

# New Language Contract Instructor Procedures

## 1. Get to know the campus

You can access the interactive campus map at <https://carleton.ca/campus/map/>. You can also use the interactive map on your phone to help you get from one place to another.

If you prefer, you can download a map of Carleton as a PDF at <https://carleton.ca/campus/wp-content/uploads/map.pdf>.

You should also look at the Human Resource's campus orientation information at <https://carleton.ca/hr/new-employees/get-to-know-campus/>.

## 2. Attend the Educational Development Centre's (EDC) New Contract Instructor Workshop

Carleton's Educational Development Centre provides numerous resources and workshops to enhance your teaching. You can find their calendar of events at <https://carleton.ca/edc/events/>. **It is highly recommended that you attend all workshops about Brightspace (for example, how to setup and use Grade).**

**Note:** If you require language interpretation or other accommodations to attend an EDC event, contact your program coordinator.

## 3. Give Human Resources (HR) your information

If this is the first time you've worked at Carleton, you'll need to provide information to HR (507 Robertson Hall). You can find the forms you need to fill out at <https://carleton.ca/hr/faq/new-employee-faq/new-casual-employee-faq/>

**Note:** Make sure to use your personal email address on these forms.

## 4. Get your MyCarletonOne username and password

If this is your first time working at Carleton, you *should* have received an email with your MyCarletonOne username and password.

If you didn't, you will need to contact Carleton's Information Technology Services (ITS) Service Desk. **You will need your employee ID.** You can reach them

- by email at [its.service.desk@carleton.ca](mailto:its.service.desk@carleton.ca)
- in person on the 4<sup>th</sup> floor of the MacOdrum Library
- by phone at 613-520-3700

Full contact information for ITS can be found at <https://carleton.ca/its/contact/>

**Note:** You should also get your employee email address which you should use to contact students. If you have been a Carleton student in the past, do not use your previous student email to contact students, use your new instructor email.

## 5. Sign your contract

Once your contract has been signed by the Director and the Dean of FASS, it will be ready for you to review and accept through Carleton Central (<https://central.carleton.ca>). You should get an email at your employee email but this may not happen immediately.

You can check if the contract is ready by logging into Carleton Central, clicking on the Faculty Services tab, and then clicking the Contract Instructor Contract link.

## 6. Submit your course outlines

You can find detailed information about grading and course outlines at <https://i.carleton.ca/wp-content/uploads/sites/60/FASS-Teaching-Regulations-19-20.pdf>

**Note:** Carleton uses a specific grade point system that may be different than you are used to. You can find the details of the system at:

<https://carleton.ca/academicadvising/cgpas/>.

If you want to make sure that your course outlines has everything it needs, you can use the syllabus checklist at the end of the FAQ in this file.

Your course outlines should be uploaded to the Modern Languages – SLALS course on Brightspace.

You can access Brightspace at <https://brightspace.carleton.ca>. You'll find the Modern Languages – SLALS course listed under Ongoing Courses. **You'll need your MyCarletonOne username and password to login.**

You can find the deadline for course outline submissions on the Academic Year site (<https://calendar.carleton.ca/academicyear/>) along with other important dates.

**Note:** If you are a late hire, the deadline may have already passed, submit your course outline as soon as you can. If you are a late hire and your MyCarletonOne username isn't available yet, you can submit your course outline to Tracey Wright ([tracey.wright@carleton.ca](mailto:tracey.wright@carleton.ca)).

## 7. Find out your class times and rooms numbers

You will find a wealth of information on Carleton Central (<https://central.carleton.ca>). **You'll need your MyCarletonOne username and password to login.**

To find your class schedule, click on the Faculty Services tab at the top of the page and then click on the Faculty Timetable link.

## 8. Find out your office room number and submit your office hours

Contact Tracey Wright ([tracey.wright@carleton.ca](mailto:tracey.wright@carleton.ca)) to find out your office room number. Your office will either be in St. Patrick's or Paterson Hall. If you have a preference, let Tracey know.

As well, you should let her know what your office hours are so she can add them to her calendar.

**Note:** You should also post your office hours outside your office door.

## 9. Get your instructor card

Pick up your instructor card from the Campus Card office (on the 4<sup>th</sup> floor of the University Centre building). **Make sure to bring government issued photo ID.** This card can be used at the MacOdrum Library and at the Carleton gym.

