# TABLE OF CONTENTS

## ABOUT THIS GUIDE
- v

## A VERY SHORT INTRODUCTION TO SFU
- vi

## Maps of SFU
- vii

## PREPARING FOR YOUR CLASS
- 1

### Course outlines
- 1
  - What is the difference between a short and long course outline? What elements are required to be in my course outline? 1
  - Who can help me prepare my course outline? 2
  - When and where do I have to submit my course outline? 2

### Course design
- 3
  - I’m a new instructor. Where can I find some practical teaching tips? 3
  - Do I need to include learning outcomes? How do I write a learning outcome? 3
  - Do I have any freedom in choosing the marking scheme for this course? Can I choose the format/number of the exams? 3
  - How do I book a room for mid-terms or review sessions, if needed? 4
  - What freedom do I have in creating the tutorial/lab part of my course? 4
  - Where can I find previously used material for tutorials/labs? 4
  - What are the WQB requirements and how do they affect me? 4
  - How can I make my class more environmentally sustainable? 4

### Textbooks and courseware
- 5
  - What restrictions are there for textbook selection? 5
  - How do my students buy their textbooks? 5
When and where do I order course textbooks? 5
How do I develop and produce my own courseware? 5
Are there branding standards for my course material? What are they? 6

**Student assessment** 6
Where can I find my class list(s)? 6
Where can I find previous exams for my course? 6
When do I have to have my exam written? To whom do I submit it? 6
How can I find out whether it can be photocopied or has to be printed? 6
What are the rules for invigilating exams? 6
Can someone help me write multiple choice questions and/or essay questions? 6
If I want to do an “unconventional” form of assessment, what do I need to consider? 7

**Technical** 7
How do I get my SFU email address? 7
What classroom technologies are available at the Burnaby/Surrey/Vancouver campuses, and how can I book them? 7
Where do I find support for using technology, such as clickers, in my classroom? 8
Can I get help with lecture demonstrations (i.e., experiments)? 8
Who can help me develop an online course? Who provides support for online courses? 8
Do I have to use SFU’s learning management system? Who can help me use it? 9

**Teaching assistants** 9
When and how will the TAs be assigned? Do I have a choice as to who my TA is? 9
How do I work with my TAs and support them?
What kinds of training opportunities are there for TAs? 9

**Miscellaneous** 10
What kind of ID do I need? How do I get it? 10
Do I need keys? Where do I get them? 10
What do I need for access to the library? 10
Is there financial support for buying teaching materials? 10
Where do I find the schedule of classes/timetable/academic calendar? 11
What is the policy on privacy of information? 11

**DURING THE TERM** 12

**Course delivery** 12
What do I need to tell students about their grades? What kinds of course records (marks, attendance, etc.) do I need to keep, and for how long? 12
Is it expected that I post my lecture notes? 12
What is SFU’s policy on students recording lectures for their personal use?  
What do I have to do if I get sick and cannot teach? Or the weather is too poor to commute to class?  
**Materials**  
Where do I go to print or photocopy materials for my class in Burnaby, Surrey, or Vancouver?  
To whom can I talk about copyright issues? What are the rules for copyright?  
**Classroom conduct and behaviour**  
What do I do if a student isn’t coming to class?  
What do I do if my student is having difficulty communicating in English?  
What do I do if I suspect my student has plagiarized?  
Where do I find policies on non-academic misconduct?  
I have a question about an ethical dilemma in my class. Whom can I talk to?  
Is there a phone line to security and/or IT in each classroom?  
**Caring for students**  
Where can my students get technical support?  
What do I do if my student is in immediate emotional distress?  
What do I do if I suspect my student is having personal difficulties?  
What can I do if I suspect a student is in financial distress?  
What can I suggest when a student asks about tutoring?  
How can I make my class and class content accessible to students with differing abilities?  

**END OF TERM**  
**Administrative responsibilities**  
Who schedules my final exam?  
Where do I find guidelines for conversion between different grading systems?  
When do I need to submit my students’ grades? Where do I submit them?  
What do I do if a student appeals her or his grade?  
How long should I keep the students’ papers? Which ones do I have to return?  
**Teaching evaluations**  
How will the evaluation of my course be done?  
What happens to the teaching evaluations for my course?  
Who reads them? When do I get to see them?  
**Student success**  
What academic supports does SFU offer for students?
If I’ve identified a strong student who might be eligible for an award or bursary, whom do I contact? 21

TEACHING AND BEYOND 22

Professional development 22
What kind of support is available for my professional development as an instructor? 22
What do I have to do if I want to develop/off er a new course? Is there any funding? 22
I want to research an aspect of my teaching. What should I do? 23

My expertise is relevant to a current media story. How do I alert the media to my expertise? 23
I’m organizing a conference. What kind of support is available to me? 23
I am preparing my tenure/promotion materials. Who can help me with my teaching portfolio or with my research portfolio? 23
I would like a mentor. Who can help me find one? 24

Life outside of class 24
What are the transit options for getting to Burnaby, Surrey, and downtown Vancouver? 24
What are the parking options at Burnaby, Surrey, and Vancouver? 25
Where can I eat on campus? 25
Where can I live on campus? What is UniverCity? 25
Can I get relocation reimbursement? 25
Where do I get information on benefits? 26
Are health services on campus available to me? 26
What kinds of childcare options are there near SFU? 26
I teach a night class and would like someone to walk me to my car. Is this possible? 26
How do I access the recreation facilities? Cultural facilities? 26
What kinds of social opportunities are there for instructors? 27

Life outside of class: Suggestions for students 27
What social supports does SFU offer for students? 27
What health supports does SFU offer for students? 27
What financial supports does SFU offer for students? 27

CONCLUDING THOUGHTS 28
ABOUT THIS GUIDE

This Guide is designed to introduce you to key resources and to give you basic information about Simon Fraser University. It principally offers you services and support for your teaching, but also provides tips for your life and work outside the classroom.

To this end, the Guide is grouped into four main sections: “Preparing for your Class,” “During the Term,” “End of Term,” and “Teaching and Beyond.” These sections contain frequently asked questions and answers. Many of the answers link to further information and services that you may find useful.

Throughout the Guide, we use the abbreviation “DA.” This abbreviation is commonly used for departmental assistants and for departmental administrators, even though the official job title for the latter is now departmental manager.

If you have a question to which you cannot find a quick answer in this Guide, please feel welcome and encouraged to contact us at the Teaching and Learning Centre (TLC), and we will find an answer for you as quickly as possible.

Daria Ahrensmeier
Erin Aspenlieder
Teaching and Learning Centre

Send us an email: tlcentre@sfu.ca

Visit the TLC website: www.sfu.ca/tlcentre
A VERY SHORT INTRODUCTION TO SFU

Welcome to Simon Fraser University!

The core of the university community is the people—30,000+ students, almost 3,000 faculty and staff, more than 100,000 alumni, members of the greater community—and now you, too!

Here are a few bits of background information:

- SFU was named after Simon Fraser (1776–1862), a fur trader and explorer employed by the North West Company.

- SFU has three beautiful campuses: The main campus, atop Burnaby Mountain, was established in 1965. In 2007, the university was awarded the Prix du XXe siècle of the Royal Architectural Institute of Canada, which recognizes the "enduring excellence of nationally significant architecture," for its design. You may have seen the Burnaby campus, designed by architects Arthur Erickson and Geoffrey Massey, in movies and TV shows, especially those with science fiction themes.

- The SFU Surrey campus is part of Central City, a futuristic-looking architectural complex adjacent to the Surrey Central SkyTrain station. It was established in 2002 to absorb the students and programs of the former Technical University of British Columbia. It has since expanded to house other SFU programs such as the innovative Science Year One, and it pioneered the first interactive arts and technology program of its kind in Canada. The Surrey campus has also been featured in movies and TV shows.

