

Faculty Handbook

Cambrian College



CAMBRIAN
COLLEGE

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Welcome from the President

Dear New Faculty,

Welcome to Cambrian College. Like you, this will be my first fall semester start-up in a new position, as I just assumed the role of President of Cambrian College this past spring. So, if you have those opening day jitters, I know just how you feel. But I can also tell you – both from experience and as a promise – you will be welcomed with open arms when you come through our doors!

You are joining a college with more than 50 years of proud tradition! Since our launch in 1967, more than 60,000 students have graduated from our programs, making their mark and providing leadership in Sudbury, across Canada and around the world. Our graduates have a proven track record of meeting the opportunities and challenges of the modern world. They are so well-prepared because they are well- taught. And that is where you come in.



At Cambrian, our number-one strategic priority is to excel in teaching and learning. We put that in writing, www.furthertogethercambrian.ca. Everything we do revolves around giving our students the highest quality education, so they can achieve their career goals.

That is why we don't just invest in our students: we invest in you. We have put significant resources into modernizing our equipment, our technology, our facilities and our teaching methods so that you can be at your best. For example, we have a Teaching and Learning Hub where you can explore and refine new teaching tools and methods. We have numerous professional development and wellness initiatives to help you grow and enjoy where you work.

At Cambrian, the environment and culture we have created on campus is one of our strongest features, making us a destination of choice for students *and employees like you*. We are professional but personable, we say hi to each other in the hallways, and we personally walk new students, employees and visitors to where they need to go if they're not sure, so they feel right at home among friends.

That is the Cambrian difference. We believe this campus culture is what makes us so unique and we're confident you will feel that too.

Let this handbook be one of the tools at your disposal to help you ease into your Cambrian experience. This handbook will serve as your guide to the support that is available. Refer to this guide often, especially in the early days of your teaching career with us. Know that we are here to support you in any way we can.

We want you to be well-prepared and well-supported as you begin your teaching career with us. When you succeed, our students succeed.

Thank you for choosing Cambrian College and welcome to the community!

Kristine Morrissey
President, Cambrian College

Welcome from the Vice President, Academic (Interim)

Dear Faculty,

Welcome to Cambrian College! I am delighted that you are joining us, and I look forward to the knowledge, expertise, and fresh perspective that each of you will bring.

At Cambrian, we take immense pride in our commitment to excellence in education and our dedication to providing an environment where students can thrive and succeed. You are joining a very diverse community that welcomes students to our campus from across the province, the country and from around the world. We value this diversity as it allows us all to grow and learn as educators, united in our commitment to student success.



As a faculty member, you play a vital role in shaping the future of our students and contributing to the academic community as a whole. Your passion for teaching, innovative ideas, and dedication to fostering an engaging learning experience will undoubtedly contribute to our shared mission of empowering students to reach their full potential.

As you settle into your role, you will find ample opportunities for collaboration, professional development, and personal growth. Our goal is to ensure that you have access to the services, support, and tools that you need to allow you to excel as a member of our faculty. We fully believe that our students' success stems from having the opportunity to learn with and from the best. This handbook is designed to help you become more familiar with our college's policies and procedures and is filled with information related to teaching and learning at Cambrian that we feel will help contribute to your experience at the College and ultimately to our students' success.

I wish you all the best as you begin and advance your teaching career at Cambrian College.

Janice Clarke,
Vice-President, Academic (Interim)

Welcome to Cambrian College!

As you prepare to teach new classes, meet new colleagues and familiarize yourself with the Cambrian campus, you may feel both energized and overwhelmed. In order to help ease your transition, we have created this guide as a resource for you.

This guide is not a comprehensive collection of policies, documents, and information that apply to new faculty. Rather, this guide is meant to be a starting point -- a helpful collection of information for faculty in their first year of teaching at Cambrian. Links are provided in this document to additional resources and information to assist you in your transition.

Recommended Practice: Stay in touch with other new faculty you meet at orientation. Exchange emails, office numbers and extensions, and plan to grab a coffee in the coming weeks!

Land Acknowledgement

Staff at Cambrian College acknowledge that we are situated on the traditional lands of the Robinson Huron Treaty, and acknowledge our host, Atikameksheng Anishnawbek, ancestors of this land, and the Anishnaabe people. There is an official land statement used at important public Cambrian events. The statement is not typically used at the beginning of each class but may be considered a respectful option and a teaching moment at the start of the semester.

The official statement is as follows: **We acknowledge and respect that we are gathered on the traditional lands of the Anishnaabe People of Turtle Island and proudly recognize our local host Atikameksheng Anishnawbek. We also recognize the contributions of Wahnapiatae First Nation and the Metis Nation of Ontario.**

Did You Know? Territory acknowledgement, an act of reconciliation, is a way that people demonstrate an awareness of Indigenous presence and land rights in Canada today. This is done at the beginning of ceremonies, lectures, or any public event. It can be a subtle way to recognize the history of colonialism and a need for change in colonial societies.

Further Reading: OER <https://ecampusontario.pressbooks.pub/movementtowardsreconciliation/>

About Cambrian College

Since 1967, Cambrian College has been the leading post-secondary institution in Northern Ontario.

Our College has a vibrant community of more than 11 000 learners, with over 4100 students in 80 full-time programs, and over 7000 students in almost 900 part-time courses and programs across three campus locations in northern Ontario: Sudbury, Espanola, and Little Current / Manitoulin Island.

[2020-2025 Further Together – Cambrian College Strategic Plan](#)

Our Mission

To advance our efforts, we have repositioned our organizational values to reflect what is unique to Cambrian College today and what we expect to hold true in our future.

- To offer a comprehensive program of career-oriented, post-secondary education and training to assist individuals in finding and sustaining meaningful employment.
- To meet the needs of employers and the changing work environment.
- To support the economic and social development of our diverse community; locally and globally.

Our Vision

Our vision is to imagine the impossible, to inspire one another, and to innovate in ways we have yet to fully explore. To envision the impossible and work together to achieve what we envision.

Our Values

- INNOVATION | COLLABORATION | RESPECT | EXCELLENCE

Our Objectives

- Excel in Teaching and Learning
- Modernize the College
- Think Globally
- Respect Indigenous Cultures
- Advance Applied Research
- Enhance College Wellness
- Promote a Sustainable Campus

Cambrian's Executive Structure

President Kristine Morrissey			
Manager, Office of the President Melanie Cacciotti		Executive Assistant Monique Ferguson	
Vice President, Academic (Interim) Janice Clarke	Vice President, International, Finance & Administration (Interim) Janneke Nicholls Meghan Roy	Associate Vice President, HR & Student Services Alison De Luisa	Associate Vice President, Ext. Partnerships, Strat. Enrolment & College Advancement Shawn Poland

Academic Schools

School of Justice, Community Services and General Education

Dean (Interim): Michelle Brunette
 Chair (Interim): Natasha Conde-Jahnel
 Chair: Bradie Granger
 Dept. Support Officer: Monica Martikkala
 Admin Assistant: Joseph Currie
 Office: 4071

School of Skills Training, Engineering Technology and Environmental Studies

Dean: Brian Lobban
 Chair: Darrell Clarke
 Chair: Kim Crane
 Dept. Support Officer: Natalie Goudreau
 Admin Assistant: Yvonne Marier
 Office: 1714

School of Business and IT; Creative Arts, Design, and Music; and Hospitality

Dean: Parvinder Arora
 Chair: Loradonna Botter
 Chair: Pamela Teed
 Dept. Support Officer: Shannon Marcon Slater
 Admin Assistant: Sharon Jacques
 Office: 3130

School of Health Sciences, Nursing and Emergency Services

Dean: June Raymond
 Chair: Rachel Bulman
 Chair: Erin McPhail
 Dept. Support Officer: Elisa Drozdowsky
 Admin Assistant: Susan Newson
 Office: 3253

Before the Semester

Faculty Onboarding Checklist

Essential Contacts

This information will be provided to you by your Chair or Dean when you are hired.