You can find more information about the Campus Card at <https://carleton.ca/campuscard>.

## **10. Get your office, mailroom/staff kitchen, and console keys and copy card**

Contact Sharon Palmer ([sharon.palmer@carleton.ca](mailto:sharon.palmer@carleton.ca)) at the School of Linguistics and Language Studies office (358 St. Patrick's Building, 2<sup>nd</sup> floor from the ground level) to get your keys and copy card for use in the photocopiers on campus.

## **11. Get access to the language lab and submit your lab times**

If you will be using either of the language computer labs (332 St. Patrick's or 349 St. Patrick's, 2<sup>nd</sup> floor from the ground level), you will need to have your instructor card set up to access them. Contact Mike Barker ([mike.barker@carleton.ca](mailto:mike.barker@carleton.ca), 345 St. Patrick's, 2<sup>nd</sup> floor from the ground level) to arrange this and set your access PIN.

You should also email your coordinator your preferred lab times as they normally arrange all the bookings at the start of the semester.

## **12. Look at the Contract Instructor Professional Development Fund**

The Professional Development Fund provides reimbursement for teaching-related activities and to offset the cost of materials. You can find all the details at <https://carleton.ca/hr/2014/contract-instructor-professional-development-fund/>.

# FAQ

## **When am I working and what is my pay?**

Contract instructors are normally hired in the Fall period for September 1 – December 31. Pay is based on the number of half-credit courses taught. For pay information for a specific year, contact the HR department at <https://carleton.ca/hr/contact-us/>.

## **How do I get parking?**

Information about parking passes can be found at <https://carleton.ca/parking/students-staff-faculty/>. The parking areas are shown on the Carleton campus maps.

## **Where can I make photocopies?**

The Riso duplicators in 237 Paterson Hall and 357 St. Patrick's Building are best to use when you need to make more than 5 copies.

## **Who do I ask if I have questions about my contract?**

Contact Tracey Wright ([tracey.wright@carleton.ca](mailto:tracey.wright@carleton.ca)) who should be able to answer most questions.

## **Who do I ask about payroll, direct deposit, or any other financial issue?**

Contact Carleton's Human Resources (HR) department. You can find more information about HR at <https://carleton.ca/hr/>.

## **Who do I ask about my rights or anything else about the collective agreement?**

You can find information about your collective agreement on the CUPE4600 union site at <https://www.cupe4600.ca/unit-2>. If you have further questions, contact the union directly using the information at <https://www.cupe4600.ca/contact-us>.

## **Who do I ask about my program's goals, content, resources, and learning materials?**

Ask any full-time faculty member for more information about how the program is run and designed. If you haven't had a chance to meet the full-time faculty yet, contact your program coordinator and they will be able to help you.

## **What do I do if I want to change my classroom?**

It may be possible to change your classroom if the room doesn't fit your accommodation requirements or needs. Contact Tracey Wright ([tracey.wright@carleton.ca](mailto:tracey.wright@carleton.ca)) with a clear description of what you're looking for and she may be able to find you a better room.

## **What do I do if I need to cancel a class?**

1. As soon as possible, contact your coordinator and see if another instructor or a TA is available to run the class or some other arrangement can be made.
2. If none is available, send an email to Judy Greiner ([judy.greiner@carleton.ca](mailto:judy.greiner@carleton.ca)), Ccing your coordinator, David Wood ([david.wood@carleton.ca](mailto:david.wood@carleton.ca)), Tracey Wright ([tracy.wright@carleton.ca](mailto:tracy.wright@carleton.ca)), and Sharon Palmer ([sharon.palmer@carleton.ca](mailto:sharon.palmer@carleton.ca)) explaining the situation. They will notify your students and post a sign on the classroom door.

## **What do I do if I need to change a language lab booking?**

If you need to change a lab booking once the schedule has been finalized, contact Mike Barker ([mike.barker@carleton.ca](mailto:mike.barker@carleton.ca)) to see if another time is available.

## **What do I do if I have trouble logging in to Carleton websites?**

Most Carleton websites use the MyCarletonOne username/password. If you forget your username or password you can use <https://myone.carleton.ca> to retrieve your info. For other issues, contact ITS using the information provided in item #2 above.

## **What do I do if I have a question about how to use Brightspace?**

Apart from problems logging in, EDC provides support for Brightspace. You can find support and contact information at <https://carleton.ca/brightspace/instructors/>.