Saint Mary's University

Faculty Handbook

Faculty of Arts

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

Working at
Saint Mary's University

Saint Mary's University was originally founded with the mission to provide access to education to those in the local community who traditionally faced barriers to higher education. Today, the university's mission reflects those beginnings by emphasizing a continued commitment to accessibility and community engagement. The faculty at Saint Mary's University are dedicated to three primary activities: providing undergraduate, graduate, and continuing education; contributing to knowledge through research and teaching; and serving the community at the local, national, and international levels.

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

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

Academic Senate

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

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

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

Academic Plan

In 2002, the university completed a planning exercise culminating in its first Academic Plan, a document that describes the university's mission and priorities for the future. Since then, the university has maintained a five-year academic planning cycle. The allocation of resources for new and ongoing projects reflects the main themes set out in the Academic Plan – themes such as student success, scholarship and research, and intercultural learning.

Consult the **Academic Plan** webpage for information about the current plan and priorities.

Values and Priorities

The Faculty of Arts at Saint Mary's University believes that research and education in the humanities and social sciences are essential to society. The questions posed by scholars in the Arts and the nuanced answers their research provides are of deep and enduring value for the entirety of society. For centuries, across an array of disciplines, research in the Arts has enriched human experience, providing a unique and vital forum for critical intellectual inquiry.

Working in the Faculty of Arts

Office of the Dean of Arts

The Office of the Dean of Arts ("the Dean's Office") is comprised of the Dean; Associate Deans (Curriculum and Student Affairs; Outreach and Experiential Learning; Research and Faculty Support); the Faculty of Arts Communications Officer; the BA Advising Centre; and administrative supports, including the Administrative Assistant to the Dean of Arts; Administrative Assistant to the BA Advising Centre; and the Supervisor, Administrative Support Services.

Visit the **Faculty of Arts Contact Us webpage** or the SMUPhone directory for current staff contacts.

Arts Faculty Council

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

Arts Executive

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

Department

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

Responsibilities of departments

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

Employment matters, including recruiting and hiring faculty members, and overseeing faculty as they move through the processes related to renewal, tenure and promotion.

Responsibilities of faculty members

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

The ***Collective Agreement*** (CA) describes the responsibilities of faculty members and the guidelines for their completion of Annual Reports. By calling for an "appropriate combination" of scholarship, teaching and service, the ***Collective Agreement*** emphasizes the balancing of responsibilities as appropriate to a given rank.

Course Evaluations (ICE)

At the end of each term, Course Evaluations are conducted by the Senate Office and made available to students through their course Brightspace page.

Faculty members will be notified by Senate via the chairperson or administrative assistant regarding the dates of course evaluations each term.

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

Annual Reports

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

Renewal, promotion and tenure

When preparing the application for renewal, promotion or tenure, faculty must follow the guidelines laid out in the ***Collective Agreement*** (Articles 11.1.12, 11.1.13, 11.1.14, 11.1.20, 11.1.21, and 11.1.22).

Renewal

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

Promotion

Although faculty members at the rank of Assistant Professor normally apply for promotion and tenure in the final year of their second probationary contract (i.e., year 5), there are different criteria for promotion and tenure (Articles 11.1.21 and 11.1.22). According to Article 11.1.21(a) of the ***Collective Agreement***, "Promotion is in no sense automatic, that is depending only on length of service at this University or elsewhere." To be promoted from one rank to the next, a faculty member must spend a minimum number of years in rank: three (3) years at Lecturer, five (5) years at Assistant and eight (8) years at Associate.

When an application is made for both tenure and promotion, the department and the University Review Committee (URC) make two separate recommendations. Note that one may apply for "Accelerated Promotion" (11.1.21(c), "on the grounds of exceptional teaching or research accomplishments or both" but may only do so once for a given rank.

Tenure

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

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

Leave

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

Room bookings

Several meeting and lab spaces are available for bookings, via the Dean's office:

McNally meeting rooms

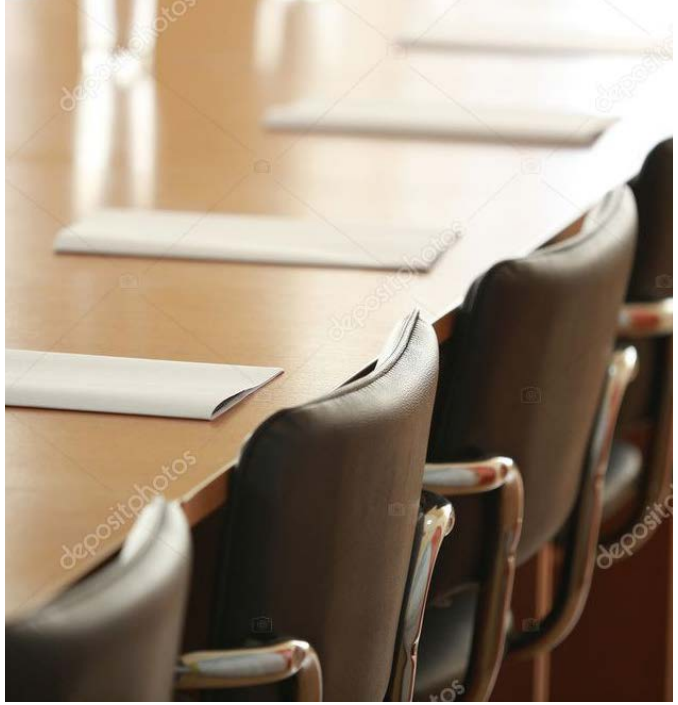
Two meeting rooms (MM 214A and MM 215) are adjacent to the Arts Commons in the McNally Building. To book either, contact the Dean's office in person at MM 218, by email at dean.arts@smu.ca or by telephone at **(902) 420-5437**.

Humanities Media Lab – SH 323

The Humanities Media Lab is located on the third floor of the Sobeys Inspiration Hub (SH 323). It provides space and equipment for creative work including audio and video production, performance projects, oral histories, digital archiving, bookmaking and much more.

The lab has seating for up to 20 people plus modular tables, lockable storage for group projects, a dozen computer stations, a Whisper Room sound/mixing studio, and equipment cabinets. The space can be adapted for a variety of teaching, research, group work and community outreach projects.

Learn more on the Humanities Media Lab website, where you will find a detailed lab manual and the lab booking and sign-out forms.



Humanities Media Lab

Website: smu.ca/sobeysinspirationhub/humanitiesmedialab
Email: HML email address pending