School Name	
Program Name(s)	
Course(s) Assigned	
Start Date	
Dean/Chair	
Program Coordinator	
Admin. Assistant	
Suggested Faculty Contacts	
Resources	<input type="checkbox"/> Textbook <input type="checkbox"/> eText (electronic textbook) <input type="checkbox"/> Moodle materials <input type="checkbox"/> Other relevant documents

*** **Please Note:** Faculty responsibilities vary depending on the School/program in which you teach. For specific details on your program expectations, check with your supervisor and/or program coordinator.

Done	Items to complete with support from your Department (Dean/Chair/Admin. Assistant)
<input type="checkbox"/>	Department orientation.
<input type="checkbox"/>	Obtain key (for classrooms/office) before classes start.
<input type="checkbox"/>	Locate assigned office space, if applicable.
<input type="checkbox"/>	Discuss class cancellation process with your supervisor.
<input type="checkbox"/>	Obtain supplies you will need for teaching (i.e. dry erase markers, etc.)
<input type="checkbox"/>	Obtain photocopier codes for copiers and print shop. See Print Shop info here. You will have access to convenience copies in your Department office.
<input type="checkbox"/>	Check with admin. assistant/secretary for any further department specific info (mailbox location, teaching supplies, etc.)

Done	Items to complete immediately after hire
<input type="checkbox"/>	Locate the email from Cambrian that provides you myCambrian ID (A001#####), computer login and employee ID. <i>(Sometimes this email can be found in your Junk or Spam folder of your email - sorry!)</i>
<input type="checkbox"/>	Complete the Hub's New Faculty Orientation (Full-time / Contract)
<input type="checkbox"/>	Log into myCambrian , using your A001##### to access: <ul style="list-style-type: none"> ● Faculty Tab <ul style="list-style-type: none"> ○ eGrades; Moodle; Course List ○ Course Outline (DCO) and Syllabus ○ Schedule/timetable ○ Class cancellations ● Staff Tab <ul style="list-style-type: none"> ○ Employee Self-Service ○ Outlook web app ○ Sun Life benefits link ○ Link to library database/website ○ Academic and Corporate Policies and Operating Procedures
<input type="checkbox"/>	Purchase a parking permit, if needed, from ParkAdmin or go to Parking Services <ul style="list-style-type: none"> ● You can also use the HotSpot app to pay for parking via mobile
<input type="checkbox"/>	Obtain Cambrian College ID card from Enrolment Centre front desk <i>(FT faculty only)</i> <ul style="list-style-type: none"> ● Card used to access gym, check out library items, etc.

Done	Items to complete before classes start
<input type="checkbox"/>	Access your timetable from the Faculty Tab in myCambrian <ul style="list-style-type: none"> ● Locate the 'Faculty Schedule' window in the Faculty Tab ● Click the calendar icon to view your weekly schedule
<input type="checkbox"/>	Using the room numbers on your timetable, locate the classroom(s) you will be teaching in before your first class. See campus maps here . Practice logging into the computer, setting up the projector and turn on the sound. Connect with IT HelpDesk for further support. Connect with the Hub for FLEX classroom training .
<input type="checkbox"/>	Review your course outlines (DCOs) in the Faculty Tab in myCambrian . <ul style="list-style-type: none"> ● Refer to these when planning your course and syllabus ● Please connect with teaching@CambrianCollege.ca if you need any assistance with course outlines
<input type="checkbox"/>	Review the Program Map for your course's program to understand how your course(s) fit into the program and what courses students take the semester before your course and concurrently with your course. <ul style="list-style-type: none"> ● Click the Staff Tab in myCambrian ● Scroll through the Quick Tabs list until you find the link for Program Maps ● For intake term, select the current academic year ● Select your program from the Program drop-down list and click 'View Program Map' ● Scroll through the document until you see the Program Standards chart where you can see all courses and vocational learning outcomes for your program ● Please connect with teaching@CambrianCollege.ca if you need any assistance with Program Maps
<input type="checkbox"/>	Review the Faculty Handbook
<input type="checkbox"/>	Consult with the program Coordinator or other program faculty teaching the same course(s), if applicable, to ensure consistency
<input type="checkbox"/>	Obtain a copy of the textbook(s) you will be using during the semester; all required textbooks and resources for each course are found in the Resources section of the course outline (DCO). Ask your department Chair or program coordinator for the textbook(s) and resources.
<input type="checkbox"/>	Moodle is Cambrian's Learning Management System (LMS). You can access Moodle through the Faculty Tab in myCambrian. Ensure that you apply all LMS Minimum Presence Requirements in each course.
<input type="checkbox"/>	Review Accommodation Letters in Clockwork. To access Clockwork, log into myCambrian, click the Faculty Tab, scroll to the Glenn Crombie window and click the 'Instructor's Home Page' under the Links heading.

Done	College-Wide Requirements
<input type="checkbox"/>	<p>Complete the mandatory HR Training modules by logging into your myCambrian account. Clicking the Staff tab and clicking the HR Training link found in the Quick Links section. This includes WHMIS, AODA training, Copyright Literacy, Cultural Diversity training, HR Accommodation and Mental Health Disabilities, Sexual Assault/Sexual Violence training, Workplace Violence Prevention training, OHRC/AODA training. This should be completed within your first month of employment.</p>
<input type="checkbox"/>	<p>Read Academic Policies and Procedures including Academic Integrity, Code of Conduct, Student’s Rights and Responsibilities, Accommodations for Students with Disabilities, Grading Policy, etc. which can be found on myCambrian under the Staff Tab → Quick Links section → Academic Policies - Forms - PAC Minutes.</p>
<input type="checkbox"/>	<p>Read Corporate Policies and Procedures including Cambrian College Information Technology Acceptable Use policy; College Voicemail, College Email, College Computer System/Internet Network policy which can be found on myCambrian under the Staff Tab → Quick Links section → Corporate Policies - Forms</p>
<input type="checkbox"/>	<p>Explore supports through the Library and Learning Commons for any questions or concerns about Copyright Literacy training.</p>
<input type="checkbox"/>	<p>Contract faculty who are responsible for inputting their own hours to Payroll will receive an email when the pay period within myCambrian is available for hour submissions. A reminder email will go out Thursday before the payroll submission system is locked.</p> <p>If you are a contract faculty that did not receive the email, the administrative assistant in your department completes payroll processes on the faculty’s behalf.</p> <p>For more information about how to input hours into the payroll system in myCambrian, see the Human Resources (HR) section of this guide.</p>
<input type="checkbox"/>	<p>Read the Resources pertaining to Clockwork – accessibility and booking system for Glenn Crombie Centre. myCambrian → Faculty tab → Glenn Crombie Centre window</p>
<input type="checkbox"/>	<p>Contract faculty that qualify for benefits should ensure they have signed benefit forms with HR Benefits Management Coordinator.</p>

Academic and Corporate Policies

Cambrian academic and corporate policies contain important information and operating procedures. You are encouraged to review the academic and corporate policies found in myCambrian under the tab 'Academic Policies - Forms - PAC Minutes' and 'Corporate Policies - Forms'.

You can view all official academic policies on the [Cambrian College website](#), too.

