



for new and returning faculty

# NSCAD FACULTY HANDBOOK



**N·S·C·A·D**  
UNIVERSITY

Summer 2024

# Introduction

## Land Acknowledgement

NSCAD University is located in Kijipuktuk, the district of Sipekne'katik, Mi'kma'ki, which since time immemorial, has been the unceded traditional territory and ancestral homelands of the Mi'kmaq Nation. We pay respect to the historic and contemporary Mi'kmaw artists who have, over millennia, created unique artforms and designs, and through generations, passed down ways of being, knowing, and doing that are valued and respected. NSCAD University is committed to forging a relationship based on reciprocity as we move forward together in a good way, based on the foundational aspirations in our collective treaties, dating back to 1725. In Nova Scotia, we recognize we are all Treaty People.

## Message from the Office of Academic Affairs and Research

At NSCAD we offer a rigorous interdisciplinary academic experience. We know that great things happen when our students discover their passion and themselves, when they imagine a purpose and contribution to the world of visual art and design, when they emerge as critical thinkers and makers, with curious minds and an unbridled potential for creativity.

To all NSCAD Faculty, embrace the opportunity to encourage our students to grow and learn and challenge. Be prepared to inspire and guide, to model academic integrity and originality.

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## Abbreviations/Glossary

FUNSCAD: Faculty Union NSCAD Unit 1  
 MPHEC: Maritime Provinces Higher Education Commission  
 OAAR: Office of Academic Affairs and Research  
 OSE: Office of Student Experience  
 O&B: Office of Opportunity and Belonging  
 PLS: Public Lecture Series  
 VA: Visiting Artist  
 FTE: Full time faculty  
 RPT: Regular Part Time Faculty  
 ICA: Individual Course Appointment

# WELCOME TO NSCAD

## About NSCAD

### Campuses

NSCAD has three campuses each within walking distance of one another. Take a virtual tour to view floor plans and the different facilities: <https://cdn.emberactive.com/smarterspaces/nscad3dtour/home/>

### *Fountain Campus*

5163 Duke Street

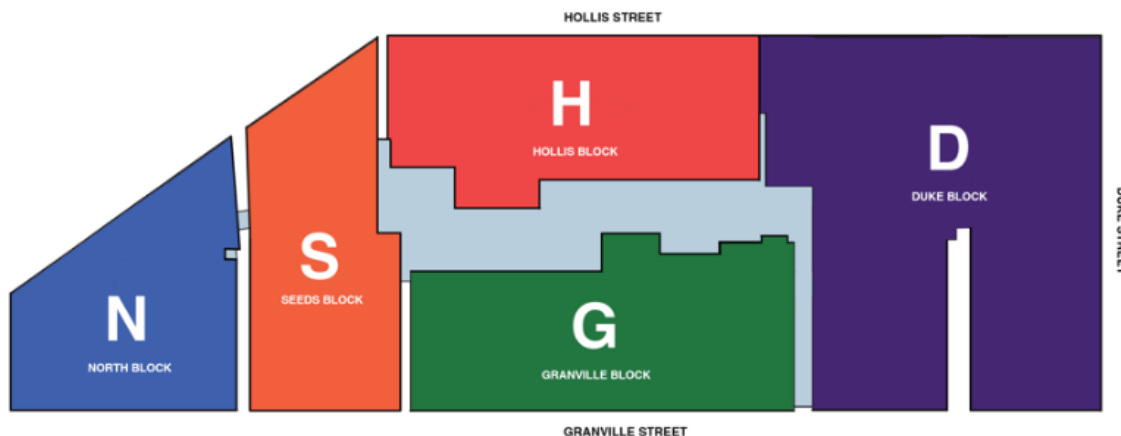
[Fountain Campus Map](#)

[Fountain Campus Virtual Tour](#)

Our Fountain Campus is housed in the Historic Properties district, adjacent to the scenic boardwalks of Halifax Harbour. The Victorian terrace-style campus – the only one of its kind in North America – is an interconnected row of 19 former merchant shops and warehouses bounded by Hollis and Duke Streets and the cobblestone Granville pedestrian terrace. Inside you will find plenty of mysterious nooks and stairwells, open interiors and modern studio spaces, as well as the Anna Leonowens Gallery, The Institute, and the NSCAD Library. Beginning September 2024, the Treaty Space Gallery is also here. Each section of Fountain Campus is named: Duke (D), Granville (G), Hollis (H), Seeds (S), North Block (N). You can tell which area your room is by the letter at the front of the room number.

### *Programs and Services at Fountain Campus*

Painting, drawing, printmaking, jewellery, textiles, fashion, photography, design, letterpress, Office of Student Experience, NSCAD Library & Visual Resources Collection, Anna Leonowens Gallery & NSCAD Permanent Collection, Office of Academic Affairs and Research, Office of the President, Advancement Office and Finance Office, Service Centre, NSCAD School Store.



Picture: Fountain Campus, 5163 Duke Street



### *Port Campus*

1107 Marginal Road

[Port Campus Map](#)

[Port Campus Virtual Tour](#)

Nestled on Halifax's waterfront and boasting uninterrupted views of the harbour from its glass curtain seawall, the Port Campus is a renovated historic warehouse repurposed specifically for art education and production. In addition to the many first-year classes and studios that are held at the Port, the three-story steel and concrete structure houses the school's more industrial art, design and craft practices, with wood and metal fabrication shops, sculpture studio, plastics lab and foundry. The Treaty Space Gallery relocates to Fountain Campus in September 2024.

### *Programs and services at the Port Campus*

Sculpture, metal shop, ceramics, woodshop, foundry, School of Extended Studies, Fabrication Lab which includes 3D printing, CNC machine, laser cutter and more.

### *Parking at the Port Campus*

The Halifax Seaport has ample parking. There is a pay and display lot in front of Pier 20 (The Seaport Market), and another in front of Pier 22 and 23. Additionally, there is metered parking along Marginal Road.

### *Academy Campus*

1649 Brunswick Street

[Academy Campus Map](#)

[Academy Campus Virtual Tour](#)

The Academy Campus is located in a Gothic Revival brick building at the base of historic Citadel Hill, originally built in 1878 as a high school. But don't let the building's historic exterior fool you, the space is home to the Media Arts division, including NSCAD's film program. Within the building, you will find edit suites, studio space, sound rooms, a screening room, animation facilities, faculty offices and the Centre for Intermedia and Decolonial Expressions.

### *Programs and services at the Academy Campus*

Film, sound editing, media arts, CiMADE Lab.

### *Divisions*

NSCAD has 8 divisions with 10 teaching areas in Craft, Fine Arts, Media Arts and Design divisions. Each division has a Chair or Program Director. For further information about the departments and their course offerings, please visit the [NSCAD Course Catalogue and Timetable](#). To contact your Division Chair, please consult your contract.

- Craft: Ceramics, Jewellery/Metalsmithing & Textiles/Fashion
- Fine Arts: Drawing, Painting, Printmaking & Sculpture
- Media Arts: Expanded Media, Film & Photography
- Art History and Contemporary Culture

- Foundation Program
- Design
- Masters of Design (MDES)
- Masters of Fine Arts (MFA)
- Masters of Art, Art Education (MAED)

### Annual Report

To learn more about NSCAD's most recent activities please consult the most recent [Annual Report](#).

### Catalogue and Academic Dates

#### *Academic Calendar*

The [Academic Calendar](#) is the contract document under which students enter their degree program. It includes the degree requirements and policies that guide activity. It also includes a schedule of events that occur in an academic year. These events include orientation, reading break or reading week, important course add and drop dates, holidays, final grade submission day, and the last day of the semester. This Academic Calendar covers details and information about administrative and academic procedures, as well as policies that apply to student life.

#### *Course Catalogue*

The Course Catalogue is an organized document that allows students to find the descriptive, detailed individual courses that make up the programmes offered by NSCAD University. It also includes the completion requirements for each program. The catalogue of all active courses (in real time) at NSCAD can currently be accessed on Self-Service.

## GETTING STARTED

### COVID-19

Since February 10, 2020, NSCAD's Crisis Management Committee has planned for, and responded to, the pandemic as it evolves, following direction from Nova Scotia Health Authority, the province's Chief Medical Officer of Health and Nova Scotia Advanced Education. To receive the most up-to-date information regarding NSCAD's response to the ongoing pandemic please visit the [COVID-19 Information site](#).

### Access to Campus

NSCAD has a card access system, guaranteeing greater security at the three campuses. NSCAD Faculty, staff and students should carry their key card and identification when they are on campus. You can pick up your access card and any other keys that may be assigned to you at the Service Centre, located in Granville Mall at the Fountain Campus next to the School Store. For more information on Access on evenings, weekends and student access jump to [Facilities and Classroom Supports](#)

### Phone, Email and Online Access

To reach an external phone number from a NSCAD telephone at the Fountain Campus, press 9 first. Most studio areas are equipped with a phone. Locate the nearest one in your teaching area in case of emergencies.

#### Email

Generally, the email address is first initial+last name@nscad.ca (i.e. jsmith@nscad.ca) for NSCAD staff and Faculty or first name+lastname@nscad.ca (i.e. johnsmith@nscad.ca) for students.

For employees new to NSCAD: Contact the [Director of Human Resources](#) if you have not received an NSCAD email and password within 2 weeks of receiving your teaching contract.

All NSCAD students are issued a NSCAD student email (Outlook) account by the OSE. Students are expected to regularly check their NSCAD email and use it for all NSCAD related communications. Your class's emails are available on Self-Service and in Brightspace.

To access your student emails in Self-Service:

- Log in and choose the "Faculty Menu"
- Choose the course you are teaching
- Choose "Roster"
- In the next window you will see the student's name, student ID#, and email address.
- You can send individual or group emails from this page.

Please be aware that privacy laws prohibit the release of students' addresses, phone numbers, and other information to other parties (including students' immediate family members and classmates). It is highly recommended that you establish a contact list for students in your classes during the first class meeting. This list should never be distributed to others. Email correspondence to your class group must be done using blind copies (bcc).

If you are not able to log onto Self-Service or your work email, please contact Computer Services ([computer@nscad.ca](mailto:computer@nscad.ca)).

### Directory

**Microsoft Outlook users** can access the university's staff and Faculty email list by selecting "Global Address List" in the Address Book. For those who are not using the Outlook system, please note that all NSCAD email addresses follow the same format: first initial, last name, @nscad.ca. For people with hyphenated last names, the address is comprised of the first initial and the last name after the hyphen (Jane Smith-Doe would be jdoe@nscad.ca). Please refer to the Computer Services page on the NSCAD website for general information about IT resources and desktop help at the university.

