



Carleton
UNIVERSITY

*Institute of
Women's & Gender
Studies*

Instructor's Handbook

Updated December 2010

Welcome to the Pauline Jewett Institute of Women's and Gender Institute's teaching team. This handbook is provided to assist you in your role by summarizing information you will need. It is critical to note that this is NOT an official document. For detailed information on any issue please see the official documents – the links are provided for you.

If you have any questions or concerns throughout the term, please do not hesitate to contact Claire Ryan, Institute Administrator.

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1. ADMINISTRATION

1.1 The COLLECTIVE AGREEMENT

Employees are responsible for being aware of all the information related to their activities on campus. Your rights and responsibilities are detailed in your collective agreement. All Contract Instructors are member of CUPE Local 4600 Unit 2. Below we detail some areas where Instructors commonly have questions. Please review the complete collective agreement available at http://4600.cupe.ca/updir/4600/CA_2006-2008_4600-2.doc

- **Athletics Facilities. See Article 19.4**

Employees shall have free access to the facilities of Carleton University's Athletic and Physical Recreation Centre from the commencement of their appointment and continuing to the following August 31st.

- **Professional Expense Reimbursement. See Article 20.**

Contract Instructors have access to a professional development/books and supplies allotment. This is a limited fund used to support teaching and related professional development activities and may also be used to help offset costs of additional materials requested for teaching that the home department is unable to provide. Application to this fund is made through the CUPE 4600 business agent/organizer, Stuart Ryan at 520-2600, extension 7482.

- **Tuition Waiver. See Article 26.**

Contract Instructors may be eligible for a tuition fee waiver based on the number of courses taught.

1.2 The CONTRACT

All Contract Instructors are required to sign a contract that is also signed by the Director of the Institute and the Dean of FASS. You will receive a copy of the original contract once all signatures have been obtained.

If you are informed that you have been chosen as and Instructor for a course, but the course is canceled due to a lack of enrollment, you are entitled to some reimbursement. This reimbursement is based upon a sliding scale that reflects the number of weeks before classes commence that the contract is cancelled. Details of this calculation can be found in the Collective Agreement under Article 22.3.

1.3 Arranging PAYMENT OF TEACHING STIPEND

Payroll Office

Room 507A Robertson Hall

Telephone: 520-3628

All new Course Instructors must go to the Payroll Office to be documented. You will need your Social Insurance Number and a blank voided cheque in order to set up payroll deposit to a bank account. This only needs to be done if you have not been paid by the University previously or if information has changed since the last time you were paid. The Payroll Office is open Monday to Friday, 8:30 a.m. to 4:30 p.m. You will be required to complete a Personal Information Form and any applicable tax forms when being documented. A copy of the Personal Information Form can be found at the following address <http://www.carleton.ca/humanresources/forms/index.html>

Payments are made bi-monthly on the 15th and 30th of each month. Payroll receipts may be accessed on Carleton Central after each payment. Please see Claire Ryan if you encounter any problems with your contract or payroll deposit.

1.4 The CAMPUS CARD

Campus Card Office

Room 407 Unicentre

Telephone: 520-3547

Web page: http://www.carleton.ca/campuscard/faculty_staff/index.html

The Campus Card is a picture identification card and is required for access to a number of services, including the Library and Athletics. It can also function as a debit card for on-campus services.

The Campus Card Office issues these photo ID cards. This office is open Monday to Friday, 8:30 a.m. – 4:30 p.m. To obtain a Campus Card you must present a copy of the teaching contract with your Banner ID/employee number and a photo ID (such as driver's licence).

1.5 LIBRARY ACCESS

Maxwell MacOdrum Library

Telephone: 520-2734

Webpage: <http://www.library.carleton.ca/>

You must have your ID card activated in order to use the Library resources. You can do this at the circulation desk in the Library.

1.6 PARKING

Room 1750 CTTC Building (Carleton Technology & Training Centre Building)

Telephone: 520-3623

Webpage: <http://www.carleton.ca/parking/>

Monthly (or weekly) parking permits may be purchased from the Parking Office. This is not a prepaid benefit for faculty or contract instructors so permits should be purchased prior to the beginning of the term. The Parking Office is open from 8:30 a.m. to 4:30 p.m. Monday to Friday. Evening parking is available and part-time permits for a course term may also be purchased. Please contact the Parking Office for current rates. Parking infractions are strictly enforced.

1.7 OFFICE SUPPLIES

Office supplies, test booklets, or other items necessary for your teaching, are available from Claire Ryan in the Main Office.

1.8 OFFICE SPACE AND KEYS

Office space with a desk and computer is provided for Contract Instructors on a shared basis. The telephone is not set up with voicemail or long distance privileges. Claire Ryan will provide keys to your office and other designated rooms in the Institute as required. At the end of the term, once you have completed all work for your course, please return your keys and remove any personal items from your desk

1.9 MAILBOX

All mail is distributed into mailboxes in the Institute's main office, Room 1505 DT. At the end of the term, Contract Instructors should empty their mailboxes and provide Claire Ryan with a forwarding address and email.

1.10 COPYING COURSE MATERIALS

The Institute has very limited funds for photocopying. We are also seeking to reduce our use of paper. So, All course outlines and assignments should be posted to the course webpage. We do NOT provide hardcopies for students.

