



School for Studies
in Art and Culture
CARLETON UNIVERSITY

Contract Instructor Reference Guide 2021-22
Art and Architectural History, Film Studies & Music

Updated August 10, 2021

Contents

1. [SSAC Administrative Support for 2021-22](#)
2. [Administrative Notes and General Information](#)
 - a. Payroll
 - b. Collective Agreement – CUPE 4600 Unit 2
 - c. Contracts
 - d. Campus Card
 - e. School and sub-unit websites
 - f. MyCarleton One
 - g. Carleton Employee Email Account
3. [Regulations and Procedures](#)
 - a. FASS Undergraduate Teaching Regulations
 - b. Course Outlines
 - c. Office Hours
 - d. Final Examinations
 - e. Midterm Examinations
 - f. Final Grades – eGrade system
 - g. Student Registration Questions
4. [The Academic Year – Dates and Deadlines](#)
5. [Textbook Orders](#)
6. [Audio Visual Resource Centre \(AVRC\)](#)
7. [Library Access and ARES](#)
8. [Classroom and Teaching Support](#)
 - a. Instructional Media Services
 - b. SSAC specific support
 - c. Help for online teaching
9. [Brightspace and E-grades](#)
10. [Student Experience Questionnaires \(previously named Teaching Evaluations\)](#)
11. [General Resources](#)
 - a. Office space – keys, phone, computer
 - b. Printing
 - c. Mailbox
 - d. Parking
12. [Mandatory Training – AODA, Workers Health and Safety Awareness and Workplace Violence and Harassment Prevention & COVID-19 Infection Prevention and Control Training](#)
13. [Contract Instructor Orientation](#)

1. SSAC Administrative and Faculty Support for 2021-22

Mitchell Frank, School Director | mitchell.frank@carleton.ca

Kristin Guth, School Administrator | kristin.guth@carleton.ca

Paul Jasen, Arts Technologist/Digital Media Producer | paul.jasen@carleton.ca

ART AND ARCHITECTURAL HISTORY

Elise Durand, Undergraduate Administrator - elise.durand@carleton.ca

Morgan Currie, Undergraduate Supervisor for Art History & Practicum Supervisor - morgan.currie@carleton.ca

Peter Coffman, Undergraduate Supervisor for History and Theory of Architecture - peter.coffman@carleton.ca

Kristopher Waddell, Graduate Administrator - kristopher.waddell@carleton.ca

Stephane Roy, Graduate Supervisor - stephen.roy@carleton.ca

Michael Windover, Assistance Director - michael.windover@carleton.ca

FILM STUDIES

Elise Durand, Undergraduate Administrator - elise.durand@carleton.ca

Aubrey Anable, Undergraduate Supervisor, Practicum Supervisor - aubrey.anable@carleton.ca

Kristopher Waddell, Graduate Administrator - kristopher.waddell@carleton.ca

Aboubakar Sanogo, Graduate Supervisor - aboubakar.sanogo@carleton.ca

Marc Furstenau, Assistance Director - marc.furstenau@carleton.ca

MUSIC

Tasneem Ujjainwala, Undergraduate Program Coordinator for Music - tasneem.ujjainwala@carleton.ca

Eric Hitsman, Music Performance Studies Coordinator - eric.hitsman@carleton.ca

John Higney, Supervisor of Performance Studies - john.hingey@carleton.ca

Kathy Armstrong, Undergraduate Supervisor, Practicum Supervisor - kathy.armstrong@carleton.ca

Kristopher Waddell, Graduate Administrator - kristopher.waddell@carleton.ca

James Wright, Graduate Supervisor - james.wright@carleton.ca

William Echard, Assistance Director - william.echard@carleton.ca

AUDIO-VISUAL RESOURCE CENTRE

Nancy Duff, Supervisor of the Audio-Visual Recourse Centre - nancy.duff@carleton.ca

Diane Berezowski, Assistant Coordinator, Circulation – diane.berezowski@carleton.ca

Adam Milling, Full-Stack Developer and Administrator – adam.milling@carleton.ca

2. Administrative Notes and General Information

Following the advice and guidelines of Carleton University and health authorities, SSAC will be returning to regular operations on August 23, 2021 while adhering to strict safety measures. Please familiarize yourself with the COVID-19 Guidelines for your respective area, including the mandatory COVID-19 Safety Training for all employees, at the following websites:

