UNIVERSITY OF ALBERTA

FACULTY & CONTRACT INSTRUCTOR HANDBOOK

Your Road Map to the Department of Drama

2018/19 Academic Year
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KEY CONTACT INFORMATION

Drama General Office

Location: 3-146, Fine Arts Building (commonly referred to as FAB)
University of Alberta
Edmonton, AB T6G 2C9
Also the mailing address for the Timms Centre for the Arts & Studio Theatre

Telephone: (780) 492-2271
Fax: (780) 492-9156

Hours: 8:30 a.m. - 12:00 p.m. & 2:00 - 4:30 p.m.

Please note that the Drama office is closed between 12:00 & 2:00 p.m.

Security

Telephone 492-5252 (or 2-5252 from any University phone)
For any Emergency situation, call 911.

- The University Security office is located in the SW corner of the Education Car Park.
- Lost and Found. The Drama office has a lost and found. Any items removed from classrooms overnight by the night cleaners will be turned in to the Security office within two days.
- Security Escort/Safe-Walk. Available at 492-5563 provides a safe alternative to walking alone at night around the campus community and beyond.

It is important that caution is exercised in and around the building, and particularly during the evenings. It is advisable to travel in pairs.

Building Access/ Security (Swipe) Card

Outside doors to both the Fine Arts Building are open from 7:30 am to 9:30 pm Monday through Friday, and 7:30 am – 8pm on Saturday and Sunday. The Fine Arts building is locked on all statutory holidays.

The doors on the third floor of FAB (offices, mailroom, classrooms, etc.), the 2nd floor classrooms, and the back hallway to the Bleviss Laboratory Theatre (BLT), Dressing Rooms, and the Corner Stage, automatically close and lock at 4:30 p.m. Monday through Friday and are locked all day Saturday, Sunday, and on statutory holidays.

The Timms centre is open Monday – Friday, 7am – 10pm. It is closed on weekends and holidays.

In addition, the backstage area of the Timms Centre (which includes the greenroom, rehearsal hall, wardrobe, properties shop, technical/production staff offices, and graduate students’ office) are locked at all times. These areas and the buildings (after hours) may be accessed 24 hours a day with formatted security (swipe) cards or ONEcards that have been encoded. You may sign out a swipe card from the Drama office. This card must be returned at the end of your contract or after you have a ONEcard
encoded (additional information on ONEcard encoding under “General Information”).

**ADMINISTRATIVE STAFF IN THE DEPARTMENT**

- **Helen Baggaley**  
  Office Coordinator/Administrative Assistant  
  Office: FAB 3-146  
  Phone: 492-2271  
  baggaley@ualberta.ca  
  *The front desk in the main office is the place to go when you need keys or swipe cards, when you need help with room bookings, and when you’re not sure where to direct your question.*

- **Julie Brown**  
  Assistant Chair, Administration  
  Office: FAB 3-146C  
  Phone: 492-1082  
  julie.brown@ualberta.ca  
  *Julie is the overall administrator and financial manager for the department.*

- **Larry Clark**  
  Technical Director/Timms  
  Office: Timms Centre 124  
  Phone: 492-2486  
  larry.clark@ualberta.ca  
  *Go to Larry for all your technical needs in the Timms Centre.*

- **Jonathan Durynek**  
  Box Office Coordinator/Events Assistant/Administrative Production Assistant  
  Office: Timms Box Office  
  Phone: 492-6337  
  jdurynek@ualberta.ca  
  *Go to Jonathan for comp ticket requests for Studio Theatre.*

- **Connie Golden**  
  Undergraduate Advisor  
  Office: FAB 3-146E  
  Phone: 492-8710  
  connie.golden@ualberta.ca  
  *Connie looks after all the undergraduate registration problems, as well as doing timetabling, and other course related activities, such as course outlines, grading and course evaluations.*

- **Liz Ludwig**  
  Graduate Program Advisor/Executive Assistant to the Chair  
  Office: FAB 3-146H  
  Phone: 492-2274  
  eludwig@ualberta.ca  
  *Liz assists Melanie with department administration and instructor hiring and evaluation, and manages Melanie’s calendar. She also is the administrator for the graduate programs and a resource for the graduate students.*

