



2018-2019 Handbook

**For Full-Time and Part-Time Faculty
At Mount Saint Vincent University**

Preface

The purpose of this Handbook is to provide relevant information and guidelines for faculty at Mount Saint Vincent University. Many sections of this Handbook refer the reader to further information available on the Mount's website (msvu.ca), on the intranet (intranet.msvu.ca), in the University Calendar, or from other University personnel.

The faculty resources page on the Mount's website (msvu.ca → [aboutus](#) → [faculty](#)) includes information and links to the Intranet, University Administration, Teaching Resources, Research, Student Resources, Employment Resources, Campus Facilities and Services, the Teaching and Learning Centre, and IT&S.

The relevant Collective Agreements specify the terms and conditions of employment for faculty. Faculty Collective Agreements are available on the intranet at [Faculty Collective Agreements](#) (Intranet → Vice-President (Academic) → Collective Agreements).

The Senate of the University is responsible for academic policies and regulations. All approved Senate policies are on the [Policy Central](#) site (msvu.ca → [About Us](#) → [Senate](#) → [Policies](#)). It is a faculty member's responsibility to familiarize herself with the contents of this Handbook and to act in accordance with the University's policies, procedures, guidelines, academic calendars, relevant Collective Agreements, as well as with the provisions of her own letter of appointment or contract.

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Administrative Matters

Access to Buildings

Faculty members assigned to an office in an academic building will be issued keys to the office door. Keys to the desk and filing cabinets in the assigned office should be in the office. The academic administrative assistant is knowledgeable about when and where to pick up keys.

The Margaret Norrie McCain Centre for Teaching, Learning and Research, Seton Academic Centre and Rosaria Centre buildings are open on regular working days (Monday to Thursday) from 7:30 a.m. to 11:00 p.m. The McCain Centre connector to the Library opens at 8:00 am.

The Seton Academic Centre is locked on Friday at 6 p.m. The first floor main entrance of Seton is open on weekends based on the Library hours.

Evaristus Hall is open on regular working days from 8:30 a.m. to 11:00 p.m.

The E. Margaret Fulton Centre is open during Library hours.

Full time faculty will be issued an access card for entry into Evaristus and Seton after hours. The card can be used at the Seton 4th floor accessible entrance and Evaristus 1st floor accessible entrance.

Full time faculty will also be assigned a “faculty key” that will open most classroom doors during scheduled class times. Faculty members in the building without an access key during the designated closed hours must alert Security of their presence at Local 6412.

Part Time faculty who require access to a locked classroom should contact Security at Local 6412, or by using one of the wall mounted direct phones.

Faculty are advised that classrooms are set with alarms outside of scheduled class hours.

All space booking requests should be made through the Conference office at Locals 6355 or 6364.

Administrative Support – Academic Administrative Assistants

Academic administrative assistants carry out the clerical and administrative responsibilities necessary for the functioning of their assigned Department/program as determined by the Managing Supervisor (Chair), with final approval of the appropriate Dean. Priorities are set by the Managing Supervisor (Chair) on the understanding that the position exists to support the work of the Department.

Budget

Departmental budgets are managed by Department Chairs. If a faculty member anticipates the need for funds for particular expenditures, approval must be obtained from the Chair before proceeding with the arrangements. Chairs should discuss unanticipated expenses with the Dean.

Classes – Attendance

Faculty members who know in advance that they will be unable to hold a class must inform the Chair and Dean in writing (e-mail) of the absence and any arrangements made for the class. The Chair will

consult the Dean if alternate arrangements are required to cover classes. If a class is to be cancelled, faculty members must follow the procedure for class cancellation.

Classes must be held in the location and at the time scheduled by the Registrar's Office. Any alterations or exceptions must be approved by the Dean.

Class Cancellation

If you have to cancel a class for any reason, please do so by following these steps:

- Go to <http://www2.msvu.ca/classcancellation> and login using the "sign in" option on the right hand side of the screen. Once logged in, you will see a + icon; click on this icon to add a class cancellation.
- Enter the course number, location and time of the class. Please ensure that the information you enter is correct.
- Once you have entered your cancellation, click the icon to save the information. The cancellation will be uploaded to the Mount's class cancellation page.
- For more detailed instructions, please review the "Class Cancellation Page Administration" document located on the Deans' Office Intranet site.
- If you are unable to access the internet, you may cancel your class by contacting your administrative assistant or the Deans' office (457-6400).

Please note:

- The Deans' Office does not post information about re-assignment of work or additional work in lieu of the class. Faculty must make other arrangements to contact students with this information.
- Please ensure the information on course number, class location and time is correct.
- Rescheduling of cancelled classes can only be done at a time agreed to by all students. Classes should not be rescheduled on days when there are no classes at the University (i.e. Caritas Day, Spring Break) unless all students agree.
- Many faculty members now have e-mail distribution lists for their classes. Faculty are encouraged to use these to let their classes know if they cancel a class, and to copy the information to classcancellation@msvu.ca.

Convocation

Faculty members play an integral part in Fall and Spring Convocation ceremonies. All faculty members are requested to attend the ceremonies. Faculty generally participate and assist in the following capacities:

- walking in the academic procession
- greeting honorary guests and the families and friends of graduates as they arrive for the ceremonies
- presenting citations for honorary degree candidates
- assisting valedictorians in the preparation of their speeches
- participating in the Convocation receptions held after each ceremony

Faculty members may order academic attire to wear in the procession; the Deans' office sends out notices approximately 8 weeks prior to the event.

Holidays

There are no classes, buildings are not open, and faculty and staff are not available on the following holidays:

- Nova Scotia Heritage Day (3rd Monday in February)
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Natal Day
- Labour Day
- Thanksgiving Day
- Remembrance Day

There are no classes on Caritas Day, normally the Wednesday closest to January 31st. Administration and staff members will be at work and all buildings are open on that day.

The University normally closes the week between Christmas and New Year. During the Christmas closure period, buildings and residences are closed, and heat and lights are reduced to a minimal level. Only essential services personnel are on duty (security, steam plant, and switchboard). Other religious holidays and observances can be arranged by agreement with the member's Dean and Chair/Director or the University Librarian.

Mail

Faculty mail boxes are located in the McCain Centre, Seton Academic Centre, and Evaristus. Mail boxes are normally allocated to correspond with either the office building location of full-time faculty members or the teaching building for part-time faculty members. Departmental administrative assistants have a list of the location of faculty members' mail boxes. Part-time faculty members may be asked to share their mail box.

Mail is delivered daily, Monday through Friday. Items too large to fit into a mail box will be placed on the floor, shelf, or counter. These areas should be checked regularly for mail items. Baskets for both external and inter-office correspondence are located at all mail box locations. External mail must include the postal code and postage or a postage request slip that includes the department name, account bar code, piece count, and type of service required.

Maintenance of Office or Classroom Space

Maintenance needs in a classroom or office (i.e. water damage, chalk, light bulb replacement) should be reported to Facilities Management at Local 6502.

Office Space (Full-time Faculty)

Office space for full-time faculty is allocated by the Deans. Full-time faculty members are entitled to an individual office. Whenever possible, Department offices are assigned in the same area. Space is limited at the University and sometimes interim measures need to be taken. For example, a new faculty member might have to occupy the office of someone who is on leave before getting a permanent office and may not be located in the same area as her own Department until space becomes available. For further information about office space, contact your Chair/Director or Dean.

Office Arrangements (Part-time Faculty)

Because of the very limited availability of space at the Mount, office space for part-time faculty is offered on a shared basis. Individual office space for part-time faculty is not available. There are two Faculty Resource Centres in SAC341 and EV 376A where all part-time faculty can access computers, printers, copiers, phones, and scanners. Further information about available office space may be obtained from the Deans' Office.

Parking and Transportation

Parking permits are required for general parking. Pay & display parking permits are available for short-term needs (hourly or daily). Annual, term, monthly, weekly and daily permits are available at the Assisi Information/Security Desk. Mount Security issues tickets to violators. Fire lanes and disability parking are strictly enforced 24 hours per day.

Halifax Metro Transit bus schedule information is available at the Seton Academic Centre Front Desk, Rosaria Student Information Desk, and Assisi Information Centre.

Part-time Faculty Contracts

[The Collective Agreement between Mount Saint Vincent University and CUPE 3912](#) determines rate of pay, workload, and other working conditions.

Part-Time teaching appointments are contingent upon the achievement of adequate enrolments, academic course planning, and available funding. When necessary, the cancellation of a part time faculty contract is done at the discretion of the University. Compensation for a cancelled contract is paid to the instructor (where the instructor has signed the contract) in accordance with the Collective Agreement.

Stipends for part time faculty are paid bi-weekly on regularly scheduled pay dates. Online courses may be paid on a different schedule. The final payment is subject to submission of final grades.

Office Supplies

Faculty members should consult with their Chair/Director about what expenses might reasonably be incurred and how to charge items to the Department. Expected expenses include printing, photocopying, and audio-visual charges, as well as modest office supplies. Any other expenses, such as faxes, movie rentals, long-distance telephone calls, etc. must be approved by the Chair in advance.

