Chairs' Manual 2025-2026

Prepared by the Office of the Deans of Arts & Science – July 2025

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1. Introduction

This manual is intended for the use of the Chairs/Directors in the Humanities & Social Sciences, and the Sciences.

Schools and Departments in the **Humanities & Social Sciences (14)** currently are:

Chanie Wenjack School for Indigenous Studies, School for the Study of Canada / École d'études canadiennes, School of Business, and Departments of Anthropology, Cultural Studies, Economics, English Literature, Gender & Social Justice, Global Justice & Development, History, Philosophy, Political Studies, Social Work, and Sociology.

School and Departments in the **Sciences (9)** currently are:

Trent School of the Environment, and the Departments of Biology, Chemistry, Computer Science, Forensics, Kinesiology, Mathematics & Statistics, Physics & Astronomy, and Psychology.

Programs in these faculty divisions are also covered by this manual.

The other faculty divisions include the School of Education, the Trent/Fleming School of Nursing, and Trent University Durham.

This manual is designed for practical use, providing guidance for Department Chairs and School Directors as to current administrative practices. It serves as a supplement, and is subservient, to the various Collective Agreements.

1.1 Resources

This manual is only one of the many resources you can and should access, including:

1. **Collective Agreements:** The collective agreements for Trent University Faculty Association (TUFA, full time faculty), Ontario Public Service Employees Union Local: 365 (OPSEU, Trent staff members), Canadian Union of Public Employees Unit 1 (CUPE Unit 1, part-time/sessional teaching positions), and CUPE Unit 2 (Trent students in teaching support positions) lay out the terms and conditions of employment for full-time faculty, support staff, part-time instructors, and graduate students, respectively. These agreements evolve over time through rounds of collective bargaining. The agreements *never* supersede Federal and Provincial Statutes, except where the rights provided by an agreement are *greater* than those provided by Federal or Provincial Statutes.

2. **Office of the Deans of Arts & Science**: A primary function of the Office is to support Chairs in your work with faculty and students. The [Office of the Deans website](#) has many resources as well, including the [Chair Calendar](#), [Guidelines & Policies](#), and [Forms and Templates](#).

3. **Dean:** Deans are available to discuss any issue, including matters related to personnel, planning, and policy. If your Dean is unavailable, another Dean may be of assistance. Except where policy and procedure indicate otherwise, all conversations with a Dean, or with Deans' Office staff, are confidential.

4. **Associate Deans:** The Associate Deans are available to provide guidance related to curriculum, academic integrity, program proposals, and cyclical program review. They are available to discuss undergraduate as well as graduate programming.

5. **Academic Administrative Assistants (AAA)**: The Academic Administrative Assistant of your department is available to support you administratively and will be able to guide you on who to ask for certain things. It is recommended that you consult regularly on upcoming deadlines as detailed in the [Chair Calendar](#) and that you inform your Academic Administrative Assistant of any changes in practice that you hear about at Decanal Councils, Faculty Board, and/or Senate. It is also important to copy your AAA on every email regarding Department/Program business, and for them to have access to your Outlook Calendar. It is recommended that you provide your AAA with an electronic copy of your signature, to be used only with your permission.

6. **Other current and past Chairs/Directors**: A problem may be new to you, but perhaps not to someone else. Speak with other current and past Chairs, both in and outside of your own division. There is a current chairs email list (acad_chairs@trentu.ca). Feel free to use this but remember that emails will also be sent to the Deans.

7. A full library of Trent University policies on students & teaching, research, human resources, finance, operations, and external relations can be found at the [Trent University Policy Library](#).

2. Academic Year

The academic year of teaching begins September 1st and is divided into two "sessions", each comprised of two terms, for a total of four teaching terms. The Fall/Winter session is comprised of two 12-week terms; the Fall term (September to December) and the Winter term (January to April). The Summer session is comprised of two six-week terms; S61 that begins in May and ends mid-June, and S62 that begins mid-June and ends in August. The entire 12-week Summer session is also called S12.

The academic year in terms of appointments is defined as July 1st to June 30th.

The fiscal year (i.e. budget year) is defined as May 1st to April 30th.

2.1 The late summer (July-August)

Responsibilities during this period are primarily to ensure that every course has an instructor, any GTAs are allocated to courses, syllabuses are submitted to the Deans' Office, and committees have been formed. This manual also includes discussion of best practices in hiring.

Assigning GTAs

Under the terms of the CUPE Unit 2 Collective Agreement, graduate students, in their letter of offer, are assigned to an academic department – typically, the home department of their supervisor – for their GTA duties. Sometime in May, Graduate Studies will email you a list of the email addresses of grad students assigned to your Department.

You are required to then post a list of courses, where a GTA may be required, on your Department website by June 1st. This list is pulled from the staffing plan and requires Dean approval. This list will include the title, course number, duration, department, and contact person.

Graduate students have until August 1st to submit an up-to-date CV and cover letter which serves as a statement of interest for their course preferences. (see Section 19 of the CUPE Unit 2 Collective Agreement)

The placement of GTAs shall proceed in the following order of priority:

   a) Returning GTAs content to remain in their currently assigned department;
   b) Returning GTAs who want to change their currently assigned department;
   c) New GTAs.

Where two or more qualified applicants express interest in the same course, the Employer can consider outside experience and research interests and will appoint the most appropriate applicant.

A hiring form must be completed, signed by you (as Department Chair), and returned to the Office of Graduate Studies by the communicated payroll deadline.

Hiring Form is issued by the undergraduate department responsible for staffing the assigned course. Please refer to 19.02 of the Collective Agreement for form requirement details.

Committees and Departmental Assignments

Initiate the formation of all Department and Program committees over the summer and ensure they are fully operational by the first weeks of September. All departments must have a Personnel Committee. The creation and responsibilities of the Department Personnel Committee are outlined by Section of VI.2 of the TUFA Collective Agreement. Other committees depend on past practice. Large departments may have an executive committee that advises the Chair and screens business for the department as a whole. Assigning faculty members to attend Open Houses, coordinate with the student society, and assign transfer credits are normal practices. Faculty members may also be assigned to the task of timetabling.

2.2 Fall Term

Meetings start in the Fall, and include Department/Program meetings, Manager Meetings, Decanal advisory council, Faculty Board, and, for some Chairs, Senate. It is important to communicate the subject matter of meetings to your faculty - you are expected to distribute information. You are also expected to collect information and opinions from your faculty. As a conduit for communications between departmental colleagues and academic administrators, Chairs will be asked to represent the views of their Department on occasion. To do so effectively, Chairs should consider how to best sound out their department colleagues on salient issues.

The middle of the Fall term is a good time to get moving on any curricular changes that you would like to have in place for next year (see USC section below). Your Department/Program's one-year staffing plan is requested for the second half of the Fall term. The detailed one-year staffing plan is supported by the three-year departmental academic plan. Faculty should be aware of the Collective Agreement deadlines for applying for reappointment, tenure, or promotion. You will be asked to check the exam schedule. Please do so carefully, as the Registrar's Office (RO) does not have much flexibility. If you do not need an exam slot, please let the RO know as soon as possible.

2.3 Winter Term

As the university moves away from full year courses, the beginning of the winter term resembles the fall to a large degree. There is the additional bonus that the majority of

faculty and other staff are available. There may be some chasing faculty for grades that have not yet been submitted from the previous term. And there will be the ongoing development of the staffing plan for the following year as budgets are developed. Sabbatical plans need to be updated as they are due in May.

2.4 Spring/Summer Terms

Although winter term classes end in early April, meetings continue into May. Planned summer travel should be postponed until at least the end of April, or even better: until after convocation.

