

Aboriginal Education Centre – Turtle Island

CAW Student Centre Room 179

Contact: 519-253-3000 Ext. 3465 or 3481

www.uwindsor.ca/turtleisland

The Aboriginal Education Centre – Turtle Island House was opened in 1992. It provides support and encouragement to the University of Windsor Aboriginal student population. We strive to increase the participation and completion rates of Aboriginal students, to raise sensitivity and awareness of Aboriginal cultures, issues, and realities, and to increase participation in decisions affecting Aboriginal people in post-secondary education.

The Aboriginal Education Centre – Turtle Island facilitates Aboriginal student success by providing support (academic, social, personal, and cultural), guidance, and an enriched student experience to University of Windsor students who self-identify with Aboriginal identity and background. Specific services include:

- facilitating communication between Aboriginal students, their funding agencies, and home communities
- providing advice to students on how to effectively navigate the university system
- communicating information to increase Aboriginal student awareness of services and support on campus and making appropriate referrals to services and organizations both on and off campus
- organizing and supporting social gatherings and activities, orientation activities, student gatherings, and study groups
- coordinating special projects and services
- conducting Aboriginal outreach programs and partnerships with local school boards, First Nation schools, University departments, and faculty-assisted projects

The Aboriginal Education Centre – Turtle Island is located in the CAW Student Centre. All students are welcome to visit and participate in the activities and events. Turtle Island resources include:

- An accessible, welcoming, culturally safe, positive, and comfortable atmosphere to welcome students, visitors, and guests, and interact with the wider University community
- Referrals to various student services on campus and off-campus including cultural supports and information
- Administrative staff and workstations for students
- A large meeting area to allow several distinct Aboriginal populations to connect with the campus community and to the wider larger Aboriginal community, including the University of Windsor Aboriginal Education Council

Associate Vice-President, Student Experience Office - Academic Integrity and Student Conduct Officer

OUR WORK:

The Academic Integrity and Student Conduct Officer is a resource for all members of the campus community with respect to any **academic integrity**-related issue. We promote honesty through:

- awareness campaigns
- educational workshops for students
- information sessions for faculty
- one-on-one or small group meetings with students, faculty, and administration

The Academic Integrity and Student Conduct Officer may support instructors and Associate Deans on complaints under [Senate Bylaw 31: Academic Integrity](#).

The Academic Integrity and Student Conduct Officer may **investigate complaints** under [Procedures for Addressing Student Non-Academic Misconduct](#) and **make recommendations** about how complaints should be resolved.

The Academic Integrity and Student Conduct Officer is a resource for all members of the campus community with respect to **students' Behaviour(s) of Concern**:

- Assistance to faculty, staff, and administration in responding situations in which a student displays behaviours that may be worrisome, disruptive, intimidating, troublesome and/or threatening to others under [Behavioural Intervention Plan](#).

CONTACT INFORMATION: Dr. Danieli Arbex JSD

*Academic Integrity and
Student Conduct Officer*
arbexd@uwindsor.ca

POLICIES: [Student Code of Conduct](#)
[Senate Bylaw 31: Academic Integrity](#)
[Procedures for Addressing Student Non-Academic Misconduct](#)
[Behavioural Intervention Plan](#)

Advising Services

Location

Room 115 Dillon Hall

Services Provided

Advising services provides the following information to students:

- Changing a major or program
- Understanding degree audits and degree requirements
- Providing explanations of academic policies and procedures
- Reviewing academic progress
- Developing academic success plans
- Assessment of student needs and referrals to other campus services

Five Things All Instructors Should Know About Advising Services

- Advisors are up to date on all institutional policies and procedures – a great resource for faculty not just students
- Advisors are trained in student development theory – can help identify some of the roadblocks students face
- Thorough knowledge of student services on campus – a good place to refer to when you're not sure where to refer
- Specialize in helping transfer students settle into a new environment
- Specialists in the "first-year experience"

Contact Information

Marty Lowman – Advising Coordinator

lowman@uwindsor.ca

519-253-3000 ext. 3950

<http://www.uwindsor.ca/advising>

Blackboard Learn

The University of Windsor is using Blackboard Learn as its learning management system (LMS). Blackboard Learn is a proven solution which enables instructors and students to utilize an enriched and diverse, integrated technological environment for their teaching and learning activities. Blackboard Learn significantly enhances our capacity to offer engaging, high-quality online and blended learning and teaching, and allows for greater support for instructors pursuing new pedagogical approaches.

Blackboard is:

- **Customizable:** Provides customization options to support a range of pedagogical styles, site organization, personal notifications, and adaptive release of materials.
- **Interactive:** Enables instructors to connect and engage with students through wikis, blogs, rich video, audio, virtual classrooms, and discussion board options using desktops, laptops, tablets, and smart phones.
- **Intuitive:** Includes extensive online help documentation and videos 24/7/365 to help users find about how to use features.
- **Efficient:** Offers extensive options for providing student feedback and integrated grading.

Blackboard Learn for Instructors

Blackboard Learn is a web-based learning management system which enables instructors and students to manage teaching and learning activities easily inside or outside of the classroom. Blackboard Learn can be used for everything from being a repository for course materials to a fully functioning online learning site, complete with assessments, feedback, grading and interactivity.

To learn more about using the LMS, visit **Blackboard Learn's Help site** (help.blackboard.com/Learn/Instructor) for key information and support for using site tools. The University of Windsor also hosts an online support site at www.uwindsor.ca/blackboard for local tools, FAQs and support for campus issues. Remember to create a bookmark for quick access! Below are some helpful resources for a quick start.

- The **UWindsor Blackboard Quick Reference Guide** (mediawiki.uwindsor.ca/wiki/images/6/6f/UofWQuickStartGuide.pdf) is an easy-to-use tip sheet for commonly used functions instructors (and their assistants) might use. Download, print and keep handy to save you time!
- Instructors who are employees of the University of Windsor can access a series of online tutorials at **Lynda.com**. At the log in screen, instead of entering your username and password, enter www.uwindsor.ca into the organization web address field on the right side of the login window. You will then be sent to the **UWindsor authentication page**. On this screen you will enter your UWindsor ID and password.

Getting Training

Training for instructors and assistants is available in either face-to-face workshops or in online, self-paced, non-facilitated courses by Blackboard. Register for a session that is right for you and your needs. There is a Training tab visible at the top of the screen after you log in to Blackboard (blackboard.uwindsor.ca), containing information and links to training events for instructors and their assistants.

Face-to-Face Workshops

Please ensure you select the level **closest to your abilities** to ensure that you and fellow participants get the most out of the workshops:

- **Bb Decaf:** This option will offer a relaxed, and slower-paced workshop by placing an emphasis on step-by-step learning. This category is suitable for the emerging technical explorer or the learner who is new to using learning management systems.
- **Bb Espresso:** This option will offer a fast-paced more technically driven workshop. This category is suitable for the learner who is confident using learning management system tools, or other online systems, who possesses a high comfort level in learning and adopting new technology.
- **The Bean (Decaf):** This level is designed for those who are new to the world of online learning. This class will be offered at a slower-pace, emphasizing step-by-step learning.
- **Request a Consultation:** Instructors can request consultations to inquire about course re-design options for upcoming semesters from the Centre for Teaching and Learning or the Office of Open Learning by emailing bbconsults@uwindsor.ca.

Getting Started

Getting Your Course Site

Blackboard and the **Student Information System (SIS)** are integrated. Therefore, an automatic process gets initiated once your course code is entered into the SIS, and you are connected to that course in the SIS as the **Instructor of Record**. Once that occurs, a regular process runs which automatically creates a "Course Shell." This shell is not available to students until you make it available. You will see this newly created course when you log in to Blackboard and review your courses. Courses are seen at the top of the Blackboard site under the **Courses** tab, or when you are on the **Home** tab, it appears as **My Courses**. Finally, it can also be seen from the **Global Navigation** drop-down list up by your name in the top right corner of the Blackboard site. The course will appear with the course code, and the course name.

What happens if you don't have a course shell?

Please visit the "Getting Blackboard Course Sites" article on mediawikibe.uwindsor.ca for more details. You will need to submit a Service Request with your course specifics to www.uwindsor.ca/bbhelp.

Closing Courses

Courses will be automatically closed to students by the first day of the next semester. You won't need to do anything to your course site to disable student access. Your instructional team will continue to have access to the course site through the Courses tab, but it will appear as the (currently not available) status. If you have a special circumstance where you need to keep it open, please submit a Service Request via www.uwindsor.ca/bbhelp containing course details (name, section, number, your UWin ID, as well as the length you need it open for).

Getting Help

If you have any pedagogical needs related to your course design, assessments, high impact practices to keep your students engaged, or other teaching and learning need, the University of Windsor's **Centre for Teaching and Learning** (www.uwindsor.ca/ctl) can help you.



Campus Community Police – FAQ's

Who are Campus Community Police?

Campus Community Police are sworn Special Constables. They have police officer authority on campus and provide effective law enforcement and security services to the University of Windsor. They work in partnership with the University community to provide a safe and secure learning environment.

Where is the Campus Community Police office located?

The office is located at 2455 Wyandotte St W, Sunset entrance (in the Joyce Entrepreneurship Centre).

How can I contact Campus Community Police?

Campus Community Police are available 24/7/365 and can be contacted in an emergency by dialing **Ext. 911** on your office extension or in a non-emergency by dialing **Ext. 1234**. Numerous blue emergency poles and emergency phones are located across campus and provide a direct link to Campus Community Police. If you have a question, you can email cpolice@uwindsor.ca. This email account is not monitored 24/7 so please call our emergency or non-emergency lines for immediate assistance. We can also be contacted on Facebook (facebook.com/uofwcampuspolice) or Twitter ([@uowcampuspolice](https://twitter.com/uowcampuspolice)).

How can Campus Community Police help me in an emergency?

Campus Community Police host an emergency notification program called UWindsor Alert. If you register in the program you can receive a notification in the event of a campus emergency. The notification may advise you to avoid an area on campus or may ask if you need assistance evacuating an area should an incident occur near your location. Register your cell phone number today and indicate if you would like messages as a text or as a phone call. You will automatically receive an email via your university email account.

What can Campus Community Police do for me?

As part of our focus on the campus community we emphasize crime prevention initiatives. Campus Community Police promote and encourage the use of crime prevention focused programs such as the Bicycle Registration System, Rape Aggression Defence workshop, Workplace Violence seminar and the STOPTheft laptop theft prevention program. These are just some of the examples of programs Campus Community Police use to help combat crime on our campus.

CHEMICAL CONTROL CENTRE & RESEARCH SAFETY



Frequently Asked Questions

What is the Chemical Control Centre?

- The CCC is a customer based resource for the acquisition, distribution and disposal of all hazardous materials on campus. The CCC also provides training, guidance and information on a variety of hazardous materials, regulations and equipment. The CCC works in conjunction with the Research Safety Committee to ensure safe research and teaching practices.

Who uses the Chemical Control Centre?

- The CCC is used by the Campus Community, Students, Staff and Faculty.

What is the Research Safety Committee?

- The Research Safety Committee is advisory to the Vice President of Research and Innovation, and in collaboration with the Chemical Control Centre has the responsibility of establishing and implementing the University's Research Safety Programs. More info here: www.uwindsor.ca/chemicalcontrol/researchsafety
- These programs encompass the procedures for ordering, usage, handling, monitoring, storage, training and disposal of **radioactive (including x-rays and lasers), biological, and chemical materials**.
- The Committee works in conjunction with the Chemical Control Centre to formulate and implement policies necessary to ensure the University is in compliance with guidelines and regulations.
- Will you be using Radiation, biological agents, or chemicals? Your Research may fall under these programs. For more information related to Research safety please visit our website:

What safety trainings are available from the Chemical Control Centre?

- The CCC offers a wide variety of safety training from autoclave and compressed gas cylinder training to biological safety and radiation training. Many of our training programs are available on line. For a complete list of available training offered please visit our website at: <http://www1.uwindsor.ca/chemicalcontrol/category/tags/available-training>.
- Should you not see a specific training program you are interested in, please speak with one of our staff and they will be glad to assist you.

I need to order hazardous materials – What should I do?

- All hazardous materials brought into the University of Windsor are required to go through the Chemical Control Centre. The CCC will place the order for you and receive it into the Hazardous Materials Inventory System (HMIS).
- New researchers and customers will need to complete a new customer information form prior to their first order. A link to the form is found here: <http://www1.uwindsor.ca/chemicalcontrol/system/files/chemical%20stores/CCC%20Internal%20Account%20Update%20Form.pdf>
- For more information on orders please visit our website at: <http://www1.uwindsor.ca/chemicalcontrol/ordering-chemicals>

Information about the CCC:

- The mission of the CCC is to promote the safe use of hazardous materials by the University community through controlled acquisition, distribution, disposal and training services.
- Our goal is to help you to successfully conduct teaching and research safety and in compliance with governing regulations, by assisting you with your own needs and requirements. **We are your safety resource.**
- The CCC is open Monday through Friday 8:30am - 4:30pm and closed for lunch between 12:00 and 1:00pm. You are welcome to call or email us directly for information about the Chemical Control Centre. (contact info below)
- The CCC we can often save you time and money by ordering in bulk and combining orders. We also have a variety of items in stock for your convenience.

