



New Faculty Manual



Prepared by the Office of the Deans of Arts & Science - August 2022

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1. Introduction

1.1 Trent University

Founded in 1964, Trent University was founded on the ideal of interactive learning that's personal, purposeful, and transformative. Consistently recognized nationally for leadership in teaching, research and student satisfaction, Trent attracts excellent students from across the country and around the world. Across both the Peterborough and the Durham GTA campuses, faculty are the bedrock for Trent's reputation of excellence.

1.2 Land Acknowledgement

Trent University, in Peterborough and Durham, is located on the treaty and traditional territory of the Mississauga (Michi Saagiig) Anishnaabeg, which includes Curve Lake First Nation, Alderville First Nation, Hiawatha First Nation, and the Mississaugas of Scugog Island First Nation. Specific to this region, Treaty 20 was signed in 1818, followed by the Williams Treaties in 1923.

A series of tools has been developed to provide support for faculty, staff, and students in learning about the treaty and traditional territory on which Trent is located, and in engaging with reconciliation during their time at Trent. These [Student & Employee Resources](#) are available electronically, including the Protocol Guide Book.

1.3 Academic Structure

Trent has five Deans, who report to the Provost and Vice President of Academics. They currently are (2022/23 academic year):

Provost and Vice President of Academic: Michael Khan

Dean – School of Education & Professional Learning: Claire Mooney (acting)

Dean – Trent/Fleming School of Nursing: Hugo Lehmann (acting)

Dean – School of Graduate Studies: Craig Brunetti

Dean & Head of Trent University Durham GTA: Scott Henderson

Dean of Humanities & Social Sciences: Mark Skinner

Dean of Science: Holger Hintelmann

The Deans in the Faculty of Arts and Science are collectively responsible for over 20 undergraduate departments/programs including traditional disciplines, interdisciplinary programs, and professional programs. They are responsible for the quality and smooth

running of all departments, TUFA and CUPE hiring decisions, and the instructional budget.

Each department or program has a Chair/Director/Program Coordinator. They are members to whom certain academic administrative responsibilities are delegated. They chair the Department Committee, the Department Personnel Committee, and the Department Tenure/Permanency Committee. The role of Department Chairs/Directors is further outlined in section VI.10 of the [TUFA CA](#).

The Chair/Director administers staffing plans for their department makes the recommendation to the appropriate Dean following consultation with the faculty members within their department, the departmental committee, graduate program directors, and other departments with whom faculty members are cross appointed. The Allocation of Teaching and Departmental Duties is further outlined in section VIII.3 of the [TUFA CA](#). If you have questions regarding workload, having a discussion with your Chair/Director is a good place to start.

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

The fiscal year is defined as May 1st to April 30th.

2. Resources

2.1 Chair

Your chair is there to help and make it more likely that you will be successful in the classroom. Touch base with your chair early and often. For those new to teaching and/or teaching at Trent, it is highly recommended that you speak explicitly with your chair about departmental expectations around syllabi, the nature and quantity of assignments, faculty availability for office hours, and typical grade distributions.

2.2 Academic Administrative Assistant (AAA)

Because many of the Academic Administrative Assistants have many years of experience, they are an invaluable source of institutional knowledge and memory. They can help or redirect you to the appropriate person when you have a question, making them a good starting point.

2.3 Office of the Deans of Arts & Science

The Office of the Deans of Art & Science coordinates administrative functions for 24 undergraduate departments, plus affiliated programs, that fall under the Arts and Science umbrella. [Dean's Office website](#) is a helpful resource, especially the [Guidelines and Policies page](#) and the [Personnel page](#).

2.4 Deans

The Deans are responsible for the supervision of TUFA faculty members. They are available to answer questions on personnel matters, probationary and promotional processes, and they are available for mentorship. The Deans and Dean's Office staff are important points of contact for new faculty. Reach out to book an appointment to meet with your Dean or to ask questions.

2.5 Collective Agreements

The [collective agreements](#) for TUFA, OPSEU, CUPE Unit 1, and CUPE Unit 2 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 trump Federal and Provincial statutes, except where the rights provided by an agreement are greater than those provided by Federal or Provincial Statutes.

2.6 Trent University Faculty Association

All limited term, tenure-track, and tenured faculty and all limited term, probationary, and permanent professional librarians at the university are members of TUFA. Information is available on the [TUFA website](#) and the Collective Agreement is available on the [Labour Relations webpage](#).

There is a Joint Committee, comprised of members of the Executive of the Association and members of the Administration, charged with overseeing the implementation of the CA.

2.7 Faculty Colleagues

A problem may be new to you, but perhaps not to someone else. Your departmental colleagues are there to help. Speak with other faculty members, both in and outside of your own department.

3. Getting Started at Trent

3.1 Benefits & Flexible Benefits

Information on benefits (including supplemental health care coverage, dental insurance coverage, emergency international travel coverage, flex benefits) is available on the [TUFA & Exempt Academic Benefits](#) webpage of the HR website and in Article XVI of the [TUFA CA](#).

Questions can be directed to benefits@trentu.ca.

Faculty may use their flexible benefits (\$200 annually) towards the cost of parking, the cost of athletics centre membership, their TrentU card, or they may apply them to their Professional Expenses Fund.

3.2 Computer Renewal Program

Probationary and permanent faculty and librarians are eligible for the Computer Renewal Program and may request new computing equipment every four years. The establishment of this program is covered by Appendix J of the [TUFA CA](#) and IT has a [knowledge item on the Computer Renewal Program](#) in their Service Hub.

