



Huron University College
Faculty Administrative Guide
2022-2023

Table of Contents

1. Welcome to the Faculty of Arts and Social Science	1
Office of the Provost and Dean	2
2. General Administration	3
Western User ID and Password	3
Parking	4
Offices, Mail, and Keys	4
Information Technology and Technical Support	4
Photocopying and Printing	5
3. Course Information	6
Textbooks, Course Packs and Desk Copies	6
Timetables and Exam Schedule	7
OWL Learning Management System	8
OWL FAQ	9
Extranet	10
Class Cancellations	10
4. Academic Dates and Policies	11
Academic Calendar and University Secretariat	11
Academic Policies	12
Teaching and Learning at Huron	14
5. Library and Learning Services	15
6. Protecting Personal Information	16
What is a Privacy Breach?	16
Freedom of Information and Protection of Privacy Act (FIPPA)	16
7. Student Support Services at Huron	18
Student Support Services	18
Wellness Support & Safety	19
8. Research at Huron	20
Research Policies	20
Research Funding	20
Research Assistants	20
Research Ethics	21
Centre for Undergraduate Research and Learning (CURL)	21
9. Human Resources	22
Employee and Family Assistance Program (EFAP)	22
10. Other Campus Information	24

1. Welcome to the Faculty of Arts and Social Science

Dear colleagues:

Welcome to the 2022-23 Academic Year!

I am greatly looking forward to a fully in-person academic year! As always, I'm excited to see students, staff, and faculty back on campus. I am confident we will all enjoy a fulfilling and safe year at Huron and will continue to offer our students an elite but compassionate education, helping them to reach their full potential as leaders with heart. Thank you for your past, present, and future contributions to Huron University College and, in particular, for everything you do for your students.

With all my best wishes for a successful year,

Geoff Read
Provost and Dean, Faculty of Arts and Social Science

THE FASS TEAM



Geoff Read, PHD
Provost and Dean, Faculty of Arts and Social Science

☎ 519.438.7224 ext. 267

✉ gread4@huron.uwo.ca

📍 H210

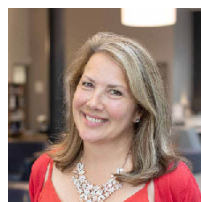


Vicki Sweeney, MBA
Associate Dean, Faculty of Arts and Social Science

☎ 519.438.7224 ext. 367

✉ vsweeney@huron.uwo.ca

📍 A112



Sherry Wells-Foster, MA
Coordinator, Office of the Provost, Dean

☎ 519.438.7224 ext. 281

✉ sherry.foster@uwo.ca

📍 H209



Huron
AT WESTERN

Kathy Mazur-Spitzig, BA
Program Assistant, Faculty of Arts and Social Science

☎ 519.438.7224 ext. 231

✉ ksmazur@uwo.ca

📍 A116

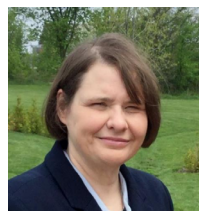


Delaney Carvalho, BA
Program Assistant, Faculty of Arts and Social Science

☎ 519.438.7224 ext. 277

✉ dcarval6@uwo.ca

📍 A116



Kathryn Schade, MA
Coordinator, Research & Learning

☎ 519.438.7224 ext. 609

✉ kschade4@uwo.ca

📍 A319a

Please navigate through this guide for information on administrative services, academic policies, OWL course management, Teaching & Learning resources, Library & Learning Services, Student Support Services and Research at Huron. If you have any questions about the content of this guide, please reach out to one of the Program Assistants.

Office of the Provost and Dean

The Office of the Provost and Dean, located in the Frank Holmes Building, provides critical support and direction to faculty across all areas of the Faculty of Arts and Social Science (FASS).

The Associate Dean provides support to the Provost and Dean in a number of areas including handling various student adjudication and academic matters as well as representing FASS and Huron on committees at Western.

The Coordinator of the Office of the Provost and Dean oversees the daily operations of the Faculty by serving as a primary informational hub and by managing essential duties that serve to build cohesiveness across the broad purview of the Dean's operations.

Support, the foundation of the Coordinator's role, is delivered to the academy in a variety of ways. Some multi-varied duties of the Coordinator range from high-level management of Institutional Quality Assurance Process (IQAP) external reviews, faculty recruitment and contract generation, and standing committee work to specific functions, such as grading assistance competitions, annual faculty allowance attributions, scheduling and time management. The work of the Coordinator is executed in close coordination with the office of the FASS Program Assistants to ensure a collective support framework for faculty within the Faculty of Arts and Social Science.

Dean's Office Hours - Monday-Friday 9:00 a.m.- 4:00 p.m. Contact Us: fassdean@uwo.ca

Faculty Policies and Procedures:

[FASS Academic Plan 2019-24](#)

Academic Policies and Appendix 2022/23

[Western Academic Calendar](#)



2. General Administration



Western User ID and Password

Your Western Identity is your key to central services at Western University's main campus and Huron University College. This identity is assigned by Human Resources when you become an active employee of the university. Your Western Identity is used as a central authentication source, granting you access to a wide variety of services such as:

- [Office 365 \(email & Microsoft Office suite\)](#)
- [OWL \(course management system\)](#)
- [Extranet](#)
- [Western Libraries](#)
- [JIRA Service Desk](#)

Once your account is activated, you may change your password on the [Western Technology Services \(WTS\) website](#). This user ID and password will also be used to login to your office computer. If you are locked out of your account or need to change your password for any reason, please contact the [WTS helpdesk](#).

