

CHAIRS/DIRECTORS AND SENIOR ACADEMIC ADMINISTRATORS
ORIENTATION AND RENEWAL PROGRAM 2011 - 2012

ACADEMIC LEADERSHIP



CO-SPONSORED BY:

Office of the Vice Provost, Faculty Affairs
Assistant Vice President, Human Resources
Organizational & Employee Effectiveness, Human Resources



HR

**RYERSON
UNIVERSITY**

PROGRAM OVERVIEW

2011

AUG 10	University General Orientation for New Employees: <i>Human Resources</i>
AUG 18	New Faculty SRC Orientation: <i>Office of Research Services</i>
AUG 23 – 24	New Faculty Orientation – Part 1: <i>Learning and Teaching Office</i>
SEP 26 – 27	New Chairs & Directors Orientation: <i>Vice-Provost Faculty Affairs, Human Resources</i>
NOV 8	University General Orientation for New Employees: <i>Human Resources</i>

2012

JAN 5	New Faculty Orientation – Part 2: <i>Learning and Teaching Office</i>
FEB 7	University General Orientation for New Employees: <i>Human Resources</i>
MAY 8	University General Orientation for New Employees: <i>Human Resources</i>
MAY 22	Ryerson Faculty Conference: <i>Learning and Teaching Office</i>
AUG 15	University General Orientation for New Employees: <i>Human Resources</i>
NOV 7	University General Orientation for New Employees: <i>Human Resources</i>

PROGRAM OUTLINE 2011

University General Orientation for New Employees

WED AUG 10
Heaslip House

9:00 AM This event will provide you with information about Ryerson University, from its rich past to its vibrant present. You will also have an opportunity to speak to a Pension and Benefits representative and union representatives, and network with other members of the University.

Creating a culture of respect at Ryerson is important to staff, students and faculty. During orientation we will explore issues of civility and the importance of respect for all.

Miriam Comerford, *Manager, Organizational and Employee Effectiveness, Human Resources*

3:30 PM **30-Minute Campus Tour (Optional)**
A walking tour of the campus tour is offered highlighting our rich historical heritage. (courtesy of University Advancement).

New Faculty SRC Orientation

THURS AUG 18
TRS1-147

8:30 AM **Breakfast**

9:00 AM This workshop introduces new faculty to Ryerson's Scholarly, Research, and Creative Activity (SRC) infrastructure, including funding opportunities and best practices for preparing funding proposals and award nominations. There will also be a review of supports available for financial administration and management of sponsored SRC activities, negotiating contracts, research integrity, and intellectual property identification and protection. To supplement this introductory session, future workshops will consider topics that include: preparing for NSERC (Natural Sciences and Engineering Research Council of Canada) and SSHRC (Social Sciences and Humanities Research Council of Canada); working with industry; preparing ethical protocols for work with human subjects/participants; working with the Ontario Centres of Excellence; intellectual property and technology transfer; and how to establish and maintain a publication record.

Linda Vranic, *Executive Director, Office of the Vice President, Research and Innovation*

12:00 PM **Lunch in Cara Commons TRS1-148**

New Faculty Orientation Part 1

TUES AUG 23 & WED AUG 24
Thomas Lounge
Oakham House

8:30 AM to 4:00 PM Coordinated by the Learning & Teaching Office, New Faculty Orientation Part 1 is a great opportunity to make connections and become oriented to the University culture, and teaching and learning context. New and recently hired faculty are invited to participate.

The program includes breakfast and lunch with the Deans, teaching and learning activities and panels, just in time information and an opportunity to meet with representatives from different service offices at Ryerson.

Maureen Reed, *Interim Director, Learning and Teaching Office*

New Chairs & Directors Orientation Day 1

MON SEPT 26
Thomas Lounge
Oakham House

8:45 AM **Registration**
Continental breakfast will be provided

9:00 AM **Welcome**

9:15 PM **Alan Shepard**, *Provost and Vice President Academic*

9:30 AM **Chairing 101: Responsibilities, Accountabilities, Challenges and Rewards**
Senior Academics, Chairs and Directors are an essential link between the administration and

departmental members, as they carry out two challenging responsibilities: (1) acting as a primary spokesperson for their department, faculty, staff and students; and (2) implementing Ryerson's mission and collective agreement provisions. Find out what it takes to effectively fulfill these multiple roles, responsibilities and expectations. This session will outline the responsibilities and accountabilities of Chairs/Directors.

John Isbister, *Vice Provost, Faculty Affairs*

Larissa Allen, *Assistant Vice President, Human Resources*

11:30 AM Resource Allocations: Funding for Growth and Change

The University launched a new funding allocation mechanism in 2011-2012 that funds undergraduate enrolment growth and provides incentives to schools and academic departments to provide students more choice in courses available in their curriculum. Learn how you can attract more resources to your faculty, school or academic department.

Paul Stenton, *Vice Provost, University Planning*

12:15 PM Lunch will be provided

1:00 PM to 4:00 PM Tenure, Promotion and Performance Management

Best practices and related challenges in dealing with tenure, promotion and performance management will be explored.

