CANADORE
college.ca

Faculty Handbook
2023-2024

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Land Acknowledgement

Canadore College resides on the traditional territory of the Anishinaabeg and within lands protected by the Robinson Huron Treaty of 1850. This land is occupied by the people of Nipissing First Nation, Treaty #10 in the Robinson Huron Treaty of 1850 since time immemorial.

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About Canadore

From the time Canadore College opened its doors in 1967, we've taken pride in creating the best possible environment for learning and is the college of choice for students from across the province and around the world. Our focus is on student success, program and service excellence, connection to community, sustainability, innovation and entrepreneurship. The college graduates approximately 1,000 students each year and has over 60,000 alumni.

Vision

The College of Choice for connecting people, education, and employment through applied learning, entrepreneurship, leadership, and innovation.

Mission

To provide outstanding applied education and training for an ever-changing world.

Values

Our values form the guiding principles for all that we do, and how we engage with others. Canadore and its representatives will act with:
· Respect
· Integrity
· Transparency
· Commitment to excellence
· Accountability
· Responsiveness and flexibility
· Sustainability - economic and environmental

5 Guiding Pillars

The 5 Pillars act as Canadore College's operations filter, ensuring the alignment of our decisions and actions. All that we do must align with the 5 Pillars in support of the College's strategic direction.
· Student Success
· Program and Service Excellence
· Innovation and Entrepreneurship
· Connection to Community
· Sustainability (fiscal and environmental)

Message from the VPA

It gives me great pleasure to welcome you to Canadore College where we work as a dedicated team to produce highly qualified achievers to take on the responsibilities and duties of our community and beyond. We empower our students with the knowledge, skills, and competencies enabling them to deal with the challenges of today's rapidly changing world. Our vision is to be the college of choice for connecting people, education, and employment through applied learning, entrepreneurship, leadership, and innovation.

Recognizing that faculty members and academic staff play a very important role in achieving the mission of an academic institution, we always strive to create an environment where your contribution is appreciated, and every effort is made to ensure that your needs are supported. This handbook is written exclusively for you. We hope that you find it useful in answering some of the questions that may arise as you join our Team. Please do not hesitate to provide us with your feedback and suggestions for further improvement.
Once again, I welcome you to Canadore College where Great Things Happen!

Kindly,

Dr. Ahmed Obaide, Ph.D., M.Sc., B.Eng. (Hons)
Vice President, Academic
100 College Drive, P. O. Box 5001
North Bay, ON, P1B 8K9
+1 (705) 474 7600 Ext. 5255
ahmed.obaide@canadorecollege.ca

Canadore College's Strategic Plan, The Path to Canadore 2026

The strategic plan is both directional and aspirational. And, as with all plans, it is fluid and evolving reflecting the dynamism of Canadore and the environment in which we operate. Guided by our Statement of Purpose and The 5 Pillars, our success is measured by our strategic results.

The strategic plan builds upon years of growth and success in providing world-class applied education, applied research, outreach and engagement benefiting North Bay, Parry Sound, the province of Ontario, our Nation, and people around the globe. Our path forward is positive. We can and will achieve more in the years ahead.

We will invest in our people to develop capacity, ensuring we successfully attain our collective objectives. We aspire to be the very best in all we do.

Since 1972 when we opened our doors as Canadore College of Applied Arts and Technology we have continued to strive to be the college of choice for connecting people, education and employment through applied learning, entrepreneurship, leadership, and innovation. Programs and services will continue to be driven by market and student demand meeting the needs of today and tomorrow.

Canadore's differentiation is its ability to be nimble, focused, flexible, risk taking and, at times, unconventional, moving at the speed of its partners to create unique learning and research opportunities for students and staff. These attributes will continue to serve the College well in a time of intense competition, changing demographics, rapidly evolving technology, challenges of transitioning to a green economy, restrained government funding, and increased expectations from government, industry and the communities we serve.

Reflecting the diversity of the global community, Canadore welcomes international students from more than 45 countries and our international reach is growing. Students bring a global perspective to the classroom and the campus, enriching the experience for all. Increasingly, our students and staff are learning and teaching abroad, creating unique experiences that help define Canadore.

We must continue to build a campus environment that is vibrant, welcoming, respectful, diverse and safe for all and one that supports individuals in conducting their best work. Diversity of ideas is a prerequisite for tackling the great challenges we face, and an inclusive and equitable campus culture for teaching, learning and leading is necessary to ensure that diversity of ideas is embraced.