We have a photocopier in 1505DT. You can copy a small volume of incidental material, IF it is required for your course. The copier is equipped to do double-sided copying. Please use this feature as much as possible to reduce paper use.

In-class exams and any other large volume course photocopying should be brought to Claire Ryan a week in advance of the due date.

1.11 EMAIL ACCOUNT

Email is the main method used for announcements, arranging meetings, and giving information of general interest to members of the department. Please check your email for new messages on a regular basis. **Please note: The University policy is to contact you through your Carleton Account – if you have another account that you use regularly please have your Carleton Account forwarded to that account.**

1.12 FAX MACHINE

There is a FAX Machine in the main office. Please ask if you need assistance. If you send a long distance fax message please inform Claire Ryan whether it was a business, or personal fax. You will be asked to reimburse personal fax charges when the monthly bill is received.

1.13 LONG DISTANCE CHARGES

The phones in the Contract Instructor room(s) do not permit long distance calls. If a long distance call is required, please see Claire Ryan to make arrangements.

1.14 STAFF DIRECTORY AND ONLINE BIOS

Please check and update your Contract Instructor information on the Institute's Webpage.

1.15 ROOM BOOKINGS

If you need a room to meet with a group (such as TA's) you may book the Resource Room through Claire Ryan.

1.16 KITCHEN SUPPLIES/HOUSEKEEPING

The Institute owns a fridge, microwave, and coffee maker. Please feel free to use these appliances under the following conditions: please wipe up any spills, throw out your food if it is no longer wanted, wash out the empty coffee pots and keep the area clean.

Water is provided by the Institute but all other supplies, such as coffee, tea, milk, cream, sugar, cookies, etc. are brought in by individuals. Please either contribute to these items monetarily (to Claire Ryan) or bring in your own supply.

2. COURSE PREPARATION

2.1 TEXTBOOKS

Textbooks for the fall term must be ordered the previous **May**. Textbooks for the **winter** term must be ordered the previous **October**. Textbooks for the Summer Session are ordered in **March**. If these deadlines are met, books should then be available in the Bookstore prior to the commencement of classes. It is important to order textbooks well ahead of the start of classes, as suppliers can require up to 12 weeks notice for delivery. Also, it ensures you have sufficient time to choose another text if a book is out of print or the publisher cannot supply the requested text in time.

Instructors must place their book orders directly with the Carleton Bookstore or other bookstores.

2.2 LIBRARY RESERVES

Books and readings for your class may be placed on reserve in the Library. The Library needs Reserve Requests well in advance of the date that the material will be required. Material required for the first week of classes in September should be given to the Library by mid August. After this date please allow 4-6 weeks for material requested to be available. For undergraduate classes a copy of the course text may be placed on Reserve.

2.3 COURSE OUTLINE

Course outlines must be approved by the Director or her designate. Course instructors will be notified of the deadline for the syllabus to be sent to the Director. Once the Director approves the outline you can then post it on WebCT.

Further, University regulations require that all instructors inform their students in writing, within the first two weeks of class, how the final grade will be determined. The Institute strongly recommends that all instructors should have a course outline available for students at least by the first class. The course outline should specify at a minimum:

- Course number and title
- Term the course is offered
- The name(s) of the instructor(s)
- Instructor's office number, telephone number, email address (if used for students) and office hours.
- Names of Teaching Assistants, their office hours and location (if known)
- Course description and a listing of the topics to be covered in the course
- Learning objectives of the course
- Prerequisite(s) for the course [See the Calendar description]
- Required readings and textbooks
- Grading scheme. The grading scheme for the course should indicate the percentage of the final numerical mark that each component of the course will generate, i.e., assignments, tests, final examinations, etc.
- Dates of mid-terms, tests, etc. as known

- Minimum requirements for access to the final or deferred final. If no such conditions are explicitly mentioned, all students are eligible to write the final examination or, where circumstances warrant, apply for deferral of the final examination.
- Accommodation for students with disabilities [see statement under Students with Disabilities. Paul Menton Centre]
- Religious Accommodation [see statement under Religious Observance Accommodation]
- Statement on Plagiarism [see statement under Instructional Offences]

Additional Information on the Course Outline:

- *Early Feedback to Students.* Students need feedback in courses in order to make an informed assessment of their progress. This feedback may take a variety of forms but should be provided early enough for students to make a decision on what corrective action to take or whether withdrawal from the course would be appropriate. Instructors are asked to ensure that the structure of the course plan takes early feedback into consideration.
- *Previous Course Outlines.* The course outlines on file in the Institute or from previous instructors may be consulted when preparing for your course.
- *Multi-section or Cross-listed Courses.* In addition, in multi-section or cross-listed courses you should consult with the other course instructor and plan a common course content and timetable. It is Institute policy to use common assignments, tests and examinations for these kinds of courses, except in the rare case when an undergraduate course is cross-listed with a graduate-level course. In such instances students registered in the graduate level section should be given additional assignments.

3. OTHER UNIVERSITY/GOVERNMENT POLICIES

3.1. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA)

The following information is from the University's FIPPA website:

<http://www2.carleton.ca/privacy/policies/>

The Act

The Freedom of Information and Protection of Privacy Act (FIPPA) has two main purposes in the context of Ontario Universities:

1. Providing the public the right to access university-held records;
2. Protection of privacy of personal information held by the university

What is covered by FIPPA?

