



**Algoma**  
UNIVERSITY

# **FACULTY MANUAL**

**OFFICE OF THE ACADEMIC DEAN**

Algoma University Faculty Manual  
Version 2021/22

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. Those teaching at the Timmins and Brampton campuses will be provided with supplementary information specific to their location. If you have questions about a particular issue or policy, consult with your Department or Faculty Chair, the Director of People and Culture, or the Academic Dean.

*Please note that COVID-19 may impact some resources in this Manual. If you have any questions, please feel free to contact [brittany.paat@algomau.ca](mailto:brittany.paat@algomau.ca) for the Sault Ste. Marie campus or [jamal.muckett-sobers@algomau.ca](mailto:jamal.muckett-sobers@algomau.ca) for the Brampton campus.*



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# Welcome to Algoma University

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 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" continues 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 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 Vice-President Academic and Research will provide the institution and faculty with dedicated research supports.





# 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.





# Strategic Plan Extension, 2021-2023

## Highlights of the Extension of the 2016-21 Strategic Plan

To view the complete Strategic Plan, please [follow this link](#)

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### Objective #1: Campus Culture

Algoma University is a dynamic hub for community and student life with spaces and activity that support inspired and engaged learning and a strong sense of pride. This strategic direction will be achieved in close collaboration with student leadership to ensure all decisions reflect students' needs.

### Objective #2: Vibrant Programs

Algoma University has an integrated suite of academic programming that is current, relevant, attractive, and aligned with students' expectations.

### Objective# 3: Research And Innovation

Algoma University nurtures a culture of research, creativity and innovation that leverages existing strengths and produces an exceptional experience while engaging with our campus communities and contributing to their sustainability.

### Objective#4: Anishinaabe Inendamowin

Algoma University is recognized as a leader in cross-cultural sharing, healing and learning through collaborative efforts in decolonizing the university's policies, procedures, pedagogy in fulfillment of our Special Mission.

### Objective# 5: Institutional Excellence

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

### Objective #6: Equity, Diversity and Inclusion

EDI values are embedded across the organization to fulfill our commitment to undoing systemic and institutional discrimination and to be publically transparent and accountable.



# Message from the Acting 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 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 are both admirable and impressive.

To aid in your efforts, the 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 at [Dean@algomau.ca](mailto:Dean@algomau.ca) 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 that reads "István Imre". The signature is fluid and cursive.

Dr. István Imre  
Acting Academic Dean  
Algoma University



# Meet the Dean's Office Team

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.



CC2019/ Ext. 4123

[daniella.cadizbedini@algomau.ca](mailto:daniella.cadizbedini@algomau.ca)

## Daniella Cádiz Bedini

### EXECUTIVE ASSISTANT TO THE ACTING ACADEMIC DEAN

Daniella is the one of the newest members of the Algoma University Dean's Office. In her position, she works closely with the Academic Dean and provides support to faculty and students. Daniella is completing her doctorate in the Department of English and Comparative Literature at Columbia University, where she is working on a dissertation that examines transnational anti-imperial literary relations in the Americas in the nineteenth and early twentieth centuries. She is delighted to join the Algoma University community, where she looks forward to meeting everyone.



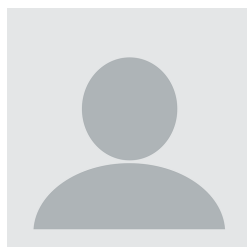
CC2019/ Ext. 4230

[brittany.paat@algomau.ca](mailto:brittany.paat@algomau.ca)

## 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 coordination of processes for internal Quality Assurance; Right of First Refusal evaluations; seniority credits; Student Feedback of Teaching evaluations (SFTs); full-time faculty hiring; faculty manuals; faculty orientations and workshops; collection of course syllabi and exams; and a variety of other projects. Brittany has a B.A. (Hons) in History from Algoma University and an M.A. in Public and International Affairs from the University of Ottawa.



CC2002/ Ext. 4398

[christina.barbeau@algomau.ca](mailto:christina.barbeau@algomau.ca)

## Christina Barbeau

### FACULTY RELATIONS ASSISTANT

As a key role within Christina's duties, she works to administer the part-time faculty recruitment process including determining seniority, preparing and posting current positions, and preparing employment contracts. Please contact Christina for any questions regarding part-time hiring, ROFR, rostering, seniority credits, or any questions regarding support as a faculty member. If you are unsure who to contact with a question, please email Christina.





SH207

melissa.meakin@algonau.ca

## Melissa Meakin

### ELEARNING SPECIALIST

Melissa brings a wide range of experience in the field of education to the Academic Dean's team. As the eLearning Consultant, Melissa is responsible for supporting faculty in the implementation of online/remote learning using Moodle LMS. Melissa holds a Bachelor of Science from Lake Superior State University, a Bachelor of Arts from Algoma University, a Bachelor Education from Nipissing University and is working on a Graduate Certificate in Instructional Design from Athabasca University. Melissa is a certified teacher with the Ontario College of Teachers and plans to complete a MEd in Open, Digital and Distance Education from Athabasca University.



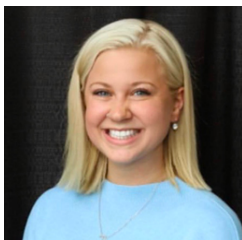
SH205

jacqueline.soulliere@algonau.ca

## Jacqueline Soulliere

### ONLINE LEARNING INSTRUCTIONAL DESIGNER

A member of the Academic Dean's team, Jacqueline fills the role of Online Learning Instructional Designer supporting faculty in the deployment of online learning. As the primary contact for Brightspace, Jacqueline provides support to faculty in the use of the Brightspace LMS and provides guidance on best practices related to the development and delivery of online learning. Jacqueline holds a BA (honours) in Communication Studies, an Advanced Diploma in Graphic Design, an Elearning Developer Certificate and will graduate from the University of New Brunswick with a MEd in Instructional Design in December 2021.



taylor.jaehrling@algonau.ca

## Taylor Jaehrling

### CITYSTUDIO SOCIAL INNOVATION HUB COORDINATOR

Taylor is a proud alumni of Algoma University's Community Economic and Social Development program and has been a part of the AU staff team since 2017. Before joining the Dean's office, Taylor worked as an Enrolment Specialist in the Recruitment department. In her new role as CityStudio Coordinator, Taylor is responsible for bridging the gap between the City of Sault Ste. Marie and the faculty and students at Algoma University to co-create solutions to community challenges. Taylor can be found in her spare time exploring the outdoors or spending time with her new rescue puppy, Archie the Golden Retriever.



