

# FAUST FACULTY HANDBOOK 2023-24



## **Answers to some of the most frequently asked questions by new (and even established) faculty...**

### **The Faculty Association of the University of St. Thomas**

St. Thomas University  
Edmund Casey Hall, Room 215  
51 Dineen Drive  
Fredericton N.B.  
E3B 5G3

Phone: 506 452-9667

Email: [faust@stu.ca](mailto:faust@stu.ca)

Website: <http://www.faustnb.ca/>

## **Your Executive Committee:**

**Jean Sauvageau** (Criminology & Criminal Justice): FAUST President

**Katherine Thorsteinson** (English Language & Literature): VP

**Mike Fleming** (Sociology & Criminal Justice): Past President

**Renee Bourgoin** (School of Education): Treasurer

**Amanda DiPaolo** (Human Rights): Member-at-Large

**Shannonbrooke Murphy** (Human Rights): Member-at-Large

**Robert LeBlanc** (Political Science & Native Studies (Elsipogtog): Member-at-Large

## **WHERE CAN I FIND STU'S EMERGENCY PROCEDURES?**

- See the [Facilities Emergency Procedures](#) Booklet

## **WHO ARE THE ONSITE FIRST AID AND CPR PROVIDERS AT STU?**

- Jenilyn Bruette (MMH 409) 452-0630
- Philip Cliff (ECH 116) 460-0396
- Dave Dunbar (ECH G7) 452-0407
- Ann Smith (MMH 410) 453-7211
- Erica Cairns (BMH 314) 452-0644
- Pauline McIntyre (BMH 311) 452-0540
- Bruce Finley (ECH – 18) 452-0606

## **WHERE CAN I FIND A FIRST AID KIT?**

- Admissions Building (ADM): ADM 218 - Admissions Office
- Brian Mulroney Hall (BMH): BMH 309 (Photocopier Room)
- Edmund Casey Hall (ECH): ECH 302- Departmental Assistants Office, & ECH 18 - Facilities Management Office
- George Martin Hall (GMH): GMH 101 – Registrar's Office, GMH 103 – Financial Services Office, & GMH 303 - Residence Life Office
- Holy Cross House (HCH): HCH 206 - Departmental Assistant Office
- James Dunn Hall (JDH): JDH 207 - Computer Lab (Front Desk), & JDH 1st Floor - Student Help Desk
- J.B. O'Keefe Fitness Centre (OKE): Front Desk
- Margaret McCain Hall (MMH): MMH 413 - Photocopier Room

## **WHERE CAN I FIND AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED) UNIT?**

- Sir James Dunn Hall (JDH) Outside Help Desk
- George Martin Hall (GMH) Main Lobby
- Brian Mulroney Hall (BMH) Main Lobby on Right
- Holy Cross House (HCH) Front Entrance Outside Chapel
- Vanier Hall (VH) Main Lobby Outside RA Office
- Harrington Hall (HH) Main Entrance Foyer
- JB O'Keefe Center (JBO) Workout Area

## HOW DO FULL-TIME FACULTY MEMBERS FIND OUT ABOUT THE AVAILABILITY OF OFFICE SPACE?

- Contact the [Campus Planning Committee](#)

## HOW DO PART-TIME FACULTY MEMBERS ACQUIRE OFFICE SPACE

- There are **two (2) shared work spaces** (BMH 104 and ECH 20) which all Part-Time Employees are eligible to use. To acquire a key for BMH 104 or ECH 20, please contact **Ferne Stewart** in **Facilities Management** (office: ECH 18, phone number: 452-9676, email: [fstewart@stu.ca](mailto:fstewart@stu.ca)).
- There are also **five (5) private offices** designated to accommodate **three (3) Employees per office**. FAUST allocates spaces in the private offices, based on the number of courses being taught by each Part-Time member. Contact [faust@stu.ca](mailto:faust@stu.ca) for more information.

## HOW DO I GET BUILDING KEYS AND AUDIOVISUAL KEYS?

- Contact **Ferne Stewart**, the Office Coordinator of **Facilities Management**: office: ECH 18; phone: 452-0606; email: [fstewart@stu.ca](mailto:fstewart@stu.ca)

## HOW DO I CONNECT TO THE EDUROAM WIRELESS NETWORK AT STU/UNB?

- Information on connecting to [Eduroam](#).  
**Visitors from other Eduroam institution may login using their home credentials – others may request [guest access](#).**

