

SLLS Non-Full-Time Faculty Contract Appendix: Ancillary Duties

Welcome to the School of Language and Liberal Studies. Below you will find concise reference materials pertaining to critical ancillary duties on items critical to your successful orientation. If you have any questions, please feel free to contact your program coordinator or program manager at any time.

NFT In-Person Orientation: Please contact your program manager for details. We welcome your attendance, and hope to see you there.

Ancillary Duties

Mandatory Training: WHMIS, Musculoskeletal Disorder, Incident Reporting, Respect in the Workplace and Accessibility for Ontarians with Disabilities are mandatory online compliance training modules for new faculty members which must be completed as a condition of employment. WHMIS training must be done on an annual basis. Arrangements can be made with the Assistant to the School to complete the necessary training and tests online. All training must be complete before the end of the first month of employment. Please review and sign the attached Compliance Training Acknowledgment and submit it to the Assistant of the School at your earliest convenience.

E-Mail Protocol: Each faculty member will be assigned two e-mail address: the first is an internal MS Outlook account to which all employee notifications, including future teaching assignment notifications will be sent, and the second is a FanshaweOnline account which represents the all student activity on our learning management system. Faculty are responsible for checking both accounts frequently in order to remain apprised of operational developments and student inquiries, respectively. The Assistant to the School will notify you of your account creations and their assignments.

FanshaweOnline Use: FanshaweOnline is the School's learning management system, on which your course will be represented online regardless of your delivery model or schedule. An e-mail system internal to FanshaweOnline will be in use by the students for your in-class courses as well. The course information sheet will be posted for you by the School. We encourage faculty members to post appropriate course content online as well. The Gradebook for each course, online or otherwise, must be configured and in-use by the second week of classes and updated bi-weekly thereafter. If you require training on how to use FanshaweOnline, please do not hesitate to contact our School's FanshaweOnline Administrator.

Mailing System: Individual mail boxes are set up alphabetically by last name. The Assistant to the School will arrange for the assignment of a personal mail slot for you.

Course Information Sheets: Course information sheets, or CIS, represent description, detailed content, assignment weights, grade scheme and the required resources of the course you are assigned. The CIS represents the contract between the School and students and therefore must be adhered to in all respects of delivery, and it is the responsibility of all faculty members to adhere to the content outlined therein.

Absences: If you are going to be absent from a class, please notify the school by phone (519-452-4442 or 519-452-4480) before 8 a.m., the day of your absence, so class cancellations can be posted.

Final Grade Entry: Detailed final grade entry notices will be sent out on Outlook 3 weeks in advance of the end of semester. Please read these notices carefully and seek guidance as required. Timely final grade entry, even post semester end, is a contract requirement of all NFT faculty.

Compliance Training Acknowledgement

Please review and sign the compliance training acknowledgement below and return a copy to the Assistant to the School at your earliest convenience. If you wish, a copy can be made for you upon contact.

All compliance training is available online via the employee portal of FanshaweOnline, and can be accessed at www.fanshaweonline.ca. If you are not able to complete WHMIS online, please contact your School Assistant to make alternate arrangements.

WHMIS training must be completed within one week from the signing date. All other training module deadlines will be communicated, and must be complete within one month of the date of confirmation of employment.

Confirmation of completion of training should be communicated to the Assistant to the Chair via a printed screen shot of the completed quiz.

If you have any questions regarding your compliance training requirements, please contact your Program Manager or the Assistant to the Chair for clarification.

I _____ hereby accept that I am required to review and comply with all College policies and procedures, including those relating to Health and Safety listed below, adhering to the aforementioned dates and deadlines relative to my date of hire:

- AODA – Accessibility Awareness for Educators
- AODA – Customer Service Standards
- AODA – Integrated Accessibility Standards Reg.
- Copyright Literacy in Ontario Colleges
- Freedom of Information & Protection of Privacy Act
- Health and Safety Awareness
- Incident Reporting
- Musculoskeletal Disorder Awareness
- Respect in the Workplace
- **WHMIS - Basic**

Signature: _____ Date: _____