## Karen Hudson

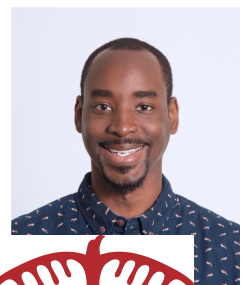
### DIRECTOR STUDENT SUCCESS AND WELLBEING

Office: NW307H

Ext: 4212

Email: karen.hudson@algonau.ca

Please contact Karen for any questions regarding student wellbeing, student success or accessibility.



## JAMAL MUCKETT-SOBERS

### MANAGER BRAMPTON OPERATIONS

Phone: 905-451-0100 ext. 3519 or 289-235-4901 (cell)

Email: Jamal.muckett-sobers@algonau.ca

Please contact Jamal for any questions regarding the Brampton Campus.



**Yuka Yamada, MANAGER BRAMPTON OPERATIONS (on maternity leave Sept 2021-Sept 2022)**

Phone: 905-451-0100 ext. 3511 or 905-965-4235 (cell)

Email: [yuka.yamada@algomau.ca](mailto:yuka.yamada@algomau.ca)

Please contact Yuka for any questions regarding the Brampton campus.

**Aliisa Witty, PAYROLL OFFICER**

CC2015/ EXT. 4720

[aliisa.witty@algomau.ca](mailto:aliisa.witty@algomau.ca)

Please contact Aliisa with any questions regarding payroll.

**Prof. Tony Fabiano, LOCAL 685 UNION PRESIDENT**

Email: [tony.fabianon@algomau.ca](mailto:tony.fabianon@algomau.ca)

Please contact Prof. Fabiano for any questions related to collective agreements or union matters.

**HUMAN RESOURCES**

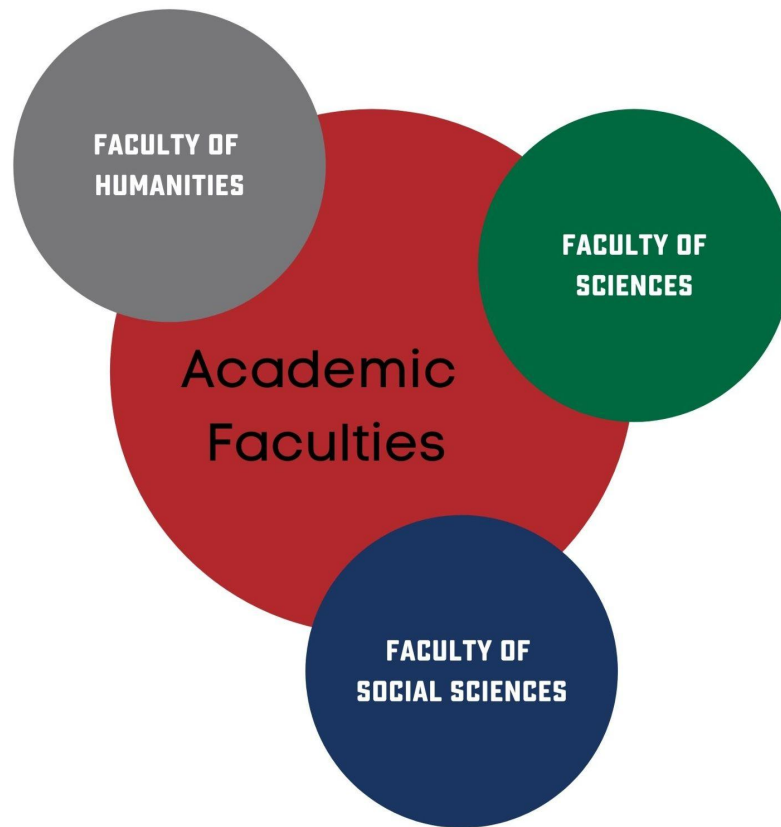
Email: [human.resources@algomau.ca](mailto:human.resources@algomau.ca)

Please contact Human Resources for any questions related to Human Resources, benefits, RRSP contributions, and ADP.



# Academic Faculties

*For any questions regarding course preparation, assignments, exams, or the department please contact the Faculty or Department Chair.*



## Faculty of Humanities

Chairs: Dr. Linda Burnett & Dr. Nicola Shaw

### 2021/22 Department Chairs/ Directors

**English and History:** Dr. Alice Ridout, Department Chair

**Modern Languages:** Prof. Andrea Pinheiro, Department Chair

**Music and Visual Arts:** Prof. Andrea Pinheiro, Department Chair

**Sociology:** Dr. Deborah Woodman, Department Chair

## Faculty of Sciences

Chair: Dr. Laurie Bloomfield

### 2021/22 Department Chairs/ Directors

**School of Computer Science and Technology:** Dr. Simon Xu, Director and Department Chair

**School of Life Sciences and the Environment:** Dr. Brandon Schamp, Director

- **Biology and Environmental Science:** Dr. Jennifer Foote, Department Chair
- **Geography, Geology and Land Stewardship:** Dr. Nairne Cameron, Department Chair
- **Psychology:** Dr. Paul Dupuis, Department Chair

## Faculty of Social Sciences

Chair: Dr. Sheila Gruner

### 2021/22 Department Chairs/ Directors



**Community Economic and Social Development:** Dr.

Laura Wyper, Department Chair

**Law and Politics:** Dr. Trevor Tchir

**School of Business and Economics:** Prof. Cathy

Denomme, Director

- **Business and Economics:** Prof. Pelham

Matthews, Department Chair

**School of Social Work:** Dr. Rose Cameron, Director and

Department Chair





# Before the Semester Starts

16	<a href="#"><u>Checklist: Course Planning and Administration</u></a>
17	<a href="#"><u>Preparing your Course Syllabus</u></a>
18	<a href="#"><u>Assembling Course Materials</u></a>
19	<a href="#"><u>Student enrolment</u></a>
19	<a href="#"><u>Classroom logistics</u></a>
19	<a href="#"><u>Office Location</u></a>
19	<a href="#"><u>Keys (Office and Classroom)</u></a>
19	<a href="#"><u>Algoma University Access Card</u></a>
19	<a href="#"><u>Parking</u></a>
20	<a href="#"><u>Email</u></a>
20	<a href="#"><u>Mail</u></a>
20	<a href="#"><u>Help Desk</u></a>
21	<a href="#"><u>ELearning</u></a>
21	<a href="#"><u>Learning Management System (LMS) (Moodle and Brightspace)</u></a>
21	<a href="#"><u>Employee Portal</u></a>
21	<a href="#"><u>Google Workspace for Education Fundamentals</u></a>



