

FACULTY OF ARTS

The Faculty of Arts aims to fulfill its role by producing original research to increase the fund of human knowledge and by striving for excellence in teaching to provide the knowledge and skills, encouragement and love of learning that our students need. In particular, we are dedicated to offering quality programs in the Humanities, Social Sciences, Visual and Performing Arts, Business Administration, and other disciplines – with special attention paid to northern, native, and rural concerns.

The Faculty of Arts consists of the Dean's Office, the Arts Faculty General Office, 10 Departments (Business Administration; Economics; English; History; Languages; Native Studies; Philosophy; Political Science; Religion; Sociology); and three Programs (Anthropology, Drama, Visual Arts). We also offer Non-Departmental Programs in Women's Studies and Journalism as well as Certificates in the Justice System and in Labour Studies.

DEAN'S OFFICE

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, and other administrative records.



Confidential Personnel Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain record of employment, evaluation, and personal matters on academic and support staff.

Information: Personal information may include: name; home address; reference letters; individual's own personal opinions; performance evaluations by students and Dean; leave applications and reports, promotion and tenure information.

Other Uses and Disclosures: Human Resources

Retention and Disposition: To be determined.



Personnel Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain current and accurate information pertaining to employees of the faculty.

Information: Personal information may include: name; home address; date of birth; SIN; employee number; education history; employment history; resumes; reference letters; contracts and/or timesheets, workload, vacation/leave requests, pay and benefits information; individual's own personal opinions; achievements and awards; funding requests.

Other Uses and Disclosures: Human Resources.

Retention and Disposition: To be determined

FACULTY OF ARTS ADMINISTRATION OFFICE

The Faculty of Arts Office provides secretarial support to all areas of the Faculty of Arts, including the Dean of Arts Office. The Office consists of two part-time and one full-time employee.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, and other administrative records.



Confidential Student Evaluations

Authority: *The Brandon University Act.*

Purpose of Collection: Evaluation of instructors.

Information: Student evaluation forms and comments.

Other Uses and Disclosures: None.

Retention and Disposition: Retained for 3-6 months depending on length of time needed to compile results and type comments. Shredded when no longer needed.



Confidential Evaluation Comments Files

Authority: *The Brandon University Act.*

Purpose of Collection: For instructor use only – Dean of Arts cannot view.

Information: Performance evaluation comments by students that the instructor does not wish to share with Dean.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.



Justice System Certificate Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of students enrolled in the Justice System Certificate program for the purpose of student advising and for awarding of Certificates.

Information: Personal information may include: name, student number, home address, home telephone number, course enrolments, course grades, correspondence, and academic information.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

ANTHROPOLOGY

The program in Anthropology offers a Minor degree program in Anthropology. Some courses for which Anthropology degree program credit may be received are taught by faculty appointed elsewhere in the University. The Program in Anthropology is housed in Clark Hall/Original Building.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.

BUSINESS ADMINISTRATION

The Department of Business Administration offers 3-degree programs in Business Administration as well as a Minor in Business Administration. The present areas of specialization are Accounting and Small Business. The department faculty teach and conduct research in various functional areas of business administration.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.



Business Administration Certificate Student Files

Authority: *The Brandon University Act*

Purpose for Collection: To maintain a record of students enrolled in the Business Administration Certificate program for the purpose of student advising and for awarding the Certificates.

Information: Personal information may include: name, student number, home address, home telephone, credit card number, termination documents, academic information, fee payment information, admissions recommendations, course enrollments, course marks, correspondence between University and the student.

Other Uses and Disclosures: None.

Retention and Disposition: TBD

CLASSICAL & MODERN LANGUAGES

The Department of Classical and Modern Languages, together with the Language Lab, is located in the basement of Clark Hall. The Department offers major and minor programs in French and German, as well as Linguistics and language courses in Italian, Spanish, and Native Languages (Cree, Saulteaux, and Sioux).

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.



Personnel Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain current and accurate information pertaining to the employees of the Department.

Information: Personal information may include: name, home address, home telephone number, home fax number, home e-mail address, date of birth, gender, marital/family status, SIN, employee number, education history, staff development and training, employment history, resumes, pay and benefits information.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

DRAMA

The program offers Drama courses leading to a Minor in Drama in the Faculties of Arts and Education and in the School of Music. Public performances are presented on a regular basis.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, and other administrative records.



Student Files

Authority: *The Brandon University Act*

Purpose of Collection: To generate a final grade for coursework and facilitate the implementation of those courses.

Information: Personal information may include: name, home address, home telephone number, grades.

Other Uses and Disclosures: None.

Retention and Disposition: Destroyed 12 months after completion of the course.

