

**FACULTY OF FINE ARTS**

TO: Members, Fine Arts Faculty Council

FROM: Helen Athanassiadis, Secretary, Fine Arts Faculty Council

DATE: November 6, 2015

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Please be advised that the next meeting of Fine Arts Faculty Council will be held on **Friday, November 13, 2015 at 9:30 a.m.** in EV 2-776.

**AGENDA**

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes of the Meeting of October 16, 2015
4. Business arising from the Minutes
5. Chair's Remarks
6. Question Period
7. Presentation by Paula Wood-Adams, Dean, Graduate Studies, on the Revised Post-Doctoral Policy (10 – 10:25 a.m.)
8. Presentation by Philippe Caignon, Academic Director, Centre for Teaching and Learning (10:25 – 10:50 a.m.)
9. Academic Affairs
  - 9.1. Report of the Associate Dean, Academic Affairs (FFAC-2015-08-D4)\*
10. Planning and Academic Facilities
  - 10.1. Report of the Associate Dean, Planning and Academic Facilities (FFAC-2015-08-D5)\*
11. Research
  - 11.1. Report of the Associate Dean, Research (FFAC-2015-08-D6)\*
  - 11.2. Proposal for the creation of the Distinguished University Research Professor Award
12. Committee Reports
  - 12.1. Board of Governors Report – Haidee Wasson
  - 12.2. Senate Report – Danica Jojich
13. Other business
14. Next Meeting – December 11, 2015
15. Adjournment

\* These documents will be distributed at the meeting.

**Concordia University**  
**Minutes of the Meeting of the Meeting of the Faculty of Fine Arts Council**  
**October 16, 2015**  
**9:30 am – 12 pm**  
**LB-362**

**Present:** R. Duclos (Chair), L. Adams, H. Athanassiadis, G. Baldassarre, J. Blinkhorn, A. Cappelluto, K. Caruso, M. Corwin, C. Cucuzzella, S. Johnston, pk Langshaw, E. Little, F. Morelli, E. Mongerson, E. Murphy, L. Oades, S. Panet-Raymond, J. Potvin, C. Russell, D. Saenz, G. Schwartz, Y. Silverman, E. Simon, M. Sussman, M.J. Thompson, P. Visentin, A. Whitelaw, A. Zhao-Djokic, R. Dunk, J-M. Edwards, I. Kraulis

**Regrets:** J. Butler, L. Caminati, G. Dionne, C. Hammond, D. Pariser, E. Regler

**Guest:** L. Hughes, B. Nelson, C. Raso

**1. Call to Order**

The Chair called the meeting to order at 9:35 a.m.

**2. Approval of the Agenda**

**MOTION:** ( L. Adams/C. Russell)

“that the agenda for the meeting of October 16, 2015 be approved”

**CARRIED**

**3. Presentation:**

**School of Graduate Studies’ updated and revised Supervision Guidelines by Dr. Brad Nelson, Associate Dean and Cynthia Raso, Post-Doctoral Officer.**

Brad Nelson and Cynthia Raso presented the updated, “reinvented” guidelines for the supervision of Master’s and PhD students, to the members of Faculty Council. Before a working group was struck in 2014, no revisions had been made to the guidelines since 1996. The working group, composed of faculty, administrative and graduate student representation, has been reviewing and critiquing the guidelines with best practices in mind. A first consultation with GPDs was had in the spring of 2015 and the updated guidelines are to eventually be discussed and approved at the Committee for the School of Graduate Studies.

- The guidelines are meant to be flexible and to motivate and encourage individual programs to develop their own practices.
- The current version separates the supervision of Master’s and PhD graduate students to reflect their slight differences in procedures.
- A new section with recommendations regarding what faculty can and cannot do has been added with the goal of increasing transparency in the supervision process, making students feel secure and confident on how their programs are functioning going forward and recognizing the supervisory role. With the university’s Strategic Directions emphasizing graduate studies and

research, the School of Graduate Studies feels it is important to start embedding these practices and preoccupations throughout the university.

