



**Handbook for New Faculty  
2019**

**Prepared by the Office of the  
Provost and Vice-President, Academic and Research**



Welcome to Mount Allison University!

The New Faculty Orientation and this handbook have been designed to introduce you to various units and services at Mount Allison University, and to acquaint you with the relevant policies, procedures, and programs that are directly related to your role as a faculty member here and as a member of this community. In addition, you will have an opportunity to meet new colleagues who can ease your transition into your new role.

I hope that you will find the resources to be helpful, and I am sure that your participation in the New Faculty Orientation will provide you with important and useful information.

I look forward to meeting you and personally welcoming you to our community.

Jeff Ollerhead, PhD, PGeo  
Provost & Vice-President, Academic & Research

## Getting Started

As you begin your new position at Mount Allison, there are many things that you will need to learn about the university and its systems. This handbook should assist you in identifying the people, places, policies, and practices that will help you and your students. We have tried to be comprehensive in the information that we have compiled, but inevitably there will be unique services and processes that will be important to some, but not all, faculty. If some information that you require is not contained in this handbook, please consult with your department head/program director, Dean, or with administrative staff in your unit.

## Getting to Know You

There are many people who you'll need to get to know in order to get started. The following is a list of some of the key people and offices that you'll likely need to be in touch with in the initial few weeks of your appointment (and thereafter):

People to Contact	Department/Name	Office/Phone/Email
<b>About your appointment</b>	Human Resources Katherine DeVere Pettigrew	3 <sup>rd</sup> floor, Centennial Hall 364-2282; <a href="mailto:kdeverepettigrew@mta.ca">kdeverepettigrew@mta.ca</a>
	Provost's Office Jeff Ollerhead	2 <sup>nd</sup> floor, Centennial Hall 364-2622; <a href="mailto:Provost@mta.ca">Provost@mta.ca</a>
<b>The Deans</b>	<i>Faculty of Arts</i> Andrew Nurse	2 <sup>nd</sup> floor, Centennial Hall 364-2302; <a href="mailto:deanofarts@mta.ca">deanofarts@mta.ca</a>
	<i>Faculty of Social Sciences and Business</i> Nauman Farooqi	2 <sup>nd</sup> floor, Centennial Hall 364-2302; <a href="mailto:deanofscoialscience@mta.ca">deanofscoialscience@mta.ca</a>
	<i>Faculty of Science and Graduate Studies</i> Amanda Cockshutt	2 <sup>nd</sup> floor, Centennial Hall 364-2302; <a href="mailto:deanofscience@mta.ca">deanofscience@mta.ca</a>
	<i>Libraries and Archives</i> Diane Keeping	RP Bell Library 364-2567;
<b>The Bookstore</b>	Jenna Boomer, Manager	Lower level, Wallace McCain Student Centre (WMSC) 364-2437; <a href="mailto:jboomer@mta.ca">jboomer@mta.ca</a>

<b>Computer Services</b>	Helpdesk	Bennett Building 364-2473; <a href="mailto:helpdesk@mta.ca">helpdesk@mta.ca</a>
<b>Technical Support for Moodle</b>	Keagan Hawthorne, Educational Technology Consultant	Bennett Building 364-2159; <a href="mailto:khawthorne@mta.ca">khawthorne@mta.ca</a>
<b>Purdy Crawford Teaching Centre (PCTC)</b>	Andrew Nurse, Purdy Crawford Teaching and Learning Professor	2 <sup>nd</sup> floor, Centennial Hall 364-2652; <a href="mailto:anurse@mta.ca">anurse@mta.ca</a>
<b>Academic Support Services</b>	Shelly Colette, Manager	RP Bell Library 364-2169; <a href="mailto:scolette@mta.ca">scolette@mta.ca</a>
<b>Office of Research Services</b>	Greg Sandala, A/Director	2 <sup>nd</sup> floor, Centennial Hall 364-2168; <a href="mailto:gsandala@mta.ca">gsandala@mta.ca</a>
<b>Accounting Technician (Research accounts only)</b>	Joan Nuttall	3 <sup>rd</sup> floor, Centennial Hall 364-2605; <a href="mailto:jnuttall@mta.ca">jnuttall@mta.ca</a>
<b>Research Ethics Board</b>	Lisa Dawn Hamilton, Chair Lois Wood, Admin Asst., Deans' Office	364-2457; <a href="mailto:ldhamilton@mta.ca">ldhamilton@mta.ca</a> 364-2302; <a href="mailto:lwood@mta.ca">lwood@mta.ca</a>
<b>Animal Care Committee</b>	Diana Hamilton, Chair	364-2513; <a href="mailto:dhamilton@mta.ca">dhamilton@mta.ca</a>
<b>Registrar's Office</b>	Chris Parker, Registrar  Christiane O'Neal, Associate Registrar	2 <sup>nd</sup> floor, WMSC 364-3301; <a href="mailto:XX@mta.ca">XX@mta.ca</a> 2 <sup>nd</sup> floor, WMSC 364-2680; <a href="mailto:coneal@mta.ca">coneal@mta.ca</a>
<b>Student Life &amp; International Services</b>	Adam Christie, Director	2 <sup>nd</sup> floor, WMSC 364-2255; <a href="mailto:achristie@mta.ca">achristie@mta.ca</a>
<b>Wellness Centre</b>	Anne Comfort	Lower level, WMSC 364-2163; <a href="mailto:wellness@mta.ca">wellness@mta.ca</a>
<b>Mental Health Harms Reduction Educator</b>	Rebecca Stewart	Lower level, WMSC 364-3254; <a href="mailto:wellness@mta.ca">wellness@mta.ca</a>
<b>Meighen Centre (for students with disabilities)</b>	Anne Comfort, Director Accessibility and Student Wellness	3 <sup>rd</sup> floor, WMSC 364-2527; <a href="mailto:acomfort@mta.ca">acomfort@mta.ca</a>
<b>S.H.A.R.E. Advisor</b>	Melody Petlock	Lower level, WMSC 364-2613; <a href="mailto:mpetlock@mta.ca">mpetlock@mta.ca</a>
<b>Chaplain</b>	John Perkin	University Chapel 364-2227; <a href="mailto:jperkin@mta.ca">jperkin@mta.ca</a>