- [Academic Policies](#)
- [Corporate Policies](#)

Consideration for Technology Use

- Faculty are required to keep evaluated course work not returned to the student for one (1) year as per the [Academic Evaluation Policy](#). It is not advised to keep assessments beyond one (1) year.
- It is recommended to keep evaluated course work **within Moodle or secure network resources**. Do not store submitted course work on personal or corporate computers as they can be damaged or lost.
- Faculty have up to five (5) terabytes of Microsoft OneDrive storage, accessible anywhere through an internet connection. OneDrive can be accessed through [Microsoft Office Online](#), see this [knowledgebase article](#) for details.
- Cambrian provides email services to both faculty and students. All email communication between faculty and students must use these services to ensure continuity and security as per the [IT Acceptable Use Policy](#).
- Should you require assistance with these technology resources please don't hesitate to call the IT Service Desk at 705-566-8101 x 7370 or request assistance through the [IT Service Desk Portal](#).

myCambrian

myCambrian is a website that functions as the central place for students, faculty and staff to view and manage information related to their role at the College. Faculty can view and manage their courses, grades, Moodle shells, academic policies, employment information and more. Students can view and manage their applications, courses, grades, fees, transcripts, and more.

To access myCambrian, go to mycambrian.cambriancollege.ca.

Moodle

Moodle is Cambrian's Learning Management System (LMS). Faculty must use the LMS Minimum Presence requirements to share course-specific information and communicate with their students. The minimum presence requirements for Moodle are:

Please review the [LMS Minimum Presence Requirements](#) here.

Moodle course shells are automatically generated after Course Registration Numbers (CRNs) are assigned. Only the faculty assigned to the CRN, and students registered in the course will have access to the course shell.

Access your Moodle shells through the faculty dashboard in [myCambrian](#) by clicking on the Moodle icon. Students can access their course Moodle shells through their student dashboard, too. If students need support with Moodle, please send them to The Library and Learning Commons in room 3021.

Faculty Dashboard

Listed below are all your CRN's that have not yet ended, these will stay up until 21 days past the end date.

Course Title	Course Code	CRN	Start Date	End Date	eGRADE	Moodle	Course Outline	Syllabus
Concurrent Disorders, Mental H	PSY1003	91624	Sep 06, 22	Dec 12, 22				
Human Sexuality	SCI1001	50810	Jun 27, 22	Aug 19, 22				

To complete an online Moodle orientation, please see the [Moodle training page](#) on the Hub website. If you require any assistance with Moodle, or any other education technology, please contact the [Teaching and Learning Innovation Hub](#).

Moodle Fun Fact: Moodle is an acronym. It stands for Modular Object-Oriented Dynamic Learning Environment.

Course Outlines

Course Outlines are intended to provide students with the details of their course **before** the course begins, including:

- Course details (code, pre-requisites, co-requisites, credit hours, total credits, etc.)
- Vocational/program standards
- Accreditation standards, if applicable
- Course outcomes and objectives
- Essential Employability Skills
- Evaluation plan and methods
- Resources
- Delivery method(s)
- Learning activities
- Additional information/resources

Course outlines go through an approval process every summer to ensure that they reflect the Ministry of Colleges and Universities' (MCU) standards and are published to myCambrian before classes start in September using a system referred to as the Academic Toolbox (ATB). The approved course outlines are locked for the entire academic year (fall, winter and spring semesters), meaning that they cannot be altered after they've been published. The course outlines are available for your course in the faculty dashboard of myCambrian. All course

outlines can be accessed in myCambrian under the 'Cambrian Online Applications' window by clicking on the Published Course Outlines link.









For help with Course Outlines, contact the [Teaching and Learning Innovation Hub](#).

Syllabus

The syllabus provides students with the weekly learning plan including course content, resources, and assessments. This allows students to proactively plan for classes and assignments. The syllabus can be created using the Syllabus Tool in your Faculty Dashboard in myCambrian or by using the [syllabus template](#) on the Hub website.

Faculty Dashboard

Listed below are all your CRN's that have not yet ended, these will stay up until 21 days past the end date.

Course Title	Course Code	CRN	Start Date	End Date	eGRADES	Moodle	Course Outline	Syllabus
Concurrent Disorders, Mental H	PSY1003	91624	Sep 06, 22	Dec 12, 22				
Human Sexuality	SCI1001	50810	Jun 27, 22	Aug 19, 22				

For help with the Syllabus, contact the [Teaching and Learning Innovation Hub](#).









eGrades

eGrades is the official grade reporting platform at Cambrian College. eGrades can be accessed from two places on your Faculty tab within myCambrian.

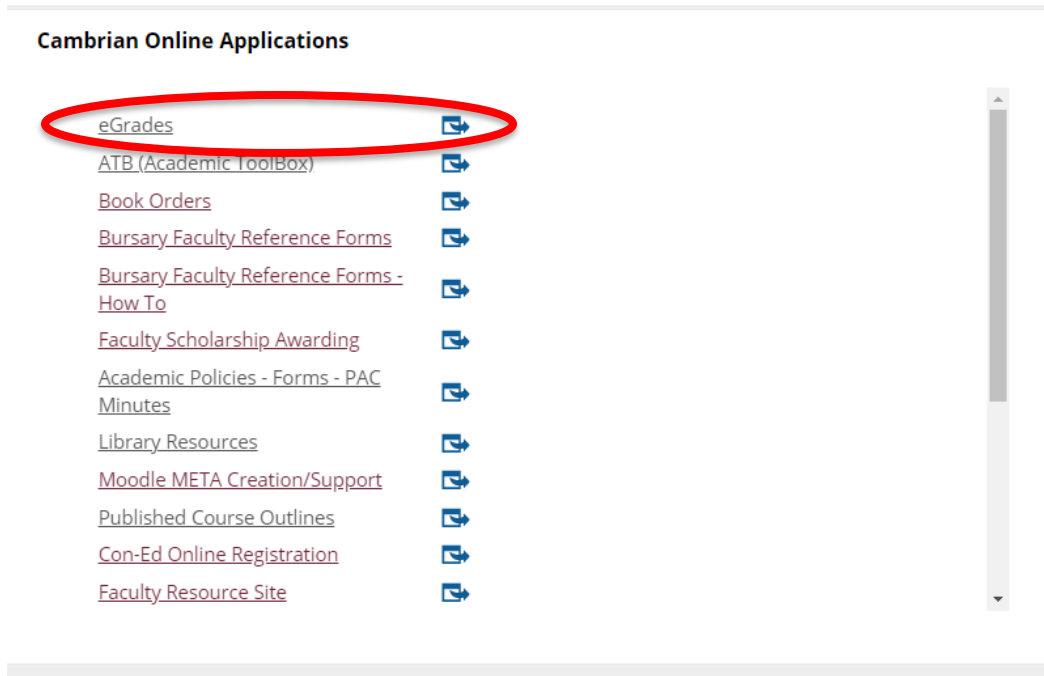
1. You can access eGrades for each course in the Faculty Dashboard by clicking on the corresponding icon. If you do not see the icon in this place, but have a course tied to you, it means the primary teacher for the course needs to share the gradebook for this course with you.

Faculty Dashboard

Listed below are all your CRN's that have not yet ended, these will stay up until 21 days past the end date.

Course Title	Course Code	CRN	Start Date	End Date	eGRADES	Moodle	Course Outline	Syllabus
Concurrent Disorders, Mental H	PSY1003	91624	Sep 06, 22	Dec 12, 22				
Human Sexuality	SCI1001	50810	Jun 27, 22	Aug 19, 22				

2. You can access eGrades by clicking on the eGrades link inside of the "Cambrian Online Applications" section.



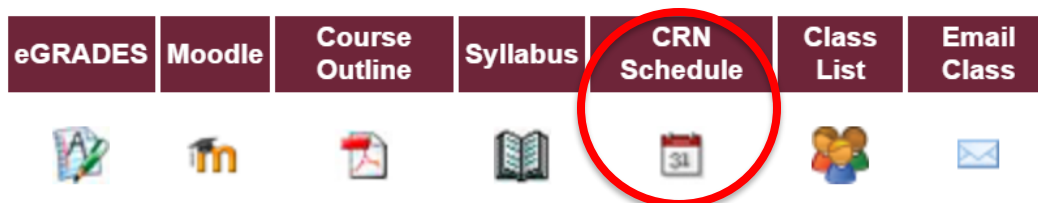
All grades must be submitted in eGrades. If you have grades in Moodle, they must be copied over into eGrades after each assessment.