CCC Contact Information

Chemical Control Centre
Essex Hall Basement Room B37
(519) 253-3000 Ext. 3523
ccc@uwindsor.ca - www.uwindsor.ca/chemicalcontrol

Co-Curricular Transcript

Location: Student Success and Leadership Centre, Lower Level – Dillon Hall

Frequently Asked Questions

- **What is the Co-Curricular Transcript (CCT)?**
The CCT is an official document recognized by the University that details the activities students are involved with, and the corresponding skills that have been gained from each contribution. All information on the CCT is validated by an authorized authenticator.
- **Who uses CCT services?**
Students add positions to their CCT, which are then validated by a faculty or staff member who was involved in, or can verify, that the student completed the jobs/positions.
- **What activities can be included on the CCT?**
On-campus activities including both paid and volunteer positions can be included, provided they satisfy the requirements stated in the Transcript Policies. Such positions might include executive positions in UWSA-ratified clubs or TA/GA positions.
- **How do I become a validator?**
Please contact the CCT Coordinator at cct@uwindsor.ca. You must be a University of Windsor faculty or staff member.
- **Where can I find a Validator Guide?**
The Validator Guide is not available online and must be requested by email.
- **I need to log in to my staff/faculty account – what should I do?**
Go to success.uwindsor.ca, click on the rectangle that says “UWindsor Faculty/Staff,” enter your UWin ID password, and click “login.”
- **How can I submit a student group or activity to be considered for inclusion in the CCT?**
Log in to your mySuccess UWindsor Faculty/Staff Account and submit a Request Form.

1-3 Things We Wish All Instructors Knew About Our Services

- You are welcome to call us directly for information about the Co-Curricular Transcript.
- The CCT Coordinator will send a notification to validators through email when a student has added an activity to their CCT that needs to be approved/declined by them.
- There are so many students and instructors who are unaware that the Co-Curricular Transcript even exists. We need advocates to help spread the word. By becoming a validator for an activity, you can help students add even more positions to their transcripts by expanding our database.

Contact Information:

Samantha Ainsworth
Co-Curricular Transcript Coordinator
(519) 253-3000 ex. 3285
cct@uwindsor.ca

Web Addresses:

<https://twitter.com/cctuwindson>
<https://www.facebook.com/CoCurricularTranscriptUniversityofWindsor>

Centre for Teaching and Learning



WHO ARE WE?

The people...

We are faculty, staff, and graduate students committed to improving teaching and learning across campus and beyond. When we are not running workshops, teaching classes, or meeting with instructors, you can find us on the second floor of Lambton Tower.

Location: Second Floor, Lambton Tower

Contact: Marilyn Powley, ext. 3090, mpowley@uwindsor.ca

Website: ctl.uwindsor.ca | **Registration Site:** ctlevents.uwindsor.ca

Our mission...

The Centre for Teaching and Learning (CTL) provides leadership and expertise to enhance and maintain high quality teaching and learning practices and culture at the University of Windsor.

We are a resource for everyone who teaches at the University of Windsor. We support individual instructors – including graduate and teaching assistants – as well as departments, academic programs, and administrative staff on issues related to teaching and learning including student engagement, learning technologies, inclusive pedagogies, active learning strategies, assessment, course and curriculum design, research on teaching and learning, and more.

WHAT CAN WE DO FOR YOU?

We are here to support you as teachers, researchers, and educational leaders. We draw on evidence-based practices to develop courses, programs, and services to help establish instructional conditions that inspire student engagement, foster student success, and contribute to the development of vibrant programs of study. Some of our programs and services include:

- An internationally-accredited certificate in university teaching
- Credit and half courses, and a teaching and learning seminar series offered throughout the year
- Integration and use of technology for teaching, learning, and educational innovation, including training for the use of Blackboard Learn as a teaching tool
- Support for teaching development and improvement including workshops, consultations, and forums on experiential learning and high impact practices
- Support for course, curriculum, and program design and learning outcomes
- Graduate and teaching assistant support programs and services
- Support for teaching and learning research and dissemination
- Support for the development teaching dossiers for tenure, promotion, and external teaching awards
- Opportunity to network with experts around the world with a visiting fellows in educational development program

FREQUENTLY ASKED QUESTIONS

How do I get a Blackboard site?

Course shells (sites) are automatically created once the instructor and course are listed in the Student Information System (SIS): blackboard.uwindsor.ca.

Where can I go to get help using Blackboard?

We offer face-to-face group training, one-on-one consultations, online, non-facilitated courses, and Lynda.com online tutorials: cleo.uwindsor.ca/workshops/ctl/80.

Should I begin preparing my teaching dossier for tenure?

Yes, and we can help! We offer workshops, one-on-one consultations, and an annual Teaching Dossier Academy: uwindsor.ca/ctl/tda.

I would like to develop my teaching skills. What are my options?

We offer a number of short and long-term programs and services, and most are free:

- **Summer Series on Teaching and Learning**, an annual, week-long event, which takes place in August: ctl.uwindsor.ca/summerseries
- **Teaching and Learning Workshops** offered through the year by Visiting fellows from across the world, UWindsor faculty, and CTL staff: cleo.uwindsor.ca/workshops/ctl/2
- **Six-week half courses** on a range of topics including Authentic Assessment, Lecturing, Leading Effective Discussions, and Online Education: uwindsor.ca/ctl/half-courses
- **Instructional Skills Workshop**, a three-day, intensive workshop including video recorded micro-teaching: cleo.uwindsor.ca/workshops/74
- **University Teaching Certificate**, the internationally accredited program with six-week half-courses, 12-week full courses, and one-on-one mentoring: uwindsor.ca/ctl/utc
- **Classroom observations** by CTL staff (or through the Peer Collaboration Network: uwindsor.ca/pcn) with constructive feedback on classroom management, instructional techniques, and course and assessment materials: uwindsor.ca/ctl/teaching-observations
- **Consultations** on topics of your choice: uwindsor.ca/ctl/teaching-consultations
- A series of helpful **links and resources** on our website: ctl.uwindsor.ca/ctl/links

Is there any support for curriculum design?

Yes! The CTL offers individual and group consultations on curriculum design and mapping as well as a number of resources to help you get started: uwindsor.ca/ctl/curriculum-mapping and uwindsor.ca/ctl/links-cd.

Is there any support for my teaching assistants?

Yes! GAs and TAs are invited to participate in most CTL programs. The GATA Network – created by the CTL and Faculty of Graduate Studies – co-organizes with the CTL, **GATAcademy**, a full-day professional development event: cleo.uwindsor.ca/workshops/105, and workshops throughout the year; and hosts a Blackboard site, Facebook page, Twitter, and blog: uwindsor.ca/ctl/gata.

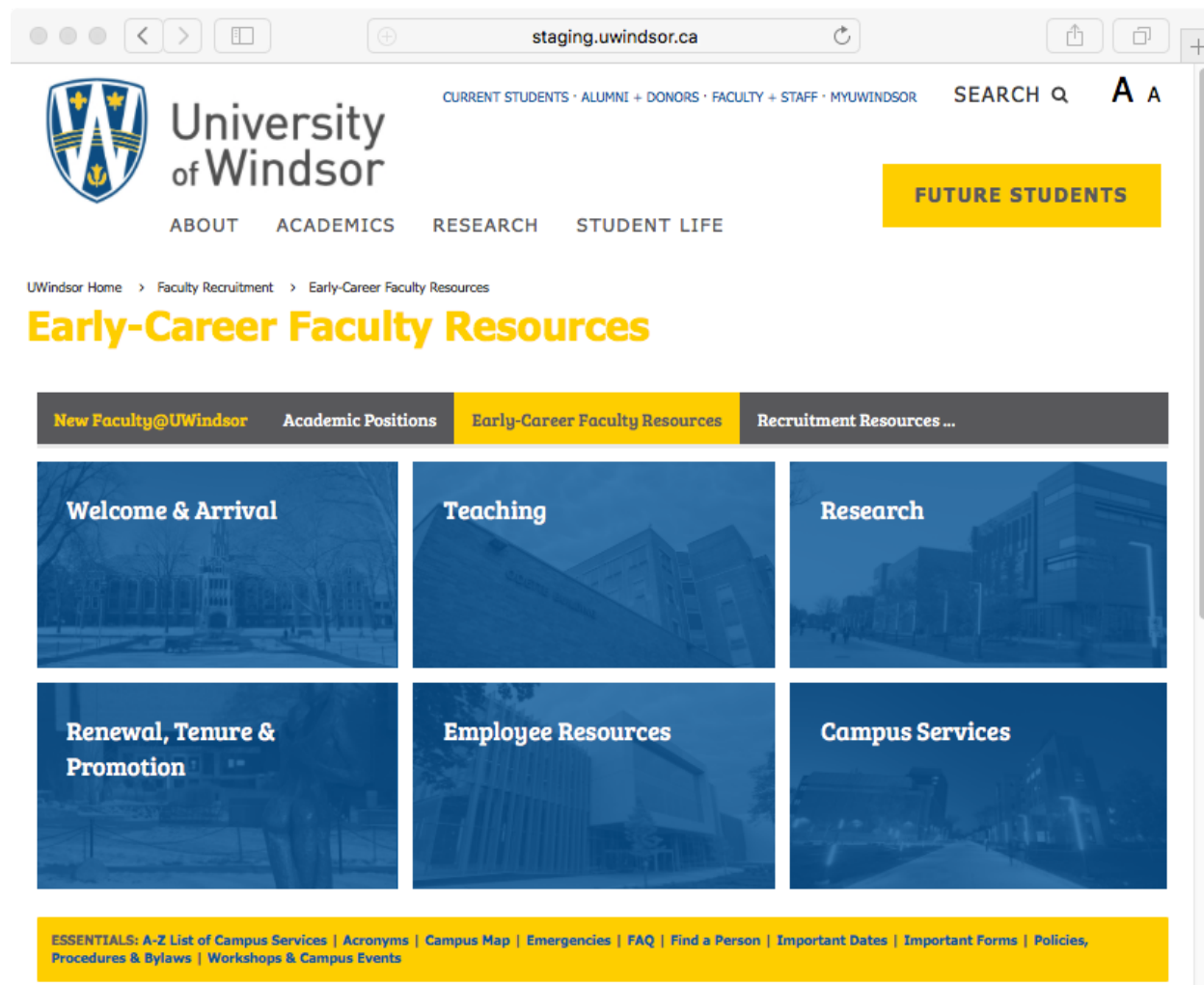
Is there any funding for teaching-related research, projects, or conferences?

Yes! The CTL supports research into teaching and learning through:

- **Centred on Learning Innovation Fund (CLIF)** project seed grants: ctl.uwindsor.ca/ctl/clifgrants
- **Undergraduate Research Experience Grant (UREG)**, hosted by the CTL and the Office of Research and Innovation Services (ORIS): uwindsor.ca/oris/ors-internal-programs
- **CTL Travel grants** to conferences on teaching and learning: uwindsor.ca/ctl/faculty-travel-grants
- **University of Windsor-Oakland University International Teaching and Learning Conference**, which includes free registration for UWindsor members: uwindsor.ca/ctl/windsor-oakland

New Faculty@UWindsor: Early-Career Faculty Resources

The Office of the Provost is launching a new web initiative dedicated to improving early-career faculty members' access to valuable information resources.



Purpose-designed to be clean, intuitive, and efficient, this site is intended to make accessing important forms and procedural and policy documents more convenient and expedient for busy faculty members.

It will host answers to questions frequently asked by new faculty, an exhaustive database of commonly used acronyms, and an alphabetized directory of campus services, amongst other resources. The site also aims to provide quick, well-organized access to essential resources hosted elsewhere on the University of Windsor website, including maps, schedules, academic calendars, and collective agreements.

Whether you need to fix a broken window in your office, hire a teaching assistant, or familiarize yourself with the Senate Bylaws pertaining to the tenure and promotion process, the Office of the Provost intends this new website to be your first point of contact.

The site is divided into six sections:

Welcome & Arrival:	Acquaint yourself — and your family — with the University of Windsor and the greater communities to which it belongs. Contains onboarding, relocation, and immigration-related resources.
Teaching:	Develop your capacities as an educator, access supportive resources, and browse relevant University regulations, standards, and recommendations.
Research:	Access institutional expertise, browse available grants and funding sources, and familiarize yourself with important ethical, safety, financial, and other regulations.
RTP:	Familiarize yourself with the University's RTP frameworks, processes, and procedures. Learn best practices for strengthening your candidacy
Employee Resources:	Discover how to complete mandatory training, parse your collective agreement, and access a wide variety of resources regarding everything from parking to using staff discounts to understanding your rights and responsibilities as a UWindsor employee.
Campus Services:	Introduce yourself to a number of on-campus services for students, faculty, and staff. Learn how UWindsor services can improve your professional practice and meet the needs of your students, employees, and colleagues

The Early-Career Faculty Resources site will be launching later this month. It will be accessible via the University's new Faculty Recruitment portal at uwindsor.ca/faculty/recruitment.

