Orientation
Handbook
for New Faculty in Arts

Faculty of Arts

SAINT MARY'S
UNIVERSITY

Table of Contents

Please note: A chronology of dates from the Academic Calendar, the SMUFU Collective Agreement and other pertinent information can be found at **smu.ca**.

Working
at **Saint Mary's University**

Saint Mary's University was founded to provide education to those in the local community who didn't traditionally have access. Today, the university's mission reflects those beginnings by emphasizing a continued commitment to accessibility and community engagement. The faculty at Saint Mary's University are dedicated to three primary activities: providing undergraduate, graduate, and continuing education; contributing to knowledge through research and teaching; and serving the community at the local, national, and international levels. In keeping with these priorities, faculty are dedicated to contributing to knowledge through research and teaching that is grounded in the local and global communities.

The Faculty of Arts offers programs designed to promote critical thinking and to strengthen competency in diverse disciplines. The faculty work together to provide students with individualized and collective learning opportunities.

As faculty, we are members of a scholarly community. Academic work at Saint Mary's University is conducted in the context of the _University Act_, the Academic Senate and _The Collective Agreement_ between Saint Mary's University and the Saint Mary's University Faculty Union. Collegial governance relies on the participation of members at all levels of the university.

Academic Senate

Faculties, departments, schools, centres and institutes are key structures for the academic life of the university, and they deliver degrees, programs, certificates, and courses. New courses and programs, or changes to courses and programs, are approved by Senate. Senate also regulates admissions standards, qualifications for certificates, degrees and diplomas, as well as matters regarding student discipline. Academic Regulations are published in the **Academic Calendar**. It is important for faculty members to be familiar with these regulations, as they affect their course planning and their dealings with students.

Senators are elected for a period of up to three (3) years. Senate appointees sit on several Advisory Committees, including Academic Planning, Academic Regulations, Curriculum, Quality of Teaching, and the Research Ethics Board.

Members of Senate also appoint representatives to a number of other university committees. Information regarding Senate, including committees and committee membership, can be found on the **Academic Senate** webpage.

Academic Plan

In 2002, the university completed a planning exercise culminating in the Academic Plan, a document that describes the university's mission and priorities for the future. Since then, the allocation of resources for new and ongoing projects reflects the three main areas set out in the Academic Plan: undergraduate teaching and learning, community outreach, and international programming.

Consult the **Academic Plan** webpage for more information.

The Faculty of Arts at Saint Mary's University believes that research and education in the humanities and social sciences are essential to society. The questions posed by scholars in the Arts, and the nuanced answers their research provides, hold deep and enduring value. For centuries, across an array of disciplines, research in the Arts has enriched human experience, providing a forum for intellectual inquiry that is not available anywhere else.

Values and Priorities

Working

Faculty Council

Faculty Council is made up of all full-time faculty members working in the Faculty of Arts. Arts Council meets at least once a semester to deal with academic matters and, specifically, to consider, discuss and vote on proposals related to programs in the Faculty of Arts, including new courses, course changes, changes to the Academic Calendar, and proposals for new programs. All changes to academic programs must be approved by Arts Council before they are sent to Academic Senate for final approval. The Dean chairs Arts Council and every member, including the Dean, has a vote.

Faculty Executive

The Executive of the Faculty of Arts is comprised of all Department Chairs, Program Coordinators, Associate Deans, and the Dean. Arts Executive is an advisory board that meets regularly to discuss academic matters and to formulate proposals for Council's consideration. The Dean chairs Arts Executive, and every member, including the Dean, has a vote.

Department

A department is the basic administrative unit in the university. All departments function according to the principles of academic freedom and collegial governance with the department chairperson as primus inter pares. The chairperson calls and chairs meetings of the department as necessary with no fewer than two (2) meetings per semester.

Responsibilities of Department

▲ Academic matters including administering the department's own program(s), including staffing and scheduling courses, advising students, and initiating new programs, courses, and activities, as appropriate to the discipline(s);

▲ Employment matters, including recruiting and hiring faculty members, promotion and tenure.