- SFU's Vancouver campus, close to the Waterfront SkyTrain station, includes five sites: Harbour Centre, the Morris J Wosk Centre for Dialogue, the Segal Graduate School of Business, the spectacular teaching and performance facility of SFU's School for the Contemporary Arts in the heritage Woodward's development; and the SFU Contemporary Arts studio space on Alexander Street. The original campus building at Harbour Centre, a rebuilt heritage department store, officially opened on May 5, 1989.
SFU has eight faculties:
- Faculty of Applied Sciences
- Faculty of Arts and Social Sciences
- Faculty of Business Administration (Beedie School of Business)
- Faculty of Communication, Art and Technology
- Faculty of Education
- Faculty of Environment
- Faculty of Health Sciences
- Faculty of Science

The university offers over 100 undergraduate programs and more than 45 graduate programs, listed here: students.sfu.ca/programs.html.

Undergraduate and graduate programs operate on a year-round tri-semester schedule.

SFU was ranked first among Canada’s comprehensive universities in 2009, 2010, and 2011 by Maclean's magazine.

Here is your starting point for further exploration of SFU: www.sfu.ca/sub/about.html.

Maps of SFU

An interactive map of the Burnaby campus and travel directions by car and transit can be found at www.sfu.ca/content/sfu/sub/about/maps-and-directions/burnaby.html.

An interactive map of the Surrey campus and travel directions by car and transit can be found at www.sfu.ca/sub/about/maps-and-directions/surrey.html.

This interactive map shows the rooms at the Surrey campus: its.surrey.sfu.ca/rooms/lab_location.php.

An interactive map of the Vancouver campus and travel directions by car and transit can be found at www.sfu.ca/sub/about/maps-and-directions/vancouver.html.
PREPARING FOR YOUR CLASS

Course outlines

What is the difference between a short and long course outline? What elements are required to be in my course outline?

A typical course outline should be one to two pages long and should include the following sections:

- **General information:**
  - Course title and number
  - Number of credits
  - Day, time, and room(s) for classes
  - Instructor name and title
  - Office number, campus phone number, email address, and office hours
  - Corresponding information for teaching assistants, if applicable
  - Prerequisites for the course

- **Course description as it appears in the academic calendar:** You may wish to add a more detailed description of the course content, perhaps a graphic representation, and a brief description of the instructional methods that you will use (e.g., lectures, student projects, student response systems, etc.) You may also wish to add learning outcomes, i.e., statements about the knowledge, skills, and competencies you expect students to have when they successfully finish the course.

- **Course materials:** Provide specific information about the textbook(s), including full title, author(s), edition, and where they can be purchased or borrowed. Mention if you have placed any materials on reserve in the library, and if you will provide additional materials such as photocopies later in the term. Make sure to state clearly which readings are required and which ones are suggested. If you plan to use a website for your course, provide the link and state how it will be used (e.g., for posting course materials, discussion forums, etc.).
• **Grading**: Your course outline has to provide a clear statement of how the final grade will be determined and what percentage of the final grade each assignment, mid-term, lab, etc., will represent. It should also state if there is a possibility to make up for a missed part of the graded work, whether and under what conditions extensions are possible, and any special rules. For example: “You will fail this course if your grade for the lab component is lower than 40%.”

• **Statements of general academic policies. For example:**
  - “If you have a disability, please contact the instructor to arrange a time to discuss your situation. It would be helpful for you to contact the SFU Centre for Students with Disabilities at 778.782.3112 or students.sfu.ca/disabilityaccess.html before you do this.”
  - “It is important to familiarize yourself with the policies and guidelines pertaining to academic integrity (cheating, plagiarism, etc.). Refer to SFU’s Code of Academic Integrity and Good Conduct (S 10.01) (www.sfu.ca/policies/gazette/student/s10-01.html) and to the Principles and Procedures for Student Discipline (S 10.02) (www.sfu.ca/policies/gazette/student/s10-02.html).”
  - “Additional policies governing academic issues that affect students can be found in SFU’s Human Rights Policy (GP 18) (www.sfu.ca/policies/gazette/general/gp18.html).”

You can find some examples of recent course outlines at students.sfu.ca/outlines.html.

**Who can help me prepare my course outline?**

We suggest that you ask your DA for a template for your course outline. This will make it easy for you to build upon your predecessor’s work, and it will ensure that your course outline has the format used in your department.

For the content, we recommend that you talk to your colleagues who have taught this course in recent years. They can give you valuable tips and make recommendations as to how closely you should adhere to previous iterations of this course. In some cases, consistency over the years will be very important, whereas in others, you will be able to give your course an individual touch.

If you are thinking about trying something new in your course, or have questions about teaching that your departmental colleagues cannot help you with, we recommend that you contact the Teaching and Learning Centre (www.sfu.ca/tlcentre) and meet with the educational consultant for your faculty (www.sfu.ca/tlcentre/consulting.html).

**When and where do I have to submit my course outline?**

Your course outline should be submitted to your Department Chair six weeks before registration starts (see www.sfu.ca/policies/gazette/teaching/t20-01.html, section 2.2.1)
Course design

I'm a new instructor. Where can I find some practical teaching tips?

Unless you are teaching a completely new course, there should be someone in your department who has taught the course before. It is always a good idea to ask your predecessor for advice. Most instructors will be happy to share information and maybe even their lecture notes or assignments with you. Whenever you would like to use material that someone else has developed, make sure to ask for their permission first, preferably in writing.

If you want to try something new, would like additional advice, or are looking for resources about teaching in your field, you should contact the educational consultant for your Faculty (www.sfu.ca/tlc/consulting.html). The Teaching and Learning Centre also offers workshops, courses, and presentations on various teaching topics (www.sfu.ca/tlc/programming.html), from voice and presentation skills to the use of learning technologies, as well as useful tips for the complete course planning process: www.sfu.ca/tlc/development/curriculumplanning/courseplanning.html.

You can also contact your library liaison for assistance in finding literature and resources for your course: www.lib.sfu.ca/help/liaison-librarians.

For writing courses, some faculties have writing coordinators who can work with instructors: www.sfu.ca/ugcr/for_faculty/faculty-writing-course-support.html.

Do I need to include learning outcomes? How do I write a learning outcome?

Currently, you do not have to include learning outcomes in your course outline, but this may change in the future. The vice-president, academic, has established a Learning Outcomes and Assessment Working Group to “draft principles to guide the establishment and use of learning outcomes for curricular assessment at SFU” (see www.sfu.ca/vpacademic/committees_taskforces/LOAWG.html). However, there are some academic units that already use learning outcomes for their courses, so you should ask your department chair whether this applies to you.

In any case, preparing learning outcomes could be valuable for both you and your students as a way of developing a more detailed and explicit concept of what you want your students to learn. Your students will likely find it very useful to see what is expected of them written clearly in the course outline. You can find a list of tools and references at the bottom of www.sfu.ca/vpacademic/committees_taskforces/LOAWG/toolsresources.html. Your educational consultant can help you identify the most useful resources for your course.

Do I have any freedom in choosing the marking scheme for this course? Can I choose the format/number of the exams?

You should discuss this with your department chair or a colleague who has taught your course before. If you are teaching a required course, your marking scheme should be consistent with those of previous years. If your course is new, or not a required course, you have more freedom, but it is always a good idea to familiarize yourself with what is considered standard in
your academic unit. If you would like to learn more about how to create a marking scheme that is tailored to your learning outcomes, your educational consultant may be able to help you.

**How do I book a room for mid-terms or review sessions, if needed?**

Often, mid-terms or review sessions are scheduled during regular class time and therefore are written/facilitated in your regular classroom. If you do need to book a room, ask your DA how to do it. Especially for large classes, it may be necessary to book a room that has more seats than the one you usually teach in. In Science, for example, there is an undocumented agreement that mid-terms for large classes will be held on certain nights of the week for certain departments.