3.3 Encryption of Laptop Computers

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. Trent IT can implement full disk encryption on laptops with the standard Trent IT image. Faculty should contact the Technical Support Centre by emailing it@trentu.ca to inquire about having their Trent imaged laptop encrypted. Faculty using laptops that do not have the standard Trent IT image should be directed to the [Encryption of Devices webpage](#) to learn how to encrypt their laptops.

3.4 E-mail

All university business is sent to faculty members' Trent e-mail accounts. Because students receive all official communications through their Trent e-mail accounts, it is important that they use their Trent accounts and check them regularly. Faculty are encouraged to support student use of Trent e-mail accounts by listing their own Trent e-mail address on the course syllabus and informing students that they will be communicating with students exclusively using their Trent e-mail accounts.

3.5 Office Set-Up

Once the relevant paperwork has been processed by Human Resources, the departmental AAA will be able to help new faculty acquire a Trent e-mail account, office supplies, and keys to their office. They will be able to advise on matters including where to collect mail, accessing myTrent, and how to get e-mail class distribution lists, etc.

The AAA will also connect with IT to set up your phone extension, voicemail, and long-distance code for use for departmental business.

Some departments use shared printers for small print jobs. Ask the AAA what the department practice is. IT has a knowledge item in their Service Hub for [installing staff printers](#) that may be useful as well.

3.6 Parking

Faculty may purchase parking permits for parking on the Peterborough campus. Please see the [Parking website](#) for information on parking regulations and fees and for instructions about how to apply for parking permits on-line. Faculty may also purchase hourly parking permits.

Parking is free at Trent University Durham GTA, but faculty need to register for parking. Instructions on how to do so can be found on the [Durham Parking](#) page of the Parking website.

3.7 Purchasing/ChromeRiver

The Purchasing Services Office is located in Julian Blackburn Hall, Suite 114 (email purchasing@trentu.ca). Office hours are 8:30 a.m. to 4:30 p.m.

The Purchasing Department is available to work with the University community to ensure appropriate purchasing practices are met regarding the acquisition of goods and services and that we are compliant with industry directives and University policies.

All expense claims are processed through ChromeRiver. ChromeRiver is accessed through myTrent under Finances. Details regarding how to claim and the expense reimbursement policy can be found on the [Expense Reimbursement page](#) of the [Purchasing website](#).

3.8 Relocation Expenses

New tenure-track faculty are granted relocation expenses towards approved relocation costs. Letters of appointment specify the amount of the relocation expenses and the date by which they have to be claimed. Please contact the Office of the Deans of Arts and Science if you have questions about your relocation expenses. Please see the

[Policy on Relocation Expenses on the Dean's Office website](#) for information on approved expenses.

3.9 Start-up Funds

The University's policy regarding start-up funds can be found on the [Guidelines & Policies page of the Dean's Office website](#). 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.

New tenure-track members are awarded start-up funds. The amount of the start-up funds and the final date by which they can be used is specified in the member's letter of appointment. Start-up funds are administered through the Dean's Office and all expense claims must be uploaded via Chrome River through myTrent. Please contact the Dean's Office if you have questions about your start-up funds. Faculty are strongly advised to consult with IT prior to purchasing laptop or desktop computers for university or home office use.

4. Personnel Matters

4.1 Personnel File

Every faculty member has a personnel file that is kept in the office of the Dean and is covered by Article IV.17 of the [TUFA CA](#).

4.2 Annual Reports and Annual Performance Review

Every faculty member submits an electronic of their annual report by 4pm on the first Friday of October. The form is found on myTrent under Academics. See VIII.9 of the [TUFA CA](#).

Annual Performance Reviews are then conducted for all faculty members holding continuing appointments, except for those on leave of in their final year of service. See VIII.10 of the [TUFA CA](#).

4.3 Mentoring

Probationary members have an annual meeting with the Dean to discuss their progress towards tenure/permanency.

Faculty members who feel a need for a faculty mentor from outside their department should reach out to the Dean's Office.

4.4 Reappointment of Probationary Members

Faculty on probationary appointments come up for review in the third year of their appointment. The faculty member should provide the departmental Personnel Committee with a dossier including documentation regarding his/her teaching, research, and service since the start of the probationary appointment at Trent for review by the personnel committee. Relevant information should include a current CV; copies of publications; evidence of conference presentations; manuscripts under consideration and evidence of their status; evidence of grant applications; course Syllabi; teaching evaluations; evidence of reading course, honours, and/or graduate supervision, as appropriate; evidence of curricular or pedagogical development; evidence of nominations for teaching awards, etc., and other documentation as relevant.

The departmental Personnel Committee is to make a recommendation based on their assessment of whether the candidate is making satisfactory progress towards tenure. The Personnel Committee may recommend that the probationary appointment be renewed for a further two years with consideration for tenure in the fifth year, or that the

probationary appointment not be renewed. Both teaching and scholarship are considered for renewal of probationary appointments.

The Chair forwards the departmental Personnel Committee's recommendation and all the supporting documentation to COAP. COAP reviews the materials and, by formal vote, makes a recommendation to the Provost & Vice President Academic. The Provost & VP Academic then recommends to the President, who recommends to the Board.

See Article VII of the [TUFA CA](#).

4.5 Tenure

Faculty are normally considered for tenure in the fifth year of their probationary appointment.

Recommendations are made by the Departmental Tenure Committee. The Departmental Tenure Committee submits their recommendation and all the supporting documentation to COAP. COAP reviews the materials and, by formal vote, makes a recommendation to the Provost & Vice President Academic. The Provost & VP Academic then recommends to the President, who recommends to the Board.