Professional Development Reimbursement (Full-Time Faculty)

Provisions for an annual Professional Development expense reimbursement program are found in Article 39 of the MSVUFA Collective Agreement. Original receipts are to be submitted by March 31 of the current academic year, and must be accompanied by a completed [Professional Development Expenses Form](#). Faculty may only claim once per year. Expenses can only be reimbursed for the fiscal year in which they are incurred. For more information, contact Taunia MacAdam, Manager, Academic Relations, at taunia.macadam1@msvu.ca or at Local 6127.

Professional Development (Part-Time faculty)

A separate fund is maintained for Part-time faculty to support professional development in the form of presenting papers or participating in panels at academic conferences or attending academic or teaching and learning conferences. The part-time travel fund is described in Article 16.5 of the Part-Time Faculty Collective Agreement.

Travel Fund (Full-Time Faculty)

The University maintains a travel fund for the benefit of faculty, primarily to encourage participation and the presentation of work at scholarly conferences (See Article 40 and Appendix C of the [Full-Time Collective Agreement](#)). Travel Committee policies applicable to full-time faculty travel fund applications and report forms are available on the intranet:

[Travel Grant Application Form](#) (Intranet → Document Centre → Deans' Office → Forms)

[Travel Grant Report Form](#) (Intranet → Document Centre → Deans' Office → Forms)

Vacation

Full-time faculty are entitled to take four weeks of annual vacation (pro-rated for partial appointments or appointments shorter than one year). Faculty should inform their Chair/Director and Dean or the University Librarian when taking vacation. Vacation pay is included in the stipend amounts for Part-time faculty.

Final Grades

Grades should be submitted through Web Advisor. Grades for all courses having examinations must be received in the Registrar's Office either five days after the scheduled examination day, or by the deadline date established by the Registrar's Office, whichever is earlier. Grades may be faxed to 902 457-6498 (do not use any other FAX number) or by emailing grades@msvu.ca. Faculty are reminded to use the correct Mount undergraduate and graduate grading schemes and notations found in the Mount Academic Calendars.

Faculty members with graduating students should be available for consultation until the day before convocation in the Spring and the Friday before convocation in the Fall. The graduation list is finalized both in Spring and in Fall. The list is only finalized the day before convocation.

Academic Appeals

Discipline and appeal processes are outlined in the [Senate Policy on Academic Appeals](#) and the [Academic Calendars](#).

Academic Affairs

Academic Administration Effective September 1, 2018

Vice-President Academic and Provost	Dr. Elizabeth Church
Associate Vice-President (Student Experience)	Ms. Paula Barry
Associate Vice-President (Research)	Dr. Gayle MacDonald
Dean of Arts and Science	Dr. Brook Taylor
Dean of Education	Dr. Antony Card
Dean of Professional and Graduate Studies.....	Dr. Kim Kienapple
University Librarian	Ms. Tanja Harrison
Director, Teaching and Learning Centre.....	Dr. Donovan Plumb
Registrar	Mr. Paul Cantelo

Office of the Vice-President Academic and Provost

Manager of Academic Relations	Ms. Taunia MacAdam
Administrative Assistant	Ms. Tracy MacKenzie

Academic Departments & Department Chairs, Effective July 1, 2018

Arts & Science

Biology	Dr. Ron MacKay
Chemistry	Dr. Aibing Xia
Economics	Dr. Nargess Kayhani
English	Dr. Reina Green
History	Dr. Jonathan Roberts
Mathematics	Dr. Tina Harriott
Modern Languages	Dr. Juliette Valcke
Philosophy/Religious Studies	Dr. Brook Taylor (Acting)
Political/Canadian Studies	Dr. Tammy Findlay
Psychology	Dr. Michelle Eskritt
Sociology/Anthropology	Dr. Alex Khasnabish
Women's Studies	Dr. Mary Delaney

Education

Graduate Education (Director)	TBA
Teacher Education (Director)	Dr. Geneviève Boulet

Professional Studies

Applied Human Nutrition	Dr. Daphne Lordly
Business and Tourism	Dr. Peter Mombourquette
Child & Youth Study	Dr. Fernando Nunes
Communication Studies	Dr. Anthony Yue
Family Studies & Gerontology	Dr. Janice Keefe
Information Technology	Prof Jean Mills

Academic Policies

Academic policies that have been approved by Senate can be found on the [Senate homepage](#). Some of the key policies for faculty are:

- [Academic Accommodations for Students with Disabilities](#)
- [Accommodation of Students' Religious and Spiritual Observances](#)
- [Authorized External Credits](#)
- [Course Outline Policy](#)
- [Evaluation and Grading](#)
- [Final Examinations](#)
- [Final Exam Policy Addendum](#)
- [Independent and Directed Course Studies](#)
- [Leave of Absence Provision for Graduate Students](#)
- [Open Access Policy](#)
- [Recognizing Prior Learning \(Graduate Admissions\) Policy](#)
- [Teaching Timetable Policy](#)
- [Transfer Credits Policy](#)

Other Relevant Policies and Procedures

- [Employee Tuition Fee Reduction Policy](#)
- [Employment Equity Policy](#)
- [Environmental Policy Statement](#)
- [Harassment and Discrimination Policy](#)
- [No Scents is Good Sense](#)
- [Occupational Health and Safety Policy](#)
- [Policy against Sexual Assault](#)
- [Procedures for Dealing with Student Violations Governing Computer Use](#)
- [Regulations Governing Computer Usage](#)
- [Timetable of Significant Dates for 2017-2018](#)

Freedom of Information and Protection of Privacy

As a result of the implementation of the Freedom of Information and Protection of Privacy (FOIPOP) Act, faculty members are advised that grades may not be posted by student number or name. As well, assignments, tests, quizzes and/or exams may not be left in the hallway for students to pick up. These practices breach students' privacy and render the University liable to complaint under the Act.

Grades and assignments should be distributed in ways that protect students' privacy such as:

- distributing directly to students in class;
- asking students to collect during office hours; or
- leaving sealed, identified envelopes with Department secretaries for student pick up.

Grade reports, WebAdvisor materials, and other student lists that are no longer required by faculty must be disposed of in **secure shredder boxes** (NOT in recycling bins).

Faculty should review their practices to ensure that students' privacy is being protected. For further information, contact Kim Campbell, FOIPOP Officer, at kim.campbell@msvu.ca or at Local 6436.

Grade Changes

All grade changes require a Dean's approval before they can be recorded in students' records. [The Grade Change Form](#) is available on the intranet

Once final grades have been submitted, there are a limited range of acceptable reasons for submitting a grade change. Normally, only those changes which occur as a result of errors in the original calculation of the final grade will be approved.

Students who have been ill or unable to complete the course work for acceptable reasons are governed by the regulations of the INC and DEF grades.

Grade changes which result from DEF, INC or IP grade submissions do not require a Dean's approval and can be submitted directly to the Registrar's Office within the formal deadlines established for each term.

Timetable of Courses

All classes must be scheduled in the approved time slots listed below. Department Chairs must submit their department timetables to the Dean by December 15. Once the Dean approves the schedule, it is forwarded to the Registrar's Office. The Vice-President Academic and Provost must approve any exceptions to approved time slots. Requests for changes to the timetable must be approved by the appropriate Dean. Departments should try to ensure that courses are scheduled across the entire timetable.

Class Time Slots

MW	8 timeslots of 75 minutes
TTh	8 timeslots of 75 minutes
F	4 timeslots of 75 minutes (up to 3:00 pm)
MTWThF	2 evening timeslots of 150 minutes

Guidelines for Academic Advising

A Collaborative Approach

Academic Advisors help students plan their degrees, select and schedule courses, choose areas of focus, keep track of program requirements, and connect with other on-campus support services.

Advising takes place year-round; however, there are peak advising times such as the Early Advising and Registration event for new Mount students in the spring, advising for new Mount students during the summer months, and March Advising Week for current students selecting courses for the following academic year.

The Mount strives to employ a dual Academic Advising model where students meet with faculty advisors about their areas of focus and staff advisors about overall degree requirements and academic procedures and policies.

New for Fall 2018: The Centre for Academic Advising and Student Success

The Centre for Academic Advising and Student Success will open in the Seton Academic Centre, Room 304 in August 2018. The Centre brings together staff academic advisors, the Mount 101 coordinator, and peer mentors in one space to collaborate with students on academic-related matters. Equipped with workstations, the Centre will be a hub for advising activities and academic workshop and program delivery. The establishment of the Centre provides an opportunity for increased collaboration between academic departments, academic support staff, and students. Current staff contacts for the Centre are:

Erin Tomlinson

Manager, Centre for Academic Advising and Student Success
erin.tomlinson@msvu.ca

Heather Maxwell

Academic Advisor
heather.maxwell@msvu.ca

Marisha Caswell

Mount 101 Coordinator Marisha.caswell@msvu.ca

*An additional staff academic advisor will be hired during summer 2018.