# 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> <input type="checkbox"/> Have you placed course materials on reserve in the library (if needed)? <input type="checkbox"/> Have you ordered course materials and textbooks from the bookstore (if needed)? <input type="checkbox"/> Do you need a coursepack for your course(s)?	<p>Textbook 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 course pack orders.</p>
<b>Classroom</b> <input type="checkbox"/> Do you know where your classroom is? <input type="checkbox"/> Do you need additional equipment? <input type="checkbox"/> Will you need assistance learning how to utilize the A/V equipment? <input type="checkbox"/> Do you need assistance setting up your course on the CMS/Moodle/ Brightspace?	<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, please contact the ITS Help Desk at ext. 4450.</p> <p>For assistance setting up a class on the CMS/Brightspace/ Moodle, email <a href="mailto:elearning@algomau.ca">elearning@algomau.ca</a></p>
<b>Course Syllabus</b> <input type="checkbox"/> Have you provided a copy of your course syllabus to <a href="mailto:facsecretaries@algomau.ca">facsecretaries@algomau.ca</a> ? <input type="checkbox"/> Does your course syllabus contain all necessary items as outlined in the course syllabus checklist?	<p><b>A copy of all syllabi are to be submitted to the Dean's Office (<a href="mailto:facsecretaries@algomau.ca">facsecretaries@algomau.ca</a>) for filing by the start of the second week of class.</b></p> <p>See section in this Handbook entitled "Preparing your Course Syllabus" for additional information.</p>
<b>Academic Regulations and Policies</b> <input type="checkbox"/> Have you reviewed Algoma University's academic policies for grading, final examinations, academic dishonesty, grade appeals, early feedback policy, proctoring or intellectual property, etc.?	<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> <input type="checkbox"/> Are you familiar with all available student services?	<p>See section in this Handbook "Student Success Central-Student Supports" and the <a href="#">student services webpage</a></p>
<b>Office Hours</b> <input type="checkbox"/> Have you determined what your office hours will be yet?	<p>Full Time faculty shall maintain office hours for student contact (<b>a minimum of two office hours per week for each 3-credit course taught</b>) (FTCA).</p> <p>Sessional faculty members will make themselves available for regularly scheduled consultations with students regarding course-related issues for a <b>minimum of 30 minutes per week outside of class hours for each course taught</b> (excluding reading courses). The format of such consultations (e.g., in-person, remote or a combination of the two), will be clearly identified in the course syllabus (PTCA).</p>
<b>Class Lists</b> <input type="checkbox"/> Do you know who and how many students are enrolled in your class (es)?	<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</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 Senate 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. Some departments require the use of standardized departmental approved course syllabi- for which intellectual property belongs to the course developer- for multi-section courses. Your Department Chair can inform you of the instructor flexibility available for your particular course syllabus.

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 Academic Dean.

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/ Moodle/ Brightspace, be sure to inform students on the first day and, if possible, offer a brief demonstration.

### Course Syllabus Checklist

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Instructor office hours and contact information   | <input type="checkbox"/> Attendance Policy  | <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"/> Learning Objectives                               |   |   |

### 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 syllabus 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, audiovisual 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.

### COURSE RESERVES

If you require material to be set aside for your students, visit or contact the circulation desk at ext. 4610/4615 or [library@algoma.ca](mailto: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 XanEdu for all custom coursepacks. Instructors

interested in a coursepack for their course can contact Bookstore manager Devyn at [dpighin@follett.com](mailto:dpighin@follett.com)

### ORDERING TEXTBOOKS

Faculty can order all class textbooks online.

1. Visit [www.algomashop.com](http://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](mailto:0922mgr@follett.com) or ext. 4711

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### 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](mailto: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@algomau.ca](mailto:copyright@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 21F and 20FW courses is September 18, 2020, and January 27 is the last day for 21W courses. May 28, 2021, is the last day students can withdraw from 21SF, June 25, 2021, 21SP courses and July 16, 2021, is the last day for 21SS 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 set up if needed.

## OFFICE LOCATION

Each full-time faculty member is provided with an office and a telephone extension.

Sessional faculty members have access to a shared office space (located at WW 106 in Sault Ste. Marie and A-LL17 Sessional Office in Brampton) equipped with computers, a printer and a telephone extension (ext. 4228). This shared space is accessible using your Access card and/or keys and is available as long as the Main Campus doors are unlocked for the Sault Ste. Marie campus and from 8am to 10:30pm for the Brampton campus during regular campus hours. For security purposes and to ensure equal

access to all part-time faculty, you are asked to take your belongings with you at the end of each session.

## KEYS (Office and Classroom)

Keys are obtained from the Coordinator of Housing and Conference Services, Rose Linklater ([Rosetta.Linklater@algomau.ca](mailto:Rosetta.Linklater@algomau.ca)/ Ext. 4215) in the CC Building on the Sault Ste. Marie campus or Jamal Muckett-Sobers ([jamal.muckett-sobers@algomau.ca](mailto:jamal.muckett-sobers@algomau.ca)) on the Brampton campus. Faculty are responsible for picking up (and dropping off) their classroom and office keys personally as signatures are required.

## ALGOMA UNIVERSITY ACCESS CARD

Your Algoma University Access Card is your primary university identification and acts as your library card, George Leach Centre pass, and parking pass. It is also used for accessing certain areas of campus with proximity readers such as classrooms, offices, the mailroom, and for utilizing the print services machines. Faculty at the Sault Ste. Marie campus can pick up their card from the IT Help Desk currently located on the 3<sup>rd</sup> floor of the Arthur Wishart Library. On the Brampton campus, the Access Card is your white key card to enter any authorized space on that campus. Please contact Jamal Muckett-Sobers ([jamal.muckett-sobers@algomau.ca](mailto:jamal.muckett-sobers@algomau.ca)) to arrange a time to pick up your Access Card prior to your first class on campus.

Please request your AU Faculty ID card by submitting an IT Service Ticket on <http://servicedesk.algomau.ca> and including a picture of yourself, government-issued photo ID, and your mailing address.

## PARKING FACILITIES

Parking in Sault Ste. Marie is offered at a 50% discount for faculty and is paid through payroll deduction. Should you require this service, contact the ITS Help Desk which will set up an automated deduction from your bi-monthly paycheck.