For a preview of the site, to ask a question, or to recommend specific content, please contact Jesse Ziter, Program Coordinator (jziter@uwindsor.ca) and/or Bev Hamilton, Academic Initiatives Officer (beverley@uwindsor.ca) in the Office of the Provost.

ENTREPRENEURSHIP PRACTICE AND INNOVATION CENTRE (EPICENTRE)

Location: With over 9,000 square feet of space, EPIC Innovation is one of three spaces hosted by EPICentre. This incubator space is located on the second floor of the newly built Joyce Entrepreneurship Centre, dedicated to innovative startups from a variety of industries and sectors. EPICentre also hosts the EPIC Industrial Hub, a makerspace in the Centre for Engineering and Innovation. This space is dedicated to start-ups who require industrial space to perform operations. Finally, EPICentre has recently amalgamated with the Genesis Centre at St. Clair College and is now EPIC Genesis, a space at the college dedicated for student innovation.

Frequently Asked Questions

WHAT DOES THE EPICENTRE DO?

EPICentre is a campus-wide initiative created to encourage entrepreneurship on campus, and to support students and graduates interested in launching their own businesses. We provide workshops, training, mentorship, funding, competitions, programming and space for start-ups.

HOW CAN EPICENTRE HELP STUDENTS AND ALUMNI?

EPICentre offers a wide variety of programs and space that enables students to launch a startup. Students can apply to one of our three business incubator spaces on campus to help them develop their business ideas. EPICentre can provide students with:

- 1. In-Class Education, Research:** EPICentre looks to engage students through in-class education, as well as research performed by professors involved in entrepreneurship. EPICentre has become involved in classes across campus, in faculties such as Engineering, Business, Law, Creative Arts, English, Music, and Computer Science just to name a few.
- 2. Extracurricular Activities:** EPICentre offers activities such as a Guest Speaker Series and startup networking events and workshops to aid in educating students and sparking their entrepreneurial spirit outside of the classroom.
- 3. EPIC Discovery Program:** EPICentre offers mentorship and business model training to help validate new ideas. This program is self-led and provides 4-months unlimited access to the EPICentre Entrepreneur-In-Residence, as well as space in EPIC Innovation.

ENTREPRENEURSHIP PRACTICE AND INNOVATION CENTRE (EPICENTRE)

4. **Competitions:** Students are able to apply to various on-and-off-campus entrepreneurial competitions to put their business idea to the test for a chance to win thousands of dollars in startup funding. EPICentre will aid in financial support as well as mentoring to ensure that they are properly prepared to travel around the world to compete and win funding to help their business grow.
5. **EPIC Founders Program:** The EPIC Founders Program is a 12-week intensive program for students and recent graduates to develop their ideas into minimum viable products. Each team member (up to two per team) is paid up to \$6,000 for participating in the program. The program is offered during the summer and fall terms.
6. **Incubator Programs:** Our Incubator Program is where start-ups get access to one of our three incubator spaces as well as exclusive programs and services.

IS THERE A COST TO STUDENTS?

No, EPICentre is a free service provided to all University of Windsor students and alumni (within 7 years of graduation) interested in starting an innovative business.

1-3 Things We Wish All Instructors Knew about Our Services.....

- Instructors can get involved with EPICentre through our Faculty Fellows Program. This program encourages interdisciplinary collaboration around creativity, innovation, and entrepreneurship. We recognize faculty members who are committed to providing their students with skills to pursue their career of choice – faculty who champion change, build bridges, and transform the student experience.
- Faculty and staff can use the classroom and their courses to expose students to EPICentre and entrepreneurial activities and non-business programs are highly encouraged to incorporate entrepreneurship and innovation into their courses.
- Faculty and staff can become a mentor for academic, design, and professional entrepreneurs looking to start their businesses.

Contact Information:

EPICentre
University of Windsor
Joyce Entrepreneurship Centre, 2nd Floor
401 Sunset Ave., Windsor Ontario N9B 3P4



ENTREPRENEURSHIP PRACTICE AND INNOVATION CENTRE (EPICENTRE)

519-253-3000 ext. 3515

Program Director Nicole Anderson: nicolea@uwindor.ca

Website: www.epicentreuwindor.ca

UWindsor Experiential Learning Centre

Experiential Education (EE) facilitates learning through the application of academic theory to a concrete experience, typically outside the classroom with observation and reflection. EE provides rich learning opportunities, within the classroom, the community, or workplace, to advance the learning outcomes of a course or academic program while fostering a positive student experience and student career development

MANDATE

In collaboration with institutional stakeholders and through a dedicated team of full time staff, we identify, structure and implement EE opportunities across the University

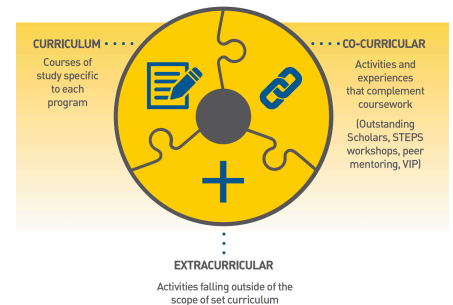
LOCATION

- **Co-operative Education & Workplace Partnerships:** Lambton Tower, 1101
- **Career Development and Experiential Learning:** Joyce Entrepreneurship Centre Suite #100

FREQUENTLY ASKED QUESTIONS

What is the “UWindsor Experience”?

The University of Windsor experience is a synergistic combination of three program attributes: curricular, co-curricular, and extra-curricular activities. In combination, these provide students with a powerful toolkit of knowledge, skills, competencies, and experience to meet the challenges they will face in our ever-changing world.



What are examples of Experiential Learning (EL)?

The University of Windsor has established a typology that identifies 14 curricular and 10 co-curricular EL pedagogies, each distinguished by differing characteristics. These pedagogies include:

Curricular: applied research, clinic, community service learning, co-op, consulting project, creative performance/exhibit, field school, internship, lab, practicum, publication or conference presentation, research project, and student abroad.

Co-curricular: on-campus work, on-campus non-work, community service learning, externship, job shadowing, para-professional, research assistant, teaching assistant, volunteer, and work-study.

What is the responsibility of Co-operative Education & Workplace Partnerships?

A team of dedicated career professionals works with academic programs to facilitate the placement of students into paid learning opportunities outside the classroom (i.e., co-op and internships), including assisting with academic admissions, program coordination, delivery of job readiness training, workplace monitoring, employer relations, opportunity development, reflection, and assessment.

Co-op is currently offered in selected graduate and undergraduate programs within Business, Computer Science, Engineering, Kinesiology, and Physics. Internship programs are offered in Computer Science, Chemistry & Biochemistry, and Engineering.

What is the role of Career Development and Experiential Learning?

In addition to supporting faculty members to integrate experiential learning into their practice, a team of faculty-aligned career advisors offer a variety of programming, events and services aimed to prepare students for the transition from the classroom to the world of work, including:

- **Free workshops** on topics related to career planning and employment;
- Individual **career advising** appointments and drop-in hours;
- **Career assessments** and interest inventories with qualified staff;
- **Mock interviews** for job or professional school applications;
- Drop-in **services and resume critiques** run by specially trained peers;

UWindsor Experiential Learning Centre

- Networking and **recruitment events** including our Annual Job Fair (January), the Graduate and Professional Schools Fair (September), and Employer Information Sessions;
- Online **job postings** targeted to students and graduates; and
- **Volunteer Internship Program (VIP)**, a co-curricular CSL experience connecting students with a placement at a local non-profit organization.

What services are available to Faculty?

We support all aspects of Career Development and Experiential Education. Whether classroom-based, community-based, or work-focused, we are here to help connect your students with UWindsor stakeholders to provide them with a rich learning experience, imparting skills and knowledge to prepare them for the working world.

In addition, we partner with faculty members to embed career planning and career development theory (i.e., Holland, Krumboltz, Super's Life-Span, Constructivist, etc.) into their curriculum. This includes incorporating and supporting delivery of career assessment and exploration activities, skills development, personal branding, and job search strategies.



What are UWindsor's Career Competencies that faculty should consider including within their curriculum?

In addition to the Characteristics of a University Graduate, we strive to embed the following career competencies as part of the UWindsor experience:



Communications:

Appropriate and effective articulation of ideas and information to a range of audiences.



Critical thinking and problem solving:

Practice sound judgement, strategic and creative thinking when making decisions and evaluating solutions to problems.



Teamwork & collaboration:

Working as a productive member of a group and collaborating with others to achieve set goals.



Professionalism and work ethic:

Demonstration of strong personal management practices and a high level of integrity and ethical behaviour

3 THINGS WE WISH ALL INSTRUCTORS KNEW ABOUT OUR SERVICES

1. **We need your help to reach students!** Please consider inviting us into your class to make a presentation. The length and topic are up to you – we can give a brief overview of our services or spend more time on a specific topic. We can also work with you to customize material or activities specific to your needs.
2. Students should be encouraged to search for experiential learning opportunities, gain insights into peer and alumni experiential paths, view their “Student Experience Transcript”, and access tools to engage in experiential learning programs online via **mySuccess** available at: <http://success.uwindsor.ca>. Please refer students to mySuccess and consider posting a link on your course sites.
3. **We want to work with you!** We are always looking to facilitate EL within the University's academic programs and support faculty. Book a meeting with an Experiential Learning Facilitator to see how we can help.

CONTACT INFORMATION

Chris Busch, Executive Director – Experiential Learning (Acting)
Kerri Zold, Manager, Career Development & Experiential Learning
Kristen Morris, Manager, Co-op & Workplace Partnerships

ext. 5006
ext. 3559
ext. 3899

cbusch@uwindsor.ca
kzold@uwindsor.ca
kmorris@uwindsor.ca

Co-op & Workplace Partnerships
Lambton Tower, Suite 1101

Career Development & Experiential Learning
Joyce Entrepreneurship Centre Suite #100

GATA Network

Centre for Teaching and Learning & Faculty of Graduate Studies

What is the GATA Network?

The GATA Network is a collaborative initiative supported jointly by the Faculty of Graduate Studies and the Centre for Teaching and Learning within the University of Windsor. The Network strives to create mentorship opportunities and teaching and learning resources to support graduate and undergraduate teaching assistants (GAs/TAs) with improving their pedagogical knowledge and skills.

Professional Development Events

The GATA Network offers large-scale professional development events to current and prospective GAs/TAs that provide transformative leadership opportunities to experienced assistants who are drawn on to develop and lead workshops.

GATAcademy

GATAcademy is a full-day professional development event open to all current and prospective UWindsor GAs/TAs. Throughout this event we offer a series of interactive workshops led by experienced professionals, including current GAs/TAs and faculty members from across campus. Topics include mastering technology in the classroom, conducting effective labs and tutorials, and best practices in grading and feedback.

GATA Winter Academy

To meet the needs of UWindsor GAs/TAs who begin in the winter semester and those unable to attend GATAcademy in September, we offer the GATA Winter Academy at the beginning of the second academic semester. Similar to GATAcademy, this is a daylong series of interactive workshops led by experienced GAs/TAs and faculty members.

GATA Network Series

Throughout the academic year, we offer a number of workshop sessions on topics related to GA/TA life and other teaching and learning areas. We incorporate participant feedback and interests when developing these workshops. On average one workshop is offered per month.

GATA Awards

The GATA Awards are presented to exceptional GAs/TAs who contribute to a positive, learning-centred environment at the University of Windsor. There are two award categories: *GA/TA Award for Educational Practice* and *GA/TA Award for Educational Leadership*. For more information please visit www.uwindsor.ca/ctl/gata-awards.

GATA Network

Social Media Outreach

The GATA Network operates a blog, *Towards Better Teaching*, where regular posts are made about the issues facing GA/TAs, teaching and learning theories and resources, as well as other lighthearted postings: uwindsor.ca/BetterTeaching. We also have a Facebook page: facebook.com/GATANetwork and Twitter account: twitter.com/GATANetwork that we use to connect with GA/TAs and advertise upcoming events.

GATA Teaching and Learning Handbook

The GATA Teaching and Learning Handbook, *Towards Better Teaching: A Handbook for Undergraduate and Graduate Students at the University of Windsor* is a resource manual created for GAs/TAs who want to develop and/or improve their pedagogical knowledge and practice. The handbook can be downloaded at uwindsor.ca/gatahandbook.

Contact Information:

The GATA Network Team can be contacted at gata@uwindsor.ca.

Web Address:

www.uwindsor.ca/ctl/gata

Faculty of Graduate Studies

Location: 3rd Floor Chrysler Hall Tower

The Faculty of Graduate Studies is the home Faculty for all graduate students enrolled at the University of Windsor. We develop graduate policy and procedure, oversee all admission and in-course program changes, and administer all graduate scholarships and awards.

Frequently Asked Questions

- *Am I eligible to supervise graduate students?*
 - You will be eligible to begin supervising students once you have applied for, and been approved to hold graduate faculty status. Please complete the application found at:
<http://www.uwindsor.ca/graduate/741/graduate-faculty-designation>
- *Are there scholarship deadlines I need to be aware of?*
 - The graduate coordinator in your program will receive advanced notification of all scholarship applications and will circulate them to the faculty members. Information on all scholarships can be found at:
<http://www.uwindsor.ca/graduate/695/scholarships-and-funding>
- *Are graduate students eligible for entrance scholarships?*
 - Applicants are eligible to be considered should they apply and, their application is processed by the posted deadline for each academic term. Applicants must have an 80% cumulative average in the previous degree to be considered.
<http://www.uwindsor.ca/graduate/667/entrance-scholarship-deadlines-graduate-administrators>
- *Who in my department can help answer any questions I might have?*
 - In each graduate program there is a graduate coordinator and support staff who can provide guidance on graduate program regulations.
- *Is there a role for me?*
 - Each department has a graduate committee that you could volunteer for, or you could offer to help adjudicate scholarship applications etc.

