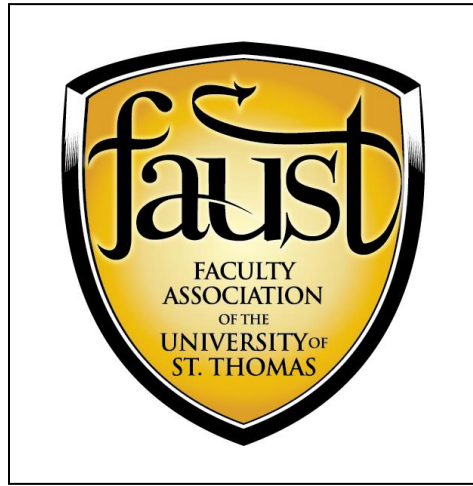


# **FAUST FACULTY HANDBOOK 2019-20**



**Answers to some of the most frequently asked  
questions by new (and even established) faculty...**

**The Faculty Association of the University of St. Thomas**  
**St. Thomas University**  
**Edmund Casey Hall, Room 211**  
**51 Dineen Drive**  
**Fredericton N.B.**  
**E3B 5G3**

**Phone: 506 452-9667**

**Email: [faust@stu.ca](mailto:faust@stu.ca)**

**Website: <https://faustnb.com/>**

## WHAT IS FAUST?

FAUST (The Faculty Association of the University of St. Thomas) is a certified trade union, as defined by the New Brunswick Industrial Relations Act. It has two bargaining units: the Full-Time faculty members, who were certified in 1976, and the Part-Time members, who were certified in 1985.

As a trade union, FAUST is the sole collective bargaining agent for its members. It negotiates both the Full-Time and Part-Time collective agreements with the employer. Using these agreements, FAUST attempts to ensure fair working conditions, and protects academic freedom, tenure, and other benefits that foster quality teaching and research. FAUST has "carriage rights," which means that it alone is legally able to carry a grievance on behalf of a faculty member against the university administration. FAUST also engages in education and advocacy and supports solidarity efforts with other unions and community groups.

## WHO ARE THE MEMBERS OF THE UNION EXECUTIVE?

- ✳ **President:** Robin Vose ([rvose@stu.ca](mailto:rvose@stu.ca))
- ✳ **VP:** Gül Çalışkan ([gul@stu.ca](mailto:gul@stu.ca))
- ✳ **Treasurer:** Moira McLaughlin ([mclaugh@stu.ca](mailto:mclaugh@stu.ca))
- ✳ **Member-at-Large:** Jeannette Gaudet ([gaudet@stu.ca](mailto:gaudet@stu.ca))
- ✳ **Member-at-Large:** Mike Fleming ([mlfl@stu.ca](mailto:mlfl@stu.ca))
- ✳ **Member-at-Large:** Janice Harvey ([jeharvey@stu.ca](mailto:jeharvey@stu.ca))
- ✳ **Member-at-Large:** Matthew Robinson ([matthewr@stu.ca](mailto:matthewr@stu.ca))
- ✳ **Professional Officer:** Bonnie Huskins ([faust@stu.ca](mailto:faust@stu.ca))

## HOW DO I BECOME INVOLVED IN FAUST?

Involvement in FAUST is recognized in the Full-Time Collective Agreement as service. One of the criteria for renewal, promotion, and tenure (Article 8.02.1 (e)) is "other contributions to the University, the professional field (where relevant), **the Union**, and the community."

There are many ways to become involved in FAUST: you can attend membership meetings and enjoy social activities; join one of our ad hoc committees (currently these are working on IT Services, Sexual Misconduct, Campus Environmental Issues, Indigenization of the Academic Workplace, and Constitutional Review); or put your name forward to serve on the FAUST Executive.

Why should you become involved? FAUST is YOUR union. Service in the Union allows you to work for the betterment of university faculty as well as engage in other social justice initiatives.

## WHERE CAN I FIND COPIES OF THE FULL-TIME & PART-TIME COLLECTIVE AGREEMENTS?

- ✦ There are **paper copies** of the Collective Agreements outside of the FAUST office in ECH 211.
  