If you teach at the Surrey campus, you will need to submit a room request at least three days in advance. You can find room booking instructions at its.surrey.sfu.ca/faq/roombookings.php.

**What freedom do I have in creating the tutorial/lab part of my course?**

As with the format of exams and the marking scheme (see above), this depends on what is considered best practice in your academic unit and on whether your course is a required course, service course, etc. In some cases, you will have to use the same material that has been used in previous iterations of your course. In other cases, you may have the opportunity to develop your own teaching materials.

**Where can I find previously used material for tutorials/labs?**

Some academic units have a system for storing learning materials, some do not. Ask your department chair or the undergraduate chair for information, or contact those colleagues who have taught your course before directly.

**What are the WQB requirements and how do they affect me?**

WQB stands for Writing, Quantitative, and Breadth requirements. All students admitted to an undergraduate degree at SFU must complete a minimum of 36 units of courses designated as Writing, Quantitative or Breadth, with a grade of C- or better, to receive the WQB credits. You can find more information, including a list of courses designated as WQB, at www.sfu.ca/ugcr/for_students/wqb_requirements.html.

If your courses are not designated as WQB, the only way this might affect you is through questions posed by students. Feel free to refer your students to www.sfu.ca/ugcr/for_students.html.

If you would like to design a course that could be designated as WQB, you will find the necessary information, including forms, at www.sfu.ca/ugcr/for_faculty.html.

**How can I make my class more environmentally sustainable?**

You can find some general recommendations at www.sfu.ca/sustainability.html.
Textbooks and courseware

What restrictions are there for textbook selection?

As with the exam format, marking scheme, and labs (see above), the answer depends on whether or not your course is required and on the culture of your department. Ask your DA or previous instructors whether there is a book that is standard for your course. If you are using such a standard text along with previously used course materials like assignments, make sure that your course materials refer to the same text edition that your students will be using. If you are free to choose a textbook, keep your students’ finances in mind, as well as sustainability. For example, you might want to think about an electronic text instead of a printed text.

How do my students buy their textbooks?

If your students buy their textbooks at the SFU bookstore, they can use a convenient link at sfu.collegestoreonline.com/ that helps them find the required books for their courses. If your students ask you about buying their books online or used, you may want to give them a heads up that used books or different editions may not include all the supplementary material they need, such as access codes for online assignments.

When and where do I order course textbooks?

The bookstore (sfu.collegestoreonline.com/) has a link to useful resources for faculty with information about course requisitions, including submission dates for fall, spring, and summer; custom materials; and library resources, e.g., how to put course readings on reserve.

How do I develop and produce my own courseware?

“Custom courseware” refers to materials written—or selected—by the instructor for use in an SFU course. It can be produced and sold at cost by the bookstore (which will take care of the copyright authorization). You can find more information at the Document Solutions website (www.sfu.ca/docsol/courseware/order.html).

Document Solutions is an SFU service unit that coordinates printing and finishing for course materials, handouts, course outlines, student guides, and other educational materials to enhance your learner and teaching experience.

This service unit can scan and arrange for educational copyright clearance of your custom learning materials to ensure conformance with legal requirements. Your prepared course materials can be archived for future printing/reordering with a simple request using an online print management systems.

To develop content for your custom courseware, you may wish to make use of the resources offered by the Teaching and Learning Centre (www.sfu.ca/tlc/development/curriculumplanning/courseplanning.html).
Are there branding standards for my course material? What are they?

Here is the website for SFU’s Brand Standards for print and web communication: http://www.sfu.ca/clf.html. On it you can find information on the policy and history behind the development of these standards as well as manuals for print and web products. You are not required to use the standards for teaching materials, but if you choose to use the logo, etc., you are asked to follow the instructions given on the website.

Student assessment

Where can I find my class list(s)?

You can access your class lists through goSFU. If you see something unexpected, e.g., fewer class sections than you think should be there, make sure that you have chosen your search settings properly. For example, you might want to request to see all lab sections in a course, and not just the ones with empty slots available.

Where can I find previous exams for my course?

If your course is not brand new, any of the previous instructors should have their old exams on file, and some of them might be willing to share these with you if you ask. You can also ask your DA for copies of the old exams, since they have to be kept on file for a number of years. Whenever you would like to use material prepared by someone else (not just exams, but also assignments, etc.), make sure to ask the author’s permission first. If you have permission to use old exams, keep in mind that at least some of your students will likely have copies too, possibly from a friend who took the course previously or from a website. In fact, it is probably a good idea to make one or more of the old exams available to your students for practice and to give them an idea of what the exam will look like.

When do I have to have my exam written? To whom do I submit it? How can I find out whether it can be photocopied or has to be printed?

You should ask your DA well before the end of term about these deadlines and procedures, which are different in each department.

What are the rules for invigilating exams?

The exam procedures, including information on large/multi-section courses, student identification, entrance and exit, etc., are outlined here: students.sfu.ca/academicintegrity/resources/examprocedures.html. We recommend that you make yourself familiar with these regulations before your first exam. You can also print these procedures (link at the bottom of the web page) for future reference.

Can someone help me write multiple choice questions and/or essay questions?

A good source of information would be a colleague who has taught your course before. As with exam questions in general, keep in mind that some of your students will likely have access to past questions, too.
If you don’t find any resources within your department or if you would like more background information on the design of suitable questions, you may wish to contact the educational consultant for your Faculty: www.sfu.ca/tlc/consulting.html.

If I want to do an “unconventional” form of assessment, what do I need to consider?

You have to consider both the policies regarding exams as well as the pedagogical value of your idea. For example, if you are teaching one section of a multi-section course, there will be common rules for the exams of each section. Similarly, if your course is a required one and is taught every year, possibly by different instructors, there has to be consistency between the different years.

If restrictions like these don’t apply to your course, you still have to make sure that your idea for the assessment does not violate any policies, as listed here: www.sfu.ca/policies/gazette/teaching.html. Beyond that, you should consult with colleagues to make sure that your ideas accord with the culture of your department—you might even convince others to try a new approach, too.

Technical

How do I get my SFU email address?

Your SFU computing ID is automatically created for you when you appear on Payroll. You will need this ID to access payroll information and to use other SFU online services.

After your initial hiring information has been processed by your department and Human Resources, you will receive an email message at your non-SFU email address indicating that your SFU computing ID is ready for you to activate. To activate your ID and set a password, go to my.sfu.ca/AccountActivation and follow the instructions. You will need your SFU employee ID number for this.

Once you activate your SFU computing ID, you will automatically have an SFU email address, which you can check at connect.sfu.ca.

More detailed questions are answered here: www.sfu.ca/itservices/accounts/computing_id.html. This web page also provides information about other online services that you can use with your computing ID.

What classroom technologies are available at the Burnaby/Surrey/Vancouver campuses, and how can I book them?