We are here to support faculty, students and staff in all aspects of graduate education. Quality, consistency, collaboration, and fairness drive all decisions we make.

Contact Information: Reception, Extension 2019

Web Address: <http://www.uwindsor.ca/graduate/>

Health & Safety, Human Resources



Frequently Asked Questions

What is the Role of Health & Safety Office at the University?

The Health & Safety Office provides guidance to the University community on all aspects of health & safety to ensure a safe and healthy workplace and learning environment for its employees, students and visitors. Health & Safety is committed to preventing occupational illness and injury in the workplace, through the development of safety policies, programs and training which continually improve health and safety practices and performance.

Who is Responsible for Health & Safety at the University?

Under the Occupational Health & Safety Act, all employers, supervisors and employees have responsibilities for safety. These responsibilities can be found in the Health & Safety in the Workplace employee orientation.

What is the Central Safety Committee?

The Central Safety Committee (CSC) is advisory to the Vice President of Human Resources, and in collaboration with Health & Safety has a key contributive role in making the Internal Responsibility System (IRS) work well. The CSC is responsible for performing workplace inspections, holding regular meetings, assisting in investigations, acting as a channel of communication between workplace parties and monitoring the success of the IRS. The IRS is based on the principle that people in the workplace are in the best position to recognize health and safety hazards, assess them and develop controls as they have the most knowledge about the equipment, process and hazards. The basis for the success of the IRS is effective communication among workers, supervisors and the employer. For a list of CSC member representatives please visit www.uwindsor.ca/safety/csc.

What types of training are available from Health & Safety?

Health & Safety provides a wide range of training sessions. Many of these sessions are mandatory for all employees as per the Occupational Health & Safety Act (OHSA).

Below, please find the mandatory training for supervisors as well as for workers, [go to the definitions page](#) to access the definitions of worker and supervisor under the OHSA and how these are applied to the University.

Required Training for Workers, Supervisors and Students

Please visit the consolidated training website at www.uwindsor.ca/requiredtraining to access each of the compulsory training modules listed below:

1. Health & Safety in the Workplace - Orientation Guide for Workers **OR** Supervisors
2. WHMIS
3. Violence & Harassment Prevention in the Workplace Awareness Training

Additional job/role specific training may be required. Please consult your supervisor or placement coordinator.

What programs are available through Health & Safety?

Health & Safety has a variety of Safety Programs and information available to workers, students and visitor. These programs include but are not limited to, Asbestos Management, Biological Safety, First Aid Program, Ladder Safety, Laser Safety, Respiratory Program, Radiation Safety, Laboratory Safety, Office Ergonomics, Work Refusal, Workplace Inspections, and Workplace Violence & Harassment. For a complete list of programs please visit our website at www.uwindsor.ca/safety.

Whom do I contact when I have a safety concern in the workplace?

All safety concerns should be first reported to your supervisor. Your Supervisor will be able to take the necessary steps to address the concerns.

When do I report an accident or incident?

When an employee has a work related accident or incident the Supervisor along with the employee shall complete the [Accident/Incident Form](#), which is found on the Health & Safety Website. If the accident/incident is a near miss (no injury) or the employee requires first aid, the Accident/Incident form is completed and forwarded to Health & Safety.

Health & Safety Contact Information

500 Chrysler Hall Tower

www.uwindsor.ca/safety

Manager, Environmental Health & Safety	Ext. 2055	smenard@uwindsor.ca
Manager, Occupational Health & Safety	Ext. 4547	lkiritsis@uwindsor.ca
Health & Safety Coordinator	Ext. 3514	hebert20@uwindsor.ca
Chemical Control Centre	Ext. 3523	ccc@uwindsor.ca

International Student Centre (ISC)

Location: 2nd Floor, Laurier Hall

Frequently Asked Question

- **What does the ISC do?**
 - Provides transition support to new and current international students.
 - Arrival support through a soft-landing program
 - International Student Orientation (ISO)
 - Language conversation group (English, French, Spanish)
 - Immigration advising – study permits, work permits, permanent residency
 - Matches students with local families for Thanksgiving and Christmas celebrations (Host for the Holidays)
 - Works with the student societies (ISS) to provide activities (Summer at the Parks, Celebration of Nations, Festival of Lights)
 - Overseas OHIP equivalent Health Insurance for international students in academic programs.
 - Administers the University's bilateral exchange opportunities for incoming and outgoing students.
 - Presents to faculties/departments about exchange opportunities for students
 - Provides intercultural training workshops.

1-3 Things You Wish All Instructors Knew About Your Services

- Staff of the ISC are connected with many of the international students individually and through their clubs and societies on campus.
- **Exchange:**
 - The university has exchanges in a variety of countries, involving many different partner institutions, including every continent except for Antarctica.
 - Normally, students go on exchange for one or two semesters after completion of four or more semesters of study at the University of Windsor.
 - All course credits obtained on exchange may be applied to the University of Windsor degree requirements as appropriate.
 - Most of the exchange partner programs are taught in English.

Contact Information:

E-mail: isc@uwindsor.ca

Phone: Extension 3938

Web Address: www.uwindsor.ca/isc

Leddy Library

Location: The University's main campus library  **is located** on the north end of campus. Visit our online home at <http://leddy.uwindsor.ca>

Frequently Asked Questions...Ask Us!

How do I access publications I need? The library provides access to millions of print and electronic resources through our single search interface, a variety of specialized databases and indexes and of course academic search engines like Google Scholar.

How do I request course reserve readings for my class? The library provides controlled access to high demand print or digital course reserve readings selected by instructors for use by students. Just submit a course reserve request.

Does the library offer instructional sessions for students? The library offers a number of options for faculty who wish to integrate information literacy instruction into their courses as well support at the library's research help desk. Contact your librarian to find out more.

Does the library support faculty and student statistical and geospatial data needs? The Academic Data Centre is here to help faculty, staff and students at the University of Windsor access and use statistical and geospatial data.

How can I provide open access to my research or start a new publishing project? The Library's Centre for Digital Scholarship supports faculty and students who want to provide open access to their research, start digital publishing projects, develop digital archives and other emerging digital services.

Does the University have an Archive and Special Collections? Yes! Archives and special collections acquires, preserves, and organizes select publications with a focus on southwestern Ontario.

Key Web Addresses:

Contact Us: <http://leddy.uwindsor.ca/contact-us>

Course Reserves: <http://leddy.uwindsor.ca/placing-materials-in-course-reserves>

Order from Other Libraries: <http://leddy.uwindsor.ca/interlibrary-loan>

Campus Copyright Information: <http://leddy.uwindsor.ca/copyright>

Academic Data Centre: <http://leddy.uwindsor.ca/adc>

Open Access: <http://leddy.uwindsor.ca/open-access>

Centre for Digital Scholarship: <http://cdigs.uwindsor.ca>

Scholarship at UWindsor Open Access Repository: <http://scholar.uwindsor.ca>

Rare Books & Special Collections: <http://leddy.uwindsor.ca/rare-books>

University Archives: <http://web4.uwindsor.ca/units/archive/main.nsf>

Contact Information:

General Inquiries: 519-253-3000 ext. 3402 (leddylibrary@uwindsor.ca)

Media and Educational Technologies (MET)

Located in the basement of [Erie/Lambton Tower](#) on main campus, **MET** offers a wide range of support services to the campus community including;

- **Audio-Visual Support** for general purpose classroom use and meeting spaces on campus
- **Media Production Services** (video and audio recording, editing, photography, online streaming)
- **Engineering** and audio-visual design consulting for new buildings and renovations
- **Videoconferencing**

What you should know:

- We have a classroom database that will list what multimedia equipment is available in each room. We suggest that you visit your assigned room prior to teaching to familiarize yourself with the equipment.
- We provide tutorials on how to use the provided equipment in the classroom. Some consoles are password protected. Passwords can be found in the room on the touch panel.
- We have a small inventory of multimedia equipment available for meeting rooms, classrooms that are not equipped. Available equipment such as laptops, data projectors, VHS/DVD/Blu-Ray players as well as adapters for your personal device.
*Costs may apply.
- Contact us at least a week ahead when booking Media Production Services. You can fill out the form on our website or call 3044 or 3051.
- Our Media Production Services can be requested for course design, capturing conference highlights, promotional pieces, etc. *Cost may apply
- We have two television studios as well as 3 sound studios which can be reserved for classroom or project use. We have technicians who support these spaces.
- We also have two videoconferencing suites. One seats up to 8 people, the other room seats up to 40. *Costs may apply.
- Please know that we are here to support you. Please contact us with any questions.

Contact Information

Audio Visual support (Stephanie Parent)	ext.3051	stephp@uwindsor.ca
Bookings and Inquiries (Jacqueline Christie)	ext.3044	met@uwindsor.ca
Manager (Marcin Pulcer)	ext.4446	marcin@uwindsor.ca

MET Web Addresses

General information:	uwindsor.ca/met
Classroom Database:	met.uwindsor.ca/classrooms
MET Service Order Form:	met.uwindsor.ca/order

The Office of Open Learning

Location: First floor of Erie Hall (rooms 1110, 1111 & 1112)

Frequently Asked Questions

- What does The Office of Open Learning do?
Our small but mighty team supports instructors interested in developing high quality online, blended, flipped, and open courses. We can also help you evaluate or develop technology and open educational resources to enhance the teaching and learning experience of your students.
- I'm not quite ready to develop a fully online course, can I still work with Open Learning?
Absolutely! We support a wide variety of software and hardware tools for instructors looking to provide more flexibility, or enhance their learning outcomes with technology. Open Learning provides support for tools such as Blackboard Collaborate (a virtual classroom), WordPress electronic portfolios (ePortfolios), and Echo360 lecture capturing, personal video capture, and student engagement platform. We even support live online exam proctoring through BVirtual. Our online learning specialists can help you determine the best options for you and your students.
- Is there funding available for developing online courses and programs?
Yes! There is funding available for developing online courses, programs, and open educational resources. We have been very successful in helping instructors secure external grants for online course development, and also offer internal Open and Online Learning Strategic Development Grants.
- I want to create some videos for my online courses? Can you help?
Yes! Our team can work with you to develop custom videos, tutorials, recorded lectures, and more. Drop in and see what we can do for you!
- Does Open Learning offer training or workshops?
*We do! (Feedback indicates they're even fun!) You can register for any of our free workshops on our Open Learning Workshop registration page (you can even bring a friend!): <http://cleo.uwindsor.ca/openlearning/workshops/>
We offer customized workshops for departments as needed, intensive online course design institutes, and one-on-one consultations with faculty. We will also be launching a flexible **Certificate in Online and Open Learning** for faculty and graduate students interested in learning more about the unique possibilities that teaching online offers*
- I want to use open access learning materials, such as open textbooks in my course, but how do I find them and how do I know if they will be high quality or not?
Finding appropriate open access course material can be a challenge - one that Open Learning can help with. Whether you're looking for an open text book, open access journal articles, or even open source images, video, and sound to use on your Blackboard course site, we can provide helpful guidance and tips on accessing and using the millions of high quality open access resources available.
- There are so many new technologies, how do I know what will work for my courses?

The Office of Open Learning

We can help! Open Learning is always testing and evaluating emerging technologies that have potential to enhance learning (and if you have something you want us to take a look, we're here to help!) We invite you to come and try out the latest technologies, whether it's a great new software tool to create custom learning resources, a free online tool for designing memorable infographics, 3D and Virtual Reality applications, new equipment like our Lightboard or 360 Degree cameras, or even the best microphone to use for your blended class. Our office has an open-door policy - bring us all your questions, your exciting ideas, and your biggest challenges, and we'll help you work through them to find a pedagogically-sound solution.

Key Things You Should Know About the Office of Open Learning...

- We support **instructors, students, and staff** and specifically focus on the needs of instructors and students in **online, blended, and open courses**
- Our office is a friendly, open, flexible, creative, problem-solving team where no pedagogical challenge is too large or too small! Our goal is to help you and your students succeed in your teaching and learning goals
- If you have an idea for something you'd like to try in your online or hybrid class, our team can help you make that a reality
- We can help with a wide range of online instructional design and course development needs, including creating and integrating engaging video into your course; building custom learning resources; planning, customizing, and developing your Blackboard sites; online community-building, communication, and assessment strategies; creating and using Open Educational Resources (OERs), including open texts; ePortfolios
- We can help you design, implement, and interpret research and evaluation strategies for your online, open, and hybrid teaching innovations
- Our online learning specialists are all experienced online instructors who teach and conduct research on a wide range of issues in online learning and teaching
- Our services and support are free to you and your department

Contact Information:

General inquiries: openlearning@uwindsor.ca

Director: nbaker@uwindsor.ca Ext. 4925

Admin: higgison@uwindsor.ca Ext. 2008

Online and Technology-Enhanced Learning Specialists:

Nobuko Fujita: nfujita@uwindsor.ca Ext. 2105

Mark Lubrick: mlubrick@uwindsor.ca Ext. 6867

Find us online!