We remain committed to the implementation of the Truth and Reconciliation Commission (TRC) recommendations that are relevant to post-secondary education, the principles of freedom of expression, the standards of equity, diversity and inclusion (EDI), and the execution of our Sustainable Development Goals.

We will invest in technology linked to academic programs, applied and commercial research, effective operations, comprehensive and seamless student advising, and wholistic support for students' physical, mental and emotional health and well-being. We will dedicate lifelong career support to our alumni who are our natural ambassadors and a testament to the Canadore experience.

Our applied programs, research, scholarship and entrepreneurial endeavours contribute to the creation of a strong, vibrant and globally competitive workforce, generating new applications of knowledge and increased learning opportunities for students and staff. These learnings empower individuals to address complex problems and lay the groundwork for future generations to tackle the challenges of tomorrow.

To continue to lead, we must aggressively pursue external resources and partnerships that give us the platforms necessary to develop solutions and create mutually beneficial opportunities. We will seek like-minded partners to expand our scope and our reach to support multidisciplinary approaches and forge new partnerships with the public and private sectors.

Our progress has been supported through careful institutional stewardship of resources, government funding, and entrepreneurial activities and by the generosity and support of community partners and alumni.

We thank all those who provided input to this strategic plan -- our students, staff, alumni, community members, business and industry, and our valued partners. Your ongoing support is needed as we make Great Things Happen Here.

Canadore 2026 - Canadore College

Canadore Academic Strategy 2026

Introduction

The Canadore Academic Strategy 2026 is an extension of Canadore College Strategic Plan (Canadore 2026).

The Academic Strategy 2026 is realistic yet aspirational and builds on many years of success, growth, and commitment to core values. Through the Strategy, Canadore embraces its responsibility for shaping the future of its local community and beyond.

The strategy represents our collective commitment to academic excellence and high-quality education and training for our learners, our community, and beyond. All those who participated in its development share ownership over it and as a result are accountable to it. We are appreciative of all those who participated in this process and look forward to even greater participation of our academic community in the development of future Academic Strategies as we continue to strive to meet the demands of 21st century higher education.

Canadore Academic Strategy 2026 - Goals

Goal 1: Develop and deliver market-driven and learner-centric applied academic programs and training courses that are aligned to the highest standards and are subject to cyclic, extensive, and meaningful reviews.

Goal 2: Sustain a contemporary and dynamic teaching and learning strategy supported by scholarly research, teaching resources, and best practice.

Goal 3: Explore and acquire technological and up-to-date program-specific resources and training aids that promote an enhanced teaching and learning environment.

Goal 4: Deliver a strategic, selective, and socially responsible research strategy that brings together interested parties to create new knowledge and deliver data-informed solutions that are applicable to real-world problems, which are then shared with our learners and communities at large.

Goal 5: Execute a comprehensive internationalization strategy that seizes opportunities and confronts challenges, ensuring commitment to our core values.

Goal 6: Engage in creative and innovative projects that support Canadore's differentiation and market proposition aspirations.

Goal 7: Maintain and support the evolvement of an efficient resource planning and process optimization system that is fact-based and data-driven and is nurtured within change management.

Goal 8: Deploy a robust quality management system that supports our sustained pursuit for academic excellence and is integrated into our culture and planning process.

To read the full Academic Strategy 2026, visit **canadorecollege.ca/downloads.**

Academic Structure

Academic Faculties

Faculty of Aviation, Trades and Technology

    School of Aviation and Aerospace Technology

    School of Trades and Technology

Faculty of Environmental Studies and Health Science

    School of Environmental Studies

    School of Health Science

Faculty of Human and Social Science

    School of Human Care and Social Services

    School of Sport and Recreation

    School of Indigenous Studies

Faculty of Arts, Design and Entrepreneurship

    Entrepreneurship Academy

    School of Culinary Arts

    School of Art and Design

Centre of Access, Interdisciplinary Studies, and Lifelong Learning

    School of Access, Language and Preparatory Studies

    Continuing Education and Corporate Training

Academic Centre of Excellence

The Academic Centre of Excellence (ACE) promotes excellence in teaching practice and student learning in higher education.

ACE staff assist faculty with the design, development, and delivery of high-quality, student-centred learning experiences. ACE's wide range of general and targeted resources and support offers faculty opportunities to expand their teaching practice as well as engage with other faculty within the Canadore academic community.

ACE also provides leadership and support for program quality assurance, curriculum development, and applied research.