Audio/Visual Services provides computers, data projectors, sound systems, and other related A/V equipment to SFU’s lecture theatres and classrooms. Additionally, equipment loans are available for classes, department meetings, and conferences. Each campus has an A/V website that provides information on the equipment available in each lecture hall, seminar room, etc., and instructions for making reservations:

- SFU Burnaby: www.sfu.ca/itservices/technical/av_services/burnaby.html
- SFU Surrey: www.sfu.ca/itservices/technical/av_services/surrey.html
- SFU Vancouver: www.sfu.ca/itservices/technical/av_services/vancouver.html
Here is some additional information for the Surrey campus, taken from the summer 2012 Surrey campus Faculty and Staff Orientation Handbook (www.surrey.sfu.ca/documents/doc/Orientation_Handbook_Summer_2012):

Client Support and Research Services (CaRS) and Network Services (NS) provide and maintain the computing and multimedia infrastructure for the Surrey Campus. In support of the Academic Programs at the Surrey Campus, CaRS manages the distributed computing facilities including instructional classrooms, computer labs, studio labs, drop in labs, Library Infocommons, tutorial and seminar spaces and the multimedia production studios. In support of the staff, faculty and research community, CaRS provides multi-platform microcomputer and workstation hardware and software support, printing and file store. CaRS also provides classroom technology support, lecture recording, rich media capturing/streaming/archiving and videoconferencing services. NS provides the network (wired and wireless) and core services for the campus such as firewall, IP addressing, Active Directory domain servers, computer names, distributed file store, network time, and FTP. IT Services in Burnaby provides computing IDs, electronic mail services, web services, learning technologies, research services, enterprise information systems (SIMS, HAP, etc) and IT infrastructure support to the broad SFU community.

Contact Information for Technical Assistance:
Room: 3505 Podium 3
Help Desk: 778-782-7490
Email: help-surrey@sfu.ca
http://surrey.sfu.ca/itservices/index.html

Where do I find support for using technology, such as clickers, in my classroom?

Technical support for classroom technology is provided by A/V Services (see the previous question). If you would like some training to get started, or you want to learn about best practices, contact the Learning Technology team at the Teaching and Learning Centre (www.sfu.ca/tlc/technology.html). As with all your teaching questions, it is always a good idea to ask your colleagues as well.

In some cases, there are policies that cover the use of a specific learning technology, such as software that checks for plagiarism. You should check with the learning technology specialists at the Teaching and Learning Centre (www.sfu.ca/tlc/technology.html) to see whether there are any specific policies for the products that you want to use.

Can I get help with lecture demonstrations (i.e., experiments)?

Departments that have lecture demonstrations often have staff with experience in creating and presenting experiments for large classes. Talk to your department chair and your colleagues to find out whom to contact in your department. If there is no tradition of lecture demonstrations in your department, but you would like to start one, think about involving graduate students, for whom this could be a first step into teaching.

Who can help me develop an online course? Who provides support for online courses?

The Centre for Online and Distance Education (CODE, code.sfu.ca/webview/23665) at SFU is one of Canada’s largest distance education centres and currently offers up to 100 courses in a number of academic areas each term. You can work closely with the CODE program director.
assigned to your area and with CODE staff on everything from planning your course to delivery. You can find useful resources for CODE course authors here: code.sfu.ca/webview/126080.

Do I have to use SFU’s learning management system? Who can help me use it?

The learning management system (LMS) currently supported at SFU is WebCT. Since Blackboard, the company that owns WebCT, will no longer offer support after December 2012, an initiative to select and implement a new system is underway. (SFU will continue to support WebCT internally during the planned migration to the new system.) For more information on the selection process as well as on WebCT, see www.sfu.ca/tlc/technology/lms.html. The website also provides a course request form for setting up new courses within WebCT, as well as contact information for the Learning Technology team from the Teaching and Learning Centre. In addition, there is a wiki with useful information about WebCT for instructors at wiki.sfu.ca/webct/index.php/Main_Page, as well as a list of courses within WebCT at toolkit.sfu.ca/webct/reports/currentCourseList.shtml.

As the list of courses demonstrates, there is no requirement to use WebCT. Many instructors find it useful for posting course materials and lecture notes, presenting assignments and quizzes, and conducting online discussion forums. However, similar functionality is provided by various other systems, and many faculty and instructors prefer to use one of these alternatives.

For example, many courses, especially in the Chemistry and Mathematics departments, use the LON-CAPA LMS: www.sfu.ca/~capachem/index.html.

Teaching assistants

When and how will TAs be assigned? Do I have a choice as to who my TA is?

That depends on your department. In general, the DA will assign the TAs, and there is usually a selection process unless there are not enough people available to fill the available positions. If you would like to work with a specific graduate student whom you consider highly qualified to be a TA for your course, or if there is a graduate student whom you consider a poor fit for your course, your DA will certainly appreciate your input, but there is no guarantee that your wish will be fulfilled, since the DA has to match all the TAs’ schedules with all the course schedules.

How do I work with my TAs and support them? What kinds of training opportunities are there for TAs?

Depending on how experienced—and talented—your TAs are, they will need more or less guidance. New TAs are strongly encouraged (and you should encourage them, too!) to attend the TA orientations offered at SFU Surrey and SFU Vancouver by the Teaching and Learning Centre. These one-day events include a general introduction and faculty-specific sessions. New and experienced TAs can also participate in or present at Teaching Assistant/Tutor-Marker (TA/TM) Day (www.sfu.ca/tlc/programming/tatmday/general.html), a one-day workshop offered by the Teaching and Learning Centre each September and January.

Graduate students who are particularly interested in developing their teaching skills, perhaps because they are planning a career in post-secondary teaching, should consider taking the Certificate Program in University Teaching and Learning for Graduate Students (http://www.sfu.ca/tlc/programming/cputl/general.html).
Beyond making use of Teaching and Learning Centre programs, you should have regular meetings with your TAs to ensure that they know your expectations of them, your ideas about grading, etc., and to give them an opportunity for feedback. We invite you to meet with your educational consultant before the term starts to work out the details for supervising your TAs.

If you are an instructor who supervises TAs, you should complete a TUG (Time Use Guideline) form at the start of the term and give it to each TA. TUG forms are available from your DA. There are policies that govern the type of work, number of hours, etc., and it is important to work within the guidelines established by the Teaching Support Staff Union (TSSU).

**Miscellaneous**

**What kind of ID do I need? How do I get it?**

Once your information has been processed by Human Resources, you can pick up your university ID card at the Registrar and Information Services Office at SFU Burnaby (directions and hours: students.sfu.ca/contact.html); at the Student and Registrar Services Office, SFU Surrey; or at the Information and Registration Desk, Harbour Centre, SFU Vancouver.

**Do I need keys? Where do I get them?**

Ask your DA if you need any keys (classrooms should be opened and locked by security). If you do need a key, you will have to fill in and submit a Campus Security key requisition form. You should be able to pick up your keys two business days after submitting the form (longer at the beginning of the term). Read the detailed information on what to bring along when you pick up your keys at www.sfu.ca/srs/security/access-control/access-services/keys.html.

If you work at the Surrey campus, you may need an electronic access card, which you can get at the security desk on the Mezzanine (you will need your SFU ID card). Cards are required to enter certain computer labs, specialty teaching space, office areas, and the main entrance and elevators after hours, whereas most of the teaching space on Gallerias 3 and 5, the Mezzanine, and Podium 3 is open.

If you need keys for your Surrey office, contact Facilities Services, located on Podium 3 (see www.surrey.sfu.ca/documents/doc/Orientation_Handbook_Summer_2012, page 6, for contact information). Ask your DA to notify Facilities Services about your requirements.

Here are specific instructions for getting keys on the Vancouver campus: www.vancouver.sfu.ca/operations/keys.html.

**What do I need for access to the library?**

Your university ID card also functions as a library card.

**Is there financial support for buying teaching materials?**

In general, you can use your Professional Development Expenses for expenses related to teaching. Make sure to study the policies that apply to your specific appointment with SFU: www.sfu.ca/policies/gazette/academic.html.
Where do I find the schedule of classes/timetable/academic calendar?

The academic calendar with links to schedules of classes can be found here: students.sfu.ca/calendar.html. A list of key academic dates (start and end dates for the term etc.) can be found here: students.sfu.ca/calendar/student-info/dates.html.

What is the policy on privacy of information?

The university’s policy regarding access to information and protection of privacy can be found here: www.sfu.ca/policies/gazette/information/I10-04.html.