- ✦ You may also obtain **electronic copies on the FAUST website**:
  - **Full-Time:** <https://faustnb.com/wp-content/uploads/2018/03/full-time-agreement-2016-2019.pdf>
  
  - **Part-Time:** <https://faustnb.com/wp-content/uploads/2018/03/part-time-agreement-2016-2019.pdf>

## WHAT SHOULD I DO IF I THINK I HAVE A GRIEVANCE?

- ✦ **CONTACT A MEMBER OF THE GRIEVANCE COMMITTEE:**
- ✦ **Jeannette Gaudet**, Senior Grievance Officer ([gaudet@stu.ca](mailto:gaudet@stu.ca))
- ✦ **Mike Fleming** ([mlfl@stu.ca](mailto:mlfl@stu.ca))
- ✦ **Moira McLaughlin** ([mclaugh@stu.ca](mailto:mclaugh@stu.ca))

## WHAT SHOULD I DO IF I THINK I AM BEING SUBJECTED TO HARASSMENT OR DISCRIMINATION?

- ✦ **CONSULT THE HARASSMENT AND DISCRIMINATION POLICY:**  
the policy is currently being reviewed. in the meantime:  
<https://www.stu.ca/media/stu/site-content/documents/policies-and-reports/HarassmentandDiscrimination-StaffandFaculty.pdf>
  
- ✦ **CONTACT A COMPLAINTS OFFICER:**
  - ✦ **Dr. James Gilbert-Walsh**  
Associate Professor  
Philosophy Department  
Holy Cross House, Room 203  
460-0355 or [jgilberw@stu.ca](mailto:jgilberw@stu.ca)
  
  - ✦ **Dr. Suzanne Prior**  
Professor  
Psychology Department  
Edmond Casey Hall, Room 305  
452-0497 or [prior@stu.ca](mailto:prior@stu.ca)

## WHAT IF I HAVE A DISABILITY?

- ✦ Discrimination on the basis of physical and/or mental disability is forbidden according to the **Full-Time and Part-Time collective agreements**, the university's **Harassment and Discrimination Policy**, and the **New Brunswick Human Rights Act**.
- ✦ Moreover, Article 2.05.2 in both collective agreements requires the "**Duty to Accommodate**," wherein the Union and the Employer agree that "there will be accommodation for Employees with disabilities, including, but not limited to, mental or physical disabilities whether permanent or temporary, through adjustment to the terms and conditions of employment or the physical environment, which may be required as per existing federal and provincial legislation."
- ✦ If you require accommodation as described above, contact **Jason Scarbro**, Director of Human Resources and Faculty Relations, office: MMH 409, email: [jscarbro@stu.ca](mailto:jscarbro@stu.ca), phone 452-0630.
- ✦ If you think you are being discriminated against on the basis of your disability, please consult the STU Harassment and Discrimination Policy and contact a complaints officer as described above in the section on Harassment and Discrimination.
- ✦ It is also a good idea to keep the union informed of any accommodation needs and/or agreements, as well as any concerns you may have about discrimination, in case grievance or other action should become necessary.

## WHAT SHOULD I DO IF I HAVE BEEN ASKED OR REQUIRED TO TAKE ON ADDITIONAL DUTIES?

- ✦ Full-Time faculty members have a duty to participate in University governance. As with Teaching and Research, such Service is protected by the principles of academic freedom. While NOT normally subject to additional compensation (beyond the terms of the collective agreement), no faculty member should feel obligated to undertake specific Service activities against their will. Please contact the union if you feel that you are being improperly pressured to take on Service work.
- ✦ Part-Time faculty members are NOT normally expected to participate in University governance. Should you ever agree to do any work that goes beyond your contractual Teaching responsibilities, you must be fairly compensated via a further contract of Additional Duties. Please contact [faust@stu.ca](mailto:faust@stu.ca) if you have any concerns.

## WHAT IF I TEACH OFF-CAMPUS?

- ✦ FAUST offers compensation for travel-related expenses whenever union members teaching in remote locations wish to visit the Fredericton campus for union or professional development activities. Appropriate compensation is provided on a case-by case basis and generally requires submission of expense receipts; contact [faust@stu.ca](mailto:faust@stu.ca) for further details.
- ✦ If your contract specifies that a course is to be delivered off-campus, you may have additional rights and protections. Please contact [faust@stu.ca](mailto:faust@stu.ca) for more information.