A Warning About Phishing!

Secure Email



If you receive an email requesting your UWO user name and/or password, please ignore and delete it. If you wish to report the email spam/phishing, you may forward it to phishing@uwo.ca. WTS, Western and Huron will never request this information via email. Do not click on any unknown links provided in these emails. For more information on how to identify phishing and spam emails, please visit the [Cybersmart website](#).

Parking

The Huron Parking Office is located in the Dining Hall building. To review the available lots, please refer to the information on the [Parking website](#). Parking requests (including updated vehicle information, requests for reserved parking) can be submitted through the [JIRA portal](#). For any further questions regarding parking, please visit the Parking Office or contact Kristina Lansbergen (klansbe@uwo.ca , 519-438-7224 ext. 278).



Offices, Mail, and Keys

The Program Assistants have allocated per-course, sessional and tenure-track instructors to designated shared offices for the academic year. They will communicate via email with all faculty when office keys are ready for pick up from the A116 office. Per-course and sessional instructors must return their office key to the Program Assistants at the end of the term.

Mailboxes can be found in the Parking Office, inside of the Dining Hall building. Tenure-track faculty will be assigned a mailbox, and the key can be obtained from the [Huron Mailroom](#). All other faculty members can address incoming mail to:

[Your Name]
Huron University College
1349 Western Road, Room A116
London, Ontario, Canada
N6G 1H3

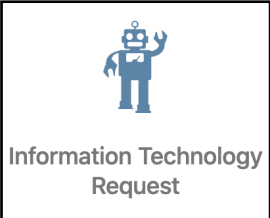
The Program Assistants will ensure that your letters and/or packages are delivered to you.



KRISTINA LANSBERGEN
Parking/Mailroom

- 📞 519.438.7224 ext. 278
- ✉ klansbe@uwo.ca
- 📍 Dining Hall/ Parking Office

Information Technology and Technical Support Team



If you experience any issues with office computer hardware, software, printer, telephone, or classroom AV equipment, please contact a member of the Technical Services team. Please submit an Information Technology Request through the [JIRA Helpdesk Portal](#), and a member of the team will reach out as soon as possible. The IT team is located in W1, should you require immediate on-campus assistance.

Photocopying and Printing

Your four-digit photocopy code can be obtained from the Program Assistants at the start of the term. Faculty can print, scan, email, and copy directly to the all-in-one Toshiba photocopiers. The photocopiers support black and white printing and copying. Colour printing will only be granted in exceptional circumstances. If you have a document that requires colour printing (i.e. a test or exam that requires a coloured picture), please contact the Program Assistants.

If your office computer is not yet set up to the printer/copiers, please submit a [JIRA Information Technology Request](#), and a member of the Technical Services team will assist with set up.

Photocopiers/printers can be found in the following areas of the Huron campus:

- Administration Wing 100 level
- Administration Wing 200 level
- Administration Wing 300 level
- Hallway of the Valley Wing 100 level
- Lucas Annex (Lucas House)

When copying material for your courses, please be informed of the copyright guidelines. Information about Copyright@Western and the Canadian Copyright Act can be found [here](#).



PAUL MALCOMSON, PMP
 Director, Information Technology
 ☎ 519.438.7224 ext. 322
 ✉ pmalcom@huron.uwo.ca
 📍 W1



JACOB LAMPKIN
 Manager, Information Technology
 ☎ 519.438.7224 ext. 717
 ✉ jacob.lampkin@huron.uwo.ca
 📍 W1



QIMING GUO
 Coordinator, Information Technology
 ☎ 519.438.7224 ext. 247
 ✉ jira@uwo.ca
 📍 W1



ABIN PUNNILETHU BIJU
 Coordinator, Information Technology
 ☎ 519.438.7224 ext 247
 ✉ jira@uwo.ca
 📍 W1



LOGAN PREDY
 Web Developer
 ✉ lpredy@uwo.ca



TYLOR GANNEY
 Web Developer
 ✉ tylor.ganney@uwo.ca

3. Course Information

Textbooks, Course Packs and Desk Copies



Please place your course textbook orders via the [UWO Book Store](#). It is advised that course materials should be ordered at least 90 days prior to the start of term. This allows sufficient time for delivery. The target date for ordering texts for courses starting in September is June 15th, and for courses starting in January is October 15th. The Program Assistants can assist with the ordering of textbooks, as requested. [Course Packs](#) are prepared by the Book Store at [Western \(University Community Centre, Room 7\)](#)

Please review the Book Store website or contact them directly for more information about their services.

Should you require assistance obtaining desk copies of textbook(s) for your course(s), please contact one of the Program Assistants, and they will be able to help obtain these. The Book Store's policy on desk copies as well as some information is available [here](#).

Copyright questions may also be directed to the Huron Library at huclibrary@uwo.ca

Timetables, Examinations Schedules, Makeup Assessments

Timetables

The Office of the Registrar holds important course related information for both main campus and the Affiliates. The full undergraduate [Fall/Winter and Summer timetables](#) can be found posted on the Western Office of the Registrar website. Faculty that have any issues with their scheduled classroom should contact Huron's Registrar, Jennifer Morocco (jmorocc@uwo.ca).

Examination Details

These final schedules are released in November and February. Huron's Registrar's Office is responsible for scheduling the rooms for these exams, and room allocations will be communicated to faculty via email in November and March (prior to the start of the examination period).

