

Faculty & Contract Instructor Handbook

Revised August 2020



The Guide

This handbook contains instructor specific information. For additional Department of Drama information, please see the General Department Handbook available from Helen Baggaley.

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Important Dates 2020/21

Fall:	Classes Begin Add/Drop Deadline Deadline Withdrawal Classes End	September 1 September 15 November 30 December 7
Winter:	Classes Begin Add/Drop Deadline Withdrawal Deadline Classes End	January 4 January 15 March 31 April 9

Official Holidays - No classes

Fall Term

October 12	Thanksgiving Day
November 11	Remembrance Day
November 9 - 13	Fall Term Reading Week
December 25 - 1	U of A closed for Christmas and New Year

Winter Term

February 15	Family Day
February 16 - 19	Reading Week
April 2	Good Friday
April 5	Easter Monday

General Information

Absentee Policy

The Department of Drama does not cancel classes unless absolutely necessary. If you need to be away from a class, ask one of your colleagues in the Department to sub for you and inform the Chair that you have done so. Should you not be able to find a Departmental replacement, email the Chair well in advance of the absence to request a replacement.

In case of a sudden illness or emergency, notify the Chair by email, cc'ing Helen Baggaley (baggaley@ualberta.ca). The Chair will arrange a replacement if possible.

For safety reasons, teachers are required to be present for every class even if students are working on projects.

AV Equipment Request

Audio Systems (cd, ipod, bluetooth speakers, projectors, screens) are available for sign out through the Drama office either through advance booking or on a first-come first-serve basis.

Bear Tracks

Bear Tracks is the University's on-line financial (payroll), student registration and course management system.

Using your Campus Computing Identification (CCID) and password, you can log-in to Bear Tracks to view your pay stubs, manage your direct deposit banking information and view your year end tax slips.

There is also an "Instructor Self Service" module in Bear Tracks that provides a central location where you can access information relevant to your teaching responsibilities.

The main features of Instructor Self Service include:

- Instructor's teaching schedule
- Instructor's exam schedule
- Class rosters for the classes the instructor is teaching
- Ability to email students in their classes
- Ability to register your class with e-class to access services such as blogs/ group discussions, etc.
- Ability to download the class roster to Excel
- Ability to search the course catalogue and schedule of classes
- Ability to post and submit grades

Campus Computing Identification (CCID)

You will be assigned and emailed a CCID and password. This is your identification tag for all transactions on campus. You will be asked to provide this information to obtain a number of services on campus. If you have problems with or forget your CCID and password contact IST at 492-9400 to request a reset.

Cleaning & Maintenance

Any requests or complaints regarding cleanliness, maintenance and/or office furnishings may be made to Helen.

Copyright

Basic information on copyright may be accessed at www.copyright.ualberta.ca. More complex questions may be directed to the Copyright Help Desk: copyright@ualberta.ca or 780-492-8327.

Department Calendar Access

If you would like access to the Administrative Department Calendar to see the schedule for program meetings, events, etc., contact Helen.

First Aid/ Health & Safety

First Aid supplies including ice packs can be accessed through the Drama office.

Policy about Injuries in Class or in Rehearsal

When an injury, either major or minor takes place, you and the Department of Drama are required to take certain steps:

1. Immediately report it to the Drama office and you will be advised if others need to be informed.
2. If the person has gone to the doctor for the injury, forms must be completed and submitted to WCB within 72 hours or we may be heavily fined. See Helen for guidance.

The Department recommends that the following statement be put on your course outline:

All students will be expected to take responsibility for their own and other's safety, and to report any injuries and their progress of recovery to the instructor and the Drama office.

Mail

Faculty members, full-time instructors and staff have individual mailboxes in the mail room adjacent to the office. Your proximity card (or ONEcard) will be programmed to allow you access to this room 24 hours a day. Part-time contract instructor mail is distributed to alphabetical mailboxes. See the "colour coded key" beside the mail boxes for specific reference. Mail for the administrative staff located in FAB, including the Chair, must come through the Drama office.

