chart (Appendix E). These charts outline all activities that must be undertaken in the event of an emergency.

Please take the time to familiarize yourself with the charts in your office and each classroom you teach in. Please also take the time to identify the nearest emergency exit. ***In the event of evacuation, you are responsible for guiding your class to the nearest emergency exit and ensuring they gather at the designated gathering point.***

In the event of a power outage or fire alarm while a final exam is in progress, instructors must follow the [emergency procedures](#) outlined in Chapter 3 of the Academic Calendar.



# Internal Funding Opportunities

Internal funds are made available to both Full and Part time faculty to assist with professional development (e.g., membership or book purchases) and/or research activities. Full-time faculty have access to Professional Development Funds and Professional Expense Reimbursement Funds (PERF) are available to part-time faculty. Full-time Faculty are also eligible to apply for the Algoma University Research Fund (AURF) and the Teaching and Learning Fellowship. Additional details and procedures regarding these opportunities with website links are found below.

## **PROFESSIONAL DEVELOPMENT (Full-time faculty)**

According to the FT Collective, Articles 20:01 and 35:09, a professional allowance fund is provided annually by the Board and is to be approved by the Faculty Chair of the member and the Provost and Academic Dean. For each year of the contract, \$1,750 base allowance is provided. These monies can be used to participate in conferences as well as purchase books, IT items, research materials, professional memberships, etc. If active participation in a conference is involved, an additional \$1,000 is provided. Based on Article 35:09 (ii), "Active participation means presenting a paper, presenting a poster session, moderating a session, active involvement in the administration of the conference, and other such activities."

**NOTE: Any unused portion of the base allowance may be carried forward for one year; after that, it will be lost.**

***For any IT related equipment, please consult the IT Purchasing Policy, and, if it applies, contact the ITS department for completion of the P.O. prior to seeking approvals. ITS will place the order once the approved P.O is provided or will authorize the member to make the purchase themselves. Any equipment purchased with funds provided under this Article remains the property of the university, but a member shall have the right if he/she so chooses to buy back such equipment at fair market value.***

## **PROCEDURES:**

For Non-Travel Expenses, a Purchase Order (P.O.) must be completed following the guidelines in the Purchasing of Goods and Services Policy. Once completed, the P.O. is submitted to the Faculty Chair and the Provost and Academic Dean for approval and processing. You will receive a scanned copy of the approved P.O. (with a PO #), after which you can make the purchase. Once the purchase is made, a Non-Travel Expense Claim form must be completed. Please attach original receipts along with the claim form to the Faculty Chair and Provost and Academic Dean for approval and processing. Reimbursement will be direct deposited to the member's bank account included in their semi-monthly pay.

If you are traveling for research purposes or to attend a conference, different forms are required. You must first complete the Travel Authorization form prior to travel and the Travel Expense Form after travel. Both require the signatures of the Faculty Chair and the Provost and Academic Dean. Should you have any questions or require assistance with these forms, please contact the Provost and Academic Dean's Executive Assistant (Tiffany Gallivan).

## **PROFESSIONAL EXPENSE REIMBURSEMENT FUND (PERF) (Part-time faculty)**

According to Article 28 of the PT Collective Agreement, a professional expense reimbursement





fund will be provided annually by the Board and will be approved by the Provost and Academic Dean. For each 3 (three) credit course, \$150 expense reimbursement will accrue to the member to a maximum of \$1,500.

**Note: Members may carry forward for one contract year (July 1 to June 30) any unused portion of the accrued allowance from the contract year preceding; after that, it will be lost.**

Members can access PERF for the following purposes: attend a conference; study leading to publication or formal presentation of professional papers; study for course preparation(s); computer equipment, books, periodicals and other professional tools; academic membership fees and/or professional development, including teaching workshops, academies and summer institutes. All expenditures must be pre-approved by the Provost and Academic Dean.