For desktop computers:
EIT Help Desk:
helpdesk@smu.ca 902-496-8111

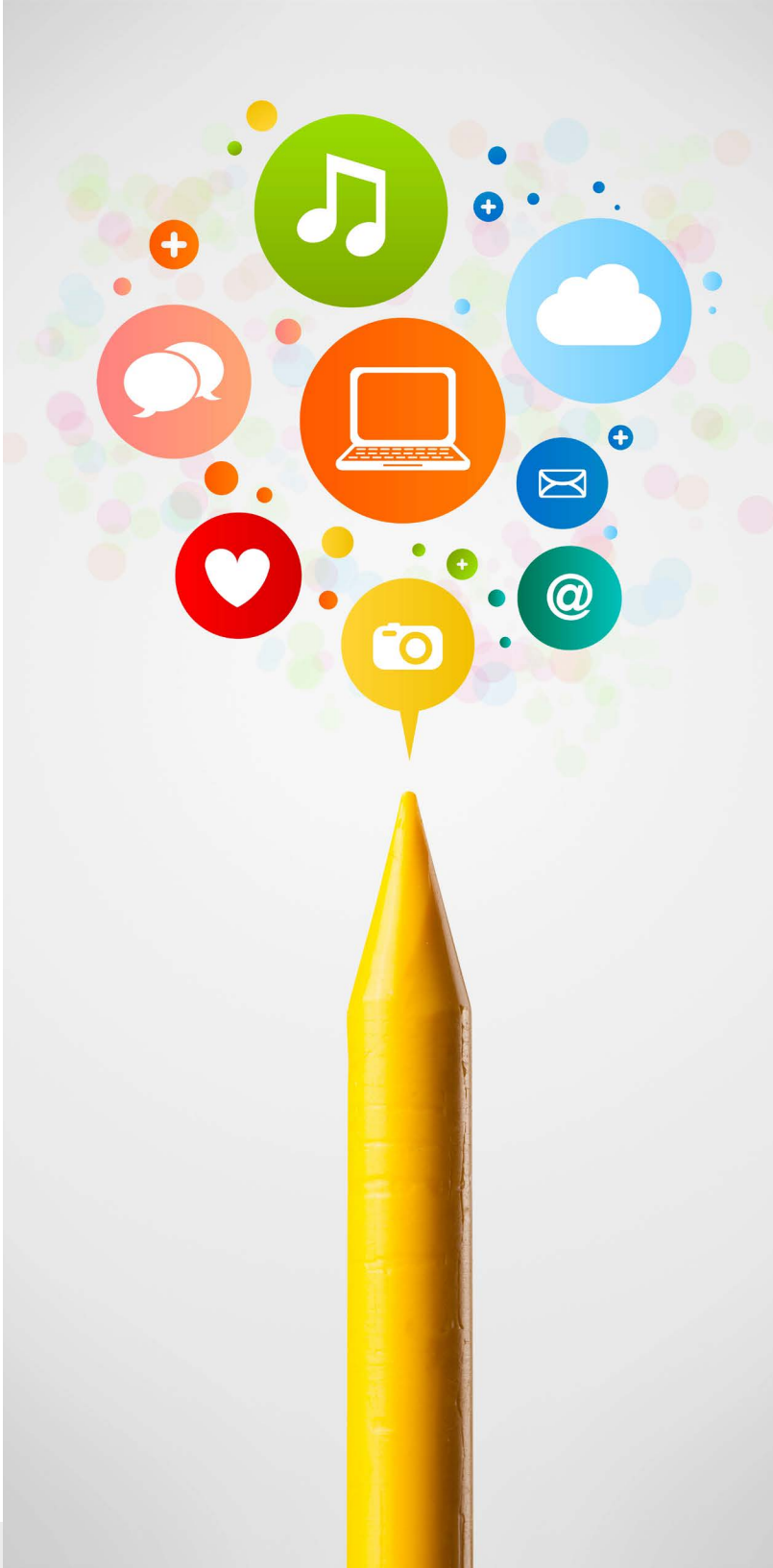
For other equipment:
Dean.Arts@smu.ca

Outreach and Communications

The Associate Dean, Outreach and Experiential Learning (Assocdeanarts.outreach@smu.ca) works to promote campus outreach initiatives and activities, working closely with BA Advising and Recruitment staff and the Arts Communications Officer. The Associate Dean also actively fosters connections between the university and the external community. Such activities include the oversight of experiential learning initiatives and the Arts for Everyone course offerings.

Communication resources

- The **Arts Communications Officer** can assist in sharing your news with the SMU community, prospective students, media and the public through a variety of channels and publications. If you're seeking information or looking to brainstorm a communication or marketing project, contact the communications officer to discuss your question or request.
- The university's **External Affairs** office has a team of in-house communication experts. See smu.ca/communications for more information.
- The **#SMUCommunity Bulletin** is an internal e-newsletter published every second Thursday and emailed to the university community. To submit content, send it to the Arts Communications Officer by the Monday prior to publication.
- The **SMU Style Guide** provides guidelines to be used by members of the Saint Mary's University community in all print and digital communications intended for both internal and external use: smu.ca/styleguide.



Graphic design resources

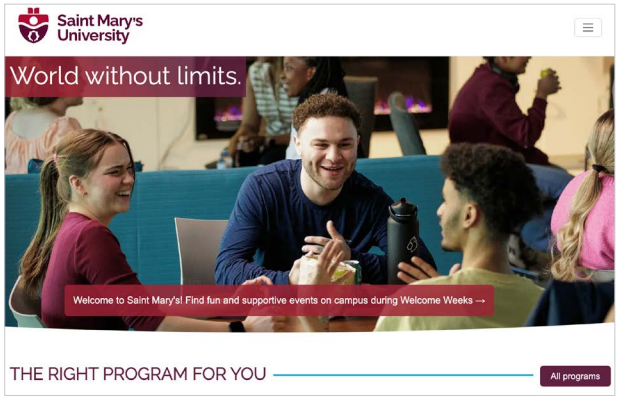
Design templates:

- The Saint Mary's Brand website provides guidance and branded templates for meeting documents, reports, presentation slides, print posters, invitations, digital graphics for social media, and much more: smu.ca/brand/templatesandguidance.
- The templates are available to all faculty and staff. Read the Best practices for using MS Office templates.
- If you need assistance using the templates, contact your program's administrative assistant or the Arts Communications Officer.
- SMU is a digital-first campus. When creating designs for digital uses, please ensure digital accessibility. For more background on this, read the "Quick Tips" in the Digital Promotional Graphics section of the templates page.

Graphic design requests:

If a suitable design template isn't available online, submit a Communications Intake Form for professional graphic design work from SMU Creative Services. For photography requests, use the same form. Requests to Creative Services require 10 business days for fulfillment.

Website updates



Web content updates

- For help with web updates within your department/program area of the website, check first with your administrative assistant.
- For assistance from the university's web team, use the Website Update form in the EIT client support portal to submit requests for new content or content updates.

Faculty research profiles

Fill out this **online form** to request a profile/bio page using the university's current web template. (Examples of current ***Arts faculty profiles***.) If you need a new photo:

- contact the Arts Communications Officer, or
- submit a photography request to Creative Services using the Communications Intake Form.
- Once your bio is online, send the link to your administrative assistant to add to your department's faculty/staff listings.
- For edits/updates to your bio, contact your administrative assistant or submit a Website Update form with any updates or revisions.

