



A GUIDE FOR NEW FACULTY MEMBERS IN ARTS AND SCIENCE 2012-2013



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# INTRODUCTION



[Map of SGW campus](#)

[Map of Loyola campus](#)

## ABOUT THE FACULTY OF ARTS AND SCIENCE...

The Faculty of Arts and Science was created in July 1977 through the merger of the former Loyola Faculty of Arts and Science, the former Sir George Williams Faculty of Arts, and the former Sir George Williams Faculty of Science. The Faculty consists of 27 academic departments, colleges, institutes, and schools as well as more than twenty research centres.

The Faculty is committed to responsible and innovative leadership in developing and disseminating knowledge and values and encouraging constructive social criticism. We achieve these objectives through inclusive and accessible academic programs which stress a broad-based, interdisciplinary approach to learning. We are dedicated to superior teaching and research supported by excellence in scholarship and creative activity, and a tradition of service to the community. The Faculty serves many interdependent academic communities in an urban environment where students and faculty can pursue their shared commitment to lifelong learning.

To learn more about the Faculty, please visit [artsandscience.concordia.ca](https://artsandscience.concordia.ca)

Links to the Faculty's research centres may be found at [artsandscience.concordia.ca/research/researchcentres](https://artsandscience.concordia.ca/research/researchcentres):



## A WORD FROM THE DEAN

Welcome to Concordia University!

Dear Colleagues,

It gives me great pleasure to welcome you to the Faculty of Arts and Science at Concordia University.

We are a large—and still growing—innovative Faculty covering the humanities, social sciences and natural sciences. I am committed to enhancing learning and research opportunities for students and faculty members, increasing cooperation and partnerships with internal and external communities, encouraging innovation, and increasing opportunities for interdisciplinary work and synergy across all of our activities.

This Guide is intended to be a resource tool as you begin – and in some cases continue in a different capacity – your careers at Concordia University. It has been designed to address the most pressing concerns of new faculty members.

I hope you find it helpful and informative. Feel free to ask me unanswered questions.

I look forward to meeting you following your arrival at Concordia!

Brian Lewis, Dean  
Faculty of Arts and Science

# ASSOCIATE DEANS AND ADMINISTRATIVE UNITS

## OFFICE OF THE DEAN

The Office of the Dean is located on the Loyola campus in the Administration Building (AD), room 328. There is also an office on the SGW campus in the Library Building LB, room 541-4.

### Brian Lewis, Dean

514-848-2424 ext. 2080

[dean.artsci@concordia.ca](mailto:dean.artsci@concordia.ca)

### Heather Adams-Robinette, Director of Administration

514-848-2424 ext. 2081

[heather.adams-robinette@concordia.ca](mailto:heather.adams-robinette@concordia.ca)

Heather oversees and administers the daily operation of the Dean's offices and liaises, on behalf of the Dean, with the Associate Deans and Directors. Heather manages the Faculty's staffing portfolio and is the contact person for any staff-related questions. Heather is the Secretary of Faculty Council and should be contacted on any Council-related issue.

### Donna Stewart, Assistant to the Dean

514-848-2424 ext. 2083

[donna.stewart@concordia.ca](mailto:donna.stewart@concordia.ca)

Donna's main responsibility is overseeing the full-time faculty hiring process, including tenure track, extended term appointments, limited term appointments, visiting scholars and research appointments, in accordance with the CUFA collective agreement and University policies.

### Maria Battaglino, Executive Secretary to the Dean

514-848-2424 ext. 2080

[maria.battaglino@concordia.ca](mailto:maria.battaglino@concordia.ca)

Maria is the contact person for scheduling appointments with the Dean and all engagements involving the Dean.

### Sandra Moore, Office Assistant

514-848-2424 ext. 2086

[sandra.moore@concordia.ca](mailto:sandra.moore@concordia.ca)

Sandra provides general office support to the Director of Administration and Assistant to the Dean and frontline reception for the Dean's office.

### Lynn Roy, Communications Advisor

514-848-2424 ext. 5002

[lynn.roy@concordia.ca](mailto:lynn.roy@concordia.ca)

Lynn works with the Dean's office to assist in the development and implementation of communication and marketing strategies. She is also the Faculty's media contact and can assist departments and faculty members in organizing and publicizing events and successes.

## ASSOCIATE DEANS AND ADMINISTRATIVE UNITS

As you spend more time in the Faculty, you will quickly become aware of the importance of the entire Decanal team. This includes not only the immediate Dean's Office staff but also dedicated members of the Faculty in the offices of five Associate Deans and our administrative units.

### Office of the Associate Dean, Academic Programs (AD 306, Loyola campus)

This office handles all matters relating to curriculum changes and development for the Faculty Curriculum Committee (FCC), Arts and Science Faculty Council, the School of Graduate Studies, the Academic Programs

Committee (APC), and Senate. The office also handles all matters relating to academic unit and program appraisals and ensures that the Faculty's information is up to date in both the University's Undergraduate and Graduate Calendars.

### Joanne Locke, Associate Dean

514-848-2424 ext. 2084

[joanne.locke@concordia.ca](mailto:joanne.locke@concordia.ca)

### Nicole Freeman, Assistant

514-848-2424 ext. 2088

[nicole.freeman@concordia.ca](mailto:nicole.freeman@concordia.ca)

### Office of the Associate Dean, Research and Graduate Studies (AD 322, Loyola campus)

This office handles all matters relating to curriculum changes and development for the Faculty Curriculum Committee (FCC), Arts and Science Faculty Council, the School of Graduate Studies, the Academic Programs Committee (APC), and Senate. The office also handles all matters relating to academic unit and program appraisals and ensures that the Faculty's information is up to date in both the University's Undergraduate and Graduate Calendars.

### Grant Brown, Associate Dean

514-848-2424 ext. 4327

[grant.brown@concordia.ca](mailto:grant.brown@concordia.ca)

### Lori Dupuis, Assistant

514-848-2424 ext. 2089

[lori.dupuis@concordia.ca](mailto:lori.dupuis@concordia.ca)

### Lauren Segall, Research Facilitator (Sciences) AD 532-3

514-848-2424 ext. 5001

[lauren.segall@concordia.ca](mailto:lauren.segall@concordia.ca)

### Michele Kaplan, Research Facilitator (Humanities and Social Sciences), AD 532-2

514-848-2424 ext. 2071

[michele.kaplan@concordia.ca](mailto:michele.kaplan@concordia.ca)

### Peter Choy, Budget Assistant (AD 526)

514-848-2424 ext. 3321

[pchoy@algol.concordia.ca](mailto:pchoy@algol.concordia.ca)

### Office of the Associate Dean, Academic Facilities (AD 532-1, Loyola campus)

This office coordinates all aspects of the facilities planning and management of the Faculty's space and assists with the coordination of space and building plans, the implementation of space changes, and with departmental moves. The Associate Dean also oversees the operations of the Academic Technology unit, which includes the Arts and Science Learning Centre.

### Peter Morden, Associate Dean

514-848-2424 ext. 5664

[peter.morden@concordia.ca](mailto:peter.morden@concordia.ca)

### Rhonda Binsley, Assistant

514-848-2424 ext. 4462

[rhonda.binsley@concordia.ca](mailto:rhonda.binsley@concordia.ca)

### Office of the Associate Dean, Faculty Affairs

The Associate Dean oversees the Faculty's academic personnel portfolio, including matters related to the CUFA, CUPFA and TRAC collective agreements. Furthermore, the office is responsible for the maintenance and updating of the Faculty's electronic filing system. The office is responsible for various aspects of faculty development and coordinates the annual New Faculty Orientation.

The office is responsible for the Dean's Awards for Outstanding Achievement by Faculty and Staff, and makes recommendations for Faculty nominations for the President's Award for Teaching, the 3M National Teaching Fellowships, and the Prix de la Ministère de l'Éducation, du Loisir et du Sport (MELS)

**Jorgen Hansen, Associate Dean (AD 324)**  
514-848-2424 ext. 4272  
[jorgen.hansen@concordia.ca](mailto:jorgen.hansen@concordia.ca)

**Nadia D'Arienzo, Faculty Affairs Administrator (AD 523)**  
The Faculty Affairs Administrator assists the Associate Dean on matters relating to the CUFA Collective Agreement; most particularly matters relating to leaves (sabbatical, maternity & parental, non-salary), contract renewal, tenure and promotion. She serves as a resource person for academic departments, for faculty members and for the Faculty Personnel and Tenure Committee. The Faculty Affairs Administrator is responsible for updating and distributing the Critical Path to department chairs and administrators in order to keep departments informed of key deadlines and areas of responsibility.  
514-848-2424 ext. 2090  
[nadia.dariento@concordia.ca](mailto:nadia.dariento@concordia.ca)

**Monica Chiriac, Faculty Affairs Assistant (AD 522)**  
The Faculty Affairs Assistant assists the Associate Dean and the Faculty Affairs Administrator with all part-time faculty matters as well as some issues which pertain to full-time faculty. The Faculty Affairs Assistant is responsible for part-time contracts, workload matters, reserve courses and adjunct appointments as well as assisting with monitoring the allocation of teaching resources across the faculty.

