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 Moran, Administrative Assistant
Agenda

- Welcome and Introduction
- AACSB accreditation and Assurance of Learning (AOL)
- What’s New
- Getting involved and Engaged with Sprott
- Q & A
- Welcome Back 4-5pm
Sprott Vision

➢ To be the business school of choice for students, employers, business and community stakeholders interested in exploring complex business issues. We continuously build on the innovation and core creativity of our students, staff and faculty, as one of the premiere business schools in Canada.
We strive for excellence in all that we do. Our innovative programs, interdisciplinary research, collaborative partnerships and external outreach are all strategically aligned to contribute to, influence and lead business and society by:

- Providing students with the knowledge to compete;
- Meeting and shaping the changing needs of business;
- Pushing the frontiers of business knowledge;
- Promoting intrapreneurship and entrepreneurship;
- Building on our strong international programs;

Using our unique and interdisciplinary PhD program to educate the next generation of creative business researchers and educators in our research intensive culture; and
Adding value to society and seeking a future that is both prosperous and ethical.

At the Sprott School of Business we align our teaching, research and partnerships along three core strengths:

- **International Focus**
  - We focus on Canada’s role in the global economy and offer unique experiences that expose students to a variety of languages, cultures and business practices.

- **Innovation**
  - In addressing social and technological change we produce graduates who seek creative approaches to existing and uncertain circumstances.

- **Responsible Management**
  - We stand for sustainable management practices and develop students who respect the multiple responsibilities of organizations. We recognize the important role that organizations play in adding value to our community – local, regional, national and global.
Sprott Values

• The Sprott School of Business strives to enact its mission in line with our values of creativity, connectedness and caring.

  • **Creative**: At Sprott, we understand the fundamental importance of creativity and innovation, and have made them a core part of our programs, teaching, and research.

  • **Connected**: At Sprott, we are connected to the world, to our community, to our partners, and to the decision makers who shape the business environment.

  • **Caring**: At Sprott, we form strong bonds between students, alumni, faculty and staff. We believe that businesses and educators have an important social responsibility to build and support the welfare and well-being of our communities.
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 this October
Assurance of Learning (AOL)

- AOL strives to answer the following questions in each academic program:
  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
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.
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
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
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.
AACSB Visit: October 15, 2018

- Peer Review Team will be visiting Sprott to confirm our AACSB accreditation – called a Continuous Improvement Review (CIR)

- They are looking for continuous improvement of the AACSB standards along the themes of:
  - Engagement
  - Innovation
  - Impact

- PRT looking to speak to sessional lecturers at 2:45pm on October 15, 2018 about your experience with the Sprott School of Business
  - Getting involved (Sufficiency)
  - Qualifications
  - Assurance of Learning
  - Teaching support and effectiveness
What’s New

• **Reg. 2.4:**
  • Summative exams no longer allowed to be administered during last two weeks of classes
  • Formative still ok, provided worth <15%
  • Take home exams given on or before last day of classes and due last day of exams unless you require a specific window

• **Group work**
  • Although no max weight requirement, it is expected that group work does not make up too large a proportion of the total grade (would like to see at least 60% individual grading, and peer evaluation to deter free riders somewhat)

• **Approved deferrals**
  • If approved, enter a final grade assuming they receive a 0% on the deferred work (most likely an F), change grade only if they complete deferred work.

• **Medical Policy**
  • No formal policy during the term, it is up to each individual instructor. However, it would be useful to keep a log and send to Faculty Services so that we can assess repeat users.

• **Professional MBA**
  • Designed for working professionals who wish to continue in their careers while completing their MBA. With courses delivered every other weekend, students are able to balance work and life demands with their commitment to achieve their goals.
Mentoring & Support for Instructors

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

- Teaching Area Groups/Coordinators
  - Finance – Yuriy Zabolotnyuk
  - Marketing – Lindsay McShane
  - Supply Chain Management – Alan Cai
  - Management and Strategy – Robert Smart
  - Accounting – Jacques Maurice
  - International Business – Frank Jiang
  - Entrepreneurship – Steven Muegge
  - Information Systems – Mike Hine
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 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)
Teaching and Learning Services

410 Dunton Tower
Phone: 613-520-2600 ext. 2344
E-mail: oavptl@carleton.ca

Hours: 8:30-4:30, Monday to Friday
Web: https://carleton.ca/teachinglearning/

• Our Teaching Resources page features a searchable database on a variety of topics including administrative pedagogy, teaching tips and tools, teaching with technology, course design and high-impact practices. It also includes more specific information for new faculty member and contract instructors, as well as CUOL instructors.

• Our updated TLS Guide provides an overview of the variety of services that the departments within Teaching and Learning Services offer (Carleton University OnLine, Educational Development Centre and Instructional Media Services). If you would like some hard copies, please let me know.

• The IMS Online Help Centre is a useful guide for all things classroom technology. It features an immediate assistance page with instructions on how to solve the most common classroom issues, plus a self-guided classroom orientation tool with step-by-step instructions and short video demonstrations on the classroom technology. It also has a quick how-to guide and FAQ for fast access to information.

• TLS also offers a variety of programs, workshops and events throughout the year geared towards instructors’ professional development. A list of upcoming events can be found on our website.
Supporting Students with Disabilities

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

- Reserve materials
- Site visits with class

• Contact in Library for Sprott is:
  • TBD, Reference Services
  • Office: ML 238
  • 613-520-2600 x.2733 (Main number for now)
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/](https://carleton.ca/humanresearchethics/contact/)
Get Engaged!

• Sprott Social Committee events
• Holiday Party
• SBSS 75th Anniversary Banquet
• Sprott Competes