To view eGrades resources, [click here](#). Complete the [Technology for Teaching Orientation](#) for more training on eGrades.

To obtain additional training or help with eGrades, please contact the [Teaching and Learning Innovation Hub](#).

Class Schedule

You can access your class schedule in your Faculty Dashboard on myCambrian under the heading 'CRN Schedule'. You will be able to view the day and time your class is scheduled, which classroom you will be in, the number of registered students and the maximum number of seats in that classroom.



At the start of the semester, the College may need to move your class to another classroom. When this happens, you will see the change under CRN Schedule. We suggest that you check your timetable via the CRN Schedule regularly during the first two weeks of the semester to ensure that your class has not been moved to another room.

If you don't see your course within the weekly calendar, your course may be scheduled for online asynchronous delivery. *Asynchronous online learning allows students to engage in course materials each week at any time they choose and does not include a live lecture component.*

Class Lists

Your class list(s) with student pictures are available in your Faculty Dashboard in myCambrian.



Students can register for classes when registration opens and until the 5th day of the semester, so you may see new faces in your classroom after the first week. They can drop courses for refund within the first 10 days of the semester. You should verify your class list each class in the first couple weeks of the semester to ensure all students in your classroom are registered on your class list. If you have students attending your class who are not officially registered, please refer them to the [Enrolment Centre](#) for assistance.

Recommended Practice: Students are more engaged in class when the teacher knows their names. Knowing your students' names also helps to build a community of trust in your classroom. Ensure that you pronounce students' names correctly; if you need some guidance, just ask the student how to properly pronounce their name. Practice, if needed.

Recommended Practice: Bring your class list with photos with you to class and call on students by name. If you have difficulty remembering names, have students use name tents that they decorate and bring to each class. If teaching via Zoom, have students ensure the name appearing on Zoom is their preferred name.

Email

Every employee receives a Cambrian College email address. Microsoft Outlook is the email platform of choice at Cambrian that you can access using the Outlook desktop app on any campus computer or by using the web app at <https://outlook.cambriancollege.ca/OWA/>

When communicating with your students, always use your Cambrian College email.

Faculty can communicate with students using the Announcements section in Moodle, which filters through their email.

For help with email, please contact the [IT Helpdesk](#).

Faculty Mailboxes

Faculty are assigned a mailbox in their department office. Below are the locations of each School's department office. When accessing your School's main office after 4:30pm, you will require a door code. This will be provided to you by your School's administrative assistant.

School Department Office Locations
School of Justice, Community Services and General Education Office: 4071
School of Business and IT; Creative Arts, Design, Music; and Hospitality Office: 3130
School of Skills Training, Engineering Technology and Environmental Studies Office: 1714
School of Health Sciences, Nursing and Emergency Services Office: 3253

FLEX Classrooms

Cambrian has several FLEX classrooms throughout the college equipped with projection screens, video cameras, and microphones. These classrooms are primarily used for virtual deliveries for online students and HyFlex program deliveries. Read more about [FLEX classrooms on the Hub website](#).

For training or help on virtual classroom, please contact [the Hub team](#).

Faculty ID Cards

Faculty can get their ID Cards from the Enrolment Centre in room 2037 (just inside the main entrance). Faculty ID cards are needed to enter the Athletic Centre (gym), to check out library books and to sign-in on campus during weekends or holidays.



Keys

Keys are issued by Facilities Management in room 1422. Keys can be issued to open classrooms and your office. Keys can be requested through your School's administrative assistant or Chair.

If you lose your keys, you must notify [Facilities Management](#) immediately.

Campus WIFI

Faculty can access campus WIFI by selecting the 'Cambrian Wi-Fi' and using their Cambrian College computer login and password to connect. To access WIFI, you must change your default password by logging into a computer on campus (where it will force you to change your password) or by logging into your Cambrian Microsoft account online.

For help connecting to staff WIFI, please contact the [IT HelpDesk](#).

Classroom Supplies

Regular classroom supplies are provided by your School's department office. These items include dry-erase markers, pens, staples, chart paper, pencils, highlighters, files, binders, batteries for technologies in the classrooms, etc. If you require something additional for your classroom, you need approval of your Dean or Chair to purchase using the department budget. You may request supplies from your School's administrative assistants.

Photocopying

Photocopiers are located in your School's main office and can be accessed using a Cambrian Print Card. You can request a Print Card by [submitting a request in Team Dynamix](#).

If you have larger print jobs, over 100 pages in total, you can submit an electronic Print Request to the Print Shop.

To submit a print job to the Print Shop please follow these easy steps:

1. Log in to myCambrian, click the Staff tab, and choose **Print Shop** from the quick links menu.
2. Click "**Print Shop Requisitions**".
3. Click "**Request Printing Services**" (burgundy box on mid-top right of the screen).
4. Input your print request details, then click "Request" at the bottom.

Note: You must enter an account code to have the print job completed. If you do not have an account code, please speak with your school's administrative assistant to obtain one.

[The Print Shop](#)

Monday to Friday, 8 a.m. to 4 p.m.

Room 2207

Call: 705-566-8101, ext. 7800

printshop@CambrianCollege.ca

Parking Permits

Parking regulations for Cambrian College were established to encourage the safe, orderly and equitable use of parking spaces that are available to students, staff, faculty and visitors on

campus. It is the sole responsibility of the person parking to ensure that their vehicle is parked in accordance with the College's regulations and to have a valid parking permit.

Permits are required to park on campus between the hours of 6 a.m. and 6 p.m., Monday through Friday. All vehicles parked on the premises must have a valid virtual parking permit, pay and display receipt, or have an active HotSpot virtual permit ([Android app/Apple app](#)). All vehicles without a valid form of parking payment will be ticketed. Unpaid fines may result in your vehicle being immobilized. Unpaid tickets will be sent to collections.

Staff can create an account and purchase a parking permit using [ParkAdmin](#). You can view rates and the parking map on the [Parking Services](#) webpage.

Fun Fact: Full-time faculty can purchase a full year parking pass and pay via payroll deduction.

[Parking Services](#)

Monday to Friday, 8:30 a.m. to 4:30 p.m.
Room 2207
Call: 705-566-8101, ext. 7998

Voicemail

All faculty are provided with an extension number and voicemail box. To learn more about how to use and access voicemail, please see IT's [Phone Knowledge Base](#).

When off-campus, you can access your voicemail by calling the College at 705-566-8101 and pressing 6009 when the operator asks you to input the extension number you would like to reach. Ensure that you know your PIN number in order to access your voicemail. Also, you can add an 'Away from Office' message using your voicemail settings.

Contract faculty receive an email from HelpDesk with their extension and how to access voicemail. Your extension number is provided in your letter of hire.