514-848-2424 ext. 2091  
[monica.chiriac@concordia.ca](mailto:monica.chiriac@concordia.ca)

**Deborah Shulman, Document Management Coordinator (AD 524)**  
Deborah oversees the Faculty's electronic document management and archival system.  
514-848-2424 ext. 4097  
[deborah.shulman@concordia.ca](mailto:deborah.shulman@concordia.ca)

**Office of the Associate Dean, Student Academic Services (AD-302, Loyola campus)**  
This office deals with admissions, advising, and all other administrative tasks concerning the undergraduate students in the Faculty, as well as graduate student recruitment and admissions. The office has eight undergraduate academic counselors and one graduate admissions coordinator who are available to answer questions and provide guidance to students.

**M. Catherine Bolton, Associate Dean**  
514-848-2424 ext. 5686  
[m.catherine.bolton@concordia.ca](mailto:m.catherine.bolton@concordia.ca)

**Cindy Parkinson, Administrator**  
514-848-2424  
[cynthiale.parkinson@concordia.ca](mailto:cynthiale.parkinson@concordia.ca)

**Isabelle Lacelle, Manager, Admissions and Enrolment (AD 215)**  
514-848-2424 ext. 2085  
[isabelle.lacelle@concordia.ca](mailto:isabelle.lacelle@concordia.ca)

**Nick Michailidis, Manager, Advising and Retention (AD 201)**  
514-848-2424 ext. 2101  
[nicholas.michailidis@concordia.ca](mailto:nicholas.michailidis@concordia.ca)

**FINANCE AND PLANNING (AD 5TH FLOOR, LOYOLA CAMPUS)**  
This office is responsible for the financial planning and the monitoring of the Faculty's operating, capital, and certain restricted funds.

**Dan Parillo, Director (AD 532-5)**  
Dan manages the financial planning and monitoring of the Faculty's operating and capital budgets and restricted funds as well as overseeing Canadian Foundation for Innovation (CFI) grants and other research accounts, including the start-up grants given to new faculty members.  
514-848-2424 ext. 5742  
[dan.parillo@concordia.ca](mailto:dan.parillo@concordia.ca)

**Julia Ferrato Budget Assistant (AD 528)**  
Julia is responsible for the departments of Applied Human Sciences; Biology; Economics; Education; Geography, Planning and Environment; Mathematics and Statistics; Physics; Political Science; Religion; Science College and the School of Community and Public Affairs.  
514-848-2424 ext. 2097  
[julia.ferrato@concordia.ca](mailto:julia.ferrato@concordia.ca)

**Sita Zarrabian, Financial Assistant (AD 523)**  
Sita is responsible for the departments of Chemistry and Biochemistry; Classics, Modern Languages and Linguistics; Communication Studies; English; Etudes francaises; Exercise Science; History; Journalism; Philosophy; Psychology; Theological Studies; School of Canadian Irish Studies; Liberal Arts College and Loyola International College.  
514-848-2424 ext. 2094  
[bita.zarrabian@concordia.ca](mailto:bita.zarrabian@concordia.ca)

The financial assistants support the Director in budget control and planning for the Faculty. They are also the contact persons for questions pertaining to the professional development allowance, moving allowance, faculty sabbatical allowance and conference travel.

**FACULTY DEVELOPMENT UNIT (AD 320, LOYOLA CAMPUS)**

This unit is responsible for planning and implementing the Faculty's fundraising and donor development initiatives and for developing a strong Faculty-based development team and alumni strategy. The unit works closely with the Office of the Vice-President, Advancement and Alumni Relations.

**TBA, Principal Director of Development**  
514-848-2424 ext. 4384

**Khoba Sysavane, Administrative Assistant**  
514-848-2424 ext. 7835  
[khoba.sysavane@concordia.ca](mailto:khoba.sysavane@concordia.ca)

**TBA, Development Officer**  
514-848-2424 ext. 4837

**Maggie Borowiec, Development Officer**  
514-848-2424 ext. 2093  
[maggie.borowiec@concordia.ca](mailto:maggie.borowiec@concordia.ca)



# IMPORTANT POLICIES FOR NEW FACULTY

## PROFESSIONAL DEVELOPMENT ALLOWANCE

### Who qualifies for professional development allowance?

All tenured and tenure track professors are entitled to claim the professional development allowance (PDA). This entitlement applies to extended term appointments (ETAs), but not limited term appointments (LTAs). The annual PDA allocation is \$1,750. This amount may be carried forward for one year only to provide a maximum of \$3,500 in the second year. Information on the full policy may be found at: [artsandscience.concordia.ca/facultyandstaffservices/financeandplanning/professionaldevelopmentallowance](https://artsandscience.concordia.ca/facultyandstaffservices/financeandplanning/professionaldevelopmentallowance)

### Allowable expenditures

The PDA is made available for legitimate expenditures related to the professor's teaching or research activities. Allowable expenses include professional memberships, books, journals, equipment, supplies, conference registration fees and related travel and accommodation costs. A maximum of two claims may be made per fiscal year. Note: The PDA cannot be used to pay for salaries or honoraria.

### Key dates

In each year, receipts must be dated April 1st or later to be eligible for reimbursement. All claims for each fiscal year must be received in the Administrative Services Office by March 15th of the following year.

### Expense claim form

The Finance and Planning Office has created a simplified form to claim expenses (see Appendix A). Complete this form only and staple it inside an Expense Report, which requires only your name, signature (on the back), and the approval of your departmental Chair. Please forward it to the Finance and Planning Office, AD-530, Loyola. Note: To expedite the claim process, receipts should be taped (not stapled) onto a separate sheet of paper. Translation must be provided for receipts that are in a language other than English or French.

### Reimbursement of travel

All travel expenses reimbursed by the University must be in accordance with the travel policy: [artsandscience.concordia.ca/facultyandstaffservices/financeandplanning/travelgrants](https://artsandscience.concordia.ca/facultyandstaffservices/financeandplanning/travelgrants).

If the travel policy is not followed, Financial Services will not reimburse your expenses. For reimbursement of airfare or train fare, please note that the **original passenger ticket stub is required**.

A Travel Voucher must be completed once flight arrangements have been made with one of the University's travel agents (see Appendix A). The Travel Voucher must be submitted to the Finance and Planning Office, AD-530, Loyola. Please note that tickets will not be released by the travel agent until an approved Travel Voucher has been received.

### Reimbursement of other expenditures

For items valued in excess of \$1,000 (including taxes): A purchase requisition must be used in accordance with the University Purchasing Policy: [concordia.ca/vpirsg/documents/policies/CFO-20.pdf](https://concordia.ca/vpirsg/documents/policies/CFO-20.pdf). The completed requisition must then be forwarded to the Finance and Planning Office for approval. If the purchasing policy is not followed, Financial Services will not reimburse your expenses. All equipment must be delivered through Distribution Services. This enables the University to tag it for inventory purposes.

For items under \$1,000: Please forward an expense claim to the Finance and Planning Office. Proof of payment must be provided in order to receive reimbursement. Acceptable proof of payment includes:

- the customer copy of a credit card slip or the original credit card statement;
- cash register slips, official receipts from companies, or the customer copy of money orders;
- the original cancelled cheque if the purchase was made by cheque.

Please note that photocopies will not be accepted, and receipts should be attached in the same order as they are listed. Also, Financial Services requires the titles and authors of all books and publications for which reimbursement is requested. Finally, it is possible to credit grant accounts directly for expenses that have already been incurred. To do so, a signed memo requesting the transfer must be provided along with a copy of the grant report highlighting the charge.

The above is made available to assist Arts and Science faculty members. In the event of a discrepancy between the information provided above and an official University policy, the University policy will prevail.