<https://navigator.nscad.ca/wordpress/home/services/computer-services/>

### Online Access

Most of our online resources will be accessed using your main NSCAD credentials. To access email, Office 365 or to log on to the eduroam wireless network, you will use your full email address and password. For Brightspace, Self-Service, the Form Portal and connecting to the printers, you will only need your username (i.e. everything before the @nscad.ca in your email address) and password. It is vital that you choose a strong password (more than 8 characters, including numbers and special characters), that this password is unique to NSCAD (the password or a variation is not reused on other websites) and that you do not share these credentials with anyone.

The NSCAD Navigator website (<https://navigator.nscad.ca/>) provides links to many of the online sites and services that you will need to access. Navigator also houses some general documentation and technical information. Some of the most used pages are:

- Computer Services Help Topics:  
<https://navigator.nscad.ca/wordpress/home/services/computer-services/help-topics/>
- Troubleshooting Login Issues:  
<https://navigator.nscad.ca/wordpress/home/services/computer-services/troubleshooting-login-issues/>
- Password Manager Instructions:  
<https://navigator.nscad.ca/wordpress/home/services/computer-services/password-manager/>

## Human Resources Documents

### Employment Terms

Your teaching contract is sent to your NSCAD email, or personal email if this is your first course appointment. Please contact the [OAAR's Academic Affairs Officer](#) if you have any questions regarding your contract. You are required to provide the OAAR with an up-to-date Curriculum Vitae with your current address and other contact information. The Collective Agreement between FUNSCAD Unit 1 and the Board of Governors of the University articulates the rights, responsibilities, terms and conditions of employment for Faculty and Regular Part-Time instructors; Individual Course Appointees are not members of the bargaining unit. The Collective Agreement can be viewed online, via the NSCAD University [navigator website](#).

### Payroll (New Faculty)

All employees of NSCAD are paid by direct deposit on a semi-monthly basis: the 15th and 30th each month. If a payday falls on a weekend or a holiday, employees will be paid on the business day immediately preceding the weekend or holiday. The pay periods cover the 1st to the 15th and the 16th to the end of each month.

You will need to provide a voided cheque (Canadian) along with a TD1 Personal Tax Credits Return and TD1NS Nova Scotia Personal Tax Credits Return tax forms to the Payroll Office. These tax forms can be found on the Canada Revenue Agency website or requested from the NSCAD Payroll Office.

A Social Insurance Number (SIN) is required by all employees in order to be paid for work in Canada. You can apply for a SIN on the Service Canada website

<https://www.canada.ca/en/employment-social-development/services/sin/apply.html>

The above information must be provided to the Payroll office at least one (1) week prior to the first day of the term during which you will be teaching in order to ensure there is no delay in your being paid.

If you are a returning employee and you have changes to your personal information, including banking, please provide these changes to the Payroll Office.

Additional information regarding payroll should be directed to [payroll@nscad.ca](mailto:payroll@nscad.ca).

For NAFTA (AMERICAN CITIZENS) banking information, please contact the Director of Human Resources.

### Earnings Statement

You can view and print your Earnings Statement (previously referred to as a pay advice) by logging into [Self-Service](#) from NSCAD's home navigator page.

- Log in with your NSCAD username and password
- Choose "Employees"
- Choose "Earnings Statement"

From here you also have the option of clicking on Stipends to view your contract payment details and year-end tax forms such as I 4S and T4As.

If you have any questions or concerns regarding your pay, contact [payroll@nscad.ca](mailto:payroll@nscad.ca) in the Payroll Office, located on the 4th Floor Business Office at the Fountain Campus.

### Vacation Requests or Sick Days

Vacation is based on your employee designation. Please consult the Collective Agreement to see what applies to you as a Full time Faculty, Regular Part-Time Faculty or ICA.

If you are ill and cannot teach, all faculty are required to contact the [Dean's office](#) and notify their class by email. It is up to you to make alternative arrangements or make up assignments to cover the lost material. Having an up to date and well equipped Brightspace page with readings,

assignments and videos is an essential aid should you suddenly become sick or unable to attend class.

If you will miss more than one class, RPTs and ICAs should reach out to their Department Chair and the Dean to arrange for a paid substitution. Note: you will not be deducted pay for having a substitution for up to three classes.

### Important dates

Faculty should refer to the [Academic Calendar](#) for important dates and sequence of requirements for activities related to teaching and learning.

Important Dates Page: <https://nscad.ca/current-students/student-resources/important-dates/>

### NSCAD Directory

A [list of administrative offices and support services](#) can be found on the NSCAD website. The NSCAD website also has a [Directory of Faculty and Academic Supports](#). New faculty should email Communications ([communications@nscad.ca](mailto:communications@nscad.ca)) their position title and a picture of themselves to be added to the directory.

# Technological Supports

## Computer Services

The Computer Services department at NSCAD consists of four people:

- Owen Gottschalk (Director, located at Fountain Campus)
- Jasmine Kaur (Desktop Support, located at Fountain Campus)
- Amin Meshkat (System Administrator, located at Fountain Campus)
- Jonas Ye (System Administrator, located at Port Campus)

The department is responsible for supporting NSCAD's IT infrastructure and administrative computing needs. If you have questions or need support, please email [computer@nscad.ca](mailto:computer@nscad.ca). We ensure that this email address is closely monitored during business hours.

### Computer Services vs Learning Commons

Computer Services and the Learning Commons work closely together, but the Learning Commons should be the main point for contact for academic computing (e.g. Brightspace, A/V or computing equipment in teaching spaces or labs). Computer Services should be contacted for things like username/login issues, internet/WiFi questions, Adobe licensing questions or Office 365 issues.

## Cyber-Security

We all have a role to play to keep NSCAD safe from cyber threats. All staff and faculty will be registered in Beauceron, our cyber-security training platform. New staff and faculty will receive instructions via email when they are set up. Once logged in to the platform, there are four mandatory training courses to complete. They each take 10-15 minutes and can be completed at any time.

Further to the training courses, the system may send simulated phishing emails. Any emails that you believe to be a phish should be reported to Computer Services in one of these two ways:

- If you use Outlook as a mail client, you can use the Report Phishing option within Outlook
- From any mail client, you can forward the message to [reportemail@nscad.ca](mailto:reportemail@nscad.ca)

## Computer and Software Access

Permanent, full-time faculty will receive a computer through our Faculty Evergreen Program (<https://navigator.nscad.ca/wordpress/home/services/computer-services/computer-purchasing/>). In most departments, part-time faculty have access to shared offices with computers.

Full- and part-time faculty have access to the Adobe Creative Cloud programs. Full-time faculty will have a perpetual license, and part-time faculty will be licensed in the terms that they are teaching. We've been using a 'Federated ID' for faculty setups lately, so accessing these programs should be as easy as signing into <https://creativecloud.adobe.com/> with your NSCAD email address and password.

The other main software used is Office 365 (Outlook, Teams, Word, Excel, PowerPoint, etc). Full-time faculty will be licensed to use the desktop versions of Outlook, Word, Excel and PowerPoint, but everyone is able to use the online versions. You can log in at <https://outlook.office.com/mail/> with your

NSCAD email address. Note that some NSCAD instructors that teach at other Office 365 schools (Dal or MSVU in particular) sometimes have difficulty logging in to access NSCAD's Office 365. In these circumstances, we suggest that you use a different web browser or profile in your web browser to access NSCAD's Office 365.

### Self-Service

Our Self-Service website (<https://selfserv.nscad.ca/Student>) provides access to information stored in our Student and HR Information system.

As an employee, you are able to see your HR information like pay stubs and tax forms. As an instructor, you are able to see your class lists, email your students and enter your grades. Students can use Self-Service to register for classes and, in some cases, track the progress of their program.

## Learning Commons

### Brightspace

D2L (Desire2Learn) Brightspace is NSCAD's institutional Learning Management System (LMS). Regardless of whether your course is delivered online or in-person, Brightspace is where you can post announcements for your class, upload content, access integrated tools like Kaltura or Padlet, host assignments, quizzes, and rubrics as well as perform a variety of other functions such as discussion forums. Training and assistance in Brightspace can be offered on an individual basis by e-mailing the Director of Teaching & Learning directly, or the Learning Commons team at [lc@nscad.ca](mailto:lc@nscad.ca).

### Classroom Technology

Classrooms at NSCAD are variable in terms of what equipment is installed for teaching and learning purposes. Some include pre-installed projection screens, projectors, and computers, while others do not have anything already installed. Once you know your assigned teaching and learning space, reach out to the Learning Commons to learn whether your space is equipped with what you need or if you will need to book additional equipment from the Learning Commons team to support your classroom activities. Rolling carts with computers, projectors, and speakers are available at both Fountain and Port campuses.

### Support

The Learning Commons technicians are available for technical support for academic events, classroom technology, or Brightspace. Event technical support requests must be made a minimum of **two weeks** in advance of the event by submitting a form through the NSCAD form portal here: [https://forms.nscad.ca/form?form\\_id=42682](https://forms.nscad.ca/form?form_id=42682). Requests for classroom assistance and assistance with Brightspace can be made by e-mailing [lc@nscad.ca](mailto:lc@nscad.ca). The Learning Commons aims for timely responses whenever contacted, but please allow for at least 1-2 business days for classroom or training requests to ensure there is a technician available to support your needs. If you want more information about what each campus offers, please refer to this website: <https://learningcommons.nscad.ca/>.



### Online Courses Supports

If you have been contracted to teach an online course, the Learning Commons is available to assist you in navigating your course on Brightspace, as well as with equipment rentals you may wish to explore. It is also highly recommended that you reach out to the Director of Teaching & Learning for guidance and check-ins regarding how to facilitate an online class, or to discuss ideas you may have for how to work with already existing course assets. Any and all questions and concerns regarding course design are welcome.

## Facilities and Classroom Supplies

### Access to Campus

NSCAD has a card access system. Therefore, it's important that NSCAD Faculty, staff and students carry their key card and identification when they are on the campus. Those who require any updates to their cards should do so as soon as possible at NSCAD's Service Centre, located next door to the NSCAD Art Supply Store. The security system will require card access to open some external doors at the Fountain Campus 24/7. Those entrances include the Granville Mall entrance to Jewellery, the entrance to the mall from Hollis Street to the Bell stairwell, the entrance to the North Block, and the entrance to the Seeds Building.

On weekends, and after 5 pm on weekdays, Security guards are on duty at NSCAD University. If you enter the campus after 5 PM, you are required to sign in at the Security desk set up by the elevator on the ground floor of the Duke Building and at the Port Campus building. The campus is open to students, Faculty and staff on a 24-hour basis. Security guards make rounds on the campus after-hours and may ask for your name at these times. You are requested to let the Security guards know when you are leaving the campus after-hours (either in person or by calling them).

