

UTM Office of the Dean Newsletter

Amrita Daniere, Vice-Principal Academic & Dean



A Message from Dean Amrita Daniere

Dear UTM Community,

Welcome to the first edition of the UTM Office of Dean's newsletter. The Office of Dean has grown a great deal in the past year as we have added staff and functionality. As part of our efforts to enhance the transparency of our work and make our efforts on behalf of UTM more visible, we have decided to launch a quarterly newsletter. Every three months, we will highlight different aspects of our portfolio as well as updating the community at large about what is new at the Office of Dean.

I hope that you will enjoy learning more about all the positive impacts that the Dean's Office is having on the day-to-day landscape as well as the long-term wellbeing of UTM. It is certainly a great pleasure for all of us in the Dean's Office to participate in the energetic atmosphere and buoyant spirit that characterizes our campus. On behalf of everyone in the Dean's Office, please allow me to wish you a joyful New Year.

Sincerely,
Amrita Daniere, Vice Principal, Academic and Dean



Amrita at the Fall 2017 Convocation

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2. Vice-Dean, Faculty

Thirty-two new faculty from across UTM departments and institutes were welcomed at a UTM New Faculty Orientation with presentations made by numerous units at UTM. Many of the new faculty joined the Vice-Dean, Faculty, in a First Story Walk (led by Jon Johnson) that explored the Indigenous history of the land and surrounding area.



Jon Johnson, a founder and active member of First Story preserves and shares the Indigenous history of Toronto and its surrounding areas in various ways, including walking tours. For further information on First Story please refer to their website: <https://firststoryblog.wordpress.com/aboutfirststory/>

Principal's and Dean's office celebrate success of our faculty

To celebrate the success of our faculty, a reception was hosted by the Principal and Dean, along with Chairs and Vice-Dean's at Lislehurst, where faculty who have been promoted and tenured in 2017 were feted at a celebratory dinner. Congratulations to the 10 UTM faculty who received tenure and the five faculty promoted to Professor. We take pride in the success of our faculty as they progress through these important milestones and we appreciate their contributions to the success of UTM and the University as a whole.

Working to enable success

Numerous workshops were held at UTM over the term in order to enable success of our faculty. These have included workshops on promotion in the tenure stream, recruitment and immigration and unconscious bias. If you feel there are additional workshops that would help in your overall success please do not hesitate to discuss this with your Chair who will then contact the Dean's Office.

As a reminder, the Dean's Office along with the Vice-Provost, Faculty & Academic Life, will cover the program fee associated with attending the Faculty Success Program. This is an intensive 12-week mentoring program for tenure stream and continuing status teaching stream faculty designed to help academics to increase research and writing productivity and improve work-life balance. It is offered by the [National Center for Faculty Development and Diversity](#) (NCFDD). If you are interested in participating, please contact your Chair.

Currently we are engaged in 34 new academic appointment searches in the tenure-stream and teaching-stream for the 2018-19 academic year and look forward to welcoming them as the class of 2018!

3. Vice-Dean, Academic Experience

Academic Integrity and discipline at UTM

<http://www.utm.utoronto.ca/academic-integrity/>

The University of Toronto (U of T) takes pride in creating an intellectual environment that facilitates the sharing of ideas, original research, and the protection of intellectual integrity. The University's policies and procedures on academic integrity ensure that faculty, staff, and students collectively create a positive learning environment that emphasizes the value of academic integrity to all members of our community. As a result, U of T treats cases of academic misconduct very seriously. [The Code of Behaviour on Academic Matters](#) is the policy that governs the academic integrity process at U of T. The "[Resources](#)" page on the Academic Integrity website can help inform and prepare our faculty and students for a successful university career free from academic misconduct.

Our Academic Integrity (AI) staff facilitate the processing of all UTM undergraduate academic offence cases. The AI team executes the Office of the Dean's primary roles in matters of academic integrity: to educate the greater UTM body on academic integrity policy, to act as a resource regarding the academic integrity process, and to handle all allegations of academic misconduct.

Reporting to the Vice-Dean, Academic Experience, the AI team carries out educational initiatives designed to inform faculty, staff, and students on academic integrity policy. The AI team engages in activities, such as orientation workshops for new faculty and instructors and in-course informational presentations for students. In the Fall term of 2017, the team conducted interactive outreach activities as a part of the University of Toronto Students' Union (UTMSU) *Academic Advocacy Week*. AI staff further collaborated with campus partners to launch an educational campaign designed to promote students' awareness of the potential academic risks associated with private tutoring services.