## MOVING ALLOWANCE

### Eligibility

Concordia University provides funds to new tenure-track faculty members who are relocating to the Montreal area. Moving expenses (including the faculty member's transportation) are reimbursed as follows:

- up to \$5,000 CDN for moves of less than 2,500 km
- up to \$6,000 CDN for the remainder of the North American continent
- up to \$7,000 CDN for Europe & Central America
- up to \$9,000 CDN for the rest of the world

### Reimbursable Expenses

The Faculty of Arts & Science will reimburse the following expenses, up to the limit detailed above, in accordance with University policies:

- the cost of house-hunting trips to the new location (up to a maximum of 7 days);
- traveling costs (including a reasonable amount spent for airfare, meals and lodging) while the employee and members of the employee's household were moving from the old residence to the new residence;
- the cost to the employee of transporting or storing household effects while moving from the old residence to the new residence;
- the cost of moving personal items such as automobiles, boats, or trailers;
- reasonable temporary living expenses while waiting to occupy the new, permanent accommodation (up to a maximum of 7 days)

### Conditions

Faculty members who resign before the end of their contract will be required to refund a portion of the moving/travel expenses paid on his/her behalf. The amount will be proportionate to the balance of their contract not served. It may be deducted from the final salary payment.

### Claiming Expenses

All allowable expenses may be claimed on an Expense Report that is available from the departmental staff. Original receipts, tickets, and invoices must be submitted in order to claim expenses.

Please contact the appropriate Budget Assistant in the Finance and Planning Office if you have any questions.

The above is provided to assist Arts and Science faculty members. In the event of a discrepancy between the above information and an official University policy, the University policy will prevail

For your convenience, the University has an arrangement with Meldrum Movers (Allied Van Lines) whereby we will arrange to pre-pay the cost of your move up to your moving allocation. You are then responsible for any costs incurred above that amount. Meldrum may be reached at 514-481-1122. Although this option is simpler in terms of payment, there is no obligation to use Meldrum when arranging for your move and it is highly recommended that you consult several companies prior to making a final decision.



# ENVIRONMENTAL HEALTH AND SAFETY

The Environmental Health & Safety Office (EH&S) promotes, supports and evaluates the development and maintenance of a safe and healthy work environment, as well as a sound environmental management program to enhance the teaching, research and service mission of the University. It provides services to individuals and departments to assist them in carrying out the responsibilities assigned to them through legislation and university policy.

EH&S provides the following services essential to academic activities: hazardous waste management; safety training and information, risk assessments and hazard control, fire prevention, injury, incident and hazard investigation and follow-up.

There are several policies related to the work of the EH&S office, including the Environmental Health and Safety Policy found at:

<http://www.concordia.ca/vpirsg/documents/policies/VPS-40.pdf>

For other related policies, visit the official policies website at:

[concordia.ca/vpirsg/policies](http://concordia.ca/vpirsg/policies)

**EH&S has a number of safety manuals to guide researchers and students:**

Radiation Safety Manual:

[ehs.concordia.ca/pdf/Radiation\\_Safety\\_Manual.pdf](http://ehs.concordia.ca/pdf/Radiation_Safety_Manual.pdf)

Biosafety Manual:

[ehs.concordia.ca/pdf/biosafety.manual.pdf](http://ehs.concordia.ca/pdf/biosafety.manual.pdf)

Emergency Management Plan:

[concordia.ca/emergency/documents/Emergency\\_Management\\_Plan\\_summary.pdf](http://concordia.ca/emergency/documents/Emergency_Management_Plan_summary.pdf)

**EH&S can assist in the management of hazardous materials from storage to waste:**

EH&S offers a number of health and safety trainings and workshops, and also has detailed guides to health and safety for staff, and faculty with laboratory responsibilities, [ehs.concordia.ca/services](http://ehs.concordia.ca/services)

Concordia is a leading University for sustainability and offers a number of initiatives and programmes: [sustainable.concordia.ca](http://sustainable.concordia.ca)



## THE EH&S OFFICE MAIN CONTACTS FOR ARTS & SCIENCE FACULTY:

### Lorena Boju

Biosafety & Lab Safety Technician (Loyola)  
Ext. 5008  
*Arts and Science point person General information  
internal certification, inspections, training,  
reporting incidents and hazards*

### Aracelly Guerra Quiroz

Radiation/Chemical Safety Officer (Loyola)  
Ext. 4356  
*Hazardous materials and radiation*

### Darren Dumoulin

Senior Advisor on Emergency Management  
Ext. 5638  
*Emergency plans*

### Julie Methot

Safety Officer/Preventionist  
Ext. 4358  
*Emergency plans*

### Lina Filacchione

Industrial Hygiene and Prevention Manager  
(Loyola)  
Ext. 5453

### Gurnam Manku

Hazardous Materials Control/  
Laser Safety Officer  
Ext. 4355  
*Chemical inventory system*

### Normand Lanthier

Fire/Public Safety Officer  
Ext. 4357  
*Fire and public safety inquiries*

### Jenn Davis

Sustainability Coordinator  
Ext. 5202  
*Sustainability*

### Faisal Shennib

Environmental Coordinator  
Ext. 7351  
*Recycling*

### Richard Young

Senior Director, Environmental  
Health and Safety/Security  
Ext. 7334



# GETTING STARTED

## IMMIGRATION INFORMATION

If you are neither a Canadian citizen nor a Canadian permanent resident, you must obtain a work permit to be allowed to work in Canada. You must meet the requirements for the work permit and must meet the general requirements for entering Canada. The work permit should be valid for the full period of employment and must identify Concordia University as the Employer. You will also be expected to apply for Permanent Resident status within the three years of your first probationary appointment and it is expected that you will obtain Permanent Resident status before applying for tenure. If your position carries tenure on appointment, you will be awarded tenure nominally; tenure will take effect only when permanent residency becomes effective. While individuals with nominal tenure may apply for sabbatical leave, this leave must be deferred until permanent residency status has been granted. The Government of Canada is introducing legislation that may limit certain work permit holders to a maximum stay in Canada of four years. Faculty members are strongly encouraged to contact Ms. Lyse Jean-Baptiste in the Office of the Provost concerning this and other immigration-related concerns.

If you are an American or Mexican citizen, the North American Free Trade Agreement (NAFTA) has provisions that apply to temporary employment only and that will allow you to obtain a Work Permit at any Canadian port of entry. Through the NAFTA, all you will need to do is present your contract (with covering letter) along with your proof of citizenship and your educational qualifications to the Canadian immigration officer at the port of entry. If the documentation is in order, you will be asked to complete a form, pay a processing fee and you will be issued a Work Permit at that time.

If you are a citizen of any other country, you must obtain a positive labour market opinion from Service Canada (LMO) and a certificat d'acceptation du Quebec (CAQ) from Quebec's Ministère de l'Immigration et communautés culturelles (MICC) in advance of entering Canada. To assist you during this process, Concordia will request approval to hire a non-Canadian or non-Permanent Resident from both government agencies. Once the request has been approved, you will be required to pay the fee for the Work Permit as well as any other travel documents that may be required. You should contact the Canadian consular authorities serving your area of residence that provide full immigration services to verify whether you require more detailed documentation or

if there are any other special requirements. As processing times are long, you should apply for your work permit at the Canadian consular office before Concordia obtains the LMO and CAQ. You will then be issued a letter to be presented, along with your other supporting documents (c.v., contract) to an immigration official at the Canadian port of entry who will provide you with the actual Work Permit. It is highly recommended that you verify the accuracy of the Work Permit upon receipt in the event that any immediate modifications are required.

The Faculty will reimburse to a maximum of \$2,295 the costs incurred by you (the faculty member) in applying for the required immigration documents.

If you require any assistance with these initial immigration proceedings, or information on applying for Permanent Resident status, you are encouraged to contact Ms. Lyse Jean-Baptiste in the Office of the Provost and Vice-President, Academic Affairs. Ms. Jean-Baptiste may be reached at 514-848-2424, extension 3680 or by email at [ljeanbap@alcor.concordia.ca](mailto:ljeanbap@alcor.concordia.ca).

## QUÉBEC TAX EXEMPTION PROGRAM

Repatriated Canadian or foreign-national full-time faculty members (and post-doctoral fellows) working in the Sciences or in the area of Information Technologies may be eligible for the provincial tax exemption program administered by Revenue Québec. Information on this program is available from Ms. Lyse Jean-Baptiste, Faculty Relations Officer, Office of the Provost at [ljeanbap@alcor.concordia.ca](mailto:ljeanbap@alcor.concordia.ca) or at (514) 848-2424, extension 3680.

## START-UP FUNDS FOR NEW FACULTY

All new faculty members receive a start-up grant of \$15,000, up to \$5,000 of which may be used for the purchase of computer equipment. The balance of the funds is to be used for scholarly research such as conference travel and support of graduate students. The funds are to be used in accordance with Faculty guidelines, which are generally the same as those used for external grants and you must already be on campus, with an employee number, in order to access the funds.