Art and Architectural History <https://carleton.ca/aah/covid-19-notice/>

Film Studies <https://carleton.ca/filmstudies/covid-19-notice/>

Music <https://carleton.ca/music/covid-19-notice/>

a. Payroll

All contract instructors must be documented with Payroll Services. This is necessary to obtain a Carleton ID number and to be setup with payroll for direct deposit. If this is your first employment assignment at Carleton University, you must submit a completed documentation package to Human Resources – instructions found here:

<https://carleton.ca/hr/payroll/cu-files/new-casual-employee-documentation-package/>

All questions to do with payroll and taxes should be directed to the Payroll Office:

Payroll Office

507A Robertson Hall

Tel: 613-520-3628

payroll@carleton.ca

carleton.ca/hr/

b. Collective Agreement

Contract instructors are members of CUPE 4600 Unit 2. Please familiarize yourself with this union agreement, found here: <https://carleton.ca/hr/labour-relations/academic-staff-agreements/> Union representatives are available to answer questions at 613.520.4600 <https://www.cupe4600.ca/>.

c. Contracts

Preliminary offers are done via email by the School Administrator, followed by an official electronic contract that is made available for acceptance through [Carleton Central](https://central.carleton.ca) (central.carleton.ca).

Where a contract is cancelled not more than four (4) weeks before the first scheduled class, the Employer shall pay a minimum preparation fee. More information can be found in the CUPE 4600, Unit 2 Collective Agreement, under Article 22.3.

d. Campus Card

Campus Card Office

407 University Centre

Tel: 613-520-3547

Email: 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. Note that you must first be documented in payroll and have accepted your contract in order to obtain a campus card. *For the 2021-22 academic year, we encourage instructors to call the Campus Card Office prior to coming to campus, as hours and procedures may be modified due to evolving public health guidelines related to COVID-19 situation.* More information available here: <https://carleton.ca/campuscard/hours/>

e. School and sub-unit websites, Contract Instructor on-line profile

We encourage all instructors to familiarize themselves with our websites, where you will find information about news, upcoming events, faculty research, employment opportunities and other helpful material.

The School for Studies in Art and Culture <https://carleton.ca/ssac/>
Art and Architectural History <https://carleton.ca/aah/>
Film Studies <https://carleton.ca/filmstudies/>
Music <https://carleton.ca/music/>

Your name and email address will be added to the contract instructor list on the Faculty/Staff pages on your respective sub-unit website. If you are a new instructor, or if your information has changed, please send a biography and picture to Paul Jasen, Arts Technician and Digital Media Producer, at paul.jasen@carleton.ca.

f. MyCarletonOne

Contract instructors are provided a MyCarletonOne (MC1) account which they must activate, along with DUO two-factor authentication, in order to access Carleton Central to accept their contracts. Once set up with an MC1 account, they will use this single username and password to access various Carleton IT applications and services including campus computers, email, wireless networks, MyCarleton Portal, Brightspace, and more. To set up your MyCarletonOne account for the first time visit: <https://carleton.ca/its/help-centre/set-up-your-mycarletonone-account-for-the-first-time/> If you need assistant, please call 613.520.3700.

g. Carleton Email

All contract instructors are given a Carleton email address for the duration of their teaching, hosted by Microsoft's Office 365 Cloud (access through exchange.carleton.ca). Your 'real' email address is firstname.lastname@cunet.carleton.ca but you will also receive emails addressed to your email 'alias' firstname.lastname@carleton.ca. More

information about staff emails available here: <https://carleton.ca/its/all-services/email/exchange-o365/>

All email correspondence between instructors, students and administration must be done using this Carleton email account. Communicating with students using personal email services is prohibited. Students are also required to only contact instructors using their student email accounts.

