



FACULTY OF
MEDICINE & DENTISTRY
UNIVERSITY OF ALBERTA

ACADEMIC STAFF ORIENTATION MANUAL

OCTOBER 2009

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Faculty of Medicine & Dentistry Academic Orientation Manual

FACULTY OF MEDICINE & DENTISTRY

Introduction

The achievements of the Faculty of Medicine & Dentistry (FoMD) are evident in all of its portfolios.

In medical education, our students of the Class of 2007, ranked first among the 16 medical schools in the country on both Part 1 and Part 2 of their licensing examinations. In the last five years, our student body has included three Rhodes Scholars and our faculty, three national 3M Teaching Awardees. In Undergraduate Medical Education we have successfully introduced a rural-based Integrated Community Clerkship and have re-vitalized our DDS program. Fifty-five residency programs have received full approval Accreditation rankings.

In clinical care, we have internationally recognized programs in pediatric cardiac surgery, transplantation including the Edmonton Protocol-inspired islet cell transplant program, and robotic surgery, among many others.

In research, we garnered approximately 35% of the total funding obtained by the University of Alberta (UA) in 2008-2009. Our faculty includes 10 J. Gordin Kaplan Awardees for Excellence in Research, four Howard Hughes Scholars, eight recipients of the Order of Canada, 21 Fellows of the Royal Society of Canada and 13 ASTech winners.

We have been recognized internationally as being among the world's top 52 medical schools. However, in order to reach the UA's goal of being one of the world's top 20 publicly-funded universities by 2020, we will continue to focus on recruitment competitiveness, the establishment and maintenance of core research platforms, the expansion of teaching capacity and the creation of clinical environments that maximize scholarship.

The FoMD must be adaptive and innovative in pursuing research, teaching and clinical endeavours in a time of financial restraint and a rapidly changing environment. In 2008, the Alberta government restructured the nine regional health authorities as well as the Alberta Mental Health Board and the Alberta Cancer Board, to create one large provincial health authority overseen by the Alberta Health Services Board (AHSB). The Province also made a commitment to expansion of the MD, DDS, DH and MLS programs, provided substantial continuing funding to Dentistry and Dental Hygiene, and set out to restructure research funding. Important changes are taking place in the structure and organization of the FoMD's major source of research funds, the Alberta Heritage Foundation for Medical Research (AHFMR).

The FoMD prides itself on its strong, collaborative relationships with Alberta Health Services and other valued partners, as well as other faculties and learning institutions. We will continue to build upon these as we move forward in training qualified, caring health professionals. The challenge for the FoMD during these times will be to maintain excellent scholarship, balance the moral imperative of health care, and create efficient apprenticeship and technical training

environments for the rapid generation of increased numbers of physicians and other health-care providers.

The development of strategy through Task Forces will be an ongoing process in the FoMD. Thirteen have been established to consider the following major areas of policy: Metrics for Assessment of Faculty Research Performance (research, education and clinical); Development of Multidisciplinary, Cross-Departmental Research Linkages (Institutes, Groups and Centres); Strategies around Communication; Fund Development; Cross-Faculty Collaboration; Global Health; Collegiality; Relationships with Industry; Office of Education; and Pump-Priming Initiatives.

The FoMD is placing renewed emphasis on research programs. But as we enter this period of financial constraint, areas for investment and disinvestment must be identified and decisions made on the basis of objective and transparent criteria. Therefore, the Research Office is coordinating the collation of information relating to research performance. This report will be submitted, with strategic research plans, for external peer assessment.

Organization of the Faculty of Medicine & Dentistry

In 1913 our medical school became the first medical school in Canada that originated within an established University. Much has changed since that first class graduated with 27 male students who completed their clinical years in Toronto or Montreal after three years at the UA. A three year program in Medical Laboratory Sciences was added in 1958, and in 1996 the Faculty of Dentistry merged with the Faculty of Medicine to become the FoMD.

The size and complexity of the FoMD is emphasized by the following numbers: 20 Departments, six Faculty Divisions, 31 Research Centres and Institutes, nine Research Groups, undergraduate programs in four areas (MD, DDS, DH, and MLS), 55 residency programs, 20 graduate programs (including Neuroscience), 703 tenure-track full-time faculty, 1,319 clinical faculty, 306 support staff funded from the operating budget, 780 trust-funded support staff, 1,271 (includes intake of 12 students in 2008 and 33 students in 2009) undergraduate students (including an intake in 2009 of 189 medical students, 35 dental students, 48 dental hygienist students and 18 medical laboratory science students), 545 graduate students (includes 28 Neuroscience students), 732 residents and 101 fellows.

Academic Governance

The governance of the FoMD, with respect to all academic matters, is vested in Faculty Council under the authority of General Faculties Council (GFC) of the UA. Faculty Council approves all policies that are elaborations of University policy or policies where the Faculty has authority distinct from the University.

The Dean, reporting to the Provost and VP (Academic), is ultimately responsible for the administration and management of the FoMD and its budgets, with appropriate authority delegated to the Vice Dean (Research, Education and Faculty Affairs) and the Executive Director. The Deanery has been reorganized with three Vice Deans (Education, Research and Faculty Affairs) and an Executive Director reporting to the Dean. The Deanery functions have been allocated to each of the four administrative portfolios as outlined in Appendix 1.

The department chairs, institute directors and, in some instances, divisions within departments, have self-selected eight (8) departmental groupings/schools that they believe would maximize their respective departmental research and educational collaborations. The departmental chairs and institute directors making up each school have also identified school leadership roles: School Lead, Education Lead and Research Lead (Appendix 2). These schools do not replace the current departmental structure nor do they assume current departmental responsibilities such as budgets, appointments or faculty evaluation. There is no formal governance of the schools. The School Lead will facilitate the necessary discussions and collaborations identified by the member departments, meeting as often as considered necessary, using ad hoc working groups or subcommittees as they determine appropriate.

Each School Lead will be asked to represent the departmental cluster on the Faculty's Management Committee (an advisory committee of the Dean). Education Leads will facilitate discussions on educational initiatives, working closely with the various Associate Deans i.e. Undergraduate Medical Education, Post-graduate Medical Education, Faculty Development, etc. The Associate Deans will remain responsible for accreditation standards and form the Committee of Associate Deans Education (CADE). Research Leads will have a similar facilitation role, collaborating closely with the Faculty's Office of Research on research initiatives. These leads will not be compensated for these duties nor will they receive additional administrative support. The term of the leads will initially be two years, after which the virtual structure and the lead concept will be reviewed and modifications will be made as considered necessary.

Governing Committees for the FoMD include:

1. **Dean's Executive Committee (DEC)** which will be reconstituted to consist of the Dean (Chair), the Vice Deans and the Executive Director. This committee previously consisted of these individuals plus the Faculty's Associate Deans. These education Associate Deans will form a Committee of Associate Deans Education (CADE) - description below.
2. **Chairs Committee and Faculty Evaluation Committee** will remain as currently constituted.
3. **Faculty Management Committee (FMC)** will consist of the Dean (Chair), the DEC members and the School Leads. This committee will receive and evaluate proposals, recruitment plans, etc. from the various schools, supplemented by recommendations from working groups/task forces as required. FMC will replace the Faculty's current Planning and Priorities Committee (PPC) advisory committee.
4. **Faculty Learning Committee (FLC)** will consist of the Vice Dean Education (Chair) and an Education Lead from each school. Each school's Education Lead will be responsible for establishing a subcommittee/working group to obtain input on educational matters from key stakeholders within the school. The Faculty Learning Committee will advise the Vice Dean Education on education initiatives and collaborate with the Committee of Associate Deans Education (CADE). Course calendar changes will be approved by this committee. FLC will replace the Faculty's current Faculty Education Advisory Committee (FEAC).
5. **Committee of Associate Deans Education (CADE)** will consist of the current Education Associate/Assistant Deans (i.e. Associate Dean UME, PGME, CPL, Faculty Development,

CESR, Rural and Regional Health and Informatics) as well as a Dentistry and Medical Laboratory Science representative. This committee will continue to be responsible for accreditation and education delivery, working closely with the Faculty Learning Committee on developing and implementing educational initiatives.

6. Faculty Research Committee (FRC) will consist of the Vice Dean Research (Chair) and a Research Lead from each school. Each school's Research Lead will be responsible for establishing a sub-committee or working groups representing the school's departmental research stakeholders. This committee will advise the Vice Dean Research on research initiatives. FRC will replace the Faculty's current Research Advisory Committee (RAC).

7. Faculty Administrators' Committee. The current Departmental Administrators committee will remain as currently constituted, chaired by the Executive Director and include administrative representation from each department, institutes and stand alone divisions. This group will be supplemented by a smaller, school-focused Faculty Administrators' Committee constituted by an administrative representative from each school and senior deanery administration. The purpose of this committee will be to support Faculty strategy, develop administrative synergies and pursue strategic initiatives as they relate to administrative matters. The school representative will be self-selected by senior administrative leads from each department in the school. The terms, etc. of these administrative leads will be consistent with the terms of the School Leads.

