



NEW FACULTY HANDBOOK # 1

SURVIVE

GUIDE



CONGRATULATIONS

YOU'VE LANDED A TEACHING GIG AT GEORGIAN

Don't know where to start? No worries! The Centre for Teaching & Learning (CTL) has got your back!

This is your one stop read for frequently asked questions and information for your first day teaching at Georgian College. We are so very excited you have decided to join the faculty group. You bring valuable gifts of your expertise and passion for your career.

By no means is this list complete, but we hope it answers the key questions you have on your first day of work. Please note: this guide is focused on the faculty role at Georgian College. Information may not apply to other staffing categories.

This guide is brought to you by the Centre for Teaching and Learning. Our vision is to inspire excellence by igniting curiosity, connecting communities and supporting bravery at the leading edge of teaching and learning. We offer numerous supports, training, and friendly faces. For new faculty, we welcome on this [journey](#).

We recommend you start by deciding what information you need to feel confident and comfortable teaching your first class, and clicking on the corresponding image (below) for more information, and ignoring the ones that are not relevant to you now.



Parking



Food and
Bio Stops



Safety and
Security



Maps



Who's Who



Pay and
Benefits



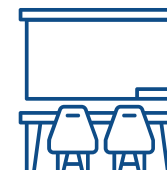
Communication



Your Office
Space



Software
Systems



Classroom
Setup



Course
Preparation



Student
Supports

Or alternatively, please reach out. Questions, comments, queries? We're here to help and love to hear from you - CTL@GeorgianCollege.ca



PARKING

1 Will you be driving to campus?

It costs \$7 per day for parking at any of our campus locations. If you are just popping by to have a meeting, you can choose to pay hourly at \$4 per hour.

There are monthly/semester parking passes for those that will be coming to campus more regularly. We've calculated that 7+ times a month on campus may make the monthly parking pass more economical.

2 Paying for parking varies by campus.

In Barrie, we use the [HonkMobile](#) app to pay for day parking (no pass) - you can download the app from the App Store or Google Play. When you arrive:

1. Park your car.
2. Open the HonkMobile app.
3. Choose your parking lot or the general parking if you can't find the lot.
4. Choose the rate (hourly or for the day)
5. Confirm your license plate, and
6. Hit pay.



Wait to confirm pay and you are good to go. Tickets are \$45 or more if you don't pay. Make yourself a reminder note to pay before you leave the car.

Orangeville, Orillia, Owen Sound and South Georgian Bay offer gated parking; we exit by tapping a credit card. For more details, see [Parking \(varies by campus\)](#).

FOOD AND BIO STOPS

1 I'm hungry and on campus.

There are a few different options for food on campus and the options vary by campus. For something quick on the Barrie campus, there is a Tim Horton's, Subway, Cafeteria, and The First Class (drinks, sandwiches, muffins, etc.). If you'd like to sit down to eat, there is [The Last Class](#) which is excellent. For campus specific details, see [Campus Food Services](#). In addition, there are usually microwaves available for use in main cafeteria areas.



2 Water please!

There are water fountains and bottle filling stations throughout all campuses. You are encouraged to bring your own reusable water bottle to take advantage of these stations.



3 Washrooms for everyone.

Please note that there are no designated faculty and/or staff washrooms. All folks visiting any Georgian campus are invited to use the washroom most appropriate for them. All washrooms are gender inclusive and Georgian offers male, female, and gender neutral (single occupant, accessible). For washroom locations, see [Maps](#).





SAFETY AND SECURITY

1 Campus safety is important.

[Campus Safety Services](#) offers support for security, lost and found and much more. If you have concerns about safety or need security assistance, their office is on the Barrie campus.

Urgent matters – contact by phone.

- For non-emergency needs, call 705.722.5100.
- For emergency needs, call 705.722.4000.

For emergency services, call 911 then call Georgian Campus Safety Services to notify them.

2 Safe@Georgian App

There is a campus safety app called **Safe@Georgian** that can be found on the App Store or Google Play. This app is HIGHLY recommended to get notifications about weather, incidents and closures on each campus.



MAPS

Maps are available for campus locations and individual building room locations. See [Campus Communities - Maps and directions](#).

WHO'S WHO

There are many people in your academic program area. To get a sense of the different academic areas and their leaders, see [Academic Organizational Chart](#) (requires Georgian login).