3. Chairing from A to Z

3.1 Absence from Campus

All faculty are required to inform the Deans' Office of any absence from campus of more than three working days where teaching duties are scheduled. This should be done via a short email to the Deans' Office, copied to the Chair and the Department's Academic Administrative Assistant, indicating the dates of and reason for the absence, providing an emergency contact number, and confirming that classes are covered. Faculty who are absent due to medical reasons for two weeks or more are required to provide medical documentation to Human Resources in order to maintain benefits. Outside teaching and examination periods, faculty are asked to leave contact details with the Academic Administrative Assistant. TUFA members should also notify Chairs of their vacation details and summer contact information.

3.2 Academic Integrity

Full text of Trent's Undergraduate Academic Integrity Policy is available for review.

The academic integrity webpage for Chairs provides links to a step-by-step guide for handling academic dishonesty cases for both the instructor and the Chair, a downloadable Academic Dishonesty Report form, a procedural flowchart, a list of FAQs, and a checklist to guide you through the process. The Associate Dean is a helpful resource as well should you have questions.

Once you have made your decision as Chair, it is recommended that you follow these sample Chair emails to relay your decision to the student(s).

3.3 Accommodation of Disability

Trent University is committed to accommodating students, staff, and faculty with disabilities.

Students

Student Accessibility Services (SAS) has faculty resources including an accommodation glossary regarding the accommodation of students who are registered with that office. The Centre of Academic Testing outlines the hard-copy requirements for tests and exams as well as how to upload electronic copies of tests and exams.

Employees

Trent University is committed to accommodating faculty, staff, and students with disabilities. Provincial legislation requires that persons with documented disabilities (physical and/or mental) must be accommodated, up to the point of undue hardship to the institution. Employees of the university community requesting accommodation may be asked to provide medical documentation to the appropriate supervisor confirming that an accommodation is required. Persons seeking accommodation do not need to disclose the nature of the disability, except insofar as disclosure is required to ascertain the nature of the accommodation. Any details around the nature of the disability need be provided only to the person(s) or office(s) charged with implementing and/or overseeing the accommodation.

All staff and faculty are required to complete [AODA training](#) -- current staff and faculty should already have completed the training, and new staff and faculty should be informed of the requirement.

Trent University's policy on accommodating employees with disabilities can be found on the [Policies webpage under Human Resources](#).

3.4 Acting Chair (Signing authority)

If you will not be available for a period longer than a couple of days, you should appoint an Acting Chair. Simply delegate this role to a permanent faculty member and let both your Academic Administrative Assistant and the Deans' Office know. If a problem occurs during your absence, your Acting Chair should contact the Deans' Office immediately.

3.5 Adjunct Appointments

See [Honorary Appointments](#).

3.6 Budgets: Operating and Discretionary

Departmental operating budgets are intended to cover regular departmental expenses, including office supplies and non-standard furnishings, consumables for labs, seminars and tutorials, teaching-related photocopying and printing costs, teaching-related postage and telephone costs, support for visiting speakers, and other miscellaneous costs in support of the department's administrative needs and faculty members' teaching needs. Departmental budgets are not intended to cover faculty members' research needs.

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Trent's policy on refreshments and hospitality, and the travel and business expense policy, can be found on the [Policies webpage under Finance](#).

University policy regarding carry forwards changes from year to year. Carry forwards may not be automatic. Often, funds can be carried forward only for investments for which there was Presidential or Vice-Presidential commitment, or for purchases already made but not yet received.

Operating budgets that are overdrawn at the end of the fiscal year (April 30) may be penalized up to the full amount of the over-spending. This amount is carried forward as a charge against the next year's operating budget.

3.7 Calendar Copy

The Office of the Provost & Vice President, Academic manages the University Calendar. They will contact you annually regarding the calendar copy. The online version of the Calendar is the authoritative version. All changes to course and degree regulations must be submitted to [USC](#) and approved before making changes to the Calendar copy.

3.8 Cancellation of Courses

If, after consultation with the Deans' Office, a course that has been timetabled and made available for student registration is to be cancelled, it is the responsibility of the Chair to inform the instructor. Have your Academic Administrative Assistant inform the students registered in the course, copying the Deans' Office and the Scheduling Administrator in the RO.

3.9 Committee on Academic Personnel (COAP)

The TUFA Collective Agreement provides a full guide to COAP's role in reappointment, tenure, promotion, and merit application processes. Deans play little formal role in these processes by design, freeing them to be faculty advisers and advocates. Faculty are encouraged to consult with their Dean before submitting applications. Chairs are also encouraged to consult with their Dean before completing the covering letter for such applications.

3.10 Conflict of Interest

The University's Conflict of Interest Policy can be found on the [Policies webpage under Human Resources](), and I.2.5 of the TUFA Collective Agreement is intended to ensure that personal interest does not bias decision-making, academic inquiry/research, the dissemination of knowledge or the education of students.

The Policy obliges employees to place the interests of the University ahead of their own interests, and to disclose to their immediate supervisors (or to the VP Research in the case of conflicts involving research) all conflicts or potential conflicts of interest when they arise. The Policy provides a definition of conflict of interest as well as a number of examples.

3.11 Creating Interdisciplinary Schools

The University's Policy on Creating Interdisciplinary Schools can be found on the [Policies webpage under Academic – Students, Teaching, Faculty]().

3.12 Creating, Merging or Closing Academic Departments

The University's Policy on Creating, Merging or Closing Academic Departments can be found on the [Policies webpage under Academic – Students, Teaching, Faculty]().

3.13 Department Academic Plan

The Department Academic Plan includes multi-year priorities for the department and are updated annually in consultation with the Dean and Provost. The deadline for updates is in November. Further details and templates are provided by the Dean.

3.14 Discipline

Chairs have **no** disciplinary authority over TUFA faculty. If you think that a situation has arisen which may require discipline, you should consult your Dean and/or Human Resources.

Chairs of departments may be supervisors to CUPE and OPSEU staff and have disciplinary authority over their direct reports. Please review the OPSEU, CUPE Unit 1

and CUPE Unit 2 [collective agreements](#) for discipline process. If you think a situation has arisen which may require discipline, you should consult your Dean and/or Human Resources.

3.15 Durham Campus

Trent University has two primary campuses: the Peterborough campus and the Durham campus. The Peterborough campus includes the Symons campus and the Traill campus. Trent University Durham includes the Thorton Road campus and the Advance Learning Centre on Simcoe Street.

Trent University Durham has a separate budget and a separate administrative structure. Chairs of departments and programs in Peterborough are responsible for job postings, searches, and hiring decisions in Durham, but these activities are managed by the Dean of Durham (as opposed to the Deans of Arts and Sciences). All relationships and activities in Durham are managed by the Dean of Durham. For staff and faculty reporting directly to the Dean of Durham, this also includes peer-review processes, disciplinary matters, and other functions established on a departmental or University-wide basis by the Collective Agreement.

3.16 Electronic Documents

For the vast majority of documentation, the Deans' Office will accept an email as authorization; in a few cases, letterhead with a digital signature may be required.

3.17 Emergency Plans/Departmental Business Continuity Plans

All academic departments are required to complete a departmental emergency plan that clearly provide departmental contact information and mitigation measures to assist in recovery from an emergency. The business continuity planning tool and instructions can be found on Risk Management's [Emergency Management Plans website](#).

The completed plans should be sent to the Deans' Office for review and approval. Plans, in particular the contact lists under section 1, are to be reviewed and updated annually, with the revised documents provided to the Deans' Office by October 1.

Contact the Director of Campus Safety (jasonsalo@trentu.ca) if you require help in completing your departmental emergency plan.

3.18 Emeritus Professor Policy

The University's policy on granting the title of Professor Emeritus or Associate Professor Emeritus, along with the associated privileges, can be found on the [Guidelines & Policies page of the Deans' Office website](#).