Course promotion

- Work with your department and the branded templates to create promotional materials for new courses, special topics courses or underenrolled courses. Most students select their courses during the same week registration opens, so keep that timing in mind.
- Follow the **Course Promotion Checklist**.

Event promotion

To create promotional materials for events:

- Work with your department and the branded templates.
- For special events open to the public, submit a design request to Creative Services using the Communications Intake Form.
- For a recurring series of signature events, Creative Services can create specific design templates for you.

Events Calendar: Submit your event to the SMU Events Calendar using the event submission form, available in the top left corner of the calendar. Include 'arts' in the keywords section.

Follow the **Events Promotion Checklist**.

Social media

Connect with the Faculty of Arts on social media. To share your news, events and course promotions on the @smuarts channels, send your information and images to the Arts Communications Officer and/or tag the Arts channels in your/your department's own posts:

Instagram: @smuarts **Facebook: @SMUArts** **Bluesky: @smuarts.bsky.social** **Twitter: @SMArts_SMU**

***Note:** Many of the communication resource links in this section are available anytime on the Faculty of Arts > Faculty Resources webpage.

Support for
Research and Scholarship

Grants and funding resources

The Faculty of Arts and the Faculty of Graduate Studies and Research (FGSR) provide ongoing support for research and scholarship. To keep faculty members up to date on changes at the granting agencies, FGSR organizes presentations on grant application processes and offers visits by representatives of granting agencies such as the Social Sciences and Humanities Research Council throughout the year. For information, contact FGSR or the Associate Dean of Arts (Research and Faculty Support) at **assocdeanarts.fac@smu.ca**. The Associate Dean is also available for consultation with faculty members to discuss grant applications and research funding opportunities.

Faculty of Graduate Studies and Research grants in aid of research

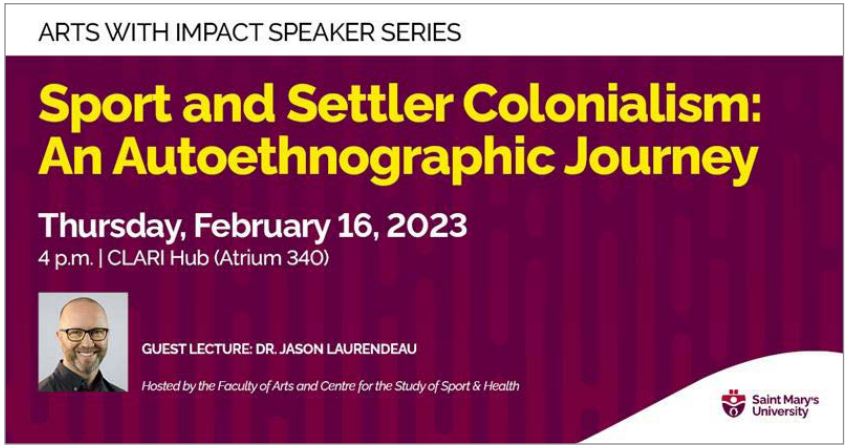
Applications and information for internal grants in aid of research, travel and publication are available through the **Faculty of Graduate Studies and Research** (FGSR) website. These include:

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

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

Arts With Impact

Through the Arts With Impact Speaker Series, faculty members can obtain support to bring in speakers whose work demonstrates the significance of scholarship and research in the Arts and thereby in contemporary society. The program is overseen by the Associate Dean of Arts (Research and Faculty Support) and applications are accepted twice a year, April 15 and October 15. Faculty should reach out to the Associate Dean with questions about their applications or prospective speakers.



Travel funds in the Faculty of Arts

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

Expense reporting following travel

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

Professional Development Expense Fund

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

Travel-related forms and deadline information is available on the Faculty Resources page: smu.ca/arts/arts-faculty-resources.

Support for Teaching and Learning

The BA Advising Centre

Housed in the Office of the Dean of Arts, the BA Advising Centre offers academic advising services to new and returning students, to help navigate their programs and plan for future terms. The BA Academic Advisors help students with course selection, as well as understanding program requirements, university processes and regulations, and the range of university services available.

It is recommended that students visit a BA Academic Advisor at least once a year to make sure they are on track to meet their educational goals.
The BA Advising Centre offers a blend of in-person and virtual services for students, including daily drop-in advising.