#### **PROCEDURES:**

For Non-Travel Expenses, a [Purchase Order - PERF](#) (P.O.) - must be completed following the guidelines in the Purchasing of Goods and Services Policy. Once completed, the P.O. is submitted (electronic submissions are accepted) to the Provost and Academic Dean for approval and processing. You will receive a scanned copy of the approved P.O. (with a PO #), at which point, the member can make the purchase. Once the purchase is made, a Non-Travel Expense Claim form must be completed. Please attach original receipts along with the claim form to the Provost and Academic Dean for approval and processing. Reimbursement will be direct deposited to the member's bank account included in their semi-monthly pay.

If a member is traveling for research purposes or to attend a conference, different forms are required. A [PERF Travel Authorization form](#) is to be completed prior to making travel arrangements and submitted to the Provost and Academic Dean for approval. The member will receive notification of travel approval from Financial Services at which point the member can arrange for travel. If an advance for travel is required (i.e.: flight, registration paid upfront), the

member can submit the original receipts to the Accounting & Grants Officer. These will be matched with the Travel Authorization and processed prior to travel. Within five weekdays of return, the member is to complete a PERF Travel Expense Claim form, attached with original receipts, and submit to the Provost and Academic Dean for approval and processing. Reimbursement will be direct deposited to the member's bank account with their semi-monthly pay. Should you have any questions or require assistance with these forms, please contact Tiffany Gallivan.

For more comprehensive information regarding the PERF and PERF procedures, please consult the PT Collective Agreement, specifically [Articles 27 and 28](#).

#### **TEACHING-RELATED FUNDING OPPORTUNITY (All Full-time Faculty are eligible to apply)**

The [Fellowship](#) provides funding opportunities to full-time faculty to help improve and enhance their teaching. Each year \$5,000 is made available to be awarded to one or more successful applicants. Support is available for scholarly activities in a teaching and learning area related to the needs of AU and the interests of the grant recipients. Examples of some of these activities include the following: research; organization of conference/workshop; development of activities for the Teaching & Learning Centre (e.g., for the Teaching Forum); establishment of a Teaching Development Newsletter, etc. Applications may be made also to bring speakers or consultants to Algoma U to disseminate information related to teaching and learning.

This year the committee welcomes applications with a focus on the following general themes:

- Experiential Learning;
- Work-Integrated Learning;
- Indigenization;
- Active and Collaborative Learning
- Student-Faculty Integration; and
- Enriching Educational Experiences.

The deadline to submit applications is April 30, 2020

#### **RESEARCH RELATED FUNDING OPPORTUNITY**



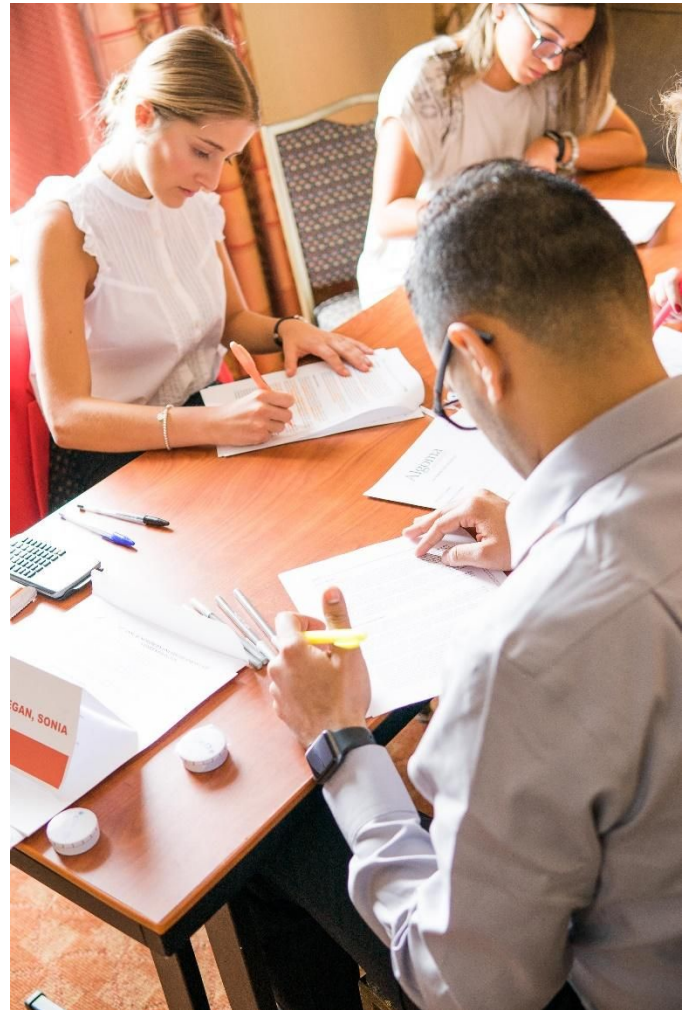
### **ALGOMA UNIVERSITY RESEARCH FUND –AURF**