Faculty Advising

Please consult your Department Chair regarding the advising structure in your department. In some academic departments, faculty members are responsible for advising students who have declared majors or professional degree programs administered by their department.

Faculty advisors may encourage students to meet with staff academic advisors in the Centre for Academic Advising and Student Success to review general program requirements, academic policies and procedures, and to obtain referrals to other on-campus student services.

Education

Academic advising for B.Ed. students is the responsibility of the Director of Teacher Education, the B.Ed. Coordinator, and support staff in the Faculty of Education Office (Seton 401).

Students who are seeking admission to the B.Ed. program should consult the Academic Advisors in the Centre for Academic Advising and Student Success in Seton 304.

Graduate Programs

Students in graduate programs are assigned a faculty advisor. Education graduate students can also consult the Director of Graduate Education.

Right Start Program – A Single Referral Is All It Takes!

The Right Start program is an early alert program designed to help undergraduate students who may be struggling in their courses. Faculty members are encouraged to review student performance within the first six to eight weeks of each semester to identify students who may be experiencing academic difficulty. Often, if a student is experiencing difficulty in one course, they are also having trouble in others. If just one faculty member submits a referral for a student, it may help that student in all of their courses. Some examples of how faculty can make this evaluation are: class attendance, grades, test performance, completion of assignments, participation, and quality of oral and written work. Faculty members can refer students by submitting an online referral via the [Intranet Right Start page](#). Academic advisors in the Centre for Academic Advising and Student Success will connect with the students to help them get back on track. For more information about the Right Start program, contact Heather Maxwell at heather.maxwell@msvu.ca or 902-457-6324.

Contact Information

Faculty members who would like to review advising guidelines can contact heather.maxwell@msvu.ca or erin.tomlinson@msvu.ca.

[The Faculty Advising Guide](#) is also available online. (Intranet → Departments → Academic Advising)

Teaching and Learning Centre and Online Learning (TLCOL)

TLCOL works to promote teaching and learning in face-to-face, online classrooms and everything in between. We work to promote student learning by promoting faculty teaching development. We maintain three distinct areas of service:

- 1) faculty development and support,
- 2) online course development, and
- 3) the administration and support of our online learning platform.

We offer consultation services with an educational developer, instructional developer, instructional technologist, and multimedia technician.

Teaching and Learning Centre (TLC) – McCain 209

At the TLC, you can consult with us on any aspect of your teaching. We are focused on enhancing teaching and learning at the Mount. We offer a year-long calendar of programming designed to promote faculty teaching development. We are here to provide you with support in many forms, including confidential one-on-one consultations. Visit us to:

- enhance your instructional skills;
- optimize class management;
- develop your own teaching award nomination;
- engage in professional development.

Online Learning (OL) – EMF 122A

At our Online Learning Office, you can receive support for all aspects of course delivery online. We support course development for all of the Mount's online courses as well as administer and train faculty on how to use our online learning platform, Mount Online. Visit us to:

- learn how to teach with Moodle, Blackboard Collaborate, Nearpod, and Office 365;
- refine your knowledge of online gradebooks, quizzes and discussion boards;
- optimize your online course design and delivery;
- develop your approved online course.

Get Involved

Check out all of our teaching and learning events, workshops and refreshers throughout the year by visiting our websites at msvu.ca/tlc and msvu.ca/onlinelearning.

Contact Us

For technical support for Mount Online, contact online@msvu.ca

For general online learning inquiries, contact onlinelearning@msvu.ca

For TLC services and faculty development information, contact tlc@msvu.ca

Library Services

[The Mount Library](#) delivers information resources and services to support teaching, learning and research. The Library is located on the main and lower levels of the E. Margaret Fulton (EMF) Centre.

Library Card

The faculty ID card is issued by the Library and also serves as the Mount Library card. Faculty may activate their ID card as their library card by visiting the Library Access Services desk. The ID card should be updated annually by the end of September. The card enables Mount faculty to borrow from the Mount Library collection and all other participating Novanet institutions: Acadia University, Dalhousie University, NSCAD University, Saint Mary's University, University of King's College, Atlantic School of Theology, Cape Breton University, Saint Francis Xavier University, Université Sainte-Anne, and the Nova Scotia Community College.

Books borrowed from other libraries are subject to the policies of the lending library. Faculty may return material borrowed from any Novanet university or college library, as well as items borrowed from any public library in the province, to any public or university library in Nova Scotia through the Borrow Anywhere Return Anywhere (BARA) program.

Accessing Novanet

The Novanet catalogue is accessible on the web. From the Library website, access is from the Novanet Discovery search box. Items available from other libraries may be borrowed free of charge using the Library's document delivery services. Most holdings, including e-journal subscriptions, are searchable using the Library's discovery tool. Refer to the search box on the Library's homepage and in the Library Resources widget in all Moodle courses.

Faculty members are granted term loans by the Mount Library and many others across the Novanet network. Items borrowed may be renewed up to three times in person or online in your Novanet account (barcode + last 4 digits of phone number). For Mount Library renewals over the phone call 457- 6250. All items are subject to recall if requested for a course. Print journals, reference books, and some government documents are normally non-circulating.

Liaison Librarians

For the purpose of providing library support to faculty members and students, the Library has grouped departments and programs into five discipline categories with an assigned Liaison Librarian responsible for each. Faculty are encouraged to meet with their Liaison Librarian to exchange information on specific collection needs. In addition, Liaison Librarians are happy to meet with any faculty member to provide an overview of Library resources and services, answer questions, and generally support their (and their students') library research needs in and outside the classroom. Librarians also have coordinating roles in various areas including: Archives, Collections, Data Services, ELearning, Engagement, Scholarly Communication, and Systems.

For information on library support and services, please contact your Liaison Librarian:

Lindsey MacCallum: lindsey.maccallum@msvu.ca or 457-6402

- [Humanities](#) – English, Cultural Studies, History, Philosophy, Religious Studies
- [Archives & Scholarly Communication](#) – archival teaching and research needs, open educational resources, open access publishing, article processing charges (APCs) and discounts, advice on predatory publishers, assistance with the Mount E-Commons.

Stan Orlov: stan.orlov@msvu.ca or 457-6212

- Business Studies – Business Administration, Information Technology, Public Relations, Tourism & Hospitality, Communication Studies, Modern Languages
- Systems – support for electronic resources via EZ Proxy, Library databases usage statistics, technology support for Open Journal Systems (OJS), assistance with Mount E-Commons

Meg Raven: meg.raven@msvu.ca or 457-6403

- Sciences – Applied Human Nutrition, Biology, Chemistry & Physics, Mathematics & Computer Studies, Psychology, Statistics
- Collections – oversees the Library's print, media, and electronic collections, assists liaison librarians and their departments with acquiring new journals and online resources

Denyse Rodrigues, denyse.rodrigues@msvu.ca or 457-6200

- Social Sciences – Canadian Studies, Economics, Family Studies & Gerontology, Political Studies, Sociology & Anthropology, Women's Studies, Peace & Conflict Studies, Public Policy Studies
- ELearning & Library Research Services – copyright for online teaching and learning, distance student support, support for Library accessibility related needs of students, faculty, and staff

Sandra Sawchuk: sandra.sawchuk@msvu.ca or 457-6526

- Educational Studies – Education, Child & Youth Study
- Engagement & Data Services – finding and using data for research and teaching, research data management, events in the Library (e.g. book launches and readings, class events, etc.)

Class Tours & Library Instruction

Liaison Librarians arrange Library Orientation or Library Research Workshops for students as required by instructors. These sessions highlight library resources that students may find useful to complete their research and assignments. Faculty should book their session through their Liaison Librarian at least one week prior to the date they wish the session to be conducted. The Library also offers a credit course LIBR 2100 'Introduction to Research in the Information Age.' See the Undergraduate Calendar for more information.

Recommendations for Purchase

According to the internal procedures of and academic department, the Department Library Coordinator may collect orders for material from her faculty colleagues and send them to the Library. Alternatively, each faculty member can recommend material for purchase directly to their Liaison Librarian. The order can be submitted as a printed slip or new title announcement, entered online using the [book recommendation web form](#) or details can be submitted via email.

The following order of priority should be used for resource selection:

1. the development and active maintenance of a core collection in support of major teaching programs, in accordance with the guidelines approved by Senate
2. more specialized materials of interest to several teaching departments: arts, sciences, graduate and professional schools
3. more specialized materials of interest to a single teaching department
4. more specialized materials of interest to one or a few individuals

Liaison Librarians are available to provide guidance and suggestions on the assignment of priorities.

Reserve Materials

Putting print or electronic information in the Library's Reserve Collection or online via Moodle is a way to ensure that students have equal access to valuable material. All materials are subject to copyright and fair dealing guidelines. To avoid delays, faculty should submit material well in advance of the beginning of each session. It is possible to have books owned by other libraries or personal copies of materials placed on Reserve.

