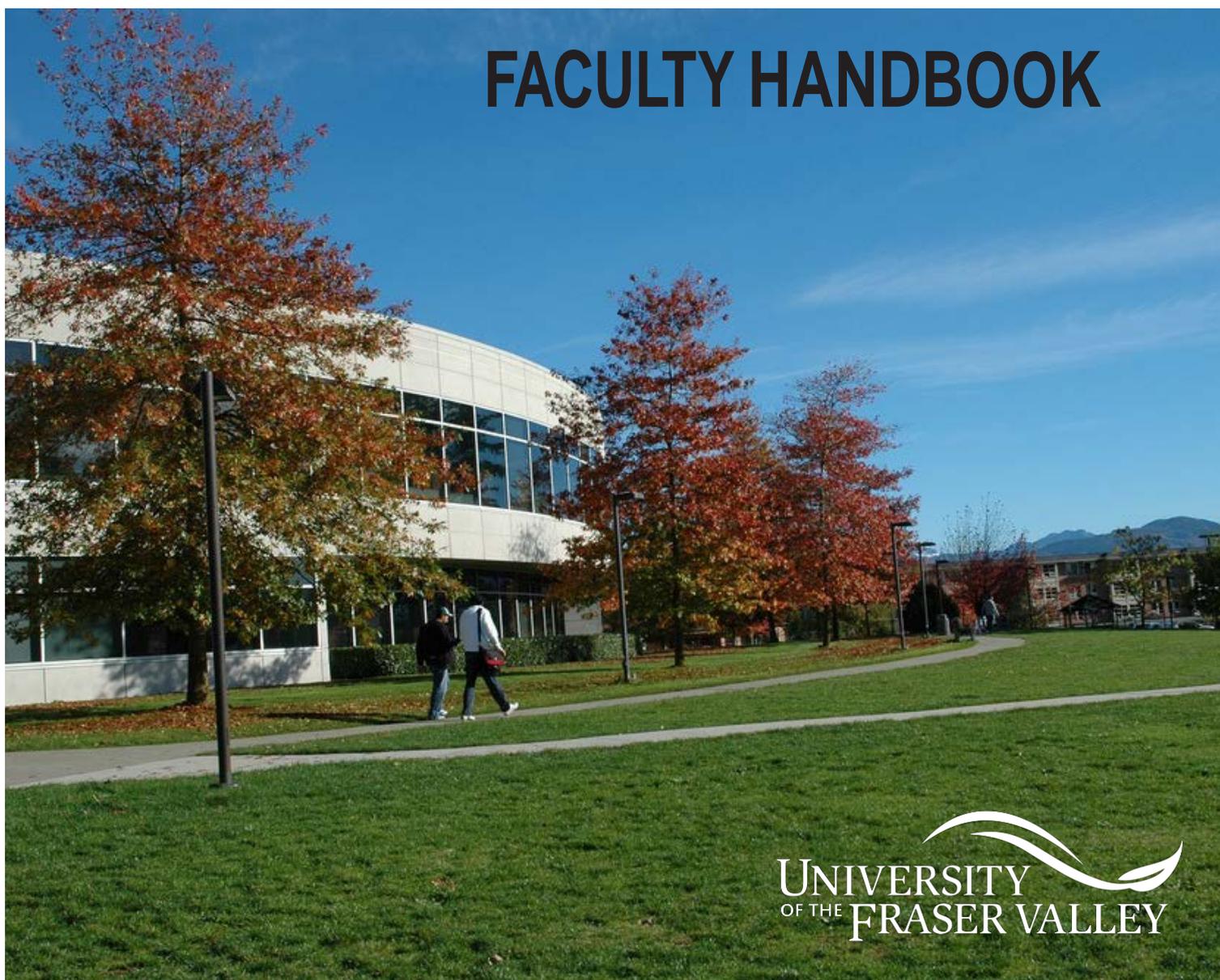


THIS HANDBOOK WAS CREATED BY UFV HUMAN RESOURCES WITH  
THE SUPPORT OF ITS MEMBERS

# FACULTY HANDBOOK



UNIVERSITY  
OF THE FRASER VALLEY

# WELCOME TO UFV

We are pleased you have chosen to join UFV. To feel truly at home here you need to know who to call on, or where to go, whenever you need something. This handbook is intended to help you find the people and services you need, as well as offer you a general guide to UFV procedures. We think you will find it useful though it is not intended as a replacement for the personal contact that is our hallmark. Call on any of our staff, administrators or faculty when you need information and you will find they welcome the opportunity to assist you.

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## UFV CONTACTS

While your Department Head, Department Assistant, or designate will be a primary resource for you here at UFV, the list below offers a quick reference for other key resources at the institution:

|                                 | ABBOTSFORD | CHILLIWACK                                 | MISSION |
|---------------------------------|------------|--|---------|
| BOOKSTORE                       | 4535       | 2823                                       | 7619    |
| COMPUTER HELP DESK              | 4610       | 4610                                       | 4610    |
| EDUCATIONAL TECHNOLOGY SERVICES | 4546       | 2617                                       | 7614    |
| FACILITIES                      | 4542       | 2608                                       | 7603    |
| HUMAN RESOURCES                 | 4554       | 4554                                       | 4554    |
| LIBRARY                         | 4545       | 2824                                       | 7609    |
| MARKETING & COMMUNICATIONS      | 4611       | 4611                                       | 4611    |
| MYUFV / BANNER / UFV ONLINE     | 4610       | 4610                                       | 4610    |
| STUDENT SERVICES                | 4528       | 2808                                       | 4528    |
| UFV WEBSITE                     |            | <a href="http://www.ufv.ca">www.ufv.ca</a> |         |

## UFV WEBSITE

The UFV Website is filled with useful information so take time to become familiar with the services, people, and things you need.

| DEPARTMENT  | WEBPAGE<br><a href="http://www.ufv.ca">www.ufv.ca</a> | HOW THEY CAN HELP  |
|---|---|--|
| ACADEMIC SUCCESS CENTRE                           | /asc  | Student-focused tutoring, workshops, online resources and support programs   |
| ADMISSIONS & RECORDS                              | /admissions   | myUFV access, timetables, class/waitlists, exam schedule, room booking, forms  |
| ALUMNI  | /alumni   | UFV Alumni   |
| ASSESSMENT SERVICES                               | /assessment   | Portfolio development, Prior Learning Assessment and Recognition (PLAR) support, placement testing, exam invigilation.                           |
| BOOKSTORE   | /bookstore  | Ordering textbooks, course packs and supplies  |
| CALENDAR  | /calendar   | UFV Academic Calendar  |
| CONFLICT RESOLUTION OFFICE & HUMAN RIGHTS ADVISOR | /hrcro  | Confidential advice and assistance in resolution of interpersonal/workplace concerns   |
| DISABILITY SERVICES                               |   | Assistance for students/info for instructors   |
| EDUCATIONAL TECHNOLOGY SERVICES                   | /ets  | Equipment requests and media production  |
| FACILITIES SERVICES                               | /facilities   | Maintaining the physical environment (light bulbs, temperature, etc.)  |
| HUMAN RESOURCES                                   | /hr   | Labour Relations, Contracts, Pensions & Benefits, Professional Development, Faculty & Staff Recruitment  |
| INDIGENOUS STUDENT CENTRE                         | /isc  | Provide access & resources for academic and cultural support for Indigenous students & their success   |
| INFORMATION TECHNOLOGY SERVICES                   | /its  | Support for all desktop computer hardware and software; telephones and voicemail; and internal and external network connectivity                 |
| INSTITUTIONAL RESEARCH & INTEGRATED PLANNING      | /irp  | UFV statistical information  |
| LIBRARY   | /library  | Library services   |
| MARKETING & COMMUNICATIONS                        | /marcom   | News releases, publications, photos, UFV events, etc.  |
| RESEARCH AND GRADUATE STUDIES OFFICE              | /research   | UFV research and grants  |
| SECURITY  | /security   | Emergency response, traffic, directions, first aid, walksafes escorts, etc.  |
| STUDENT SERVICES                                  | /studentservices                                      | Advising & counselling, financial aid, appeals, career resources   |
| UFV DEVELOPMENT OFFICE                            | /giving   | Coordination of all fundraising activities for UFV; responsible for tax receipts, gifts in kind, philanthropic donations, and payroll deductions |

# INTRODUCTION

## GETTING SETTLED

On your first day with us, take some time to walk around your campus and meet people in the various staff and administrative areas. The list below outlines the necessary basic tasks that need to be completed for, or by, you as part of becoming a working member of UFV. The people mentioned will welcome an opportunity to answer your questions and get to know you a little.

## YOUR EMPLOYEE CONTRACT

The Human Resources employee contracts team is Lisa Kwak, Manager, Human Resources and Compensation (local 6353); Michele Gosselin, Employee Contracts Assistant (local 4192); and Val Ruddick, Coordinator, Contracts (local 4141). If you have any questions regarding your employee contract, contact one of us and we will be happy to assist you.

