
TUESDAY, AUGUST 8

Your Campus Network

Session Location: Ed Lumley Centre for Engineering Innovation (CEI), Rm 1100

8:30–9:00	Breakfast
9:00–9:15	Introductory Remarks <i>Douglas Kneale, Provost and Vice-President, Academic</i>
9:15–10:50	Building and Navigating Your Campus Network <i>Cohosted by Erika Kustra, Director, Teaching and Learning Development, Centre for Teaching and Learning and Heather Pratt, Executive Director, Research and Development, Office of Research and Innovation Services</i>
10:50–11:00	Break
11:00–12:00	Launching Your Research <i>Michael K.W. Siu, Vice-President, Research and Innovation</i> <i>Heather Pratt</i>
12:00–1:00	Lunch with Associate Deans, Research and researchers from your faculties
1:00–2:30	OPTIONAL Campus Tour (spouses and partners welcome!) OPTIONAL Event for spouses and partners: Dual-Career Connection Program Information Session <i>Location: The Stephen and Vicki Adams Welcome Centre, Room 107 A/B</i>
4:30–6:00	Provost's Reception (spouses and partners welcome!) <i>Location: The Stephen and Vicki Adams Welcome Centre</i>

WEDNESDAY, AUGUST 9

FOCUS ON TEACHING AND LEARNING

Session Location: 123 Odette School of Business

Lunch Location: Kerr House, Turtle Island Way

8:45–c. 9:00	Continental Breakfast
9:00–9:20	Welcome and Pulse Check <i>Jeff Berryman, Associate Vice-President, Academic</i>
9:20–10:00	Who Are Your Students? <i>Dora Cavallo-Medved and Youshaa El-Abed, Biological Sciences</i>
10:00–10:45	Countdown to Teaching <i>Erika Kustra, Centre for Teaching and Learning</i>
10:45–11:00	Break
11:00–11:45	Your First Day: Goals and Strategies <i>Judy Bornais, Faculty of Nursing and Dave Andrews, Department of Kinesiology</i>
11:45–12:30	Getting Good at Teaching <i>Chris Tindale, Department of Philosophy</i> <i>Bev Hamilton, Office of the Provost</i>
12:30–1:30	Lunch hosted by the Windsor University Faculty Association Location: Kerr House
2:00–4:00	OPTIONAL: Introduction to Our Learning Management System <i>Lorna Stolarchuk, Centre for Teaching and Learning</i> Location: G125 Lambton Tower

THURSDAY, AUGUST 10

TO TENURE AND BEYOND!

Session Location: 400 Pitt-Ferry Building (Windsor Downtown Campus)

Lunch Location (optional): Mazaar, 372 Ouellette Ave.

9:00–9:25	Breakfast
9:25–9:35	Introductory Remarks <i>Jeff Berryman, Associate Vice-President, Academic</i>
9:40–10:40	Disciplinary Networking: Early-Career and New-Faculty Discussion Groups
10:40–10:55	Whole Group Debrief <i>Jeff Berryman & Bev Hamilton</i>
10:55–11:05	Break
11:05–11:35	Tenure and Promotion: Timelines and Process <i>Jeff Berryman</i>
11:35–12:20	Works in Progress: Documenting Your Scholarly Development <i>Brent Lee, Associate Dean, Research and Graduate Studies Faculty of Arts, Humanities, and Social Sciences</i> <i>Veronika Mogyorody, Teaching and Learning Senior Fellow, CTL, and School of Creative Arts (emeritus)</i> <i>Steven Rehse, Head, Department of Physics</i>
12:20–12:30	Closing Remarks: To Tenure—and Beyond! <i>Jeff Berryman</i>
12:30–	OPTIONAL: Lunch Downtown (spouses and partners welcome!) Mazaar, 372 Ouellette Ave.
1:45–	OPTIONAL: Walking Tour of Detroit (spouses and partners welcome!) <i>Dale Jacobs (English) and Erika Kustra (CTL)</i>

