Information Guide for Course Lecturers

Version Control

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2.0	28Oct16	Minor Updates
2.1	02Mar17	Minor Updates

Table of Contents

1   Introduction

This document is intended to provide new course lecturers with the information they require in order to familiarize themselves with the administrative procedures and staff in the Desautels Faculty of Management.
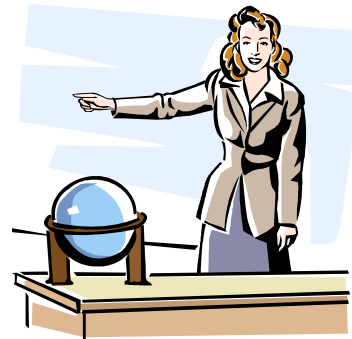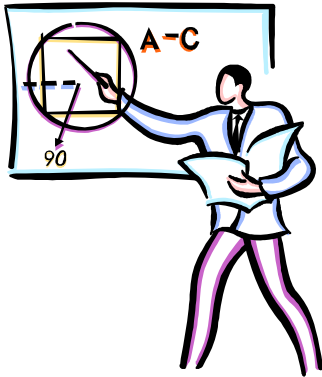
2 General Information

The general contact information for the Faculty, the Dean and the Director of Administration is as follows:

Desautels Faculty of Management
Bronfman Building, 1001 Sherbrooke Street West
Montreal, Quebec H3A 1G5
Tel.: 514.398.4000
Fax: 514.398.3876
http://www.mcgill.ca/desautels/

Dr. Isabelle Bajeux-Besnainou
Dean
Tel: 514.398.4001
Email: isabelle.bajeux_@mcgill.ca
Dean's Office (Rm. 454)

Yvonne Ng D'Alessandro
HR Manager
Tel: 514.398.7418
Email: yvonne.ng@mcgill.ca
Dean's Office (Rm. 454)

Mark Michaud
Director of Administration
Tel: 514.398.4002
Email: mark.michaud@mcgill.ca
Dean's Office (Rm. 454N)

Diane Bouchard
HR & Payroll Administrator
Tel: 514.398.6733
Email: diane.bouchard@mcgill.ca
Dean's Office (Rm. 454P)

Nina Dolea
Finance Manager
Tel: 514.398.6811
Email : nina.dolea@mcgill.ca
Dean's Office (Rm. 454)

Rola Zoayter
(Interim)Senior Administrative Coordinator
Tel: 514.398.4000 x09295
Email: rola.zoayter@mcgill.ca
(Rm. 517)

Michelle Forsythe
Building Director & Timetabling
Tel: 514.398.1295
Email: michelle.forsythe@mcgill.ca
Building.mgmt@mcgill.ca
Roombookings.mgmt@mcgill.ca
Mailroom (Rm. 104)

IT Support
Tel: 514.398.3398
Email: support.mgmt@mcgill.ca
www.mcgill.ca/it

For emergencies, please dial x3000

Summary of the Faculty's Offices
- ♦ Administrative/Dean's Office – Room 454
- ♦ BCom Program Office – Room 110
- ♦ Masters including CA Program Office – Room 300
- ♦ Career Services – Room 650
- ♦ PhD Program Office – RM 501B
- ♦ International Executive Institute – Room 601

3 ID Card

As a new course lecturer you are eligible for a McGill ID card **only** when your contract has been returned and processed by the Payroll Department. The ID card is only active during the period of your appointment for the semester. You may obtain your ID card at:

> Human Resources
> 688 Sherbrooke Street West
> 15th Floor, Room 1520
>
> Hours: Monday & Wednesday – 8:30AM to 4:30PM

http://www.mcgill.ca/hr/employee-services/about-your-records/id-cards

3.1 *Card Access*

Card access is required to enter the Bronfman Building after regular hours and to enter some rooms within the building. Once you have obtained your McGill ID card please contact **building.mgmt@mcgill.ca** to activate your card for access to the appropriate areas. She can also help you if you have problems with your card or require access to other areas.