- A discussion ensued, regarding the delay in appointing a supervisor, conflicts of interest and conflict resolutions.

#### **4. Approval of the Minutes of the Meeting of September 18, 2015**

**MOTION:** (A. Cappelluto/E. Simon)

“that the minutes of the meeting of September 18, 2015 be approved.”

**CARRIED**

#### **5. Business Arising from the Minutes**

- M. Portolese noted that she was not listed as having attended the September 18<sup>th</sup>, Faculty Council meeting. It was explained that only the attendance of members is listed.
- C. Russell announced that a petition regarding the new university logo is available in the Cinema office FB-319 and invited council members interested in supporting it, to come and sign.
- Dean Duclos took the opportunity to invite council members to propose four or five ways in which Fine Arts committees could be reviewed with regards to efficiency and relevancy, so that faculty can have a stronger sense of stewardship in their roles as members of these committees. Members can send their proposals by email.

#### **6. Chair’s Remarks**

- Dean Duclos opened the floor for a discussion on how the Faculty can best support students should student action arise this fall.
- Enrollment in the Faculty is fairly average. The Dean is inviting council members to engage in a conversation about enrollment, recruitment, and retention, particularly in the graduate areas. This year’s CAFAD conference highlighted the changing university demographics with projections of a much older audience returning to school. With an increasing array of curricular styles and models creating more competition across art schools, it is important to find ways to attract and retain the best students and faculty.
- The first of four Idea Labs took place on October 14<sup>th</sup> with great success. The Chair would like to talk to council members about the Idea Labs and other Office of the Dean programs that continue to build meaningful conversations and a robust faculty community.

## 7. Question Period

Dean Duclos asked Council members to present positive suggestions based on the Chair's remarks.

- Regarding student action, faculty members and student representatives expressed how proper communication through letters of agreement, timely announcements, discussion meetings, etc., can help alleviate anxieties and impact on course outcomes and productions.
- The FASA representatives proposed finding a time of the week when there are less classes so that more students can attend meetings to discuss actions, and can attend workshops where they will benefit from being informed on the background of the strike and on their rights. International students fear not going to class as it can result in the loss of their student visa.
- The format of the first Idea Lab was discussed. The next lab will do away with the use of a microphone and audio visual equipment to allow for more spontaneity and cross-talk.
- Dean Duclos is proposing programs that will activate various spaces as cultural centres where informal discussions can take place, in and around the Office of the Dean: the EV Junction, where Meet & Greets and afternoon teas with students take place and the Foyer, an HQ where three teams of cross-faculty graduate students, who have been given a small budget, will meet to explore ideas, thematics, and projects.
- Dean Duclos is working on other initiatives such as embedding Fine Arts faculty from other schools to experience other research cultures, such as nano-studies, water and sustainability, etc., and inviting itinerant Fine Arts practitioners residing in the city to come to the university and activate our spaces.
- A faculty member proposed converting more communal spaces to encourage face-to-face interactions outside formal settings.

## 8. Appointments (FAFC-2015-07-D1)

**MOTION:** (M. Sussman/E. Mongerson)

“that the appointments listed in document FAF-2015-07-D1 be approved.”

**CARRIED**

## 9. Academic Affairs

### 9.1 Report of the Associate Dean, Academic Affairs (FFAC-2015-07-D4)

Report distributed. Questions/comments may be directed to Mark Sussman at [mark.sussman@concordia.ca](mailto:mark.sussman@concordia.ca)

## 10. Planning and Academic Facilities

### 10.1 Report of the Associate Dean, Planning and Academic Facilities (FFAC-2015-07-D5)

Report distributed. Questions/comments may be directed to Ana Cappelluto at [ana.cappelluto@concordia.ca](mailto:ana.cappelluto@concordia.ca)

