



**FACULTY +
ADMIN +
SUPPORT STAFF
HANDBOOK**
2023-2024



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PRESIDENT'S MESSAGE

Welcome to Emily Carr University of Art + Design! As Emily Carr's Interim President + Vice-Chancellor, I am pleased to present you with this handbook, which provides a wide range of information and resources that will support your teaching, creative practice, research and administrative work. It also provides extensive information about university services, governance and policies. The handbook is a go-to guide to help answer questions and point you to the appropriate resources at the university.

As a faculty or staff member here, you are joining a group of outstanding artists, designers, scholars and staff who share a commitment to innovation and critical material engagement. Our common goal is to provide exceptional art, media and design education for our students. The dedication of our employees, students and alumni is inspiring. I look forward to seeing you soon!



Trish Kelly
Interim President + Vice-Chancellor



Emily Carr University is situated on unceded, traditional and ancestral territories of the x^wməθk^wəyəm (Musqueam), S^kwxwú7mesh Úxwumixw (Squamish) and səilwətaʔt (Tsleil-Waututh) peoples.

520 East 1st Ave.
Vancouver, BC V5T 0H2
Canada

EMILY CARR HOURS OF OPERATION

Regular Building Hours
Mon to Thurs 7:30am–11pm
Fri 7:30am–8pm
Sat + Sun 8:30am–6pm

CLOSED
Statutory holidays and winter break.

Building hours are subject to change. See [posted Building Hours](#) for more detailed information.

A BRIEF OVERVIEW + HISTORY OF EMILY CARR UNIVERSITY

Founded in 1925, the post-secondary institution now known as Emily Carr University of Art + Design is one of BC's oldest, and the only one dedicated to professional education and learning in the arts, media and design. In Canada, Emily Carr University is one of four post-secondary art institutions and one of 18 art institutions in North America with close to 2,000 full-time employees.

In 2023, the *QS World University Rankings* ranked Emily Carr University as the *top university in Canada* for art and design for the fourth year running. ECU remains the only Canadian post-secondary art and design school to be ranked among the world's top 50.

Teaching, creative practice and research at Emily Carr happen across 17 majors and five degrees (Master of Fine Arts, Master of Design, Bachelor of Fine Arts, Bachelor of Media Arts and Bachelor of Design) within four faculties (the Faculty of Culture + Community, the Ian Gillespie Faculty of Design + Dynamic Media, the Audain Faculty of Art and the Jake Kerr Faculty of Graduate Studies).

The university serves more than 2,000 undergraduate and graduate students (including domestic and international), and about 1,900 active non-credit students. International students come from more than 50 countries, and dozens of exchange students and researchers from around the world visit campus throughout the year.

Emily Carr University's alumni and faculty are among the most influential artists and designers working in their respective fields. With a close-knit community and more than 900 dedicated employees, students have the advantage of a personal level of service in a creative environment. The university has collaborative agreements and partnerships with other post-secondary institutions and organizations in BC, Canada and abroad, providing a variety of opportunities for students to participate in research, exchange and work-integrated learning.

Originally founded as the Vancouver School of Decorative and Applied Arts, the institution became the Vancouver School of Art in 1933, followed by the

Emily Carr College of Art and Design in 1978. In 1995, it became the Emily Carr Institute of Art + Design and, in 2008, received university status and became Emily Carr University of Art + Design, designated as a "special purpose, teaching university" under the University Act. The school received degree-granting authority in 1989 and, by 1994, was able to offer degrees in its own name. In 2003, it began offering its first graduate program, the Master of Fine Arts and, in 2013, its second graduate program, the Master of Design.

In 2017, Emily Carr University transitioned from its long-held location at Granville Island to its home at Great Northern Way. The 26,600-square-metre state-of-the-art facility, designed by Canadian architectural firm Diamond Schmitt Architects and developed through a public-private partnership (P3) model with Applied Arts Partners (AAP), is LEED® Gold-certified and advances the university's efforts toward greater sustainability.



VISION

Emily Carr University of Art + Design's vision is to be a worldwide centre of excellence in art, design and media education and research.

MISSION

Emily Carr University of Art + Design is a learning community devoted to excellence and innovation in art, design and media.

VALUES STATEMENT

Emily Carr University of Art + Design is committed to ensuring that our degrees, programs and courses are relevant to the needs and interests of students and society. We believe that research in art, design and media is vital for the cultural and economic growth of local and global communities and encompasses a range of methods including creative inquiry and artistic creation. We aspire to the ideal of excellence in all programs and service areas. We value diversity and strive to increase accessibility to our programs for students of varied financial means. As a university, Emily Carr believes that good citizenship includes social and environmental sustainability. We understand that it is through collaboration and dynamic interaction with professional groups and organizations that Emily Carr and the community at large will benefit.



GOVERNANCE + STRUCTURE

As a public university in British Columbia, Emily Carr University operates within a legal framework established through the [University Act](#) (the Act) and regulatory and policy frameworks set by the government.

The university is governed by a **Board of Governors** and a **Senate**. Under this bicameral model, each body is tasked with different areas of oversight and together provide direction to the university to support implementation of its vision, mission, values and mandate. The university receives direction on mandate and the priorities of government through an annual Mandate Letter addressed to the Board of Governors. The Board is responsible for the stewardship of the university and is accountable for ensuring that the university operates in accordance with its mandate.

BOARD OF GOVERNORS

Emily Carr University's [Board of Governors](#) oversees the affairs of the university. Key responsibilities of the Board include setting strategic direction, overseeing stewardship of institutional resources, ensuring effective risk management and selecting and evaluating the President.

As per the Act, the Board of Governors is composed of the Chancellor, the President + Vice-Chancellor, eight appointed members, two elected faculty members, one elected staff member and two elected student members. Appointed members are established by Order of the Lieutenant Governor in Council. Faculty, employee and student Board members are elected by their peers. The effective governance of the university relies on all Board members fulfilling their roles and responsibilities with the highest standards of conduct. Information on the Board of Governors' procedures, code of conduct, meeting rules of order, structure of committees and more is included in the [Board Bylaws](#) and on the [Board of Governors](#) webpage.

SENATE

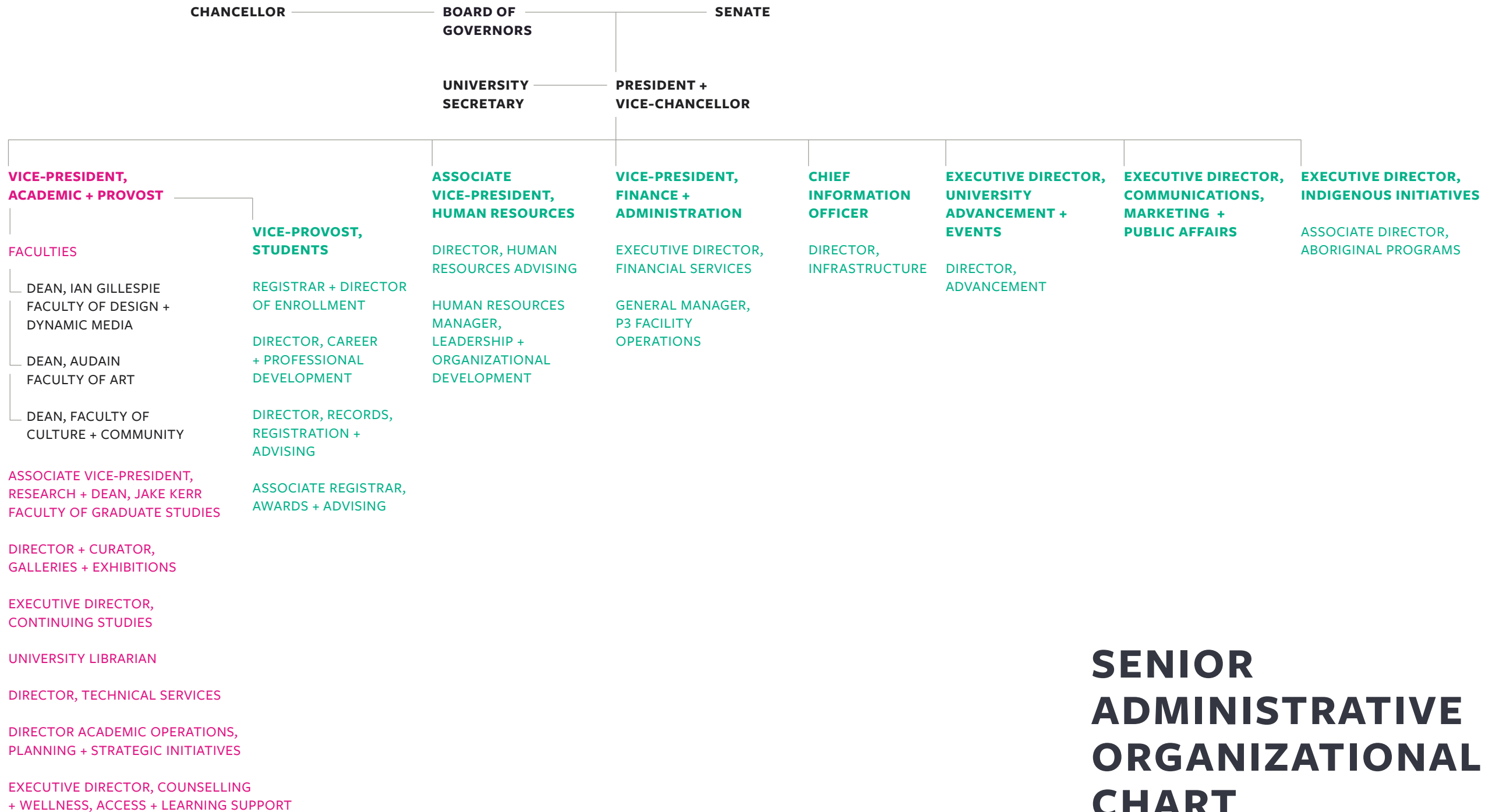
The [Senate](#) is the academic governing body of the university and is responsible for academic matters, including development of academic policy, approval of curricula and academic conduct concerns. The Senate must also advise the Board and the Board must seek advice from the Senate on various policy areas of joint concern as outlined in the Act.

As per the Act, the Senate is composed of the Chancellor, the President + Vice-Chancellor, the Vice-President Academic + Provost, the Deans, the University Librarian, the Registrar, two elected faculty members from each faculty (eight total), four elected student members, one alumni member nominated by the Alumni Association, two elected support staff members and one Board-appointed non-voting member. The effective governance of the university relies on all Senate members participating in the work of the Senate in an informed and collegial manner consistent with the highest standards of conduct. Information on the Senate's procedures, member code of conduct, meeting rules of order, structure of committees and more is included in the [Senate Bylaws](#) and [Senate](#) webpage.

DATES + DEADLINES FOR EMILY CARR ACADEMIC YEAR CALENDAR

Please see Emily Carr University's online [*Academic Calendar*](#) for a list of key dates, including deadlines and closures, for the academic year.





SENIOR ADMINISTRATIVE ORGANIZATIONAL CHART



PRESIDENT'S OFFICE

The President's Office is responsible for providing leadership, oversight and direction for the university in accordance with the strategic framework and direction of the Board of Governors and Senate, provincial legislation and university policy.

Emily Carr University has a mandate to serve the province of British Columbia and operates in accordance with the University Act as well as Emily Carr University policies. You can find ECU's [*policies and procedures*](#) in full on the Emily Carr website.

The Office of the President oversees the governance, growth and development of the university. It liaises directly with industry organizations, other post-secondary institutions and government agencies including the Ministry of Advanced Education, Skills and Training. The affairs of the Board of Governors, Senate and the Chancellor are also coordinated through the Office of the President in conjunction with the Office of the University Secretary.

Please see ECU's [*Leadership + Governance*](#) webpage for current information on university leadership, as well as links to information on the Board of Governors and Senate.

HOURS OF OPERATION

Please feel free to get in touch with members of the President's Office at [*president@ecuad.ca*](mailto:president@ecuad.ca) for meetings and inquiries throughout the week, Mon to Fri **8:30am–4:30pm.**



ACADEMIC + CURRICULUM SUPPORT

ACADEMIC ADMINISTRATION

The Vice-President Academic + Provost Office is responsible for day-to-day coordination of the university's academic, curricular, studio and faculty operations, including curriculum planning, scheduling and curricular room bookings. The office develops or supervises the development of policies and procedures relating to academic affairs, instructional affairs and faculty roles and activities.

Academic Administration provides leadership and support for teaching and research work. The office leads the university through a process of curriculum assessment and development — including self-studies, accreditation and cyclical reviews — for the continuous enhancement of the university's degree programs and accreditation.

Academic Administration provides advocacy and leadership for curricular reform, program review and academic assessment; promotes the interests and development of the university to external bodies and the wider community; and maintains and enhances liaison between the university and government agencies, educational institutions, and art and design communities, organizations and groups.

Academic Administration is responsible for the allocation of fiscal and personnel needs and resources, and promotes grant and external funding opportunities. The office is also responsible for tenure and promotion proceedings. Guidelines for tenure and promotion are available for probationary faculty to assist them in preparing for tenure. These guidelines are available from the Academic Administration Office and Human Resources.



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UNIVERSITY FACULTIES

Emily Carr has four faculties to reflect and support new curricular and research endeavours: The **Faculty of Culture + Community**; the **Ian Gillespie Faculty of Design + Dynamic Media**; the **Audain Faculty of Art**; and the **Jake Kerr Faculty of Graduate Studies**. The faculties facilitate work across mediums and technologies; however, as independent entities, the faculties also promote the development of new courses and programs that reflect the fluidity of contemporary practice in art, design and media.

FACULTY OF CULTURE + COMMUNITY

The *Faculty of Culture + Community* (C+C) houses interdisciplinary programs including the Foundation program, Critical + Cultural Studies, the Critical + Cultural Practices (CRCP) major and the Social Practice + Community Engagement (SPACE) minor, thus serving all students at the university. The Writing Centre, which offers services to all members of the university, is also housed within this faculty.

The Faculty of Culture + Community promotes and supports innovative curricula, engaging directly with various communities within and beyond the university.

FACULTY OF CULTURE + COMMUNITY

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IAN GILLESPIE FACULTY OF DESIGN + DYNAMIC MEDIA

The *Ian Gillespie Faculty of Design + Dynamic Media* (DDM) houses the Bachelor of Design (BDes) programs in Communication, Industrial and Interaction Design, as well as the Bachelor of Media Arts (BMA) in 2D + Experimental Animation, 3D Computer Animation, and Film + Screen Arts.

AUDAIN FACULTY OF ART

The *Audain Faculty of Art* (ART) has studio programs focusing on ceramics, drawing, illustration, painting, photography, print media, performance and sculpture, which, along with art history and studio seminars, lead to a Bachelor of Fine Arts (BFA) degree. In this faculty, there are three majors within the BFA: Visual Art, Illustration and Photography. This faculty also houses a Bachelor of Media Arts (BMA) in New Media + Sound Art as well as minors in Art + Text and Curatorial Practice.

JAKE KERR FACULTY OF GRADUATE STUDIES

Emily Carr University's *graduate degree programs* offer students an opportunity to deepen, mature and expand their practice. We offer several programs: MFA (Full-residency), MFA (Low-residency), MDes (Interaction) and MDes (Interdisciplinary).

While our programs centre on practice, students develop a rigorous, critical framework in order to synthesize research and theory. This enables students to build proficiencies in their areas of interest and contextualize their practice within our contemporary moment.

All students develop a Master's thesis project with the supervision of a faculty mentor. They also participate in research seminars, studio classes, public exhibitions and presentations, and a series of lectures and studio visits from renowned creative professionals.

With a rigorous and innovative approach to design and art production, students' interests — whether a single field of specialization or an interdisciplinary practice — are fully supported.

At the end of the final term, students produce an integrated thesis project comprising a body of independent visual work and supporting critical analysis. A final exhibition presents their visual thesis projects to the public.

DEANS' OFFICE

The Deans' Office works collaboratively with the Associate and Assistant Deans and faculty to implement curriculum delivery and program changes.

Responsibilities of this office include:

- Advising students regarding the grade appeal process;
- Organizing student advisory committees;
- Assisting with the orientation of new regular and sessional faculty;
- Overseeing the coordination of processes for graduation committees and review panels;
- Overseeing the coordination process for assigning faculty for portfolio assessment, interviews and for National Portfolio Day;
- Preparing submissions of course changes and new courses to go to Senate; and
- Identifying courses to be taught by non-regular faculty.

In collaboration with the Associate and Assistant Deans of the curriculum areas, the Deans' Office oversees the coordination of specific events such as open houses, lectures, presentation night, preview night, scholarship adjudication, graduation events, student orientation and student work space allocation. Assistance with academic and space planning, budget and technology requirements is also provided.

Course Outlines

The Deans' Office will send you an email with a link to an online Course Outline Manager system. Within that email, there will be a link to the *Teaching + Learning Centre* website for information on dates and deadlines for the upcoming year and dates the university will be closed (which may or may not affect the number of classes you will be teaching). Course Outline Manager is Emily Carr's online course outline management system where faculty can input their course information into templates online. This outline will be saved as a PDF and stored in the Deans' Office archives as well as published to the website under that course's section. Course outlines on the website can only be viewed by staff, faculty and students when logged into the site.

You can find the Course Outline system by copying and pasting the following link into Firefox or Chrome web browsers: apps.ecuad.ca/ecu-syllabimanager. (Safari is not supported at this time.) You can also find this link on the [myEC](#) website under My Applications.

Please note You are still required to provide your students with an updated course outline/syllabus — which includes the weekly schedule — at the beginning of the first class, either in person or via Moodle.

SERVICES OFFERED

- Course outlines
- Class lists
- Exam booklets
- Faculty offices
- Office hours
- Senior studio space allocation to students
- End-of-term review panels, presentations, critiques and assessments
- Guest artists
- Forms

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HOURS OF OPERATION

Mon to Fri 8:30am–4:30pm

A copy of all course outlines should be submitted to your Studio Technician to assist with resource allocations each term. Instructors are encouraged to contact technicians regarding resources prior to finalizing course content that is equipment-specific.

Class Lists

Class lists can be obtained through the [myEC](#) website.

Faculty Offices

There are three shared sessional faculty offices: C3290, B3137 and D4365. Each office has storage, seating, workspaces, computers and printers. Sessional faculty may choose the shared office that works best for them. Once your contract has ended, you are expected to remove your belongings from the office (unless you are teaching during the following term or next) to make room for other faculty. Faculty are expected to keep the space tidy, dispose of old assignments, food and food containers, and return borrowed dishes to the cafeteria or staff room.

Office Hours

Faculty should identify specific office hours so students may contact instructors in a timely way. Non-regular faculty must be available for student consultation one hour per three-credit course per week. Regular faculty are expected to make themselves available for student consultation no fewer than three posted hours per week. See Article 9.03.3 (Non-Regular) or 13.03 (Regular) of the Collective Agreement.

Senior Studio Space Allocation to Students

A limited amount of university space is available each year for fourth-year Visual Art, Illustration, Photo, NMSA and CRCP students whose art practices require on-campus studio space. Depending on the area, studio spaces are either shared or independent. In order to qualify, students must meet eligibility requirements and actively use the space throughout the year or term. The Deans' Office emails eligible students and coordinates the Studio Space Allocation Day with regular faculty members during the first week of each term. Third-year students have access to shared, communal space.

Graduation Exhibition Committee

The Graduation Exhibition Committee meets at least monthly, beginning in September. The committee includes faculty, support staff and students.

Please direct questions to:

Jennifer Dickieson

Local 3084

jdickieson@ecuad.ca

April Joy Milne

Local 7420

amilne@ecuad.ca

The mandate of the committee is to:

- communicate with graduating students about their responsibilities in relation to preparations for the exhibition and the exhibition itself;
- coordinate the allocation of space and equipment to graduating students in relation to their artwork for the exhibition; and
- provide curatorial support and supervise students during the hanging and/or installation of their artwork for the exhibition.

While faculty play an important role in a student's portfolio review, they do not allocate or assign exhibition space or equipment to students, unless they are a member of this committee and are actively working within its mandate.

End-of-Term Review Panels, Presentations, Critiques + Assessments

Every curriculum area has different requirements. You will be informed by the Deans' Office or the Assistant Dean of your area what the process and faculty requirements are for your curriculum area. Information will also be included on the [Teaching + Learning Centre](#) website, on the meetings calendar and the course outline templates. Please note that faculty and students are required to be available until the end of term.

Information is emailed to all students informing them of processes, requirements and expectations. (This correspondence is also copied to faculty.)

Guest Artists

There is a budget for guest artists that is allocated by the Dean of the area. If you would like to arrange a guest artist for your course, you will first need to discuss this with the Dean or Assistant Dean of your program area to ensure there is enough funding. Following that, you'll need to complete a [Guest Artist Request form](#) (available in the mailroom or on the [Teaching + Learning Centre](#) website under [Forms](#)). All requests must be approved by the Dean before the guest artist is booked. Payments to guests are made by the Finance Office; guest artists are paid using the CARFAC fee schedule. For a guest to receive payment, all paperwork must be completed before the date of the presentation. A guest artist may not be used as a substitute instructor for your class.

University-wide Speaker Series and one-off guest artist presentations for the whole ECU community — which includes national and international artists, designers and academics — are managed by faculty representatives and their Assistant Deans from the various curriculum areas. These visiting lectures take place at noon, in the late afternoon or the evening. Guests are often invited to critique work by students. Faculty must fill in a [Guest Artist Request form](#) as well as an [Events Request form](#) and book a room through Facilities. All requests must be approved by the Dean prior to booking to assure funding is available.



Travel Policy

Field Trips

These procedures are to be followed when taking students on field trips. Field trips include any trip of any length off campus.

All field trips must be approved in advance by the Dean. A *Field Trip Proposal form* (turquoise) must be completed and signed by the Dean prior to the date of your trip. These forms are available in the mailroom or on the *Teaching + Learning Centre* (TLC) website under *Forms*. The proposal must state the destination, date, mode of transport, cost, purpose, itinerary and number of students attending.