## WHERE CAN I GET CLASSROOM/OFFICE SUPPLIES?

- Supplies are available in your department office.
- Questions about ordering specialized supplies, contact **Ferne Stewart**, the Office Coordinator of **Facilities Management**: office: ECH 18; phone: 452-0606; email: [fstewart@stu.ca](mailto:fstewart@stu.ca)

## WHO DO I CONTACT IF I LOCK MYSELF OUT OF MY OFFICE? OR IF MY CLASSROOM IS LOCKED?

Contact **Ferne Stewart**, the Office Coordinator of **Facilities Management**: office: ECH 18; phone: 452-0606; email: [fstewart@stu.ca](mailto:fstewart@stu.ca)

- **After hours:** contact **UNB/STU Campus Security**: phone: 453-4830, email: [security@unb.ca](mailto:security@unb.ca)

## WHO DO I CONTACT ABOUT GETTING SUPPLIES (such as printer cartridges or binders etc...)?

- Contact **Ferne Stewart**, the Office Coordinator of **Facilities Management**: office: ECH 18; phone: 452-0606; email: [fstewart@stu.ca](mailto:fstewart@stu.ca)

### HOW DO I GET MY PHOTOCOPIER ACCESS CODE?

- You usually obtain your photocopier access code from your **departmental assistant**.

### HOW DO I OBTAIN A FACULTY ID CARD?

- Contact [Human Resources](#) and they will prepare a letter for you. Take the letter to **Imaging Services (Marshall d'Avray Hall 106 - UNB)**. [UCard site](#)

### HOW DO I BOOK A ROOM FOR A MEETING OR SPECIAL EVENT?

- Email [roombookings@stu.ca](mailto:roombookings@stu.ca)

### HOW DO I ORDER A WORK REQUEST (for example to repair a desk, etc.)? •

- Email: [workrequest@stu.ca](mailto:workrequest@stu.ca)

### HOW DO I ORDER REFRESHMENTS FOR A MEETING OR SPECIAL FUNCTION?

- Contact [Catering and Conference Services](#). There is also an [online catering system](#).

### HOW DO I CANCEL A CLASS?

- If a class must be cancelled because of an **unexpected occurrence** such as the illness of the instructor, the instructor will notify the **Vice-President Academic's assistant** (phone: 452-0531 or email: [vpacademic@stu.ca](mailto:vpacademic@stu.ca)), who will attempt to notify the students by posting the class cancellation. The instructor will also notify the **department chair**. If an instructor may **reasonably foresee** his or her absence from a scheduled class, the prior approval of the **Vice-President Academic** is required. You must submit a **written request**, including the anticipated dates of your absence, reasons for cancelling class, and any alternative or makeup activities/ assignments which you have arranged. It is your responsibility to inform students of foreseen absences and any alternative assignments/activities.
- For more information, see [class cancellation policy](#).

### HOW DO I KNOW IF CLASSES HAVE BEEN CANCELLED DUE TO INCLEMENT WEATHER?

- The **STU President** makes the decision about whether to close the university.
- In the event of a crisis or campus closure affecting STU/UNB, **Campus Security** will notify you through a notification system called [STU Safe](#). You can also download the mobile [STU Safe app](#)
- **Local media** outlets are notified of a storm closure by 6:45 AM. Faculty should consult **local radio stations** for news of cancellations: 106.9 FM, 95.1 FM, 103.5 FM, 105 FM, 1260 AM.

- Call the **university switchboard** for cancellation updates: 452-0640.
- In cases where the **university remains open**, individual faculty members should use their **own discretion** in deciding whether to hold classes and/or report to work. If you decide to cancel classes, notify the **VP Academic's Office** (phone: 452-0531), as well as your **department chair** and **department assistant**.
- For more information [click here](#)

## HOW DO I USE MY OFFICE PHONE?

*We have started to move from Bell to VoIP/Teams. You will be contacted with more details and instructions before your number is moved.*

The new VoIP/Teams system does not support 3-digit dialing. If you are using the Bell system and dial the 3-digit number of someone who is on the new VoIP/Teams system, you will hear a fast busy signal. If this occurs hang up and dial "9" plus their 10-digit phone number. (e.g., 9 506 452 0484)

On the new System all calls are a 10-digit dial like a home/cell phone. Please contact [helpdesk@stu.ca](mailto:helpdesk@stu.ca) or 506 452 0635 if you need assistance.

- Information on how to use the [current phone system](#) (Bell).