**(Full-time faculty are eligible to apply with preference given to faculty in their first years of their academic careers)**

The primary purpose of the Algoma University Research Fund is to help faculty at Algoma U initiate research projects with preference given to faculty in the first years of their academic careers. Research projects that provide students with employment or that do not duplicate previous grants already acquired (e.g. start-up grants) are also given preference. Additionally, applicants starting new research projects and who demonstrate they are applying or are planning to apply for external funding will be given priority.

According to Articles 20:03 and 35:16 of FT Collective Agreement, the University sets aside a minimum of \$12,000 each year of the Agreement to create the Fund, and grants to individual faculty members will not exceed \$5,000. Monies from AURF are allocated on an annual basis after an open competition; the call for proposals usually going out in March with an April deadline. The Research Advisory Committee (RAC) determines the award criteria and will select the AURF recipients.

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# Resources

## Accounting Forms Tool

The Accounting Forms Tool can be found on the [employees.algomau.ca](http://employees.algomau.ca) Dashboard. Faculty are encouraged to use this tool to obtain accounting forms when submitting for university related purchases and travel. The Accounting Forms Tool can also be found on the [Dean's Office section](#) or at [employees.algomau.ca](http://employees.algomau.ca).

## Algoma News

[Algoma News](#) is the "new" place to find out what is happening at Algoma University. Some features of the site include an events feed; an "Algoma in the News" feed; a "people" section that allows the university to highlight AU students, faculty and staff; and a classified section. There is also a section, "Messages from the President" where you are able to read updates about Algoma University directly from the President.

It is the most effective way to communicate to students, staff, and faculty relevant information about events, news, and opportunities around campus. To submit your post, click on "YOUR POST" and complete the information on the page.

Approved messages will then be posted on the page and also be pushed through social media outlets, including Facebook, Twitter, and the website calendar. If messages are not approved, someone from the Communications team will contact you directly to inform you why the message will not be broadcast.

## Algoma University Academic Calendar

The Algoma University Academic Calendar contains information about student services, academic policies, procedures and regulations, and all program requirements. The calendar can be found on the Algoma University website in the Office of the [Registrar section](#).

## Human Resources / Health and Safety

Algoma University's Human Resources Department is dedicated to supporting and enhancing the success of the University, in particular its people, by providing services promoting personal and professional development and fostering a positive, safe and healthy environment.

## Human Rights issues/harassment

[equity@algomau.ca](mailto:equity@algomau.ca)

## Algoma University Full-Time Faculty Collective Agreement

The Algoma University Full Time Faculty agreement can be found on the AU website in the [Human Resources section](#).

## Algoma University Part Time Faculty Collective Agreement

The Algoma University Part Time Collective Agreement can be found on the AU website in the [Human Resources section](#).

## Algoma University Students' Union

[ausu@algomau.ca](mailto:ausu@algomau.ca)

## Anishinaabe Student Advising

[indigenous@algomau.ca](mailto:indigenous@algomau.ca)

## Bookstore (www.efollett.com)

The Algoma University Bookstore carries course texts, and a wide variety of general interest reading, university apparel and gifts. The bookstore manager, Ms. Devyn Pighin, can be contacted at [dpighin@follett.com](mailto:dpighin@follett.com) or 705-949-2301 ext. 4711.