The concept of the virtual school structure and the new governance structure was discussed with the University and FoMD leadership during Dean Baker's visits in April and June 2009. The departmental chairs have considered various school clusters over the last four months, consulting with the members of their departments as well as other department chairs. In June 2009, meetings were held with AASUA and NASA representatives to discuss this initiative and how it would increase engagement throughout the Faculty on strategic issues. Feedback was also provided from departmental administrators, AET, AHS and AHW. Since September 2009, Dean Baker has met with each department chair, associate and assistant deans, institute directors and certain division directors to receive input on establishing this school structure. This dialogue has also been supplemented by updates in the Faculty newsletter and website. During August and September, the department chairs, the divisional directors within the larger departments and the stand alone divisions, self-selected the eight school clusters. Once the schools were determined, the members of the proposed schools determined who would best fill the various lead positions. In most, but not all instances, the leads selected were departmental chairs.

On October 5, 2009, FoMD's Faculty Council overwhelmingly supported the proposed school clusters, the leads and the changes to the various Dean's advisory committees. It will be submitted for information to the Board Learning & Discovery on December 14th, 2009.

Contact information

A telephone directory of staff working within the Dean's Office, FoMD, may be found in Appendix 3. Contact lists of departmental chairs and senior administrators are included as Appendices 4 and 5.

EVALUATION OF FACULTY

Introduction

Under the AASUA, the University of Alberta Faculty Agreement and the FSO Agreement, and in keeping with the University of Alberta's Policies and Procedures Manual regarding Faculty Evaluation Committees (FECs), each Faculty is required to publish guidelines to assist its Department Chairs and the Faculty Evaluation Committee (FEC) in their deliberations regarding merit increments, awarding of tenure, and promotions. These guidelines provide parameters for the assessment of acceptable and unacceptable academic performance for individual faculty members, including the category of performance classed as "unacceptable academic performance" (Article 14). The 2006 FEC guideline document represents a modification of the 1996 version and was developed after wide internal consultation and examination of similar national and international documents.

The Faculty of Medicine & Dentistry is a unique and complex environment, and thus requires skilled individuals who perform a variety of functions. Each faculty member will have a written job description outlining his/her University responsibilities with clearly defined expectations for teaching, research/scholarship, administration, and clinical practice (if applicable). It is expected that the job description outlining the explicit roles, responsibilities, and duties upon which the faculty member's performance is judged will be reviewed annually as it represents the joint agreement between the Faculty member and the University. Changes in job description are negotiated by the Faculty member with the Department Chair and are approved by the Dean.

Each faculty member should normally have responsibilities in each of the categories of teaching, research/scholarship, and administration. Faculty members with clinical skills (e.g. physicians, dentists, dental hygienists, medical physicists) will also have clinical duties. Responsibilities will be discharged according to the faculty member's job description with, at least, adequate performance in each category. Performance will be assessed using objective criteria whenever possible. The expectations for performance will increase with increasing rank and be commensurate with the faculty member's seniority. Performance criteria for various job categories (e.g. teaching, research) are provided in this document to guide the Chair and faculty member during the review process. Although the Chair (and/or designate) is expected to provide career guidance to the faculty member, the responsibility for performance ultimately rests with the faculty member.

The Faculty of Medicine & Dentistry is committed to the values of scholarship; respect; compassion and caring; integrity; excellence; partnership; and stewardship and has defined behavioral expectations in a Code of Conduct: (http://www.med.ualberta.ca/Library/Documents/Education/Policies/Code_Conduct.pdf). The Faculty embraces the concept of life-long learning and professional development. Beyond expert knowledge or skilled practice in a given field, there is the expectation that each faculty member will demonstrate professional behaviors including altruism, collaboration and teamwork, responsibility and accountability, and leadership in all areas of work. Each faculty member is expected to provide mentoring to those he/she supervises including trainees. All faculty members are expected to be role models in the Faculty environment.

Each faculty member is expected to provide some administrative service to his/her discipline, the Department/Faculty/University and the Hospital/Health Authority (if applicable) which is considered an aspect of faculty citizenship. Extra-Faculty activities unrelated to the faculty member's discipline or academic position are optional and though encouraged as a facet of community citizenship will not be considered as a basis for merit considerations, tenure, or promotion.

General Guidelines

FEC Membership and Authorities

FEC considers the performance of all academic members in the Faculty except that of the Dean and Department Chairs. Departmental Chairs are evaluated by the Dean and the Dean by the Provost. FECs do not evaluate the performance of APOs (see 4.0 Policies and Procedures Manual regarding Faculty Evaluation Committees [FECs] August 2005). Clinical faculty appointments, at times referred to as part-time faculty, are evaluated within their respective departments.

The composition of FEC shall be: the Dean (as Chair), all Department Chairs, and at least two tenured faculty members elected by Faculty Council. Ideally, at least one elected representative shall be present at meetings of FEC although quorum shall be 80% of the committee membership. Decisions shall be decided by a majority of those present. The Dean, as Chair of FEC, votes only in the event of a tie.

Performance Reviews

On an annual basis, each faculty member's progress will be reviewed by the Department Chair and FEC based on Article 7 (University Responsibilities), Article 8 (Supplementary Professional Activities) and Article 13 (Faculty Evaluation). At appropriate times after the initial appointment, each faculty member will be considered for tenure and/or promotion (Article 12). If a faculty member is granted one or more leaves during a probationary period and, if the length or type of leave is such that it materially affects the performance on which the faculty member is to be assessed, the probationary period shall be extended for one or more years. This extension shall be made by the Vice-President (Academic) on the recommendation of the Dean following consultation with the Department Chair and the faculty member. It is the responsibility of the Chair and FEC to ensure that the faculty member is not disadvantaged by such leave(s). Part time continuing tenure track appointments of less than 1 FTE (full time equivalent) will be evaluated based either on proportionally reduced expectations or with an extension of the probationary period(s). The standards of performance are not changed. A special conditions agreement will be negotiated with the Department Chair and Dean pre-employment or, if a change from full time, at least one year before the faculty member's case is heard at FEC.

In the Faculty of Medicine & Dentistry, annual reviews of performance will be based on job description and contributions in the following categories: teaching, research/scholarship, administration, and clinical practice (if applicable). Except under unusual circumstances and in the case of FSOs, the minimum research and teaching contributions for any academic appointment should each constitute at least 10% of the assigned duties.

In addition to the Annual Faculty Report, which follows a precisely defined format, objective documentation addressing the faculty member's contributions may include formal and informal feedback from students, peers, or supervisors; for those faculty members who are also members of interdisciplinary teaching and/or research groups (e.g. institutes, centres), input from team members outside the Department and/or Faculty will be considered. Administrative contributions may include but are not limited to policy development, major administrative or curricular portfolios, the organization of special events or activities, search and selection committee participation/organization, and/or commitments to major infrastructure proposals or fundraising. It is the responsibility of the faculty member to provide the appropriate documentation to the Chair.

For the Faculty of Medicine & Dentistry, the period of performance review is the calendar year January 1 to December 31.

The complete document entitled "Guidelines for the Evaluation of Academic Staff for Merit Increments, Tenure, and Promotion" may be found at:

http://www.med.ualberta.ca/Library/Documents/administration/FEC_Guidelines.pdf.

MENTORSHIP PROGRAM

Academic Mentorship in the Faculty of Medicine & Dentistry

Students, trainees, research fellows and junior faculty all benefit from the direction provided by academic mentors and research supervisors. Mentoring is recognized to be important in facilitating the future success of trainees, and promoting more productive teaching and research careers, greater career satisfaction, better preparation in making career decisions, networking within a profession, aiding in stress management, and promoting leadership.

Mentoring refers to the deliberate use of various types of behavior during an evolving goal-directed interpersonal relationship with a mentee. This is accomplished by planned meetings or encounters over an extended period of time that usually spans many months. Elements of mentoring (such as providing empathy, advice, challenges and motivation) may occur when teaching, supervising, assessing and evaluating learners and students during rotations or courses. However, these relationships are usually too short or unstructured to fit the above definition.

Informal mentorship refers to mentoring relationships of a more ad hoc nature, which may be instigated by individuals, and may not necessarily be administered or tracked by divisions or departments.

Formal mentorship refers to a mentoring process that is formally recognized and supervised. Assigned or facilitated mentors and mentee meet on a regular basis to discuss matters of career development in confidence. These interactions should conform to guidelines provided by the department or division, and the relationships are tracked by means of regularly submitted reports. The Faculty of Medicine & Dentistry encourages new faculty to engage in a formal mentoring relationship, at least until promotion to Associate Professor.