All students attending field trips must sign a *Release of All Claims waiver form* (white) before departure. These forms are available from the mailroom or on the *TLC website* under *Forms*. Please take a waiver form, fill out the top portion with the field trip information, then photocopy the partially filled-out form for each of your students to complete. Faculty will keep the waivers until the completion of the field trip, then submit the waivers to the Faculties' Office, where the waivers will be archived with the proposal. Waivers must be held for one year.

For class or field trips within the city, faculty will arrange to meet students at the destination site. Faculty must not transport students in their own vehicles. Students may travel together, but faculty must in no way arrange transportation between students.

Out-of-Town Field Trips

All out-of-town or out-of-country field trips must be pre-approved by the Dean at least six weeks prior to departure date.

It is essential that:

- Students signing the forms are 19 years of age;
- Students have medical coverage (MSP) and travel insurance; and
- Students sign the waivers well in advance of travel and copies are given to the Faculties' Office.

All relevant forms (**Emergency Contact, Student Responsibility and Safety, Student Responsibility/Excursion and Safety/Personal Conduct forms**) must be signed and approved well in advance of travel and copies provided to the Deans' Office. Please contact a Deans' Office admin assistant for these forms.

If these requirements are not met, the field trip will not be approved.

Forms

Links to the following forms are emailed to faculty at the beginning of each term; they are also available in the mailroom, on the *Teaching + Learning Centre* website, or online in *myEC* under Forms:

- Guest Artist form
- Field Trip Proposal form
- Release of All Claims form
- Model Request form
- Textbook Ordering form

RESEARCH

RESEARCH + INDUSTRY OFFICE

The Research + Industry Office supports and promotes the research and creative-practice activities of faculty and students; it also facilitates and promotes community and industry partnerships. The office can assist you in all aspects of planning, securing funding and carrying out your research program. Through the efforts of our excellent faculty and students, Emily Carr University is considered the most research-intensive of Canadian art and design universities.

We invite you to explore our research strengths and priorities through the [Research Strategic Plan](#).



SERVICES OFFERED

Research Grants

- Assistance in planning your research program.
- Support in identifying funding opportunities.
- Support in developing grant proposals and grant-writing skills development.
- Management of all major institutional research funding proposals.
- Review and approval of all applications for research funding.
- Coordination of signatures and support letters for research funding applications.
- Management of internal research grant opportunities.

Research Partnerships

- Support in developing research relationships with external organizations.
- Assistance to external organizations in identifying potential research partners.
- Development, negotiation and approval of all research contracts and agreements.
- Coordination of institutional signatures for all research agreements.
- Support intellectual property and commercialization activities.

Research Finance

- Provide new award meetings.
- Compliance review of all research expenditures.
- Support of research-related purchases and hiring.
- Assistance in financial management of major institutional awards.

Research Involving Humans

- Support applications to the Emily Carr University Research Ethics Board (ECU-REB) for all research activities involving human participants.
- Support faculty and students in preparing ethics applications.
- Support and coordination of ECU-REB activities.

Research Management + Responsible Conduct of Research

- Oversight of research-related policies and procedures.
- Manage Responsible Conduct of Research and Conflict of Interest policies and procedures.
- Manage research compliance and regulatory activities.

Student Research

- Support and promote student research activities.

Justin Langlois

Interim Associate Vice-President, Research + Dean, Jake Kerr Faculty of Graduate Studies
jlanglois@ecuad.ca
Room C4251

Leanne Rooney

Manager, Research Administration + Operations
Research Financial Analyst
(604) 630-4580

Lois Klassen

Research Ethics Board Coordinator
(604) 844-3800 (ext. 2848)

Jason Sum

Research Financial Analyst
604 844 3800 (ext 2981)

Lilyanna Huang

Research Financial Assistant
(604) 844-3800

Alan Goldman

Industry Liaison
(604) 630-4572

HOURS OF OPERATION

Mon to Fri 8:30am–4:30pm

WEBSITE

research.ecuad.ca

RESEARCH ETHICS INFORMATION FOR FACULTY MEMBERS

Emily Carr University promotes a high standard of ethics and integrity in research and scholarship. All university-affiliated research activities involving human participants require prior review and approval from the Emily Carr University Research Ethics Board (ECU-REB). The ECU-REB is an independent committee charged by the President with ensuring that research involving human participation adheres to the highest ethical standards. Non-compliance with the university's procedures regarding research that involves humans could result in withdrawal of research funding or other disciplinary action.



CONTINUING STUDIES

Continuing Studies offers accessible and innovative opportunities for lifelong learning in art and design. Programs focusing on skills development, creativity and personal and professional growth complement credit programs and serve the diverse needs of a multi-generational community of learners. From pre-university courses and workshops for youth to part-time and full-time certificates for adults, Continuing Studies programs provide flexible and comprehensive learning pathways for students to achieve their goals.

Adult learners can take individual courses at their own pace, which can lead to a number of *part-time certificates* in areas such as Visual Communication Design, 3D Design, Print Media, Photography, Illustration and more. Individuals looking to transition or enhance their careers in User Experience (UX) Design or Communication Design can pursue intensive *full-time certificates* and gain the creative and technical skills to be job-ready. Youth can choose from a *variety of learning formats* — from weekend workshops to month-long intensives — as an entry point for cultivating their interests and skills while exploring education and career pathways in art and design.

Local and national arts partnerships include the Richmond Art Gallery, Vancouver Art Gallery and OCAD University. Outreach initiatives include the TechWomen partnership with Immigrant Services Society of BC, which provides refugees and newcomers to Canada with

access to arts education and employment training for the tech sector.

Continuing Studies Tuition Waiver

Tuition waivers for part-time courses are available for current Emily Carr faculty and staff.

Please contact **Continuing Studies Registration** (csreghelp@ecuad.ca) for further information.

Continuing Studies Teaching Opportunities

Opportunities for teaching within Continuing Studies are posted on the ECU *Careers* webpage where candidates can submit their application.



CS Registration

(604) 844-3810
csreghelp@ecuad.ca

CS Programs Information

csprograms@ecuad.ca

CS Youth Programs Information

teens@ecuad.ca

Tiffany Ting

Executive Director,
Continuing Studies
(604) 630-4563
tiffanieting@ecuad.ca
Room B2153

PROGRAMS

Kristina Fiedrich

Manager of
Credential Programs
(604) 844-3800 (ext. 2903)
kfiedrich@ecuad.ca
Room B2158

Lori Lai

Coordinator of Credential
Programs
(604) 844-3800 (ext. 2904)
lorilai@ecuad.ca
Room B2151

Tiana Ryan

Programs Coordinator
(604) 844-3800
tyran@ecuad.ca
Room B2151

Juwaraka Sherestan

Program Assistant
(604) 844-3800 (ext. 3856)
jsherestan@ecuad.ca
Room B2151

OPERATIONS

Monica Killeen

Manager of Operations
(604) 844-3852
mkillen@ecuad.ca
Room B2156

Stephanie Broder

Operations Assistant
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sbroder@ecuad.ca
Room B2151

Diana Hanitzsch

Administrative Assistant,
Registration
(604) 844-3810
ghanitzsch@ecuad.ca
Room B2110

Alexa Haam

Administrative Assistant,
Registration
(604) 844-3800 (ext. 2916)
ahaam@ecuad.ca
Room B2110

Charlene Sayo

(on leave until
January 24, 2024)
Learning Technologies
Assistant, Continuing Studies
(604) 844-3800 (ext. 2910)
charlenesayo@ecuad.ca
Room B2151

REGISTRATION
HOURS OF OPERATION
Mon to Fri 8:30am–4:30pm

WEBSITE
ecuad.ca/cs

LIBBY LESHGOLD GALLERY

The Libby Leshgold Gallery contributes to the cultural life of Vancouver through its ongoing program of exhibitions, research, publishing and public events that investigate and promote contemporary creative production. Emphasis is on critically engaged, contemporary thematic group and solo exhibitions that offer in-depth analyses of an artist's production. Exhibitions feature the work of regional, national and international artists. Public programming and artist talks occur regularly and students and faculty are encouraged to engage with the gallery's initiatives and events. The Libby Leshgold Gallery also oversees exhibition opportunities and professional development for students through the Michael O'Brian Exhibition Commons and RBC Media Gallery, and other special exhibition events.

READ Books

READ is a social space for contemporary art and design publication that plays an active role in the ecology of publishing in Vancouver. It is an ongoing public program of the Libby Leshgold Gallery that takes the form of a bookstore. READ stocks an array of artists' books, monographs, exhibition catalogues, critical theory, artists' editions and magazines. Book launches and readings occur regularly.

Please visit the [online bookstore](#) to order titles for delivery or pick up.

Wosk Master Print Collection

The Wosk Master Print Collection contains rare, original prints by artists such as Albers, Baskin, Cezanne, Chagall, Dali, Goya, Kandinsky, Rembrandt, Renoir, Picasso and Warhol. The collection was generously donated to Emily Carr University by Yosef Wosk. Access to this collection is limited to Emily Carr faculty and students.

Textbook Ordering

All textbook ordering is completed through READ Books. Order forms are available from the Academic Administration Office, the Libby Leshgold Gallery or the Mailroom.

For further information about textbook ordering, please email readbooks@ecuad.ca.

**General Booking +
Exhibitions Inquiries**
exhibitions@ecuad.ca

Vanessa Kwan
Director + Curator
Gallery + Exhibitions
(604) 629-4514
vkwan@ecuad.ca

Troy Johnson
Gallery Administrator
(604) 844-3809
troyjohnson@ecuad.ca

TBA
Head of Gallery Publishing

Mitchell Kenworthy
Gallery Registrar
mkenworthy@ecuad.ca

Lyndsay Pomerantz
Bookstore Coordinator
(604) 630-7411
lpomerantz@ecuad.ca

Kevin Romaniuk
Exhibitions Technician
kromaniuk@ecuad.ca

HOURS OF OPERATION
Daily 12pm–5pm

OFFICE HOURS
Mon to Fri 9am–5pm

WEBSITE
Libby Leshgold Gallery
libby.ecuad.ca

READ Books
readbooks.ecuad.ca



LIBRARY + ARCHIVES

The Library + Archives provides access to resources and services that support curricular and research activities across the university. The primary focus of the Library's collection is contemporary art, media and design, along with related materials to support art, design and critical and cultural history. Faculty, staff and students can check out materials using the ECU One Card.

The ECU Archives acquires, preserves and makes available records documenting the history of Emily Carr University, its various faculties, departments and governing bodies. To supplement the information in the university's institutional records, the ECU Archives acquires the private papers of faculty members, administrators and alumni, as well as the records of independent students, alumni and employee organizations. The holdings consist of a broad range of materials including publications, textual records, course calendars, video recordings, audio recordings and photographs dating from 1925 to present.

For the most up-to-date information about services and resources visit [Library + Archives](#).

SERVICES OFFERED

The Library provides a wide variety of services and resources for faculty and staff both in person and online:

- Instructional sessions for classes (including tours and orientations, research instruction, artists' book collection class visits, collaborative learning activities, information literacy lectures and archives instruction)
- Research help in person and online via video conference, chat or email
- Interlibrary loans
- Media bookings
- Course reserves
- Scanners and scanning services
- Creative tools and wellness collections, including games
- Supply swap
- [Syllabus service](#) and copyright compliance guidance

The following services are available online seven days a week:

- [AskAway](#) online chat reference
- Library databases, e-journals and streaming video collections
- [Library catalogue](#)
- Online renewals
- [Research guides](#) (by topic and by course)
- Online forms for interlibrary loan, media bookings and course reserves
- [Online Library Research Tutorial](#)

General Information

(604) 844-3840
library@ecuad.ca

Cybèle Creery

Library Technician,
Technical Services +
Reference Acquisitions
(604) 844-3077
ccreery@ecuad.ca

Ana Diab

Collections, Reference +
Instruction Librarian
(604) 844-3894
adiab@ecuad.ca

Monica Duguid

Library Technician, Technical
Services + Reference
ILL + Media Bookings
(604) 844-3077
mduguid@ecuad.ca

Jonas Emmett

Library Technician,
Technical Services +
Reference (Cataloguing)
(604) 844-3077
jemmett@ecuad.ca

Angela Evans

Library Technician, Circulation
(604) 844-3040
angelaevans@ecuad.ca

D. Vanessa Kam

University Librarian
(604) 844-3807
dvkam@ecuad.ca

Elizabeth Livingstone

Library Technician, Technical
Services + Reference
ILL + Media Bookings
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Emma Somers

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Library Operations
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Kristine Suddaby

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Circulation
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Sarah Van Snellenberg

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svansnellenber@ecuad.ca

Mary Corbett

Archivist
(604) 630-4571
mcorbett@ecuad.ca

Kristy Waller

Archivist
(604) 630-4571
kwaller@ecuad.ca

Hillary Webb

Systems + Technical
Services Librarian and
Liaison to CAC + CS
(604) 844-4567
hillarywebb@ecuad.ca

HOURS OF OPERATION

Fall + Spring

Mon to Thu 8am–8pm

Fri 8am–6pm

Sat + Sun 1–5pm

*Closed on statutory holidays
and any days the university
is closed.*

Summer

Mon to Fri 9am–5pm

*Closed weekends, statutory
holidays and any days the
university is closed.*

Between terms

Mon to Fri 9am–5pm

*Hours and changes to
hours are posted on the
Library door and on the
Library website.*

WEBSITE

ecuad.ca/library

SOCIAL MEDIA

Instagram

[@ecu_library](https://www.instagram.com/ecu_library)

[@ecu_artists_books](https://www.instagram.com/ecu_artists_books)

[@ecu_seed_swap](https://www.instagram.com/ecu_seed_swap)

Digital Resources

Our [complete digital collections](#) are online. This includes eBooks, online journal and magazine articles, abstract and index databases, digital image collections, streaming video and sound/music effects and our eCollections (graduate theses, research outcomes and staff and faculty, and ECU archival collections). You can also use the General Search feature on the [Library](#) home page to search multiple databases at once.

Library Research Instruction Services

If you would like a librarian or archivist to provide a research tutorial for your class, either online or in person, please contact the liaison librarian for your area to discuss. A customized [research guide](#) can also be created for your course to connect students with a range of resources related to your course topics.

For general online Library research instruction, feel free to direct students to the [Online Research Tutorial](#).

Learn more about the types of sessions offered and make an online request at [Instructional Sessions](#). Or, [email a Librarian](#) to schedule a session.

Research Help

We offer in-person research help services to faculty, staff and students at our drop-in Research Help desk. Online research help is available through email, Zoom or our chat service, [AskAway](#). Detailed research help hours can be found online on the [Library's Research Help](#) webpage. You are also welcome to book an appointment with a Library staff member by emailing library@ecuad.ca.

Course Reserves

Instructors can place books, eBooks, videos and streaming media on reserve for a specific course. Students may view a list of online reserve items for their course on the [Reserves List](#) page. Only certain items can be placed on reserve lists; if you are looking to provide specific articles to your students, it is better to supply them with a permanent link on Moodle.

For more information or to place a request online, please visit the [Faculty Course Reserves](#) page. You can also email your reserve request list to reserves@ecuad.ca.

Please note Reserve items may not be immediately available to students as processing time can take up to a week during peak periods. Faculty are encouraged to submit reserve requests early to ensure they will be processed and available to students at the start of term.



Interlibrary Loan + Media Booking

Request Interlibrary loans using the [online form](#).

If you would like to show a film to your class, make a [media booking](#). Please plan ahead whenever possible and request your bookings well in advance of your proposed screening dates. A minimum of two weeks' notice is required to guarantee your bookings will be available, although requests are taken at any time. Faculty are encouraged to submit screening schedules in advance of the start of term to allow the Media Booking Department ample time to confirm requests. Faculty are also encouraged to notify Library staff if they are planning to show a particular film beyond one academic year.

Please note Due to the rush at the start of each term, it may take longer for the Media Booking Department to process your requests.

Make a media booking using the [online form](#).

Please submit term-long screening schedules and direct any media booking questions to ill@ecuad.ca.

Scanning

Faculty are encouraged to scan their own materials. If you require scanned items from the Library print collection to use as course materials and are unable to access the on-campus scanner, please fill out the [Chapter Scanning Request form](#) online.

Please allow staff one week to fulfill scanning requests.

Copyright

The Library has a [comprehensive online guide](#) to assist faculty with the proper classroom use of resources that are protected under copyright law in Canada. The guide outlines Emily Carr University's copyright guidelines and procedures but does not provide legal advice.

If you have copyright-related questions, please contact **D. Vanessa Kam**, University Librarian, at dvkam@ecuad.ca.



Artists' Books

Emily Carr has a growing collection of more than 2,000 artists' books that reflect the diversity of publishing practices in contemporary art. Established with a donation from Ian Wallace, the collection builds upon exemplary samples of early avant-garde, conceptual artist's books. Viewed as a teaching collection, the Library encourages faculty across all disciplines to explore different ways of integrating artists' books into their curriculum.

Visit the [Artists' Books](#) webpage for more information or contact library@ecuad.ca.

Archives

Emily Carr University's archival collection contains photographs, college calendars, student newspapers, posters and other memorabilia related to the history of the university dating back to its founding in 1925. It also includes the Wosk Master Print Collection and the Sam Carter Canadian Design History Collection.

For digitized archival photographs, academic calendars, historical student publications, the Wosk Masterworks Print Collection and more, visit our [eCollections](#) webpage.

For assistance accessing online archival material for research or curriculum delivery, or if you have questions about how to do archival research, please contact **Mary Corbett** (mcorbett@ecuad.ca) or **Kristy Waller** (kwaller@ecuad.ca).

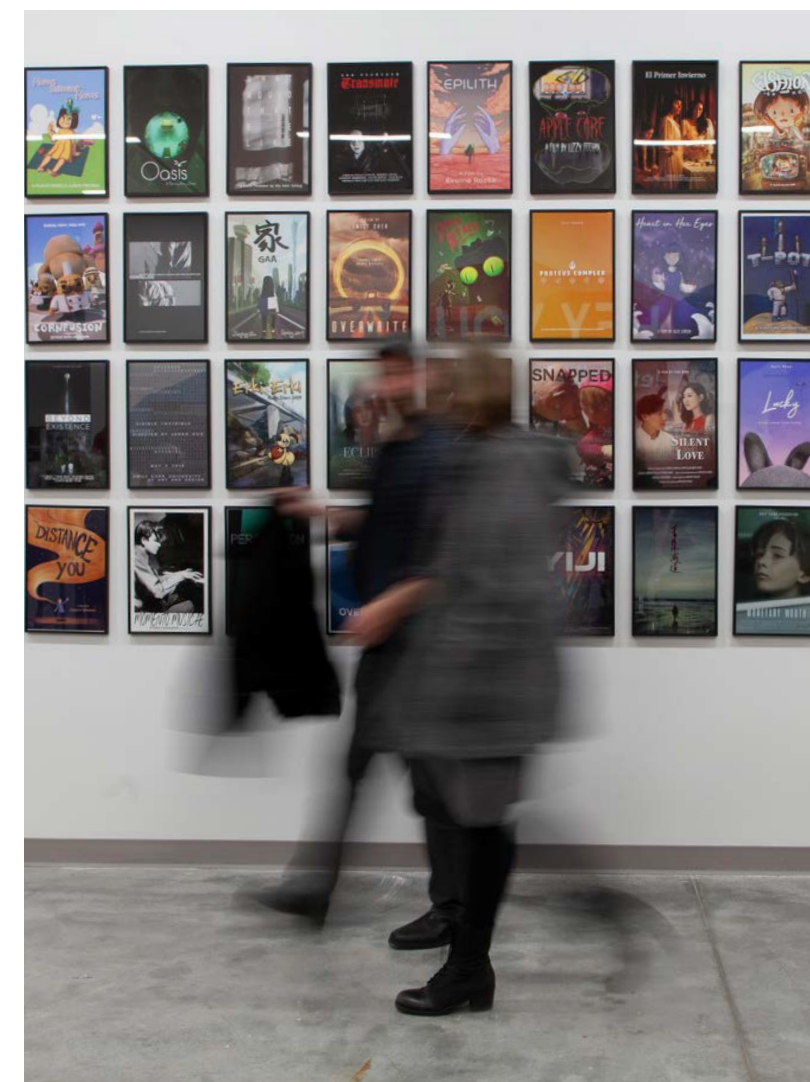
Suggest a Book or Other Materials

Faculty can suggest books, films or magazines to be ordered for the Library collection. Be sure to check the Library's catalogue before submitting a request. Email your request to acquisitions@ecuad.ca.

Loans

All Library materials are due on the last day of each term. Items are renewable on a per-term basis for returning faculty; however, at any point during the loan period another Library borrower may recall the item you have on loan. If that happens, you will receive a recall notice via your Emily Carr email account. Please return the item(s) promptly.

To reduce barriers to access, the Library has removed late fines from most items. Fines will still be applied to interlibrary loans and lost items. Please note that DVDs, exhibition catalogues, graphic novels and interlibrary loans have shorter borrowing periods.





TEACHING + LEARNING CENTRE (TLC)

The Teaching + Learning Centre is the central point of support for instructors at Emily Carr. The centre provides resources and services to help with the development and delivery of curriculum and the [TLC website](#) is the primary information hub for instructional resources at the university.

The Teaching + Learning Centre also develops resources and programs to support students in their online learning. Resources for students — such as a guide to using Moodle and time management strategies — are available on the [Online Learning Resources](#) page of the TLC website.



Heather Fitzgerald
Senior Advisor,
Teaching + Learning
hfitzgerald@ecuad.ca

Nikolai Gauer
Instructional Technologies
Specialist
ngauer@ecuad.ca

Micaela Kwiatkowski
Instructional Designer
mkwiatkowski@ecuad.ca

For all inquiries, please email
tlc@ecuad.ca.

WEBSITE
tlc.ecuad.ca

LOCATION
Room C2250
in the Ron Burnett Library +
Learning Commons

TECHNICAL SERVICES DEPARTMENT (TSD)

The Technical Services Department is a team of shop, studio and media production technicians who provide technical instruction and support to all Shops + Studios users in conjunction with curricula. This may take the form of safety workshops, technical workshops and process demonstration or through day-to-day shop and studio operations. The department is responsible for safe and appropriate operations within all university shops, studios and media production areas. The technicians represent all program areas of the university with the exception of computer technologies (which is managed by Information Technology Services). See the listing that follows for technician contacts and area-specific information.

