

SESSIONAL FACULTY and HOURLY-RATED SESSIONAL MUSIC FACULTY NOTES

These notes are intended to assist you in your work at McMaster University as Sessional Faculty or Hourly-Rated Sessional Music Faculty. If after having read this information you have questions or concerns, please contact your Departmental Administrator(s). You should also have been provided access to an electronic copy of the McMaster University & CUPE Local 3906 Unit 2 collective agreement. A printed copy can be made available upon request to your departmental office.

Please note that additional information may also be provided by your department.

In the event of a conflict between these Sessional Faculty Notes and McMaster University & CUPE Local 3906 Unit 2 collective agreement, the collective agreement shall prevail.

Revised: July 2015

*If you require this information in an alternate/accessible format, please contact
Employee/Labour Relations at extension 23850.*

SESSIONAL FACULTY NOTES

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INFORMATION FROM THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3906, UNIT 2

CUPE Local 3906

Location- Kenneth Taylor Hall B111

Ext: 24003

E-mail: staff@cupe3906.org

Website: <http://www.cupe3906.org>

The Canadian Union of Public Employees is Canada's largest union, representing more than 627,000 workers in a wide range of occupations. CUPE encourages all members to participate actively in their Local and contribute to improving their working conditions. Local 3906 at McMaster represents approximately 3000 workers in 3 bargaining units, including Sessional Faculty (Unit 2), Teaching and Research Assistants (Unit 1), and Post-Doctoral Fellows (Unit 3). CUPE 3906 is governed by Local By-Laws that are debated and ratified by the general membership.

There has never been a better time to be a CUPE 3906 – Unit 2 member. In 2013, we negotiated a new collective agreement with the input and help from Unit 2 members, which provided significant increases to job security in the form of Enhanced First Consideration appointments and the introduction of a dental plan. This contract expires in 2017, and we'll be looking for you to contribute your ideas for the next contract as the expiration approaches.

As per Article 8.01(c)(ii) of the Collective Agreement your department is responsible for providing you with access to an electronic copy of your collective agreement, unless you request a printed hard copy.

Bargaining Team, Executive, and other committee representatives are elected by and from the membership. Membership meetings are held bi-month, and give all members the chance to contribute to and vote on issues affecting them. An active Stewards' Council brings together representatives from each department and Unit. We also encourage members to participate in our executive and stewards committees to address day to day concerns with working conditions and to pursue projects that interest the membership. The more participation from members that we have the better we are able to represent them. Please contact president@cupe3906.org to find out about open positions.

GENERAL AND EMPLOYMENT INFORMATION

CANCELLATION OF CLASS

In the event of a planned or unplanned instructor absence, please refer to Article 18 - Leaves of the collective agreement.

If you are unable to meet a scheduled day or evening class you must notify your Department as soon as possible.

NOTE: You must contact the Department if you are canceling an evening class during regular office hours and no later than 4:00 pm on the day of cancellation.

Individuals are responsible for checking local radio stations or the University website at www.mcmaster.ca on stormy days regarding the possibility of class cancellations. You should review the Storm Emergency Policy and Procedures at:

http://www.mcmaster.ca/policy/Employee/storm_emergency_policy.pdf

In the event that the University makes an early morning decision to close the University, every effort will be made to confirm this decision by 5:30 a.m.

Public Relations will try to arrange to have McMaster University mentioned explicitly. No one other than Public Relations is authorized to call the media about the closing of McMaster University, and local radio and TV have been asked not to pay attention to other calls.

If scheduled instructional hours of an Hourly Rated Sessional Music Faculty are cancelled on a day when McMaster University is closed under the Emergency Storm Closure policy the Hourly-Rated Sessional Music Faculty will be paid for those cancelled instructional hours, as per Article 15.07 of the collective agreement.

CLASSROOM CHANGES

If you wish to change your classroom from the one originally allocated to you, contact your Department to request the change. If approved, the Examinations and Scheduling office will post the appropriate signs for students and update the University website timetable.

LOCKED CLASSROOMS

Classrooms are expected to be unlocked. Occasionally, you may find a classroom locked. In the event this happens contact Security Services at ext. 24281 and an officer will open the room for you. You may be asked to present identification. Make sure you let your Department know so that steps can be taken to try to ensure the problem will not occur again.