- **Don MacKenzie**  
  Technical Director/Studios  
  Office: FAB 3-103  
  Phone: 248-1261  
  don.mackenzie@ualberta.ca  
  *Go to Don for all your technical needs in SPS and FAB.*

- **David Prestley**  
  Events Coordinator/Studio Theatre Administrator  
  Office: Timms Centre Lobby  
  Phone: 492-2273  
  david.prestley@ualberta.ca  
  *David handles all rental bookings in the Timms, as well as internal bookings for department special events. As the Studio Theatre Administrator, he arranges artists’ contracts and the front of house aspects of our productions.*

- **Gerry Van Hezewyk**  
  Production Manager  
  Office: Timms Centre 115  
  Phone: 492-1088  
  gerry.vanhezewyk@ualberta.ca  
  *Gerry will be a resource to you regarding production schedules, technical arrangements, and technical personnel.*

- **Melanie Dreyer-Lude**  
  Department Chair  
  Office: FAB 3-146G  
  Phone: 492-2274  
  m.dreyerlude@ualberta.ca  
  *See Melanie with any questions or concerns that cannot be addressed by Liz or by your Program/Course Coordinator. Appointments for Melanie are booked through Liz.*
## IMPORTANT DATES

### 2018/19 Important Dates

**Fall:**
- Classes Begin: September 4
- Add/Drop Deadline: September 17
- Withdrawal Deadline: November 30
- Classes End: December 7

**Winter:**
- Classes Begin: January 7
- Add/Drop Deadline: January 18
- Withdrawal Deadline: April 3
- Classes End: April 10

### Official Holidays - No classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>September 3</td>
<td>Labour Day</td>
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<tr>
<td>October 8</td>
<td>Thanksgiving Day</td>
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<tr>
<td>November 12</td>
<td>Remembrance Day (observed)</td>
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<tr>
<td>November 13 - 16</td>
<td>Reading Week</td>
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<tr>
<td>December 25 - January 1</td>
<td>U of A closed for Christmas and New Year Holidays</td>
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<tr>
<td>February 18</td>
<td>Family Day</td>
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<tr>
<td>February 19 - 22</td>
<td>Reading Week</td>
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<tr>
<td>April 19</td>
<td>Good Friday</td>
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<tr>
<td>April 22</td>
<td>Easter Monday</td>
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GENERAL INFORMATION (alphabetically)

Absentee Policy
The Department of Drama does not cancel classes. If you need to be away from a class, you must negotiate this with the Chair and get permission in writing to miss a class or classes and approval for your substitute. You are responsible for paying your replacement. See Faculty Replacement Agreement Form on the Drama Department website, under Faculty and Staff Resources > Forms and Policy.

In case of a sudden illness or emergency, you still must notify the Chair by email, with a CC to Helen at the front desk. The Chair will arrange a replacement if possible. You are still responsible for the fees involved. Substitutes must be paid a minimum of $75 an hour for in-class time.

Instructors must be present in all designated classes; students are not to be left unsupervised working on projects.

AV Equipment Request
Audio Systems (cd, ipod, bluetooth speakers, projectors, screens) are available for sign out through the Drama office either through advance booking or on a first-come first-serve basis.

Bear Tracks
Bear Tracks is the University’s on-line financial (payroll), student registration and course management system.

Using your Campus Computing Identification (CCID) and password, you can log-in to Bear Tracks to view your pay stubs, manage your direct deposit banking information and view your year end tax slips.

There is also an “Instructor Self Service” module in Bear Tracks that provides a central location where you can access information relevant to your teaching responsibilities. The main features of Instructor Self Service include:

- Instructor’s teaching schedule
- Instructor’s exam schedule
- Class rosters for the classes the instructor is teaching
- Ability to email students in their classes
- Ability to register your class with e-class to access services such as blogs/group discussions, etc.
- Ability to download the class roster to Excel
- Ability to search the course catalogue and schedule of classes
- Ability to post and submit grades

A User Guide is available from the Registrar’s home page www.registrar.ualberta.ca under the link “Bear Tracks Resources” then “User Guides”.

Call Boards
A Call Board for each program (BA, BFA, Graduate, Design, Technical Theatre, etc.) is situated at the south end of the bulletin boards along the wall opposite the office on the third floor of FAB. Material for students in the program may be posted there.