Responsibilities of Faculty

All faculty members are responsible for working within the policy framework of the university generally, as well as Senate and ***The Collective Agreement between Saint Mary's University and the Saint Mary's Faculty Union.***

The *Collective Agreement* (CA) describes the responsibilities of faculty members and the guidelines for Annual Reports. By calling for an "appropriate combination" of scholarship, teaching and service, the *Collective Agreement* emphasizes balancing responsibilities. It is important to try not to focus on one area of responsibility while neglecting others.

Course Evaluations (ICE)

At the end of each term, Course Evaluations are conducted by the Senate Office. Faculty members designate a student to pick up the questionnaires from the Senate Office, to distribute them to the class, and to collect the completed questionnaires and return them to the Senate office.

For the dates of course evaluations each term, faculty members will be notified by Senate via their chairperson or secretary.

Faculty members may also choose to devise their own mid-semester evaluations for their own professional development.

Annual Reports

All faculty members on a probationary appointment (set by 10.1.10(b)) are required to produce a detailed Annual Report and submit it to their department chairperson. For complete details on deadlines and procedures for the Annual Reports, see the *Collective Agreement* (Article 8.4.13).

How faculty members are assessed at renewal, promotion and tenure

Renewal

At the end of the initial probationary appointment, the department, Dean and Vice President, Academic & Research evaluate the Annual Reports received to that point and determine if a formal review is needed. If not, the second probationary contract is automatic. If it is decided that a formal review is necessary, the procedures for promotion and tenure are followed; see the Collective Agreement for details (Articles 11.1.21 and 11.1.22). External assessments are not part of the review.

Promotion

When an application is made for both tenure and promotion, the department and the URC make two separate recommendations. According to Article 11.1.21(a) in the Collective Agreement, "Promotion is in no sense automatic, that is depending only on length of service at this University or elsewhere." To be promoted from one rank to the next, you must spend a minimum number of years in rank: three (3) years at Lecturer, five (5) years at Assistant and eight (8) years at Associate. One may apply for "Accelerated Promotion" (11.1.21(c), "on the grounds of exceptional teaching or research accomplishments or both" but may only do so once for a given rank.

Tenure

Although faculty members at the rank of Assistant Professor normally apply for promotion and tenure in the final year of their second probationary contract (i.e., year 5), there are different criteria for promotion and tenure (Articles 11.1.21 and 11.1.22). When preparing the application for renewal, promotion or tenure, follow the guidelines laid out in the *Collective Agreement* (Articles 11.1.12, 11.1.13, 11.1.14, 11.1.20, 11.1.21, and 11.1.22).

According to Article 11.1.22, tenure may be granted "on completion of five (5) years' full-time service at the University at the rank of Assistant Professor or above." This means that faculty members apply and are considered in year five (5) and a decision is reached by the end of the academic year. Article 11.1.22 (b) instructs the department and the URC to assess "the worth of the Candidate to the University on a long- term basis" and specifies that "Tenure is to be recommended only if the Candidate has established himself/ herself as a successful teacher, has contributed to the discipline through research and publication, and is, in their judgment, a person who will contribute to the growth and stature of the University, and will promote its objectives as set out in the Saint Mary's University Act, 1970. Additionally, the criteria set out in 11.1.13 above shall be taken into account."

Tenure may be granted, deferred for a period of either one (1) or two (2) years, or denied [see Article 11.1.22(c)].

What if I need to take leave during my probationary appointment?

The *Collective Agreement* includes definitions and provisions for different types of leave, such as sick leave, compassionate and bereavement leave, sabbatical leave, pregnancy and parental leaves, leave of absence for political office, etc. Consult the *Collective Agreement* for complete details.

Support
for Research and Scholarship

Resources

The Faculty of Arts and the Faculty of Graduate Studies and Research provide ongoing support for research and scholarship. To keep faculty members up to date on changes at the granting agencies, the Faculty of Graduate Studies and Research organizes presentations on grantsmanship and visits by representatives of granting agencies such as the Social Sciences and Humanities Research Council throughout the year. For information, contact the Faculty of Graduate Studies and Research.