## HOW CAN I SUPPORT “INDIGENIZATION” OF THE ACADEMY?

- ✦ FAUST is committed to countering abusive colonial practices in university education, which have unfairly excluded and mis-represented Indigenous Peoples for generations. This is a complex, long-term project that requires serious investments of time and resources from all members of the university community. For some guiding principles, see <https://www.caut.ca/about-us/caut-policy/lists/caut-policy-statements/indigenizing-the-academy>.
- ✦ We now have an ad hoc committee on Indigenization of the Academic Workplace. If you are interested in becoming involved, contact [faust@stu.ca](mailto:faust@stu.ca)
- ✦ When researching subjects related to Indigenous issues, faculty should also be aware of special ethical requirements that may apply: [http://www.pre.ethics.gc.ca/eng/tcps2-eptc2\\_2018\\_chapter9-chapitre9.html](http://www.pre.ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html). Contact the STU **Research Office** for more information: BMH 312, phone: 452-0647, email: [research@stu.ca](mailto:research@stu.ca).

## HOW DO I FIND INFORMATION ABOUT BENEFITS AND PENSIONS FOR FULL-TIME FACULTY AT STU?

- ✦ There are **Benefits Booklets** in the plastic shelves outside the FAUST Office ECH 211; or a **summary** can be found at: <https://www.stu.ca/media/stu/site-content/documents/Benefit-Summary-Handout---April-2019.pdf>
- ✦ **THE HUMAN RESOURCES WEBSITE CONTAINS LINKS TO POLICIES, BROCHURES AND FORMS FOR THE FOLLOWING BENEFITS: ACCIDENTAL DEATH AND DISMEMBERMENT, BASIC LIFE INSURANCE AND OPTIONAL LIFE INSURANCE FOR FACULTY MEMBERS OR SPOUSES, HEALTH AND DENTAL, LIMITED TERM DISABILITY, AND THE HEALTH SPENDING ACCOUNT. THE WEBSITE ALSO CONTAINS INFORMATION, STATEMENTS AND**

## UPDATES ON STU'S PENSION PLAN AND GROUP RRSP AND TOOLS FOR RETIREMENT PLANNING

- ✦ If you have questions about any of the above, contact **Jason Scarbro**, Director of Human Resources and Faculty Relations, office: MMH 409, email: [jscarbro@stu.ca](mailto:jscarbro@stu.ca), phone 452-0630
- ✦ **Jennifer Monroe**, Human Resources Coordinator, MMH 411, email: [jmonroe@stu.ca](mailto:jmonroe@stu.ca), phone 452-0612
- ✦ **Lori Orchard**, Human Resources Officer, office MMH 410, email: [lorchard@stu.ca](mailto:lorchard@stu.ca), phone 452-7211.

### DO PART-TIME FACULTY HAVE ACCESS TO BENEFITS?

- ✦ **Schedule B Employees** are eligible for the university's **group insurance plans**.
- ✦ **Schedule B Employees** and **Part-time Employees** who are receiving a **Level II or Level III stipend** become members of the **pension plan** subject to the regulations of the plan. (Contact Jason Scarbro Director of Human Resources and Faculty Relations, office: MMH 409, email: [jscarbro@stu.ca](mailto:jscarbro@stu.ca))
- ✦ **Health Spending Account**: all **Schedule A** and **Regular Appointment Employees** are eligible for a health allowance of **\$120** for **each 3-credit-hour course** taught. HR sends around a reminder informing you that monies have been deposited to your account. You may **register** and **check the balance** of your HSA on the Blue Cross website. To access, click on the appropriate link on the HR website:  
<https://www.medavie.bluecross.ca/gmp/Page/GMP/Login/LoginScreen.iface?wid=9102d130-2379-41dd-8798-2bb09d6ebd41>

### DO I HAVE ACCESS TO TUITION WAIVERS AT STU?

- ✦ Yes. **Full-Time** and **Part-Time Employees** and **retired** employees have access to **100% tuition waivers**; **spouses** and/or **dependent children** of **Full-Time Employees** or **retired** employees have access to **50% tuition waivers**. **Spouses** and/or **dependent children** of **Part-Time Employees** receive a **tuition reduction in proportion to the employee's workload**. For more information see <https://www.stu.ca/about/administrative-offices/human-resources/facultystaff-policies-and-agreements/tuition-waver/>