1 Who's my supervisor/manager?

Your hiring/assigning manager is your supervisor. This will be your dean or associate dean. In some rare cases, it may be a director or business manager. If you have questions related to pay, contract, vacation, etc., we recommend you speak to your supervisor as a starting point.

2 Other friendly people!

Academic programs have a program coordinator, a peer/colleague, who helps with other departmental duties and teaches in your area. If you have questions about teaching, courses, textbooks, student concerns, etc., we recommend contacting your program coordinator as a starting point.

Most program areas also have a(n) business manager, academic officer, and/or academic program assistant who help to run the programs. Additional support staff work in academic areas including technicians/technologists, co-op consultants, placement monitors, etc.



Courses with multiple sections taught by multiple faculty will most likely have a course lead assigned. The course lead is a peer/colleague whose role is to support communication between all faculty teaching the course. There will be some shared resources (type and extent of resources varies by course, program, campus) available to faculty teaching the course.



PAY AND BENEFITS

1 I need more information about getting paid.

For more information about getting paid, see [Payroll and Benefits Home \(sharepoint.com\)](#) (Georgian login required).

2 I attended a meeting. Do I get paid?

Non-full-time faculty may be paid to attend program and departmental meetings. Check with your hiring manager for details. Typically, these hours need to be submitted to a staff member in your department for processing. The college offers town hall meetings once or twice a semester. Check with your hiring manager regarding your requirements to attend and if there is remuneration.

3 Am I part of a union?

[Local 350](#) (CAAT-OPSEU) represents most faculty at Georgian College. Full-time faculty and partial load faculty (7-12 teaching hours) are required to be part of the union. Local Union and Union ([OPSEU](#)) dues are deducted from your pay. You are covered by the collective bargaining agreement. Part-time and sessional faculty are not part of the union and are not covered by the collective bargaining agreement.

4 Benefits are available.

Depending on your employment category, there are different benefits you may be eligible for. Some of these links below will require a Georgian login.

- [CAAT Pension Plan \(sharepoint.com\)](#)
- [Sun Life Group Benefits \(sharepoint.com\)](#)
- [Other Benefits \(sharepoint.com\)](#)
- [Course Fees for College Staff Policy v.1 \(navexone.com\)](#)
- [Dependent Tuition Subsidy Policy v.3 \(navexone.com\)](#)



COMMUNICATION

Most communication to Georgian employees comes via two methods: Georgian email and [MyGCLife Employee Centre](#). Both require Georgian login to access. Georgian is a Microsoft institution, so we use Outlook for email communication. It is HIGHLY RECOMMENDED that all employees regularly view the "Latest news" and "Need to know" sections of the MyGCLife Employee Centre on a regular basis.

Georgian login and email

Every Georgian employee is given a login and an email account through the college.

1 What's my email?

Your e-mail address will be your **firstname.lastname@georgiancollege.ca**. It is your responsibility to check your email account often as it's the main form of communication for the college. For information on how to access email and set it up on your personal device, see [E-mail \(sharepoint.com\)](#) (Georgian login required).

2 Help. I don't have my login.

Information Technology (IT) sets up your login and email account after your hiring information is completed through Human Resources Services. Your manager will receive a welcome email with your account information. Your Blackboard login (our learning management system) is set up after your hiring information is complete and you are attached to the courses you are teaching.





YOUR OFFICE SPACE

1 Do I get an office?

Whether or not you will have an office or a space for your things will depend on your department. Please reach out to your hiring manager to inquire.

In terms of personal belongings, we recommend keeping valuables with you at all times. Most departments will have storage space/plan for keeping tests and assessments as they need to be held for one year after the course finishes if not returned to the student.

2 What about a phone or mailbox?

Again, this will vary by department. Ask your program assistant, the incoming mail procedure for shipping items like textbooks etc. Ask your hiring manager if you will have access to a Georgian phone number.



SOFTWARE SYSTEMS

Georgian has many software systems for employee and student access and records. It's a lot to go over all at once. Faculty typically use Blackboard and Microsoft products on a daily basis. Banner is used at the beginning and end of the semester. Other systems are on an as needed basis. Many of the systems are accessed through the [Faculty Resources](#) page of MyGCLife – Employee Centre (Georgian login required).

1 What is Blackboard?

Blackboard is our learning management system here at Georgian, which means this is how you will communicate with your students, share resources, post grades, and more. There is an incredible Bb team to support faculty and staff at Georgian who can be reached here – FacultyBbSupport@GeorgianCollege.ca. There are also several self-serve resources and supports available here - [Faculty Blackboard Support](#).

