

The Historical Studies Guide for New (or Continuing) Instructors

“Everything you ever wanted to know about Historical Studies....and then some”

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This little guide is designed to help new Historical Studies instructors navigate their way around the Department. Welcome aboard!

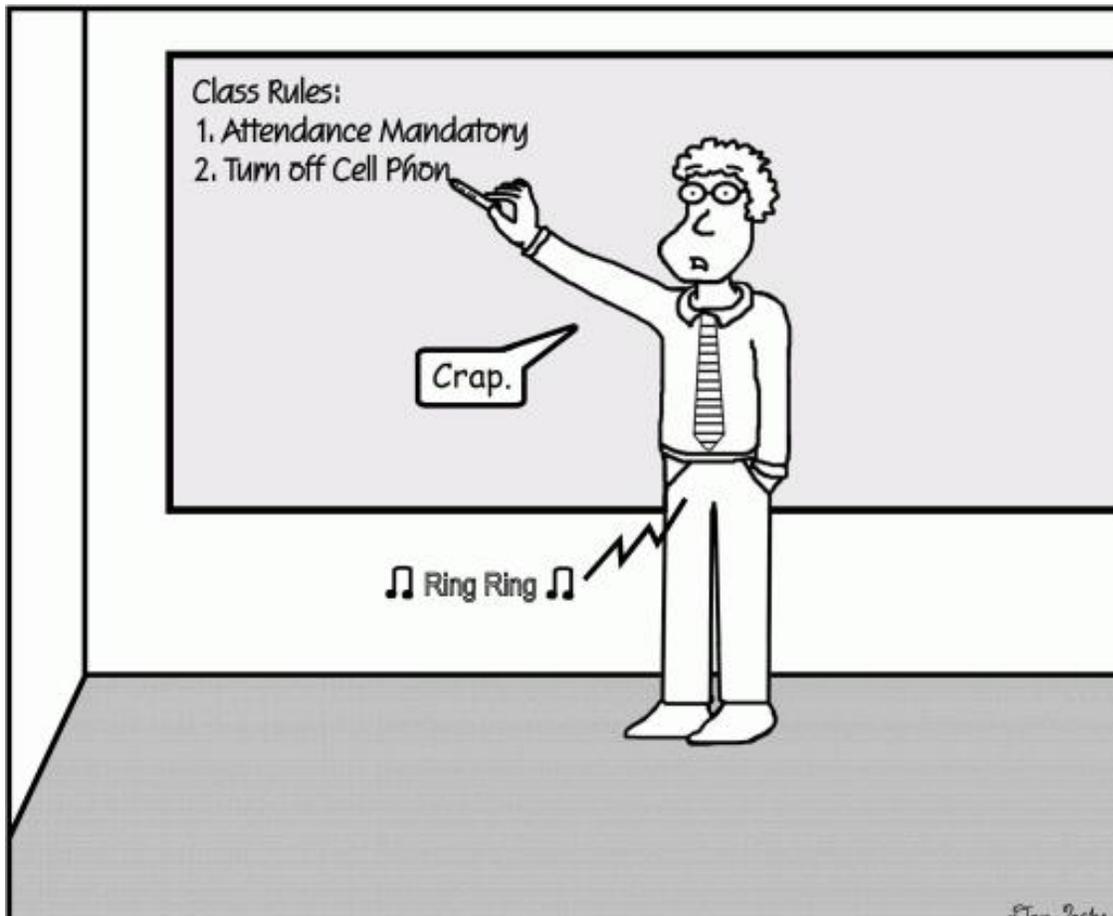


Image Source: <http://www.shepherd.edu/ctl/newsletter.html>

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Welcome (or welcome back!) to the Department of Historical Studies. We are happy and excited that you've joined us and hope that you enjoy your time in our unique Department. We wish you many pleasant interactions with our talented and friendly faculty, staff and students, as we continually aspire to enhance our programs and the Department experience.

This is a brief guide for you, which we hope you will find useful in finding your way around the Department, the campus, and the university as a whole. Please keep it handy for future reference. I'd be delighted to answer any questions you may have. You may reach me at my office number, 905-828-5283 or simply email historical.studies@utoronto.ca.