Your contract begins with a Request for Contract Form filled out by your Department Head which is then forwarded to your Dean for approval. The approved request is sent to Human Resources, where our employee contracts team prepares the official letter of contract, notifies our payroll office to pay you according to the terms of your contract, and sends the contract letter on to you for your signature. You are required to sign and return one copy of this letter to Human Resources, and keep the other copy for your records.

If you are eligible for benefits, Human Resources will contact you about enrolling in the plan. If you want to know more about our benefits plans and who is eligible to join them, contact Debbie Dyck, Pensions & Benefits Officer (local 4653).

As a faculty member you are eligible for enrollment in the College Pension Plan, and all faculty are automatically enrolled at the start of their contract. Full-time faculty are required to be enrolled in the College Pension Plan, while part-time faculty may waive enrollment based on the Pension Corporation enrollment rules. You must contact Debbie Dyck to sign a waiver of pension coverage form if you would like to waive enrollment. For more information on the College Pension Plan you can visit [www.pensionsbc.ca](http://www.pensionsbc.ca) or contact Debbie Dyck, Pensions & Benefits Officer (local 4653).

If your address changes, complete the change of address form which you can find at ([www.ufv.ca/media/assets/human-resources/es-forms/Employee-Change-of-Address-Form.pdf](http://www.ufv.ca/media/assets/human-resources/es-forms/Employee-Change-of-Address-Form.pdf)) and forward a copy to the Human Resources department. If any of your other personal information changes at any time, notify Human Resources at [HRInfo@ufv.ca](mailto:HRInfo@ufv.ca).

## CAMPUS CARD – EMPLOYEE ID

Your Campus Card is your:

- University ID
- Library card
- Cascade Cash
- Student Activity Centre membership card for the gym
- Access to the campus shuttle bus

Campus Cards are available from the card office in building S, Room 1101, or from the CEP Chilliwack library. Bring your employee number, a valid government issued photo ID, such as a driver's license, and have a smile ready. We'll take your picture and print your card right away. For more information contact us at [www.ufv.ca/campuscard/campus-card/](http://www.ufv.ca/campuscard/campus-card/). For security reasons, you are required to produce your university ID to UFV personnel upon request.

## OFFICE SPACE / MAILBOXES

If you are a permanent faculty member, you will be assigned regular office space and a mailbox on your home campus. Note that some areas have their own mail drop locations so not all faculty mailboxes are located in the same area on campus.

If you are a sessional faculty member, you will be assigned shared office space and a mailbox on your home campus.

## EMAIL & NETWORK ACCESS

As part of the hiring process, your Department Head, Dean, director or department assistant will submit a request to the IT Services Help Desk to setup email and network access for you.

The Help Desk will send the requestor your username and temporary password as well as first-time access instructions. You will need to change your temporary password the first time you log in to ensure privacy on your account.

The standard email client on UFV computer desktops is Microsoft Outlook. Email can also be accessed through the web at [webmail.ufv.ca](http://webmail.ufv.ca) or [my.ufv.ca](http://my.ufv.ca). For more information about UFV email, visit the IT Services website at [www.ufv.ca/its](http://www.ufv.ca/its).

## PHONE / VOICEMAIL

When you are hired, your voicemail account will be created when your computer account is generated and set up instructions will be forwarded to you through inter-office mail. When this is done, your contact information will be added to the UFV address book and online directory. Contact your department for more information.

## KEYS

If you are a permanent faculty member, your Department Head will request your office and classroom keys (as required). Facilities Services will contact you when your key(s) are ready for pick-up.

If you are a sessional faculty member, contact the Mail and Prep Room Assistant (local 6311) for sessional office and mailroom key codes.

All other keys must be requested by your Department Head.

**ALL KEYS MUST BE RETURNED AT THE END OF YOUR TERM AT UFV.**

If you require keys, fill out the on-line key request form at [www.ufv.ca/media/assets/security/Key-Request-Form-V3.2.pdf](http://www.ufv.ca/media/assets/security/Key-Request-Form-V3.2.pdf)

## **SUPPLIES**

Your Department Head or assistant will provide you with a budget code and information on limitations for purchasing office and classroom supplies. You should write your name on all receipts and submit them to your Department Head or assistant. Major purchases will require written approval of your Department Head.

Photocopy cards, exam booklets, office supplies, books and software are carried in the UFV Bookstores.

Note: No photocopiers are to be used for making overheads.

## **INSTRUCTIONAL PREP ROOMS**

Instructional prep rooms are available on the Abbotsford (B385) and Chilliwack (Room A3402) campuses, and are equipped with computers, photocopiers, printers, scantron machines, and large counter space.

# PREPARING YOUR COURSES

## TEXTBOOKS

Textbooks deadlines are May 15 for the Fall term, October 15 for the Winter term, and February 15 for the Summer term. Forms are available through our on-line adoption service at <http://ufv.bookware3000.ca/eSolution/adoption/>.

In your first term, you should check with your Department Head or assistant to confirm that your texts have been ordered. In every term you should stop by the Bookstore to ensure your texts have arrived.

Contact local 4514 in the Bookstore for more information on textbook orders and online order assistance. Contact local 4532 for all Coursepack question. Contact Sheila Bowerman (local 4661) for all office supply requests. Chilliwack Campus, local 2823.

## COURSE OUTLINES

There are two types of course outlines used at UFV:

Official Course Outlines are the basic course outlines approved by either of two Senate standing committees: Undergraduate Education Committee, which is assuming the role of the Undergraduate Program Advisory Committee or the Graduate Studies Committee. The outlines are used to assess transfer credit to other institutions. UFV official course outlines are available in the online calendar, under the Course outlines tab or directly at [www.ufv.ca/calendar/courseoutlines/](http://www.ufv.ca/calendar/courseoutlines/).

Instructor Course Syllabi are built using key information from the Official Course Outline and information tailored to textbooks or instructor needs.

Your department will provide you with a copy of the Official Course Outline and, if you wish, examples of instructor outlines to use as guides. You should review your course outline with your Department Head to ensure consistency with the Official Course Outline prior to finalizing it; you will need to provide your completed syllabus to your head for departmental record keeping purposes.

The instructor course outline or syllabus sets the “rules” for the class. Failure to follow your outline or to notify students of changes can be used as a basis for student appeals so significant deviations from conditions outlined should only be undertaken in exceptional circumstances and with the students’ consent.

### **YOUR OUTLINE MUST INCLUDE THE FOLLOWING:**

- Course title and description – this is the course description as it appears on the Official Course Outline (no deviation allowed).
- Contact information – your name, office location, phone number, UFV e-mail address, and office hours (or times when available for contact).
- Learning Outcomes – also taken directly from the Official Course Outline (no deviation allowed).
- Required texts/supplements – as selected by you or your department.
- Method of student evaluation – must include a grading profile, and the percentage value of each assignment or activity.

- Course schedule of activities -- the more or less detailed chronological schedule of class topics, readings, assignments, quizzes and exams.
- Course rules and regulations – a clear statement regarding attendance requirements, procedures to follow when submitting assignments, policies regarding plagiarism, missed or late assignments and exams, auditing, and expectations regarding classroom deportment. Your department may have established policies regarding these that you should include. Refer to Policy 70 Student Academic Misconduct at [www.ufv.ca/ai](http://www.ufv.ca/ai).

A copy of your syllabus should be provided to each student at the first class with a copy forwarded to your Department Head. In courses without regularly scheduled classes the syllabus needs to be provided within the first week of the semester. If there are any substantive deviations from the course syllabus after the start of the class, these should only be in exceptional circumstances and then only with the consent of the class and with approval from the Department Head. Make yourself familiar with these and related regulations in Instructional Responsibilities Policy 46 at [www.ufv.ca/secretariat/policies](http://www.ufv.ca/secretariat/policies).

## **LIBRARY RESOURCES**

In order to borrow items, you will need a UFV Campus Card, which is available from the library, and issued when you provide evidence of confirmation of employment (new UFV members only). Electronic resources are available from any UFV computer. Off-campus access to these resources is also available via authentication.

You can place books, articles, videos, maps or other items on course reserve in the library. These items will go out for short term loans, such as 2 hours or 1 day. The Library will also create electronic course reserves for online articles, PDF files or instructor-authored material, or websites (when this use is permitted by the copyright holder). Contact the Library at local 4218 or local 2471 for this service. For further details, see [www.ufv.ca/library/faculty-services/course-reserves/](http://www.ufv.ca/library/faculty-services/course-reserves/).

### **LIBRARY INSTRUCTION (RESEARCH SKILLS INSTRUCTION)**

Library instruction is available for all courses and programs taught at UFV. Requests should be made at least one week in advance by using our online form: [www.ufv.ca/library/library-instruction/request](http://www.ufv.ca/library/library-instruction/request).