<b>Experiential Learning &amp; Career Preparation</b>	Krista Steeves	2 <sup>nd</sup> floor, WMSC Rm 203 364-2292
<b>Indigenous Affairs Coordinator</b>	Patricia Musgrave	2 <sup>nd</sup> floor, WMSC Rm 291 364-2127; <a href="mailto:indigenous@mta.ca">indigenous@mta.ca</a>
<b>Director, Facilities Management</b>	Neil MacEachern	Facilities Management Bldg. 364-2448; <a href="mailto:nmaceachern@mta.ca">nmaceachern@mta.ca</a>
<b>Director, Administrative Services</b>	Michelle Strain	Facilities Management Bldg. 364-2249; <a href="mailto:mstrain@mta.ca">mstrain@mta.ca</a>
<b>Facility Bookings</b>	Bookit	<a href="mailto:bookit@mta.ca">bookit@mta.ca</a>
<b>Travel Claims and Expenses (accounts payable only)</b>	Mary Phinney	3 <sup>rd</sup> floor, Centennial Hall 364-2432; <a href="mailto:mphinney@mta.ca">mphinney@mta.ca</a>

In addition to the individuals listed above, the administrative staff in your department and Faculty offices has a wealth of information and experience, and can provide you with support in getting started and smoothing a path for you.

### Everything You Wanted to Know...

In the following sections, we point you to a number of documents and resources that are available online. Getting to know about each of these will help you better understand how the University operates, your role in the University, and how best to support your students and achieve your professional goals.

### About the University and University Governance

You have joined Canada's top undergraduate university. Read more about it at: <http://www.mta.ca/about/>

The **titular head** of the University is Ms. Lynn Loewen, President of Minogue Medical Inc. ([http://www.mta.ca/Community/Governance\\_and\\_admin/Chancellor/Chancellor/](http://www.mta.ca/Community/Governance_and_admin/Chancellor/Chancellor/)) She was appointed as Chancellor in 2018.

Mount Allison's **15<sup>th</sup> President and Vice-Chancellor** is Dr. Jean Paul Boudreau. Dr. Boudreau, who joined Mount Allison in July 2018 for a five-year term, is a psychologist. Read more about Dr. Boudreau at: [http://www.mta.ca/Community/Governance\\_and\\_admin/Presidents\\_Office/Biography/Biography/](http://www.mta.ca/Community/Governance_and_admin/Presidents_Office/Biography/Biography/) .

Mount Allison University operates under *The Mount Allison University Act* which sets out authorities within a bicameral governance structure. The **Board of Regents** has responsibilities related to the business and financial affairs of the University. Read more at:

[http://www.mta.ca/community/governance\\_and\\_admin/governance/board\\_of\\_regents/board\\_of\\_regents/](http://www.mta.ca/community/governance_and_admin/governance/board_of_regents/board_of_regents/)

The **Senate** of the University has responsibilities related to academic matters and policy. Chaired by the President, the University Senate consists of elected faculty and students, and has representation from the Alumni Board and the Board of Regents. The Senate's authority is set out in *The University Act*. The University Senate may make recommendations to the Board of Regents concerning the allocation of resources. Senate meets monthly between September and May. A handbook of procedures and rules of order for members of Senate can be found at:

[http://www.mta.ca/uploadedFiles/Community/Governance\\_and\\_admin/Governance/Senate/Handbook%20for%20Senate%20\(2\).pdf](http://www.mta.ca/uploadedFiles/Community/Governance_and_admin/Governance/Senate/Handbook%20for%20Senate%20(2).pdf) .

In addition to the Board of Regents and the Senate, Mount Allison's **Faculty Council** exists as an advisory body to the President of the University and to the Senate. All individuals teaching at least one 6 credit course (or two 3 credit courses) in the regular academic session and all professional librarians are members of Faculty Council. Faculty Council meets monthly between September and May (usually approximately two weeks before the meeting of Senate). Additional information about Faculty Council can be found at:

[http://www.mta.ca/community/governance\\_and\\_admin/governance/faculty\\_council/faculty\\_council/](http://www.mta.ca/community/governance_and_admin/governance/faculty_council/faculty_council/) .