Travel funds in the Faculty of Arts

The *Collective Agreement* designates an amount per faculty member per year to support travel for scholarly purposes (see Article 18.1). These funds are allocated by the Dean of Arts on the basis of priorities listed in Article 18.1.

Applicants seeking funding follow these steps before travel occurs:

1. Complete an Advance Request form – log onto **SMUport**, go to the Financial Services section, then download the form from the Internal Financial Services Forms page.
2. Complete the Faculty of Arts application form for travel expenses, available on the **Faculty resources** webpage.
3. Provide the information and documentation requested on the form.
4. Obtain the signature of the department chair on both forms.
5. Take the signed forms to the Dean's office for signature.
6. Please allow a minimum of ten (10) business days for processing and payment.

Faculty of Graduate Studies and Research grants in aid of research

To find applications and information for grants in aid of research, travel and publication for the following, visit the **Faculty of Graduate Studies and Research** (FGSR) website.

- ▲ Internal Research Grant for New Faculty
- ▲ Internal Research Grant for Established Faculty
- ▲ Supplementary International Conference Participation Travel Fund

For further information on the above, visit the FGSR Apply for Grants/ Scholarships webpage, and see its **Faculty section** for a list of forms and opportunities.

Take the signed forms to the Dean's office for signature.
Please allow a minimum of ten (10) business days for processing and payment.

Professional Development Expense Fund

In addition to grant and travel money, faculty members are entitled to receive reimbursement for expenses related to professional development (see Article 16.7.2 of the *Collective Agreement*). Expenses may include memberships in scholarly associations, subscriptions, registration fees, library fees, and teaching and research materials. The fund can also be used to top up travel funds. Application for reimbursement may be made once each fiscal year (April 1 - March 31) by completing an Expense Report and Expenditure Log with receipts and submitting them to the Office of the Dean.

Expense reporting following travel

After using a travel advance and upon returning from travel, faculty members must complete an Expense Report and Expenditure Log, detailing travel costs such as accommodations, airfare, mileage, per diem, etc. These forms are to be completed within fourteen (14) days of travel, with original receipts attached to the form. Once the form is completed and signed, the faculty member must submit it to the Dean's Office, which forwards it on to Financial Services.

Expense Report forms are available online: Log onto **SMUport**, go to the Financial Services section, then download the form from the Internal Financial Services Forms page.

Support
for Teaching and Learning

The Studio for Teaching and Learning

In addition to orientation for new faculty at the beginning of the academic year, the Studio offers a series of meetings and workshops titled the New Faculty Community of Practice on various professional matters (teaching, student evaluations, Annual Reports, etc.) for new faculty throughout the academic year. Notice of these workshops is circulated by email.

The Studio also provides teaching and learning resources to faculty, including a newsletter, a print and video library, electronic subscription to The Teaching Professor, and links to other instructional development centres across Canada. The Director is available to assist faculty wishing to develop their knowledge of

The Studio - Atrium 213

Tel: (902) 420-5088
Fax: (902) 420-5015
Email: studio@smu.ca
Website: studio.smu.ca

The Writing Centre & Academic Communication

The Writing Centre offers a variety of services for faculty. The Writing Centre webpage includes links to a variety of online resources for faculty. On request, staff will meet with faculty individually to offer advice and assistance with writing assignments and activities.

Also, it is possible to arrange for an individual workshop designed around the topic provided by the instructor. An in-class workshop must be booked in advance by contacting the Director of the Writing Centre.

Writing Centre - Burke 115

Tel: (902) 491-6202
Fax: (902) 496-8213
Email: writing@smu.ca
Website:
studio.smu.ca/wc-home

Enterprise Information Technology (EIT)

Get connected

EIT will help you set up and manage your computer accounts and passwords, and connect to the SMU telephone and computer networks. Find out more about **getting connected**, and other Enterprise Information Technology (EIT) **services for faculty members**.

EIT Help Desk and Classroom Support

The Helpdesk's mandate: "The Help Desk Team provides technical assistance to students, faculty and staff. It consists of the Help Desk Team Leader, the IT Facilities Coordinator, two End User Support Technologists and several Lab Assistants. The Classroom Support Team maintains the electronic equipment in over 132 of the university teaching areas. This team consists of two I.T.