Website: <http://www1.uwindsor.ca/openlearning/>

Blog: <http://cleo.uwindsor.ca/openlearning/>

Workshops: <http://cleo.uwindsor.ca/openlearning/workshops/>

Social media:

Twitter: <https://twitter.com/UWinOpenLearn>

Facebook: <https://www.facebook.com/UWindsor.OfficeOfOpenLearning/>

Office of Quality Assurance

Location: 3rd Floor Chrysler Hall Tower (within the Office of Graduate Studies)

Frequently Asked Questions:

1. What is the Office of Quality Assurance?

The Office of Quality Assurance coordinates the **Institutional Quality Assurance Process (IQAP)** at the University of Windsor. **The University of Windsor Institutional Quality Assurance Process (IQAP) guide** (available at: uwindsor.ca/secretariat/71/the-university-of-windsors-institutional-quality-assurance-process) outlines the quality assurance process at the University of Windsor. It is based on the *Ontario Quality Assurance Framework*.

It assists programs with the following processes:

A.) New Program Development:

- New degree program proposals (undergraduate and graduate)
- Graduate diplomas, fields and collaborative programs
- Undergraduate certificate and diplomas
- Major program modifications

B.) Cyclical Program Review:

- All existing graduate and undergraduate programs must undergo a periodic review at least once every 8 years according to an established schedule.

2. Is There a Role for Me as New Faculty Member?

You may have ideas to discuss with your AAU Head and Dean about New Program ideas and proposals, and you may be asked to assist in varying ways in the development of the department's scheduled Cyclical Review. You would consult first with your AAU Head and then discuss further plans with the IQAP Office.

3. Whom Do I Contact for More Information?

For more information about the quality assurance processes, please contact the Quality Assurance Office:

- **Penny Kollar**, IQAP Administrator, pkollar@uwindsor.ca or Extension 2114
- **Svetlana Georgieva**, Graduate Administrative Services Facilitator, svetlana@uwindsor.ca or Extension 2104
- **Patti Weir**, Dean, Faculty of Graduate Studies, weir1@uwindsor.ca

Location: Chrysler Hall Tower (CHT) Room 325

Frequently Asked Questions

- ***What does OHREA do?***

The Office of Human Rights, Equity & Accessibility (OHREA) is responsible for education, human rights inquiries and complaints, ombuds functions related to human rights, equity and accessibility, government reporting, policy development, and other matters requiring accountability in these areas at the University.

- ***Who uses OHREA services?***

OHREA provides services for students, staff, and faculty. The office also provides support in resolving unit-wide issues and/or concerns involving multiple parties.

- ***What grounds are included in the Ontario Human Rights Code?***

The Ontario Human Rights Code (the Code) prohibits discrimination and harassment on the following grounds: race, ancestry, place of origin, colour, ethnic origin, sex, citizenship, creed (religion), disability, age, marital status, family status, sexual orientation, gender identity and gender expression, receipt of public assistance (in accommodation only), and record of offences (in employment only).

- ***What about non-Code related issues of discrimination and harassment?***

OHREA does not normally deal with non-Code related issues, except to provide informal support as needed. General harassment or discrimination concerns that do not pertain to a human rights ground are typically addressed through the following channels: Students—the Associate VP, Student Experience; Staff and Faculty—Human Resources (Employee/Labour Relations); Faculty—Office of the Provost, specifically the Associate VP, Academic.

- ***What are the employment equity designated groups at the University?***

There are 4 federally designated groups: Aboriginal peoples, persons with disabilities, visible minorities, and women. In addition, the University includes sexual/gender minorities as a 5th designated group within the employment equity program.

- ***What types of things are included under accessibility?***

Accessibility includes, but is not limited to, the physical environment, technology, service delivery, communication considerations, workplace needs, education and awareness, and providing and reviewing various needs for accommodation. Accessibility encompasses requirements for permanent, temporary, chronic, or episodic disabilities or disabling conditions.

- ***What types of training and PD are available from OHREA?***

OHREA facilitates in-person workshops for faculty, staff, and students on a variety of topics such as accessibility, cultural competency, implicit bias, homophobia, the politics of language, fair hiring practices, racism, sexual harassment, and many more. The office also provides some on-line training options, and assists in engaging external presenters.

- ***What funding supports are available through OHREA?***

- The OHREA Fund: This is a cost-sharing fund developed to support University diversity initiatives and presence at related events in the wider community.
- The Employee Accommodation Fund: The fund is designed to provide units with funding assistance for employee accommodation supports.
- The Women's Campus Safety Grant: Funding is provided from an MTCU grant for projects intended to address the safety of women on campus.

(Please note: Application forms for the various funds are available on the website.)

- ***Where can I find....?***

- Information concerning religious accommodation is available on the website. There is a form for employee requests along with guidelines. There is also a link to guidelines for student requests for religious accommodation, and a link to the Office of the Registrar's form for Application for Alternative Final Examination(s) Due to Conflict with Religious Conviction. A Multi-Faith Calendar is available on the OHREA site, accessible by signing in, to assist with awareness regarding the occurrences of a variety of faith-based observances.
- Information regarding accessible amenities, such as accessible entrances and facilities, is available on the website in the section called Maps. There is also a page on the site under Building Information that provides more in-depth information on accessible features/services for specific buildings on campus. Hard copies and copies in alternative formats of the maps are also available.
- Tutorials on creating documents in accessible formats are on the OHREA website.

1-3 Things We Wish All Instructors Knew About Our Services

- The Accessibility for Ontarians with Disabilities Act (AODA) has certain training requirements that are mandatory for all employees, volunteers, and 3rd party service providers—we're happy to help you determine what format works best for your needs (online, in-person, hard copy).
- Completing the Self-Identification Survey, and updating it as needed, is critical to the development and attainment of University-wide and unit-specific employment equity goals in diversity and inclusion. Everyone Counts!
- Contact from our office is to engage all parties in a remedial process that results in an increased awareness about a situation or issue. The focus is on education and fostering an environment of respect and inclusion.

OFFICE OF RESEARCH & INNOVATION SERVICES (ORIS)

Location: Room 150, Joyce Entrepreneurship Centre (JEC)

What are the typical services available through ORIS?

The ORIS is the primary contact for the federal granting councils (CIHR, NSERC, SSHRC), government ministries, industry, associations, and foundations that typically provide financial support for research and creative activities. We focus on supporting and promoting research at the University of Windsor. This is accomplished by identifying and disseminating research funding sources and opportunities; liaising with funding agencies on your behalf; assisting in the development, submission, and tracking of grant proposals and contracts; ensuring compliance with policies and guidelines; providing and administering internal competitions for research support; developing university research policies and procedures; ensuring ethical, regulatory and contractual considerations are addressed; and receiving award notifications from agencies and liaising with Research Finance to establish grant accounts.

How do I obtain signatures for my funding application?

To obtain signatures required for submission of a funding application or contract, please contact the ORIS staff member (see link below) responsible for your application and you will be provided with the information you need to obtain the required signature(s). This may mean providing certain documentation and you will be guided through this process. All applications or contracts require submission of the ORIS Funding Application Information Sheet and Checklist form found on the ORIS website at: www.uwindsor.ca/oris/ors-internal-forms.

How do I get a new grant account?

To arrange for a new grant account for either internal or external funding, please contact the ORIS staff member (see link below) responsible for the funding sponsor and you will be guided through the process for obtaining a grant account number.

Where do I find information about funding opportunities?

A list of major funding agencies can be found on the ORIS website at www.uwindsor.ca/oris/funding-opportunities. As well, our monthly newsletter, "Plugging into Research," is disseminated to all faculty members and provides the current funding opportunities available to researchers.

We are here to help you in your efforts to obtain funding

As most funding agencies have rules and regulations regarding submissions of proposals and allowable expenses, we are here to help develop your proposals and provide advice on developing your budget.

Contact Information: www.uwindsor.ca/oris/ors-contacts

Web Address: www.uwindsor.ca/oris/

OUTSTANDING SCHOLARS



University
of Windsor

You are the kind of student who isn't satisfied with easy answers. You dig deeper. Test the theory. Push the boundaries. Strive for excellence.

In short, the University of Windsor Outstanding Scholars program (OS) might be just what you're looking for.

UWindsor's Outstanding Scholars is among the best learning enrichment programs in Canada. We provide a high-achieving student such as yourself with the opportunity to explore new ground, discover and apply unique learning strategies, and imagine exciting possibilities for your future career.

WWW.UWINDSOR.CA



HOW THE PROGRAM WORKS

YEAR 1 OUTSTANDING SCHOLAR CANDIDATE

Each fall, the University of Windsor offers candidacy in the Outstanding Scholars Program to the top 100 students entering first-year studies directly from high school. Outstanding Scholars candidacy is available in all our full-time, honours academic programs.

If you are selected as a first-year Scholar Candidate, you will participate in our peer-mentoring program, working with OS students in your field.

You will interact with professors and other students who are also passionate about their studies, and begin to forge interdisciplinary connections.

Outstanding Scholar Candidates receive a \$750 honorarium in both the fall and winter terms.

YEARS 2-4 OUTSTANDING SCHOLAR

During Year 1, our peer mentors will help prepare you to compete for one of 85 available places as an Outstanding Scholar, beginning in second year. Students outside the Outstanding Scholars program will also be eligible to compete for admission at the end of their first year.

If successful, you formally become a University of Windsor Outstanding Scholar, beginning in Year 2. As such, you will participate in university research prior to your graduate studies, working under faculty supervision.

You will enjoy the kind of personal attention and one-to-one contact with faculty that can open doors to future careers. You will also compete for financial support for travel to academic conferences, and for research funding opportunities outside Canada.

Outstanding Scholars earn up to \$1,500 per semester for their work during second, third, and fourth years. Upon completion of the program you will receive a notation on your transcript as a graduating Outstanding Scholar.

FOR MORE INFORMATION

As an Outstanding Scholar, you will have the opportunity to explore beyond the limits of your knowledge—rather than simply working for grades. The more you discover, the more you will be motivated to extend your learning.

To find out more about this exceptional opportunity, please contact the Outstanding Scholars Office.

OUTSTANDING SCHOLARS

Dr. Simon du Toit, Co-ordinator
Rm. 114, Dillon Hall
519-253-3000, Ext. 3457
scholars@uwindsor.ca



Office of the Vice-President, Research and Innovation (OVPRI)

Location: Joyce Entrepreneurship Centre (JEC), Suite 150

What does the VPRI do?

Reporting to the President, the Vice-President, Research and Innovation (VPRI) oversees the research portfolio of the University of Windsor and provides leadership and vision in guiding the strategic research mandate of the University. The VPRI actively promotes the continued development of a thriving research culture at the University of Windsor and fosters an environment that stimulates and nurtures research, scholarship, and creative activity, and reinforces and amplifies the University's profile as a dynamic, research-intensive academic institution.

Who reports to the VPRI?

The VPRI oversees and provides leadership to the University's research institutes and numerous service groups related to research including the Office of Research and Innovation Services (ORIS), Research Ethics, Animal Care, Research Safety, and EPICentre, the University's Centre for Entrepreneurship, Practice, and Innovation.

How do I find funding for my research?

ORIS provides support to faculty seeking funding for their research and can assist you identifying funding sources, liaising with funding agencies on your behalf, assisting with the grant application process, providing guidance on granting agency policies and guidelines. For more information, visit the ORIS website at www.uwindsor.ca/oris.

What services does the OVPRI provide?

While most services relating to research are provided by one of the aforementioned service groups, the Office of the Vice-President, Research and Innovation (OVPRI) administers the appointment of grant funded research personnel including Research Assistants, Research Associates, Postdoctoral Fellows, and Visiting Scholars. For more information on how to hire someone using your grant funding, visit the OVPRI website or contact Jayne Pierce in the OVPRI for the most up-to-date instructions and forms.

Contact Information: www.uwindsor.ca/vpri/our-contact-information-and-location

Web Address: www.uwindsor.ca/research

Public Affairs & Communications (PAC)

How to find us:

Public Affairs & Communications (PAC) is located in the Welcome Centre, which fronts on Wyandotte Street at the south end of campus.

What we do:

- Oversee products including the University alumni magazine *View*, the Annual Report, and pieces in support of student recruitment.
- Outreach to local, provincial, and national media, including producing news releases and providing sources of informed comment, as well as helping internal clients devise communications strategies.
- Website development for the University's top pages.
- Publish the University's e-newsletter, *DailyNews*.
- Maintain the University's social media accounts.
- Undertake marketing initiatives.

Services we offer:

- Training in writing and using social media.
- Support for developing online messaging.
- Curate a library of images and photos.
- Design graphics, including animation, to highlight important information.
- Provide support for website organization, structure, and maintenance.

What we'd like you to know:

- We can help you tell a great story. Your research and creative activity is important to the University and plays a key role in supporting its Strategic Priorities. When you share your stories, you help the community understand the important work going on at UWindsor and also provide essential support for student recruitment.