2 What is Banner?

Banner is our student information system. All student information including registration, schedules, transcripts, financial, etc. is stored in Banner. You will have limited access to your schedule and class list and enter final grades.

3 How do I access Microsoft products?

Georgian is a Microsoft institution meaning that we have access to almost all Microsoft programs. All staff and faculty have access to Microsoft 365. You can use the online version or install a copy on your computer. In [MyGCLife – Employee Centre](#) (Georgian login required), click on the top left waffle button. Click on More Apps and you will see all the apps available to you. Through the Home button, you can install the apps to your computer (if desired).

4 My file saved, but where?

All Microsoft 365 programs now save to OneDrive. By using OneDrive, you can access your files from any computer provided you are logged into MyGCLife – Employee Centre or overall system. Georgian also uses SharePoint and Microsoft Teams as additional file sharing and storage areas. Faculty are encouraged to keep additional copies of their files for their personal use.

5 How do I make a phone call?

Microsoft Teams is used as Georgian’s phone system. A few spaces still have desktop phones for safety reasons, but most areas have gone to digital phones through Teams.

6 Other systems you might need.

[HR Peoplesoft](#) is our HR software for requesting vacation, reporting sick days, viewing pay stubs, printing T4s, etc. Different employee groups and positions will have different access abilities in HR Peoplesoft. Check with your hiring manager about how you are to report work related details.

[Coupa](#) is a system for logging work-related expenses (for example, travel to a conference – mileage, parking, conference fee, etc.). Check with your hiring manager before making any work-related purchases or travel. Prior approval is needed.

7 I need tech help.

[IT Support](#) is the central point of contact for IT-related inquiries and support. IT support takes care of password and access management, college computers and IT technologies, in-classroom computer lab support, college software and AppsAnywhere, and network access and WiFi. Please note IT Support does NOT support personal devices.

[Media Services](#) is the point of contact for AV, conferencing and on-campus event related inquiries and support including in-classroom podium inquiries and support, on-campus event support, MS Teams event support, meeting room conferencing and AV design, installation and support, classroom AV design, installation and support and digital signage installation and support.

[Centre for Teaching and Learning \(CTL\)](#) is the point of contact for support with educational software, GC Flex technology training, and our learning management system (Blackboard).





CLASSROOM SETUP

1 How do I use the podium controls in my classroom?

The podiums located in Georgian's classrooms are equipped with a desktop computer which is connected to a projector screen (including audio as well if you are showing video clips or would like to play music during breaks, etc.). You can bring a USB key to transfer any resources onto the podium computer or login into OneDrive or use the HDMI cord provided to connect your laptop to the podium for sharing from your own screen. If you are a Mac (Apple) user, you will likely need a dongle to connect your own laptop to the podium.

Watch a short video on how to use the podium controls: [Basic Classroom Podium Introduction \(YouTube\)](#). Please note that the podium can also be adjusted for height using the buttons on the front of the table.

If you have any issues using the podium, contact Media Services if it's related to the computer or projector system. Contact IT Services if it's related to login challenges. Contact CTL for training support with GCFlex technology or ed-tech software implementation.



2 My classroom door is locked. Now what?

If you arrive at a room and the doors are locked, please call Campus Safety Services to unlock them at **705.722.5100** (non-emergency).

3 We need a break in class.

Most in-person classes are scheduled for a 2 hour and 50-minute block. Students are released at 10 minutes to the hour to accommodate travel time to their next class and to provide faculty take-down and set-up time.

Most faculty (in face-to-face classes) schedule a break(s) into their classes to allow for bio/stretch opportunities. This is done at the faculty's discretion. For a 3-hour class, some faculty chose to schedule a 10-minute break every hour; others schedule a 20-minute break halfway through class. We encourage you to have a conversation with your students about what break plan will work best for everyone.

4 I'm teaching GC Flex. Where do I find help?

GC Flex is a course modality where students choose to attend in-person, online synchronous or online asynchronous. If you are teaching a GC Flex course, you will be scheduled in a Flex-enabled classroom which includes built-in cameras and microphones around the room. The CTL Pathways team is here to help and can provide a flex-room demonstration to help you get familiar with the equipment. Watch a brief flex podium introduction [GC Flex Classroom Introduction \(youtube.com\)](#).