New to the Campus Network: New Faculty Orientation Participants

Wayne Ambrose-Miller

School of Social Work
Faculty of Arts, Humanities, and
Social Sciences

Balakumar Balasingam

*Electrical and Computer
Engineering*
Faculty of Engineering

Sheila Boamah

Faculty of Nursing

Kelly Chiriquí

*Languages, Literatures and
Cultures*
Faculty of Arts, Humanities, and
Social Sciences

Jill Crossman

*Earth and Environmental
Sciences*
Faculty of Science

Jeffrey Dason

Biological Sciences
Faculty of Science

Terence Eddy

Department of Kinesiology
Faculty of Human Kinetics

Arezoo Emadi

*Electrical and Computer
Engineering*
Faculty of Engineering

Russell Evans

Odette School of Business

Jason Grossi

School of Creative Arts
Faculty of Arts, Humanities, and
Social Sciences

Shajid Haque

Physics
Faculty of Science

Beverly Jacobs

Faculty of Law

Ofelia Jianu

*Mechanical Automotive and
Materials Engineering*
Faculty of Engineering

Yong Hoon Kim

*Civil and Environmental
Engineering*
Faculty of Engineering

Tongzhe Li

Economics
Faculty of Science

Drew Marquardt

Chemistry & GLIER
Faculty of Science

Patricia Millar

Department of Kinesiology
Faculty of Human Kinetics

Jayashree Mohanty

School of Social Work
Faculty of Arts, Humanities, and
Social Sciences

Ken Montgomery

Dean, Faculty of Education

Pooya Moradian Zadeh

School of Computer Science
Faculty of Science

Sandra Neposlan

Odette School of Business

Abdelnasser Ouda

School of Computer Science
Faculty of Science

Jody Ralph

Faculty of Nursing

Steven Ralph

Biological Sciences
Faculty of Science

Jillian Rogin

Faculty of Law

Sherif Saad Ahmed

School of Computer Science
Faculty of Science

Saeed Samet

School of Computer Science
Faculty of Science

Sara Scharoun

Department of Kinesiology
Faculty of Human Kinetics

Lisa Trabucco

Faculty of Law

Paula van Wyk

Department of Kinesiology
Faculty of Human Kinetics

Christine Vanderkooy

Faculty of Education

Jijian Voronka

School of Social Work
Faculty of Arts, Humanities, and
Social Sciences

Dan Xiao

Physics
Faculty of Science