Some departments within the Faculty of Medicine & Dentistry have or are developing such formal mentorship programs. As an example, the Department of Medicine's Mentorship program

has a developed an on-line mentorship resource kit (<http://www.depmed.ualberta.ca/mentor/>) that includes many useful resources:

- Mentorship expectations, mentor qualifications and mentee responsibilities
- Checklists to promote successful meetings
- Meeting report forms
- Guidelines for Scientific mentorship
- Guides to planning for a successful academic career as a clinician-teacher
- A copy of the FoMD Faculty Evaluation guidelines
- Articles of interest about mentoring

Check with your Department Chair about engaging in a mentoring relationship!

The on-line version of the academic staff orientation manual is attached.

http://www.med.ualberta.ca/Library/Documents/Administration/faculty_orientation_manual.pdf

ANNUAL REPORT ONLINE

<https://aro.med.ualberta.ca>

Annual Report Online (ARO) is used by academic staff to report on their activities of the current year. All academic staff members holding full or part-time: continuing, contingent term, or limited term appointments are required to complete an annual report. For more information: [Guidelines for the Evaluation of Academic Staff for Merit Increments, Tenure & Promotion.](#)

When you start to use ARO, as a first step please click on and read the context (page) sensitive help section (Quick-links) found on every page. This linked material includes definitions, guides and examples that will help you best use the report. We have attempted to improve the reporting and acknowledgement of the important elements of faculty members' activities and productivities. By doing so, we hope to promote greater clarity and equity in assessment, recognition and reward during the FEC process. To this end, there have been substantial changes and additions to the report.

1. Most dramatically, the method of reporting your time commitments has been changed from hours to half-day increments. Simple guides and rules for how to report in half-days have been appended to each pertinent section of the report (in the Quick-links). For full-time faculty, there is a pre-set 400 half-day denominator of time per year. This allows for a simpler and clearer rendering of job description time commitments (10% is 40 half-days), standardizes how we report our time, and lends itself better to Faculty scheduling and resource planning. Time commitments that occur as a *result* of activities (both preparatory and consequential) will also be recognized in a standard manner- examples would include preparing and following up on a lecture or clinic.
2. The report re-defines teaching and supervision environments into classroom-based (large or small group) and work-placed based, and for the latter offers a simple set of

- rules to claim time commitments. You can also now add more details to capture important characteristics or circumstances of your teaching and supervision.
3. The report has a number of new sections. These include Patient Centred Clinical Activities, Products, and under the education section, Teaching and Supervision, Formative assessment, and Development (which includes objectives, teaching strategies and methodologies, and Summative assessment). There is also a reflective section on Professionalism.
 4. The report now offers a basic method for describing activities and productivities, shared by all sections of the report (type, domain, scope, your role, and peer-review). This promotes clarity, controls vocabulary to allow for input into relational databases, and better outlines metrics for scholarship.
 5. The report is more interactive. Entering data in one section can now “auto-fill” another related section- saving you time and keeping the reporting coherent (See patient centred clinical activities section for an example). Publication data can be automatic filled through expanded search strategies with PubMed (for example, searching your name as “author” and selecting your publications from the results will download all needed data from your publications from the current year into the form).
 6. The report will have important functionalities. From the data entered, an automatic generated Common CV file and a teaching dossier can be created. These are presently in the development stage and will be functioning later this year.

An events calendar outlining the 2009 upcoming ARO and FEC related events is situated in the far right column on the webpage noted above.

We hope you find the 2009 Annual Report Online better suits your needs. We will continually strive to improve it and welcome your comments and suggestions on how to do so (aro@med.ualberta.ca).

For specific information, regarding procedures utilized in your Department for Annual Reporting, please contact your Department Chair or APO.

HUMAN RESOURCES FOR ACADEMIC STAFF

Human Resource Services for Academic Staff

<http://www.hrs.ualberta.ca/Academic.aspx>

Association of Academic Staff

<http://www.uofaweb.ualberta.ca/aasua/>

Faculty Agreement and Salary Scales

<http://www.hrs.ualberta.ca/Agreements/Faculty.aspx>

Academic Staff Benefits

<http://www.hrs.ualberta.ca/Benefits/Academic>

Benefits available to academic staff are outlined on the site noted above. In addition to benefit coverage, a forms cabinet is available <http://www.hrs.ualberta.ca/Forms/>. Reimbursement for health care (medical, dental and Health Spending Account) may be made directly on-line via Sun Life. Members are encouraged to sign up for WEB access:

<http://www.hrs.ualberta.ca/Benefits/SunLife.aspx>.

Relocation of New Faculty

Housing Support Procedure (See Information for Prospective Staff)

https://www.conman.ualberta.ca/stellent/groups/public/@academic/documents/procedure/pp_cm_p_064343.hcsp

Compensation

At this website, <http://www.hrs.ualberta.ca/Compensation/Academic.aspx>, you will find information regarding compensation issues.

Employee Self Service

Employee self service (ESS), <http://www.hrs.ualberta.ca/SelfService.aspx>, provides access to your payroll, benefits and personal information through the University of Alberta Bear Tracks system.

In Employee Self Service, www.hrs.ualberta.ca/SelfService.aspx., you can view the following information:

- Benefit enrollments
- Personal information - home address and phone number
- Paycheque information - current and prior paycheques
- Tax deductions
- Manage Direct Deposit Online
- Access Year End Tax Slips Online (T4, T4A)

[Logon to Bear Tracks](#)

[ESS User Guide](#)

Also at this website, you will find links to Salary Scales for academic staff employees <http://www.hrs.ualberta.ca/Salaries/Academic.aspx>, Holidays and Winter Closure details <http://www.hrs.ualberta.ca/Holidays.aspx>, and Job Evaluation information for both academic and support staff <http://www.hrs.ualberta.ca/JobEval>.

Learning and Development

Opportunities for learning and development may be accessed via:

<http://www.hrs.ualberta.ca/Learning/Academic.aspx>.

Funding for Staff Development

Funding sources for Staff Development may be accessed via:
<http://www.hrs.ualberta.ca/Learning/Funding/Academic.aspx>.

Professional Expense Allowance

Please note that most academic staff receive a Professional Expense Allowance in the amount of \$1,400 per academic year that may be used for learning opportunities. Additional information is available at: <http://www.hrs.ualberta.ca/PER.aspx>.

Remission of Tuition Fees

Eligible staff can have tuition fees remitted for University of Alberta credit courses. The website below provides details (number of courses, forms, etc) required to utilize this funding:
<http://www.hrs.ualberta.ca/Learning/Funding/TuitionRemission.aspx>.

Health Promotion and WorkLife Services (HPaWS)

Health Promotion and WorkLife Services provides a client focused staff benefit whose purpose is to ensure that staff members, their department and ultimately the University all gain from the interventions and services being offered. Utilizing an innovative and holistic approach, Health Promotion and WorkLife Services inspire and assist individuals and work groups to achieve personal excellence within a meaningful, creative and effective work and learning environment. Services are provided to individuals at all levels, to work groups, and to the campus community as a whole. Information on workplace health promotion, health recovery support, employee and family assistance programs, WCB reporting, recognition programs and associated communications may be accessed via: <http://www.hrs.ualberta.ca/Health>.

Family Matters

The Human Resources Department at the University of Alberta is pleased to introduce the Family Matters guide, which has been designed to provide staff members and their families with information on programs and resources of interest to families. Included is information for individuals new to Edmonton, resources and programs for children and aging family members, accommodations for staff with families and contact information for various campus offices.
[Guide for staff members hired under the Faculty, APO, FSO and Librarian Agreements](#)

Safety and Security

Information on emergency contacts, fire and life safety, personal safety and security and current health and safety topics may be accessed via: <http://www.hrs.ualberta.ca/Safety.aspx>.

OFFICE OF SAFE DISCLOSURE & HUMAN RIGHTS

The Office of Safe Disclosure & Human Rights is available to University of Alberta students and staff wishing to report any concerns about how University policies, procedures or ethical standards are being applied. Individuals who access the Office can expect a safe, neutral and confidential process focused on resolving issues brought forward.

The Office is also responsible for raising awareness throughout the University community of human rights and how they apply to staff and students. See:

<http://www.med.ualberta.ca/Library/Documents/SDHR-Office-Brochure.pdf>.

CONFLICT OF INTEREST AND COMMITMENT COMPLIANCE PROCEDURE

Conflicts may be viewed and reported in three contexts:

1. The very nature of **research** activities may give rise to the potential for **Conflict of Interest** in research.
2. The University's ever-increasing interaction with the community at large brings with it a greater likelihood that perceived or real Conflicts of Interest of other types (**non-research**) could arise.
3. The many and varied activities engaged in by members of the University have the potential to give rise to **Conflicts of Commitment**.

For any such conflicts to be allowed, related considerations must be reported, assessed and managed in a way that would withstand reasonable and independent scrutiny, and in a way that is legislation-compliant, and that considers, protects and serves the interests and reputation of the University.

