I look forward to meeting you and welcoming you to our beautiful campus — one of Canada’s most accessible universities.

Carleton has an inclusive, welcoming campus community where work-life balance, innovation and service excellence are valued. You can learn more about our University in this booklet, which provides an overview of our campus highlights, priorities and university activities. As well, read more about our programs and the services available to you in the Your Career at Carleton section.

While your main point of contact throughout the hiring process remains the hiring committee chair, I work closely with our Academic Heads team to support the hiring process. I am committed to providing exceptional support to you and answering all of your questions from finding your way around campus and learning more about services to exploring the Ottawa area and finding a place to live.

Along with the Deans and the University Librarian, our entire university community looks forward to celebrating this new chapter of your career. Please do not hesitate to contact me any time with any question.

Norah Vollmer
Manager, Faculty Affairs
Office of the Deputy Provost
(Academic Operations and Planning)
613-520-2600 x 4156
norah.vollmer@carleton.ca

Welcome to Carleton University!

Table of Contents

About Carleton
Campus Highlights
Quick Facts
Faculties and Academic Units
Academic Staff
Your Career at Carleton
Teaching
Research
MacOdrum Library
Awards and Professional Development
Human Resources and Benefits
About Ottawa, Ontario
Housing
Schools
Resources
Carleton is a dynamic research and teaching institution dedicated to achieving the highest standards of scholarship.

Located on the traditional, unceded territories of the Algonquin nation, Carleton’s campus is a self-contained community just minutes away from Parliament Hill and downtown Ottawa.

We are an inviting, collaborative community focused on innovative teaching, impactful research and an exceptional student experience. Home to over 950 academics and 31,000 students, Carleton has consistently achieved year-over-year growth in student enrolment.

You will find that our outstanding academic programs, student-centred values, experiential learning opportunities, and our dynamic location in Canada’s National Capital Region are what make Carleton a truly outstanding place to build your career.

Whether you are from Ontario, Canada, or beyond, I urge you to consider Carleton for your academic career and invite you to learn more about our community by visiting our website and our beautiful campus.

Jerry Tomberlin  
Provost and Vice-President (Academic)  
carleton.ca/provost  
@CU_Provost
About Carleton

Carleton acknowledges and respects the Algonquin people, traditional custodians of the land on which the Carleton campus is situated.

Founded in 1942, Carleton is a dynamic research and teaching institution dedicated to achieving the highest standards of scholarship.

Bordered by the Rideau Canal, the Rideau River and lush parkland, Carleton’s 62-hectare campus is a self-contained community just minutes away from Parliament Hill and downtown Ottawa. Explore our beautiful, accessible campus through a virtual tour or our campus map: carleton.ca/campus/map

Read more about our programs, initiatives and activities in the following annual reports:

- Board of Governors Chair’s Report 2018/2019: carleton.ca/secretariat/boardofgovernors/about/chairs-report
- President’s Report 2019: carleton.ca/president/presidents-report-2019

Mission Statement

Carleton University is an independent, collegial university dedicated to the advancement of learning through disciplinary and interdisciplinary teaching, study and research, the creation and dissemination of knowledge, and the betterment of its community. It is centred in Ottawa and serves the people of Ontario, Canada, and the world.

Recognized as an Award-Winning Employer

For the past five years, Carleton has been selected as one of the National Capital Region’s Top Employers, a national competition compiled by Canada’s Top 100 Employers. This designation recognizes employers in the Ottawa-Gatineau area that lead their industries in offering exceptional places to work.

In 2017, Carleton received three certifications from Excellence Canada: Platinum Level in Healthy Workplace, Silver Level in Mental Health at Work and Gold Level in Excellence, Innovation and Wellness (Finance and Administration division). Carleton is the first post-secondary institution in Canada to achieve all three accomplishments. The certifications formally recognize our commitment to continuous improvement and dedication to providing a safe, healthy and supportive work environment on our campus.

In 2019, Carleton became the first post-secondary institution to reach Gold Level certification in Mental Health at Work. The Students and Enrolment division also earned Bronze Level certification in Excellence, Innovation and Wellness.
Canada’s Most Accessible University

Carleton has an extensive and dynamic history of making its campus and courses increasingly accessible and is committed to being the most accessible campus in Canada. Our campus-wide policies on accessibility are guided by the principles of dignity, independence, integration and equal opportunity and apply to students, faculty, staff, alumni and the community. More information: carleton.ca/accessibility

Commitment to Indigenous Initiatives

The Carleton University Indigenous Strategic Initiatives Committee (CUISIC) was formed in 2018 to devise a concrete response to the federal government’s Truth and Reconciliation Commission and forge stronger relationships with Inuit, First Nation and Métis on campus, in the Ottawa region and across the country. The committee includes a broad representation of people from across campus and Indigenous communities.