## Career and Co-op Assistance

[coop@algomau.ca](mailto:coop@algomau.ca)

## CMS

For more information about The Course Management System, please refer to section "Computing for Algoma University Instructors" or contact Rose Taylor at [rose.taylor@algomau.ca](mailto:rose.taylor@algomau.ca).

## Convocation

[regoffice@algomau.ca](mailto:regoffice@algomau.ca)

## Counselling Services

[studentlife@algomau.ca](mailto:studentlife@algomau.ca)



Teni Araba, *Director, Human Resources*, [teniayo.araba@algonau.ca](mailto:teniayo.araba@algonau.ca)  
 Brianne Pringle Human Resources & Employee Relations Officer, [brianne.pringle@algonau.ca](mailto:brianne.pringle@algonau.ca)

### IT Knowledgebase

Answers to questions regarding computer login, e-mail account, CMS, networks, printing or video conferencing etc., can be found on the IT Knowledgebase. Log on to [employees.algonau.ca](http://employees.algonau.ca) for access to this knowledgebase.

### Marketing and Communications

The Marketing and Communications team works to enhance and strengthen the reputation of Algoma University in the community and beyond through various print and social media. They also maintain the University's online web presence, carry out AU's marketing, advertising and public relations campaigns.

If you require assistance from the Marketing and Communications department, you can submit a request on [employees.algonau.ca](http://employees.algonau.ca) by clicking the "Create Comm Ticket" (coming soon).

### Recruitment

The Student Recruitment Department coordinates recruitment campaigns across the province and in the Algoma region.

The Student Recruitment Department partners with faculty on strategies to increase enrollment in their respective departments. If you have ideas about boosting enrollment in your department contact Brent Krmpotich, Director of Enrollment Management and International Operations ([brent.krmpotich@algonau.ca](mailto:brent.krmpotich@algonau.ca)) to arrange a meeting.

### Registrar

The Registrar ensures several student and academic policies are followed: final exam; grade appeal, attendance, student code of conduct, and academic dishonesty, etc. The academic calendar also falls under the responsibility of the registrar's office. You can contact the Registrar at [registrar@algonau.ca](mailto:registrar@algonau.ca).

### Research

Information on research activities, such as funding opportunities and resources, can be found on AU's [Research webpage](#)

Student Success Central	Student Health Services	Tutoring or Academic Assistance
Academic Advising <a href="mailto:advising@algonau.ca">advising@algonau.ca</a>	Counselling <a href="mailto:studentlife@algonau.ca">studentlife@algonau.ca</a>	The Learning Centre <a href="mailto:learning@algonau.ca">learning@algonau.ca</a>
Financial Aid <a href="mailto:fao@algonau.ca">fao@algonau.ca</a>	Health Plan <a href="mailto:doctor@algonau.ca">doctor@algonau.ca</a>	Math Lab <a href="mailto:mathlab@algonau.ca">mathlab@algonau.ca</a>
Learning Centre and Disability Services <a href="mailto:jenn.reid@algonau.ca">jenn.reid@algonau.ca</a>	Physician Services <a href="mailto:doctor@algonau.ca">doctor@algonau.ca</a>	Writing Lab <a href="mailto:writinglab@algonau.ca">writinglab@algonau.ca</a>
Learning Strategies/Assistive Technologies <a href="mailto:raquel.lehto@algonau.ca">raquel.lehto@algonau.ca</a>	Dental Hygienist Services <a href="mailto:dentalhygienist@algonau.ca">dentalhygienist@algonau.ca</a>	Transition to Post-Secondary Program <a href="mailto:raquel.lehto@algonau.ca">raquel.lehto@algonau.ca</a>
Registration <a href="mailto:regoffice@algonau.ca">regoffice@algonau.ca</a>		





# Appendices

## Appendix A - Access Copyright



## PRINT & DIGITAL COPYING INFORMATION

Your institution has an *Access Premium* licence that provides **convenient, pre-cleared permission** to copy and distribute portions of more than 100-million published titles.

### What can I copy under *Access Premium*?

You can copy portions of any publication in Access Copyright's extensive repertoire. Use this convenient lookup tool to confirm that the titles you wish to copy are covered: <http://discovery.accesscopyright.ca>.