This Conflict of Interest and Commitment Disclosure Report (Report) is intended to gather the relevant information for conflict considerations. Some responses may include personal information as defined by the *Freedom of Information and Protection of Privacy Act*, RSA 2000 F-25. The *Act*, (Section 33(c)) provides the legislative authority to collect this information. A pro-active approach requires a 12-month in-the-future reporting period, starting October 1 of every year, with persons reporting on anticipated activities that, if allowed, would or may give rise to Conflict.

Additional information and the appropriate form for completion may be found at:

https://www.conman.ualberta.ca/stellent/groups/public/@academic/documents/procedure/pp_cm_p_051035.hcsp.

HEALTH AND WELLNESS

Employee and Family Assistance Program (EFAP)

All University of Alberta staff members and their eligible dependants have access to all services through the EFAP, regardless of whether you are enrolled in a benefit plan. Services provided through the EFAP program are held in the strictest confidence.

Services available through the EFAP include psychological counseling, nutritional, legal, and financial consultation, access to a personal trainer, e-learning courses, health and wellness resources, and work life services (e.g. cultural transition support, child and eldercare resources, etc.). Additional information may be found at: <http://www.hrs.ualberta.ca/efap>.

Leaves of Absence

Leaves shall be awarded following application for leave to be made by the staff member and approved by the appropriate officer. Leaves include Sabbaticals (Article 9), Medical Leave (Article 23) and Leaves (Article 24) including Assisted, Political, Childbirth, Parental and Other.

Pertinent details regarding the various leaves may be found in the Faculty Agreement:
<http://www.hrs.ualberta.ca/Agreements/Academic/Faculty.pdf>.

RESOURCES

Campus Computing ID (CCID)

You require a Campus Computing ID (CCID) and a password to access Bear Tracks as well as many other features at the University of Alberta.

HOMER

Other features include access to U of A e-mail accounts, and HOMER (an online learning community for the University of Alberta Faculty of Medicine & Dentistry)

<https://homer.med.ualberta.ca/>.

Your Department prepares a request for an employee identification number and CCID when you have accepted an appointment at the University of Alberta. You will be provided with an e-mail from CCID Administration via your Departmental or Human Resources Administrator outlining your CCID and temporary password.

ONECard



The ONEcard is the official identification card of the University of Alberta. It provides you with access to University services such as campus recreation, libraries, door swipe access to University buildings, printing and photocopying, and as payment in selected businesses at the Students' Union Building and card-accessed vending machines on campus. The ONEcard office is located in B-12 Cameron Library. University of Alberta faculty and staff who are members of AAS:UA and NASA and/or receive full benefits are generally entitled to obtain an ONEcard.

Information about obtaining an ONEcard can be found at:

<http://www.onecard.ualberta.ca/ONEcard.html>.

Additionally, all University of Alberta employees, carrying a valid staff ONEcard, may use that card to travel any time seven days a week for no charge on the LRT between South Campus station and Churchill Square station. The program is to be used to facilitate travel required in conducting University business.

If you already have an ONEcard, note that the word "staff" appears on the front of it. Most ONEcards have an expiration date on the back that indicates its validity. If your staff ONEcard does not have an expiration date, please visit the ONEcard office to receive a new card.

There is no cost to obtain an ONEcard, but there is a \$15.00 replacement fee should it be lost or stolen.

Campus Resources

<http://www.hrs.ualberta.ca/ProspectiveStaff/CampusResources>

The Campus Resources link above provides valuable links pertaining to:

Association of Academic Staff: University of Alberta <http://www.uofaweb.ualberta.ca/aasua/>
Administration and Governance <http://www.ualberta.ca/~publicas/uofa/resources/administration.html>
Bookstore <http://www.bookstore.ualberta.ca/>
University of Alberta Calendar <http://www.registrar.ualberta.ca/calendar/>
Campus Events <http://www.events.ualberta.ca/>
Campus Recreation <http://www.campusrec.ualberta.ca/>
Computing Resources <http://www.ualberta.ca/~publicas/uofa/resources/computing.html>
Conflict of Interest <http://www.uofaweb.ualberta.ca/provost/conflictinterest.cfm>,
Faculty Club <http://www.uofafacultyclub.ca/>
Faculty of Graduate Studies and Research <http://www.gradstudies.ualberta.ca/>
Libraries <http://www.library.ualberta.ca/>
OmbudService <http://www.uofaweb.ualberta.ca/OmbudService/>
ONEcard <http://www.onecard.ualberta.ca/ONEcard.html>
Parking Services <http://www.uofaweb.ualberta.ca/parking/>
Postdoctoral Fellows Office <http://www.postdoc.ualberta.ca/index.htm>
Research Resources <http://www.ualberta.ca/~publicas/uofa/staff/research.html>
Professional Development <http://www.ualberta.ca/~publicas/uofa/staff/pd.html>
Specialized Support and Disability Services <http://www.uofaweb.ualberta.ca/SSDS/>
Teaching Resources <http://www.ualberta.ca/~publicas/uofa/resources/teaching.html>.

EDUCATION

Continuous Professional Learning (CPL) *revised information from website*

<http://www.cpl.ualberta.ca/Home/>

The Division of Continuous Professional Learning (CPL) offers a variety of [programs](#) and [services](#) dedicated to meeting the learning needs of physicians and allied health professionals.

The Division of Continuous Professional Learning in the Faculty of Medicine & Dentistry is in a transition period in connection with the manner in which it delivers professional development. Please be advised that effective June 19, 2009, CPL will no longer be providing conference services. The Division will continue to focus on program delivery pertaining to the Alberta Rural Physician Action Plan (RPAP) including the Regional Program and Provincial Video Conference Program.

Joseph Dvorkin Video Conference Centre

Effective June 1, 2009, Alberta Health Services (AHS) Telehealth assumed the management of the Dvorkin Video Conference Centre located on the second floor of the University of Alberta Hospital (across the hall from Continuous Professional Learning). AHS Telehealth has full responsibility for scheduling and technical support. Darryl Jaskow will be responsible for all scheduling in the centre (both video conference and meeting room scheduling). For technical

support there are two on-site technicians: Sofia Fernandez and Torie Knoll. Technical support is also provided by Edmonton VTAC group, consisting of Rick Bell and Anil Nand.

Scheduling:

Darryl Jaskow

Office: 780-735-0863

Cell: 780-994-9377

Email: darryl.jaskow@albertahealthservices.ca

VTAC: 780-735-0697

Email: rick.bell@albertahealthservices.ca

Email: anil.nand@albertahealthservices.ca

U of A Technicians

Sofia Fernandez

Office: 780-407-3519

Cell: 780-906-5457

Email: sofia.fernandez@albertahealthservices.ca

Torrie Knoll

Cell: 780-910-5444

Email: torrie.knoll@albertahealthservices.ca

For additional information, please contact: **Clayton Knoll, Technology Manager, Provincial Telehealth**, Alberta Health Services, **tel:** (780) 735-0670 **fax:** (780) 735-0669 **cell:** (780) 994-8977.

Continuing Professional Development, Royal College of Physicians and Surgeons of Canada

<http://rcpsc.medical.org/opd/cpd/index.php>

Division of Studies in Medical Education (DSME)

(to be renamed Division of Support and Studies in Medical Education)

This Division of the Faculty of Medicine & Dentistry (to become Division of the Office of Education) plays an important role in the educational mission of the Faculty of Medicine & Dentistry. DSME is represented on many educational committees in the Faculty, provides support for UME course and teaching evaluation, and psychometric expertise for examination development and analysis, and offers numerous workshops on basic and advanced teaching and educational activities. The latter include workshops for introductory teaching skills and pedagogy, discovery learning (DL) preceptoring, DL case-writing, and clinical (work-place based) teaching. Faculty development is addressed by workshops on promotions, professionalism, and assistance in the nomination and application processes for teaching and educational awards. DSME also offers support for scholarship and studies in medical education. For more information please contact the DSME office at 780-492-6776.

Graduate Students

<http://www.med.ualberta.ca/Home/Education/MScPhD/>

The FoMD is a vibrant and complex Faculty consisting of 20 basic science and clinical departments, six divisions, and a number of research groups, centres and institutes. The FoMD graduate studies website section can be used to navigate to individual graduate programs within

the FoMD. Each graduate program has policies for student stipends, entrance and course requirements, etc.

Postgraduate Medical Education (PGME)

The office of Postgraduate Medical Education administers the operation of high-quality residency training programs, to enable Residents to obtain certification from the College of Family Physicians of Canada (CFPC) or the Royal College of Physicians and Surgeons of Canada (RCPSC), and to also provide a wide variety of clinical and research fellowship training to those who have completed Canadian certification or are not eligible for it. In addition PGME participates in worldwide medical education by providing residency and fellowship training for physicians from other countries. Our goal is to produce competent, caring physicians who will meet the medical needs of society, and through their research training, contribute to development of new knowledge.