## HOW DO I FIND OUT ABOUT PROFESSIONAL DEVELOPMENT MONIES AND RESEARCH OPPORTUNITIES AT STU?

- ✦ For Full-Time members, consult the Full-Time Collective Agreement for information about the **Professional Development Allowance**:  
<https://faustnb.com/wp-content/uploads/2018/03/full-time-agreement-2016-2019.pdf>
- ✦ For Part-Time faculty, if you are a **Schedule B** Appointment, you have access to a **Professional Development allowance**: see the Part-Time Collective Agreement at <https://faustnb.com/wp-content/uploads/2018/03/part-time-agreement-2016-2019.pdf>
- ✦ All Part-Time **Schedule A** or **Regular Appointment** Employees are eligible for a **Teaching Enhancement Allowance** of \$50 per 3-credit hour course. See the Part-Time Collective Agreement at <https://faustnb.com/wp-content/uploads/2018/03/part-time-agreement-2016-2019.pdf>
- ✦ All Part-Time & Full-Time faculty may obtain information on **internal and external funding** and **other research opportunities** at the **STU Research Office**: office: BMH 312, phone: 452-0647, email: [research@stu.ca](mailto:research@stu.ca), or consult the website: <https://www.stu.ca/research/>

## HOW DO I ACCOMMODATE ACCESSIBILITY ISSUES IN THE CLASSROOM?

- ✦ Contact **Student Services**: phone: 453-7207 or 453-7216 or email: [accessibility@stu.ca](mailto:accessibility@stu.ca); also see website: <https://www.stu.ca/accessibility/>
- ✦ There is a **Student Accessibility Services Handbook**:  
[https://www.stu.ca/media/stu/site-content/current-students/accessibility-services/docs/Student\\_Accessibility\\_Services\\_Handbook.pdf](https://www.stu.ca/media/stu/site-content/current-students/accessibility-services/docs/Student_Accessibility_Services_Handbook.pdf)

## HOW DO FULL-TIME FACULTY MEMBERS FIND OUT ABOUT THE AVAILABILITY OF OFFICE SPACE?

- ✦ Contact a member of the **Campus Planning Committee**:  
<https://www.stu.ca/about/faculty--staff/senate/members-on-committee/>



## HOW DO PART-TIME FACULTY MEMBERS ACQUIRE OFFICE SPACE?

✦ There are **two (2) shared work spaces** (BMH 104 and ECH 20) which all Part-Time Employees are eligible to use. To acquire a key for BMH 104 or a security code for ECH 20, please contact **Ferne Stewart in Facilities Management** (office: ECH 18, phone number: 452-9676, email: [fstewart@stu.ca](mailto:fstewart@stu.ca)).

✦ There are also **five (5) private offices** designated to accommodate **three (3) Employees per office**, as well as **one (1) 'bookable' office** which Part-Time Employees may use for oral exams, student consultations and other appropriate activities. FAUST allocates spaces in the private offices (based on the number of courses being taught by each Part-Time member), and coordinates reservations for the bookable office. Contact [faust@stu.ca](mailto:faust@stu.ca) for more information.

## HOW DO I ACCESS MY PAYROLL ADVICE SLIPS ELECTRONICALLY?

✦ After setting up a **WebAdvisor** account, click on the **Employees** icon:  
<https://advisor.stu.ca/>

## WHERE CAN I FIND STU'S EMERGENCY PROCEDURES?

✦ See the **Facilities Emergency Procedures Booklet**:  
<https://www.stu.ca/media/stu/site-content/about/faculty-reconition/administrative-offices/images/docs/EmergencyProceduresBooklet-3.pdf>

## WHO ARE THE ONSITE FIRST AID AND CPR PROVIDERS AT STU?

### Current First Aid / CPR Providers:

(This list will be updated once re-certification training is complete)

<i>PERSON</i>	<i>LOCATION</i>	<i>PHONE</i>	<i>EXPIRY</i>
Philip Cliff	ECH 116	460-0396	18-Nov 2020
Lori Orchard	MMH 410	453-7211	14-Nov 2021