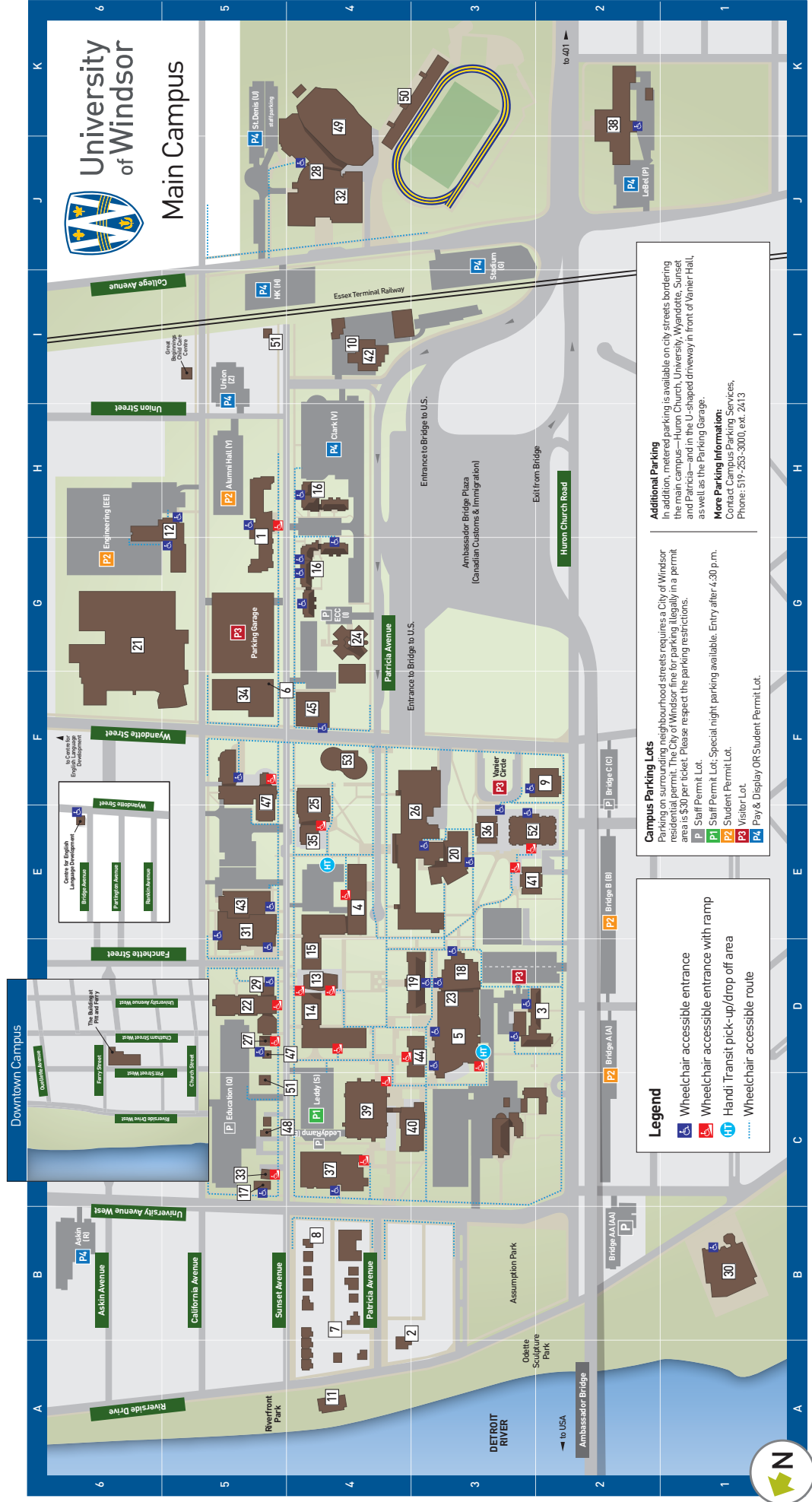
Minjie Zhang

Odette School of Business

New Faculty Orientation Presenters and Facilitators

First Name	Last Name	Department	Email
Nicole	Anderson	EPICentre	nicolea@uwindsor.ca
Dave	Andrews	Department of Kinesiology/Peer Collaboration Network	dandrews@uwindsor.ca
Francis	Arnaldo	Chemical Control Centre and Research Safety Committee	Francis.Arnaldo@uwindsor.ca
Danieli	Arbex	Academic Integrity Office	arbexd@uwindsor.ca
Diane	Awram	Office of Research and Innovation Services	Diane.Awram@uwindsor.ca
Nick	Baker	Office of Open Learning	nbaker@uwindsor.ca
Mohsan	Beg	Student Counseling Centre and the Assessment and Care Team	mbeg@uwindsor.ca
Jeffrey	Berryman	Associate Vice-President, Academic	jberrym@uwindsor.ca
Judy	Bornais	Faculty of Nursing/ Peer Collaboration Network	jbornais@uwindsor.ca
Pierre	Boulos	Research Ethics Board	boulos@uwindsor.ca
Sarah	Braganza	Research Ethics Board	ethics@uwindsor.ca
Chris	Busch	Career and Employment Services	cbusch@uwindsor.ca
Caiti	Casey	Student Success and Leadership Centre	Caiti.Barendregt-Brown@uwindsor.ca
Dora	Cavallo-Medved	Department of Biological Sciences	dcavallo@uwindsor.ca
Laura	Chittle	GATA Network	chittlel@uwindsor.ca
John	Coleman	Public Affairs and Communications	jcoleman@uwindsor.ca
Diana	Colley	Human Resources	dianacol@uwindsor.ca
Amy	Davie	Office of the Vice-President, Research and Innovation	acdavie@uwindsor.ca
Martin	Deck	University Bookstore	mdeck@uwindsor.ca
Simon	Du Toit	Student Success and Leadership Centre: Outstanding Scholars	sdutoit@uwindsor.ca
Youshaa	El-Abed	Department of Biological Sciences	elabed@uwindsor.ca
Ryan	Flannagan	Associate Vice-President, Student Experience	Ryan.Flannagan@uwindsor.ca
Karoline	Fox	Office of the Registrar	Karoline.Fox@uwindsor.ca
Iva	Gentcheva	Office of the Provost	ivag@uwindsor.ca
Beverley	Hamilton	Office of the Provost	beverley@uwindsor.ca
Danielle	Handsor	Academic Advising Team	danielle@uwindsor.ca
Mike	Houston	International Student Centre	Mike.Houston@uwindsor.ca
Elizabeth	Ismail	GATA Network	ismaile@uwindsor.ca