### **ORIENTATION AND RESEARCH SKILLS CLASSES**

Library orientations and/or research classes are available for all courses and programs taught at UFV. Book ahead by using the online form: [www.ufv.ca/library/contactus/reference-request-form](http://www.ufv.ca/library/contactus/reference-request-form).

## **VIDEO BOOKINGS**

Instructors may pre-book videos for specific show dates. The library will also borrow videos from other libraries on your behalf. Contact Heather LeGood at local 4677. For further details on audio- visual resources, see [www.ufv.ca/library/library-services-policies/audiovisual-services/](http://www.ufv.ca/library/library-services-policies/audiovisual-services/).

# THE TERM BEGINS

## CLASS LISTS

Instructors will need to print their class lists and wait lists before the first class, through their myUFV portal connection, accessible through the link on the UFV web site at [www.ufv.ca](http://www.ufv.ca).

Please also read the information on exam requests and semester start-up and end practices that you will find in myUFV.

Class lists and wait lists should be run as close as possible to the start of the first class, as internet registration is open until 11:59 the night before the first day of classes for the semester. For three days prior to the start of the semester, you will receive an email whenever a student adds or drops your class.

If you are teaching a class, but have not been recorded in Banner as the instructor for the class, you will not have access to your lists. They can be run by the department assistant; however, it is important that the Department Head notify A&R that you are the instructor.

For instructions on logging in to myUFV for the first time, download a brochure from the Admissions & Records website at [www.ufv.ca/admissions/](http://www.ufv.ca/admissions/) or pick up a copy at any Office of the Registrar office.

## CLASS SIZE

The maximum class size for your section will be indicated on the class list and in the timetable. You are permitted to exceed the maximum but should check with your Department Head before doing so. Class size should not, of course, exceed the seating capacity of the classroom.

Current class enrolments can also be checked at [www.ufv.ca/admissions/](http://www.ufv.ca/admissions/). Select “Class Sizes and Waitlists” from the “Semester Info” menu. This report is updated every ten minutes during registration and the first weeks of classes.

## PRE-REQUISITE CHECKS

The Office of the Registrar checks as many prerequisites as possible during registration. Occasionally some cannot be checked. In some cases, a partial check may be done. For example, when a factor that cannot be checked (such as “completion of a certain certification or program) and a specific course is required, OReg can check for the specific course but not the completion of a program.

The printed class list indicates the student’s registration status using the following codes:

**RN** Prerequisites not met. (Students lacking prerequisites are given a message at the time they register, with a follow-up email giving them a deadline to resolve the prerequisite problem. If they do not do so A&R withdraws them with no further notice. About two weeks before the start of classes, all prerequisites must be met in order to register or remain registered or waitlisted in a course. The exact date is specified in the important dates each semester. However, if a student had the prerequisite in progress, and the final grade was entered very late and was too low, he or she might appear as an RN status on the class

list. It is the instructor's decision to allow students to remain in the class (in which case, you would need to do nothing) or to remove them from the class.)

**RP** Prerequisites met or waived (you will see a notation if a prerequisite waiver was given by you or by your department).

**RE** No prerequisites for the course, or prerequisites were not checked (student registered in A&R).

**RW** No prerequisites for the section, or prerequisites were not checked (student registered via the web).

**RI** Prerequisites are in progress (at the time of printing). Once the final grade is entered, students will either meet prerequisites (RP status) or not (RN status. - see RN, above, for more details).

For more information, see the Prerequisites and Co-Requisites Policy 84 at [www.ufv.ca/secretariat/policies/](http://www.ufv.ca/secretariat/policies/).

## **WITHDRAWING A STUDENT FOR MISSING PRE- OR CO-REQUISITES**

Once classes begin, students lacking pre/corequisites will remain registered in your class unless you withdraw them or they withdraw themselves.

To withdraw a student who lacks pre/corequisites, submit a Notice of Withdrawal form, available on myUFV under Faculty Services, to A&R within the first two weeks of classes. Students will receive a 90% fee reduction for withdrawals for lack of prerequisites.

## **WITHDRAWING UNDER THE ATTENDANCE POLICY**

Registered students are required to attend the first class of the semester for each course or, for online courses, to log in by a specified deadline. If a student is unable to attend the first class or log in by the deadline (whichever applies), the student is required to notify the instructor in advance. If a student fails to attend the first class or to log in by the deadline (whichever applies) and has not contacted the instructor, the instructor should notify the Office of the Registrar to withdraw the student, particularly if there is a student waitlist. For more information, see the Attendance Policy 62 at [www.ufv.ca/Secretariat/policies/](http://www.ufv.ca/Secretariat/policies/).

## **FILLING VACANT SEATS**

If there are vacant seats in your class, seats can be given to students in attendance, in the order they appear on the waitlist. (Students in attendance whose names do not appear on the waitlist may also be granted vacant seats, provided the waitlisted students in attendance are accommodated first. Additional students may also be granted vacant seats, provided waitlisted students in attendance are accommodated first.)

Note that a "QN" status on the waitlist indicates that according to our records, the student has not met the pre- and/or corequisites.

## PERMISSION TO REGISTER AFTER THE START OF CLASSES

As of the first day of classes, students may register only with the instructor's permission. (The Department Head's permission is also required several weeks after classes start — check for these dates at [www.ufv.ca/admissions/](http://www.ufv.ca/admissions/)).

For routine registrations, either enter the permission to register (code RGLA) in Banner through your myUFV account, or use the short Permission to Register form (available on myUFV under Faculty Services) and have students take it to the Office of the Registrar to register. Instructor entry is preferred to permit students to register by phone as well as in-person. Students have three business days to register after the date the permission is entered or signed.

Once permission has been given, the student must register for the course with OReg. Check your class lists to ensure the student has registered before allowing them to complete class work.

### NOTE:

- OReg does not monitor class size limits, prerequisites, or corequisites once classes start; it is the instructor's prerogative to do so.
- If a corequisite course or a lab section is required, students will require permission to register for both sections.
- For course audits, waiver of corequisites, or time conflicts, use the regular full-page Permission to Register form, available at [www.ufv.ca/admissions/](http://www.ufv.ca/admissions/), or the Office of the Registrar. Instructors can also enter permissions to register through myUFV.

## FIRST CLASS GUIDELINES

The following describes a "typical" UFV first class procedure:

- Introduce yourself to the class. Most faculty at UFV are fairly informal, and students will probably address you by your first name unless you request otherwise, so your introduction provides an opportunity to let students know your preference.
- Inform students about procedures for the first class (waitlists, registering/ withdrawing, etc.) and for the course in general (attendance, breaks, etc.).
- Distribute and review your syllabus, noting:
  - Your contact information and office hours (or times for contact for online courses)
  - The course title, description, prerequisites and learning outcomes
  - How this course relates to others in the discipline
  - Textbook(s) and other materials required
  - Assignments, and grading procedures
  - The schedule of readings, exams, assignment deadlines
  - Departmental guidelines relating to attendance, late assignments, etc.
  - UFV Policies 70 and 204 on Student Academic Misconduct and Student Non-Academic Conduct
  - Disability Resource Centre services for students with special requirements (see [www.ufv.ca/disabilityservices/](http://www.ufv.ca/disabilityservices/) for more information).
- Complete a class attendance check before the end of the first class. Waiting until the end ensures any lost students have had a chance to find the room. Students who are

registered but do not attend the first class without notifying the instructor prior to class should be removed from the course by the instructor.

(Information on withdrawing students, permission to register, waitlists, and prerequisite checking is included in the Start of Term Practices document posted on myUFV under Faculty Services.)

# DURING THE TERM

## IF YOU MISS A CLASS

If you are unable to attend a scheduled class, you must notify your department assistant who will post a notice on the classroom door. If your class is scheduled at CEP, call OReg (604-854-4501) for assistance.

If you cancel a scheduled class, you must inform your Department Head or assistant, and, if appropriate, lab assistant. Whenever possible, you should attempt to contact your students yourself. If cancellations are known in advance, advise your students in the class prior to the one being cancelled.

In the event of severe weather conditions, you and your students are not required to travel if you believe that it is unsafe to do so. Campus closures are posted on the UFV website. Information on procedures for severe weather conditions will be sent to you during the semester.

## CONSULTATION AND COMMUNICATION

Instructors will consult and communicate with students in a timely manner. Make clear in your syllabus when and by what methods you will be available to students, including during the examination period. These methods should be appropriate to the format of the course and times for consultation are to be made known to the department assistant.

Instructors will respond to student emails in a reasonable period of time. Normally, and excepting when away on vacation or other university related activities (e.g. conferences, research, etc.), response should be made within two instructional days.

## MANAGING CLASSROOM ACTIVITIES

Instructors will expect students to participate in all classroom based learning activities that contribute to the learning outcomes of the course. Accommodations for students who have documented disabilities will be made, as described in the Accommodation of Students With Disabilities Policy 93 at [www.ufv.ca/secretariat/policies](http://www.ufv.ca/secretariat/policies).