Quick Facts (2018-19)

$505-million Operating Budget

$308-million+ Raised toward initiatives that matter to our community during the Collaborate campaign, Carleton’s most ambitious fundraising campaign in its history

$212-million Capital projects currently underway

$70.3-million Sponsored research funding in 2017-18

153,000+ Alumni

31,202 Students

12,673 Scholarships and bursaries totalling $22.5-million awarded to undergraduate students

1,131 Staff Members

929 Faculty Members

404 New scholarships and bursaries established during our recent Collaborate philanthropic campaign

65+ Degree Programs

CUISIC Co-Chairs lead an on-campus consultation session.
Campus Highlights

Carleton’s campus is connected by more than five kilometres of underground tunnels that conveniently link the university’s buildings and make it a gold standard in accessibility.

- The Herzberg Laboratories building includes a rooftop observatory with a powerful 14-inch reflecting Celestron telescope and a reproduction of Foucault’s Pendulum.
- The H.H.J. Nesbitt Biology Building houses three climate-controlled greenhouses containing one of the finest collections of plants for teaching and scientific study in Canada. Each October, Carleton welcomes the community to a free annual butterfly exhibit in the greenhouses.
- The new Health Sciences Building houses state-of-the-art infrastructure for both research and teaching in our core areas of strength.
- The Institute for Advanced Research and Innovation in Smart Environments (ARISE) project is transforming and adding 34,500 square feet to create a new home for applied research in clean technology, health technology, and information and communication technology. Upgrades have also been made to a nearby co-generation facility, which will lower load demand on the local hydro grid. The facility’s new 4.6 megawatt natural gas-fired turbine will provide up to 40 per cent of electrical consumption on campus, and the combined heat and power (co-generation) technology will use natural gas to also produce steam that will provide cooling in summer and heating in winter.
- Located in the heart of Carleton’s campus, the new Nicol Building is the future home of the Sprott School of Business.
The Carleton University Art Gallery offers an eclectic and exciting range of exhibitions in the visual arts — from historical and contemporary Canadian paintings, prints, and photography, to art from around the world.

The 444-seat Kailash Mital Theatre in Southam Hall is used for lectures, meetings and various performing arts performances.

You can contact the Colonel By Childcare Centre, Alinea Dental, and the Carleton Sports Medicine Clinic (all conveniently located on campus) directly for more information about registration and services.

Our campus is home to an 11,000 square foot Fitness Centre, an Olympic-size swimming pool, a Fieldhouse with an indoor track, an Ice House with two NHL size rinks, two large gymnasiums, and two turfed outdoor fields. Carleton students, faculty and staff are eligible to access athletic facilities free of charge.

Purchased by Carleton in 2018, the historic Carleton Dominion-Chalmers Centre is a cultural and community hub located in the heart of the city.

Academic Staff

Carleton’s creative, interdisciplinary, and international approach to research has led to significant discoveries and creative works in science and technology, business, public policy and administration, engineering and design, and the arts and social sciences. Over 1,000 appointees hold honorary and affiliated ranks at Carleton and we welcome many national and international distinguished visiting professors and scholars to our campus annually.

- Professors: 809
- Instructors: 131
- Librarians: 31

Our Students

Carleton is home to more than 31,000 students, including more than 4,000 graduate students from every province and territory and over 100 countries around the world. They participate in academic opportunities in more than 100 programs and specializations at the undergraduate and graduate levels.

- Co-op options available in over 100 programs
- Study abroad options at 175+ partner institutions in over 35 countries around the world
- 153,000 Carleton alumni living in over 160 countries around the world
- 83.9%: Student Entry Average

Faculties and Academic Units

Carleton’s six Faculties offer a wealth of study programs at the undergraduate and graduate levels across 45 Academic Units and Departments: carleton.ca/academics/departments

- Faculty of Arts and Social Sciences
- Faculty of Engineering and Design
- Faculty of Public Affairs
- Faculty of Science
- Sprott School of Business
- Faculty of Graduate and Postdoctoral Affairs
Carleton is strongly committed to fostering diversity within our community as a source of excellence, cultural enrichment, and social strength. We welcome those who contribute to the further diversification of our university including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expression.