For additional support, contact [IT HelpDesk](#) at ext. 7370

Human Resources

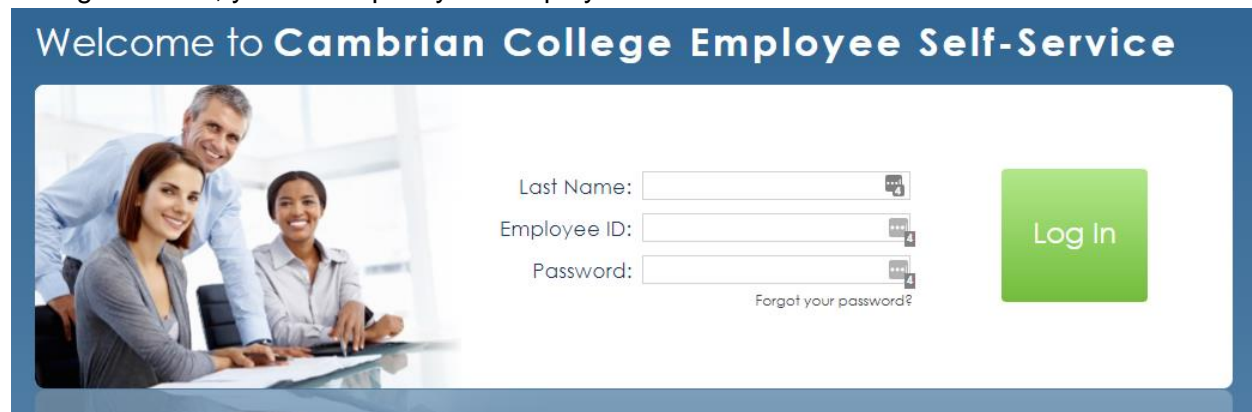
Your User ID for myCambrian and computer login information were provided by HR in your hire letter. HR sent a separate email, with the default password for the [Employee Self Service \(ESS\)](#) portal, to the personal email you shared upon hire. If you did not receive this email, please [email Human Resources](#).

Employee Self-Service (ESS)

The College uses an online system – Employee Self-Service (ESS) to record personal information, to assignment details, and to distribute biweekly paystubs and annual T4 slips for income tax purposes. There are two ways to access ESS:

myCambrian – Staff Menu: Select “Employee Self Service” under the Quick Links www.cambriancollege.ca – Staff/Faculty menu located in the top right corner of the home screen.

To log into ESS, you will require your Employee ID number.



Tuition Subsidy Program

All Cambrian faculty and staff may register for a credit course offered by the College and pay \$20.00 in lieu of the published course fee. Your supervisor’s approval is required. Detailed information about how to take advantage of this opportunity is available on myCambrian under the [Staff Tab](#) in the Employee Development (HR) section, under the Tab “01 – Staff Development” and the folder “\$20 Courses – Tuition Subsidy Program”.

Mandatory HR Training

All new faculty have mandatory HR training that you complete online. You can find the HR training modules under the Staff Tab in myCambrian and a list of required/completed HR training in the Employee Self Service tab. If you have already completed the AODA training, you can submit the completion certificate to HR.

Entering your Hours of Work

Some departments Some contract employees are responsible for entering their hours of work on a weekly basis into our Timesheet Portal on myCambrian in order to be paid. In some departments, the administrative assistants will email you about your hours and input those for you in the system. Connect with your department Chair/Dean to inquire about how hours are input for their department.

Follow these easy steps to enter your hours:

1. Go to [myCambrian](#). You will require your User ID (A#####) and password. The first time you use myCambrian, your password will default to your birthday – MMDDYY.
2. Once you have logged into myCambrian, click on the Staff tab then click on the “PT Self Service Hours” link.

The screenshot shows the myCambrian Staff Dashboard. On the left is a dark red navigation sidebar with icons and labels for 'Welcome', 'Student', 'Faculty', and 'Staff'. The 'Staff' option is selected. The main content area is titled 'Staff' and 'Cambrian Home Site / Staff'. Below this is the 'Staff Dashboard' which is divided into two columns: 'Your Info' and 'Quick Links'. The 'Your Info' column contains fields for 'Position Title:', 'myCambrian ID:', 'Employee ID:', 'Sunlife Contract #:', and 'Sunlife Certificate #:'. Below these fields is a logo for 'workhealthlife' and 'EFAP SERVICES TOOLS & SUPPORT workhealthlife.com'. A green arrow points from the 'Staff' sidebar to a link labeled 'PT self service hours' which is enclosed in a green box. The 'Quick Links' column contains a list of various links such as 'Academic Policies - Forms - PAC Minutes', 'BANNER PRODUCTION (On campus only)', 'Book & Software Orders for Courses', 'Booklists', 'Clarity', 'Corporate Policies - Forms', 'Creative Services Request Forms', 'Corp Visa (pCard)', 'Cultural Diversity - K. Brillinger', 'Curriculum', 'eGRADES User Guide', 'Employee Self Serve', 'Employee Family Tuition Bursary', and 'enCambrian Room Bookings'.

3. When you see your assignment, enter your worked hours in the first column and other worked hours in the second column (ex. Meetings, orientation, etc.). If you enter your hours daily, click on the “Continue Later” button to save your entries. Only click the “Submit” button once you have completing entering all of your hours for the two week pay period.

Timesheets - Part-time Hours

Employee: Test Employee		Title: Professor, Part Time		
Assignment: PT001		Start: 09-MAY-2016	End: 19-AUG-2016	
Hours/Week: 6		Rate/hour: \$ 50.00		
PAYPERIOD: 201616		STARTING: Jul 17, 2016	ENDING: Jul 30, 2016	
<input type="button" value="No entry required"/>				
Date	Assignment Hrs	Hours	Meeting Hrs	Hours
Sun - Jul 17, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon - Jul 18, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tue - Jul 19, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed - Jul 20, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thu - Jul 21, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri - Jul 22, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat - Jul 23, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sun - Jul 24, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon - Jul 25, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tue - Jul 26, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed - Jul 27, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thu - Jul 28, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri - Jul 29, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat - Jul 30, 2016	142 PT FAC HR ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="Submit"/>	<input type="button" value="Continue Later"/>	

You are responsible for entering your hours of work each week by midnight on the Sunday for the pay period. Should you not meet this deadline, those hours will only be paid on the next available pay period. Pay roll deadlines will be shared with you by the administrative assistant in your School. If you have any questions regarding entering hours, please do not hesitate to contact them directly.

Textbooks

You can check with your department office and/or the coordinator of the program to see if there are any textbooks for your course already on campus. If you need the textbook, you can request from your Department to purchase a textbook in the [Bookstore](#) or check out the [Library's ebook database](#).

eBooks & Resources

The [Library and Learning Commons](#) maintains a large collection of resources, both physical and electronic, to support curriculum-based needs for learning and research done at the College. In terms of physical collections, the Library houses print books and magazines that cover a broad range of subject areas in alignment with our program offerings.

Electronically, the Library subscribes to over a hundred databases containing thousands of articles, research studies, eBooks, videos, and reference information which can be accessed from both on and off campus. If you are interested in integrating any of these resources in your classes to supplement or replace other learning materials, they can easily be integrated into your Moodle course shell. Contact the Library if you need any assistance or clarification, or if you would like to investigate ebook/resource availability to support your courses.

Electronic resources are available for students, faculty, and staff both on and off campus. Check out the Library and Learning Commons online [here](#).

Copyright & Open Educational Resources (OER)

If you are interested in exploring no or low-cost resources for your courses (i.e. replacing a publisher textbook with a free openly licensed text), the Library's [Copyright and OER Guide](#) is a great place to start.

Copyright is an important aspect to consider while selecting resources to use in your courses. We strive to avoid copyright infringement, to adhere to the College's [Fair Dealing](#) and [Copying Guidelines](#), and to model this respect of copyright to our students. Faculty are required to complete the Copyright Literacy modules in Moodle as mandatory training. For questions or assistance on copyright and Fair Dealing analysis, contact [Marnie Seal](#), Manager, Library & Learning Commons. For more information, visit the Library's [Copyright and OER Guide](#). If you need assistance curating resources or understanding open licensing, contact [Marnie Seal](#) at ext. 7651. From August 2022 – March 2023, you can also contact our OER Librarian, [Kyle Montgomery](#), at ext. 6966.

If you are planning to use printed course packs in your classes and have any questions, contact [Sean Lavigne](#) in the Print Shop to review the material. He can assist in obtaining permission to reproduce material.