In order to achieve this goal, collaboration with national accreditation agencies, the provincial licensing authority, Alberta Health and Wellness, Alberta Health Services (AHS), the Professional Association of Residents of Alberta (PARA), foreign governments, and other agencies to provide Residents and Fellows who seek postgraduate medical training at the University of Alberta a quality educational and research experience occurs. Additional information on PGME may be found at:

<http://www.med.ualberta.ca/Home/Education/Postgraduate/>.

Undergraduate Medical Education (UME)

The objectives of MD training are achieved through a four-year program that is under the direction of the Medical Doctor Curriculum Committee (MDCC). Recent revisions of the curriculum have led to the addition of a formalized problem-based learning focus called Discovery Learning (DL).

Years 1 and 2 are the pre-clinical years in which the material is presented in a series of system-based courses. Each block presents the material in a reasoned progression from basic information to clinical application. There are separate longitudinal courses, dealing with the social/sociological and public/health aspects of medicine, along with clinical skills which are scheduled throughout this period.

Years 3 and 4 are the clinical years. Third year is 52 weeks duration and includes the Link course followed by rotations, electives and holidays (4 weeks). Fourth year commences immediately after the end of third year and is composed of further clinical studies, rotations and electives plus holidays (3 weeks). A new curricular innovation is a 42 week Longitudinal Integrated Clinical Clerkship in rural Northern Alberta communities. It ends with a review course and exams.

Additional information on UME may be found at:

<http://www.med.ualberta.ca/Home/Education/Undergraduate/>.

University Teaching Services (UTS)

University Teaching Services provides educational leadership that supports excellence in teaching to the university community by building connections throughout the University

community, providing research informed support and services, and focusing on the integration of citizenship, learning and discovery.

UTS offers an annual three-day new faculty orientation providing an opportunity for new professors to meet other new professors and engage in collegial conversations about teaching and learning. The orientation explores innovative course design, learning-centered curriculum and learner evaluation and assessment.

Starting in October 2009, UTS will offer the Teaching Enhancement Series that will address both the theory and practice of the teaching and learning in Higher Education. The overall goal of the program is to provide participants with the ability to make informed decisions about their teaching practice. <http://www.uts.ualberta.ca/teaching-enhancement-series.html>

Additional information regarding programs and orientation programs offered by University Teaching Services may be found at:
<http://www.ualberta.ca/UTS/>.

RESEARCH

FoMD Office of Research

The Faculty of Medicine & Dentistry has an **Office of Research** that provides support to many aspects of research application preparation, submission and the management of funding grants. The Office also deals with research space management, research training programs, and a variety of other research-related initiatives. There is also staff in the Faculty's **Research Facilitation Office** who can help with these issues. As your first point of contact to obtain assistance please contact Vera Missen in the Office of Research at vera.missen@ualberta.ca or 492-9723.

General information pertaining to Faculty of Medicine & Dentistry Research may be found at: <http://www.med.ualberta.ca/Home/Research/index.cfm>. Of particular interest is Funding Opportunities, Awards, Events, Grant and Research Advisory Committee information.

Research Services Office (RSO) <http://www.rso.ualberta.ca/>

University Teaching Services holds an orientation for new faculty every August. RSO participates in this orientation, offering a research administration workshop. Information distributed to new faculty attending this session can be found on the RSO website. In addition, the presentation is available at <http://www.rso.ualberta.ca/newresearcher.cfm>.

Account set up for researchers (start-up funds, research accounts, etc)

If eligible to hold a University of Alberta account (https://www.conman.ualberta.ca/stellent/groups/public/@research/documents/policy/pp_cmp_061102.hcsp), one may complete the Request for New Research Project <http://www.rso.ualberta.ca/pdfs/NewProjectRequest.pdf>. Please ensure that the Notice of Award, Scope of Work, Budget or Projected Expenditures report and all certifications are attached to your request.

All signatures (other PIs, Chairs) must be in place prior to taking forms to the Office of Research for Faculty approval <http://www.rso.ualberta.ca/signatures.cfm>. Once Faculty approval is obtained, the package (complete with the required documentation), should be sent to the Research Services Office (RSO), 222 Campus Tower. Please allow ample time to allow for required signatures.

Roles and Responsibilities

Roles and responsibilities for the Researcher, the Faculty, the Research Facilitator, Research Services Office and Financial Services are outlined in the attached UAPPOL Policy: https://www.conman.ualberta.ca/stellent/groups/public/@research/documents/procedure/pp_cmp_057156.hcsp.

Research Facilitation Office, Faculty of Medicine & Dentistry

Research Facilitation Offices (RFOs) are Faculty-based extensions of the Research Services Office (RSO). RSO implemented this initiative to overcome the challenges in research administration created by recent years' dramatic increases in the volume, value and complexity of research awards. The Faculty of Medicine & Dentistry has an RFO, located in 213 Heritage Medical Research Centre, offering a variety of services. Detailed information about services provided may be accessed via: <http://www.rso.ualberta.ca/meddent.cfm>. You may contact RFO via e-mail at rfomeddent@rso.ualberta.ca.

Human Ethics, Biohazards, and Animal Welfare

Information on Human Ethics, Biohazards and Animal Welfare may be found at: <http://www.rso.ualberta.ca/certification.cfm>.

Human research ethics, biohazards and environmental safety, and animal welfare are extremely important issues researchers must address within any research proposal.

Human research ethics approval is required when research involves human subjects. It is available through the appropriate **Research Ethics Board** for the researcher's Faculty. The Research Ethics Office (REO) **Human Research Protection Office** can provide more information. Contact: Judith Abbott, Research Ethics Office, 780-492-9724 or Judith.abbott@ualberta.ca.

Biohazards certification is required when research involves pathogens, bio-engineered entities, biological by-products, animals carrying pathogens, and others. Certification is available through Environmental Health and Safety **Biohazards Division**. Contact: Dan Dragon, Biosafety Officer, 780 492-3142, daniel.dragon@ehs.ualberta.ca.

Animal Welfare certification is required when research involves animals. More information is available from the Animal Policy and Welfare Division of REO. Contact: Greg Parks, Director, Health Laboratory Animal Services, 780 492-4531, greg.parks@ualberta.ca.

Research Contracts

Questions about research contracts should be directed to the Research Facilitator as soon as negotiation commences on these contracts.

Target Point e-Newsletter

Target Point is the Research Services Office's monthly electronic newsletter of funding opportunities and information on applying for research funding. Members of the University community can subscribe on-line to have the newsletter delivered to their inbox every month <http://www.rso.ualberta.ca//targetpoint.cfm>.

UNIVERSITY ORIENTATION

General University orientation for new faculty is held annually at the end of August. <http://www.hrs.ualberta.ca/Learning/AcademicOrientation>

POLICIES AND PROCEDURES

University of Alberta Policies and Procedures Online (UAPPOL)

UAPPOL seeks to bring various previous sources together into an easily accessible online resource allowing its users to search and access the information they need immediately, at the click of a button.

In May 2003, the Board of Governors approved the [Policy Development Framework](#) to which all University policy developers must now comply.

The framework requires that all policy development will be sponsored by the central governance office accountable for the issue. The "sponsor" acknowledges which office will be responsible for administering the policy and appoints an appropriate "lead" person to be accountable for developing the material. The lead is responsible for ensuring proper research, writing, vetting and approval and ensuring that new documents do not overlap existing material.

All policy published in UAPPOL must be in compliance with the University's [Policy Development Framework](#). UAPPOL is the endpoint of the policy development process - a place for developers to share their work and for users to easily access standardized information.

UAPPOL differentiates between five main "document types": policy, procedure, appendix, information document and form. All material in development must conform to one of these document types. When a user accesses a policy, any procedures or appendices relating to the policy, show in a column at the right. Any relevant information documents or forms will be listed as hyperlinks at the end of the document.

Once a document has been published in UAPPOL, the only official copy of that document is the online version. The material can be printed if necessary, but the printout should be considered an unofficial copy. Before using printed material in any capacity, users should always check the online system again to ensure that they have the latest version of the material.

Any document that has been approved at the University's senior governance levels has the same force and therefore all approved documents have an equal expectation of compliance from all members of the University community. The Office of Administrative Responsibility, identified for the document in question, will deal with non-compliance.

UAPPOL System Features

Search | Keywords | Subject Areas | Recent Updates | A-Z Index

UAPPOL is a document server designed to hold and organize important documents. The system has several features designed to help users find things quickly and simply.

Search

The UAPPOL search engine provides a fast easy way to find any document published on the system. Search allows users to search by a variety of different criteria. Because all UAPPOL material is published in one place, any user can search and access whatever document they need whenever they need it.

Keywords

Keywords are assigned to a document by the policy developer at the time of publication. In the search engine, users may choose a keyword to help limit or define their searches.