ECONOMICS

The Department of Economics provides the students with an opportunity to graduate with a degree in Economics. It offers a 4-year Specialist Major, a 4-year General major, a 3-year Major and a Minor.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists, and other administrative records.



Labour Studies Certificate Student Files

Authority: Program Policy

Purpose for Collection: To maintain a record of students enrolled in the Labour Studies Certificate program for the purpose of student advising and for awarding the Certificates.

Information: Personal information may include: name, student number, home address, home telephone, credit card number, fee payment information, course enrollments, course grades, correspondence between University and the student.

Other Uses and Disclosures: None.

Retention and Disposition: TBD

ENGLISH

The Department of English offers courses in the literatures of Britain, Canada, the Commonwealth, and the United States, and also Classical literature in translation. Courses in Creative Writing, Composition, and Film Studies are also available. Courses in Journalism are loosely associated with the Department. The English program offers a Minor, a 3-Year Major degree, a 4-Year General degree, and a 4-Year Specialist degree.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, library acquisitions, student lists and other administrative records.

HISTORY

The Department of History offers a 3-Year Major, a 4-Year Specialist, a 4-Year General degree, as well as minors in History. The duties of the History Department are divided between the B.U. Archives and the Department.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.

NATIVE STUDIES

The Department of Native Studies offers both general courses in Native Studies and comprehensive programs of study. The department offers a undergraduate 3-Year major, a minor and 4-Year advanced major.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.

PHILOSOPHY

The Department of Philosophy is located on the third floor of Clark Hall-Original Building. It offers all the 4-Year and 3-Year Majors and Minors in Philosophy within the Bachelor of Arts Degree Programs at Brandon University.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.

POLITICAL SCIENCE

The Department of Political Science is located in the Original Building. Students may concentrate their studies in Canadian Politics, Comparative Politics, Political Theory/Analysis, and Public Policy/Administration.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.

RELIGION

The Department of Religion provides an opportunity for an academic study of religion in all its manifestations. The Department offers, within the Bachelor of Arts degree programs at Brandon University, courses on specific religious traditions, the

interrelationships between religion and culture, and in health care ethics. Students can register for a 4-Year Major or Minor in Religion.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.

RURAL DEVELOPMENT

The Masters of Rural Development Program is designed to enhance the advanced education and training of people interested in rural development. The program develops skills and abilities to work with others in local and regional development.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.

Program Files

Files regarding projects, contracts and other program related files.



Personnel Files

Authority: *The Brandon University Act*

Purpose for Collection: To maintain current and accurate information pertaining to employees of the Department.

Information: Personal information may include: name, home address, home telephone number, date of birth, gender, marital/family status, transcripts, SIN, education history, employment history, resumes, reference letters, applications for promotion.

Other Uses and Disclosures: None

Retention and Disposition: TBD



Student Files

Authority: *The Brandon University Act*

Purpose for Collection: To maintain a record of students' academic histories in order to advise students on outstanding program requirements.

Information: Personal information may include: name, home address, home telephone number, date of birth, gender, marital/family status, student number, transcripts, SIN, education history, resumes, reference letters.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

SOCIOLOGY

The program of study in the Department of Sociology includes: a 3-Year Major in Sociology, a 4-Year General degree in Sociology and a 4-Year Specialist degree in Sociology, as well as 3-year and 4-year Minors in Sociology.

Office Files

Files regarding budgets, general financial activities, curriculum, committee minutes, correspondence, policies and procedures, student lists and other administrative records.



Personnel Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain current and accurate information pertaining to employees of the Department.

Information: Personal information may include: name, home address, home telephone number, date of birth, gender, marital/family status, transcripts, SIN, education history, employment history, resumes, reference letters, applications for promotion.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.



Student Files

Authority: *The Brandon University Act*

Purpose of Collection: To maintain a record of students' academic histories in order to advise students on outstanding program requirements, for award nominations, and for writing letters of reference.

Information: Personal information may include: name, home address, home telephone number, date of birth, gender, marital/family status, student number, transcripts, SIN, education history, resumes, reference letters.

Other Uses and Disclosures: None.

Retention and Disposition: To be determined.

VISUAL ARTS

The Visual Art program provides foundation courses to students in art history and studio based classes. These courses are elective courses only and do not lead directly to degree. In addition, a series of combined art history and studio courses in North American Aboriginal art are offered and can lead to a minor in Aboriginal Art if taken as visual art courses or can be applied towards a Native Studies major or minor when taken as Native Studies courses. Any of these courses are a fulfillment of education student requirements in the arts.

Office Files

Files regarding budgets, general financial activities, curriculum, correspondence, policies and procedures, resumes of past instructors, student lists, slides and videotapes of student artworks, Brandon University Art Collection Database (digital), and curatorial files.