For more information, visit: **Academic Centre of Excellence - Canadore College**

Academic Structure

Research Centre

Research and scholarship are crucial elements of academic and professional life, as they allow us to investigate and understand complex phenomena, generate new knowledge, and improve practices in various fields.

The Research Centre provides the following administrative services:

- Applied Research policy interpretation
- Liaison with funding agencies
- Investigation of research opportunities
- Proposal writing support
- Budgeting and finance support
- Assistance with reporting requirements
- Training and professional development
- Project management services
- Concierge service to source funding for research opportunities

For more information, visit: **Research at Canadore - Canadore College**

Experiential Learning

Experiential Learning provides administrative leadership and support for experiential learning activities across all Canadore College's academic programs. Leadership and support functions are offered for but not exclusive to the following areas:

- Placement (i.e., Field Placement, Clinical Placement, Practicum, Preceptorship, etc.) administrative guidance and consultation, including the provision of standardized placement forms (all programs)
- Placement administration and coordination (select programs)
- Community partner relationship management
- Field trip planning
- New program development consultation
- Course development and delivery consultation
- Experiential learning activity development and delivery consultation

Experiential Learning oversees the following Canadore webpages:

Placement - Canadore College

Experiential Learning - Canadore College

Ph: 705-303-5771

E: **Jeremie.Carreau@canadorecollege.ca**

Academic Structure

Canadore International

Students come to Canadore from as far away as Brazil, China, India, Malaysia, Peru and Nigeria. Canadore International provides support to all international students including orientation to the local community, guidance on health insurance coverage and immigration-related matters.

Our dedicated team of International Student Advisors (ISAs) can help students with a wide variety of topics including:

· Study/work permits;
· Health insurance;
· International Student Guide; and
· Community Orientation

International students are asked to use the intake form that has recently been developed and posted in the Canadore International Student App (iCent) for ISA appointments.

Ph: 705-474-7600 ext.5425
E: **international@canadorecollege.ca**

For more information, visit: **International FAQ - Canadore College**

Academic Deans Office

The Deans Office Team provides administrative support to faculty, staff and students. Areas supported include, but are not limited to, the following:

· Academic onboarding of non-FT academic staff
· Academic staff timekeeping
· Triaging student inquiries and concerns
· Academic integrity process
· Scheduling meetings for the Deans
· Facilitation of Faculty Performance Reviews
· Program Advisory Committees (PACs)
· Mail processing and office supply orders

Ph: 705-474-7600 ext.5170 (Education Centre Campus) / ext. 5628 (Commerce Court Campus)

E: **Academic.DeansOffice@canadorecollege.ca**

Timekeeping

The College is in the process of implementing CERIDIAN **Dayforce** as the College's Payroll/Human Resources Information service (HRIS) provider.

CERIDIAN **Dayforce** is a comprehensive cloud platform that combines HR, payroll, benefits, workforce management, and talent management in a single application. We have chosen to implement this system as part of our continuing efforts to make Canadore College a great place to work. This system implementation contributes to our Pillars of Program & Service Excellence, Innovation & Entrepreneurship, Connection to Community and Sustainability (fiscal & environmental) by creating efficiencies through automation and integration. As our HR environment has become more complex, our needs for a scalable Human Capital Management (HCM) software system to help address complex regulatory requirements was evident. We are thrilled with the possibilities that this system presents.

What does this mean for you?

CERIDIAN **Dayforce:**

- provides you with user friendly, easily accessed and detailed pay stub information
- ability to update your personal address and emergency contact information in real time
- gives employees (Full Time benefits eligible) access to their benefits, vacation and sick time entitlements
- improves the ability of your Organizational Development & Talent Management and payroll teams to process payroll and administrative information
- improves the ability of your Organizational Development & Talent Management team to administer your employee benefits programs for you and your family.

Instructions for the following items can be found here: **Staff and Faculty Resources - Canadore College** (under Part-Time Hire Forms).

- Login Instructions for Ceridian Dayforce
- Updating Your Profile in Ceridian Dayforce
- Accessing Your Earnings Statements in Ceridian Dayforce
- Dayforce – Timesheet Instructions

Additional information will be provided by Organizational Development & Talent Management (ODTM) as it becomes available.

For questions related to CERIDIAN **Dayforce** please contact:**Information.ODTM@canadorecollege.ca**

Timesheets

Non-Full-time employees within the Academic Area are required to submit timesheets for the duration of their contract. Details on how to submit timesheets and a copy of the pay schedule will be provided to you upon acceptance of your formal offer.

