

## Welcome to Carleton University

As an academic at Carleton University, you hold various roles as an employee, a teacher, and a researcher (faculty).

Onboarding at Carleton truly begins during your interview phase as you receive important information and meet key contacts. After you sign your letter of offer, various offices will be reaching out to welcome you and offer their support. If you are new to Ottawa, we can also help with relocation and, for those new to Canada, we also provide immigration support. Ongoing onboarding activities typically take place throughout your first year of employment.

There are several key documents that you should review before you begin your appointment that will continue to be useful to you during your time at Carleton. Among others, these include:

- The Collective Agreement between Carleton University and the Carleton University Academic Staff Association: <https://carleton.ca/hr/labour-relations/academic-staff-agreements/>
- Carleton University Policies: <https://carleton.ca/secretariat/policies/>
- Organizational charts for the University: <https://carleton.ca/about/university-executive/>
- For ITS and **computer accounts** info: <https://carleton.ca/its/get-started/new-academics-2/>
- ‘Professional Expense Reimbursement’ and ‘Research Expense’ Guidelines: <https://carleton.ca/financialservices/research-financial-services/>
- Faculty Reference Guide to Financial Information Systems: <https://carleton.ca/facts/quick-reference-sheets/faculty/>
- Your Unit Standards toward Tenure and Promotion
- Your formal offer of employment signed by you and the Provost

Please check with your Academic Unit for other documents that may be relevant to your role.

## Timeframe: Interview Phase, Terms of Negotiations, and Final Offer

Coordinated by (Office)	Description	Role
Academic Unit	In addition to your formal interview itinerary with the search committee, your schedule may include meetings with: <ul style="list-style-type: none"> <li>• Academic colleagues</li> <li>• Students</li> <li>• Your Chair/Director</li> <li>• Other meetings, including with the Carleton University Academic Staff Association (CUASA), may also be scheduled and/or requested</li> </ul>	Employee
Faculty Affairs	All shortlisted candidates receive a welcome email that includes: <ul style="list-style-type: none"> <li>• “Information for Academic Candidates” booklet highlighting some of the major benefits of working at Carleton</li> <li>• Real estate and moving information (incl. fine arts/laboratories)</li> </ul> A meeting is available upon request	Employee
Dean/University Librarian	During your interview day, shortlisted candidates typically meet with the Dean/University Librarian or designate (as appropriate) Negotiations for academic positions will be conducted with your Dean or the University Librarian	Employee

Faculty Affairs	Signed by the Provost, your formal letter of offer includes: <ul style="list-style-type: none"> <li>• your Carleton (Banner) ID number</li> <li>• terms and conditions of your appointment</li> </ul> As applicable, immigration support is also provided for internationals.	Employee
-----------------	---	----------

### Timeframe: Upon Hire

Coordinated By (Office)	Description	Role
Academic Unit	Welcome email will include information about: <ul style="list-style-type: none"> <li>• General information about the Academic Unit</li> <li>• At the same time, this office may ask for details to update websites and share with your new colleagues</li> <li>• Typically, more detailed information about computer accounts, etc. will be provided after your start date. However, you may choose to inquire about earlier access as appropriate, about:               <ul style="list-style-type: none"> <li>○ MyCarletonOne (MC1) login for email and computer access</li> <li>○ Computer imaging (in collaboration with ITS)</li> <li>○ Telephone extension number and long-distance codes</li> <li>○ Office number and keys (including meeting rooms and labs), office name sign, mailbox</li> <li>○ Photocopy access (via campus card)</li> <li>○ Safety/emergency information</li> </ul> </li> </ul>	Employee Teacher Researcher
Dean/University Librarian Office	Welcome email will include information about: <ul style="list-style-type: none"> <li>• General information about your Faculty/University Library</li> <li>• Reimbursement of moving expenses (if applicable)</li> <li>• Purchase of computer/laptop and your contact person for technology support</li> </ul> You may also wish to request a copy of your Faculty/Unit organization chart. Carleton University embraces equity, diversity, and inclusion in the workplace. Accessibility is one of the university's strategic priorities and, in accordance with your letter of offer, requests for accommodations should start with your Dean or the University Librarian.	Employee
Faculty of Graduate and Postdoctoral Affairs	While your Academic Unit will provide graduate application list access, more information about roles and responsibilities is available on the FGPA website: <a href="https://gradstudents.carleton.ca/">https://gradstudents.carleton.ca/</a>	Researcher