Campus Computing Identification (CCID)
You will be assigned and emailed a CCID and password. This is your identification tag for all transactions on campus. You will be asked to provide this information to obtain a number of services on campus. If you have problems with or forget your CCID and password contact IST at 492-9400 to request a reset.

Cleaning & Maintenance
Any requests or complaints regarding cleanliness, maintenance and/or office furnishings may be made to Helen.

Copyright
Basic information on copyright may be accessed at www.copyright.ualberta.ca. More complex questions may be directed to the Copyright Help Desk: copyright@ualberta.ca or 780-492-8327.

Department Calendar Access
If you would like access to the Administrative Department Calendar to see the schedule for program meetings, events, etc., contact Helen.

First Aid/ Health & Safety
First Aid supplies including ice packs can be accessed through the Drama office.

Policy about Injuries in Class or in Rehearsal
When an injury, either major or minor, takes place, you and the Department of Drama are required to take certain steps:

1. Immediately report it to the Drama office and you will be advised if others need to be informed.
2. If the person has gone to the doctor for the injury, forms must be completed and submitted to WCB within 72 hours or we will be heavily fined. See Helen for guidance.

The Department recommends that the following statement be put on your course outline:

All students will be expected to take responsibility for their own and other’s safety, and to report any injuries and their progress of recovery to the instructor and the Drama office.

In-House Productions
Performances in FAB (such as MFA directing projects or performance-based class presentations) are generally called “In-House Productions”. You are welcome to attend any of these by placing your name on the sign-up sheets posted outside the office at 8:30am on the Monday of the week leading up to the performance. Early sign up is advised as these shows are FREE and have become very popular.
**Keys**
Keys for offices and all FAB spaces can be obtained from Helen. Keys for the Timms Centre can be obtained from Gerry van Hezewyik.

**Libraries**
You can use your ONEcard to access Library privileges. For information on library facilities etc. visit [www.library.ualberta.ca](http://www.library.ualberta.ca)

**Mail**
Faculty members, full-time instructors and staff have individual mailboxes in the mail room adjacent to the office. Your swipe card (or ONEcard) will be programmed to allow you access to this room 24 hours a day. Part-time contract instructor mail is distributed to alphabetical mailboxes. See the “colour coded key” beside the mail boxes for specific reference. Mail for the administrative staff located in FAB, including the Chair, must come through the Drama office.

Outgoing mail leaves the Drama office once per day at approximately 8:30 am. There are 3 trays in the mail room, each marked according to what type of mail is being sent out (i.e. interdepartmental, “to be metered” etc.). All personal mail must have appropriate postage.

**Meetings**
Part-time contract instructors are encouraged to attend program meetings if they are able to attend. Attendance is required at multi-sectioned course grading meetings. Contact your program coordinator for meeting schedules and attendance expectations.

**ONEcard/ Campus Privileges**
To access most on-campus privileges (library, recreation facilities including the gym, monthly parking) you will need a ONEcard which is a picture i.d. issued in the ONEcard Service Centre (9104 Hub Mall beside the A&W). You can obtain a ONEcard after you receive your CCID and password. If you require ONEcard privileges earlier, speak to Liz in the Drama office.

ONEcards can also go through an encoding process in September (and January) that will allow the card holder access to rehearsal rooms after hours and backstage access in the Timms. A temporary swipe card, which can be obtained through the Drama office, will also give you this access.

**Parking**
For information on parking, please contact Parking Services:

   Parking Services  
   Room 203, 11390-87th Avenue  
   492-PARK (7275)  
   [www.ualberta.ca/PARKING/](http://www.ualberta.ca/PARKING/)

**Payroll**
You will receive your pay on the second to last banking day of each month via direct deposit. If you have not been paid in the last six months through direct deposit, you must enter your banking information into Beartracks once you are in the system (approximately September 10 in the fall or January 10 if you are only teaching in winter term).
Photocopying/ Printing

The photocopy machine is located in the mail room attached to the Drama office. Each term, instructors are given a 5-digit photocopy code for their teaching needs. The number of copies assigned to a code is monitored at various times throughout the year to make sure numbers of copies used are in line with what would be considered reasonable based on class numbers.

If photocopying for any individual course is excessive, students enrolled in that course will be required to pay a fee to offset costs (instructors will be responsible for collecting this fee). In addition, large print jobs (typically scripts) may be outsourced to our on campus print shop to ensure that Drama’s copier is available for users within a reasonable amount of time. Consult with Helen to determine whether you are within “reasonable” limits for internal copying, or whether you should be outsourcing your print job. She will also determine amounts to be charged back to students.