Weekday evenings, after 7 p.m. and until 7 a.m., the only doors that will work with key cards will be the front entrance, the elevator and the admin stairwell as well as all internal doors that you have clearances for.

On the weekends, everyone must enter the campus through the 5163 Duke Street entrance, which is staffed by a security guard. The exterior door will be open from 12 noon to 8 p.m. on Saturday and Sunday, allowing access for students, faculty and the public to the NSCAD Library. The door to the stairwell and the elevator—providing admittance to the rest of the campus—will only be accessible with a key card. All other remaining external doors will remain deactivated from 7 p.m. Friday evening until 7 a.m. Monday morning.

A full list of Security phone numbers at each campus can be [found on this page](#).

### Identification Cards

Photo ID cards are produced by the Office of Student Experience (OSE), on the second floor of the Fountain Campus Granville Block. Please come early in the semester for your Photo ID card which is required for building access on all campuses during evenings and weekends. The ID card is also used as a library card.

### Keys

Keys can be picked up at the service centre on Fountain campus or the Security desk for the Port Campus, but some areas are by KEY CARD ACCESS ONLY. You are not permitted to copy NSCAD University keys, and you are required to return them at the end of each semester.

### Offices and Supplies

Your Division may be able to offer Regular Part-Time (RPT) Faculty the shared use of an office during teaching hours. ICA's do not have office spaces but can be given storage on campus as needed. Please connected with the Division Chair and Technician to make arrangements.

Basic supplies such as notepaper, examination booklets, pencils, pens and paperclips are provided on request in each Division. Please request all needed supplies from your Department Chair or Director. You may also contact the Chairs and Directors Administrative Assistant.

## Textbooks, Reserves and Materials

### Library

The Library's website is an important resource for all your Library needs:

<https://library.nscad.ca/>

The NSCAD University Library manages the largest dedicated collection of visual arts, craft and design materials in Atlantic Canada. The Library's collections support the research and curriculum needs of the University, as well as providing scholarly resources to support study and research in the visual arts. The Library provides over 50,000 print titles, a wide selection of current magazines and journals, archives and special collections, and access to thousands of eBooks, full-text journals, streaming videos, digital images and other licensed content.

For information on making reserves and other teaching resources at the Library and Visual Resource Collection, jump to the [LIBRARY SERVICES](#) section.

### Art Supply Store

Textbooks and other required resources should be ordered 8 weeks in advance of the beginning of classes from the NSCAD Art Supply Store, located in Granville Mall on the Fountain Campus. Please contact the NSCAD Art Store Manager at 902-494-8176 to inquire about orders.

We recommend that you visit the store the week before your classes begin to see what stock they have on hand and speak to the Manager if you'd like to order specific supplies for your course. The NSCAD Art Supply Store can arrange for class kits based on the material fees assigned to your class but must be discussed well in advance.

Students can visit the store to purchase or order online for pick-up or shipping. Check the [NSCAD Art Supply Store](#) website for their most up to date hours.

## Computer Labs and Printing

### Photocopying

Please be aware that reproduction of copyrighted materials is regulated under the Canadian Copyright Act. Photocopying and all requests for photocopied material can be made through the Service Center located in the Granville Mall. If you are photocopying at the Port Campus, you will need a copy code for the Ricoh located on the north end of the second floor. This code is assigned by Sonya Diamond in the Service Centre at the request of your Chair / Director or the OAAR.

### Printing

Printing is available on all three campuses. Printers are set up at Fountain in the Learning Commons area, at Port on the north end of the 2<sup>nd</sup> floor, and at Academy in the faculty office space on the main floor. Black and white, color, and other higher quality prints are also available at the Design – Print area on the 3<sup>rd</sup> floor of Fountain (Duke). The print technician is available to make your prints but requires **48**

**hours'** notice to be able to facilitate all print requests. E-mail them at [jwry@nscad.ca](mailto:jwry@nscad.ca). If your students require Design Print services, please remind them to give 48 hours' notice for prints to be made, and keep in mind busy periods such as mid-term and end of term.

### Equipment Booking & Classroom Set-Ups

Please check with your Division Chair or Technician for resources such as drawing props, basic tools and supplies for studio classes.

Equipment loans are available at each campus, please contact [lc@nscad.ca](mailto:lc@nscad.ca) or [photo@nscad.ca](mailto:photo@nscad.ca). For more information on the Learning Commons jump back to [LEARNING COMMONS](#).

#### Fountain Campus

The Learning Commons Help Desk, sometimes referred to as Multimedia, is located on the 3<sup>rd</sup> floor of the North Block. You can book projectors, computers, media players, mics and more. For information on the classrooms and spaces the LC supports and what they are equipped with visit: <https://learningcommons.nscad.ca/fountain-mmcc> or contact [lc@nscad.ca](mailto:lc@nscad.ca) for booking inquiries or more info.

Photographic equipment and Design print services are located on the 3<sup>rd</sup> floor of the Duke building. Contact [photo@nscad.ca](mailto:photo@nscad.ca)

#### Port Campus

Port Campus services and classroom equipment can be found here:

<https://learningcommons.nscad.ca/port>. Bookings and inquiries can also be made to [lc@nscad.ca](mailto:lc@nscad.ca).

#### Academy

Academy has a variety of specialized equipment and spaces centered around media production, boasting 586 different items to loan. Video cameras, sound recorders, mics, media players and more. For details and booking visit: <https://learningcommons.nscad.ca/academy>

### Room Booking

When Faculty want to book a room for academic and / or meeting purposes they need to consider whether this need is ongoing or for one time only. If the need is recurring and academic related, they should first confirm with the Chair / Director and then the Division chair should complete the Timetable Change Request [https://forms.nscad.ca/form?form\\_id=27841](https://forms.nscad.ca/form?form_id=27841).

For regular one-time booking requirements, the following link can be used to confirm availability of rooms on all campus sites: <https://mrbs.nscad.ns.ca>.

To book the room, please contact Eric MacDonald (902-494-8220/[emacdonald@nscad.ca](mailto:emacdonald@nscad.ca)) or Sam Bourgoin (902-494-8306/[sbourgoin@nscad.ca](mailto:sbourgoin@nscad.ca)) in the OAAR. Keys can also be obtained through the OAAR or OSE, or through Security, depending on the room and campus site.

If you or if your students inquire about booking a room for an evening after 5pm or on the weekend you can fill out this form: [Permission to use College Facilities After 5:00 pm and on Weekends](#)

## Booking Models

### Requesting a Life Model

- When possible, instructors should submit their life model request at least **3 weeks** before a model is needed. Instructors must check with their Chair first of allotted model hours for their class, if any.
- Instructors can find the [Model Request Form](#) in Form Portal, under the Academic Affairs and Research section. Access to the [form](#) can also be found on the NSCAD navigator site.
- Instructors will receive a MachForm email once a request has been approved or denied. The approval will be accompanied by a note with the booked model's name and contact information. The Dean's Assistant will also confirm the booking via email.

### During a Session

- To the best of their abilities, instructors should ensure that the environment/climate of the space is comfortable for the models. This could include providing extra heaters, fans, pillows, supports, privacy screens, breaks, etc.
- Instructors and students are not permitted to film models or take photos during sessions, not even for online course content.

### Submitting Timesheets

Instructors are to submit timesheets for life models after the scheduled modelling session.

- [Timesheets](#) are to be submitted through Form Portal. The *Time Sheet* form is located under the Human Resources heading.
- Models are paid at a rate of \$20.00 per hour (plus 4% vacation pay).
- Note: Pay periods run from the 1st-15th and the 16th-31st of every month. Timesheets are due the first week and the third week of every month (the specific due date fluctuates) Instructors must submit employee hours according to pay period being processed and should not lump pay periods in one timesheet. **Effective July 1, 2022, lumping of pay period in one timesheet will not be processed and will be returned.**
- When filling out the Time Sheet, the GL code is your department account number and the model salary account number (56171) combined. It will be a 14-digit number (XX-X-XXXXXX-XXXXX). For example: Extended studies (10-2-170000-56171), Foundation (10-1-130000-56171), Fine Arts (Drawing: 10-1-105150-56171; Painting: 10-1-105100-56171). The GL code can also be found in the Course Name section of the submitted request form. The approver is the department chair.

### Cancellations

- Instructors are responsible for notifying booked models and the Dean's Assistant if their class/session is cancelled. If need be, the Dean's Assistant can help with notifying models of session cancellations; however, it is important to note that the Dean's Assistant's schedule may not support the timeliest notification system (i.e., last minute cancellation of an evening class).

### Resources/Forms

Life Model Policy: <https://navigator.nscad.ca/wordpress/wp-content/uploads/2023/07/Life-Model-Policy.pdf>

Life Model Request Form: [https://forms.nscad.ca/form?form\\_id=29445](https://forms.nscad.ca/form?form_id=29445)

Time Sheet: [https://forms.nscad.ca/form?form\\_id=62768](https://forms.nscad.ca/form?form_id=62768)

New Life Model Application Form: <https://machform.nscad.ca/view.php?id=32419>

### *Person of Contact*

Dean's Assistant, Sam Bourgoyn ([sbourgoyn@nscad.ca](mailto:sbourgoyn@nscad.ca))

## Galleries and Exhibiting on Campus

Anna Leonowens Gallery Systems  
1891 Granville St., Fountain Campus

Established in 1968, the Anna Leonowens Gallery is a public exhibition space within the Nova Scotia College of Art and Design University. With three locations, two storefront premises in Granville mall in historic downtown Halifax and the Treaty Space Gallery & Port Loggia at the NSCAD Port Campus, the Anna Leonowens Gallery (The Anna) has hosted over 4,700 exhibitions and projects to date in its 55-year history.

A unique exhibition space, the Anna presents professional exhibitions by curators and professional artists alongside NSCAD MFA Thesis and BFA graduating solo exhibitions. An extension of the pedagogical activities of the university, The Anna gives emerging artists hands-on experience for what is often their first solo exhibition. The Gallery mounts over 100 exhibitions and over 70 events a year, consistently attracting more than 22,000 visitors annually.

You are encouraged to attend the openings, noon hour discussions and other events, with or without the students in your class(es). To learn more about the Anna, its programming, resources and upcoming events visit: [theanna.nscad.ca](http://theanna.nscad.ca)

Treaty Space Gallery  
1107 Marginal Road, NSCAD Port Campus

The Treaty Space Gallery is a curatorial initiative that aims to activate local and national Indigenous histories and contemporary lived experiences as well as to advance more thorough understandings of treaties in the Nova Scotian and Canadian contexts. Drawing on the theme that as Indigenous and non-Indigenous peoples living in Canada, "We Are all Treaty People," this gallery celebrates the diversity of Indigenous experiences/histories and artistic practices and at the same time will generate opportunities for all members of the NSCAD and Halifax communities to learn more about treaty histories and accountability. Contact [annaleonowens@nscad.ca](mailto:annaleonowens@nscad.ca) for submission information.