### Timeframe: Within Your First Two Weeks

Coordinated by (Office)	Description	Role
Human Resources	Your Talent Acquisition team will reach out to you to schedule your HR Orientation that will cover: <ul style="list-style-type: none"> <li>• Introduction to Carleton</li> <li>• Signing confidentiality/mandatory training acknowledgement</li> </ul>	Employee

Human Resources (continued)	<ul style="list-style-type: none"> <li>• Payroll, benefits, and pension overview (completing all forms)</li> <li>• Carleton Staff Perks               <ul style="list-style-type: none"> <li>○ Heathy Workplace Workshops/Events and Lunchtime Activities <a href="https://www1.carleton.ca/healthy-workplace/">https://www1.carleton.ca/healthy-workplace/</a></li> <li>○ Fitness and recreational opportunities via Carleton Athletics <a href="https://athletics.carleton.ca/facilities/#fitness-centre">https://athletics.carleton.ca/facilities/#fitness-centre</a></li> <li>○ Free Tuition Benefit for full-time faculty (and family) <a href="https://carleton.ca/hr/benefits/education/">https://carleton.ca/hr/benefits/education/</a></li> </ul> </li> <li>• Various services on campus <a href="https://carleton.ca/hr/new-employees/get-to-know-campus/">https://carleton.ca/hr/new-employees/get-to-know-campus/</a></li> </ul>	Employee
Your Chair/Director	<p>Overview and assignment of administrative, teaching and/or research responsibilities, including:</p> <ul style="list-style-type: none"> <li>• Teaching assignments</li> <li>• Teaching supports including teaching assistants (as appropriate)</li> <li>• Lab requirements (as appropriate)</li> </ul>	Teacher Researcher
ITS (Information Technology Services)	<p>If you are having any challenges with your logins or technology, contact ITS (<a href="https://carleton.ca/its/contact/">https://carleton.ca/its/contact/</a>) or your contact for technology support in your Dept/Dean's/UL's office.</p> <ul style="list-style-type: none"> <li>• For DUO two-factor authentication: <a href="https://carleton.ca/its/duo/">https://carleton.ca/its/duo/</a></li> <li>• For more information about setting up your own website, visit: <a href="https://carleton.ca/webservices/request-a-website/">https://carleton.ca/webservices/request-a-website/</a></li> </ul>	Employee
Mandatory Training Requirements	<p>Complete your mandatory training in Carleton Central <a href="https://central.carleton.ca">https://central.carleton.ca</a> &amp; Brightspace* <a href="https://brightspace.carleton.ca">https://brightspace.carleton.ca</a></p> <ul style="list-style-type: none"> <li>• AODA Training (Carleton Central)</li> <li>• AODA Employment Standards and Communications Standards Training (Brightspace*)</li> <li>• Worker Health and Safety Training (Brightspace*)</li> <li>• Workplace Violence and Harassment Prevention Training</li> <li>• COVID-19: Infection Prevention and Control (Brightspace*)</li> <li>• Supervisor Health &amp; Safety Awareness (Brightspace*)</li> </ul> <p>Additional mandatory safety training (i.e. WHMIS), depending on the nature of your role: <a href="https://carleton.ca/ehs/training/">https://carleton.ca/ehs/training/</a></p> <p>*Transitioning from CULearn: <a href="https://carleton.ca/culearn/">https://carleton.ca/culearn/</a></p>	Employee
Campus Card	<p>Pick up your campus card from Campus Card Office (407 University Centre). This is your identification and library card, and will allow key card access to certain meeting rooms, labs, and buildings. <a href="https://carleton.ca/campuscard/">https://carleton.ca/campuscard/</a></p>	Employee
Campus Safety	<p>Enrol in the campus wide emergency notification on Carleton Central and download the CU App to your smartphone. Review Carleton's emergency procedures and learn the Safe Destination Sites of your buildings. <a href="https://carleton.ca/emergency/procedures/">https://carleton.ca/emergency/procedures/</a></p>	Employee
Research Financial Services	<p>Your research start-up funds (from OVPRI, Dean's office, and Academic Unit) will be created shortly after your start date. You will receive an email with the subject "Notice of award". This email will include the relevant information for your fund and the name of the Financial Administrator assigned to your department. <a href="https://carleton.ca/financialservices/research-financial-services/">https://carleton.ca/financialservices/research-financial-services/</a></p>	Researcher