Q: Are all records at the University covered by FIPPA?

No. Most employment-related records, research-related records and records of teaching material are excluded. Almost all other records, regardless of how stored (in print or electronically) are covered by the Act. This includes drafts, post-it notes, hard drive files, Blackberry, e-mail, voice mail, agendas and address books.

Personal Information - Definition

Personal information is information about an identifiable individual and includes such items as

- Ethnic origin, race, religion, age, sex, sexual orientation, etc.
- Information on education (including grades), financial, employment, medical, psychiatric, psychological or criminal history
- Identifying numbers such as student number
- Home address, telephone number, etc.
- Personal or evaluative opinions of or about an individual
- Personal correspondence
- Name where it appears or reveals other personal information
- Name, position and records about routine work matters are NOT usually considered personal information

How will FIPPA Affect Me?

FIPPA impacts on a wide range of your interactions with students including:

- Communication with students
- Posting of Grades
- Permission to collect Personal Information and maintenance of Personal Information Banks
- Exams and papers – retention and access
- Communication with the media and third parties e.g. providing letters of reference
- Your own record keeping – ensuring the protection of your files and records

E-Mail

Email communications can be accessed when a formal request is made under the FIPPA. However there are some restrictions:

Your personal communication is protected under FIPPA. However, faculty and staff e-mail, blackberry, and even email on home computers that are communications on university matters may be disclosed under FIPPA and therefore care and professionalism should be exercised when communicating by e-mail. Avoid the use of e-mail to transmit personal or confidential information.

Returning Student Work

- Avoid writing a student's grade on the outside of a test or assignment. Instead, write the grade on an inside page. Instruct students to put a second cover page on all their assignments. This front page should identify only the course, the assignment and the student's name. A second page will include the same information plus the student number and can be used to indicate the mark obtained.
- Do not leave assignments or tests unattended outside an office door.

- Exams and assignments should be returned only to the student who wrote the paper unless you have the student's written permission to hand the exam/assignments to a third party.

Posting of Grades

Grades are considered personal information and as such need to be protected. The University strongly discourages the practice of posting grades with student numbers in public areas. It has been discovered that students often learn/guess the student numbers of their colleagues, especially in smaller classes.

Retention of Exam Papers & Assignments

The University requires departments to keep unclaimed marked assignments and examinations for *one year*. Contract Instructors may give these papers to Claire Ryan for storage.

Student Viewing of Exam or Test Papers

Q: Is the University obliged to disclose exam questions, tests and other evaluative procedures?

If disclosure would undermine the effectiveness or fairness of an examination, testing procedure or other means of evaluation, the University may refuse to disclose exam questions. However, *the written submission of the student for access to their examination answers (their own personal information) should be granted.*

Reference Requests

It is recommended that any requests for references (academic and employment) be accompanied by a signed Third-party release for Information. This form can found on the Carleton University FIPPA Website at <http://fippa.carleton.ca>

Questions and Concerns:

Questions may be addressed to:

- Patti Harper (patti_harper@carleton.ca), University Archivist (613 520-2600 ext. 8066)
- Margaret Haines (Margaret_Haines@carleton.ca), Access/Privacy Coordinator (613 520-2600 ext. 2725)

FIPPA Website: <http://fippa.carleton.ca>

3.2. UNIVERSITY POLICY ON THE CANCELLATION OF CLASSES:

University policy is that class instruction will be held regardless of weather conditions unless a general announcement is made (usually by radio) that ALL classes are cancelled. It is extremely rare for Carleton to take such action.

Undergraduate classes should not be cancelled except when it can't be helped, e.g. last-minute illness. *Contract Instructors must obtain written permission from the Director, before their contract is signed, for any absences due to conferences or other foreseeable reasons.* For conference travel, there is plenty of time to find a substitute instructor. Even if the substitute has to deviate a bit from the course plan, this is preferable to cancelling. Cancelling without sufficient reason makes a bad impression on students, most of who feel that they are paying a lot

of money for their courses and hence deserve a certain level of service in return. If you have trouble finding a substitute, please talk to the Director and she will try to help.

If, for some reason, you do have to cancel a class due to an exceptional circumstance, please inform Claire Ryan and the Director of the date and time of the cancellation, as well as any plans for make-up classes. Claire Ryan will post a cancellation notice in your classroom. Missed instruction shall be rescheduled if possible with adequate notice given to students.

3.3. UNIVERSITY POLICY ON INSTRUCTIONAL OFFENSES

Carleton University has an instructional offence policy defined by the Senate of the University. The complete policy may be found in the Undergraduate Calendar under Academic Regulations, Section E, Article 14. The complete Carleton University Academic Integrity Policy is available at: <http://www.carleton.ca/studentsupport>

Please add the following statement to your course outline.

“Plagiarism and Other Instructional Offences. The Senate of Carleton University defines plagiarism as “presenting, whether intentional or not, the ideas, expression of ideas or work of others as one's own.”

Cheating on exams, tests or other graded assignments, submitting the same work to two or more courses or submitting joint work without prior written permission are also examples of instructional offences subject to University review.