CLASSROOM MALFUNCTIONS

If you have problems in your classroom(s) with broken desks or blackboards, malfunctioning clocks, etc. you should call Facility Services at ext. 24740. You can also contact your department's administrative office for assistance in putting a request into Facility Services.

SECURITY SERVICES AND HEALTH AND SAFETY

Dial “88” from any University phone to reach Security Services. The Security Services website has information on emergency procedures and crime prevention. It is located at: <http://security.mcmaster.ca/>.

Emergency Telephones are located at various locations throughout the campus and campus parking lots, identified by the bright red posts.

You may sign up online for notification of campus emergencies. If you do so, Security Services will send a notice to you in the case of a widespread campus emergency, to the email addresses/phone numbers you submit. To sign up, or for further information please refer to: http://security.mcmaster.ca/campus_emergencies_notification.html

S.W.H.A.T., the McMaster Student Walk Home Assistance Team, will provide you with accompaniment for walking on campus late at night. You can contact SWHAT any night of the week at ext 27500 and 2 volunteers (1 male and 1 female) will accompany you to your car or home (within a certain proximity to main campus). Please also announce this information in your class.

Normally hazards in the workplace are reported to your immediate supervisor. If you are working outside of normal business hours Monday to Friday, and you identify a workplace hazard, report the hazard to the University’s Security Services, if your immediate supervisor/head of the academic unit is not available. Security reports dealing with Health and Safety will be forwarded to the Central Joint Health & Safety Committee.

PARKING

Please contact the Parking and Transit office for parking permits or information with respect to the various parking lots available to you. You can reach the Parking and Transit office at ext. 24232 or at parking@mcmaster.ca or check out the information on their website at: <http://parking.mcmaster.ca>.

TRAVEL PAY

When a Sessional Faculty is appointed or assigned duties at a place of work other than McMaster University main campus, s/he will be reimbursed for those reasonable costs of travel to and from the off-campus place of work which are in excess of the normal costs of travel to and from his/her principal residence and the McMaster University main campus. Reimbursement will be the kilometrage allowance prescribed in the *Reimbursements to Individuals for University Business* (as revised from time to time). For information on how to submit a travel expense claim refer to the Policy and contact your departmental office. The Policy can be found at: http://www.mcmaster.ca/bms/policy/accounts_payable/ap01-rem_univ_bus.pdf.

Hourly-Rated Sessional Music Faculty who reside outside the City of Hamilton and who must travel to McMaster University in order to give instruction will be provided with a travel allowance at a rate of \$40.00 per trip. An employee who resides greater than 80 kilometres from the main campus must self-declare to his/her department his/her status as eligible to claim a non-taxable travel allowance.

GUIDELINES FOR MEMBERS OF THE MCMASTER UNIVERSITY COMMUNITY REGARDING INTERACTIONS WITH THE MEDIA

Although the Senate acknowledges that members of the McMaster community do not have complete control over the way in which interactions with the media might be used, it feels that as much care as possible should be taken to distinguish between an official University position and the personal views of an individual or group of individuals within the University.

To avoid confusion between the stated policies of the University and the personal or professional views of members of the McMaster community, the Senate has developed the following guidelines regarding communications with the media. When interacting with the media, care should be taken to ensure that on all matters, both internal and external to the University, every effort is made to avoid confusion as to whether the individual is expressing a personal or professional opinion or is speaking as an authorized University representative.

However, this in no way is meant to restrict the academic freedom of speech of any member of the University community.

E-MAIL

An email account will be provided to you following the return of a signed copy of the letter of appointment and the completion of the requisite forms. Access will be provided for the duration of your appointment or 12 months, whichever is the later.

EMPLOYEE PHOTO IDENTIFICATION CARDS

A Photo Identification card will be required to gain access specific areas, such as a restricted laboratory or Employee Lounges.

Photo Identification Cards are normally produced in the Campus Store, Gilmour Hall B101, Monday to Thursday from 8:30am to 12:00pm and 1:00pm to 4:00pm as well as Friday from 9:00am-12:00pm and 1:00-4:00pm. On a first come first served basis. If these arrangements do not work for you, contact parking@mcmaster.ca or ext 23018.