The Print Shop	Business cards may be ordered directly through Carleton’s Print Shop (may be purchased with your PER funds)	Employee
Various Offices	<p>Sign up for newsletters to keep informed of activities on campus:</p> <ul style="list-style-type: none"> <li>• Carleton Top 5 – activated by logging into the CU Intranet: <a href="https://i.carleton.ca">https://i.carleton.ca</a></li> <li>• Healthy Workplace – subscribe here: <a href="https://carleton.ca/healthy-workplace/hwp-newsletter/">https://carleton.ca/healthy-workplace/hwp-newsletter/</a></li> <li>• Teaching and Learning Services – subscribe here: <a href="https://carleton.ca/teachinglearning/e-newsletter/">https://carleton.ca/teachinglearning/e-newsletter/</a></li> <li>• Research Newsletter – subscribe here: <a href="https://carleton.ca/coris/news-events/research-newsletter/">https://carleton.ca/coris/news-events/research-newsletter/</a></li> <li>• Web Services – subscribe here: <a href="https://carleton.ca/webservices/2020/subscribe-to-our-newsletter/">https://carleton.ca/webservices/2020/subscribe-to-our-newsletter/</a></li> </ul> <p>Please google Carleton newsletters and/or check with your Dean’s office about any additional newsletters or communications</p>	Employee Teacher Researcher

### Timeframe: Within Your First Term

Coordinated by (Office)	Description	Role
Office of the Associate Vice-President (Teaching and Learning)	<p>All new academics are invited to attend the annual New Faculty Orientation (NFO) held during the summer months. For new hires who start at a different time of the year, please contact <a href="mailto:tls@carleton.ca">tls@carleton.ca</a> to schedule an appointment. The agenda includes:</p> <ul style="list-style-type: none"> <li>• Panel discussions and activities to facilitate introductions to the Carleton teaching community</li> <li>• Information on Teaching Policies and Procedures</li> <li>• Introduction to institutionally supported educational technology tools</li> <li>• Facilitating connections with key departments and resources across campus to support teaching activities</li> </ul>	Teacher
Office of the Vice-President, Research and International (OVP, R&I)	<p>All new faculty are invited to attend the annual New Faculty Research Orientation at the end of August. For new hires who start at a different time of the year, please contact <a href="mailto:CORIS@carleton.ca">CORIS@carleton.ca</a> to schedule an appointment.</p> <ul style="list-style-type: none"> <li>• Overview of the OVP, R&amp;I</li> <li>• Plenary session with early-career and established researchers</li> <li>• Overview of research support from key offices including: <ul style="list-style-type: none"> <li>○ Carleton International</li> <li>○ Industry and Partnership Services (IPS)</li> <li>○ Carleton Office for Research Initiatives and Services (CORIS)</li> <li>○ Office of Research Ethics and Animal Ethics &amp; Biohazards</li> <li>○ Faculty Research Facilitators</li> <li>○ MacOdrum Library (information)</li> <li>○ University Communications</li> <li>○ Research Financial Services and Financial Systems</li> <li>○ Information Technology Services (ITS)</li> </ul> </li> </ul>	Researcher