Best wishes,

Rebecca Wittmann, Chair

Administrative Staff

During your time in the Department, you will no doubt be in contact with our administrative staff, Shabina, Sharon, and Duncan, who are always willing to lend a helping hand. Below is a description of the role each of them plays in the Department.

Department Secretary, Shabina Moheebulla

905-569-4492 / shabina.moheebulla@utoronto.ca

Shabina, at the front desk of the administrative offices, will help you navigate your way through the Department and UTM. She will help with giving you access to your office, the Department photocopier and printer, booking of rooms (classrooms and TA office hours), assisting with computing and facilities issues, requests for AV equipment, catering, office/stationary supplies, courier, and other general support. She can also keep you in the loop about upcoming Department events, meetings, lecture series, and other opportunities.

Academic Counsellor, Sharon Marjadsingh

905-569-4914 / sharon.marjadsingh@utoronto.ca

As an instructor, you will be in frequent contact with Sharon. Sharon is the Department's Academic Counsellor, and advises students on course or program-related issues and works closely with the Associate Chair in this role. Sharon will be your main support to see that your courses and classrooms are appropriately scheduled and that you have access to the teaching resources you need. She will keep you informed of academic deadlines for registration, adding and dropping courses, grade submissions, final exams, and so on. She helps to ensure that all of us follow University-wide and Department course policies, and is able to provide information about how to deal with cases of academic dishonesty. She sees to the posting of sessional teaching opportunities, coordinates the hiring of sessional instructors, and offers advice to the Chair and Associate Chair on union-related matters and academic policies. Sharon also coordinates the Teaching Assistant assignments in consultation with the Chair and Associate Chair, and represents the Associate Chair at meetings of the Teaching Excellence and Student Experience Committees.

Department Supervisor, Duncan Hill

905-569-4913 / dl.hill@utoronto.ca

As Department Supervisor, Duncan supports all aspects of the Department, ensuring that hiring processes for new faculty are smoothly administered, and that all members of our Department feel welcome and have the information they need to be successful in their roles. Duncan manages all Department finances as well as all faculty members' research funding. He also manages academic HR processes, such as advancement, third-year review, tenure, promotion, and leaves. He is responsible for Department resources, including physical space, finances, and human resources, as well as health and safety. Duncan also represents the Chair on our four standing committees: Research, Graduate Expansion, Undergraduate Experience, and Promotions committees. Contact Duncan with any questions you might have regarding your research accounts, research assistants, processing your claims for reimbursement, and general university-wide policies and protocols.

Administrative Officer, Heather Thornton

905-569-4520 / heather.thornton@utoronto.ca

Heather manages internal (faculty newsletter) and external communications (social media and other), website updates, coordinates nominations for faculty awards, and manages special projects as they arise. She attends Academic Integrity Hearings to ensure accurate minutes are kept. With guidance from Sharon, she coordinates teaching assistant hiring and DDAH processes and coordinates with the Office of the Registrar to ensure exam scripts are submitted to their timeline. If you have new publications or on-campus events coming up, feel free to send her information so that we can publicize your accomplishments.

Faculty Officers

Chair, Rebecca Wittmann

rebecca.wittmann@utoronto.ca

As Chair, I'm responsible for the overall direction of the Department, and in particular I oversee the budget, faculty and staff appointments, advancement and processes such as searches, third year reviews, tenures, promotions and faculty performance reviews. Chairs at the University of Toronto are responsible for managing their Departments in accordance with University policy, for creating an environment conducive to the growth of intellectual community, and for maintaining the confidence and co-operation of the teaching staff, administrative staff and students. Chairs also manage their Departments' relations with other divisions within the University and in the wider community, creating partnerships and facilitating support for the Departments' educational and research missions. Chairs promote and support the career development of all faculty, teaching, and administrative staff. If I may be of service to you, please do not hesitate to contact me.

Program Directors

The Department has four Program Directors, each of whom is responsible for their respective program areas. They coordinate course offerings, curricular planning, sessional instructor and TA hiring, student appeals, and academic offenses. As a member of the Department's Executive Committee, they are also

involved in longer-term planning around issues like faculty complement, enrolment management, and the creation of new programs.