You will need to bring photo identification and your employee number with you. If you need to gain access to specific work-related areas, your supervisor will need to send an email to axiomrep@mcmaster.ca for your card to be programmed for that specific area. The card programming is done electronically.

If you lose your card, contact Security Services dispatcher immediately at ext. 24281 and have your card deactivated. You are responsible for any access gained with your card. Our dispatch center is open every minute of every day. If you locate your card afterwards, contact Security Services dispatcher at ext 24281 to have your card re-activated.

Your card will be deactivated at the end of your appointment. Please return your photo identification card to the administrative staff in your department, as it can be re-activated should you receive another appointment in the future.

<http://www.bookstore.mcmaster.ca/information/parking-id-kiosk.html>

EMPLOYEE LOUNGES

University Employee Lounges are available to all employees of the University upon obtaining an Employee Photo Identification Card. The locations of the Employee Lounges are as follows:

- A.N. Bourns Science Building, Room 273
- Burke Science Building, Room 237B
- Campus Services Bldg., Room 201
- Commons Building (2nd floor)
- Gilmour Hall, room B106
- DeGroote School of Business, Room 237
- Kenneth Taylor Hall, Room B109
- Ivor Wynne Centre, Room 217

HUMAN RESOURCES SERVICES

The HR Service Centre is the initial point of contact for professional human resources and pay-related support, providing advice, council and support on a wide range of HR topics such as recruitment, compensation, payroll, collective agreement administration, legislation, corporate policies and procedures. Located in room 202 of the Campus Services Building, the HR Service Centre team can be contacted via www.workingatmcmaster.ca or by dialing 222-HR (x22247).

HR Advisors provide first level support and advice to managers, department administrators, faculty, staff and retirees. For any details about your pay please contact the HR Advisor assigned to your Faculty or Department. The Human Resources Contact list can be found at: <http://www.workingatmcmaster.ca/contacts/>

PAY

Your pay will be deposited bi-weekly directly into a Canadian bank account of your choice. Please provide your Departmental Administrative Coordinators, Administrators or your Area Secretary with a VOID cheque and completed direct deposit form. Ensure that Human Resources Services has your updated address for the mailing out of T4 slips.

RECORD OF EMPLOYMENT

If you require a record of employment please contact your Human Resources Advisor in the HR Service Center. A record of employment will be issued electronically to Service Canada and should you require a hard copy, this must be requested directly from your Human Resources Advisor. You may access your ROE online via your "My Service Canada Account".

For any details about your pay please contact the HR Advisor assigned to your Faculty or Department. The Human Resources Contact list can be found at: <http://www.workingatmcmaster.ca/contacts>

EMPLOYEE & FAMILY ASSISTANCE PROGRAM

Homewood Health is McMaster's Employee & Family Assistance Program (EFAP) provider. Homewood Health offers counseling, mediation and support to all McMaster employees on a wide number of issues, including but not limited to addiction, career, family, life changes, mental health, legal and financial issues. This confidential service is available to you, your spouse/partner, and any dependents living in your home under the age of 21. Homewood Health can be contacted toll free at 1-800-663-1142. For more information on the services provided please visit: <http://www.homewoodhealth.com/health>

ACADEMIC INFORMATION

This information is intended as a guide for Sessional Faculty and Hourly-Rated Sessional Music Faculty who may be unfamiliar with McMaster University's academic regulations. Please refer to the Undergraduate Calendar and/or the Graduate Calendar for further explanation of academic and program regulations.

ACADEMIC DISHONESTY/INTEGRITY

Please review the University Policy at:

<http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>

You may also contact the Academic Integrity Officer at: thyreta@mcmaster.ca

ACADEMIC REGULATIONS

The Undergraduate Calendar covers the current general academic regulations of the University. Information about academic program requirements and academic standing, terminology, grading system, examination regulations, deferred examinations, etc are all included in the Calendar. The Calendar is available electronically at:

<http://registrar.mcmaster.ca/calendar>.