Instructors have the right to expect students to not disrupt the learning atmosphere in classroom and online settings. Students who disrupt the learning activities can be asked to leave the class or removed from the online activity.

## STUDENT CONDUCT / PLAGIARISM

As you know, you play a fundamental role in both deterring and detecting inappropriate academic behaviour, and your approach to academic integrity can significantly shape students' understanding, attitude, and behaviour as they navigate through their educational endeavours. With this in mind, the following are some guidelines for promoting academic integrity:

- Strive to have unmistakably explicit expectations. Students may not understand exactly what you mean if you say "be careful not to plagiarize," or "make sure there is no inappropriate collaboration on this assignment."

- Explain the principles of citation and the role citation plays in academic writing.
- Hold regular discussions about academic integrity. Students need to understand why this is fundamental, and talking about it throughout the semester will underscore the importance of the message.
- Familiarize yourself with Policy 70 Student Academic Misconduct, Policy 204 Student Non-Academic Conduct, and Policy 217 Final Grade Appeals at [www.ufv.ca/secretariat/policies/](http://www.ufv.ca/secretariat/policies/) and be sure to refer to them in your course outline.
- If you have questions regarding student academic misconduct, contact the Office of the Registrar Appeals Officer at 604-504-7441 ext. 4400

## INSTRUCTOR EVALUATIONS

Your in-class instructor evaluation is a valuable part of the overall evaluation process, providing feedback to you, your Department Head/director (for sessionals and limited term appointments), and your Dean. An evaluation is completed for each class you teach until your probation has been completed, and is then conducted periodically according to your employment status. The administration of the evaluation takes place in the period after the completion of midterms but before the last week of classes.

Evaluation packages are available in the Mail and Instructional Prep rooms and include the instructions outlined below on conducting and submitting evaluations.

Your evaluations must be administered by a UFV employee, usually another instructor or Department Head/director. In exceptional circumstances, evaluations may be administered by a permanent staff member, with arrangements to be made through your Dean's office. It will take approximately 15 minutes to complete, and you may wish to contact an instructor in a nearby classroom and arrange to conduct each other's evaluation. Evaluations are never to be conducted by students.

Students are asked to complete a multiple choice and short comment form. Confidentiality is stressed to the students throughout the process; the forms are counted, sealed in an envelope by the administrator in the presence of the students, and returned to your Dean's office for processing. You will receive a summary of the scores on the multiple choice section and a copy of the collated student comments, after submitting your final grades.

If you would like more information on the evaluation process, or if you have questions and concerns, contact your Department Head/Director or the Dean's office.

# END OF TERM

## EXAMS AND ASSIGNMENTS

Faculty are expected to invigilate their own exams and mark and/or grade their own exams, quizzes and assignments. Midterm exams and or assignments must be marked and/or graded and returned to students in a sufficiently timely fashion that students are not left wondering about their academic standing at any point during the term.

When you are preparing your exams and quizzes, you will need to allow sufficient time for Print Services to duplicate them. This is especially important during the mid-term and final exam preparation period.

Exam booklets (if required) and Scantron sheets may be purchased at the Bookstore.

Due to freedom of information and protection of privacy requirements, you may not post exam marks in such a way that it is possible to identify a student from the posted list; nor should you leave assignments outside your office for student pickup. Contact your Department Head or assistant regarding student access to exam marks and returning assignments. Students may be asked to submit a stamped, self-addressed envelope if they wish to have their assignments returned by mail.

UFV policy states that students must be able to look at their final exams for up to one year after the end of term. All instructors are expected to be able to explain to students how grades were calculated, and to keep final exams for at least one year. If you are not returning to UFV in the following semester, you must leave your final exams, exam solutions, and a spreadsheet including a breakdown of student scores with your Department Head.

You will need to familiarize yourself with Policy 70 Student Academic Misconduct at [www.ufv.ca/secretariat/policies/](http://www.ufv.ca/secretariat/policies/) on plagiarism and cheating; support for which is provided through the Office of the Registrar. Your Department Head or Dean are also available if you have any questions about this policy so please consult with them.

## SCHEDULING YOUR EXAM

While midterm exams are usually scheduled halfway through the semester on a date you decide, final exams must be given during the scheduled UFV exam period. Final exams cannot be scheduled during the time between the end of classes and the start of the exam period, nor can they be scheduled during the last week of classes. Exams are normally scheduled in three-hour blocks. Exam request forms will be distributed at the beginning of the semester. As the final exam schedule is published four weeks after the start of classes, you must return the exam request form to the Scheduling Office (OReg, B211), or send this information to [scheduling@ufv.ca](mailto:scheduling@ufv.ca), within seven (7) days of the start of term.

Exams run Monday – Saturday. Your final exam will likely be scheduled for a different day and/or classroom than your regular class. Exam blocks are 0900-1200 or 1400-1700 or 1900-2200. No time adjustments will be permitted. Classes starting at 5:30pm or later will have exams scheduled at 7:00pm on the same day classes are held. Saturday classes will have Saturday exams. Information will be posted online about the time and location of your exam. Report any errors, omissions, conflicts, or special arrangements you require to OReg scheduling office immediately.

## **ACCOMMODATING EXAM CONFLICTS**

Every effort is made to schedule final exams so that students do not have conflicts, more than two exams in one day, or three exams back to back. There are cases where this is not possible, and UFV students are advised to approach their instructors for permission to move one of their exams. You should be aware that students may ask you to allow them to move your exam to Assessment Services. If neither you nor the other instructors are able to agree to the request, you should advise the student to contact a Dean, who will attempt to resolve the problem. If you and another instructor both agree to the request, the student chooses which examination to reschedule.

# GRADE ALLOCATION

## GRADING SYSTEM

UFV's grading system reflects a commitment to high academic standards, while encouraging students to explore the curriculum. Your department may have a standard grading matrix which includes the percentage range for each letter grade. The following is used for all courses:

### GRADE POINTS INTERPRETATION

|     |        |      |   |
|-----|--------|------|---|
| A+  | 90-100 | 4.33 |   |
| A   | 85-89  | 4.00 |   |
| A-  | 80-84  | 3.67 |   |
| B+  | 77-79  | 3.33 |   |
| B   | 73-76  | 3.00 |   |
| B-  | 70-72  | 2.67 |   |
| C+  | 67-69  | 2.33 |   |
| C   | 63-66  | 2.00 |   |
| C-  | 60-62  | 1.67 |   |
| D   | 50-59  | 1.00 |   |
| F   | <50    | 0.00 | No Credit (Fail)  |
| I*  |        | --   | Incomplete (see below)  |
| WD* |        | --   | Course withdrawal prior to 40% duration of course. Not shown on official transcript |
| W*  |        | --   | Course withdrawal after 40% duration of course.                                     |
| AU* |        | --   | Audit   |

There is no official relationship between letter grades and per cent grades. If you use percentages you must advise students how they are mapped to letter grades.

Refer to Policy 101 Grading System at [www.ufv.ca/Secretariat/Policies](http://www.ufv.ca/Secretariat/Policies).

## AUDIT GRADES

Students wishing to audit a course must be admitted and eligible to register at UFV for the semester. Auditors are expected to meet any prerequisites and corequisites for the course.

If seats are available after credit students have been accommodated, permission to audit may be given at the discretion of the course instructor. For graduate level courses, approval by the graduate program committee chair and the senior supervisor is also required.

Prior to giving a student permission to audit, the instructor must specify in writing the expectations for attendance and participation for a successful audit. If a student is registered to take a course for credit and wishes to change to audit status, he or she must withdraw from the course under the rules for course withdrawal and seek permission to re-register as an auditor under the conditions stated above. When a student is granted permission to audit, the student must register for course audit through the Office of the Registrar no later than 30% of the course duration. Regular course fees apply, including late registration fees if applicable. Audited courses cannot be used as prerequisites or

corequisites for other courses. If a student wishes to withdraw from an audited course, regular course withdrawal deadlines and processes apply.

In accordance with the Grading System policy, the grade AU (Audit) is recorded on the student's permanent record when the student has met the attendance/participation requirements specified by the instructor. When an auditor has not met the expectations for a successful audit, the grade AN (Audit expectations not met) will be assigned. Audited courses appear on the transcript but the student receives no credit, and the courses do not apply towards any credential. Audit grades are not included in the GPA calculation.

Refer to Policy 108 Course Audit at [www.ufv.ca/Secretariat/Policies](http://www.ufv.ca/Secretariat/Policies).

## CR/NCR COURSES

Credit/no credit grading may be used in courses where students are graded on the basis of broad performance evaluation or acquisition of defined skills, such as for practica, work placements, internships, or non-credit courses.

Refer to Policy 101 Grading System at [www.ufv.ca/Secretariat/policies](http://www.ufv.ca/Secretariat/policies).

## REPORTING FINAL GRADES ONLINE

Unless prior approval for an alternate method is obtained from the Registrar, instructors are required to enter your grades using the online grade submission method through myUFV.