In using the funds, you must follow all relevant University policies, for example, hiring, travel, and purchasing policies. All documentation related to the funds must be sent to the Associate Dean, Research and Graduate Studies, for approval prior to processing. Your departmental support staff will be able to provide you with the necessary forms and procedural information.

In addition, it is expected that you will apply for external research funding, from such agencies as NSERC, SSHRC, CIHR, FQRSC, FQRNT, FRSQ, within your first two years at Concordia University. For grants from any provincial granting agencies, you must have applied to be a permanent resident or Canadian citizen in order to apply. In the event that you are successful, you will receive your first two years of funding provided your residency application is in progress. You will require proof of residency in order for the third year of funds to be released, otherwise they are frozen until such time as proof has been provided. Further, the provincial agencies have specific guidelines on eligibility criteria.

You have only three attempts in the case of FQRSC and two attempts for FQRNT at obtaining funding from the "Nouveaux Chercheurs" program. In addition, you must be within six years of successfully obtaining your PhD and you must not have held a full-time teaching position for more than five years to be eligible to apply to this programme.

For grants from federal granting agencies, it is sufficient to hold a tenure-track appointment at a Canadian institution to apply and receive funding. Please note that, in the case of federal funds, should you leave Concordia prior to the end of your grant, the remaining amount will be returned to the agency. More detailed information on the granting process can be found in the section on General Guidelines for Grant Applications.

## TEACHING LOAD

Your initial teaching load will be based on the amount of previous full-time, limited term or tenure track teaching experience you bring to the position. As a general rule, new faculty members with two years or less of previous full-time experience will have a 9-credit teaching load (one course in the

fall semester and two in the winter) in their first year. For those with three or more years of previous full-time experience, and for all faculty in their second year, the teaching load will be 12 credits, i.e., two courses in each term. In subsequent years, your teaching load will be assigned on the basis of an annual review of scholarly productivity. While this is the general principle across the Faculty, it is possible that your initial teaching load may vary depending on particular circumstances or your department.

## ID CARD AND BENEFITS ENROLMENT

It is important that each new faculty member contact the Benefits unit of Human Resources as soon as possible after accepting our offer in order request a benefits enrolment kit, which contains information on disability, accident and life insurance; health, vision and dental plans as well as pension plan beneficiary designation. You will need to supply copies of your proof of citizenship, your provincial medicare card, and your work permit (if applicable). Your insurance coverage will start immediately after enrolment into the plans and the University will provide interim medical coverage as soon as you provide proof that you have applied for a medicare card (4-6 weeks for delivery of the card). Please contact the Benefits Team at Human Resources at 514-848-2424 ext. 3666 or via email at [benefits@alcor.concordia.ca](mailto:benefits@alcor.concordia.ca) for additional information or to arrange an appointment.

## MEDICARE CARD

The Régie de l'assurance maladie du Québec (RAMQ) issues a first Health Insurance Card after verifying the person's eligibility and registering the person for the Health Insurance Plan. All registrations must be made in person at the RAMQ office located at 425, boulevard de Maisonneuve Ouest, 3rd floor, suite 300 Montréal (Québec) H3A 3G5. If you are a Canadian citizen, you must provide the Régie with the original of your birth certificate or photocopies of both sides of your Canadian citizenship card. If you are a Canadian citizen but were born in another country, you must submit photocopies of both sides of your Canadian citizenship card or a photocopy of your Canadian passport. For more information, visit the Régie's website at [www.ramq.gouv.qc.ca](http://www.ramq.gouv.qc.ca).

## SOCIAL INSURANCE NUMBER (SIN)

In order to work in Canada, you must have a Social Insurance Number. Until you become a Permanent Resident, you will be issued a temporary number. You should apply for this once you have entered the country. You may request an application form from your local Canadian consular office or at the port of entry when you apply for your Work Permit. It takes approximately eight weeks to receive the card once you have applied. It is your responsibility to renew your SIN every time that you renew your work permit. Once you have acquired Canadian permanent resident status, you must apply for a permanent SIN.

## DRIVER'S LICENSE AND CAR REGISTRATION

New residents who hold a valid driver's license issued by another jurisdiction: New Quebec residents who have a valid driver's license issued by another province or territory of Canada, from the United States or from another country may drive the corresponding class of vehicle authorized by their current license (a passenger car class 5 [www.saaq.gouv.qc.ca/en/driver\\_licence/classes/class\\_5.php](http://www.saaq.gouv.qc.ca/en/driver_licence/classes/class_5.php)), a motorcycle classes 6A, 6B et 6C [www.saaq.gouv.qc.ca/en/driver\\_licence/classes/class\\_6abc.html](http://www.saaq.gouv.qc.ca/en/driver_licence/classes/class_6abc.html)), or a Moped or Motorized Scooter: Class 6D [www.saaq.gouv.qc.ca/en/driver\\_licence/classes/class\\_6d.html](http://www.saaq.gouv.qc.ca/en/driver_licence/classes/class_6d.html)) for up to ninety days after settling in Quebec. You must then obtain a license from the Société de l'assurance automobile du Québec (SAAQ).

If you are coming from another province or territory or the United States, you can exchange your current license for an equivalent Quebec driver's license without taking a test. However, in the case of license classes other than for a passenger car or a motorcycle, a medical exam is required. For those coming from a country other than Canada or the United States, a written test may be required and you should verify the status of the country that issued your license at the following site: [www.saaq.gouv.qc.ca/en/driver\\_licence/exchange/residents\\_other.php](http://www.saaq.gouv.qc.ca/en/driver_licence/exchange/residents_other.php).

## STEPS TO EXCHANGE YOUR LICENSE:

In order to exchange your license, you must hold a valid driver's license; the class shown on your license must correspond to the type of vehicle you want to drive in Quebec (types of licenses: [www.saaq.gouv.qc.ca/en/driver\\_licence/classes/index.php](http://www.saaq.gouv.qc.ca/en/driver_licence/classes/index.php)). You must also be a Quebec resident; be a landed immigrant if not a Canadian citizen; pass any test required (there is no test if your license was issued in Canada); pay the prescribed fees.

You will require the following documents: your driver's license to be exchanged; proof that you were born in Canada or are a Canadian citizen. If not, a document from immigration authorities showing that you are allowed to be in Canada; proof of residency in Quebec; proof that you were a resident of the jurisdiction which issued the license you wish to exchange.

License exchanges take place only by appointment and you must call to make an appointment and have the required documents on hand when calling. Over the phone, the clerk will ask you which documents you have (birth certificate, permanent resident card, passport, etc.) in order to determine your eligibility for a driver's license exchange. The clerk will tell you how to proceed according to your situation and will set up an appointment. Bring your driver's license and the originals of your official documents with you to the appointment.

For people who formerly held a Quebec driver's license: You can exchange your current driver's license for a Quebec license without testing if you comply with the following conditions:

You once held a Quebec driver's license of a class equivalent to the Quebec license you want to get. Consult the section on [www.saaq.gouv.qc.ca/en/driver\\_licence/classes/index.php](http://www.saaq.gouv.qc.ca/en/driver_licence/classes/index.php) "La liste des classes de permis de conduire" Quebec driver's licence classes for details on the different licenses;

### You hold a valid driver's license or one that has been expired for less than three years;

- The class shown on your license authorizes the corresponding class of vehicle you want to drive in Quebec;
- you must pay the fees for a Quebec driver's license.
- To find out the procedure in the case of a license that has

been expired for three years or longer, consult the section on Quebec driver's license classes and select the class of license you want to get

[www.saaq.gouv.qc.ca/en/driver\\_licence/classes/index.php](http://www.saaq.gouv.qc.ca/en/driver_licence/classes/index.php)

## STEPS:

Make an appointment by telephone [www.saaq.gouv.qc.ca/en/driver\\_licence/exchange/first\\_step.html](http://www.saaq.gouv.qc.ca/en/driver_licence/exchange/first_step.html). Over the phone, the clerk will ask you which documents you have (birth certificate, permanent resident card, passport, etc.). Have these on hand when calling.

When you go to the appointment to determine your eligibility for driver's license exchange you must bring: your driver's license and the originals of your official documents.

## TELEPHONE NUMBERS:

### Canadian citizens should call:

From the Montreal area: 514-873-7620

From elsewhere in Quebec: 1-800-361-7620

### If you are not a Canadian citizen, you must call one of these telephone numbers:

From the Montreal area: 514-954-7771

From elsewhere in Quebec: 1-888-356-6616

## VEHICLE REGISTRATION

In Quebec, the owner of a motor vehicle is required to register the vehicle unless he or she has an exemption under the Highway Safety Code. Exemptions apply to vehicles stored at businesses, farm machinery or recreational vehicles that come under the regulation. Additional information may be found at the following site:

[www.saaq.gouv.qc.ca/en/vehicle\\_registration/index.php](http://www.saaq.gouv.qc.ca/en/vehicle_registration/index.php).