Enterprise Information Technology (EIT) - Loyola 268 and the Atrium (ground floor)

Tel: (902) 496-8111

Email: helpdesk@smu.ca

Website: smu.ca/academics/enterprise information-technology.html

Classroom Support: (902) 420-5558

For more technical support in your office and classroom:

Software and Application Support Centre (SAS) - Atrium 107

Tel: (902) 496-8168

Email: sas@smu.ca

Website: studio.smu.ca/sas-welcome

The Software and Application Support Centre (SAS) assists faculty and staff who wish to learn new computer skills, develop basic computer skills, set up a webpage, learn about multimedia hardware and software, and transition to or develop courses online via Brightspace. The Centre houses a computer lab and is staffed by full-time Teaching Technology Associates.

Brightspace

To set up your course on Brightspace, visit studio.smu.ca/brightspace

The Software & Application Support Centre (SAS) can help you customize and navigate your Brightspace site. Reach the Centre by phone: (902) 496-8168 or email: sas@smu.ca.

Bookstore

Textbooks and course materials can be ordered online or by filling out a form available from your department secretary. Orders for the fall semester are usually due May 15 so if you arrive in the summer, you will want to place orders as soon as possible. The deadline for Winter semester courses is usually October 15. Course packs are sold at the Bookstore but are prepared and printed by the Document Source.

2nd Floor, Student Centre
Tel: (902) 420-5562
Email: bookstore@smu.ca
Web: http://bookstore.smu.ca/
Manager: Andrew Baker
Email: andrew.baker@smu.ca

Textbooks & Special Order Books
Tel: (902) 491-6283
Email: don.simpkin@smu.ca

Communication resources

Reach out to SMU's communications team when you need assistance in promoting an event, creating promotional materials for a new program, or sharing news with the SMU community and the public. Do you have a project in mind? Complete our project intake form or connect with communications staff. Visit the **Communications** website to learn more about web services, communication channels, media relations and graphic design services, the Saint Mary's University Brand, social media guidelines, and more. Become familiar with the Saint Mary's Style Guide, used by staff for print and web communications intended for external use. This style guide is not meant to replace academic style guides for research and student assignments.

RICOH Print Centre

The RICOH Print Centre provides copying services to faculty and produces course packs designed by individual instructors. Course packs may include reproductions of articles and excerpts from books as well as other material provided by the instructor such as course notes. The RICOH Print Centre arranges permission with copyright holders. The cost of the course pack depends on the cost of permissions and includes fees for photocopying. The first step is compiling the material you wish to include in the course pack, using original material where possible, and to bring these materials to the RICOH Print Centre. The staff will obtain permissions from the copyright holders, scan the material, and digitally store the course pack. The course pack is printed and sold at the Bookstore. When copies run out, the Bookstore issues rain checks that the RICOH Print Centre will fill within 24 hours. Contact the RICOH Print Centre for information concerning deadlines for course packs.

The RICOH Print Centre - McNally Main 031
Tel: (902) 420-5579
Email: print.centre@smu.ca

Patrick Power Library

In addition to on-site and digital resources (available via the **Library website**), the Library offers a number of services to instructors. These include research and data support, library and information literacy instruction, copyright assistance, and scholarly communication support, among many others. See the Library's **Faculty Support** webpage for more information.

Course Readings Service

The Library can support you in providing your students with cost-effective and easily accessible course materials, in any format. Send your syllabus or course readings list to copyright@smu.ca, and our Copyright Team will provide you with options from licensed library content, Open Access content, or copies that fall under fair dealing (note: if permission is required, we'll help you get it). For more information, see the **Copyright Services** webpage in our Copyright Guide for Faculty and Staff.

Don't see what you need?

Every department has a library subject liaison who can work with faculty to purchase books, eBooks, films and other materials required for teaching and learning. Find yours **here**.