Providing counseling and crisis management support to students, as well as procedural advising to faculty and staff, the AI team ensures that standards of integrity and fairness are upheld at every step in the process. Please contact Lucy Gaspini, Alexandra Di Blasio, or Stephanie Vega for advice, information, or counselling on academic integrity matters.

Experiential Education and Community Outreach (EEO)

<https://www.utm.utoronto.ca/experience/experiential-education-office>

Reporting to the Vice-Dean (Academic Experience), the Experiential Education and Community Outreach team supports the undergraduate education experience of our students by promoting and nurturing unique opportunities and approaches to learning both *inside* and *outside* of the classroom. We provide students with valuable work-integrated learning and research-based activities and experiences within UTM, the City of Mississauga, and the Region. We offer assistance to our Academic Internships, Community Engaged Service Learning courses, the Research Opportunity Program, in and outside classroom opportunities, as well as Community Outreach activities that we create, support and help foster. For more information, please contact Lucy Gaspini, or Rena Banwait.

Upcoming events hosted by EEO

In collaboration with the City of Mississauga Central Library, our next *Lecture Me!* event features a presentation by Professor John Percy (Department of Chemical & Physical Sciences, University of Toronto Mississauga) on February 6th, 2018 - 7:00 p.m.-8:30 p.m. All are welcome to attend! For more information, please visit: <https://www.utm.utoronto.ca/experience/faculty/lecture-me-series>.

Career Ready Fund update

We are pleased to announce that UTM's request for support under the University Fund for Experiential Learning and the Provincial Career Ready Fund—to also support UTM's implementation of the Ministry of Advanced Education and Skills Development (MAESD) Experiential Learning expansion over the next two (2) years— has been approved in the amount of \$230,410 and \$505,000 respectively.

4. Vice-Dean, Teaching & Learning

Curriculum process changes at UTM

The Teaching and Learning section of the Dean's Office at UTM is pleased to announce a major revision to the annual curriculum process at UTM, with two major changes:

(1) All curriculum meetings will be chaired and organized by our office, to remove this additional task from the academic units and their staff. This year's Divisional Curriculum Committee Chairs were as follows: Heather Miller, Vice-Dean Teaching and Learning, for the Humanities; Jeremy Packer, Associate Dean Graduate, for the Social Sciences; and Fiona Rawle, Associate Dean Undergraduate, for the Sciences. Program and Curriculum Officer Yen Du attended all nine meetings as Dean's Office rep to provide advice and additional information on process as required.

(2) Beginning in February 2018, we will move from 3 meetings per division in the fall term, to 3 meetings per division spread out over the academic year. One meeting for each of the divisions will now be held in February, in late April or early May, and in October. This should allow departments to make and submit curriculum changes as they are ready, rather than trying to make all changes in the busy fall term.

IMPORTANT NOTE: Curriculum changes for ALL meetings will go into effect the following CALENDAR year; for example, curriculum changes proposed and approved in committee in Feb 2018, April/May 2018, and Oct 2018, will be effective May 2019 and reflected in the 2019-2020 UTM Academic Calendar.

The first set of meetings will be in February 2018, and units are especially encouraged to bring forward for information major modifications or complex changes at the February and April/May meetings to provide the opportunity for other units to offer feedback and advice. Regular minor curriculum changes may also be introduced at any of these meetings.

Academic continuity

How many snow closures can one course accommodate? What if there is an epidemic and a quarantine goes into effect? What if a class has to be cancelled for several days due to the absence of the instructor? The Dean's Office is been part of a tri-campus effort to help UTM and its units create effective academic continuity plans, from individual courses to campus-wide responses. Effective practices for course planning can be found here (<http://www.utm.utoronto.ca/dean/academic-administrators/academic-continuity/continuity-planning-key-documents/effective-practices>).

The recent Sheridan College strike provided a test case for our Academic Continuity planning. Coordination and partnerships with the Office of the Registrar, the three Departments affected, the Office of Communications, the Dean of Student Affairs and Services, and Sheridan itself all made this process less painful for UTM students, and provided insights into improvements for the future.

Teaching and Learning Collaboration

Dianne Ashbourne (Robert Gillespie Academic Skills Centre) and Fiona Rawle together oversee the UTM Teaching and Learning Collaboration. Check out their new website (<https://www.utm.utoronto.ca/tlc/>) for Teaching Advice Q&As and other teaching resources; descriptions of grants associated with teaching; upcoming events and active Communities of Practice (including a space and place for faculty to commit to doing their own writing); and their regular newsletter with features of teaching practices.