1. Go online to myUFV at <http://my.ufv.ca/>
2. When you have successfully logged in, choose Faculty Services.
3. Click Final Grades, then select the term.
4. Choose the course section for which you want to enter grades.
5. Enter the grades for the student by selecting from the drop-down list.

**NOTE:** As a security precaution, you must click the "submit" button every 15 minutes, or the page will timeout and you must log in again.

Note that all students must be graded — even if they have never shown up for class. Students are responsible for withdrawing themselves from any classes in which they have registered. Failure to withdraw requires that a faculty should grade the student appropriately. (Thus, faculty are encouraged to withdraw students who fail to show up for class, in the first week of classes).

For FAQ's regarding online grade reporting, see myUFV Services for Faculty. The following forms can also be printed from myUFV:

- Incomplete Grade Contract form (with the University Policy)
- Change of Grade form (with the University Policy)

## GRADE SUBMISSION DEADLINES

Instructors shall submit final grades to the Office of the Registrar no later than the due date, which is four (4) business days after the last day of the exam period for the semester or

session. When courses are not scheduled in a regular semester and the exam period is not set, final grades are due no later than four (4) business days after the last scheduled day of the course. Any printed grade records require the teaching faculty's signature, the date, and Student ID numbers.

Grades outstanding after reporting deadlines will be reported to the Dean and the Department Head the next business day after the due date. If there are any unusual circumstances that prevent the instructor from missing a due date, the Dean may submit a request for extension to the Registrar. For more information, refer to Policy 109 Grade Reporting at [www.ufv.ca/Secretariat/policies/](http://www.ufv.ca/Secretariat/policies/).

## **INFORMAL RELEASE OF GRADES**

Students can access their grades online via myUFV once the grades have been "rolled." (OReg transfers them into the student's academic history five hours after your last change to any grade in a section, or on the next business day. This gives you a modest amount of time to revise a grade online without using the grade change procedure.)

Students are emailed automatically when their grades are rolled.

Grades should not be posted on walls, outside of offices, etc.

As students can access their academic history from myUFV, grade statements are not mailed to students except by special request.

## **INCOMPLETE GRADES**

An "I" (incomplete) grade may be assigned by an instructor when a student has not completed all the requirements of a course but does not, in the opinion of the instructor, warrant an "NC" (no credit) or other grade. Students given an "I" grade will earn a permanent grade by meeting alternative requirements set by their instructors within a specified time, normally not more than six (6) weeks after the end of a course. (A Change of Grade form is submitted once course requirements have been met.)

To record an "I" grade, an Incomplete Grade Contract (available through myUFV) must be submitted to the records and graduation officer, A&R Chilliwack. No verbal statements will be accepted. See procedures (c) and (d) in the policy section of the Change of Grade form. For more information refer to Policy 109 Grade Reporting at [www.ufv.ca/Secretariat/policies/](http://www.ufv.ca/Secretariat/policies/).

## **MID TERM GRADES**

Through myUFV, you can record midterm grades in a secure location where each student sees only his or her grade. Because you can input and update grades throughout the term, the midterm grade functionality can also be used for reporting assignment/test results.

NOTE: Midterm grades are not part of a student's formal academic record, and do not appear on the student's transcript. OReg neither requires nor validates midterm grades.

## MORE INFORMATION

For more information about expectations of instructors see Policy 46 Instructional Responsibilities at [www.ufv.ca/Secretariat/Policies/](http://www.ufv.ca/Secretariat/Policies/).

# UFV SERVICES

For your convenience, the following areas have put together a short description of the services they offer. Additional information is available through the web links listed or by contacting the area directly.

## **ACADEMIC SUCCESS CENTRE**

[www.ufv.ca/asc](http://www.ufv.ca/asc)

The Academic Success Centre (ASC) offers student-focused tutoring, workshops, online resources and support programs to develop students' academic skills and knowledge. Peer tutors work with students on personal learning strategies and approaches, and provide writing and subject-area support under the supervision of the Learning Support Specialist and the Coordinator of the Academic Support Centre. The ASC has work spaces and resources at the Abbotsford campus in **G126**, and the Chilliwack (CEP) campus in **A1212**.

## **ASSESSMENT SERVICES**

[www.ufv.ca/assessment](http://www.ufv.ca/assessment)

The Assessment Services department administers UFV Placement Tests, provides invigilation service to UFV students and external agencies and organizations.

### **UFV PLACEMENT TESTS**

Many UFV courses and programs require students to demonstrate specific levels of competency in academic areas. Placement test results help students select courses appropriate to their skill levels and goals and/or to demonstrate that they possess the skills and knowledge required for admission into a specific program or course.

### **INVIGILATION SERVICES**

Although invigilation services are provided to external individuals or groups wishing to write supervised exams in our testing facilities in Abbotsford or Chilliwack, our main purpose is to provide services to UFV students who have missed in-class exams due to illness or to write final exams due to conflicts in the exam schedule. The following steps outline what faculty should do to access our invigilation services:

- At least three days before the selected exam date, faculty and student must each complete the Online Student Booking Form for each exam <http://www.ufv.ca/assessment/book-an-exam/>; faculty must complete the Faculty Submission Form
- Should the student need to reschedule the exam a new online Booking
- Form must be completed, and submitted using the Assessment Services website.
- All materials for the exam are the responsibility of the instructor and student. This includes Scantron forms, exam booklets, and/or any other required or allowable resources; materials may be provided by Assessment Services, but will be charged back to the department.
- Hard copies of the exam must be in the Assessment Services office no later than 2 business days prior to the approved exam date. Internal mail, email attachment, or dropped off in person, (email exams will be printed and then charged to the appropriate

department).

- Copies of exams will not be held on file in the Assessment Services office for future uses.
- Exams that arrive in Assessment Services must include a completed copy of the Faculty Exam Submission Form, found on our website at <http://ufv.ca/media/assets/assessment-services/Exam-Submission-Form.pdf>.
- Exams will be returned to faculty member through inter-campus mail unless other arrangements have been made three (3) business days ahead of time.
- Invigilation services are offered on an individual basis but several students can write the same exam at the same time if their instructor has set this up using an Exam Booking Form for each student, paper based or online.

## BOOKSTORE

[www.ufv.ca/bookstore](http://www.ufv.ca/bookstore)

The UFV Bookstore is committed to providing excellent service and products to students, staff, and faculty. Check out the following locations or their website for their hours of operation:

### ABBOTSFORD

Baker House Student  
Housing Complex  
1385 McKenzie Road

Ph. 604-854-4535  
Fax 604-854-3714

### CHILLIWACK

Room A1340  
45190 Caen Ave

Ph. 604-795-2823  
Fax 604-792-3593

### MISSION

Heritage Park Centre  
33700 Prentis Avenue

Ph. 604-820-7619  
Fax 604-826-0681

### NORMAL HOURS OF OPERATION:

#### ABBOTSFORD

Monday to Friday

8:30 am – 4:30 pm

#### CHILLIWACK

Monday to Friday

9:00 am – 4:00 pm

\*closed 12pm – 1pm

#### MISSION

Mon/Wed/Thurs

10:30 am – 2:30 pm

## EDUCATIONAL TECHNOLOGY SERVICES

[www.ufv.ca/ets](http://www.ufv.ca/ets)

Educational Technology Services (ETS), located on the Abbotsford and CEP campuses provides support for faculty, staff, and students with a variety of audio visual equipment, technology training, and eRoom support. Faculty on both campuses can reserve a variety of audio visual equipment to support their teaching. The Abbotsford campus has an equipped video/audio recording room available for both faculty and students to record interviews or presentations for class projects, email [etsbookings@ufv.ca](mailto:etsbookings@ufv.ca) to book. As well, ETS offers ongoing workshops for faculty and staff with myClass (Blackboard Learn) and educational technology used at UFV, and researches and offers training on new learning technologies that can be used in the classroom.

Faculty may reserve the following equipment online at [www.ufv.ca/ets/reserve-equipment-online](http://www.ufv.ca/ets/reserve-equipment-online).

|                                    |   |
|------------------------------------|---|
| Data projectors                    | Portable computer protection systems (CoWs) |
| DVD/VHS/TVs                        | Laser Pointer                               |
| Wireless Presenters                | Digital video cameras                       |
| Digital still cameras              | Tripods                                     |
| PA system                          | Audio teleconferencing system               |
| Audio recorders                    | Microphones                                 |
| Document cameras                   | WEBEX-video conferencing                    |
| Portable video-conferencing system | Virtual Reality Goggles                     |

ETS Located:

|  |  |
|--|--|
| Abbotsford ETS<br>Peter Jones Learning Commons<br>G Building Room G104<br>604-854-4546 | Chilliwack ETS<br>Inside CEP Campus Library<br>A Building Room A1205<br>604-702-2617 |
|--|--|

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPOP)

[www.ufv.ca/informationprivacy](http://www.ufv.ca/informationprivacy)

UFV is a designated public body under British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA). The full text of the Act is available at: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00)

As employees of a public body, there are numerous privacy implications for both faculty and staff members of UFV. It is important to be mindful about how you share information with your students and your colleagues. For example, it is not appropriate to post students' grades (even if you use only their student numbers) on a bulletin board or to place assignments in a box outside your office door for pickup. Class lists contain a significant amount of personal information and must not be circulated to anyone in or out of the class.