Technical Services operations may be impacted by unanticipated closures attendant to the [*Communicable Disease Prevention Plan*](#), although every effort will be made to accommodate requests or provide alternative supports. Please consult specific areas to confirm availability and to review operational restrictions.

ADMINISTRATION

William Newhouse

Director, Technical Services
(604) 844-3084
wnewhouse@ecuad.ca

Michelle Peters

Communication Designer,
Technical Services
(604) 844-3800 (ext. 2806)
michellepeters@ecuad.ca

COORDINATORS

Brian Fössl

Shop Coordinator +
Technician,
Design Wood Shop
(604) 844-3800 (ext. 2842)
bfossil@ecuad.ca

Vanessa Hall-Patch

Studio Coordinator +
Technician, Print Media
(604) 844-3800 (ext. 2990)
vhall-patch@ecuad.ca

Rafael Tsuchida

Media Coordinator +
Technician, Film +
Screen Arts
(604) 844-3889
rtsuchida@ecuad.ca

Meghan Weeks

Foundation Coordinator
+ Technician
(604) 844-3848
mweeks@ecuad.ca

SHOPS + STUDIOS TECHNICIANS

Sean Arden

Technician, Research
(Mixed Reality Lab)
(604) 844-3800
arden@ecuad.ca

Sharon Bayly

Technician, Stretchers +
Surfaces Wood Shop
(604) 844-3872
sbayly@ecuad.ca

Aja Billas

Technician, Interdisciplinary
(Ceramics + Models
Management)
(604) 844-3859
abillas@ecuad.ca

Rob Dolphin

Technician,
Flexible Materials Lab
(604) 844-3800
rdolphin@ecuad.ca

Sarah Ellis Clark

Technician, Interdisciplinary
(Tool Checkout +
Material Resale)
(604) 235-9901
sclark14502@ecuad.ca

Gil Goletski

Technician, Animation
(604) 844-3800
ggoletski@ecuad.ca

Steven Hall

Technician, Digital
Fabrication Lab (CNC)
(604) 844-3800 (ext. 2850)
stevenhall@ecuad.ca

Jen Hiebert

Technician, Soft Shop +
Digital Embroidery
(604) 844-3800 (ext. 2882)
jhiebert@ecuad.ca

Yang Hong

Technician, Stretchers +
Surfaces Wood Shop
(604) 844-3872
yhong@ecuad.ca

Kathleen Jacques

Technician,
Communication Design
(604) 844-3841
kathleenjacques@ecuad.ca

Cimarron Knight

Technician,
Interaction Design
(604) 844-3800
cknight@ecuad.ca

Bobbi Kozinuk

Technician, Research
(WIP Lab)
(604) 844-3800
bkozinuk@ecuad.ca

Michael Love

Technician, Photography
(604) 844-3800
mlove@ecuad.ca

Martin McLennan (on leave until March 2024)

Technician,
Design Wood Shop
(604) 844-3842
mmclennan@ecuad.ca

Renee Michaud

Technician,
Design Wood Shop
(6064) 844-3842
reneemichaud@ecuad.ca

Shin Minegishi

Technician, Print Media
(604) 844-3858
sminegishi@ecuad.ca

Logan Mohr

Technician,
Digital Fabrication Lab
(604) 844-3800
loganmohr@ecuad.ca

David Morgan

Technician,
Sculpture Wood Shop
(604) 844-3857
dmorgan@ecuad.ca

Darlene Nairne

Technician, Ceramics
(604) 844-3821
dnairne@ecuad.ca

Mike Norris

Technician, Foundation
(604) 844-3848
michaelnorris@ecuad.ca

Jeremy Pavka

Technician, Foundation
(604) 844-3848
jpavka@ecuad.ca

Trevor Osborn

Technician,
Design Wood Shop
(604) 844-3842
tosborn@ecuad.ca

**TECHNICAL
SERVICES
DEPARTMENT
(TSD)**

Please contact the technician listed for your program area to inquire about support for your class, safety issues, booking procedures and availability of supplies and equipment. You will be sharing the resources and the technician's time with other faculty, so the sooner the technicians are aware of your curriculum needs, the more effectively they will be able to help you. The technician will require a syllabus (or equivalent document) to anticipate your class support needs and possible impacts on their area's resources.



Aaron Oussoren
Technician, Research
(604) 844-3800
aoussoren@ecuad.ca

Richard Overington
Technician, Research
(604) 844-3800
roverington@ecuad.ca

Noah Penner
Technician,
Film + Screen Arts
(604) 844-3889
npenner@ecuad.ca

Leon Popik
Technician, Ceramics
(604) 844-3821
lpopik@ecuad.ca

Ian Rhodes
Technician, Metal Shop
(604) 844-3800
irhodes@ecuad.ca

Jacqueline Robins
Technician, Interdisciplinary
(Ceramics + Models
Management)
(604) 844-3859
jrobins@ecuad.ca

Tim Rolls (on leave)
Technician,
Interaction Design
(604) 844-3800 (ext. 2860)
timrolls@ecuad.ca

Claire Schagerl
Technician, Interdisciplinary
(Soft Shop +
Continuing Studies)
(604) 844-3859
cschagerl@ecuad.ca

Maya Schueller Elmes
Technician, Photography
(604) 844-3800
mseelmes@ecuad.ca

Matt Stephanson
Technician,
Film + Screen Arts
(604) 844-3889
mstephanson@ecuad.ca

Joshua Stevenson
Technician,
New Media + Sound Arts
(604) 844-3800
joshuastevenson@ecuad.ca

**Chris Strickler (on leave
until October 2024)**
Technician, Animation
(604) 844-3800
cstrickler@ecuad.ca

Leslie Urquhart
Technician, Print Media
(604) 844-3858
lurquhar@ecuad.ca

Geoffrey Wallang
Technician, Photography
(604) 844-3800
gwallang@ecuad.ca

Marlene Yuen
Technician, Interdisciplinary
(Continuing Studies)
(604) 844-3859
myuen@ecuad.ca

Note 1 If you are unsure of which technician to contact or have any other questions or concerns, please contact William Newhouse, Director, Technical Services, or Michelle Peters, Communication Designer, Technical Services.

Note 2 The Computer Technicians are in a separate department. Please see ITS listing for contact information. (TSD technicians may be able to provide some help with computer and software applications.)

HOURS OF OPERATION
Schedule will be updated on area website and posted on campus.

WEBSITE
[ecuad.ca/on-campus/
shops-studios](http://ecuad.ca/on-campus/shops-studios)

SHOPS + STUDIOS

William Newhouse, Director, Technical Services, oversees the Shops + Studios (material, media and research production areas) at Emily Carr. Please contact him with any questions about access, capacity, coordination, scheduling and emerging initiatives which may require access to production areas outside typical utilization patterns.

Please note support and access requests and volume of simultaneous users for all Technical Services operations may be impacted attendant to the [Communicable Disease Prevention Plan](#). Capacity to provide support will be assessed given the particularities of the situation at hand.

For more detailed information on area access pathways and requests for support, please visit the [Shops + Studios Faculty Resources](#) page.

FOUNDATION SHOP

Room D3390
Tech Office D3392

- **For the exclusive use of Foundation students who have received the basic shop intro demo.**
- Introduction to a wide range of tools and processes available, including woodworking, mould-making, sound and video and other digital processes.
- Given the volume of students and ranges of activity in the area, advanced scheduling is encouraged to ensure availability of production facilities or resources.
- Access schedule is posted online and on the shop notice board.

ANIMATION STUDIO

Room A3030
Tech Office A3035

- Supports 2D and 3D animation production, with facilities including Camera Puppet Room (A3060/A3061), Editing Suites (A3051-A3055) and Computer Lab (A3080).
- Studio is outfitted with equipment and software for drawing, modeling, filming, rendering and editing animation.
- Though open to all university inquiries, this area is **the designated production area for Animation curricula.**
- Access schedule is posted online.

CERAMICS

Tech Office B1164

- Supports casting (B1165) and wheel- and hand-building processes (B1160). Includes access to Plaster Room (B1175).
- Features a variety of gas and electric kilns for large- and small-scale works.
- Though open to all university inquiries, this area is **the designated production area for Ceramics curricula.**
- Access schedule is posted online and on the studio notice board.

COMMUNICATION DESIGN STUDIO

Tech Office C3214

- Supports basic and advanced print- and screen-based work in design, typography and prepress.
- Adobe Creative Suite software support.
- Primarily used by second-, third- and fourth-year design students and graduate design students.
- Access schedule is posted online and on the studio notice board.

DESIGN WOOD SHOP

Room C3220/C3240
Assembly Area C3227
Tech Office C3222

- Equipped for prototyping and functional production in wood, plastics and composites.
- Though open to all university inquiries, this shop is **the designated production area for design curricular support.**
- Access schedule is posted online and on the shop notice board.

**TECHNICAL
SERVICES
DEPARTMENT
(TSD)**

Shops + Studios

**DIGITAL FABRICATION
LAB**

Room D1340
Tech Office D1339

- Equipped with laser cutters, CNC milling and 3D printing for a range of digital material production.
- Supports both self-production and service bureau work. (Fee for access based on file review/prep and run times.)
- Open to all university inquiries.
- Access schedule is posted online and on the shop notice board.

FILM + SCREEN ARTS

Tech Office D1324

- Equipped for the production and post-production of digital and analogue film.
- Outfitted with tools and equipment for filming, set building, lighting, recording, sound editing, film editing and viewing.
- Though open to all university inquiries, this area is **the designated production area for FMSA curricula.**
- Access schedule is posted online.

**FLEXIBLE MATERIALS
LAB**

Room C1279
Tech Office C1173

- Equipped for basic and advanced work associated with casting and divergent material combination(s).
- Works collaboratively with Soft Shop (C4220).
- Though open to all university inquiries, this shop is **a designated production area for sculptural processes.**
- Access schedule is posted online and on the shop notice board.

**INTERACTION DESIGN
LAB**

Room B1330
Tech Office D3317

- Prototyping and production space for interactive products, systems and services.
- Area resources include electronics and VR workstations.
- Though open to all university inquiries, this area is **the designated production area for Interaction Design curricula.**
- Access schedule is posted online.

**METAL SHOP +
FOUNDRY**

Room C1282

- Production facility for three-dimensional metal fabrication and non-ferrous metal casting.
- Dedicated spaces for welding, grinding, cold and hot forming, forging and casting.
- Though open to all university inquiries, this shop is **a designated production area for sculptural processes.**
- Access schedule is posted online and on the shop notice board.

**NEW MEDIA + SOUND
ARTS**

Room C1249

- Equipped with resources for producing creative, innovative and experimental research and projects that employ electronic technologies.
- Includes Sound Lab (C1249), Critique Room (C1262) and Media Lab (D1397).
- Though open to all university inquiries, this area is **the designated production area for NMSA curricula.**
- Access schedule posted online.

PHOTOGRAPHY

Tech Office B4122 / B4172 /
B4136

- Dedicated facilities for lens-based media and image making, with equipment for both digital and analogue processes.
- Includes Film Lab (B4135), Digital Lab (B4120), Scanning Lab (B4121) and Photo Studio (D1385).
- Though open to all university inquiries, this area is **the designated production area for Photography curricula.**
- Access schedule is posted online.

**TECHNICAL
SERVICES
DEPARTMENT
(TSD)**

Shops + Studios

PRINT MEDIA

Tech Office A4044

- The following print media production methods are supported: letterpress (A4023), book binding (A4025), lithography (A4035), intaglio (A4065), screen printing (A4060) and relief printing (A4080).
- Equipment includes a variety of process-specific printing presses, letterpress equipment, rollers, inks and support for digital processes.
- Though open to all university inquiries, this shop is **the designated production area for Print Media curricula**.
- Access schedule is posted online and on the studio notice board.

**SCULPTURE
WOOD SHOP**

Room D1350
Tech Office D1353

- Equipped for basic and advanced work in wood and plastics.
- Though open to all university inquiries, this shop is **a designated production area for sculptural processes**.
- Access schedule is posted online and on the shop notice board.

SOFT SHOP

Room C4220
Tech Office C3317

- Equipped for textile processes and soft materials construction.
 - Contains a variety of sewing machines, irons, dress forms, mannequins, looms and related equipment.
- Works collaboratively with Flexible Materials Lab for divergent processing (C1279).
- Open to all university inquiries.
 - Access schedule is posted online.

**STRETCHERS +
SURFACES WOOD SHOP**

Room C4260
Tech Office C4261

- Woodworking equipment is primarily for stretcher and panel construction.
- Though open to all university inquiries, this shop is **the designated production area for painting, drawing, illustration and graduate studies fabrication**.
- Access schedule is posted online and on the shop notice board.

MIXED REALITY LAB

Room C4222
Tech Office C4222

- Specializes in creating immersive digital experiences.
- Supports faculty, staff and graduate research projects.
- Though open to all university inquiries, this area prioritizes students, faculty and staff engaged in research.
- Access schedule is posted online.

WIP LAB

Room D1346
Tech Office D1346

- Experimental facility integrating robotics, electronics and textiles.
- Workstations are equipped with tools and components for prototyping and testing interactive textile projects.
- Open to all university inquiries.
- Access schedule is posted online.

**TOOL CHECKOUT +
MATERIAL RESALE**

Room C1272

- Lends equipment and provides training on best practices for a wide range of portable hand and power tools to students, staff and faculty for curricular use.
- All tool loans are for up to a 24-hour period. Some tools require special instruction and may be limited for safety purposes.
- Sells an assortment of materials, consumables and personal protective equipment.
- Access schedule is posted online.

CLASSROOM MODELS

All life models are booked through the Technical Services Model Booking team.

Life Drawing models are requested via the [online form](#), or instructors may email model@ecuad.ca to request the form as a Word document.

Our pool of professional models is in high demand across the Lower Mainland, so we recommend submitting requests as far in advance of the date as possible to secure your booking.

All sessions with a model pay a minimum of three hours. Rates are as follows:

- Draped (simple wrap/street clothes/active clothing): \$24.65 per hour
- Undraped: \$24.65 per hour
- Costumed (specific costume request): \$30.74 per hour
- Performance (e.g., dance, theatrical recitation): \$33.28 per hour

For further information on working with models or for our current roster of models, please email model@ecuad.ca.

SAFETY

Understanding Due Diligence

WorkSafeBC regulates occupational health and safety in BC. One of the key principles of the Workers' Compensation Act and Occupational Health and Safety Regulations is **due diligence**. Due diligence means taking all reasonable care to protect the well-being of employees or co-workers (and students, in the case of Emily Carr).

Due diligence must be reflected in written records of:

- Policies, practices and procedures;
- Monitoring of effectiveness;
- Hazard and risk communication;
- Training and supervision; and
- A program of compliance, which demonstrates that all reasonable precautions to comply have been taken in the circumstances.

Safe Use of Materials

WHMIS (Workplace Hazardous Materials Information System) legislation governs the handling, storage and disposal of materials. It is a system for providing information on the safe use of hazardous materials in the workplace. Information is provided by means of product labels, Material Safety Data Sheets (MSDS) and employee education programs.

All faculty and staff working with WHMIS-controlled products require training on the procedures for the safe use, handling and storage of any controlled products they may encounter while performing their job.



Please ensure that you are aware of the hazardous materials in your area and how to protect yourself from them, and that this information is provided to students to ensure their safety.

| *Training for WHMIS* can be found online.

Manufacturers who supply WHMIS-controlled products (with some exceptions) are required to provide a Material Safety Data Sheet (MSDS), detailing the potential health hazards of any given material. Before bringing or suggesting specific products to be used on-site, please contact the technician in the area and provide the MSDS if necessary.

| The WorkSafe BC booklet *WHMIS at Work* is recommended reading for all faculty and support staff. Each department is responsible for ensuring that they have up-to-date inventories and MSDS of products they use.

Safety in Shops + Studios

Technicians have the legal responsibility to supervise shops, studios and media production areas and the people accessing them. Students using any shop, studio or media production area must be given sufficient safety training and time to practice that training. Technicians will provide safety training and conduct the follow-up and supervision of students in shops, studios and media production areas. They require lead time to schedule demos, time to plan demos with faculty and time to follow-up.

Equipment and access are limited, and neither the students nor the technicians should experience undue pressure to rush in a safety situation.

Discuss with the technicians your student's production skills as a gauge of their progress in managing the projects they are expected to finish.

The underlying guideline for Shops + Studios practices is: **No student shall work in an Emily Carr shop unless they are supervised by a Studio Technician in charge of that shop.**

General Student Safety

All areas require students to take a basic shop and/or studio safety orientation, as well as additional equipment orientations. Students must demonstrate they understand the safe use of tools and other equipment, materials and processes in their course projects while acknowledging that additional technical instruction may be required.

Technicians will ensure that any student working in their area shall commit to the following:

- Demonstrated ability to work safely with the tools and materials chosen to complete the projects required for the course;
- Have the willingness and ability to conduct themselves in a responsible manner that does not endanger themselves or others;
- Adhere to the area procedures of equipment use and handling of materials; and
- Support their community through support of basic studio standards.

Technicians will report any student who is having difficulties with the above criteria to the faculty and the Director, Technical Services.

Student Conduct in the Studios

The university's Student Conduct policy is contained in the Student Handbook (*Emily's A to Z*). Part 1 of the policy covers Academic Misconduct. Part 2 covers Behaviour Endangering Safety of Persons and/or Behaviour that Significantly Interferes with the Education Environment or University Operations. Please note that the policy states that faculty and staff are responsible for identifying and dealing with misconduct.

The underlying guideline for university safety is: **To primarily prevent harm to students, staff and faculty, and secondarily, to prevent harm to Emily Carr University equipment.**

Please do not hesitate to contact the Studio Technician in charge of your area or the Manager, Safety, Security + Emergency Management (local 3816), with your questions.

Occupational Health and Safety (OH&S)

The OH&S Committee structured in accordance with WorkSafeBC regulations makes recommendations to the university on unsafe, hazardous or dangerous conditions with the aim of preventing and reducing risk of occupational injury and illness.



WRITING CENTRE

The Writing Centre is located in the Library. Resources are also available on the [Writing Centre](#) website. Its mission is to promote, support and make visible a culture of writing, reading and research for all students, faculty and staff within the Emily Carr community.

Between 1,800 to 2,000 appointments are offered every year, in person or online. In a typical year, the Writing Centre offers guidance to 400 to 500 students, many of whom use a language other than English outside of school. We also support students with reading skill development and studio class assignments.

PRINCIPAL SERVICES + PROGRAMS OFFERED

One-on-One Tutoring

- Scheduled (in person and online).
- Drop-in (in the Library and the Aboriginal Gathering Place).

Writing Groups

- Weekly faculty and staff writing group and occasional writing retreats.
- Undergraduate and graduate student writing groups.

Workshops

- In-class workshops about writing assignments, reading strategies, research writing, plagiarism and citing sources.
- Workshops for prospective teachers and seminar leaders about reading assignments, assignment design and responding to student writing.
- Peer review workshops.

Faculty Support

- Individual consultations to discuss student writing, assignment design, teaching of writing and academic skills, plagiarism, reading assignments, working with multilingual students, etc.
- Faculty writing consultations, writing groups and annual writing retreats.
- In-class or supplemental workshops on writing and reading-related assignments or skills.

Heather Fitzgerald

Coordinator
(604) 629-4517
hfitzgerald@ecuad.ca

Sandy Ewart

Writing Centre Assistant/
General Inquiries
(604) 629-4511
writingcentre@ecuad.ca

TBA

Writing Specialist

Sara Osenton

Learning Specialist
(604) 844 3800 ext 2918
sosenton@ecuad.ca

HOURS OF OPERATION

Variable during the school year, but typically
Mon to Fri 10am–5pm

WEBSITE

writingcentre.ecuad.ca



ACADEMIC INTEGRITY

Cheating + Plagiarism

Emily Carr University's [4.17 Academic Integrity Policy](#) addresses cheating and plagiarism, and is accompanied by [4.17.1 Procedures for Cases of Academic Misconduct](#). You can download copies of both policies from the [University Policies](#) page for review.

At Emily Carr, academic integrity means acknowledging the influence and contributions of others in coursework according to the conventions outlined in each course or program. It means honestly representing the relationship between the work we create for courses and programs and the work of those who have influenced or participated in its making.

Having a shared understanding of academic integrity and academic misconduct is the first and arguably most important step in creating a learning environment according to these principles of integrity.

Types of Academic Misconduct Plagiarism

Plagiarism is the intentional misrepresentation of someone else's work as one's own. In some contexts, plagiarism is restricted to the domain of writing — using the words or texts of others without giving proper credit to the source. In an art, media and design context, however, this definition is expanded to include knowingly using another person's unique ideas, images, objects, designs, research, inventions, arguments, etc., as one's own, without credit or acknowledgement.

Cheating

Cheating defines a range of activities that are intended to give someone credit for work they did not do or for knowledge they did not learn.

Unauthorized re-use of work

Students are expected to create new work in response to each course assignment unless instructors or assignments explicitly state otherwise. Submitting any work, in whole or in part, that has already been graded or submitted for a grade in another class is academic misconduct.

Unacknowledged collaboration

For some assignments, instructors may be looking for individual work without the input of others. Before working with other students, tutors, translators, etc., students need to determine from their instructor or assignment instructions whether collaboration is expected or acceptable. Working with on-campus tutors through the Writing Centre does not constitute collaboration.



Procedures for Cases of Academic Misconduct

Our Academic Integrity Policy outlines a three-step process for dealing with cases of academic misconduct.

Step 1: Meet with the student to discuss your concerns.

You can have a colleague attend this meeting with you if you are concerned about how the student might respond.

Step 2: Determine your response.

If, after the meeting, you are still convinced that academic misconduct has occurred, email your Dean to determine whether the student has any previous record of academic misconduct.

- No misconduct: no further action required.
- Minor misconduct: remedial learning activities and/or a grade penalty.
- Major misconduct: the case must be escalated to the Dean's office.

Step 3: Record any incident of misconduct, major or minor, in the Progress Alert System using the Academic Check-in option.

