WELCOME!

Information for New Academics
Office of the Provost—Faculty Affairs
Welcome to Carleton University, Canada's Capital University. I am pleased that you are considering Carleton as the place to begin the next chapter of your academic career.

At Carleton, we are renowned for our multidisciplinary approaches to teaching, scholarship and research, and our world class academics and staff make for a truly inspiring work experience. We offer unparalleled opportunities to help you to realize your potential as a teacher, researcher, and scholar, and we place a high value on a healthy workplace environment and work/life balance.

Because of our unique location in Canada’s capital, our academics enjoy productive connections with government, national and international associations, non-profit organizations, high technology firms, and some of Canada’s largest concentrations of medical, clinical, and life sciences research facilities. As a result, our academic complement includes many award-winning teachers, scholars, researchers who are known around the world for innovative contributions in their fields of study.

Our academics have access to state-of-the-art classrooms, equipment, and specialized research facilities. They inspire our students through interactive learning and innovative teaching, attracting the best, brightest, and most intellectually curious students to our university. Our student body is one of the most diverse anywhere in Canada, and our graduates are employed around the world, many achieving important roles of influence within their chosen careers.

I hope that you will be successful in your desire to come and work at Carleton, and if you are I know you will not regret your choice of university. I wish you all the best in the future, and hope to be able to welcome you in person to our great university.

Best wishes,
Peter Ricketts
Provost and Vice-President (Academic)

As a prospective member of our community, I am sure you have many questions about Ottawa and Carleton University. At Carleton, we are committed to providing exceptional support to both prospective and current members of our university community. I’m available to answer any questions at your convenience and happy to assist you and your family with a variety of issues, from finding your way around campus and learning more about services, to getting information about the Ottawa area and finding a place to live.

I look forward to meeting you.

Sincerely,
Norah Vollmer, Manager, Faculty Affairs
Office of the Provost and Vice-President (Academic)
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CARLETON UNIVERSITY—QUICK FACTS

(Figures based on 2014-15, unless otherwise noted.)

Undergraduate Students
- 25,013
  - Full Time: 20,648
  - Part Time: 4,365

Graduate Students
- 3,892
  - Full Time: 3,315
  - Part Time: 577

Total Students
- 28,905
  - Full Time: 23,963
  - Part Time: 4,942

Students in Residence
- 3,621
  - Off-Campus: 25,224
  - On-Campus: 3,621

• Student entry averages over 83%
• Programs in more than 65 disciplines
• 200 new start-up companies since 2010
• 1,000+ research projects underway
• 23 Canada Research Chairs
• 7 Endowed Chairs
• 27 Royal Society Fellows
• 2 Royal Society College of New Scholars
• 15 Recipients of the Order of Canada
• 8 3M National Teaching Award winners
• 7 Banting Postdoctoral Fellowships
• 3 National Killam Award winners
• 4 Ontario Confederation of University Faculty Association winners
• 2 Brightspace Innovation Award winners in Teaching and Learning

OVER THE LAST 10 YEARS
• Student body grew by 18%
• Graduate enrolments increased: 18% for Master’s programs and 36% for Ph.D. programs
• Students’ entering average rose: 8% jump in the percentage of students with averages over 80%
• Number of new programs increased by 38%
• Co-op placements soared by 277%
• Student satisfaction rates increased by more than 11%
• Number of students in residence rose by 32%
• International student numbers increased by 43%

Joint programs in science, engineering, economics, and information technology with the University of Ottawa and Algonquin College and collaborations with Dominican College and La Cité Collégiale.

Home to the Carleton Ravens - award winning athletics including: 12 CIS Titles, 26 OUA Titles, 16,000+ student athletes.

2014-2015 Operating budget of $392 million (excluding ancillaries)
Research Funding (2013-14): $591.1 M
Scholarships and Bursaries awarded: $18 M
Students received OSAP: 44%

The above data has been provided by the Office of Institutional Research & Planning. Research funding data includes internally sponsored research.
ABOUT OUR UNIVERSITY

Carleton University is a dynamic research and teaching institution dedicated to achieving the highest standards of scholarship. A wealth of information is available on Carleton’s website. However, we would like to take this opportunity to outline some key highlights.