The Program Assistants will email all faculty in early-September and early-January requesting exam information (exam type, length of exam, booklets or scantrons required). December and April final examination period information may be supplied via the Extranet [link](#) yourself or emailed directly to the Program Assistants for coding. Details include the following:

- Course and Section number - Instructor
- Length of Exam (take home assessments are considered exams)
- Type of Exam (written, multiple choice, mixed, etc.)
- Aids which are allowed, eg. calculators, resource page, etc.
- Any additional Instructions, if required.

Makeup Assessments throughout the Terms

Two Huron makeup assessment dates will be provided each term for those students who have received approval to write from both their Instructor and Huron's Academic Advising Team.

Makeup exams are to be provided to the Program Assistants for copying and administering for the student. Proctoring will be provided and instructors will be contacted upon completion of all makeups from A116.

Fall Term - 2022

- Friday, Oct. 21, 2022 - 2:00 p.m.-6:00 p.m. - Kingsmill Room
- Friday, Nov.18, 2022 - 2:00 p.m.-6:00 p.m. - Kingsmill Room

Winter Term - 2023

- Friday, Feb.10, 2023 - 2:00 p.m.- 6:00 p.m. - Kingsmill Room
- Friday, Mar.10, 2023 - 2:00 p.m.- 6:00 p.m. - Kingsmill Room

Western's Office of the Registrar also holds important Western community information updates, specifically regarding academic policies and procedures. Please continue to monitor this website throughout the term, as Fall/Winter term continues to evolve. Huron will also continue to update all faculty and staff via email.

OWL - Learning Management System

The screenshot displays the OWL Learning Management System interface. On the left, a course page for 'HISTORY 1800F' is shown, featuring the Huron at Western logo and a welcome message from Dr. Nina Reid-Maroney, Professor of History. The page includes sections for 'Office Hours' and 'Email'. On the right, there are sections for 'Recent Announcements' (currently empty) and a 'Calendar' for August 2022. The calendar shows the date 10th of August highlighted in yellow.

Welcome

Edit Link Help

Huron
AT WESTERN

Welcome to HISTORY 1800F!

Dr. Nina Reid-Maroney, Professor, Department of History

I have a BA from Western in English and History, an MA in American Studies from the University of Sussex, and a PhD in History from the University of Toronto. Before coming to Huron, I taught History at the University of Toronto, and History and Women's Studies at the University of Windsor. Since 2007, I have been a proud member of History at Huron. You can read more about my [research and publications here](#).

With Dr. Tom Peace, I also co-direct the Huron Community History Centre. You can find out more about the work of the Community History Centre [here](#).

Office Hours

You are most welcome and encouraged to visit during office hours on Wednesdays 2:30-3:30pm or by appointment at other times.

Email

My email address is nreidmar@uwo.ca. I try to reply to messages within 24 hours between Monday and Friday, and will also check the mail on weekends, particularly if an assignment due date is imminent! Remember that your messages are important and signal your engagement with the class, so don't hesitate to ask if you have questions or concerns about the course.

Recent Announcements

Link Help

Options

Announcements
(viewing announcements from the last 10 days)

There are currently no announcements at this location.

Calendar

Link Help

Options Publish (private)

August 2022

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

OWL is Western University's online Learning Management System. It is home to official Western and Affiliate Colleges undergraduate and graduate courses, as well as independent, department, and group project work sites. Please use your [Western identity](#) and password to log in to [OWL](#). As a faculty member, you will use OWL on a daily basis to create your course site, upload course material, communicate with students, distribute tests and quizzes and submit final grades.

For an introduction to the OWL Learning Management System and step-by-step instructions on how to utilize specific OWL tools, please review the [OWL Help website](#). The Program Assistants are also able to provide support in setting up course sites, managing tools, and will provide ongoing OWL support throughout the year. Do not hesitate to reach out to either Kathy or Delaney, should you have any questions about OWL set up, features, and course site maintenance.

OWL FAQ

Frequently Asked Question	Answer
I've never used OWL before. Where can I get an introduction to OWL and the user interface?	Please review this " Introduction to OWL " video.
What is the difference between an OWL course site and project site?	The two types of sites in OWL, course sites and project sites, are essentially the same except for two main differences: rosters and roles. Only the course site will have course roster (this data is pulled from the Office of the Registrar, and will be automatically populated for you) and the project site will have fewer OWL roles. Teaching Assistants, Secondary Instructor, Course Coordinator, Grade Admin roles, for example, are not available through a project site. Only course instructors and the Program Assistants can create an OWL course site. A project site can be created by anyone with OWL access.
How do I create my course site?	Please review this instructional video .
How do I upload and organize my course content?	Please review this instructional website .
How do I add or remove a specific tool?	This video will provide you with an overview of OWL tools. Click here for a full list of OWL tools and how to utilize and integrate them into your course site.
How do I create groups in OWL?	Please review this instructional website . You may utilize groups to set up accommodated tests/exams (for students who may require extra writing time, for example, you would manually create a group).
How do I set up my gradebook?	Please review this instructional website . This website also provides a how-to on adding categories and weighting to your gradebook.
How do I submit final grades through OWL?	Please review this instructional website . Once grades are submitted, they will be sent to the Program Assistants, who will obtain approvals from the Department Chair and Dean. The Program Assistants will confirm final grade approvals via OWL, once Department and Dean signatures are received.
<p style="text-align: center;">More questions?</p> <p>OWL is supported by Western Technology Services and they can provide technical support via phone and through web support ticket services. The Program Assistants are also happy to answer and support any further inquiries you may have about OWL!</p>	

Extranet

The Faculty/Staff [Extranet](#) is provided and maintained by Western Student Services. As an instructor, it houses some key services for you to utilize. To request access to Extranet, please email he9_security@uwo.ca.