Outgoing mail leaves the Drama office once per day at approximately 8:30 am. There are 3 trays in the mail room, each marked according to what type of mail is being sent out (i.e. interdepartmental, "to be metered" etc.). All personal mail must have appropriate postage.

Meetings

Part-time contract instructors are encouraged to attend program meetings if they are able to attend. Attendance is required at multi-sectioned course grading

meetings. Contact your program coordinator for meeting schedules and attendance expectations.

Payroll

You will receive your pay on the second to last banking day of each month via direct deposit. If you have not been paid in the last six months through direct deposit, you must enter your banking information into Beartracks once you are in the system (approximately September 10 in the fall or January 10 if you are only teaching in winter term).

Photocopying/ Printing

The photocopy machine is located in the mail room attached to the Drama office. Each term, instructors are given a 5-digit photocopy code for their teaching needs. The number of copies assigned to a code is monitored at various times throughout the year to make sure numbers of copies used are in line with what would be considered reasonable based on class numbers.

If photocopying for any individual course is excessive, students enrolled in that course will be required to pay a fee to offset costs (instructors will be responsible for collecting this fee). In addition, large print jobs (typically scripts) may be outsourced to our on campus print shop to ensure that Drama's copier is available for users within a reasonable amount of time. Consult with Helen to determine whether you are within "reasonable" limits for internal copying, or whether you should be outsourcing your print job. She will also determine amounts to be charged back to students.

Coursepacks

Custom Courseware or Coursepacks are cost-efficient, legally produced (copyright is paid) compilations of academic material that can be used as primary or supplementary course material. As an instructor, you can create your own customized Coursepack through the Students' Union Print Centre at no cost to your faculty or department. These can be distributed to your students through the Bookstore which simplifies collection of money from students.

E-Class

You can find information on how to use "e-class" on the Centre for Teaching and Learning site (a wonderful resource for instructors here at the U of A). The link is: www.ualberta.ca/centre-for-teaching-and-learning/. There are guidelines around how much of a text/script can be posted on-line without infringing on copyright laws. These guidelines can be found at: www.copyright.ualberta.ca/

Business Cards

Faculty are responsible for paying for their own business cards. The order can be requested through the Drama office, but must be paid for before it can be picked up.

Rehearsal Room Booking and Maintenance

From September to April, instructors and students may make room bookings, in person, by following the procedures on the "room booking board" across from the Drama office. Weekly schedules are posted at 8:30 am on Monday morning. FAB 1-43 is primarily a meeting/seminar room and its weekly schedule is posted above the photocopier in the mail room.

Instructors may be entitled to pre-book space outside of their general class bookings (under the guidelines of the Rehearsal Hours policy available upon request). Any inquiries outside of the general guidelines should be directed to Helen.

Technical/ Computer Support

The Faculty of Arts technical team will only provide support to systems purchased through its technical division. There is no support for personal computers.

Tickets for Performances

Each faculty member and contract instructor is eligible for 2 complimentary tickets to each Studio Theatre production in the term you are teaching. For instructors who are teaching in both terms, if you know that you will be attending the same performance of each production (e.g. second Tuesday), we recommend that you order a comp subscription.

All complimentary ticket requests will be processed based on ticket availability at the time that the comp request is received. No complimentary ticket requests will be accepted at the Timms box office on the night of a performance.

To order complimentary tickets

- Please book comps at least 2 days prior to the performance you wish to attend. Pre-ordered tickets will be available for pick up at the Timms box office one hour prior to curtain.
- To order, please email uastudio@ualberta.ca

Exchanges

- Exchange requests are to be made at least 2 days in advance of the performance for which you have tickets. E-mail Danielle Dugan (dugan@ualberta.ca) with the change and CC David Prestley david.prestley@ualberta.ca.
- Your new tickets will be waiting for you under your name at the Timms box office the night of the performance. If you have received actual tickets prior to the exchange request, please turn them into the box office when you pick up your new tickets.
- In the event you cannot attend due to unforeseen circumstances, please contact David Prestley david.prestley@ualberta.ca or 780.492.2273.

ACADEMIC PROCEDURES

Course Outlines

Course outlines should be prepared in consultation with the course or program coordinator. Coordinators will help ensure the consistency of course content, procedures, grading and weighting of grades, and this will be reflected in each outline.