Coursepacks

Custom Courseware or Coursepacks are cost-efficient, legally produced (copyright is paid) compilations of academic material that can be used as primary or supplementary course material. As an instructor, you can create your own customized Coursepack through the Students’ Union Print Centre at no cost to your faculty or department. These can be distributed to your students through the Bookstore which simplifies collection of money from students.

E-Class

You can find information on how to use "e-class" on the Centre for Teaching and Learning site (a wonderful resource for instructors here at the U of A). The link is: www.ualberta.ca/centre-for-teaching-and-learning/. There are guidelines around how much of a text/script can be posted on-line without infringing on copyright laws. These guidelines can be found at: www.copyright.ualberta.ca/

Business Cards

Faculty are responsible for paying for their own business cards. The order can be requested through the Drama office, but must be paid for before it can be picked up.

Rehearsal Room Booking and Maintenance

From September to April, instructors and students may make room bookings, in person, by following the procedures on the “room booking board” across from the Drama office. Weekly schedules are posted at 8:30 am on Monday morning. FAB 1-43 is primarily a meeting/seminar room and its weekly schedule is posted above the photocopier in the mail room.

Instructors may be entitled to pre-book space outside of their general class bookings (under the guidelines of the Rehearsal Hours policy available upon request). Any inquiries outside of the general guidelines should be directed to Helen.

Maintenance of Rooms

- There is a non-smoking policy in all buildings on campus. All classrooms and offices are NO SMOKING areas.
• All rooms are to be kept clean by students and instructors. All footwear MUST be removed upon entering the Movement Studio.

• All furniture in the acting classrooms (1-63 (BLT), 2-51 (Corner Stage), 2-43, 2-48, 3-121, 3-125) is to stay in the room where it is located. If extra furniture is required for a production, contact Don Mackenzie. At the termination of each class or rehearsal, furniture used in a classroom is to be cleared from the centre of the room and placed at the outer edges in order to clear the space for the next class. Some classrooms have diagrams outlining how the furniture is to be stored against the walls.

Sandra Faye Guberman Reading Room (referred to as “The Gube”)
The Gube, located at FAB 3-136, is a quiet reading room that may be booked through the Drama Office for seminars and defences. It is open the same hours as the Drama Office. It houses a well-used collection of plays, research materials and theses. Items that are locked up may be signed out through the Drama Office; all other materials may be borrowed using the honour system. Please be considerate; sign the books in and out in the register and return the items in a timely manner.

Signing Authority
Helen is your first point of contact to determine signing authority for any University paperwork.

Student Emergency Fund
The fund is available to assist full-time Drama students who are in severe financial need. Every year a few students get to the point where they are almost finished the year, but are entirely out of money and have exhausted all other sources of funds. They may make an appointment with the Chair, through Liz, to discuss possible emergency support.

Technical/ Computer Support
The Faculty of Arts technical team will only provide support to systems purchased through its technical division. There is no support for personal computers.

Tickets for Performances
Each faculty member and contract instructor is eligible for 2 complimentary tickets to each Studio Theatre production in the term you are teaching. For instructors who are teaching in both terms, if you know that you will be attending the same performance of each production (e.g. second Tuesday), we recommend that you order a comp subscription.

All complimentary ticket requests will be processed based on ticket availability at the time that the comp request is received. No complimentary ticket requests will be accepted at the Timms box office on the night of a performance.

To order complimentary tickets
a) Please book comps at least 2 days prior to the performance you wish to attend. Pre-ordered tickets will be available for pick up at the Timms box office one hour prior to curtain.
b) To order, please e-mail Jonathan Durynek, the Box Office Coordinator at jdurynek@ualberta.ca.

Exchanges
a) Exchange requests are to be made at least 2 days in advance of the performance for which you have tickets. E-mail Jonathan with the change and CC David Prestley david.prestley@ualberta.ca on the e-mail. Your new tickets will be waiting for you under your name at the Timms box office the night of the performance. If you have received actual tickets prior to the exchange request, please turn them into the box office when you pick up your new tickets.

b) In the event you cannot attend due to unforeseen circumstances, please contact David Prestley david.prestley@ualberta.ca or 780.492.2273.
ACADEMIC PROCEDURES

Course Outlines
Course outlines should be prepared in consultation with the course or program coordinator. Coordinators will help ensure the consistency of course content, procedures, grading and weighting of grades, and this will be reflected in each outline.

