

# WELCOME TO THE FACULTY OF SCIENCE



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## August 2022

Faculty of Science  
John R. Brodie Science Centre  
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[www.brandonu.ca/science](http://www.brandonu.ca/science)



**BRANDON  
UNIVERSITY**

**SCIENCE**

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# FACULTY OF SCIENCE INFORMATION

## Administrative Supports

We assist the Faculty of Science members with:

- documents and forms
- scanning, copying, and printing services
- scheduling room bookings and key sign-outs
- regular mailings and courier packages
- contacting students
- Scantron multiple choice/exam grading
- meeting preparation and minutes
- assistance with PSAC student hiring
- webpage updates
- course evaluations
- office supplies

Links to important forms can be found at [Faculty of Science Forms](#).

Please let us know if you have questions/concerns or if we can assist you.

## Science Department Information

Departments:

- [Applied Disaster and Emergency Studies](#)
- [Biology](#)
- [Chemistry](#)
- [Geography and Environment](#)
- [Geology](#)
- [Math and Computer Science](#)
- [Physics and Astronomy](#)
- [Psychology](#)

Programs:

- [Environmental Science](#)
- [Master of Science \(Environmental and Life Sciences\)](#)

## Science Faculty Council

- The Science Faculty Council (SFC) will have its first meeting at the beginning of the term (date will be announced). Please attend so we may introduce you to your fellow SFC members.
- SFC meeting notices and agenda packages will be sent electronically no less than one week prior to the meeting. All faculty members are expected to attend and participate when able.

### Faculty of Graduate Studies

- Brandon University offers Graduate Studies in Science, Psych Nursing, Education, Music, and Arts. Membership criteria and applications are found at [Graduate Studies](#). You must be a member of FGS to supervise graduate students.

## Mail Room / Copy Rooms

The mail room is located in room 1-46 on the 1st floor.

- You will be assigned a mailbox and provided with a key. Larger parcels that do not fit in your mailbox will be placed on your department shelf. Outgoing mail is usually picked up daily by noon.

The copy rooms are located in Rm. 1-47 on the 1st floor and the Faculty Lounge on the 5<sup>th</sup> floor

- You will be assigned a copy code. Charges for copies are allocated to your department monthly.

## Brodie Maps & Faculty Lounge

There are maps located on each floor in Brodie (note these are currently being updated, Admin staff can provide you with copies upon request.) The Faculty Lounge is located on the 5th Floor.

# BRANDON UNIVERSITY FACULTY INFORMATION

## Brandon University Services

- The [Services](#) page is a general resource listing Student Resources, Campus Services, Library & Archives, Employment Services, Employee Resources, Research Services, Administration information and more.

## Faculty Handbook

- Please review the [Faculty Handbook](#) for important information regarding Student Registrations and Fees, Grades and Exams, Class lists, Course withdrawals, Contacts and Forms.

## Human Resources

### Employment Policies

As part of our commitment to help new employees have a positive start to BU, we want to ensure you become familiar with some very important Brandon University policies and practices. Please review the relevant policies and practices in the yellow binder in the Dean's Admin office and sign the Policies Acknowledgement form.

Please visit [Human Resources](#) for more information.

As well, please review your [BUFA Collective Agreement](#).

#### **Vacation/Absences from Campus**

Article 9.2 of C.A. reads "Members are expected to be engaged in appropriate professional activity during the entire year, with the exception of the vacation period as specified in Article 21. Members who will be off campus for more than five (5) consecutive working days shall inform their Dean/Director.

Article 21.13 reads "Members may be required to submit a medical certificate to cover illnesses which cause more than five (5) working days absence"

Please feel free to provide notice of any absence to the office admin as deemed appropriate.

## Payroll

- For Payroll questions or concerns please visit the [Payroll](#) website
- To Access your Pay Statement (and more) all part-time, full-time, term or regular employees may log into AVANTI Self Service: [Instructions for your first-time log-in to AVANTI Self Service](#)

## Hiring PSAC Employees

- Public Service Alliance of Canada Local 55601 (PSAC) – represents Research Assistants, Student Assistants, Academic Residence Assistants and all other student employees. The PSAC Collective Agreement and Job Descriptions are found on [HR Collective Agreements](#)
- For assistance with creating a PSAC advertisement, the most up-to-date PSAC Vacancy template will be found on [HR Forms](#). Please use the job descriptions (see link above) to build your vacancy ad. Once your ad is created or with assistance creating your ad, please submit to the Office Admins.
- The HR Forms page also contains other required forms for student hiring such as the, PSAC New Employee Training Letter and PSAC Performance Review template .
- Payroll Information Time Sheet (PITS) are found at [Payroll: PITS](#)
-

## IT Services

### IT Helpdesk

- The [IT Help Desk](#) at Ext. 500 or [helpdesk@brandonu.ca](mailto:helpdesk@brandonu.ca) provides computer and technical support. Important information for new employees can be found at [New Employee](#)

### Email, Phone and Internet

- You will be provided with a Brandon University Computer ID and email set up instructions from the Dean's Admin. Please use your Brandon University email for all online university correspondence.
- For assistance with campus telephones or voicemail see <https://www.brandonu.ca/helpdesk/staff/using-the-phone-system/>
- VPN and Wireless internet information is available on the IT HelpDesk page (see link above).