Governance at the Faculty level varies. Deans regularly meet with department heads to seek advice and gather input with respect the Faculty-level decision-making. Departments hold regular meetings.

For more information on how to get involved in university governance, consult with your department head/program director and your dean (and in the libraries, the University Librarian).

## **About Your Position**

There are many resources available to you about your position. Information about the terms and conditions of your employment can be found in the **collective agreement** between Mount Allison University and the Mount Allison Faculty Association. Separate collective agreements pertain to full-time and to part-time faculty. Copies of the collective agreements can be found on the Human Resources website at:

[http://mta.ca/Community/Administrative\\_departments/Human\\_Resources/Labour\\_relations/MAFA\\_full-time/MAFA\\_full-time/](http://mta.ca/Community/Administrative_departments/Human_Resources/Labour_relations/MAFA_full-time/MAFA_full-time/)

[http://mta.ca/Community/Administrative\\_departments/Human\\_Resources/Labour\\_relations/MAFA\\_part-time/MAFA\\_part-time/](http://mta.ca/Community/Administrative_departments/Human_Resources/Labour_relations/MAFA_part-time/MAFA_part-time/)

Questions about the collective agreements can be directed to Human Resources and to the Mount Allison Faculty Association. Questions concerning your benefits and pension can be directed to Human Resources.

### **About Courses and Course Outlines/Syllabi (including Academic Regulations)**

Teaching assignments are determined each year in the late spring. As a new faculty member, you will have been advised of your teaching assignment soon after your appointment. In order to prepare for your teaching, you should:

1. Familiarize yourself with the student information system (**Connect@MTA**). This link is accessible on the homepage. The Registrar's Office provides information and assistance (including documents with detailed instructions) on using Connect@MTA. For information on Connect and relevant forms and information for instructional staff, see [http://www.mta.ca/Registrars\\_Office/Faculty/Faculty/](http://www.mta.ca/Registrars_Office/Faculty/Faculty/).
2. Familiarize yourself with Mount Allison's **academic regulations**. Mount Allison no longer publishes a printed academic calendar. Regulations are published online and can be found at [http://www.mta.ca/academic\\_calendar/10.html](http://www.mta.ca/academic_calendar/10.html) . See additional comments that follow concerning selected regulations.
3. Learn about the deadlines for **grade submission**. The dates change from year to year. For further information see academic regulation 10.9.2 Reporting of Grades at [http://www.mta.ca/academic\\_calendar/10.html#10.9.1](http://www.mta.ca/academic_calendar/10.html#10.9.1)
4. **Order your books early**. Books required for instructional purposes can be purchased in the Bookstore with signed authorization by your department head. Textbook orders should be sent to Tracey Carroll, Textbook Buyer, at [tcarroll@mta.ca](mailto:tcarroll@mta.ca) or 364-2225. The Bookstore can prepare custom course packs and lab manuals. When preparing course packs, please be mindful of restrictions on the duplication of copyrighted materials. Please consult the University's Copyright Guidelines at [https://www.mta.ca/Community/Governance\\_and\\_admin/Policies\\_and\\_procedures/Section\\_5000/Policy\\_5320/Copyright\\_guidelines/Copyright\\_guidelines/](https://www.mta.ca/Community/Governance_and_admin/Policies_and_procedures/Section_5000/Policy_5320/Copyright_guidelines/Copyright_guidelines/) .
5. Consult with **your subject librarian** regarding the materials that you and your students will need in each of your courses, including materials that will need to be placed on reserve. Consider requesting that the subject librarian meet with your students so that they can more effectively access information and resources in relation to your courses (sessions on information literacy might be an option).

6. Familiarize yourself with Mount Allison's **Course Management System: Moodle**. Training workshops are scheduled throughout the year beginning in August and in early September. If you require assistance, contact Keagan Hawthorne, the Educational Technology Consultant ([khawthorne@mta.ca](mailto:khawthorne@mta.ca)).
7. **Audiovisual supports** can be obtained by contacting the CSD Helpdesk.

Some practical things that you will need to be aware of and do in relation to your courses are the following:

**Office Hours:** Outside of your classroom hours, you should schedule a reasonable number of office hours and observe them. Accessibility to students is encouraged, and you may find that many of your colleagues are in their offices during most of their non-class daytime hours. Keep some time for your own work (research, class preparation, etc.), but ensure that you are available to students.

**Course Outlines/Syllabi:** You must submit a course outline for each of your courses to your department head/program director and your dean. A reminder from the deans will be circulated in the fall and again in the winter, and will indicate the information that should be included in each outline. Please review your course outlines to be certain that they comply with Calendar Regulations.

The Calendar Regulations are designed to: ensure that students are properly registered in courses; ensure that students are provided with necessary information regarding the nature of the course early in the course; ensure that students have adequate feedback to make informed decisions before dropping courses; and ensure that students are not overburdened with course work in the period leading up to final exams.