More information is available in the document "[*Academic Misconduct: A Guide for Faculty.*](#)"





ADMINISTRATIVE DEPARTMENTS



COMMUNICATIONS + MARKETING (C+M)

Communications + Marketing oversees and coordinates marketing and communications on behalf of the university. This includes media relations, brand management, internal communications, advertising, editorial content, website and social media management and digital signage.

C+M staff work with the Emily Carr community to develop strategic communications programs that further the goals of the university. They continually review these programs and welcome input from members of the community. To effectively promote the university, the C+M team relies on Emily Carr students, staff and faculty to share their projects and achievements.

BRAND STANDARDS

Detailed information about Emily Carr University's brand standards and guidelines can be found on the [Our Brand](#) page of the ECU website. This includes information such as:

- Style guide (writing style, territorial acknowledgements and the university's name and acronym)
- ECU visual identity (logos, wordmarks, fonts, colour palette, photography)

Access the [ECU email signature generator](#) online and install your signature onto your email client.

Any use of the Emily Carr brand must be approved by Communications + Marketing. Requests for approval can be sent to communications@ecuad.ca.

Alexandra Korinowsky

Executive Director,
Communications, Marketing
+ Public Affairs
akorinowsky@ecuad.ca
Room D2430

Perrin Grauer

Communications Officer
pgrauer@ecuad.ca
Room D2430

Chimgee Mendee

Communications +
Marketing Operations
Coordinator
cmendee@ecuad.ca
Room D2430

Rumnique Nannar

Communications Advisor
rnannar@ecuad.ca
Room D2430

Thanh Nguyen

Social Media + Content
Coordinator
thanhnguyen@ecuad.ca
Room D2430

Selina Rajani

Communications Officer,
Digital Infrastructure
Strategy
srajani@ecuad.ca
Room D2430

Peter Ulatan

Graphic Designer
pulatan@ecuad.ca
Room D2430

Jenn Xu

Marketing Coordinator
jennxu@ecuad.ca
Room D2430

HOURS OF OPERATION
Mon to Fri 8:30am–4:30pm

WEBSITE
[ecuad.ca/about/administration/
communications-and-marketing](http://ecuad.ca/about/administration/communications-and-marketing)

SHARE YOUR NEWS + EVENTS

Members of the community can submit *community updates* and *events* through the ECU website, which is managed by the Communications Office. Please include as much information as possible, including an image and links.

Once you have submitted your item, it is reviewed for clarity and posted to the website. These items may be shared in other university communication channels, such as social media, email newsletters and digital signage.

You can find the submission forms in the sidebar at *Today at ECU*.

Please submit event postings at least five business days before your event, and preferably further in advance to increase opportunities for promotion.

MEDIA RELATIONS

We welcome media interest in the affairs of the university and faculty, student and alumni success stories and our community events. If you have a story you think may be of interest to the media, we invite you to submit it using the forms available at Today at ECU (ecuad.ca/today) or email communications@ecuad.ca if your news is not yet public.

If you are contacted by the media for comment on a story or an interview request, please forward the inquiry to communications@ecuad.ca immediately for guidance before responding. Communications will support you and work with the media outlet to ensure relevant materials and messaging are provided.



FACILITIES DEPARTMENT

Emily Carr
Security/Emergency Number
(604) 844-3838
(Local 3838)

In the event of an emergency, the black phones in campus common areas have a speed dial programmed to Security, indicated by a red button. To contact Security from any other internal Emily Carr phone, simply dial (3838). To contact Security from an outside line or cell phone, dial (604) 844-3838.

Panic Duress buttons are located throughout the building. When activated, these buttons will trigger a strobe light, an audible siren and a remote alarm wired to the Security Desk. Security will respond immediately to the location where a Panic Duress alarm is triggered.

SERVICES OFFERED

- Parking passes + information
- Furniture moves
- Occupational Health + Safety, including the Workplace Hazardous Materials Information System (WHMIS)
- Access cards
- Reception + information
- Internal event support
- Keys
- Shipping + receiving
- Lockers
- Vending machines
- Mailroom

Our P3 Partner, Johnson Controls International (JCI), provides the following services through the JCI Help Desk (fmhelpdesk@ecuad.ca)

- Help Desk service
- Heating, ventilation + air conditioning
- Lighting + electrical
- Plumbing systems
- Building maintenance
- Housekeeping
- Security
- First Aid + emergencies
- Building + room access
- Pest control
- Groundskeeping
- Snow clearing
- Waste management + recycling
- Utility management

Andy O'Neill

General Manager P3,
Facilities
(604) 844-3874

Chad Cammer

Materials Handler
(604) 844-3814

Kunwar Manshahia

Receptionist/Information
Services
(604) 844-3800

Stefan Gibson

Receptionist/Information
Services
(604) 844-3800

Solange Labbe

Facilities Administrative
Assistant
(604) 844-3817

Kristen Kernaghan

Facilities Administrative
Assistant
(604) 844-3817

TBA

Manager, Safety, Security +
Emergency Management

Chandi Thalpathitiya

Maintenance Technician
(604) 844-3814

Jeremy Wong

Maintenance Technician
(604) 844-3080

HOURS OF OPERATION
Facilities Department
Mon to Fri 8:30am–4:30pm

CLOSED

Daily between 1pm–2pm

LOCATION

Room D2351

FOR OTHER INQUIRIES

(604) 844-3817
fclerk@ecuad.ca

WEBSITE

[ecuad.ca/on-campus/
services-facilities/facilities](http://ecuad.ca/on-campus/services-facilities/facilities)

HOURS OF OPERATION

Regular Building Hours

Mon to Thurs
7:30am–11pm
Fri
7:30am–8pm
Sat + Sun
8:30am–6pm

Closed

Statutory holidays and
winter break.

Building hours are subject to
change. See posted [building
hours](#) for more detailed
information.

JCI Help Desk
1-844-617-4699
fmhelpdesk@ecuad.ca

SERVICES OVERVIEW

Building Maintenance + Engineering

If you notice a building maintenance or janitorial issue that requires attention, please report it immediately to the JCI Help Desk. See “Service Events” (page 45) for more detailed information about what constitutes a JCI Help Desk issue.

Card Access

Card readers are located throughout the building, and a valid ID card is required to access these areas. ID cards can be obtained from the **Facilities Department** (Room D2351). Access is determined by which department you are working in, which rooms you are teaching in and the resource rooms you use. General access (which is given to everyone) includes the exterior doors, elevators and stairwells, bike storage cages, computer labs, the staff lounge and the mailroom.

If you are unable to enter areas, please email **Facilities** at fclerk@ecuad.ca.

Health + Safety

All health and safety concerns must be reported to your supervisor or manager. The online Safety Orientation must be completed by all new staff. Workplace Hazardous Materials Information System (WHMIS) training must be completed online if you work with or around any controlled products (e.g., paints, adhesives, cement, plastics, etc).

More safety information can be found on the [Safety](#) page online.

Please contact the **Manager, Safety, Security + Emergency Management** at (604) 844-3816 or local 3816 if you have any questions or concerns regarding WorkSafeBC.

Emergencies

Emergency planning is in place to address the various emergency situations that may arise. The primary goal of these plans is to preserve life. With that in mind, the first priority is to ensure the safe evacuation of our buildings as expeditiously as possible in any emergency situation.

The fire alarm is a two-stage system:

1. The first-stage tones cause the Emergency Response Team to investigate and confirm if the alarm is false or not.
2. The second-stage tones of the fire alarm require that all occupants immediately evacuate the building and make their way to the muster point in the southeast plaza.

In the event of a fire alarm or other emergency, follow the instructions broadcast over the public address system. During normal business hours (Monday to Friday, 8:30am–4:30pm) a fire-warden system is in place to assist with evacuation if necessary. Outside of these hours, Security will assist the fire department as required.

Faculty are responsible for the safe and orderly evacuation of any class under their instruction at the time of an alarm. All faculty must be aware of the nearest exit

First Aid

Any injury or occupational disease that occurs on campus must be reported to Security who provide first aid coverage on campus.

In a life-threatening emergency, do not hesitate to **call 911**, then call Security to provide first aid services until first responders arrive.

EMILY CARR
SECURITY/EMERGENCY
NUMBER
(604) 844-3838
(Local 3838)

FIRST AID LOCATION
Room C1292

in any area in which they instruct, and should familiarize themselves with nearby alternative exits in case their main route becomes blocked.

In case of an earthquake, all staff and students should initially take cover under desks (or any object that provides protection). After initial tremors subside, and if safe to do so, everyone should make their way to the muster point located in the southeast plaza. Follow the instructions broadcast over the public address system.

Safety + Active Threat Response Orientations

As a condition of your employment at Emily Carr, you must complete the online Safety and Active Threat Response Orientations within your first week of employment. Completing these orientations is for your safety, so you are prepared in the event of injury or emergency.

To access and complete the **Safety Orientation**:

1. Go to courses.ecuad.ca/enroll/index.php?id=79.
2. Enter your email username and password.
3. Read the orientation and complete the short quiz.

To access and complete the **Active Threat Response Orientation**:

1. Go to courses.ecuad.ca/enroll/index.php?id=1783.
2. Enter your email username and password.
3. Read the orientation and complete the short quiz.

Workplace Hazardous Materials Information System (WHMIS) Training

If you will be working in one of the following areas and/or will be around hazardous materials or processes, you must complete WHMIS training:

- Ceramics
- Painting
- Pressroom
- Design Studies
- Photography
- Printmaking
- Metals
- Plastics
- Woodshops

To access and complete **WHMIS Training**:

1. Go to courses.ecuad.ca/enroll/index.php?id=80.
2. Enter your email username and password.
3. Read the orientation and complete the short quiz.

Keys

To maintain the security of Emily Carr facilities, the allocation of keys is the responsibility of the Facilities Department. Once an Emily Carr key is issued (or “on loan”) to an individual, the custody and control of that key is the responsibility of the individual. The keys always remain the property of Emily Carr University. A record of keys in circulation is maintained by Facilities.

The person to whom a key is issued must sign a contract for it, in person, at the Facilities Office.

Office keys are issued to staff and faculty upon receipt of office allocation information from the Academic Administration Office. Presentation of an employee

If you have questions or would like more information, please contact:

Alex Dove
Manager, Safety, Security +
Emergency Management
(604) 844-3816



ID card and/or employment notice may be required. Sessional faculty and temporary or term employees must return keys to Facilities at the end of each term.

Important notes for key holders:

- The key is not to be passed on to another person.
- The key remains the property of Emily Carr University.
- Emily Carr keys must be returned when keys are no longer required, or when employment at Emily Carr terminates. Keys must be returned to the **Facilities Office** (Room D2351) either during normal operating hours or, if the office is closed, handed to Security with the name of the person from whom they are being returned.

All inquiries regarding keys should be directed to **Facilities** at fclerk@ecuad.ca.

Lockers

Locker rentals for students at Emily Carr are managed through the Facilities Office. Lockers are located in various hallways throughout the campus building.

Locker rentals are available to current, registered undergraduate and graduate students enrolled in three or more Emily Carr credit courses. Students who are taking academic classes only are not entitled to use lockers.

Payment of the locker rental fee is collected at Financial Services. Proof of enrollment and a receipt for locker rental fee payment must be presented to the Facilities Office before a locker can be assigned.

Details on renting a locker, including the renter’s responsibilities, can be found on the Locker Rental Agreement, which is available from the Facilities Office. Locker users are required to sign a rental agreement and accept the terms and conditions.

Locker queries may be directed to the **Facilities Office** (Room D2351) or email fclerk@ecuad.ca.

Service Events

Service for routine building maintenance issues or repairs can be requested by staff, faculty or administrators by contacting the **JCI Help Desk** via email at fmhelpdesk@ecuad.ca.

The Help Desk is designed to provide efficient and timely responses to your requests, and should be contacted for routine, urgent and emergency building maintenance items.

Examples of requests for immediate service or emergencies:

- **Electrical power outages or malfunction**
- **Card readers not working**
- **Elevator malfunctions**
- **Glass** (broken or damaged glass, glass on floors)
- **Heating/cooling** (too hot/too cool, thermostats not working)
- **Lighting** (lights burned out in work areas, hallway or building exteriors; light switches not working)
- **Personal safety** (report all hazards, structural defects, mechanical malfunctions, snow/ice build-up, defective equipment, damage caused by high winds/weather, etc.)
- **Odours** (propane, natural gas or burning, or other

Locker Rental Rates

Full academic year	Sept–Apr	\$30.00
Fall only	Sept–Dec	\$17.00
Spring only	Jan–Apr	\$17.00
Summer	May–Aug	No charge

Please note

- Lockers are rented on a first-come, first-served basis.
- Locker fees are non-refundable.
- Lockers may not be occupied until payment has been received.
- Students are limited to one locker at a time per term.
- Students may only use the locker assigned to them and must provide their own padlock or combination lock.
- Use of the lockers as permanent, year-round storage is not permitted.
- Persons renting lockers must vacate and remove locks and all contents at the end of the rental period. Facilities will message out via ECU email to the community about end dates at least one month before said date, with subsequent messaging as the date nears.
- Lockers still occupied after the end of any rental period will be opened and contents will be removed. All items removed will be disposed of or donated to those in need.
- Emily Carr will not, under any circumstances, accept responsibility for the loss, damage or removal of locks or locker contents, or the loss of locker contents after removal.

Students registered for Continuing Studies classes may (depending on need) be assigned a dedicated Continuing Studies locker by the Continuing Studies Studio Technicians (Room C4225).

- fumes/odours; noxious fumes or odours)
- **Plumbing** (no water, water supply problems, wash-room flooding, toilets/drains blocked and/or overflowing, frozen water line(s), gas line repairs, pipe leaks/breakage)
 - **Slippery floors and walkways**
 - **Weather-related hazards** (including sleet/ice and heavy snow conditions, wind-related damage)
 - **Vandalism**

For service or problems related to specific equipment in the studios or classrooms, inform the Studio Technician for that area. If the issue is related to a computer, printer, phone or copier, contact the **IT Help Desk** (ithelp@ecuad.ca).

Room Bookings for Staff + Faculty

The Scheduling Office, located within **Academic Affairs** (Room D2320), manages internal ad hoc room booking requests for staff, students and faculty. Rooms are available for university-related business or curriculum-related use only.

If you have questions about usage or would like to inquire about availability, contact the **Scheduling Office** at communitybookings@ecuad.ca.

Staff Room Requests

Staff may book a room for university-related business use only.

Email your booking request to communitybookings@ecuad.ca.

Student Room Requests

Students may book a room for curriculum-related use only. This includes, but is not limited to meetings, student clubs, installations, critiques, exhibitions, photo shoots, rehearsals and filming.

Students who wish to book a room or space must complete the [Request to Book a Room](#) or [Request to Film on Campus](#) form and return to the [Scheduling Office](#) for review before the final status of the request is confirmed.

See the [Student Room Requests](#) page online for more information.

Student Installation Requests

Students must first determine a suitable space for the installation and advise the Scheduling Office of their plans.

Once a space has been identified and a hold placed, the student must consult with their instructor to go over the scope of the installation and discuss how the installation will be completed. You must sign off on the

SCHEDULING OFFICE - COMMUNITY BOOKINGS

HOURS OF OPERATION

Mon to Thu 8:30am–4:30pm
Fri closed

LOCATION

Mon + Tue Room D2320
Wed + Thu staff are
available remotely

CONTACT

communitybookings@ecuad.ca

Danny Benda

Scheduling Coordinator,
Community + External
Bookings
dbenda@ecuad.ca

WEBSITE

ecuad.ca/communitybookings

Request to Install Artwork form, indicating that you are aware of the installation plans. The completed form must then be emailed to the Scheduling Office for review. The form will be checked for completion before being submitted to Facilities for final approval.

While Facilities makes every effort to approve all installations, public safety and protection of property must be considered.

See the *Student Installation Requests* page online for more information.

Please note Any installations found on campus without Facilities approval will be removed at the student's expense.

Faculty Request for Internal Events + Lectures

Faculty wishing to book a room for an internal curriculum-related event including guest speakers are required to complete the *Internal Events Request* form. Once received, the completed form will be circulated to the Events team for approval. The Scheduling Office will confirm the status of your booking.

For all evening events in the **Reliance Theatre** (Room A1060) or **Rennie Hall** (Room B2160), a Collaborative Technologies Support (CTS) Technician must be engaged for the event. Further information is available on the *Internal Events Request* form.

Email communitybookings@ecuad.ca for assistance with booking internal events.

List of Bookable Rooms + Spaces

See a complete list of rooms and spaces booked by the Scheduling Office at *Community Bookings*.

At any given time, these rooms may already be booked. Please email roombookings@ecuad.ca for assistance before you use a room.

Gallery Spaces

Exhibition spaces in the Michael O'Brian Exhibition Commons (MOEC) on Levels 1 and 2, the RBC Media Gallery and the Reliance Atrium are booked through the Libby Leshgold Gallery.

Email exhibitions@ecuad.ca to inquire about availability.

External Room Bookings

Emily Carr rents a selection of spaces (not including studio spaces) to outside groups for meetings and events. Rental fees apply, and general liability insurance is required for all groups using Emily Carr facilities.

Contact events@ecuad.ca for more information on booking external events.



Parking Passes

Parking is available in the underground parkade at 565 Great Northern Way adjacent to the campus. Hourly and daily rates are available. Use the pay stations located within the parkade for hourly and daily pay.

There are a limited number of Emily Carr parking Hang Tags available for purchase. These are issued on a first-come, first-served basis and issued per-term. Emily Carr parking Hang Tag holders must park in designated Emily Carr parking spaces with the Hang Tag clearly displayed. Spaces are not individually reserved or guaranteed.

Contact the **Facilities Office** at fclerk@ecuad.ca for current parking costs.

Purchasing an Emily Carr Parking Hang Tag

Parking Hang Tags are limited and issued on a first-come, first-served basis. Parking Hang Tags are issued on a per-term basis, payable in advance and purchased at the **Financial Services Office** (Room D2401). Prices are subject to change without notice. Payment by payroll deduction is also available for employees; a Payroll Deduction (PRD) form, available from Financial Services, must be completed. To receive a parking Hang Tag and a detailed parking information sheet, present your payment receipt or copy of the completed PRD form to **Facilities** (Room D2351).

A parking Hang Tag must be displayed on the rearview mirror so that it is clearly visible from the outside of the vehicle. Look after your parking Hang Tag; replacement fees will apply to lost or stolen Hang Tags.

There is a high level of theft from vehicles around Great Northern Way; ensure that your vehicle is locked and valuables are not in view. Please report any suspicious activity to Security.

Security

Trained and licensed uniformed security guards are on duty at Emily Carr at all times.

Security guards can be found attending the **Security Office** (Room A2014) adjacent to the Information desk near the southwest entrance to the building, as well as patrolling the campus.

Security guards provide trained and equipped first aid response during Emily Carr hours of operation. Security Officers also regularly patrol our building and monitor access control as well as the Panic Duress and alarm systems.

Security plays an integral role in the smooth operation of the campus. Any incident that impacts the health or safety of campus users should be reported to Security immediately.

Security's role extends to services such as safe walks to transit stops and parking areas, providing directions, dealing with after-hours AV equipment returns and responding to access requests. Please do not hesitate to request assistance from Security on any matter. If they are unable to aid you directly, they will know where to refer you for further assistance.

TO CONTACT SECURITY

Option 1
Dial (3838) from any internal phone.

Option 2
1. Locate the black emergency phone in the campus.
2. Pick up the handset.
3. Press the red speed dial button labeled "Security."

Option 3
Dial (604) 844-3838 from an external or cell phone.

SECURITY LOCATION
Room A2014

Adjacent to the Information desk near the southwest entrance to the building, as well as patrolling the campus.

Security's primary functions on campus include:

- Securing the campus.
- Providing access as requested through Facilities.
- Providing first aid services.
- Assisting with life-safety concerns, and other incidents or emergencies.
- Documenting, reporting and investigating incidents or thefts.
- Providing a safe walk service to vehicles or bus stops when requested.
- Assisting with other Facilities-related issues as needed.

The Caf + Mini Loafe

The Caf is located centrally on Level 2 of the building and offers a great selection of snack and lunch foods, as well as specialty coffees and cold drinks. Hours may vary throughout the year. Please see hours of operation posted by the Caf.

Mini Loafe is located on Level 1 adjacent to the southeast entry and offers a selection of hot beverages, made-to-order pizzas, bottled drinks and other prepared foods. Hours may vary throughout the year. Please see hours of operation posted by Mini Loafe.

Vending Machines

Vending machines are managed by an external vendor. If you encounter any problems, please use the contact information posted on the vending machine for assistance.

Information Services + Mailroom

Information (Room A2011) is located on Level 2 near the southwest entrance to the building.