In assessing a candidate for tenure, Tenure Committees are “to pay principal regard to scholarship and scholarly promise.” Further, “In order to qualify for tenure, the candidate must be judged to have demonstrated high quality in both teaching and research, including fulfilling the applicable duties and responsibilities referenced in Article IV.1.1. i) and ii).”

Each department has specific COAP-approved departmental tenure criteria which are binding on departmental tenure committees.

For a full list of Trent University Tenure, Permanency and Promotion Criteria, please visit the [Criteria - Tenure, Permanency and Promotion SharePoint Portal](#).

See Article VII of the [TUFA CA](#).

4.6 Promotion to Associate Professor

Faculty who are at B6 or higher on the Assistant Professor salary grid in the year in which they are considered for tenure can be simultaneously considered by their Tenure Committee for promotion to Associate Professor.

To qualify for a promotion to Associate Professor simultaneous with being granted tenure, there must be evidence that the candidate has fulfilled his/her administrative

responsibilities (including departmental and university committee work, with the exceptions noted in VIII.7.2 of the CA for faculty on probationary appointments).

Members who are not simultaneously promoted to Associate Professor when they are granted tenure can be considered for promotion to Associate Professor at a later date. When applying, they must demonstrate that they have continued to satisfy the requirements for tenure as well as have performed administrative duties as specified in the CA.

Recommendations are made by the Departmental Personnel Committee. The Chair of the Departmental Personnel Committee submits the recommendation and all the supporting documentation to the COAP. COAP reviews the materials and, by formal vote, makes a recommendation to the Provost & Vice President Academic. The Provost & VP Academic then recommends to the President, who recommends to the Board.

For a full list of Trent University Tenure, Permanency and Promotion Criteria, please visit the [Criteria - Tenure, Permanency and Promotion SharePoint Portal](#).

See Article VII of the [TUFA CA](#).

4.7 Promotion to Full Professor

Faculty who are at C8 or higher on the Associate Professor salary grid may request to be considered by their Departmental Personnel Committee for promotion to Full Professor. To be promoted to Full Professor, faculty must be judged to be “very highly regarded” in one of teaching or research and “entirely satisfactory” in the other.

Recommendations are made by the Departmental Personnel Committee. The Chair of the Departmental Personnel Committee shall forward Committee’s recommendation and all the supporting documentation to COAP. COAP reviews the materials and, by formal vote, makes a recommendation to the Provost & Vice President Academic. The Provost & VP Academic then recommends to the President, who recommends to the Board.

For a full list of Trent University Tenure, Permanency and Promotion Criteria, please visit the [Criteria - Tenure, Permanency and Promotion SharePoint Portal](#).

See Article VII of the [TUFA CA](#).

4.8 Merit Awards

Every fall COAP recommends to the Provost & Vice President Academic, on the basis of recommendations from Chairs of departmental Personnel Committees, which TUFA

members shall be awarded merits, retroactive to the previous July. Faculty must be in tenure-track positions or hold tenure to be eligible. Members on probationary appointments are eligible for consideration for merit from the second year of their appointment. Further details are available in Section VII of the CA.

It is the individual faculty member's responsibility to provide the departmental Personnel Committee with a dossier with the relevant materials, should that faculty member wish to be considered for a merit award. Recipients of merit awards must be deemed exceptional in at least one of research, teaching, or service, and at least satisfactory in the other areas. It is therefore necessary that faculty members provide their Personnel Committee with a dossier that addresses each of the three areas. Each faculty member's file is assessed based on research, teaching, and service accomplished since Sept. 1 of the year of that faculty member's last merit award, or, in the case of a first merit award, since the start of that faculty member's tenure-track appointment at Trent. Research that has been accepted or forthcoming will not be considered as part of a merit recommendation until it has been published.

4.9 Workload

The duties and responsibilities of a faculty member are outlined in Article VIII of the [TUFA CA](#). The Chair/Director administers staffing plans for their department makes the recommendation to the appropriate Dean following consultation with the faculty members within their department, the departmental committee, graduate program directors, and other departments with whom faculty members are cross appointed. The Allocation of Teaching and Departmental Duties is further outlined in section VIII.3 of the [TUFA CA](#). If you have questions regarding workload, having a discussion with your Chair/Director is a good place to start.

4.10 Sabbaticals

The Departmental Personnel Committee, through its Chair, is responsible for filing updated three-year sabbatical plans with the Dean's Office every year. Tenure-track faculty are entitled to apply for sabbaticals according to the schedule of EYSs. Tenure-track faculty may request a full-year or a half-year sabbatical, starting January 1 or July 1. For information regarding sabbatical, please see V.2 of the [TUFA CA](#). Applications for sabbaticals are due in the Dean's Office by October 15 prior to a July 1 sabbatical start date and February 15 prior to a January 1 sabbatical start date.

4.11 Sabbatical Reports

Within 90 days of the completion of the sabbatical leave, the faculty member shall submit a sabbatical report. See V.2.9 of the [TUFA CA](#) for more information.

5. Teaching

5.1 Academic Integrity Policy and Procedure

All members of the University community share the responsibility for the academic standards and reputation of the University. Academic integrity is defined by the basic principles of honesty, trust, fairness, respect, and responsibility (as articulated by the International Center for Academic Integrity). These values serve as the foundation for the development and acquisition of knowledge and all members of the University community are expected to uphold them. For students, adherence to these fundamental values is essential for earning academic credit in all courses, whether offered on- or off-campus, online, or as placements, practicums, or internships.

The Provost's [Academic Integrity webpage](#) includes links to the undergraduate and graduate academic integrity policies, as well as [Academic Integrity Guidelines and Resources for Instructors](#).