You should also be aware that any notes or documentation that you make about a student

are considered records under the Act and may be the subject of an Access for Records request. These records include emails, handwritten notes, letters, and individual sections of a grading spreadsheet, among other things.

The Act requires that UFV retain all records upon which a decision is made about an individual for a minimum of one year following the decision. UFV's Instructional Responsibilities policy states that instructors will retain examinations and final projects that have not been returned to students for one year after they have been written or submitted. If you wish to avoid accumulating boxes of unreturned assignments, UFV recommends that you make it your practice to return assignments and projects to your students whenever possible. If this practice is followed, the student is responsible for producing the marked assignment should there be an appeal of the student's grade.

For training materials and other resources, visit UFV's Freedom of Information and Protection of Privacy page at [www.ufv.ca/informationprivacy](http://www.ufv.ca/informationprivacy).

## HUMAN RESOURCES

[www.ufv.ca/hr](http://www.ufv.ca/hr)

Human Resources serves the needs of all members of the University community. If you have questions about any aspect of your employment at UFV, contact them at local 4554, and you will be directed to the person best able to assist you.

## INDIGENOUS STUDENT CENTRE

[www.ufv.ca/isc/](http://www.ufv.ca/isc/)

The Indigenous Student Centre supports Aboriginal students who identify themselves as Métis, Inuit, status First Nations, and non-status First Nations. They also provide resources and information for all students, faculty, staff and community. It is the first point of contact, at UFV for potential and current Aboriginal students and the Aboriginal community. The ISC provides information about programs and courses, application processes, funding resources, academic, social, and cultural support.

In addition, the Centre hosts, cultural activities and learning opportunities on campus throughout the year. Students can learn more about ISC services, including the Elder- in- Residence program at S'olh Shxwlèlí, the Indigenous Student Centre, on the Chilliwack campus (CEP A1444) and Abbotsford campus (Bldg. S Room S1113).

FOR INFORMATION CONTACT:

Abbotsford: 604-557-4069

Chilliwack: 604-795-2835

## INSTITUTIONAL RESEARCH & INTEGRATED PLANNING

[www.ufv.ca/irp](http://www.ufv.ca/irp)

The Office of Institutional Research and Integrated Planning serves as the official reporting and information gathering arm of the University. Its mission is to report data to external agencies and to provide UFV administration, faculty and staff with accurate information to support the decision making process. The IRP office conducts analytic studies and serves as the University's clearing house for non-budgetary institutional information. The office is involved in several areas including university planning, evaluation, productivity, and accountability.

IRP is involved in a broad variety of data collection and analysis; it prepares the annual reports for the Ministry such as the Institutional Accountability Report, the Student Full Time Equivalent (FTE) Enrolment Report, and the Central Data Warehouse (CDW); participates in provincial student outcome surveys; co-ordinates the program review process; provides data to the university community through a business intelligence dashboard and an annual Factbook; responds to internal and external requests for institutional data; provides statistical analyses and conducts research projects; develops and conducts surveys; and provides projections, analysis, and commentary on issues encompassing all University operations.

Examples of the types of analysis include, but are not limited to, student enrolment, population demographics, space utilization, and labour market educational requirements.

The IRP Office can be contacted through its website at [www.ufv.ca/IRP](http://www.ufv.ca/IRP) or at 4637.

## LIBRARY SERVICES FOR FACULTY

[www.ufv.ca/library/faculty-services](http://www.ufv.ca/library/faculty-services)

The Library has many services to offer faculty, listed on the Faculty Services webpage.

- **Borrowing Privileges:** Pick up your library card (employee card) at the circulation desk in the Abbotsford or Chilliwack library. New hires should bring some photo ID and proof of employment. There is no charge for your initial card, but lost cards have a \$10 replacement fee.
- **Library Collection:** Use our collection of almost 200,000 books and videos, and over 64,000 print and electronic journals.
- **Course Reserves:** Place books, articles, videos, maps etc. on reserve in the library, and select a short loan period such as 2 hours or 1 day. We'll also create electronic reserves for eligible online articles, instructor-authored material, or websites. Call local 4218 or local 2468.
- **Library Instruction:** Librarians teach research skills classes upon request. Book at least one week in advance using our online form: [www.ufv.ca/library/library-instruction/request/](http://www.ufv.ca/library/library-instruction/request/).
- **Video Bookings:** Instructors may pre-book videos for specific show dates. Contact Heather at local 4677.
- **Interlibrary Loans:** We'll borrow books, videos and articles from other libraries. Contact Paula at local 4678.

- Collection Development Assistance: Contact your liaison librarian for more information. [www.ufv.ca/library/contact\\_us/Liaison\\_Librarians.htm](http://www.ufv.ca/library/contact_us/Liaison_Librarians.htm).
- COPPUL Library Cards: Use this card to borrow from other Canadian University libraries. Syllabus/Assignment Review: Ask for a review of syllabi and assignments for intentional and indirect information literacy opportunities. Contact Colleen Bell at local 4396.
- Research Help: Reference librarians are available to help you and your students doing research and assignments. They have many research databases, and online “Guides to Research” by subject area.

## LOGISTICS

[www.ufv.ca/logistics/](http://www.ufv.ca/logistics/)

Location: D122

Hours: 8:30 am to 4:30 pm

Direct line: 604-854-4552

Logistics Manager: local 4488

Courier: local 4205

Email: [shipping.courier@ufv.ca](mailto:shipping.courier@ufv.ca)

Material handling is centralized and managed from the Abbotsford campus. Services provided by Shipping/Receiving & Internal Couriers include:

- Receiving, processing, forwarding of items received.
- Shipping of documents and materials.
- Supply and delivery of copy paper, MFD toner, and standard logo stationary
- Archives storage and retrieval.
- Warehousing storage.
- Office furniture set-up/repair (submit a Facilities Service Desk Work-Order request).
- Courier service for the transportation of materials and mail between campuses.
- Pickup and delivery at local businesses.
- Disposal of surplus via auction, charitable donations, and/or recycling.

For more information and courier schedules, refer to the Logistics website. For all supplies and services, submit your request via the “Facilities Service Desk” work-request – icon on your desk-top.

## MAIL & MSDS SERVICES

Location: D122a

Hours: 8 am to 4 pm

Contact: local 4214

Email: [mailroom@ufv.ca](mailto:mailroom@ufv.ca)

- Inter-campus and external mail pickup and delivery. Internal mail should indicate the recipient’s full name, department and campus. Personal mail must have sufficient postage affixed.
- Canada Post Registered, Addressed Add, and Expedited mail.
- Material Safety Data Sheets for controlled substances on site are available as required.

## **PRINT SERVICES DIVISION**

[www.ufv.ca/printservices/](http://www.ufv.ca/printservices/)

### **PRINTING AND PHOTOCOPY SERVICE**

UFV operates a centralized print service department with high speed black and colour copiers; full bindery service including coil binding; specialty printing such as NCR forms, business cards, memo pads and posters; scanning and graphic art support services. UFV provides convenience copiers (MFD) for copying and printing of small jobs - those where the total does not exceed 50 copies. You should send larger jobs to Print Services where the service is more cost effective and less of a burden on your departmental budget and staff. Duplicating Request Forms are available online. Large formatting requests are now available through Print Services as well.

### **QUICK PRINT ABBOTSFORD**

Hours: 12 pm to 4 pm Location: D122A

Contact: 604-846-4682

## **MARKETING AND COMMUNICATIONS**

[www.ufv.ca/MarCom](http://www.ufv.ca/MarCom)

Marketing & Communications (Marcom) provides a range of services to all UFV communities, both internal and external. The team assists the institution and its departments with student recruitment, promotional and marketing campaigns, internal communications, and special events and ceremonies. Marcom maintains UFV graphic standards (logos, brand elements), generates all UFV news releases, and produces a number of publications, including UFV's view book, admissions guide, Continuing Education course brochures, and manages the UFV website. Marcom serves as the key media contact point for the university. Story ideas, event notifications, and announcements are always welcomed. Please contact Anne Russell (local 2826).

## **PARKING SERVICES**

[www.ufv.ca/Parking](http://www.ufv.ca/Parking)

Pay parking is in effect for all UFV parking lots (and on some neighbouring City of Abbotsford streets). At UFV, the Abbotsford campus has designated parking areas for students and employees, whereas the Canada Education Park campus does not designate student and employee parking.

Both campuses have designated parking for the Disabled by Provincial SPARC Permit Only.