Teaching

Carleton has a strong network of academic staff who are focused on academic and pedagogical excellence and on supporting an exceptional student experience.

Carleton’s External Teaching Award Recipients

- Ontario Confederation of University Faculty Associations (OCUFA) Teaching Award: 23
- 3M National Teaching Fellowship: 10
- D2L Innovation Award in Teaching and Learning: 4

Experiential Learning and High-Impact Teaching Practices

- Over 200 people attended an Experiential Learning Symposium hosted by Carleton in 2018, which highlighted a broad selection of our experiential learning activities.
- The $50,000 Carleton University Experiential Learning Fund provides faculty and learning support staff with financial support to integrate experiential learning components into academic courses or programs.
- A new Carleton-specific Degree Level Expectation on Experiential Learning is being implemented in 2019-20, which aims to enhance experiential learning across campus.
- Carleton is a founding partner of FUSION (Future Skills Innovation Network), a collaboration of Canadian universities focused on innovative skill development to prepare students for the future economy. The Government of Canada’s Future Skills Centre is investing $2.5-million to support FUSION’s network model for an initial two years.

Profs. Sarah Todd (Social Work) and Anne Trépanier (Indigenous and Canadian Studies) received the D2L Innovation Award in Teaching and Learning and a 3M National Teaching Fellowship, respectively, in 2019.
Teaching and Learning Services

Teaching and Learning Services (TLS) guides and supports the academic growth of the Carleton community and encourages an education that is learner-centered, experiential and challenging. By building meaningful partnerships between instructors and students, where teaching and learning is a shared responsibility, our goal is to help students develop a set of skills that will allow them to succeed in the classroom and beyond.

The three units that make up TLS — Carleton University OnLine, the Educational Development Centre, and Instructional Media Services — can assist you in all facets of teaching and learning, from providing teaching skills and strategies, to helping with blended and online courses, to offering media production services, learning space design, and so much more.

TLS also invites all new academic staff to a comprehensive orientation program each August, with specialized ongoing support and programming offered throughout the year for new and experienced faculty.

In addition to supporting teaching, TLS is committed to developing, encouraging and acknowledging teaching excellence at Carleton. To that end, they have established four internal teaching awards that recognize faculty, contract instructors and educational support staff. TLS has also established a Raving Ravens program, which encourages students to send a short note (i.e., a Raving Raven) to faculty and learning support staff that they feel have gone above and beyond to make a significant impact on their experience at Carleton.

TLS also supports and encourages scholarly activity into teaching practice and innovation via two internal grants and engages undergraduate students as partners in research through Carleton’s Discovery Centre. The centre is a high-tech interactive learning space with different program areas, including community engagement, immersive learning and international experiences.

Whether you have a simple question about technology or need in-depth support on pedagogical issues, the departments that make up Teaching and Learning Services work together to ensure that you get the support you need. They can meet with you individually to discuss an idea or problem, or a team can be called together to review an in-depth project you would like to initiate.

Carleton University Collaborative Indigenous Learning Bundles

Launched officially in 2018, the award-winning Carleton University Collaborative Indigenous Learning Bundles gather Indigenous ways of knowing and make them available to the Carleton learning community without overburdening Indigenous experts.

Conceived by Prof. Kahente Horn-Miller (Indigenous and Canadian Studies), the bundles are designed as a resource for course instructors and a learning tool for students in the classroom. The bundles provide the necessary factual and theoretical basis for understanding Indigenous history and politics in Canada, while also prompting students to consider how this knowledge might be applied in their area of study. Produced and delivered by Indigenous experts, this award-winning collaboration provides an avenue to integrate Indigenous ways of knowing into all Carleton courses.

Prof. Kahente Horn-Miller speaks at the launch of the Carleton University Collaborative Indigenous Learning Bundles in 2018.
Research

Carleton has long been known as a university that promotes research excellence and connectedness, and enjoys partnerships around the globe. We are known as a leader in research that focuses both on tangible outcomes and the development of knowledge with longer-term impacts. Home to many award-winning researchers, Carleton is uniquely committed to discovery, knowledge, and understanding of the world around us.