For questions related to submitting timesheets, please contact: **Academic.Timesheets@canadorecollege.ca**

All NEO/NFO training and personal development hours are tracked directly through ODTM and Payroll. These hours are not to be marked on timesheets.

Full-time academic staff are not required to complete timesheets for their full-time assignments. Full-time academic staff who also have non-full-time contracts are required to submit timesheets. Instructions will be provided by a member of the Deans Office Team

Academic Structure

Attendance

Managers should be informed of any change to your attendance (i.e., class cancellation, sick time, vacation, etc.). For tracking purposes please report any approved time to: **Academic.Timesheets@canadorecollege.ca**

Student Concerns Process

Students may have concerns related to aspects of their college life, including issues related to teaching and learning, final grades, human rights and harassment or college services. In all cases, students should first contact the department responsible for the service in question.

The process to address concerns varies depending on the area of concern. The **Student Concerns Process** provides information/guidance on how to deal with:

- Concerns with the Teaching and Learning Process
- Concerns with Final Grades
- Concerns related to Human Rights and Harassment
- Concerns with Student and College Services

Academic Integrity

Students are required to comply with the Academic Integrity Policy. This includes submitting their own work for evaluation, citing their work according to APA format, not cheating on assignments, tests or exams and all other aspects of academic integrity as stated in the policy. Failure to adhere to the Academic Integrity Policy will result in disciplinary action that could include receiving a grade of zero on a test or assignment, a zero in the course, or even expulsion from the College.

The Academic Integrity process is supported through the Deans Office.

For more information, please refer to the **Academic Integrity Policy and Procedure**

Faculty Performance Reviews

Faculty Performance Reviews take place throughout the academic year in accordance with the Faculty Performance Review Policy and Procedure. Organizational Development and Talent Management (ODTM) manages the review cycle and supports the process in consolidation with the Deans Office.

For more information, please refer to the **Faculty Performance Review Policy and Procedure**

Program Advisory Committees (PACs)

Background

According to the MCU Minister's Binding Policy Directive – Framework for Programs of Instruction: The board of governors is to ensure that an advisory committee for each program of instruction or cluster of related programs offered at the College is established and is made up of a cross-section of persons external to the College who have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program. The board of governors is to establish in by-law the structure, terms of reference, and procedures for Program Advisory Committees (PACs).

Purpose

Canadore's comprehensive Program Advisory Committee (PAC) Guidelines is designed to outline the procedures and practices to be followed by PACs, with the intent of ensuring successful outcomes and consistent minimum standards across all programs.

This handbook should be distributed to the Dean or his/her designee responsible for each PAC, the Academic (Faculty) Coordinator, the Canadore employees who act as committee resource personnel, and the membership.

All full-time postsecondary programs leading to a Ministry approved credential (Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates and Bachelor Degrees) must have a PAC. PACs may be established for an individual program or a cluster of related programs.

In some circumstances, one PAC may be appointed for a group of related programs, subject to the following criteria:

· The programs have related program competencies, curricula, and/or outcomes.

· The programs produce graduates for related industries.

· The membership of the committee would be duplicated if there were separate PACs.

For more information related to PACs visit: **ICAN/Deans Office/PACs**

Mail

Mailrooms for academic staff are located at each campus as follows:

Campus	Location	Access
College Drive Campus	C222	Main Entrance to C222
Commerce Court Campus	W100F	Secured Entry (code)
Aviation Campus	Front Office	Secured Entry (key)
West Parry Sound Campus	118	Through 115

Before the Semester Starts

Semester Start Checklist

☐ Appointment letter is provided to employee.
☐ Employee completes and submits hire package.
  ☐ Completion of these forms will allow activation of your network account.
☐ Employee registers for New Faculty Orientation and Intro to iLearn.
☐ Employee completes mandatory health and safety training.
☐ Network access is provided to employee.
  ☐ Your employee ID allows you to connect to the College network, complete mandatory training, and purchase a parking pass.
☐ Employee purchases a parking pass.
☐ Employee requests a copy of required textbooks.

☐ Employee is provided access to iLearn (the Learning Management System).

Orientation and Training

New Employee Orientation (NEO)

Our New Employee Orientation (NEO) program is provided virtually via Canadore's Dayforce platform **Dayforce (dayforcehcm.com)**. These sessions are filled with important guest speakers introducing you to the various departments within Canadore, virtual tours of our campuses, health and safety information and will walk you through accessing our policies and procedures.