City of Brampton Market Square Parking Garage located at 1 Theatre Lane (underground parking underneath the Rose Theatre) is conveniently connected to our Brampton campus at 24 Queen St E. Hourly, monthly and yearly rates can be found on [the City of Brampton website](#). For monthly and yearly parking, please visit the City Hall to purchase a transponder.

Parking is permitted in designated areas only. Unauthorized parking (e.g., fire zones) could result in the vehicle being ticketed or towed away at the owner's expense. Bicycles, while exempt from parking fees, must be parked in the bicycle racks provided on campus.

## EMAIL

Each faculty member receives an Algoma University email upon hire. In general, all faculty members' emails are listed as [firstname.lastname@algomau.ca](mailto:firstname.lastname@algomau.ca) and students are listed as [fristinitiallastname@students.algomau.ca](mailto:fristinitiallastname@students.algomau.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 Geography 1234 offered in the fall 2020 term would be **GEOG123420F@algomau.ca**. Please contact the ITS Helpdesk if you require assistance.

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

## MAIL

Mailboxes are provided for all faculty and are located in SH 408 in Sault Ste. Marie and in A-LL17 Sessional Office or A-LL8 Printer Room on the Brampton

Campus. If you do not have a mailbox, please contact the Academic Dean's Office at [facsecretaries@algomau.ca](mailto:facsecretaries@algomau.ca).

For incoming mail, please ensure the labelling for your items include your name, department and office number to help with the accurate and timely delivery of your items. In addition, for Brampton campus please ensure you list suite 102. Items that are too large to fit in your mailbox will be placed on the shelf below.

For regular outgoing mail, please ensure your items are placed in the appropriate bin in the mailroom for daily (M-F) pick-up. Should you require courier services, Algoma University has a corporate account with Purolator. To send a package by courier, fill out an ALGOMA UNIVERSITY COURIER REQUEST slip for shipment within Canada. A PUROLATOR U.S. & INTERNATIONAL BILL OF LADING slip along with a COMMERCIAL INVOICE must be filled for all U.S. and International Shipments. Copies of these slips can be found in the mailroom. Purolator packages are to be left beside the regular outgoing mail bins.

## 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.

On the Sault Ste. Marie campus, to contact the Help Desk, click the "New Ticket" button on [theservicedesk.algomau.ca website](http://theservicedesk.algomau.ca) after logging in. If you require immediate assistance contact them at extension 4450 or visit them in person on the 3<sup>rd</sup> level of the Arthur Wishart Library.

On the Brampton campus, to contact the Help Desk, click the "New Ticket" button on [theservicedesk.algomau.ca website](http://theservicedesk.algomau.ca) after logging in. If you require immediate assistance contact them at extension ext 3522. The IT office is located in A-104 next to A-102 and A-103 classrooms on the Main Floor at 24 Queen St. E..







# ELearning

## Learning Management System (LMS)

Every course is accompanied by the Learning Management System (LMS). 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.

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

If you have questions regarding Moodle or Brightspace, please email the elearning team at [elearning@algomau.ca](mailto:elearning@algomau.ca).

### MOODLE LMS

Most Moodle courses are synchronous (fixed) courses that have both a real-time instruction component as well as an asynchronous component. Students and instructors meet (in person or virtually) at the same time to discuss/review course content. Recordings of real-time instruction may be available via the LMS following the synchronous session. Exams, tests, and quizzes are set for a specific time.

### BRIGHTSPACE LMS

Brightspace courses are asynchronous (flexible) courses that have been previously developed for online delivery. If you are teaching a course on Brightspace, you can expect to receive, via the LMS, all of the course content you need to facilitate the course. In delivery, there are no live lectures or set class times. Students work through content on their own schedule and at their own pace. Course material is accessible at all times for students to review and re-read as often as needed. Exams, tests and quizzes are available for students to start over a period of time.

## EMPLOYEE PORTAL

[Employees.algomau.ca](http://employees.algomau.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.algomau.ca](http://employees.algomau.ca), use your Algoma University login and password.

For further information on [employees.algomau.ca](http://employees.algomau.ca) please contact the ITS Help Desk.

## GOOGLE WORKSPACE for EDUCATION FUNDAMENTALS

Algoma University uses Google's Workspace for Education Fundamentals. Google Workspace 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)

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

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



# During the Semester

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## 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

## 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 Academic Dean's office at [facsecretaries@algomau.ca](mailto:facsecretaries@algomau.ca) as soon as possible (4:00 pm 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 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 educational 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 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 Academic Dean.

### **ACADEMIC DISHONESTY NOTICES OF OFFENCE**

When you have evidence that a student has committed Academic Dishonesty, please submit a Notice of Offence form to the Office of the Academic Dean. Should you need to take action please follow the steps below:

1. Communicate directly with the student, explaining clearly where the Academic Dishonesty took place and notifying the student that you are submitting a Notice of Offence to the Academic Dean and University Registrar. Please also communicate clearly with the student the sanction that you are applying (e.g. zero for the work in question). The student should be well-aware that the Notice of Offence is being submitted and of the gravity of the sanction applied.
2. Complete this [Google Form](#), which can be found on the [Employee Portal](#) under the



Faculty tab. It is called *Academic Dishonesty Form*.

- a. Within the form, there is a place to upload evidence. This might include:
  - i. highlighted portions of the student's work with source of plagiarism clearly referenced and attached
  - ii. other students' work in cases of plagiarism of other students' work
  - iii. written statement outlining proof of cheating during a quiz, test, or exam. e.g. cheat notes confiscated during an in-class exam

Upon receiving the submission of this Google Form, the Dean's Office will carefully file all evidence as well as send the Notice of Offence to the student, copying the University Registrar.

Please don't hesitate to contact [dean@algomau.ca](mailto:dean@algomau.ca) if you have any questions about this new process.

Thank you in advance for your continued work in maintaining the Academic Integrity of our University.

## ADVISING

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

## 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).

## RIGHT OF FIRST REFUSAL (ROFR)

A Formal Teaching Review is completed for all Part-Time Contract Staff who do not currently hold ROFR (Right of First Refusal) status for the course and delivery method they are teaching. Details can be found in Article 11 of the Part-Time Collective Agreement. All questions regarding the ROFR process should be directed to the Academic Support Officer.