5.2 Academic Skills

Academic Skills at Trent is dedicated to helping undergraduate and graduate students develop the skills necessary to succeed and excel at university. They embody Trent's commitment to small-group teaching and individualized learning through one-on-one appointments and small-group workshops. Academic Skills provides instruction in all aspects of academic, writing, and study skills.

More information can be found on the [Information for Faculty page of the Academic Skills website](#).

5.3 Aegrotat Standing

In unusual circumstances, a student may be exempt from writing a final exam. This decision is at the instructor's discretion. The instructor has the right to request documentation from the student. The RO must receive notice of Aegrotat Standing for a student from the department Chair. The RO will add a notation of AG next to the assigned grade on the student's transcript once notification from the Chair is received. Enter an aegrotat grade the same way as a regular grade when submitting grades in myTrent.

Instructors are encouraged to accommodate students if provided a good reason. It is also possible to give Incomplete and Aegrotat Standings to students who have difficult personal situations affecting their academics. Instructors are asked not to suggest a Late Withdrawal petition to students, but rather to refer them to an Academic Advisor for

more information. A Late Withdrawal petition is often not the best solution for students who miss one assignment, or who are unable to write an exam.

5.4 Blackboard Learning System

Blackboard is a web platform for the online delivery of course content at Trent University. Blackboard is a powerful teaching and learning tool that can be used to post and access course content, complete assignments, perform online testing, and manage grades. Blackboard encourages student interaction, access to resources and the sharing of ideas through a common, easy to use web interface that's interactive and purpose built for higher education.

To access the Blackboard Learning System please login to myTrent and select Academics > Learning > Blackboard.

Blackboard is a fully supported IT service. Access their [Blackboard knowledge articles](#) on the different Blackboard features or to find a solution to a Blackboard issue you are experiencing.

5.5 Grade Changes

Before grades have been verified by your Chair, you should be able to make changes through the grades entry system. After grades have been verified, you will need to let your department know. Grades are not considered official until 30 days after they have been released by the RO. Because there are so many changes being made, the RO accepts email notification of required changes as long as the department Chair has explicitly approved them.

5.6 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 respective course instructor (i.e., the person directly responsible for the assignment and direction of work) shall confirm with all recipients in writing (email is fine) of GTA appointments the expectations of the position, 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 course instructor/ 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) The classification and stipend (or hourly rate) for the position
- h) Description of duties;

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 for pieces of graded course work as required to the course instructor
- 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 (office hours)

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.

5.7 Incomplete Standing

Incomplete Standing is to be used for students who, for a compelling reason, are not able to complete their work during the term. The instructor sets the final date for the student to submit outstanding work, which is at the instructor's discretion, up to the final date allowed for incomplete specified in the Academic Calendar. When the work is received, the department will submit a Change of Grade request to the RO and the student's record will be updated.

An Incomplete Standing form must be obtained from the department, signed by the student, the instructor and the Chair, and then submitted to the RO before the deadline for grade release. The RO houses the supply of Incomplete Standing and Change of Grade forms. Please email registrar@trentu.ca to request more forms be sent to you. If an Incomplete Standing form has been submitted to the RO, please leave the student's grade blank when entering grades in myTrent.

There is no option to extend the deadline on an incomplete. The original deadline is entered into the system when the paperwork is received, and the grade will be applied to the student's record once the deadline has passed if we have not received a Change of Grade form. However, there is no deadline to submit the Change of Grade form. So, while the original low grade may show on the student's record for a while, it can be changed once the work is complete.

5.8 Information Technology

The Information Technology department is responsible for the implementation and support of all voice, data, multi-media, and instructional technology support services within Trent University, with the exception of student residence services. In-classroom support is provided on an expedited basis. The IT Support Hot-line is available from all electronic classrooms in support of the delivery of curriculum; it is reserved for in-classroom support. To access the Support Hot-line, dial extension 1010. For all other support issues, contact IT via e-mail (it@trentu.ca), phone (748-1010). The Technical Support center is located at the main IT reception area (BL Suite 105) on the ground floor of the Bata Library.

5.9 Lab Equipment Purchases

The Dean of Science has a budget for purchasing science equipment for teaching purposes. Some of this is disbursed according to student numbers in science departments; the remainder is disbursed according to demonstrated need. If you are in a Science department, please consult with the Chair of your department regarding the repair or purchase of science equipment required for teaching purposes.

5.10 Office Hours

Faculty should keep regular and publicized office hours at times expected to be convenient for students, many of whom, especially in the sciences and professional programs, have very full timetables.

5.11 Photocopying and Printing

If you require printing or photocopying in large quantities, please order copies through the Trent Campus Print. This portal is available through myTrent and you will need to create an account to place orders. Please contact your department AAA for department ordering processes. Further information can be found on the [Campus Print webpage](#).

5.12 Procedures for Exams

The Scheduling department schedules all exams for Fall/Winter and summer courses. December final exams and mid-term exams are scheduled in early October; April final exams are scheduled in early February. Exam timetables are posted via myTrent. Students should be advised not to make travel or other arrangements during the exam period. There are no formal provisions for writing final exams at a time other than that scheduled.

Instructions for invigilating exams are provided by the Dean's Office every exam session. Exam booklets are provided in the examination rooms. It is the instructor's responsibility to bring to the exam a sufficient number of exam question sheets. The

departmental AAA will require a copy of any final exam one week before the exam date if it is to be sent to the Print Shop to be printed. It is also the instructor's responsibility to deliver to Student Accessibility Services (SAS) enough copies of exam question sheets for those students writing the exam in their office. The instructor is also responsible for collecting completed exams from SAS. Copies of exam questions must be provided to the AAA. Final exam booklets must be left with the AAA once they have been graded. They are to be kept in a secure place and then destroyed one year after the last date by which the exam grade can be appealed. Students are not permitted to see their final exams unless they file an official appeal. Final exam grades are not to be posted or distributed to students.