OUR CAMPUS

Founded in 1942, located on the traditional, unceded territories of the Algonquin nation, bordered by the Rideau Canal, the Rideau River, and lush parkland, Carleton University’s 62-hectare campus is a self-contained community just minutes away from Parliament Hill and downtown Ottawa. You can explore our beautiful campus through a virtual tour or by downloading a campus map for your visit.

Some things that you might not know about our campus:

• Carleton’s campus is connected by more than five kilometres of underground tunnels that conveniently link the university’s buildings.

• Our Herzberg Laboratories include a roof-top observatory with a power 14-inch reflecting Celestron telescope and a reproduction of Foucault’s Pendulum.

• In Southam Hall, you’ll find the 444-seat Kailash Mital Theatre used for lectures, meetings, and various performing arts performances through the year.

• The Carleton University Art Gallery (CUAG) 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 HHJ Nesbitt Biology Building is home to three climate-controlled greenhouses containing one of the finest collections of plants for teaching and scientific study in Canada. Every October, the community is welcomed to our annual butterfly exhibit in the greenhouses.
Also conveniently located right on campus:

- Comprehensive health care is available through the Carleton University Health and Counselling Services, dental care is available through Alinea Dental, and Carleton Sport Medicine Clinic provides physiotherapy services.

- For those with young children, the Colonel By Childcare Centre serves academics, staff, and students as well as the larger community.

OUR STRATEGIC PLAN

Carleton’s Strategic Integrated Plan (2013-18) lays out the vision, goals, and strategic actions for Carleton@75 and sets the context for all other planning within the context of our overarching strategic focus: sustainable communities – global prosperity. Our plan provides a high-level framework for long-term decision making across the institution within the context of three key defining characteristics of Carleton University – collaboration, leadership, and resilience.

In addition, Carleton has signed a Strategic Mandate Agreement (SMA) with the Ontario Ministry of Advanced Education and Skills Development that will allow us to develop our undergraduate and graduate programs over the coming years in accordance with our Strategic Integrated Plan. All universities and colleges in Ontario sign SMAs, which provide the institutional framework for the allocation of graduate spaces, the approval of new academic programs, the allocation of capital resources, and ultimately the establishment of a new funding framework.

FACULTY AND 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. As an innovative institution, Carleton is committed to developing solutions to real-world problems by pushing the boundaries of knowledge and understanding daily.

Over 2,000 faculty, librarians, staff, and researchers work on campus, including more than 960 professors, instructors, and librarians; and over 700 contract instructors.

In addition, there are over 600 appointees holding honorary and affiliated ranks at Carleton both nationally and internationally, and we welcome many distinguished visiting professors and scholars to our campus annually.

OUR STUDENTS

We have almost 29,000 full- and part-time students, including more than 3,800 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.

“Our student body has grown in quality and achievement and we can take justifiable pride in our students’ accomplishments.”

– President Roseann O’Reilly Runte

OUR ACADEMIC UNITS/DEPARTMENTS AND OUR PROGRAMS

Carleton boasts six Faculties – Arts and Social Sciences, Public Affairs, Engineering and Design, Science, the Sprott School of Business, and Graduate and Postdoctoral Affairs – that offer a wealth of study programs at the undergraduate and graduate levels in 45 Academic Units and Departments.
YOUR CAREER AT CARLETON UNIVERSITY

Carleton University 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. All qualified candidates are encouraged to apply to work at Carleton University; however, Canadians and permanent residents will be given priority.

TEACHING AT CARLETON

Teaching and Learning Services (TLS) guides and supports the academic growth of Carleton’s teaching and learning community. The TLS framework encourages a Carleton education that is learner-centered, engaging, holistic, experiential, active, collaborative, and challenging to promote life-long learning.

TLS supports Carleton’s academics through its three main units:

• Carleton University OnLine (CUOL) provides alternative and flexible access to many Carleton credit courses. Through its Media Production Centre, CUOL supplies the Carleton community with video equipment, video production and streaming services.

