This guide introduces some of the services available to the McGill community.

**Academic Laptop Program**

The Academic Laptop Program for tenured and tenure-stream academic staff subsidizes part or all of the costs of purchasing laptop computers. Academic staff hired on or after 1 May 1, 2015 are eligible to receive a fully subsidized laptop or tablet (specific models only) to be used for the enhancement of teaching and learning.

For more information, visit [http://www.mcgillathletics.ca](http://www.mcgillathletics.ca) or contact academic.laptop@mcgill.ca

**Athletics & Staff Fitness Program**

For $20.00/semester, a full-time regular staff member can take part in a 13-week fitness course. Sessions are offered twice per week over the lunch break and last 45 minutes. There are 16 fitness courses offered downtown and four courses at Macdonald campus.

For more information, visit [http://www.mcgillathletics.ca](http://www.mcgillathletics.ca)

**Campus Public Safety**

McGill University’s Campus Public Safety works with the community to promote a safe and secure environment for students, faculty, staff and visitors through education, prevention and response. The members of the Campus Public Safety Department: Security Services, Fire Prevention, Parking and Transportation Services and Emergency Management and Preparedness, are committed to respecting the needs and interests of the university community, and to the protection of both persons and property.

Emergency **Downtown** Campus: 514-398-3000
Emergency **Macdonald** Campus: 514-398-7777


**IT Services**

McGill IT Services provides information technology services including email, hardware, and printing. Visit mcgill.ca/it/get-started-it/faculty for services offered to faculty: teaching (myCourses, lecture recording system) and research support (research networks), and audio-visual and classroom resources (equipment loans, software).

Want to know more? Refer to the McGill IT Knowledge Base and search by keyword or article number.

**Joint Board-Senate Committee on Equity – Subcommittee on Queer People**

The Joint Board-Senate Committee on Queer People addresses issues of representation, inclusion and support of lesbian, gay, bisexual, trans*, two-spirited, intersex, asexual, and queer students, staff and academic personnel at McGill University regarding academic and non-academic life on campus. Looking for service opportunities?

Contact us at queer@mcgill.ca and visit [www.mcgill.ca/queerequity](http://www.mcgill.ca/queerequity)

**Library**

The McGill University Library & Archives advances teaching, learning, research and community service by providing outstanding collections, access to the world of knowledge, excellence in service and an appropriate library environment, all of which are client-focused and responsive to the needs of the McGill community.

For more information, visit [www.mcgill.ca/library](http://www.mcgill.ca/library)

**McGill Association of University Teachers (MAUT)**

MAUT is a voluntary, democratic organization serving as the voice of McGill's academic staff. It is committed to promoting academic freedom, collegial governance and the improvement of working conditions for all faculty members. As a voluntary organization it relies on the active participation of its members in the affairs of the university community.

For more information, visit [www.mcgill.ca/maut](http://www.mcgill.ca/maut)

Office for Students with Disabilities (OSD)
The OSD provides support services and reasonable accommodations to undergraduate, graduate and postdoctoral students with documented disabilities of either a permanent, temporary, or episodic nature. Active participation by faculty in collaboration with the OSD is key for creating an accessible experience. We invite faculty to contact the OSD if they have any questions regarding a particular student or incorporating accessibility into the classroom learning environment.
For more information, contact us at disabilities.students@mcgill.ca or visit www.mcgill.ca/osd

Professional Development Fund
The Professional Development Fund entitles eligible staff members up to $750 annually for the reimbursement of professional development expenses. Staff who do not use the full $750 in a given fiscal year may carry forward all, or any unused amount derived over two consecutive years, for a cumulative maximum of $1500.
For more information, contact us at pdf@mcgill.ca or visit https://www.mcgill.ca/apo/academic-staff/other-information/professional-development-fund

Social Equity and Diversity Education (SEDE) Office
SEDE is committed to a vision of education that builds and facilitates pathways to learning that extend into the communities in which McGill is embedded. Some examples of the resources we offer include:
- Schools outreach programs, including long-term mentorship support
- Experiential Community-Engaged learning opportunities in the classroom
- Support services for students who are primary caregivers
- Resource-sharing hub to coordinate intra-University community outreach programs
For more information about SEDE and Community Engagement, contact Veronica Amberg, Associate Director at veronica.amberg@mcgill.ca or visit http://www.mcgill.ca/equity_diversity
For information on equity advising, training, and workshops such as Safer Spaces, contact: Sinead Hunt at sinead.hunt@mcgill.ca

Sustainability at McGill
McGill’s commitments to sustainability, like achieving carbon neutrality by 2040, are strengthened by faculty engagement. Commit to sustainable lab/travel practices; get your workplace and event certified ‘sustainable’; use the campus as a Living Lab; and/or apply to the Sustainability Projects Fund to create your own sustainable initiative.
For more information, contact us sustainability@mcgill.ca or visit www.mcgill.ca/sustainability

Teaching and Learning Services (TLS)
Our mission at TLS is to help make McGill a community of people who love to teach and are excited to learn. We provide support for your teaching and supervision activities on topics ranging from course design to learning technologies to graduate supervision.
For more information, contact us at tls@mcgill.ca or at 514-398-6648, or visit www.mcgill.ca/tls/teaching-and-learning-services

Travel Management Program
McGill Travel Services supports travel for University-related activities. McGill has agreements with airlines, car rental companies, VIA Rail, accommodations and more. For more information, consult our Travel Guide
For inquiries and to sign up for travel-related notices contact us at travel.procurement@mcgill.ca