***Instructors are responsible for checking their Carleton email accounts frequently throughout the term, as administrative staff and students will be communicating exclusively through Carleton's email services.**

For help setting up your email on your computer or phone, or for any IT related questions, please contact our Information Technology Support (ITS) Team:

Information Technology Support (ITS) Team

IT Help Desk

its.service.desk@carleton.ca

613-520-3700

3. Regulations and Procedures

a. Faculty of Arts and Social Sciences (FASS) Undergraduate Teaching Regulations and Procedures

All instructors teaching ARTH/FILM/MUSI courses must review the [FASS Undergraduate Teaching Regulations](#) to ensure compliancy with University teaching policy. The FASS Undergraduate Teaching Regulations will provide detailed information on the following items:

- Special information regarding Fall 2021 Pandemic Measures
- Materials required in your course outlines,
- Registration and class lists,
- Assignments and examinations,
- Academic integrity and academic offences,
- Grades and grading,
- Accommodation,
- Sexual Violence Policy
- Teaching evaluations, and
- Freedom of Information and Protection of Privacy Act (FIPPA)

Teaching Regulations and Procedures found here: <https://carleton.ca/teaching-regulations/>

b. Course Outlines

A request for course outlines will come from SSAC administration in late-July with deadlines in mid to late-August. All outlines must be reviewed and approved by SSAC administration before they are given to students. As dictated by the Registrar's Office, course outlines must be available to students registered in fall and fall/winter term courses no later than September 1, 2021 and for winter term courses on later than January 3, 2022. Outlines must be posted on Brightspace and may also be emailed to registered students.

Course Outlines must include specific information outlined in the [FASS Teaching Regulations](#), as well as sub-unit specific policies. As per regulations, there can be *no changes to outlines after administrative approval*.

c. Office Hours

Instructors must allocate a minimum of two (2) hours of scheduled office time each week, so students can see you to discuss questions, problems, etc. Course outlines must include these scheduled office hours. Office hours can be virtual or in-person.

d. Final Examinations

Final exams are overseen by Scheduling and Examination Services (SES). Final examinations are to be invigilated by the instructor and any assigned teaching assistants (TAs). The University does not provide additional proctors for exams, and so instructors must ensure their TA(s) are available to help invigilate.

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, all final exams and papers should be given to the Undergraduate Administrator (Art and Architectural History, Film Studies) or the Program Coordinator (Music). Student papers and exams are destroyed 12 months after submission.

e. Midterm Examinations

Midterm exams are overseen by the Undergraduate Administrator (Art and Architectural History, Film Studies) or the Program Coordinator (Music), who requires a minimum of 10 working days' notice to order any required supplies (text booklets and/or scantrons) and printed copies of exam papers. It is the instructor's responsibility to contact their administrator well in advance of the midterm if any assistance is required. Midterm exams can be returned to students.

f. Final Grades

Final grades are due 10 days after the final exam, or 10 days after the final paper is due (through the eGrades system, more details below in item #9).

g. Student Registration Questions

For assistance with any student registration questions, please contact the Undergraduate Administrator (Art and Architectural History, Film Studies) or the Program Coordinator (Music).

4. The Academic Year - Dates and Deadlines

All dates and deadlines related to teaching in 2021-22 are available here:

<https://carleton.ca/teaching-regulations/the-academic-year/>

5. Textbook orders

The Bookstore

1st floor University Centre

Tel: 613-520-3832

Carleton@bkstr.com

<http://www.bkstr.com/carletonstore/home>

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

***For FILM courses** - If individual chapters or articles are assigned as readings in Film Studies courses, they should be placed (in PDF form) on the MacOdrum Library reserve reading system ARES (<https://reserves.library.carleton.ca/ares/>). **Coursepacks should not be used for FILM courses.** Please contact the Undergraduate Supervisor, Aubrey Anable, if you have any questions.

6. Audio Visual Resource Centre (AVRC):

AVRC

460 St. Patrick's Building

Tel: 613-520-2600 x 2348

nancy.duff@carleton.ca

carleton.ca/avrc

The AVRC is the resource centre for SSAC and serves the combined programs of Art and Architectural History, Music and Film Studies. **Contract instructors are encouraged to contact the AVRC Manager, Nancy Duff, to setup a meeting to review the services available to both instructors and students.**

Services include:

- Collection development and support (acquiring new course-related films, music and images)
- Circulation of reserve material for courses at the second-year level and above. Material on reserve (Blu-rays/DVDs; books/journals) is normally made available to students on a two-hour loan arrangement
- Facilitation of classroom screenings and rescreenings (booking and loan arrangements for films in local and external collections)
- Online searching of the School's teaching and reference collections. Requests for items or patron accounts may be made in person or via email (avrc@carleton.ca)
- Reference services
- Spaces for consulting the collections, quiet study and small group meetings
- Technical assistance in digitizing visual/audio-visual material or in incorporating this material in presentations
- Note: some services may not be available or may be changed due to the COVID pandemic.