You can work your way through the material at your own pace. It will take you approximately 3 hours to complete the full orientation. Completion of the program is mandatory and should be completed no later than one week from your start date.

Once you receive your Employee ID, you will be able to log into the platform. Please refer to **Ceridian Dayforce Guide** for additional information.

Note: Remuneration for participating NEO will be processed automatically. Staff are not required to complete a timesheet for this session.

New Faculty Orientation (NFO) and Introduction to iLearn

New faculty must register in one of each of the sessions (NFO and Intro to iLearn). Once registered, more information and meeting links will be emailed to you.

Register Here - NFO & Intro to iLearn Sessions

New Faculty Orientation (CPD208):

This session will provide an overview of the College, policies and procedures, services available (i.e., Library, Educational Technology, Print Plus, etc.) and strategies and best practices for teaching and course development.

Introduction to iLearn (CPD100):

This session introduces the features and functions that will assist you to prepare the online components of your courses. We will explore creating news items (announcements), managing course content, tracking attendance and student progress, and building a grade book.

In the event that a faculty member is hired after faculty onboarding has concluded for the semester, it is expected that they will complete the training and expectations for both CPD208 and CPD100. Additional teaching and technology resources are available in the NUT100, FAC100, and TEC100 courses within iLearn.

Note: Remuneration for participating in NFO and Intro to iLearn will be processed automatically. Staff are not required to complete a timesheet for either session.

Health and Safety Training

Below is a list of all mandatory health & safety training requirements.

Occupational Health and Safety Act:
· Health and Safety – 4 Steps

Health and Safety 4 Steps training is available at:
http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php

Upon completion, email a copy of your certificate to **Kimberly.Forsyth@canadorecollege.ca**

Depending on your department and position, additional health and safety training may be required.

Canadore's Health and Safety Training system is called Litmos. You will be registered in the system once your Employee ID has been created and network access has been granted. Your Litmos login credentials will be emailed to you.

Accessibility

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the College is committed to providing related training to its employees. Below is a list of the mandatory AODA Training Requirements:

· Customer Service Training
· Accessibility Awareness Training for Educators (For Instructors only)
· Integrated Accessibility Standards (IASR) and the Ontario Human Rights Code (OHRC) Training

The Customer Service and Accessibility Awareness training is available in Canadore's Dayforce platform and new employees will be enrolled.

The IASR & OHRC training is available online at **www.canadorecollege.ca/accessibility.** Upon completion of training, complete the acknowledgement under the training module.

Accessibility training is available online at **www.canadorecollege.ca/accessibility.** Upon completion of training, complete the acknowledgement form listed under the training module(s).

Professional Development

Professional development (PD) opportunities are available to employees throughout the academic year. Upcoming professional opportunities can be viewed here: **PD Opportunities**

For questions about available PD opportunities please contact the Academic Centre of Excellence (ACE): **ace@canadorecollege.ca**

Course Outlines

To view course outlines, please visit the **course outlines** webpage and search the corresponding course codes.

Course outlines are updated by faculty and approved by the Dean/Director on an annual basis. Canadore's Course Outline System ensures course outlines include course level learning outcomes, mapping to program vocational learning outcomes and essential employability skills, teaching and learning activities and assessment and evaluation strategies.

Textbooks

Textbook requirements are listed on the course outlines. Most publishers supply free copies of textbooks to instructors who are requiring the text for their class. To order an instructor copy of the textbook please contact the publisher and request a copy be mailed to your preferred address. You may ship the textbook to Canadore and pick it up in the academic staff mail room once it arrives. You will be required to provide a valid Canadore email address when requesting a copy. Your email address will be provided to you once your network account has been set up.

Access to Previous Course Material

If you are teaching a course for the first time, you can request past course content using the Past Course Content ~ Colleague Access Request From located in NUT100 on iLearn.

It is expected that faculty requesting access have made an effort to contact the past course instructor that they are requesting content from. In the event you are unable to contact the faculty member whose course shell(s) you are requesting, please check with another member of your program area to determine which shell(s) would be the best for you to access.

Note that we update course outlines annually, so it is possible that some of the material you receive is no longer relevant. At the end of the semester, we ask that you share back so that future instructors can benefit from this information.

Course Aggregation

Aggregation of course sections takes two (or more) sections of the same course (in which you are the primary instructor) and combines them in to one iLearn shell.