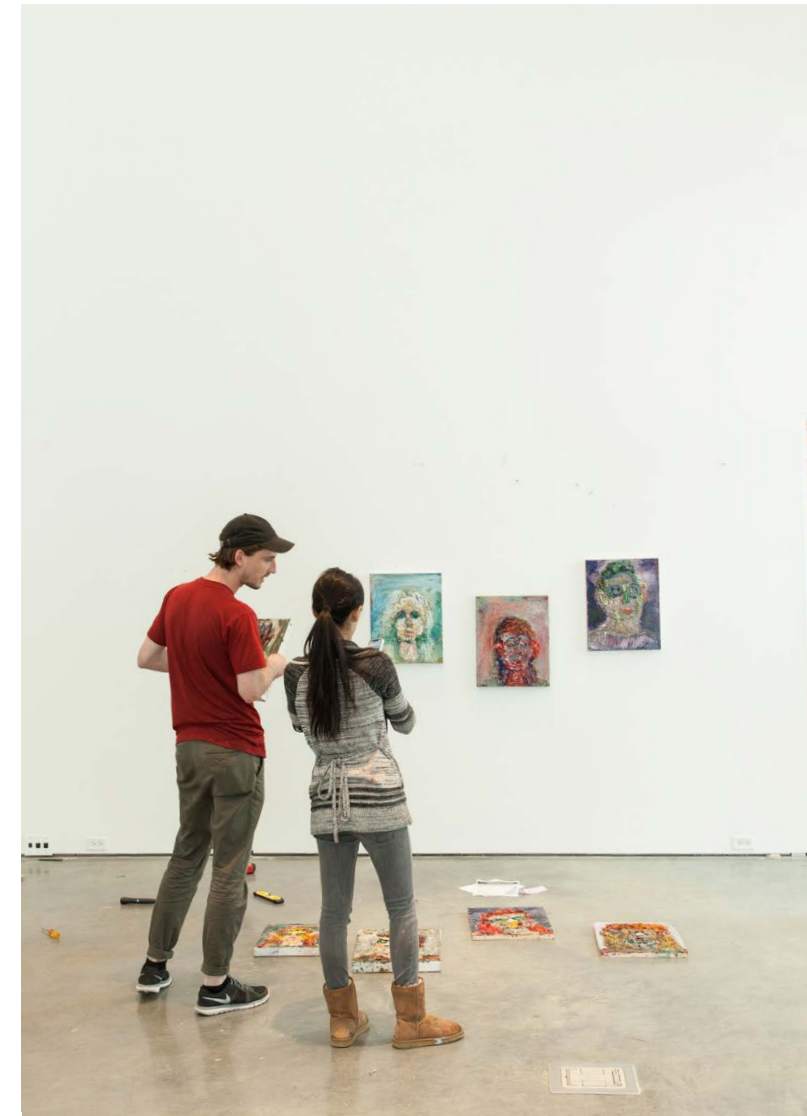
The **Mailroom** (Room C2272) is located on Level 2 near the staff room.

Please see staff at Information for general assistance. The university's Lost and Found is also located at Information.

Information Services and/or the Mailroom:

- Assists staff, faculty, students and the general public with inquiries regarding the university.
- Provides instruction on the use of the telephone system.
- Assigns staff and faculty mailboxes.
- Processes outgoing mail. Please notify the Mailroom in advance of any large mailings.
- Provides general office supplies.

Please inform Information if you wish to use posters or temporary signage on campus to share information with the university community (i.e., to promote events such as visiting artists, exhibitions, seminars, or to aid in general inquiries or wayfinding, etc.).



Shipping + Receiving—Couriers

The university centralizes all couriers to **Shipping + Receiving** (Room C1296), located on Level 1 at the north side of the building.

Local Courier: Flash Courier, (604) 689-3278

To Send Out: Call Flash Courier with your pick-up info. Bring your envelope/package to Shipping + Receiving.

Important: Please give Flash your GL Account Code as your reference along with your name.

Receiving: Flash Courier will drop off deliveries at the Information Desk.

Out-of-Town Courier (North America + International): Purolator, FedEx or DHL.

Please see Accounts Payable for procedures on how to enter your shipment online through the various couriers. The university no longer uses manual waybills.

Supplies (plastic envelopes, labels and small boxes) for Purolator, FedEx and DHL are located in Shipping. Please make arrangements with Shipping via email (shipping@ecuad.ca) to pick up supplies for your shipment.

Photocopying

Two photocopy machines for staff and faculty use are located in the **Mailroom** (Room C2272).

To use the photocopy machines, you will require a copy code related to the department you are currently working in. (This may change depending on the class you are teaching.) A code is required to facilitate accurate billing. When you come to Faculty Orientation at the beginning of each term, an HR representative will provide you with a package that includes your copy code for the term. If you lose your number, see the staff at Information for help.

Training

Training on the mailroom equipment (copiers and fax machine) will be provided, upon request, by Reception at Information Services. Basic instructions are provided on the wall in front of each machine. If you are unsure of what to do, read the instructions or ask for an orientation. The copy machines are able to make double-sided copies, collate, staple and copy onto 8.5x11", 8.5x14" and 11x17" paper.

Should the photocopier break down or malfunction, please contact the **Mailroom Assistant** (Local 3800) as soon as possible.



FINANCIAL SERVICES

Please visit the [Financial Services](#) webpage for information related to accounting functions including purchasing, payroll, accounts payable, accounts receivable, cashier services, employee purchase assistance plans and more.



HUMAN RESOURCES OFFICE

Human Resources supports employee growth, development and well-being through a wide range of benefits and programs designed to support a healthy and engaging learning and working environment. Human Resources also provides support and guidance on a variety of topics, including: recruitment, retention and recognition; compensation, classification and work design; benefits, employee wellness and accessibility services; labour and employee relations; leadership and organizational development; privacy, confidentiality and information access; and training, professional development and service improvement.

HR supports the negotiation and administration of two collective agreements — CUPE and the Emily Carr Faculty Association — as well as the Terms and Conditions for Administrators. These agreements set out many of the terms and conditions of your employment and are important for you to reference. These documents are available from Human Resources.

POLICIES + PROCEDURES

Emily Carr *Policies + Procedures* are outlined on the website.

Please familiarize yourself with these policies; compliance is expected as a condition of your employment. Please also see **Appendix A** (page 77) for a list of current policies.

HR's objective is to recognize and inspire excellence and enhance the experience of every faculty, staff and administrator at Emily Carr. HR is here to support employees and students. They welcome your questions, comments and involvement.

PROFESSIONAL DEVELOPMENT + TRAINING

Funds are available for support staff, administrators, and regular, probationary and eligible sessional faculty to pursue professional development activities of mutual benefit to the employee and Emily Carr University.

Guidelines for the fund and application forms can be obtained from Human Resources. Completed forms are submitted to Human Resources. For questions pertaining to faculty professional development (PD), please contact pd@ecuad.ca. For questions pertaining to Administration and Support Staff PD, please contact **Susan Milner** (smilner@ecuad.ca or local 3825).

To access training supports, supervisors can request resources to secure specific training for staff, faculty and administrators by contacting **Adrian Tees** (adriantees@ecuad.ca). To secure training funds, a

Adrian Tees

Associate Vice-President,
Human Resources +
Privacy Officer
(604) 844-3803
adriantees@ecuad.ca

Kit Oye

HR Director, Advising
Services
604-844-3898
kitoye@ecuad.ca

Benita Ceresney

HR Advisor, Benefits
(604) 630-4551
bceresney@ecuad.ca

Marion Morgan

HR Manager, Leadership +
Organizational Development
(604) 844-3806
mmorgan@ecuad.ca

Taryn Coulson

HR Coordinator, Programs,
Policy + Records
(604) 844-3824
tcoulson@ecuad.ca

TBA

Executive Assistant +
Human Resources Office
Coordinator

Crissy Giesbrecht

HR Advisor (Non-Regular
Faculty)
(604) 844-3835
cgiesbrecht@ecuad.ca

Ariba Najib

HR Advisor, Work Design +
Compensation
compensation@ecuad.ca

Susan Milner

HR Advisor
(Admin, CUPE)
(604) 844-3825
smilner@ecuad.ca

Tysia Suzuki

HR Specialist, Workplace
Wellness + Employee
Accessibility
(604) 844-3886
tysiasuzuki@ecuad.ca

HOURS OF OPERATION

Mon to Fri 8:30am–4:30pm

WEBSITE

[connect.ecuad.ca/
about/careers](http://connect.ecuad.ca/about/careers)

business case from the supervisor to HR is required. The business case must outline the necessity of the training for their area.

FACULTY: PERFORMANCE REVIEW, TENURE + PROMOTION

Faculty performance reviews and the tenure and promotion process are defined by your collective agreement. One key component to your professional development while at ECU comes in the form of student input through online course evaluations. These evaluations take place 20 days prior to the last scheduled day of courses. Students will access the course evaluations online through myEC. Online feedback is processed by Human Resources and will be emailed to you. It is important that you review this information and be prepared to discuss any concerning comments with your Dean.

Additionally, a Developmental Review Committee considers these evaluations along with other relevant information, including annual PD reports for regular faculty, to provide formative recommendations for the developmental support of faculty and, in particular, preparation for tenure application. In addition to the regular faculty Developmental Review process, an annual review for non-regular faculty for both development and performance is conducted. The documents used in this review are provided by the instructor (CV, teaching outlines and teaching statements) as well as the course feedback information.

This process is coordinated by Human Resources. If you have any questions please contact hr@ecuad.ca or **Adrian Tees** (adriantees@ecuad.ca or local 3803).

Guidelines for tenure and promotion are available through the Office of the Vice-President Academic + Provost and Human Resources.

IAN WALLACE AWARD FOR TEACHING EXCELLENCE

Each year in the spring, nominations are accepted from faculty, staff, students, alumni and administrators for the Ian Wallace Award for Teaching Excellence. The purpose of the award, which is granted to regular and non-regular (sessional) faculty, is to recognize and honour sustained teaching innovation and excellence at Emily Carr University and inspire and encourage others to make significant contributions through their teaching at Emily Carr. The award includes a prize of \$500.

CHICK RICE AWARD FOR TEACHING EXCELLENCE

Nominations for the Chick Rice Award for Teaching Excellence are accepted from faculty, staff, students, alumni and administrators each spring. The purpose of the award, which is granted to non-regular (sessional) faculty, is to recognize and honour sustained teaching innovation and excellence at Emily Carr University and inspire and encourage others to make

significant contributions through their teaching at Emily Carr. The award includes a prize of \$1,000.

STAFF EXCELLENCE AWARDS

Each year in the spring, nominations are accepted from faculty, staff, students and administrators for the Staff Excellence Awards. The purpose of the award, which is granted to two staff members (CUPE and Administrators), is to recognize staff who exhibit and promote the values of the university and have demonstrated excellence in their service to the university. Their efforts and achievements support their colleagues and the community in advancing the mission and goals of the university. The award includes a prize of \$500 per recipient.

EMERITUS

The university grants the honorary title of Emeritus in recognition of faculty long-service and contributions to the institution. Emeritus status is conferred to all eligible retiring teaching and non-teaching faculty under Policy 8.8 Emeritus Status and its associated procedure. While the title is purely honorific, emeriti receive certain university perks (e.g., extended use of the university email account), which are described in the Emeritus Handbook. A list of all *Emily Carr emeriti* can be found online.

FACULTY: IF YOU CANNOT MAKE YOUR SCHEDULED CLASS

To ensure proper student communication and adequate classroom coverage, please be advised of the following procedures in the event you are absent from the university.

With respect to the CUPE collective agreement, it is not acceptable to request or expect that a Studio Technician will provide coverage during a faculty absence, although a pre-scheduled technical demonstration can proceed.

If you are away ill for a short-term period, please contact **Human Resources** (hr@ecuad.ca or local 3824) as well as your faculty's Dean and Dean's assistant to advise the date of absence, the class(es) from which you will be absent and the room location(s) of the class(es).

Human Resources will post a notice on the classroom door to advise students of the cancellation. If you require further instructions for the students, this can also be included in the note. If possible, please send a broadcast email to the students.

If you are away ill for a longer period of time (i.e., more than one week), please call Human Resources to advise of the anticipated dates of absence.

If you are going to be away from the university for reasons other than illness, please ensure that you have a mutual agreement with your Dean. Your students must also be informed of

the arrangement. If you will be absent due to a planned leave (see Article 18.01.2 in the *Collective Agreement*), you may:

- Make arrangements with your class to make up the class at a later date. Consider what mode of delivery (online or in person) works best for your situation.
- Make arrangements with a colleague to cover your class for the day (with the expectation that you will cover their class(es) in return).
- Make arrangements with HR for substitute coverage. (In certain circumstances, if a substitute is required, the cost of the substitute will be deducted from your pay.)

In any case, please ensure that the Dean's Office is informed of your class coverage and, most importantly, that your students are also aware of the arrangement.

Please note As per the Faculty Collective Agreement, substitutes are paid for four hours for each three-credit block that they teach. If you have any questions or require clarification, please contact **Human Resources** at hr@ecuad.ca or (604) 844-3824.

More information on absences can be found in Articles 21 and 22 of the Faculty *Collective Agreement* including long-term leaves of absence or sick leaves. You may also check your benefits handbook for related services and providers.

Regular faculty may access up to 90 days of paid sick leave. Non-regular faculty earn sick leave credits on a prorated basis according to their teaching load at the rate of 1.5 days for each month worked for a 100 per cent teaching load.



Reading Week occurs in February of each year. This is a regular duty week and faculty members are expected to be available at the university.

BENEFITS

Faculty members eligible for benefit coverage should refer to the benefits handbook available from HR. Questions may be directed to benefits@ecuad.ca.

WELLNESS

The university encourages employees to be mindful of their health and well-being, and understands that issues may arise that require additional support. To this end, the university engages with LifeWorks (formerly known as Morneau Shepell) to furnish an Employee and Family Assistance Program to all faculty, CUPE and excluded employees. This confidential short-term referral service provides 24-hour support to employees and their dependants on a variety of life and work issues. For non-regular, sessional, temporary or casual employees, this service is available during periods of active employment.

In addition, the university partners with the Canadian Mental Health Association to deliver Not Myself Today (NMT), an employee resource featuring tools, resources and activities available online and as physical materials. NMT helps workplaces build awareness of mental health, reduce stigma and foster a safe and supportive work environment.

Human Resources can provide support if an employee is absent from duty due to illness or injury, in cooperation with the union where appropriate. This support may include confirming the availability of paid sick leave, facilitating a short- or long-term disability referral, or assisting with an accommodation or a return-to-work plan. If concerns arise around the physical or mental well-being of an employee, Human Resources may activate the university's Duty to Inquire to ensure the employee receives the support they need.

Emily Carr's Wellness Committee supports employees by providing a variety of programs and wellness-oriented workshops throughout the year. As an added bonus, employees who exercise during their lunch hour may extend their break by 15 minutes.

EMPLOYEE ACCESSIBILITY MANAGEMENT PROGRAM

The university is committed to fostering an inclusive and welcoming environment where all faculty, staff and administrators can thrive. Our Employee Accessibility Management Program (AMP) is designed to work with individuals to ensure equal access to a supportive workplace.

We offer a range of services such as workplace accommodations (medical, family status or religious), ergonomic adaptive equipment and other supportive resources.

We encourage all faculty, staff and administrators to reach out to workability@ecuad.ca for more information.



HARASSMENT, BULLYING + DISCRIMINATION POLICY

All faculty, staff and administrators have a responsibility to foster a respectful working and learning environment for all employees and students. If you experience or witness behaviour that contravenes an individual's human rights, or their right to work and learn in a harassment-free environment, we encourage you to seek assistance from Human Resources.

Emily Carr University does not condone and will not tolerate harassment or discrimination. You are expected to comply with our harassment policy.

The university's harassment policies and procedures can be found online at [University Policies](#).

SEXUAL + GENDER-BASED VIOLENCE + MISCONDUCT

Emily Carr University is committed to providing a safe, respectful and inclusive environment where members of our community are free from violence, threat or threat of violence, including sexual violence or misconduct, sexual assault and gender-based violence.

Policies regarding sexual and gender-based violence and misconduct can be found online on the [University Policies](#) webpage.

CODE OF CONDUCT

Emily Carr University is committed to providing a learning and working environment characterized by respect for others, honesty and professionalism. The university is committed to ensuring employees observe the highest standards of ethical conduct and integrity and compliance with all applicable laws and regulations in fulfilling their duties and responsibilities. The Code of Conduct provides guidance to employees on standards of conduct, ethics and integrity in support of the university's values and goals.

The full Code of Conduct can be found online on the [University Policies](#) webpage.

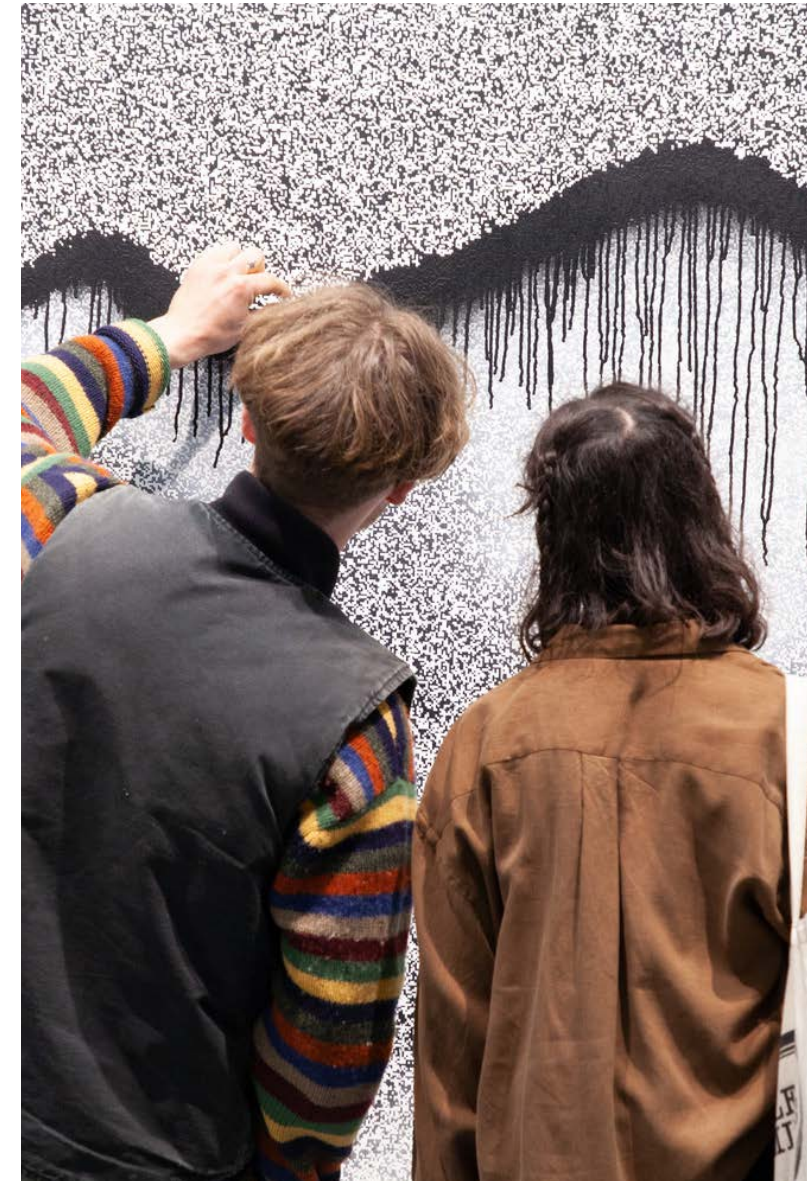
PRIVACY + ACCESS

The university and its employees are bound by the B.C. [Freedom of Information and Protection of Privacy legislation](#). Employees are required to protect all personal and confidential information they handle as part of their jobs by making reasonable security arrangements against unauthorized access, collection, use, disclosure or disposal. Employees should review and understand their privacy obligations under university policies [8.13 Confidentiality](#) and [9.6 Information Protection](#) and complete mandatory privacy training.

Access requests for records that may contain personal or confidential information must be directed to privacy@ecuad.ca for processing.

HIRING STUDENT WORKERS

For students to be hired and paid through Emily Carr, departmental supervisors must contact Human Resources and follow the university's established hiring processes.



INFORMATION TECHNOLOGY SERVICES (ITS)

Please visit [*IT Services*](#) online for information related to digital services for students, faculty, staff and the community.



STUDENT SERVICES

Student Services provides consistent, proactive and effective support to facilitate student engagement, development and progression.

Student Services works intentionally and collaboratively to integrate service delivery in support of all learners and their diverse needs. They seek to be active community partners to encourage and empower student engagement and agency.

PROGRAMS + OPPORTUNITIES OFFERED

- Admissions
- Academic advising
- Career development + Work Integrated Learning
- Domestic + international recruitment
- Graduation + convocation
- High school presentations
- National Portfolio Day events
- Prior Learning Assessment
- Records + registration
- Scholarships + bursaries
- Student appeals
- Student exchange
- Student loan + grant advising
- Transfer credit assessment
- International development, partnerships + education
- Tours + information sessions
- Violence reduction + incident response

SERVICES OFFERED

- Waitlist management
- Recruitment + admissions events
- Academic advising + registration
- Financial aid + awards
- Credit system
- Grading system
- Incomplete grades
- Mid-term grades
- Student grade appeal procedure
- Academic progress
- Leave of absence
- Letter of permission
- International education + opportunities
- Exchange program
- Career development + Work Integrated Learning
- Consult on non-academic misconduct + risk assessment

Marcia Guno

Vice Provost, Students

Rosie McGee

Executive Assistant to Vice Provost, Students
rmcgee@ecuad.ca

Kevin Bird

Director, Recruitment, Admissions, International Development + Registrar
(604) 844-3820

Charise Bryan

Associate Registrar, Awards + Advising
(604) 630-7426

Tim Schoahs

Director, Records + Registration, + Advising
tschoahs@ecuad.ca

Ghislaine Crawford

Career Development + Work Integrated Learning Coordinator
(604) 844-3812

Laura Eveleigh

Administrative Assistant, Recruitment + Admissions
(604) 844-3800

TBA

Graduate Student Coordinator

Yvonne Hachkowski

Admissions Advisor
(604) 844-3813

Jeff Mallach

Career Development + Work Integrated Learning Assistant
(604) 844-3843

Shannon McKinnon

Director, Career Development + Work Integrated Learning
(604) 844-3882

Sara McLaren

Financial Aid + Awards Advisor
(604) 844-3844

Lili Wang

Financial Aid + Awards Advisor
liliwang@ecuad.ca

Kimberly McErlean

International Programs Advisor
(604) 844-3899

Zaa Nkweta

Coordinator, Student Recruitment
zaankweta@ecuad.ca
(604) 844-3864

Matthew Provost

Coordinator, Student Recruitment
matthewprovost@ecuad.ca
(604) 844-3818

Gizelle Pillay

Administrative Assistant
Records + Registration
(604) 844-3095
reghelp@ecuad.ca

Andrea Nunes

(on leave)
Academic Advisor
advising@ecuad.ca

Yvette Kharoubeh

Transfer Credit Advisor
transfercredit@ecuad.ca

Vincent Ternida

International Student Advisor
(604) 844-3800
vternida@ecuad.ca

Lorelei Martell

Admissions Associate
loreleimartell@ecuad.ca

Terry Plummer

Academic Advisor
advising@ecuad.ca

Petra Schmidt

Academic Advisor
petraschmidt@ecuad.ca

Sue Dorey

Program Manager Violence Reduction + Incident Response
(604) 844-3819

HOURS OF OPERATION

Mon to Fri 8:30am–4:30pm

WEBSITE

ecuad.ca/student-life/student-services

ASSISTANCE PROVIDED TO FACULTY

Student Services also provides assistance to faculty, including:

- Support interpreting policies and connecting students to resources
- Grading (via myEC)
- Section waitlists

myEC + Grading

Through [myEC](#) you can view and print your current class lists and import class lists into Excel or Numbers. Click the drop-down menu titled “Export,” and then click the link titled “Download CSV.” myEC is also where you input your final grades.