### How much of a covered title can I copy?

You can copy up to 20% of a book or an entire article (20 to 25% on a pay-per-use basis) from a magazine, journal or newspaper. This can include a complete chapter, short story, poem, or an entire artistic work. There are no limits on the quantity of copies you can reproduce, or the overall volume of copying.

### How can I create copies?

Create copies by photocopying, scanning, printing, faxing, uploading to secure network, or saving to a hard drive or USB stick.

### How can I distribute or display copying?

You can distribute copies in print handouts, emails, or by uploading to a secure network. You can also create copies for print and digital course collections and classroom display. Where reasonable, please credit the source.

### Can I request permission to copy beyond the limits?

Yes, you can request permission to copy beyond the limits of an individual book or periodical. Over-limit permissions, where available, are subject to pay-per-use pricing and can be requested through our lookup tool: <http://discovery.accesscopyright.ca>

### What is Access Copyright?

Access Copyright is a non-profit, national organization, representing tens of thousands of Canadian creators and publishers who create the textbooks, novels, poetry, plays, children's books, artistic works and more that Canadians reach for everyday. For nearly 30 years, we have facilitated the remixing and sharing of content combined with an assurance that original creators and publishers also benefit, so that they can continue creating new and innovative works.



## Appendix B - Notice of Offence



### NOTICE OF OFFENCE Disciplinary Regulation Student Code of Conduct – Academic

NAME	STUDENT NO.
DEPARTMENT/SCHOOL	COURSE
DESCRIPTION OF OFFENCE	
<b>PENALTY APPLIED BY PROFESSOR:</b>	
<input type="checkbox"/> GRADE OF ZERO FOR WORK IN QUESTION <input type="checkbox"/> GRADE OF ZERO FOR COURSE	
<input type="checkbox"/> A FAILING GRADE OF _____ FOR THE COURSE	
FURTHER PENALTY or PENALTIES RECOMMENDED ACCORDING TO THE REGULATION	
(a) None (d) Suspension	
(b) Transcript notation (e) Expulsion	
(c) Probation (f) Repeal of the degree	
PROFESSOR'S NAME	DEAN'S INITIALS
PROFESSOR'S SIGNATURE	DATE

#### IMPORTANT

An Appeals Committee will hear the evidence of the professor and the evidence of the student prior to deciding whether the student committed an act of academic dishonesty and whether to impose a further penalty under section 4 of the regulation. The student has the right to dispute the offence and to request to have the penalty recommended by the professor modified. The student may obtain a copy of the Disciplinary Regulation on Academic Dishonesty either by making a request at the Office of the Registrar or by consulting the web site of Algoma University at [www.algomau.ca/registrar](http://www.algomau.ca/registrar).

This form is to be completed by the Professor and provided to the Academic Dean. The Academic Dean will provide a copy to the University Registrar and, if required, communicate with the AU-Senate Appeals Committee.





IN CASE OF

EMERGENCY



# IMMINENT DANGER? CALL 911

If danger is imminent call 911 immediately (note Physical Plant is notified when 911 is dialed from a land line phone) and then call Security **x4444** after reporting the incident.

NEED SECURITY? Call **x4444** from any campus phone or 705-949-2301 **x4444** from any external phone.



## POWER OUTAGE

- If your building does not have an emergency back-up generator proceed to the SpeakEasy for further instructions



## FIRE

- Come across a fire? Activate the nearest pull-station, evacuate the building and call **911**
- Fire Alarm signals evacuation of building
- Proceed to nearest emergency exit via stairwells (do not use elevator) and go to nearest gathering area
- Take only personal items that are easily accessible
- Listen to information coming from PA system
- Remain calm so you can hear your evacuation commander's instructions
- Stay with the group you were counted with
- Assist persons with disabilities or special needs



## SPILL

- Stop source of the spill if it is safe to do so
- Consult MSDS
- Put on appropriate PPE
- If it is a liquid, use absorbent socks to dike area and then clean up spill using absorbent
- Any biohazard is to be handled in accordance with the biosafety procedure
- Warn all those in area (if applicable)
- If volatile, extinguish ignition sources & evacuate
- If toxic, cover to suppress fumes & evacuate
- Notify Security **x4444**