5.13 Reading Courses

If approached by a student about a reading course, please consult your Chair regarding departmental policies and practices.

5.14 Reserve Requests at the Library

Information about Leganto reading lists, reserves and short-term loans can be found on the [Course Readings webpage](#). The Library can create lists on behalf of faculty or provide workshops on how to make your own lists. All course readings added to a Leganto list are automatically considered for purchase by the Library.

5.15 Returning Students' Graded Work

FIPPA (Freedom of Information and Protection of Privacy Act) legislation requires that students' personal information be protected. Faculty should not post student grades with student numbers or other identifying information. Faculty should not communicate students' grades to them by e-mail; grades for assignments may be posted on the grades portion of Blackboard. Faculty are also asked, when returning graded work, to avoid, whenever possible, putting the grade on the front page of the assignment or on a page that has the student's name on it. Whenever possible, graded work should be handed back to the student directly; it must not be left in an unsupervised place for students to collect it. 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 which have identifying information on them should be shredded and the rest should be recycled.

5.16 Student Accessibility Services

As part of the Student Wellness Centre, Student Accessibility Services (SAS) is a team of interdisciplinary professionals who provide support to students with disabilities

through one-on-one advising, referrals to campus supports, and adaptive technology. SAS supports include:

- Developing individualized accommodation plans for registered students;
- Working with students to develop approaches and strategies that use students' strengths to help them engage with their coursework;
- Offering support through an Adaptive Technologist, using a hands-on approach which allows students to learn how their technology works and how it can be used in their studies;
- Directing and connecting students to appropriate campus resources.

For information regarding student accommodations and the SAS Faculty Portal, visit the [Faculty Resources page of the SAS website](#).

5.17 Student Advising

Students are encouraged to meet with an Academic Advisor to clarify their academic goals, decide which courses to take, understand academic regulations and degree requirements, connect with the services they need and, ultimately, take charge of their own education.

Some departments may have their own OPSEU staff member that advises students.

All Colleges have their own Academic Advisor, and undergraduate students can find more information on the [Academic Advising website](#).

5.18 Student Appeals of Grades

Final grade appeals are submitted by the student through myTrent to the RO with a \$25 processing fee. Once this fee is processed, the grade appeal is sent to the department. The department makes a decision and notifies the RO. The RO then notifies the student of the decision. A successful grade appeal results in the refunding of the \$25 fee.

5.19 Student Experience of Teaching Surveys

Faculty are required to conduct course evaluations in each of their courses. See section VII.13 of the [TUFA CA](#). SETS can be administered in class using paper forms or via Blackboard and IT will be in touch during each term for instructors to register for their SETS to be offered via Blackboard.

5.20 Student Registration

Returning students register on-line using myTrent for fall/winter courses in late May and early June of the preceding academic year. Students register according to a timed Priority Registration process whereby priority is given to those students who are closest to degree completion on the basis of the number of credits completed at the end of the preceding fall/winter term. Registration is opened to new incoming (first-year and transfer) students immediately following the Priority Registration Period (typically through July and August).

Pre-requisite checks and enrolment limitations are enforced during the registration period. Students who do not meet the pre-requisite(s) for a course must complete a requisite waiver request via myTrent.

In cases of limited enrolment courses, the names of students who attempt to register in a course after the limit in that course has been reached will be put on a waitlist until space in the course is available.

Students requesting to carry a course overload should visit the [Course Overload page of the RO website](#).

For further information regarding course registration, please visit [Course Registration page of the RO website](#).

5.21 Student Support Certificate

The Student Support Certificate is a series of workshops geared toward academic and non-academic staff who have direct contact with students. These courses aim to enhance the capacity of Trent faculty and staff members to effectively assist students in a variety of situations, and to help create a supportive environment that builds students' life skills and ability to cope with a range of issues.

The full list of workshops can be found on the [Student Support Certificate website](#).

5.22 Submission of Final Marks

Final marks are to be submitted 10 days after the final exam or the submission for the final assignment. Marks are 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 AAA. The Chair must approve all final marks. Final grades are released by the Office of the Registrar. Instructors must not provide final exam marks or final grades to students

5.23 Syllabi

Syllabi must be provided to students in each class at the start of term. Syllabi must include the contact information for the instructor, a list of required texts, the breakdown of assignments by type and weight, weekly readings and details of assignments (as appropriate), and the instructor's deadline policy. Some departments have departmental deadline policies.

Syllabi must be reviewed with students during the first class. A change to the grading scheme is permitted only with the express written consent of all students present at a class subsequent to the one at which the proposed changes are raised. Any approved changes must be posted or otherwise communicated to the students.

No final exam may be worth more than 50% of the final. No in-class tests or final exams worth more than 10% of the final grade may be held within the last two weeks of class in either the fall or winter terms. Instructors should return to students graded work worth at least 25% of their final mark before the relevant deadlines for withdrawal without academic penalty.

All syllabi must be created via the Syllabus Builder on myTrent. More information can be found on the [Syllabus website](#).

Please contact your department AAA for an updated list of important dates and guidelines that must be included in each course syllabus.