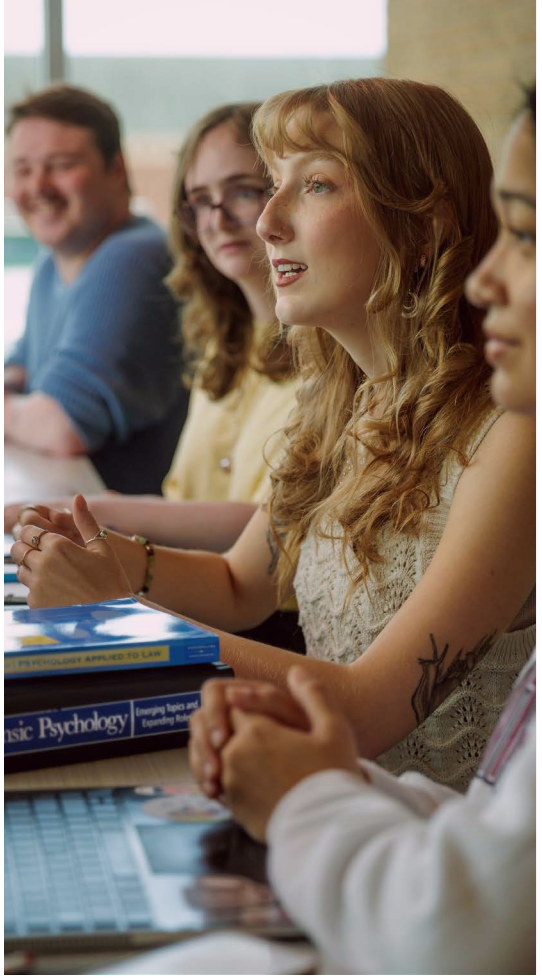
Faculty are encouraged to connect with Advisors at any time should they have questions about program delivery, curricular development or student academic supports. Contact the advising team at BAadvising@smu.ca and learn more at smu.ca/arts/arts-ba-advising-centre.

The Studio for Teaching and Learning

The Studio for Teaching and Learning partners with faculty to enhance teaching excellence and fosters student success through collaboration, transformative practices and professional learning.

Educational Development

In addition to new faculty orientation at the beginning of the academic year, the Studio provides faculty with ongoing access to a collaborative team of professionals—including educational developers and instructional designers—who support course design, pedagogy and effective teaching practices across in-person and online learning environments.



The Studio for Teaching and Learning

Atrium 213
Tel: (902) 420-5081
Email: studio@smu.ca
Website: studio.smu.ca

The Writing Centre & Academic Communication

The Writing Centre offers a variety of academic and digital communication services and resources to help faculty and instructors in their classes:

- handouts to help develop effective academic communication
- citation and style guides
- workshops on writing, academic integrity and critical thinking
- tailored workshops developed and delivered on request.

Global Learning and Intercultural Support

Where will your teaching take you? Saint Mary's has international teaching and research partnerships with more than 130 universities all over the world. Learn about:

- opportunities for teaching exchanges
- possibilities for your students to participate in international exchanges
- fostering intercultural approaches to classroom practice.

The Writing Centre & Academic Communication

Burke 115
Email: writing@smu.ca
Website: studio.smu.ca/wc-home

Global Learning and Intercultural Support

Atrium 106
Tel: 902.496.8725
Email: global@smu.ca
Website: studio.smu.ca/global-learning

Campus Store/Course materials

Course materials for all courses (physical and digital content) may be ordered through the Campus Store website: shop.smu.ca/resources/faculty-resources.
The faculty page includes a publisher representative list and the course material order form. Orders are accepted throughout the year, regardless of the deadline, but early orders are encouraged. Lab manuals with original content may be requested through the order form, and are printed in-house with Xerox. Sufficient copies for enrolled students will be made available for purchase in the Campus Store.

Copyright guidance for course readings beyond conventional textbooks is available through the Patrick Power Library copyright services department (see below) to any faculty member wishing to put articles or book excerpts into Brightspace.

Order deadlines:

March 15 for Spring and Summer
May 15 for Fall
October 15 for Winter

Campus Store:

2nd Floor, Student Centre
Tel: (902) 496-8244

SMUshop:

Loyola (across from Tim Hortons)
Tel: (902) 420-5004
Email: bookstore@smu.ca
Website: shop.smu.ca

Manager

Andrew Baker
Tel: (902) 496-8765
Email: andrew.baker@smu.ca

Course Material Buyer

Don Simpkin
Tel: (902) 491-6283
Email: don.simpkin@smu.ca

Xerox Print Services & Document Management

Located within the SMU Bookstore, the Xerox customer service kiosk provides full-service printing and scanning services for Saint Mary's. It is staffed by an on-site, certified Xerox document advisor. It also offers secure web-to-print portal technology and access to a wide variety of services:

- Printing and copying (colour or B&W)
- Wide format / poster printing
- multiple finishing options
- consultation, design and pre-press services
- scanning and document digitization services

Patrick Power Library

In addition to physical and digital resources (available on the Library website), the Library offers a number of services to support faculty members with teaching and research. These services include the following:

Research Help
Appointments with Librarians
Data & Statistics support
Library and Information Literacy Instruction
Copyright assistance
Scholarly Communication support
Extended loan periods
Inter-library loans

Please visit the Library's Faculty Information Guide for more information about services and resources available to you.