4 Office Assignment

As a new lecturer you will be assigned an office for office hours by **Michelle Forsythe**, *Building Director & Timetabling.* Office space and computers are shared with other instructors.

All offices have a combination lock.   To obtain the code, please contact **building.mgmt@mcgill.ca** .

All offices must be vacated at the end of the semester. Faculty will store exams and other student assignments.

4.1 *Hostile Intruder Protocol*

McGill's Hostile Intruder Protocol can be found on the McGill website at: www.mcgill.ca/safety/alerts/hostile.   Please take a few moments to familiarize yourself with the procedures.

Version 2.1

4.2 *Building Evacuation*

In the event of a fire alarm, please exit the building by the nearest exit with all possible haste and encourage others to do so. Advise building evacuation team of anyone who has remained in the building.

- ♦ If exiting the front doors, proceed to the corner of Peel & Sherbrooke St.
- ♦ If exiting by the rear of the building, please cross McTavish St.

5 Minerva

Minerva is McGill's online System to perform certain course-related administrative tasks (i.e. view and print your class list, teaching schedule, and enter your final grades, etc…).

You must have a 9-digit McGill ID to access Minerva. This will be generated and activated once your course lecturer contract has been signed and returned. Please contact the Human Resources Administrator, Diane Bouchard (514.398.6733), for further information. **Y*our Administrative Coordinator may <u>assist</u> you in entering grades on Minerva, but not enter them on your behalf.***

Please visit: https://www.mcgill.ca/minerva

6 My Courses

MyCourses is McGill's system for online teaching and learning. Most courses are using myCourses in a hybrid or blended fashion as an enhancement to classroom-based instruction.

MyCourses provides users with a web-based virtual learning environment that students use to access their courses online. Students can access tools such as discussion boards, live chat, course documents, assignments and quizzes.

Additional information: http://www.mcgill.ca/lms

7 Course Pack and Textbooks

The bookstore is the producer/distributor of all the course packs and textbooks. Please visit: http://www.mcgill.ca/bookstore/

Course packs for Desautels courses are sold at Dave's Store.

8 Administrative Coordinator's Support

You will be assigned an Administrative Coordinator or an Administrative Coordinator by the Senior   Administrator Coordinator and be introduced at your convenience. Please note that your Administrative Coordinator is also assigned to several other full-time professors as well as numerous course lecturers as part of their regular duties.   Your Administrative Coordinator will provide the following support:

- ♦ Typing support for course materials, exams;
- ♦ Ordering books and cases;
- ♦ Sending materials to printing (no xeroxing assistance);
- ♦ Sending course package to the bookstore but no assistance in the preparation of the course package;
- ♦ Serving as a link to students (relay messages – no appointments)
- ♦ No general distribution of materials, exams and term papers to students

Last minutes requests should be kept to a minimum.

8.1 *List of Administrative Coordinators*

Linda Foster (Rm 454)	**+1 514 398-4000 x 0252**
Darlene Fowler (Rm 454)	**+1 514 398-4028**
(Interim) Marina Nikoghossian (Rm 517)	**+1 514 398-4000 x 00973**
(Interim) Arifa Nitol (Rm 315)	**+1 514 398-4648**
Suzanne Sellitto (Rm 454)	**+1 514 398-4000 x 00974**
(Interim) TBC (Rm 454)	**+1 514 398-4000 x 09662**

9 Remuneration

University salaries are paid by direct deposit on a bi-weekly basis; every other Thursdays.
For information about setting up direct deposit of your salary at your bank, please view the site below:
http://www.mcgill.ca/desautels/resources/building-admin/casual-payroll/first-time-payment

Direct deposit is now mandatory and must be updated prior to your first scheduled pay date.

Taxes will be deducted at source for all teaching of regular courses. University payroll practices comply with government income tax regulations and cannot be changed by the University. You may direct any enquiries concerning salary to the McGill Payroll Department (local 4747).