To find out what this policy means for you in practice, talk to your colleagues and the senior administration in your department or faculty.
DURING THE TERM

Course delivery

What do I need to tell students about their grades? What kinds of course records (marks, attendance, etc.) do I need to keep, and for how long?

You are responsible for clearly communicating to students how grades will be determined in the course (i.e., what kinds of assessment you will use) and how grades will be assigned for specific work (i.e., criteria for success on each assignment). If you or your department has guidelines for grade distribution, you must publish these guidelines.

The Grading and Reconsideration of Grades Policy (www.sfu.ca/policies/gazette/teaching/t20-01.html) notes that:

The Instructor is responsible for maintaining clear records of the marks given, to weight those marks to establish a final grade, and to ensure those records and any student work retained (exams, essays, etc.) are kept for at least one year following the end of the semester. Where a student requests the reconsideration of a grade, the Instructor is responsible to retain records and student work for one year following the final resolution of that reconsideration. Such records and material will be available to the Department Chair on request, and are to be filed with and retained by the Department for the subsequent semester(s) that the instructor is absent. Upon request, a student shall be given access to his or her own work, as well as information about the evaluation, grading and weighting of it.

Is it expected that I post my lecture notes?

No, there is no requirement that you post all or any part of your lecture notes. However, the Accessibility for Students with Disabilities Policy (www.sfu.ca/policies/gazette/general/gp26.html) states that “The University must provide reasonable accommodation to students with disabilities up to the point of undue hardship,” and so you may be expected to provide students with disabilities access to versions of your lecture notes in coordination and consultation with the Centre for Students with Disabilities.
What is SFU’s policy on students recording lectures for their personal use?

Copyright of lectures is the property of the lecturer, and any recording should be subject to the consent of the lecturer.

This issue is covered in SFU’s Intellectual Property Policy (www.sfu.ca/policies/gazette/research/r30-03.html; see sections 3 and 5). Unless the material is produced as “a work for hire” under a services contract, 30.3 will apply. The university reserves the right to use the materials for educational research and scholarly purposes.

What do I have to do if I get sick and cannot teach? Or the weather is too poor to commute to class?

The Unscheduled Cancellations of Classes Policy (www.sfu.ca/policies/gazette/general/gp4.html) explains the conditions, procedures, and communication strategies for cancelling classes at each of the three SFU campuses.

If you are unable to attend your scheduled class, notify your students by email as soon as possible and if appropriate advise the department/school/program administrator so that a notice of class cancellation can be posted on the classroom door.

Materials

Where do I go to print or photocopy materials for my class in Burnaby, Surrey, or Vancouver?

Your DA should provide you with photocopy policies and procedures for the department/program/school employing you. In most cases you will be provided with a photocopying code to allow you to access the departmental copier.

If you require copies and cannot access your departmental copier, you may find photocopiers in the following locations:

<table>
<thead>
<tr>
<th>Computer Lab</th>
<th>Room Number</th>
<th>Accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro Computer Facility (MCF)</td>
<td>AQ3148</td>
<td>Lab hours only</td>
</tr>
<tr>
<td>Center for Instructional Computing (CIC Lab 2)</td>
<td>AQ3145.2</td>
<td>24 hours</td>
</tr>
<tr>
<td>East Concourse Student Computing Facility</td>
<td>AQ3144</td>
<td>Lab hours only</td>
</tr>
<tr>
<td>North Concourse</td>
<td>AQ2131</td>
<td>24 hours</td>
</tr>
<tr>
<td>W.A.C. Bennett Library</td>
<td>IC</td>
<td>Library hours only</td>
</tr>
<tr>
<td>West Mall Complex</td>
<td>WMC 2502</td>
<td>Lab hours only</td>
</tr>
</tbody>
</table>
Surrey printer locations:
Library: Holds, Reserves & Media Room 3620 and Print Room 3625
Galleria: Rooms 3084 and 5300
Simon Fraser Student Society (SFSS) lounge: Galleria 3396, Monday–Friday, 10 am–5 pm
Document Solutions: Mezzanine 2590, Monday–Friday, 8:30 am–4:30 pm

Vancouver printer locations:
You may make copies on the main floor of the Belzberg Library at Harbour Centre.

To whom can I talk about copyright issues? What are the rules for copyright?

SFU’s libraries have prepared a thorough and useful Frequently Asked Questions guide around copyright that can be found at www.lib.sfu.ca/help/writing/copyright-faqs-students. The SFU Copyright Policy (www.sfu.ca/policies/gazette/research/r30-01.html) provides details about your rights and responsibilities. If you have questions or concerns about copyright, you can contact the university archivist at 778.782.2292 or see the Copyright Program (www.sfu.ca/archives/CopyrightProgram.html).

Classroom conduct and behaviour

What do I do if a student isn’t coming to class?

If you notice that many of your students are not attending class, you may be interested in talking with the educational consultant for your Faculty or to your colleagues to brainstorm strategies to address attendance in your class.

If you notice that a particular student has stopped attending class, you might first contact the student to inquire about his or her attendance. You can suggest that the student contact Student Services – Academic Advising at 778.782.6930 (all campuses) or the Student Learning Commons if he or she has specific academic needs.

What do I do if my student is having difficulty communicating in English?

If you notice that many of your students are encountering difficulty communicating in English, you may be interested in talking with your colleagues or to the educational consultant for your Faculty to brainstorm strategies to address English as an additional language (EAL) challenges and opportunities in your class(es).

If you notice that a particular student is struggling with English-language communication, you may refer him or her to the EAL services provided by the Student Learning Commons (learningcommons.sfu.ca/services/eal) or to SFU’s English Language and Culture courses (www.sfu.ca/elc/).

For your own information, you may be interested in reading a report by the Committee to Review EAL Supports and Services titled “English as an Additional Language Supports and Services at SFU: Review and Recommendations,” available at www.sfu.ca/vpacademic/committees_taskforces/Ad_Hoc_Committees.html.
What do I do if I suspect my student has plagiarized?

All policies related to academic honesty and student conduct can be found at www.sfu.ca/policies/gazette/student.html.

In general terms, if you suspect a student has plagiarized, he or she is entitled to information about the alleged wrongdoing and is entitled to provide a response. Academic dishonesty may be resolved by informal means, depending on the extent of the misconduct, the impact of that misconduct, whether the act was deliberate, whether the act is isolated, and any other pertinent factors. Every academic unit has an academic integrity advisor or chair. You should consult this academic integrity advisor before reaching an informal resolution with the student.

Informal measures may include issuing a warning, requiring the work to be redone, assigning a low grade, or assigning a grade of zero for the assignment.

Finally, the Policy on Principles and Procedures for Student Discipline states:

> The student, the Chair of the Department and the Registrar must be informed in writing of the nature of the dishonesty and the decision in a timely manner. The student must be advised by the Instructor that the report will be retained by the University and that, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent academic dishonesty."

Where do I find policies on non-academic misconduct?

You can find policies on non-academic or “general misconduct” at www.sfu.ca/policies/gazette/student.html. Among the key documents are the “Code of Academic Integrity and Good Conduct” and the “Principles and Procedures for Student Discipline.”

I have a question about an ethical dilemma in my class. Whom can I talk to?

If you have an ethical dilemma or question related to your class or any of your activities at the university, you may contact the Office of the Ombudperson at www.sfu.ca/ombudsperson.html. The ombudperson’s website lists a number of reasons for contacting the office:

- When you want to discuss a sensitive issue in confidence
- When you have a conflict with another party and need help in facilitating resolution
- When you have a situation requiring help in communication or negotiation with other faculty, staff, or others
- When you are unsure which policies, procedures, or regulations apply
- When you feel a policy, procedure, or regulation has been unfairly applied to you
- When you have a complaint about an office or service at the university
- When you don’t know whom to talk to, where to turn, or what options are available

Is there a phone line to security and/or to IT in each classroom?