- **Classical Civilization** – Boris Chrubasik
- **History** – Mairi Cowan
- **History of Religions** – Ajay Rao
- **Women and Gender Studies Program** – Joan Simalchik

Curricular Matters

The following resources are available on curricular matters. Any questions should be directed to Sharon Marjadsingh, Academic Counsellor, at sharon.marjadsingh@utoronto.ca or 905-569-4914.

Academic Offences

It is important to advise students about the nature and seriousness of academic offences, in particular plagiarism, in your syllabus. Information at the following link explains to students the nature of plagiarism and how to avoid it. It is a good idea to include this link in your syllabus:

<http://advice.writing.utoronto.ca/using-sources/how-not-to-plagiarize/>

Turnitin.com

Turnitin.com has proven to be a highly effective plagiarism detecting software and the Department strongly encourages its use. If you would like more information, please visit the following link: turnitin.com/static/index.html. Those who use this software must also provide students an alternative to using Turnitin.com (for instance, students could submit regular rough drafts of their work in advance).

How to Deal with Cases of Plagiarism

<http://www.writing.utoronto.ca/faculty/detering-plagiarism> is a useful guide to deter plagiarism, and <http://www.utm.utoronto.ca/academic-integrity> is a helpful resource if you suspect of plagiarism has occurred. You may also consult the Academic Counsellor on matters that are unclear. In general, however, here are some steps to follow:

Before contacting the student, send an email with the student's name, student number and course code to the Academic Counsellor in order for a GWR (grade withheld pending review) to be put on the student's record. This will prevent the student from withdrawing from the course to avoid being charged with an academic offence. After the GWR has been recorded, contact the student to arrange a meeting to discuss the alleged offence. Please note that university regulations require that you make three separate attempts to contact the student. Each attempt must be documented and included in any report about the alleged offense. After meeting with the student, should you suspect an academic offense has been committed, you must write a report addressed to your respective Program Director, and submit it to the Academic Counsellor. If this is an allegation of plagiarism, you must submit a report to the Department that includes the following:

- the original paper written by the student;
- the course code and name;
- the weight of the assignment;
- documentation of all attempts to contact the student;

- the results of your interview with the student (if applicable);
- your reasons for suspecting plagiarism;
- a copy of any material the student is suspected of plagiarizing;
- and a copy of the course syllabus.

Please highlight the copied material both on the original essay and on the material cited without proper acknowledgment. If the three attempts to contact the student for an interview were unsuccessful, the report (including the above listed materials) will be forwarded to the Dean's office for review without the interview.

If the assignment is worth 10% or less of the final course grade, the student has admitted guilt, and you feel zero for the assignment is a sufficient penalty, the Associate Chair, as the Chair's representative, can impose that penalty. If the assignment is worth more than 10%, the student does not admit guilt, or you feel a range of penalties should be considered (including the typical penalty of zero for the assignment) then the case will be passed on to a representative of the Office of the Vice Principal Academic.

No grade for the student should be submitted until the case has been processed and a final decision reached.

When the review process for a suspected academic offence is pending, but you are required to submit final course marks, you must enter "NGA" (no grade assigned) for the student in question. The student will not be allowed to withdraw from the course until the case has been resolved.

Please note that [The Code of Behavior on Academic Matters](#) states that instructors can be reprimanded and/or sanctioned for not reporting an offence.

[Robert Gillespie Academic Skills Centre \(RGASC\) and the Centre for Teaching Support and Innovation \(CTSI\)](#)

These are wonderful resources for both instructors and students. You should encourage all of your students to avail themselves of the help at RGASC, particularly those having trouble with reading or writing. Both individual appointments and workshops are available. Some Historical Studies instructors have had RGASC design course-specific workshops for their students, for example. See: <http://www.utm.utoronto.ca/asc>.