Such reported offences will be reviewed. A student found in violation of regulations may be awarded penalties which range from a reprimand to receiving a grade of F in the course or even being expelled from the University.”

Reporting Instructional Offences

Instructors who become aware of an instructional offence must submit all pertinent information and documentation regarding the offence to the Director who then submits it to the Associate Dean of FASS. This applies to all instructional offences, including copying an assignment. If the instructional offence occurs during an in-class test, confiscate any related materials from the student immediately but allow the student to continue writing the exam. Then report the offence and send the confiscated materials to the Director for referral to the Dean's Office.

A student who had an impending hearing for an Instructional Offence is to be given a GNA on the E-Grades system. You will receive a copy of the letter advising the student of the Associate Dean's decision in the case. The student is given a deadline in which he can appeal. If you have not heard anything further from the Associate Dean's office about said student you are to submit a Change of Grade which takes into account the Associate Dean's decision after the student's appeal deadline date.

3.4. UNIVERSITY POLICY ON STUDENTS WITH DISABILITIES

The University is required, by law, to accommodate the students with disabilities. At Carleton this is done through the Paul Mentor Centre (PMC). The PMC determines the appropriate **accommodation in consultation with the student and his/her medical professional(s)**. Course Instructors are then informed of what the accommodation is. Course Instructors do not set the accommodations themselves. If you have and concerns about the specific accommodations please bring them to the Director and she will make further inquiries.

The Paul Menton Centre can be contacted at:

Web page: <http://www.carleton.ca/pmc/faculty/index.html>

Location: 500 University Centre

Telephone: 520-2600, extension 6608

ANNOUNCING THE POLICY:

Please announce at the beginning of your class, and also *incorporate into your course outline*, the following statement in italics.

"Students with disabilities requiring accommodation should contact the Paul Menton Centre to complete the required letters of accommodation within the specific deadlines each term. If requiring any accommodation for an in-class test please meet with each course instructor at least two weeks before the test. Students should bring to this meeting the letter of accommodation from the Paul Menton Centre."

Students who will need accommodation for formally scheduled examinations **must** contact the Paul Menton Centre before the deadline published in the Calendar. .

The Scheduling Office and the Paul Menton Centre normally handle examination accommodations for "formally scheduled" examinations. **ACCOMMODATION FOR IN-CLASS TESTS IS THE RESPONSIBILITY OF THE COURSE INSTRUCTOR AND THE DEPARTMENT. PLEASE CONTACT CLAIRE RYAN IF YOU NEED A ROOM FOR A STUDENT WHO NEEDS EXTRA TIME OR ANOTHER ACCOMMODATION TO WRITE AN IN-CLASS TEST OR EXAMINATION.**

3.5. UNIVERSITY POLICY ON RELIGIOUS OBSERVANCE ACCOMMODATION

Under the University's Policy on Academic Accommodation for Religious Observance, you may be asked to accommodate students whose religious observance prevents them from attending class, fieldwork or exams on particular days. Equity Services has compiled a calendar of holy days of the major religions which may be of interest to you in scheduling your classes, developing your course outlines, and/or in assisting you to meet the University's human rights obligations in providing accommodation. This calendar may be viewed on the Equity Services' website at <http://www.interfaithcalendar.org/>.

Although it is not possible to avoid *all* religious days when scheduling assignment deadlines, tests or exams it is suggested that dates when large numbers of students will be unavailable should be avoided. These dates might include Rosh Hashanah, Yom Kippur, Eid al Adah, Good Friday, Easter Monday, Passover, etc.

Accommodation will be worked out directly and on an individual basis between the student and the instructor(s) involved. Reasonable advance notice of the need for accommodation is described in the Academic Accommodation Policy for Students with Religious Obligations. To view the full policy please visit <http://www2.carleton.ca/equity/human-rights/policy/1307/#StudentReligiousObligations>

Students must make a formal written request to their instructor(s) for alternative dates and/or means of satisfying course requirements. This request should be made in the first two weeks of the academic term, or as soon as possible once the need for accommodation becomes known. Instructors will make reasonable accommodation in a way that will avoid academic disadvantage to the student.

Students unable to reach a satisfactory arrangement with their instructor(s) should be advised to contact the Director of the Institute. If the matter is still unresolved, the student should be referred to the Director of Equity Services.

The following statement must be put in your course outline.

“Students requesting academic accommodation on the basis of religious observance should make a formal written request to their instructor(s) for alternative dates and/or means of satisfying course requirements. This request should be made in the first two weeks of the academic term, or as soon as possible once the need for accommodation becomes known. Instructors will make reasonable accommodation in a way that will avoid academic disadvantage to the student.”

Further information on accommodation on the basis of religious observance may be found on the Equity Services website at http://carleton.ca/equity/accommodation/a_religion.htm

If you have questions, want to confirm eligibility of a religious event or practice, particularly from less well-known religions, or are seeking assistance regarding means of providing accommodation, please call Equity Services at 520-5622.

3.6. COURSE NOTES

If you wish to distribute Course Notes to students instead of, or in addition to, a textbook it will be necessary to prepare material well in advance of the beginning of classes. Please remember that **free handouts cannot be given to students**. Course notes, copies of articles etc. cannot be reproduced at the Institute's expense and distributed to students.