The Class List section allows you to search for your course(s), and provides full class lists, including student name, student number and photos of the students enrolled in your course(s). The Program Assistants can help with colour printing of these class lists, as requested.



The Vault acts as a secure intra-university file transferring service. Please try to utilize this tool when sharing sensitive files or information (e.g. exams, or files which contains both student name and student numbers). This feature is more secure than email, and will ensure that any student record information that is shared, is done so through a secure method.



[Academic accommodation](#) consists of arrangements that allow a student with a disability a fair opportunity to engage in academic activities and fulfill essential course and program requirements. The Accessible Education section of the Extranet allows instructors to review, and confirm students who have received accommodations for quizzes, tests and exams. Students who wish to have accommodation during tests/exams must make timely and formal contact with [Academic Support & Engagement](#) and [Accommodated Exams](#).

If accommodation for a student is recommended by Accessible Education Services, instructors will be contacted by Accommodated Exams via email. Emails from Accommodated Exams will provide a link to the Extranet where information can be entered/verified through the "Accessible Education" button. [Click here](#) for an instructional video on how to **verify** test/exam details.

Tests and exams may be uploaded to the Extranet by the instructor or the Program Assistants. If a paper copy is necessary, please submit this to the Program Assistants no later than two (2) business days prior to the scheduled test/exam. [Click here](#) for an instructional video on how to **upload** a test/exam in the Extranet.

Completed tests/exams are returned to Huron by the Program Assistants, who will email faculty when they are ready for pick up from the FASS office (A116).

Class Cancellations

If it is necessary to cancel a class due to an illness or an emergency, please notify the Program Assistants **as soon as possible**, and post an announcement to your course OWL site, notifying your students of the cancelled class. If you are aware of the cancellation in advance (i.e. attending a conference) please inform your students ahead of the date(s), and by posting an announcement on your OWL course site, along with any course work to be done. Classes may be moved online in emergencies upon approval of the Dean.

4. Academic Dates and Policies

FALL TERM - 2022 - SESSIONAL DATES	
September 05, 2022	Labour Day.
September 08, 2022	Fall/Winter Term classes begin.
September 16, 2022	Last day to add a full course, a first-term half course, a first-term full course, or a full-year half course on campus and Distance Studies.
September 16, 2022	Last day to drop a full course, a first-term half course or a first-term full course with no academic nor fee penalty.
October 10, 2022	Thanksgiving Holiday.
October 21, 2022	Makeup Date for unwritten Assessments - Friday, Oct. 21 - 2pm-6pm - Kingsmill Rm
October 31, 2022 to November 06, 2022	Fall Reading Week.
November 7, 2022	15% of grade for 1 st year, 1 st -term, half courses available to students and HUC Registrar's Office
November 12, 2022	Last day to drop a first-term half course or a first-term full course on campus and Distance Studies without academic penalty.
November 18, 2022	Makeup Date for unwritten Assessments - Friday, Nov. 18 - 2pm-6pm- Kingsmill Rm
November 25, 2022	15% of grade for 1 st year, 1 st term, full courses available to students and HUC Registrar's Office
November 30, 2022	Last day to drop a full course and full-year half course on campus and Distance Studies without academic penalty.
December 08, 2022	Fall/Winter Term classes end.
December 09, 2022	Study Day.

WINTER TERM - 2023 - SESSIONAL DATES	
January 09, 2023	Classes Resume.
January 17, 2023	Last day to add a second-term half course or a second-term full course.
February 10, 2023	Makeup Date for unwritten Assessments - Friday, Feb. 10 - 2pm-6pm
February 18, 2023 to February 26, 2023	Spring Reading Week.
February 20, 2023	Family Day.
March 1, 2023	15% of grade for 1 st year, 2nd term, half courses available to students and HUC Registrar's Office
March 07, 2023	Last day to drop a second-term half course, or a second-term full course without academic penalty.
March 10, 2023	Makeup Date for unwritten Assessments - Friday, March 10 - 2pm-6pm
March 17, 2023	St. Patrick's Day.
April 07, 2023	Good Friday.
April 09, 2023	Easter Sunday.
April 10, 2023	Fall/Winter Term classes end.
April 11, 2023 to April 12, 2023	Study Days.
April 13, 2023 to April 30, 2023	Final examination period.
May 5, 2023	Makeup Examination Day - 1
May 10, 2023	Makeup Examination Day - 2

Dates are subject to change as per unforeseen term disruptions. Please continue to monitor Western University Sessional Dates link [here](#).

Academic Calendar and University Secretariat

The Western University Academic [Calendar](#) is available online . This is your source for academic information including sessional dates, [academic policies](#), and [degree, module and course information](#)

Information on academic policies can also be found on the [University Secretariat](#) website .