Kaye	Johnson	Office of Human Rights, Equity and Accessibility	kjohnson@uwindsor.ca
Dave	Johnston	Leddy Library	djohnst@uwindsor.ca
Dusty	Johnstone	Sexual Assault & Misconduct Response & Prevention Officer	dustyj@uwindsor.ca
Michael	K.W. Siu	Vice-President, Research and Innovation	Michael.Siu@uwindsor.ca
Debbie	Kane	Faculty of Graduate Studies	dkane@uwindsor.ca
Penny	Kollar	Office of Quality Assurance	pkollar@uwindsor.ca
Douglas	Kneale	Provost	Douglas.Kneale@uwindsor.ca
Erika	Kustra	Centre for Teaching and Learning	kustraed@uwindsor.ca
Brent	Lee	Faculty of Arts, Humanities, and Social Sciences	brentlee@uwindsor.ca
Marty	Lowman	Academic Advising Team	lowman@uwindsor.ca
Mike	MacKinnon	Campus Community Police	mmack@uwindsor.ca
Suzanne	McMurphy	Research Ethics Board	mcmurphy@uwindsor.ca
Sherri	Menard	Office of Health and Safety	smenard@uwindsor.ca
Alice	Miller	Registrar	Alice.Miller@uwindsor.ca
Veronika	Mogyorodoy	Faculty of Arts, Humanities, and Social Sciences	mogy@uwindsor.ca
Michelle	Nohra	Campus Community Police	fara@uwindsor.ca
Jeff	Noonan	Windsor University Faculty Association	jnoonan@uwindsor.ca
Amber	Norman	Student Success and Leadership Centre: Outstanding Scholars	anorman@uwindsor.ca
Stephanie	Parent	Media and Educational Technologies Team	S.Parent@uwindsor.ca
Kathryn	Pasquach	Aboriginal Education Centre	Kathryn.Pasquach@uwindsor.ca
Jayne	Pierce	Office of the Vice-President, Research and Innovation	Jayne.Pierce@uwindsor.ca
Trevor	Pitcher	Great Lakes Institute for Environmental Research	tpitcher@uwindsor.ca
Heather	Pratt	Office of Research and Innovation Services	hpratt@uwindsor.ca
Jessica	Raffoul	Centre for Teaching and learning	jraffoul@uwindsor.ca
David	Soderlund	Student Accessibility Services	ryansode@uwindsor.ca
Chris	Tindale	Department of Philosophy	ctindale@uwindsor.ca
Christine	Young	Office of the Provost, Faculty Recruitment Coordinator	cyoung@uwindsor.ca
Renee	Wintermute	University Secretariat	reneew@uwindsor.ca



Accessible washrooms: Men's washroom or stall Women's washroom or stall Universal washroom B/1—Floor number(s) B - Basement