## **11. Research**

### **11.1 Report of the Associate Dean, Research (FFAC-2015-07-D6)**

Report distributed. Questions/comments may be directed to Anne Whitelaw at [anne.whitelaw@concordia.ca](mailto:anne.whitelaw@concordia.ca)

### **11.2 Presentation: Lynn Hughes, Hexagram Research Institute**

The new institute is meant to be open, inclusive, and focused on graduate students, including those from other faculties. It is larger than the former Hexagram institute and is part of a network with UQAM and other institutions and partners worldwide. The institute is based on research clusters that evolve and adapt organically within shared physically open common spaces. It employs a full-time coordinator, a full-time technician and a communications person. Students will be trained to operate the equipment themselves. The person to contact in order to get on the mailing list is Lauren Osmond, Coordinator. An official launch is upcoming.

## **12. Committee Reports**

**12.1 Board of Governors Report** (H. Wasson - no report was submitted)

**12.2 Senate Report** (D. Jojich – no report was submitted)

## **13. Other business**

- There will be a commemorative event in honor of Christopher Jackson, in the Oscar Peterson Concert Hall on December 2<sup>nd</sup>, at 5:30 pm. A reception will follow in the chapel.
- Faculty members are encouraged to sign-up for and attend convocation. Eric Mongerson is mace bearer.

## **14. Next Meeting – November 13, 2015 at 9:30 a.m.**

## **15. Adjournment**

**MOTION:** (A. Cappelluto/E. Mongerson)

“that the meeting be adjourned.”

The meeting was adjourned at 11:50 a.m.

Submitted by E. Murphy

October 23<sup>rd</sup>, 2015

## SUMMARY OF POSTDOCTORAL POLICY REVISIONS 2015

- Status Change:** By changing the status from postdoctoral trainee to Postdoctoral Fellow as an award recipient and a Postdoctoral Fellow as an employee. Postdoctoral Fellow Employees will contribute to the pension fund, employment insurance, parental leaves, and health benefits. Benefits will be charged at 26.9%. This change reflects current practices across the country and reflects the needs expressed by the PDFs themselves. In addition and more importantly, this change is in keeping with Canada Revenue Agency (CRA) and Quebec labour board rulings and in keeping with practices at most of the Quebec universities.
- Implementing a minimum stipend/salary for PDFs:** The current policy does not specify a minimum amount for the PDFs' stipends. The revised policy states that all stipend/salary levels for PDFs must meet the minimum stipend/salary set by the University. The detailed information on the minimum stipend/salary will be outlined in the Postdoctoral Guidelines, and the minimum will be set at \$30k per year.

| INSTITUTION | STIPEND/SALARY               |
|-------------|------------------------------|
| McGill      | \$30,000                     |
| Toronto     | \$30,500                     |
| Waterloo    | \$30,000                     |
| Ottawa      | \$34,000                     |
| SSHRC       | \$40,500                     |
| NSERC       | \$45,000                     |
| CIHR        | \$40,000                     |
| FQRSC       | \$30,000 (\$2,000 allowance) |
| FQRNT       | \$35,000                     |

- **PDF Appointment Process:** The revised policy outlines a new centralized appointment process under the purview of the Dean of Graduate Studies, rather than the Faculty Deans as is now the case. The Dean of Graduate Studies' signature will finalize the appointments, and appointment letters will be issued by the School of Graduate Studies. This centralized process will allow the School of Graduate Studies to capture and track accurately the number of PDFs at Concordia and to ensure that the minimum stipend/salary is met in all PDF appointments.