RGASC and CTSI can also work with you to improve your lecturing style, syllabi, and assignments, prepare a teaching portfolio, incorporate technology into your courses and help you meet with other dedicated instructors. In the past, members of our Department have arranged with the RGASC to have their teaching videotaped and evaluated, and have then followed up with an individual consultation. See: <http://www.utm.utoronto.ca/asc/services-faculty> You can also visit <http://teaching.utoronto.ca/teaching-support/> for information on teaching-related seminars.

[Audiovisual Equipment](#)

Audiovisual equipment for your classes must be arranged well in advance. All classrooms are equipped with the standard equipment, i.e. data projector, podium computer, overhead projector, etc. Requests for additional equipment (e.g., DVD/VCR player) can be submitted to the department secretary, at shabina.moheebulla@utoronto.ca

Blackboard

Blackboard is a web-based course-management software that allows instructors to view their class enrollment information, communicate with students, post and revise grades, and provide course materials such as syllabi, assignments, tests and reading materials. Course instructors are responsible for ensuring that their courses are properly set up in Blackboard (portal.utoronto.ca) as soon as possible prior to the beginning of classes.

Access to Blackboard is linked to the instructor's UTORid. See the section below on "UTORid/Email Account/Library Privileges" to find out how to obtain your UTORid.

Instructional Technology support line: 905-601-8859

Email: utml.instructech@utoronto.ca

- Blackboard Help Webpages: <http://library.utm.utoronto.ca/faculty/blackboard>
- Teaching with Technology Webpages: <http://library.utm.utoronto.ca/faculty/teachwithtech>
- Instructional Technology Video Tutorials: <https://www.youtube.com/user/UTMLEdTech>
- University of Toronto Blackboard Self-help link:
<http://www.portalinfo.utoronto.ca/Page1138.aspx>

Course Information

To find out where and when your course meets, check the UTM course timetable website: (<http://registrar.utm.utoronto.ca/student/timetable>) - click on the relevant discipline and session (e.g. Fall/Winter 2017-18). You should check this site again shortly before the class first meets to make sure there has not been a last-minute room change.

*To order books and design your course, you need to know the expected student enrollment. This information is also available on the timetable website.

Course Work

As you draw up your course descriptions, it will be useful for you to have a summary of the rules and regulations regarding how students are to be evaluated. Much of this information is posted on the web at <http://www.utm.utoronto.ca/dean/academic-handbook>

The website also offers information about appropriate office hours, dealing with student appeals, final marks reporting and other important information. Here is a quick summary of some of the rules about evaluation of student work.

- Final exams, when given, must constitute between 1/3 and 2/3 of the final grade. In the Department of Historical Studies, final exams are mandatory in courses at the 100 and 200 levels. Final exams are optional at the 300 and 400 levels, but when given, must also be weighted between 1/3 and 2/3 of the final grade.
- You must return at least one piece of graded work to students before the last day to withdraw from the course without academic penalty. In H courses, this work must be worth at least 15% of the final grade, and in Y courses, it must be worth at least 25% of the final grade. Note that UTM guidelines differ from St. George guidelines on this point.
- No test worth more than 25% may be given in the last two weeks of the term.

- “Take-home examinations” or so-called “final examinations” held while classes are still meeting are not considered genuine final examinations, but only term tests.
- No extra help sessions are permitted to be held during the final exam period, as it may disadvantage students who are unable to attend due to a scheduling conflict with another of their exams.
- Term work must be assigned due dates. The last assignment must be due on or before the last day of class. You and the Department have the discretionary authority to accept term work submitted after the last day of classes up until the end of the examination period. However, you should only permit this if you are satisfied that the lateness is caused by circumstances beyond the student’s control.

The above noted website for the UTM Academic Handbook also provides information on what must be included in your syllabus, such as an explanation of late penalties for assignments (for example, you may decide to deduct 5% per day late).

Copyright Issues

The University of Toronto Library System has resources available to answer copyright questions:

<https://onesearch.library.utoronto.ca/copyright/home>

Please send your syllabus to reserves.utm@utoronto.ca for their review. To avoid any delay in the submission and approval of your syllabus we strongly encourage you to submit your syllabus as early as possible.