Please contact Edythe Davidson or Ainsley Cunningham in Library Reserves at 457-6205 or reserves@msvu.ca for further details or go to the [Reserves link](#) (msvu.ca → Library → Services → Course Reserves).

Interlibrary Loan / Document delivery

A reciprocal borrowing agreement with the Council of Atlantic University Libraries (CAUL) allows faculty and students to order materials that are available outside of the Novanet system. For further information, contact Document Delivery at docdel@msvu.ca or at 457-6435.

The Mount Library, as a member of CAUL, encourages library co-operation and sharing. Faculty may obtain a Canadian Reciprocal Borrowing Agreement (CURBA) card at the Circulation Desk. This card permits in-person borrowing at participating libraries across Canada. A 'return anywhere' policy is in place for the Atlantic region.

Open Access and Mount Institutional Repository

The Mount Library supports open access; the [policy approved by Senate](#) in 2016 is on the Mount's [E-Commons](#) and on [Policy Central](#). The E-Commons is an institutional repository which facilitates the collection, preservation, and distribution of the Mount's scholarly outputs. Institutional repositories are important tools for preserving an organization's intellectual legacy and encouraging open scholarly communication for all. The Mount Library also hosts open access e-journals using Open Journal Systems (OJS). For more information, contact Scholarly Communication Librarian Lindsey MacCallum at lindsey.maccallum@msvu.ca or 457-6402.

Library and Social Media

The Mount Library makes the majority of its product and service announcements via email and on social media. Faculty can 'like' the [Library's Facebook page](#) or follow us on Twitter (@mountlibrary) or Instagram (@msvulibrary).

Contact Information

For questions or comments about the library and its services, please contact Tanja Harrison, University Librarian, at tanja.harrison@msvu.ca or 457-6108.

Copyright Information

When considering material for use with your classes, please note that copying in print or digital format on campus must fall within the following categories:

1. Educational exceptions such as Fair Dealing

Fair dealing is a right of every citizen under the Canadian Copyright Act, and libraries and educational institutions have further exceptions to carry out practices on behalf of their students and patrons. Please refer to the current Fair Dealing and Copying Guidelines in the [Mount Copyright Guide](#).

2. Resources available through the Mount Library's licensed content

The Mount subscribes to thousands of ejournals and ebooks and linking to licensed readings via Moodle is encouraged. Information on the process is available via the Mount Copyright Guide under [Copyright Basics > Information for Faculty](#). If faculty prefer, the Library Reserves team will be happy to assist with creating these links. To discover what licensed resources we have available to the Mount community, please consult the library web pages and search for ebook collections, journals, or [databases A-Z](#). For further guidance, please contact your Liaison Librarian.

3. Resources in the Public Domain, via open access or licensed under Creative Commons

Copies can be made of any works in the public domain (e.g. for which the author has been dead 50+ years and no copyright has been renewed), material that is licensed under open access, or has a creative commons license that allows copying. Public domain material can be provided to your students in class without hesitation as well as scanned and posted or linked to in Moodle.

4. Resources requiring permission from the copyright holder

Some copying and/or posting to Moodle may require permission by the copyright owner. Faculty members are encouraged to secure permission if they are able. The Library will also take requests for assistance and permission will be secured and paid for if necessary.

For further assistance in determining categories of your readings and/or posting or linking to material via Moodle, contact the Library Reserves team Edythe Davidson and Ainsley Cunningham at reserves@msvu.ca or call 457-6250. Library staff will be happy to assist.

The Mount remains committed to environmental teaching practices. Please consider digital readings via Moodle for your courses whenever possible.

Contact Information

Further questions about copying particular materials, making readings available to students, or for more information delivered at a departmental meeting, contact Tanja Harrison, University Librarian, at 457-6108 or email tanja.harrison@msvu.ca.

For online course related questions, you can also contact Denyse Rodrigues, ELearning Librarian, at 457- 6200 or denyse.rodrigues@msvu.ca.

Research Services

The Mount is committed to encouraging and supporting faculty research and scholarship. The Research Office offers a variety of support services to faculty members. The office emphasizes the place of research and scholarship in the development of a successful and satisfying academic career. To do so, we provide the following services:

- Access to personal consultations about the ways and means to launch and support research activity
- Mentorship and customized guidance on developing grant writing skills
- Grant proposal “how to” advice and tips
- Information on internal grants competitions and awards including the New Scholars Grant
- Regular e-mail bulletins on funding competitions, general information, and deadlines
- Assistance with the coordination and development of major infrastructure, collaborative, large-scale research program proposals
- Consultation on funding sources
- Co-ordination and liaison with Mount Public Affairs on communication of research activities
- Co-ordination with the Mount Library on supporting scholarly communications and publishing
- Co-ordination with Industry Liaison Office to support research-industry partnerships
- Guidance on satisfying research ethics certification/clearance provisions and other compliance requirements
- Assistance with building research teams and collaborations when opportunities arise

[The Research Office website](#) contains information on internal grants policies, grant applications, University Research Ethics Board (UREB) policies and procedures, report forms, general information and announcements.

Policy Statement on Research

Research may be defined as an inquiry or investigation, which requires prolonged and careful study of actual conditions or of primary or secondary sources of information for the sake of developing perspectives, creating knowledge, gaining insights, developing generalizations, informing policy or practice, or otherwise making a difference in the lives of individuals and communities.

In an institution that includes many widely different disciplines, pure or applied research may take a variety of different forms. It may be historical, descriptive, theoretical, experimental, arts-based, analytical, evaluational, or developmental. It may reflect a broad spectrum of methodological and theoretical traditions. It may be based in the laboratory, library, field, community, practice, or studio.

In some cases, researchers communicate findings to others who are interested in the same issues and problems and who can build on research results. Research, therefore, naturally leads to publication in scholarly journals or books, and to presentations to academic colloquia and conferences. This form of communication requires that scholars carry their projects through to completion, that they express their results definitively and clearly and that their work is considered significant by reputable scholars in the field.

In other cases, researchers aim to communicate findings to those outside academic and research circles including decision makers and the general public. For these purposes, the communication and

“publication” of research might take different forms and be presented in different venues in order to enhance understanding and engagement.

Place of Research in the University

It is generally agreed that the major functions of a university are the development of knowledge through teaching, the extension of knowledge through research and scholarly activity and the preservation of knowledge through its role as repository and trustee of our cultural heritage.

These functions are clearly intertwined. Good teaching relies on faculty engagement with research and scholarly activity. Research not only complements teaching; it is an integral part of good teaching at the university level. For these reasons, the University encourages its faculty to engage in research and supports them in their research efforts insofar as its resources permit.

Strategic Research Plan

The Mount’s Strategic Research Plan, [Making a Difference through Research 2015-2018](#), provides an overview of the rich and diverse research and scholarly activities, that define the Mount’s research community, and articulates a research direction and agenda for the next three years. The Strategic Research Plan is due for revision in 2018.

Research and Academic Freedom

Research can only thrive in a climate of academic freedom. The University, therefore, recognizes the necessity for academic freedom and guarantees it to its faculty members in fulfillment of their teaching and research duties. This principle will in no way be compromised.

Integrity in Research and Scholarship

The University is committed to excellence in research and education, expressing the highest standards of research and scholarly integrity, as outlined in the Senate policy, titled [Integrity in Research and Scholarship.](#)” As such, the Mount expects all members of the University community to comport themselves with respect to the highest standards of behaviour in the conduct of research and scholarship.

Ethics Review of Research Involving Humans

All research that involves humans and/or their data requires review and approval by the University Research Ethics Board (UREB) before the research is initiated. University procedures for this review are outlined in the Senate policy on [Ethics Review of Research Involving Humans](#).

The UREB has developed several forms, procedural documents and guidelines to assist researchers with the research ethics process. These documents are posted on-line at <http://www.msvu.ca/ethics>.

General email for compliance ethics@msvu.ca

Conflict of Interest Policy

Guidelines for researchers regarding conflict of interest can be found in the University [Conflict of Interest Guidelines for Researchers](#).

Internal Grants

Recognizing that research and scholarly activity are vital functions of the University, the University sets aside a sum of money in the budget each year to support research. These funds, along with monies granted to the University to support research by the Social Sciences and Humanities Council of Canada (SSHRC), are awarded by the President based on recommendations from the Committee on Research and Publications. The committee makes recommendations after reviewing faculty applications to internal grant competitions, two of which are held each year.

Full time faculty members are eligible to apply for internal grants. A part-time faculty member may be named as a collaborator on a grant whose principal investigator is a full-time faculty member. A grant may be held only during the period in which the successful applicant is employed by Mount Saint Vincent University. Grants awarded for a period of up to two (2) years and a minimum of 50% of the approved budget must be spent in year one. Further details on the Internal Grants Program are available at: msvu.ca/en/home/research/researchservices/grants/internalgrants.

Contact Information

General email research@msvu.ca.

The Office of Student Experience

Aboriginal Student Centre (45 Melody Drive)

The Aboriginal Student Centre strives to provide an opportunity to empower, encourage, and educate students of all nations in an environment rooted in Indigenous cultures and values. The ASC offers the opportunity for students to learn more about Aboriginal culture while giving them a place to study and hang out. The staff provide academic advising and counselling.