## WHERE CAN I FIND A FIRST AID KIT?

### Admissions Building (ADM)

✦ ADM 218 - Admissions Office

### Brian Mulroney Hall (BMH)

✦ BMH 309 - Photocopier Room

### Edmund Casey Hall (ECH)

✦ ECH 302 - Departmental Assistant Office

✦ ECH 18 - Facilities Management Office

### **George Martin Hall (GMH)**

- ✦ GMH 101 - Registrar's Office
- ✦ GMH 103 - Financial Services Office
- ✦ GMH 303 - Residence Life Office

### **Holy Cross House (HCH)**

- ✦ HCH 206 - Departmental Assistant Office

### **James Dunn Hall (JDH)**

- ✦ JDH 207 - Computer Lab (Front Desk)
- ✦ JDH 1st Floor - Student Help Desk

### **J.B. O'Keefe Fitness Centre (OKE)**

- ✦ Front Desk

### **Margaret McCain Hall (MMH)**

- ✦ MMH 413 - Photocopier Room

### **WHERE CAN I FIND A DEFIBRILLATOR?**

- ✦ O'Keefe Fitness Centre
- ✦ UNB/STU security carry a portable defibrillator

### **HOW DO I GET BUILDING KEYS AND AUDIOVISUAL KEYS?**

- ✦ Contact **Ferne Stewart**, the Office Coordinator of **Facilities Management**: office: ECH 18; phone: 452-0606; email: [fstewart@stu.ca](mailto:fstewart@stu.ca)

### **WHO DO I CONTACT IF I LOCK MYSELF OUT OF MY OFFICE? OR IF MY CLASSROOM IS LOCKED?**

- ✦ Contact **Ferne Stewart**, the Office Coordinator of **Facilities Management**: office: ECH 18; phone: 452-0606; email: [fstewart@stu.ca](mailto:fstewart@stu.ca)

- ✦ **After hours**: contact **UNB/STU Campus Security**: phone: 453-4830, email: [security@unb.ca](mailto:security@unb.ca)

### **WHO DO I CONTACT ABOUT GETTING SUPPLIES (such as printer cartridges or binders etc...)?**

- ✦ Contact **Ferne Stewart**, the Office Coordinator of **Facilities Management**: office: ECH 18; phone: 452-0606; email: [fstewart@stu.ca](mailto:fstewart@stu.ca)

### **HOW DO I GET MY PHOTOCOPIER ACCESS CODE?**

- ✦ You usually obtain your photocopier access code from your **departmental assistant**.

## HOW DO I OBTAIN A FACULTY ID CARD?

- ✦ You may upload your own ID photo and complete the entire process online: <https://www.stu.ca/ucardphoto/>

## HOW DO I BOOK A ROOM FOR A MEETING OR SPECIAL EVENT?

- ✦ Email [roombookings@stu.ca](mailto:roombookings@stu.ca)

## HOW DO I ORDER A WORK REQUEST (for example to repair a desk etc...)?

- ✦ Email: [workrequest@stu.ca](mailto:workrequest@stu.ca)

## HOW DO I ORDER REFRESHMENTS FOR A MEETING OR SPECIAL FUNCTION?

- ✦ Contact the Assistant Food Service Director for Aramark **Jerry MacMillan** phone: 506-460-7604, email: [macmillan-jerry@aramark.ca](mailto:macmillan-jerry@aramark.ca) ; for the catering menu, see <https://www.stu.ca/media/stu/site-content/documents/STUConferenceServices.pdf>

## HOW DO I CANCEL A CLASS?

- ✦ If a class must be cancelled because of an **unexpected occurrence** such as the illness of the instructor, the instructor will notify the executive assistant of the **Vice-President (Academic & Research)**, who will attempt to notify the students by posting the class cancellation on the website. The instructor will also notify the **department chair**. If an instructor may **reasonably foresee** their absence from a scheduled class, the prior approval of the **appropriate Dean** is required. You must submit a **written request**, including the anticipated dates of your absence, reasons for cancelling class, and any alternative or makeup activities/assignments which you have arranged. It is also your responsibility to inform students of foreseen absences and any alternative assignments/activities.
- ✦ For more information, see class cancellation policy: <https://www.stu.ca/media/stu/site-content/documents/policies-and-reports/ClassCancellationPolicy-SenateApproved2016.pdf>

## HOW DO I KNOW IF CLASSES HAVE BEEN CANCELLED DUE TO INCLEMENT WEATHER?

- ✦ The decision about whether to close will be made by the University.