Department Drop Box

Digital submission of assignments via Blackboard or UTM Submit is strongly encouraged. For those instructors who permit paper submissions, there is a Department drop box for each of the academic disciplines located outside the main office, Erindale Hall, suite 209. Students can access the drop boxes when the building is open, between 8:00 am - 8:00 pm. If your students use the drop boxes, please ensure you check the box when the assignment is due. The keys to the drop boxes are located in suite 209, in small containers on the Shred-it box, beside the department secretary. Once you use the key to collect your students’ assignments, it is very important that you lock the drop box and return the key immediately, as this key is shared by other faculty in the building. Please notify your students that they should be delivering their assignments to the appropriate discipline drop box, and that they must send an email to advise you that they have submitted the assignment to the drop box. Assignments may not be submitted to the Department Office or any of the Department staff.

Duplicating

All Historical Studies Courses are urged to be part of the University of Toronto’s Green Course Recognition Program. Please go to

<http://www.fs.utoronto.ca/SustainabilityOffice/Programs/GreenCourses> and follow the instructions. It shouldn’t take more than a few minutes of your time. Print jobs for classroom use can be done in the Department or can be sent for duplicating to the UTM Copy Centre, located in Room 1132, W.G. Davis Building, phone (905) 828-5248. Assignments can also be sent to the Copy Centre by email (copy.utm@utoronto.ca). Please contact Sharon to obtain the order form to be submitted with the request. Be aware that the Copy Centre is very busy in the days before the beginning of a new semester,

so you should submit your requests early. An early request will even allow them to complete your copy job and deliver it directly to your Department mailbox.

Freedom of Information and Protection of Privacy Act (FIPPA)

The University of Toronto is governed by FIPPA regulations on Information and Privacy. We advise you to review the regulations to ensure you are familiar with them. See:

<http://www.utm.utoronto.ca/governance/fippa-freedom-information-and-protection-privacy-act-information>

Ordering Texts and Course Packets

You may choose to order books or course packets or a combination of both. If you have one or more TAs, don't forget to order desk copies for them as well as yourself, either of course packets (done when you place the order) or of texts (for which you would contact the publisher directly, indicating what course you are teaching at UTM, and its enrollment). If you decide to order course packets, UTP Print, a division of University of Toronto Press (UTP) and Canadian Scholars' Press Inc. (CSPI) would be pleased to help. Creating a coursepack can be done using the online coursepack tool (<http://www.coursepack.ca>) or allowing CSPI do it for you. Please contact them at 416-929-2774 x25 or email info@coursepack.ca.

If you choose to order books, the UTM Bookstore can be reached for text orders through the Course Materials Coordinator. Phone: (905) 828-5272, ext. 1444: through their [online submission form](#). Deadlines for book orders tend to be approximately three months before the start of the class.

Placing Books on Reserve

This is handy for situations when course texts are not available by the start of term, and is important for students who cannot afford to purchase all their course books or have lost their books. You should contact the UTM library at the same time that you order the books, since they also need a three-month window (they can sometimes make do with less if the book is already in the library system).

See the following link for information about loan period choices and how to place materials on reserve. You may also contact the library at (905) 828-5239 for assistance or visit <https://onesearch.library.utoronto.ca/faculty-course-reserves> for more information.

Syllabi and Marking Schemes

All instructors are required to submit their syllabi on-line through the Course Information Submission System at <https://registrar.utm.utoronto.ca/adminPro/CourseInfo>.

Your Program Director will inform you of the deadline for online submission of your syllabi and marking scheme forms. It is good practice to submit your syllabus for review to the Centre for Teaching Support and Innovation, even before you submit it to the Department. Your syllabus cannot be posted on Blackboard until it has received approval from the Department.

Teaching Advice and Academic Technologies

The Centre for Teaching Support and Innovation (CTSI, <http://www.teaching.utoronto.ca>) has many helpful resources for teaching, and arrange seminars, workshops and private consultations on various pedagogical subjects. Participation in these and other professional development sessions is strongly

encouraged, and should be recorded in the annual report of continuing faculty, or in the advancement portfolio of sessional instructors.