That means that all students in the affected sections will be in the same shell and will share the content area, as well as all assessments. The course has a common gradebook as well, so the course deliveries should be very closely aligned.

If you know that you will be teaching one or more courses more than 5 weeks prior to the start of the semester, be sure to read the Aggregation Requests section of the NUT100 on iLearn and complete the Aggregation Requests Form if you feel this would be of value to you.

Schedules

Faculty teaching schedules are available through **Self Service.**

- Click on the 'Faculty Services' tab
- Click on the 'Faculty Detail Schedule'
- Select a 'Term' (i.e. Fall 2023)

During the Semester

Student Orientation

Student orientation and welcome events are scheduled each semester. Start-up resources and orientation videos are available to students on the Canadore website.

For more information, please visit: **Orientation - Canadore College**

Class Cancellations/Absences (illness / weather)

The College recognizes that classes may from time to time need to be cancelled or re-scheduled to accommodate special circumstances. Affected students are to be notified as soon as possible of a class cancellation through the Learning Management System (iLearn) or directly through other means, at the responsibility of the professor.

For more information, please visit: **Class Cancellation Policy**

As a public institution, Canadore attempts to remain officially open at all scheduled times. In the event of cancellations resulting from inclement weather or emergency situations, an announcement will be posted to the iLearn home page news with information pertaining to the closure.

Closure information will also be broadcast through Canadore's official social media channels, including Facebook and Twitter. Local radio stations will also be advised of campus closures resulting from inclement weather or emergency situations.

If you are a student on clinical experience and classes are cancelled, it is your responsibility to notify your clinical supervisor.

Any notice regarding closures will specify the college location(s) affected.

Guest Speakers

If you are considering inviting a guest speaker to one of your classes, you may request an honorarium payment. Please refer to the Honorarium Payments Policy and Procedure for more information.

Academic Help Desks

The Writing Help Desk and Math Help Desk are available to all Canadore students and assist with academic writing, assignments, APA, presentations, and projects for all classes.

· Writing Help Desk
· Math Help Desk

Additional information can be found here: **Academic Help Desks (canadorecollege.ca)**

Program Progression

Progression Policy

The College is committed to ensuring deployment of a consistent, equitable and transparent assessment process that also enables timely feedback; to students as they work towards the achievement of learning outcomes.

More information can be found here: **Program Progression Policy**

Progression Board

Progression Boards are held during reading week of each academic semester. In advance of the board, Faculty collect and collate learner performance indicators (assessment outcomes) and determine, in concert with their respective program area Academic Lead (Dean/Associate Dean/Academic Director/Academic Chair, hereto referred to as Academic Leads), whether a learner will receive a progression alert letter. No changes to learner academic standing are permitted at this time. In addition, this board is an opportunity for Faculty and Academic Leads to discuss program level items, such as program review, curriculum changes, business plans, budgets, next semester preparation, etc.

At the End of the Term

Submitting Final Grades

Deadlines for submitting final grades in iLearn are listed in the **Important Dates and Deadlines** for the College.

For information on the final grades process, visit the **NUT100: iLearn Nutshell** course within iLearn.

- The **Final Grades Module** includes details on making grades available at the deadline.
- The **2 Minute Final Grades How-To Video** provides a demonstration.
- Confirmation instructions are found on the **Verify Your Grades Are Ready** page.
- As needed, view the **Incomplete Grade Contract**, and the **Grading Policy.**

Email **ilearnsupport@canadorecollege.ca** in the event you require further iLearn Final Grades support.

Changing a Student's Grade

In the situations where grades have been submitted and applied to the student's official record and require revision (e.g., clerical error, retroactive drop or non-reporting of grades, supplemental privileges), please refer to the Grade Revision Process and complete the necessary form.

Exam Board

Exam Boards are held at the end of each academic semester. Program teams (faculty and their respective Academic Leads) confirm/assign individual learner academic standing, review both individual course level and cohort level performance data provided by the Academic Centre of Excellence (ACE) and make any necessary recommendations to the Academic Council. Following this, an Academic Council is convened to review and confirm graduates in preparation for convocation.

Student Course Feedback

Student Course Feedback surveys are conducted each semester, or as required, to ensure students have the opportunity to provide feedback in all program courses.

More information can be found here:

Student Course Feedback Policy

Student Course Feedback Procedure

Services

Technology Services

Information Technology Services (ITS)

ITS provides support for desktops, software installs & upgrades, onsite labs, and troubleshooting supported software and onsite hardware issues.