Contact information:

Phone: 519-253-3000 x3240

Website: uwindsor.ca/pac

Staff: uwindsor.ca/pac/pac-staff

DailyNews: uwindsor.ca/dailynews



What is the Peer Collaboration Network (PCN)?

- PCN provides faculty a means by which they can develop their own teaching practices. Teachers benefit from their participation in the network by being able to demonstrate their effectiveness and dedication to teaching.
- As part of PCN, participants commit to three meetings with a peer, the central one being a classroom observation. The process begins with a short meeting between an observer and an observee, the purpose of which is to discuss specific aspects of teaching that the observer would like feedback on during the classroom observation. Following the classroom observation, the observer and observee meet to exchange ideas and discuss the feedback provided. The collaborators are encouraged to switch roles and continue the dialogue through a reciprocal observation, but one-way participation is also valued and supported.
- Participants can watch a video about PCN and select an observer by visiting the web-page: <http://www.uwindsor.ca/pcn>

Things all instructors should know about PCN:

- Participation in the network is voluntary, non-evaluative, confidential, reciprocal, and does not pose a significant time commitment to those involved.
- It is an amazing experience and you learn things that you can use in your classroom by being an observer and an observee.

Contact Information:

David M. Andrews:
dandrews@uwindsor.ca

Judy A.K. Bornais:
jbornais@uwindsor.ca

PCN Web Address:

www.uwindsor.ca/pcn

"I have tried a number of things in my own classes that I have observed colleagues doing in their classes. The reciprocal nature of the network really helps in this regard." - Observer

Quick Info for Faculty: Office of the Provost and Vice-President, Academic

Location: 1st floor of Assumption Hall

The office of the Provost and Vice-President, Academic will assist you to:

1. Establish your academic career during the first years of your academic appointment
2. Establish a teaching portfolio
3. Overcome early-career obstacles
4. Plan your renewal, tenure and promotion
5. Plan your academic and other leaves
6. Understand the financial terms and conditions of your appointment

For useful information visit the following websites:

- www.uwindsor.ca/provost
- www.uwindsor.ca/ptr
- www.uwindsor.ca/provost/sabbatical-process
- www.uwindsor.ca/provost/policies-and-procedures
- www.uwindsor.ca/governance
- www.uwindsor.ca/senate
- www.uwindsor.ca/bog

Renewal, Tenure and Promotion (RTP) Useful Resources:

If you have questions, please contact Cindy Wills.

- University Committee on Academic Promotion and Tenure (UCAPT) Process and Procedures - www.uwindsor.ca/provost/university-committee-on-appointments-promotion-and-tenure-ucapt-ucapt-process-and-procedures
- Faculty Collective Agreement (Article 13 Renewal of Appointments, Promotion and Tenure/Permanence - pg. 40) www.uwindsor.ca/faculty/recruitment/system/files/FCA%202014-2017.pdf
- Senate Bylaw 22: Committees and Procedures on Renewal, Promotion and Tenure www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_22_-_committee_and_procedures_on_renewal_promotion_tenure_amended151009.pdf
- Senate Bylaw 23: Criteria for Renewal, Tenure and Promotion www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_23_-_criteria_for_renewal_tenure_and_promotion_amended_160610.pdf

Sabbatical Leaves Information (if you have questions, please contact Cindy Wills or Iva Gentcheva):

- Faculty Collective Agreement Article 17
- www1.uwindsor.ca/provost/sabbatical-process

Study Leave Information (if you have questions please, contact Cindy Wills or Iva Gentcheva):

- Faculty Collective Agreement Article 23

Annual Vacation and Holidays (if you have questions please contact Iva Gentcheva):

- Faculty Collective Agreement Article 46

Other Leaves (contact Iva Gentcheva):

- Political Leave – Faculty Collective Agreement Article 18
- Court Leave – Faculty Collective Agreement Article 19
- Leave of Absence Without Salary – Faculty Collective Agreement Article 20
- Pregnancy/Parental/Adoption Leave – Faculty Collective Agreement Article 21

Compensation (if you have questions please contact Iva Gentcheva):

- Salaries – Faculty Collective Agreement Articles A, Anomalies Fund - Article C, Windsor Salary Standard - Article P, Overload Stipend (Article N), *etc.*
- Professional Development and Membership Dues Reimbursement – Faculty Collective Agreement Article I

Contact Information:**Provost and Vice-President, Academic**

Dr. Douglas Kneale
(519) 253-3000, ext. 4242
Douglas.Kneale@uwindsor.ca

Executive Assistant to the Provost and Vice-President, Academic

Iva Gentcheva
(519) 253-3000, ext. 2003
ivag@uwindsor.ca

Secretary to the Provost and Vice-President, Academic

Sherry Dugal-Nevin
(519) 253-3000, ext. 4121
sherryd@uwindsor.ca

Faculty Recruitment Coordinator

Christine Young
(519) 253-3000, ext. 1432
cyoung@uwindsor.ca

Associate Vice-President, Academic

Prof. Jeffrey Berryman
(519) 253-3000, ext. 2010
jberrym@uwindsor.ca

Executive Assistant to the Associate Vice-President, Academic

Cindy Wills
(519) 253-3000, ext. 2010
cindy@uwindsor.ca

Academic Initiatives Officer

Beverley Hamilton
(519) 253-3000, ext. 4835
beverley@uwindsor.ca

Website: www.uwindsor.ca/provost

Quick Info for Faculty: Office of the Registrar

Important Dates: www.uwindsor.ca/registrar/events-listing

Course Add/Drops

Students can add or drop courses using myUWindsor (student portal). If a course is full, in most cases the students will be able to put themselves on an automated wait list. If the student lacks the required pre-requisites (or does not meet enrolment restrictions the instructor must sign the student into the course. Please remember that when you sign a student into a course then all checks on myUWindsor are bypassed (e.g. pre-requisites, enrollment limits, exam conflicts, etc.). The student must bring the add/drop form to the Registrar's Office within 3 business days of being signed by the instructor or else he/she will not be registered in the course. Any student adding a course after the 2 - week free add/drop period (1 week for 6-week courses) must get the approval of the Dean. The Faculty of Engineering has their own Add/Drop form and the Faculty of Business and the School of Computer Science do not use Add/Drop forms: they both use emails.

Students who drop a course within the first 2 weeks of classes will be removed from the class list. After that time a grade of VW (**voluntary withdrawal**) will be assigned and the student will continue to show up on class lists. Students may drop a course during the first 9 weeks of classes.

Course Loads

www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/course_overload_undergraduate.pdf

Overload courses are deemed to be courses taken in addition to the prescribed term load for a given program. Unless otherwise stated in the calendar description for the program, a normal course load is five 3.0 credit courses (or equivalent) per twelve-week semester (Fall Semester, Winter Semester, Summer Semester). A normal course load in the two six-week Sessions (Intersession, Summer Session) is three 3.0 credit courses (or equivalent) per session, but not more than five 3.0 credit courses (or equivalent) in total over a twelve-week period. In exceptional circumstances, and with the approval of the Dean of the Faculty (or designate), Semester 1 students will be permitted to take an overload course. In all other Semesters, students who have major and cumulative averages of 85% or higher may take one overload course per semester.

Auditing a Course

An **audit student** is one who attends (a) course(s) but does not receive any grade(s) or credit for the course(s) towards a degree. Such a student will not be allowed to write examinations and may not be graded in any way, but will be required to pay the regular fees for the course(s). Students will not be allowed to register as an audit student until the first 10 days of classes, and then only if there are available seats left in the course. This is to allow students taking the course for credit to be given priority over students taking the course for non-credit.

Class Lists / Wait Lists / Grade Collection Sheets / Exam Rosters

Class and wait lists are available via the Faculty/Staff SIS System. If you do not have access, please complete the SIS Request for Access form available via www.uwindsor.ca/registrar/2054/forms-faculty-staff.

SIS (Student Information System) Access:

- **Faculty (Instructors):** have access to class lists for courses they are teaching
- **Advisors:** have access to student records (e.g. Transcripts, DARS) for students/applicants in programs the advisor has been defined for (approved by the Department Head)
- **Departments Heads:** have access to student records/applicants in a program within their department/school and class lists for all courses taught in their department/school
- **Deans:** have access to student records for all students/applicants in their faculty and class lists for all courses taught in their faculty.

Exam Rosters are printed and sent to academic departments 1 to 2 weeks before the end of classes.

Course Timetable/Room Scheduling: www.uwindsor.ca/registrar/541/timetable-information

Course scheduling is initiated once course proofs have been sent out by the Office of the Registrar. Someone in the academic department (usually a departmental secretary) coordinates the scheduling process for the department. The list is sent to the Dean's office for approval then forwarded to the Registrar's Office. The Registrar's Office attempts to satisfy as many of the requests as possible but due to room availability issues and meeting time conflicts (of required courses) not all requests can be satisfied. The Registrar's Office works with the department or Dean's office to resolve any conflicts. All requests for changes to the timetable must be done through the departmental secretary so that the activities are coordinated and the proper approvals are received.

The Registrar's Office may need to move your class into a different room. Final enrollments in courses do not always reflect the projected enrollment estimates made at the start of the scheduling process. This leaves some courses in rooms that are too small for the number of students registered and other courses in rooms that are too large. Courses often need to be moved to different rooms to reflect actual enrollments.

Rooms for final exams are assigned following the two-week add/drop period at the start of the semester. **If you do not need a room assigned for your exam** (i.e., final paper or take-home exam) then this should be indicated on the course proofs.

Requests for rooms for mid-term exams should be made through the departmental secretary. Rooms for mid-term exams are typically not assigned until after the two-week add/drop period.

DARS (Degree Audit Requirement System): www.uwindsor.ca/registrar/554/degree-audit

Degree Audit or DARS is a part of Student Information System (SIS) that evaluates a student's progress towards fulfilling the graduation requirements for a program of study.

Examination Procedures

The University of Windsor Senate has approved Examination Procedures to be followed by all instructors. The exam procedures are located on the Senate web site at

www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/conduct_of_exams_and_tests.pdf

Alternate Examinations

Senate has approved policies that allow students to request alternate final examinations for the following circumstances:

A student scheduled to write three or more final examinations in consecutive time slots over a 24-hour period or three or more final examinations in one calendar day may apply, no later than the fourth week of classes, to have one of their examinations rescheduled on a supplemental examination day. The determination of which examination shall be rescheduled and the date of the supplemental examination (normally the last possible day of the examination period) shall be made by the Associate Vice-President, Student Experience, by the end of the eighth week of classes. Where permission has been granted, instructors shall provide an alternate examination. Where other arrangements cannot be made, invigilation and administration of final examinations held on the supplemental examination day will be managed by the Office of the Registrar. Students may request an alternate final exam due to a conflict with a religious observance. (under Senate By-Law 31 – item 3).

www.uwindsor.ca/registrar/sites/uwindsor.ca.registrar/files/alternative_final_exam_-_due_to_3_exams_scheduled_on_same_day_-_fillable.pdf

Grade Submission Deadlines

Grades are due in the Deans office within 7 days of the exam. For December exams with the 7 days falling within the Holiday break the due date is the 2nd day that the University reopens for business in January.

Convocation: www.uwindsor.ca/graduation-convocation/

Undergraduate/Graduate Calendars: web4.uwindsor.ca/calendar

RESEARCH ETHICS BOARD

Chrysler Hall North, 2nd Floor, Room 2146
www.uwindsor.ca/reb

Contact: Suzanne McMurphy, Chair
Ext. 3709 or

Sarah Braganza, REB Coordinator
Ext. 3948

Frequently Asked Questions

What is the relationship of the REB to the University of Windsor?

The REB derives its authority from the federal guidelines contained in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (www.pre.ethics.gc.ca). All universities who receive funding from the Tri-Council must have an independent REB responsible for the ethical oversight of all research with human participants conducted by faculty, staff or students, regardless of funding or where the research takes place.

Does all research need to be cleared by an REB?

No. Only research conducted with human participants is covered under the Tri-Council Policy Statement. The TCPS2 defines human participants as “individuals whose data, or responses to interventions, stimuli or questions by the researcher are relevant to answering the research question” (p. 14). This can also include the use of secondary data or human biological materials. The TCPS2 also provides guidelines for activities which are exempt from REB review. Consulting with the REB early in your protocol development will help you determine which activities may be exempt and what level of review your research may require.

If I am coming to the University of Windsor from another institution, do I need to transfer my research and ethical clearances here?

Yes. The REB office can assist you in transferring your protocols and ethical approvals to the University of Windsor. Please ensure you have complete copies of all files (application, appendices and amendments) and clearances from the previous institution.

If I am a new researcher in Canada, where should I start?

First, we recommend obtaining your TCPS2 certificate, which is required of all researchers conducting research with human participants in Canada. The on-line certificate program can be found here: tcps2core.ca/welcome. Second, schedule a meeting with the REB to discuss your research and possible ethical clearances needed. Email ethics@uwindsor.ca to schedule an appointment.

If I am doing research in the USA, does UWindsor have an FWA number?

Yes. Please contact the REB for the FWA number which provides our researchers with greater flexibility with US funding and ethics review with institutional review boards in the United States.