7. Library Access and ARES (Carleton's on-line reserve system)

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 1101 or ARTH 1100) can be coordinated directly with the library.

ARES

Instructors can set aside a selection of material for use by students (registered in their course) on Ares. Ares is Carleton's reserve management system that allows students (and instructors) to access reserved material through a single access point; Ares also supports copyright compliance. For more information on Ares, please follow the links below (they will take you to the MacOdrum Library):

- Library Reserves – Faculty and Instructors (Brief explanation of Ares and how to place material on reserve) <https://library.carleton.ca/services/library-reserves-faculty-and-instructors>
- Copyright at Carleton - <https://library.carleton.ca/copyright-carleton>
- Activating Ares in Brightspace (Contains step-by-step instructions on how to create a link to Ares in your course on Brightspace) <https://library.carleton.ca/help/linking-library-resources-Brightspace>

8. Classroom and Teaching Support

For assistance with classrooms technology, please contact IMS:

a. Instructional Media Services (IMS) for Class Technology Support

D 283 Loeb Building

Tel: 613-520-3815

<https://carleton.ca/ims/>

Many classrooms are considered 'electronic classrooms' and have been equipped with several different audio-visual teaching aids. Access to the consoles requires a key that can be signed-out by the instructor through IMS. IMS will also provide one-on-one training in the use of the equipment controlled by the console. Instructors must supply their own HDMI cable if using a laptop.

NOTE: If you require immediate technical assistance with classroom technology, please visit <https://carleton.ca/ims/help-centre/immediate-assistance/> (for answers to common questions), or contact IMS by phone, using the direct-line located inside the classroom console or by calling 613-520-3815.

b. Technical Problems and Online Teaching Support within SSAC

Paul Jasen, the Arts Technologist/Digital Media Producer in SSAC, is also available to support online teaching and technologies, and is an excellent first point of contact:

Although the equipment in the St. Patrick's classrooms is owned and supported by Instructional Media Services, if you experience any difficulties during the day, Paul Jasen (St. Patrick's & Loeb) or Eric Hitsman, the Music Performance Studies Coordinator, (Loeb), may be available to help. Please note that all requests related to HyFlex classrooms should be directed to IMS.

Paul Jasen
418 St. Patrick's Building
Tel: 613-520-2600 x 8327
paul.jasen@carleton.ca

Eric Hitsman
A929 Loeb Building
Tel: 613-520-2600 x 3736
eric.hitsman@carleton.ca

c. Help for Online Teaching

The Educational Development Centre (EDC) is dedicated to the support of teaching excellence at Carleton University. Their goal is to provide a comprehensive range of pedagogical and technological teaching tools and resources to faculty, instructors and teaching assistants in order to ensure an exceptional learning experience for students in the classroom and beyond.

- We strongly recommend that all instructors look at the [Teaching Online & Hyflex webpage](#) as a starting point.
- *Teaching and Learning Services* has experienced staff available for remote consultations on any of your teaching and learning needs across all disciplines. If you would like to request support, please fill out the [course consultation form](#) and you will be contacted by a team member as soon as possible.
- For additional assistance, the contact information for EDC <https://carleton.ca/edc/contact-us/>

9. Brightspace and E-grades

Educational Development Centre (EDC)

410 Dunton Tower

Tel: 613-520-4433

EDC: <https://carleton.ca/edc/>

Brightspace: <https://carleton.ca/brightspace/>

Brightspace

Brightspace is an interactive internet-based system that supports the classroom experience. **All instructors are required to post their course outlines to their Brightspace site by September 1, 2021 for Fall courses, and January 3, 2022 for Winter courses.** Instructors may also use Brightspace to post assignments, manage course materials, administer grades and much more. Brightspace 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.

