

New Faculty Handbook



**Cambrian
College**

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Welcome to Cambrian College!

As you embark on this exciting journey of teaching at Cambrian College, we understand that the transition into a new environment can be both invigorating and overwhelming. To support you in this pivotal phase, we have crafted this guide as a valuable resource designed specifically for new faculty members.

This handbook is not an exhaustive compilation of all policies, documents, and information relevant to your role. Instead, it serves as a foundational tool, offering key insights and essential resources to help you navigate your first year with confidence and ease. Within these pages, you will find links to additional materials and information that will further aid your transition and growth as a member of our academic community.

Our goal is to provide you with a starting point that equips you with the knowledge and support you need to thrive in your new role. We encourage you to explore the resources available and reach out to your colleagues and the various support services on campus. Together, we can ensure a smooth and enriching experience as you integrate into the Cambrian family.

Welcome aboard, and here's to a successful and fulfilling year ahead!

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. If you would like to learn more, please reach out to the [Wabnode Centre for Indigenous Services](#).

The official statement is as follows: **We acknowledge and respect that we are 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 Métis 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: [Historical and Contemporary Realities: Movement Towards Reconciliation](#)

A Welcome from Our President

Dear New Faculty,

Welcome to Cambrian College. 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 Innovation 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.

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.

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

Kristine Morrissey
President, Cambrian College

Welcome from Our Vice President, Academic

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



About Cambrian College

Welcome to Cambrian College, the largest college in northeastern Ontario, serving more than 5,000 full-time and part-time students from approximately 70 countries.

We offer more than 100 programs that lead to degrees, post-graduate certificates, diplomas, advanced diplomas, certificates, and microcredentials.

Since 1967, more than 70,000 students have graduated from Cambrian College and are making their mark around the world.

Our main campus is located in Greater Sudbury, northeastern Ontario's largest city with a population of more than 160,000 people. Sudbury is the education, health care, government services, and retail hub of northern Ontario, and a world-leading community in mining and mining-related industries. In addition to our main campus, we also have satellite sites in the communities of Espanola, Little Current, and Val Caron.

Cambrian is also a nationally recognized college for excellence in Indigenous education and student services.

Do you want to know more? Visit:

- [About Cambrian](#)
- [Strategic Plan 2020-2025](#)

Faculty Onboarding Checklist – Start Here!

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	Textbook eText (electronic textbook) Moodle materials 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.

Department Checklist

- ✓ Department Orientation
- ✓ Obtain key (for classrooms/office)
- ✓ Locate assigned office space, if applicable
- ✓ Discuss class cancellation process with supervisor
- ✓ Obtain supplies for teaching (e.g., dry erase markers, etc.)

Logistics Checklist

- ✓ Locate the email from Cambrian that provides you myCambrian ID (A001#####), computer login and employee ID. (*Sometimes this email can be found in your Junk or Spam folder of your email - sorry!*)
- ✓ Complete the Hub's New Faculty Orientation ([Full-time](#) / [Contract](#))
- ✓ Log into [myCambrian](#), using your A001##### to access:

- Faculty Tab (course list, eGrades, course outlines, timetable, class cancellations, etc.)
- ✓ Purchase a parking permit, if needed, from [ParkAdmin](#) or go to [Parking Services](#)
 - You can also use the [HotSpot](#) app to pay for parking via mobile

Before Classes Start

- ✓ Access your timetable from the Faculty Tab in [myCambrian](#)
 - Locate the 'Faculty Schedule' window in the Faculty Tab
 - Click the calendar icon to view your weekly schedule
- ✓ 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](#).
- ✓ Review your course outlines in the Faculty Tab in [myCambrian](#).
 - Refer to these when planning your course and syllabus
 - Please connect with teaching@CambrianCollege.ca if you need any assistance with course outlines or course planning
- ✓ Consult with the program Coordinator or other program faculty teaching the same course(s), if applicable, to ensure consistency and alignment of content
- ✓ 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. Ask your department Chair or program coordinator for the textbook(s) and resources.
- ✓ Familiarize yourself with [Moodle](#), Cambrian's learning management system (LMS). You can access Moodle through the Faculty Tab in myCambrian. Ensure that your courses align with the [Quality Criteria for Digital/Online Learning](#).
- ✓ 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
- ✓ 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.**
- ✓ Familiarize yourself with Cambrian's [Policies and Procedures](#).
- ✓ Explore supports through the [Library and Learning Commons](#) for any questions or concerns about Copyright Literacy training.