Library Services

Library staff would be happy to arrange in-class visits to give your students a research primer tailored to your assignments, or to host you and your students for an orientation inside the library. Each program has a Library staff member assigned to collect topic-appropriate materials and maintain online Research Guides for students:

[Business](#)

[Community Services](#)

[Creative Arts, Music, & Design](#)

[Engineering Technology](#)

[Environmental Technology](#)

[Health Sciences, Nursing, and Emergency Services](#)

[Information Technology](#)

[Law & Justice](#)

[Skills & Trades](#)

If you have any recommendations for changes to these Research Guides or want to request additions to purchase for our collection that would support your program (whether in print or online resources), contact the Library at any time.

Check out the Library and Learning Commons online [here](#).

Planning Your Courses

The Hub's course development process webpage includes a video overview of the process, a checklist and a number of templates. You can review the [Course Development Checklist](#) and templates on the Hub website.

It is a good practice to always ensure that your courses are accessible regardless of which delivery mode, resources, or tools you use. Please see the [Course Accessibility Checklist](#) to ensure your courses meet accessibility requirements.

You can also view a [Semester Start Checklist](#) that outlines important things that must be completed at the start of the semester.

For more information on Course development and design, contact [the Hub](#).

During the Semester

Accessible Learning Services at the Glenn Crombie Centre for Accessibility, Counselling, and Wellness

The Cambrian College Community is committed to the full inclusion of all members in the learning, working, and use of the College. Read more from the Accessibility Plan [here](#).

When barriers to learning are identified, the [Glenn Crombie Centre \(GCC\)](#) offers a variety of support for students to help them succeed in their studies, such as accommodations, advising, assistive technology training, counselling support and note-taking/interpretive services.

When a student requires support, the GCC works with the student to develop an accommodation plan. This is the process:

1. The student connects with the GCC to review disability-related documentation and to discuss appropriate accommodations in order to minimize the impact of disabilities on the academic environment.
2. The GCC drafts an accommodation memo for faculty, which outline all the student's relevant accommodations.
3. Students can request that the GCC share their accommodation plan with faculty or students can personally give the accommodation memo to their teachers.
4. Students using testing accommodations with the GCC must fill out paperwork 5 days before the assessment in order to make arrangements to take the test in the GCC. Once notified, the GCC will request a copy of the test (paper-based and/or electronic).

Faculty can view student accommodation memos in Clockwork (link in myCambrian under the Faculty tab). Clockwork is a way for Faculty to access some of the Glenn Crombie Centre's services online. From this portal, you can:

- View and download student accommodation letters (or Memos)
- Confirm and approve tests/exams students have scheduled to be written in the Glenn Crombie Centre
- Submit electronic copies of tests/exams for students
- Notify the Glenn Crombie Centre of an upcoming test/exam

If you have questions about accommodations, contact the student's Accessibility Advisor (the name appears on the accommodation memo) or [GCC reception](#).

[Glenn Crombie Centre for Student Support](#)

Main Office: room 2504

Phone: 705-566-8101 ext 7420

Email: disabilityservices@cambriancollege.ca

Attendance

There is a strong relationship between attendance and academic success. As adult learners, students are responsible for their own attendance and punctuality. Students are expected to complete all assessments, including tests and exams, during the normally scheduled dates and time, unless the student has an accommodation or special arrangements have been made with the faculty member. See Students' Rights and Responsibilities policy [here](#).

For courses involving practical labs, clinical labs or other significant classroom activities, absenteeism may result in a failing grade for the course or section of the evaluation plan. Some programs have attendance requirements mandated by their accrediting body; connect with the program coordinator to inquire about attendance requirements in your program.

Add, Drop and Withdrawal (W)

Students can add a course up to five (5) days from the start of the semester. Adding a course requires the permission of the Program Coordinator.

Students can drop a course up to ten (10) days from the start of a semester. It is highly recommended that students speak to their academic advisor before dropping a course. Students who drop a course up to the tenth day from the start of the semester will not have that dropped course appear on their academic record. A course dropped after the tenth day from the start of the semester but before the deadline for withdrawal will obtain a 'W' notation (grade) on their academic record. Credits are not granted to 'W' grades nor are 'W' grades used in the grade point average (GPA) calculation.

Students that persist in their courses past the withdrawal deadline will receive a grade based on the work they complete. If they choose to drop the course after the deadline, they will receive a grade of 'F' on their transcript, and this will be calculated into their grade point average (GPA).

Students are encouraged to check the exact dates to drop and withdrawal a course in the events calendar on the [Cambrian College website](#). Students can find the Add/Drop Course form in the Student Tab of myCambrian, under the 'Resources and General Information' block.

Class Cancellations/Faculty Absences

Class Cancellation Due to Faculty Illness or Emergency

If you must miss a class, complete the class cancellation process as soon as possible. Please use the Class Cancellation window in the Faculty Dashboard of myCambrian.

Cancel My Classes

Please note only your scheduled classes for today or tomorrow will appear below. You can only post a notification of absence for today or tomorrow. Enter a reason for cancelling and make sure to place a checkmark beside the class or classes you need to cancel. You can also record a message/comment for students to view for the cancelled class. Please hit the **SAVE** button to record your cancelled classes.

Today's Classes | **Tomorrow's Classes**

Monday, January 21

*Cancelled classes will appear with a green checkmark under cancel class column.

Reason for cancelling: **Select All Classes**

Course	Course Name	Start Time	Cancel Class	Message/Comment
ENG1126-11086	Commun. Skills/Justice Student	14:30	<input type="checkbox"/>	<input type="text"/>

Reason for cancelling goes to your Dean/Chair, not your students.

Message/Comment is the message that goes to your students. This allows you to give students instructions in your absence. For example, "See Moodle for full class materials and instructions." or "Read chapter 8. Prepare to discuss next class." or "See email for further instructions."

You will receive a copy of the email sent to your Dean/Chair and the one sent to your students, for your own records.

Class Cancellations Due to Weather

On rare occasions, classes may be cancelled due to inclement weather or emergency situations. Severe weather-related College closure announcements are made on the College website and its social media platforms; it is your responsibility to check the website prior to traveling to work.

Classroom Management

Classroom management refers to the procedures, strategies, and instructional techniques that faculty use to keep students organized, orderly, attentive, and productive in class. Classroom management focuses on prevention and problem solving (being proactive), rather than on punishment (being reactive).

Get RESULTS with these classroom management techniques:

R	Reach out positively to students.
E	Execute effective instruction.
S	Supervise and monitor behaviour.
U	Uphold an inclusive learning environment.
L	Limit use of consequences and corrections.
T	Teach expectations.

View the [Classroom Management section](#) on The Hub's website for more resources and strategies For additional support on classroom management, contact [The Hub](#).

Technology for Learning

Set out guidelines for responsible device usage during class time at the beginning of the semester when sharing your course expectations with students. Adhere to these expectations throughout the semester. Identify and explain any safety concerns, particularly if you teach in a lab environment or online via Zoom. In the case of electronics/devices, remind students of expectations for academic integrity before delivering a test where electronics are not permitted.

Academic Integrity

The best way to lessen student cheating in your courses is to be proactive about it.

- Talk with your students about the meaning of integrity, the ways in which we value knowledge creation, and the consequences of violating College policies as outlined in Cambrian's [Academic Integrity Policy](#).
- Design assessments that make it difficult to cheat (i.e., don't use the same assignments every semester and always have more than one version of a test)
- Give students an opportunity to practice their skills and test their knowledge before high stakes assessments
- Better yet, give students more frequent low stakes assessments
- Create a classroom environment and course that gives students little incentive or desire to violate academic integrity
- Connect with the [Learning Centre](#) for more information on how they can support you and your students with academic integrity, including student-facing modules

For more information on Academic Integrity and Cheating, contact [The Hub](#).