Graduate Expansion Funds (GEF)

Our office has successfully completed two rounds of funding decisions. The second call produced more than 25 proposals from nine units across campus. The funds will be used to support a range of initiatives that enhance the academic experience of UTM graduate students. A number of them will feature UTM graduate student's presenting their research in a number of interdisciplinary events to be hosted at UTM. We look forward to a strong showing of support for our students. A portion of the Decanal GEF funds will also be used to fund UTM's first Graduate Student Summer Workshop that is in the planning stages. We expect to bring together faculty and graduate students from at least three departments at UTM. This week-long research workshop will also feature invited scholars and ten advanced PhD students from universities around the world.

5. Office of the Dean – Staff List

| Name | Area of responsibility |
|--|---|
| <p>Amrita Daniere, <i>Vice Principal Academic & Dean</i></p>  | <p>General Oversight of Delivery and Assessment of the Academic Objectives of UTM including:</p> <ul style="list-style-type: none"> • Academic Programs • Faculty Hiring, Training and Promotion • Teaching & Learning Support • Academic Experience • Academic Integrity • Strategic Leadership • Monitoring and Evaluation |
| <p>Ciaran Graham, <i>Manager of Strategic Initiatives</i></p>  | <ul style="list-style-type: none"> • Financial Impact Analysis of Proposals/Initiatives, Including Staffing • Resource Allocation Decisions • Consultation and Strategic Planning Support to Senior Leaders • Oversight of Dean's Operating Budget and Special Funds |
| <p>Mary-Catherine Hayward, <i>Office Assistant/Receptionist</i></p>  | <ul style="list-style-type: none"> • Reception and General Office Support • Administrative Support to Vice-Deans and Associate Deans • Support for Awards and Event Planning |
| <p>Anna Maria Reale, <i>Office Coordinator</i></p>  | <ul style="list-style-type: none"> • Office Coordinator • Administrative Assistant to the Vice-Deans, Teaching & Learning and Academic Experience, Associate Deans, Undergraduate and Graduate • Graduate Students Enquiries |
| <p>Anuar Rodrigues, <i>Senior Project Specialist: Academic Policy & Planning</i></p>  | <ul style="list-style-type: none"> • Special Projects and Initiatives • Academic Policy and Planning • Course Offerings, Enrolments, and Waitlists • Financial Implications of Course Offerings • Space Planning |
| <p>Sue Thomson, <i>Executive Assistant to the Dean</i></p>  | <ul style="list-style-type: none"> • Dean's Portfolio • Academic Administrators Appointments/Searches • PTR/Merit Evaluation Process • Editor of the Dean's Office Newsletter |

| <i>Name</i> | <i>Area of responsibility</i> |
|---|---|
| <p>Angela Lange, <i>Vice-Dean, Faculty</i></p>  | <ul style="list-style-type: none"> • Faculty Complement Planning • Faculty Recruitment and Appointment, Reviews, Tenure and Promotion • Professional Development Programs for Faculty and Academic Administrators • Employment Practices and Procedures for Student Teaching Assistants, Sessional Instructors and Post-doctoral Fellows, each represented by a CUPE unit |
| <p>Dina Moreira, <i>Manager, Academic HR</i></p>  | <ul style="list-style-type: none"> • Academic Human Resource Policies and Protocols (Academic Searches, Appointments, Promotions, Tenure, Leaves, Salary Administration and Retirement) • Administration of the CUPE 3902 Units 3 and 5 Collective Agreements • Academic Labour Relations • Develops Events to Support Faculty (Orientation, Appreciation Events, and Workshops) • Training of Staff in the Understanding of Academic Policies/Protocols |
| <p>TBD, <i>Research Analyst, Academic HR & Assessment</i></p> | <p>Provide analytical, research, and administrative support in the following areas:</p> <ul style="list-style-type: none"> • Academic HR and Undergraduate & Graduate Programming • Faculty Hiring, Review and Promotion • Curriculum Cycle, Academic Reviews and the University's Quality Assurance Framework |
| <p>Michael Lettieri, <i>Vice-Dean, Academic Experience</i></p>  | <ul style="list-style-type: none"> • Academic Integrity and Discipline • Experiential Education and Community Engagement |
| <p>Rena Banwait, <i>Acting Experiential Learning Officer</i></p>  | <ul style="list-style-type: none"> • Academic Internships • Community-Engaged Service Learning • Field Experiences • Research Opportunity Program • Community Engagement |
| <p>Melissa Berger, <i>Community Outreach Coordinator</i> (on leave)</p> | <ul style="list-style-type: none"> • Oversight of EEU • Community Engagement • Academic-Based Experiences |
| <p>Lisa Devereaux, <i>Academic Integrity Assistant</i> (currently on leave)</p>  | <ul style="list-style-type: none"> • Academic Integrity and Discipline • Undergraduate Advising • Crisis Management • Educational Initiatives |