Outlines should be distributed to each student, either electronically or paper copy, on the first day of class. An electronic copy must be sent to connie.golden@ualberta.ca as soon as they have been approved by the coordinator. Examples of previous course outlines are available from Connie.

Student Evaluation of Teachers

All instructors are evaluated on a course by course basis. Feedback on the student evaluations of instructors is provided and commented upon by the Chair.

Final Grades & Assessments

Student assessments can be distributed electronically or by hard copy. If you want to leave the assessments in the Drama office for students to pick up, please ensure they are labelled with the course and students' names (in alphabetical order) and put in a sealed and clearly labelled envelope/box and submitted to Helen. Do not put the student's final grade on the assessment – they are to access that information on Bear Tracks. Assessments will be kept for one month after the final day of class.

Courses with Final Examinations

Final grades must be submitted online to the Chair for approval within five working days of the final examination.

Courses without Final Examinations

Final grades are to be submitted online to the Chair for approval within five working days of the completion of the last assignment (usually the last day of classes).

Grades must be approved by the Course Coordinator/ Program Coordinator prior to electronic submission.

Assessment Procedures

Final grades are not to be released to students before being approved by the Department Chair. See course and/or Division Coordinator for applicable assessment procedures.

It is suggested that you attend the initial instructor's meeting at the end of August, the date will be sent out via email. This will help familiarize you with concepts such as grading, etc.

Electronic Grade Entry Procedure

Instructors are responsible for submitting the final letter grade information for the classes/students they are teaching. Connie is the key contact in the office for all issues relating to the entry of electronic grades.

Steps for Entering Grades:

- From the U of A home page, log-in to Bear Tracks with your CCID and password.
- Across the top of the screen you will see several links. Click on "my schedule". Here you will find a list of courses you are currently teaching, and courses you have taught in the past. Double check that you are in the right term when viewing your courses. (There is a "change of term" link if you need to switch to a different term.)
- Beside the name of the course is a link (visual: indicated by 3 people standing close together). This link will bring you to your "Class Roster" page. Go back up to the links at the top of the page and choose "Grade Roster".
- From here you are able to enter your grades. Beside each student's name is a drop-down screen where you can choose the grade assigned to them.
- Once you have completed your entries, click on the "Save" link on the bottom right of the screen.
- Proceed back to the top of the screen, and you will find a drop-down box that indicates "Not Reviewed". Click on and change to "Ready for Review". A box

will come up asking if you are ready to “Send for Approval”. Once you click on this, the grades will be sent to the Chair of the Department for final approval.

Additional Note: If you send the grades for final approval, and then realize you have made an error, you may be able to retrieve the grades back, BUT, only if the Chair has not yet given final approval. See Connie in the office immediately if you encounter this situation.

Incomplete Grades

A grade of Incomplete (IN) may be assigned when an undergraduate student is prevented from submitting an assignment by the end of term because of illness, or other extreme circumstances. Information on how to proceed when a student requests an extension is available from Connie. For graduate students, the reasons are not as stringent. However, the estimated date of submission must be entered. Please make that date April 30th for fall courses, and August 31st for winter courses.

Change of Grade

An instructor may be required to revise a grade for a number of reasons. This will be done by notifying Connie by e-mail, with the student’s name, ID number, revised grade, and reason for the change. A Change of Grade form must be signed by the instructor (if available) and approved by the Chair.

Related Documents

The following documents are referred to in this Handbook, and should be obtained, read in detail and referred to throughout the program:

From Helen Baggeley

General Handbook

This should be emailed out to you. Check your inbox! Ask if you don't receive it.

Academic Integrity Handbook Coordinators/Committees Listing

Department Phone/Email List

Identifying, Helping and Referring Students in Distress List of Student Services on Campus

From Gerry Van Hezewyck

Rehearsal Hours Policy

Drama Department Production Calendar

From Theatre Administrator, David Prestley

Found here <https://www.ualberta.ca/drama/resources/policies>

"Administrative Info for Drama Department Productions"

Note: Please also follow up with the Theatre Administrator for questions or clarifications.