General contact information and services available online may be found here:

[www.saaq.gouv.qc.ca/en/reach\\_us/index.php](http://www.saaq.gouv.qc.ca/en/reach_us/index.php)



# NEW FACULTY

Every year, several orientation events are held by both the Faculty and other University offices such as the Centre for Teaching and Learning Services. The events are typically scheduled for the last week of August and detailed information on all activities are sent closer to the finalized date.

Here are some of the topics that you can expect to be covered over the course of all events:

- Faculty of Arts and Science organization chart and how the Faculty fits into the bigger picture
- Career Success in the Faculty: focus on research, teaching, and service as well as expectations for tenure, including building your dossier for contract renewal and tenure
- Research in the Faculty. How it relates to the overall University research function, Arts and Science research office, financial services, grants, support from the Office of Research
- Course management: grading policies including grades and notations, outlines, evaluative exercises
- Promoting academic integrity and following the Code of Conduct (Academic): cheating, plagiarism, and mechanisms to deal with suspected cases
- Financial issues: available funding, how to receive it, guidelines for spending, what forms to fill out and where to send them
- Understanding Concordia's diverse student body

The Faculty's Office of the Associate Dean, Research and Graduate Studies is responsible for assisting you with grant applications. In particular, Michele Kaplan, Research Facilitator for the Social Sciences and Humanities and Teresa Hackett, Research Facilitator for the Sciences (Natural and Health), will assist researchers in all aspects of the funding process, such as discussing application procedures for the various agencies and programs, and ensuring that all guidelines are adhered to; reviewing proposals and offering recommendations upon the researcher's request; contacting funding agencies; providing information for other sources of funding in Canada and internationally; and assisting with inter-Faculty collaborations.

Researchers are encouraged to schedule appointments with Michele or Teresa to discuss their proposals, and may meet with them as many times as they require during the grant season, as well as year round. Researchers are also encouraged to contact Michele or Teresa at any time during the year with all questions that they may have concerning grant preparation and submission procedures.

Michele and Teresa, while based within the Faculty, are part of the Office of Research team.

## OFFICE OF RESEARCH (OOR)

The OOR is the university-wide department within Concordia University that is responsible for administering research grants; OOR falls under the purview of the Office of the Vice-President Research and Graduate Studies [yprgs.concordia.ca](http://yprgs.concordia.ca). All applications to funding agencies are submitted through the OOR which provides administrative support in the application process. The application must be accompanied by the OOR's Grant Submission Form (see below). The OOR will then send the application to the funding agency on the researcher's behalf.



# GENERAL GUIDELINES FOR GRANT APPLICATIONS

## OOB Contacts:

**Andrea Rodney, Manager, Research Grants**

514-848-2424 ext. 4887

[andrea.rodney@concordia.ca](mailto:andrea.rodney@concordia.ca)

**Michele Kaplan, Research Facilitator, Faculty of Arts and Science: Social Sciences and Humanities**

514-848-2424 ext. 2071

[michele.kaplan@concordia.ca](mailto:michele.kaplan@concordia.ca)

**Lauren Segall, Research Facilitator, Faculty of Arts and Science: Sciences**

514-848-2424 ext. 5001

[lauren.segall@concordia.ca](mailto:lauren.segall@concordia.ca)

**Kristina Copestake, Research Grants Assistant**

514-848-2424 ext. 4886

[kristina.copestake@concordia.ca](mailto:kristina.copestake@concordia.ca)

**Nancy Lulic, Grant Assistant/Reception**

514-848-2424 ext. 4888

[nancy.lulic@concordia.ca](mailto:nancy.lulic@concordia.ca)

## DEADLINES AND PROCEDURES FOR SUBMITTING APPLICATIONS TO THE OFFICE OF RESEARCH

There are always two deadlines for each application submitted to a granting agency: the internal deadline set by the OOR, and the granting agency's deadline, which takes place two weeks after the internal deadline.

The Research Facilitators will e-mail researchers with agency and OOR deadlines as they are confirmed by the agencies. Please also refer to links for each agency in order to view their deadlines.

Submitting an application to the OOR in the two-week period prior to the agency's deadlines allows for a review of the proposal and application to be conducted, as well as for the OOR to obtain the university signature required for the submission of the application to the agency. Researchers are encouraged to submit their proposals and applications to Mona and Michele well in advance of the two week internal deadline. Please refer to the OOR's website [oor.concordia.ca/index.php](http://oor.concordia.ca/index.php), or their Research Grants Handbook, for further details.

[oor.concordia.ca/formsandreferencedocuments](http://oor.concordia.ca/formsandreferencedocuments)

## VICE-PRESIDENT, RESEARCH AND GRADUATE STUDIES INTERNAL FUNDING OPPORTUNITIES

The Office of the Vice-President, Research and Graduate Studies, holds funding competitions in collaboration with the Faculties in the areas of seed funding, both for teams and individuals, facility optimization, and aid to research-related events. Applications must first be submitted to the Faculty for adjudication by the Faculty Research Committee. Recommended applications are then submitted by the Faculty to the Office of the VPRGS for adjudication by the University Research Committee and for final approval. You are encouraged to visit the websites of the VPRGS and the Office of Research for information: [vprgs.concordia.ca](http://vprgs.concordia.ca).

## MAJOR FEDERAL GRANTING AGENCIES

### Canada Council for the Arts

<http://www.canadacouncil.ca>

The Canada Council for the Arts is a national arm's-length agency created in 1957 to "foster and promote the study and enjoyment of, and the production of works in, the arts." The Canada Council provides grants and services to professional Canadian artists and arts organizations in dance, media arts, music, theatre, writing and publishing, interdisciplinary work and performance art, and visual arts.

Downloadable application forms are not located centrally on the website: they are attached to each specific grant program information page. The link for application guidelines and forms is located in the right-hand margin of the grant program information page.

### CFI – Canada Foundation for Innovation

<http://innovation.ca>

The Canada Foundation for Innovation (CFI) is an independent corporation created by the Government of Canada to fund research infrastructure.

Researchers must register online to obtain a personal identity number (PIN) in order to access application and CV forms. <https://www2.innovation.ca/pls/fci/FCIEN.base>

### CIHR – Canadian Institutes for Health Research

<http://www.cihr-irsc.gc.ca>

Canadian Institutes for Health Research (CIHR), comprised of 13 institutes, takes a problem-based and multidisciplinary approach to the health challenges facing Canadians, with a multi-faceted approach that encompasses research in the four pillars of health research: biomedical, clinical, health systems and services, and population and public health.

Researchers must register online to obtain a personal identity number (PIN) in order to access application and CV forms. CIHR has recently launched a new Research Net- you can search for funding opportunities here and depending on your discipline will might need to submit your application through Research Net.

<http://www.researchnet-recherchenet.ca/rnr16/search.do?view=search&fodAgency=CIHR&fodLanguage=E>

### NSERC – Natural Sciences and Engineering Research Council

<http://www.nserc-crsng.gc.ca>

Natural Sciences and Engineering Research Council of Canada (NSERC) is the national instrument for making strategic investments in Canada's capability in science and technology. NSERC supports

both basic university research through discovery grants, and project research through partnerships among universities, governments and the private sector, as well as the advanced training of highly qualified people.

Researchers must register online to obtain a personal identity number (PIN) in order to access application and CV forms. [https://ebiz.nserc.ca/nserc\\_web/nserc\\_register\\_e.htm](https://ebiz.nserc.ca/nserc_web/nserc_register_e.htm)

NSERC also provides helpful information for first time users at the following link:

[http://www.nserc-crsng.gc.ca/Professors-Professeurs/Index\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/Index_eng.asp)

### SSHRC - Social Sciences and Humanities Research Council

<http://sshrc.ca>

The Social Sciences and Humanities Research Council of Canada (SSHRC) is an arm's-length federal agency that promotes and supports university-based research and training in the social sciences and humanities.

Researchers must register online to obtain a personal identity number (PIN) in order to access application and CV forms. [https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en\\_CA](https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA)

## MAJOR PROVINCIAL GRANTING AGENCIES

Applications are completed online, and are submitted electronically to the agencies. Applications are available only in French, with some agencies providing PDF formats in English. As the translations do not always precisely follow the French format, please contact Michele or Lauren if using the English versions to ensure that instructions/formatting/page limits are being followed correctly.