Academic Policy	Link to Policy/ Policy Information	Additional Notes for Faculty
Requirements for Course Outlines	<ul style="list-style-type: none"> • Course Outlines • Course Numbering Policy and Essay Courses • Huron Course Outline Template • Add/drop dates as per the sessional dates on the Academic Calendar • Scheduling of Tests • Evaluation of Academic Performance (At least three days prior to the deadline for withdrawal from a 1000- or 2000-level course without academic penalty, students will receive assessment of work accounting for at least 15% of their final grade) 	<ul style="list-style-type: none"> • The Program Assistants will provide faculty with key sessional dates (WDN drop date, scheduling of tests, and 15% of assessment completed) when requesting course outlines from instructors, approximately one-month prior to the start of the term. • Tests for full-year (1.0) courses may not be scheduled during the last week of classes in the Fall (September to December) term or during the last 3 weeks of classes in the Winter (January to April) term; Tests for half-year (0.5) courses may not be scheduled during the last 3 weeks of classes in the Fall and Winter terms. • The scheduling of “take-home” examinations must be approved by the Dean. • Course Outlines must be posted on each OWL course site and on the Huron website at the start of each term.
Student Absences/Illnesses	<ul style="list-style-type: none"> • Attendance Regulations for Examinations • Academic Consideration for Student Absences • Academic Considerations - Office of the Registrar 	<ul style="list-style-type: none"> • Please accommodate students using your best judgement, while still adhering to the policies in place. • If a student requires accommodation for medical purposes, please direct them to Academic Advising. For privacy reasons, instructors should not request medical documentation directly from the student.
Academic Accommodations	<ul style="list-style-type: none"> • Academic Accommodation for Students 	<ul style="list-style-type: none"> • What is Academic Accommodation? • Accessible Education • The Program Assistants can help with verification and uploading of assessments to the Accommodated Exams portal on the Extranet, as requested by faculty.
Academic Integrity	<ul style="list-style-type: none"> • Scholastic Discipline for Undergraduate Students • Scholastic Offences 	

Examination Policies	<ul style="list-style-type: none"> • Attendance Regulations for Examinations • Administration of Exams • First Year Courses - Teaching and Evaluation 	<ul style="list-style-type: none"> • Exam information is requested by the Program Assistants at the beginning of each term. Please reply to the request in a timely manner to ensure exam requirements are met. This information is used to schedule exams during the midterm and final exam periods.
Proctors (December and April exam periods)	<ul style="list-style-type: none"> • Allocation of Proctors • Duties of Proctors During Examinations 	<ul style="list-style-type: none"> • Instructors are considered Chief Proctors for their exams. • Faculty to should make every effort to ensure that they are able to attend their midterm/final exam. • Proctors are not typically provided for term tests, but please reach out to a Program Assistant if proctoring assistance is required.
Grade Submissions	<ul style="list-style-type: none"> • Timing of Submission of Final Grades • Marks/Grades Definitions • Communicating grades to students 	<ul style="list-style-type: none"> • OWL Help: Submitting Final Grades • Grades must be submitted no later than one week following the final exam, or one week following the last day of class, if no final exam is scheduled. The Program Assistants will obtain all necessary approvals (Department Chair and Associate Dean), and will submit final grades to the Office of the Registrar. • A grade can be revised through the OWL gradebook or by submitting a paper Grade Revision Form. Please contact your Program Assistant for more information.
Student Academic Appeals	<ul style="list-style-type: none"> • Student Academic Appeals – Undergraduate (Academic Calendar) • Appeals & Discipline (University Secretariat) 	<ul style="list-style-type: none"> • Scholastic Discipline Process (chart)
Student Questionnaires on Courses and Teaching (SQCT)	<ul style="list-style-type: none"> • Policy on Student Questionnaires and Teaching 	<ul style="list-style-type: none"> • Yourfeedback.uwo.ca - course evaluation website
Retention of Exam Papers	<ul style="list-style-type: none"> • Access to and Retention of Examination Papers and Other Work 	<ul style="list-style-type: none"> • Senate policy requires that student assignments, tests and exams be handled in a secure and confidential manner, and prohibits leaving student work in unattended public areas for pickup.



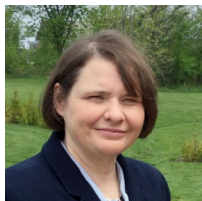
Teaching and Learning at Huron

The [Teaching and Learning OWL site](#) is intended to offer a set of resources to support teaching and learning at Huron. All faculty have access to this site and its resources. If you cannot access this site, please contact Delaney Carvalho (dcarval6@uwo.ca) for further assistance.

The OWL site covers:

- **Academic Policies:** links to Senate policies on key issues relating to course set up and delivery.
- **Course Materials:** an overview of how to access textbooks and teaching materials online.
- **Campus Resources:** ongoing updates from Provost's Office relating to teaching and learning and information on services offered by relevant academic support units across campus.
- **Digital Tools for the Classroom:** technology-related questions
- Supports for faculty interested in thinking about pedagogy and best practice in teaching and learning under the headings **Course Design Overview, Assessment, Student Engagement, Writing Services Teaching Toolkit** and **Experiential Learning**.
- **Ask a Librarian** and **Research Guides:** samples of Library-specific tools course instructors can incorporate into individual course OWL sites, in collaboration with LLS staff.
- **Announcements** are used to communicate updated information about workshops for faculty and conversations about teaching and learning at Huron.

Huron faculty also have full access to the workshops and resources available through the [Centre for Teaching and Learning](#) at Western University.