Xerox Print Services & Document Management

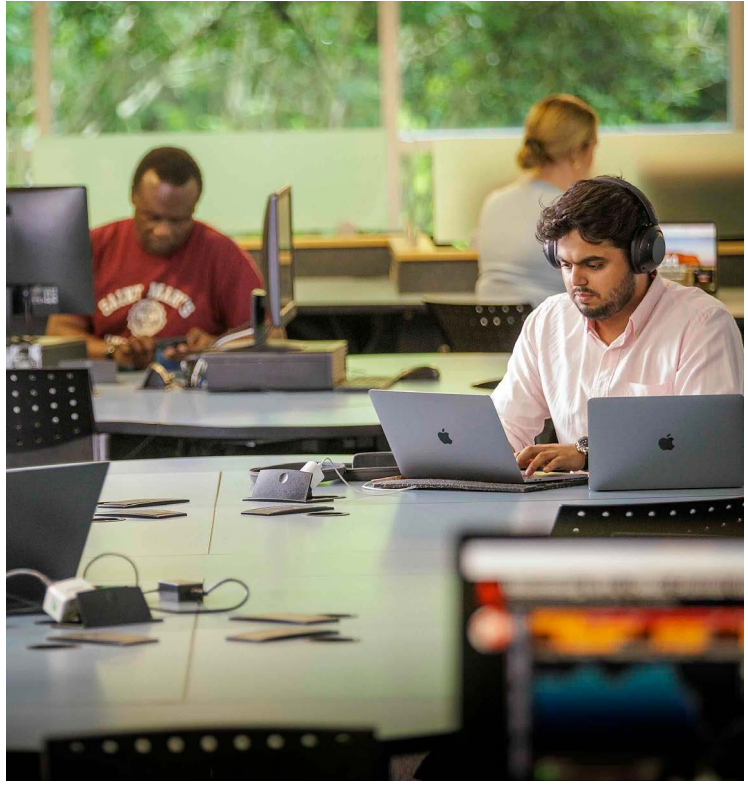
2nd floor, O'Donnell Hennessey Student Centre

Email: SMUprint@xerox.com
Website: smu.ca/smuprint

Course Readings Service

This service helps instructors connect students with electronic readings and course content. This service provides a will review of assigned readings and provides links for licensed content that will work both on and off campus. This service also assists with locating of Open Access resources, navigating Fair Dealing copyright exceptions, and obtaining copyright permission when required. Faculty are invited to send their syllabi or course resource lists to the Copyright Office at **copyright@smu.ca**.

If you plan to assign films in your courses, it's important to know that film licenses can expire, and streaming services might remove titles. Contact the Copyright Office before the start of the term to ensure films will still be available when your students need them.



Course Reserve Service

This service helps instructors connect students with physical materials for their courses. Course Reserves make copies of faculty-supplied course textbooks, or Library-owned books, available on short-term loan for student use. For more information or to submit a request for your course, visit the **Faculty Information Guide** or email **reserves@smu.ca**.

Don't see the materials you need?
Every department has a librarian subject liaison who works with faculty to purchase books, eBooks, films and other materials required for teaching, learning and research. To find your liaison, please consult the list of **Faculty Representatives & Library Collections Liaisons**.

Getting Started
On Campus

University ID and Library card

Apply for your university identification card online. We'll contact you when your card is ready to be picked up from the front desk at the Patrick Power Library. Your university ID card is also your library card. For assistance, contact Library Access Services at (902) 420-5547 or access@smu.ca.

Self-Service Banner

To obtain your Self-Service Banner login information (an 8-digit code beginning with the letter 'A'), contact the Service Centre at (902) 420-5582 or service.centre@smu.ca. Self-Service Banner ("Banner") is accessible on the smu.ca homepage and will facilitate your teaching by making it possible for you to submit your students' grades. You can use Banner to view class lists, class schedules and access students' information. This site also has important information on registration overrides.

With regard to employment issues, use Banner to access your payroll information (including pay and deduction history, and your current pay stub), to sign up for digital T4s for tax filing, and to update your contact information.

Enterprise Information Technology (EIT)

Get connected

EIT will help you set up and manage your computer accounts and passwords and connect to the SMU telephone and computer networks. Find out more about activating your account, accessing your account and setting the Multi-Factor Authentication on your account.