Accessibility Services (EMF 127G)

In compliance with the Senate [Policy for Accommodating Students with Disabilities](#) and the Nova Scotia Human Rights Act, the University is dedicated to adapting the academic environment for students with disabilities to provide them with equal access to opportunities for learning, while maintaining the academic standards of the University. A student with a disability must register with Accessibility Services prior to receiving accommodations. Faculty with any questions or concerns should contact Kim Musgrave at kim.musgrave@msvu.ca or Local 6323.

More information for faculty is available at www.msvu.ca/accessibilityservices.

Africentric Support Group (EMF 132)

The Africentric Support Group is aimed at empowering African/Black students to achieve educational excellence. It provides opportunities for its members to engage in culturally oriented events and activities and for the Mount community the opportunity to learn more about our historical culture by embracing the theory of Afrocentricity.

While our overall campus atmosphere is one of a welcoming, friendly and diverse nature, the aim of the Africentric Support Group is to complement this atmosphere by connecting people who share similar values, culture, and prior experiences. The Africentric Support Group Coordinator can be reached at AfricentricSupport@msvu.ca.

Athletics and Recreation (ROS 127)

The Athletics and Recreation Department is committed to providing opportunities and programs for students, staff and faculty which will encourage active and healthy living. [The Mount Fitness Centre](#) includes a gymnasium, conditioning room, aerobics and instructional studio, locker rooms and showers. They offer more than 20 fitness classes a week and a full schedule of intramural activities and active living wellness programs such as yoga, pilates, karate, dance etc.

Mount Faculty can purchase a year facility membership for \$100.00 or \$155.00 for a fitness and facilities membership. A variety of other discounted options/add ons are available for fitness memberships and active living and wellness programs. In addition, family (18 years and older) memberships are available in a variety of fitness and facility memberships. Payroll deduction is available. The Mount Fitness Centre also offers a comprehensive in-service and summer day camp programs for children in primary to grade six.

For more information, visit the [Mount Fitness Centre website](#).

Career Services (MC 306)

Career Services provides assistance to Mount students and alumnae in the following areas:

- Workshops on self-assessment, resume writing, interview skills and job search techniques
- individual career counselling and resume critiques to currently registered students, by appointment
- information regarding posted employment opportunities and upcoming employer visits to campus
- standardized career assessments (including the Strong Interest Inventory and Myers Briggs Type Indicator)
- Career fairs including the annual Halifax Career Fair, Volunteer Fair, B.Ed. National/International Job Search, and Summer Job Fair. Confirmed event dates will be posted at: [Career Planning](#) in Fall 2018.
- Recognition of involvement in co-curricular activities through the CCRP (eligible activities include volunteer work, student societies, athletics, awards, professional development, global engagement and other leadership experiences). Visit www.msvu.ca/ccrp for further details.

Faculty may post employment opportunities for students directly online at www.msvu.ca/postajob. The posting will appear on our site within 2 business days.

For more information on partnering with the Coordinator of Career Services for career-related activity specific to a discipline or a customized class presentation on a career related topic, faculty should call Local 6114.

NEW for Fall 2018! Centre for Academic Advising and Student Success (Seton 304)

NEW for Fall 2018! Launching a centralized location where academic advisors, the Mount 101 Coordinator, and Peer Mentors are available to provide academic support to undergraduate students. Equipped with workstations, the Centre will be a hub for advising activities and academic support programs on campus.

Counselling Services (EMF 127G)

Counselling Services is available free of charge to all registered Mount students, both full-time and part-time. Services are strictly confidential. The counsellors offer individual help to students with academic, emotional or social concerns.

Counsellors offer individual sessions by appointment, as well as workshops, group programs, and in-class presentations. The Counsellor and student will work together to focus on finding solutions, promoting positive change and achieving well-defined goals.

Faculty and staff members are encouraged to contact a member of Counselling Services if they are concerned about a student who is displaying “early warning signs” or causing problems in the classroom.

Some possible early warning signs to watch for:

- A change in the students’ behavior and/or appearance, for example, more withdrawn, disheveled, boisterous.

- Confusion, disorientation, erratic behavior, e.g., comments in class that don't make sense, thoughts that are un-related to the class discussion, trouble locating the classroom, etc.
- Increased emotionality, e.g., crying in class or in your office, angry outbursts, frustration, etc.
- Drop in academic performance

Next steps:

- Ask to speak to the student privately and express concern for her/him.
- Advise the student that there are free confidential counseling services available to them on campus.
- Help them make an appointment with a counselor, either by calling the office with their permission (Local 6567) or even walking them down to the Student Services desk in EMF 108 . Otherwise, provide them with the phone number and/or the pamphlet for Counselling Services. These pamphlets may be requested from Local 6567.
- Faculty may discuss concerns directly with a counsellor. During regular office hours, please call Counseling Services at Local 6567 and ask for a counsellor to return your call when they are not in session. If it is an emergency, please advise as such. Each counsellor has a half hour held at the end of each day for 'urgent consultations'. These appointments are only available to students who are not current clients of Counselling Services. If a counsellor is not available, you may also contact Health Services on campus at Local 6353.
- For more information, review our Guide to Identifying and Responding to Students in Distress
- If a crisis occurs with a student after hours, faculty should call Security at Locals 6267 or 6497. If the crisis calls for immediate attention, and Security cannot be contacted, the Mental Health Mobile Crisis Team may be reached at 429-8167.

Financial Aid (EV 207E)

Financial Aid offers a wide range of services including information on bursaries, budgeting, scholarships, student lines of credit and student loans. If students are having financial difficulties, small emergency loans are also available.

When discussing the possibility of dropping courses with full-time students on student loan, it is extremely important that faculty advise students not to drop below full-time status of 60% (1.5 courses per semester) without speaking to the Financial Aid Managers, as this action could place their loan in jeopardy. The Financial Aid Manager will discuss with the student the financial ramifications of such a decision. They can be reached at 902-457-6351 or Local 6351.

Health Services and Coastal Sports and Wellness (2nd Floor Assisi)

Located in Assisi, Health Services and Coastal Sports and Wellness offer a full range of medical services in a confidential and caring atmosphere to all students, staff, faculty and anyone in the community. The Health Office is committed to treating all visitors with the respect and confidentiality they should expect from any health care professional.

Health Services is staffed by doctors, a nurse/manager and a secretary. Some of the medical services offered include physical examinations, first aid, screening for STDs, immunizations, medical referrals, and assessment and treatment of all types of medical problems. Appointments can be booked by calling 902-457-6354 or Local 6354.

As a multidisciplinary clinic, Coastal Sports and Wellness strives to provide clients with exceptional treatment to maximize health and well-being. They provide physiotherapy, massage therapy and

acupuncture to students, university staff and faculty, as well as to the community. In the near future they will be offering dietician services, chiropractor, and osteopath. Appointments can be booked online at coastalsportsandwellness.com or by calling (902) 404-8034.

International Education Centre (Seton Annex 101B)

The International Education Centre (IEC) provides assistance to international students in cultural and academic adjustment. In addition, the Centre also coordinates English language training for international students and exchange programs for domestic students.

Services include:

- New International Student Orientation: Airport pick-up and orientation sessions for new international and exchange students in September and January.
- University Bridging Program: a 12 week program for students close to meeting Mount language requirements. The UBP is a non-credit course designed for students to learn the necessary fundamentals in order to become successful students in a Canadian, English speaking post-secondary institution. This includes time management, research skills, citation styles, academic integrity, active reading and note-taking, and group dynamics.
- Language Assistance: in academic research, listening and note-taking, time management, academic integrity, effective reading, academic writing and effective communication through one-to-one language tutorials, study groups, and workshops.
- Cultural workshops on unfamiliar issues such as income tax, work permit applications, culture shock, etc.
- Advising and information on matters related to Canadian Immigration including student authorizations, visitor visas, employment, health care and more.
- Social events including trips, parties, games, leadership retreats and international celebrations
- Student Exchange Programs: we coordinate exchange programs in Austria, China, Sweden, Denmark, France, Korea, Spain, Russia, the UK, the US, Scotland, Finland, Mexico, and Estonia.

For more information, email international@msvu.ca.

Learning Strategist (EMF 127-F)

Whether it is managing time, getting organized or preparing in advance to do well on an exam, students may contact the Learning Strategist to explore specific strategies and skills they may need to meet their academic goals. The Learning Strategist can make referrals and provide information about other student services on campus.

The Mount's learning strategist services are available to any registered Mount student. Regular drop-in times and scheduled appointments are available Monday to Friday and workshops covering a variety of topics are offered throughout the fall and winter terms.

For more information, email learning.strategist@msvu.ca.