- **Registration in Courses (10.3):** Calendar regulation 10.3 requires that students register for their courses, and stipulates that attending while not being registered is not the basis for approval of a request for late registration. Please check your class lists in Connect@MTA during the 3<sup>rd</sup> week of the term (September 16-20, 2019 for F19 and January 20-24, 2020 for W20) to verify that students who are attending are registered in your courses. You should also confirm that students are on the class list when you receive the first assignment or test. Do not grade or return work for any student who is not on the class list.
- **Informing Students of Tests, Assignments, Course Policies, etc. (10.9.1.a):** "In the first week of classes at the beginning of each academic term instructors shall provide each student in their courses with written information indicating the policy concerning assignments, tests, final examination, practical and laboratory work, class participation and attendance. The same information shall also be provided to the Department Head and the appropriate Academic Dean."
- **Requirements to Provide Students with Feedback Prior to the Withdrawal Date for Courses (10.9.1b):** "In all courses, work worth at least 20% of the final

grade will normally be evaluated and returned to students before the end of the eighth week of term for Fall and Winter 3 credit courses and before the end of the second week of the Winter term for full year 1, 3, and 6 credit courses. For Spring/Summer term courses work worth at least 20% of the final grade will normally be evaluated and returned to students before the course is no more than 60% completed. Exemptions from the policy must be authorized by the appropriate Academic Dean.”

- ***In-class and Take-home Tests and Examinations (10.8.1):*** “(a) No in-class or take-home tests worth more than 10% of the final grade, and no final tests or examinations, with the exception of laboratory examinations, may be scheduled during the last five days of classes of either term, or between the last day of classes for the term and the first day of the examination schedule. (b) Take-home final examinations may be distributed at any time. They may not be due before the third day of the examination period and must not be due after the last day of the examination period. (c) All final tests and examinations (except laboratory examinations) will be scheduled in the final examination period. Requests for exemption from this regulation must be directed to the Provost and Vice-President, Academic & Research for authorization.”

Faculty should consult the academic regulations concerning the following:

- Academic integrity policy 5500 (see academic Calendar section 10.6.);
- Accommodations (please consult with the Meighen Centre for assistance with matters related to students with disabilities who require accommodations in class and in relation to examinations); and
- Extensions, deferred and make-up examinations (see academic regulation 10.8).

If you have questions concerning grade submission, please consult with your department head/program director or your dean. The Registrar’s Office is also a valuable resource on matters related to courses and grades.

**Course Examinations:** The draft examination timetable will be circulated midway through the term, followed by the final examination timetable. The examination period is specified in the University Calendar <http://www.mta.ca/calendar/>

Whether or not they are giving final examinations, all faculty members are expected to participate in invigilation of examinations, as indicated in the schedule drawn up by the Registrar’s Office. This is an important responsibility and part of the professional obligations of all faculty members. (See <https://www.mta.ca/uploadedFiles/POLICY-ON-EXAMINATIONS-Oct2014.pdf> )

**Grades:** Although most courses are semestered, you may find yourself teaching a year-long course. Please note that you are required to provide a grade at the end of the fall term for student performance to date in such a course. Grades for courses are submitted online ([Connect@MTA](mailto:Connect@MTA)). At the end of term, graduating students’ marks have

an earlier deadline. Please submit these prior to submitting marks for the entire class as per calendar regulation 10.9.2c.

**Student experience of courses:** Senate Policy requires that surveys of the student experience of courses be conducted for each course offered at Mount Allison at the conclusion of the course ([http://www.mta.ca/Community/Governance\\_and\\_admin/Policies\\_and\\_procedures/Section\\_5000/Policy\\_5310/Policy\\_5310/](http://www.mta.ca/Community/Governance_and_admin/Policies_and_procedures/Section_5000/Policy_5310/Policy_5310/)). The period of time reserved for course evaluations is normally within the last two weeks of the term. Procedures are in place for the collection of student surveys. Results of the surveys of student experience of courses will be returned to faculty after grades have been submitted.

For further information please check with your department head/program director or go to the Student Experience of Courses tab on the Provost's website at: [http://mta.ca/Community/Governance\\_and\\_admin/VP\\_Academic\\_and\\_Research/Student\\_experience\\_of\\_courses/Student\\_experience\\_of\\_courses/](http://mta.ca/Community/Governance_and_admin/VP_Academic_and_Research/Student_experience_of_courses/Student_experience_of_courses/)

## **Supporting Teaching Excellence at Mount Allison University**

Mount Allison is home to many gifted teachers: [http://mta.ca/Community/Governance\\_and\\_admin/VP\\_Academic\\_and\\_Research/Awards/Awards/](http://mta.ca/Community/Governance_and_admin/VP_Academic_and_Research/Awards/Awards/)

Mount Allison's **Purdy Crawford Teaching Centre** is a valuable resource for faculty (<http://www.mta.ca/pctc/>). Workshops and programs offered through PCTC are designed to support teaching excellence. Think about joining the "Teaching Triangles" or taking advantage of the peer consultation program. Talk with your colleagues about teaching and learning, and share your expertise with others.