DRAFT



## POLICY ON POSTDOCTORAL FELLOWS

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**Effective Date:** March 20, 2009

**Originating Office:** Office of the Vice-President,  
Research and Graduate Studies

**Supersedes /Amends:** PR-4/May 25, 2001

**Policy Number:** VPRGS-4

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### SCOPE

This Policy applies to all Postdoctoral Fellows at Concordia University and should be read in conjunction with the *Guidelines and Procedures for Postdoctoral Fellows* ("[PDF Guidelines](#)") available on the website of the School of Graduate Studies. This Policy replaces the March 20, 2009 Policy and is consistent with policies and practices at other Canadian and Quebec universities.

### PREAMBLE

Postdoctoral Fellows ("PDF"s) are valued members of the University community and embody the university's commitment to research. As researchers, they have the opportunity to make significant and original contributions to their chosen field. They regularly collaborate with faculty members, contribute to scientific animation and may assist in student supervision in their research units. In all disciplines, the principal objectives of PDFs are to broaden their research expertise in association with established researchers and to strengthen their publication record and curricula vitae. They accomplish this through exposure to and collaboration with their research environment(s), thereby enhancing their chances of securing more permanent positions in academic or research establishments or in industry. The University expects that PDFs will comply with University policies as well as recognize their affiliation with the University in their publications and in their participation in scholarly activities.

### POLICY

#### Definition of a Postdoctoral Fellow

1. Depending on the job description, nature of supervision and source and provenance of the research grant/fellowship, a PDF may be a Postdoctoral Fellow as an award recipient or a Postdoctoral Fellow as an employee. The PDF designations used at the University are as follows:



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- a. A **Postdoctoral Fellow is an award recipient** when the PDF is awarded a competitive fellowship from an external granting agency, which may or may not be paid through the University, or when a PDF receives financial support from a sponsoring agency. These PDFs do not have an employment relationship with the University.
- b. A **Postdoctoral Fellow is an employee** when a PDF plays a key role on a research team under the direction of and funded by the supervising faculty member, and is paid a salary.

PDFs normally meet the following criteria:

- a. they hold a Ph.D. or equivalent terminal degree awarded within the five years preceding their date of appointment. This criteria may only be extended by the Dean of Graduate Studies, due to circumstances requiring an interruption in the PDF's research career (e.g. medical necessity, parental responsibilities or other personal matters);
- b. they hold a full-time appointment status for a limited period of time, normally one year to a maximum of three years in aggregate, with the possibility of renewal to a maximum total of five years;
- c. they are involved in full-time research and scholarship. In that capacity, PDFs may apply for research grants and contracts with the status of co-investigator (if funding agency rules permit). The appointment may include minimal teaching or other responsibilities, which are remunerated separately;
- d. they are mentored under the supervision of one or more faculty mentors/supervisors at the University;
- e. they are expected to publish the results of the research they have conducted during the period of the PDF appointment, unless otherwise restricted by a specific agreement;
- f. they must be assured of financial support.

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### Recruitment

2. In most cases, a faculty member who has funding to support a PDF will conduct the selection process personally or with other faculty members if there is joint funding for the appointment. Faculty members are expected to exercise due diligence with regards to reference checks and letters of recommendation. When recruiting PDFs, faculty members must adhere to all relevant legislation, including the *Quebec Charter of Human Rights and Freedoms* and all federal and provincial laws and regulations concerning immigration.
3. In other cases, individuals may have been awarded postdoctoral fellowships through a government or other funding agency and will initiate the appointment process themselves. In these cases, the funding agency's policies will take precedence over this Policy should there be any inconsistencies.

### Stipend

4. Postdoctoral stipend/salary support can be assembled from various sources (external or internal). In all cases and at all times, regardless of the source of financial support, stipend/salary levels for PDFs must meet the minimum stipend/salary set by the University. More detailed information on the minimum stipend/salary is outlined in the Postdoctoral Guidelines.
5. Any engagements by the PDF in addition to PDF activities should be compensated at a level consistent with the PDF's qualifications and responsibilities.

### Appointment Process

6. The letter inviting the individual to come to the University must be signed by the Dean of Graduate Studies. By signing the letter, the Dean accepts the PDF into the University. See [Sample Letter of Invitation](#) available on the School of Graduate Studies Website.