The title and abstract must be provided in French, while other components of the application can be provided in English. One hard copy of the application, along with the Grant Submission Form, must be submitted to the OOR by their internal deadline. Researchers must register online to obtain a personal identification number (NIP) in order to access application forms. Please see the links below for each agency.

Researchers must also provide the original certificate of their doctoral degree certificate, as well as two photocopies, to the OOR for certification. A receipt will be given, and the certificate can be picked up within 48 hours.

### CALQ – Conseil des arts et des lettres du Québec

[www.calq.gouv.qc.ca](http://www.calq.gouv.qc.ca)

CALQ provides funding for artists and writers. Each program has its own form which is provided online in either a Word or PDF format. Hard copies are sent to the agency.

On July 1, 2011, Québec's three funding agencies were restructured under the Fonds de recherche du Québec : <http://www.frq.gouv.qc.ca/en/fonds-de-recherche/>

#### **FQRNT - Fonds québécois de la recherche sur la nature et les technologies**

<http://www.fqrnt.gouv.qc.ca/en/index.htm>

FQRNT promotes and supports research in the natural sciences, mathematic sciences, and engineering, the dissemination of knowledge, and the training of researchers. There are nine main themes: abstract structures; nature and matter; living organisms; natural resources; energy; the environment; information technology and communications; and materials, manufacturing and construction.

#### **FQRSC - Fonds québécois de recherche sur la société et la culture**

<http://www.fqrsq.gouv.qc.ca/fr/accueil.php>

FQRSC is dedicated to the development of Quebec research and innovation in the social and human sciences, as well as the arts and letters. FQRSC financially supports the research and training of researchers in these sectors, as well as the dissemination and the transfer of knowledge.

#### **FRSQ - Fonds de la recherche en santé du Québec**

<http://www.frsq.gouv.qc.ca/en/index.shtml>

FRSQ is a non-profit organization under the auspices of the Minister of Economic Development, Innovation and Export (MDEIE). FRSQ implements governmental strategies concerning research in human health as defined by the Quebec Policy on science and innovation.

### **COMMON CV**

The Common CV format must be used for Canada Council for many funding agencies. Please see <https://ccv-cvc.ca/>. Please note that "Les Fonds de recherche du Québec (FRQ)" are not yet using the new version of the Common CV and submissions to these organizations must be done using the previous version of the CCV available [www.ccv-cvc-2004.ca](http://www.ccv-cvc-2004.ca). More information on this may be found at: [http://www.fqrsq.gouv.qc.ca/upload/nouvelles/fichiers/nouvelle\\_360.pdf](http://www.fqrsq.gouv.qc.ca/upload/nouvelles/fichiers/nouvelle_360.pdf)

### **ETHICS AND ENVIRONMENTAL HEALTH AND SAFETY CERTIFICATION**

All research that involves human or animal subjects must acquire ethics certification from the University

The procedure is conducted through the OOR, and the following forms can be downloaded from their website: <http://oor.concordia.ca/services/researchethicsandcompliance/>

- Summary Protocol Form (SPF) and Instructions
- SPF Checklist that must accompany each SPF
- Sample Consent Form

Awarded funds will not be released until a researcher has obtained ethics certification. A separate application for ethics certification must be submitted for each agency to which the researcher is applying for funding.

Researchers who are planning to use radioactive or biohazardous materials must seek certification through the Environmental Health and Safety Office.

### **TRANSLATION SERVICES**

Translation services for the title and abstract for major provincial proposals are provided free of charge by calling Translation Services at 848-2424 ext. 3870 or through e-mail at [translat@alcor.concordia.ca](mailto:translat@alcor.concordia.ca).



# GUIDELINES FOR PREPARING THE CONTRACT RENEWAL APPLICATION

Normally, an initial probationary appointment is for a three-year period and contract renewal may seem like a distant concern. However, it is strongly recommended that you start accumulating the information required for the renewal at the start of your contract.

The process of contract renewal is governed by article 14 of the CUFA collective agreement. Requests for re-appointment should be submitted to the Office of the Dean by October 15th of the year preceding the last year of appointment. Because the re-appointment applications are scanned and saved in digital form before being sent to the department chairs, we ask that applications be submitted by September 15<sup>th</sup> in the following format:

- submit only one (1) copy of the re-appointment application in file folder(s) with an elastic band holding the application together;
- complete the checklist provided in Appendix A and place it on top of the submission;
- do not put the application in binders or use staples;
- note that all pages to be scanned should be on single-sided 8.5 x 11 paper; and
- do not put either coloured sheets or dividers between the sections of the dossier.

Contract renewal guidelines: <http://artsandscience.concordia.ca/facultyandstaffservices/full-timefacultyprocesses/contractrenewal>

If you have any questions about the process, please contact Nadia D'Arienzo, Faculty Affairs Administrator. Nadia can be reached through e-mail at [Nadia.Darlenzo@concordia.ca](mailto:Nadia.Darlenzo@concordia.ca) or telephone at 514-848-2424 ext. 2090





# UNIVERSITY RESOURCES

## CONCORDIA UNIVERSITY FACULTY ASSOCIATION (CUFA)

CUFA represents approximately 950 full-time faculty members at Concordia University, including those on limited-term and extended-term appointments and professional librarians. You were sent a Membership Application Form with your initial offer and you should make sure to return it to the CUFA offices.

Additional information may be found at the following address [www.cufa.net](http://www.cufa.net)

### CUFA contact information:

7141 Sherbrooke St. West, room HB 109  
Montreal, H4B 1R6  
Phone: 514-848-2424, extension 3999  
Fax: 514-848-3997  
[cufa@alcor.concordia.ca](mailto:cufa@alcor.concordia.ca)

## HUMAN RESOURCES

If you have questions on your benefits or pension or wish to review the collective agreement, this department can answer those questions. The website has a wealth of information, important forms and lists of FAQs relevant to the different units that make up Human Resources and Employee Relations.

Please visit <http://hr.concordia.ca> for more information.

## CONCORDIA UNIVERSITY LIBRARIES

Concordia University has two libraries: the R. Howard Webster Library on the SGW Campus and the Georges P. Vanier Library on the Loyola Campus. Both libraries offer the same services; however, their collections differ in content to support the programs and courses offered on the respective campuses. Many electronic services are available both in the libraries and remotely. CLUES, the library catalogue, offers access to the Libraries' collections of books, periodicals, audio-visual material and more.

In addition, subject librarians are available to provide workshops that are specifically tailored to the needs of individual Concordia faculty members and their courses. These sessions can include hands-on instruction in the use of print and electronic resources in a specific discipline. To arrange for a class presentation, contact your <http://library.concordia.ca/about/staff/> subject librarian. Librarians are also available to discuss such issues as Information Literacy, the ethical use of information, copyright and plagiarism.

Please visit [www.library.concordia.ca](http://www.library.concordia.ca) for more information.

## CENTRE FOR TEACHING AND LEARNING SERVICES (CTLS)

The mandate of CTLS is to encourage and support the improvement of teaching and learning at the University. The Centre is also responsible for coordinating the end-of-term course evaluations. CTLS provides a range of instructional improvement workshops and also provides individual consultations to faculty members..

More information and a current list of workshops can be found at <http://teaching.concordia.ca>

## CENTRE FOR ACADEMIC LEADERSHIP (CAL)

The Centre for Academic Leadership provides workshops and training for new faculty members and for program directors, department chairs, associate deans and supervisory librarians. The new faculty orientation workshop will be held on August 29, 2012 starting at 8:15 a.m. <http://provost.concordia.ca/centre-for-academic-leadership/>

## DAYCARE CENTRES

Child care services are offered for children of students, faculty, and staff. Given the limited number of spaces available, you are encouraged to contact the centres immediately after determining that a spot will be required.

On the Sir George Williams Campus, parents may enroll children 18 months to 5 years of age in the Centre de la Petite Enfance Concordia. Application forms and details may be obtained at the Information Desk in the Hall Building or at the daycare: 2305 rue St. Marc, telephone: 514-848-2424 ext. 8789

The Centre de la Petite Enfance <http://alcor.concordia.ca/~gpp/home.html> Les P'tits Profs is located on the Loyola Campus. At the CPE Les P'tits Profs, parents may enrol children 3 months to 5 years of age. For more information about this child care service, please contact the centre directly: 3500 – 3502 Belmore, telephone: 514-848-2424 ext. 7788 .

Concordia University is also a member of Kids and Company, a private day care service located in downtown Montréal that provides part-time, full-time or emergency back-up child care options. Information is available through [www.kidsandcompany.ca](http://www.kidsandcompany.ca) or via 1-866 MY KIDCO

## BOOKSTORE AND COMPUTER STORE

A Bookstore can be found on each campus.