## 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.

## SPACE AND FACILITY BOOKING

Rooms and facilities on the Sault Ste. Marie campus can be made available should you require space beyond the classroom for teaching activities or other university business. To book a room on the Sault Ste. Marie campus, visit the Algoma University [room](#)



[booking website](#) for instructions and room availability. To request a computer lab, log in to [employees.algomau.ca](https://employees.algomau.ca) and click on the 'Lab Booking Request' link under the dashboard. To book a classroom or computer lab on the Brampton campus, please email [regoffice@algomau.ca](mailto:regoffice@algomau.ca). All other rooms on the Brampton campus must be booked using the [Brampton room booking request form](#). A confirmation email will be sent to you once your request has been processed and confirmed. All room bookings are managed through the Office of the Registrar.

If you are booking a room for activities not directly related to university business you should refer to the [Facility Booking Policy](#).

## FACULTY LOUNGE

Algoma University Faculty are invited to use the faculty lounge in SH 404 on the Sault Ste. Marie campus. Tables, sofas, a refrigerator and a microwave are available. Faculty at the Brampton campus are welcome to use the Sessional Office at 24 Queen LL floor. Both full and part-time faculty are welcome to use the space; however, it is not to be used for faculty-student meetings.

## 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.algomau.ca](https://employees.algomau.ca) for access to this knowledgebase.

## DINING SERVICES / MORNINGSTAR / TIM HORTON'S

Dining and catering services on campus are provided by Morningstar Hospitality. They are located in the

University's cafeteria which is attached to the campus student centre, the SpeakEasy. The Morningstar Market and Eatery is open Monday-Thursday from 8:00 am-9:00 pm, Fridays from 8:00 am-6:00 pm and weekends from 11:00 am-6:00 pm. These hours are subject to change during the summer, holidays and reading weeks. Tim Horton's is open during the fall and winter terms from 8:00 am to 8:00 pm M-F. **Please note that all food services hours may have been dis**

## STAYING CONNECTED

For a small university, Algoma is a busy place. Stay connected with all things Algoma U through the Communication and Marketing Team's various tools. Watch [COMMS 101](#) to learn about all the ways to #stayconnected. Make sure to read the President's weekly [Newsletter](#), visit the [Website News section](#) and [Website Calendar](#). Hosting an event? Make sure to add it to the website calendar [here](#). All posted events are added to the weekly newsletter. Make sure to follow us on Social Media [Facebook](#), [Instagram](#), [Twitter](#), [LinkedIn](#), [YouTube](#) and [TikTok](#).

## RECREATION AND ATHLETICS

All employees including faculty are eligible for a 50% discount for a membership at the George Leach Centre (GLC). This discount excludes parking fees. Membership forms are available at the main desk in the GLC. Once completed, the form is forwarded to payroll for automatic payroll deductions for your membership fees [glcdesk@algomau.ca](mailto:glcdesk@algomau.ca)





# Student Success Central - Student Academic Supports

Algoma University continually strives to improve the student experience. This year, Algoma University is pleased to launch 'Student Success Central'. This 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. You are encouraged to refer students to this one-stop-shop (**located in NW 307**) – 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

## THE LEARNING CENTRE & ACCESSIBILITY 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 log on to

their student portal to request to be a tutor or to request 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)

## LIBRARY SUPPORTS

A Research Help Desk is located on the 3<sup>rd</sup> floor of the Wishart Library to help individual students with their research skills and strategies. The library can also tailor workshops and presentations for your class to highlight search strategies for relevant resources for course assignments and other relevant topics such as copyright, citation management software, open accessing publishing and author permissions. Reference services will be available





virtually by emailing [reference@algomau.ca](mailto:reference@algomau.ca) or by using the *Ask a Librarian* service. Digital interlibrary loan services will be available by emailing [ill@algomau.ca](mailto:ill@algomau.ca) or by making a request through RACER. For more information feel free to review the available information at [our website](#).

## WRITING LAB

Located in the Wishart Library, the Writing Lab is a free service available to students to help them improve the writing skills they need to be successful at the university level.

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](#).

## MATH LAB

The Math Lab works on a drop-in basis to provide support for students wishing to improve their mathematical skills. It is a free service where students can get assistance with equations and formulas. Please contact [mathlab@algomau.ca](mailto:mathlab@algomau.ca) for more information

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



# 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.

**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 behaviour 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 faculty members to notify the Student Success team when they notice that a student might be in need of wellness and/or academic support. 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.

## How Early Alert Works

- Faculty notice a student is facing difficulties that may inhibit overall wellness/academic success and subsequently identify such concerns using the Early Alert function with LMS and the employee portal.
- An Academic Success Advisor will review the concerns and identify the most appropriate support services for the student.
- An Academic 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 an Academic Success Advisor.**



## WELLNESS SERVICES

All students have access to wellness supports. To provide a referral direct students to their Academic Success Advisor or email [healthservice@algonau.ca](mailto:healthservice@algonau.ca)

### **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.



# End of the Semester

- 31 [Grading Policies and Practices](#)
  - Grading System
  - Notations
  - Examinations
  - Submitting Grades
- 32 [Student Feedback of Teaching \(SFT\)](#)



## 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.

### 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

## 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.

## 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 2021-22 academic year are as follows:**

**December 30, 2021 – all 21F courses;**

**May 2, 2022 - all 21FW, 22W courses;**

**June 24, 2022 – all 22SF courses;**

**August 12, 2022 – All 22SP and 22SS 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.

## 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. A reminder will be sent out from the Office of the Registrar.

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 log in 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

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### SFT FAQs

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

SFTs can be accessed by logging into your [employees@algomau.ca](mailto: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 the past or current evaluation period.
- "Action" refers to the status of the evaluation with two options: 1) "In Progress" - courses currently being evaluated or courses that have been evaluated but for which grades have not yet been submitted; 2) "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. The bar graphs illustrate the relative frequency of responses for each question. Comments can be found at the bottom of each evaluation summary.



# Research

## 34 [Internal Funding Opportunities](#)

- Professional Development (Full-Time Faculty)
- Professional Expense Reimbursement Fund (PERF) (Part-Time Faculty)
- Teaching-related Funding Opportunity
- Research Related Funding Opportunity: Algoma University Research Fund (AURF)





# 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 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.**

### 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 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 the Academic Dean for approval and processing. Reimbursement will be

directly deposited to the member's bank account included in their semi-monthly pay. ***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.***

If you are travelling 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 Academic Dean. Should you have any questions or require assistance with these forms, please contact the Academic Dean's Executive Assistant.

## 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 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 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 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 Academic Dean for approval and processing. Reimbursement will be directly deposited to the member's bank account included in their semi-monthly pay.