Services and Support Resources

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 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 Learning Centre in room 3021Z.

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	eGRADU	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 learn how to use Moodle, 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](#) or visit the Hub in room 1271.

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 a weekly learning plan for each of their courses, including course content, resources, and assessments. This allows students to proactively plan for classes and assignments. The syllabus can be created by using the [syllabus template](#) on the Hub website.

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 on your Faculty tab within myCambrian.

You can access eGrades for each of your courses in the Faculty Dashboard by clicking on the corresponding icon. If you do not see the icon in this place, but have a course assigned 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				

All grades must be submitted in eGrades. If you have grades in Moodle, they must be copied over into eGrades after each assessment. When the grade submission due date arrives, *eGrades will automatically close and submit the gradebook with whatever grades you have in there.* Any changes need to be made using a grade change request form.

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

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.

Teaching and Learning Innovation Hub

The Teaching and Learning Innovation Hub can be found on Floor 1, room 1271. The Hub supports faculty in all aspects of their teaching. The [Contact page](#) includes contact information for the entire Hub team, or you can send a general inquiry to teaching@cambriancollege.ca.

[Course Development and Planning](#)

[Moodle](#)

[eGrades](#)

Teaching Resources

Educational Technology Support

Instructional Design Support

Video/Multimedia Support

Curriculum and Teaching Support

Professional Development and Events

College Services

IT Services

The [IT Service Desk](#) can be found on Floor 2, room 2165.

You can find information about the support the IT HelpDesk can help with in Team Dynamix (TDX), which is Cambrian's knowledge base and ticketing system. You can log into TDX using your Cambrian credentials.

[Accounts and Passwords](#)

[Photocopying or Printing](#)

[Apps and Software](#)

[Phones](#)

[Remote Support](#)

[Email/Microsoft 365](#)

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

[myCambrian](#)

[Classroom/Lab Technologies](#)

[Wi-Fi & Internet](#)

[Cybersecurity](#)

Glenn Crombie Centre for Accessibility, Counselling, and

Wellness

The [Glenn Crombie Centre for Accessibility, Counselling, and Wellness](#) ensures students have equitable access to education.

Library & Learning Centre

[Access the Library & Learning Centre's Homepage](#)

- Search online & physical Library resources
- Connect students with tutors and Learning Strategists

[Copyright and Fair Dealing Guidelines/Open Educational Resources \(OER\)](#)

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 by helping to keep a connection to their community and culture throughout their College journey. For more information, visit the [Wabnode webpage](#).

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.



Welcome to **Cambrian College Employee Self-Service**

Last Name:

Employee ID:

Password:

[Forgot your password?](#)

Log In

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 contract employees are responsible for entering their hours of work on a weekly basis into the Timesheet Portal on myCambrian. 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 to inquire about how hours are input for your department.

Follow these easy steps to enter your hours:

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

The screenshot displays 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 highlighted. The main content area is titled 'Staff Dashboard' and is split into two columns. The left column, 'Your Info', shows fields for 'Position Title:', 'myCambrian ID:', 'Employee ID:', 'Sunlife Contract #:', and 'Sunlife Certificate #:'. Below these is a logo for 'EFAP SERVICES TOOLS & SUPPORT workhealthlife.com'. A yellow arrow points to a link labeled 'PT self service hours' which is enclosed in a green box. The right column, 'Cambrian WayFinding Quick Links', contains a list of 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 (e.g., 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 completed entering all of your hours for the two-week pay period. (see screenshot on the next page)

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 be paid for in the next available pay period. Payroll deadlines can 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.

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 responds 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.

Room 2036 (in the main entrance)

Phone 705-566-8101

Campus Emergency Line: Ext 7911

Campus Watch Program: Ext 7230

Security Office: Ext 7298

Crisis Help Resources

On-Campus

- During business hours (Monday to Friday – 8:30 am – 4:30 pm), contact **The Glenn Crombie Center** at 705-566-8101 extension 7311
- Call **Security** at extension 7911 for emergencies when on-campus

Off-Campus

After 4:30 pm from Monday to Friday and on the weekends use the following contact information for crisis help:

- In an **emergency**, call 911
- **Health Sciences North - Emergency Dept.** (24/7) – 41 Ramsey Lake Rd
- **Crisis Intervention Program** (24/7) – 705-675-4760
 - 127 Cedar St. walk-in (10 am to 10 pm)
- **WeConnect** (24/7) – 1-888-377-0002 – wespeakstudent.com
- **Good2Talk** Helpline (24/7) – 1-866-925-5454