Guest Speakers and Off-Campus Activities

When appropriate, faculty are encouraged to invite guest speakers to visit their classes as a way of supporting student learning. Guest speakers can easily be incorporated into the classroom using Zoom to attend virtually.

Recommended Practice: Connect the guest speaker's content to lessons and assignments. Provide guest speakers with a token of appreciation (a small gift, honorarium, etc.) When inviting Indigenous guest speakers into the classroom, please connect with [Wabnode](#) to ensure you are following Indigenous protocols – especially when inviting Elders.

Off-campus activities are an important component of the educational process and are supported and encouraged by the College. Off-campus activities provide real life contact with instructional content and materials, increasing the value of the overall learning experience. Any off-campus activities must be approved by the Dean and faculty must have their students complete the [Off-Campus Activity Waiver form](#) (only available in myCambrian) to submit to the department prior to travel.

Recommended Practice: Give students questions to think about while attending off-campus activities ahead of time. Have them compare in-class lessons to what they see in-person. Have students do an observation report or reflective write-up to help them connect theory with practice.

Providing Student Feedback

Providing effective feedback on tests, assignments, and other evaluative tools is an integral part of student learning and is essential to the learning process. To be effective, feedback to students should be timely, focused, relevant to the assessment criteria for the task, developmental, and personal to each student. The [Grading Policy](#) provides additional information about faculty member responsibilities related to grading and feedback. The instructor's feedback should inform, guide and encourage the students in their next steps in the learning process. For more information about how to provide feedback to student, connect with the [Hub team](#).

Recommended Practice: Students need opportunities to assess their learning and receive feedback early in the course to allow them to make appropriate decisions about seeking additional support. ***Students must receive 30% of their course marks by midterm.***

Use eGrades to track and record student grades. eGrades allows students to access their grades and overall average in the course at any given time from their Student Tab in myCambrian.

Student Tests & Assignments

Students are expected to complete all tests and assignments by the due dates communicated by the faculty unless they have accommodations or other arrangements have been made with

the faculty prior to the due date. Any changes to the evaluation plan in the course outline after the academic year has started must be approved by the Dean.

College and Course Feedback

Key Performance Indicators (KPIs)

The Graduate and Employer KPI surveys are mandated by the Ministry of Colleges and Universities (MCU) and used to calculate the following key performance indicators: Graduate Employment Rate, Graduate Satisfaction Rate, and Employer Satisfaction Rate.

- The **Graduate Survey** is an online survey that is administered by a third-party research company (contracted by MCU) and conducted with Ontario college graduates of funded post-secondary programs six months after graduation. The purpose of this survey is to measure graduate satisfaction and graduate employment outcomes, and to determine if graduates feel the college has prepared them for the workplace.
- The **Employer Survey** is a telephone survey and is administered over a period of time following the graduate survey. The survey is conducted with employers of college graduates of funded post-secondary programs. Graduates must consent to disclose their employer's contact information for participation in this survey. The purpose of this survey is to measure employer satisfaction and to determine if employers feel the college has prepared graduates for the workplace.

The **Graduation Rate** is calculated by tracking the number of students who completed their program within a time period equal to two times (200%) of the regular program duration.

KPIs are included within the College's Program Performance Scorecards/Plans and Program Review processes and posted within the Program Management Portal on myCambrian.

Student Course Feedback Survey

Cambrian College is committed to ensuring the quality of its academic programs, its teaching, and the learning experiences of its students. An important component of this is the regular collection of course feedback by students. Surveys are conducted for each course, every semester, and shared with faculty at the end of each semester.

Student feedback provides information on students' perceptions of their engagement, the quality of the course design, instructional delivery, teaching relationships, and course management. Student feedback data serve to provide information for the instructor, ensuring continuous improvement and a quality learning experience for the students provided. The data also supports performance review and quality assurance processes at the college.

Ontario College Student Experience Survey

The Ontario College Student Experience Survey (OCSES) is a modernized, online survey, which was developed by a steering committee comprised of institutional research representatives from Ontario colleges. This survey replaces the Ministry's discontinued KPI Student Satisfaction Survey and measures student satisfaction with their program of study and examines their overall college experience.

The survey is comprised of 3 mandatory modules (Teaching & Learning, Program Related Knowledge & Skills, and Work Integrated Learning) that were developed with a focus on program quality and the standards outlined in PEQAB and CQAAP. The survey also includes a mandatory demographic section and an optional Student Services and Resources module.

The survey is conducted with all Ontario college students enrolled in postsecondary programs of instruction and is administered online in February of each year. Exceptions include students who are registered in their first-semester, students who are part-time and not pursuing a certificate, and students enrolled in apprenticeship programs. OCAS is responsible for conducting the survey on behalf of the colleges and distributing the results to each college with system level benchmarking.

Results are available in April/May of each year and incorporated in Cambrian's Program Performance Scorecards/Plans as part of its program review and performance processes. Cambrian uses this data to demonstrate its achievements and to identify where programs and services could be adjusted to better meet the needs of students. Results are also posted within the Program Management Portal on myCambrian.

End of the Semester

Submission of Grades (eGrades)

Faculty are required to submit final grades before the date identified in the [academic schedule](#). Faculty must submit a final grade for every student on their course list. Any assessments that do not have a grade entered for the student will default to zero when eGrades closes. Faculty will not have any further access to their gradebooks after the final grade submission date. If you need to update a student's grade, you must use the [Grade Change Authorization Form](#) (found in myCambrian under the Staff tab) and have your Dean/Chair sign off.

Recommended Practice: Students should have had an opportunity for feedback (formally or informally) before the official drop course date identified in the academic schedule. This gives the students feedback on their academic performance before the course drop date.

Student Appeals

It is important as a faculty member to be aware of the student appeal process, as students have the right to appeal academic grades and decisions.

If a student wishes to appeal an academic decision (including a grade), they must initiate the process within 10 business days of receiving that decision (or grade). Academic Appeals fall under the Student Appeal Policy. Students who wish to pursue an appeal should follow the Academic Appeal Procedure:

- [Student Appeal Policy](#)
- [Student Appeal Procedure](#)
 - [Student Appeals Form \(Stage 1\)](#)
 - [Student Appeals Form \(Stage 2\)](#)

Changing a Student's Grade

If for any reason, you need to change a student's grade after you have submitted final grades in eGrades, with your Dean/Chair's permission you can fill out the [Grade Change Authorization Form](#) and submit it to the Enrolment Centre.

You must fill out the full course information, reason for the grade change and obtain your Dean or Chair's signature approving the grade change in order to submit the form to the Enrolment Centre. The Grade Change Authorization Form can be found in myCambrian by following this pathway: Staff Tab → Corporate Policies - Forms (in Quick Links list) → Corporate Forms portlet → Enrolment Centre folder → [Grade Change Authorization Form](#)

Services

Glenn Crombie Centre for Accessibility, Counselling, and Wellness

The Glenn Crombie Centre for Accessibility, Counselling and Wellness is a multi-service complex that promotes accessibility, counseling, and wellness for students at Cambrian College. Our team can work with you to identify appropriate learning supports and academics accommodations, access assessment services and assistive technologies, provide counselling, and support your overall wellness. For more information, visit [the GCC webpage](#).

Contact

Main Desk - room 2504

disabilityservices@CambrianCollege.ca

counselling@CambrianCollege.ca

Fun Fact: The GCC was named after former Cambrian College president, Glenn Crombie, in 1982.

Wabnode Centre for Indigenous Services

The Wabnode Centre for Indigenous Services at Cambrian College supports Indigenous, Métis, and Inuit students in their transition to College life helping to keep a connection to their community and culture throughout their College journey. For more information, visit the [Wabnode webpage](#).

Contact

Room 2133 (follow the turtle stickers on the floor from the main lobby)

Wabnode@CambrianCollege.ca

Fun Fact: Wabnode means 'dawn of a new day' and opened its doors in 1986.