The Carleton University Press (CUP) can be contacted in this regard and Course Notes produced by the CUP will be sold in the Bookstore. Application for Copyright Clearance, if required, should be made in June to ensure the relevant material can be included in September handouts.

3.7. OFFICE HOURS/TIMETABLES

Typically two one-hour periods are allocated for Contract Instructor office hours for each course. This would be in addition to any office hours provided by Teaching Assistants. Students should be informed of the hours allocated; this is usually done on the course outline. You should also post your office hours on WebCT and on your office door. As most Contract Instructors share offices we do attempt to ensure that Instructors' schedules. However, this is not always possible.

So please check with your office mate or with Claire Ryan BEFORE setting your Office hours to avoid conflicting schedules.

4. CLASSROOMS AND EQUIPMENT

4.1. CLASSROOM CHANGES

Classroom assignments are centrally managed. The Institute channels all its' requests through the Administer. If you are requesting a change of classroom for your course or if you are seeking a room for a particular class-related event (e.g., you need a larger room for mid-term examinations) then please contact Claire Ryan. [The Administrator also arranges bookings for the Institutes' meeting room if you want to book a it for a meeting or seminar.]

4.2 INSTRUCTIONAL EQUIPMENT IN THE CLASSROOM

Instructional Media Services

Room 623 Southam Hall

Telephone: 520-3812

Web page: <http://www.carleton.ca/ims>

All classrooms at Carleton University should have as standard equipment an overhead projector (data projectors are not standard), at least one screen and an Ethernet connection. Most classrooms will also have a blackboard.

Fifty-two (52) classrooms have been equipped as *electronic classrooms* providing technology to facilitate the display of computer and video resources. These rooms are equipped with several different audio-visual teaching aids that may include a computer with Internet access, data projector, VHS and/or DVD player, slide projector, film projector, document camera and wireless mic. This equipment is electronically controlled via a touch-sensitive panel located on the teaching console. If you have been assigned one of these E-classrooms, at a minimum you will need to contact Instructional Media Services (IMS) at 520-2600 ext. 3812 to obtain a key and an updated password in order to access the equipment. IMS will also provide one-on-one training in the use of the equipment controlled by the console. Please contact IMS to book an appointment, preferably at least two to three weeks before the start of classes. Without training, operation of the classroom equipment could be problematic and it may be difficult for IMS training once classes begin due to heavy room usage. Also: the Department is charged if IMS has to come to class to deal with the equipment because the Instructor does not know how to operate it.

An additional 45 classrooms are equipped with data projection suitable for use with a user-supplied laptop computer.

Electronic classroom training and key access

For further information on classroom facilities and services and to obtain a key and/or access the electronic classroom training provided by Instructional Media Services, please view their website at <http://www.carleton.ca/ims/> or call directly to 520-3812.

5. REGISTRATION, PREREQUISITES AND DEADLINE DATES

5.1 REGISTRATION

Students register for courses using a Web-based registration system which is centrally managed through Carleton Central. When students are unable to register in a course – usually because it is full – they may come to you and ask for your permission to register. Please refer them to the Administrator (Claire Ryan) or to the Undergraduate Advisor. Both are available to assist students with registration in undergraduate and graduate courses.

5.2 PREREQUISITES AND PERMISSIONS TO REGISTER

The Institute builds prerequisite requirements into the registration system. Students who are blocked from registration because they lack the course prerequisite(s) may come to you requesting permission to allow them in your class. DO NOT give permission to students to register in your course – ALWAYS indicate that these decisions are made by the Institute NOT individual Instructors. Send an email with the student name, student number, course number, whether or not you support their registration and the reason(s) to the Administrator (Claire Ryan) who will forward it to the Undergraduate Advisor for approval. If a student is given permission to register without the prerequisite the Administrator (Claire Ryan) will enter the permission in the registration system.

6. EXAMINATIONS AND GRADING

6.1 GRADING SCHEME FOR THE COURSE

How final grades are computed varies a great deal from course to course, depending on such factors as the kind of material taught and experience with different weightings for course components. Instructors who have not taught a course before should consult with previous instructors of the course when creating the grading scheme. In all cases, though, the following guidelines should be followed:

- * The grading scheme, as specified on the course outline, is a contract between the instructor and the students. It should not be changed part way through the course.
- * The scheme should be oriented toward providing students opportunities to succeed, and not toward multiple ways to fail. The benefit of the doubt should go to student success and not failure. For example, the grading scheme should not contain clauses such as "Students must pass both the midterm and the final to pass the course", or "Students must pass both the term work and the exam to pass the course".

6.2 EXAMINATIONS AND TESTS

Proctoring Tests and Examinations. Instructors are required to invigilate all tests and exams (this includes final examinations scheduled during the official examination period). If an instructor cannot be present, they should arrange for another instructor knowledgeable about the course to substitute.

Final examinations for undergraduate courses are normally three-hour written exams scheduled through the University examination scheduling service.