Campus Buildings

1 Alumni Hall and Conference Centre.....	G5/H5	1	1
2 Assumption University Riverside Campus	A4		
3 Assumption Hall	D2/D3		
4 Biology	E4	B	3
5 CAW Student Centre	D3	1/2	1/2
6 Campus Community Police Services	F5		
7 Canterbury College	A4/B4		
8 Canterbury College Administration	B4		
9 Cartier Hall.....	F2	1	1
10 Central Receiving.....	I4		
11 Central Refrigeration Plant	A4		
12 Centre for Automotive Research & Education (CARE).....	G5/H6	1	1
13 Chrysler Hall Tower.....	D4	B5	
14 Chrysler Hall North	D4	B	
15 Chrysler Hall South	D4/E4	B	
16 Clark Residence	G4/H4	1	
17 Community Legal Aid.....	C5		
18 Computer Centre/IT Services.....	D3	B1/2	
19 Dillon Hall.....	D3	1	1
20 Dramatic Art Centre.....	E3	1	2
21 Ed Lumley Centre for Engineering Innovation	F5/F6/G5/G6	1/2/3	1/2/3
22 Education	D5	1	1
23 Education Gym	D3	B	B
24 Energy Conversion Centre	G4		
25 Erie Hall	E4/F4		
26 Essex Hall.....	E3/F3	1	

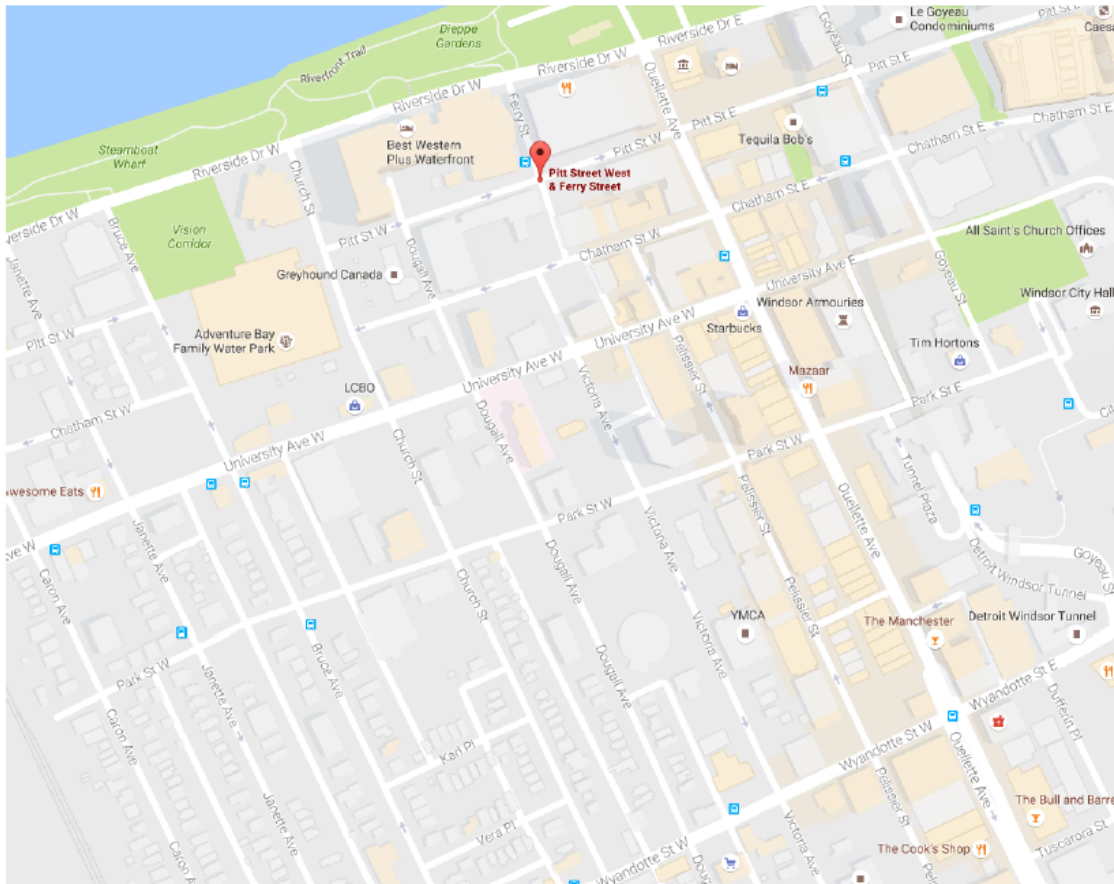
Campus Services

Aboriginal Education Centre - Turtle Island - CAW Student Centre, main floor.	6 - D3
Bookstore - CAW Student Centre, basement.	6 - D3
Career Services - Dillon Hall.....	21 - D3
Cashiers - Chrysler Hall North	16 - D4
Educational Development Centre - Dillon Hall	21 - D3
International Student Centre - Laurier Hall, 2nd Floor	37 - E3