KATHRYN SCHADE, MA
Coordinator, Research & Learning

☎ 519.438.7224 ext. 609
✉ kschade4@huron.uwo.ca
📍 A319a



RACHEL MELIS, PHD
Teaching and Learning Librarian

☎ 519.438.7224 ext. 235
✉ rmelis@uwo.ca
📍 Huron Library

8. Library and Learning Services

[Library and Learning Services](#) at Huron offers many additional support and services to our faculty members. These include (but are not limited to):

- Course reserves
- Faculty research support
- Teaching support
- Writing support
- Digital initiatives

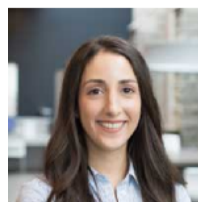


Please visit the [Library and Learning Services website](#) to learn more about how this team can support your courses throughout the academic year.



RACHEL MELIS, PHD
Teaching and Learning Librarian

☎ 519.438.7224 ext. 235
✉ rmelis@uwo.ca
📍 Huron Library



CHRISTINA VIVINETTO, MLIS
Lead Coordinator, Library Services

☎ 519.438.7224 ext. 721
✉ christina.vivinetto@uwo.ca
📍 Huron Library



Huron
AT WESTERN

MATT RAHIMIAN, PHD
Manager, Writing and Learning Services

☎ 519.438.7224 ext. 709
✉ huron.uwo.ca
📍 Huron Library



RYAN RABIE, MLIS
Digital Initiatives and User Services Librarian

☎ 519.438.7224 ext. 195
✉ rrabie@huron.uwo.ca
📍 Huron Library



MELISSA RAPP, MLIS
Content and Collections Librarian

☎ 519.438.7224 ext. 283
✉ mrapp2@uwo.ca
📍 Huron Library



ANNE WATTS, MLIS
Library Services and Resources Assistant

☎ 519.438.7224 ext. 759
✉ awatts26@uwo.ca
📍 Huron Library

9. Protecting Personal Information



What is a Privacy Breach?

A privacy breach is an unauthorized collection, use, or disclosure of an individual's personal information. Misplaced or improperly stored files, stolen laptops or memory sticks, and inadvertent disclosures (e.g. in an e-mail) are common sources of privacy breaches.

Immediately report any possible privacy breach to your Department Chair and Dean and to Huron's Privacy Officer by completing the electronic [Privacy Breach Notification form](#).

Freedom of Information and Protection of Privacy Act (FIPPA)

The following provides a brief overview of some key requirements under provincial legislation and University policies with respect to the collection, use, and handling of student personal information, as well as some recommended "best practices".

To review the full FIPPA policy, please review the [University Secretariat webpage](#).

The Freedom of Information and Protection of Privacy Act (FIPPA) is the Ontario public sector legislation that governs the University's handling of personal information. The legislation authorizes the University to collect and use only such personal information as is needed for the purposes of its various programs and activities. It also includes requirements relating to how personal information is collected and standards for handling it once it is in our possession.

FIPPA Privacy Issue	Key Takeaways for Faculty
Student Personal Information	FIPPA defines personal information as “recorded information about an identifiable individual”. Student personal information includes home address, home phone number, personal e-mail address (non-UWO account), ID photos, opinions and assessments of or about the student, education history, medical information, student or other identification numbers, marks, grades, and needs-based financial information.
Third Party Inquires	Do not reveal information (e.g. admission information, grades) about students to parents or other third-party individuals without the consent of the student, regardless of the student’s age.
Access to Student Medical Information	Students often provide medical information when requesting academic accommodation for an illness. Instructors are prohibited under Senate policy from collecting medical documentation from undergraduate students seeking accommodation for illness. Students must submit medical documentation directly to the appropriate Academic Advising office, which is required to hold the records in confidence.
Security and Retention of Personal Information	FIPPA requires that all records (including e-mail correspondence) containing personal information that is “used” by the University be retained for at least 12 months, unless the individual to whom the information relates agrees to a shorter period. You should be particularly scrupulous about retaining for the 12-month period all correspondence to or from students that contains personal information used for evaluations, grading, appeals, counselling, or other academic purposes. You must safeguard the security of student personal information in your custody, whether the information is contained in a paper record or in an electronic file.
Communicating Grades to Students	A student’s mark is clearly covered by the definition of “personal information” as is his/her student number. Therefore, posting a student’s mark along with his/her name and student number would be a clear contravention of the Act. Similarly, posting a student’s mark with his/her student number may be a contravention of the Act if the student can reasonably be identified. This might arise if a student has a unique student number or is in smaller classes. Senate policy is quite clear with respect to the communication of final grades . Please review best practices for grade communication here .

10. Student Support Services at Huron

Student Support Services

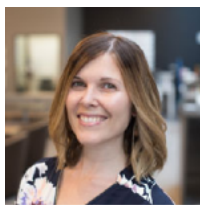
The Student Support Services Office is located in the West Wing. Faculty should direct students to an Academic Advisor for advice on course selection, degree requirements, and for assistance with requests for medical accommodation. Please advise students to email an Academic Advisor at huronsss@uwo.ca.

Academic Advisors can recommend [Academic Consideration](#) for course work that is worth more than 10% of a student's final grade. All consideration requests must include a completed [Academic Consideration Request Form](#). Accommodation requests must include documentation supplied by the student, and can be recommended for the following reasons:

- Medical
- Religious
- Compassionate
- Varsity
- Test/exam schedule conflict

Please note: Accommodation from an Academic Advisor should not be confused with [academic accommodation](#), which is supported by Academic Support & Student Engagement, and provides arrangements for students with disabilities to engage fairly in academic activities.