Diversity, Inclusion & Equity

Saint Mary's strives for an academic environment that is inclusive, equitable, and dedicated to embracing global perspectives. Learn more about the supports and services for our diverse community of learners: smu. ca/studentlife/diversityinclusionequity.

- ▲ Indigenous community
- ▲ African and Black Student Support
- ▲ International students
- ▲ Fred Smithers Centre of Support for Students with Disabilities
- ▲ 2SLGBTQ+ community
- ▲ Women's Centre
- ▲ Chaplaincy and spiritual support

Helpful contacts

Cancellation and Closure Hotline

Staff/Faculty Tel: (902) 491-6264
Students Tel: (902) 491-6263

Campus Security

Available 24 hours a day, 7 days a week

Non-emergency: (902) 420.5577; **or dial** 5577 from any campus landline phone *(e.g., to assist with opening a locked classroom)*

Emergency: (902) 420.5000; **or dial** 5000 from any campus landline phone

Email: security@smu.ca

Website: smu.ca/campus-life/ university-security.html

Course syllabus and grading system

The Faculty of Arts encourages instructors to adopt, and give to students in writing, course outlines that should include the following standard elements, and may include additional elements.

Standard elements

1. Course number
2. Course title
3. Instructor's name
4. Grading system for determining the final grade, including relative weight for all graded course elements and stating the number of tests and assignments
5. Instructor's office hours
6. Instructor's contact information (office location, and phone number and/or email address)
7. Prerequisite
8. Time and location of classes, labs, and/or seminars
9. Brief statement about the content and/or overall objectives of the course that may include a copy of the course description in the Academic Calendar. This statement may consist of only a copy of the course description in the Academic Calendar if the instructor feels that the Calendar course description adequately describes the content and/or overall objectives of the course.
10. List of required and optional textbooks and/or other supplementary materials
11. Instructor's policies regarding the submission of late assignments or the absence of students at scheduled tests
12. The method to be used to communicate to students the cancellation of a class other than in the case of a university-wide closure
13. A reference to Academic Regulation 19 (**Academic Integrity**)

Additional elements

Because individual approaches to creating course outlines differs, instructors should not be restricted from including a more detailed course syllabus in their course outlines that might include elements such as:

a. Reading list and/or bibliography

b. Tentative schedule of class, lab, and/or seminar topics

c. Tentative schedule of test dates and assignment due dates

d. Brief statement describing the format of the course and/or how classes, labs, and/or seminars are structured

e. Information on grading policies and evaluation criteria for assigned grades, either on quantitative or qualitative scales

f. Any other information that the instructor feels would be useful for students to know about the nature of the course, its content, and the basis of evaluation

Tip: To remind students of their responsibilities, it is advisable to reference the sections on Academic Integrity in the Academic Calendar **(see Academic Regulation 19)**.

Please see Academic Regulation 4 of the Academic Calendar for further information.

Undergraduate rating, grades, and grade points

Final grades are usually due five working days after the final exam or, in courses without a final, five working days after the last day of classes. Faculty are usually reminded of the deadlines by a memo from the Registrar's Office.

Saint Mary's University Grading Scheme

Grades	Grade Points	Percentage	Rating
A+	4.30*	90-100	
A	4.00	85-89	**Excellent**
A-	3.70	80-84	
B+	3.30	77-79	
B	3.00	73-76	**Good**
B-	2.70	70-72	
C+	2.30	67-69	
C	2.00	63-62	**Satisfactory**
D	1.00	50-59	**Marginal**
F	0.00	0-49	**Failure or withdrawal after deadline**
IP			**In Progress** (applicable ONLY for graduate and undergraduate honours courses)

Incomplete grades

See **Academic Regulation 5(d)** for further details.

Office hours / Student Advising

Student advising is the responsibility of all faculty members, but how it is administered varies by department. Discuss your role with your department Chair.

Because advising and assisting students is part of teaching, it is important that faculty members make themselves available to help students one-on-one. During the academic year, faculty members are required to hold six office hours per week. Faculty members may also choose to hold extra tutorial sessions or meetings with students or groups of students depending on the instructional requirements of their courses. Please see the *Collective Agreement* (Article 15.1.13).