3.19 Employment Equity

Trent University is committed to employment equity. The Chair should ensure that all members of personnel committees are familiar with the University's Employment Equity Policy, which can be found on the [Policies webpage under Human Resources](#), prior to commencing any hiring process.

All personnel committees must undergo EDI and best practices training prior to recruitment processes. Please contact Human Resources to schedule this training.

3.20 Ethics

Faculty research involving human participants and/or animals must be approved through the Research Ethics Board or Animal Care Committee, respectively. Trent University's Policy for Research Involving Human Participants can be found can be found on the [Policies webpage under Research Policies](#).

Departments in which research with human participants is conducted as part of the undergraduate curriculum must have a departmental ethics review committee.

3.21 Evaluation of Courses by Students

Departments shall develop and maintain discipline-appropriate tools, with the assistance of the [Trent](#) Teaching Commons.

Student Experience of Teaching Surveys (SETS), previously known as course evaluations, are to be conducted in each course every year either using Anthology or via paper forms that may be used at the discretion of any faculty member who wishes to do so. All faculty will receive an online SETS by default. Faculty can request a paper SETS through myTrent. SETS will be made available to students during the final two weeks of all classes, with the exception of those classes that are exempt by decanal approval (e.g. reading courses, thesis courses).

Where paper forms are used, Academic Administrative Assistants should ensure that the right numbers of SETS are ready for faculty to distribute in class. Faculty should be reminded that they are not to be present when students are completing SETS. They should assign a student responsibility for collecting the completed forms and returning them in a sealed envelope to the departmental office. Academic Administrative Assistants should number the completed SETS sequentially, record the total number returned on the outside of the envelope, and should also maintain a spreadsheet with numbers of completed evaluations against class enrolment for each course.

Following the submission of final grades for the course, completed surveys shall be made available in confidence to the member, the Department Chair, and, in the case of TUFA members, the Dean. Each member's SETS shall be retained by the Department. Surveys conducted in a paper format shall be scanned by the Department and retained in electronic format, with the original paper copies returned to the TUFA member.

Each TUFA member's SETS shall be retained by the Department for up to five years, or for six months following the end of a faculty member's employment.

Copies or originals of SETS for CUPE Sessional Faculty Members shall be retained by the Department/Program for a period of 24 months.

3.22 Graduate Teaching Assistants

A Graduate Teaching Assistant (GTA) is an enrolled Trent University Graduate Student who is awarded a full or half-time Teaching Assistant position, funded by the Office of Graduate Studies, as outlined in a letter of admission.

The supervisor [being the person(s) who has (have) principal responsibility for the course] shall confirm in writing (email is acceptable) with all recipients of GTA appointments the expectations of the position, and where possible, no later than two weeks from the start date of the position. This shall include the following information:

a) Title and course number;
b) Name of Sessional Faculty/ supervisor;
c) Dates and duration of position;
d) Timetabled days and hours;
e) Department and Location of position;
f) Expected Class size/ Number of Students
g) Description of duties
h) The classification and stipend (or hourly rate) for the position

Assigned duties may include but are not limited to:

- Employer-required training and orientation
- Assigning, marking, and evaluating written and oral student work
- Submission of grades as required

- Attendance at lectures in person or virtual as assigned
- Monitoring labs
- Preparing for and conducting discussion groups, seminars, workshops, and/or problem-solving sessions
- Maintenance of reasonable hours for student contact

Supervisors must meet with the GTAs prior to the end of the second week of classes to discuss GTA requirements (using the Time Use Guidelines available on the Forms & Templates page of the Deans' Office website). The Supervisor is expected to provide a written guideline of the approximate length of time expected to be devoted to each major activity in relation to the assigned position. This should include but is not limited to lecture/seminar contact, marking, office hours, course specific training, preparation for seminar/workshop, communication (electronic or in person) with students, attendance of lectures/seminars, setup/cleanup of seminars/workshops/labs, and administrative tasks such as troubleshooting of virtual-learning software. The hours for the predetermined guidelines must add up to no more than 120 hours per term (full-GTA), or the hours allotted to the position.

In the fall and winter term, Supervisors are expected to conduct a workload review before the final date for Students to withdraw from courses without penalty. The review should involve communication between the Supervisor and the GTA to receive input on the number of hours the GTA has worked thus far and the approximate number of hours they believe will be required to complete the term's workload. The GTA may decide whether to meet with the Supervisor in person or to communicate the necessary information to them via email. In the event that the Supervisor, with input from the GTA, concludes that the workload required will, by term's end, exceed the total workload hours of the appointment, then it will be necessary to reduce the workload.

3.23 Health and Safety

Every Trent employee plays a role in maintaining the University's high standards of safety.

Health and Safety Awareness Training is now mandatory for all workers in the Province of Ontario. Details of Trent's Health and Safety Awareness Training can be found on the Awareness Training webpage. In addition to participating in required safety training, all Trent employees are responsible for exercising safe work practices, identifying and reporting workplace hazards, and complying with safety standards as set out by the relevant legislation and Trent University Health and Safety Policies and Procedures.

3.24 Honorary Appointments

Definitions of Honorary Appointments (i.e., Honorary Professor, Adjunct Faulty, Research Associates, and Honorary Associates), along with the procedures for making those appointments, can be found on the Policies webpage under Academic – Students, Teaching, Faculty.

3.25 Honorarium, Request for

The form to Request an Honorarium for services rendered to the University, along with related notes, can be found on the Honorariums page of the HR website.

3.26 Human Rights

Trent University is committed to providing a working and learning environment that is characterized by understanding and mutual respect, and in which all members of the Trent community are treated equitably, regardless of any member's identification under one or more of the prohibited grounds, as defined by Ontario Human Rights Legislation.

All members of the Trent University community have a right to be treated equitably and respectfully, and all members have a responsibility to act on instances of harassment and/or discrimination when they are brought to their attention. More information can be found on the Human Rights webpage of the Equity and Human Rights Office website. The complete Discrimination and Harassment Policy comprises Appendix C of the TUFA Collective Agreement and covers any instance of discrimination and harassment on the specified protected grounds under the Ontario Human Rights Code. Any other instances of harassment or bullying would fall under the Campus Violence and Harassment Policy (see 3.52 below).

3.27 Library

The Trent University Library & Archives (TULA) consists of the Bata Library and the Trent University Archives on the Symons Campus, and the Durham Campus Library & Learning Centre at the Trent Durham GTA campus. TULA provides a range of support for faculty teaching and research. Each academic department is assigned a dedicated Learning & Liaison Librarian to help navigate library resources and services. Instructors seeking assistance can contact the Library directly at library@trentu.ca, or reach out to their assigned Learning & Liaison Librarian.

Library Research

TULA provides resources and services that support faculty throughout the research lifecycle, from proposal to publication and preservation. These include, but are not limited to, resource sharing (e.g. interlibrary loan), citation management, knowledge synthesis support, GIS support, data visualization, Research Data Management (R.D.M.), a digital collections publishing platform and digital preservation. Faculty campus/staff ID cards also function as Library cards. Campus cards can be obtained from the Campus Card Office in Blackburn Hall.

For more information, please visit the Research Support webpage.

Teaching Support

TULA offers a range of instructional support to help students develop their research skills. The Library Research Skills Course is an asynchronous, self-paced course available through Blackboard. It introduces students to library tools and scholarly research processes. The Library Research Skills Course runs every semester, and students who complete it receive a Certificate of Completion. To have a class of students enrolled, please email the Library at library@trentu.ca. Information about the course and other instructional supports are available on the Teaching Support webpage.

Liaison Librarians offer both in-class and virtual workshops tailored to a given course, program, or research group. Common topics include:

- Developing effective search strategies
- Navigating and searching Omni and research databases
- Using citation management tools
- Evaluating academic sources

To arrange a workshop for a class, faculty should contact their Liaison Librarian or email library@trentu.ca.