Daily parking may be purchased from parking meters located throughout the campus building(s) (as well as lot 4 and 2a at the Abbotsford campus) at a rate of \$1.00 for every 2 hours. Patrons must note their stall number when parking, as this is required when using the meters.

Monthly parking is also available for employees to park in designated employee parking lots at the Abbotsford and CEP campuses. Employees at the Abbotsford campus are permitted to park in student lots only if the employee lots are full.

Impark monitors UFV parking lots and enforces the regulations on behalf of the university.

## **HOW TO REGISTER FOR MONTHLY PARKING PERMITS**

Login to myUFV. Select the Human Resources tab, and scroll to Employee Parking. Click the link, and complete all of the required fields in the application form. Permanent employees will receive a permit that expires at the end of August 2018. Temporary employees must select an expiry date based on their contract.

A temporary parking permit will be attached to the confirmation email; print and display it on the dash of the registered vehicle. Allow 5 – 10 business days to receive your permit in the mail.

By registering for a monthly parking permit, you are permitting the University of the Fraser Valley to deduct the monthly parking charges from your payroll.

Non-permanent employees may purchase an e-permit online at myUFV. In the 'Home Tab' under 'myUFV Records Services' click on 'Employee Information'. Payment is accepted via your credit card only.

## **MONTHLY PERMIT HOLDER RESPONSIBILITY**

Each permit holder is responsible for ensuring the hanging permit is properly displayed. UFV is not responsible for violations issued due to permits not displayed. You will receive one hanging permit that can be transferred between registered vehicles. Permits are not transferable between applicants.

Lost or stolen permits must be reported to Impark immediately for cancellation. A new permit will be provided upon receipt of a \$10 replacement fee. UFV is not responsible for lost, stolen, or damaged hanging permits.

## **CANCELLING A MONTHLY PARKING PERMIT**

If campus parking is no longer required, it is the responsibility of the employee to surrender the parking permit to Payroll. Payroll will terminate the parking deduction effective on the last day of the current pay period.

## **DISABLED PARKING**

Disabled parking spaces are located in various parking lots on campus. Only vehicles displaying a valid Provincial "SPARC" permit are permitted to park in designated disabled stalls. Vehicles found parked in designated disabled spaces without the correct permits, are subject to ticketing and immediate towing.

## ELECTRIC VEHICLES

Electric vehicles with battery only and requires an external power source for recharging. No fossil fuel is used with these vehicles.

Hybrid Electric Vehicles with battery and fossil fuel engine. Battery requires an external power source for recharging.

The above two forms of Electric Vehicles are approved by UFV (by permit only) to park in designated EV Parking Stalls. Currently there are designated EV Parking Stalls at CEP in lots 4 & 5. EV Stalls are coming soon to the Abbotsford campus.

Other forms of Hybrid Electrical Vehicles rely on fossil fuel engine to recharge the battery. This vehicle is not equipped with an external source for recharging. This form of Hybrid is NOT approved for permit parking in designated UFV EV parking stalls.

## FULL LOTS

Parking permits are issued to lot space on a search basis. They are not a guarantee of space in a particular lot. In the event that all employee parking lots are full, employees may park in student/ public parking spots, except the short-term visitor lot and designated disabled parking areas.

Service areas, car pool areas, and disabled parking areas are not designated as student/public parking, and vehicles found occupying these areas without a specific permit may be subject to a violation and or towing at the owners expense.

## PARKING VIOLATIONS

Accumulating a fourth parking violation (unpaid) may result in a vehicle tow. Pay violations within 7 days and pay \$25, or wait and pay \$50. For violation enquiries or disputes, contact Impark - <http://ufv.ca/parking/contact-us>.

## IMPARK CONTACT INFORMATION

| CONTACT                               | TELEPHONE                         | DESCRIPTION   |
|---------------------------------------|-----------------------------------|---|
| General Inquiries                     | 604-420-6446 ext 4110             | General Queries including E-permit  |
| Violation Dispute/Payment             | 1-886-856-5511<br>604-909-3933    | Dispute parking violation, reference violation number and details. Pay a parking violation. |
| Meter Out of Order/Lot Issues         | 1-866-277-5501                    | Report an out of order meter. Provide the lot number and out of order meter number.         |
| Park and Pay                          | 604-662-7275 or<br>1-866-234-7275 | Pay by phone  |
| Student e-Permit Refund/Plate Changes | 604-420-6446 Ext 4110             | Register a difference license plate. Request a refund.                                      |

| CONTACT  | TELEPHONE          | DESCRIPTION  |
|--|--------------------|--|
| E-Permit Customer Support                      | 1-866-786-7787     | Troubles with account or purchasing E-permit   |
| Employee Monthly Parking/License Plate Changes | 604-331-7288 Ext 7 | Report a lost or stolen hanging permit. Register a difference license plate  |
| Meter Refund                                   | 604-331-7118       | Report on monetary issues with the meter.  |
| Fraser Valley Towing                           | 604-703-3200       |  |
| Parker Pete                                    | 1-877-771-7383     | Impark vehicle assistance program. Need fuel? Need a boost? Flat tire? Services are available at Abbotsford and Chilliwack campuses. |

## PURCHASING

[www.ufv.ca/purchasing](http://www.ufv.ca/purchasing)

The Purchasing Division is your resource for the procurement of goods and services needed to support UFV's instructional and operational activities. Our staff is committed to supporting UFV's faculty, staff and students; ensuring value for money in purchasing by providing information, support and analysis. Purchasing is responsible for sourcing, negotiating, contractual arranging and purchasing of all supplies, equipment and services, including the rental of equipment, required by UFV.

The duties and expertise of supply professionals at UFV goes well beyond the acquisition of goods and services, extending into areas such as:

- Capital projects and requirement planning
- Tenders & Bids
- Supplier/contract performance evaluation
- Contract management, development and negotiation
- Cost/price and trend analysis
- E-commerce assistance
- Staff & Faculty procurement training
- Furniture and supplies
- Expediting and returns
- Fleet management (Vehicles)

Visit [www.ufv.ca/purchasing](http://www.ufv.ca/purchasing) for more information on how to make a purchase, processes & guidelines, preferred suppliers, purchasing forms and more.

For general inquires contact the Purchasing Division at 604-851-6315 or [purchasing@ufv.ca](mailto:purchasing@ufv.ca).

## RESEARCH, ENGAGEMENT, AND GRADUATE STUDIES

[www.ufv.ca/Research](http://www.ufv.ca/Research)

[www.ufv.ca/Graduate\\_Studies](http://www.ufv.ca/Graduate_Studies)

The Research, Engagement, and Graduate Studies department is committed to providing leadership, support, and promotion of high quality graduate programs and research opportunities for both faculty and students.

The Research Services office strives to enable faculty to enrich their professional/classroom skills and the learning experience of our students. The School of Graduate Studies endeavours to ensure working professionals obtain a robust Master's degree in an applied program that advances their career and is relevant to communities we serve.

- Research Services Office (support for research programs, grants, awards, funding contracts, internal funding, student research assistants, research scholarship applications, industry liaison, microlectures, student research day, and other events)
- Faculty Releases (application and review processes for Research Option and Scholarly Activity, and Sabbaticals)
- Compliance (Human Research Ethics, Animal Care, Biohazard Safety, Radiation Safety)
- Research Centres & Institutes and Research Chairs
- School of Graduate Studies and graduate program administration

### CONTACTS

[Adrienne Chan](#), AVP Research, Engagement, & Graduate Studies — 604-557-4074

[Deborah Block](#), Assistant to the AVP, & Coordinator of Graduate Studies — 604-864-4639

[Brad Whittaker](#), Director of Research Services & Industry Liaison — 604-557-4044

[Kelly Tracey](#), Research Office Assistant – 604-504-7441, ext. 4819

[Yvette Fairweather](#), Ethics, Grants & Compliance Officer - 604-557-4011

## SCHEDULING & ROOM BOOKING

<http://www.ufv.ca/admissions/schedrooms/rmbookings>

The Office of the Registrar Scheduling Office is responsible for production of the semester and final examination timetables. This office is also responsible for ad-hoc room bookings. The office is located in building B room 209 at Abbotsford Campus. To book rooms for courses or exams, contact local 4761.

For ad-hoc room bookings email [room.bookings@ufv.ca](mailto:room.bookings@ufv.ca), or contact local 4390, A&R scheduling office, room B209. For ad-hoc room bookings, use the ad-hoc online booking requests at <http://roombookings.ufv.ca/Portal/>. (You must have a UFV email address to use).

Have the following information ready: your department, name, phone number (local), day, date and time required, start and end times, expected attendance, preferred room, and special equipment required. Be specific about campus location. You must also submit written authorization for a student to book a room.

For special audio visual equipment needs not usually found in the classroom you must contact ETS.

Note: If your event is cancelled, contact or email Room Bookings to cancel your room booking.

You can get more information about course or exam scheduling and room bookings at [www.ufv.ca/admissions/schedrooms/rmbookings/](http://www.ufv.ca/admissions/schedrooms/rmbookings/).