Version 2.1

10 Grading Policy

McGill's grading scheme is as follows:

Undergraduates		
A	85-100	4.0
A-	80-84	3.7
B+	75-79	3.3
B	70-74	3.0
B-	65-69	2.7
C+	60-64	2.3
C	55-59	2.0
D	50-54	1.0
F	Below 54	0

Graduates: MBA, CA		
A	85-100	4.0
A-	80-84	3.7
B+	75-79	3.3
B	70-74	3.0
B-	65-69	2.7
F	0-64	0

10.1 Grading Budget

A grading budget is available for those course sections with 35+ students. The budget is set at $10.75/hr per student.

Should you teach several sections of the same course and the total enrolment of all sections average out to 35 students, you will be entitled to a grading budget.

BCom or Undergraduate students should be hired to grade your assignments, mid-terms, etc. Your Area Coordinator or instructors from your area could be sources of reference.

In order to pay a grader an employment agreement and a timesheet must be completed and signed by the grader and course lecturer. For graders who have never been paid before, he/she should complete a Personal Data form and Tax forms (TD1 & TP1015.3-V). Direct Deposit is now mandatory, students must update their banking information in Minerva/Student Accounts Menu/Direct Bank Account; select "Copy to payroll bank information".

Forms can be viewed and printed online at:

https://www.mcgill.ca/desautels/resources/building-admin/casual-payroll/

Graders will need to be sent this link as the Personal Data Form and timesheets need to be completed online.

11   Additional Information

11.1 *Mailbox*

You will receive and pick up mail from Room 104 (card access required with your McGill ID card). Mailboxes for lecturers are located to the right and are divided into alphabetical sections.

11.2 *Lost and Found*

The Faculty "lost and found" is located in the Porter's Office, at the main entrance to the Bronfman Building.

11.3 *Parking*

Daily pay parking is available on campus and in the basement of the Bronfman Building. It is accessible via the alley between the Bronfman Building and the University Bookstore. For information on hours, permits and rates go to: http://www.mcgill.ca/transport/parking

11.4 *Printing*

Each course lecturer can print via uprint with their McGill ID card or support.mgmt@mcgill.ca will provide them with a prepaid print card. The number of copies available is based on the number of students enrolled in your course sections.

11.5 *User ID & Email Account*

All new course lecturers will be assigned a user ID and email account on our network. In order to create these accounts, a DAS (Dial-Up Access) username needs to be set up. This DAS account will be created by the McGill Network and Communications Services (NCS) and communicated to you via your external email. ***This is done once your contract has been signed and processed.***

MS Outlook is the email system used by McGill University and can be accessed remotely at: http://exchange.mcgill.ca.

11.6 *Virtual Private Network (VPN)*

McGill's VPN allows users to access McGill-restricted sites (e.g. Library databases and journals) and networks drives when connecting to the Internet with a provider other than McGill's dialup access service (DAS). For more information on VPN go to:
http://kb.mcgill.ca/kb/?ArticleId=1212&source=article&c=12&cid=2#tab:homeTab:crumb:7:artId:1212

Version 2.1

Appendixes

Appendix 1 – Building Layout

Floor	Location Details
Concourse	- Dave's Store: sells Course Packs and snacks - Sandiford Lab: BCom student 24hr. computer lab - Classrooms: 001, 002, 011, 045 and 046
1st	- Porter's office - Mailroom (room 104) - BCom Program Office (room 110) - Bistro - Classrooms: 151, 178, 179
2nd	- Alphonse Desjardins Trading Room - Investment Research Lab - Scotiabank Global Banking Markets - Classroom: 210 - Student Study Space - Student Discussion Rooms - MUS Offices (BCom Student Association)
3rd	- Desautels Centre for Integrative Management (R305) - Masters Program Office (room 305) - MBA Lounge and Lab - DGSS Offices (MBA Student Association) - Faculty offices - Classrooms: 310, 340, 360
4th	- Dean's and Administrative Offices 454 - Faculty offices - Classrooms: 410, 422 and 423 - Student Study
6th	- McGill International Executive Institute - Soutar Career Center - Dobson Centre for Entrepreneurial Studies

Version 2.1

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