University Regulations for Examinations. See *Academic Regulations in the Undergraduate Calendar* at: <http://www.carleton.ca/cu0708uc/regulations/index.html>

All tests and examinations at Carleton University are subject to the following rules:

- Tests or examinations given in class may not exceed the time allotted for the class;
- *Final examinations in the summer term must be held in official examination periods;*
- In courses numbered below the 2000-level, if there is a final examination or an end of term examination in a multi-term course, this examination will be held in the official examination periods;
- In courses numbered below the 4000-level, no tests or examinations may be held during the last two weeks of fall, winter or summer terms, or between the end of classes in a term and the beginning of formally scheduled examinations;
- In courses below the 4000-level, take-home examinations may not be assigned before the last day of classes and are due on the last day of the official examination period;
- In courses at the 4000-level, arrangements for examinations outside the official examination period are at the instructor's discretion but must be announced at least three weeks in advance.

For further information about examinations (final and deferred) please see the current Undergraduate University Calendar.

6.3 DEFERRED EXAMINATIONS

Decisions about deferred examinations are made by the Registrar's Office. If you are contacted by a student who has missed or anticipates missing a formally scheduled examination, please refer them to the Registrar's Office. The process for applying for a deferral are detailed below.

If the Registrar's Office has granted a referral then you will also have to prepare a **deferred examination**. Deferred examinations are administered by the University and take place in February for fall term courses, in June for winter term courses and in October for summer term courses. You may be asked to mark it as part of your duties as the course instructor.

Student application for a deferral

The student must make a formal application for deferral of final exam/term work or assignments through the Registrar's Office, Room 300 Tory Building.

Students must apply NO later than 5 working days after the original scheduled exam or due date for submission of final work. Late applications will not be approved.

Students are required to provide original written documentation along with their application explaining their reasons for requiring deferral privileges. The rationale must clearly demonstrate serious illness or extraordinary circumstances beyond the student's control that

would warrant exemption from the regular examination schedule or assignment due date including exact dates during which the student was incapacitated.

When a final grade of FND is assigned, the Registrar's Office will NOT approve a deferral request or will rescind a previously approved deferral request.

Consultation with an instructor or Associate Dean may occur by the Registrar's office where a student attempted to write a final exam and during the exam, left due to illness.

Students who have received deferral privileges in 3 consecutive terms will be advised to seek support and advice from the PMC, Carleton University Health Services and/or the Student Academic Success Centre. Students who do not take measures to address issues they experience surrounding completion of final course work may be denied further deferral privileges.

6.4 EXAMINATION/ASSIGNMENT DISPOSAL

Disposal of examination papers

Once the term is completed and final grades submitted, Contract Instructors should submit their final exams to Claire Ryan for storage in the Institute. By University regulation, these exams will be retained for one full academic year after which they are removed for shredding.

Disposal of assignments

Assignments should be returned to students in class. Please refer to the FIPPA regulations for recommended procedures for returning assignments that prevent the release of confidential information for each student. Once the term is completed Contract Instructors should submit any remaining assignments to Claire Ryan for storage in the Institute. By University regulation, these assignments will be retained for one full academic year after which they are removed for shredding.

6.5 FINAL GRADES

E-Grades System for Submitting Final Grades

Carleton University uses an online system, called the E-Grades system, for submitting FINAL grades. Final Grades are due to the Institute's Director 10 days after the last day of classes for courses without a scheduled final examination and 10 days after the final examination for classes with a scheduled final examination. If you are using a take-home examination these are due the last day of the examination period and the final grades are due 10 days after that date.

E-grade support is available at: <https://central.carleton.ca/wtlhelp/ccegrdsupport.htm>

Once you have signed your contract you should have access to the system. If you discover that you do not have access, please contact Claire Ryan.

Grades are entered by the course instructor, approved by the Director and then the Dean of FASS (or Graduate Studies for graduate courses) and then forwarded to records for uploading to Carleton Central so that students may access their own grades.

DO NOT release grades to your students. The University policy states that:

*****Final grades are not official until this process is completed. Instructors are reminded to NOT confirm with students their final grade or performance on the final exams until 10 days after the date of final exam. Please refer also to the FIPPA guidelines in this handbook.*****

****TIMELY SUBMISSION OF GRADES IS IMPORTANT.**** Submission of late grades impacts upon graduation, the permission for a student to move from one year to the next or to meet the prerequisite requirements for a course in the next term. Please do not delay submission of your grades to accommodate students submitting late assignments. This will disadvantage the majority of our students who meet deadlines. Students who are unable to submit assignments on time should be referred to the Registrar's Office to apply for an official deferral (undergraduate students only). The Change of Grades e-grade form may be used for students who submit work later but who still fall within the guidelines for a grade change.

Please consult the Director if you have any questions related to the distribution of grades or the submission of final grades,

COURSE INSTRUCTORS SHOULD SUBMIT THEIR TERM MARKS, MARKING SCHEME AND STUDENT EXAM PAPERS TO CLAIRE RYAN IN THE EVENT THAT A STUDENT WRITES A DEFERRED EXAM IN ANOTHER TERM.

Grading Symbols

Final marks are letter grades assigned by the instructor. In multi-section courses the instructor appointed as course coordinator should ensure that appropriate consultation takes place before a submission of grades to the E-Grades system. Below are definitions of the letter grades and grading symbols used at Carleton University:

A+	90-100	C+	67-69
A	85-89	C	63-66
A-	80-84	C-	60-62
B+	77-79	D+	57-59
B	73-76	D	53-56
B-	70-72	D-	50-52

This chart must be strictly adhered to. Once the numerical grade is computed, there is no choice over what letter grade to give. If you have determined that, for example, your final exam was too hard or long, you can adjust the exam score by grading a 100-point exam out of 90, or whatever you think is appropriate.