## SECURITY SERVICES

[www.ufv.ca/security](http://www.ufv.ca/security)

### Emergency Phone Number:

All Campuses: 1-855-282-7770 (toll free) – First Aid or local 7770 from any UFV landline.

### Non-Emergency Number:

All Campuses: 1-855-293-7654 (toll free) or local 7654 from any UFV landline.

A Security Officer is on duty 24/7 at the Abbotsford and Chilliwack Education Park campuses.

Campus Security provides numerous services to the UFV community including emergency response, traffic control, patrol and surveillance, walksafes escorts, and first aid.

To reporting an on-campus incident, contact the on-duty Security Officer at the contact number noted above.

## SEVERE WEATHER PROCEDURES

Refer to the link below for severe weather procedures at UFV.

[www.ufv.ca/about\\_ufv/campus-closingsevere-weather-notice/](http://www.ufv.ca/about_ufv/campus-closingsevere-weather-notice/)

## STUDENT SERVICES

### COUNSELLING

[www.ufv.ca/counselling](http://www.ufv.ca/counselling)

The Counsellors at UFV are professionally trained to provide career, student success, personal, and crisis counselling services. For more information or to book an appointment, contact Student Services:

|            |              |
|------------|--------------|
| ABBOTSFORD | 604-854-4528 |
| CHILLIWACK | 604-795-2808 |

### DISABILITY SERVICES

[www.ufv.ca/disabilityservices](http://www.ufv.ca/disabilityservices)

Students with disabilities face additional challenges. Disability Services assists these students in a variety of ways such as providing accommodations and information to ensure success as they move through their academic careers at UFV. For further information contact:

ABBOTSFORD      604-557-4034  
CHILLIWACK      604-795-2843

## **EDUCATIONAL ADVISING**

[www.ufv.ca/advising](http://www.ufv.ca/advising)

Educational Advisors are available to help current and potential students explore post-secondary options both at UFV and elsewhere. To book an appointment, check the drop-in schedule, or sign up for a workshop, contact the Advising Centre - 604 864-4674

## **FINANCIAL AID AND AWARDS**

[www.ufv.ca/fineaid](http://www.ufv.ca/fineaid)

Financial Aid and Awards provides information and assistance to UFV students needing financial help and seeking awards. For information on scholarships, bursaries, student loans, emergency funding and fee deferrals, contact:

ABBOTSFORD      604-864-4601  
CHILLIWACK      604-702-2618

## **RESIDENCE SERVICES**

[www.ufv.ca/residence](http://www.ufv.ca/residence)

Residence Services is committed to creating a community that enhances the university experience. Residence life provides a living/learning environment that enhances the positive development of a student's academic, social, and personal growth. For information on applying to live on campus and programs offered, contact:

ABBOTSFORD      604-557-4063

## **STUDENT LIFE**

[www.ufv.ca/StudentLife](http://www.ufv.ca/StudentLife)

Student Life is committed to supporting a university experience that prepares students for careers for life. Contact them for information on how they support students through our program initiatives with Clubs and Associations, and with the Student Life Leadership Institute, as well as how students can become involved with Orientation, Angel Tree, Campus Recreation and Wellness, and Intramurals. In addition, each spring we ask faculty to nominate students who voluntarily contribute in a positive manner to the UFV community in order to recognize them at our annual Volunteer Recognition Awards Ceremony.

ABBOTSFORD      604-851-6338  
CHILLIWACK      604-792-0025 ext 2573

## SUPPORTED LEARNING GROUPS

[www.ufv.ca/slg](http://www.ufv.ca/slg)

Supported Learning Groups (SLGs) are student-led study skills and learning strategy sessions designed to facilitate learning in historically-difficult courses, most commonly at the first year level. The student leaders are people who have already successfully completed the course and who have gone through a leader training program. The SLG sessions are offered to students at no extra costs. The SLG leader attends classes along with the other students, and then twice a week facilitates a study session for any student who wishes to attend. The SLG leader focuses on helping students develop transferable learning skills and strategies, and applies these to the content of the course.

Students participate in small group exercises that prompt social interaction and collaborative learning. In these small group settings, students assist each other as they develop their own learning strategies. In some cases, students who have been helped by SLG go on to help others by becoming SLG leaders themselves.

For further information regarding the SLG program, contact [slg@ufv.ca](mailto:slg@ufv.ca)

## TEACHING AND LEARNING CENTRE

[www.ufv.ca/tlc](http://www.ufv.ca/tlc)

The Teaching and Learning Centre provides a wide variety of services and support for faculty members and students. Through the direction of Dr. Maureen Wideman, Director of Teaching and Learning, this department includes Educational Technology Services, UFV Online, Supported Learning Groups, Prior Learning and Recognition, and the Academic Success Centre. The TLC is in G104 in Abbotsford, and A1211 at CEP in Chilliwack.

Teaching and Learning at UFV offers workshops, private consultations, departmental workshops, divisional workshops, and institution-wide workshops on subjects to do with teaching and learning, including instructional skills, classroom assessment strategies, course design, classroom management, small group instructional techniques, formative classroom assessment techniques, effective teaching strategies, and reflective practices.

## UFV ONLINE

[www.ufv.ca/online](http://www.ufv.ca/online)

UFV Online supports faculty who are teaching fully online and hybrid courses in the learning management system Blackboard. They have been offering courses fully online since 1994. In each semester, they offer upwards of 60 courses fully online.

A fully online course offers all activities in the online environment, with the possible exception of mid-term and final exams. Courses are offered on a semester basis with the same start and end dates as face-to-face courses at UFV. Students are encouraged to undertake our fully online courses as discussion-based experiences, and they are alerted to the usual requirement to log on at least three times a week at the time of their choosing.

Fully online courses at UFV are asynchronous. A peer-based model of course development is employed, although, staff in Educational Technology Services assist with the development of learning objects. Maureen Wideman, Director, Teaching and Learning also assists colleagues in the development of online courses and in the pedagogy/andragogy involved in teaching students in the fully online environment. Each semester, workshops are offered to faculty engaged in online course development and implementation. Visit [www.ufv.ca/tlc](http://www.ufv.ca/tlc) for the latest workshop schedule.

Supplemental shells for courses held in the classroom are created upon request. Some faculty at UFV prefer to use their shell for additional materials, notes and slides from lectures, and some audio and video supplemental materials. If you wish to investigate using Blackboard to supplement your face to face classroom activities you can request a supplemental course by completing the form found in the Faculty/Designer Centre found here: [www.ufv.ca/online/FDCentre.htm](http://www.ufv.ca/online/FDCentre.htm) (link to the new forms for Fall and Winter), contact [online@ufv.ca](mailto:online@ufv.ca) for more information.

We have three licenses of WEBEX - a synchronous solution for students who may be learning at a distance and two portable video-conferencing systems.

## UFV SNAPSHOT

Whether it happens on the bench at a community softball game, in the frozen foods section of your local grocery store, or while you're out walking your dog, someone will likely ask you about where you work. To help you feel prepared to respond, here are the highlights of the University of the Fraser Valley story:

The University of the Fraser Valley is a fully accredited, public post-secondary institution that enrolls more than 16,000 students per year and is larger than half the universities in Canada.

UFV was established in 1974 (as Fraser Valley College) after over a decade of active campaigning by Fraser Valley citizens. In the early years, students gathered in church basements, former schools, and storefronts. The first permanent campus opened in 1983 in Abbotsford. New facilities opened in Chilliwack in 1995 and in Mission the following year (as part of the Heritage Park Centre). UFV also operates regional centres in Hope and Agassiz, and a small campus in Chandigarh, India.

Fraser Valley College became University College of the Fraser Valley (UCFV) in 1991, following another tremendous round of community support, and launched its first four-year Bachelor's degree programs in September 1992. In April 2008, BC Premier Gordon Campbell announced university status for UFV, following years of active lobbying by the communities of the Fraser Valley. On September 1, 2008, operations began under the University of the Fraser Valley (UFV) banner.

UFV now offers 15 bachelor's degrees, more than 100 diploma and certificate programs, several graduate certificate programs (including Teacher Education) and two master's degrees (Criminal Justice and Social Work). Many of our programs "ladder" into one another, allowing students to keep their options open by earning a one-year certificate and/or a two-year diploma on the way to completing a full degree. Our Continuing

Education and academic upgrading offerings make learning a lifelong experience.

UFV is large enough to offer variety and small enough to offer students personal attention and flexible learning options. Our small class sizes and teaching focus mean that students get to know their instructors and learn in a hands-on environment. Many of our programs also offer a co-operative education option, combining study with supervised, paid, off-campus work experience. Our growing international programming makes for a culturally diverse student community and great opportunities to study abroad. The UFV Cascades athletics teams compete in the Canadian Interuniversity Sport (CIS) league.

UNIVERSITY OF THE FRASER VALLEY

33844 King Road, Abbotsford, BC, Canada, V2S 7M8

604 504 7441

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