Port Loggia  
1107 Marginal Road, NSCAD Port Campus

The Port Loggia aims to maintain an engaging program of student, staff and alumni-led projects that can be viewed by visitors passing through the Halifax Seaport. Vaulted ceilings, diffuse natural light, and a high-profile location make The Port Loggia Gallery an ideal presentation space for works in a variety of media and is booked on a first come first serve basis. Contact [annaleonowens@nscad.ca](mailto:annaleonowens@nscad.ca) for information.

### Additional Showcase Spaces

As the Anna has a very active schedule there isn't always space for end of term showcases. Classes are encouraged to create open houses or showcases within their area, department or online. The Anna is able to lend equipment if it is available and assist with promotion. If your class or department would like to organize an end or term show, contact [annaleonowens@nscad.ca](mailto:annaleonowens@nscad.ca) for assistance.

## Research Spaces

### NSCAD Permanent Collection & Archives

Under the custodial care of the Anna Leonowens Gallery, NSCAD University also has a [Permanent Collection](#) of fine art, craftwork, and cultural artifacts including a large inventory of prints from the historic NSCAD Lithography Workshop. The Anna Leonowens Gallery also houses and is the caretaker to four significant archives: a large, extensive and ongoing Exhibition archives from 1968 to the present day; the Mezzanine archives; the Lithography Workshop archives and the NSCAD NOW bulletins from 1969. To access these resources, consult the Library's institutional repository: [Repository](#), or fill out an Archive Access Request Form: <https://machform.nscad.ca/view.php?id=210144>

### CiMADE

1649 Brunswick Street, Academy Campus

The Centre for Inter-Media Arts and Decolonial Expression (CiMADE) is an inter-institutional entity that supports and advances arts-based decolonial practices through community building among students, artists, scholars and activists. The CiMADE Lab at NSCAD hosts student-led and other programming, resources and special projects working in relation with the Treaty Space Gallery.

### Visiting Artists

NSCAD has a visiting artist budget that is assigned to each division. If you would like to invite a visiting artist to your **class or host a public talk**, please contact your Chair or Program Director before reaching out to the artist to discuss budget availability. Once the Chair or Director pre-approves the visitor and costs you can fill out the [Visitor Request form](#) found in the [NSCAD Form Portal](#).

NSCAD is committed to paying CARFAC fee minimums to Visiting Artists and recommended fees for visiting writers and researchers. Through the visitor request form, the Dean's Assistant manages payment for the visitors.

### Public Presentations

Faculty are encouraged to have their guests speak publicly to the NSCAD community so more faculty and students can participate. When possible, presentations should be made during noon and evening hours throughout each semester. Suitable venues include the Bell Auditorium (capacity 93), Academy theatre (capacity 42) or contact [Eric MacDonald](#) or [Sam Bourgoin](#) to

book a room. All events must be free. Please watch for announcements regarding visitors' presentations made through the Anna Leonowens Gallery email newsletter, social media and posters on campus and encourage your students to attend.

Faculty are expected to be a host to visitors and make all arrangements for technological support. The Anna Leonowens Gallery and NSCAD communications manages promotion for events on social media, the NSCAD and the Anna website and emails.

#### Public Lecture Series

NSCAD has a long and rich history of bringing world-renowned lecturers to the university community, Halifax and Nova Scotia. Twice annually faculty are polled to pick possible guests. The PLS provides the opportunity for world-renowned artists to visit NSCAD and share their experience and expertise with students, staff, faculty and the greater Halifax community; provides an opportunity to enhance NSCAD's presence while engaging the public and enhances academic programs through the enrichment of learning opportunities by superb, master artists during their visit to NSCAD.

#### Multimedia Support for Events

When the Visitor Request form is filled out, there is a section that requests the support of the Learning Commons/Multimedia support staff. If you would like additional support for a public or special class or after-hours event please fill out this form: [Technical Request Form](#).

## Library

You are required to arrange for an Identification Card (which functions as a library card) before or at the beginning of the semester, through the OSE on the 2nd floor of the Fountain Campus. The Library is a member of the Novanet consortium, which includes all post-secondary libraries in Nova Scotia. Your card allows you to borrow library materials from the NSCAD Library and all Novanet member libraries. You can access library collections through the catalogue, which allows you to sign in to search for and request items from NSCAD and other Novanet member libraries. You will find the Novanet catalogue as well as links to all other print and digital collections on the Library's website: <https://library.nscad.ca/>

The Library occupies the ground and second floor of the Fountain Campus at the corner of Duke and Hollis streets. The Visual Resources Collection, located on the third floor, just off the elevator, is where the Library's special collections and archives are held, and includes artists' books, moving image and archival collections.

#### Contact Information

The Library's staff contact information, descriptions of collections, services and hours of operation are regularly updated on the Library site homepage: <https://library.nscad.ca/>

#### Tours and Instruction

The Library provides tours and instruction sessions, and you can book librarians to provide tailored in-class sessions on research skills. Please contact the Library early in the term to make arrangements for your individual classes.



## Course Reserves

Please supply a list of course readings, books, films and other media to [reserves@nscad.ca](mailto:reserves@nscad.ca) in advance of each semester. A course syllabus should also be submitted. This will enable the Library to have reserved items available to students when needed. Reserve requests are normally processed in the order in which they arrive at the library. More information on course reserves is available here: [Course Reserves](#)

To ensure the timely availability of all reserved items, check the catalogue to see if the Library has what you need, and if not, you can send requests for new items to Rebecca Young, the Director of the Library.

## Copyright

Copyright legislation applies to the use, display or performance of all copyrighted materials in the classroom and online. Librarians can provide guidance and information to you about copyright. The Library's copyright guide is here: [Copyright Guide](#). The Library offers a [Syllabus Service](#) to ensure that your course readings, texts, and media materials comply with copyright legislation.

# Student Supports

## Office of Student Experience (OSE)

Room D200, Fountain Campus

The Office of Student Experience informs and assists all current and prospective students from initial inquiry through to graduation and beyond. The OSE is comprised of three divisions:

- Office of Admissions
- Office of Opportunity and Belonging
- Office of the Registrar

Each of these divisions has their own focus in serving students, faculty and staff, and external stakeholders and their needs. The Office of Student Experience is located on the second floor at the Fountain Campus. The OSE addresses a wide range of student supports, including:

- prospective and new student inquiries
- academic credit and audit advising
- accommodation services
- off-campus and international Exchange programs of study
- financial aid, advising, and assistance
- scholarship and other awards information
- health and personal development
- housing assistance
- counselling
- professional referrals (e.g. psychological, legal, medical)
- international student services
- career exploration resources

### Office of Admissions

The Admissions office is located on the third floor at the Fountain Campus, with a dedicated team that responds to the admissions and recruitment processes and services for NSCAD.

This office provides information about the programs at the university to interested individuals and those considering applying to NSCAD. This office also assists students in establishing their educational goals within the disciplines offered by the university. This office provides in-person and virtual advising, offers campus tours, arranges school visits, participates in recruitment initiatives, and hosts Portfolio Day and our twice annual open house for prospective students. The recruitment team travels extensively in service of recruitment efforts.

Key admissions deadlines include:

January 15th     All Graduate programs

March 1<sup>st</sup>       Undergraduate scholarship deadline

If you have any questions, know someone who is interested in studying at NSCAD or would like to make a school visit recommendation, contact [admissions@nscad.ca](mailto:admissions@nscad.ca). Program information, application deadlines and requirements are available at [NSCAD.ca](http://NSCAD.ca) or [apply.nscad.ca](http://apply.nscad.ca).

### Office of Opportunity and Belonging

Room D310, Fountain Campus

The Office of Opportunity and Belonging's purpose is to build a culture of opportunity and belonging across the NSCAD student community. We offer a wide range of supports, including mental health and wellness, counselling, community-building events, and more.

### Accessibility & Accommodations

It is important that faculty members familiarize themselves with NSCAD's [Accessibility Policy](#). If you have any questions regarding accessibility and accommodations for students contact [accessibility@nscad.ca](mailto:accessibility@nscad.ca) and visit: <https://nscad.ca/current-students/student-resources/accessibility/>.

When students have identified their accommodation requirements with the Office of Opportunity and Belonging ([accessibility@nscad.ca](mailto:accessibility@nscad.ca)), the Faculty will be notified that this student is attending the course and will be provided with a recommendation on how to accommodate the student. The Faculty confirms acceptance of these accommodations. If the Faculty believes these accommodations compromise the integrity of the course, then they meet with the Director of Opportunity and Belonging to discuss the options and future action. To be clear, a proposed accommodation that undermines the integrity of the learning outcomes is not a satisfactory accommodation. NSCAD is committed to ensuring that all students who require accommodation are supported in achieving the learning outcomes of our courses.

Although most students have identified their learning accommodation requirements through O&B prior to attending classes, some students will discover later, or Faculty will identify a pattern of student performance and / or behaviour that requires timely support. The Faculty

should advise the Chair / Director and then initiate that conversation that directs the student to O&B.

The Chair / Director can assist specifically with the support of the student as it relates to the specified accommodations and the learning intervention(s) within the course.

### *Mental Health and Wellness on Campus*

If a student is in immediate crisis, you can contact the Mental Health Mobile Crisis Team at 902-429-8167. If calling from an NSCAD phone within the Fountain Campus, dial 9+ 902-429-8167.

During their enrolment at the university, students may need assistance to work through problems or issues that relate to their personal growth and development and to their participation in the university community. NSCAD's Office of Opportunity & Belonging can connect students with on-campus supports and additional resources. For a full list of supports available for students familiarize yourself with the NSCAD Mental Health and Wellness [website](#). These include:

- Mental Health Counselling: Students can book appointments with NSCAD's counsellor(s) by visiting NSCAD's [booking website](#) or by emailing [counselling@nscad.ca](mailto:counselling@nscad.ca).
- NSCAD Peer Support Mentors: Follow the [NSCAD Student Experience](#) Instagram page for up-to-date information or email [peermentors@nscad.ca](mailto:peermentors@nscad.ca). Peer support is available in the Wellness room (G227).
- GOOD2TALK: A free, confidential helpline for post-secondary students, available 24/7/365. By calling 1-833-292-3698 or texting "Good2TalkNS" to 686868, and they will be connected with a professional counsellor or crisis support (crisis support available via texting only).
- I.M. Well: International Students on the VIP Health Plan can call 1-877-554-6935 for 24/7 Counselling available in 240+ languages.
- Hang out with NSCAD's Therapy Dog Team, Sally & Roo! [Click here for their schedule](#).