In addition to the alphabetical grades above, the following additional grades may be assigned (as per memo from Associate Dean of Science dated April 10, 2006.)

F (Failure) – To be assigned when the student has failed to meet the conditions of “satisfactory performance” as defined in the course outline. Such students may be considered for deferred examination privileges.

FND (Failure No Deferral) – For undergraduate courses and students only. To be assigned only when the student has failed the course on the basis of inadequate term work as specified in the course outline. The course outline must stipulate the minimum level of

performance required during the term (including attendance, assignments, essays, labs, quizzes/tests and mid term examinations). Such students are NOT eligible for Deferral privileges.

ABS (Absent) – Student was absent from the final examination and has met the minimum standard for term work. The grade of ABS should only be given if it is possible for the student to pass the course if they do sufficiently well on the exam. Such students may be considered for deferred examination/final assignment privileges.

IP (In Progress) – To be assigned only for Honours Research Projects. This notation must be replaced by a grade within the prescribed time or re-registration in the course will be required, or the IP is replaced with an F.

GNA (Grade Not Available) – To be used ONLY in consultation with the Associate Dean of Science and accompanied by a submission note when the grade is not available. This notation is used when the grade is not yet available due to an alleged instructional offence and is replaced with the appropriate grade for the course as soon as it is available.

***WDN** (Withdrawn), **AUD** (Audit) and **DEF** (Deferral). These grades may ONLY be assigned by the Registrar's Office.

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For Graduate Courses Only – Grades for a graduate thesis, project, directed study, comprehensive or thesis proposal should be given directly to Claire Ryan when requested.

INP (In Progress) – Notation if a graduate thesis, project, comprehensive or thesis proposal is not complete and requires another term of registration.

INC (Incomplete) – Notation where the graduate student has been given permission to submit an assignment after the final deadline date. Permitted only in exceptional cases with the approval of the Director. Grade must be changed to a letter grade within forty days of the end of classes or notation will change to a grade of F.

Change of Final Grades on the E-Grades System

If an instructor discovers that an error has been made in reporting a student's final mark on the E-Grades system, a Change of Grade E-grade form should be completed the Director informed for approval. **The rationale for the change must be clearly stated.** Change of Grades should be submitted no later than one month after the end of the month in which the examination was held.

Review of Final Grades

A student may also request a formal review of an examination by completing an application for review at the Registrar's Office and paying the required fee. Another faculty member will then remark the examination. The charge for each review is refundable if the grade is raised.

Posting of FINAL Grades

****Instructors are reminded to NOT confirm with students their final grade or performance on the final exams until 10 days after the date of final exam. Please refer also to the FIPPA guidelines in this handbook.****

7. TEACHING SUPPORT & TOOLS

7.1 TEACHING ASSISTANTS (TAs) ASSIGNED BY THE INSTITUTE

The University strives to provide Teaching Assistant support to Instructors with larger classes. We use an informal ratio of one Teaching Assistant, for every fifty registrants in the course. However, as there are limited numbers of graduate and senior undergraduate students who can TA and there are also limited resources this ratio may not be possible to meet.

Teaching Assistants are unionized that their work is regulated by the contract. Please familiarize yourself with their collective agreement before assigning duties. All TAs are arranged through the TA Management System. This system will indicate the names of the TAs who have been assigned to your course and whether or not they have accepted that assignment. The system also contains information on the TAs background – courses and areas of interest. You can then assign tasks. The types of tasks are outlined. Please remember to include invigilation as part of the TAs work if you plan on having a scheduled final examination.

At the end of the course, you may be asked to send an evaluation email assessing the performance of each of your TA's. This is critical information and will ensure that our Contract Instructors and our students have the best possible TA support.

Please let you TA's know that they have access to a room in the Institute to hold office hours. They should contact Claire for a key. A \$10 key deposit is required.

7.2 CLASS LISTS FROM CARLETON CENTRAL

Instructors may access lists of students in their classes through Carleton Central (<http://central.carleton.ca>). Your log-in ID is your 5-digit employee number preceded with the letter "E" (e.g.E11111) or your 9-digit Banner ID number. Your PIN is set as your birth date (in YYMMDD format). You will find the Class lists and timetables within the Faculty Services menu. Please contact Claire Ryan if you require additional information not found on Carleton Central.

7.3 EMAILING STUDENTS IN YOUR CLASS

Instructors are able to email their entire class or selected students through their connect accounts. The steps for emailing your class or selected students are:

1. Claire codes the instructor in Banner as "primary" instructor.
2. Claire requests a CUNET account for instructor.
3. Instructor goes to her connect account, chooses "My Courses" and follows instructions to send an Email.

NOTE: THE UNIVERSITY HAS A CLEAR POLICY (WHICH STUDENTS ARE INFORMED OF) THAT CONNECT EMAIL WILL BE THE COMMUNICATION VENUE OF CHOICE AND THAT THE UNIVERSITY WILL CORRESPOND WITH STUDENTS ONLY THROUGH THEIR CONNECT EMAIL. STUDENTS WILL BE ACCOUNTABLE FOR REGULARLY CHECKING MESSAGES FROM THEIR

CONNECT ACCOUNT AND YOU ARE ACCOUNTABLE FOR ENSURING THAT YOU ALWAYS USE SEND EMAIL TO STUDENTS VIA THEIR CONNECT ACCOUNTS.