• Educational Development Centre (EDC) provides year-round professional development opportunities, including workshops and certificate programs. You can schedule individual consultations for support related to instructional design for blended and online courses, effective teaching strategies, educational technology, assessment design and analysis.

• Instructional Media Services (IMS) is responsible for the frontline technical support of over 160 learning spaces on campus, including our two new active learning classrooms. Professional staff help with your in-class needs, and answer any software or IT related questions.

Teaching and Learning Services invites all new academic staff to a comprehensive orientation program each August.
RESEARCH AT CARLETON
With sponsored research funding of over $59.1 million in 2013-14, Carleton researchers are involved with many notable centres such as our EU Centre of Excellence, flagship projects that include the ATLAS project at CERN, and leadership at the Breakthrough Prize-winning SNOLAB. Carleton attracts the best and brightest students and academics who have celebrated Steacie Prizes and Killam Awards, among so many others.

The Carleton University Research Office (CURO) provides wide-ranging support for research, including help with research compliance, funding sources, grant writing, and assistance with industry/partnership relations. Each department/academic unit has a dedicated research mentor to help orient you to the research enterprise at Carleton University.

The Carleton Scholar program offers workshops, videos, and other resources to help you with everything from managing multiple priorities to writing a journal article in under 12 weeks. Carleton University also manages a Research Development Fund and announces funded Carleton Research Prizes each year. Our international presence and research linkages are strengthened and supported through the Carleton International office.

MAXWELL 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. In addition, we provide advice about depositing your research in our institutional repository, the Carleton University Research Virtual Environment (CURVE), to increase its accessibility and use; assistance with your data management plans and the preservation of your data; financial support from the Carleton University Research Impact Endeavour (CURIE) fund to help cover the costs of article processing fees in open access journals; advice on copyright; advice and a platform for publishing your own open access journal; and much more.

Carleton recently added two stories to the MacOdrum Library and increased the complement of study areas and rooms for digital media and special collections.

CARLETON’S DISCOVERY CENTRE: ENGAGING STUDENTS
Located on the fourth floor of MacOdrum Library, Carleton’s new Discovery Centre focuses on undergraduate research and student engagement. The centre is a high-tech interactive learning space with program areas in undergraduate research, community engagement, immersive learning, and international experiences.

More info: carleton.ca/provost
**1125@CARLETON: ENGAGING THE COMMUNITY**

Carleton’s new living lab, 1125@Carleton, is an experimental, collaborative problem-solving space. 1125@ Carleton is open to any type of challenge, whether designing new products and services, or finding solutions to social problems of the “wicked” or “not so wicked” type. Problems can be brought to the lab from inside or outside the university. The lab provides the necessary space, technology, mentoring, and facilitation services for Carleton researchers to co-create sustainable solutions to these problems with their community partners.

**AWARD, HONOURS, AND PROFESSIONAL DEVELOPMENT**

In addition to supporting academic staff with external award and honours applications, Carleton University offers internal awards for teaching achievement (five $15,000 prizes annually), research achievement (ten $15,000 prizes annually), professional achievement (seven $10,000 prizes annually), as well as other awards and grants such as the Excellence in Teaching with Technology award, the New Faculty Excellence in Teaching award, and the Provost’s Fellowship in Teaching.

Through the Office of Quality Initiatives, 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. Through the Office of the Provost, for Academic Heads, we also offer regular roundtables and workshops on key issues throughout the year.

**HUMAN RESOURCES, COLLECTIVE AGREEMENTS, BENEFITS, AND EMPLOYEE PERKS**

The Human Resources Department provides services including pay, benefits, pension, and other support to both academic and professional services staff. On the Human Resources website, you can find a copy of the Collective Agreement for academic staff and more information about the benefits package and the Carleton University pension plan. Carleton offers many other benefits to employees, such as access to athletics facilities, tuition benefits, and health and wellness programs.