✦ **Local media** outlets are notified of a storm closure by 6:45 AM. Faculty should consult **local radio stations** for news of cancellations: 106.9 FM, 95.1 FM, 103.5 FM, 105 FM, 1260 AM.

✦ You may also call the **university switchboard** for cancellation updates: 452-0640.

✦ In cases where the **university remains open**, individual faculty members should use their **own discretion** in deciding whether to hold classes and/or report to work. If you decide to cancel classes, notify the office of the **Vice-President (Academic & Research)**, as well as your **department chair** and **department assistant**.

✦ For more information, see <https://www.stu.ca/media/stu/site-content/documents/policies-and-reports/StormClosurePolicy-January2017.pdf>

#### HOW DO I USE MY OFFICE PHONE?

✦ **Internal** calls: last 3 digits of number

✦ **Local** calls: Dial 9 + number

✦ **Long distance** calls: Dial 9 + 1 + area code + number (direct)  
Dial 9 + 0 + area code + number (operator assisted)  
Dial 9 + 0 (Operator)

✦ **Call hold** (single line phone): Press 'Link' + \* + 70

✦ **Call Pickup** (single line phone): Press \* + 72

✦ **Call Transfer** (single line phone): Press 'Link' + Extension number

✦ **Conference Call** (single line phone): Press 'Link' + Extension number + 'Link'

✦ **Ring Again** (single line phone): Press 'Link' + \* + 73

✦ **Call Forward** (single line phone): Press \* + 78 + Extension number + 'Link'

✦ **Call Park** (single line phone): Press 'Link' + \* + 76

✦ **Call Park Retrieve** (single line phone): Press \* + 77 + Extension number

✦ How do I **set up** my **Voice Message System**?: Press \*99 , then Press # and your mailbox number (last 4 digits of your phone #). The system will ask you to enter your temporary password, which is your phone #, then you will be prompted to change your password. Follow the instructions in the tutorial to record your name and message.

✦ How do I **check** my **Voice Message System** for messages?: Press \*99 and follow the prompts.

### HOW DO I ACCESS A STU TELEPHONE DIRECTORY?

✦ To download the **employee directory** click on:

[https://www.stu.ca/media/stu/site-content/documents/Employee-Directory-\(7\).pdf](https://www.stu.ca/media/stu/site-content/documents/Employee-Directory-(7).pdf)

✦ To download the **campus directory**: <https://www.stu.ca/media/stu/site-content/documents/Campus-Directory-2018-19.pdf>

### HOW DO I ORDER TEXTBOOKS FOR MY CLASSES?

✦ To discuss any aspect of the textbook ordering process, contact **Kimberley Giberson** at the **UNB Bookstore**: phone: 458-7913 or email:

[Kimberly.Giberson@unb.ca](mailto:Kimberly.Giberson@unb.ca)

✦ The link to place your textbook order:

<http://www.unb.ca/fredericton/vp/learn/bookstore/ordering.html>

### HOW DO I CHECK OUT BOOKS AND PUT MATERIALS ON RESERVE AT THE LIBRARY?

✦ Your STU photo ID card acts as your **library card**.

✦ For information on **faculty support** at the library (managing reserve readings, liaison librarians for departments etc...): <https://lib.unb.ca/> and click on "Faculty" on the top of the page.

✦ For information on placing items on **library reserve**:

<https://lib.unb.ca/faculty/reserves.php>

### HOW DO I CHECK MY COURSE LISTS AND SUBMIT MY GRADES?

✦ Set up an account on **WebAdvisor** for Faculty: <https://advisor.stu.ca/> and follow the instructions

## HOW DO I OBTAIN TECHNICAL ASSISTANCE (for computers, audio-visual equipment etc...)?

- ✦ Consult the ITS website: <http://its.stu.ca/>
- ✦ Contact [its@stu.ca](mailto:its@stu.ca) or call the helpdesk at 452-0635

## HOW DO I ACCESS MOODLE, STU'S E-LEARNING PLATFORM?

- ✦ Go to <https://moodle.stu.ca/> . If this is the first time you have used this site, you will need to have IT create a blank course for you. Follow the prompts.