7.4 The EDUCATIONAL DEVELOPMENT CENTRE (EDC)

Room 410 Dunton Tower

Telephone: 520-4433

Webpage: <http://www.carleton.ca/edc/>

The Educational Development Centre (EDC) is dedicated to the support of teaching excellence at Carleton University. The goal of the Centre is “to provide a comprehensive range of technological and pedagogical teaching tools and resources to faculty, instructors and Teaching Assistants in order to ensure an exceptional learning experience for students in the classroom and beyond”. Please view this site for orientation and training sessions of interest. EDC is also responsible for running Scantron answer sheets.

8. TEACHING EVALUATIONS

University Regulations require that a student teaching evaluation will be carried out during the last two weeks of courses. Student teaching evaluations shall be conducted in all courses having enrollments of five (5) or more students. Contract Instructors must designate at least 1 course per academic year (May - April). [See Article 18 of CUPE Local 4600, Unit 2 contract]. Faculty must designate at least 2 courses per academic year (May – April).

The Instructor must leave the classroom during the evaluation. A student volunteer in the class distributes the evaluations. Once these evaluations are completed, they are placed in the envelope, the envelope sealed and the student volunteer signs their name over the sealed flap. The envelope is then returned to Claire Ryan. These sealed envelopes are forwarded to OIRP for the results to be tabulated.

Once final grades have been released, a report is forwarded to the Instructor and copied to the Director of the Institute. All evaluations, including student comments, will be returned to the instructor.

These evaluations must be administered in such a way as to afford all the students in a given class a reasonable chance to respond. It is not acceptable, for example, to distribute the questionnaires without advance notice during a lecture that the instructor has reason to believe many students won't attend.

A primary purpose of the evaluation is to provide feedback in order to promote self-development and improvement. The tabulated results are attached to the individual files of each Faculty member or Course Instructor and may be used for promotion or future hiring decisions.

9. KEY INFORMATION

9.1 KEY WEBSITES

1. CUPE4600, Unit 2 – Collective Agreement can be found at:

http://4600.cupe.ca/updir/4600/CA_2006-2008_4600-2.doc

2. In order to be paid you will be required to complete a Personal Information Form and any applicable tax forms when being documented. A copy of the Personal Information Form can be found at the following address:

<http://www.carleton.ca/humanresources/forms/index.html>

3. The complete Carleton University Academic Integrity Policy is available at:

<http://www.carleton.ca/studentssupport>

4. Freedom Of Information And Protection Of Privacy Act (FIPPA)

<http://www2.carleton.ca/privacy/policies/>

5. E-grade support is available at:

<https://central.carleton.ca/wtlhelp/ccegrdsupport.htm>

6. Instructors may access lists of students in their classes through Carleton Central

<http://central.carleton.ca>

7. The Educational Development Centre (EDC)

<http://www.carleton.ca/edc/>

9.2 KEY INFORMATION:

1. The Campus Card Office issues your photo ID cards. This office is open Monday to Friday, 8:30 a.m. – 4:30 p.m at room 407 UniCentre. To obtain a Campus Card you must present a copy of the teaching contract with your Banner ID/employee number and a photo ID (such as driver's licence).
2. You must have your ID card activated in order to use the Library resources. You can do this at the circulation desk in the Library.
3. Email is the main method used for announcements, arranging meetings, and giving information of general interest to members of the department. Please check your email for new messages on a regular basis. **Please note: The University policy is to contact you through your Carleton Account – if you have another account that you use regularly please have your Carleton Account forwarded to that account.**
4. The University has a clear policy (which students are informed of) that Connect Email will be the communication venue of choice and that the University will correspond with students ONLY through their Connect Email. Students will be accountable for regularly checking messages from their Connect account and YOU are accountable for ensuring that you always use send email to students via their connect accounts.
5. All course outlines must be approved by the Director or her designate. Course instructors will be notified of the deadline for the syllabus to be sent to the Director. Once the Director approves the outline you can then post it on WebCT.

Further, University regulations require that all instructors inform their students in writing, within the first two weeks of class, how the final grade will be determined. The Institute strongly recommends that all instructors have a course outline available for students at least by the first class.
6. Undergraduate classes should not be cancelled except when it can't be helped, e.g. last-minute illness. ***Contract Instructors must obtain written permission from the Director, before their contract is signed, for any absences due to conferences or other foreseeable reasons.***
7. Instructors may access lists of students in their classes through Carleton Central (<http://central.carleton.ca>). Your log-in ID is your 5-digit employee number preceded with the letter "E" (e.g.E11111) or your 9-digit Banner ID number. Your

PIN is set as your birth date (in YYMMDD format). You will find the Class lists and timetables within the Faculty Services menu.

8. University Regulations require that a student teaching evaluation will be carried out during the last two weeks of courses. Student teaching evaluations shall be conducted in all courses having enrollments of five (5) or more students. Contract Instructors must designate at least 1 course per academic year (May - April). *[See Article 18 of CUPE Local 4600, Unit 2 contract]*. Faculty must designate at least 2 courses per academic year (May – April).