The Graduate Calendar covers the current academic regulations for graduate students. It is available electronically at:

http://graduate.mcmaster.ca/images/files/Admin_Schol_Materials/grad_calendar.pdf

COURSE OUTLINES

Please review critical information set out in the "Senate Resolution on Course Outlines" at:

<http://www.mcmaster.ca/policy/Students-AcademicStudies/UGCourseMgmt.pdf>

Departments may also have additional requirements. Contact your Department directly to inquire about specific requirements.

DEFERRED EXAMINATIONS & OTHER POST CONTRACT WORK

Sessional Faculty and Hourly-Rated Sessional Music Faculty should refer to the current Undergraduate Calendar for academic regulations about deferred examinations. Sessional Faculty may be asked to set and mark deferred examinations. A stipend will be paid for this and other post contractual work as per Article 15.05, of the CUPE Local 3906, Unit 2 collective agreement. These forms are available online at the following link:

<http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit2/>.

EXAMINATIONS

Sessional Faculty are responsible for setting and marking the final examination. This may include accommodated formats and deferred examinations.

During the SPRING and SUMMER Academic Terms, examinations are arranged by the instructor in class time.

During the FALL and WINTER Academic Terms, the Office of the Registrar sets the schedule for final examinations. Appropriate forms will be available early in the term to determine length and special aids required for the examination. The following Policies govern specific aspects of setting and conducting examinations. It is your responsibility to be familiar with their content before setting your examinations.

All policies related to examinations can be found at the following:

<http://www.mcmaster.ca/policy/Students-AcademicStudies/examinationindex.html>

GRADE SUBMISSIONS

The Online Grades Submission Tool is a system which provides the ability for Instructors to submit their student's Final Grades electronically, with an approval process for Faculty and Departments to approve the grades. Once final approval is achieved, the grades are uploaded to the Student Record on the Student Information System.

Effective April 2011 final grades for undergraduate courses must be submitted through the Online Grades Submission Tool. The Registrar's Office will communicate the dates when the on-line grade system is available. If for any reason the Sessional Faculty requires an extension, they must contact the Departmental Administrative Coordinators, Administrators or your Area Secretary for further instruction.

STUDENT APPEAL PROCEDURES

The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising out of University regulations, policies and actions that affect students directly.

Further information on these procedures can be viewed at:

[http://www.mcmaster.ca/policy/Students-AcademicStudies/Student_Appeal_Procedures_2009_\(09\)sep_01.doc](http://www.mcmaster.ca/policy/Students-AcademicStudies/Student_Appeal_Procedures_2009_(09)sep_01.doc)

STUDENT COURSE EVALUATIONS

1. All courses should be evaluated. Student evaluations, by questionnaire, which are designed by the University shall be performed for every undergraduate course (including summer courses), toward the end of the course, every time the course is offered. Students should be informed at the beginning of each course that they will be expected to participate in these evaluations. The same evaluation procedure may be used for graduate courses.
2. It should be made clear to the students that the instructor is not involved in the administration or the analysis of student questionnaires. Questionnaires should be distributed and collected during class time by someone other than the instructor. The instructor shall not be present during this procedure. Completed questionnaires are to be returned by someone other than the instructor to the Departmental office.
3. Please see Article 14 of the Collective Agreement for further information with respect to evaluations. The form you need to use to specify whether or not you agree to the release of your teaching evaluation information can be found at:
<http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit2/>

STUDENT AND TEACHING SUPPORT SERVICES

AUDIO VISUAL SERVICES

Classroom Audio Visual Services do their best to accommodate the needs of all Instructors. There are rooms that are permanently equipped with AV equipment. AV Services asks that you arrange a time for instruction for the use of these rooms. The number of staff that are available to help you is limited. Arranging a time well in advance of the class start date will avoid loss of time for all. Please call ext 22761 to arrange instruction.

Basic booking of equipment for classrooms that are not permanently equipped can be arranged by emailing equipbkg@mcmaster.ca. Please allow ample time – at least 3 days in advance.

During the Fall and Winter terms there is help available after regular working hours from Monday to Thursday between 5:30pm and 7:30pm by calling extension 22761.