5.24 Teaching Support

There is an Annual Teaching Support fund that is used to provide departments and TUFA members with marking assistance and teaching support. There are two competitions, one in August and one in December, and applications are made to the Departmental Chair. Only in exceptional circumstances may a member's request exceed 30% of their total marking for which they are responsible for in the courses they teach. Faculty may request CUPE2 (Trent students, either undergraduate or graduate) marking help or CUPE1 (anyone other than Trent students) marking help. Requests must make clear which category of marking assistance is being requested, and what the total anticipated cost is. Forms to request marking assistance are distributed by the Dean's Office and must be submitted to the Chair by the departmental internal deadline. See IV.8 of the [TUFA CA](#).

Once marking positions have been approved, departments are responsible for the relevant postings and the identification of successful candidates. The Dean's Office issues letters of appointment, as well as the relevant paperwork, for CUPE1 positions.

It is the individual faculty member's responsibility to oversee their marker/grader, to ensure that the proper paperwork is completed, to ensure students submit hours using

the online tool, VIP, to make sure that markers do not work more hours than faculty have been allotted. Faculty whose marker/grader complete more hours than they have been allotted for marking are responsible for paying their marker for the excess hours out of their own funds.

5.25 Textbook Orders

Follett is the company that operates the Trent Bookstore in Peterborough, and orders textbooks for all courses. Follett will contact you at your Trent email when it is time to order your textbooks. Please adhere to their due dates. TUFA faculty submit book orders through the online Follett Discovery module as soon as possible as this allows the bookstore to offer buybacks.

Please consult your department AAA for more information.

5.26 Timetabling Information

The Academic Timetable holds the most recent timetabling information, including room locations. It is accessible through the [Academic Timetable website](#) and through myTrent under Academics.

For all other room bookings, please go through the Room Bookings portal on myTrent.

6. Research

6.1 Office of Research & Innovation

The [Office of Research & Innovation](#) (ORI) is Trent's main research administrative and support centre, providing research grant and contract administration, proposal development support, ethics/animal care certifications, and research financial services, as well as overseeing several of Trent's internal research award competitions. The ORI works with other University departments, as well as with local, regional, national, and international members of the research community to promote and steward research excellence. This includes ensuring diversity of research across the full range of scholarly disciplines at Trent, with an emphasis on interdisciplinary research, involving students in research, training highly qualified personnel, and upholding open, accountable research practices.

Contact researchsupport@trentu.ca with research-related questions and requests for further information.

6.2 Professional Expenses Fund

Members of TUFA are provided annually with a professional expenses fund. Claims can be made against this fund up to three times a year. Guidelines regarding the use of professional expense funds provided under Article IV.15 (pg. 47) of the [TUFA CA](#) can be found on the [Guidelines & Policies page of the Dean's Office website](#). All claims need to be submitted through ChromeRiver on myTrent.

Please contact the Dean's Office if you have questions about your PEF funds.

6.3 Research Expenses

Faculty members are encouraged to review the [Tri-Agency's Guide on Financial Administration](#) before applying for research grants. The Research Finance Team is available to answer any questions regarding the guide, expense eligibility and reporting requirements. The Research Finance Team also provides Chrome River, eFin, and requisitioning training for faculty members who hold internal and external research grants. Please contact researchfinance@trentu.ca to schedule training or for more information.

6.4 Research Grants

The [Office of Research & Innovation](#) (ORI) is the best source for information on internal and external grants, including deadlines for applications. In addition, faculty may apply for personally-funded research and travel grants.

Researchers planning to submit applications for external research grants must have the approval of the ORI prior to submission of the application to the funding agency. All research applications, whether submitted directly by the researcher or by the university on the researcher's behalf, must be submitted to the ORI for review at least 10 working days prior to the funder's deadline and must comply with Trent's policies (e.g., Ethics, Indirect costs, Travel, Integrity). Researchers cannot legally bind the university; therefore, research contracts with external funders must be negotiated by the ORI.

6.5 Research Involving Human Participants, Animals, and Pathogens or Biohazards

Any research project involving humans, animals, and pathogens or biohazards requires the approval of the relevant review board. Human participant research determined to be minimal risk and conducted at the undergraduate level may be delegated to a Departmental Review Committee where available. For more information, please visit the [Ethics page of the ORI website](#).

6.6 Research Policies

The [Research Policies, Forms & Standard Operating Procedures webpage](#) has Trent's research policy manual, as well as various related research policies and strategic planning documents.

7. Service

Service refers to contributions made to the Department, University, Profession, and/or Community, and involves work on committees, leadership in your profession as well as community contributions

7.1 Departmental Committee

TUFA faculty and academic administrators are members of their respective department's Departmental Committee. Departmental Committees are chaired by the Chair of the department. Some departments hold regularly scheduled meetings; some departments call meetings as required.

7.2 Departmental Sub-Committees and Portfolios

Each Departmental Committee elects a Personnel Committee at the start of the year. See V1.2 of the [TUFA CA](#). The Personnel Committee is responsible for making recommendations concerning all appointments to the department, as well as for making recommendations governing reappointments, renewals of probationary appointments, promotions, merit awards, requests for unpaid leaves, etc.

As required, Departmental Committees establish Tenure Committees. See VI.3 of the [TUFA CA](#). Departmental Committees may also establish Executive Committees, Curriculum Committees, and other committees and/or portfolios as required to look after, for example, timetabling, speakers' series, student groups, etc.

7.3 Major University and Senate Committees

For a list of university and Senate committees and the current members, check out the [Leadership & Governance website](#). Probationary faculty appointed at the rank of Lecturer or Assistant Professor may exercise their right to be exempt from service on Senate and university committees for the first four years of their probationary appointment. See VIII.7 of the [TUFA CA](#).

7.4 Professional Service and Community Service

Professional service involves contributions to your discipline. This is usually through professional academic associations.