Yes, every classroom on the Burnaby, Vancouver, and Surrey campuses has a phone line with direct access (in the form of labelled buttons) to security and IT/A/V support. Many, but not all, of these phones can also call outside numbers.
Caring for students

Where can my students get technical support?

Refer your students to learningcommons.sfu.ca/services/technology.

What do I do if my student is in immediate emotional distress?

Call Campus Security at 778.782.4500 in Burnaby, 778.782.5252 in Vancouver, and 778.782.7511 in Surrey.

What do I do if I suspect my student is having personal difficulties?

Attend a “Dealing with Students in Distress and Distressing” workshop through Health and Counselling Services. See students.sfu.ca/health/for-faculty/students-in-distress.html for details.

What can I do if I suspect a student is in financial distress?

If you suspect or know that your student is in financial distress, you can refer her or him to Financial Aid and Awards at students.sfu.ca/financialaid.html. You can also refer your students or any other campus community member to the campus food bank at students.sfu.ca/foodbank.html.

What can I suggest when a student asks about tutoring?

The Student Learning Commons provides general tutoring support around topics like writing, reading, and exam preparation. It also offers a helpful list of tutoring sources for course- or content-specific topics at learningcommons.sfu.ca/faqs/find-tutor. This page also includes a link to a peer tutoring forum found at talksfu.ca/forum/categories/tutoring-services and to a PDF document titled “You and Your Tutor: Knowing the Boundaries,” outlining reminders about ethical interactions between tutor and student.

How can I make my class and class content accessible to students with differing abilities?

The Centre for Students with Disabilities provides support for students and instructors with disabilities, but it also provides support for instructors with students who require accommodation or for instructors with questions about accessibility. You can contact the Centre for Students with Disabilities at students.sfu.ca/disabilityaccess.html.

You can also contact the educational consultant for your Faculty to discuss Universal Instructional Design (UID) or any other ideas or questions you have about making your course/curriculum accessible to all students, regardless of ability or background. For more information about UID, see www.washington.edu/doit/Brochures/Academics/instruction.html.
END OF TERM

Administrative responsibilities

Who schedules my final exam?

Final exams are scheduled by the Office of the Registrar at the same time at which courses are scheduled. You can find the examination period in the university calendar.

Where do I find guidelines for conversion between different grading systems?

General information about grading systems and policies, including conversion between GPA and letter grades, can be found at students.sfu.ca/calendar/student-info/grading.html.

For conversions between percentages and letter grades, each department, and even each individual instructor, has some liberty. However, it is important that you provide your students with your conversion table in writing at the beginning of the term.

Here is an example from the School of Interactive Arts and Technology: www.siat.sfu.ca/files/File/PDF%20Files/Grading_Scale.pdf.

Other aspects of “grading culture,” such as the use of curving, also vary between departments. You may want to ask the person who signs off on your grades, possibly your associate chair, for recommendations.

When do I need to submit my students’ grades? Where do I submit them?

All grades must be entered online through SFU's PeopleSoft Student Administration system (SIMS). The instructions for downloading class rosters and uploading grades are available at www.sfu.ca/itservices/administrative/sims/faculty.html. Remember to Save your grades after uploading.

Students will be able to access their grades once they have been approved and sent to Student Services.
Grade submission deadlines for work during the term:
The Grading and the Reconsideration of Grades Policy at www.sfu.ca/policies/gazette/teaching/t20-01.html states:

2.2.2 The Instructor will grade and return as promptly as possible mid-term, essays and other course requirements.

When you are struggling with your time management, especially if you are teaching for the first time, keep in mind that grading and returning mid-terms, assignments, etc., as promptly as possible is crucial in order to give students the opportunity to learn from those exercises.

Grade submission deadlines for final exams:
Make sure to ask your DA about the due date for submission of final grades. As a general rule:

- For classes with NO SCHEDULED examinations, grades are due 96 hours after the last day of classes.
- For classes with SCHEDULED examinations, grades are due 96 hours after the examination.

Notes:
- If the due date falls on a weekend, the deadline for grade receipt is 8:30 am on the following Monday.
- An instructor can request a grade submission date extension from the advisor for her or his course, if necessary, to avoid multiple grade changes later.

Deferred grades are due at the end of the first week of classes of the following semester.

What do I do if a student appeals her or his grade?
In general, a student will be advised to contact the instructor—you—to resolve the issue. If no successful resolution is reached, the next step is a written appeal. You may wish to consider finding a mentor in the department with whom you can consult on issues like this, especially if you have limited teaching experience. If you do, consider carefully what information you may share, and what has to be kept confidential.

The Grading and the Reconsideration of Grades Policy at www.sfu.ca/policies/gazette/teaching/t20-01.html outlines the appeal procedures more fully:

2.5 When reconsideration of a grade is requested

2.5.1 At each step in the process of responding to a student request to reconsider or appeal a grade decision, the Instructor, Department Chair, Dean and Chair of Senate shall respond in a timely manner, normally within 10 days of receiving the request.

2.5.2 When a Student has requested a grade be reconsidered, it is the Student's responsibility to provide to the Chair all the relevant work returned by the Instructor, and it is the Instructor's responsibility to provide to the Chair all relevant work which has been retained.

2.5.3 A Student who is concerned that his/her request for reconsideration has been inappropriately addressed at the departmental level may convey his/her concern to the Dean. The Dean will review the events and:
a) where he/she is satisfied that no new evidence has been presented and that judicious and proper procedures have been followed throughout, will confirm the grade awarded at the departmental level;

b) where significant evidence appears not to have been appropriately considered at the departmental level, the Dean may refer the reconsideration back to the Chair with instructions;

c) where, in his/her judgment, the matter cannot be resolved at the departmental level, the Dean may initiate reconsideration by alternative means.

2.5.4 The Chair shall first seek to resolve the concern through consultation with the Student and the Instructor. If the matter cannot be resolved during this consultation, the Chair will arrange for an appropriately qualified person (or persons) to re-evaluate the work and establish a grade, or to take such other steps as are necessary. Should the student request anonymity in such a re-evaluation, reasonable steps shall be taken to ensure it.

2.5.5 The decision of the Dean shall be final, subject only to an appeal to Senate. Such appeal may go forward only with the permission of the Chair of Senate on clear evidence satisfactory to her/him that there have been improper procedures in reconsideration as undertaken. The Chair of Senate periodically will report to Senate on the disposition and nature of such requests to appeal to Senate which have not gone forward to that body.

How long should I keep the students’ papers? Which ones do I have to return?

The Grading and the Reconsideration of Grades Policy at www.sfu.ca/policies/gazette/teaching/t20-01.html provides guidelines for keeping student work:

**2.6 Retention of Examinations and other Records**

2.6.1 In a course which includes a final examination, the marked examinations shall be retained by the Instructor. If the Instructor is to be away from campus, all student work that was kept as well as records used to establish a final grade are to be filed with and retained by the department for at least one year following the semester in which they were written. Should a request for the reconsideration of a grade still be pending longer than one year later, the marked examinations and other student work kept for that course will be retained as long as it is pending plus one year after a final decision or resolution is reached.

You can find more detailed information at www.sfu.ca/policies/gazette/information/l10-09.html.

Teaching evaluations

How will the evaluation of my course be done?

In many departments, your DA will provide the student feedback forms to the instructors. You are responsible for administering the evaluation in one of the last classes of the term. You are
required to leave the room while the students fill in the forms, and you have to ask one of the
students to return the forms to the DA.

Make sure to ask your DA whether this is the procedure followed in your department or whether
you need to do something different.

