Orientation for Instructors
Management Team

- Dr. Linda Schweitzer, Interim Dean
- Dr. Howard Nemiroff, Associate Dean, Undergraduate Studies
- Dr. Shaobo Ji, Associate Dean, Professional Graduate Programs
- Dr. Michel Rod, Associate Dean, Research & International
Faculty Services Team

• Deborah Casselman, Exec. Assist./Admin. Officer

• Scott Gonsalves, Quality Assurance & Operations Officer
  ▪ Sharon Kennedy, Faculty Services Coordinator
  ▪ Megan Rathwell, Administrative Assistant (Acting)
Agenda

- Welcome and Introduction
- What’s New
- Faculty Services Support
- Student Mental Health
- Support Services
- AACSB and AOL
- Getting involved and Engaged with Sprott
- Q & A
- Mix and Mingle
Sprott Programs

• In total there are ~2900 Sprott students

  • Bachelor of Commerce (Honours) ~1,991
  • Bachelor of International Business (Honours) ~236
  • Minor in Business ~298
  • Minor in Business for Engineers ~53
  • Minor in Entrepreneurship ~20
  • MBA ~Domestic 135, ~ International 80
  • Master of Accounting ~95
  • PhD ~50+ full-time/part-time
What’s New

• Sprott Structure
• UG/MBA Programs and Initiatives
• Final Exam and Deferred Exam Rules and Processes
• Grades of FND/ABS
BCom Program

- 4 year Honours degree
- Core business courses in first two years
- 8 concentrations
  - Accounting
  - Entrepreneurship
  - Finance
  - Information systems
  - International Business
  - Management
  - Marketing
  - Supply Chain Management
BIB Program Structure

- 4 year Honours degree
- 3 concentrations
  - Global Financial Management and Systems
  - International Marketing and Trade
  - International Strategy and International Human Resources Management
- Four key elements
  - Core courses in business fundamentals
  - Specialized courses in international business
  - Intensive language training
  - Mandatory third year of study abroad
- Languages include French, German, Japanese, Mandarin and Spanish
- 40 partner institutions in 13 countries
MBA Program Structure

- **Full-time**
  - 16 months
  - Includes 4-month internship
  - No work experience required
- **Part-time**
  - 3 years
- Accelerated program for recent Business graduates
  - 12 months

6 concentrations
- Business Analytics
- Financial Management
- International Business
- International Development Management
- Management & Change
- Arts Management
- Specialization in African Studies

- MA-MBA in Economics and Finance
MAcc Program

• Full-Time
  • 16 months
  • Begins in Summer Term

• Part time
  • 24 months
  • Begins in Fall Term

• Required Internship Placement

• Link to CPA https://www.cpacanada.ca/
Mentoring & Support for Instructors

- We will be providing instructors with mentoring support throughout the year

- Teaching Area Groups/Coordinators
  - Finance – Yuriy Zabolotnyuk
  - Marketing – Irene Lu
  - Supply Chain Management – Alan Cai
  - Management and Strategy – Robert Smart
  - Accounting - Jacques Maurice
  - International Business – Jose Rojas-Mendez
  - Entrepreneurship – Tony Bailetti
  - Information Systems – TBD
Mandatory University HR Training for Contract Instructors

• Workplace Violence and Harassment Prevention

• AODA Customer Services Training Requirements (3 Modules)

• Worker Health and Safety Awareness Training

• Worker Health and Safety Awareness Training for Supervisors

• $200.00 one-time payment for training
Faculty Services Office

- We’re here to support your teaching and administrative related needs

- Working on improving our resources, communication and other support services to ensure a seamless connection between you, the School and your students
Faculty Services Website

http://sprott.carleton.ca/faculty-research/faculty-services/
Contract Instructor Handbook

- Getting Started as a CI
- Office Space/Facilities
- Course Planning – Including Ethics, Reading weeks
- Teaching Assistants
- Student Registration and Communication
- Accommodations
- Instructional Offences
- Teaching Evaluations
- Grading/Examinations and Deferred Final Exams
- Important Contact Numbers
- Freedom of Information/Protection of Privacy Act (FIPPA)
Educational Development Centre (EDC)