An outline of the full range of services offered by Academic Advising can be found [here](#).



BETTY CAMARINHA
Academic Advisor, MOS

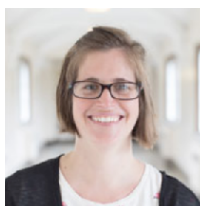
☎ 519.438.7224 ext. 252
✉ bsanchez@uwo.ca
📍 W41



Huron
AT WESTERN

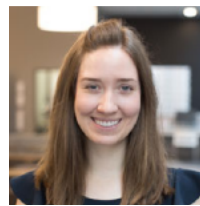
KATIE BENKO
Academic Advisor, International Students

☎ 519.438.7224 ext. 855
✉ katie.benko@uwo.ca
📍 W39



LAUREN HOGG
Academic Advisor

☎ 519.438.7224 ext. 276
✉ lkolodzi@uwo.ca
📍 W40



LAURA SEDGWICK
Academic Advisor, International Students

☎ 519.438.7224 ext. 270
✉ lsedgwi@uwo.ca
📍 W42



EMILY MEWETT
Enrollment and Student Services Assistant

☎ 519.438.7224 ext. 244
✉ eamewett@uwo.ca
📍 W44



JENNIFER MOROCCO
Registrar

☎ 519.438.7224 ext. 702
✉ jmorocc@huron.uwo.ca
📍 W38

12. Research at Huron

The starting point for information relating to research support for faculty is the [Huron Research Funding OWL site](#), to which all new faculty are added. All documents referred to in this section can be found on the OWL site.

Research Policies

There are a number of important policy documents guiding research activities at Huron. As a researcher, it is your responsibility to familiarize yourself with, and adhere to, these policies. These include:

- HUC Policy on Academic Integrity in Research
- HUC Research Ethics Board Policy and Procedures
- Statement of Principles on Research Involving Indigenous Communities
- Statement of Principles on EDI in Research

Huron has adopted the Tri-Agency [Dimensions Charter](#), and conversations are ongoing as to furthering Equity, Diversity, and Inclusion in research at Huron. A collection of related resources for faculty is in the “Funding Resources” page of the OWL site.

Research Funding

A number of internal research funding opportunities are available to support full time and part time faculty at Huron. These opportunities typically support research expenses such as Research Assistant hours, participant incentives, travel for archival research, etc. Separate conference travel funding is also available. Funding opportunities, with relevant deadlines, terms, eligibility, application forms, etc., are listed on the “Funding Overview” page of the OWL site.

SSHRC is the primary source of external research funding held by Huron faculty. Applications to SSHRC for which a Huron faculty member is the PI are submitted through Huron; applications to NSERC and CIHR are facilitated through Western Research and require affiliate researcher status with Western. Faculty members are eligible to apply for SSHRC through Huron if they are on a current contract at the time of the application, and if the duration of the contract extends for the duration of the award period should the application be successful. For questions and support please contact kschade4@huron.uwo.ca.

Research Assistants

Many Huron faculty employ undergraduate students as Research Assistants (RA). RA positions support faculty research & teaching and create opportunities for Huron students to be involved in meaningful ways in academic research.

RAs can be paid from all internal and external funding lines, including your faculty allowance. Some funding lines require that the student be enrolled at Huron. Paperwork and process details for setting up a student position with Payroll and HR can be found on the OWL page under “Funding Resources.” The [Careers Services team](#) is able to support crafting and posting a job advertisement for the position.

Research Ethics

Faculty conducting research with human participants, or guiding student research involving human participants (whether course-based or as part of an independent study) must complete an application through the Huron Research Ethics Board (REB). Depending on the nature of the research, and the status of the researcher, some REB applications should go through the Western REBs instead. Inquiries can be directed to huronreb@uwo.ca.

Huron REB deadlines and relevant forms are available on the [Research Ethics page](#) of the Huron website. Inquires and completed applications can be directed to huronreb@uwo.ca. Applicants can expect to hear a response from the REB within two weeks of making their application, but should be aware that total time to satisfy inquiries from the REB can take much longer.

Faculty intending to transfer research with human participants to Huron, and who have received research ethics clearance from an REB not affiliated with Western, should contact huronreb@uwo.ca.

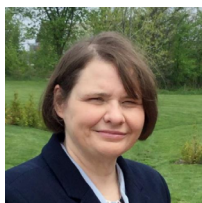
Centre for Undergraduate Research Learning (CURL)



CURL is dedicated to furthering undergraduate research learning at Huron. CURL provides research funding opportunities for students with faculty mentorship and hosts fall and spring conferences at Huron annually, showcasing student research.

Faculty are invited to incorporate students presenting at a CURL conference as an element of an existing courses. More broadly, getting involved in CURL allows faculty to participate in ongoing conversations around mentorship, student partnership and collaboration, experiential learning, and the intersection of teaching and research.

Find out more about CURL at <https://www.huronresearch.ca/curl/>. Questions can be directed to curl@uwo.ca.



KATHRYN SCHADE, MA
Coordinator, Research & Learning

☎ 519.438.7224 ext. 609

✉ kschade4@huron.uwo.ca

📍 A319a

13. Human Resources

Huron's Human Resources Office can be found in O'Neil Ridley (OR) 25. Our Human Resources team is led by Adri Britz (Director, Human Resources), and supported by Nicole Coveny (Human Resources Generalist), Chelsea Mitchell (Administrative Assistant) and Peggy Kelly (Coordinator, Payroll and HRIS).