Teaching Assistants

Courses with enrollments of over 45, and certain high intensity advanced classes, may be eligible for TA support. If you receive TA support, you will be expected to complete a TA Duties and Allocation of Hours form (DDAH) and a TA evaluation. These forms clearly lay out the duties and responsibilities of your teaching assistant(s). As mentioned above, you will need to arrange for copies of your textbooks and course materials to be given to your TAs. Consult Sharon Marjadsingh, Academic Counsellor, if you have any questions about TAs.

UTM Academic Calendar

<http://www.utm.utoronto.ca/regcal>

Click on “sessional dates” to find out when classes start and end, the drop date for F, S, and Y courses, and when exams are held. The sessional dates web page can be found at

<https://student.utm.utoronto.ca/calendar/sessional.pl>

The drop date will be important in your course design, since you must return one graded piece of work worth a specific percentage before the drop deadline. Note that sometimes UTM’s sessional dates differ from those of the Faculty of Arts and Sciences downtown on the St. George campus.

Practical Considerations

Here is some practical information that may be useful to you. Anyone in our office can help if you have further questions about these or other issues.

Department Space

The Department of Historical Studies is located in Erindale Hall, suite 209 at the University of Toronto Mississauga (UTM) campus. There are offices available for use by sessional instructors, please notify the Department Secretary (Shabina) if you would like to schedule office hours. She is also available to assist with the general booking of equipment and rooms on campus.

Office Allocations

You will be informed prior to the commencement of classes of your office location and telephone number, if applicable. You should pick up your key before the first day of class from Facilities Resources, Erindale Hall suite 203. Please note that Facilities Resources are closed between 12:00-2:00. Your office key will also open the photocopier and mailroom which is Erindale Hall, suite 210. The Department Secretary will arrange a mail slot in your name in the Department mailroom. You may contact her with any questions regarding your office, key, photocopy codes or general access to Department resources.

Parking/Getting to UTM

For information about how to get to campus or where to park at UTM, see:

<http://www.utm.utoronto.ca/about-us/contact-us/maps-directions>.

Employees are charged a yearly fee for parking on campus, which varies by parking lot. Note that all UTM parking permits are valid in all UTM parking lots after 5pm (Monday to Friday), and all day on

Saturdays and Sundays (except in resident lots 6, 7, 10 and all short-term parking facilities). Parking officers are known to be swift with ticketing, so beware and do not park in the carpool lanes unless you have the appropriate permit.

Shuttle Bus, UTM

The shuttle bus service regularly goes between the Mississauga and St. George campuses. Schedules are available at <http://www.utm.utoronto.ca/shuttle>. A one-way fare is \$6 and passes may be purchased for the term, pro-rated based on the month purchased.

UTORid/E-mail account/Library Privileges

At your Human Resources session, your HR representative will be able to issue you a UTORid letter so you may obtain your "utoronto.ca" email address, your access to AMS and the Blackboard systems, and to receive your U of T Library Card.

Once you have received your email address, please inform Sharon, the Academic Counsellor, so that you may obtain access to your courses on Blackboard. Please also inform Shabina, the Department Secretary, so that she can make note of your information on the department website, listservs and schedules.

Human Resources Department

If you are a new employee to the University, in order for your salary to be processed, you need to provide the Human Resources Department with certain information including a void cheque (to show your banking information), a copy of your Social Insurance Number (SIN) card or work permit, and a valid ID, such as a birth certificate or passport.

Contact Maureen Shanahan in the Human Resources Department, 905-828-3935 or via email at maureen.shanahan@utoronto.ca to set up an appointment with the appropriate Human Resources representative to ensure your payroll information is correctly set-up and to discuss your benefits and entitlements as a University of Toronto Employee.

Representation

The University of Toronto Faculty Association is the official representative of continuing faculty and librarians on University Matters, which include salary, pension and benefit negotiations and workplace grievances. UTFA's purpose is to promote the welfare of and advance the interests of the current and retired faculty, librarians and research associates at the U of T. Please see <http://www.utfa.org/> for more information. Sessional Instructors, Course Instructors and Teaching Assistants are represented by the Canadian Union of Public Employees (CUPE) Local 3902. Please see <http://cupe3902.org/> for further information.