Tests & final examinations

Please see Academic Regulation 8 of the Academic Calendar. Special examinations can be arranged according to **Academic Regulation 10**.

Plagiarism

The definition of plagiarism is outlined in the Academic Calendar under Academic Regulation 19 Academic Integrity. It is a good idea to refer to this regulation on course outlines.

When a faculty member believes that an academic offence has been committed, they shall make an online submission. Administrative support staff will review the report and send it to the Academic Integrity Officer (AIO) for the Faculty of Arts. Reports must be submitted via the Academic Integrity Incident Report Form available online, and must identify and provide evidence of the alleged offence.

For current AIO contacts and further details about the process, see the **Academic Integrity** webpage and the **Academic Calendar, Academic Regulation 18.**

Registering in a course after it is closed

You may admit a student by means of a Registration Override. To admit students to a class that is full, or to override a prerequisite:

- ▶ go into **Banner** ("Self Service Banner" under the "Faculty and Staff" heading on the SMU home page)
- ▶ select "Enter a secure area"
- ▶ enter your User ID (Banner no. – e.g., A00011122) and PIN
- ▶ select "Faculty and Advisors"
- ▶ select "Registration Overrides"

Add / Drop:

The last day for dropping or adding courses is listed in the "Academic Calendar of Events" at the beginning of the university's **Academic Calendar**, available online. Check here also for statutory and other holidays observed during the term.

Change of grade

In the event of an error, you may change a grade after final grades have been submitted. To do so, obtain a Change of Grade form from your department/program secretary. You must give a reason for the change on the form. For the change to be accepted, the Dean's signature must be obtained.

Granting of extension

Extensions on work submitted in a course are granted at the discretion of the professor; however, an extension beyond the end of the semester requires assigning a final grade of Incomplete with the approval of the Dean of Arts (through submission of an IC form).

Proposing new courses

Proposals for new courses must be approved by the department, Arts Executive, Faculty Council, and Senate. Ask your Chair or the Associate Dean (Curriculum and Student Affairs) for the next deadline for new course proposals. Before you submit a new course proposal, the proposal must be approved by the Library. After the Library approves, approval can be sought from the department, then forwarded to the Arts Executive for comment and then to the Arts Council for approval. Arts Council meets once per term, usually near the end of term. The proposals are

then considered by the Curriculum Committee before being presented to Senate for approval. The process usually takes a year. For Course Proposal Forms, visit the **Academic Senate Forms** webpage.

Honours and Graduate supervision

In many departments, Honours and Graduate teaching is organized on an overload basis, not as part of the standard teaching load. Stipends are available for Honours and Graduate supervision but must be obtained through the department Chair. When a faculty member agrees to supervise a student from another university, the university in which the student is registered pays the stipend. For details on remuneration, please refer to the *Collective Agreement* (Article 16.5.1).

Guide for New
Faculty Members

Visit the **Faculty Onboarding** webpage for quick links to university services and other helpful tips to consider as you begin working at Saint Mary's. This **Campus Map** may also be useful.

Parking on campus

Parking permits are issued through Facilities Management (McNally South, Room 011). There are several parking areas on campus. Full-time faculty may purchase a 12-month parking permit through payroll deduction. Part-time faculty may also purchase parking permits, though payroll deduction is not a payment option.

For complete details about parking, see the **Faculty & Staff Parking** webpage. Contact Facilities Management at (902) 420-5572 or facilities.management@smu.ca.

Getting Connected:

Computer / telephone
Enterprise Information Technology (EIT) will help with your IT requirements, including:

Office setup
If your office does not have a computer or if you use a MAC, contact:
Manager of Desktop Technology - McNally East 019
Tel: (902) 420-5484   **Email:** helpdesk@smu.ca

Office equipment and supplies are approved by the department Chair and ordered through the departmental secretary.

Email
In order to access your emails and important campus announcements, you can set up a SMUport account at an EIT Helpdesk, located in Loyola 268 and the Atrium (ground floor). The friendly staff at Information Technology Systems and Support will be more than happy to assist you with any computer-related issues as well as with classroom support. You can reach the Helpdesk by phone at (902) 496-8111 or email them at helpdesk@smu.ca, though it is often best to visit the Help Desk in person for quick service. Also contact EIT for information on wireless access on campus.