Once you receive your Employee ID, you will be able to log into your Canadore / Network account. Your Canadore network account is used for logging into network computers, corporate email, Microsoft applications/webmail, the eclibrary, and the iCan Portal. Please refer to **Appendix 2: ITS Quick Reference Guide** for additional information.

Ph: 705-474-7600 ext. 5800 / E: **servicedesk@canadorecollege.ca**

College Drive Campus (D-wing) – Room D228

Multi-Factor Authentication

Securing our online resources is a rising challenge. Over the past few years cybersecurity has gone from being something to think about to an absolute must for educational institutions. Increasingly, educational institutions are becoming a target for organized cyber criminals. Starting June 19, 2023, multi-factor authentication (MFA) will be required for all staff members accessing our institution's network and resources.

To receive your secure ID Multi-Factor Authentication token, please contact:

Ph: 705-474-7600 ext. 5800 / E: **servicedesk@canadorecollege.ca**

College Drive Campus (D-wing) – Room D228

Education Technology Services (ETS)

ETS provides support for classroom and audio visual / digital media technology.

Once your teaching schedule is finalized and you know which classroom(s) you will be teaching in, you can connect with Educational Technology Services (ETS) to sign-out an electronic podium key for your classroom so you can access the projector podium and any audio/visual equipment in the classroom. If you require access to Lab space, please contact your manager for approval. Classrooms are unlocked and do not require keys for entry.

Ph: 705-474-7600 ext. 5399/5450 / E: **ets@canadorecollege.ca**

College Drive Campus (C-wing) – Room C267a

iLearn Support

iLearn Support provides support for Canadore's learning management system, iLearn (D2L Brightspace). Once you receive your Employee ID, and are also attached to your courses for the upcoming semester, you will be able to log into your iLearn account.

· See the **Orientation Form** for upcoming orientation sessions
· View the resources in **Appendix 1: iLearn Start-Up Guide** for login help, past course access, training courses, support options, and more
· Visit an **iLearn Drop-In Session** scheduled throughout the year for help on course building, grades and more
· Email **ilearnsupport@canadorecollege.ca** for training, inquiries, and assistance

Email

Upon hiring, your network credentials will be provided to you by a member of the Deans Office Team.

Services

Canadore Employee Portal

The **Canadore Employee Portal** is an internal network used to store, organize, and share information. You will be able to access the Portal once you receive your network credentials.

Printing

To be able to print to a Canadore staff printer, you must be on a College computer. You will need to log in with your Canadore credentials and set up a printer under your account. You will need to do this for each computer from which you will be printing. This can take a few minutes, so be sure to leave yourself some time. C223 is the closest printer to our office. See Appendix 4 of the Academic Employee Handbook for more information.

Shared printer locations are as follows:

· College Drive (D208, D343, C222, C109H
· Commerce Court (W100F, E223)
· Aviation (Y227)
· Parry Sound (PS120)

To install a network printer on your computer, please refer to **Appendix 4 – Printer Install Guide**.

Large runs and runs that require coloured paper should be brought to **Print Plus**. Printing services provided by Print Plus need your department number to order. Please request approval from your supervisor before placing an order.

Ph: 705-474-3450, ext. 4348 / E: **printplus@nipissingu.ca**

College Drive (A-wing) – Room A107

First Peoples' Centre

At Canadore, many Nations are represented including Ojibway, OjiCree, Cree, Algonquin, Metis, Mohawk and Inuit. Canadore welcomes approximately 1,000 Indigenous students annually from across the country. Many services are available for students. The goal of the First Peoples' Centre is to offer cultural relevancy within postsecondary programming to increase student and graduate opportunities.

First Peoples' Centre supports and promotes Indigenous student success. Canadore faculty can reach out to:

· Meet with their students
· Access the peer tutor program or recommend a student to become a tutor
· Discuss concerns about a student
· Refer a student
· Schedule a guest speaker and cultural advisors

Additional information can be found here: **https://www.canadorecollege.ca/first-peoples-centre**

Student Success Services

Student Success Services provides student-focused services to help guide our students to success in their studies. Staff provide support through learning strategies, mental health and wellness events, and by reducing and/or removing educational–related barriers through accommodation planning with students with disabilities.

Additional information can be found here: **Student Success Services - Canadore College**

Accessibility

The Accessibility for Ontarians with Disabilities Act (AODA) and standards require educational institutions to make their course materials and resources accessible to students who have disabilities. These requirements remove and prevent barriers to learning by considering accessibility needs and providing information in accessible formats. Student Success Services encourage all faculty to apply Universal Design for Learning in course design and create accessible multimedia.