27 Faculty Association (Kerr House).....	D5
28 Forge Fitness Centre	J4
29 Graduate Student Society.....	E5
30 Great Lakes Institute for Environmental Research	B1
31 Health Education Centre	D5/E5
32 Human Kinetics.....	J4
33 The Joyce Entrepreneurship Centre	F5
34 Office of Human Rights, Equity and Accessibility.	I2
35 Lambton Tower.....	E4
36 Laurier Hall.....	E3
37 Law.....	C4
38 LeBel/Visual Arts.....	J2/K2
39 Ledy Library Main	C4
40 Ledy Library West	C3/C4
41 Macdonald Hall	E2/E3
42 Maintenance Services	I4
43 Medical Education Building/Schulich School of Medicine & Dentistry ..	E5
44 Memorial Hall.....	D3/D4
45 Music	F4
46 Odette School of Business	E5/F5
47 Odette House - Entrepreneurial Services	D5
48 Psychological Services Centre	C5
49 St. Denis Athletic & Community Centre	J4/K4
50 Stadium.....	J3/K3
51 Union House	I5
52 Vanier Hall	E2/E3
53 Welcome Centre	F3

Liaison and Student Recruitment (Campus Tours) - Odette School of Business. ...	47 - E5/F5
Registrar's Office - Chrysler Hall North.....	16 - D4
Student Awards and Financial Aid - Education, Basement.....	23 - D5
Student Disability Services - Dillon Hall.....	21 - D3
Student Health Services - CAW Student Centre	6 - D3

Downtown Campus Cluster



The Pitt Ferry Building
167 Ferry Street
Windsor, ON

Your Librarian

Academic Department	Name	Ext.	Email	Location	Office Hours
Archives	Peter Zimmerman	3178	pzimmer@uwindsor.ca	110 West	<i>Please call or email to make an appointment</i>
Biological Sciences	Mita Williams	3855	mita@uwindsor.ca	107 West	<i>Please email to set up an appointment</i>
Business Administration	Katharine Ball	3852	kball@uwindsor.ca	214B West	<i>Please drop by any time or make an appointment</i>
Chemistry and Biochemistry	Mita Williams	3855	mita@uwindsor.ca	107 West	<i>Please email to set up an appointment</i>
Classics	Jennifer Soutter	3186	jsoutter@uwindsor.ca	105 West	<i>Mondays and Tuesdays from 9-11am or by appointment</i>
Communication, Media and Film	Anne Kaay	3848	akaay@uwindsor.ca	214D West	<i>Please book an appointment by telephone or email</i>
Computer Science	Mita Williams	3855	mita@uwindsor.ca	107 West	<i>Please email to set up an appointment</i>
Data	Kristi Thompson	3858	kathomps@uwindsor.ca	1104B	<i>Drop by the Academic Data Centre when open or book an appointment by telephone or email</i>
Dramatic Art	Tamsin Bolton Bacon	3197	tbolton@uwindsor.ca	117 West	<i>Please contact me for an appointment</i>
Earth and Environmental Sciences	Mita Williams	3855	mita@uwindsor.ca	107 West	<i>Please email to set up an appointment</i>
Economics	Art Rhyno	3163	artrhyno@uwindsor.ca	201 West	<i>Tues - Fri 10-12 am, 1-4 pm or email to set up an appointment.</i>
Education	Scott Cowan	3185	scowan@uwindsor.ca	112 West	<i>Please call or email for appointment</i>
Engineering	Guoying (Grace) Liu	3160	gliu@uwindsor.ca	214E West	<i>Please email to set up an appointment</i>
English	Heidi Jacobs	3856	hjacobs@uwindsor.ca	106 West	<i>Mondays 9:00-11:00 and freely by appointment</i>
Government Documents	Shuzhen Zhao	3162	zhaoszf@uwindsor.ca	1107A	<i>Please inquire directly</i>
History	Heidi Jacobs	3856	hjacobs@uwindsor.ca	106 West	<i>Mondays 9-11am and freely by appointment</i>
Human Kinetics	Sharon Munro	3850	smunro@uwindsor.ca	108 West	<i>Please book an appointment by telephone or e-mail</i>