Residence Life (EV 201A)

The aim of residential living is to enhance classroom education by extending the academic experience into the living environment. This living/learning atmosphere forms an integral part of student development. For most students, residence truly becomes a new home-away-from-home, where they may study, enhance social development and enjoy free time. In Assisi Hall, the Birches and Westwood,

all rooms are fully furnished as study bedrooms, while the apartments are fully furnished with study areas. Laundry facilities are available for all accommodations. New for 2013 – An Academic Resident Assistant (ARA) will be available as a resource for all residence students. The primary role of the ARA is to strengthen the academic partnerships within Student Services and the campus community.

More details on [residence life](#) can be found at MSVU.ca→ Student Services→ Residence Life or by contacting the Manager, Residence Life in Evaristus 201A.

Writing Resource Centre (EMF 205)

The Writing Resource Centre offers writing assistance to students in all disciplines by means of small group workshops as well as individual tutorials. Students may book an appointment by calling 457-6567 or by emailing writing@msvu.ca, to get help with a particular paper or writing assignment. The Writing Resource Centre is located in EMF 205 and operates year round, with reduced hours during the summer.

Contact Information

Paula Barry, Associate Vice-President
Student Experience
Evaristus 201A, Local 6130

Carrie Campbell, Administrative Assistant
Evaristus 201A/EMF 127-G, Local 6567/6210
carrie.campbell2@msvu.ca

Administrative and Other Services

Harassment and Discrimination

Mount Saint Vincent University is committed to providing and maintaining an environment that promotes the dignity of human beings. The Harassment & Discrimination Policy prohibits harassment and discrimination and affirms that all members of the Mount Community have the right to participate in activities at the Mount without fear of discrimination or harassment.

All employees of the Mount are responsible for reading and understanding the [Harassment & Discrimination Policy](#).

All information, records and documents obtained as a result of inquiries or complaints made under the Harassment & Discrimination Policy will be kept in a confidential file in the office of the Advisor. All members of the Mount community involved in a complaint are expected to maintain confidentiality.

If you believe that you have been discriminated against or harassed in your employment you should not ignore it. If you have been accused of harassment or discrimination, you have the right to be treated fairly. All members of the Mount community have the right to consult with the Advisor's Office regarding concerns they may have about harassment or discrimination.

Reprisal or threat of reprisal against an individual who seeks consultation with the Advisor's Office or a complainant, respondent or witness in an informal or formal complaint under the Harassment & Discrimination Policy may be considered harassment and subject to the provisions of the Policy.

Contact Information

Kelly McMillan
Harassment and Discrimination Policy Advisor
Local 6766
respect.advisor@msvu.ca

The Mount Bookstore

The Mount Bookstore, located in Rosaria Centre, is the University's outlet for textbooks, school and office supplies, clothing, gift items and Mount gear. During the regular academic year, the hours are Monday to Friday, 9:00 am – 5:00 pm. The store is also open extra hours at the beginning of each term and these hours will be posted on the Bookstore's Facebook and web page. Departmental gifts and office supplies can also be charged through the store.

Ordering Textbooks

Each faculty member is responsible for submitting a "Textbook Requisition Form" for each text required for their course(s). A form is available on-line at www.msvu.ca/bookstore/orders Faculty can call the Bookstore at Local 6422 if an acknowledgement of the on-line order is not received within a reasonable time period.

Please include as much accurate information as possible on the requisition form. The correct ISBN of the book you are requesting is an essential detail to provide. All shelf cards, book lists, etc. are compiled from the information given on these forms. Please also fill out this form or email the bookstore at bookstore@msvu.ca if you do NOT require a text book for your course.

If the same book is being used in two courses, one starting in September and one starting in January, two orders must be submitted, as the Bookstore's limited space cannot accommodate the full year's texts at one time.

The 'number of copies required' box should be the best estimate of the number of books required, not just the course enrolment cap. The Bookstore will subtract from this number any copies it has on hand before placing the order. Even if there are enough copies available in the Bookstore, a requisition is required (again for the book lists, and to ensure that the books are not returned to the publisher).

The Bookstore has the option of charging Departments for any unsold copies of non-returnable materials. The Bookstore will inform faculty prior to placing an order if a text is non-returnable. The Bookstore makes every effort to dispose of non-returnable books without incurring a loss for the University.

The deadlines for ordering are as follows:

September Session: May 31 January Session: October 31 Summer Sessions: February 28

If there is a shortage of textbooks, the instructor is responsible for advising the Bookstore of how many more books are required. A second requisition is not required, just a phone call. The Bookstore will try to fill these orders as soon as possible. However, any special handling requests for late orders or reorders, such as air freight, will be charged to the ordering department's budget.

Faculty members are required to obtain their own desk copies. Publishers will not send these to the Bookstore. If the names and/or addresses of the various publishers are required, the Bookstore staff will be happy to assist.

Contact Information

The Mount Bookstore Main Line Local 6157

The Mount Bookstore Manager, Local 6422

Information Technology and Services

Information Technology and Services (IT&S) provides a wide range of services and assists all members of the university community in the use of information technology, voice and data communications, and audio-visual services.

How to Contact Us

All Computer, Audio Visual and Telephone questions or problems can be answered by the team of professionals at the Help Desk. To contact the help desk team:

- send an email with a question or issue to helpdesk@msvu.ca
- call during regular work hours to Local 6538 (902-457-6538 from off campus).

Classroom Emergency Hotline: Local 6601 (902-457-6601 from a cellular phone).

Faculty may dial Local 6601 (902-457-6601) for immediate assistance related to any equipment or software while teaching a class. There are phones located next to each elevator in the Seton building.

After Helpdesk Hours you may be forwarded to the Assisi switchboard (902-457-6788). If you are forwarded to Assisi, notify the operator that you need immediate AV support for a class in session.

Mount Computer Accounts

The Mount has multiple campus applications that faculty may use. These systems each require a user account so that faculty can securely access the information. This section describes how to get user accounts for the various applications.

1. Email and Campus Network Access

The University network is accessible from any computer across campus. It provides access to data storage, print services, electronic mail and calendaring, internet and software such as Microsoft Office. In order to get a username for the network, the Chair or authorized individual for the department must fill out the online [Username Request form](#).

Forms are located on the Mount intranet site at [Intranet → Departments → IT&S → I'm New to the Mount → My Network Accounts → Username Request/Change/Delete Form](#). Employment information MUST be in the Colleague system prior to a username being issued.

If IT&S receives the form as part of the hiring process a network account for a new faculty member may be already set up prior to arrival on campus.

Accessing your email from home:

Faculty members are provided with an Outlook e-mail account. To access your email off of campus go to the [Outlook page](#) on the Mount's external website.

Please note: If your email has been migrated to Office 365 you will access your email in Office 365 through [myMount](#), the Mount's portal.

2. Moodle

Moodle is a Learning Management System. Moodle allows faculty to post course material, hold class discussions, communicate with students, upload assignments and quizzes for their Web-based and Web-enhanced courses. All faculty and students can access Moodle using their regular Mount username and password. To request a Moodle course, restore, a course set-up or for general Moodle help go to msvu.ca/moodle.

3. WebAdvisor

WebAdvisor is a Web interface that allows faculty to access information contained in the Mount's administrative database. A Mount username and password will allow access to WebAdvisor. A faculty member may obtain a Mount username through the Department Chair. WebAdvisor is also the system faculty must use to enter final grades online. For training and assistance with WebAdvisor, contact webadvisor@msvu.ca, or Sherman Keefe, Functional Analyst, Registrar's Office, at Local 6208. WebAdvisor can be accessed through the [standalone web version](#), or through [myMount](#). Please note for myMount use your Mount email address and password to access.

4. Intranet

The Mount Intranet is a secure site that contains information accessible only to staff and faculty. The Intranet features an easily searchable document centre, departmental information and forms, staff directory and is a source for current Mount news, media releases and announcements. For more information, visit the Intranet at: intranet.msvu.ca. A Mount username and password will allow access to the Intranet.

5. LimeSurvey

LimeSurvey is a self-service survey tool available to University Departments and Researchers to use for creating online surveys. This product is similar to products like Fluid Survey and Survey Monkey, however the survey webpage and the data are housed here on Mount campus servers. For more information go to: msvu.ca/en/home/student-services/itservices/limesurvey/.

6. SharePoint

SharePoint is web-based platform for doing all sorts of collaboration, such as for committees or projects. It provides for the easy creation of secure websites suitable for the Mount community to share their documents, search for information, collaborate with colleagues, write blogs and collaborate on wikis, etc. A Mount username is required to access SharePoint. To request a SharePoint site, email infodesk@msvu.ca.

7. myMount

myMount is the Mount's portal, providing you with personalized access to a number of services, including: Office 365, WebAdvisor, Email (for migrated accounts), course registration and financial information.

Students also log into myMount to check their class schedule, register for classes, add and drop classes, view their account summary, view their grades, and more. Announcements for students are also posted on myMount. mymount.msvu.ca/students.

Computer Equipment

Full time faculty are provided with a university issued computer. All campus computers are connected to shared network printers in convenient locations across campus. Part time faculty can access computers in the faculty resource centres on campus or in the library.