Telephone
To set up your office phone, consult the **EIT Telephone Use Guide**. Here you will find useful information on telephone procedures and policies. For further details, contact EIT. To find faculty and staff contacts, use the People Finder on the website at https://smu.ca/about/find-faculty-and-staff.html.

Self-Service Banner
To get your Self-Service Banner login information (an 8-digit code beginning with the letter 'A'), contact the Service Centre at (902) 420-5582 or service.centre@smu.ca. Self-Service Banner ("Banner"), accessible on the smu.ca homepage, will facilitate your teaching by making it possible for you to submit your students' grades. You can also use Banner to view class lists, class schedules and access students' information. This site also has important information on registration overrides. With regard to employment issues, use Banner to access your payroll information (including pay and deduction history, and your current pay stub), to sign up for digital T4s for tax filing, and to update your contact information.

Library card

Visit the Patrick Power Library to obtain your library card. Your library card is also your faculty identification card. For assistance contact The Circulation Desk at (902) 420-5547.

Employee benefits

The Human Resources office, located in McNally South 111, is an important place to visit right away. You must go there to activate your salary payment and deductions as well as to sign on the benefits and pension plans. The staff at Human Resources will also answer questions related to a range of employment-related issues (such as the ones listed below):

Benefits include Life Insurance, Long-Term Disability (LTD), Health and Dental, the Employee Faculty Assistance Program (EFAP), and a Pension Plan.

▶**Life Insurance** is a compulsory benefit. Basic life insurance coverage begins on the first day of employment, or if evidence of insurability is required, by the date it is approved by the insurer. Information concerning Basic Life Insurance, Optional Life Insurance, and Optional Dependent Life Insurance can be found at: https://smu.ca/about/life-insurance.html.

▶**Long-term Disability** benefits provide a continuing monthly income if sickness or injury prevent an employee from working. Information about eligibility, evidence of insurability, details of coverage, exclusions and limitations can be found at http://www.smu.ca/about/long-term-disability.html.

▶**Health and Dental** is an optional benefit provided by Great West Life and managed by the SMUFU Health and Wellness Trust Benefits Plan. If an employee chooses coverage, it becomes effective on the first day of the month following the date of employment, or if evidence of insurability is required, the date it is approved by the insurer. Benefits pay for most medical and hospital expenses. The coverage also extends to eligible expenditures for prescription drugs, therapeutic massage, eyeglasses and contact lenses, and dental procedures. Find more information at https://www.greatwestlife.com or by calling the SMU Faculty Union at (902) 496-8190. To access details online, quote the University's Group Policy Number: 160597.

▶**Employee Faculty Assistance Program (EFAP)** is a confidential service that connects faculty members and eligible members of their families to professional counsellors with expertise in a variety of areas, including health (alcohol and drug misuse, depression, stress and anxiety, trauma, etc.), couple and marital relationships, finances, work and career issues, and legal matters. The service is paid for by a fee deducted from each paycheque. There is no direct cost for access to the EFAP. For more information, visit the **EFAP webpage**. Its toll-free number is available 24 hours a day, 365 days of the year: for service in English, call 1-800-347-2067; for service in French, call 1-800-347-2067 or visit **inconfidence.ca**.

▶**Pension Plan:** The Pension Committee organizes an annual general meeting for members of the plan, as well as information sessions on specific topics such as estate planning. These sessions are advertised by memo to individual faculty and staff members. Visit the **Pension** webpage for more details, and find forms on the **Pension Forms** page.

Health and Wellness

In recent years, the staff at Health Services have moved towards concentrating on serving students. However, all employees are entitled to services according to its mission statement: "Student Health Services is dedicated to providing educational, direct supportive, consultative health care to SMU students, staff and faculty and also provides individual attention to each person who comes for help."