## BOMB THREAT

- Remain calm!
- Get as many details as possible from the caller
- Call **911**
- Call Security **x4444**
- DO NOT handle any suspicious package/letter
- Assist with evacuation of the area



## LOCKDOWN/SHELTER IN PLACE

### ALICE

- **ALERT:** Initial alert may be gunshot or notification from a variety of methods (email, voicemail, announcement, text)
- **LOCKDOWN:** If evacuation is not safe, "Shelter in place" and lockdown. Secure immediate area: barricade, make space look unoccupied. Remain calm & out of sight
- **INFORM:** Designate one person to communicate for your group, any threat, injury and location to: Call **911**; Call Security **x4444** or Contact Security via email [Securityteam@algonau.ca](mailto:Securityteam@algonau.ca). Report any details you have. Monitor University Communications on the Algoma University website, local media or text messaging
- **COUNTER:** As a last resort, distract shooters ability to shoot accurately. Move toward exits while making noise, throwing objects, or adults swarm shooter
- **EVACUATE:** Run from danger when safe to do so using non-traditional exits if necessary
- **REMEMBER:** Depending on the situation, it may be a long period of time before you can safely be evacuated. You must be **PATIENT** and **REMAIN CALM**

### EMERGENCY OPERATIONS CENTRE:

ROOM NW 303 x4420 or x4110

All external communication coordinated through EOC

### ALTERNATE EMERGENCY OPERATIONS CENTRE:

GLC x4500

### EXTERNAL EMERGENCY CONTACTS:

Police, Fire, Ambulance	911
Poison Information	1.800.268.9017
Union Gas (Emergency)	1.877.969.0999
PUC	759.6500 or 759.6555 (after hours)