If you have any questions about mental health supports or booking appointments, please contact the Director of Opportunity and Belonging.

### *Office of the Registrar*

The Office of the Registrar is here to help new and current students navigate through their academic journey at NSCAD. The Office's priority is providing enrolment services to current and new students. The Registrar's Office can also help students and faculty understand NSCAD University policies and procedures as well as provide information on how to access campus services. The Office of the Registrar is also responsible for maintaining academic records accurately and ensuring data privacy and confidentiality.

### *Academic Advising*

NSCAD Academic Advisors located in the OSE are available to help students with understanding program requirements, reviewing course selections for program compatibility, providing advice on program majors and minors, graduation requirements, and other opportunities offered at NSCAD University. Students can book appointments with an advisor via [NSCAD.ca](http://NSCAD.ca) or by visiting the OSE.

### *Financial Aid*

The Financial Aid and Awards Specialist is located in the OSE and can assist students in a variety of areas to help finance their education. Students and Faculty are encouraged to reach out if they have questions about student loans, scholarships and awards, bursaries, external awards and other funding opportunities that may be available. Students can book appointments with the Financial Aid and Awards Specialist via NSCAD.ca or by visiting the OSE.

### *Writing Centre*

Room S403, Fountain Campus

The NSCAD Writing Centre offers professional tutoring for any kind of written assignment, at any level of study, at any stage of the work. Please see the Writing Centre web page for more information and booking online at: <https://nscad.ca/current-students/student-resources/writing-centre/>

## Teaching Responsibilities

### *Rights, Duties, and Responsibilities of Faculty*

The Faculty Union of NSCAD (FUNSCAD)'s collective agreement for Unit I (Faculty and Librarians) outlines the General Responsibilities of Faculty Members in Article 13.

These duties include: preparing, organizing and presenting course materials; being available to students outside class hours; directing and evaluating student progress in courses by grading and providing feedback on assignments, portfolios or examinations; supervising or being available for consultation during any examinations (including supplemental examinations); ensuring, within reason and without infringements to academic freedom, that Division and University standards are maintained in the preparation of course outlines and course descriptions; and engaging with the Chair and the department around pedagogical matters. Additional teaching responsibilities may include student advising, supervising tutorials or independent study courses or seminars, and supervising internships and research.

NSCAD university further interprets these basic responsibilities to include:

- Arrive on time and prepared for teaching or communicate with their class through email or Brightspace if they are running late.
- Utilize the available online platforms such as Brightspace and Padlet to share assignments, readings, videos resources and other support for their classes.
- Fostering a respectful learning environment.
- Keeping regular office hours and clearly communicating them to students on the course outline, Brightspace and in email signatures
- Being accessible to students directly and not exclusively through a TA.
- Responding in a timely manner (within 24hrs during the week) to communications from students, your Chair, program Director or admin staff.

- Making sure your assignments are directly linked and referenced in your course outline.
- Clearly articulating expectations and grading criteria for all evaluated components of the course.
- Providing at least 20% of the students grade before the “Last Day to Drop” classes or meeting with them one on one to discuss their class progress.
- If a student is projected to receive a D or F in the course or is consistently absent/ late instructors must submit a [Mid-Term Warning](#).
- Provide constructive feedback, oriented towards student learning and improvement.
- Be aware of the student supports and resources available.
- Instructors are obligated to acknowledge and respect a student’s accommodations.
- Participate in respectful communication in person and online with fellow instructors, administration and support staff as outlined in the [Respectful Workplace and Learning Environment Policy](#).

The following information provides more focus and clarity regarding the ongoing duties and responsibilities of faculty, as well the policies, procedures, and practices as they relate to the teaching and academic guidance of students. If you have questions about your rights, duties, and responsibilities, please direct them to the Dean or, in the absence of the Dean, to the Vice-President, Academic and Research.

## Academic Policies

NSCAD University has established policies on Academic Integrity including Plagiarism, Grade Appeals and other matters related to academic programs, standards and practices. The university policy on Plagiarism and all policies are on the NSCAD website: <https://navigator.nscad.ca/wordpress/home/academicsadministration/university-policies/>

**IMPORTANT! There is a Student Charter of Rights and Responsibilities (*Code of Conduct*) that governs student’s behaviors while in your classroom**

NSCAD University has a *Student Charter of Rights and Responsibilities*, which expresses the general principle that all students at NSCAD University shall conduct themselves in a manner consistent with the maturity expected of university students. If you have any concerns regarding student conduct, please contact your Division Chair / Director.

### CHARTER OF STUDENT RIGHTS AND RESPONSIBILITIES:

<https://navigator.nscad.ca/wordpress/wp-content/uploads/2017/11/charter-student-rights.pdf>

## Senate

NSCAD’s academic program is governed by its Academic Senate. All changes to courses, programs, academic policies are reflected in the Academic Calendar after being moved through Senate’s committees and formally passed by Senate. All Division Chairs and Directors are members of Senate and guide Divisional motions from the Division to the appropriate committee of Senate. All Faculty will receive Senate minutes; however, Faculty members of Senate committees have the responsibility to keep their Divisional colleagues informed of the committee business. Questions can be sent to [senate@nscad.ca](mailto:senate@nscad.ca).

## Calendar of Dates

Faculty should refer to the Academic Calendar for important dates and sequence of requirements for activities related to teaching and learning.

<https://nscad.ca/current-students/student-resources/important-dates/>

## In-Service Days

NSCAD is committed to ensuring that all Faculty, staff and students have the training they require. Three free professional development In-Service Days are scheduled throughout the fall and winter semesters that offer training and community activities. All faculty and academic staff are encouraged to attend these sessions to improve student and faculty/staff experience on campus. Sessions focus on occupational health and safety, sexual violence prevention, teaching strategies, student accessibility & accommodations, among other topics.

## University Closure Policy

If severe weather conditions or other circumstances require the closure of the University and/or cancellation of classes, an announcement will be posted on our website and regular announcements will be made in the morning hours, on **CBC Radio 90.5 FM**. An emergency announcement will also be placed on the NSCAD University public website and NSCAD app, if possible.

## Course Outlines

The Course Outline document serves many purposes at NSCAD. It is considered a *contract* between the Faculty and student, it helps students navigate the course (helping them to define what are the learning priorities, milestones, scope and dates of evaluation, and the assignments), it provides clarity regarding the transferability of credit to other academic institutions, it confirms evidence of teaching and learning within a quality assurance / accreditation process.

To reiterate: most importantly, the Course Outline is a document to focus the dialogue with students on course delivery mode, methodology, assessment, alignment and relevance within the program major / minor.

Courses exist in programs to fulfill curricular functions. All Faculty should communicate with their peers and Chair / Director, to confirm how each course aligns with the program / major / minor, the *context* (i.e., sequence, transition, connection to other courses, etc.) of the course, the course placement within the Curriculum Map (i.e., program learning outcomes), and contribution of the course to the degree expectations. Assistance with crafting course outlines and syllabus design in general is available by contacting the Director of Teaching & Learning.

Leading up to each semester, the Dean sends a Course Outline template to Chairs and Directors for distribution among instructors. The Chair / Director is responsible for ensuring that all Course Outlines meet the curricular objectives of the program and satisfy the requirements of Senate.

**IMPORTANT: In addition to submitting a copy of your course outlines to your Chair/Director for approval, instructors must submit their course outlines to the Dean's Office, at [dean@nscad.ca](mailto:dean@nscad.ca), a week (7 days) before the start of term.**

### Changes to Expectations

The Course Outline is considered your contract with the students. It should only be changed in extenuating circumstances. If you do have to change course requirements, test dates or deadlines, explain why and endeavour to ensure that no one will be adversely affected by the change. Most students understand when changes have to be made for pedagogical reasons or because of circumstances beyond your control, but they feel unfairly treated when they perceive changes to be arbitrary. Any amendments should be made in writing, distributed to students and posted on Brightspace. When in doubt, please reach out to your Chair or the Dean for consultation.

### Course Support Funds and Materials Fees

If you have any questions about course material fees assigned to your course, please contact your Chair / Director. There is a formal process for Course Materials Fees to be assigned to a course so do NOT assume that any informal personal expenses for your courses will be reimbursed.

## Requisites

### Prerequisites and Co-requisites

The rationale for a prerequisite or co-requisite is to identify and ensure the appropriate learning sequence of course selection for the student, and ensure that students are prepared for future courses. We want our students to experience a smooth academic pathway transition.

The Chair / Director works with the Faculty within the Division to ensure that pre-, co-, and anti-requisites are current, communicated to the student, and that OSE can monitor the process as it relates to the student's learning pathway and credential aspirations.

The Colleague system requires a global policy on prerequisites. The policy chosen is to have the system check that any prerequisite will be completed / graded before the next required course starts. There are a few courses which allow "co-requisites" which can be problematic because students who are in the position of wanting to take a "co-requisite" will need to seek registration assistance from OSE. When necessary, OSE can accommodate a student by overriding a prerequisite for that student's registration, but only with the Chair's / Director's approval.

## Waitlists

If there is a wait list for a course / section, it will appear on the class list below the names of students already registered. The OSE encourages students who are within the first 5 places on the wait list to attend the class during the first week in order to not miss critical work. (Source: OSE).

### Adding

Once classes have begun, signatures will not be necessary to add students from the waitlist to a class unless they are required for the prerequisite or to waive the prerequisite if space is available. When the Faculty and Chair / Director enrolls a student over the course capacity limit into a class, they should advise OSE so the student won't have to return again for approval.

Where space opens on a waitlisted course (whether by the raising of the capacity limit or by student movement), students will be contacted by OSE regarding their order on the waitlist. Students will be added in order of their appearance on the waitlist.

### Dropping

Students are able to drop a course on-line or in OSE within specified dates clarified in the Academic Calendar. Chairs / Directors should remind all Faculty to check class lists frequently for student registration updates.

\* Forms for adding and dropping courses can be found here: <https://nscad.ca/student-experience/academic-resources/web-access/forms-portal/>

### Attendance and Progress

The Chair / Director encourages Faculty to contact absent students through their NSCAD student email address. By checking class lists regularly and reporting absent or missing students early in the semester, Faculty have a unique opportunity to identify students who need help. Notifying the OSE when students are not in class can allow intervention to occur and students who are struggling (financially as well) can be referred to services to receive help. When problems occur, early intervention can make the difference between a student failing or withdrawing and successful completion of their course work. (Source: OSE)

Regarding academic progress, the Chair / Director must ensure that Faculty notify students if they are at risk of failing the course. For more details refer to the [Mid-Term Warnings section](#).