(EIT) will help with your computer/IT requirements, including the following:

EIT Help Desk and Classroom Support

The Client Technology Services team is the first point of contact for EIT help at Saint Mary's. The Help Desk is available to answer inquiries and to troubleshoot technical issues. End-user support technologists provide support for computer hardware, as well as the Computer Evergreen program which provides laptops for staff and faculty, and computer lab and classroom computers. The instructional technology team focuses on support for classrooms and meeting rooms on campus, as well as web conferencing technology. The Client Technology Team also is responsible for the cell phone program.

Enterprise Information Technology (EIT)
Loyola 268 and the Atrium (ground floor)
Tel: (902) 496-8111
Email: helpdesk@smu.ca
Website: smu.ca/academics/enterprise-information-technology.html
Classroom Support: (902) 420-5558

For more technical support in your office and classroom:

Software and Application Support Centre (SAS)

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

Brightspace

To set up your course on Brightspace, visit **studio.smu.ca/brightspace**.
The Software & Application Support Centre (SAS) can help you customize and navigate your Brightspace site.

Office setup

Saint Mary's provides standard computer hardware through our **Computer Evergreen Program**. You can also review the **Evergreen Policy**. Office equipment and supplies are approved by the department Chair and ordered through the departmental administrative assistant.

Email

If you request any assistance accessing your email or accounts you can visit one of our EIT Helpdesks, located in Loyola 268 and the Atrium (ground floor). The friendly staff at Enterprise Information Technology will be more than happy to assist you with any computer-related issues as well as with classroom support. You can reach the Helpdesk by phone at (902) 496-8111 or email them at **helpdesk@smu.ca**, though it is often best to visit the Help Desk in person for quick service. Also contact EIT for information on wireless access on campus.

Software and Application Support Centre (SAS)

Atrium 107
Tel: (902) 496-8168
Email: sas@smu.ca
Website: studio.smu.ca/sas-welcome

Assistant Director Client Technology Services

McNally East 019
Tel: (902) 491-8642
Email: m.more@smu.ca

Telephone

When your SMU account is created, you will be assigned a MS Teams Phone number, which is available directly through audio calling in Teams. Visit the **SMUPhone directory** for other numbers across campus.

On campus logistics

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

Parking on campus

Parking permits are issued through Facilities Management (McNally South, Room 011). There are several parking areas on campus. Full-time faculty may purchase a 12-month parking permit through payroll deduction; the process for purchasing permits typically commences in August. Part-time faculty may also purchase parking permits, although payroll deduction is not a payment option.

For complete details about parking, see the **Parking at Saint Mary's** webpage.

Facilities Management
Tel: (902) 420-5572
Email: facilities.management@smu.ca.

Instructor/Course Management Information

Some of the most significant matters related to course planning and management will be addressed in this section, below. For additional information, instructors should consult the **Senate Academic Policies page**, which provides information governing a range of teaching-related matters, such as the administration of final examinations, submissions to the Curriculum Committee, the Student Code of Conduct, and the Senate Policy on Program Proposals.

The Associate Dean, Curriculum and Student Affairs (assocdean.arts@smu.ca), regularly sends faculty updates flagging changes to Curricular and Academic Policies.

Course syllabi

Instructors should provide students with course syllabi that include standard elements conforming to the Senate Policy on Course Outlines, which is available on the **Senate Academic Policies page**.

Academic integrity

Course syllabi should inform students of their responsibilities regarding academic integrity, beginning with reference to the **Academic Calendar** (see Academic Regulation 19). Further information regarding Academic Integrity and Student Responsibility can be found **here**, including information on the academic integrity process and the procedures involved when an offence is suspected.

Artificial Intelligence

Approaches to the use of Artificial Intelligence are new and evolving. Guidance and Resources for Faculty can be found **here**, along with the **SMU Faculty Guidelines on the Use of Generative AI in Courses (PDF)**

Incomplete grades

See Academic Regulation 5(d) for further details.

Office hours / student advising

Student advising is the responsibility of all faculty members. During the academic year, faculty members are required to hold six office hours per week. Faculty members may also choose to hold extra tutorial sessions or meetings with students or groups of students depending on the instructional requirements of their courses. Please see the ***Collective Agreement*** (Article 15.1.13).

Tests and final examinations

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

Change of grade

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

Proposing new courses

Proposals for new courses must be approved by the department, Arts Executive, Faculty Council, and Senate. Ask your Chair or the Associate Dean (Curriculum and Student Affairs) for the next deadline for new course proposals. Before you submit a new course proposal, the proposal must be approved by the Library. After the Library approves, approval can be sought from the department, then forwarded to the Arts Executive for comment and then to the Arts Council for approval. Arts Council meets once per term, usually near the end of term. The proposals are then considered by the Curriculum Committee before being presented to Senate for approval. The process usually takes a year. For Course Proposal Forms, visit the **Academic Senate Forms** webpage.