Please contact the Human Resources teams at huronhr@huron.uwo.ca if you require guidance and information on:

- Hiring students (Research Assistants or part-time jobs)
- International student hires
- Wages/payroll information
- [ADP Workforce Now login](#)

Employee and Family Assistance Program (EFAP)

The Employee and Family Assistance Program (EFAP) is a confidential program which offers employees and their family members short-term counselling and support related to a wide variety of issues including relationship issues, depression and anxiety, stress management, grief and bereavement, work and family balance, parenting, gambling, substance use and work-related problems. It can also support in areas of career planning, financial and legal consultation. Huron's EFAP is independently administered by our chosen service provider – Homewood Health.

Huron is proud to partner with Homewood Health to provide Employee and Family Assistance Programs to our members. The EFAP is available to your family members, which includes spouses, partners and children (up to 21 if living at home). Family members can independently access the program. Homewood Health is the Canadian leader in mental health and addiction services. The complete suite of services includes organizational wellness, employee and family assistance programs, assessments, outpatient and inpatient treatment, recovery management, return to work and family support services customized to meet the needs of individuals and organizations.

A range of services are available through the EFAP to assist with such concerns as:

- job stress
- relationship issues
- eldercare, childcare, parenting issues
- harassment
- personal issues (e.g. stress, depression, anxiety, self-esteem, anger)
- substance abuse
- separation and loss
- balancing work and family
- financial or legal
- trauma and family violence

In some situations, a referral to specialized services or longer-term counselling is required. In these situations, your EFAP Counsellor will work with you to identify suitable, affordable options and will remain involved during your transition and/or waiting period for these community resources.

You can access our provider, Homewood Health by calling: 1-800-663-1142. This toll-free number is available 24/7/365. All employee participation in EFAP is **anonymous** and **confidential**.

Temporary Employees

When hiring a Temporary Employee (Grading Assistant, Research Assistant) please utilize the following link to create an employment contract prior to the commencement of work. [Temporary Employment - Huron University \(huronatwestern.ca\)](#)

For information about the most up to date pay scale for temporary employees, please see the following link at [Huron University College \(uwo.ca\)](#)

Please note, that this pay scale will be utilized to approve temporary employment contracts through Human Resources.

Huron Intranet

For more information pertaining to Human Resources including please refer to our new Huron

Intranet, HR Employee Centre accessed at [Employee Centre – Huron At Western Intranet \(uwo.ca\)](#)

This employee center includes the following: Pensions | Benefit Booklets | Retirement Guides | Forms | Payroll | Organizational Chart | HUCFA Agreement | Chrome River Expenses | Hr Downloads | Western One Card | HR Forms.

Joint Health and Safety Committee

Huron is vitally interested in the Health and Safety of its staff, faculty, volunteers, students, contractors, and others in the workplace and is committed to the protection of these individuals from injury, illness, or occupational disease, violence, and / or harassment. As such, Huron is responsible for establishing and maintaining a Joint Health and Safety Committee (JHSC) to address workplace health and safety issues.

Huron and it's faculty and staff have acknowledged that the proper functioning of the JHSC can only be carried out where the representatives of the parties are committed to their responsibilities under the Occupational Health and Safety Act and have agreed to endeavour to promote a co-operative, positive, and progressive effort concerning workplace health and safety.

For more information about your Huron Health and Safety Committee, please visit: [Joint Health & Safety \(JHSC\) – Huron At Western Intranet \(uwo.ca\)](#)



ADRI BRITZ, CHRL
Director, Human Resources

☎ 519.438.7224 ext. 711
✉ adri.britz@huron.uwo.ca
📍 OR 30



NICOLE COVENY, CHRL
Human Resources Generalist

☎ 519.438.7224 ext. 703
✉ nicole.coveny@huron.uwo.ca
📍 a OR 25-A



CHELSEA MITCHELL
Administrative Assistant

☎ 519.438.7224 ext. 872
✉ chelsea.mitchell@huron.uwo.ca
📍 OR 25-C



PEGGY KELLY
Coordinator, Payroll and HRIS

☎ 519.438.7224 ext. 234
✉ pkelly25@huron.uwo.ca
📍 OR 25-C

14. Resource Links & Information



[Huron Contact Directory](#) [Western Contact Directory](#) [Huron Campus Western and Campus Maps](#)

[Huron Dining Hall](#)
[Western Campus Eateries](#)
[Western Holiday Schedule](#)

OWL System Portal: OWL

OWL Site for Instructors: Getting Started in OWL

OWL Tools: Instructor > OWL Tools.

Announcements: add/edit/delete Announcements

Assignments/Tests/Quizzes: add/edit/grade/delete

Gradebook: add items, categories, weighting of assessments

Submitting Final Grades: Step-by-step instructions for submitting Final Grades

Extranet-Western ID and Password: <https://www.extranet.uwo.ca/extranet/secure/default.cfm>

Accessible Education Process: Verification and Upload of Exams

Extranet-Class Lists: Vault, Exam Central, Your Feedback, Docs and Training

Academic Policies: <https://www.westerncalendar.uwo.ca/>, Huron Appendix

JIRA System: <https://jira.uwo.ca/plugins/servlet/desk/portal/16>

Event Pro: <https://eventproconnect.huronu.uwo.ca/EventProConnect/Default.aspx>

Chrome River: <https://shibidp.uwo.ca/idp/profile>