WELCOME!

Information for New Academics
Office of the Provost—Faculty Affairs

Carleton University
Canada’s Capital University
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.

It is with great enthusiasm that I assume the role of Interim Provost and Vice-President (Academic) following a period of tremendous growth at Carleton and during the celebration of our 75th anniversary year. Although this is a time of transition at the university, my focus is to ensure continuity between the progress of the past few years and our ambitious plans for the future.

Over the past few years, Carleton has launched an impressive list of new academic programs, as well as a number of significant academic initiatives. The number of students has soared to 34,539 from 27,542 over the past nine years. Over the same span, annual funding from the Tri-Council rose from more than $18 million to more than $24 million, the number of publications produced each year nearly doubled, and new Chairs were established including the Jarislowsky Chair in Global Health and Waste Water Management, the Royal Hospital Chair in Culture, Gender and Mental Health Research, the Helmut Kallmann Chair in Canadian Music, and Fulbright Chairs in Entrepreneurship and Public Affairs in North America: Society, Policy, Media. Between 2008 and 2017, the university also created 74 new academic programs aligned with Carleton’s key strengths, which include the environment; health; digital and information technologies; global affairs; and business, entrepreneurship and governance. These reflect our ability as an interdisciplinary institution to work across fields in unique ways.

Guided by Carleton’s Strategic Integrated Plan (SIP), and its emphasis on sustainable communities and global prosperity, our evolution and efforts to help address local, regional, national and international challenges will continue. The SIP is structured around four main themes: Programs for Today and Tomorrow, Research Excellence and Connectedness, Organizational Excellence, and Productive and Engaged Students. All four are aimed at the overarching goal of ensuring that Carleton is known at home and abroad as a leader in collaborative teaching and learning, research and governance.

Whether you are from Ottawa, other parts of Ontario, Canada, or beyond, I urge you to consider Carleton for your academic career. Our faculty, staff, and students, combined with our outstanding programs, student-centred values, experiential learning opportunities, and our dynamic location in Canada’s National Capital Region, are what make Carleton a truly outstanding university. Explore our website, then explore Carleton for yourself.

Dr. Jerry Tomberlin
Interim Provost and Vice-President (Academic)
### CARLETON UNIVERSITY—QUICK FACTS

*Figures based on 2015-16, unless otherwise noted.*

- **Professors, Instructors, Librarians:** 950+  
- **Staff Members:** 1,085  
- **Contract Instructors:** 700+  
- **Teaching Assistants:** 1,828  
- **Carleton Alumni:** 140,000+  
- **Honorary and Affiliated Ranks:** 600+

- Student entry averages over 83%  
- Programs in more than 65 disciplines  
- 200+ new start-up companies since 2010  
- 1,000+ research projects underway  
- 24 Canada Research Chairs  
- 7 Endowed Chairs  
- 28 Royal Society Fellows  
- 5 Royal Society College of New Scholars  
- 18 Recipients of the Order of Canada  
- 9 3M National Teaching Award winners  
- 7 Banting Postdoctoral Fellowships  
- 3 National Killam Award winners

### 2016-2017 Operating budget of $446 million (excluding ancillaries)

- **Research Funding (2015-16):** $67.5 M  
- **Scholarships and Bursaries awarded (2014-15):** $19 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.

### 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 50% over five years (2010-2016)

### Students and Residence

<table>
<thead>
<tr>
<th>Category</th>
<th>Full Time</th>
<th>Part Time</th>
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<tbody>
<tr>
<td><strong>Undergraduate Students</strong></td>
<td>20,814</td>
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<td><strong>Total Students</strong></td>
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<td><strong>Graduate Students</strong></td>
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<td><strong>Students in Residence</strong></td>
<td>3,616</td>
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</table>

### Joint graduate programs

- Joint graduate programs in science, engineering, and economics with the University of Ottawa and information technology with Algonquin College.

### Home to the Carleton Ravens—award winning athletics

- 13 CIS Titles, 26 OUA Titles, 16,000+ student athletes.