## **Academic Support Services**

Mount Allison provides students requiring academic support services with a Writing Resource Centre, Study Skills Workshops and a Student Success Course. Academic Support Services contributes to the enrichment of programs, provides support for peer tutoring services and peer assisted study sessions. [https://www.mta.ca/Community/Student\\_services/Academic\\_support/Academic\\_support/](https://www.mta.ca/Community/Student_services/Academic_support/Academic_support/)

The manager collaborates closely with faculty members, Student Affairs personnel, the Academic Deans, the University Library, and other units on campus. Academic Support Services is located in the Ralph Pickard Bell Library.

In addition to the supports provided through Academic Support Services, students with diagnosed learning disabilities and students requiring academic accommodation are served by The Meighen Centre (<http://www.mta.ca/meighen/>). The procedures for dealing with accommodations can be found at: [http://www.mta.ca/Community/Student\\_services/Meighen\\_Centre/Faculty\\_and\\_staff/Ac](http://www.mta.ca/Community/Student_services/Meighen_Centre/Faculty_and_staff/Ac)

[commodation procedures/Accommodation procedures/](#). Students with disabilities are responsible for informing their instructors about any special needs, but if you have questions or concerns, you can consult the Meighen Centre.

## Research and Creative Activities

At Mount Allison University, there is an expectation that faculty will be engaged in research and creative activities in their field(s) of expertise. The Office of Research Services provides support to researchers in the preparation of applications for funding provided through internal grants programs and external grants (primarily the programs of the Tri-council agencies, the Canada Foundation for Innovation, the New Brunswick Innovation Foundation, etc.).

Mount Allison University offers a number of opportunities for funding of faculty research and creative activities. Details of the various programs are outlined online. The following table summarizes the key funding programs and deadlines (actual or approximate):

Funding Source/Agency	Program	Deadline
Mount Allison University	President's Research and Creative Activities Fund	March 1
Mount Allison University	Professional development awards for part-time faculty (article 29.01ii)	No deadline - consult with the Provost's Office (requests are contingent on the period of the part-time appointment)
Mount Allison University	Research stipends for part-time faculty (article 29.02)	August 31 Consult with the Provost's Office
Mount Allison University	Marjorie Young Bell Faculty Fund - Sabbatical Grants "A"	January 31 Consult with the Provost's Office
Mount Allison University	Marjorie Young Bell Faculty Fund - Conference Travel Grants "B"	January 31 Consult with the Provost's Office
Mount Allison University	Marjorie Young Bell Fine Arts and Music Awards	Feb 15 Consult with the Provost's Office
Mount Allison University	Independent Student Research Grants (these awards require faculty mentorship/support)	January 31 Consult Office of Research Services
Canada Foundation for Innovation	Programs vary	Deadlines vary (consult Office of Research Services)
New Brunswick Innovation Foundation	Programs vary	Consult <a href="http://www.nbif.ca">www.nbif.ca</a>

Canada Research Chairs Program		Deadlines vary (consult Office of Research Services)
Canadian Institutes of Health Research	Programs vary	Consult <a href="http://www.cihr-irsc.gc.ca">www.cihr-irsc.gc.ca</a>
Natural Sciences and Engineering Research Council	Discovery Grants Program	Notice of Intent: August 1 Applications Due: November 1
	Research Tools and Instruments Program	Consult <a href="http://www.nserc-crsng.gc.ca">www.nserc-crsng.gc.ca</a>
	Other NSERC programs	Consult <a href="http://www.nserc-crsng.gc.ca">www.nserc-crsng.gc.ca</a>
Social Sciences and Humanities Research Council	Insight Grants Program	October 15
	Insight Development Grants Program	February 1
	Connections Grants	Consult <a href="http://www.sshrc-crsh.gc.ca">www.sshrc-crsh.gc.ca</a>
	Other SSHRC programs	Consult <a href="http://www.sshrc-crsh.gc.ca">www.sshrc-crsh.gc.ca</a>
Canadian Federation for the Humanities and Social Sciences	Awards to Scholarly Publication Program (for book subventions in the social sciences and humanities only)	Consult <a href="http://www.ideas-idees.ca/aspp">www.ideas-idees.ca/aspp</a>
Canada Council for the Arts	Programs vary	Consult <a href="http://www.canadacouncil.ca">www.canadacouncil.ca</a>
ArtsNB	Programs vary	Consult <a href="http://www.artsnb.ca">www.artsnb.ca</a>

Additional opportunities to support research and creative activities may be available from time to time. It is best to contact the Director of the Office of Research Services early in your appointment so that you can be alerted to funding opportunities that are relevant to your area(s) of expertise.