Maxwell MacOdrum Library	<p><a href="#">MacOdrum Library</a> supports teaching and research. You can speak with one or more of our experts in the following areas:</p> <ul style="list-style-type: none"> <li>• Library resources for teaching &amp; learning - <a href="mailto:DavidC.Jackson@carleton.ca">DavidC.Jackson@carleton.ca</a></li> <li>• Subject Specialists - <a href="mailto:Patti.Harper@carleton.ca">Patti.Harper@carleton.ca</a></li> <li>• Publishing, Researcher Profiles, Metrics, Open Access, Copyright - <a href="mailto:Valerie.Critchley@carleton.ca">Valerie.Critchley@carleton.ca</a></li> <li>• Research Data Management - <a href="mailto:rdm@library.carleton.ca">rdm@library.carleton.ca</a> (or <a href="mailto:jane.fry@carleton.ca">jane.fry@carleton.ca</a>)</li> </ul>	Teacher Researcher
Dean's Office	<p>Typically, all new academics meet with the Dean/University Librarian (as appropriate) in their first semester. As well, in accordance with the CU/CUASA Collective Agreement, all new preliminary faculty will meet with the Dean (or designate) in the first semester to discuss the criteria for tenure and promotion and a copy of the Unit Standards will be provided (if not already received)</p>	Employee
Your Associate Dean (Research) and Research Facilitator	<p>Your orientation will cover:</p> <ul style="list-style-type: none"> <li>• Your research area and plans</li> <li>• Support available for grant proposal development</li> </ul>	Researcher
Student Support Services	<p>Connect with Student Support Services for assistance in dealing with Academic Integrity, Supporting Students in Distress, and more <a href="https://students.carleton.ca/">https://students.carleton.ca/</a></p>	Teacher
Financial Services	<p>Tools, support and training for financial administrative systems and policies is available through the FACTS website, including:</p> <ul style="list-style-type: none"> <li>• 'Which Financial System do I Use to ...' a 'Quick Reference for Faculty': <a href="https://carleton.ca/facts/quick-reference-sheets/">https://carleton.ca/facts/quick-reference-sheets/</a></li> <li>• SAP Concur Travel and Expense Reimbursement system</li> <li>• eShop (Procurement Services)</li> <li>• Financial Administrative Support Tool (FAST): MyResearch, Purchasing Card, Research Administration</li> <li>• Your Professional Expense Reimbursement (PER)</li> <li>• Signing Authorities Policy (i.e. who can sign a contract)</li> </ul> <p>For more information, visit <a href="https://carleton.ca/facts/">https://carleton.ca/facts/</a></p> <p>Risk and Insurance, including:</p> <ul style="list-style-type: none"> <li>• Contract review</li> <li>• Field trip and travel risk management</li> <li>• Insurance coverage</li> <li>• Proof of insurance</li> </ul> <p>For more information, visit (<a href="https://carleton.ca/financialservices/risk-management/">https://carleton.ca/financialservices/risk-management/</a>)</p>	Employee Researcher
Office of Quality Initiatives (OQI)	<p>Register for various CU Onboarding Timeline activities/initiatives:</p> <ul style="list-style-type: none"> <li>• Carleton 101 Seminar</li> <li>• Creating a Culture of Wellness and Excellence Workshop</li> <li>• Take Control of Your Workday Workshop</li> <li>• Introduction to Equity, Diversity, and Inclusion Seminar</li> </ul>	Employee

Office of Quality Initiatives (OQI) (cont'd)	<ul style="list-style-type: none"> <li>Data Security Seminar (currently in development)</li> </ul> More info: <a href="https://carleton.ca/hr/new-employees/orientation-and-onboarding/">https://carleton.ca/hr/new-employees/orientation-and-onboarding/</a>	Employee
--	---	----------

### Timeframe: Within Your First Year

Coordinated by (Office)	Description	Role
Chair/Director	In addition to regular meetings as determined, in accordance with the CU/CUASA Collective Agreement, all preliminary faculty meet annually with your Chair/Director to discuss progress towards tenure and promotion.	Faculty
Office of Quality Initiatives (OQI)	Sign up and attend ongoing Learning and Development Workshops (accessible through Carleton Central)	Employee
Dean's Office	Ask your Faculty about ongoing commitments/opportunities: <ul style="list-style-type: none"> <li>Faculty Board and Service Committee memberships</li> <li>Equitable and Inclusive academic hiring workshops</li> </ul>	Employee

### Frequently Asked Questions

Where can I find more information about...