Emailing Students

You can email your students through [myEC](#) from the same page as your class list. Click the “Email All” link or an individual student’s email address.

For further information, please refer to the instruction sheet “Bulk Blind Emails.” Please note that this emailing function does not allow attachments. To provide documents electronically to your students, please discuss with the Teaching + Learning Centre.

Waitlist Management

Managing your waitlist for hybrid classes that conduct a first class on campus:

If there are students on your waitlist who do not attend the first class and have not emailed you to let you know that they wish to be in the class but cannot be present for that first class, please inform advising@ecuad.ca.

Managing your waitlist for online classes:

1. Waitlisted students are asked to email the instructor with the section title in the subject line on the first day of class (not before or after) to confirm their continued interest in that class.
2. Add waitlisted student(s) who have contacted you to your class in Moodle. This will allow them to participate and be caught up in case they are offered a seat in the class.
3. On the day after your first class, email a list of waitlisted students who contacted you (or those who did not — the shorter of the two lists — or whichever is easier for you) to advising@ecuad.ca. We will remove the students who did not contact you from the waitlist.

This process will ensure that waitlists move quickly and efficiently.

Registered students who did not attend the first class cannot be removed but should be considered absent and informed if their absence affects their grade. We recommend issuing a Support Message through [myEC](#).

Once the add/drop period is over, those waitlisted students who were added to Moodle but for whom registration was not possible should be removed from your class in Moodle.



RECRUITMENT + ADMISSIONS EVENTS

On-Campus Tours for Prospective Students

The university provides on-campus tours for prospective graduate and undergraduate students every Friday during the academic year. The tours meet at the reception desk at noon and are followed by an information session.

If you are contacted by an interested participant please redirect this query to admissions staff at admissions@ecuad.ca.

National Portfolio Day Event

The university participates in National Portfolio Day annually. This event is normally held in the Fall and rotates venues between Emily Carr University and Kwantlen Polytechnic University's Richmond campus. Faculty and staff are on hand to meet with prospective students and discuss the student's portfolio and career goals.

Prospective Student Application Deadlines + Portfolio Reviews

All students applying for admission to the graduate and undergraduate degree programs must apply and submit their portfolio by January 15. Prospective student portfolio reviews are scheduled in February, and various faculty from the university are asked to participate in this review.

ACADEMIC ADVISING

At Emily Carr University, Academic Advisors help students work toward their goals through individual and group advising throughout their studies. Advisors are able to assist students in developing an academic plan; developing pathways and understanding courses that will help them reach their academic goals; interpreting policies; navigating course selection; and understanding degree requirements and program evaluations. Advisors also support students who are considering adding a minor or changing their current academic program.

Advisors work closely with the course schedule and can help students address common registration issues; understand registration restrictions; explore course options; review registration holds; and assist with planning and preparation for registration periods. All students are encouraged to meet with Advisors regularly to ensure that they are taking the appropriate courses for their major and that they are on track to graduate.

FINANCIAL AID + AWARDS

Students may seek advice and assistance regarding all aspects of their funding, including student loans and grants, scholarships, bursaries and emergency loans. The Financial Aid and Awards Office is located in the Student Commons.



CREDIT SYSTEM

Each course is assigned either three or six credit-hours of study. A normal full-time program of study is 15 credits per term.

GRADING SYSTEM + INCOMPLETE GRADE POLICY

All final grades assigned to students must be letter grades. Effective September 1998, the grading system is as seen in [Policy 4.16 Assessment and Academic Standing](#).

Submission of Grades

Grades are submitted online via [myEC](#). Detailed instructions on the process of entering grades will be emailed to you two weeks prior to the grading deadline.

Grade Changes

Changes to grades can only be made on [myEC](#) up until the grade deadline. After the deadline, a Grade Change form must be completed. These forms can be requested by emailing Associate Registrar, Awards + Advising **Charise Bryan** (cbryan@ecuad.ca) from your ECU email address. A signature from the relevant Dean is required before submitting the form for processing.

Incomplete Grades

Incomplete grades may only be granted by the instructor in cases where a student has been unable to complete the course work because of circumstances beyond their control. Such circumstances may be medical or of a personal nature, and the student may be required to provide documentary evidence.

Accessibility Services may provide documentation for clients. All incomplete grades must include a back-up letter grade. A back-up letter grade is the default letter grade, and should be representative of what the student has completed. A revised grade cannot be lower than your back-up grade so please ensure that you do not over-grade when assigning the incomplete back-up grade.

A student who never attended class or who has stopped attending class does not qualify for an incomplete grade and must be issued a letter grade representative of their performance. It is up to the student to initiate a withdrawal or extension.

Revised incomplete grades must be submitted by January 15 for the Fall term, May 15 for the Spring term and September 15 for the Summer term. Failure to submit a revised grade by the deadline will result in the back-up grade being assigned. An extension of an incomplete grade may only be granted by the Dean.

Midterm Grades

Faculty teaching 100-level courses must submit midterm grades by noon by Fall and Spring midterm deadlines.

Please see Emily Carr University's [Academic Calendar](#) for a list of key dates, including deadlines and closures, for the academic year.

Midterm grades will not affect a student's grade point average; they simply provide the student with an understanding of their performance in the course up to that point. Midterm grading, particularly for first-year students transitioning from high school, is an

GRADING SYSTEM

LETTER GRADE	GPA	%	DESCRIPTION
A+	4.33	95–100	Distinguished achievement
A	4.00	90–94	Outstanding achievement
A-	3.67	85–89	Excellent achievement
B+	3.33	80–84	Very good achievement
B	3.00	75–79	Commendable achievement
B-	2.67	70–74	Good
C+	2.33	65–69	Competent
C	2.00	60–64	Satisfactory
C-	1.67	55–59	Pass
D	1.00	50–54	Marginal Pass
F	0.00	0–49	Fail
Incomplete			

important tool to help students adjust to the university environment and expectations.

While midterm grades for 200-, 300- and 400-level courses are optional, we encourage all faculty to consider midterm grading as a means to help communicate progress to students. Midterm grading, in conjunction with a Support Message issued through *myEC*, will ensure students are well aware of their standing in your course.

Student Grade Appeal Procedure

Students who disagree with an assigned grade may appeal their grade. Final appeals (step 3 below) must be submitted to the Registrar within one month of term grades being issued by Student Services. A final grade appeal will only be received by the Registrar and considered by the Senate Appeals Tribunal if the steps outlined below have been followed.

Step 1: Consultation with the instructor

In all cases where a student disagrees with a grade assigned, the student must first discuss the matter with the instructor. If there has been a clerical or administrative error, or if, after discussion, the instructor wishes to change the grade for any other reason, the instructor will notify the Registrar's Office using a Grade Change form. If, after five business days, the student has been unable to contact the faculty member, they should proceed to Step 2.

Step 2: Appeal to the Academic Office

If there has been no error and, at the end of the discussion with the instructor, the student wishes to appeal the decision of the instructor, the student must submit a written appeal to the Academic Office.

Upon receipt of all appeal documentation, the Dean will consult with the faculty member to verify their assessment and grade, and to determine if a resolution of the disagreement can be mediated. The Dean will not override an instructor's decision if the central issue of the student's appeal is a difference of opinion between the student and the instructor, or because of comparison between the grade the student is appealing and grades the student has received from other



instructors. Appeals will only be mediated under the following circumstances:

- The instructor has not followed the grading outline for the course;
- The course outline does not sufficiently set forth the grading criteria; or
- There is clear evidence the grading is not consistent with others in the class.

Step 3: Final appeal to Senate Appeals Tribunal

If no resolution has been affected by the Dean to the satisfaction of the student, a student may appeal the initial decision of the instructor using the following procedure:

1. A student wishing to appeal their grade must make a formal written appeal to the Registrar within one month of the issuing of the term's final grades. The student will use the Grade Appeal form, available from the Academic Office.
2. The Tribunal may request the student and the faculty both appear before the Tribunal, or may interview each separately.
3. The Tribunal will normally only override an instructor's decision on a grade on three grounds:
 - The instructor has not followed the grading outline for the course;
 - The course outline does not sufficiently set forth the grading criteria;
 - There is clear evidence that the grading is not consistent with others in the class.

The Tribunal will not override an instructor's decision if the central issue of the student's appeal is a difference of opinion between the student and the instructor about the instructor's judgment, or because of comparison between the grade the student is appealing and grades the student has received from other instructors.

The Tribunal's decision is final and may not be further appealed.

Structure of the Appeals Tribunal

The Senate Appeals Tribunal operates under the Senate Appeals Committee. The Tribunal membership includes:

- The Vice-President, Academic + Provost
- Two faculty members elected by and from the Senate Appeals Committee;
- Two students elected by and from the Senate Appeals Committee; and
- The Registrar, who shall be Chair or designate.

The Tribunal's meetings shall be in camera except where an instructor or student is invited to be a particular part of the Tribunal's deliberations.

Actions by the Tribunal shall consist of one of two motions: that the appeal be sustained or that the appeal be denied. If the appeal is sustained, the Tribunal will ask the instructor to assign a new grade with a rationale. If the instructor does not wish to assign a new grade, the Tribunal will assign the new grade by majority vote. If the Tribunal is unable to reach a decision on the grade to be assigned, an independent assessor may be invited to review and grade the coursework.

ACADEMIC PROGRESS

Students are expected to maintain an acceptable standard of scholarship. Specifically, students must maintain a minimum term or cumulative grade point average of 2.00. Students who do not are considered to be performing unsatisfactorily in their studies. Students are normally expected to complete their studies in four years (or two or three years in the case of transfer students into third year and second year, respectively).

Academic Probation

Students whose term or cumulative grade point average is less than 2.00 shall be placed on academic probation. Students on academic probation may not register in a course overload nor receive a Letter of Permission to attend another institution.

Students on academic probation will be evaluated at the end of each term. If, at the end of a term:

- The term GPA and the cumulative GPA are each 2.00 or higher: students shall be in good academic standing.
- The term GPA is 2.00 or higher, but the cumulative GPA is less than 2.00: students shall continue on academic probation.
- The term GPA is less than 2.00, but the cumulative GPA is 2.00 or higher: the students shall continue on academic probation.
- Both the term GPA and the Cumulative GPA are less than 2.00: students shall be required to withdraw from the university. Students who are required to withdraw from the university are not eligible to register in any credit courses.

Required to Withdraw

When a student's term and cumulative GPA are both below 2.00 and the student has previously been on academic probation, they will be required to withdraw from the university. Appeals for readmission after Required to Withdraw status has been assigned are not typically permitted until after one year of absence from the university.

APPEAL FOR ACADEMIC EXCEPTION POLICY

Students may make an appeal for academic exception in anticipation of, or in response to, circumstances beyond their control that adversely affect their attendance or performance in a course or program, or their capacity to complete their schooling during the term.

Students may also make an appeal for academic exception for late or retroactive withdrawal from a course(s), or term.

Other requests for academic exceptions involving student progress, performance or participation in the course (such as requests to excuse lateness or missed classes, or extensions to assignments) are to be determined in consultation with you as their instructor. Such requests are typically resolved between instructor and student in consultation/conjunction with the syllabus for the course.

If you become aware that a student may be eligible for and benefit from an academic exception, please direct the student to speak with an Academic Advisor.



LEAVES OF ABSENCE

Students are expected to make progress toward the completion of their degree. Occasionally, students may find that circumstances (e.g., medical, financial or personal) prevent them from continuing into the next term. In such cases, a student may apply for a leave of absence by completing a *Leave of Absence Request form* and submitting it to **Student Services** at reghelp@ecuad.ca. A leave may be granted with or without conditions for return (e.g., a completed Medical/Mental Health Assessment form) by the Registrar for up to one year, in which case a student is guaranteed a space in their program upon return. Students who find it necessary to remain away from studies for more than one year will be required to reapply for admission.

LETTER OF PERMISSION

Students may request a Letter of Permission for studies they plan to do at other post-secondary institutions for transfer back to Emily Carr. To guarantee that their coursework will be accepted for transfer, students must request approval before they register for the course(s) by filling out the *Letter of Permission form* and submitting it to the Transfer Credit Advisor transfercredit@ecuad.ca.

INTERNATIONAL EDUCATION + OPPORTUNITIES

Student Services helps facilitate success in the learning and creative processes as well as supports international students in their adjustment to the Canadian educational experience. They assist with off-campus housing, international student life, medical insurance information and orientation to the university. Student Services also provides welcome receptions in September and January and ongoing international student advising: (604) 844-3897 | admissions@ecuad.ca.

EMILY CARR EXCHANGE PROGRAM

Emily Carr participates in the AICAD Exchange Program and has exchange agreements with several art and design schools in North America, Europe and Asia.

Each year, Emily Carr students attend these schools for a term of study and art practice. Additionally, Emily Carr hosts visiting exchange students from our partner institutions.

The exchange application process opens annually in November and closes in mid-January. Students apply during their second year of study to go on exchange during their third year. The minimum requirement for application is a 3.00 grade point average.



CAREER DEVELOPMENT + WORK INTEGRATED LEARNING

The Career Development + Work Integrated Learning Office provides a suite of services and resources for students on career and professional development topics. Students may attend strategy sessions, book advising appointments and attend industry and networking events.

The Career Development + Work Integrated Learning Office also liaises with industry and employers in creative fields to assist students in connecting with employment opportunities and work-integrated learning experiences.

Jobs, artist calls, info sessions and other career-related opportunities for students can be found at the [Leeway](#). For more information please email coop@ecuad.ca.

WORK INTEGRATED LEARNING PROGRAM

Participating in the Work Integrated Learning program at Emily Carr gives students the opportunity to apply their knowledge and skills while earning credits towards their degree. It also allows students to develop employment skills, explore career options and network with potential employers, giving them a competitive edge when entering the workforce. Emily Carr University's Work Integrated Learning program integrates students' classroom and studio learning with periods of paid work. Terms run from January to April,

May to August and September to December, and can be either part-time or full-time in the fields of art, design and media.

You can find Work Integrated Learning eligible positions on the Artswork Career Portal on the [Leeway](#) website. For more information please email coop@ecuad.ca.

STUDENT CONDUCT

Students must maintain an appropriate standard of conduct. They are expected to behave responsibly and with propriety, and obey the law and university regulations. They must demonstrate respect for all persons on campus and display mature conduct. They are held responsible for their individual or collective actions.

The university must maintain an environment conducive to learning. It may require students to leave the education setting to preserve the environment or to ensure that all university constituents have access to a safe working and learning environment.

See the full Policy [4.6 Student Conduct](#) on the website for more information.

If students have experienced or witnessed concerning behaviour, they can reach out to the Student Resource Coordinator, Policy Navigation, or via the Support Messaging System to discuss the issue and explore options for proceeding. When informal resolution is not possible or appropriate, students may proceed with a formal incident report by contacting **Sue Dorey**,



Program Manager, Violence Reduction + Incident Response (sdorey@ecuad.ca), or by emailing the Threat Assessment Team (tat@ecuad.ca).

Student resources for addressing concerning behaviour and misconduct can be found on the [Incident Reporting](#) webpage.

Student Misconduct—Disruption of the Teaching or Learning Process

It is the faculty member's responsibility to take appropriate action if misconduct has occurred.

Misconduct includes but is not limited to:

- Academic misconduct;
- Behaviour endangering safety of persons and/or behaviour that significantly interferes with university operations; and
- Any action that disrupts the teaching/learning process, classroom/studio environment or exam.

Examples may include: verbal or physical abuse; threatening behaviour; criminal harassment; bullying; or stealing or destroying the work of another student.

In incidents where misconduct involves disruption of the teaching or learning process, you may request the disruptive student to leave for the remainder of the class. You must then inform the Dean, who will work to resolve the issue prior to the next class. If the disruptive student refuses to leave the teaching environment, you may dismiss the class for the balance of the instructional period. You must then inform the Dean, as above.

In incidents where misconduct involves behaviour endangering the safety of persons and/or behaviour that significantly interferes with university operations, faculty are asked to contact **Sue Dorey**, Program Manager, Violence Reduction + Incident Response at sdorey@ecuad.ca. See the next section, “Distressing + Threatening Behaviour,” for more information.

Distressing + Threatening Behaviour

Emily Carr University is committed to providing a safe environment for all members of the community to work and study without threats to their personal safety. The Program Manager, Violence Reduction + Incident Response, provides guidance and consultation on matters related to violence and threatening behaviour. The Threat Assessment Team (TAT) identifies, investigates and manages risk for all reported incidents of distressing or threatening behaviour, or incidents of violence.

Concerning behaviour falls on a hierarchy of significance and required actions:

1. **Distressed Behaviour:** this includes crying; unusual irritability; changes in mood, energy and/or personal hygiene or appearance; withdrawal from usual activities; and depressed and/or anxious behaviour. Faculty are asked to refer these students for counselling, and to follow up with an electronic Progress Alert message using objective, behavioural language that reflects what is being observed or reported.
2. **Distressing Behaviour: this is harm to self or other(s)**, including suicidal ideation; manifested

disturbed or antisocial content; evidence of self-harming behaviour (e.g., self-cutting, head banging); loss of touch with reality; delusions; paranoia; aggression, hostility or angry outbursts; and threats. Faculty are asked to refer these students for counselling and promptly contact the Program Manager Violence Reduction + Incident Response at sdorey@ecuad.ca or any member(s) of the Threat Assessment Team at tat@ecuad.ca.

3. **Acute Distressing Behaviour: this is harm to self or other(s)** which is imminent or immediate and includes physical harm to persons and/or physical damage to property or equipment with distressing behaviour. Faculty are asked to call Security immediately at 604-844-3838, or via one of the black phones in common areas around campus. Security will contact the Program Manager Violence Reduction + Incident Response or any member(s) of the Threat Assessment Team or call 911.

The Threat Assessment Team will investigate reported incidents of distressing and acute distressing behaviour; conduct a formal risk assessment when necessary; and plan, report, recommend and intervene with strategies to respond to the threat.

Emotional and psychological support is available to faculty affected by threatening incidents through the Emily Carr Employee Assistance Program.



UNIVERSITY ADVANCEMENT OFFICE

The University Advancement Office oversees all fundraising activities, events and alumni relations programs.

The University Advancement Office develops and manages relationships with individuals, corporations, foundations, associations and other donors who provide financial support to the university. Fundraising initiatives may include special appeals, annual campaigns, donations that fund student awards, gifts-in-kind, major gifts, planned giving and more. These funds are raised through personal meetings, external and internal events, annual appeals and direct marketing campaigns.

In addition, personnel work in collaboration with the Emily Carr Foundation Board of Directors and members of the university community to develop strategies that will meet short- and long-term funding needs.

The University Advancement Office is also responsible for engaging Emily Carr University alumni. The Alumni Relations team liaises with the Alumni Association and its members to create initiatives that support and benefit our alumni and encourage alumni to stay connected to each other and to the Emily Carr community.

The Advancement Events team seeks, collaborates and oversees some internal events and coordinates all external events occurring on and off campus. Additionally, the University Advancement Office seeks, secures and creates commercial connections and relationships with industries requiring the use of campus spaces in order to generate additional revenue for the university.

If you have an idea that could contribute to the goals of the University Advancement Office, please feel free to contact your Dean or any of the following staff.



Chantale Lavoie

Executive Director,
Advancement + Events
(604) 844-3078
clavoie@ecuad.ca

Kevin Bertram

Fundraising Coordinator
(204) 730-0840
kbertram@ecuad.ca

TBA

Director, Advancement

Charlene Sayo

Events Assistant
(604) 630-7413
charlenesayo@ecuad.ca

Sára Molčan

Manager, Donor + Alumni
Engagement
(604) 844-3870
smolcan@ecuad.ca

Jenny Shigeta

Advancement Administration
+ Operations Coordinator
jenny@ecuad.ca

Roxanne Toronto

Events Lead
(604) 844-3075
roxanne@ecuad.ca

Rachael Baker

Advancement + Events
Assistant
(604) 630-4562
rbaker@ecuad.ca

HOURS OF OPERATION

Mon, Thu + Fri
8:30am–4:30pm
reception area is open

Tue + Wed
8:30am–4:30pm

WEBSITE

ecuad.ca/welcome-donors

Alumni Relations

ecuad.ca/welcome-alumni

Events

[ecuad.ca/on-campus/
services-facilities/space-
rentals-at-ecu](http://ecuad.ca/on-campus/services-facilities/space-rentals-at-ecu)

COUNSELLING, WELLNESS + ACCESSIBILITY SERVICES

COUNSELLING SERVICES

Counselling services are available in person and via phone, Monday through Friday, 9am–4pm.

Counselling appointments are 50 minutes in length. Our services are available to all enrolled degree students to assist them with a variety of issues, including stress, depression, anxiety, loss and grief, mood management, difficulties with school, suicidal thoughts, relationship conflict, low self-esteem and life transitions.

Counselling is free. Because of high demand for service, there may be a wait time for counselling. The Counselling Office initially provides up to eight sessions of counselling per student. Students are eligible for another eight sessions once all other students on the waitlist have been seen.

Information communicated by a student in counselling is held in strict confidence and cannot be disclosed to anyone outside the counselling unit without consent from the student, except in the following circumstances:

- the counsellor determines there is a likelihood of the student endangering themselves or others;
- abuse of a minor is indicated; or
- a court subpoena is received.

For reasons of professional licensing and jurisdiction, Emily Carr’s counselling services are only available to students residing in BC. (For further information, see [Counselling Services FAQ](#)). For students residing out-of-province or country, the BC government has set up [Here2Talk](#), an online 24/7 counselling service for any student enrolled in a BC post-secondary institution.