The Letter of Invitation shall specify:

- a. the term of appointment as a PDF (if appointed for an initial two-three years, the agreement should contain a condition of review after one year and subsequent continuation dependent upon a satisfactory evaluation);

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- b. the name of mentoring/supervising faculty member(s) and the Department Chair or equivalent;
  - c. the status of the PDF, specifically, whether the PDF is a Postdoctoral Fellow award recipient or a Postdoctoral Fellow employee of the University;
  - d. the source(s) of funding;
  - e. the salary/stipend arrangements and method of compensation;
  - f. the nature of the research to be undertaken;
  - g. the teaching duties, if assigned, to a maximum load of one course (three credits) per term (unless otherwise specified by the funding agency);
  - h. the office location;
  - i. any special conditions (e.g., subject to immigration approval if applicable).
7. The PDF shall sign the letter of invitation to indicate their acceptance of the offer of appointment and return it to the Postdoctoral Officer at the School of Graduate Studies. The School of Graduate Studies shall forward a copy to the PDF's mentor(s)/supervisor(s), the Department Chair or equivalent, and the Faculty Dean. The new PDF will then be sent a welcome package by the Postdoctoral Officer.
8. Mentor(s)/supervisor(s) should give reasonable notice to a PDF concerning his or her intention to extend/renew or not to extend/renew an appointment. If the decision is to extend/renew, the PDF must receive an extension/renewal letter outlining the terms of the extension/renewal, and it must be signed by the mentor(s)/supervisor(s), the Department Chair or equivalent and the Dean of Graduate Studies. The PDF shall sign this extension/renewal letter to indicate their acceptance and shall return it to the School of Graduate Studies. The School of Graduate Studies shall forward a copy to the PDF's mentor(s)/supervisor(s), the Department Chair or equivalent, and the Faculty Dean. An appointment may be extended/renewed provided the PDF still falls within the definition of a PDF and the extension/renewal would not normally exceed the total time limit of five years.

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9. A PDF's appointment will automatically cease at the end of the term of appointment.

### Postdoctoral Registration

10. Registration is essential to Concordia's ability to comply with provincial regulations governing PDFs.
11. In order to have complete access to university facilities and services, all PDFs must be registered annually with the Postdoctoral Officer at the School of Graduate Studies. Specific documentation must also be submitted to complete this registration process. Such documentation includes:
  - a. the original [Registration Form](#), available on the School of Graduate Studies website, with all required signatures;
  - b. a copy of the Letter of Invitation with all required signatures;
  - c. the [Postdoctoral Checklist](#), available on the School of Graduate Studies website, which lists all the documents required in order to register.
12. All Concordia PDFs, both on and off campus, must be registered and administered through the Postdoctoral Office, regardless of whether the funding comes directly from the funding agency or through the University.
13. Once registered, PDFs are entitled to hold University student and employee identity cards, thereby gaining access to an email account and University facilities and services.

### International Postdoctoral Fellows

14. It should be noted that the appointment procedure for Canadian and non-Canadian PDFs is the same. With respect to immigration considerations, a PDF position is exempt from advertising restrictions because Citizenship and Immigration Canada considers it to be an "extension of studies".
15. All international PDFs at the University must obtain a work permit prior to coming to the University to take on a PDF appointment.

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16. Failure to obtain proper authorization from Citizenship and Immigration Canada automatically cancels the PDF's appointment without further recourse.

### Intellectual Property

17. The PDF is expected to publish the results of the research conducted during the period of the PDF appointment, unless otherwise restricted by a specific agreement dealing with intellectual property ownership and/or publication restrictions. When appropriate, the PDF has an obligation to provide to the mentor(s)/supervisor(s) any data produced or collected while working under their supervision. Authorship rights of the PDF must be recognized in publications, based on and in proportion to his/her intellectual contribution. Ownership rights to the intellectual property will be governed by the same guidelines or policies that apply to University faculty members subject to the [CUFA collective agreement](#).