## Research Policies and Regulations

Research carried out by Mount Allison faculty (and students) is subject to Tri-council policies and regulations. In particular, please note the following:

- **Any research involving human subjects** (whether funded or unfunded) must be reviewed by the Research Ethics Board (REB) prior to the initiation of the research. This includes research in which you are gathering any information

about and by individuals (e.g., individuals participating in psychological studies, oral histories, key informant interviews, etc.). Even if the information being gathered is not of a personal nature (e.g., interviewing authors about their writings, interviewing teachers about how and what they teach, interviewing policy makers about the policy making process, etc.), the research must be reviewed by the REB. For information and forms (including the Board's meeting schedule), please see:

[http://www.mta.ca/community/research\\_and\\_creative/research\\_office/research\\_ethics\\_board/research\\_ethics\\_board/](http://www.mta.ca/community/research_and_creative/research_office/research_ethics_board/research_ethics_board/). To review the Tri-council Policy Statement on Research Involving Human Subjects, please see: <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>.

- **Any research involving animals** (whether funded or unfunded) must be reviewed by the Animal Care Committee. For information and forms related to research involving animals (including the Committee's meeting schedule), please see: [http://www.mta.ca/community/research\\_and\\_creative/research\\_office/animal\\_care\\_committee/animal\\_care\\_committee/](http://www.mta.ca/community/research_and_creative/research_office/animal_care_committee/animal_care_committee/).
- Researchers should acquaint themselves with the **Tri-agency Framework on the Responsible Conduct of Research** (accessible at <http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>). Mount Allison's policy 5202 on Research Integrity can be found at: [http://mta.ca/Community/Governance\\_and\\_admin/Policies\\_and\\_procedures/Section\\_5000/Policy\\_5202/Policy\\_5202/](http://mta.ca/Community/Governance_and_admin/Policies_and_procedures/Section_5000/Policy_5202/Policy_5202/)
- The granting councils have introduced a new policy on **open access** which is accessible at <http://www.science.gc.ca/default.asp?lang=En&n=F6765465-1>. The requirements for open access have been in place for CIHR-funded research for some time; the new policy applies to NSERC- and SSHRC-funded research grants awarded as of May 1, 2015 and onwards. The open access policy requires that grant recipients "ensure that any peer-reviewed journal publications arising from Agency-supported research are freely accessible within 12 months of publication" either through publication within open access journals or by depositing a copy of peer-reviewed manuscripts in an institutional repository.

Researchers will be pleased to know that Mount Allison University is part of the Eduroam network. As such, when you are travelling, you will be able to login to your MTA computer account without incurring charges and without needing a local/guest user id. For more information, see:

[http://www.mta.ca/Community/Administrative\\_departments/Computing\\_Services/eduroam/eduroam/](http://www.mta.ca/Community/Administrative_departments/Computing_Services/eduroam/eduroam/).

## Getting the Word Out about Your Accomplishments

We encourage you to get to know the staff in the Marketing and Communications Office (<http://www.mta.ca/communications/>). They will be happy to prepare news stories (for MTA's website and for broader dissemination) about your research achievements, creative works, awards, and honours.

## About Employment-Related Expenses and Claims

All full-time faculty and librarians have access to professional development funding (referred to as PER) under the terms of the collective agreement (see article 29.06). Claims should be submitted in accordance with the University's financial policy 7100 and include appropriate documentation (normally this means an itemized bill) ([http://www.mta.ca/Community/Governance\\_and\\_admin/Policies\\_and\\_procedures/Section\\_7000/Policy\\_7100/Policy\\_7100/](http://www.mta.ca/Community/Governance_and_admin/Policies_and_procedures/Section_7000/Policy_7100/Policy_7100/)).

Individuals receiving funds in the form of a "research, travel, and entertainment" (RTE) account (e.g., department heads) should refer to policy 7103 for information on eligible expenses and requirements for reporting: ([http://www.mta.ca/Community/Governance\\_and\\_admin/Policies\\_and\\_procedures/Section\\_7000/Policy\\_7103/Policy\\_7103/](http://www.mta.ca/Community/Governance_and_admin/Policies_and_procedures/Section_7000/Policy_7103/Policy_7103/)). Itemized documentation is required on all claims. For some expenses to be covered using RTE funds, prior approval of an expense may be required. When in doubt, please consult with your dean.

All university expense claims must be approved by the person with signing authority over the account to which the expenses are to be charged and must be countersigned, if applicable, in accordance with the University's Counter Signature Policy # 8000 (normally your department head or the University Librarian).

Questions about expense claims should be directed to your dean or the University Librarian, or to the accounting technician responsible for accounts payable, Mary Phinney ([mphinney@mta.ca](mailto:mphinney@mta.ca)).

## General Information

**Accidents, Safety and Security:** All accidents involving personal injury and which occur on the University campus must be reported as soon as possible by completing the *Report of Accident or Industrial Disease* form from the Human Resources Office. The Human Resources Office will forward the form to the Workplace Health, Safety and Compensation Commission as required by law.

There are three **Health and Safety Committees** on campus. The Occupational Health and Safety Act of New Brunswick dictates their responsibilities. One committee covers the Facilities Management area, a second covers the laboratories on campus, and the third deals with health and safety issues on behalf of all other University employees,

including faculty members. For further information, please contact the Human Resources Office at 364-2280.