Course Readings & Library Collections Support

The Library offers comprehensive support for managing course readings through Leganto, an online reading list tool integrated with Blackboard. Faculty can submit their syllabus or reading list to the Library and their team will create a reading list for publication in Blackboard. All course readings added to a Leganto list are automatically considered for purchase by the Library. For more information, please visit the Course Reading Support webpage.

Faculty and departments can submit other purchase requests by emailing library@trentu.ca. For more information about the Library's collections, visit the Library Collections webpage.

Copyright & Fair Dealing

Instructors are responsible for ensuring that any readings or course materials shared with students complies with the Canadian Copyright Act and Trent's Fair Dealing Guidelines. The Copyright Office is available to answer questions and provide guidance. If using Leganto to manage course readings, the Library will automatically review the reading list to ensure copyright compliance. For assistance or questions about copyright, please contact copyright@trentu.ca.

The Archives

The Trent University Archives, located on the first floor of the Bata Library, preserves and provides access to historical records related to Trent University, the Trent Valley region, and subject areas that support teaching and research at Trent. The Archives also houses and provides access to special collections and rare books.

The Archives is open to all members of the Trent community, as well as the general public. Archives staff are available to assist with research and to help access materials related to teaching and scholarship.

The Archives can support courses through:

- Class tours and orientation sessions
- Workshops on archival research methods
- Hands-on experiences with primary sources
- Guidance on designing effective archival assignments

To learn more or arrange support for a course, visit the Archives website or contact archives@trentu.ca.

Maps, Data, & Government Information Centre (MaDGIC)

The Maps, Data, and Government Information Centre (MaDGIC) supports teaching, research, and collaboration across the university and with Trent community partners. MaDGIC offers services and instructional programming in GIS, data analysis and visualization, and Research Data Management (R.D.M.). MaDGIC also offers technical support for software programs and tools used to find, collect, analyze, visualize, manage and share data.

Visit the MaDGIC web page or contact madgichelp@trentu.ca for more information.

3.28 Merit Awards

Approved guidelines for submission of recommendations for merit awards are emailed to all TUFA members from the Provost's Office. Recommendations must arrive at the

Office of the Deans of Arts & Science no later than the date specified in the Chair Calendar. Late submissions will not be accepted.

3.29 Mid-Year Review

Mid-year marks for full-credit courses are available through myTrent in January to help students assess their academic performance; they do not represent official grades and do not appear on any formal document.

3.30 Minutes of Departmental Committees

Copies of approved Departmental Committee minutes are to be forwarded to the Deans of Arts & Science Office for information. Official copies of Departmental minutes are retained in Departmental offices.

3.31 Office Allocation

Offices for Humanities and Social Science faculty and academic staff on the Peterborough campus are assigned by the Director of the Office of the Deans of Arts and Science, Rosanna Grims (regrims@trentu.ca). Offices for Science faculty and academic staff on the Peterborough campus are assigned by the Science Facilities Manager, Angela Sikma (angelasikma@trentu.ca). If departments wish to reassign these offices (e.g., between CUPE and LTA faculty), they must inform the appropriate Manager. Offices for faculty and academic staff on the Durham campus are assigned by Director, Academic Programs & Campus Operations, Amber Ashton (alashton@trentu.ca).

3.32 Open Houses

Chairs are responsible for ensuring that their Departments are represented at Fall and Spring Open Houses.

3.33 Overload Teaching

As per Article VIII.6 (pg. 106) of the TUFA Collective Agreement, which can be found on the [Human Resources Labour Relations webpage](#), the Dean must approve any teaching on overload of courses outside the regular academic session (i.e., those courses taught in Durham by Peterborough faculty, and those taught in Peterborough by Durham faculty, during the Fall/Winter session, and those courses taught in the Summer session in Peterborough or Durham). No compensated overload teaching is permitted within the regular academic session.

By December 15 for the Spring-Summer Session and by January 15 for the Fall/Winter Off-campus programming, the Deans' Office will circulate a list of courses to be offered. Faculty wishing to teach a Spring-Summer or Fall/Winter off-campus course on overload shall indicate that wish in writing to their Chair no later than January 30 for Spring-Summer (February 15 for Fall/Winter off-campus courses).

A list of the circumstances in which overload teaching will not be permitted can be found in the Teaching on Overload guidelines on the [Guidelines & Policies page of the Deans' Office website](#).

Recommendations for assigning TUFA faculty to teach on overload in Durham during the regular academic session and/or to teach in Peterborough or Durham in the summer session (including summer reading courses) are to be sent to the Office of the Deans of Arts & Science, which will issue the letters of offer for teaching in Peterborough.

Recommendations for assigning TUFA faculty to teach on overload in Durham during the regular academic session and/or to teach in Durham in the summer session (including summer reading courses) are also to be sent to the Head of Durham, who will issue the letters of offer for teaching in Durham.

3.34 Personal Information

The personal information of faculty, staff, and students is to be treated in confidence. If personal information is to be collected from students (e.g., for purposes of a field trip), the University is asked to provide an official "notice of collection". Please obtain a sample collection notice from the University's Access and Privacy Office privacyinformation@trentu.ca.

Employment related information in which the university has an interest is excluded from FIPPA.

Guidelines regarding the sharing of student information – FIPPA for Faculty are available on the [Guidelines and Policies page](#) of the Deans' Office website.

Chairs are to advise their faculty to follow best practices in ensuring confidentiality of students' written work, including:

- handing back graded work to the student directly, whenever possible
- not posting student grades with student numbers or other identifying information
- not communicating students' grades to them by email
- avoiding, whenever possible, putting the grade on the front page of the assignment or on a page that has the student's name on it
- not leaving graded work in an unsupervised place for students to collect
- keeping individual faculty members' and departmental copies of students' grade sheets in a secure location.

Uncollected graded term work should be kept in a secure place for twelve months and graded exams should be kept in a secure place for eighteen months. After these dates, those parts of exams and uncollected term work that have identifying information on them should be shredded and the rest should be recycled.

Student record information (personal and academic) should not be released to a third party (including parents) without the student's written authorization.

As laptops are vulnerable to theft, faculty should not keep University records containing personal data or confidential information on their laptops unless the information is anonymized, or the contents of the hard drive are fully encrypted. New Trent imaged computers are fully encrypted. Trent IT can implement full disk encryption on older laptops with the standard Trent IT image. Faculty should submit a ticket to the IT Service Desk to inquire about having their older Trent imaged laptop encrypted. Faculty using laptops that do not have the standard Trent IT image should review the Encryption KI in the IT Service Hub to learn how to encrypt their laptops.

In the event that a breach of privacy is suspected by a faculty member (e.g., lost or stolen documents, laptop, flash drive, or smart phone containing confidential information), they are to inform Security, and the Chair of their department. The Chair is then to inform the Provost & Vice President, Academic.

3.35 Policies

A full library of Trent University policies on students and teaching, research, human resources, finance, operations, and external relations can be found on the Policies webpage or in the Policy Library on myTrent.

3.36 Professional Expenses Fund

Guidelines regarding the use of professional expense funds provided under Article IV.15 (pg. 50) of the TUFA Collective Agreement can be found on the [Guidelines & Policies page of the Deans' Office website](#). Professional Expense claims no longer require the Chair's signature. All claims need to be submitted through Emburse Enterprise (previously known as Chrome River) on myTrent.

CUPE members with questions regarding their CUPE PEF should be directed to the Deans' Office for assistance.

3.37 Reading Courses

TUFA faculty are advised to undertake reading courses only with exceptional students, or where, without the reading course, the student would be unable to graduate. It is possible for more than one student to take a reading course at once. Prompt submission of paperwork is requested.