Where can I find REB forms and other information online?

www.uwindsor.ca/reb/forms

Things We Wish All Instructors Knew about Our Services

Meet with us early. Meeting with an REB member to discuss your ethics applications before submission will help identify any possible issues and facilitate a smoother, shorter time to clearance of your protocols.

Resources. We have a number of resources in the REB office that you are welcome to review and use.

Expertise. We have REB members with experience from other research ethics boards and processes, such as in the USA, and are willing to assist you in navigating these if you need.

Communication. Our questions on your protocol applications are not intended to censure any type of research. Our questions are meant to clarify our understanding of your research protocol, especially if there are methodological approaches and risk mitigations strategies with which we may not be familiar.

Feedback. Talk to us directly about any issues you have with the feedback or protocol questions you have received from the REB. Feedback from researchers is important for ensuring our own accountability and communicating with us helps improve our effectiveness.

Welcome to the Office of Research Finance at the University of Windsor

Getting Started: Opening New Grants and Establishing Signing Authorities

- The Office of Research Services informs our office when a grant is ready to be opened. When we receive that notification, you will receive a letter informing you of the grant number and the budget. You will also be assigned a staff member of our office to support you throughout your grant.
- PIs' are able to grant signing authority for purchase orders and invoices to other individuals on campus by completing the form attached to the letter. Even when signing authority is assigned, the PI is still responsible for all charges incurred.

Hiring Students for Research

- There are a variety of forms that are required when hiring a student or non-student as well as for completing the process to ensure that they are paid. The complete list of information is found at: www.uwindsor.ca/postdoc.
- In accordance with CRA rules, students working on research grants are paid as an employee (with deductions for taxes, CPP, and EI, etc.), not via scholarship.
- Our office can help you determine the cost of hiring a student when considering the cost of benefits. As a general rule, basic benefits that will be charged to the grant are charged at approximately 10%.

Purchasing and Travelling for Research

- The University has a Travel Expense Form and Policy (www.uwindsor.ca/finance/payable/travel-entertainment-expenses) to support PI's travelling for research purposes.
- The University's Procurement and Payables Department is here to help you with all your other purchasing and reimbursement needs (www.uwindsor.ca/finance/procurement).

Invoicing, Milestones and Reporting for your Research Grants

- Many externally funded grants require some financial reporting by the University and/or require that the University issue an invoice to the granting agency in order to receive payment. The Office of Research Finance is here to help you with all invoicing and reporting needs

Grant Statements

- From the time that you have been awarded a grant, until the grant's expiration, you will receive a set of Monthly Research Grant Report statements. The statements will show your grant spending for the period ended, the "life to date" expenditures, and a payroll report detailing the transactions charged to your grant. Upon your request, we can also provide you with live access to our Financial System for even more timely information.
- Our office is here to help you interpret these reports and use the information to make timely decisions about your research.

Office of Research Services

Room 160, Joyce Entrepreneurship Centre

resfinance@uwindsor.ca

Location: 2nd Floor, Assumption Hall

Frequently Asked Questions

What does the University Secretariat do?

The University Secretariat administers the governance of the University by providing consistent advisory and administrative support to the [Board of Governors](#) (oversight of all operational aspects), the [Senate](#) (oversight of academic matters), their Standing Committees, and ad hoc committees.

The University Secretariat provides the following services: advice on the implementation of Board and Senate bylaws, policies and procedures; advice and guidance in the development of bylaws, policies, programs, and academic regulations; and advice and guidance on matters of jurisdiction, strategy, policy, and process to all members of the University community. The University Secretariat provides the official interpretation of Board and Senate bylaws and policies.

What types of training are available from the University Secretariat?

Workshops, hosted through the office of Employee Engagement, small group, or one-on-one orientations, are available on university governance, minute-taking, Senate bylaws and policies, and rules of procedures for Committees (particularly as they relate to Senate Committees). An overview and assistance with the Committee/Senate approval process, particularly as it relates to program and course changes, is also available.

I need to make a course or program change or create a new course – what should I do?

Consult with the head, before moving forward. Depending on the nature of the change, consult with one or more of the following: the head, the dean, CTL, the IQAP office, the Provost's office. Complete the required Program Development Committee (PDC) Form. Before moving forward with any change, you should **contact the University Secretariat for advice on forms and process**. This will help limit delays and bottlenecks as you move through the approval process.

I want to develop a new program, what do I need to know?

All new program proposals require external review and approval at the following levels: Departmental (for departmentalized Faculties), Faculty, Graduate Studies (for graduate programs), Provost, Program Development Committee, Senate, Ontario Council on Quality Assurance Council. Ministry approval is also often required. Contact the Office of Quality Assurance (often referred to as the IQAP office) and/or the University Secretariat for advice on forms and process.

A Statement of Intent Form will need to be submitted to the IQAP office. You and the head should ensure early consultation with the dean, the Provost, Budgets, CTL, the Registrar's Office and the University Secretariat to help mitigate delays and bottlenecks as you move through the process.

Where can I find the rules for what has to be in my course outline?

Some Faculties have developed a course outline template, which must be used by all instructors. The template was developed in consultation with the University Secretariat and should include all items that need to be in the course outline, in accordance with Senate bylaws and policies, and Faculty policies. For information on what must be on the course outline, see Senate bylaw 51, 1.2: www.uwindsor.ca/secretariat/49/senate-bylaws.

I want to file an academic misconduct complaint. How do I go about this?

Always assess the merits of potential misconduct cases with careful consideration of whether misconduct occurred. Prior to filing a complaint, the instructor should determine the advisability of an

educational response (*i.e.*, a teachable moment), in cases where the act is determined to be the result of an oversight, error or lack of understanding of expectations on the part of the student. In such cases, a teachable moment offered by the instructor should be considered in lieu of filing or pursuing a complaint.

Teachable moments are a learning opportunity for the student, whereby the instructor engages in an informal lesson or discussion with the student on the particular matter. Teachable moments can be a more appropriate and effective way of reaching and educating the student, and mitigating repeat offences, than the pursuit of a complaint and/or the imposition of any sanction.

If you determine that a complaint ought to be filed, complete the AI Form 1, following all the required steps, and submit it with relevant documents/evidence to your Department head. If you do not have a department head, submit it directly to your Associate Dean of Undergraduate Studies or the Associate Dean of the Faculty of Graduate Studies. (www.uwindsor.ca/secretariat/29/studentmisconduct)

Things We Wish All Instructors Knew About Our Services

- **You are encouraged to contact us directly for information about the University's bylaws and policies.** Bylaws, policies, and procedures often overlap and need to be read together to avoid missing certain requirements or delays. We can often save you time, help you avoid bottlenecks, and mitigate procedural irregularity issues if you check in with us early in the process or for bylaw or other procedural advice.
- **Likewise, please contact us directly for information on the program/course change approval process.** Advise early on in the process can help reduce frustrations and mitigate delays later on.
- **PLEASE familiarize yourself with the following policies and bylaws:**
 - Bylaw 31: [Academic Integrity](#)
 - Bylaw 51: [Academic Evaluation Procedures](#)
 - [Academic Accommodation for Students with Disabilities](#)
 - [Conduct of Exams and Tests](#)
 - [Conflict of Interest or Commitment](#)
 - [Grading and Calculation of Averages](#)
 - [Graduate Studies Policy on Plagiarism](#)
 - [Medical Notes from Regulated Health Care Professionals](#)
 - [Plagiarism-Detection Software](#)
 - [Student Code of Conduct](#)
 - [Student Evaluations of Teaching \(SET\) and Mandatory Administration of SET](#)

Contact Information:

Renée Wintermute, University Secretary, Ext. 3347, renew@uwindsor.ca

Maria Giampuzzi, Senate Governance Officer/Elections & Administrative Manager, Ext. 3317, woody@uwindsor.ca

Carol Perkes, Board Governance Officer, Ext. 2005, carol7@uwindsor.ca

Alison Zilli, Senate Governance Officer/Assistant Clerk of the Senate, Ext. 3325, alisonz@uwindsor.ca

Web Addresses:

www.uwindsor.ca/secretariat

www.uwindsor.ca/secretariat/49/senate-bylaws,

www.uwindsor.ca/secretariat/28/iqap-and-pdc-forms

www.uwindsor.ca/secretariat/29/studentmisconduct



[www.uwindsor.ca/
sexual-assault](http://www.uwindsor.ca/sexual-assault)

dustyj@uwindsor.ca

519-253-3000 | 4550

Sexual Misconduct Response & Prevention Office

University of Windsor

WHO CAN SEEK SUPPORT?

STUDENTS

FACULTY

STAFF

WHAT IS SEXUAL MISCONDUCT?

SEXUAL MISCONDUCT INCLUDES ALL FORMS OF SEXUALLY INAPPROPRIATE BEHAVIOUR AND SEXUAL VIOLENCE.

IT INCLUDES, BUT IS NOT LIMITED TO, SEXUAL & GENDER-BASED HARASSMENT, SEXUAL ASSAULT, STALKING, CYBER HARASSMENT & RELATIONSHIP VIOLENCE.

WHAT DOES THE SEXUAL MISCONDUCT OFFICER DO?

SHE CAN PROVIDE CONFIDENTIAL SUPPORT, INFORMATION, AND GUIDANCE, AS WELL AS RESOURCES AND REFERRALS. SHE CAN ALSO PROVIDE INFORMATION ABOUT THE DIFFERENT REPORTING OPTIONS AND OFFER GUIDANCE AND SUPPORT THROUGH THE COMPLAINT PROCESS.

AM I OBLIGED TO REPORT?

IN MOST CASES, IF A STUDENT DISCLOSES, YOU ARE NOT OBLIGATED TO REPORT - UNLESS YOU ARE IN A SUPERVISORY ROLE AS AN EMPLOYER.

IF THIS IS THE CASE, PLEASE CONTACT THE MISCONDUCT OFFICER.

WHAT TRAINING IS AVAILABLE?

DISCLOSURE TRAINING
FOR FACULTY & STAFF

WORKSHOPS FOR
TEACHING & RESEARCH
ASSISTANTS

OTHER PROGRAMS AND
WORKSHOPS AVAILABLE
UPON REQUEST

WHAT SHOULD I DO IF A STUDENT DISCLOSES TO ME?

- PROVIDE THEM WITH A REFERRAL SHEET - THIS CAN BE FOUND ON THE WEBSITE.
-
- MAINTAIN CONFIDENTIALITY - IF YOU CANNOT, LET THEM KNOW AS SOON AS POSSIBLE!
-
- NOTIFY THE MISCONDUCT OFFICER OF THE DISCLOSURE AND SEEK CONSULT IF NEEDED.

Skills to Enhance Personal Success (S.T.E.P.S.)

Location: Student Success and Leadership Centre, Lower Level – Dillon Hall

Frequently Asked Questions

- **What is S.T.E.P.S.?**

The Skills to Enhance Personal Success (S.T.E.P.S.) program offers a wide variety of free workshops aimed at providing students with practical methods for improving their learning and study skills.

- **Who can use S.T.E.P.S.?**

S.T.E.P.S. is open to all students, regardless of their level or program. However, a few workshops are customized to students from certain faculties.

- **Which workshop topics are offered?**

Topics Include:

- Effective Reading Strategies
- Strategic Note Taking
- Multiple Choice Tests and Exams
- Effective Memory Strategies
- Study Smarter, Not Harder
- Taming the Chaos (Time Management)
- Exam Preparation
- Exam Strategies
- Test Anxiety

- **Where do I find the workshop schedule?**

The S.T.E.P.S. workshop schedule is available online at www.uwindsor.ca/steps.

- **What do I do to use S.T.E.P.S.?**

No pre-registration is required to attend group workshops. To book one-on-one sessions, students can email steps@uwindsor.ca.

Things We Wish All Instructors Knew About Our Services

- You, too, can book S.T.E.P.S.! From classroom visits to boot camp workshops, sessions can be catered to your students' needs, and they can range from five minutes to full hour workshops.
- S.T.E.P.S. has a brand new, monthly email newsletter containing important information and study tips. To subscribe, students can visit www.uwindsor.ca/steps.
- S.T.E.P.S. offers students to take the LASSI and VARK. Students discuss their results with the coordinator and develop ways to enhance their study habits. To book an appointment, students can email steps@uwindsor.ca.
- S.T.E.P.S. is on social media. For instance, the Facebook page offers study tips and workshop reminders on the day of a workshop. Students can find all social media links on www.uwindsor.ca/steps.

Contact Information:

Lindsay Gore

Transition Services Intern

Student Success and Leadership Centre

Phone: 519-253-3000 ext. 3289

Email: steps@uwindsor.ca

Web: www.uwindsor.ca/steps

Student Accessibility Services

Location: Dillon Hall (Lower Level) Room 117

Frequently Asked Questions

- **What does Student Accessibility Services (SAS) do?**
We work with the campus community to help ensure equal access to higher education for students with disabilities.
- **How do we do this?**
We work with the student and medical professional(s) to determine the impact the disability has on learning. We then put into place accommodations that are outlined in a letter of accommodation that the student will provide to you at the start of the semester.
- **Who uses our services?**
Primarily students with a disability (undergrad, graduate, part-time), but we also consult with faculty and staff to ensure appropriate accommodations.
- **How do I refer students to SAS?**
In Ontario, students must voluntarily self-identify as having a disability. If a student tells you they have a disability, please let them know they may book an intake appointment with a disability advisor to explore accommodations and support (disability@uwindsor.ca).
- **What are the recognized disability categories in Ontario?**

Learning Disabilities	Attention Deficit/Hyperactivity Disorder
Low Vision/Blind	Deafness/Hearing
Mobility Impairment	Chronic Medical Disabilities
Acquired Brain Injury	Mental Health/Psychiatric Disabilities
- **What are some common accommodations that students receive?**
Extra time on exams, extensions for assignments, exams in a distraction-reduced environment.