Through the online software **Accommodate**, Student Success Services assists students with their academic accommodation needs at Canadore College, including:

· Providing course material in alternative formats
· Extra time for testing
· Use of assistive technology
· Peer tutoring support
· Learning strategist appointments

The accommodation process advocates for collaboration between the student, Student Success Services and Instructors/Faculty as part of Canadore's shared duty to accommodate students with disabilities.

Additional information can be found here: **Accessible Learning Services - Canadore College**

Student Employment

Centre for Career Development

The Centre for Career Development can support you in regards to:

· Employment Documents: Creating or updating resumes, cover letters, and portfolio reviews.
· Job Search Supports: How to job search, electronic application systems, navigating job fairs.
· Interview Preparation: Mock interviews, practice questions, what to bring.
· Networking: How to get connected, using LinkedIn, creating an elevator pitch.
· Entrepreneurship Support: Learn from successful community business partners how to start up.
· Volunteer Opportunities: Community opportunities to build your skills and civic responsibility.
· Mentorship: Connecting Alumni and students to those that "have been there, done that".

Additional information can be found here: **Student Employment - Canadore College**

Panther Sport and Wellness

Canadore offers Sports and Wellness programs to fit your schedule and lifestyle. There are recreation and extramural activities, varsity teams and leagues, and fitness and wellness classes to choose from. Workshops and campus life events are also offered at each campus!

Some of the activities include:
· Varsity sports include Men's and Women's Volleyball and Men's Basketball.
· Club Sports include Men's and Women's Hockey, Soccer and Men's Baseball.
· Rec Sport: Intramurals, Drop-in sport, LUG Hockey, REC2GO, Trail Access, Snowshoe Lending Program, and Bike Share Program.

Additional information can be found here: **Canadore College (canadorepanthers.ca)**

Services

Infrastructure and Public Safety

The Security Team is available 24/7, with offices at each campus.

Service include:

- General Inquiries for Staff/Students/Visitors
    - **Parking on campus**
    - Access control
- First Responders for any emergency incidents,
    - Emergency First Aid
    - Assistance with 911 protocols
    - De-escalation of situations

Security Contact Info:

Education Centre Security - 705.474.7600 ext. 5555, 705.498.7244 or 705.471.2488
Commerce Court Security - 705.474.7600 ext. 5636 or 705.498.9375
Campus Safety Walk - 705.494.9192
Call 911 in the event of an emergency for Police, Fire and/or Ambulance

E: **security@canadorecollege.ca**

Additional information can be found here: **https://www.canadorecollege.ca/experience/safe**

Dining Options

100 Elements

In this unique learning environment students create and serve decadent multi-course meals under the training and supervision of Canadore's award-winning chefs de cuisine and experienced professors. The dining experience is based on a classical foundation with modern cuisine and also features Ontario wines, local beers and fine single malt scotches.

For more information, visit: **100 Elements**

Food Services

Food services are available at each campus in North Bay.

For more information, refer to **https://www.canadorecollege.ca/support/meal-plans/college-drive-cafeteria**

Services

Harris Learning Library

The Harris Learning Library provides assistance and instructive guidance, access to resource materials, and a comfortable environment to study.

The Harris Learning Library has many services to support student learning.
- Friendly and helpful staff
- Information resources including books, games, streaming videos, audio books and electronic resources
- Access to materials from other libraries through InterLibrary Loan
- Individual and group study work spaces
- WiFi
- Copying and printing
- Stress buster activities such as puzzles, games, coloring sheets, and knitting baskets.
- Weekly therapy dog visits

Library staff also coordinate with instructors in the provision of library instruction sessions specifically tailored to class needs and subject matter. These sessions focus on developing effective search strategies, evaluating information, how to avoid plagiarism, and the importance of providing proper citations. They have several short video tutorials, subject specific research guides, and links to other resources.

Ph: 705-474-3450 ext. 4221 / E: **info@eclibrary.ca**

Additional information can be found here: **www.eclibrary.ca**

Appendix

Appendix 1 – Staff Quick Reference Guide

Appendix 2 – ITS Quick Reference Guide

Appendix 3 – iLearn Start-Up Guide

Appendix 4 – Printer Install Guide

Appendix 5 – Academic Employees Collective Agreement

GREAT THINGS HAPPEN HERE

CANADORE
college.ca