If a member is travelling 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 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 Academic Dean for approval and

processing. Reimbursement will be directly 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, 2021***



## 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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# Health & Safety and Security

38	<a href="#"><u>Health and Safety</u></a>
38	<a href="#"><u>Workplace Violence and Harassment/ Respectful Workplace</u></a>
38	<a href="#"><u>Health, Safety and Security Policies</u></a>
38	<a href="#"><u>Walk Safe Program</u></a>
38	<a href="#"><u>Campus Security</u></a>
38	<a href="#"><u>Sexual Misconduct</u></a>
39	<a href="#"><u>Emergency Procedures</u></a>



## 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.

## 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.

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

## WALK SAFE PROGRAM

The Walk Safe Program at Algoma University is designed to provide all students, faculty and employees with a sense of security when walking to their vehicle or residence in the evening. Between the hours of 8:00 pm and 10:00 pm, Monday-Thursday you can visit the Walk Safe table located beside the security desk or dial ext. 4444 on any campus phone to tell security that you require a Walk Safe attendant to walk you to your vehicle, residence or the GLC.

Due to Covid-19 this service is temporarily suspended.

## CAMPUS SECURITY

Algoma University takes safety and security very seriously. We provide 24-hour video surveillance and campus security. The security desk is located outside NW200. Security can also be reached by dialling ext. 4444 on any campus phone.

## 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.



# Faculty Services Glossary

## Accounting Forms Tool

The Accounting Forms Tool can be found on the [Employee Portal](#). Faculty are encouraged to use this tool to obtain accounting forms when submitting for university-related purchases and travel. Please note that at the bottom of each accounting form, the relevant approver(s) is listed. We encourage all Faculty to read both the [Non-Travel Expense Policy](#) as well as the [Travel Expense Policy](#) for detailed information about regulations, processes, and approval.

## ADP

ADP will be the new Human Resources Information System. This will allow faculty members to view their pay stubs, and stay up to date on current events at Algoma University. Faculty will also be able to view and acknowledge policies with ease. To login to ADP, click here: [www.workforcenow.adp.com](http://www.workforcenow.adp.com). For any questions on ADP, please email [hr@algomau.ca](mailto:hr@algomau.ca). To login to ADP, click here: [www.workforcenow.adp.com](http://www.workforcenow.adp.com). For any questions on ADP, please email [hr@algomau.ca](mailto:hr@algomau.ca).

## Advising

[advising@algomau.ca](mailto:advising@algomau.ca)  
Anishinaabe Student Advising  
[indigenous@algomau.ca](mailto:indigenous@algomau.ca)

## 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](#).

## 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](#).

## Bookstore ([www.efollett.com](http://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 ext. 4711.

## Campus Map

Please see Appendix A for campus maps of the Sault Ste. Marie campus.

## Career and Co-op Assistance

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

## Communications and Marketing

The Communications and Marketing team works to enhance and strengthen the reputation of Algoma University in the community and beyond through print, digital and social media. They also maintain the University's online web presence, carry out AU's marketing, advertising and public relations campaigns. For further details, check out this short [COMMS 101 video](#). The Communications team is also responsible for coordinating all media interviews/requests.





If you require assistance from the Communications and Marketing Department, you can submit a request on [employees.algomau.ca](http://employees.algomau.ca) by clicking the "Create Comm Ticket" (coming soon), visit the [website](#) or email [communications@algomau.ca](mailto:communications@algomau.ca).

### Convocation

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

### Dean's Office

[dean@aloma.ca](mailto:dean@aloma.ca)

### ELearning

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

### Faculty Secretary

Contact [facsecretaries@algomau.ca](mailto:facsecretaries@algomau.ca) for course outline issues and questions and to cancel classes.

### Human Resources / Health And Safety

Algoma University's Department of People and Culture 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.

Contact Human Resources at [hr@algomau.ca](mailto:hr@algomau.ca).

### Human Rights issues/harassment

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

### ITS Help Desk

Ext. 4450, Wishart Library

IT Request Form:

<https://servicedesk.algomau.ca/support/home>

### Learning Management System (LMS)

For more information about our LMS systems, please refer to the "Learning Management System" section (page 18) or contact elearning at [elarning@algomau.ca](mailto:elarning@algomau.ca).

### Lost and Found

All lost and found items on the Sault Ste. Marie campus can be retrieved from the Security Desk located in the NW200 level corridor.

### Payroll

See section "ADP" above

### Physical Plant

For non-urgent matters, contact physical plant by submitting an electronic ticket at [employees.algomau.ca](http://employees.algomau.ca). Log in to the site then click on the "Service Desk", followed by "Contact Physical Plant" button. In the event of an emergency, refer to the Emergency Procedures chart posted in each room on campus.

### 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@algomau.ca](mailto:brent.krmpotich@algomau.ca)) to arrange a meeting.

### Registrar

The University 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@algomau.ca](mailto:registrar@algomau.ca).



## Research

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

## SASA Lounge (Anishinaabe Student Life Centre)

SH312

## Shipping & Receiving

Ext. 4422/4421 (voice mail)

## Student Union

Algoma University Students' Union

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

Shingwauk Anishinaabe Students' Association (SASA)