| <i>Name</i> | <i>Area of responsibility</i> |
|--|---|
| <p>Alexandra Di Blasio, <i>Academic Integrity Assistant</i></p>  | <ul style="list-style-type: none"> • Academic Integrity and Discipline • Undergraduate Advising • Crisis Management • Educational Initiatives |
| <p>Lucy Gaspini, <i>Manager Academic Success & Integrity</i></p>  | <ul style="list-style-type: none"> • Academic Experience, Initiatives, and Community Engagement • Academic Integrity and Discipline • Undergraduate Advising • Crisis Management • Educational Initiatives • Academic HR (CUPE 3902 Unit 1) |
| <p>Sue Romulo, <i>Experiential Learning Officer</i> (on leave)</p>  | <ul style="list-style-type: none"> • Academic Internships • Community-Engaged Service Learning • Field Experiences • Research Opportunity Program • Community Engagement |
| <p>Stephanie Vega, <i>Academic Integrity Assistant</i></p>  | <ul style="list-style-type: none"> • Academic Integrity and Discipline • Undergraduate Advising • Crisis Management • Educational Initiatives |
| <p>TBD, <i>Research Analyst, Academic Programs & Experience</i></p> | <p>Provide analytical, research, and administrative support in the following areas:</p> <ul style="list-style-type: none"> • Teaching & Learning, Community Engagement, Experiential Learning • Academic Programs Design and Implementation • Metrics and Assessment of Undergraduate & Graduate Programming |
| <p>Heather Miller, <i>Vice-Dean, Teaching & Learning</i></p>  | <ul style="list-style-type: none"> • New Curriculum and Degree Program Proposals (undergraduate and graduate) • External Reviews of Existing Degree Programs (undergraduate and graduate) • Robert Gillespie Academic Skills Centre • Academic Side of the Office of Student Transition • Programs Associated with Teaching and Learning |

| <i>Name</i> | <i>Area of responsibility</i> |
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| Jeremy Packer, <i>Associate Dean, Graduate</i>  | <ul style="list-style-type: none"> • Graduate Programs • Graduate Curriculum • Graduate Student Professional Development • Association of Graduate Students (UTMAGS) • Graduate Expansion Fund Initiatives |
| Fiona Rawle, <i>Associate Dean, Undergraduate</i>  | <ul style="list-style-type: none"> • Teaching and Learning Collaboration https://www.utm.utoronto.ca/tlc/ • UTM Curriculum Mapping Initiative • Teaching Development and Innovation Grants • Early Alert • With the Vice-Dean, Teaching & Learning, oversees the governance process for new undergraduate program proposals and major curricular changes |
| Yen Du, <i>Program & Curriculum Officer</i>  | <ul style="list-style-type: none"> • Graduate & Undergraduate Curriculum Review & Changes • Academic Programming & Change • Cyclical Reviews of UTM Units and their Programs • Academic Unit Creation & Change • Course Evaluations |
| Adriano Pasquali, <i>Research Coordinator</i>  | Provide research and administrative support in the following areas: <ul style="list-style-type: none"> • Implementation of Objectives Stemming from the Academic Plan • Tracking and Reporting on the Progress of Projects • Writing and Editorial Assistance for Projects and Proposals |
| TBD, <i>Research Analyst, Academic Programs & Experience</i> | Provide analytical, research, and administrative support in the following areas: <ul style="list-style-type: none"> • Teaching & Learning, Community Engagement, Experiential Learning • Academic Programs Design and Implementation • Metrics and Assessment of Undergraduate & Graduate Programming |
| TBD, <i>Research Analyst, Academic HR & Assessment</i> | Provide analytical, research, and administrative support in the following areas: <ul style="list-style-type: none"> • Academic HR and Undergraduate & Graduate Programming • Faculty Hiring, Review and Promotion • Curriculum Cycle, Academic Reviews and the University's Quality Assurance Framework |