Subject Areas

There are currently seven subject areas in UAPPOL: Governance | Students & Teaching | Research | Human Resources | Finance | Operations | External Relations. Subject areas are assigned to a document by the policy developer at the time of publication and are designed to sort information into large categories for the user. Sometimes a document may be assigned to more than one subject area. For instance, a policy on research funding would apply to both "Research" and "Finance." In this case, the policy would show in both subject areas.

Users may search for all documents in a given subject area using the dropdown list in the Search engine.

There are also separate subject area pages, each showing a list of all the policies in a particular subject area and indicate the contributors to that area. Links to the subject area pages show along the header of UAPPOL.

Recent Updates

This is a list of everything that has been recently published or substantively updated in UAPPOL over the past two months.

A-Z Index

This is another way for users to look for policies. It is an index of all the policies in UAPPOL sorted alphabetically and listed with their associated procedures and appendices.

FINANCIAL MANAGEMENT

Financial Management and Practices Policy

https://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/policy/pp_cmp_020462.hcsp

The University of Alberta is accountable for the effective and efficient stewardship of its funds. As well as legislative related compliances, a large component of the funding received by the University is restricted in use by the terms and conditions attached by sponsors and donors. These and other requirements compel the University to have an effective system of financial internal controls.

To ensure financial management activities and practices that promote appropriate and effective stewardship of all University funds (all University funds includes both unrestricted and restricted funds), the University of Alberta conducts its financial operations within the following guiding principles:

- complying with applicable legislation, University of Alberta policies and procedures, sponsor and donor terms and conditions
- reporting in accordance with Canadian generally accepted accounting principles (GAAP)
- maintaining appropriate and effective systems of internal controls with the emphasis on relevant institutional policy and procedures, data integrity and clearly defined roles and accountabilities
- maximizing utilization of available resources
- not paying interest, except in specific situations (refer to Interest Procedure - Restricted Special Purpose and Restricted Research Accounts)
- disallowing over expenditures, except in specific situations (refer to Budget Variance Accountability Procedure, Over Expenditure Procedure - Restricted Research Funds)
- using a best practices approach, and
- leveraging technology

Published procedures of the Financial Management policy include:

- [Cash Handling Procedure](#)
- [Cash Register Float Procedure](#)
- [Cash Sales Deposit Procedure](#)
- [Cash Sales Procedure](#)
- [Cash Sales Receipting Procedure](#)
- [Electronic Banking Procedure](#)
- [Electronic Funds Transfer \(EFT\) Incoming Payment Procedure](#)
- [Endowment - Adding to an Existing Endowment Procedure](#)
- [Endowment - Capitalization of Non-Endowed Restricted Funds Procedure](#)
- [Endowment - Capitalization of Unspent Endowment Spending Account Procedure](#)
- [Endowment - Creating New Endowments from Donations or Bequests Procedure](#)
- [Endowment - Endowment Contribution Suspense Procedure](#)
- [Endowment - Endowment Failed Object Procedure](#)
- [Endowment - Seeking a Variance to the Endowment Terms Procedure](#)

- [External Billing Procedure](#)
- [Financial Controls Self-Assessment Procedure](#)
- [Financial Controls Self-Assessment Procedure - Instructions \(Appendix A\)](#)
- [General Ledger \(GL\) Online Journal Entry Procedure](#)
- [Interest Procedure - Restricted Special Purpose and Restricted Research Accounts](#)
- [Petty Cash Procedure](#)
- [Special Payments Request Procedure](#)
- [Tender Types & Related Procedure](#)
- [University Contingency Procedure](#)

Supply of Goods and Services Policy

It is advantageous for the University to take a comprehensive and coordinated approach to supplying the goods and services needed to conduct the business of the University. Toward achieving this, the relevant administrative units need act in a fiscally responsible manner to ensure efficient and cost-effective systems and appropriate standardized procedure is in place for the University community. The purpose of this policy is to ensure the supply of goods and services is undertaken in a fair and open way that provides the greatest benefit to the University while remaining in full compliance with legislation and other related University policy and procedure.

The University will take a comprehensive and coordinated approach to supplying the goods and services needed to conduct the business of the University that includes and addresses acquisition, receiving, distribution, direct payment or expense reimbursement, and asset management.

The supply of goods and services must be undertaken as follows:

- In full compliance with applicable legislation, other related University policy, and established University procedures
- In a timely, efficient and ethical manner
- Through fair, open and transparent processes
- With due regard to the effective stewardship of the University's financial resources

For all funding sources, Supply Management Services (SMS) is the signing authority to commit the University to binding agreements for the acquisition of goods and services. The specific authority to acquire goods and services, whether under such agreements or not, extends to campus through certain distributed procurement methods/systems and compliance with established University of Alberta purchasing procedures. Appendix 6 outlines the UA Competitive Bid Thresholds effective July 1, 2009.

Published Procedures of the Supply of Goods and Services Policy

- [Acquisition of Foreign Goods and Services Procedure](#)
- [CFI Purchasing Procedure](#)
- [Competitive Bid Exception Procedure](#)
- [Competitive Bid Procedure](#)
- [Competitive Bid Thresholds \(also see Appendix 6\)](#)
- [Consulting Services Procedure](#)

- [Corporate P-Card System Procedure](#)
- [Customs Export Procedure](#)
- [Customs Import Procedure](#)
- [Customs Permit Procedure](#)
- [Emergency Purchases Procedure](#)
- [Expense Reimbursement Procedure - Goods & Services](#)
- [Invoice Processing Procedure \(Accounts Payable\)](#)
- [Low Dollar Purchase \(LDP\) System Procedure](#)
- [Mail Distribution Procedure](#)
- [Metered Mail Procedure](#)
- [Moving Services Procedure](#)
- [On Campus Courier Services Procedure](#)
- [Preferred Supplier Agreement Procedure](#)
- [Purchase of Restricted Items Procedure](#)
- [Purchase Order System Procedure](#)
- [Receiving and Distribution Procedure](#)
- [Shipping Procedure](#)
- [Standing Purchase Order System Procedure](#)
- [Surplus Assets Disposal Procedure](#)
- [Travel & Hotel Authorization Payment and Authorization for Payment of Air Travel](#)
- [Travel Advance Procedure](#)
- [Warehouse Services Procedure](#)

IMPORTANT UAPPOL LINKS

Travel and Entertainment Expenses Procedures

It is recommended to review the information contained at the websites listed below prior to travel and entertainment is undertaken. You may also wish to discuss these procedures with your Departmental/Divisional administrator to understand Departmental/Divisional procedures.

- [Expense Reimbursement Procedure - Goods & Services](#)
- [Travel and Hosting Expense Reimbursement Procedure](#)

Purchasing Procedures

The University of Alberta purchases a wide range of goods and services. The goods and services can range in price from just pennies per unit to well over \$1,000,000. Supply Operations is responsible for providing the University of Alberta with the most efficient and effective procurement processes and systems for goods and services. Supply Operations also ensures that procurement activity at the University complies with all applicable University [Supply of Goods and Services Policy and Procedures](#) and all applicable Federal and Provincial legislation and regulations. Documents that detail terms and conditions are provided below.

- [Preferred Supplier Agreement List](#)
- [Supplemental Conditions of Purchase Order](#)
- [Terms and Conditions of Purchase Order](#)
- [Terms and Conditions of Request for Bid](#)

It is recommended to review the information contained at the websites listed below prior to purchasing at the University of Alberta. It will also be helpful to discuss these procedures with your Departmental/Divisional administrator to understand Departmental/Divisional procedures and the assistance they can provide.

- [Emergency Purchases Procedure](#)
- [Low Dollar Purchase \(LDP\) System Procedure](#)
- [Purchase of Restricted Items Procedure](#)
- [Purchase Order System Procedure](#)
- [Standing Purchase Order System Procedure](#)

Invoicing Procedures

It is important to note that all invoicing **must** be issued through U of A PeopleSoft processes. You will require your Departmental/Divisional administrators' assistance to do so. It is recommended to review the information contained at the website listed below prior to invoicing.

- [Invoice Processing Procedure \(Accounts Payable\)](#)

Human Resources

https://www.conman.ualberta.ca/stellent/groups/public/@ppoladmin/documents/infodoc/pp_home-hr.hcsp

This subject area includes the full breadth of Human Resource issues as well as post-employment and professors emeriti. Contributors to this subject area will normally include Academic Staff Administration, Support Staff Resources, Staff & Student Payments, Staff Programs, Staff Learning & Development, Office of Human Rights, and the ONEcard Office.

All those charged with administering Human Resource (HR) related functions are expected to comply with the same institutional policies and procedures that apply to non-HR activities. For example, financial policies and procedures apply institution-wide.

Recruitment Process (how to hire and/or terminate staff)

Information is not available on the UAPPOL website on how to hire. Your first point of contact should be your Departmental Administrator or Departmental Human Resources Coordinator who will assist you with this process. There is an abundance of information available on the Human Resources website located at: <http://www.hrs.ualberta.ca/Support.aspx>.