Library and Learning Commons

The Library and Learning Commons is Cambrian's central location for information, study and research for students, faculty and staff. Hours of operation are posted on [the Library and Learning Commons homepage](#), but generally, the library space is accessible to students 24/7.

Resources and Services:

- 24/7 Wi-Fi and study space
- Books, eBooks, articles, and leisure reading
- Electronic databases for academic research
- DVDs, videos, and movie streaming

- Magazines, journals, newspapers
- Research guides
- Group study rooms
- Silent study spaces
- Printers (print/photocopy/scan)
- Computer stations and BYOD spaces
- Research support and access assistance, including virtual chat/text service (no appointments needed)

Access

Your Cambrian ID is needed to check out print materials with the library. You can access all digital resources from the [Cambrian Library and Learning Commons website](#), both on and off campus. You will need to sign in with your Cambrian credentials.

Student Research Skills

Library staff would be happy to arrange in-class visits to give your students a research primer tailored to your assignments, or to host you and your students for an orientation inside the library. Students can also visit the library to consult with staff any time, no appointment is required. Upon request, Library staff can also retrieve books and articles through inter-library loan from other institutions if they are not available through the Cambrian Library.

Copyright

Cambrian College must adhere to Canadian Copyright Law and institutional licensing agreements. This means that the copying, reproduction, use and sharing of copyrighted materials are subject to certain limits and restrictions.

It is your responsibility as a faculty member to be aware of these restrictions and abide by them. There is a mandatory Copyright training module that located in myCambrian under Mandatory HR training.

Contact

Library and Learning Commons
Third floor, room 3021
705-566-8101 ext 7333
705-524-7333
library@cambriancollege.ca

Fun Fact: In the library, you can visit the Zen Den, which is designed to help students relax, de-stress and take care of themselves while they are on campus.

The Learning Centre

At Cambrian College, we want every student to succeed. To make sure that happens, the Learning Centre provides free professional tutoring for a broad range of subjects, as well as a Student Tutoring program and various workshop opportunities.

Services

- **Professional Tutors:** Our Professional Tutors offer students individual and small group coaching in person and/or online at no charge. Professional Tutors have a wide range of experience in a variety of topics, including subjects like English and Math, or academic skills like Time Management, Academic Integrity, and APA formatting. During appointments, they will provide students with tips, strategies, suggestions, and further practice.
- **Student Tutoring Program:** Our Student Tutoring program offers an opportunity for students to meet with a Student Tutor for help in specific courses, or for upper-year students to become Student Tutors and be paid to assist other students in reaching their goals. This peer-to-peer academic support program is open to all Cambrian students and all program areas.
- **Workshops:** The Learning Centre hosts regular weekly workshops for students including *Let's Chat* for English speaking practice and *Peer Proofreading* for writing assignments. Learning Centre staff can also visit your class on request to provide general or custom workshops covering number of topics.

Consult the [Tutoring Services Guide](#) for more information. Tutoring appointments are booked through our online platform, [TutorOcean](#).

Contact

Room 3021Z (inside the Library)

Email: learning.centre@cambriancollege.ca

Phone: 705-566-8101 ext. 7262

Hours: Monday to Friday 8:30 am to 4:30 pm, some evening availability.

[Learning Centre homepage](#)

The Career Centre

To support student success, the Career Centre guides and empowers students in their journey of career development by providing quality services and resources. Support offered by the Career Centre includes job search strategies, mock interviews, resume and cover letter assistance, co-op services, networking skills, and career fairs. In addition, the Career Centre also offers on-campus work opportunities for current students. For more information visit the [Career Centre webpage](#).

Contact

Email: careercentre@CambrianCollege.ca

Phone: 705-566-8101, extension 7350

Room 2409

Academic Success Advisors

Each School has a dedicated Academic Success Advisor for students. Academic Success Advisors can help students:

- Navigate the services offered at the College
- Identify individual goals for their education, career, and life
- Develop a plan to reach their goals

See contact information for each [Academic Success Advisor](#).

Athletics Centre & Varsity

At the Cambrian Athletics Centre we're here to meet all of your fitness and recreational needs. We also offer individual fitness assessments by qualified personnel, team and individual sports, and health and fitness-related courses.

The Athletic Centre offers membership to faculty for \$20/month or \$179/year, which can be deducted from your payroll. You need a Cambrian staff ID card to enter the Athletic Centre, which you can obtain in The Enrolment Centre at the main entrance. For more information, visit the [Athletics Centre and Varsity webpage](#).

Contact

Room 2473

Phone 705-524-7378

Email [Tim Yu](#), Manager of the Athletics Centre

Cambrian International

The Cambrian International department at Cambrian College supports international students in their academic journey by helping to recruit students from all over the world, as well as support international students in their transition to Canada and throughout their time at Cambrian College. For more information, visit [Cambrian International](#).

Contact

For general inquiries, email [Cambrian International](#).

Human Resources (HR)

All new faculty hires will be required to complete mandatory HR training as part of their onboarding. The training sessions are found in myCambrian under the Staff tab, then clicking the HR Training link in the Quick Links list.

Speak to Human Resources about:

- Benefits and compensation
- Staff Development funding
- Education and technology loans
- Pay schedule
- Questions about performance appraisals
- Employee Self Service (online app to see T4, pay stubs, sick/vacation days, etc.)

Contact

Room 4089

Email [Human Resources](#)

IT HelpDesk

The IT HelpDesk can help you with any campus issue with technology, including computers, telephones, online applications, email, printers, account passwords, Office 365, network drives, virtual classrooms, WIFI and more! You can create a ticket for service through the [TeamDynamix portal](#).

On your faculty issued computer, there is a homepage icon for HelpDesk. When you click on the link, you can create a ticket for IT support, access how-to documents and book IT equipment to borrow (mics, speakers, projectors, laptops, etc.).

Contact

Room 2165A

Phone 705-566-8101 ext 7370

Safety and Security

The purpose of Campus Security is to minimize adverse effects on the health and safety of students, staff, and visitors, as well as to reduce property damage and equipment losses.

Cambrian's security guards are on duty 24/7 at the Barry Downe Campus. The security team is designated as the College's Emergency First Responders and respond to all reported incidents. Team members are trained in Fire Safety, First Aid and the use of defibrillators.

To assist security in providing a safe environment on campus, a Code Blue system and emergency telephones are located throughout the buildings and on the grounds. To use the

Code Blue system, simply push the red “Push for Help Button,” which activates a blue strobe light and immediately connects you to campus security personnel. To use any of the Emergency telephones, simply dial 7911 for emergency security assistance.

Campus Watch encompasses several programs on campus, including:

- Safety Escort Program
- Work Alone Program
- Victim Assistance Program
- Security Audits
- Emergency Services
- Personal Safety Tips

The Safety Escort Program is available to students, employees, and visitors, who wish to be escorted to the residences, to their vehicle on the property, or to the perimeter of the College property. This program provides a high degree of comfort to those who are uneasy about walking alone.

All programs are available 24/7 by contacting the security office.

Contact

Room 2036 (in the main entrance)

Phone 705-566-8101

Campus Emergency Line: Ext 7911

Campus Watch Program: Ext 7230

Security Office: Ext 7298

Eating on Campus

With multiple locations on campus, Chartwells at Cambrian provides you menu choices to fit your lifestyle and appetite. Whether you are hungry for breakfast, lunch or dinner, or are looking for a place to take a break or unwind, Cambrian’s got you covered.

Where to eat:

- Student Life Centre (room 2302)
- Cafeteria (room 1003)
- Tim Hortons
 - Main entrance (in the mezzanine)
 - Self-serve in cafeteria (room 1003)
 - Self-serve in Trades (in the entryway by 1723)

Chartwells and the Student Life Centre offer catering services on-campus, too!