Honours and Graduate Supervision

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

Teaching Assistants

Graduate and undergraduate teaching assistants are assigned by the chair and/or appropriate program coordinator, at times in concert with the Associate Dean of Arts (Research and Faculty Support). For information on duties, rates of pay, hours, and expectations in terms of mentorship, please consult the **Faculty of Arts TA Guidelines**.

Health, Wellness and Campus Supports

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

Homburg Centre for Health and Wellness

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

LifeMark Physiotherapy

LifeMark Physiotherapy welcomes new patients. Referrals are not necessary. Services offered include physiotherapy, massage therapy, home care, orthotics, acupuncture, work conditioning, and functional ability testing. Most services are covered by your health insurance through the faculty union; **contact the SMUFU office** for details.

Student Health Services

4th floor Student Centre
Tel: (902) 420-5611
Health Services nurse: (902) 496-8778;
After hours on call cell number: (902) 471-8129

LifeMark Physiotherapy

Located in the Homburg Centre
Tel: (902) 420-5061

Equity, Diversity, Inclusion and Accessibility (EDIA)

Saint Mary's strives for an academic environment that is inclusive, equitable, accessible and dedicated to embracing global perspectives. The Employee Equity and Diversity Policy can be found here.

Learn more about the supports and services for our diverse community of learners in the EDIA / Community Hubs area in the Student Life section of the Saint Mary's website:
smu.ca/student-life/equitydiversityinclusionaccessibility.

Indigenous student
African and Black students
International students
Fred Smithers Centre for Student Accessibility →
2SLGBTQIA+ students
Women's Centre
Chaplaincy and Spiritual Support (see below)
Interfaith Prayer Space

See also: Saint Mary's University Academic Accommodations for Students with Disabilities (PDF)

Helpful contacts

Cancellation and Closure Hotline
Staff/Faculty Tel: (902) 491-6264
Students Tel: (902) 491-6263

Campus Security
Available 24 hours a day, 7 days a week

Non-emergency:
Tel: (902) 420-5577; or dial 5577 from any campus landline phone (e.g., to assist with *opening a locked classroom)*

Emergency:
(902) 420.5000; or dial 5000 from any campus landline phone
Email: security@smu.ca
Website: smu.ca/campus-life/university-security.html

Spiritual guidance
Holy Cross Chaplaincy Office Loyola 183, near Tim Hortons
Tel: (902) 420-5502

A list of places of prayer and worship covering all faiths is available from the Chaplaincy Centre.

Respectful and Inclusive Workplace

Saint Mary's is committed to providing a respectful and inclusive environment. A range of university policies designed to cultivate an atmosphere of safety and respect, including the **Respectful and Inclusive Workplace Policy, can be found here.**

Sexual Violence Support Centre

Saint Mary's University envisions a campus and community that values consent, safety and respect. The Saint Mary's University **Sexual Violence Support Centre** (SVSC) exists primarily to offer resources and supports to students, staff and faculty who have experienced sexual and gender-based violence. SVSC also provides education, prevention and training for the SMU community at large.

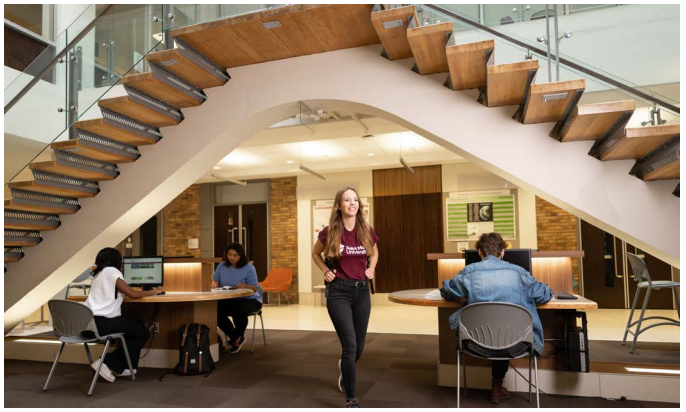
Access the Sexual Violence and Harassment Policy and related resources here.

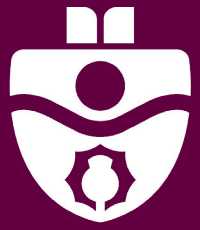
Conflict Resolution Policy

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

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

Please refer to Saint Mary's Policy on Conflict Resolution for more information.





Saint Mary's University

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