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

## Vice President, Academic and Research

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

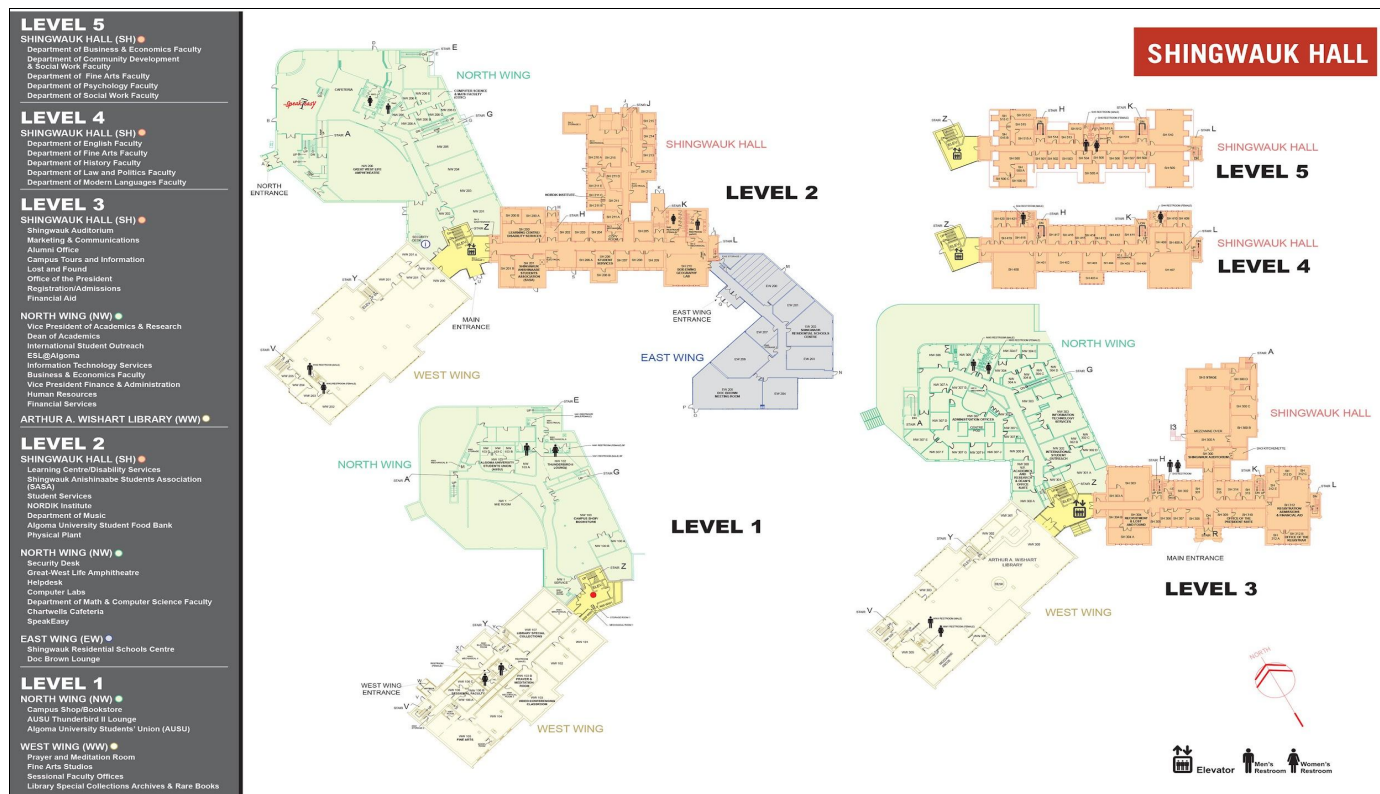
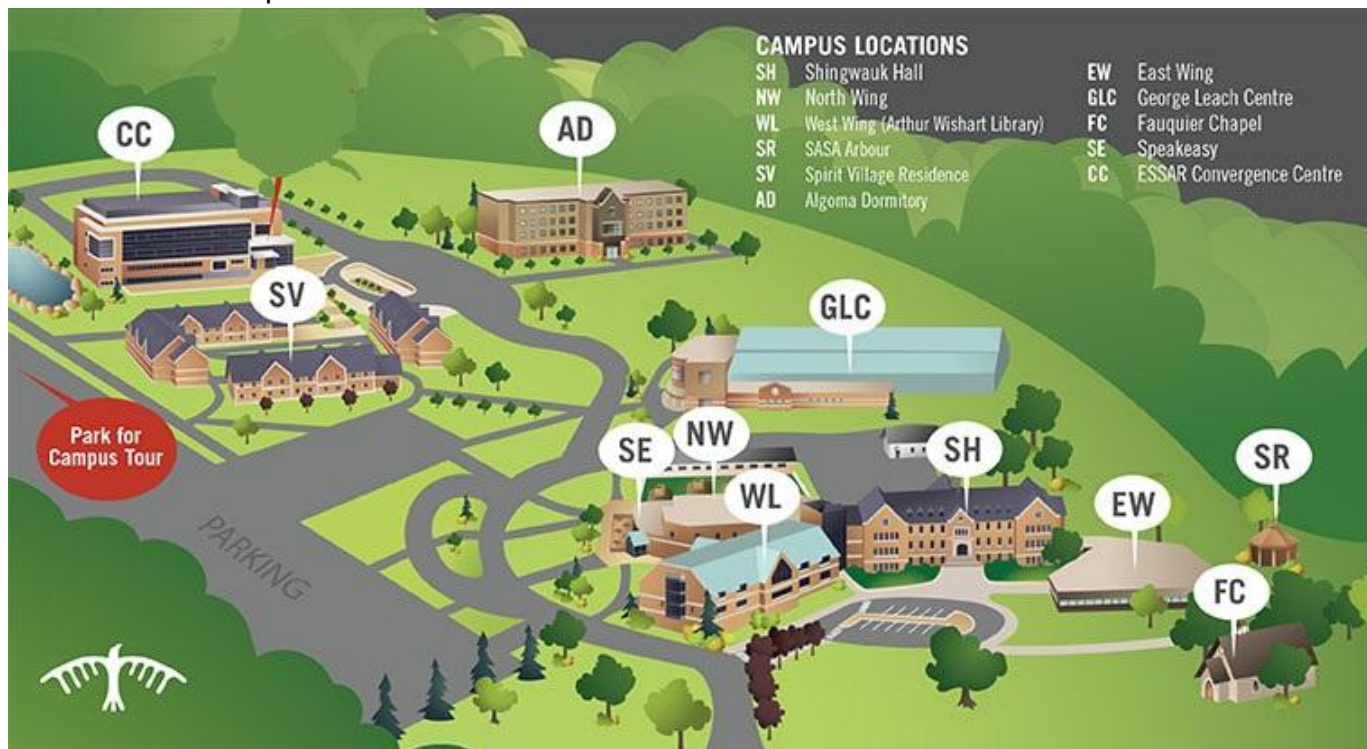
## Wishart Library

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



## Appendix A - Campus Maps

### Sault Ste. Marie campus



Brampton Campus



## BUILDING B - 8 Queen Street East



FLOOR  
**2**

- B-201 Student Centre 2
- B-202 Open Workstations 3
- B-203 Office 4
- B-204 AUSU Office 5
- Men's Washroom 6
- Women's Washroom 7
- All Use Washroom 8



FLOOR  
**3**

- B-301 Innovation Centre 2
- B-302 Open Workspace 12
- B-303 Office 3
- B-304 Office 4
- B-305 Office 5
- B-306 Meeting Room\* 6
- B-307 Office 7
- B-308 Office 8
- B-309 Office 9
- B-312 Janitorial Room 1
- Men's Washroom 10
- Women's Washroom 11