Note: For applications with CUPE Supervising Instructors or TUFA members in the Summer, Departments need to contact the Deans' Office for financial pre-approval **before** starting the application.

Approval for CUPE faculty to teach a reading course will only be given where the CUPE member is a retired TUFA member, or in extraordinary circumstances.

3.38 Reading Week

The Fall and Winter terms contain one Reading Week per term. Recognizing that Reading Week is intended to provide the time for students to work on assignments and readings, instructors are not permitted to schedule tests or examinations, nor to assign additional readings, in undergraduate courses during the designated Reading Week (from the conclusion of classes on the Friday before Reading Week to the resumption of classes on the Monday following Reading Week). Some exceptions may apply in pre-approved field courses or experiential learning activities, as well as in programs that do not follow the regular academic schedule. In cases where extensions or other exemptions have been granted, those rearranged due dates may fall during a Reading Week.

3.39 Relocation Expenses for Faculty

The University's Policy on Relocation Expenses for Faculty can be found on the Guidelines & Policies page of the Deans' Office website.

3.40 Responding to Students in Distress

In the case of a serious situation resulting in actual or potential harm, contact Campus Safety at 705-748-1333. You may also call 911 if you feel there is immediate risk of harm to anyone. Please be sure to notify Campus Safety afterwards so they may assist with escorting responding emergency services to the location.

In the case of a situation that warrants prompt attention but does not involve an immediate safety threat or a situation that can be resolved with a referral, the Student Wellness Centre website provides Tips for Assisting Students in Distress for Staff and Faculty and they include contact information for services available during office hours and after hours.

3.41 Right of First Refusal

The Right of First Refusal provisions are contained in Article 5.08 of the CUPE 1 Collective Agreement, found on the Human Resources Labour Relations webpage.

3.42 Sabbaticals and Leaves

The language governing sabbatical and leaves can be found in Article V (pg. 55-69) of the TUFA Collective Agreement.

A summary of the terms of eligibility, the application process, and the reporting requirements can be found on the Guidelines & Policies page of the Deans' Office website. Sabbatical application and report forms can be downloaded from the Forms & Templates page of the Deans' Office website.

3.43 Sabbaticals, Three-year Plan

By May 15 of each year, Chairs are asked to submit a 3-year Sabbatical Plan to the Dean using the template provided by the Deans' Office. The Plan should be approved by both the Department Personnel Committee and the Department Committee.

The Plan should reflect due consideration for the operation of your Department/Program and the research requirements of your faculty, covering the period following the last Plan approved by the Dean, and indicating which year or term for which each sabbatical is planned.

Conflicting sabbatical requests should be resolved at the Department/Program level. In accordance with Article V.2.5.1(c) (pg. 57) of the TUFA Collective Agreement, sabbatical request conflicts should be resolved in favour of the member having the greatest number of EYSs and/or the greater period of time elapsed since the last sabbatical.

3.44 Staffing Plans

Your Department/Program's one-year staffing plan should be submitted to the Deans' Office the second half of the Fall term (the exact date will be communicated by the Deans). Details are provided on the Guidelines & Policies page of the Deans' Office website.

Creating a staffing plan is a collective endeavor for a department. As Chair, you should consult with faculty individually. Because there is no separate instructional budget for graduate programs, you will also need to coordinate your staffing plan with that of the Graduate Program Director(s) of any related program(s).

The allocation of teaching duties to members of your Department should be done in accordance with Article VIII.3 (pg. 103-105) of the TUFA Collective Agreement.

Final approval of your staffing plan by your Dean typically occurs in February/March, following extensive back-and-forth discussions between you and your Dean, and between you and your faculty colleagues.

Each Dean has a limited divisional staffing budget that must balance the competing needs of programs in your division. In this context, it is your responsibility as Chair to advocate for your students and your degree programs.

Note that even once your staffing plan has been approved by your Dean, there are likely to be changes as the result of unforeseen circumstances (e.g., budgetary issues, unforeseen leaves, and late administrative appointments).

3.45 Start-Up Funds

The University's policy regarding start-up funds can be found on the [Guidelines & Policies page of the Deans' Office website](#). If you have new faculty with start-up funds, remind them to make sure that these are spent in advance of deadlines. Any questions regarding start-up funds should be directed to Kelsey Verboom kelseyverboom@trentu.ca.

3.46 Syllabus

The AAA and either the Chair or a subject-matter expert in your Department/Program should look at course syllabuses. There may be little to say about most syllabuses, but for some faculty, especially new LTAs and CUPE, some guidance may be required. Once the department has reviewed the syllabus, all syllabuses are to be sent for "Decanal Review". This entails tracking the receipt of the syllabus and publishing it to the Syllabus Catalogue.

Chairs are responsible for ensuring syllabuses are in a form ready for students. It is the responsibility of departments to proofread, ensure consistency with academic calendar dates, and includes compliance with university policies. It is crucial that all the factual information is accurate, especially as this information is used to create the exam schedule.

3.47 Teaching Support Funds

TUFA Marking Support

Marking support for TUFA taught courses is requested as part of the departmental staffing plans in the Fall term. The Dean will inform the department of the resources available and allocated normally no later than April 15th.

TUFA faculty teaching on overload are not eligible for marking assistance for their overload course(s).

The Deans' Office notifies the Chair of the approved budget. The Chair then decides how the approved support will be distributed in their department and notifies their faculty and the AAA. The AAA adds this information to the budget spreadsheets shared with the Deans' Office prior to drafting postings.

If an instructor wishes to change category of marker before the position has been posted, this can be done, but they cannot exceed the allocated budget amount. This means the number of hours will change as the rate changes to reflect the new category.

The Deans' Office needs to be notified of this conversion prior to receiving hiring paperwork.

CUPE Teaching Support

CUPE Sessional Faculty Members may apply for teaching support for courses with no additional support and enrolment exceeding 50 students. The Sessional Faculty Member is responsible for the marking of the first 50 students.

The Sessional Faculty Members receive the link to the application form in their letter of offer and reminders ahead of the deadline are sent by the Deans' Office.

Peterborough and Durham CUPE Sessional Faculty Members submit their applications to the Deans' Office. The Deans' Office will review all applications and allocate funding to each department or program.

The application requires CUPE members to select the category of marking support they are requesting (CUPE1, CUPE2 graduate, or CUPE2 undergraduate). Anyone currently registered as a student at Trent (regardless of their academic qualifications) becomes a member of CUPE2 if they are hired for part-time academic work.

Only requests for full-year and Fall-term courses will be considered in the Fall competition.

The Deans' Office will share the hours approved for CUPE Sessional Faculty Members in the department with the Chair and the AAA. The Chair may reallocate hours within this budget. Once the allocation is approved by the Chair, the Deans' Office notifies the Sessional Faculty Members of their approved hours, CCing the AAA who assists with the hiring.

Sessional Faculty Members, for courses in which they have no additional support, will have the option to indicate that they would prefer to perform the marking for students in excess of 50 themselves. In this case, they need to notify the department and the Deans' Office. They would be paid at the CUPE1 Marker/Grader rate.

If a Sessional Faculty Member wishes to change category of marker before the position has been posted, this can be done, but they cannot exceed the allocated budget amount. This means the number of hours will change as the rate changes to reflect the new category. The Deans' Office needs to be notified of this conversion prior to receiving hiring paperwork.

It is the responsibility of individual Sessional Faculty Member to ensure their markers do not work beyond their allocated hours. The AAA validates and tracks all hours submitted in VIP. The Deans' Office assumes no responsibility for paying markers whose time sheets have not been submitted in time or who have worked more hours than their supervising instructor has been allotted.

Hours charged beyond the approved marking allocations will be charged to the departmental operating account.

3.48 Tenure Criteria

Tenure criteria can be found in Article VII of the [TUFA Collective Agreement](#).