Labour Studies	Anne Kaay	3848	akaay@uwindsor.ca	214D West	<i>Please book an appointment by telephone or email</i>
Languages, Literatures and Cultures	Jennifer Soutter	3186	jsoutter@uwindsor.ca	105 West	<i>Mondays and Tuesdays from 9-11am or by appointment</i>
Mathematics and Statistics	Kristi Thompson	3858	kathomps@uwindsor.ca	1104B	<i>Drop by the Academic Data Centre when open or book an appointment by telephone or email</i>
Nursing	Helen Power	3205	helen.power@uwindsor.ca	118 West	<i>Please email to make an appointment</i>
Philosophy	Dave Johnston	3208	djohnst@uwindsor.ca	111 West	<i>Please email me to setup an appointment</i>
Physics	Art Rhyno	3163	artrhyno@uwindsor.ca	201 West	<i>Tues-Fri 10am-12pm, 1-4 pm, or email to set up an appointment</i>
Political Science	Anne Kaay	3848	akaay@uwindsor.ca	214D West	<i>Please book an appointment by telephone or email</i>
Psychology	Dave Johnston	3208	djohnst@uwindsor.ca	111 West	<i>Please email me to setup an appointment</i>
Rare Books	Peter Zimmerman	3178	pzimmer@uwindsor.ca	110 West	<i>Please call or email to make an appointment</i>
School of Creative Arts	Scott Cowan	3185	scowan@uwindsor.ca	112 West	<i>Please call or email for appointment</i>
Social Work	Sharon Munro	3850	smunro@uwindsor.ca	108 West	<i>Please book an appointment by telephone or e-mail</i>
Sociology, Anthropology and Criminology	Jennifer Soutter	3186	jsoutter@uwindsor.ca	105 West	<i>Mondays and Tuesdays from 9-11am or by appointment</i>
Women's Studies	Anne Kaay	3848	akaay@uwindsor.ca	214D West	<i>Please book an appointment by telephone or email</i>

Campus Arrival Checklist

Congratulations! We are so pleased that you have come to join our campus community!

Prior to your arrival, you will have received a number of emails about start-up procedures. This chart lists the things that you may still have to complete or become familiar with in order to have a smooth transition to the University. Please check with your departmental office for department- and faculty-specific matters.

- ☐ I have received my employee number
- ☐ I have a UWin ID and an email account
- ☐ I have an office and a phone
- ☐ I have organized direct deposit to my bank through Human Resources
- ☐ I have been in touch with Human Resources to sign up for benefits and pay
- ☐ I have organized parking on campus (Joyce Entrepreneurship Centre, 1st Floor ext. 2413)
- ☐ I have obtained a University of Windsor ID Card (Rm B104, Lower Level CAW Student Centre, across from the bookstore, ext. 8946)
- ☐ I have organized the purchase of a computer (If you need to purchase a new computer, contact ext. 2088. For more information on computer specifications contact IT Services Helpdesk, ext. 4440)
- ☐ I have ordered course textbooks (ext. 3222)
- ☐ I have obtained access to my classlists etc. on the Student Information System (Registrar's Office, ext. 3319)
- ☐ I have established a course site on Blackboard Learn
 - ☐ For access: <http://apps.medialab.uwindsor.ca/ctl/bbproject/index.html>.
 - ☐ For assistance: bbconsults@uwindsor.ca, ext. 3050)
- ☐ I have been in touch with Research Finance regarding start-up or other grant accounts (Research Finance, ext. 2129)
- ☐ I have enrolled to become a member of the Windsor University Faculty Association (WUFA) (ext. 3366)
- ☐ I have reviewed the academic policies and bylaws that govern academic work at the University
 - ☐ The University's Academic Policies and Bylaws: <http://www.uwindsor.ca/secretariat/47/senate-bylaws-and-policies>
 - ☐ Provostial policies and guidelines: <http://www1.uwindsor.ca/provost/policies-and-procedures>
- ☐ I have ordered business cards (ext. 2011)