SGW Campus:

1400 De Maisonneuve Blvd., W.

Library Building, Room LB 103

514-848-2424 ext. 3615

Loyola Campus

7141 Sherbrooke St., West

Communication Studies and Journalism Building

Room CJ 1.422

514-848-2424 ext. 3620

The Bookstore also provides many services for faculty online at

<http://web2.concordia.ca/Bookstore/faculty.shtml>

There is also a Computer Store on each campus. The Loyola branch is located within the Bookstore and the SGW branch is located in the Hall Building, 1455 De Maisonneuve Blvd., W., Room H-224. The phone extension for the SGW store is 7665 and for Loyola it is 5894.

You can also shop or ask questions online by visiting <http://ccs.concordia.ca>

### Access to the My Concordia Portal

Many services for faculty are available through "My Concordia Portal" a self-service site accessible from the Concordia homepage. By accessing the portal you can, among other options, change your address, access your course evaluations, access your pay stub and perform on-line grade entry functions. The IITS page for new faculty also provides information on requesting a software license and creating a Moodle account:

<http://helpline.concordia.ca/accounts/employee/>

Once you are on campus and have your employee ID number, you will be able to set up your own netname and password for access to the portal. You may access the netname and password site at the following url <http://helpline.concordia.ca/accounts/portal/about/>

### Setting up an e-mail account

After activating your netname at <https://www.myconcordia.ca> MyConcordia portal, click on 'Computer Accounts & Passwords' in the main menu, under "Personal Services", and follow the instructions.

Alternatively, you can fill out an application form and pick up your account in person at one of the Service Areas (H-925, SGW campus or CC-207, Loyola campus). You must have your Concordia ID card.

It is also important to read the Policy on Computing Facilities <http://www.concordia.ca/vpirsg/documents/policies/VPS-30.pdf> before getting an account. Not only will it provide useful information, but it will help in making your computing experience a safe one.



Montréal has a unique flavour offering everything from sidewalk terrasses and laid-back cafés to hip clubs and amazing shopping! The city offers a relatively low cost of living and a large number of activities and attractions. The city's French heritage is vibrant and healthy, and enriched by a wealth of other cultures that help give Montreal a pleasing multicultural ambience.

For more information see: <http://www.montreal.com/tourism/general.html> and <http://www.bonjourquebec.com/anglais/regions/montreal.html>

### Interesting facts:

Montréal was designated a UNESCO City of Design in 2006.

Montréal ranks Number 10 for Best Student Cities in the World <http://www.montrealinternational.com/montreal-ranked-no-10-for-best-student-cities-in-the-world>

Montréal ranks 21st (worldwide) on Mercer's Quality of Living Survey [http://en.wikipedia.org/wiki/Quality\\_of\\_Living\\_Survey](http://en.wikipedia.org/wiki/Quality_of_Living_Survey)

Montréal's "underground city" of walkways and indoor spaces linking to shops, restaurants, hotels, apartments and public transit is over 30 km (18 miles) long.

Montréal ranks 3rd in Lonely Planet's Best Summer Cities in the World survey <http://www.tourisme-montreal.org/Montreal-Tourism/Latest-on-TM/Press-Releases/montreal-best-summer-cities-lonely-planet>

Montréal tied with Vancouver for tenth place on Forbes list of cleanest cities in the world [http://www.forbes.com/2007/04/16/worlds-cleanest-cities-biz-logistics-cx\\_rm\\_0416cleanest.htm](http://www.forbes.com/2007/04/16/worlds-cleanest-cities-biz-logistics-cx_rm_0416cleanest.htm)

Some of what the city has to offer:

## DINING & NIGHT LIFE

### Restaurants

Montréal is very diverse and this is reflected in the variety of restaurants available with selections ranging from \$0.99 pizza slices to gourmet meals.

### SGW campus

#### Three Amigos

1657, rue Sainte-Catherine Ouest,  
Montréal, QC  
H3H 1L9  
514-939-3329

#### Soupes et Nouilles

1871, rue Sainte-Catherine Ouest,  
Montréal, QC H3H 1M2  
514-933-0531

#### Main Deli Steak House

*(profiled on Food Network's "You Gotta Eat Here!")*

3864, Boul. Saint-Laurent,  
Montréal, QC H2W 1Y2  
514-843-8126

#### McLean's Pub

1210, rue Peel  
Montréal, QC  
H3H 1L8  
514-390-7770

#### Schwartz's Delicatessen

3895 Boul. Saint Laurent  
Montreal, QC  
514-842-4813

#### Bar-B-Barn

1201, rue Guy,  
Montréal, QC  
H3H 2K5  
514-931-3811  
[www.barbbarn.ca/](http://www.barbbarn.ca/)

#### Pizzeria Napoletana

189 Dante Street,  
Montreal (in the heart of little Italy)  
514-276-8226  
[info@napoletana.com](mailto:info@napoletana.com)

#### Cafe Cherrier

3635 rue St-Denis  
Montreal, QC  
514-843-4308  
[www.cafecherrier.ca](http://www.cafecherrier.ca)

#### Café Olimpico

124, rue St-Viateur West,  
Montreal, QC  
514-495-0746  
[www.cafeolimpico.com](http://www.cafeolimpico.com)

#### Café Santropol

3990, rue Saint-Urbain  
Montréal, QC  
H2W 1T7  
514-842-3110  
[www.santropol.com](http://www.santropol.com)

#### Loyola Campus

**La Louisiane**  
5850 Sherbrooke O  
Montréal, QC  
H4A 1X5  
514-369-3073  
[www.lalouisiane.ca](http://www.lalouisiane.ca)

#### Alex H Restaurant

5862 Sherbrooke O  
Montréal, QC  
H4A 1X5  
514-487-5444

#### Souvlaki George

6995 Monkland  
Montréal, QC  
H4B 1J8  
514-482-0040  
[www.souvlakigeorge.com](http://www.souvlakigeorge.com)

#### St Viateur Bagel

5629, avenue de Monkland  
Montréal, QC  
H4A 1E2  
514-487-8051  
[www.stviateurbagel.com](http://www.stviateurbagel.com)

#### La Maison India

5868 rue Sherbrooke O  
Montréal, QC  
514-485-2122

#### Burger de Ville

59 Westminster  
Montreal-West, QC  
514-564-9902

## NIGHT LIFE

### SGW campus

#### McKibbins Irish Pub

1426, rue Bishop  
Montréal, QC  
H3G 2E6  
514-288-1580

#### Ye Old Orchard

1189, rue de la Montagne  
Montréal, QC H3G 1Z2  
514-874-1569  
[www.yeoldeorchard.com/](http://www.yeoldeorchard.com/)

#### Madhatters

1208, rue Crescent  
Montréal, QC  
H3G 2A9  
514-987-9988

#### Sir Winston Churchill Pub

1459 rue Crescent  
Montréal, QC  
H3G 2B1  
514-288-3814

#### La Boom

1254, rue Stanley  
Montréal, QC  
H3B 2S7  
514-866-5463  
[www.clublaboommontreal.com/plugin.htm](http://www.clublaboommontreal.com/plugin.htm)

#### Loyola campus

#### Ye Old Orchard Pub

5563, avenue de Monkland  
Montréal, QC  
H4A 1E1  
514-484-1569  
[www.yeoldeorchard.com](http://www.yeoldeorchard.com)

#### Typhoon Lounge

5752, avenue de Monkland  
Montréal, QC  
H4A 1E9  
514-482-4448  
[www.typhoon.ca](http://www.typhoon.ca)

## LIBRARIES, GALLERIES AND MUSEUMS

### Libraries:

#### SGW Campus

##### Maisonneuve Library

4120, rue Ontario Est  
Montréal (Québec) H1V 1J9  
514 872-4213 (Adult section)  
514 872-4214 (Youth section)

[http://ville.montreal.qc.ca/portal/page?\\_pageid=4397,6393622&\\_dad=portal&schema=PORTAL&section=horaires\\_coordonnees&lieu=29](http://ville.montreal.qc.ca/portal/page?_pageid=4397,6393622&_dad=portal&schema=PORTAL&section=horaires_coordonnees&lieu=29)

#### Loyola Campus

##### N.D.G. Library

3755, rue Botrel  
Montréal QC H4A 3G8  
514 872-2398 (Adult section)  
514 872-2377 (Youth section)

[http://ville.montreal.qc.ca/portal/page?\\_pageid=4397,6393621&\\_dad=portal&schema=PORTAL&section=accueil&lieu=35](http://ville.montreal.qc.ca/portal/page?_pageid=4397,6393621&_dad=portal&schema=PORTAL&section=accueil&lieu=35)

To know more about public libraries that are accessible within your area, please go to the following website: [http://ville.montreal.qc.ca/portal/page?\\_pageid=4397,6375618&\\_dad=portal&schema=PORTAL](http://ville.montreal.qc.ca/portal/page?_pageid=4397,6375618&_dad=portal&schema=PORTAL)

## GALLERIES AND MUSEUMS

### Montréal Museum of Fine Arts

Founded 140 years ago by a local group of art lovers, the Montreal Museum of Fine Arts was Canada's first art museum.