Additional Departmental Considerations for each Department/Program can be found on the [Additional Departmental Considerations SharePoint Portal](#).

3.49 Timetabling

Instructions for completing requests for departmental timetabling needs are sent out by the Office of the Registrar in November. Chairs (or departmental timetable representatives) are responsible for ensuring that these forms are completed and returned by the specified deadline, and that appropriate follow-up is done with the Scheduling Officer. Chairs are also responsible for alerting the Scheduling Officer to any last-minute course cancellations and for responding to requests from the Scheduling Officer in the late summer concerning the need to add or remove labs and/or seminar groups.

The work of timetabling is for a Chair or timetable representative. The timetable representative may be an OPSEU staff member.

3.50 Transfer Credits

Transfer credits are assessed on an ongoing basis throughout the year by the Recruitment and Admissions Office, in consultation with the Chair of the appropriate academic department or designate. Assessing credits from the majority of universities should be a swift process, with examination of a syllabus rarely being required, particularly for transfers from Canadian universities.

Transfer credits are assessed in the following ways:

- As part of an existing articulation agreement with partner colleges (also known as "Degree Completion Programs").

- As part of a block evaluation, (e.g., successfully completed Early Childhood Education programs are equivalent to 3 first year unassigned transfer credits).

- General elective credits are used for courses which are judged to be transferable but do not fulfill specific departmental requirements. General elective credits are

expressed in terms of "arts" elective or "science" elective credits, e.g., *arts year 1* or *science year 1.*

- Unassigned credits in a subject area are used for courses without a Trent University equivalent, but which are acceptable as fulfilling subject requirements toward a degree in that department, e.g., *ADMN year 2.*

- Assigned credits are used when there is a Trent University equivalent, e.g., *PSYC-1020H.*

- If a course is not assigned as the equivalent of a particular Trent course, this allows the student to take it for Trent credit, even though they have already taken a closely related course elsewhere.

Unless required to fulfill a specific major requirement, transfer credits are assigned as either a *general elective* or an *unassigned credit*. Assigned credits will be determined by the appropriate Chair or other designate, or will be determined based on previous evaluations as recorded in the transfer credit database. For further information regarding transfer credits and the transfer credit policy, please email transfercredits@trentu.ca or contact the Director, Recruitment & Admissions, ext. 7748.

A video tutorial is available: Transfer Credit Tutorial.

3.51 Undergraduate Studies Committee (USC)

USC ensures that changes in degree programs and courses are centrally tracked for inclusion in the Calendar.

The guidelines under which the USC evaluates and considers submissions are formalized by the USC Policy.

USC also ensures that these changes have involved the appropriate consultation with other programs and the library, that the relevant Dean has been informed, and that quality is being maintained, subject to the principles of academic freedom detailed in Article I.2.3 of the TUFA Collective Agreement.

All proposals for new academic initiatives, new courses and changes to existing courses, and changes to degree regulations pass through this committee.

3.52 Violence and Harassment in the Workplace

All members of the Trent University community have the right to freedom from violence, harassment, sexual misconduct, and bullying in the workplace, and all members share the responsibility to create and maintain an environment free from violent and

intimidating behaviour. The Workplace Violence and Harassment Policy can be found on the Policies webpage under Human Resources. All related policies, procedures, and guidelines can be found on the Policy Library on MyTrent.

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4. Best Practices in Hiring

Job advertisements must be approved by the Deans' Office; a template for postings is available. Draft advertisements need to be accompanied by a statement regarding the advertising plan (i.e., location and cost). All hiring is approved by the Deans' Office following recommendations from Departmental Personnel committees. The creation and responsibilities of the Departmental Personnel committee is outlined in Section VI.2 of the TUFA Collective Agreement.

Below are highlights from the collective agreements and procedural steps regarding hiring.

4.1 Trent University Faculty Association (TUFA) hiring

The Hiring Process for TUFA members is outlined in Article III.8 of the TUFA Collective Agreement.

Once a tenure track, teaching intensive, or limited term position has been approved, and before the work of any hiring committee begins, the Chair sends the Dean a list of who the members of the hiring committee will be for approval. The Dean shall ensure that all members of the hiring committee are in compliance with I.2.7.4 of the TUFA Collective Agreement and have access to all policies and guidelines relevant to the work of the committee, including the University's Employment Equity policy and policy statements and guidelines available from the Ontario Human Rights Commission to ensure compliance with the Ontario Human Rights Code. (Article III.8.3)

The hiring committee drafts an advertisement. Details that should be included in the advertisement are listed in Article III.8.4 of the TUFA Collective Agreement.

The draft job advertisement must be forwarded to the Dean for approval.

The Office of the Deans of Arts & Science will post the approved ad on the HR website and will cover the posting costs of *University Affairs* and/or *AcademicWork.ca*; other postings will be the responsibility of the department.

The Dean as well as members of the hiring committee are encouraged to share the advertisement through their professional networks, as well as to distribute it to individuals from underrepresented groups within the relevant discipline. (Article III.8.8)

Recruitment procedures shall be designed so as to ensure due and fair consideration to all qualified applicants. This shall not be construed to require personal interviews of all qualified applicants. (Article III.8.2).

The applications and self-declaration forms can only be released to the hiring committee for review once the hiring committee has completed all required training, the interview

questions have been submitted and approved by the Dean, and the job posting has closed.

No information regarding submitted candidates' applications should be released to the hiring committee prior to these conditions being met.

Copies of the CVs, self-declaration forms, and letters of reference (if available) of the top three short-listed candidates should be sent to the Dean for review and approval prior to inviting any candidates for visits to the campus.

Once the Dean has approved the short-list, the Chair is responsible for making arrangements for candidates' visits to campus. The itinerary shall include a meeting with the Dean. Meetings may be arranged with the Vice-President Research and Innovation, and the Dean of Graduate Studies if appropriate.

It is not necessary to interview candidates in person for limited term appointments, but all candidates should be treated similarly, to the extent possible.

The appropriate Dean will reimburse the department for the transportation, overnight accommodation, and meals of approved short-listed candidates. In addition, the appropriate Dean will reimburse dinner expenses for up to five (5) search committee members plus the candidate. See the Policy on Recruitment Expenses on the [Guidelines & Policies page of the Deans' Office website](). If the Chair pays for dinner expenses, they can submit an expense claim through Emburse Enterprise directly to the Deans' Office recruitment account. The Chair should reach out to Kelsey for the account number.

Chairs should provide short-listed candidates with a full account of the details of the position at Trent, including expectations around research, teaching, and service. Chairs may tell candidates about the salary scale and the benefits. Chairs cannot tell candidates what their place on the salary grid will be, how many EYSs they may receive, or specify their start-up funds.

The hiring committee is responsible for ranking the short-listed candidates and generate a recommendation to the Dean forwarded by the Chair of the hiring committee and CCing all committee members. Once the Dean has accepted the recommendation, the Chair may alert the successful candidate that an offer will be forthcoming. Only the Dean can offer a candidate a job. Any subsequent negotiations about the details of the offer are between the candidate and the Dean.

The committee responsible for hiring shall prepare a statistical report to the Dean, specifying the total number of applicants and, where the information is voluntarily disclosed by the applicants, the number and percentage of those who identify as members of underrepresented groups (I.2.7.3). Underrepresented groups include women, Indigenous People (First Nations, Inuit and Métis), persons with disabilities, members of visible minorities or racialized groups and LGBTQ2+ people.

The AAA can assist the Chair of the hiring committee to collect this data and prepare the statistical report in the form of an Excel spreadsheet for each position. The statistical report should be included with the recommendation to the Dean. Kelsey Verboom should be CCed on these emails. It is the responsibility of the Chair (and not that of the AAA) to follow up with unsuccessful candidates.

Files of unsuccessful candidates should be shredded one year after the position has been filled.