Staff and Student Payments (how to pay staff)

Information is not available on the UAPPOL website on how to pay staff. Again, your first point of contact should be your Department Administrator or Departmental Human Resources Coordinator. Additional information is available at: <http://www.hrs.ualberta.ca/AllStaff.aspx>.

INFORMATION TECHNOLOGY

Academic Information and Communication Technologies (AICT)

AICT has the responsibility of planning and promoting intelligent, ethical and efficient use of Information and Communication Technology (ICT) for the benefit of the Campus Community.

AICT offers many services. See attached website for information:
<http://www.https://www.aict.ualberta.ca/>.

Information Technology Group - (MedIT), Faculty of Medicine & Dentistry

The Faculty of Medicine & Dentistry's MedIT group provides a full range of [information technology services](#), from maintaining computer workstations and developing software to keeping faculty members and support staff connected to each other and the Internet.

MedIT runs the Faculty's email system and databases, and stores all of its information. It looks after an extensive, consolidated local area network consisting of thousands of FoMD computers located in more than a dozen buildings across the University of Alberta campus.

MedIT staff are assigned to four areas: the [Service Desk](#), network services, server services and web development services. Contact information may be found at:
<http://www.med.ualberta.ca/Home/Administration/MedIT/>.

Alberta Health Services (AHS) Information Technology

For all computer-related questions, computer problems, training and requests for service for staff on the Alberta Health Services' network, call (780) 735-4357 (HELP).

Teleconferencing

Teleconferencing uses communications and information technology to deliver health and health care services and information over large and small distances. Capital Health uses Telehealth technology to support its core business. At Capital Health, Telehealth initiatives involve the use of videoconferencing in three main areas: Clinical, Education, and Administration. Additional information may be found at:

<http://www.capitalhealth.ca/EspeciallyFor/HealthProfessionals/Telehealth/default.htm>.

ALBERTA HEALTH SERVICES (AHS) CLINICAL INFORMATION

Regional Orientation

<http://www.capitalhealth.ca/EspeciallyFor/Physicians/Orientation/regionalorientation.htm>

Resources

<http://www.capitalhealth.ca/EspeciallyFor/Physicians/TopicsofInterest/default.htm>

Important Links

<http://www.capitalhealth.ca/EspeciallyFor/Physicians/ImportantLinks/default.htm>

netCARE

<http://www.capitalhealth.ca/YourHealth/Campaigns/netCARE/default.htm>

Available 24 hours a day, seven days a week, netCARE stores health information electronically, removing the need to transfer paper records between sites. Wherever one receives treatment within the Capital Health region, authorized health care staff will have immediate real-time access to their records.

netCARE stores personal registration information and details about tests, medications and allergies, so caregivers can quickly access more complete, up-to-date information to make the right health care decisions.

netCARE will not replace paper records stored at Capital Health facilities where one was treated. It contains a subset of key medical information vital to one's care, such as a surgeon's report or results from an operation or lab test. netCARE also links to the provincial Pharmaceutical Information Network (PIN), giving health care staff up-to-date information on one's medication and allergy history.

For more information on netCARE, call Capital Health Link at 408-LINK (408-5465).

For training on netCARE from a Capital Health computer, visit:

<https://portal.albertanetcare.ca/cha/NetcareLogin.htm>.

MEDICAL AFFAIRS

Under the direction of the Vice President (Acting), Dr Bill Dickout, Medical Affairs is responsible for the overall leadership in planning and managing matters concerning the Alberta Health Services-Edmonton and area (formerly Capital Health) medical staff.

This includes acute care coverage, physician workforce, physician contracts and compensation, local implementation of the Physician On Call Program and managing the Physician Preceptorship Program.

To achieve its goals, Medical Affairs has policies such as Continuing Leadership Education, Physician Income Guarantees, Relocation and Supports to Physicians. See:

<http://www.capitalhealth.ca/EspeciallyFor/Physicians/Orientation/MedicalAffairs>.

HOSPITAL SITE MAPS

The hospital sites listed below contain maps, information sheets, Google street maps and, in some cases, virtual tours.

Alberta Hospital Edmonton

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/AlbertaHospitalEdmonton/default.htm>

Glenrose Rehabilitation Hospital

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/GlenroseRehabilitationHospital/default.htm>

Grey Nuns Community Hospital

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/GreyNunsCommunityHospital/default>

Leduc Community Hospital

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/LeducCommunityHospital/default.htm>

Misericordia Community Hospital

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/MisericordiaCommunityHospital/default>

Northeast Community Health Centre

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/NortheastCommunityHealthCentre/default.htm>

Royal Alexandra Hospital

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/RoyalAlexandraHospital/default.htm>

Sturgeon Community Hospital

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/SturgeonCommunityHospital/default.htm>

University of Alberta Hospital

<http://www.capitalhealth.ca/HospitalsandHealthFacilities/Hospitals/UniversityofAlbertaHospital/default.htm>

EDMONTON INFORMATION

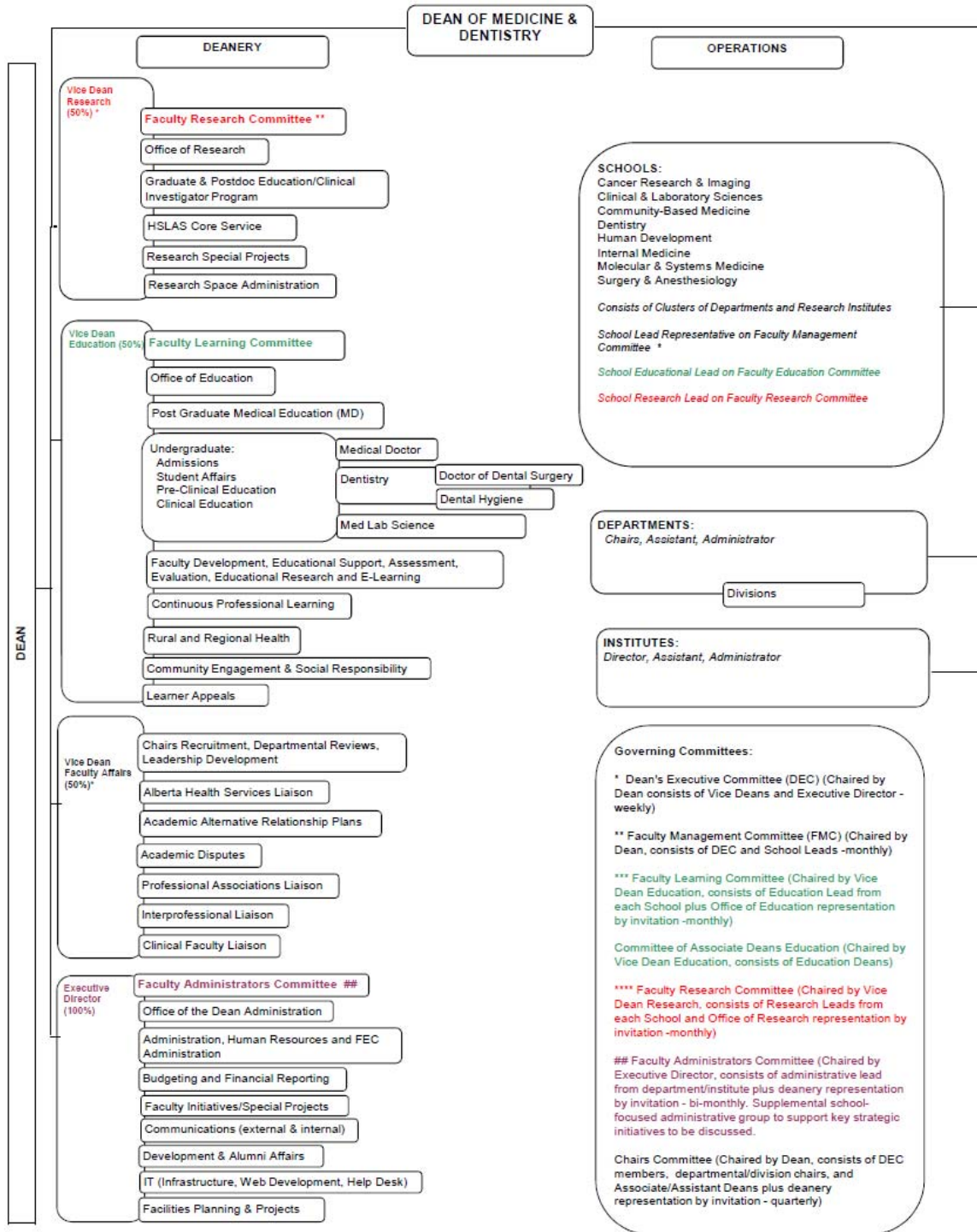
Edmonton Economic Development Corporation has provided their publication *Images of Edmonton*, a vibrant full color magazine that showcases the best of living and working in Greater Edmonton. In addition an abundance of information is available on their website at www.edmonton.com, including a guide to working, living and obtaining training in Edmonton (<http://www.edmonton.com/moving-to-edmonton.aspx>) and current labour market supply and demand forecasts including reports on each industry sector (www.edmonton.com/statistics).