### Mid-Term Warnings

It is the responsibility of the Faculty to inform students, in a written format, any time during the semester that their progress in a course is unsatisfactory. The Mid-Term Warning Policy and the last day to drop a course date can be found in the Academic Calendar. A warning must be issued if the student is currently receiving a D or F grade in the course, or has not been attending classes.

The Chair / Director should review the Mid-Term Warning policy with each Faculty member prior to semester start-up, emphasizing that if a formal warning regarding any student's deficient progress is NOT provided in writing then a student could likely be successful with any final grade appeal process.

Mid-term warning due dates are listed in the Academic Calendar. Instructors need to use the Mid-Term Warning form in Form Portal to submit warnings to students. Once submitted, Form Portal will generate a mid-term warning letter that will be sent via email to the student. A copy will be sent to the Office of Student Experience, the Dean's Office, and to the instructor.

A link to a how-to video for the Mid-Term Warning Form can be found at the top of the page of the form.

\* Mid-Term Warning Form: [https://forms.nscad.ca/form?form\\_id=259554](https://forms.nscad.ca/form?form_id=259554)

### Grading

Chairs and Directors must ensure that all Faculty can access Self-Service. All Faculty at NSCAD must obtain and use an NSCAD email address in order to view and print class rosters. The final grades for all



classes must also be submitted online. Self-Service can be used from anywhere as long as the user has the web address, a login and password. The login for Self-Service is found at the left-hand side of the NSCAD Navigator site or at:

<https://selfserv.nscad.ca/Student/Account/Login?ReturnUrl=%2fStudent%2f>

To submit grades, you need to do the following:

- Log into <https://selfserv.nscad.ca/>
- Click on “Faculty”
- Click on your course
- Scroll down to see 3 tabs, “Roster, Grading, Waitlist”, click on “Grading”
- There are two tabs, Overview and Final Grade. Click on Overview first, then Final Grade and then enter the grades here.

PHOT-1000-2: Photo

Summer 2019

Seats Available 0 of 2

Waitlisted 1

Roster Grading Waitlist

Overview Final Grade

Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Ted Gottschalk	0000238						3
Dirk Staatsen	0015873						3

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Section Details

< Back to Courses

PHOT-1000-2: Photo

Summer 2019

Seats Available 0 of 2

Waitlisted 1

Roster Grading Waitlist

Overview Final Grade

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Ted Gottschalk	0000238	<input checked="" type="checkbox"/>	M/d/yyyy	Select C	M/d/yyyy		3
Dirk Staatsen	0015873	<input checked="" type="checkbox"/>	M/d/yyyy	Select C	M/d/yyyy		3

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PHOT-1000-2: Photo

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Roster Grading Waitlist

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Dirk Staatsen	0015873	<input checked="" type="checkbox"/>	M/d/yyyy	Select C	M/d/yyyy		3

Select Grade

- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D
- F
- INC

Instructions on accessing and using Faculty Self-Service, including grading instructions, are also available by contacting Computer Services or Learning Commons and Technical Support.

### Incomplete (INC) Grades

Instructors have the discretion to award a **temporary** grade of “Incomplete,” which is given only for circumstances beyond the control of the student (such as an illness). Incomplete grades must be **finalized no later than six weeks after the last day of the semester**. The Instructor can set a deadline for the student to complete the work within this 6-week window. **If a final grade has**

**not been received by the due date, a final letter grade of “F” (Fail) will automatically be assigned by the university.** The “F” letter grade can only be changed through the academic appeal process. ICAs and RPTs are still responsible for finalizing their grades if it extends beyond their course.

\* When ready to finalize an incomplete grade, submit updates via the Faculty Grade Adjustment Submission form: [https://forms.nscad.ca/form?form\\_id=78269](https://forms.nscad.ca/form?form_id=78269)

### Failing (F) Grades

When a Faculty gives an “F” (Failing) grade, no written justification is required. Should Faculty wish to provide narrative comments to students, they are encouraged to use the Student Email (via the class list in Self-Service) to send this feedback directly to students. Faculty ensures that the Chair / Director is copied on any narrative comments. A final grade must be assigned to every student on a class list.

## Evaluation

NSCAD University uses a **letter grading system** for all undergraduate courses.

<b><i>Grade Scale for undergraduate courses:</i></b>			
<b><i>Letter Grade</i></b>	<b><i>Numerical Equivalent</i></b>	<b><i>Grade Point Score</i></b>	<b><i>Descriptive Term</i></b>
<b><i>A+</i></b>	<b><i>95 and above</i></b>	<b><i>4.3</i></b>	<b><i>Excellent</i></b>
<b><i>A</i></b>	<b><i>90-94</i></b>	<b><i>4.0</i></b>	<b><i>Excellent</i></b>
<b><i>A-</i></b>	<b><i>85-89</i></b>	<b><i>3.7</i></b>	<b><i>Very Good</i></b>
<b><i>B+</i></b>	<b><i>80-84</i></b>	<b><i>3.3</i></b>	<b><i>Very Good</i></b>
<b><i>B</i></b>	<b><i>73-79</i></b>	<b><i>3.0</i></b>	<b><i>Good</i></b>
<b><i>B-</i></b>	<b><i>67-72</i></b>	<b><i>2.7</i></b>	<b><i>Good</i></b>
<b><i>C+</i></b>	<b><i>63-66</i></b>	<b><i>2.3</i></b>	<b><i>Satisfactory</i></b>
<b><i>C</i></b>	<b><i>59-62</i></b>	<b><i>2.0</i></b>	<b><i>Satisfactory</i></b>
<b><i>C-</i></b>	<b><i>55-58</i></b>	<b><i>1.7</i></b>	<b><i>Satisfactory</i></b>
<b><i>D</i></b>	<b><i>50-54</i></b>	<b><i>1.0</i></b>	<b><i>Marginal</i></b>
<b><i>F (Fail)</i></b>	<b><i>49 and below</i></b>		<b><i>Unsatisfactory</i></b>

Approved: AC January 29, 2007

## Grade Scales for Graduate Courses

*This system does not include cumulative grade point averages.*

<b>MDes Students</b>	<b>Grading</b>
MDes Courses	Pass/Fail (P/F)
All Undergraduate Courses	Letter Grade: Must Receive at least a B grade
MDes Program Activation	In Progress/No Credit
<b>MFA Students</b>	<b>Grading</b>
MFA Studio	In Progress/Pass/No Credit
Art History or Library Arts & Science	Letter Grade: Must receive at least a B grade
MFA (L)	Letter Grade: Must receive at least a B- grade
All Other Courses	Letter Grade
MFA Program Activation	In Progress/No Credit

The evaluation criteria you assign, including dates and values for all required critiques, exams, and presentations, is to be described in the Course Outline.

In accordance with the Collective Agreement, students are provided with Instructional Assessment Forms for each course. Instructional Assessment packages will be distributed late in the semester and will include information for Faculty and students.

Course Outlines, academic warnings and other records relating to evaluation have become increasingly important in academic matters such as Grade Appeals and Appeals of Academic Policy. In the event that an appeal is made by a student in your course, you may be required to provide such records during or following your teaching semester.

## Grade Appeals

Faculty are the first point of contact if a student has a complaint about an assigned grade. The Chair / Director is the second line of contact for students who have an issue with their grade assigned by Faculty. The Chair / Director confirms whether or not the student has first attempted to resolve the grade with the Faculty directly. If the student has already done so and has not received a satisfactory explanation or resolution, the Chair will hold a meeting with the Faculty and student to informally discuss the grade. If still not resolved the student may choose to complete a Change of Grade Request form, which can be found here:

<https://nscad.ca/student-experience/academic-resources/web-access/forms-portal/>

If the issue is resolved and the grade is revised, the Faculty will complete the Change of Grade Request Form and submit this completed document. If unresolved, the student may choose to continue the process by completing a Grade Appeal form, which could result in the formation of a Grade Appeal Panel, assembled by OAAR and OSE.

This current process is further outlined within the Academic Calendar, under the heading 'Grade Appeal'. This process will be revised for 2020 and recommendations for any modifications require input from OAAR, OSE, and approval by Senate.

The Chair / Director plays a pivotal role in facilitating dialogue between Faculty and students, and encouraging informal resolution to academic issues and final grade challenges.

## Occupational Health and Safety

The health and safety of faculty, staff and students are our priority. Safety is everyone's responsibility and we all have a role to play. Be sure to review the Safe Operating Procedures (SOPs) and personal protective equipment (PPE) requirements of the classroom or studios of your classes. If you are unsure what is required, please meet with the Technician or with staff in OAAR who have a master list.

There should be signage that clearly identifies the PPE required in studio. If the signage is missing or damaged, please notify the Technician and/or OAAR.

Syllabi should stipulate the PPE requirements, so that students are informed and understand what will be required. If you notice a student or employee of the University working outside these procedures it is your responsibility to follow up.

If there is an incident or near miss to which you are a witness or are made aware of, you are required by Occupational Health and Safety Legislation to immediately notify your supervisor and submit to them an Incident Report. Incident Reports not only help the University work towards continuous improvement and greater safety but also improve awareness and reduce risk. The Incident Report form is available online, at: <https://navigator.nscad.ca/wordpress/wp-content/uploads/2020/03/NSCAD-incident-report.pdf>.

Chairs / Directors ensure that all students have appropriate safety training through the program requirements and curriculum. In other words, as part of the curriculum map, Chairs / Directors make clear where safety training is to be delivered and ensure it is part of the required curriculum delivered by Faculty and instructors.

## Student Use of Facilities

All students of the Nova Scotia College of Art and Design are entitled to use and enjoy the properties and facilities of the university and are responsible for the proper use and care of the spaces and facilities to which they are provided access. Theft, defacement (including graffiti) or damage to NSCAD property or to the property of faculty, staff or students of NSCAD is not acceptable. If you have any concerns regarding student use of facilities, please contact the Manager of Facilities Management.

Policy on Student Use of University Facilities: <https://navigator.nscad.ca/wordpress/wp-content/uploads/2017/11/studentusepolicy.pdf>

If you are interested in using spaces (on or off campus) other than your assigned classroom for student projects, please inquire and obtain approval well in advance. Preliminary inquiries on this topic can be made to your Division Chair / Director.

Students can also be directed to the [Permission to use College Facilities after 5:00 pm and on Weekends](#) form on Form Portal.