In cases where a non-Canadian has been offered a faculty position, Human Resources will work with the candidate and the Chair to complete the requisite Human Resources and Skills Development Canada (HRSDC) forms.

4.2 CUPE 1 Sessional Faculty Members

Once a CUPE stipendiary position has been approved, a CUPE posting, available on the [Forms & Templates page of the Deans' Office website](#), should be emailed to the Director, Office of the Deans of Arts & Science. The posting should specify which course is being advertised, the duration of the course, the necessary qualifications for the position, the duties associated with the position, the expected enrolment in the course, the salary, how to apply for the position, and the closing date of the competition.

The CUPE Unit 1 Collective Agreement Appendix A provides the base stipend amount. CUPE1 Sessional Faculty Members are eligible to receive a supplemental payment based on the number of registered students in their class after the add/drop deadline, and providing the Sessional Faculty Member has not elected to receive additional compensation themselves as per A. 1.02 Teaching Support Fund. CUPE1 Sessional Faculty Members with more than 50 students in their course may apply to the Office of the Deans of Arts & Science for consideration for marking for those students in excess of 50. Courses taught on CUPE stipends may be subject to cancellation.

The Office of the Deans of Arts & Science puts the posting on the HR website, provides a copy to the Department, and the CUPE office. Any other posting or distribution of the ad is the responsibility of the Department. The Department shall notify via Trent email, all CUPE Sessional Faculty Members and workshop leaders who have been employed in the Department within the past 24 months of the posting.

The Chair should ensure that all members of the departmental personnel committee are familiar with best hiring practices, including relevant employment equity and human rights legislation.

The goal of the CUPE hiring process is to hire the best candidate for the position consistent with the qualifications set out in the posting and with the provisions regulating internal candidacy and the Right of First Refusal (RFR). (See CUPE CA 5.07. and 5.08 for further information on internal candidates and RFR.)

Sessional Faculty Members wishing to earn RFR for a course must either indicate this on the acceptance form included with the offer of appointment or notify the department Chair in writing within the first 30 calendar days of the start of the appointment (if longer than 12 weeks). For appointments less than 12 weeks, they must do so within the first 10 calendar days of the start of the appointment.

A member may claim RFR for a given Sessional Faculty Member position provided that they have requested performance evaluations for two previous Sessional Faculty Member appointments in that course or a closely related course, at least one of which was in a Fall/Winter academic session and has been evaluated as at least generally satisfactory on the first and at least fully competent on the second (5.08.03).

It is the responsibility of the candidate to demonstrate that they have earned Right of First Refusal for a particular Sessional Faculty Member job.

For any questions about hiring procedures for Sessional Faculty Members under the CUPE1 collective agreement (including questions about RFR and/or seniority), please consult the Director, Office of the Deans of Arts and Science (regrims@trentu.ca).

Candidates shall be appointed in the following order:

1) Members holding RFR for the course;
2) Internal candidates (See 5.06.01 of the CUPE CA)
3) External candidates.

Where the competing internal candidates are considered relatively equal, but none enjoy a Right of First Refusal, the candidate with the most academic sessions of bargaining unit experience in positions of at least the same or higher level shall be appointed (5.07.02 of the CUPE CA). If there are questions regarding seniority of competing internal candidates, please reach out to the Deans' Office for assistance in determining seniority.

If an enrolled Trent University graduate student applies to a CUPE 1 Sessional Faculty Member position, they are required to complete the Trent University Graduate Student Approval form linked in the posting and on the HR website and submit it with their application. If the grad student is the successful candidate, the approval form is included with the recommendation. If a graduate student with a full GTA is hired as a Sessional Faculty Member, their GTA will become the Sessional Faculty Member position, and they will have their GTA amount topped up to the CUPE 1 stipend rate.

A CUPE 1 Sessional Faculty Member may teach no more than 3.0 credit courses during the September 1 – August 31 period, with no more than 2.0 credits of those courses falling in any given session (i.e., Fall/Winter September 1 – April 30; Spring/Summer May 1 – August 31). Additionally, in either the Fall or Winter term, a CUPE 1 Sessional Faculty Member may not teach more than 1.5 credits due to EI hours. A half course (H) has 0.5 credit value, a full year course (Y) has a 1.0 credit value.

The Chair of the personnel committee recommends a candidate to the Dean using the form available on the [Forms & Templates page of the Deans' Office website](#). Recommendations by the Chair to the appropriate Dean should be accompanied by an up-to-date CV of the candidate being recommended. **If the candidate is an OPSEU member, a completed approval form must be submitted with the recommendation as well.** The Dean will send out a letter of offer to the candidate, and will include TD1 forms, and an acceptance form which need to be completed and returned to the Deans' Office.

Only the Dean may offer a candidate a job.

It is the responsibility of the Chair to follow up with unsuccessful candidates.

Files of unsuccessful candidates should be shredded one year after the position has been filled.

Your Dean maintains an up-to-date list of members currently holding RFR and will forward it to the department chairs and the Union by December 31.

4.3 CUPE 1 Workshop Leaders and Lab Demonstrators

Once a CUPE 1 workshop leader position has been approved, a CUPE posting (available on the Dean of Arts & Science web site) should be emailed to the Director, Office of the Deans of Arts & Science. The posting should specify for which course the workshop leader is required, the duration of the course, the necessary qualifications for the position, the duties associated with the position, the expected enrolment in the course, the expected salary, how to apply for the position, and the closing date of the competition.

Once a CUPE 1 lab demonstrator position has been approved, a CUPE posting (available on the Dean of Arts & Science website) should be emailed to the Office of the Deans of Arts & Science email, DeanArtsScience@trentu.ca. The posting should specify for which course the lab demonstrator is required, the duration of the course, the necessary qualifications for the position, the duties associated with the position, the expected enrolment in the course, the expected salary, how to apply for the position, and the closing date of the competition.

The Office of the Deans of Arts & Science puts the posting on the HR website, provides a copy to the department, and the CUPE office. Any other posting or distribution of the ad is the responsibility of the department. **The department shall notify via Trent email, all CUPE sessional faculty members and workshop leaders who have been employed in the Department within the past 24 months of the posting.**

The Chair should ensure that all members of the departmental personnel committee are familiar with best hiring practices, including relevant employment equity and human rights legislation.

Workshop leaders wishing to earn RFR for a course must either indicate this on the acceptance form included with the offer of appointment or notify the department Chair in writing within the first 30 calendar days of the start of the appointment (if longer than 12 weeks).

A member may claim RFR for a given workshop leader position provided that they have requested performance evaluations for any combination of two previous workshop leader, or Sessional Faculty Member positions in that course or a closely related course, at least one of which was in a Fall/Winter academic session and has been evaluated as at least generally satisfactory on the first and at least fully competent on the second.

There is no Right of First Refusal for lab demonstrator positions.

See 5.07 and 5.08 for further information on internal candidacy and RFR.

If an enrolled Trent University graduate student applies to a CUPE 1 Workshop Leader position, they are required to complete the Trent University Graduate Student Approval form linked in the posting and on the HR website and submit it with their application. If the grad student is the successful candidate, the approval form is included with the recommendation. If a graduate student with a full GTA is hired as a workshop leader, their GTA will become the workshop leader position, and they will have their GTA amount topped up to the calculated CUPE 1 workshop leader stipend rate. This is not required for CUPE 1 Lab Demonstrator positions.

For any questions about hiring procedures for workshop leaders and lab demonstrators under the CUPE 1 collective agreement, please consult the Director, Office of the Deans of Arts and Science (regrims@trentu.ca).