Student Health Services - 4th floor Student Centre
Tel: (902) 420-561

Important telephone numbers:
QEII Emergency: (902) 473-2043
Ambulance: 911
Poison control: (902) 470-8161
Health Services nurse: (902) 496-8778;
after hours on call cell number (902) 471-8129

Fitness

Homburg Centre for Health and Wellness

Full-time faculty are entitled to a 50% discount on membership at the Homburg Centre, located at 920 Tower Road. Part-time faculty and spouses receive a 25% discount. Facilities include cardio and weight rooms, indoor and outdoor tracks, gymnasium, squash courts, group fitness classes and active living programs, co-ed sauna and steam room. Find out more about **SMUfit membership fees**, discounts and services, or contact the Front Desk at (902) 420-5555 for information.

LifeMark Physiotherapy

LifeMark Physiotherapy welcomes new patients. Referrals are not necessary. Services offered include: physiotherapy, massage therapy, home care, orthotics, acupuncture, work conditioning, and functional ability testing. Most services are covered by Great West Life.

Located in the Homburg Centre

Tel: (902) 420-5061

Spiritual guidance - Chaplaincy Office Loyola 183

Tel: (902) 420-5502

A list of places of prayer and worship covering all faiths is available from the **Chaplaincy Office**. For convenience, here are those closest to Saint Mary's University:

Beth Israel Synagogue

Contact: Rabbi Amram Maccabi
1480 Oxford Street
Tel: (902) 422-1301
thebethisrael.com

Halifax Shambhala Centre

1084 Tower Road
Tel: (902) 420-1118
halifax.shambhala.org

Hindu Community

Contact: Vedanta Ashram Society
6421 Cork Street
Tel: (902) 431-6000
hindutemple-halifax.org

Islamic Community at Dalhousie

Dalhousie Muslim Student Association
Email: mmsa@dal.ca
Facebook

Universalist Unitarian Church of Halifax

5500 Inglis Street
Tel: (902) 429-5500
uuch.ca

Conflict
Resolution Policy

Saint Mary's University is committed to promoting an environment free from discrimination and harassment, including sexual harassment based on the protected characteristics set out in the *Nova Scotia Human Rights Act*.

Such discrimination and harassment undermine the mission of the university by discouraging individuals from fully participating in academic and professional work. Not only do discrimination and harassment negate the principles of university life, they are also against the law and will not be condoned at Saint Mary's University. It is the responsibility of all members of the university community to contribute to a respectful environment for work and study.

Conflict Resolution Office - Room 416, Student Centre
Tel: (902) 420-5113
Email: bridget.brownlow@smu.ca

Your feedback
Do you have any comments or suggestions concerning this Handbook?

Please let us know what you think!

Connect with the Faculty of Arts on social media:

Twitter: @SMArts_SMU

Facebook: @SMUArts

Appendix A
Acronyms and Abbreviations

GRI – Gorsebrook Research Institute

SMUBDC – The Saint Mary's University Business Development Centre

CLE – The Centre for Leadership Excellence

EIT – Enterprise Information Technology

SMUSA – Saint Mary's University Students' Association

SMUFU – Full-time Faculty and Professional Librarians Union

ISA – International Student Advisor

TESL – Teaching English as a Second Language

REB – University Research Ethics Board GPA – Grade Point Average

CGPA – Cumulative Grade Point Average

DGPA – Degree Grade Point Average PGPA – Program Grade Point Average

SAS – Software and Application Support Centre

Building and Room Codes

A – Atrium

AA – Alumni Arena

AG – Art Gallery

B – Burke Building

C – Cafeteria

CE – Continuing Education

EA – External Affairs

HC – Homburg Centre for Health and Wellness

LA – Loyola Academic Complex

LR – Loyola Residence

ME – McNally East Wing

MM – McNally Main

MN – McNally North Wing

MS – McNally South Wing

O – The Oaks/International Activities

PPL – Patrick Power Library

RR – Rice Residence

S – Science Building

SB – Sobey Building

SC – O'Donnell Hennessey Student Centre

UA – Development/Alumni

VR – Vanier Residence

980 – TESL Centre

5960 – Gorsebrook Research Institute for Atlantic Canada Studies/CN Centre for Occupational Health & Safety