# Semester Progress Checklist

## Before Day One

- ☐ Make sure your [Course Outline](#) is emailed to the Division Chair/ Program Director AND to the Academic Dean at [dean@nscad.ca](mailto:dean@nscad.ca) one week (7 days) before the start of the semester.
- ☐ If you are new, connect with your Chair/ Director or the Dean's office to request a tour of the facilities.
- ☐ Familiarize yourself with the location of fire alarms, fire extinguishers and fire exits nearest your teaching space(s).
- ☐ Ensure that you have identified the nearest source of Security and First Aid supplies to your classroom. If First Aid supplies need refilling/updating, contact Facilities Manager, [James Rae](#).
- ☐ Enter the Security office telephone numbers for the campus you will be teaching at into your cell phone. These numbers are listed below under [Campus Security](#).
- ☐ Find out from your Department Chair / Director any materials fee for your course (if applicable) so that you can add that information to your Course Outline. [Material fees are also found on the course catalogue on Self-Service](#).
- ☐ Be sure you know what materials are provided to each student so that this information can also be listed and discussed with students during the Course Outline dialogue on the [first day of class](#). If the full list of items will not be provided to the students, please contact your Technician and or Chair / Director as refunds must be processed to student accounts before the end of the semester.
- ☐ A class list / attendance sheet can be viewed in Self-Service once you have obtained a NSCAD Faculty email address and in [Brightspace](#).
- ☐ Go to the Office of Student Experience and obtain a Photo ID card, then go to the Library and get the Library access barcode put on that card. Meet the Librarians and Library Technicians. Ask for a tour of the Library.
- ☐ Visit the Library to find out what books, journals, databases, digital and visual resources, and archives are available to you as a member of NSCAD community. When referring to library policies, resources, and services always use: <https://library.nscad.ca/>.
- ☐ If you are going to require a textbook or readings, talk to your Chair / Director and the Librarian about that as soon as possible, and ask about the Library's [syllabus service](#) that is available to all Faculty. To request new Library books and resources for your courses, contact a Librarian as soon as you can to allow adequate time for ordering and processing. NSCAD respects and complies with the Canadian Copyright Act.
- ☐ If you require a substantial amount of content from one or more books for your course readings, you may need to obtain copyright clearance permissions. Librarians can provide Faculty with the support they need to comply with copyright legislation.
- ☐ It is recommended you meet with Learning Commons Technicians prior to teaching to familiarize yourself with any classroom technology that is available in the spaces you teach in. Should you require specific technical support please provide staff with sufficient notice. We recommend at least a week, unless it's a significant or complex event, in which case we recommend at minimum a month's notice. You can contact the Learning Commons staff via email at [lc@nscad.ca](mailto:lc@nscad.ca). To make software requests for your courses, please fill out the [Software Request form](#), found in Form Portal under Learning Commons, a month before a new semester begins.
- ☐ Become familiar with the Learning Commons located at the Fountain campus, 2nd Floor (via the elevator), above the Library. For more information on the Learning Commons, please visit: <https://nscad.ca/current-students/student-resources/student-services/learning-commons/>

- ☐ Contact Learning Commons/Multimedia Technician, Monika Kulesza, if you have issues with Brightspace (the designated LMS used by NSCAD), Padlet or Kaltura.
- ☐ Ensure that you also know where the nearest NSCAD telephone is, and that you have access to it.
- ☐ Visit the NSCAD Art Supply Store located on the ground level of the Hollis Street entrance. Please advise the Bookstore Manager as soon as possible if there are items that the students may need to purchase from the Store.
- ☐ Visit the Anna Leonowens Gallery and take in the weekly exhibitions. Find out about exhibitions/opportunities on <https://theanna.nscad.ca>
- ☐ Look through help documentation from Computer Services at <https://navigator.nscad.ca/wordpress/home/services/computer-services/>. Once you have your NSCAD email address, you can set up your connection to our wireless network, eduroam, before you arrive on campus. Instructions can be found here: <https://navigator.nscad.ca/wordpress/home/services/computer-services/eduroam/>.
- ☐ Read the NSCAD University Occupational Health and Safety Policy, available on the University website: <https://navigator.nscad.ca/wordpress/wp-content/uploads/2018/12/5.11-Occupational-Health-Safety-Policy-4.pdf>
- ☐ For employees new to NSCAD: Contact the [Director of Human Resources](#) if you have not received an NSCAD email and password within 2 weeks of receiving your teaching contract.
- ☐ Be sure you carry your cellphone and bring the 24-hour number for Security with you.
- ☐ Carry the number below as well, it is the direct 24/7 number for the HRM Mental Health Mobile Crisis Team for youth and adults experiencing a mental health crisis: 902-429-8167
- ☐ Get your key card/keys from [Facilities Management](#).
- ☐ New faculty should email Communications ([communications@nscad.ca](mailto:communications@nscad.ca)) their position title and a picture of themselves to be added to the online [Faculty and Academic Support Directory](#).

### Week One and Two in Class

- Review your Course Outline which should include all assignments and their value with your students. Post it on your class Brightspace page.
- Review the [Charter of Student Rights and Responsibilities](#) and discuss the values and norms of your classroom. Set the tone for discussion and frameworks for mutual respect so they can be more easily addressed should moments of tension arise in the classroom.
- Establish expectations for attendance and communicate your attendance requirement. Discuss your reasons and keep attendance records.
- If teaching online, establish your expectations for online participation and etiquette. Please note that there are many valid reasons why students may choose to leave their cameras off during a lecture. They should not be penalized or pressured in this regard.
- Have the area Technician walk through the Health & Safety and Studio protocol.
- Post the Technician's availability in Brightspace.
- If you plan to have off-campus visits, special meetings or tutorials, announce them early, especially if they will involve time outside class hours. Normally, you should not expect students to attend meetings outside the times scheduled for your course. Ending your class on time is also important as students have jobs to support their studies or may need to commute to another campus for class.



## Mid-Term

- ❑ A week or so before the mid-term warning deadline, meet with students to let them know where they stand. Come up with a plan to get them back on track and complete the course successfully.
- ❑ The mid-term warning date is usually 1-2 weeks before the final drop date without academic penalty. Every year, many students submit student requests for 'late withdrawal' when they find out after final drop date. These requests may be denied.

## End of Term

- ❑ Grade submissions: Be sure your grades are submitted online using Self-Service. Refer to the Academic Calendar for final grades due dates for each semester.
- ❑ STUDENT Feedback (Course and Instructor Evaluations): After the end of the term, you will receive the feedback from the evaluations your students write about the course and Faculty. You will receive an email with a link to the Blue Explorance platform, where you will see aggregated evaluation reports for each course taught in the semester. You may access the link at any time to review your course evaluations and you have the option of downloading the reports in a pdf format. You may wish to use these evaluations when applying for future jobs, as well as part of your Teaching Dossier both during your first application for RPT status and again during the Academic Dean's performance reviews, after attaining RPT status. If you need any assistance accessing these evaluation reports, please contact [surveys@nscad.ca](mailto:surveys@nscad.ca) or Anne Masterson at [amasterson@nscad.ca](mailto:amasterson@nscad.ca).

## Where to send Students for Supports, Services and Mentoring

### Academic Advice and Career Counselling

Students often seek out the perspective of Faculty, anticipating a safe and respectful audience that provides support and guidance and insight. Beyond the course content and delivery, the following are some examples of reasons for students to engage formally or informally with Faculty:

- students requesting assistance for class activities (e.g. group work, critique, presentations, report writing format, etc.)
- students requesting advice on program Major / Minor selection
- students requesting course waivers for program requirements, prerequisites. (Tell students to consult the OSE for the Course Waiver form.)
- students requesting letters of recommendation
- students requesting assistance with an issue that is more properly addressed with someone else at NSCAD. (Be prepared to 'refer' respectfully. Obtain guidance from peers and Chair / Director on how to direct students to appropriate staff for more focused support).
- Students seeking a professional perspective, career path advice and insight
- Students asking for Faculty to grant an exception on attendance, participation, assignment due date, etc.
- student requests for grade adjustment and / or student grade appeals. (Refer to the Academic Calendar for informal and formal process and document references.)

It is recommended that Faculty keep an e-trail of formal meetings (e.g. request for grade adjustment) with students, using email to confirm meeting times and purpose, log the dialogue, note topic(s) for discussion, and confirm any future action.

### Majors and Minors

Again, students often seek out Faculty as mentors and expect them to play a role in providing academic advice and career counselling. For example, students need to declare a Major early in their NSCAD learning experience. As part of their personal decision-making process, they often seek out the expertise and life experiences of Faculty.

While the Academic Calendar provides course descriptions and Major / Minor Degree tables (formerly Audit Worksheets), students still require academic guidance from Faculty and Chairs / Directors.

Faculty need to understand the requirements for Majors and Minors within the Division, and be prepared to encourage and advise students as soon as possible, to help them develop an early focus for their academic aspirations.

Faculty should encourage students to meet with OSE staff. The OSE Academic Advisors help to ensure that the student continues on the right course / program credit track and meets their program major / minor academic audit requirements. An Academic Advisor can also guide the student in the development of a plan of study. Academic Advisors are not expected to know or advise on the nuances between courses: they can only speak to the program requirements and which courses satisfy requirements.

Students can declare their preference of Degree Major / Minor by completing a Declaration of Major / Minor form, obtained at the OSE.

## Independent Study

An Independent Study refers to a course wherein the instructor and an individual student mutually agree to the course delivery timelines within the semester, methodology, formative and summative assessment, while maintaining the integrity of the Course Outline learning outcomes.

An Independent Study could be a traditionally scheduled course delivery within the program curriculum, or it may be initiated by a student and / or Faculty to deliver a specific course through a modified arrangement.

The Chair / Director must ensure that any Independent Study course delivery always maintains the integrity of the Course Outline, learning outcomes, and credit hours, regardless of any other delivery modifications.

An Independent Study form can be found on Form Portal. The student initiates the process, including the approval and proposal components of the Independent Study form, the Faculty assists with the completion of the document and required proposal narrative.

The Chair / Director reviews the application and proposal components, references the Collective Agreement parameters (e.g. Unit 1 FUNSCAD Collective Agreement Article 37.07) for Faculty assignment, and approves the process. Approval requires the signature of the student and Faculty, as well OAAR (Office of Academic Affairs and Research) and OSE (Office of Student Experience).

\* Form for applying for Independent Study can be found here:

[https://forms.nscad.ca/form?form\\_id=47944](https://forms.nscad.ca/form?form_id=47944)

## Creative Entrepreneurship Lab

As a hub of tools and resources, the Creative Entrepreneurship Lab (CEL) broadens the networking opportunities for aspiring creative workers, through events and education. The Lab functions as an early career development resource for students and faculty, supporting creative practitioners in developing entrepreneurial skills, financial literacy, and industry education, with the goal of sustainable creativity in and beyond the institution. For example, the Lab does in-class workshops on pitching, pricing, funding, and career development, hosts Alumni career talks, one-to-one meetings with students and faculty to assess career or research interests, articulates the current funding, entrepreneurial, and residency opportunities and best practices for branding and marketing.