5 We need a computer or other learning space for a class.

Scheduling a lab or other specific learning space can be done through room bookings and must be done well in advance. [Room Bookings \(sharepoint.com\)](#) (Georgian login needed) handles all booking requests. There are limitations as to what learning spaces are available and open.



COURSE PREPARATION

1 Where do I find my course outline?

Once you know what courses you will be teaching, you will need a copy of the course outline that describes the course, the learning outcomes and the evaluation plan. Course outlines can be found in the [Course Outline Search](#).

2 How can I find out more about my program?

If you are teaching in a specific program, you may want to know more about it. You can find the list of courses, admission requirements, career opportunities etc. in the program outline. Visit [All programs](#) for more details.

3 What goes into my syllabus?

Syllabi are written by the faculty teaching course. For examples of syllabi, view [Syllabus](#). You can also see more details by visiting Blackboard Ultra and viewing [CTL Central for Faculty \(Blackboard Organization\) - New Faculty Journey – Course Essentials](#). All faculty are automatically enrolled in this organization.



Each semester the [Vice President Academic's office](#) puts out a syllabus addendum that addresses fire, lock-down, weather and security details for the semester. This is to be shared with students via your Blackboard course site.

4 I need to print some documents.

All printers at Georgian are network printers. Check with your department about the printing policies. Most departments have a printer for small print jobs (less than 50 pages). An external print service is available for larger print jobs like tests.

Other office supplies may be available through your department. There is no harm in asking for what you would like.

5 I hear Georgian's library is amazing.

You are right! Our library staff are fantastic and offer support in many areas. Some keys ones for course preparation are:

Open Educational Resources (OER): "free, openly-accessible resources of many shapes and sizes, including (but not limited to!) ...video modules, podcasts, course outlines, interactive activities, assignments, textbooks, and much more". There is lots of information about [OERs on the Georgian Library website](#).

Copyright at Georgian: Georgian's library and staff do an amazing job at supporting faculty with their copyright questions. They are here to help.

- Visit [Copyright Basics - Copyright at Georgian](#).
- Also see [CTL Central for Faculty \(Blackboard Organization\) - Accessibility and Copyright for Faculty](#).

Don't get caught up in the 10% myth. Reach out, learn the realities, ask for help.



STUDENT SUPPORTS

We know that preparing to teach is intensive. Preparing to learn can also be so for our students. Georgian offers many supports for students during their time in their program. This is not a full list. View the [Georgian College Student Portal](#) to explore supports.

1 Offering accessibility services

Georgian College is proud to be an inclusive educational institution. Georgian welcomes it's diverse student population and actively works to ensure learning barriers are removed for students, while ensuring academic quality and that the essential learning requirements of our programs are maintained and accessible. Visit [Accessibility Services Faculty Guide](#) for detailed information for faculty.

2 Offering counselling

Georgian cares about [student] mental health and well-being. Explore our resources and learn about free, confidential counselling services available to all Georgian students. Visit [Counselling, mental health and well-being](#) for information.

3 Offering food support (Food Locker)

Operated by the Georgian College Students' Association (GCSA), the Georgian FoodLocker is an emergency on-campus food bank for Georgian College students in need. Visit [GCSA services](#) to learn how to support or access service.

4 Offering financial aid

We know many students find it tough to make ends meet, which is why we offer so many services and supports to help you pay your way to the finish line. Visit [Finance and fees](#) for more information.

5 Offering student success supports

School is hard sometimes. The transition to college life can be tricky. But learning better, feeling better and doing better is possible. Student success advisors are here to support Georgian students to build skills and create connections, so you can flourish while you're here at Georgian. Visit [Student success advising](#) to learn more.



On the Academics homepage you'll find support from registration through to graduation with innovative services and trusted partnerships. Visit [Academics at Georgian](#) for more student focused details.

6 Offering wellness supports

Mental health and wellness support: One in five students suffers from symptoms of a mental illness – you don't have to go it alone! Visit [GCSA services](#) for further details.

STILL LOOKING FOR MORE GUIDANCE?

We know that this is a whole bunch of information. Maybe it's too much information to remember? Keep this [Faculty and Program Coordinator Toolkit](#) handy as it covers many of the academic and student services available.

We are here to help. Georgian is full of friendly faces and peers willing to support. If you have any questions or suggestions, please contact CTL@georgiancollege.ca.



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