410 Dunton Tower
Phone: 613-520 4433
E-mail: edc@carleton.ca
Hours: 8:30-4:30, Monday to Friday
Web: http://carleton.ca/edc
Supporting Students with Disabilities

Paul Menton Centre (PMC)
Phone: 613-520-6608
Email: pmc@carleton.ca
Web: http://carleton.ca PMC
McIntyre Exam Centre

- Assist with examinations for Paul Menton Centre students
  - Any in-class test and final examinations
  - Early booking is recommended via Carleton Central
    examroom@carleton.ca
    613-520-2600 ext. 1571
CUPE 4600 – Unit 2, Contract Instructors

- CUPE4600.ca
- 511A University Centre
- Phone: 613-520-7482
- Fax: 613-520-4378

Other Contacts:
- Business Agent: Dan Sawyer, bao@cupe4600.ca
- President: president@cupe4600.ca
- Chief Steward: Darren Pacione, ci.chief.steward@cupe4600.ca
- Reserve materials
- Site visits with class

• Contact in Library for Sprott is:
• Trish O’Flaherty, Reference Services
• Office: ML 238
• 613-520-2600 x8180
• trish.oflaherty@carleton.ca
Conducting Class Surveys

• Ethics approval is required if students are asked to gather data of any kind and for any research that includes humans.

• https://carleton.ca/humanresearchethics/contact/
AACSB Accreditation

• Sprott became accredited by AACSB in 2013
• 4 categories:
  1. Strategic Management and Innovation
  2. Participants (Students, Faculty, Staff)
  3. Learning and Teaching
  4. Academic and Professional Engagement
• 15 standards to maintain including faculty qualifications, curricula management (AOL), faculty sufficiency, and teaching effectiveness
• External review in 2018/19
There are four categories of qualifications defined for full-time and contract faculty/instructors. With few exceptions, all teaching faculty and instructors must fall into one of these four categories.

Qualifications depend on initial preparation and on activities that show maintenance of qualifications. These activities are assessed over the most recent five calendar years.

- **Scholarly Practitioners (SP)**
- **Instructional Practitioners (IP)**
- **Scholarly Academics (SA)**
- **Practice Academics (PA)**
Qualification Concerns

• PhD students:
  • Can teach after you’ve done your comprehensive exams for a period of 3 years or more (if you achieve your degree – see below).
  • Qualified for an initial period of 5 years once you have your degree.
  • Require 3 peer-reviewed journal publications in a rolling 5-year period afterwards.

• Business professionals:
  • Must have a Masters degree and 5 years of experience
  • Continue to be involved professionally in a rolling 5-year period

• In-Betweens
Faculty Sufficiency

- Instructors fall into one of two categories:
  1. *Participating* – Active participation and deep engagement in the life of the School beyond teaching responsibilities
  2. *Supporting* - Does not participate in the intellectual or operational life of the School beyond teaching responsibilities

- Targets for faculty sufficiency by School, Program, Department
  - 60% of courses to be taught by *Participating* members within department, each program
  - 75% across the School
Participating Activities

- Faculty Board
- Curriculum Review Committees
- Research Centre
- Graduate student supervision
- Coach in Sprott Competes
- Develop a new course
- AOL assessor
- Lead-to-Win
- Recruitment
Assurance of Learning (AOL)

- **AOL** strives to answer the following questions:
  1. What do we want our graduates to learn in the program? [*Goals and Objectives*]
  2. How are we going to measure that our students have achieved them? [*Measures*]
  3. What improvements to the program will we implement based on the results of those measures? [*Improvements*]

- Curriculum Map
- Measures/Artifacts
- Assessment
So what does this mean for you as a CI?

- We must request an updated CV from each CI every year and it must have all of your relevant experience (i.e. publications, FT employment history, consulting work with some detail, professional development, etc.) so that we can assess your qualifications.

- While we DO require you to include your previous academic teaching experiences (courses taught), this information does NOT contribute to our maintenance of qualifications.

- We encourage your involvement in the life of the School.

- For those of you who might be teaching one of our core courses, we will likely be in touch with you regarding our need for assessment of a learning objective(s) for AOL purposes.
Get Engaged!

• Sprott Social Committee events

• Holiday Party

• SBSS 50th Anniversary Banquet

• Sprott Competes

• Convocation