To make an inquiry, students can email counselling@ecuad.ca. We will respond to their email within 24 hours (Monday through Friday, 8:30am–4:30pm).

Students may schedule an appointment:

- in person on Level 2, Counselling, Wellness + Accessibility Services (Room D2380);
- by email at counselling@ecuad.ca; or
- online at ecuaccess.mywconline.com

Counsellors are also available to consult with faculty on how to deal with emotionally distressed or distressing students in their classroom. Contact Amy Kheong, Executive Director, Counselling + Wellness, Access + Learning Support, at akheong@ecuad.ca to consult about a student.

For more detailed information about counselling services and what faculty and staff can do to help students in distress, please refer to the guide “Emotionally Distressed Students” in **Appendix D** (page 90) of this handbook.

Amy Kheong

Executive Director,
Counselling + Wellness,
Access + Learning Support
Clinical Counsellor,
akheong@ecuad.ca
(604) 844-3873

Johnny Liu

Clinical Counsellor
johnnyliu@ecuad.ca
(604) 630-4549

Ashiya Khan-Sequeira

Clinical Counsellor
akhansequeira@ecuad.ca
(604) 629-4518

TBA

Student Wellness
Coordinator
studentwellness@ecuad.ca

Taryn Porter

Student Resource
Coordinator, Counselling
tporter@ecuad.ca
(604) 629-4501

Luke Galvani

Student Resource
Coordinator, Accessibility
lgalvani@ecuad.ca
(604) 630-4534

TBA

Access + Operations Advisor
(604) 844-3081

TBA

Student Resource
Coordinator, Policy
Navigation and Support
Messaging
(604) 630-4557

WEBSITE

Counselling Services
[ecuad.ca/student-life/
student-services/counselling](http://ecuad.ca/student-life/student-services/counselling)

EMAIL

counselling@ecuad.ca

PHONE

(604) 630-4555

WELLNESS PROGRAMMING

In addition to personal counselling, a range of wellness programming is offered to students to reduce stress, anxiety and social isolation, and promote and enhance students' success and well-being.

Weekly programming includes (but may be subject to change depending on interest):

- Cooking/baking in the Wellness Kitchen
- Dog therapy
- Nap room
- Small space gardening
- Mindfulness meditation
- Skillshare workshops

Students will receive regular emails regarding Student Wellness programming. They can also follow [@ecustudentwellness](https://www.instagram.com/ecustudentwellness) on Instagram to stay up to date with the latest information.

STUDENT RESOURCE COORDINATOR, POLICY NAVIGATION + SUPPORT MESSAGING SYSTEM

The Student Resource Coordinator provides support, guidance and coaching to students in addressing conflict and navigating barriers that are impeding their academic success and development. The Student Resource Coordinator assists students in accessing and navigating university academic and non-academic policies, procedures and appeals, and in understanding their rights and responsibilities.

ACCESSIBILITY SERVICES

Emily Carr University recognizes its ethical and legal duty to accommodate by affirming the rights of students with disabilities to have full, fair and equitable access to all services, programs and facilities. The university will make every effort to provide an environment free of discrimination in accordance with the Canadian Charter of Right and Freedoms and the BC Human Rights Code.

Accommodations are alterations made to the learning environment that help create equal educational opportunities by mitigating barriers. Accommodations do not dilute the curriculum or credentials but make it possible for instructors to fairly evaluate a student's understanding of the material without the impact of a disability, and for students with a disability to achieve a grade that is a measure of their ability.

WEBSITE
Wellness Programming
[ecuad.ca/student-life/
student-services/wellness](https://ecuad.ca/student-life/student-services/wellness)

EMAIL
studentwellness@ecuad.ca

PHONE
(604) 630-4557

SOCIAL MEDIA
Instagram
[@ecustudentwellness](https://www.instagram.com/ecustudentwellness)

Each student's accommodations are specific to their needs and are based on documentation of a disability provided by a certified, licensed practitioner whose training is commonly accepted for establishing a specific diagnosis. Documentation is reviewed by Accessibility Services, who, in consultation with the student, determines the accommodations. These accommodations are stated on an Accommodation Notice, current to the term, for the student to submit to their faculty and technicians.

The types of disabling conditions supported by Accessibility Services are ongoing, episodic, apparent or non-apparent, or temporary, and include, but are not limited to:

- **Physical disabilities** (e.g., visual impairment, hearing loss or mobility impairments);
- **Mental health disabilities** (e.g., depression, anxiety disorders or bipolar disorder);
- **Chronic health disabilities** (e.g., arthritis, chronic pain, Crohn's disease or migraines); and
- **Neurological disabilities** (e.g., acquired brain injury, attention-deficit/hyperactivity disorder, autism spectrum disorder or learning disability).

ACCOMMODATION NOTICE

An Accommodation Notice contains information about alterations to the learning environment that are required. It does not identify the diagnosis. When presented with an Accommodation Notice, it is important that you have a discussion with the student

about how the accommodation will be implemented in the context of your course delivery, expectations, learning outcomes and evaluation.

An Accommodation Notice contains personal and sensitive student information that is not to be shared with other students, the public or anyone outside of a teaching capacity for your course. Students may have some apprehension or discomfort in talking about their Accommodation Notice with you. Discussions with students about accommodations should be conducted discreetly, giving them the same respect as a colleague with a medical condition or another privileged matter requiring individual attention.

The student will receive a password-protected PDF of their Accommodation Notice from Accessibility Services. If they wish to request accommodations from you, they will email the Accommodation Notice to you to introduce themselves and begin a conversation about the accommodations that will support their learning experience and how these can be realized in the course. We ask that the student copy Accessibility Services in this introductory email to verify that the Accommodation Notice has been shared and to serve as consent for us to speak with you regarding the student's specific accommodations should any questions arise. Further communication between yourself and the student does not have to be copied to Accessibility Services.

If you are teaching online, please note that we are unable to invigilate any online exams at this time. Students must to arrange their exam accommodations with you directly. In most cases, this will take the form

WEBSITE
Accessibility Services
[ecuad.ca/student-life/
student-services/
accessibility-services](http://ecuad.ca/student-life/student-services/accessibility-services)

EMAIL
accessibility@ecuad.ca

PHONE
(604) 844-3081

of extra time. For example, if you are allowing the class 1.5 hours to write the exam, students who are eligible for 50 per cent extra time would have two hours and 15 minutes, while those who are eligible for 100 per cent extra time would have three hours.

If you are teaching in person, you will receive a request for an exam accommodation confirmation via your Emily Carr email account from Accessibility Services. You will be asked to confirm the information submitted by the student (date and time of exam) and to provide the conditions for the exam (e.g., allowed writing time). A copy of the exam must be provided to Accessibility Services at least one working day ahead of the scheduled exam. When the accommodation is for extended time, it will be added to the start or end of the exam, necessitating the student to start sooner or stay later. To avoid risk of exposure of the exam content, students with accommodations write their exams at the same time as their fellow students in the course, where possible. Exam accommodations must be scheduled during Accessibility Services office hours. There may be cases where either the class schedule or the student's accommodation would cause the exam to fall outside of these hours. In these instances, Accessibility Services will consult with you and the student to determine a time that works for all involved.

ACCOMMODATION NOTICE FAQ

Should I provide accommodations upon request even if a student hasn't provided an Accommodation Notice?

You are not expected or obligated to provide an accommodation if a student has not provided an Accommodation Notice. In fact, doing so could constitute giving an unfair advantage. You can only offer the student the same provision as you would any other student in your course and make the student aware of Accessibility Services. Accessibility Services is the only office designated to review documentation of a disability and determine eligibility for academic accommodations. Students have the right to disclose discriminately and to choose not to use accommodations. If a student asks for an accommodation retroactively, you are not under any obligation to comply.

What should I do if I have a student with a disability in jeopardy of not being able to pass the course?

Students with disabilities are not exempt from university policies and curricula. It is important to use the Support Messaging System to promote their success.

Do I have a right to fail a student with a disability?

Students with disabilities have the same right to fail as anyone else. Their work should be evaluated equivalent to their peers. It is advised that you discuss your observations with this student just as you would with any other student in your course who is experiencing difficulty.

Do I have any recourse if I disagree about requested accommodations?

Yes, contact Accessibility Services at (604) 844-3081 or accessibility@ecuad.ca to discuss your concerns. Accessibility Services provides support to instructors as well as assistance to students.

SUPPORT MESSAGING SYSTEM

Faculty are advised to send support messages to students exhibiting academic concerns and/or distressed behaviour. See section regarding “Distressed Behaviour” (page 67) for more information about what constitutes distressed behaviour. There are two types of support messages that can be sent: Academic Check-ins and Referrals for Support.

For academic concerns, send an **Academic Check-in** message outlining the concern and suggestions for improvement.

For distressed behaviour, send a **Referral for Support** message identifying the concern along with a referral to seek help and support (e.g., counselling services, accessibility services, Aboriginal program services, Writing Centre or academic advising).

Once a support message has been submitted, the student will receive the message via their Emily Carr email. You will receive a receipt of the message sent, and the Student Resource Coordinator will receive a copy of the message. The Student Resource Coordinator tracks all support messages sent. In cases where further assessment or intervention is required, the Student Resource Coordinator will reach out to the student, and may contact you for additional information.

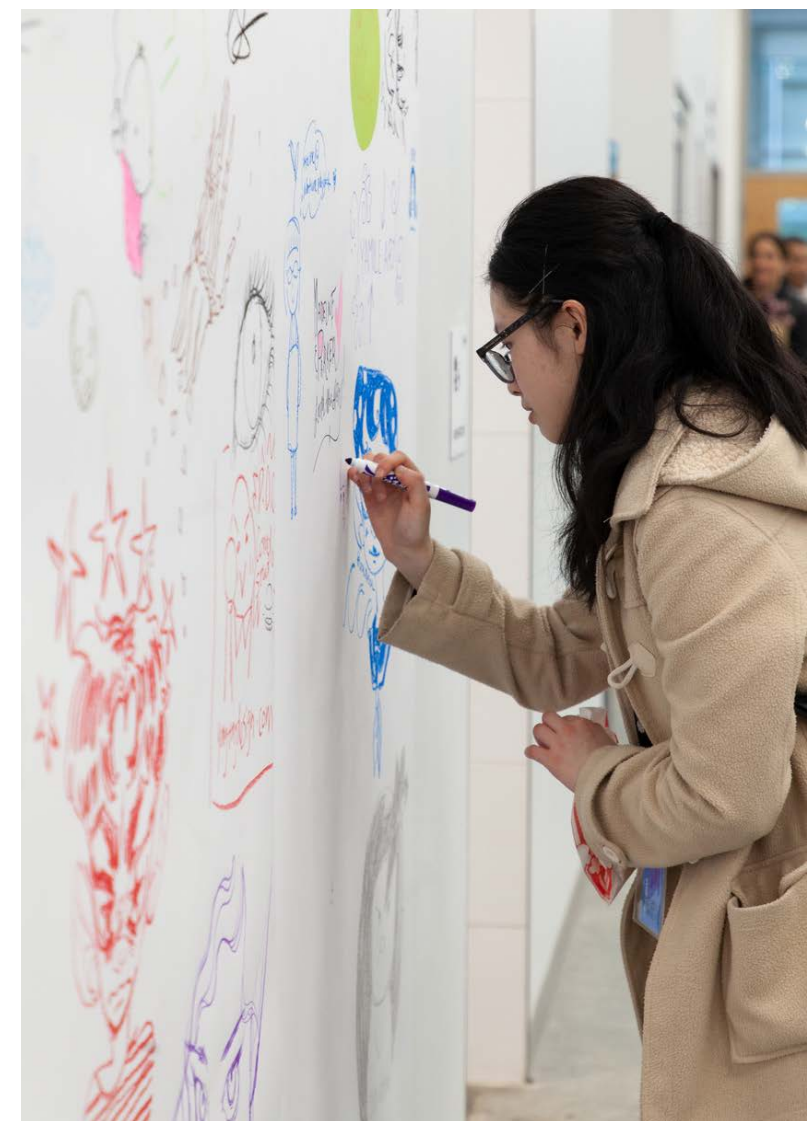
The support message application is located within myEC in both the Employee and Faculty menus under “Communication.”

AFTERCARE POLICY (FOR STUDENTS FOLLOWING HOSPITAL TREATMENT)

While enrolled in their course of studies, a student may experience a physical, mental or emotional health-related incident at the university or outside the university significant enough to require hospital treatment or attendance at a hospital. The university’s Aftercare Policy for Students Following Hospital Treatment supports a student’s return to their studies when and where possible after such an incident, and ensures a coordinated aftercare treatment plan is in place at the university for the student.

If you become aware that a student has received or is receiving hospital treatment, please refer the student to the Student Resource Coordinator and the Aftercare Policy.

The full [Policy 4.13 Aftercare for Students Following Hospital Treatment](#) can be found on the [University Policies](#) webpage.



ASSESSMENT + TREATMENT CARE PLAN POLICY

When a student presents significant medical or mental health concerns that indicate potential risk of harm to self and/or others, or is a disruption to the teaching and learning environment or university community, assessment and treatment care plans are established to support the student's needs and ensure the safety of the student and the community is addressed.

When a student is identified as being at risk of self-harm, a risk assessment will be conducted by the Counselling Office.

When a student is identified as being at risk of harm to others or presents a disruption to the teaching and learning environment or university community, a risk assessment will be conducted by the Conduct team.

Based on the assessment, an individualized treatment care plan may be established. If the treatment and proposed accommodation is beyond the university's scope of practice or resources, a Treatment Care Plan may recommend ongoing treatment from external medical or mental health practitioners, such as a medical doctor, psychiatrist, registered psychologist or registered clinical counsellor depending on the needs of the student as identified in the risk assessment.

If it is determined through the risk assessment process that the student is at severe risk of harm to self and/or others, or disruption of the teaching and learning

environment or university community, the student may be required to take a leave from their studies and attendance at the university until such time as the risk has been mitigated through treatment, and the safety of the individual and community are addressed. In such cases, the student's registration will be cancelled for the term. There will be no academic penalty and tuition credit may be granted.

The full [*Policy 4.14 Assessment and Treatment Plan*](#) can be found on the [*University Policies*](#) webpage.



ABORIGINAL PROGRAMS + GATHERING PLACE

The Aboriginal Program Office provides culturally appropriate support that encompasses both traditional and contemporary artistic expressions of Aboriginal peoples. Our Aboriginal Gathering Place (AGP) provides a culturally welcoming environment to enhance and nurture the educational, cultural and physical needs of our Aboriginal learners. The priority and purpose of the AGP is the recruitment, retention and success of our Aboriginal learners. The facility includes a student lounge, computer lab, workshop space and staff offices. A tutor also provides writing support in the AGP once a week during the regular term.

The Aboriginal Program Office fosters cultural awareness for all students, faculty and staff through the integration and practice of Aboriginal epistemology into the larger curricular structure of the university. Programming within the AGP includes material practice workshops, Sharing Circles and Aboriginal speaker presentations. There are courses in studio practice, art history, critical theory and industrial application. A number of Aboriginal in-person and online credit courses are developed and taught by Aboriginal faculty based on Aboriginal philosophy, pedagogy and research.



Daina Warren
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Indigenous Initiatives
dwarren@ecuad.ca

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Aboriginal Programs
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conniewatts@ecuad.ca

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Programs
spickering@ecuad.ca

Sydney Pickering
Aboriginal Programs
Coordinator
(604) 630-4578
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HOURS OF OPERATION
Mon to Fri 9am–4pm

WEBSITE
aboriginal.ecuad.ca

SOCIAL MEDIA
Instagram
[@aboriginalgatheringplace](https://www.instagram.com/aboriginalgatheringplace)

Twitter
twitter.com/AGP_EmilyCarrU

Facebook
[facebook.com/ECUADaboriginal](https://www.facebook.com/ECUADaboriginal)

APPENDIX A

POLICIES

View the [University Policies](#) in full online.

1. BOARD GOVERNANCE

- 1.1. **Board Bylaws**
- 1.2. **Governance Style**
- 1.3. **Role of the Board**
- 1.4. **Board Operations**
- 1.5. **Appeals to the Board**
 - 1.5.1. Procedures for Appeals to the Board
 - 1.5.2. Ethical Principles for Appeal Panel
- 1.6. **Presidential Selection**
 - 1.6.1. Guidelines for Presidential Selection
- 1.7. **Role of the President**
- 1.8. **Executive Limitations**
 - 1.8.1. Board Monitoring + Review Table
- 1.9. **Presidential Succession**
- 1.10. **Honorary Awards**
- 1.11. **Presidential Evaluation**
- 1.12. **Selection of Chancellor**
- 1.13. **Administrator Emeritus Status**
- 1.14. **Presidential Review for Reappointment**
 - 1.14.1. Procedures for the Presidential Review for Reappointment

2. SENATE GOVERNANCE

- 2.1. **Senate Bylaws**
 - 2.1.1. Nominations Committee
 - 2.1.2. Governance Committee
 - 2.1.3. Curriculum Planning + Review Committee
 - 2.1.4. Academic Planning + Priorities Committee
 - 2.1.4.1. Financial Awards Committee
 - 2.1.4.2. International Development Committee
 - 2.1.5. Appeals Committee
 - 2.1.6. Budget Committee
 - 2.1.7. Executive Committee
- 2.2. **Elections**
- 2.3. **Appeals to the Senate**
 - 2.3.1. Procedures for Appeals to the Senate
 - 2.3.2. Adjudication Procedures for Appeals to the Senate Appeals Tribunal

3. UNIVERSITY DIRECTION + ACCOUNTABILITY

- 3.1. **Policy Framework**
 - 3.1.1. Policy Plan Form
 - 3.1.2. Policy Template
- 3.2. **Mission**
- 3.3. **Vision**
- 3.4. **Educational Partnerships**
- 3.5. **University Sustainability**
- 3.6. **Sexual and Gender-based Violence and Misconduct Policy**
 - 3.6.1. Sexual and Gender-based Violence and Misconduct Procedures for Students
 - 3.6.2. Sexual and Gender-based Violence and Misconduct Procedures for Employees and Non-Students
 - 3.6.3. Sexual and Gender-based Violence and Misconduct Procedures for Members of the Board of Governors

4. ACADEMIC + STUDENTS

- 4.1. **University Advisory Committee**
- 4.2. **Entrance Scholarships**
- 4.3. **Program + Curriculum Change**
- 4.4. **Course Outlines**
 - 4.4.1. Course Outline Procedures
- 4.5. **Student Grade Appeal**
 - 4.5.1. Student Grade Appeal Form
- 4.6. **Student Conduct**
- 4.7. **Student Complaints**
- 4.8. **Religious Accommodations for Students**
- 4.9. **Aboriginal Admissions**
- 4.10. **Faculty of Graduate Studies: Leave of Absence**
- 4.11. **Faculty of Graduate Studies: Extension to Time Allowed for Program Completion**
- 4.12. **Posthumous Degree**
- 4.13. **Aftercare Policy for Students Following Hospital Treatment**
- 4.14. **Assessment and Treatment Care Plan Policy**
- 4.15. **Appeal for Academic Exception**
- 4.16. **Assessment and Academic Standing Policy**
- 4.17. **Academic Integrity Policy**
 - 4.17.1. Procedures for Cases of Academic Misconduct

5. EDUCATIONAL RESEARCH

- 5.1. **Ethics in Research**
 - 5.1.1. Responsible Conduct of Research: Integrity + Scholarship Procedures
 - 5.1.2. Procedures for Research Involving Humans
 - 5.1.3. Conflict of Interest Procedures
- 5.2. **Intellectual Property**

6. FACILITIES + SECURITY

- 6.1. **University Closure Due to Snow**
- 6.2. **Protests + Disruptions on Campus**
- 6.3. **Facility Space Allocation**
 - 6.3.1. Facility Space Allocation Procedures
- 6.4. **Alcohol Consumption on Campus**
 - 6.4.1. Alcohol Consumption on Campus Procedures
- 6.5. **Postings of Signs + Posters**
- 6.6. **Occupational Health + Safety**
- 6.7. **Closed Circuit Cameras**
- 6.8. **Smoking on Campus**
- 6.9. **Pets on Campus**
- 6.10. **Dealing with Threatening Behaviour**
 - 6.10.1. Threat Assessment Team Procedures
- 6.11. **Emergency Management**

7. FINANCE

- 7.1. **Expenses Incurred by Employees**
 - 7.1.1. Expense Claim Guidelines
- 7.2. **Contracting Policy**
 - 7.2.1. Contracting Procedures
- 7.3. **Insurance + Indemnification**
- 7.4. **Investment of Operating Funds**
- 7.5. **Wireless Communication Devices**
 - 7.5.1. Procedures for Wireless Communication Devices

8. HUMAN RESOURCES

- 8.1. **Academic Freedom**
 - 8.1.1. Academic Freedom Procedures
- 8.2. **Employment of Students**
 - 8.2.1. Student Employment Procedures
- 8.3. **Substance Abuse**
 - 8.3.1. Employee and Employer Responsibilities Related to Substance Abuse
 - 8.3.2. Responding to Substance Abuse
- 8.4. **Tuition Waiver for Dependents**
- 8.5. **Employee Tuition Fees**
- 8.6. **Harassment, Bullying & Discrimination**
 - 8.6.1. Harassment, Bullying & Discrimination Procedures
- 8.7. **Faculty Professional Development Month**
- 8.8. **Emeritus Status**
 - 8.8.1. Emeritus Status Procedures
- 8.9. **Hiring**
 - 8.9.1. Procedures for the Recommendation + Selection of Senior Academic + Administrative Personnel
 - 8.9.2. Procedures for the Recommendation + Selection of Administrative Staff + Staff Positions
 - 8.9.3. Procedures for the Recommendation + Selection of Vice-Presidents
- 8.10. **Authority to Appoint Employees**
- 8.11. **Conflict of Interest**
 - 8.11.1. Conflict of Interest Procedures
- 8.12. **Safe Disclosure**
 - 8.12.1. Safe Disclosure Procedures
- 8.13. **Confidentiality**
 - 8.13.1. Confidentiality Procedures

9. SYSTEMS + RESOURCES

- 9.1. **Email + Website Accounts**
- 9.2. **Student Access to University Equipment + Resources**
- 9.3. **Code of Conduct: Appropriate Use of Information Technology, Facilities + Services**
- 9.4. **Software Use + Copyright Compliance**
 - 9.4.1. Software Use + Copyright Compliance Procedures
- 9.5. **Data Backup + Recovery**
 - 9.5.1. Data Backup + Recovery Procedures
- 9.6. **Information Protection**
- 9.7. **Laptop Security**
- 9.8. **Web Content**

10. UNIVERSITY ADVANCEMENT

- 10.1. **Investment of Endowment Funds**
 - 10.1.1. Management of Endowment Funds
- 10.2. **Gifts-in-Kind**
- 10.3. **University Fundraising**
 - 10.3.1. University Fundraising Procedures

APPENDIX B

PROFESSIONAL DEVELOPMENT FORMS + FUND INFORMATION

1. FACULTY PROFESSIONAL DEVELOPMENT FUND PEDAGOGY + PRACTICE FUND
2. CURRICULAR BENEFIT FUND
3. DECOLONIZATION + INDIGENIZATION
4. APPLICATION FOR PROFESSIONAL DEVELOPMENT ADMIN + SUPPORT STAFF
5. RECORD OF EMPLOYEE REGISTRATION (CONTINUING STUDIES)



FACULTY PROFESSIONAL DEVELOPMENT FUND PEDAGOGY + PRACTICE FUND

NAME: _____

DATE: _____

Conference or Symposium Date: _____

Supplies or Equipment

Research Trip Date: _____

Other: _____

Please describe your Professional Development activities or purchases:

How will you and the university benefit?