### Orientation

18. It is the joint responsibility of the mentor(s)/supervisor(s), the academic unit and the Postdoctoral Office at the School of Graduate Studies to orient the PDF to the University. This is essential to offer the PDF a personalized and rewarding experience at the University.
19. The mentor(s)/supervisor(s) and academic unit are responsible for conducting an orientation of the research location, and for providing information about performance expectations, safety procedures, ethical/scholarly integrity issues and attendance expectations.
20. The mentor(s)/supervisor(s) and academic unit are also responsible for conducting an orientation of the lab and/or office space, and for providing infrastructure support in order for the PDF to carry out his/her responsibilities.
21. The Postdoctoral Office is responsible for providing a forum for PDFs to network as well as information on services throughout the University, such as the University Libraries, Health Services, the Department of Athletics, Human Resources, IITS, etc. The Postdoctoral Office will host workshops for professional skills development, as well as some social opportunities in order to build a PDF community at the University.

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### Conflict Resolution

22. The well being of PDFs and the development of harmonious relationships with their mentor(s)/supervisor(s) are important to the University. It is essential that disputes be dealt with as quickly and fairly as possible. Disputes involving PDFs and another member of the University community shall be resolved in accordance with the process outlined in Annex 1 and Annex 2 of the [PDF Guidelines](#) and as per the University's [Code of Rights and Responsibilities](#) . Like other members of the University community, PDFs may avail themselves of the services provided by the University [Ombuds Office](#).

### Appointment Completion or Termination

23. Upon completion of the PDF appointment, PDFs will be required to complete an exit interview with the Postdoctoral Office at the School of Graduate Studies.
24. The appointment of a PDF may be terminated at any time upon one month's notice.
25. It is imperative that the Postdoctoral Office be informed of all unanticipated terminations as soon as such decisions are taken.
26. Upon the recommendation of the mentor(s)/supervisor(s) and Department Chair or equivalent, PDFs will be provided, by the Dean of Graduate Studies, with a certificate recognizing the completion of their PDF appointment at the University. The certificate is not an academic credential.

Approved by Senate on March 20, 2009 as amended on May 21, 2010, and Effective Date TBC

Proposal to create the title of  
**Distinguished University Research Professor**

In order to be named a Distinguished University Research Professor, the nominee must be a full professor who over the course of his/her career has demonstrated sustained and outstanding distinction in research. The nominee must also be recognized nationally and internationally for both impact and leadership in his/her field.

Available to only a select few, the title of Distinguished University Research Professor is the most prestigious form of recognition for research achievements awarded by the university. Individuals will retain the title until retirement, following which their dossiers will be automatically forwarded to the university's Distinguished Professor Emeritus Committee.

The status of Distinguished University Research Professor is conferred in title only with no additional compensation or course release.

Eligibility is restricted to full professors and the title cannot be held together with the University Research Award (URA).

Nominations may be made and seconded by all tenured faculty members. No self-nominations will be accepted.

The nomination dossier should include:

- a condensed (10 pp) version of the nominee's c.v. that highlights the most significant research contributions and impact in advancing the field through discoveries, publications, exhibitions, exceptional contributions to training/mentorship and service to the research community
- a detailed letter of nomination (3 pp) explaining how the candidate's achievements conform to the general criteria
- five external letters of support from those in a position to comment knowledgeably on the nominee's achievements and contributions.

All nominations will be considered first at the Faculty Research Committee, which will forward the dossiers of recommended candidates along with a one-page justification and appraisal of the candidate's research describing the candidate's contributions so that they may be understood by those outside the discipline, to the University Research Committee for consideration and subsequent recommendation to Senate for final approval.

Up to 5 awards will be made in each of the first 2 years and up to 3 awards in following years.