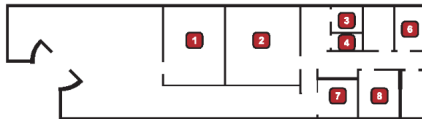
\* Staff Access Only

Elevator E Printer

## BUILDING C - 52 Queen Street East

FLOOR  
**G**

- C-101 Office 1
- C-102 Student Meeting Room 2
- C-103 Boardroom 3
- C-107 Office 4

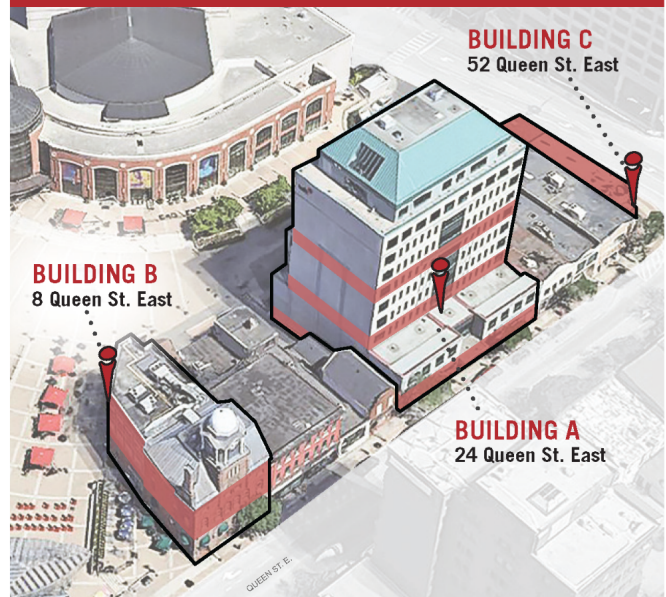


- C-108 Office 5
- All Use Washroom 6
- All Use Washroom 7
- All Use Washroom 8

NOTE: BUILDING C,  
FLOOR G IS STAFF ACCESS ONLY

Algonia  
UNIVERSITY

MAP  
BRAMPTON CAMPUS



Main Office Phone: 905-451-0100  
Campus Security: Ext. 4444

## BUILDING A - 24 Queen Street East



FLOOR  
**LL**

- A-LL1 Classroom 5
- A-LL2 Classroom 6
- A-LL3 Classroom 7
- A-LL4 Boardroom 4
- A-LL5 Office 2
- A-LL6 Office 3
- A-LL7 Office 8
- A-LL8 Printer Room\* 15
- A-LL9 Student Meeting Room 14

- A-LL10 Student Meeting Room 15
- A-LL11 Student Lounge 1
- A-LL12 Quiet Study Room 17
- A-LL13 Pantry\* 16
- A-LL14 Office 11
- A-LL15 Workstation 10
- A-LL16 Office 12
- A-LL17 Sessional Office 9



\* Staff Access Only

Elevator E Printer

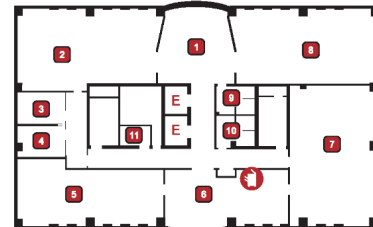
FLOOR  
**L**

- A-101 Welcome Centre 1
- A-102 Classroom 3
- A-103 Classroom 2
- A-104 IT Office 4



FLOOR  
**3**

- A-301 Computer Lab 7
- A-302 Student Lounge 1
- A-303 Classroom 5
- A-304 Computer Lab 2

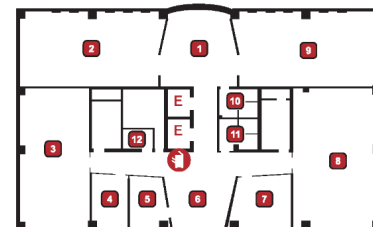


- A-305 Student Lounge 8
- A-306 Classroom 6
- A-307 Office A 3
- A-308 Office B 4
- Men's Washroom 9
- Women's Washroom 10
- All Use Washroom 11

Elevator E Printer

FLOOR  
**6**

- A-601 Classroom 2
- A-602 Student Lounge 1
- A-603 Classroom 3
- A-604 Classroom 8

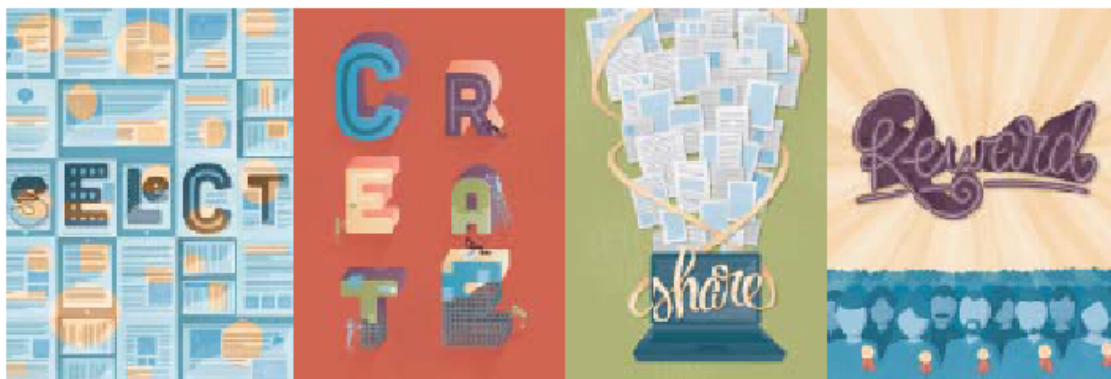


- A-605 Student Meeting Room 4
- A-606 Student Lounge 6
- A-607 Student Meeting Room 5
- A-608 Student Meeting Room 7
- A-609 Classroom 9
- Men's Washroom 10
- Women's Washroom 11
- All Use Washroom 12





access  
premium



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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	<b>911</b>
Poison Information	<b>1.800.268.9017</b>
Union Gas (Emergency)	<b>1.877.969.0999</b>
PUC	<b>759.6500 or 759.6555 (after hours)</b>







## Appendix E - Concerning Behaviour

### Algoma 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 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/shoving</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><b>Remain calm.</b> Take steps to ensure your immediate physical safety.</li><li><b>Students:</b> Report behaviour to the Director Student &amp; Ancillary Services</li><li><b>Staff/Faculty:</b> 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><b>Staff/Faculty:</b> 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><b>Students:</b> Report behaviour to the Director Student &amp; Ancillary Services</li><li><b>Staff/Faculty:</b> 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>	