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75TH ANNIVERSARY—COINCIDING WITH CANADA’S 150TH

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- 2017:

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### Joint graduate programs

- Home to the Carleton Ravens - award winning athletics including: 13 CIS Titles, 26 OUA Titles, 16,000+ student athletes.
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 and make it a gold standard in accessibility.

• 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 free 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.

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 approximately 950 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 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.

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

Carleton cares deeply about providing student-centred learning experiences. Our Teaching and Learning Framework encourages an education that is learner-centered, engaging, holistic, experiential, active, collaborative, and challenging.

Teaching and Learning Services (TLS) guides and supports the academic growth of Carleton’s teaching and learning community, providing extensive teaching support through its three main units:

- **Carleton University OnLine (CUOL)** produces, delivers and administers blended and online courses. Additionally, CUOL supports faculty and students with the production of media through a state-of-the-art studio and Media Commons. Through its Media Production Centre, CUOL also supplies the Carleton community with video equipment, video production and streaming services, and more.

- **Educational Development Centre (EDC)** is dedicated to providing innovative and comprehensive support to academic staff, whether it’s in the development of courses (face-to-face, blended and online), assessment strategies, the integration of technology to support teaching and learning, or the application of different pedagogical approaches and techniques.

- **Instructional Media Services (IMS)** is responsible for the frontline support in all of Carleton’s 160 classrooms, including our two new active learning classrooms. IMS also provides classroom orientation sessions and supports the use and incorporation of all types of classroom technologies.

Additionally, TLS 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 learning support staff. TLS has also established a Raving Ravens program, which encourages students to send a short note (i.e., a Raving Raven) to professors, librarians 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 research into teaching practice and innovation via four grants – a Scholarship of Teaching and Learning (SoTL) Grant and Mini-Grant, a Teaching Development Grant and an Educational Conference Travel Grant.

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.

RESEARCH AT CARLETON

Carleton University is a dynamic, interdisciplinary research-intensive institution with an integrated international approach to research that has led to many significant discoveries and creative works in science and engineering, business, public policy and the arts. Home to many award-winning researchers, Carleton is uniquely committed to discovery, knowledge, and understanding of the world around us.

With sponsored research funding of over $58.6 million in 2015-16, Carleton University is home to 750 research faculty. The annual Research Review provides a glimpse into the funding highlights, awards, honours, and distinctions of our faculty and graduate students.

The Office of the Vice-President (Research and International) (OVPRI) oversees five departments that provide a wide range of support for researchers. Additionally, each of the five academic 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 University upon your arrival. Internally, Carleton University also offers annual Research Achievement Awards designed to recognize excellence and enhance the research productivity of the recipients.

OVPRI’s services include:

Carleton International:

Carleton International facilitates partnerships with universities, governments, industries and organizations to make Carleton University 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):
CORIS provides expert advice and support to the Carleton community throughout the research process, from grant proposal development to award closeout. CORIS assists researchers with identifying funding opportunities, providing support during the development process, and clarifying agency requirements around funding.

Industry and Partnership Services:
Industry and Partnership Services (IPS) facilitates co-operation between all external partners and Carleton’s researchers. It manages industry-university partnerships, assists with the negotiation of contracts and agreements for industry-sponsored research, and advises on issues related to Intellectual Property.

Human Research Ethics:
Human Research Ethics offers administrative support to the Carleton University Research Ethics Boards (CUREB A and B), 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:
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 University endorses the principles cited in the Tri-Council Agreement, and has mandated that funded research be in compliance with that document.

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.

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.

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.
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

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.

HEALTHY WORKPLACE

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 platinum level certification through Excellence Canada. Carleton is the first post-secondary institution to achieve this accomplishment.

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.

Carleton employees are eligible to access our athletic facilities free of charge.

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.

More info: carleton.ca/provost
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. The O-Train and busses go through campus to enhance connectivity.
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.

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/
City of Ottawa ottawa.ca/
CORIS carleton.ca/coris
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 carleton.ca/hr
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