**Internal** calls: last 3 digits of number

- **Local** calls: Dial 9 + number
- **Long distance** calls: Dial 9 + 1 + area code + number (direct)  
Dial 9 + 0 + area code + number (operator assisted)  
Dial 9 + 0 (Operator)

## HOW DO I ACCESS A STU TELEPHONE DIRECTORY?

- Download the [employee directory](#) • Download the [campus directory](#)

## HOW DO I OBTAIN COPIES OF THE FULL-TIME & PART-TIME COLLECTIVE AGREEMENTS?

- There are **paper copies** of the Collective Agreements outside of the FAUST office (ECH 215).
- You may also obtain **electronic copies**: [Full-Time](#) [Part-Time](#)

## HOW DO I ORDER TEXTBOOKS FOR MY CLASSES?

- To discuss any aspect of the textbook ordering process, contact **Kimberley Giberson** at the **UNB Bookstore**: phone: 458-7913 or email: [Kimberly.Giberson@unb.ca](mailto:Kimberly.Giberson@unb.ca)
- To order your class texts see: [Textbook requisitions](#)

## HOW DO I CHECK OUT BOOKS AND PUT MATERIALS ON RESERVE AT THE LIBRARY?

- Your STU photo ID card acts as your **library card**.
- For information on **faculty support** at the library (managing reserve readings, liaison librarians for departments, etc.).
- For a **library reserve form**

## HOW DO I CHECK MY COURSE LISTS AND SUBMIT MY GRADES?

- Sign into **STU Self-Serve** using your STU credentials.

## HOW DO I ACCESS THE STU ACADEMIC CALENDAR?

- You can view calendars for the academic years 2014-2024 **here**.

## HOW DO I ACCESS MY PAYROLL ADVICE SLIPS ELECTRONICALLY?

- Check the Employee section at **STU Self-Serve**.

## WHAT SHOULD I DO IF I THINK I AM BEING SUBJECTED TO HARASSMENT OR DISCRIMINATION (OR THERE MAY BE A VIOLATION OF THE COLLECTIVE AGREEMENT)?

- Consult your Collective Agreement **Full Time** **Part Time**
- Consult the **Harassment and Discrimination Policy**.
- If you think the action is a **grievable offense** (a violation of the collective agreement), contact a member of the **Grievance Committee**:

Marvin Claybourne ([marvinc@stu.ca](mailto:marvinc@stu.ca))

Moira McLaughlin ([mclaugh@stu.ca](mailto:mclaugh@stu.ca))

Tyler Bancroft ([bancroft@stu.ca](mailto:bancroft@stu.ca))

Michael Fleming ([mfl@stu.ca](mailto:mfl@stu.ca))

## HOW DO I FIND INFORMATION ABOUT BENEFITS AND PENSIONS FOR FULLTIME FACULTY AT STU?

[Benefits and Pension](#) links to policies, brochures and forms for the following benefits: Accidental Death and Dismemberment, Basic Life Insurance and Optional Life Insurance for faculty members or spouses, Health and Dental, Limited Term Disability, and the Health Spending Account. The website also contains information, statements and updates on STU's Pension Plan and Group RRSP and tools for retirement planning. If you have questions about any of the above, contact:

- Jenilyn Bruette, Human Resources Director, McCain Hall 409  
Email: [jbrulette@stu.ca](mailto:jbrulette@stu.ca) Phone: 506-452-0630
- Julie Arsenault, Human Resources Coordinator Margaret Norrie McCain Hall 411,  
Email: [jarsenault@stu.ca](mailto:jarsenault@stu.ca)  
Phone: 506-452-0612

## DO PART-TIME FACULTY HAVE ACCESS TO ANY BENEFITS?

- **Schedule B Employees** are eligible for the university's **group insurance plans**: for more specifics, see the [Part-Time Collective Agreement](#).
- **Schedule B Employees** and **Part-time Employees** who are receiving a **Level II or Level III stipend** become members of the **pension plan** subject to the regulations of the plan. Contact Jenilyn Bruette, Director of Human Resources, office: MMH 409, email: [jbrulette@stu.ca](mailto:jbrulette@stu.ca)
- **Health Spending Account**: all **Schedule A** and **Regular Appointment Employees** are eligible for a health allowance of **\$145** for **each 3-credit-hour course** taught. HR sends around a reminder informing you that monies have been deposited to your account. You *must* **register** your HSA through HR in order to be able to access the [Medavie/Blue Cross website](#) and check the balance of your HSA on the Blue Cross website. More details are available on the [HR website](#).
- You can review your **PT benefits and allowances** in the 2022-2025 [Part-Time Collective Agreement](#).

## DO I HAVE ACCESS TO TUITION WAIVERS AT STU?

- Yes. Employees and retired employees have access to **100% tuition waivers**; spouses and/or dependent children of **Full-Time Employees** or retired employees have access to **50% tuition waivers**. Spouses and/or dependent children of **Part-Time Employees** receive a **tuition reduction** in proportion to the employee's workload. See the [Tuition Waiver](#) page for more information.