The Chair of the personnel committee recommends a candidate to the appropriate Dean using the form available on the Dean of Arts & Science website. Recommendations by the Chair to the appropriate Dean should be accompanied by an up-to-date CV of the candidate being recommended. If the workshop leader candidate is an OPSEU member, a completed approval form must be submitted with the recommendation as well. This is not required for lab demonstrator positions. The Dean will send out a letter of offer to the candidate and will include TD1 forms, and an acceptance form which need to be completed and returned to the Deans' Office.

Only the Dean may offer a candidate a job.

It is the responsibility of the Chair to follow up with unsuccessful candidates.

Files of unsuccessful candidates should be shredded one year after the position has been filled.

4.4 CUPE 1 Markers

Once a CUPE1 marking position has been approved, a CUPE posting (available on the [Forms & Templates page of the Deans' Office website](#)) should be emailed to the Office of the Deans of Arts & Science. The posting should specify for which course the marker is required, the duration of the course, the necessary qualifications for the position, the number of marking hours associated with the position, the hourly rate, how to apply for the position, and the closing date of the competition.

CUPE1 marking positions will be posted on the HR website. Any other posting or distribution of the ad is the responsibility of the department.

There is no Right of First Refusal for marking positions. For any questions about hiring procedures for markers under the CUPE1 collective agreement, please consult the Director, Office of the Deans of Arts and Science (regrims@trentu.ca).

The Chair of the personnel committee recommends a candidate to the appropriate Dean using the form available on the Deans of Arts & Science website. Recommendations by the Chair to the appropriate Dean should be accompanied by an up-to-date CV of the candidate being recommended. The Dean will send out a letter of offer to the candidate and will include TD1 forms, which need to be completed and returned to the Office of the Deans of Arts & Science, along with the hourly acceptance form.

It is the responsibility of the Chair to follow up with unsuccessful candidates.

Files of unsuccessful candidates should be shredded one year after the position has been filled.

4.5 CUPE 2 GTAs, Student Lab Demonstrators, Academic Assistants, Student Markers, and Proctors

The appointment of GTAs will be on the basis of the best-qualified candidate, as determined by the Department Chairs/Directors and the relevant Dean. In order to enable graduate students who have been allocated GTAs to indicate interest in specific work assignments, and to enable graduate students to be informed about specific work assignments, a list of courses in which GTAs may be required, will be posted by June 1 on the respective department and Graduate Studies websites. See Article 19 of the CUPE 2 collective agreement. All GTA's will submit an up to date CV and cover letter that will serve as a statement of interest for their course preferences. The Chair assigns GTAs to courses and fills out the confirmation of appointment form. See the section on [Graduate Teaching Assistants at 3.21](#) above as well.

Once approval has been granted for departments to hire student lab demonstrators, academic assistants, student markers, and/or proctors, draft postings are submitted to the Deans' Office for approval prior to posting on the department website, to displaying

in the departmental office, and to distribution. The posting should be sent to CUPE for posting on their website. Students should provide an up-to-date CV and/or academic transcript and an indication of to which course(s) they are applying.

For any questions about hiring procedures for graduate teaching assistants, student lab demonstrators, academic assistants, student markers and proctors under the CUPE 2 collective agreement, please consult the Office of the Deans of Arts & Science.

Completed CUPE 2 Employment Record forms (with faculty and student signatures), along with a voided cheque and tax forms, are to be submitted to the Office of the Deans of Arts & Science in order to hire student lab demonstrators, academic assistants, student markers and proctors.

It is the responsibility of the Chair to follow up with unsuccessful candidates.

Files of unsuccessful candidates should be shredded one year after the position has been filled.

4.6 OPSEU Positions

For any OPSEU hiring (including departmental administrative assistants and science support staff), please see the OPSEU collective agreement on the [Human Resources Labour Relations webpage](#) and/or contact Human Resources.

4.7 General Considerations Relating to Hires

The Office of the Deans of Arts & Science will **not** notify Payroll of any per-course remuneration for either TUFA faculty members or CUPE Sessional Faculty Members until the Office of the Deans of Arts & Science has received the appropriate signed acceptance form.

The University cannot pay instructors, GTAs, or markers who are not Canadian citizens, permanent residents, or who do not have valid work permits to work in Canada. The CUPE staffing recommendation form requires that the candidate's eligibility to work in Canada has been confirmed by the Chair.

Please note, no University employee should serve in a supervisory role for any members of their immediate family or for anyone else with whom they are in a position of conflict of interest. If someone in a position of conflict of interest with a faculty member is to be recommended for an academic assistant or marking position for a course taught by that faculty member, the Chair (or in the case of a chair, a designate) should assume the role of supervisor of the academic assistant or marker.

4.8 New Faculty

The Chair should ensure that Academic Administrative Assistants arrange for a long-distance telephone code for use for departmental business, office supplies, and keys to their office, as appropriate. New faculty will also need to be told where to collect their mail, how to access myTrent and Blackboard, and how to get email class distribution lists, etc. New faculty Trent email accounts are generated once all relevant paperwork has been processed by Payroll.

New Trent University Faculty Association (TUFA) members will receive the New Faculty Manual at the New Faculty Orientation arranged by the Office of the Deans of Arts and Science.

Chairs should familiarize new faculty with university and departmental policies, deadlines, and practices, including expectations around grading, amount and nature of assignments, and availability to students during office hours.

All faculty must complete mandatory AODA training and Health and Safety Supervisor training. All employed faculty should have already done this training, but new faculty should be informed of the requirement. The training modules are available on VIP.

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5. Grading

5.1 Incomplete Standing

A student who has difficulties completing course work for reasons beyond their control may request incomplete standing. This permits the students to prearrange with their instructor to submit any remaining work in a course by a specified date after the end of the academic session. A request for incomplete standing must be made to the instructor and approved by the Chair/Director before submission of final grades to the Office of the Registrar. The department fills out the Request for Incomplete Standing or Change of Grade spreadsheet once it is approved by the Chair/Director. The latest possible date for submission of outstanding grades is given in the [Undergraduate Calendar](). When the work is received, the department notifies the RO via the Request for Incomplete Standing or Change of Grade spreadsheet and the student's record will be updated.

5.2 Aegrotat Standing

A student who cannot write the final examination in the course, and for whom arranging an alternate exam is not a reasonable option, may request aegrotat standing. The request must be made to the instructor as soon as the relevant circumstances are known (normally before the scheduled examination time). Supporting documentation must be provided. An aegrotat standing is granted only if the student has completed the required term work with a passing average. Aegrotat standing marks are determined using a calculated final examination mark for the student in question. The examination mark is calculated by adding to the student's term mark the class final examination average minus the class term-work average.

5.3 Submission of Marks

Mid-year marks are to be submitted in early January; the exact deadline will be announced annually by the Office of the Registrar. They are to be submitted electronically through myTrent.

The mid-year grade is to be recorded as a mark out of 100, calculated by pro-rating the mark earned by mid-year. Mid-year marks are not official. They can be changed by instructors after they have been submitted through myTrent.

Final marks for half-year Fall term courses are to be submitted within 10 days of writing the final exam, or by the grade deadline.

Final marks for full-year courses and for half-year Winter term courses are to be submitted within 10 days of writing the final exam, or by the grade deadline.

Marks must be submitted electronically via myTrent. The required documentation for students for whom Incomplete Standing or Aegrotat status has been approved is to be provided to the Chair. Final grades are released by the Office of the Registrar. Instructors must **not** provide final exam marks or final grades to students prior to release of final grades by the Registrar's Office.

Chairs are currently expected to verify grades following instructions from the Registrar's Office.

5.4 Nothing to Evaluate (NTE) vs Grade of 0

A grade of "NTE" should be assigned for students who never attended class and did not submit any work. Any student who has submitted any kind of work or earned any attendance marks should be assigned that grade, even if it is 1%.

5.5 Grade Appeals

Procedures and deadlines for Academic Petitions and Appeals are provided in the Undergraduate Calendar.