Community service involves contributions to the communities served by the university and/or your scholarship.

8. Employee Rights and Responsibilities

8.1 Absence as a Result of Illness or Disability

Where the absence is unexpected, as a result of illness or disability, and it is anticipated that their absence might extend beyond three working days on which they have teaching duties scheduled, faculty are to inform the Dean of the anticipated duration of their absence. (See IV.11.2 of the [TUFA CA.](#)) Questions can be directed to benefits@trentu.ca.

In the event that a faculty member is off work due to illness or injury for more than 6 months accumulated over the previous 12 months, they need to apply for Long Term Disability Benefits. More information can be found on the [TUFA & Exempt Academic Benefits](#) webpage of the HR website. Questions can be directed to benefits@trentu.ca.

8.2 Absence from the University for Research Purposes and/or Professional Reasons

Faculty who are required to be absent from the university for research and/or professional reasons during periods when they have teaching and/or administrative responsibilities are required to consult in advance with their Chair and to provide written notice to the Dean (copied to the Chair) of the arrangements made. (See IV.11.2 of the [TUFA CA.](#))

8.3 Accommodations

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.

8.4 Employment Equity

Trent University affirms its commitment to establishing equal opportunities of employment. The University strives to create an environment that is free of discrimination. The University's goal is to achieve and maintain a representative

workforce through the full participation of groups which are found to be underrepresented, especially women, persons with disabilities, visible minorities, and aboriginal peoples. The University seeks to identify and remove discriminatory barriers in employment areas including recruitment, hiring, training and promotion practices. Where necessary, the University will develop proactive employment equity measures with the concurrence of the Ontario Human Rights Commission, the bargaining units, and the Ministry of Colleges and Universities. More information can be found on the [Equity webpage](#) of the [Centre for Human Rights, Equity & Accessibility website](#).

8.5 Health and Safety

The mission of Trent University's health and safety program is to provide a safe environment for all staff, faculty, students, and visitors using our facilities. We offer a broad range of environmental, health, and safety initiatives and services that ensures both the well-being of everyone on campus, as well as compliance with the Ontario Health and Safety Act (OHSA). More information can be found on the [Health & Safety website](#).

8.6 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 [Centre for Human Rights, Equity & Accessibility website](#).

8.7 Risk Management

Risk Management recognizes that there is an element of risk in any decision or activity that must be identified, assessed and mitigated to increase the likelihood of a positive outcome and reduce the likelihood of a loss. For more information on the Trent University Risk Management Department, see the [Risk Management website](#).

8.8 Sick Leave

In cases where faculty member is absent due to illness or injury, they are entitled to sick leave as outlined by Article V.7 in the [TUFA CA](#), and the [TUFA & Exempt Academic Benefits](#) webpage of the HR website. Questions can be directed to benefits@trentu.ca.

8.9 Supervisory Duties

Faculty members in a university classroom, on a field trip, or in other capacities in which they are responsible for a group of students for a specified time period in a specified location are deemed to be in a supervisory role. Faculty members are responsible for the health and safety of students in their charge. They are also responsible for maintaining an environment that is free from discrimination and harassment. Faculty members are also in a supervisory role with respect to CUPE1 or CUPE2 employees who are TAing or grading for them and/or to students or postdoctoral fellows who are doing research for them. **Consult Risk Management regarding all off campus activities.**

8.10 Trent University Faculty Association

All limited term, tenure-track, and tenured faculty and all limited term, probationary, and permanent professional librarians at the university are members of TUFA. Contact information is available on the [TUFA website](#) and the Collective Agreement is available on the [Labour Relations webpage](#).

There is a Joint Committee, comprised of members of the Executive of the Association and members of the Administration, charged with overseeing the implementation of the CA.

8.11 Vacation

It is expected that faculty members take vacation between the last day of Convocation and the final week of August. The Chair shall be notified of the faculty member's anticipated vacation period and contact information. All members should be taking at least two weeks of vacation, with faculty members with greater than five years of service should be taking at three weeks. These expectations are minimums. See IV.11.3 of the [TUFA CA](#).

8.12 Violence in the Workplace

All members of the Trent University community have the right to freedom from violence and bullying in the workplace, and all members share the responsibility to create and maintain an environment free from violent and intimidating behaviour. See [Violence - Health and Safety - Trent University](#)

9. Workplace Policies and Guidelines

Trent University policies on students & teaching, research, human resources, finance, operations, and external relations can be found at the [Trent University Policy Library](#). Faculty, staff or students wishing to view the full suite of University policies, procedures and guidelines, please refer to the [Policy Library](#) on MyTrent.

This section includes highlights policies and guidelines of note and links to the original documents where applicable.

9.1 Academic Integrity

Information regarding academic integrity, and the undergraduate and graduate academic integrity policies can be found on the Provost's [Academic Integrity](#) website. The policies can be found on the [Policies webpage under Academics](#).

9.2 Access to Instruction

The Access to Instruction policy can be found in the [Undergraduate Academic Calendar](#) under Academic Information and Regulations. This policy is also included on every course syllabus automatically.

9.3 Protection of Personal Information

The Protection of Personal Information policy can be found on the [Policies webpage under Operations](#). Guidelines regarding the sharing of student information – FIPPA for Faculty are available on the [Guidelines and Policies page](#) of the Dean's Office website.

9.4 Sharing and Distribution of Course Content

The Sharing and Distribution of Course Content policy can be found on the [Policies webpage under Academics](#). This policy is also automatically included on every course syllabus.