The **Security Office** is part of Facilities Management and can be reached by calling 364-2444 during the day; in the evening and on weekends call 364-2228. Security officers patrol campus every evening, 7 days a week. If you have an emergency, please call **911**. Mount Allison's security officers do regular campus patrols to ensure the personal safety of all campus users. MTA Security is also a resource for reporting security concerns of a personal nature or threats to MTA property, liaison with the local RCMP, finding or contacting campus users, accessing buildings, and generally any other security related issues.

For **emergency repairs or problems with buildings or facilities at night**, call 364-2452. Otherwise, all other maintenance requests should be sent in writing to [fixit@mta.ca](mailto:fixit@mta.ca).

**Announcements:** Employees may inform the Human Resources Office and University Advancement of births or deaths of employees, retirees, or their families in order that appropriate action might be taken and/or announcements made. Announcements concerning deaths will be posted on the bulletin boards in both the chapel and library.

**Catering:** Provision of food services for functions on campus may be made through Aramark using their on-line account [www.mta.catertrax.com](http://www.mta.catertrax.com). An appropriate account number is required for any food service charges.

**Corporate VISA Purchase Card:** You may be eligible to apply for a corporate VISA Purchase (P) Card. Please contact Financial Services at 364-2242 for more details or the Procurement Manager. Mount Allison's policy regarding purchase cards can be found at: <http://www.mta.ca/administration/financial/purchasing.html>.

**Expense Claims:** Information on how to claim reimbursement for travel or entertainment expenses, as well as claim forms can be found at: [http://www.mta.ca/Community/Administrative\\_departments/Financial\\_Services/Reimbursements/Reimbursements/](http://www.mta.ca/Community/Administrative_departments/Financial_Services/Reimbursements/Reimbursements/)

Faculty members should have any such request for reimbursement counter-signed by their department head.

**Identification Cards:** New faculty members should visit the Bookstore (lower level, Wallace McCain Student Centre) to have a photo taken for an identification card. This card identifies you as an employee of the University and also serves as your library card. "Mountie money" can be loaded on to your card at the Library or Bookstore for photocopying or food service purchases.

**Locks and Keys:** Keys can be obtained through the building manager of your building. He/she provides written instructions to Facilities Management. If you have lock or key

problems, contact Patti Sears in Facilities Management at 364-2248. You are responsible for the safety and security of your keys and building. Please ensure that windows and doors are secured at the end of the day. Keys must be returned at the end of any contract appointments.

**Mail:** Mail is picked up from and delivered to each building daily. All mail to points off campus will be delivered to the Sackville Post Office the same day. If you have any questions, call the mail room at 364-3225. Employees are welcome to use the campus mail for personal mail to others on campus but it should be clearly marked “personal and confidential.” Any personal mail for delivery off campus must carry the correct postage.

**Couriers:** Items to be sent by courier are collected in the daily mail runs. All courier packages must be at Departmental Support Services by 3:00 p.m. for outgoing courier service.

**Moving Furniture and Equipment:** Moves within the building should be coordinated with Facilities Management through your building manager. Requests for moves should be sent by email to [fixit@mta.ca](mailto:fixit@mta.ca) or 364-2444.

**Parking:** Employee parking is provided in the designated university parking lots as governed by the Parking and Vehicle Access Policy found at: [http://mta.ca/Community/Governance\\_and\\_admin/Policies\\_and\\_procedures/Section\\_7000/Policy\\_7605/Policy\\_7605/](http://mta.ca/Community/Governance_and_admin/Policies_and_procedures/Section_7000/Policy_7605/Policy_7605/)

**Pets on Campus:** The University regulates the presence of pets in university buildings and on campus grounds in order to maintain a safe and healthy environment for students, faculty members, staff, and visitors. See policy 2105 at: [http://www.mta.ca/Community/Governance\\_and\\_admin/Policies\\_and\\_procedures/Section\\_2000/Policy\\_2105/Policy\\_2105/](http://www.mta.ca/Community/Governance_and_admin/Policies_and_procedures/Section_2000/Policy_2105/Policy_2105/) .

**Photocopying:** Departmental Support Services (DSS) located in the Student Centre offers central high speed black/white photocopying, color photocopying/ printing and finishing services such as stapling, booklets, hole punching, bindings, cutting, laminating, and folding. Copying jobs are collected in the mail or accepted on a walk up basis. Every effort is made to deliver finished jobs in the next campus mail run. Secretarial staff have special envelopes and copy requisitions for copy job requests. There is also a special secure exam photocopying service for midterm and final exam periods. Please see the secretarial staff for the secure courier envelopes.

For photocopying in departments, there are digital copier/printers available for convenience or emergency jobs at a slightly higher cost than DSS services. Each department has a budget for photocopying that covers both DSS and department photocopying.

**Physical Recreation and Athletics:** Full-time faculty members are entitled to purchase individual Athletic Centre memberships. Those employees who wish to purchase family memberships will be required to pay the difference between the individual and family rates. Facility schedules are posted on Mount Allison's home page:

<https://www.mta.ca/athrec/>

For further information concerning any of the programs offered, please call 364-2400.