John Isbister, *Vice Provost, Faculty Affairs*

Larissa Allen, *Assistant Vice President, Human Resources*

in a positive and proactive manner and how to conduct staff appraisals. The progressive discipline model will be reviewed along with significant articles in the CUPE, RFA, and OPSEU agreements.

John Isbister, *Vice Provost, Faculty Affairs*

Larissa Allen, *Assistant Vice President, HR*

Nellie De Lorenzi, *Associate Director, HR Client Services and Consulting, Human Resources*

12:00 PM Buffet lunch will be provided

12:15 PM Academic Consideration and Appeals

The Policy on Academic Consideration and Appeals requires Ryerson Chairs and Directors to receive training to support their roles as academic decision makers. The session will provide information on how to help students avoid appeals, an overview of the Policy and its processes, managing academic appeals, decision-making and case studies.

Dr. D. Schulman, *Director, Academic Initiatives and Secretary of Senate*

1:30 PM Academic Integrity and Automatic Academic Misconduct Appeals

This session will provide background on the principles and processes around Ryerson's Policy 60 - The Student Code of Academic Conduct. The role Chairs and Directors play will be outlined in terms of their involvement and advice in these matters for both students and faculty. A section will also be dedicated to guiding decision-making recommendations when dealing with automatic academic misconduct hearings.

Donna Bell, *Academic Integrity Officer*

2:15 PM Legal and Leadership Responsibilities

Learn from our panel of legal experts about the law as it relates to an academic administrator's roles, responsibilities and liabilities. Issues covered include legal obligations of a Chair or Director as they relate to hiring and firing decisions, human rights, contracting, confidentiality, and accountability for handling these issues smoothly.

Moderated by Ryerson General Counsel

4:00 PM Wrap-up

4:15 PM to 5:30 PM Chairs & Directors Reception

An opportunity to connect with both new and existing colleagues.

New Chairs & Directors Orientation Day 2

TUES SEPT 27
Thomas Lounge
Oakham House

8:45 AM Continental breakfast will be provided

9:00 AM University Finances and School Budgets

This session will highlight Ryerson-specific finances, the University budget, and related accountability issues for Chairs and Directors. Guidance will also be provided in preparing and proposing departmental budgets, seeking outside funding and administering the budget. Tips will include information on reports available that can be a useful resource and how your departmental assistant can assist you.

Diane Winiarz, *Director, Client Services, Financial Services*

10:10 AM Successfully Managing Staff in a Unionized Environment

Labour relations problems can often be minimized or avoided through a broader understanding of management's rights and responsibilities. Learn how to handle issues

University General Orientation for New Employees

TUES NOV 8
Heaslip House

9:00 AM to 4:00 PM (For description see page 1)

PROGRAM OUTLINE 2012

New Faculty Orientation Part 2 THURS JAN 5
Thomas Lounge
Oakham House

8:30 AM to 4:00 PM Coordinated by the Learning & Teaching Office, New Faculty Orientation Part 2 includes teaching and learning activities and panels, information on Ryerson's teaching policies and an activity surrounding the inclusive classroom. Newly hired faculty members and instructors are invited to participate. The program includes breakfast and lunch.

Maureen Reed, *Interim Director, Learning and Teaching Office*

University General Orientation for New Employees TUES FEB 7
Heaslip House

9:00 AM to 4:00 PM (For description see page 1)

University General Orientation for New Employees WED MAY 8
Heaslip House

9:00 AM to 4:00 PM (For description see page 1)

Ryerson Faculty Conference THURS MAY 22
ENG-103

8:00 AM to 6:00 PM The Ryerson Faculty Conference is an annual event hosted by the Learning and Teaching Office. It is an opportunity to network with faculty, instructors and administrators. The day includes an opening plenary, concurrent sessions, lunch with administrators and VIPS, and a poster session during a cocktail reception at the end of the day.

Maureen Reed, *Interim Director, Learning and Teaching Office*

University General Orientation for New Employees WED AUG 15
Heaslip House

9:00 AM to 4:00 PM (For description see page 1)

University General Orientation for New Employees WED NOV 7
Heaslip House

9:00 AM to 4:00 PM (For description see page 1)

RESOURCES AND LINKS

Centre For Higher Education Research and Development (CHERD)

CHERD is Canada's leading institution dedicated to research and the professional development of faculty and administration in post-secondary education.

<http://umanitoba.ca/centres/cherd/>

Academic Impressions

The pace of change in higher education continues to accelerate. Academic Impressions brings you news and actionable insights into key issues facing our colleges and universities today.

Enroll in a learning event and see how their unique approach brings together expert practitioners and facilitators, thoughtful design, and immersive formats to improve your practice.

<http://www.academicimpressions.com/index.php>

Teaching @ Ryerson

The Office of Faculty Affairs welcomes faculty and instructors to visit this site, which provides access to teaching-related information and resources at the University. You will find links to reports, surveys, schedules, policies, documents, resources, and committees.

<http://www.ryerson.ca/teaching>

Human Resources Contact Information

Contact the HR Client Service Team member for your faculty, school or department.

http://www.ryerson.ca/hr/about/client_services_team.html

Learning Events Calendar

This page provides a complete listing of internal training seminars, workshops and conferences available to faculty and staff at Ryerson.

<https://www.runner.hr.ryerson.ca/training/>

CONTACT US

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