OFFICE OF STUDENT CONDUCT

The Office of Student Conduct administers the Student Code of Conduct on campus. Faculty members are welcome to call the Student Conduct Office when concerns about a student's behaviour in or out of the classroom arise. The Office of Student Conduct staff regularly listen to the concerns of faculty members and are able to suggest available options and assist in problem-solving. In some cases, the behaviour may be a result of the student being in distress. The Student Conduct office often refers matters to a variety of resources available on campus to help a student who is experiencing a crisis and/or a mental health concern. The staff in the SCCS office aim to help all members of the McMaster community grow and succeed. If a student's ability to succeed or a faculty member's own success is compromised by the behaviour of another student, the SCCS office is here to help address and resolve the situation.

Feel free to call the Student Conduct Officer at ext. 21190 or the Manager at ext. 23845 for a consultation or to seek support. Access to a copy of the Student Code of Conduct and more information about the office is available at: <http://judicialaffairs.mcmaster.ca>

STUDENT WELLNESS CENTRE – Medical Clinic and Health & Wellness Centre

Health care for students is available year-round at the medical clinic in MUSC B101. Staffed by qualified, registered health professionals (family physicians, registered nurses) who have a special interest in university students, they provide medical care similar to a community family physician's office. Specialty Health Services available include: Sports Medicine; Naturopathic Medicine; Psychiatry; and Cognitive Behaviour Therapy. Students may book an appointment by calling 905 525-9140 ext.27700

Our health education staff (including a registered nurse) and the health resource center are available in the Health & Wellness Centre, MUSC B101, ext.23312. Students may drop by and speak to our welcoming and supportive staff with questions or concerns about personal health and lifestyle issues, or for academic studies information.

Campus Health Centre Website: www.mcmaster.ca/health

STUDENT SUCCESS CENTRE

The Student Success Centre provides student services, workshops, programs and events in the following three functional areas:

Career and Employment: We maximize students' success by offering company information sessions, employment workshops, career fairs, networking events, mentoring and job-shadow programs in addition to resume, cover letter and personal statement critiques. Our services are available to discover new volunteering opportunities or discuss goals with our professional team so that we may help students determine a successful career path.

Community Service-Learning, Civic Engagement & Leadership: Community Service-Learning is a form of experiential education where learning occurs through a cycle of action and reflection as students work through a process of applying the knowledge they acquire in the classroom to community problems. At the same time they reflect upon their experience as they seek to achieve real objectives in the community and find a deeper personal meaning to their work and the development of skills. Civic Engagement is a form of individual or group expression designed to identify and address social concerns. Students interested in these opportunities can participate in programs ranging from one-day local activities to week long international experiences.

Transition and Academic Success: As students transition from high school to university, from other educational institutions or from school to workforce, they are often overwhelmed and unsure of what direction they should take. The SSC provides information and resources to better prepare these students so that they may feel comfortable as they make their next steps. Our centre also offers new student/parent orientation programs, various academic and goal setting workshops as well as networking resources so that they can build the confidence needed to transition successfully.

Additional information about services provided by the Student Success Office can be found at: <http://studentsuccess.mcmaster.ca/index.html>.

STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services (SAS) supports students who have been diagnosed with a disability or disorder, such as a learning disability, ADHD, mental health diagnosis, chronic medical condition, sensory, neurological or mobility limitation. SAS assists with academic and disability-related needs, including:

- [Learning Strategies](#)
- [Assistive Technologies](#)
- [Test & Exam Administration](#)
- [Note-taking](#)
- [Accommodations for Courses](#)
- [SAS Lounge and Events](#)

Student Accessibility Services will make a positive difference in the lives, personal growth and academic success of students, regardless of their background, stage of life, or abilities.

MCMASTER INSTITUTE FOR INNOVATION AND EXCELLENCE IN TEACHING AND LEARNING (MIETL)

The McMaster Institute for Innovation and Excellence in Teaching and Learning (MIETL) provides resources and support for instructional staff at McMaster University. For more information visit MIETL on the 5th floor of Mills Library, ext 24540, or visit the website at: <http://cfl.mcmaster.ca/>

AVENUE TO LEARN

Avenue to Learn (A2L) is McMaster's Learning Management System based on the Desire 2 Learn platform. For more information see: <http://avenue.mcmaster.ca/>

OMBUDS OFFICE

Co-funded by McMaster University and the McMaster Students Union, the Ombuds Office provides impartial, independent, and informal dispute-resolution advice and assistance to all members of the University community.