1379–1380 Sherbrooke Street West  
Montréal, QC H3G 2T9  
1-514-285-2000

[www.mmfa.qc.ca/en/index\\_flash.html](http://www.mmfa.qc.ca/en/index_flash.html)

### Musée d'art contemporain de Montréal

185, rue Sainte-Catherine Ouest  
Montréal, QC H2X 1Z8  
1-514 847-6906

[www.macm.org/en/index.html](http://www.macm.org/en/index.html)

### McCord Museum of Canadian History

690 Rue Sherbrooke Ouest  
Montreal, QC H3A 1E9 (514) 398-7100

<http://www.mccord-museum.qc.ca/en/>

### Gallery Gora

A contemporary art gallery.  
279 Sherbrooke West, espace 205  
Montreal, QC H2X 1Y2  
514-879-9694

[www.gallerygora.com](http://www.gallerygora.com)

### Galerie Lamoureux Ritzenhoff

The Gallery represents some of the best Canadian contemporary artists.  
1428, rue Sherbrooke Ouest  
Montréal, QC H3G 1K4  
1-514-840-0990

<http://www.galerielamoureuxritzenhoff.com>

Additional suggestions can be found on the following website:

[www.montreal.worldweb.com/Galleries](http://www.montreal.worldweb.com/Galleries)

## RECREATION AND SPORTS

Information available at:

[http://ville.montreal.qc.ca/portal/page?\\_pageid=66,48029&\\_dad=portal&schema=PORTAL](http://ville.montreal.qc.ca/portal/page?_pageid=66,48029&_dad=portal&schema=PORTAL)

### Movies listings and cinemas:

[www.cinemamontreal.com](http://www.cinemamontreal.com)

### Attractions:

<http://www.out-there.com/qc12ev.htm>

### Theatre, Venues and Shows

[www.out-there.com/qc12nl.htm](http://www.out-there.com/qc12nl.htm)

### Bell Centre

Shows, spectacles and events, home to the Montreal Canadiens  
1260 De la Gauchetière Ouest,  
Montréal, QC H3B 5E8  
514-932-2582 or 800-663-6786

[www.centrebelle.ca](http://www.centrebelle.ca)

### Café Campus

Bar/Live Venue, Prince Arthur  
57 rue Prince-Arthur Est  
Montréal, QC H2X 1B4

[www.cafecampus.com](http://www.cafecampus.com)

### Casino Montreal

Montreal Casino and Cabaret with truly fine dining  
1 Ave du Casino  
Montréal, QC H3C 4W7  
514-392-2746

[www.casinosduquebec.com/montreal#/UniversDuCasino/Video/](http://www.casinosduquebec.com/montreal#/UniversDuCasino/Video/)

### Centaur Theatre

Professional theatre  
453 St. François-Xavier  
Montreal, Quebec H2Y 2T1  
Box Office Telephone: 514-288-3161  
Administration Telephone: 514-288-1229  
[www.centaurtheatre.com/index.html](http://www.centaurtheatre.com/index.html)

### Cinémathèque Québécoise

335 boulevard de Maisonneuve Est  
Montréal, QC H2X 1K1  
Telephone : 514-842-9763  
[www.cinematheque.qc.ca/cinematheque/welcome.html](http://www.cinematheque.qc.ca/cinematheque/welcome.html)

### Cirque du Soleil

The birth place of the world famous troupe  
<http://www.cirquedusoleil.com/>

### Club Soda

Live Shows  
1225 St-Laurent  
Montreal, QC H2X 2S6  
514-286-1010  
[information@clubsoda.ca](mailto:information@clubsoda.ca)

### Foufounes Electriques

Alternative, Shows  
87 Ste. Catherine E.  
Montréal, QC H2X 1K5  
514-844-5539  
[www.foufounes.qc.ca](http://www.foufounes.qc.ca)

### IMAX - Famous Players Paramount

977 rue Sainte-Catherine Ouest  
Montréal, QC H3B 4W3  
514-842-3828  
[www.centredessciencesdemontreal.com/en/imax/imax.htm](http://www.centredessciencesdemontreal.com/en/imax/imax.htm)

### **Orchestre Symphonique de Montréal /**

#### **Maison symphonique de Montréal**

1600 rue Saint-Urbain,  
Montréal H5B 1E4  
Box office : 514-842-9951

<http://www.osm.ca/en/index.cfm>

#### **Medley**

Live Shows  
1170 St-Denis Street (Corner René-Lévesque)  
Montréal, QC H2X 3J5  
514-842-6557 ext. 10

[www.medley.ca](http://www.medley.ca)

#### **Metropolis**

Live Shows  
59 St. Catherine E., Montreal, QC, H2X 1K5  
514-844-3500

[www.metropolismontreal.ca](http://www.metropolismontreal.ca)

#### **Place des Arts**

The centre for performing arts in Montreal  
260 Boulevard De Maisonneuve Ouest  
Montréal, QC H2X  
514-842-2112

[www.pda.qc.ca](http://www.pda.qc.ca)

#### **Theatre Olympia**

Live Shows  
1004 rue Sainte-Catherine Est  
Montréal, QC H2L 2G2  
514-845-3524

[www.olympiademontreal.com](http://www.olympiademontreal.com)

#### **Theatre Outremont**

Live Shows  
1240 avenue Bernard  
Outremont, QC H2V 1V6  
514-495-9944

[http://www.theatreoutremont.ca/outremont/accueil\\_en.aspx](http://www.theatreoutremont.ca/outremont/accueil_en.aspx)

#### **Theatre St-Denis**

Live Shows  
1594 St. Denis St.  
Quartier Latin, Montreal  
H2X 3K2  
514-849-4211

<http://theatrestdenis.com/index.html>

#### **Old Montreal:**

<http://www.vieux.montreal.qc.ca/eng/accueila.htm>

#### **Biodome, Insectarium, Botanical Gardens, Planetarium:**

<http://www.biodome.qc.ca/>

#### **LaRonde:**

<http://laronde.sixflags.com/noflash.html>

#### **RESOURCES FOR FAMILIES**

##### **Montréal Families**

<http://www.montrealfamilies.ca/Montreal-Families/>

# APPENDIX A

## LIST OF ADMINISTRATIVE FORMS TO DOWNLOAD

#### **Professional Development Allowance**

<http://artsandscience.concordia.ca/facultyandstaffservices/financeandplanning/professionaldevelopmentallowance>

#### **Request for Reimbursement of Full-time Faculty Travel**

<http://artsandscience.concordia.ca/facultyandstaffservices/financeandplanning/travelgrants/>

#### **Office of Research Grant Submission Form**

[oor.concordia.ca/documents/formsandreferenceddocuments/forms/grants/Grant%20Submission\\_Form\\_2009.pdf](http://oor.concordia.ca/documents/formsandreferenceddocuments/forms/grants/Grant%20Submission_Form_2009.pdf)

#### **Research Ethics and Compliance Forms: Summary Protocol Form**

[oor.concordia.ca/formsandreferenceddocuments/forms/researchethicsandcompliance/](http://oor.concordia.ca/formsandreferenceddocuments/forms/researchethicsandcompliance/)

#### **Summary Protocol Form Checklist**

[oor.concordia.ca/documents/formsandreferenceddocuments/forms/researchethicsandcompliance/SPF\\_Checklist.pdf](http://oor.concordia.ca/documents/formsandreferenceddocuments/forms/researchethicsandcompliance/SPF_Checklist.pdf)

#### **Sample Consent Form to Participate in Research (English)**

[oor.concordia.ca/documents/formsandreferenceddocuments/forms/researchethicsandcompliance/HREC\\_formulaire\\_de\\_consentement.pdf](http://oor.concordia.ca/documents/formsandreferenceddocuments/forms/researchethicsandcompliance/HREC_formulaire_de_consentement.pdf)

#### **Sample Consent Form to Participate in Research (French)**

Click on link to Formulaire de consentement

<http://oor.concordia.ca/formsandreferenceddocuments/forms/researchethicsandcompliance/>