Outlines should be distributed to each student, either electronically or paper copy, on the first day of class. An electronic copy must be sent to connie.golden@ualberta.ca as soon as they have been approved by the coordinator. Examples of previous course outlines are available from Connie.

Student Evaluation of Teachers
All instructors are evaluated on a course by course basis. Feedback on the student evaluations of instructors is provided and commented upon by the Chair.

Final Grades & Assessments
Student assessments can be distributed electronically or by hard copy. If you want to leave the assessments in the Drama office for students to pick up, please ensure they are labelled with the course and students’ name (in alphabetical order) and put in a sealed and clearly labelled envelope/box and submitted to Helen. Do not put the student’s final grade on the assessment – they are to access that information on Bear Tracks. Assessments will be kept for one month after the final day of class.

Courses with Final Examinations
Final grades must be submitted online to the Chair for approval within five working days of the final examination.

Courses without Final Examinations
Final grades are to be submitted online to the Chair for approval within five working days of the completion of the last assignment (usually the last day of classes). Grades must be approved by the Course Coordinator/ Program Coordinator prior to electronic submission.

Assessment Procedures
Final grades are not to be released to students before being approved by the Department Chair. See course and/or Division Co-ordinator for applicable assessment procedures.

It is suggested that you attend the initial instructor’s meeting, held August 28, 2018 in the Fall term only from 1:30 – 3pm in the Timms Seminar Room. This will help familiarize you with concepts such as grading, etc.
**Electronic Grade Entry Procedure**

Instructors are responsible for submitting the final letter grade information for the classes/students they are teaching. Connie is the key contact in the office for all issues relating to the entry of electronic grades.

**Steps for Entering Grades:**

- From the U of A home page, log-in to Bear Tracks with your CCID and password.
- Across the top of the screen you will see several links. Click on “my schedule”. Here you will find a list of courses you are currently teaching, and courses you have taught in the past. Double check that you are in the right term when viewing your courses. (There is a “change of term” link if you need to switch to a different term.)
- Beside the name of the course is a link (visual: indicated by 3 people standing close together). This link will bring you to your “Class Roster” page. Go back up to the links at the top of the page and choose “Grade Roster”.
- From here you are able to enter your grades. Beside each student’s name is a drop-down screen where you can choose the grade assigned to them.
- Once you have completed your entries, click on the “Save” link on the bottom right of the screen.
- Proceed back to the top of the screen, and you will find a drop-down box that indicates “Not Reviewed”. Click on and change to “Ready for Review”. A box will come up asking if you are ready to “Send for Approval”. Once you click on this, the grades will be sent to the Chair of the Department for final approval.

**Additional Note:** If you send the grades for final approval, and then realize you have made an error, you may be able to retrieve the grades back, BUT, only if the Chair has not yet given final approval. See Connie in the office immediately if you encounter this situation.

**Incomplete Grades**
A grade of Incomplete (IN) may be assigned when an undergraduate student is prevented from submitting an assignment by the end of term because of illness, or other extreme circumstances. Information on how to proceed when a student requests an extension is available from Connie. For graduate students, the reasons are not as stringent. However, the estimated date of submission must be entered. Please make that date April 30th for fall courses, and August 31st for winter courses.

**Change of Grade**
An instructor may be required to revise a grade for a number of reasons. This will be done by notifying Connie by e-mail, with the student’s name, ID number, revised grade, and reason for the change. A Change of Grade form must be signed by the instructor (if available) and approved by the Chair.
ADDITIONAL REFERENCE MATERIALS
(Helen can make these available to you either in hard copy or electronically)

Academic Integrity Handbook
Coordinators/Committees Listing
Department Phone/Email List
Identifying, Helping and Referring Students in Distress
List of Student Services on Campus
Rehearsal Hours Policy
Office Guide Book which contains several space booking policies including:
  ➢ Movement Studio Booking Policy
  ➢ Block Booking and Room Booking Policy for Class Activities
  ➢ Faculty Use of Space for Creative Research: Policy