**Purchasing:** Employees are permitted to charge goods or services valued at less than \$500 or catering services provided by the University's dining service provider of less than \$2,500 to the University without an approved purchase order requisition (see Procurement Policy 7101). A quick reference for buying items or obtaining services, as well as claim forms can be found under 'How to Buy' at:

[http://www.mta.ca/community/administrative\\_departments/financial\\_services/procurement/procurement/](http://www.mta.ca/community/administrative_departments/financial_services/procurement/procurement/)

All items purchased or claimed as a reimbursement using University funds, regardless of the source of funds, are the property of the University.

**Renting Vehicles:** A purchase order is recommended when renting a vehicle. For details on how to use a purchase order requisition, and on how to order goods and services, go to: <http://www.mta.ca/financial> .

**Sexual Violence Prevention and Response:** Mount Allison University is committed to maintaining a safe and healthy campus environment by addressing sexual violence through: awareness, education, training and prevention programs; survivor support; and, the timely, effective and fair handling of disclosures of sexual violence.

Mount Allison University is a diverse community and it recognizes that individual experiences of sexual violence may be affected by factors covered under the New Brunswick Human Rights Act and including, but not limited to, sex, ancestry, race, ethnicity, language, ability, faith, age, socioeconomic status, sexual orientation and gender identity/expression.

More information about the Sexual Violence Prevention and Response policy 1006 can be found on the Policy & Procedure page of the MTA website:

[\(https://www.mta.ca/Community/Governance\\_and\\_admin/Policies\\_and\\_procedures/Section\\_1000/Section\\_1000\\_Equity/\)](https://www.mta.ca/Community/Governance_and_admin/Policies_and_procedures/Section_1000/Section_1000_Equity/)

**Racism and Racial Harassment Prevention and Response Procedure:** The Racism and Racial Harassment Prevention & Response Policy & Procedure applies to all Mount Allison students and employees, and extends to include University Board members, visitors to the University, and contractors. The policy applies to (a) conduct on University premises, and (b) conduct not on University premises but which has a direct and negative impact on student life and the University's operations. This includes, but is not limited to:

- a) University-organized or University-sanctioned off-campus events;
- b) University-organized or University-sanctioned events where students or employees are acting as delegates or designated representatives of the University;
- c) Off-campus behaviour that violates University policies and collective agreements or the law.

For the purposes of this policy, “conduct” refers to anything said, written, done, or distributed, in print or electronically, that may be classified as racism or racial harassment.

More information about the Racism and Racial Harassment Prevention and Response policy 1010 can be found on the Policy & Procedure page of the MTA website: (<https://www.mta.ca/governance/policies/> )

**Smoking Policy:** Effective September 1, 2013, there shall be no smoking at any time by anyone in any part of any University building, including student residence rooms and Dons’ apartments, or within 10 meters of any University building.

**Telephones:** Instructions on the use of the telephone system are in the Campus Telephone Directory which is accessible on the home page. Call the CSD Helpdesk at 364-2473 to report telephone malfunctions, for more information, or to request changes in the services offered.

**Travel Liability:** The university policies on student travel (both domestic and international) require the completion of appropriate waiver and information forms. These policies cover all student travel, including any off-campus field trips. Please consult your department head and review the information on the Administrative Services web page.

## Campus and Community Life

As you will discover, this is a very busy campus. Weekly messages with event listings are distributed to the community electronically. Another way to stay up to date is to download the Ellucian app to your smartphone. The events calendar can be found at <http://www.mta.ca/events> .

The following may be of interest:

- The Sackville Film Society series takes place at the Vogue Cinema on Thursday nights.
- The Performing Arts series (organized through the Department of Music) offers concerts and performances throughout the year. The Music Department offers a full recital schedule as well.
- Dramatic performances are presented at the Motyer-Fancy Theatre (in the Purdy Crawford Centre for the Arts).

- The Owens Art Gallery has a wonderful permanent collection, and sponsors an annual series of temporary exhibitions.
- Mount Allison's athletics teams participate in intercollegiate sports (men's football, men's and women's soccer, men's and women's basketball, women's hockey, etc.). Come out and show your Mountie pride!!

The student newspaper, *The Argosy*, is the voice of students and is published throughout the academic year.

The University Club, located in the "President's Cottage" - the white house in the centre of campus - offers daily lunches, Friday afternoon "happy hour," and a number of other social functions throughout the year. It also has a meeting room that can be booked for lunch meetings.

Beyond the campus, the Sackville area offers a number of activities - hiking, biking, bird watching, cross-country skiing, etc. The Bay of Fundy is close to town, and good beaches on the Northumberland Strait are about 40 minutes away. Amherst and Moncton provide additional shopping possibilities. Halifax is just over 2 hours from Sackville, and offers the amenities of a mid-size city. We encourage you to take advantage of the resources of the university, and the local and regional communities.

Please feel free to consult any of your colleagues if you have questions or concerns. All of us will be happy to do everything possible to ensure that your experience here is a positive one.