9.5 Student Absenteeism, Missed Tests and Examinations

The Student Absenteeism, Missed Tests and Examinations policy can be found on the [Policies webpage under Academics](#). This policy is also automatically included on every course syllabus.

10. Teaching and Learning at Trent

The Centre for Teaching and Learning and Trent Online are sister units under Teaching & Learning at Trent. Their purpose is to support faculty as instructors, by offering course consultation and design services, professional development, recognition, and by fostering research on the scholarship of teaching and learning (SoTL).

10.1 The Centre for Teaching and Learning

The Centre for Teaching and Learning (CTL)'s aim is to advance and recognize teaching excellence at Trent. This includes supporting course design across all decanal units, engaging faculty in research on teaching and learning, and facilitating faculty professional development including consultations, workshops, programs, speakers' visits, and conferences. The CTL supports the effective use of active learning practices, develops research-informed accessible resources for faculty, and provides quality assurance advising for cyclical program reviews with regards to learning outcomes. In addition, the Centre for Teaching and Learning celebrates teaching excellence via Trent's internal teaching excellence awards, and by facilitating award nomination for regional, national, and international teaching awards.

In its goal to advance teaching excellence, the CTL supports the development of curriculum that enhances knowledge of Indigenous perspectives, ways of knowing, methodologies, and worldviews. The Centre for Teaching and Learning facilitates professional development and community engagement programming aimed at building capacity among Trent's faculty and staff to engage in Indigenization, decolonization, and reconciliation. The primary goal of our Education Developer in Indigenous Pedagogy is to support faculty in the integration of Indigenous content and pedagogies into curriculum through consultations, and in the cultivation of professional learning resources.

For more information, please visit the [Teaching and Learning at Trent website](#).

10.2 Trent Online

Trent Online uses evidence-based tools and techniques to merge pedagogy with technology and provide faculty with innovations and solutions they can use in an online learning setting. Our team of eLearning Designers, Technologists, Multimedia Design Specialists and Administrative Coordinators work with faculty, staff, and students, to develop and maintain online courses, provide consultation to faculty and departments, offer professional development opportunities, and recognize excellent online teaching through the annual Trent Award for Excellence in Online Teaching. The unit also works with departments and the Centre for Academic Testing to administer online exam proctoring.

Trent Online focuses on humanizing online learning through design that promotes equity and access. Using a community of inquiry approach, we enable students to connect with course material, their instructor and each other. We use design to help students manage their workload and help faculty provide meaningful assessment and feedback. As with the Centre for Teaching and Learning, incorporating Indigenous content and perspectives plays a central role in our course design process.

Please visit the [Trent Online Support Bookings webpage](#) to book one on one instructional design, and tech support for faculty for online and hybrid courses.

11. Library

The Trent University & Library Archives (TULA) supports departmental operations and faculty in a number of ways. Each department is assigned a [Learning & Liaison Librarian](#) to assist with navigating library resources and services. Instructors can contact the library generally (library@trentu.ca) for assistance or approach their Learning & Liaison Librarian if they are uncertain who they should be working with.

11.1 Library Research

TULA provides resources and services that support faculty throughout the research lifecycle, from concept to implementation to dissemination. 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 (RDM), a digital collections publishing platform and digital preservation. Faculty photo ID campus 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 [Library Services for Faculty webpage](#).

11.2 Literacy Instruction

TULA offers a variety of methods of instructional support for courses. The Library Instruction Program is a stand-alone Blackboard course that introduces students to library resources and the process of scholarly research. The library can also offer in depth workshops for topics not covered by the introductory Blackboard course. Information about the course, as well as other instructional services, is available at the [Library Skills Instruction for Courses webpage](#). To have your students enrolled in the course or ask about other workshops, email library@trentu.ca.

11.3 Course Reading Support & Acquisitions

Information about Leganto reading lists, reserves and short-term loans can be found on the [Course Readings webpage](#). The Library can create lists on behalf of faculty or provide workshops on how to make your own lists. All course readings added to a Leganto list are automatically considered for purchase by the Library.

All other faculty and departmental purchase requests can be sent to library@trentu.ca. Individual faculty may submit their own purchase requests, or requests can be coordinated through the department. For more information, visit [Faculty Services: Acquisitions Requests](#). A review of Library acquisitions workflows and resource management guidelines is forthcoming.

11.4 Copyright & Fair Dealing

Instructors are responsible for making sure that readings and course materials made available to students meet the University's [fair dealing guidelines](#). The Copyright Office is available to help instructors navigate these guidelines, and TULA will automatically assess all reading lists created via Leganto for fair-dealing compliance. More information about the copyright process can be found on the [Copyright Office website](#).

12. Colleges

Trent's collegiate system offers a unique opportunity to create engaging and meaningful experiences beyond the classroom. The Colleges work together to develop social and academic events, foster connections between students, faculty, staff, and alumni, and uphold longstanding traditions that facilitate a sense of belonging. Each College has its own identity, hosts annual events, and creates opportunities for leadership and enrichment for students.

Faculty can choose their College affiliation and become a fellow through myTrent under Support. Fellowship can mean many things, ranging from involvement with College events, engagement with students in extracurricular leadership capacities, access to spaces or resources, to broadly being a member of an engaged, interdisciplinary community. There are no fees attached to fellowship, but it formalizes your relationship with a College, establishes communications from a College office (such as receiving invitations to College events), and helps them to connect meaningfully with you about programming and student leadership initiatives that you can contribute to, attend, and support.

Fellowship is an ideal of collegiality, meant to create community, not exclusion. While you can maintain fellowship in only one College, you will always be welcome in all of them.

Read more about the characteristics, affiliated departments, and events and activities each College offers on the [Colleges website](#).