General Faculty and Campus Resources

The UTM web site, <http://www.utm.utoronto.ca>, has information on other campus resources, including the Facilities Office, the Athletic Centre, the Faculty Club, Conference Services, Diversity Relations, the Office of Advancement, the Accessibility Resource Centre, the Instructional Media Centre, the Academic Stores, etc.

Faculty Research

The Department of Historical Studies aspires to be a world leader in research in our field, and we are keen to support and encourage our members in their research endeavors. The UTM Research Office is available to lend assistance to faculty to achieve their research aspirations, more tangibly by informing of research opportunities and lending assistance on the writing of proposals, and coordinating the submission of documents for funding, centrally and externally. For more information on the UTM Research Office, please visit: <http://www.utm.utoronto.ca/vp-research> or contact Carla DeMarco, Communications and Grant Manager at 905-828-5343 or car.demarco@utoronto.ca.

Typically, new faculty members apply for the Connaught Award/s, SSHRC awards, and internal U of T competitions, such as the Jackman Humanities Institute awards (see below). Information on competitions and deadlines is circulated within the Department via the weekly newsletter or special emails. Faculty members should pay attention to the call for applications and deadlines located in the newsletter.

Connaught New Researcher Award

Approximately \$1M annual allocation for a majority of awards at the \$10,000 level and a limited number of awards at the \$50,000 level to help new tenure-stream faculty members establish competitive research programs. No matching required. Deadline: early December. For more information visit <http://www.research.utoronto.ca/research-funding-opportunities/connaught-new-researcher-award>

Connaught Summer Institute

Approximately \$150,000 allocated annually for one award to bring together international graduate students, postdoctoral fellows, and other scholars in order to foster rich interdivisional collaboration and creative new methods for research and innovation. Deadline: early October.

For information on other Connaught programs, go to:

<http://www.research.utoronto.ca/research-funding-opportunities/connaught-summer-institute>

SSHRC Research Grants and Institutional Grants

The annual Research Grant competitions held by the Social Sciences & Humanities Research Council provide successful applicants with up to \$500,000 for a five-year project. Deadline: mid-October. For further information, go to <http://www.sshrc.ca/funding-financement/index-eng.aspx>. Faculty members who have applied for a SSHRC award may also apply to the U of T Internal SSHRC-SIG competition for conference funding and research support. The SIG awards are awarded annually and are usually under \$2500. The Department Chair will send out an announcement about the SIG awards each year in early spring.

Jackman Humanities Institute Fellowships

Fellowships at the Jackman Humanities Institute provide either six months of release time from teaching and administrative duties, and a \$5000 research grant or stipend, or a \$35,000 research grant without release time. The JHI also has a number of other funding opportunities. See the following link for more information: <http://www.humanities.utoronto.ca/fellowships>.

PERA / UTFA

Once continuing faculty members join the U of T, they are issued a research account and receive a PERA (Professional Expense Reimbursement Allowance) fund (also referred to as the 'UTFA allowance' as the issuing body is the University of Toronto Faculty Association). The amount may vary each year, but is typically around \$1250 for full-time faculty, \$1000 for faculty appointed over 50%, and \$625 for faculty appointed 25-49%. This allowance is made available in faculty research accounts before the September session (usually by July).

The allowance may be used for the reimbursement of expenses relating to teaching, research and professional development, such as professional association membership fees, journal subscriptions, books, materials, equipment and services related to research, research related travel including transportation, food and accommodation subject to the university policy for attendance at scholarly conferences, seminars, workshops, field trips and research, computer hardware and software supplies used in the performance of academic duties, expenses incurred in preparation and completion of scholarly manuscripts, page or reprint charges, office supplies relating to the performance of teaching and research duties, fees incurred for professional development, etc. Please note that as of January 2012, per-diem cannot be claimed for reimbursement from any fund supported with Ontario provincial grants; this includes the PERA/UTFA allowance.

For a full list of allowable expenses for reimbursement, please see:

<http://www.hrandequity.utoronto.ca/about-hr-equity/policies-guidelines-agreements/pera.htm>

Welcome aboard, and please feel free to ask any of us if you have questions!