Things We Wish All Instructors Knew About Our Services

- You are encouraged to contact the student's disability advisor if you have any questions or concerns about accommodations.
- Exam accommodations – you may accommodate the student in class if you are able to and you and the student agree. You can also have your exam proctored at SAS (student registers to take it here in our exam database-SNAP).

Contact Information: exam@uwindsor.ca
disability@uwindsor.ca

Web Addresses: www.uwindsor.ca/disability/
www.uwindsor.ca/disability/faculty-instructors-information

STUDENT COUNSELLING CENTRE (SCC)

Location: Room 293 CAW Student Centre

Frequently Asked Questions

What does the SCC do?

- Our clinical staff provides short-term psychotherapy and crisis intervention services to the University of Windsor student population
- We also provide consultation to staff, faculty, and students who may be concerned about a student struggling with mental health issues

If I think a student could benefit from speaking with a mental health professional, how can I make a referral to the SCC?

- Give them SCC's phone number (519) 253-3000 Ext. 4616 and location (Rm. 293 CAW Student Centre). Remind the student that our services are free and confidential. If they would like more information they can visit our website.
- Sometimes it is useful and necessary to help the student more directly to make an appointment. In these instances, you can offer the use of your phone or call the SCC yourself, while the student is in your office.
- Occasionally, it may be wise to walk the student over to the SCC. This can be especially helpful to students who are unsure about our location and/or are nervous about meeting a counsellor for the first time.

Who should I contact if I am concerned about a student who appears to be in distress or is displaying worrisome behavior and I don't know exactly what they need or the right place to send them?

- Contact the Assessment and Care Team (ACT) by filling out a Care Alert Form at: fluidsurveys.uwindsor.ca/s/carealertform
- Or contact Dr. Danieli Arbex at x5072 or email arbexd@uwindsor.ca
- ACT is a multidisciplinary team of individuals within the campus community who are trained in threat assessment and behavioural intervention strategies
- The ACT is born of the Behaviour Intervention Plan (BIP). The BIP was approved by the Board of Governors in 2014 and the plan is designed to assist faculty and staff in responding to behaviours of concern in order to promote student well-being and contribute to a safe campus environment
- The BIP provides a centralized and systematic way for members of the campus community to raise concerns about a Student and outlines the steps that would be taken to assist any student who may be in distress and in need of assistance

Are there any supports available outside of regular business hours or off-campus?

- *Good2Talk*: 24 hour Student Helpline 1-866-925-5454

- Good2Talk is a free, confidential helpline providing professional counselling and information and referrals for mental health, addictions and well-being to post-secondary students in Ontario, 24/7/365
- *Community Crisis Centre* - 24 hour Crisis Telephone Line at (519) 973-4435
- 24 hour Walk-in Service at Windsor Regional Hospital - Ouellette Campus Emergency Department - 1030 Ouellette Avenue
- *Walk-in Service at Community Crisis Centre*
- 1st Floor Jeanne Mance Building - 1030 Ouellette Ave.
- available 9:00 a.m. to 5:00 p.m. Monday - Friday

Whom do I contact in the event of an emergency situation?

- If you feel the student is:
 - An imminent risk to harm themselves
 - An imminent risk to harm someone else
 - Unable to care for themselves (basic life activities)
- Contact the following:
 - Campus Police Services if student is on campus (X4444)
 - Windsor Police if student is off-campus (911)

Contact Information:

Student Counselling Centre
Room 293, CAW Student Centre, 2nd Floor
401 Sunset Avenue, Windsor
Ontario, Canada N9B 3P4
T 519-253-3000, Ext 4616 F 519-561-1470

Web Addresses:

www.uwindsor.ca/scc

www.uwindsor.ca/sia/students-of-concern

STUDENT HEALTH SERVICES: Clinic

Room 242, CAW Student Centre

www.uwindsor.ca/health

Frequently Asked Questions

What does SHS do?

- We are a family physician's office for students while on campus. We provide confidential, student-centred health care, including comprehensive medical care, counselling, and referrals.
- Patients must be currently enrolled University of Windsor students. (Sorry, we do not see staff ☹)
- Even if students opt out of the campus drug plans, they are still welcome to see our dedicated team of physicians, nurses and administrative staff.
- All patient information is kept strictly confidential within Student Health Services.
- Four physicians, registered nurses, a psychiatrist, a dietitian, receptionists, medical secretaries, an administrative assistant, and a health promotion nurse staff our department.

If I think a student needs medical care, how can I make a referral to SHS?

- Students call to make their own doctor's appointment.
SHS's phone #: (519) 253-3000 ext 7002 or direct line: 519-973-7002
- Remind the student that we require a health card: Ontario Health Card (OHIP), provincial health card, Green Shield (international students) or GuardMe (ELIP students).
- In cases of emergency or if student is not ambulatory call an ambulance.

Are there any supports available outside regular business hours or off-campus?

- A list of walk-in clinics close to campus is on our webpage (under our hours).
- There are two 24-hour emergency rooms in Windsor:
 - Windsor Regional Hospital Ouellette Campus, 1030 Ouellette Ave
 - WRH Metropolitan Campus, 1995 Lens Ave (near Tecumseh Rd & Kildare)
- Telehealth Ontario: 1-866-797-0000 (24-hr information line)
- Good2Talk: 24-hour student helpline: 1-866-925-5454

Whom do I contact in the event of an emergency?

- Contact Campus Police at Ext. 4444.
- If an ambulance is called on a campus phone, Campus Police will answer and be first on the scene and guide emergency vehicles to the patient.
- If an ambulance is called on a personal cell phone, immediately call Campus Police so they can respond and guide emergency vehicles: 519-253-3000, Ext. 4444.

Contact Information:

Student Health Services

Room 242, CAW Student Centre, 2nd Floor

401 Sunset Avenue, Windsor, Ontario | N9B 3P4

Direct Line: 519-973-7002 or 519-253-3000, Ext. 7002 | **Fax:** 519-971-3637

STUDENT HEALTH SERVICES: Health Promotion

Health Promotion programs encourage wise decision-making to promote and preserve optimal health for a lifetime. For more information or to request services, contact the Health Promotion Nurse at **519-253-3000, Ext. 3260**, Room 240, CAW Student Centre.

- **Leave the Pack Behind** is a Ministry of Health funded student-led group offering peer support for those that do or don't want to stop smoking and information on effective smoking cessation strategies. They offer carbon monoxide testing, nicotine replacement products and peer tested self-help material. Displays are held twice weekly around campus and classroom presentations can be arranged.
- **Alcohol** presentations can be booked through the Health Promotion Nurse x 3260, as well as resource material and community referrals. More info at www.uwindsor.ca/responsible drinking.
- **Contraception/STI** presentations and material on all methods of birth control and STI's (individual, group or class)
- **Nutrition:** Students can be referred by one of our physicians with the dietitian at our clinic for individual counselling. Group workshops for healthier eating habits and Canada's Food Guide can be booked with the Health Promotion Nurse at Ext. 3260.

Contact Information:

Student Health Services, Health Promotion Office
Room 242 CAW Student Centre, 2nd Floor

401 Sunset Avenue, Windsor, Ontario | N9B 3P4
519-253-3000, Ext. 3260 | wilsonk@uwindsor.ca

Here is an example of one Thursday morning in the Student Health Services Clinic, June 2017

Physician (11 patients):

- Health review and pap
- Strep throat infection
- Lacerated thumb
- Urinary tract infection
- Irregular menses
- Mental health initial counselling
- Cold symptoms over five days
- Hypertension
- Follow-up regarding low iron
- STI results
- STI testing
- Asthma treatment

Nurse:

- Wound dressing
- BP check
- Four injections
- Ear syringe
- Treated cat bite and reported to WECHHealth Unit

Receptionist:

- Answered 63 phone calls
- Registered 12 new patients

Medical Secretary booked:

- Sleep study
- Pelvic ultrasound
- Sinus CT
- Echo
- KUB ultrasound (to rule out kidney stones)
- Psychiatric ADHD referral
- Scrotal ultrasound
- Urology referral
- H.Pylori breath test



University
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STUDENT SUCCESS AND LEADERSHIP CENTRE

Your success matters! The Student Success and Leadership Centre offers a variety of programs and services that can enhance your university experience.

PROGRAMS FOR ORIENTATION AND MENTORING

- ➡ Head Start Orientation: An orientation program for new students
- ➡ UWindsor Welcome Week: September Orientation for new students
- ➡ Connecting4Success: A mentoring program for first year university students
- ➡ Bounce Back: Students who did not achieve their fall semester academic goals, and would like a fresh approach to their studies, have an opportunity to participate in an 8 week course taking place in the Winter semester.

LEADERSHIP & VOLUNTEER EXPERIENCES

- ➡ LEAD: Volunteer opportunities to develop leadership skills and build social networks
- ➡ Volunteer Website: Various on and off campus volunteer opportunities
- ➡ Co-Curricular Record: Online documentation of extracurricular campus involvement
- ➡ Alternative Spring Break Program: Opportunity to participate in community service learning
- ➡ Additional leadership development programming

STUDY SKILLS AND WRITING SUPPORT

- ➡ STEPS: Support for students to improve learning and study strategies
- ➡ Writing Support Desk: This is a service that provides students with help regarding various aspects of their academic writing

OUTSTANDING SCHOLARS

- ➡ The Outstanding Scholars program aims to create a close mentoring relationship between students and faculty. Students pursue academic exploration in a research setting, and faculty serve as supervisors and guides in the research process.



Email: success@uwindsor.ca

Phone: 519-253-3000 extension 1414

Website: www.uwindsor.ca/success

Location: Lower Level, Dillon Hall

NEED HELP WITH YOUR ACADEMIC WRITING?

Contact the Writing Support Desk and inquire about our writing workshops or set up an appointment for a one-on-one consultation.

Log-in to **myUWindsor** with your UWinID and password.
Click “mySuccess” and log-in using the same UWin ID and password.
Click “Writing Support” on the student dashboard.

GET HELP WITH:

- Introduction and thesis development
- Essay structure
- Grammar and sentence structure
- Punctuation
- Transitions
- Citation
- Editing techniques

Contact us via e-mail or telephone:

writingsupport@uwindsor.ca

519-253-3000 ext 3472

www.uwindsor.ca/writingsupport



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Windsor University Faculty Association (WUFA)

Location: Kerr House, 366 Sunset Avenue (on Turtle Island Walk)

Who We are:

WUFA is the union representing full-time and part-time faculty, librarians, learning specialists, clinical psychologists, and coaches. The work of WUFA is accomplished through standing committees of volunteers who are ably assisted by three dedicated WUFA staff. It is led by the Executive Committee, governed by the WUFA Council, and key decisions and policies are formulated by the Grievance Committee, Contract Committee, Negotiating Team, Status of Women, Diversity, and Action Committee, and Sessional Committee. But WUFA is more than these committees: it is all of us together, debating and forging our shared interests as full-time and part-time faculty, librarians, learning specialists, clinical psychologists, and coaches.

What we do:

WUFA is the exclusive bargaining agent for all members. One of the most important functions of WUFA is to protect our rights and advance our interests through collective bargaining. But we do much more than bargain: we protect individual members by filing grievances on their behalf, we promote the goals of employment equity, we participate in broader struggles for social justice in the community through the Political Action Committee, and promote and protect academic freedom through the Academic Freedom Committee. We are also a democratic forum for members to discuss, debate, and formulate policies that improve our work lives while respecting and advancing the academic mission of the University.

Where We Came From:

We are proud that University of Windsor faculty were among the first academics in Canada to unionize. The Association was created in 1974 and certified as exclusive bargaining agent by the Ontario Labour Relations Board in 1978. We are grateful to that first organizing committee who took this step on our behalf. Today, unions and collective bargaining are the norm in the university sector.

Where We Are At:

WUFA has been housed at 366 Sunset Ave. since 1983. In 1994, the building was named Kerr House in honour of Professor Robert Kerr who was the first WUFA union president. Reach the office at: wufa@uwindsor.ca

Why You Should Participate:

WUFA activities are financed by monthly dues paid by all members of the bargaining unit. However, paying dues and membership are different. In order to fully participate in the life of WUFA (i.e., to have a full voice in the shaping of our collective interest) you must sign a membership form. (Forms are available at Kerr House, but we will be in touch with each of you about this important step). Not only is WUFA membership important to protecting your interests and voicing your ideas, WUFA functions are an excellent way to get to know your colleagues from across campus and to become part of a 40-year tradition of advancing the rights of members and the academic mission of the University.