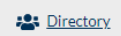
### Computer Support and Audio/Visual Needs

- Most Brodie classrooms are equipped with audio/visual equipment (overhead projector screen, laptop or computer, VCR, DVD, Multi-media projectors) If not, these can be arranged and booked through the Helpdesk or the Office Admins.
- A/V cabinet keys are available upon request with the Dean's Admin

### Website Updates

- Any website updates or errors should be sent to [Craig Cesmystruk](#) (ext. 538) [Greg Misener](#) (ext. 609) or [Pat Johanneson](#) (ext. 675). Maureen and Sylvia are able to make minor edits as well. Please take a look at your area's information from time to time and ensure that it is up-to-date.

### Staff Directory

- A Staff Directory is available on the BU website. Use the  button, top right of the homepage.

## Finance and Registration Services

### [Faculty and Staff Resources/Forms](#)

- Form for **Reimbursement** – [Cheque Requisition Form](#)
- Form for **Travel Expense or Moving Claims** – [Travel & Expense Claim Form](#)
- Please complete forms and submit through your Department Chair to the Dean's Administrative Assistant

### **Professional Development Allowance (PDA)**

- For assistance with your PDA contact the Dean's Administrative Assistant
- See Appendix H.1 of the BUFA Collective Agreement (C.A.).
  - \$2,000.00 for travel and/or books, equipment, etc. for full-time members.
  - Some funds are available for sessional instructors as well.
  - Funds can be carried forward for 2 years

### [Student Forms](#)

## Book Store and Library

### Bookstore

- The [Bookstore](#) is available to assist with book orders. The current contact person is [Cathy Binda](#).

## John E. Robbins Library

- The [Library](#) provides bibliographic instruction sessions. These can be arranged throughout the year, and sessions can be devoted to effective search strategies for the online catalog, any number of databases, or the World Wide Web. The evaluation of sources for academic merit is also discussed.
- If you have a class, and would like them to acquire the information literacy skills needed to do research, contact [Marian Ramage](#) (Phone: 727-7463).
- Professors are encouraged to contact the library if they:
  - have any questions,
  - would like to incorporate an information literacy component into their curriculum,
  - or would like to arrange a bibliographic instruction course for their class.

## BU Learning and Development

The [BU Learning and Development](#) Office puts faculty and staff in touch with resources and developmental opportunities in support of continued professional growth – whether it be in the classroom, the office, or the community. Visit the BU Events Calendar for up-to-date details on learning events taking place throughout the year. Additionally, L & D provides training and development support for broader campus projects and initiatives.

## Campus Information

### Campus Map

A Brandon University Campus Map may be accessed from the top right corner of the homepage at

 or at <https://www.brandonu.ca/campus-map/>

### Ancillary Services and Parking

- Ancillary Services is responsible for the BU Residences, Parking Services, Campus Books, Food Services, Special Functions and the Student ID Centre.
- Parking permits are available online through the [Parking website](#). You may reserve your permit and select your payment method. Once you have reserved your permit, you may make your way to the Ancillary Services office to pick it up and make payment if you have selected an in person payment method.

### Physical Plant

- Physical Plant provides Building and Grounds maintenance, projects, and services, Campus Security, Health & Safety, and Mail services to the campus.

#### Campus Security

- BU has security personnel on site: Campus Security 204-727-9700 or extn 700
- If a crime is occurring at any time, please call 911.

#### Work Orders

- Complete the [Faculty of Science Work Order Request Form](#) and submit through your Department Chair to the Dean's Administrative Assistant.

## Additional University Resources

- [Carla Navid](#), Sexual Violence Education & Prevention Coordinator: 204-727- 7498, HSB 227
- [Cheryl Fleming](#), Diversity & Human Rights Advisor: 204-727-9785, CH 333
- [Student Services Counsellors](#): 204-727-9739 or 204-727-9737
- Residence Assistant: 204-724-2263
- There are many more – please ask the Office Admins if you require resources or assistance.

# TEACHING AND RESEARCH RESOURCES

## Centre for Teaching, Learning and Technology

The [Centre for Teaching, Learning, & Technology \(CTLT\)](#) offers leadership and expertise in pedagogy and technology in support of teaching and learning at Brandon University.

## Timetables, Academic Calendars & Registration Guides

- [Weekly Slot Schedule \(Day\) – Arts & Science](#)
- [University Calendars](#)
- [Registration Guide](#)

## Course Syllabus/Outlines/Grading

- You are required to provide each of your students with a course outline in the **FIRST** week of class, which includes the mark breakdown and requirements for the course. Please notify students of the voluntary withdrawal (VW) date which is noted in each year's registration guide.
- Students **are not allowed** to withdraw after the VW date unless they have special circumstances (illness, death in family, domestic affliction, etc.). Supporting documentation may be requested and the instructor's signature and Dean's signature will be required.
- Please ensure that mid-term test results and/or other grading are back to students before the VW date so that they have the opportunity to make an informed decision about withdrawing.
- All students are expected to be regular in their attendance at lectures and labs. While attendance *per se* will not be considered in assessing the final grade, it should be noted that in some courses participation in class activities may be required. (Please see **3.12 Coursework & Grading** in the [Undergraduate Calendar](#)).