If you are interested in feedback from non-student sources as part of your professional
development, contact your educational consultant. She or he can visit your class several times
during the term and/or conduct an evaluation during the term to give you the chance to identify
and address possible issues before the student evaluations are done.

Some departments may also do (informal) peer evaluation, which adds an additional dimension
to the feedback on your teaching.

**What happens to the teaching evaluations for my course? Who reads them? When do I
get to see them?**

The Collection and Disclosure of Instructor and Course Evaluations Policy at
www.sfu.ca/policies/gazette/information/I10-08.html states the following:

2. Disclosure

2.1 Evaluation of the Instructor

The evaluation of the instructor by a student is part of the instructor's personal information
and is available only to the instructor and those officials of the University who must need
to see it in order to perform their duties. For example, the Department Chair, the members
of the Departmental Tenure Committee, the Faculty Dean, etc.

The evaluation of the instructor is also part of the student's personal information because
it is the student's personal evaluation of the instructor. Usually, evaluations are completed
by students anonymously, therefore, the information can be routinely released to the
instructor and authorized university officials. However, if the evaluation identifies the
student and it is supplied in confidence, the student's privacy must be protected by
removing all personal identifiers before it is disclosed.

The best ways to protect the student's privacy are to provide anonymous, statistical
responses and to prepare an accurate and complete summary of all written comments.
Normally, summaries of comments will not be prepared. Therefore, the collection notice
on the evaluation form must also inform the student that anonymized handwritten
comments will be released to the instructor and university administrators.

2.2 Evaluation of the Course

Any written comments provided by the student in an evaluation of the course are part of
the student's personal information. This personal information can only be made public if
all personal identifiers are removed.

Course evaluations completed anonymously by selecting multiple choice answers (often
resulting in a computer generated statistical report) do not infringe the student's privacy.
In these circumstances, course evaluations can be routinely released.
Student success

What academic supports does SFU offer for students?

Students may seek academic advice from Academic Advising at students.sfu.ca/academicadvising.html.

Students may seek academic support from the Student Learning Commons at learningcommons.sfu.ca. This unit provides workshops and services in the areas of writing, learning, and particularly in English as an alternative language (EAL), which is a challenge in many departments at SFU.

Students may seek career advice from Career Services at www.sfu.ca/career.html.

Students may seek advice and information about work integrated learning at www.sfu.ca/wil.html.

Students may seek support for personal and professional development at students.sfu.ca/development.html.

If I’ve identified a strong student who might be eligible for an award or bursary, whom do I contact?

General information on financial aid, undergraduate student loans, and grants to which you might wish to refer your students is available at Financial Aid and Awards (students.sfu.ca/financialaid.html) and at Undergraduate Student Loans and Grants (students.sfu.ca/financialaid/loans/bclloans-new.html).

A variety of grants, scholarships, etc., are available for undergraduate and graduate students, depending on your field:

Examples for physics:
www.physics.sfu.ca/teaching/ugrad/working/research_opportunities/NSERCUSRA
www.physics.sfu.ca/teaching/scholarships/privateawards

Examples for archaeology:
www.sfu.ca/archaeology/undergraduate/awards.html

An example from the Faculty of Communication, Art and Technology (FCAT):

Contact your department chair to find the information relevant to your discipline, along with the dean of Graduate Studies.

Here is an overview of awards for grad students: www.sfu.ca/dean-gradstudies/awards.html.

The President’s PhD Scholarship is for “students who have made excellent progress in their degree, and who have demonstrated academic excellence, substantial scholarly output and leadership early in their PhD program relative to their peers;” See www.sfu.ca/dean-gradstudies/awards/president-s-research-stipend.html.
TEACHING AND BEYOND

Professional development

What kind of support is available for my professional development as an instructor?

Whether you are a sessional instructor or a tenured faculty member, you can seek support for your teaching through the Teaching and Learning Centre. A full list and description of the Teaching and Learning Centre's services and supports can be found at www.sfu.ca/tlc/about.html.

Further useful information on teaching and learning at SFU, including information on grants and support as well as Teaching Excellence Award recipients, is available at www.sfu.ca/sub/teachlearn.html.

Some instructors may qualify for professional development funding for a defined range of professional development activities and supplies. A description of eligibility and reimbursement practices can be found at www.academicrelations.sfu.ca/ProfessionalDevelopment/index.html.

Also, some instructors may qualify for a tuition waiver. Full details can be found at www.sfu.ca/policies/gazette/academic/a21-05.html.

Finally, Lifelong Learning and Continuing Studies provide opportunities for you to get involved with professional development activities and events. More information can be found at www.sfu.ca/content/sfu/continuing-studies/about/about-continuing-studies.html - II.

What do I do if I want to develop/offer a new course? Is there any funding?

New undergraduate courses and substantive changes to existing undergraduate courses must be approved by the Senate Committee on Undergraduate Studies. Approval requires the completion of a “new course” form, which can be found at www.sfu.ca/senate/senate-committees/scus.html (see the bottom of the web page).
A separate set of forms is required for graduate courses. These forms can be found at www.sfu.ca/dean-gradstudies/administration/senate-graduate-studies-committee/forms.html.

The “new course” form requires details such as a course description, learning outcomes, prerequisites, and position within the program and Faculty. The form also requires the approval and signatures of the respective department/program chair and the faculty curriculum committee.

If you would like support in designing your course or writing your learning outcomes, you may contact the educational consultant for your Faculty.

**I want to research an aspect of my teaching. What should I do?**

If you are interested in researching an aspect of your teaching, you might consider applying for a Teaching and Learning Development Grant. Information about these grants, the application procedures, eligibility, and expectations can be found at www.sfu.ca/teachlearn/tlgrants.html.

The educational consultant responsible for your Faculty can support you in drafting, revising, and submitting your application, and can advise you on principles, methodologies, questions, and ethical concerns related to research on teaching and learning.

**My expertise is relevant to a current media story. How do I alert the media to my expertise?**

To make your contact information available to the media, you can list your expertise with the SFU Directory of Experts at www.sfuexperts.ca/home.aspx.

**I'm organizing a conference. What kind of support is available to me?**

The vice-president, academic (VPA), provides funding for conferences through a call for conference proposals issued in September. The VPA makes decisions on funding in December. Full details can be found at www.sfu.ca/vpacademic/FinBdgt_Mgmnt/conffund.html.

The Public Knowledge Project offers free tools for conference development, including things like registration, website development, and resource sharing. Information about the PKP can be found at pkp.sfu.ca/?q=ocs.

Conference Services provides information about room bookings, catering, and guest accommodations on all three campuses at www.sfu.ca/meetandstay/.

**I am preparing my tenure/promotion materials. Who can help me with my teaching portfolio or with my research portfolio?**

When you begin the tenure/promotion process, you should consult with your department/program chair for a list of resources in your particular discipline. Your chair may have sample dossiers, templates, or mentoring available for you. The Office of Academic Relations also has sample dossiers available at www.academicrelations.sfu.ca/FacultyStaff/index.html.

The Criteria for Appointment, Contract Renewal, Tenure, Promotion, and Salary Review Policy (www.sfu.ca/policies/gazette/academic/a11-05.html) documents the specific expectations for
teaching, research, and service required at each stage of an instructor’s professional career. The Renewal, Tenure, and Promotion Procedures can be found at www.sfu.ca/policies/gazette/academic/a11-03_new.html.

All instructors are invited and encouraged to contact the educational consultant for their Faculty with questions or concerns about their teaching dossier, or for an informal conversation about the contents and structure of a teaching dossier. Educational consultants may be available to review your dossier and provide feedback.

I would like a mentor. Who can help me find one?

SFU does not currently have a formalized mentorship program for instructors. However, there are opportunities for informal mentorship around teaching, research, and professional/social life. Discuss what mentorship opportunities exist within your discipline with your department/program chair and, if appropriate, request the appointment of a mentor.