## Students Requiring Financial Aid

Although many students have their financial supports in good order prior to enrolment and attending classes, some students will require additional financial support during the academic year. Students should be directed to OSE if questions about financial aid are raised. There are emergency funding opportunities such as the “Student Emergency Bursary Fund”. For more information and how to reach the Financial Aid Officer, jump back to the [Financial Aid section](#).

### Travel funding for conferences or academic events

This travel subsidy has been established to assist full-time NSCAD students (not on exchange) with travel expenses associated with a class trip or for individual travel related to the student's education. 3 or more students will be defined as a class. Group travel is normally led by regular faculty (full-time, pro-rated or part time), ICA and LTS instructors may apply for funding by obtaining divisional approval and the approval of the Vice-President (Academic and Research) and Provost on the application. Class Trip Travel Awards will allow a subsidy of up to **\$300.00** maximum per student to a maximum total of **\$3000.00** for any one class trip. Faculty must submit an itemized budget detailing the costs associated with the proposed class trip indicating the cost per student. Individual Travel Awards will allow a subsidy of up to **\$800** maximum per student per academic year.

#### [Class Trip Travel Subsidy Application](#)

#### [Individual Travel Subsidy Application](#)

### Student Complaints

#### Academic Complaints

It's not uncommon for students to build a trusting relationship with their instructor where they may disclose that they are unsatisfied with another course or instructor. If you are comfortable you can listen to their complaint but encourage them to meet with the Chair/Director of the program or with the Dean. The only way change can be made is if complaints are communicated to the Dean. Complaints do not need to be formal, they can be informal. The information assists with planning in-service days, coaching for new faculty, academic appeals, improving student experience and much more. The process for complaints is outlined in section 12 of the [Charter of Student Rights and Responsibilities](#).

#### Respectful Workplace and Learning Environment

When the Chair / Director is made aware of an interpersonal issue between a student and Faculty (unrelated to grade assignment), the Chair / Director confirms whether or not the student has first attempted to resolve the issue with the Faculty directly. If the student has already done so and has not received an acceptable resolution, the Chair / Director can offer to hold a meeting with the Faculty and student to informally discuss the issue. If the issue is still not resolved the student may choose to meet with the Dean. The Dean determines any future action, in consultation with the Chair / Director and OAAR. Please note that NSCAD does not attempt to informally resolve complaints of harassment or sexual violence.

#### Sexual Violence Complaint

NSCAD University is committed to creating and sustaining a safe community, where sexual violence is addressed through recognition of its severity, as well as providing supports, education, training, and resources. The [Sexual Violence Policy](#) outlines the procedures for reporting incidents of sexual violence, initial points of contact and the appropriate measures for handling complaints of sexual violence. All members of the NSCAD community must familiarize themselves with this policy. It outlines the institutional approach, resources, and campus prevention strategies.

The Director of Opportunity & Belonging or designate is intended to be a single point of contact and support, and liaison for members of the NSCAD Community who have experienced sexual violence, and will provide individualized information, advice, and assistance.

## Chairs and Directors

### Role of Chairs and Directors

Chairs and Directors guide and steward academic programming, foster academic integrity, nurture creativity, and make a difference to the lives of NSCAD students and colleagues. Chairs and Directors represent a community of professionals in the visual arts, design and craft fields, and encourage our students to reach their academic and creative potential as they progress through their academic journeys.

### Summary of Responsibilities

- Chairs and Directors communicate and provide immediate supervision to students, faculty, staff, and Technicians;
- recommend the roster and staffing of courses;
- sit on Senate and implement Divisional and University-wide policies;
- develop and oversee divisional budgets.

### When to reach out to your chair – a few common topics:

- You need to miss a class due to illness or extraordinary circumstances;
- issues in the classroom;
- questions regarding course outline or delivery;
- for department updates or clarification;
- campus tour
- visiting artists/ guests to the classroom;
- and any uncertainties, your Chair/ Director is your first point of contact. If you are unable to connect with your Chair/Director, contact the Dean for assistance.

### List of Chairs and Directors

CHAIRS AND DIRECTORS	
Chair, Art History & Contemporary Culture	<b>Karin Cope</b> (July 1, 2023 – June 30, 2026)
Chair, Craft	<b>David B. Smith</b> (July 1, 2024 – December 31, 2024) <b>Rebecca Hannon</b> (January 1, 2025 – June 30, 2025)
Chair, Design	<b>May Chung</b> (July 1, 2024-June 30, 2026)
Chair, Fine Arts	<b>Mathew Reichertz</b> ( July 1, 2024 – June 30, 2025)
Chair, Foundation	<b>Rory MacDonald</b> (July 1, 2024 – June 30, 2027)
Chair, Media Arts	<b>Sam Fisher</b> (July 1, 2022 – June 30, 2025; sabbatical 2023-2024)
Director, Master of Art Education	<b>David B. Smith</b> (July 1, 2023 – June 30, 2025)
Director, Master of Design	<b>Huschang Pourian</b> (July 1, 2024 – June 30, 2026)

Director, Master of Fine Arts	<b>Karin Cope</b> (July 1, 2024 – December 31, 2024) <b>Craig Leonard</b> (January 1, 2025 – June 30, 2025)
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## Technicians

### Role of Technicians

Technical and Educational Resource Personnel are part of FUNSCAD Unit II. They are responsible for overseeing the Occupational Health and Safety standards of their respective areas, ensuring the safe use and availability of supplies and equipment for students and instructors to conduct their teaching and learning. Each Division or studio area has at least one technician employed for support. If you have any questions about the facilities available and access, please contact your division's respective technician.

### List of Technicians

DIVISION/DEPARTMENT	TECHNICIAN
<b>Craft</b>	
Ceramics	George Cho (Port Campus)
Fashion	Tamsin Sloots (Fountain Campus)
Jewellery	Emma Piirtoniemi (Fountain Campus) Berkeley Brown (Fountain Campus)
Textiles	Anke Fox (Fountain Campus)
<b>Fine Arts</b>	
Metalshop	Mark Whidden (Port Campus)
Painting/Drawing	Takashi Hilferink (Fountain Campus)
Printmaking	Jill Graham (Fountain Campus)
Sculpture	John Kennedy (Port Campus)
Woodshop	Donald Thompson (Port Campus)
<b>Media Arts</b>	
Photo	Alex Chisholm (Fountain Campus) Keely Hopkins (Temporary) (Fountain Campus)
<b>Design</b>	
Digital Fabrication	Reba Forbes (Port Campus)
Design/Print Services	Jeff Wry (Fountain Campus)
<b>Learning Commons</b>	Monika Kulesza (Fountain Campus) Will Robinson (Fountain Campus) Nathan Ryan (Academy Campus) Annik Gaudet (Academy Campus) Renia Strappas (Port Campus)
<b>Library</b>	Deborah George (Fountain Campus) Detta Morrison-Phillips (Fountain Campus) Ven Cain (Fountain Campus)
<b>Gallery</b>	Kate Walchuk (Exhibitions Coordinator, Anna Leonowens)

	Natalie Laurin (Treaty Space Exhibitions Coordinator)
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## Safety and Security

University buildings are locked after hours but can be opened for you if you present your ID to the guards. There are occasional thefts of personal and school property, and you are advised to keep doors locked, and not to leave items such as laptops, purses, briefcases, backpacks, cameras and other valuables unattended. Please report any suspicious visitors to the security guards (after hours) or Facilities Maintenance staff (regular hours). Never leave doors propped open.

NSCAD University does not accept responsibility for the loss or damage of personal or University property. When working during the evenings and weekends, be sure that the security guards know where you will be working and always try to work with a colleague present.

### Types of Emergencies and Procedures

#### A. Medical Emergency

##### STEPS:

##### *Person Identifying Situation*

1. Notify the Manager of Facilities Management, indicate medical emergency, they will contact Emergency Response and ambulances if necessary. Dial 9+830-8452; OR 9+ 911
2. Be available to provide information to Emergency Response team or Manager of Facilities Management.
3. Facilities Management will contact Crisis Management Team
4. Facilities Management will contact the Health Authority if necessary (or HRM Police department).

#### Violent Crime or Behavior

##### STEPS: (CRIME IS IN PROCESS) Person Experiencing the Situation:

1. Stay calm, give money or meet demands if possible
2. Notify Facilities Management as soon as possible (9+830-8452). Facilities Management will contact Emergency First Response Team or outside authority, if required
3. Secure the area or move to a safe environment

##### STEPS: DISCOVERY OF VIOLENT CRIME (AFTER THE FACT):

##### *Person discovering the situation*

1. Notify Facilities Management ([within the Fountain Campus dial 9+] 902-877-0750), they will notify Emergency First Response Team if required.

2. Go to a safe place and wait for Facilities Management and/or Security. Report anything noted of relevance to Facilities Management.

### Political Situation

STEPS: (RIOT / DEMONSTRATIONS):

#### *Person Identifying Situation*

1. Notify Facilities Management ([within the Fountain Campus dial 9+] 902-830-8452). They will notify Emergency First Response Team and the HRM Police if required
2. Move to a safe environment

### Off-Campus Accidents Involving Students, Faculty and/or Staff

1. Notify a member of the Crisis Management Team

### Environmental / Natural Disaster – Evacuation

STEPS:

#### *Person discovering the situation*

1. Pull fire alarm and follow procedures to evacuate the area
2. Notify Facilities Management ([within the Fountain Campus dial 9+] 902-830-8452)

### Bomb Threats

STEPS

#### *Person Identifying Situation*

1. Notify Facilities Management

### First Aid

Basic first aid supplies are kept in many Security service areas throughout the three NSCAD campuses.

**Before your first class, please ensure that you have identified the nearest source of First Aid supplies to your classroom.**

### Fire Prevention

There is **no smoking** permitted anywhere inside the University, or within four meters of doors or windows. Smoking is not permitted on the deck. The campus is equipped with **fire alarms**, extinguishers and a sprinkler system. The **sprinkler system** pipes and heads are not to be used to suspend any materials.



**Print these numbers out and staple them to your attendance roster each term**

## **EMERGENCY PHONE NUMBERS**

**9-911 for Fountain Campus and Academy Building**

**911 for Port Campus**

### **SECURITY:**

**Security cell phone (Fountain Campus, 24 hours): (902) 877-0764**

**Security desk, Fountain Campus: (902) 494-8174 and (902) 492-8778**

**Port Campus Security desk: (902) 442-4218**

**Port Campus Security cell: (902) 478-0234**

**Academy Building Security: (902) 456-7759**

**Mental health emergency**

**Mental Health Mobile Crisis Team**

**902-429-8167**