The University Ombuds work to ensure that all students, staff, and faculty are treated in a fair and equitable manner within the institution. They do not advocate for a particular side in a dispute; but rather attempt to reach a fair and just resolution to a conflict. The Ombuds have access to all individuals within the University organization and often assist in resolving disputes between members of the University community by facilitating open and effective communication. Such dialogue frequently leads to mutually satisfactory resolutions.

The Ombuds office is located in Room 210 of the McMaster University Students Centre. You can contact the Ombuds by e-mail at ombuds@mcmaster.ca, drop by, make an appointment, or call the Ombuds directly at: (905) 525-9140 ext. 24151.

HUMAN RIGHTS & EQUITY SERVICES

The Office of Human Rights & Equity Services (HRES) wants to make McMaster a university community where all students, staff and faculty can learn, work and live in equality and respect. To this end, HRES actively promotes an environment free from sexism, racism, heterosexism, discrimination against people with disabilities and all other forms of harassment and discrimination. HRES receives enquires and complaints concerning any form of harassment or discrimination and attempts confidential resolution. Human Rights & Equity Services ensures that the [Discrimination, Harassment & Sexual Harassment: Prevention & Response Policy](#) and [Accessibility Policy](#) are administered effectively and fairly.

The HRES office is located in Room 212 of the McMaster University Students Centre. You can contact the office by e-mail at hres@mcmaster.ca, drop by, make an appointment, or call the HRES office directly at: (905) 525-9140 ext. 27581.

INSTRUCTIONAL RESOURCES

Office space, email, telephone access, and photocopying are arranged through your own Department. Sessional Faculty shall have access to a mailbox or file for mail and secure storage space for course materials. Office and instructional materials related to your instructional responsibilities will be available on the same basis as faculty members in the academic unit. Please contact the Departmental Administrative Coordinators, Administrators or your Area Secretary for further information.

Please see Article 13 of the collective agreement for information with respect to other instructional resources.

LIBRARY PRIVILEGES

Sessional Faculty are entitled to library card privileges with no user fee for 12 months by producing their McMaster University Employee Identification Card at the library main circulation desk. In the event that the employee is hired to work beyond the 12 months, the employee's library card privileges may be extended upon production of a new/subsequent letter of Appointment.

Please present a copy of your McMaster University Employee Identification Card contract at the library main circulation desk and a card will be issued for your use. In some cases a letter may be required to confirm your appointment. You can get a letter from your Departmental Administrators outlining start and end dates and the nature of your appointment.

Other Useful Website Addresses

ACADEMIC FREEDOM

http://www.mcmaster.ca/policy/faculty/Appointments/Tenure_and_Promotion_January%202012.pdf - Page 49

ACADEMIC INTEGRITY OFFICE:

<http://www.mcmaster.ca/academicintegrity>

BOOKSTORE:

<http://titles.mcmaster.ca>

COLLECTIVE AGREEMENT:

<http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit2/>

CUPE:

www.cupe3906.org (Canadian Union of Public Employees, Local 3906, Unit 2)

HUMAN RESOURCES SERVICES:

<http://www.workingatmcmaster.ca>

HUMAN RIGHTS AND EQUITY SERVICES:

<http://www.mcmaster.ca/hres/index.html>

OMBUDS OFFICE:

<http://www.mcmaster.ca/ombuds/>

SECURITY SERVICES:

<http://security.mcmaster.ca/>

** Information regarding lockdown procedures can be found in the Emergency Guidebook:

http://security.mcmaster.ca/campus_emergencies_guide.html

SESSIONAL FACULTY FORMS:

<http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit2/>

SESSIONAL FACULTY POSTINGS:

http://www.mcmaster.ca/vpacademic/sessional_faculty_postings.html

TELECOMMUNICATIONS DIRECTORY:

<http://telecom.mcmaster.ca/directory.cfm>