Faculty Resource Centres

Faculty Resource Centres are shared computing offices equipped with computers and laser printers. The Centres are located in Evaristus 376A and Seton 341.

Standard Software

- Adobe Acrobat Reader
- Beyond 2020 Professional Browser
- Blackboard Collaborate
- Filezilla
- Google Chrome
- Java Platform, Standard Edition
- Java Web Start
- Microsoft Internet Explorer / EDGE
- Microsoft Office Professional (Access, Word, Excel, Publisher, PowerPoint) *
- Microsoft Project Professional
- Microsoft Visio Professional
- Microsoft Silverlight
- Microsoft Windows*
- Mozilla Firefox
- PotPlayer
- Trend Micro Antivirus protection*
- Skype for Business
- WinRAR

* End user support is available by IT&S for this software.

The following specialized software applications are also available for faculty requiring it for teaching or research:

- Food Processor SQL
- Gaussian 09W & GaussView 5
- Microsoft Visual Studio
- SAS
- Maple
- MAXQDA (in Seton 315 only)
- Minitab
- SPSS (PASW) Premium with AMOS

Faculty who have a need for software not currently available on their computer should submit the electronic [Non Standard Software Request form](#) found at Intranet → Departments → Information Technology & Services → Technology & Software → Installed Software.

Wireless Access

The Mount offers high speed Internet access across campus.

Academic and Administration Buildings

Wireless internet access is available in all buildings. Wireless internet allows access to email and web access but not access to files and software applications on the Mount campus network. Students are responsible for providing their own computer with compatible (wireless or wired) network card.

Classroom Technology and Support

All Mount classrooms are equipped with a standard multimedia system that includes a permanent networked computer, DVD/VCR/CD player, LCD projector, sound system and OHP transparency projector.

[Detailed information](#) about each classroom and how to use the equipment is available online. at Intranet → Departments → IT&S → Technology for Teaching → Multimedia Services → Classroom Technology.

IT&S also has the following equipment available for up to 24 hours upon request:

- Laptops (network ready)
- Mobile Computers (network ready)
- LCD Computer projection equipment for use in classroom presentations
- DVD players
- Televisions
- Video cameras
- Digital still cameras
- Digital audio recorders

Audio-visual equipment is requested by completing the [Audio-Visual equipment requisition form](#). The AV department requires 2 business days' notice for all requests. Borrowers are expected to operate their own equipment, and simple instructions are available from AV staff. Training in the use of audio-visual equipment at the Mount can be provided on request by contacting the IT&S Help Desk at 457-6538 or Audio Visual Services by contacting Greg Pretty at greg.pretty@msvu.ca

Equipment Security/Restrictions

Faculty are responsible for the security of audio-visual equipment during a class or loan period. Equipment should not be left unattended or unsecured in hallways or unlocked classrooms. Rooms with permanently installed data projectors should remain locked until opened by the faculty member using the classroom. At the end of class, the doors must be closed and locked. A locked door is the best theft prevention.

Certain restrictions apply to the loan of equipment. There is a three-day maximum loan period for equipment such as projectors and audio recorders. Students wishing to borrow equipment for class use must have the appropriate faculty approval. Faculty should send an email to AV Services to validate the student request.

Long term loan of equipment for research is not possible. Those requiring such long term use should include either the purchase or the rental price of such equipment in their grant proposal. A letter stating this policy is available for those who may be requested to provide one.

The DMZ: Digital Media Zone

The first phase of the Digital Media Zone (DMZ), a partnership between the Teaching and Learning Centre and IT&S, is open on the lower floor of EMF. Services include bookable space for video production, still photography and digital editing; equipment loans; and training for faculty, staff and students.

The DMZ operates weekdays only from 8:30 am to 5 pm, with evening access for classes and for others by appointment. The service counter is open Monday to Friday 11 am to 2 pm for equipment loans and returns, bookings and general assistance. The DMZ email address is DMZ@msvu.ca.

Faculty and staff interested in learning more are invited to contact the DMZ at the service counter or via email to arrange an appointment.

How the DMZ can help:

- Lending Multimedia Equipment
- Multimedia Training/Advice
- Video Editing/production
- Podcast Production
- Audio Recording/Editing
- Graphic Design Support/Assistance

Telephone System

All full time faculty members are assigned a dedicated phone number which can be called directly from off campus or internally by dialing the last 4 digits of the telephone number. All Mount telephone numbers start with 902-457-xxxx, the last 4 digits representing your local extension (“Local”).

Anypath is the Mount voice mail system and can be accessed any time of the day from any touch tone telephone. [The Call Pilot User Guide](#) may be accessed at Intranet → Departments → Information Technology & Services → Telephone Services → Voicemail.

Faculty members are authorized by their Chairs to make long-distance calls. Faculty can obtain the required departmental account code for long-distance calls from the Department Chair.

Purchasing Equipment

Any additional equipment requirements should be directed to the Departmental Chair or Director.

Some equipment may also be purchased directly from Departmental Budgets and Research Grants. It is important for IT&S to assist with hardware and software purchases so that:

- All hardware purchased will be compliant with the most current Mount hardware standards in order to provide maximum cost savings and ease of support.
- IT&S will recommend software that runs efficiently on recommended hardware and that integrates with current software in use at the Mount in order to provide maximum cost savings and ease of support.

When specifying equipment to be purchased from departmental budgets or from research funding, faculty and staff are required to:

- Consult with Christine Schumacher, IT&S Project Coordinator (Local 6121) to discuss your equipment needs. The IT&S team will assist you in determining the equipment that will best match your needs and can be supported by IT&S.
- Fill out a Mount purchase requisition form (if necessary with the help of IT&S). Purchase requisition forms are available to Departments from Secretarial Services. The requisition must include a budget account number and the signature of the appropriate budgetary manager.
- Send the completed form to Christine Schumacher to process through to Procurement. This is required to ensure that IT&S approves of the purchase and have been consulted before placing the order.

All new computer equipment is received by IT&S and is deployed by the IT&S Client Services team as soon as possible after its arrival on campus.

Note: It is generally the exception to purchase technology equipment from departmental funds. This process is intended to deal with research grant money and also for equipment a faculty member is willing to purchase themselves with their Professional Development allowance or with departmental funds with Departmental Chair/Director approval.

Occupational Health and Safety

Background

The Occupational Health and Safety Act became law in 1989 and was amended in 1996 following the Westray disaster. The Act provides a framework for improving health and safety for all Nova Scotians. Employers and employees are both required to take responsible action to ensure the health and safety of all persons at or near the workplace. This includes complying with established health and safety policies, practices, and protocols while working at the University. The Act provides penalties up to \$250,000 and/or jail terms of up to 2 years for noncompliance.

Employer Commitment

The safety of the Mount's employees is a primary concern of the University. In fulfilling this commitment to Occupational Health & Safety, the University shall provide a safe work environment and shall provide protective clothing, equipment and related training to ensure employee safety. All faculty and staff will comply with the regulations, as set out in the Act, in the performance of their duties.

Who Is Responsible for OH&S

Everyone is responsible for health and safety under the Act in the areas they have power to control. This is known as the Internal Responsibility System.

Employee Rights Under the Act

- The right to know: employees are entitled to receive information on issues that affect your health and safety in the workplace.
- The right to refuse: employees have the right to refuse unsafe or unhealthy work.
- The right to participate: employees are entitled to participate on the Occupational Health and Safety Committee, report unsafe conditions, and voice concerns or opinions on any issue that affects your health and safety or that of the workplace.

The Joint OH&S Committee

The Mount has a Joint OH&S Committee with representatives from employee groups. The Committee participates in the identification of safety hazards, workplace inspections and accident investigations, responds to complaints regarding workplace safety, advises on personal protective equipment, and advises on the OH&S Policy and Program. The current membership is posted on the OH&S bulletin boards.

Who to Contact on Health and Safety Issues

Many hazards such as a burned-out light in a stairwell, a broken stair railing, or an icy sidewalk, are Facilities Management issues and should be reported by calling Local 6502. Other issues such as diesel fumes in the E. Margaret Fulton Centre are not within the control of the University, although Facilities Management, if notified, will take action to resolve the problem. Some issues such as second-hand smoke are monitoring issues and should be reported to Security at Local 6412.

However, if an employee believes that any condition, device, equipment, machine, material or thing or any aspect of the workplace is or may be dangerous to their health or safety or that of any other person at the workplace, the following steps should be taken:

- immediately report it to a supervisor;
- where the matter is not remedied to the employee's satisfaction, report it to the Joint OH&S Committee; and
- where the matter is not remedied to the employee's satisfaction after the employee has followed steps 1 and 2, report it to the OH&S Division of the Department of the Environment and Labour at 1-800-952-2687.