Proposed Expenses + Budget:

TOTAL	

Reimbursement Request
 Receipts to Follow
 Upon completion of PD expenditures, please submit original receipts.

Will you be absent for duty days? YES NO

Will a replacement be required? YES NO

If yes, approval from the Dean/Administrative Supervisor is required.

Approved: _____
Dean/Administrative Supervisor

Applicant Signature: _____
Applicant

PD COMMITTEE RECOMMENDATION		APPROVAL
_____ Faculty	_____ Administrators	_____ Vice-President, Academic + Provost
_____ Faculty	_____ Administrators	
_____ Faculty	_____ Administrators	

APPLICATION FOR PROFESSIONAL DEVELOPMENT PROCEDURES + GUIDELINES

HOW TO SUBMIT A REQUEST

- 1 Complete, print, and sign the form.
- 2 Forward the form to the PD Committee (c/o Human Resources) for consideration. Examples of eligible expenditures include: purchasing any equipment such as cameras, computer, software, art supplies, books, equipment rental, studio rental and art assistants.
- 3 The committee will make a recommendation to the Vice-President, Academic + Provost.
- 4 Notification of the outcome of your application will be issued by Human Resources.
- 5 To claim PD related expenses:
 - A If requesting reimbursement of monies already spent, please attach original receipts to your application. Human Resources will forward to Financial Services for payment.

OR

- B If requesting pre-approval of expenses, upon completion of PD expenditures, please submit relevant receipts with a Payment Voucher (and an Expense Claim Form for any travel costs, if applicable) to Financial Services.

NOTE

Receipts must be submitted within the current fiscal year and boarding passes must be submitted with travel receipts.

CURRICULAR BENEFIT FUND

Faculty members may have access to a fund to support activities that benefit students in their courses. Funds allocated may include expenses for classroom activities, guest speakers, course materials for students, field trips, and more. Funds are not to be used to enhance the wages of the faculty member who submits the proposal.

Year 1: April 1, 2019 - \$13,000

Year 2: April 1, 2020 - \$26,500

Year 3: April 1, 2021 - \$40,500

For years 1 and 2, any unspent balance at the end of each fiscal year shall be carried forward and added to an individual faculty member's allocation for the next fiscal year. Otherwise funds not spent within the fiscal year will be rolled into the following year's total allocations for one year only. The April 1, 2021 (Year 3) amount (see above) represents ongoing funding for this initiative.

Allocation of Curricular Benefit Fund:

Full-time faculty can apply for up to \$350.00 per fiscal year. Faculty teaching less than 100% are pro-rated accordingly.

The activity must occur during the fiscal year in which the funds are allocated.

A written proposal will be submitted to the Professional Development Committee. Proposals will be assessed and recommended by the Professional Development Committee to the VP Academic. Only those proposals that directly and actively involve students will be considered and subsequently approved.

20. [NEW] ARTICLE XX - DECOLONIZATION AND INDIGENIZATION

Both the University and the Faculty Association recognize that resources are required to meaningfully support faculty efforts to strengthen our teaching and learning community's goals of embodying respect, reciprocity and responsibility through the active processes of decolonization and Indigenization. As such, the University will establish a Decolonization and Indigenization Fund to support both individual and collective development towards decolonization and Indigenization, available to both regular and non-regular faculty.

The Decolonization and Indigenization Fund shall consist of the following amounts:

- a. Year 1 - April 1, 2019: \$13,000
- b. Year 2 - April 1, 2020: \$26,500
- c. Year 3 - April 1, 2021: \$40,500

3.

For years 1 and 2, any unspent balance at the end of each fiscal year shall be carried forward and added the allocation for the next fiscal year. Otherwise funds not spent within the fiscal year will be rolled into the following year's total allocations for one year only. The April 1, 2021 (Year 3) amount (see above) represents ongoing funding for this initiative.

4.

The Decolonization and Indigenization Fund shall be administered by a joint committee consisting of two representatives of the Faculty Association and two representatives of the University.

5.

All Faculty members shall be eligible to apply for the fund. The maximum amount per application is \$250 per fiscal year, subject to available funding. The maximum amount of funding available shall be the same for all faculty members, regardless of their status or FTE.

Members must submit a proposal to apply for this fund. Proposals must demonstrate tangible benefits to students and must support decolonization and Indigenization within the university community. This may include pedagogical workshops, material purchases, honoraria for Elders, or other activities. Proposals that meet this requirement shall be granted. Faculty members may submit joint applications but the maximum amount available per employee will remain the same.

7.

Faculty members may use Professional Development funds to supplement these Decolonization and Indigenization projects. The joint committee will provide quarterly updates on the balance of the fund.

Once a project is complete, faculty members shall submit a report on the project by the end of the academic year.

Funds allocated in any given year may not exceed funds available.



APPLICATION FOR PROFESSIONAL DEVELOPMENT ADMIN + SUPPORT STAFF

NAME: _____ DATE: _____

Please describe or attach a description of the requested Professional Development activities:

[Empty box for describing requested Professional Development activities]

Please describe or attach a description of how your activities will:

- Develop your professional skills.
- Be of benefit to you and the university.
- Is relevant to your job or aspirations at Emily Carr.
- Provide exposure to ideas relevant to Emily Carr.
- Increase your knowledge and contribution/effectiveness.

[Empty box for describing how activities will be implemented]

Dates of Activity: _____ Leaving () Returning ()

Actual Number of Work Days Absence Requested from Emily Carr (Including Travel Time): _____

Proposed Budget Please provide details including taxes, per diems, and additional expenses (See Over).

	TOTAL FUNDS		

Comments Regarding Other Sources of Funding (If Requested Amount Over Allocation Guidelines):

TO BE COMPLETED BY SUPERVISOR

Will a replacement be required? YES NO

Comments on the Professional Development Request:

SIGNATURES	DATE	PD COMMITTEE MEMBER
_____ Employee	_____ Date	_____ PD Committee Member
_____ Supervisor	_____ Date	_____ PD Committee Member
_____ Associate Vice-President, Human Resources	_____ Date	_____ PD Committee Member

APPLICATION FOR PROFESSIONAL DEVELOPMENT PROCEDURES + GUIDELINES

HOW TO SUBMIT A REQUEST

- 1 Complete and sign the form (attach brochure).
- 2 Forward the form to your supervisor for their approval and signature.
- 3 Forward the form to the PD Committee (c/o Human Resources) for consideration.
- 4 Notification of the PD Committee's decision will be issued by Human Resources.
- 5 Once approved you may pay the fees and register personally (funds will be reimbursed) or forward registration information and a cheque requisition to Human Resources for processing.
- 6 On completion, you will be required to submit a brief report to your supervisor and the PD Committee on your experience and how you and the university benefited from your attendance.
- 7 To claim PD related expenses, complete an Expense Claim Form and submit with a payment voucher and receipts to Financial Services. All expense claims must be submitted within one month of completion.

EXPENSE CLAIMS

Car Allowance: When travelling by privately owned vehicle, usage shall be reimbursed at the rate of \$0.48 per kilometer, or the cost of the trip by the designated commercial carrier(s) that is/are available, whichever is the lesser rate. The onus is on the employee to ensure appropriate insurance coverage on their vehicle when used for business use.

Air Travel: All air travel shall be economy class, and at the best rate available. Every effort should be made to book flights in order to receive the greatest discount. (Please submit boarding pass with claim).

Weekend Travel: Some airlines reduce air fares as much as 60% or more if a Saturday stay over at the destination is made. In that case, if the reduction in the airfare is more than the extra expense in the hotel, the university will reimburse the costs of the extra hotel nights. This option is to be exercised at the individual's discretion.

Car Rental: Car rental is not normally authorized unless other forms of transport (taxi, airport limo service, public transit, etc.) are not viable. When car rental has been approved, the university will reimburse the cost of a compact or mid-sized car rental, and gas BY RECEIPT. Car rentals must be at the Provincial Government rate and every effort must be made to obtain a car from agents who offer this rate. Insurance must be obtained through the car rental agency.

Accommodation: Hotel rooms shall not be reimbursed at amounts greater than the Provincial Government rate at that hotel. Should that rate not be available, then individuals are to exercise reasonable judgement and obtain the best rate possible. Should private lodging be used, the maximum claim allowance shall be \$30 per night.

Meal Allowance: When travelling on university business, meals shall be reimbursed at the following rates: breakfast \$10, lunch \$15, dinner \$25. Receipts are not normally necessary for meals. In the event that meal costs exceed the amount allowable, then receipts must be provided. Where meals are provided at no cost to the individual, then no claim shall be allowed for such meals.

Phone Calls: The university will reimburse local phone calls. Reimbursement for long distance phone calls to the university will be allowed and reimbursed. One five-minute long-distance phone call to the individual's home will be reimbursed for every two days of travel while on university business. We recommend use of phone cards to reduce long distance charges.

Gratuities/Miscellaneous: A per diem of \$10 a day while on travel status will be reimbursed without receipts to cover such items as gratuities and miscellaneous expenses.

Advances: An advance of funds will be permitted. The amount of the advance will not exceed 80% of the estimated total of the trip based on an itemized projection of expenses.

Other: The university will not pay any expenses for spouses or family members to accompany the employee. The university will not pay for extraneous items (such as movie rentals, dry cleaning, etc.).



CONTINUING STUDIES
 520 EAST 1ST AVE
 VANCOUVER, BC V5T 0H2
Telephone: 604-844-3810
Fax: 604-630-4535 **E-mail:** csreghelp@ecuad.ca

Date: _____
 Course start date: _____

RECORD OF EMPLOYEE REGISTRATION (Continuing Studies)

The following Emily Carr employee is enrolled in a CS class for the following semester:

Fall Spring Summer Year: _____

Name: _____ ID #: _____

Department: _____

Course Name: _____

Course #: _____ Section: _____

Employee Pays: _____

PD Expense: No Yes

Reason for taking course:

- Personal interest
- Direct impact on my job

Employee Signature: _____

Continuing Studies Signature: _____

notes: _____

- Original to Financial Services
- Copy to Human Resources
- Copy to Continuing Studies

APPENDIX C

FACULTY ASSOCIATION

The Faculty Association represents regular and sessional faculty at Emily Carr University of Art + Design.

The Faculty Association office is located in Room C3281. Executive members can be reached at ecuadfa@gmail.com or by dialing local 3866 or (604) 844-3866 from outside the university.

The current Collective Agreement can be downloaded from [Staff + Faculty Resources](#). Questions may be directed to either the Faculty Association or Human Resources.

EXECUTIVE
Cameron Cartiere
President

Lyndsay McIntrye
Co-President

Ben Unterman
Co-President

Rita Wong
Shop Steward

Nick Conbere
Shop Steward

Sunny Nestler
Secretary/Treasurer

MEMBERS AT LARGE
Rubén Möller

Valérie D. Walker

Gilly Mah

Magnolia Pauker

Sue Shon

Vanessa Kam

CUPE LOCAL 15

Emily Carr University of Art + Design Support Staff are represented by CUPE Local 15. Support Staff is involved in all areas of the university, including programs, administration, the Library, media, and computer and educational support. Members are active on university committees as well as contractual committees. Union representatives are available throughout the university to provide guidance and assistance with employment and workplace issues. Staff Liaisons and Shop Stewards play a key role in supporting members in the workplace.

For more information, contact a [Staff Representative](#) or [Shop Steward](#).

ADMINISTRATIVE GROUP

The Administrative Group stewards the affairs of the university, participates in the development of a vision for the university and recommends policy to fulfill the mandate of the university. For more information, contact Human Resources.

OPUS FRAMING & ART SUPPLIES: OFFICIAL STORE FOR EMILY CARR

As the official store for Emily Carr University, Opus Framing & Art Supplies has established the following policy regarding student and faculty purchases:

In order to receive special discounted prices on art supplies, faculty and students of the university will be expected to present a valid identification card for the current academic year for every purchase made at any Opus store. The staff at Opus stores cannot make any exception to this policy.

LOCATION

Multiple locations across the Lower Mainland; mail order options are also available.

Please see the [Opus](#) website for address details and hours of operation.

APPENDIX D

EMOTIONALLY DISTRESSED STUDENTS

Most students who come to the Emily Carr Counselling Office do so on their own. Sometimes, however, they are referred by others at the university who have become aware of their distress and hope that counselling might be helpful. In fact, faculty and staff who have frequent contact with students are in an excellent position to identify students in distress, and to assist them in obtaining appropriate help. This section provides Emily Carr faculty and staff with guidelines for referring students to the Counselling Office.

This section will cover:

- Overview of counselling services
- Distressed vs. distressing students
- How to intervene
- Knowing your limits
- Students in crisis
- Resources

Note: While information communicated by the student in counselling is confidential, information about whether a student is in counselling may need to be treated differently. Sometimes it is necessary for faculty and staff to know whether a student is in counselling as a step in getting the distressed

student the help they need. The counsellors will share this information when it is necessary and appropriate to do so.

HOW DOES THE COUNSELLING OFFICE OPERATE + WHAT SERVICES DOES IT PROVIDE?

Consultation

One of the primary purposes of the Counselling Office is to provide counselling to enrolled students experiencing emotional distress. The counsellors are also available to consult with staff and faculty on how to deal with emotionally distressed and/or distressing students.

Counsellors

Counselling Services is staffed by Registered Clinical Counsellors with Master's degrees in Counselling Psychology.

Eligibility for Service

Our counselling services are available to all enrolled full- and part-time degree students. The Counselling Office provides up to eight sessions. Following the completion of eight sessions, students are eligible for another eight once all other students on the waitlist have been seen.

Fees

Counselling services are free.

Confidentiality

Information communicated by a student to the counsellors is held in strict confidence and will not be disclosed to anyone outside the counselling unit without consent from the student, except in the following circumstances:

- When there is a likelihood of the student endangering themselves or others;
- When there is indication of abuse of a minor; or
- When the student is involved in a legal court case and there is a court subpoena.

Making an Appointment

Students may schedule appointments:

- in person on Level 2, **Counselling, Wellness + Accessibility Services** (Room D2380)
- by email at counselling@ecuad.ca; or
- online at ecuaccess.mywconline.com.

Students will typically be seen within a few days for an intake session. Students who are determined to be in crisis will be seen as soon as possible, perhaps immediately, even during those periods when the Counselling Office has a waiting list for ongoing counselling.

APPENDIX D

Emotionally Distressed Students

It is preferable that students contact the Counselling Office themselves to arrange an appointment. They will feel more committed and involved if they do so, and are more likely to show up for the appointment they make.

In some instances where the student's distress is significant or high, you might accompany the student to the Counselling Office.

DISTRESSED VS. DISTRESSING STUDENTS

It may be helpful to clarify a key distinction between students who are in emotional distress and those whose behaviour is distressing to others.

Distressed

Students who are distressed are experiencing emotional pain, which may be generated by external factors and/or internal characteristics. Sometimes, this emotional distress can be observed by others — it may show up as tearfulness, angry comments, extreme withdrawal from others, or in other forms. Getting these students to counselling can be very beneficial in addressing their concerns.

Distressing

Students who are distressing are those who cause distress for other people (e.g., instructors, classmates, administrators) due to their disruptive behaviours. Examples of such behaviours include paranoia, hostile or angry outbursts in teaching and learning environments, and threats of harm. It is important for faculty and staff to alert the Emily Carr Threat

Assessment Team regarding these or other distressing behaviours exhibited by the student. The university has policies that address students who engage in behaviours that cause undue distress in the university community. As you might imagine — and may have experienced — the most complicated situations involve students who are both distressed and distressing. Faculty and staff should alert the Threat Assessment Team in these situations, as well as recommend counselling to such students.

WHEN + HOW TO INTERVENE

On occasion you may come in contact with students who are emotionally distressed. A student might directly confide their concerns to you, another student might share concerns about a classmate, or, through observing the student's behaviour, you might infer that they are emotionally distressed.

Students who reveal to you directly that they are emotionally distressed and have been unable to resolve their concerns on their own may be reaching out for help and be ready to accept it. The situation is more difficult when students do not confide in you directly, but when you infer from their behaviour that they are in distress. These students may still require your help. In situations such as this, you can either approach the student directly and/or send a Referral for Support Message through the electronic Support Messaging System (via *myEC*). Generally, the best approach involves letting the student know that you have noticed they seem upset lately, and you are interested in hearing what is going on if they would like to talk to you about it. Keep your comments open-ended,

rather than asking questions that can be answered with yes or no responses. Be aware that some students may reject your efforts, deny any troubles, and/or feel intruded upon; however, most students will appreciate your interest and concern, and your contact with them might be an important step toward dealing with their problems.

STUDENTS IN CRISIS

If you become aware of a student who is not simply distressed and upset but is out of control, violent, and/or imminently suicidal or homicidal, then immediate intervention is needed. Contact 911, then university Security immediately. Then contact the Threat Assessment Team. In collaboration with you, the police and Security, a determination will be made as to how to proceed. After hours, call 911 for police and/or medical help, then university Security. Report the incident to the Threat Assessment Team at the next available opportunity.

RESPONDING TO STUDENTS WHO CONFIDE IN YOU

An appropriate response to students who disclose their personal concerns to you is to:

- Listen.
- Empathize with the feelings being expressed. Try to understand what the student is saying from their perspective (which does not mean you must agree with them).
- Be as genuinely supportive as feels appropriate to you.

Often, interventions with students in distress involve considerable time and energy on the part of faculty and staff, which can lead to feelings of frustration and being “used up.” Further, responding to distressed students can trigger complex personal thoughts and feelings for faculty and staff working with such students. It is important to obtain support for yourself as you engage in work with students in distress. This support might come from colleagues, the Employee Assistance Program, partners, friends or through consultation with the Counselling Office.

KNOWING YOUR LIMITS

Keep your own limits in mind. While sometimes difficult to do, it is important that you realize the limits of your own role and capacity to assist distressed students. For example, do not get more involved in the student’s life than what is appropriate for your role (i.e., in terms of offering a diagnosis, how frequently personal conversations occur and when and where they take place, and how much you take on in trying to help).

Remember: you are not a counsellor. For students who need more than you are able to provide or if professional counselling seems indicated, suggest that the Counselling Office might be helpful, and that counsellors are there to provide confidential help to students.

LIMITS TO YOUR CONFIDENTIALITY

As faculty and staff, it may be helpful to know that you are not bound by the same professional and legal standards of confidentiality as counsellors. Information that is communicated to you by a student in distress is not subject to confidential treatment (and you do not want to promise confidentiality to your students). Sometimes it may be appropriate and necessary — and ultimately, in the student’s best interest — for you to consult with other personnel at the university, such as co-workers, counsellors, administrators, the Threat Assessment Team and security personnel about the distressed student to determine the best way to help them.

WHAT ABOUT STUDENTS WHO NEED COUNSELLING BUT WILL NOT GO?

If it seems clear that a student needs or could benefit from counselling but is reluctant to go, you might mention any of the following that seem appropriate for that student:

- The student can try one session to see how it feels.
- The visit will be kept strictly confidential.
- All the student has to do to get an appointment is e-mail or go in person to Counselling Services and tell the Student Resource Coordinator they would like a counselling appointment.
- It’s free of charge.
- Many students have found Counselling Services helpful.
- Anyone can benefit from counselling — a person does not have to be seriously distressed to go for counselling.

ACCEPTING THE STUDENT’S RIGHT TO SAY NO

Except where there is a threat to self or others indicated, the choice of whether or not to seek professional help at Counselling Services is up to the student. If a distressed student remains adamant about not seeking counselling, you need to accept the student’s decision. If you are concerned about a student, consult with one of the counsellors or the Executive Director of Counselling + Wellness, Access + Learning Support. Perhaps alternative ways of approaching the student can be identified to help the student.

RESOURCES

COUNSELLING SERVICES
Level 2, D2380
(604) 630-4555
counselling@ecuad.ca
ecuad.ca/student-life/student-services/counselling

CRISIS LINE

This is a 24-hour community service that can be accessed when the Emily Carr Counselling Office is closed. Crisis line information may be provided to students directly. 1 (800) 784-2433

Amy Kheong

Executive Director,
Counselling + Wellness,
Access + Learning Support
(604) 844-3873

Sue Dorey

Program Manager Violence
Reduction + Incident
Response
(604) 844-3819

SECURITY

(604) 844-3838



**FACULTY +
ADMIN +
SUPPORT STAFF
HANDBOOK
2023-2024**

**YOUR COMMENTS
ARE APPRECIATED!**

The information in the Faculty Handbook has been compiled to help orient new employees to the procedures of the university.

We have endeavoured to ensure accuracy, currency and completeness. As a new employee, should you find any inaccuracies or important omissions, or have any suggestions, please contact anyone in Human Resources.

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