## BU Information Query

All grades are provided electronically through the [Information Query](#) system. If you need assistance with access, please contact the Help Desk/IT Services, ext. 500 or the Science Office Admins.

## Moodle and Zoom

- [Moodle \(Learning Management System\)](#)
  - Contact [Glen Gross](#) for support in Moodle
  - Contact [Curt Shoultz](#) for support in course design, presentation techniques, teaching online, and teaching with Moodle.
- **Zoom** account licensing, support and learning resources are available, and provided as needed. Please contact the Dean's Administrative Assistance if you require a Zoom account license.

## Student Services and Student Accommodations

Student Services is available to assist with Academic Advising, Counselling, Student Accessibility Services (SAS), Indigenous People's Centre, Office of International Activities, and more.

- Students may book appointments: [How To Book An Appointment With Student Services](#).
- For inquiries regarding academic accommodations for students with disabilities or chronic physical and mental health conditions, please see [Student Accessibility Services](#)

## Exams

### Academic Dishonesty Policy and Grade Appeal Procedures

- Brandon University has established policies and procedures with regard to [student academic dishonesty and grade/performance appeals](#).
- If you suspect a student of academic misconduct, please inform the Dean of Science Office immediately. They will ask Financial & Registration Services to put a hold on the student's account so that they are unable to withdraw until the issue has been fully investigated.
- Final grades in the regular session are due 7 days after the last day of class or final exam. Spring and summer grades are due within 5 days of the conclusion of class.
- Change of Grade and Incompletes may be entered through Information Query. If you need to submit a **Change of Grade** form or an **Incomplete Request** form please click [here](#).

### Course Evaluations

- Evaluations are to be completed for every course. The instructor has a choice of completing the evaluations online or in person (on paper). If the evaluation is done in person, the instructor must leave the room and ask a student to distribute, collect, and drop off with Maureen or Sylvia in the main office.
- Maureen and Sylvia will type the comments and run the evaluations through Scantron. A copy of the Scantron evaluation will be provided to the Dean and the comments will only be distributed to the Dean if the instructor wishes to do so.
- Instructions for students to complete an online evaluation are found here: [Online Evaluation Screenshots](#).

### Office of Research Services (ORS)

The Office of Research Services is the first point of contact for faculty member seeking financial support for their research programs. <https://www.brandonu.ca/research/>

The main functions of the ORS are to:

- Provide researchers with access to information about national and provincial funding programs;
- Serve as a liaison with all major funding agencies, advising researchers of changes in funding programs, new opportunities, associated guidelines, regulatory requirements, application procedures, as well as new initiatives;
- Assist researchers in the preparation of funding proposals;
- Review and approve applications submitted to external funding agencies and organizations, ensuring adherence to both internal and external policies and procedures;
- Sign-off on all external research applications and contracts. The Provost & Vice-President (Academic) is the formal institutional signing authority for all research applications and contracts. The Provost's signature acknowledges that the institution supports the project and agrees to administer the funding;
- Provide electronic approval and transmission of web-based applications to the external funding source; and
- Provide advice to researchers to ensure compliance with: human ethics; animal care; and biohazard safety policies.



## Freedom of Information and Protection of Privacy Act (FIPPA)

As a public body, Brandon University is required to comply with FIPPA of the Province of Manitoba. This Act requires that:

- our records be organized and documented;
- that we are prepared to respond to requests for information under the Act and
- that information collected is not misused.

Collection and use of personal information can be done upon the prior consent of the person the information is about, or if the information is absolutely necessary for doing your work. If you collect personal information for a longer period than actually needed, description of these records (not the content) should be reported to Scott Lamont, VP Registration & Finance, who also serves as the BU FIPPA Officer. The information will be added to the BU FIPPA Directory of Records.

If you need to contact any of your students and if it has to do with university business, you may contact your students directly by using the Information Query on the website. Your class list provides student e-mail addresses. You can e-mail one student or the entire class through the class list. If you need a student's phone number please ask the Office Assistants in the Faculty of Arts Office to contact the individual and have them call you.

Midterm/Final Grades cannot be posted. Students can access their grades online.

Please do not leave assignments and papers for pick up for anyone in the hallway. If necessary, leave them with the Office Assistants in the Science office.



## RELOCATION RESOURCES

Additional resources are available upon request – please let us know how we can assist with your transition to the City of Brandon and Brandon University!

### Brandon University Temporary Accommodations (Residence)

[Hotel BU](#) is open for students from May 1st through mid-late August (varies year to year) and is open year-round with special options and pricing for Faculty and Staff.

Offering unique hotel style accommodations in our residence facilities with convenient access to food services and the entire campus for students, faculty and staff that need a short term stay option on campus.

### City of Brandon Resources

Please note these resources are provided externally and Brandon University is not responsible for content:

- [Relocation Guide](#)
- [Relocation Guide, PDF Version](#)