Carleton University’s Healthy Workplace initiative is an exciting program to help you enjoy a better balance between your responsibilities at home and work. It offers opportunities to get involved in healthy activities that will benefit your physical and mental health. At present, Carleton’s Healthy Workplace program holds gold level certification through Excellence Canada.
FITNESS AND RECREATION
The Department of Recreation and Athletics is conveniently located on campus for all your health and wellness needs. 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. Athletics offers a large variety of fitness programs, from Bootcamp to Yoga and more, as well as Personal Training Services and Group or One-on-One coaching in our High Performance Centre. Athletics frequently partners in Healthy Workplace initiatives offering workshops and classes in a variety of subjects.

FREE TUITION
As a Carleton University employee, you, your spouse, and your eligible dependents can take advantage of free tuition for most for-credit courses at Carleton.

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)
Carleton’s EFAP is a free comprehensive program helping employees and their families resolve personal problems that may adversely impact their work performance, conduct, health and well-being. Among the services we offer are consulting and specialized issues such as child care, financial, legal, and elder care resource support.

MATERNITY LEAVE/PARENTAL LEAVE
Academics who take maternity/parental leave during their preliminary appointment can choose to have the leave count towards tenure/confirmation if they wish. As a result, maternity/parental leave can count as time worked with no loss of seniority. However, you may also request an extension of your preliminary appointment accordingly. The university also has a generous supplemental income program for parental leave.

IMMIGRATION SUPPORT
In accordance with Canadian law, international appointees must have the proper authorization from Immigration, Refugees and Citizenship Canada (IRCC) to work in Canada. While Carleton will not act as an agent in immigration matters, and it remains your responsibility to ensure the accuracy, honesty and completeness of any documents submitted to IRCC, we will provide guidance where possible within the limits of Canadian law.

Please note that it is mandatory for international appointees to register for health insurance through UHIP (University Health Insurance Plan) to cover the waiting period before provincial health care insurance becomes effective (typically three months in Ontario). At Carleton University, all UHIP is coordinated through our International Student Services Office (ISSO).
ABOUT OTTAWA, ONTARIO

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.

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

Ottawa was ranked as the best place to live in Canada in 2016 according to *Moneysense Magazine*.

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 2018, our new light rail system will open, linking the east and west with an underground tunnel through downtown.

THINGS TO SEE AND DO

The City of Ottawa and Ottawa Tourism websites have a wealth of information about what to see and do in the nation’s capital, including outdoor activities, theatres, museums, galleries, restaurants, as well as an events calendar listing Ottawa’s many festivals and special events.
REAL ESTATE, HOUSING, AND RENTALS

The Ottawa Real Estate Board provides comprehensive searchable listings of homes for sale across the Ottawa region and in specific neighbourhoods. There are several “for sale by owner” websites such as Grapevine Home Marketing. You may also choose to look in the online classified sections of local newspapers, the Ottawa Citizen and the Ottawa Sun. The Chambre Immobiliere de l’Outaouais provides a multiple listing service for those interested in living in neighbouring Quebec.

The Carleton University Academic Staff Association and the University of Ottawa Association of Professors websites include listings from academics on sabbatical. In addition, another place to check is Carleton’s Housing and Conference Services.

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 and the Ottawa Catholic School Board. French language education is provided though the publically funded Conseil des écoles publiques de l’est de l’Ontario and Conseil des écoles catholiques du centre-est. Private schools are also an option.

RESOURCES

Carleton’s Strategic Integrated Plan
carleton.ca/sip/

CURO
carleton.ca/curo/contact/

Daycare
carleton.ca/campus/building/colonel-by-child-care-centre/

Faculty Affairs
carleton.ca/provost

Faculties and Academic Units
carleton.ca/academics/departments/

Health and Counselling services
carleton.ca/health/

Human Resources
ottawa.ca/en

Information Carleton
carleton.ca/infocarleton/

Library
library.carleton.ca/

Recreation and Athletics
athletics.carleton.ca/

Teaching and Learning Services
carleton.ca/teachinglearning

University Safety
carleton.ca/safety/

More info: carleton.ca/provost
Welcome to Carleton University!
carleton.ca/provost