## HOW DO I ACCOMMODATE ACCESSIBILITY ISSUES IN THE CLASSROOM?

- Contact [Accessibility Services](#) Phone: 453-7207 or 453-7216, email: [accessibility@stu.ca](mailto:accessibility@stu.ca).
- There is a [Student Accessibility Services Handbook](#).
- Check out the [Supporting Students with disabilities](#) education/resource page.

## HOW DO I OBTAIN TECHNICAL ASSISTANCE (for computers, audio-visual equipment etc...)?

- Requests for [Classroom support](#) (malfunctioning equipment, blown bulbs etc.)
- If the issue is **urgent** (interrupts class) call 506 4520635
- **Lab bookings:** please email [labbookings@stu.ca](mailto:labbookings@stu.ca)
- **Booking equipment and A/V support for major events and assistance in planning:** [avsupport@stu.ca](mailto:avsupport@stu.ca)

## HOW DO I FIND OUT ABOUT PROFESSIONAL DEVELOPMENT MONIES AND RESEARCH OPPORTUNITIES AT STU?

- For Full-Time members, consult the [Full-Time Collective Agreement](#) for information about the **Professional Development Allowance**.
- For Part-Time faculty, if you are a **Schedule B** Appointment, you have access to a **Professional Development allowance:** see the [Part-Time Collective Agreement](#).
- All Part-Time **Schedule A** or **Regular Appointment** Employees are eligible for a **Teaching Enhancement Allowance** of \$50 per 3-credit hour course. See the [Part-Time Collective Agreement](#).
- All Part-Time & Full-Time faculty may obtain information on **internal and external funding** and **other research opportunities** at the **STU Research Office:** office: BMH 312, phone: 452-0647, email: [research@stu.ca](mailto:research@stu.ca), or consult their [webpage](#)

## WHO DO I CONTACT ABOUT PEDAGOGICAL ISSUES?

- [Learning and Teaching Development](#) provides access to resources and grants to help faculty with pedagogical issues.
- [Dr. Andrew Klein](#), LTD Officer, Chair (2025)

## HOW DO I ACCESS MOODLE, STU'S E-LEARNING PLATFORM?

- Log in to [Moodle](#) . IT usually creates a page for each course. If you run into problems, contact the [helpdesk](#)

## WHO DO I TURN TO FOR ADVICE ON PROMOTION, TENURE AND SABBATICAL ISSUES?

Full-Time faculty should consult:

- [The Full-Time Collective Agreement](#)
- **The Committee on Appointments, Promotion and Tenure (CAPT)**
- **The Research Office:** Check the [webpage](#) visit BMH 312, phone: 452-0647, email: [research@stu.ca](mailto:research@stu.ca).

## WHERE DO PART-TIME FACULTY MEMBERS OBTAIN INFORMATION ON ACADEMIC POSTINGS?

- Please check seniority appointments & other [unstaffed courses](#) or [employment opportunities](#)
- If you have any questions, contact the **Vice President Academic**, office: MMH 400, phone: 452-0531, email: [vpacademic@stu.ca](mailto:vpacademic@stu.ca)

## WHERE CAN I GET A PARKING PASS?

- Parking Passes are available at Financial Services GMH 103. Payment methods: Cash, Cheque, Debit, Credit or Payroll Deduction. Contact **Candace Wilcox** to request registration/payment forms: 506-452-0534. The 2023-24 rates:  
**F/T 8 Month:** \$216.00 **4 Month:** \$151.00 **P/T 8 Month:** \$151.00 **4 Month:** \$101.00

## WHERE CAN I GET A MEAL PLAN?

Dining Services has created [meal plan](#) for STU faculty & staff. The plan includes 20 “All-youcare-to-eat” meals for \$230 (taxes included) and can be used for any meal of the day. Meal credits will be loaded on your faculty/staff ID card which you will then scan at the entrance of the GMH Dining Hall. The meal plan must be purchased in order to access this special pricing.

Plans can be purchased at the GMH Dining Hall, online with a credit card at [Faculty & Staff Meal Plans](#)

**Or**

Through payroll deduction by contacting [Leah Mabie](#). Please provide the barcode numbers found just below the barcode on your faculty/staff ID. If you do not have a faculty/staff ID a temporary meal card can be provided. Payroll deductions can be deducted over pay periods until April 26. Please indicate how many deductions you prefer when emailing Leah.

Check out the [menu](#)