Our scholars have a strong infrastructure of support for applied and theoretical research. Carleton’s annual research funding from the Tri-Council Agencies (NSERC, SSHRC and CIHR) and Canada Foundation for Innovation (CFI) has risen to more than $34-million, with total sponsored research funding surpassing $70-million last year.

- Sponsored Research Funding (2017/18): $70.3-million
- Provincial Early Researcher Award Recipients: 44
- Royal Society Fellows: 31
- Canada Research Chairs: 25
- Order of Canada Recipients: 22
- Endowed Chairs: 9
- Banting Postdoctoral Fellowships: 9
- Killam Award Winners: 3

The Office of the Vice-President (Research and International) (OVPRI)

OVPRI oversees five departments that provide a wide range of support for researchers. Additionally, each of the five Faculties hosts a research facilitator dedicated to supporting investigators in their proposals and applications. They are ready to help orient you to the research enterprise at Carleton upon your arrival. Internally, Carleton offers annual Research Achievement Awards designed to recognize excellence and enhance the research productivity of the recipients.

OVPRI’s services include:

- Carleton International facilitates partnerships with universities, governments, industries and organizations to make Carleton a global hub of intellectual engagement. Whether you are seeking an inspiring academic exchange or an exciting international research collaboration, Carleton International can help you realize your global aspirations.

- Carleton Office for Research Initiatives and Services (CORIS) provides expert advice and support to the Carleton community throughout all the stages of the lifecycle of research grants and prizes and distinctions. The Office assists researchers with identifying funding/distinction opportunities, provides support for the proposal/nomination development, and post-award management.

- Industry and Partnership Services facilitates co-operation between all external partners and Carleton’s researchers. It manages community, government, and industry research partnerships, assists with the negotiation of contracts and agreements for all sponsored research, and advises on issues related to intellectual property.

- Office of Research Ethics offers administrative support to the Carleton University Research Ethics Boards (CUREB A and B) and works with researchers to ensure their research projects respect and comply with all applicable policies and guidelines, including the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.
Animal Ethics and Biohazards is responsible and accountable for the implementation of the policies, procedures, and regulatory requirements governing research work requiring approval by the Animal Care Committee or the Biohazards Committee. Carleton endorses the principles cited in the Tri-Agency Agreement, and has mandated that funded research be in compliance with that document.

MacOdrum Library

The MacOdrum Library offers academics and researchers a variety of services and tools to assist with your teaching and research needs. This includes Open Access, Open Journal Systems, Dataverse, and Research Data Management.

Our teaching support includes course reserve services (ARES), giving students a single access point for copyright-compliant resource sharing. Our subject specialists support new and traditional library services, teach information literacy skills, and are uniquely positioned to create collaborative links to a variety of library services for creating, preserving and disseminating information. This includes open access document, dataset and journal publishing through our CURVE, Dataverse and open journal services, funding support for open access article processing fees through our CURIE Fund, and advice and support on a wide range of scholarly communications issues including copyright, publishing models and scholarly impact.

Awards and Professional Development

Awards

In addition to departmental and Faculty awards, Carleton supports academic staff with external award and honours applications. Carleton also offers several significant internal awards and grants including:

- Teaching Achievement Award (five $15,000 prizes annually)
- Research Achievement Award (10 $15,000 prizes annually)
- Professional Achievement Award (seven $10,000 prizes annually)
- Excellence in Teaching with Technology Award
- New Faculty Excellence in Teaching Award
- Provost’s Fellowship in Teaching Award

Service Excellence Standards and Awards

Carleton has a set of Service Excellence Standards that guide how we work and interact with our colleagues, serve the needs of our students and our faculty, as well as our external partners. Carleton recognizes Service Excellence with an annual Awards Luncheon to recognize the outstanding contribution that faculty and staff make on campus every day.
Professional Development

There are many on-campus programs and initiatives that offer professional development opportunities for faculty and staff, including:

- Roundtables and workshops on key issues are offered throughout the year for Academic Heads.

- Through the Office of Quality Initiatives (OQI), Carleton has embarked on several leadership initiatives including the Carleton Leader program, Fierce Conversations and Ideas@Carleton. These programs bring together academics and staff to collaborate on campus-wide communications and improvements. OQI also offers many workshops throughout the year to help you meet your professional goals.

- The Student Support Certificate, hosted by the Office of the Vice-President (Students and Enrolment), is designed to help faculty and staff enhance their capacity to address student needs. The certificate provides a core level of training in a variety of competency areas, such as communication; Indigenous cultural awareness; emotional and interpersonal intelligence; and equity, diversity and inclusion.