You can also contact the educational consultant for your Faculty and request assistance in identifying an appropriate mentor—or to volunteer yourself as a mentor!

Life outside of class

What are the transit options for getting to Burnaby, Surrey, and downtown Vancouver?

TransLink is the public transit provider for Metro Vancouver. Maps, schedules, fare information, and important updates can be found on the TransLink website at www.translink.ca/.

In general, bus route #135 runs from downtown Vancouver to the Burnaby campus; bus route #144 runs from the Metrotown and Sperling-Burnaby Lake SkyTrain stations to the Burnaby campus; and bus route #145 runs from the Production Way-University SkyTrain station to the Burnaby campus.

**Note:** Bus route #145 can get quite full. When leaving the Burnaby campus, you might want to consider boarding the bus at the Burnaby Transportation Centre across from Cornerstone Plaza.

The SkyTrain station for the Surrey campus is Surrey Central.

The SkyTrain station for the Vancouver campus is Waterfront.

Some instructors who are continuing employees may qualify for a 15% discount on TransLink passes through the TransLink Employer Pass Program. More information on eligibility and application procedures can be found at apsa.sfu.ca/parking-transit-options - Transit Options.

The Alternative Transportation web page (www.sfu.ca/parking/alternative-transportation.html) provides further information about carpooling, cycling, and walking to all three campuses. This site includes a carpooling forum on which you can post available rides/seek a ride.

Vancouver is also home to several car-sharing co-operatives and businesses, including Modo and car2go.
What are the parking options at Burnaby, Surrey, and Vancouver?

The Parking Services website (www.sfu.ca/parking.html) includes information on car/bicycle parking locations, parking safety, and parking prices for all three campuses. Consult this website for detailed parking information.

Where can I eat on campus?

The SFU Local Food Project offers information about where to find local food on each of the three campuses at sfulocalfood.ca.

DineOnCampus provides menus, hours of operation, and locations for dining establishments on the Burnaby campus at www.dineoncampus.ca/sfu/.

Where can I live on campus? What is UniverCity?

The Office of Academic Relations provides a list of short- and long-term housing options, available at www.academicrelations.sfu.ca/Housing/index.html.

According to its website (univercity.ca/), UniverCity is "home to a complete community, where most residents walk, cycle or take transit to work, where they can find care and schooling for their children, entertainment and continuing education for themselves, and where they enjoy doorstep access to one of the largest and most beautiful protected wilderness areas in the Metro Vancouver Region."

More than 3,000 residents now live in UniverCity, which will ultimately be home to more than 10,000 people. Residents are given priority access to the facilities on the adjacent SFU campus, including the art gallery, aquatic centre, library, health and athletic facilities, and a very well-stocked bookstore.

With an elementary school, childcare services, and parks, UniverCity is very family friendly, as evidenced by the 29 per cent of households with children—a proportion slightly higher than the regional average.

About 40 per cent of residents have an affiliation with SFU as students, faculty, or staff members. Everyone else is part of the community simply because they like what UniverCity has to offer.

The majority of new residents moved from elsewhere in Burnaby (32 per cent), Vancouver (24 per cent), and the Tri-Cities (12 per cent). Some 36 per cent of UniverCity residents use transit as their primary mode of transportation—double the Metro Vancouver average.

Can I get a relocation reimbursement?

If you are a new faculty member, you may qualify for relocation reimbursements. You can find details, frequently asked questions, and forms related to relocation on the New Faculty Information web page of the Academic Relations Office at www.academicrelations.sfu.ca/NewFacultyInformation/index.html.
Where do I get information on benefits?

Benefits will depend on whether you are a sessional employee, a contract limited employee, or a continuing employee.

Sessional employees are covered by the Teaching Support Staff Union agreement and can find information about available benefits at www.sfu.ca/human-resources/tssu/benefits/summary-of-tssu-benefit-plans.html.

Contract limited employees and continuing faculty are covered by the Simon Fraser University Faculty Association agreement and can find information about available benefits at www.sfu.ca/policies/gazette/academic/a21-01.html.

Are health services on campus available to me?

Health and Counselling Services (students.sfu.ca/health.html) provides emergency and urgent care for faculty and staff, and full health and counselling services for undergraduate and graduate students. The unit’s website also provides online resources—from office yoga videos to sleep deprivation quizzes—that are accessible to all.

Health and Counselling Services also offers physiotherapy and chiropractor services for faculty and staff.

What kinds of childcare options are there near SFU?

The SFU Childcare website (www.sfuchildcare.ca/index.html) provides a full list of available childcare services near all three campuses, as well as information about cost and application procedures.

I teach a night class and would like someone to walk me to my car. Is this possible?

Yes. The Safe Walk program provides you with a free walk accompanied by security personnel or a student volunteer to any location on SFU property.

A Safe Walk can be requested by calling Campus Security at 778.782.3100 or by using any of the direct-dial telephones located at the Safe Walk stations. You can’t reserve a Safe Walk time; you must call when you actually need the escort.

How do I access the recreation facilities? Cultural facilities?

SFU is home to two art galleries—the Simon Fraser University Gallery on the Burnaby campus and the Teck Gallery on the Vancouver campus. Both galleries feature free entry. Instructors may incorporate gallery visits or lectures into their classes. They may also request to borrow art pieces for display in office spaces. See www.sfu.ca/artgallery/index.html.

The Burnaby recreation facilities include access to the gym, pool, and drop-in sport classes. While these services are free for instructors and students, instructors must activate their registration at the Recreation Centre. Fitness classes are available by registration or through a punch-card system. Full information about location, hours, facilities, and schedules can be found at students.sfu.ca/recreation.html.
What kinds of social opportunities are there for instructors?

The Simon Fraser University Faculty Association organizes social events, the SFU Events calendar lists all public events (events.sfu.ca/), and your department/program may run social events for you to participate in.

Life outside of class: Suggestions for students

What social supports does SFU offer for students?

The Simon Fraser Student Society (SFSS) lists all the clubs available for students to participate in, as well as volunteer opportunities in the community. You may wish to refer interested students to the SFSS club listings at go.sfss.ca/clubs/list.

The SFSS also manages the Women’s Centre, Out On Campus, the International Students Group, the First Nations Student Association, and Students United for Disability Support. Information about all of these groups can be accessed through the SFSS website.

The Interfaith Centre (students.sfu.ca/interfaith.html) aims to offer pastoral care and support for all individuals within the university, especially to anyone who has spiritual, emotional, and/or practical needs.

International students can also find support at International Student Advising and Programs (students.sfu.ca/isap.html).

What health supports does SFU offer for students?

Both the Centre for Students with Disabilities and Health and Counselling Services offer a full range of health services and supports for students, including counselling, physiotherapy, doctor’s appointments and referrals, workshops and seminars, print and web resources, vaccinations, emergency care, sexual health support, and chiropractic services.

Here is a link to Health and Counselling Services for students: students.sfu.ca/health.html.

What financial supports does SFU offer for students?

Students may visit Financial Aid and Awards for information, advice, support, and personal consultations with respect to financial planning and needs: students.sfu.ca/financialaid.html.

If you identify an exceptional student who you feel merits a scholarship or award, you may check with your department administrator to find out what awards are particular to your discipline and what processes you will need to go through to nominate your student.
CONCLUDING THOUGHTS

We hope that you find the information and resources in this Guide useful. That said, we want to hear from you! If you have a question that you feel should be covered in future versions of the Guide, or if you notice a response that is out-of-date or inaccurate, please let us know. We can be reached by email.

We look forward to hearing from you.

Warmly,

Daria Ahrensmeier, dariahrensmeier@sfu.ca

Erin Aspenlieder, easpenli@sfu.ca

TEACHING + LEARNING CENTRE