More Information

Several safe work practices and procedures have been developed as part of the OH&S Program on campus. These and other OH&S documents are available on the Intranet at the Human Resources homepage or by contacting the Safety Coordinator. Information on the Act and the OH&S Program at the Mount is available from:

- Safety Coordinator Tim Mansfield (Local 6286, tim.mansfield@msvu.ca)
- Joint Occupational Health and Safety Committee
- OH&S Binders and bulletin boards in various locations across campus, including Faculty Lounges

Communications, Marketing (Public Affairs) and Student Recruitment

About The Team

The team works to increase the profile of Mount Saint Vincent University (the Mount) as a community that welcomes those who wish to study, work and participate in our many programs and initiatives.

Together, they support the overall strategic direction of the Mount through increasing awareness of the University and its offerings to a number of audiences: prospective students, Mount alumnae, media, government, and members of the community with Mount connections. Student Recruitment Officers and student ambassadors also work to promote the Mount's many stories of success with prospective students and student influencers including family members and guidance counselors.

The office is a collaborative partner in many on- and off-campus initiatives, offering counsel and support relating to communications, marketing and student recruitment, and assistance in the development of communications strategies to promote your events, projects and initiatives to the appropriate audience(s). They also work to ensure a consistent image is presented through thousands of designed and printed collateral pieces each year, ranging from the Mount's recruitment materials to posters, billboards, advertising, course booklets, departmental newsletters and campus signage.

The office is always interested in hearing news and stories about members of our University community and this can be done by contacting news@msvu.ca.

Communication Methods

The team works with many groups across campus to develop strategies and share messages that align with the goals and objectives of the University's strategic plan.

For communications support, we encourage faculty and staff to contact a member of the team to arrange a meeting to discuss objectives, target audiences and expectations. The team will identify an approach to support your goals including one or more of the following channels: online, marketing, and media outreach.

Advanced planning is critical in designing and implementing all communications strategies. If you require communications support, please contact the team at least three-to-four weeks in advance of your event or project launch date.

Online

Leveraging online channels is cost-effective and flexible, offering a wide range of options and solutions in support of your goals. Messages can be shared in the following ways:

- [MSVU.CA](#), the Mount's primary online presence, allows us to share information for a variety of internal and external audiences: web pages are available (developed by departmental Web Liaison) as a way to promote/share information, while micro-sites for faculty and staff (Intranet) and students (myMount) allow for targeting of specific groups. Stories are also regularly selected for feature in the news section of the website (and on the homepage).
- [Event Calendar](#): a place to share Mount events of all kinds and a repository that is visible by both external and internal audiences. The calendar lives on the Mount's external website (msvu.ca) with a feed to the Intranet. Your web liaison can help you post to the event calendar. For help in identifying your web liaison, please visit the [IT&S page on the Intranet](#).

- **[Intranet for staff and faculty](#)**: the Intranet allows members of the Mount community to share posts via Mount News, a forum accessible only by Mount faculty and staff. There is a submission form available on the Intranet ([link](#)). Mount News helps the community mark milestones, promote events, and stay informed about happenings across campus.
- **myMount student portal**: just as the Intranet offers information for faculty and staff, myMount is an online news source accessible only by the student community. Students can access registration, webmail, class schedules, news and announcements and more.
- **Social Media** has become a primary method of sharing information both internally and externally. In addition to sharing information through the Mount's social media channels (Facebook, Twitter, YouTube and Flickr), the team can provide counsel on how to effectively set up and manage an online presence in support of your department or project. Operators of departmental or program-specific accounts can register to be part of the social media hub.

Media Relations

Mainstream media offer powerful opportunities to tell the Mount's dynamic stories – be it student successes, research highlights, or faculty expertise. Media coverage contributes to the overall profile of the Mount, and the team works to ensure that members of the Mount community are well-represented.

The team has established a network of media contacts to engage when a story surfaces and will work to leverage these relationships to build public interest. Based on how an individual story fits into the broader university calendar and strategic goals, they will work to find the best angle for media interest, and will also help to develop a strategy and timeline around securing media involvement. The team will help determine the key spokespersons and coordinate subsequent media requests.

While they work to tell the Mount's own stories, the team also often assists the media as they look for subject matter experts for topics being covered in the news. The team identifies and responds to opportunities for staff and faculty to speak as an expert on topics that showcase the skills and knowledge of the Mount community. You may be contacted by a member of the team as media requests (often with tight news cycle-driven timelines) are received that could fit within your area of expertise. To assist with proactive media relations, interested faculty members should contact the team at news@msvu.ca to join the Mount's expert roster. If you receive a call from the media directly, please let the team know by contacting Gillian Batten (gillian.batten@msvu.ca) so they can support you.

For spokespersons and representatives from departments, faculties and members of the Students' Union, the team offers group or individual media training sessions to maximize comfort and effectiveness both on and off camera, while developing key messages and communications strategies for better results.

Marketing and Advertising

As the office that manages and maintains the University's brand and official Visual Identity Guidelines, the team consults with members of the Mount community to provide insight, assistance and recommendations when it comes to marketing and advertising. When a program, event, or special project has additional funds for custom marketing or advertising initiatives, the team is able to recommend an approach to reach target audiences while still adhering to an established budget. The advertising process and request form is available in the Document Centre on the Intranet.

All marketing materials on- or off-campus are required to follow the University's official Visual Identity Guidelines. A manual, available for download on the Intranet, guides use of photos, ribbons, logos and

colours in the design of advertisements or collateral. For information on how to order Mount materials for events, such as pens, bags, folders, contact jo-anne.peckham@msvu.ca.

When it comes to custom design requests, there are several options for members of the Mount community.

Many faculties and departments across campus have knowledge and capacity to use desktop publishing programs such as Microsoft Word, Publisher and PowerPoint. In this scenario, the office provides feedback and signoff, and keeps an electronic copy for future reference.

The office has worked to develop a number of templates for use across campus, all available for download via the Document Centre of the Intranet or through collaboration with the Print Shop. If material requires external graphic design services, the office would be happy to provide guidance in selecting a designer.

Among the Mount's primary marketing tools are the Bedford Highway and Melody Drive signs. Highway signage can be reserved by visiting the Intranet.

Print Shop

All requests for print services and supplies should be submitted to the Print Shop using the Printing Request Form found at msvu.ca/printshop. Requests should be submitted at least 2 business days in advance of needing the finished product. Completed work will be delivered to faculty mailboxes, unless otherwise requested. Photocopier cards are available from the Print Shop Front Office, Seton 330. Faculty and staff are advised to follow the University's copying guidelines when reproducing copyrighted material.

The Mount Print Shop offers a wide range of printing, finishing and design services with a quick turnaround time and quality standards. Types of products available include:

Letterhead, Envelopes and Business Cards	Matte and Gloss Stock
Class Materials	Laminating
Brochures and Booklets	Trimming
Cards and Invitations	Consecutive Numbering
Wide Format Print	Data Merge and Mail Preparation

All members of the Mount community may use the Print Shop for any print and publication needs.

The Print Shop also offers the correction of test scanner sheets. Allow 2 business days for test results to be returned via email.

Contact Information

For more information, contact the Print Shop directly at Local 6163.

Conference and Meeting Services

All arrangements for conferences and meetings are handled through Conference Services. If bookings for the area requested are administered by a department other than Conference Services, approval must be obtained from that department before the booking can be confirmed.

Classrooms and Seminar Rooms

Classrooms and seminar room availability can be found at: <https://dashboard1.msvu.ca/mrbs>. Please note, this site shows availability only, space would still need to be formally booked through Conference Services to be considered confirmed. A [Conference Requisition Form](#) must be completed and sent to Conference Services in order to notify the booking with all appropriate departments.

Bookings for computer labs, other than computer classes, should also be made through Conference Services. A [Microlab Booking Form](#) must be completed once booking is confirmed and sent to Conference Services in order to notify the booking with all appropriate departments.

The Faculty Lounge

The Faculty Lounge (404/405) is located on the 4th floor of Seton and is divided into two rooms, Seton 404 and Seton 405. Seton 405 is reserved for Faculty use only from September to April and can only be reserved if the event is open to all Faculty members. Confirmation of this space must be obtained from the Faculty Association at extension 6265. Seton 404 is available for other general bookings through Conference Services.

Food Service and Catering

The catering menu and other food services information can be found online at [Chartwell's Dine On Campus](#). A requisition for catering must be forwarded to the Conference Services for any on-campus catering needs at least seven working days prior to the event using the [Conference Requisition Form](#). Please note: space should be reserved via phone or email prior to sending the form.

Contact Information

For booking and general catering inquiries, contact the Conference Services directly at Local 6355 or 6364. For detailed questions regarding food service, contact the Food Services Director at catering@msvu.ca.

Procurement Services

The purchase of all goods and services must be made through Procurement Services to ensure adherence to standing offer agreements, applicable trade agreements, and procurement policy. To initiate the purchase of goods or services, a purchase order requisition must be completed and signed by the person authorized to sign for the account. The completed and authorized requisition form is then forwarded to Procurement Services for processing. Once the order has been placed a copy of the requisition form with all pertinent information will be returned to the originator for their records. Purchase order requisitions are obtained from academic administrative assistants or from the Print Shop.

Contact Information: Manager of Procurement Services at Local 6276.