Benefit Highlights

Human Resources and Benefits

Human Resources provides services including pay, benefits, pension, and other support to faculty and staff. Collective Agreements and information about benefits and the Carleton University pension plan are posted on the Human Resources website.

Healthy Workplace

Carleton’s Healthy Workplace initiative encourages Carleton faculty and staff to adopt and promote positive physical and mental health, build social connections, engage in professional development opportunities, and achieve work-life balance. Lunchtime workshops and activities, monthly challenges, mental health training and many other programs and resources allow members of the Carleton community to get involved in our Healthy Workplace culture. Carleton is the first post-secondary institution to hold platinum level Healthy Workplace certification and silver level Mental Health at Work certification through Excellence Canada.

Employee and Family Assistance Program (EFAP)

Carleton’s EFAP is a free comprehensive program that helps employees and their families resolve personal problems that may adversely impact their work performance, conduct, health and well-being. The EFAP offers services, including consulting and specialized issues such as childcare, financial, legal, and elder care resource support.

Maternity / Parental Leave

Carleton has a generous supplemental income program for parental leave.

Free Tuition

Faculty and staff and their spouses and eligible dependents can take advantage of free tuition for most for-credit courses at Carleton.

Immigration Support

In accordance with Canadian law, international appointees must have the proper authorization from Immigration, Refugees and Citizenship Canada to work in Canada. While Carleton does not act as an agent in immigration matters, Norah Vollmer, Manager, Faculty Affairs, will provide guidance and support where possible within the limits of Canadian law.

Please note that it is mandatory for international appointees to have health insurance while on campus. University Health Insurance Plan (UHIP) may be purchased through our International Student Services Office.
The nation’s capital is famous for stunning green spaces and parklands, a majestic downtown core overlooking the Ottawa River, winding canals and waterways, bustling markets, national museums and galleries, and an extensive network of cycling paths, open-air festivals, and fine restaurants.

As the centre of Canada’s federal government, the city is headquarters for hundreds of associations and non-profit organizations, high technology firms, research institutes, leading government research establishments, and one of Canada’s largest concentrations of medical, clinical and life sciences research facilities.

The region’s many attractions and resources combine with its tree-lined, affordable neighbourhoods and excellent schools to make it one of the country’s best places to live and work.

The City of Ottawa (ottawa.ca) and Ottawa Tourism (ottawatourism.ca) websites have a wealth of information about what to see and do in the nation’s capital, including outdoor activities, theatres, museums, galleries, restaurants and an events calendar listing Ottawa’s many festivals and special events.

Public Transportation

Ottawa is an easy city to navigate. While OC Transpo provides public transportation, the City of Ottawa also maintains a network of bike paths. In 2019, the City’s new light rail system opened, linking the east and west with an underground tunnel through downtown. Read more: octranspo.com

Housing

You can find real estate listings through the following channels:

- Ottawa Real Estate Board (oreb.ca): provides comprehensive searchable listings of homes for sale across the Ottawa region and in specific neighbourhoods
- For-sale by-owner websites (e.g., Grapevine Realty Inc.)
- Online classified sections in local newspapers (i.e., Ottawa Citizen and Ottawa Sun)
- Chambre Immobiliere de l’Outaouais: multiple listing service for those interested in living in neighbouring Quebec
- Carleton University Academic Staff Association and University of Ottawa Association of Professors websites include listings from academics on sabbatical
Schools

There are four publically funded school boards serving the Ottawa community. The two English language school boards are the Ottawa-Carleton District School Board (ocdsb.ca) and the Ottawa Catholic School Board (ocsb.ca). French language education is provided though the publically funded Conseil des écoles publiques de l’est de l’Ontario (cepeo.on.ca) and Conseil des écoles catholiques du centre-est (ecolecatholique.ca/fr). Private schools are also an option.

Ottawa

- City of Ottawa: ottawa.ca
- National Capital Commission: ncc-ccn.gc.ca
- Ottawa Tourism: ottawatourism.ca
- OC Transpo: octranspo.com
Academic Candidates

Office of the Provost and Vice-President (Academic)

421 Tory Building
Carleton University
1125 Colonel By Drive
Ottawa, ON
K1S 5B6

613-520-2600 x 4156
faculty.affairs@carleton.ca
carleton.ca/provost