Information about Brightspace: <https://carleton.ca/brightspace/>

Instructor support for Brightspace (quick start guide, best practices): <https://carleton.ca/brightspace/instructors/>

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

10. Student Experience Questionnaires (previously called Teaching Evaluations)

University Regulations require that the Student Experience Questionnaire Process, previously named the Teaching Evaluation Process, be carried out during the last two weeks of courses. The Office of Institutional Research and Planning (OIRP) and SSAC administration will reach out by email with information and instructions mid-term. A report of the questionnaire will be

returned to you once final grades have been released. Student Experience Questionnaires are sent to students by email and are completed online.

11. Administrative Resources

Office, keys, phone

Shared office space is available for contract instructors - 428 SP for Film Studies, 477 SP for Art and Architectural History, and A831 LA for Music. Each office includes one desk, computer and phone. Please contact Kristin Guth, School Administrator, if you want to reserve an office on a weekly or ad-hoc basis. Each office has a COVID-capacity of 2 people. Fall 2021 – Instructors are encouraged to meet with students virtually, however they can meet with students in-person during their scheduled office hours as long as masks are worn and physical distancing of 2 meters (6 feet) is enforced.

Office keys must be returned at the end of the term. SSAC reserves the right to charge \$35.00 for lost keys.

Printing/Photocopying

SSAC asks that all instructors make every effort to post materials online (Brightspace, ARES, etc.) and to limit printing/photocopying in all possible cases. Class handouts can either be posted to Brightspace, or shown using a digital projector in class. Please do not print unless it is absolutely necessary. **SSAC does not allow the printing of course outlines.**

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.

Parking

Carleton University has several parking lots and offers annual parking permits, daily flat rates and short-term parking options for the convenience of instructors. More information available at Parking Services: <https://carleton.ca/parking/>

12. Mandatory Training – AODA, Workers Health and Safety Awareness, Workplace Violence and Harassment Prevention & COVID-19 Infection Prevention and Control Training

All Carleton University employees and volunteers, regardless of whether they have contact with the public, must complete the training for the Accessibility for Ontarians with Disabilities Act (AODA) as well as Workers Health and Safety Awareness and Workplace Violence and Harassment Prevention. All training is online. There are five (5) modules you need to complete:

1. AODA Customer Service Standard

2. AODA Information and Communications Standard
3. AODA Employment Standard
4. Worker Health and Safety Awareness
5. Workplace Violence and Harassment Prevention

AODA online training modules can be found in Brightspace. More information can be found here: <https://carleton.ca/accessibility/education-and-training/>

Workers Health and Safety Awareness and Workplace Violence and Harassment Prevention is available in Carleton Central -> Employee Services -> Learning and Professional Development -> Online Courses.

COVID-19 Infection Prevention and Control Training must be completed prior to your first day back on campus. Training is now available on Brightspace. More information on the training available at <https://carleton.ca/covid19/health-and-safety/training/>

13. Contract Instructor Orientation

If you're a contract instructor who will be teaching an online or distance course this coming Fall 2021 term, Teaching and Learning Services (TLS) is here to help! Whether you're getting ready to teach your first course at Carleton, or if you're returning after a break, you undoubtedly have questions about policies and procedures, teaching tips, and educational technology, especially in light of the ongoing pandemic, the subsequent move to online and distance teaching, and the transition this summer to [Brightspace](#) as our new Learning Management System.

Our Orientation will have two parts:

- **Part One will be online and asynchronous**, and includes a series of screen capture recordings and supporting materials that you can consult, at your convenience, in the online environment. These are available [on our website](#). We ask that you take some time before the synchronous Q&A session to review those materials and prepare questions.
- **Part Two of the Orientation will be online and synchronous**, with registrants gathering via **Zoom** on [Tuesday, August 17th, 5:30-8:30pm](#) to do some brief introductions and then take your questions relative to the online resources and/or other areas participants wish to discuss. The Q&A session will have representatives from TLS on hand to help answer your questions. Information about the Zoom session will be sent to registrants privately, via email, closer to the date of the synchronous session in question.

Space in the online Q & A sessions is limited, so please be sure to register [via the form on our events page](#).

Another orientation will take place at a later date for instructors teaching in the **Winter 2021 term**. Instructors will receive an email as soon as the date is announced.