

Contract Instructor Reference Guide 2016-2017

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Introduction

This reference guide has been created to supplement resources already available on the SSAC Website: carleton.ca/ssac, the ODFASS Website carleton.ca/fass/ and the numerous other offices on campus.

1. Administrative Notes

Documentation & Payroll

Payroll Office

507A Robertson Hall

Tel: 613-520-3628

payroll@carleton.ca

carleton.ca/hr/

All new Contract Instructors must be documented at Human Resources in order to attain a Carleton ID number and to set up payroll deposit to their bank. Payments are made bi-monthly on the 15th and the last day of each month. Payroll receipts are available through Carleton Central, as will be your T-4 form.

Contract

All Contract Instructors are asked to accept an on-line contract through Carleton Central. Instructions are available from the School Administrator. Instructors whose contracts are canceled due to lack of enrollment are entitled to some reimbursement, based upon a sliding scale reflecting the number of weeks before classes commence. This can be found in the Collective Agreement under Article 22.3.

Collective Agreement

You are responsible for any and all information related to your activities on campus as stipulated in your collective agreement, CUPE Local 4600 Unit 2.

The complete collective agreement is available at: carleton.ca/hr/for-employees/collective-agreements/

Campus Card

Campus Card Office

407 University Centre

Tel: 613-520-3547

campuscard@carleton.ca
carleton.ca/campuscard/

The Campus Card is a picture identification card and is required for access to a number of services on campus, including MacOdrum Library. To obtain a card, please bring photo ID (such as driver's licence) to the Campus Card Office.

2. FASS Undergraduate Teaching Regulations and Procedures

A booklet with information listed below will be distributed in your mailbox:

- materials required in your course outlines,
- registration,
- assignments and examinations,
- academic integrity and academic offences,
- grades and grading,
- accommodation and
- FIPPA

The information can also be found on FASS website: carleton.ca/fass/wp-content/uploads/TeachRegFASS-16-17-June-7-2016.pdf. Follow the link to the 2016-2017 Teaching Regulations and Procedures.

Course Outlines: Please submit a copy of each course outline to the Undergraduate Administrator for your program for retention by the School. The outlines must include specific information outlined in the FASS Teaching guide.

Examinations: Final examinations are supervised by the instructor (and their TAs). It is University policy to not return final examination papers to students. Contract Instructors must allow students to see their final examination with an appointment, if requested.

Once the term is completed and final grades have been submitted, Contract Instructors should submit their final exams to their Undergraduate Administrator.

Student Registration Questions: For assistance with any student registration question please see the Undergraduate Administrator for your program.

3. Dates and Deadlines

Please see the Registrar's Office website for term dates and deadlines: carleton.ca/registrar/registration/dates/

4. Textbook orders

The Bookstore

1st floor University Centre

Tel: 613-520-3832

Carleton@bkstr.com

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&storeId=10927&demoKey=d&catalogId=10001>

Textbooks can be ordered through the Bookstore by the dates advertised each year. Please contact the Bookstore directly for more information.

5. Audio Visual Resource Centre (AVRC):

AVRC

460 St. Patrick's Building

Tel: 613-520-2600 x 2339

nancy.duff@carleton.ca

carleton.ca/avrc

The AVRC is the resource centre for SSAC and serves the combined programs of Art History, Music and Film Studies.

Services:

- Circulation of reserve material for courses at the second-year level and above. Students may come in and photocopy these materials or consult them here on a two-hour loan arrangement (readings; CDs; DVDs)
- Online (Web) searching of the School's teaching and reference collections, including a digital image collection. Requests for items or patron accounts may be made in person or via email avrc@carleton.ca
- Assistance in locating analogue or digital material or in creating presentations or rescreening a film

6. Library Access

Maxwell MacOdrum Library

Tel: 613-520-2600 x 1018 (Course Reserves)

library.carleton.ca/

Please use your Campus Card to enable library privileges.

Reserves for the larger classes (i.e., FILM 1000 or ARTH 1100) can be coordinated directly with the library.

7. Computing Information

Computer Account and Carleton Email

The School Administrator will request an account on your behalf and send you the log-in information before the beginning of term.

Classrooms and Equipment

Instructional Media Services (IMS)

D 283 Loeb Building

Tel: 613-520-3815

carleton.ca/ims/

Many classrooms are considered 'electronic classrooms' and have been equipped with several different audio-visual teaching aids. You will need to bring your contract or CU ID to IMS to obtain a key and a VGA cable (to connect your lap top if required). IMS will also provide one-on-one training in the use of the equipment controlled by the console.

Technical Problems

Jack Coghill, SSAC Multimedia Technician

418 St. Patrick's Building

Tel: 613-520-2600 x 8327

jack.coghill@carleton.ca

Although the equipment in the St. Pat's classrooms is owned by Instructional Media Services, if you experience any difficulties during the day, Jack can be asked to provide assistance.

8. cuLearn and E-grades

Educational Development Centre
410 Dunton Tower
Tel: 613-520-4433
edc@carleton.ca
EDC: carleton.ca/edc/
cuLearn: carleton.ca/culearnsupport/

cuLearn is an interactive internet-based system that supports the classroom experience. You can post your course outline, assignments, and course materials and you can use cuLearn to administer grades. cuLearn allows you to set up a strictly internal email system among yourself, your TAs and the students registered in your class. It permits you to set up and manage discussion boards and to have successful online discussion groups.

E-Grades System

Carleton University uses the E-Grades system for submitting final grades. Information can be found here: central.carleton.ca/wtlhelp/ccegrdenterfinal.htm

9. Teaching Evaluations

University Regulations require that teaching evaluations be carried out during the last two weeks of courses. The Undergraduate Administrators or the Office of Institutional Research and Planning (OIRP) will email with information and instructions mid-term. A report of the evaluation will be returned to you once final grades have been released.

10. Offices, keys, phone, mailbox and Website

Mailbox

All mail is distributed into mailboxes either in Music's location, A902 Loeb Building, or in 421 St. Patrick's Building. At the end of the term, Contract Instructors should remove any mail from the assigned mailbox and provide the Undergraduate Administrators with a forwarding address and email.

Office space and keys

Office space, a desk and a phone are provided for Contract Instructors on a shared basis. Please see the Undergraduate Administrator for your program to attain a key. Please return the key at the end of the term.

Office Hours

Typically two hours are allocated for office hours for each course so students can see you to discuss questions, problems, etc. Students should be informed of the hours allocated; this can be done on the course outline and posted on your office door.

SSAC Website

Your name and email address will be added to the Contract Instructor list on the Faculty/Staff pages on the SSAC Website. Should you not want this information posted please speak with Jack Coghill.

11. Accessibility for Ontarians with Disabilities Act (AODA) Training

Carleton University has asked all faculty and staff to complete AODA on-line customer service training. Please follow the link below for more information and instructions on how to complete the three modules. If you completed the training last term then you do not need to re-do it: carleton.ca/accessibility/aoda/