## Algomau UNIVERSITY STEPS TO TAKE WHEN YOU ENCOUNTER CONCERNING BEHAVIOUR ON CAMPUS

DISTRESSED BEHAVIOUR	DISRUPTIVE BEHAVIOUR	DISTURBING BEHAVIOUR	POTENTIAL THREATS	THREATS & VIOLENCE
<ul style="list-style-type: none"> <li>Decline in appearance and personal hygiene</li> <li>Sudden change in attitude (e.g., withdrawal, becoming unusually quiet)</li> <li>Expressed feelings of persecution, extreme distrust in people with authority</li> <li>Coming to work or class under the influence of alcohol and/or drugs</li> <li>Increased absenteeism (missing work, appointments),/Decline in work performance or decline in academic work</li> <li>Repeated expressions of hopelessness, helplessness, desperation or persecution</li> </ul>	<ul style="list-style-type: none"> <li>Monopolizing discussions, interrupting other speakers</li> <li>Yelling and/or refusing to comply with direction (e.g., to leave an office or class upon request)</li> <li>Annoying contact, phone calls, or emails.</li> <li>Undermining work</li> <li>Demeaning commentary</li> </ul>	<ul style="list-style-type: none"> <li>Observable fascination with acts of violence and/or weapons</li> <li>Displays of unwarranted anger</li> <li>Aggressive or extreme remarks or reactions (e.g. to criticism of work or academic performance in person or in writing)</li> <li>Sabotaging projects or equipment</li> <li>Conspicuous shunning, staring, silence</li> <li>Acts of bullying/harassment</li> </ul>	<ul style="list-style-type: none"> <li>Individual discloses that a current or former partner has assaulted them or has threatened to harm them in the workplace</li> <li>Individual discloses a history of violence against them</li> <li>Individual discloses they are afraid of someone coming to the University to harm them</li> <li>Persistent, unwanted, or obsessive contact or other harassment/bullying</li> <li>Threatening phone calls, emails, social media or other correspondence</li> </ul>	<ul style="list-style-type: none"> <li>Direct threat to harm</li> <li>Challenges to fight/showing</li> <li>Physical attacks</li> <li>Display or threat to use a weapon</li> </ul>
<p><b>WHAT TO DO</b></p> <p><i>Person is distressed, but behaviour is not disruptive:</i></p> <ul style="list-style-type: none"> <li>Student: Refer to Student Services</li> <li>Staff/Faculty: Refer to the Employee Assistance Program (EAP)</li> </ul> <p><i>No change in behaviour after your discussion:</i></p> <ul style="list-style-type: none"> <li>Student: Report behaviour to Student Services</li> <li>Staff/Faculty: Report behaviour to your Manager who will contact Human Resources</li> </ul> <p><i>The individual is unwilling to seek assistance:</i></p> <ul style="list-style-type: none"> <li>Student: Report behaviour to the Director Student &amp; Ancillary Services</li> <li>Staff/Faculty: Report behaviour to your Manager who will contact HR</li> </ul>	<p><b>WHAT TO DO</b></p> <p><i>Single instance of disruption:</i></p> <ul style="list-style-type: none"> <li>Act immediately to stop inappropriate behaviour by pulling the individual aside to clarify expectations and consequences, or ask them to leave the office/class.</li> </ul> <p><i>No change in behaviour after your discussion:</i></p> <ul style="list-style-type: none"> <li>Student: Report behaviour to the Director Student &amp; Ancillary Services</li> <li>Staff/Faculty: Report behaviour to your Manager who will contact HR.</li> </ul>	<p><b>WHAT TO DO</b></p> <p><b>CALL SECURITY AT EXT. 4444</b> <b>To discuss establishing safety Procedures</b></p> <ul style="list-style-type: none"> <li>Remain calm. Take steps to ensure your immediate physical safety.</li> <li>Students: Report behaviour to the Director Student &amp; Ancillary Services</li> <li>Staff/Faculty: Report behaviour to your Manager who will contact HR.</li> </ul>	<p><b>WHAT TO DO</b></p> <p><b>CALL SECURITY AT EXT. 4444</b> <b>To discuss establishing safety Procedures</b></p> <p><b>Remain calm. If you fear for your safety, remove yourself from the situation</b></p> <ul style="list-style-type: none"> <li>Staff/Faculty: Report behaviour to your Manager who will contact HR.</li> </ul>	<p><b>WHAT TO DO</b></p> <p><b>INTERNAL PHONE DIAL 9-911</b> <b>EXTERNAL PHONE DIAL 911</b> <b>For immediate assistance</b></p> <p><b>CALL SECURITY AT EXT. 4444 if reporting after the incident</b></p> <ul style="list-style-type: none"> <li>Students: Report behaviour to the Director Student &amp; Ancillary Services</li> <li>Staff/Faculty: Report behaviour to your Manager who will contact HR.</li> </ul>
<p><b>NOTES:</b> If based on human rights grounds (e.g. sex, sexual orientation, race, disability etc.) contact the Human Rights and Equity Office. <a href="mailto:equity@algomau.ca">equity@algomau.ca</a></p> <p>If the complaint is about your manager, you should raise the concern with the person to whom your manager reports.</p> <p>Managers should establish emergency protocols for persons with disabilities</p> <p><b>For workplace violence and harassment policies and programs contact Health &amp; Safety Officer ext. 4373</b> <a href="mailto:healthandsafety@algomau.ca">healthandsafety@algomau.ca</a></p>				
<p><b>CONTACT INFORMATION:</b></p> <p><b>Security Team</b> Email: <a href="mailto:securityteam@algomau.ca">securityteam@algomau.ca</a> Phone ext. 4444</p> <p><b>Human Resources</b> Online: <a href="http://algomau.ca/about/administration">http://algomau.ca/about/administration</a> Email: <a href="mailto:hr@algomau.ca">hr@algomau.ca</a> Phone: ext. 4112</p> <p><b>Student Services</b> Online: <a href="http://algomau.ca/student_life/student_services/">http://algomau.ca/student_life/student_services/</a> Email: <a href="mailto:studentlife@algomau.ca">studentlife@algomau.ca</a></p> <p><b>Employee Assistance Program</b> Online: <a href="http://www.lifebalance.net">www.lifebalance.net</a> Toll-free 1-877-630-6701</p>				