<p><b>Relocation</b></p> <p>Shortlisted candidates receive information about real estate and movers who offer preferred rates for Carleton employees (including for fine arts/laboratory moves) from the Manager of Faculty Affairs. Please contact <a href="mailto:faculty.affairs@carleton.ca">faculty.affairs@carleton.ca</a> for more information.</p> <p>Reimbursement of moving expenses is provided by the Office of the Dean or University Librarian. Please contact them directly.</p>
<p><b>My Banner ID</b></p> <p>Your banner ID is your Carleton ID number and is a nine-digit number starting with 100 or 101. Your Banner ID number is at the top of your letter of offer</p>
<p><b>Immigration Support</b></p> <p>Please contact the Manager of Faculty Affairs at <a href="mailto:faculty.affairs@carleton.ca">faculty.affairs@carleton.ca</a>.</p>
<p><b>Computer Access and Accounts &amp; IT Support</b></p> <p>Information Technology Services (ITS) provides computer access support: <a href="https://carleton.ca/its/get-started/new-academics-2/">https://carleton.ca/its/get-started/new-academics-2/</a>. More information about DUO: <a href="https://carleton.ca/its/duo/">https://carleton.ca/its/duo/</a></p> <p>For computer purchase/reimbursement, please contact your Dean's/University Librarian's office. For ongoing ITS support, visit <a href="https://carleton.ca/its/contact/">https://carleton.ca/its/contact/</a> or contact <a href="mailto:ITS.service.desk@carleton.ca">ITS.service.desk@carleton.ca</a></p>
<p><b>Accommodations</b></p> <p>Carleton University embraces equity, diversity, and inclusion in the workplace. Accessibility is one of the university's strategic priorities and, in accordance with your letter of offer, requests for accommodations should start with your Dean or the University Librarian.</p>
<p><b>Graduate Students</b></p> <p>Please visit Faculty of Graduate and Postdoctoral Affairs <a href="https://gradstudents.carleton.ca/">https://gradstudents.carleton.ca/</a> or contact <a href="mailto:graduate.studies@carleton.ca">graduate.studies@carleton.ca</a>.</p>

**Human Resources**

Your Talent Acquisition team will contact you prior to your start date to schedule you into an HR orientation to complete your documentation for payroll and benefits. This typically occurs in the month prior to your start date. For general information about Human Resources, please visit Carleton's HR website <https://carleton.ca/hr/> or contact [humanresources@carleton.ca](mailto:humanresources@carleton.ca)

**Finance & Financial Systems**

For more information on various financial systems (including eShop, FAAM, FAST, MyResearch, PER), visit <https://carleton.ca/facts/>

**Mandatory Training**

All Carleton employees must complete mandatory training within their first two weeks, including AODA Training (via <https://central.carleton.ca>), AODA Employment Standards and Communications Standards Training (via <https://brightspace.carleton.ca>), Worker Health and Safety Training, Workplace Violence and Harassment Prevention Training, and other training as required (please consult <https://carleton.ca/ehs/training/>)

**Teaching**

Teaching will be assigned by your Chair/Director. Support for teaching, including Brightspace (Carleton's LMS) and the New Faculty Orientation, is coordinated by the Office of the Associate Vice-President (Teaching and Learning) and the Educational Development Centre (EDC). For more information, visit <https://carleton.ca/teachinglearning/> and <https://carleton.ca/edc/>.

**Research**

Your research start-up funds will be created shortly after your start date. You will receive an email with the subject "Notice of award". This email will include the relevant information for your fund and the name of the Financial Administrator assigned to your department. (<https://carleton.ca/financialservices/research-financial-services/>)

Within your first term, you will also be invited to meet with your Associate Dean (Research) and Research Facilitator to discuss your research plans and available support. As well, the New Faculty Research Orientation is coordinated by the Vice-President (Research and International) and more information is available at <https://carleton.ca/coris/>.

**Student Support Services**

Assistance with topics such as Academic Integrity and Supporting Students in Distress is managed by the Office of the Vice-President, Students and Enrolment. Please see <https://students.carleton.ca/>

**Health and Counselling Services**

Health and Counselling Services (HCS) is a multidisciplinary healthcare facility that provides medical services and counselling services to Carleton University students, faculty and staff. Professional Services employees, faculty and continuing employees have a dedicated physician and may use this service as their regular family doctor. They may also see the walk-in doctor for episodic care. For more information and to confirm what services are available for academics, please contact Health and Counselling Services at [hcs@carleton.ca](mailto:hcs@carleton.ca), or visit <https://carleton.ca/health/>

**Learning and Development**

Carleton University offers a variety of Learning and Professional Development opportunities through the Office of Quality Initiatives (OQI). Visit <https://carleton.ca/learninganddevelopment/> and <https://carleton.ca/qualityinitiatives/>

**Healthy Workplace Initiatives**

Healthy Workplace encourages Carleton University faculty and staff to champion positive physical and mental health, build meaningful social connections, foster personal and collective resilience, explore opportunities for personal growth, and enjoy work-life balance. Visit <https://carleton.ca/healthy-workplace/>

**COVID-19**

The health and safety of the members of the Carleton community is non-negotiable and will always be our top priority. More information about Carleton's response to COVID-19 (including reporting systems, screening forms, scenario planning, policies/protocols, research resources, and more) can be found at <https://carleton.ca/covid19/>