- ☐ I have been in touch with the Office of Research and Innovation Services about upcoming grant applications (ext. 3919)
- ☐ I have discussed my department's promotion and tenure guidelines with my department head, and have a copy of them
- ☐ I have reviewed the student programs and services that might help my students (<http://www.uwindsor.ca/156/lots-student-support-services>)
- ☐ I have reviewed the services and programs offered by the Centre for Teaching and Learning (<http://www1.uwindsor.ca/ctl/>)

Questions to Ask Your Department: A Checklist

Contract of Employment

- _____ During my first year of teaching, what expectations does my department hold for me in terms of teaching, research and service (e.g. limited emphasis on research, greater focus on teaching, reduced participation on committees -- 40% Research, 40% Teaching, 20% Service?)? Clarify ahead of time!
- _____ How does performance review work here?
- _____ What are the promotion and tenure criteria for the department?
- _____ What factors impact teaching loads (e.g. undergraduate teaching, mentoring or supervising graduate students, major grants)?
- _____ What do I do if I'm sick and have to cancel a class?

Human Resources

- _____ What information is needed to process my pay?
- _____ How do I obtain an employee identification card?
- _____ What University benefits are available to me?
- _____ How can I find out more about the Faculty Association?

Office Space

- _____ Has office space been allocated to me?
- _____ Am I allowed to make changes to my office (furniture, décor)?
- _____ How do I arrange for repairs to something in my office?

Telephone

- _____ Does the department cover long distance charges (work/personal)?
- _____ Does the department have mechanisms for conference calling?

Computers

- _____ How can I arrange for purchase of a workstation?
- _____ What computer support facilities are available in the department? The University?
- _____ How do I access email from home? Telephone messages?
- _____ Does the department have its own computer technician?

Audio/Visual Equipment

- _____ What audio-visual equipment does the department have?
- _____ How do I reserve departmental equipment? Policies and procedures?
- _____ If the department doesn't have the equipment I need, what alternatives are available?
- _____ What equipment is available in each classroom?
- _____ Whom do I contact in case of classroom or office equipment problems?

Keys

- _____ Will I have/need keys to access my department off hours?
- _____ Will I have/need keys to access my academic building off hours?
- _____ Will I need keys to access A/V equipment or classrooms?
- _____ How do I get access to these keys?
- _____ Can my graduate students and research assistants have keys to my lab or other spaces?

Mail Services

- _____ Do I have a departmental mailbox to receive campus and off-campus mail?
- _____ What are the departmental procedures for sending and receiving mail?

Photocopying and Printing

- _____ Do I have access to the departmental photocopier for teaching purposes?
- _____ Does the departmental secretary or another member of support staff photocopy teaching material for instructors?
- _____ Is there a limit to how many photocopies I can make?
- _____ What copying and printing facilities are available outside of the department?

Library

- _____ How do I obtain a library card?
- _____ How do I put course materials on reserve? Are there any departmental procedures or library procedures I should be aware of?
- _____ What library privileges do I have as a faculty member?
- _____ What support or education services are available?
- _____ Who is the department's library representative, and what role do they play?

Films and Videos

- _____ Where can I access films and videos for classroom teaching?
- _____ Can I bring my own films and videos to show in class?
- _____ What about uploading or linking to materials through the learning management system?
- _____ What are the university's policies and regulations regarding the showing of films in classes (copyright, etc.)?

Department/University Guidelines regarding Undergraduate Policies and Procedures

- _____ Exam Protocols?
- _____ Syllabi?
- _____ Course Evaluations?
- _____ Assignments?
- _____ Attendance?
- _____ Participation marks?
- _____ Requiring use of digital learning resources?
- _____ Classroom requests/changes?
- _____ Students dropping or adding courses?
- _____ Instructor responsibilities?
- _____ GAs and TAs roles?

Parking

- _____ Where can I park?
- _____ How much does parking cost? Is payroll deduction an option?
- _____ How do I obtain a parking pass?
- _____ Does the department cover parking charges for visiting guest lecturer?