Faculty of Medicine & Dentistry—Organizational Chart

Appendix 1

Appendix 1

U of A Faculty of Medicine & Dentistry



FoMD Proposed School Groupings and Membership

Appendix 2

FACULTY OF MEDICINE & DENTISTRY PROPOSED SCHOOL GROUPINGS AND MEMBERSHIP TO FOMD FACULTY COUNCIL– OCTOBER 5, 2009

1) CANCER RESEARCH & IMAGING

- a. Department of Biomedical Engineering (joint department with Faculty of Engineering)
- b. Department of Oncology (discussions underway re Alberta Cancer Research Institute (ACRI))
- c. Department of Radiology & Diagnostic Imaging

School Lead: S. McEwan

Research Lead: D. Murray

Education Lead: E. Wiebe

2) CLINICAL & LABORATORY SCIENCES

- a. Alberta Institute for Viral Immunology (AIVI)
- b. Alberta Transplant Applied Genomics Centre (ATAGC)
- c. Glaxo Wellcome Heritage Research Institute
- d. Department of Laboratory Medicine & Pathology
- e. Department of Medical Microbiology & Immunology

School Lead: D. Evans

Research Lead: P. Halloran

Education Lead: F. Bamforth

3) COMMUNITY-BASED MEDICINE

- a. Department of Emergency Medicine
- b. Division of Geriatric Medicine (Department of Medicine)
- c. Department of Family Medicine
- d. Department of Psychiatry
- e. Division of Community Medicine/Occupational Medicine (Department of Medicine)
- f. Division of Physical Medicine & Rehabilitation Medicine

School Lead: B. Holroyd

Research Lead: G. Baker

Education Lead: S. Ross

4) DENTISTRY

- a. Department of Dentistry

School Lead: Chair of Dentistry (N. Milos, Acting)

Education Lead: Dr. Steven Patterson

Research Lead: Dr. Dan Pehowich

FoMD Proposed School Groupings and Membership

Appendix 2

5) HUMAN DEVELOPMENT

- a. Department of Medical Genetics
- b. Department of Obstetrics & Gynecology
- c. Department of Pediatrics
- d. Women's and Children's Health Research Institute (WCHRI)

School Lead: M. Walter

Research Lead: T. Lacaze

Education Lead: P. Sagle

6) INTERNAL MEDICINE

- a. Division of Cardiology
- b. Division of Gastroenterology
- c. Division of General Internal Medicine
- d. Division of Hematology
- e. Division of Infectious Disease
- f. Division of Pulmonary Medicine
- g. Division of Rheumatology
- h. Division of Neurology
- i. Division of Dermatology
- j. Division of Endocrinology
- k. Division of Nephrology
- l. Mazankowski Heart Institute (MAHI)

School Lead: Department of Medicine Chair (D. Kunimoto-Acting)

Research Lead: D. Befus

Education Lead: S. Aaron

7) MOLECULAR & SYSTEMS MEDICINE

- a. Department of Biochemistry
- b. Institute of Biomolecular Design (IBD)
- c. Department of Cell Biology
- d. Centre for Neurosciences (multi-faculty centre)
- e. Department of Pharmacology
- f. Department of Physiology

School Lead: J. Weiner

Research Lead: R. Rachubinski

Education Lead: C. Holmes

FoMD Proposed School Groupings and Membership

Appendix 2

8) SURGERY & ANESTHESIOLOGY

- a. Division of Anatomy
- b. Department of Anesthesiology & Pain Medicine
- c. Division of Critical Care Medicine
- d. Institute for Reconstructive Sciences in Medicine (iRSM/formerly COMPRU)
- e. Department of Ophthalmology
- f. Department of Surgery
- g. Surgical Medical Research Institute (SMRI)

School Lead: D. Hedden

Research Lead: TBD

Education Lead: R. Kearney

NOTES:

DEPARTMENTAL REPORTING: Faculty Evaluation Committee (FEC) representation remains with the department chair. No change to current administrative reporting.

SELECTION OF LEAD APPOINTMENTS: All lead appointments have been selected by the leadership of the departments/institutes participating in the respective schools. The Dean has accepted these recommendations. Lead appointments are for two years commencing December 1, 2009, assuming University governance approval process completed by November 30, 2009.

ROLE OF LEADS: To increase faculty participation in the development of strategic initiatives for FOMD and collaboration across the departments, FOMD and the university.

GOVERNING COMMITTEES:

- The **Dean's Executive Committee** will consist of the Dean, the Vice Deans and the Executive Director.
- All School Leads, along with the Dean's Executive Committee members, would constitute the **Faculty Management Committee** (replacing the current Planning and Priorities Committee).
- Education Leads would be members of **Faculty Learning Committee** (replacing the current Faculty Education Advisory Committee).
- A **Committee of Associate Deans Education**, consisting of Education Deans, will continue to be responsible for accreditation and education delivery, working closely with the Faculty Learning Committee on educational initiatives.

FoMD Proposed School Groupings and Membership

Appendix 2

- Research Leads would be members of **Faculty Research Committee** (replacing the current Research Advisory Committee).
- The **Chairs' Committee** and **Faculty Evaluation Committee** would remain as currently constituted.
- **Faculty Administrators' Committee** will remain as currently constituted. Discussion will occur on supplementing with a smaller, school-focused administrative group to support key strategic initiatives.

Motion: The departmental/divisional school groupings and committee structure realignment as outlined are approved by Faculty Council. Final approval of the detailed terms of reference for the committees will be delegated to the Faculty Management Committee.

Moved by: **Marek Michalak**

Seconded by: **Verna Yiu**

Result: **Carried**

Z:\Common\Schools\APC Submission\Appendix C - School Groupings For Fomd, Approved By Faculty Council October 5, 2009.Doc

Dean's Telephone List

Appendix 3

FACULTY OF MEDICINE & DENTISTRY				
OFFICE OF THE DEAN - ADMINISTRATION 8440 - 112 STREET ROOM 2J2.00 EDMONTON, AB T6G 2R7 FAX: 492-7303				
Dr. Philip	Baker	9728 (9729)	2J2.02 WMC	Dean
Dr. Verna	Yiu	9727 (9726)	2J2.03 WMC	Vice-Dean, Faculty Affairs
Dr. Marek	Michalak	9723	2J2.04 WMC	Vice-Dean, Research
Dr Fraser	Brenneis	1950	2J2.07 WMC	Vice-Dean, Education
Vivien	Wulff	1558	2J2.06 WMC	Executive Director
Kathy	Jansen	9728	2J2.02 WMC	Administrative Team Leader, Dean's Office
Sandy	Frank	6621	2J2.00 WMC	Receptionist, Dean's Office
Audrey	Maione	9727	2J2.02 WMC	Administrative Assistant, Vice-Dean
Kendra	Brunt	6626	2J2.08 WMC	HR/Finance Administrator
Carol	Rogan	9542	2J2.19 WMC	Director, Budget & Financial Reporting
Jacqui	Mowat	0460	2J2.13 WMC	Administrative Financial Assistant
Wendy	Batienko	6687	2J2.18 WMC	HR Accounting Assistant
Jennifer	Bernard	8731	2J2.18 WMC	Administrative Financial Assistant
Sheena	Pow	248-1581	2J2.18 WMC	Administrative Financial Assistant
Therese	Vanden Broek	407-8714	2J3.08 WMC	Director, Faculty Initiatives
Arlene	DeLuca	1092	2J2.06 WMC	Administrative Assistant, Executive Director
COMMUNICATIONS communications@med.ualberta.ca				
Jo-anne	Nugent	9651	2J3.09 WMC	Director of Communications
Lindsay	Elleker	0647	2J4.06 WMC	Communications Co-ordinator
Julia	Necheff	288-6692		Senior Writer/Editor
Krista	Philpott	248-1320	2J3 WMC	Administrative Assistant
FACILITIES 87 AVENUE & 112 STREET FAX: 248-1731				
Lynne	MacGillivray	7293	1-131 HRIF	Director of Facility Planning & Projects
Judy	Harris	9342	1-131 HRIF	Administrative Assistant
Mary	Carlson	1079	1-131 HRIF	Capital Project Coordinator
Richard	Sherburne	2305	1-131 HRIF	Scientific Equipment & Construction Liason Officer
DEVELOPMENT & ALUMNI AFFAIRS FAX: 248-1321				
Alyssa	Grace	4719	2J1.04 WMC	Assistant Dean, Development and Alumni Affairs
Erica	Viegas	248-1607	2J1.02 WMC	Development Officer
Holli	Bjerland	407-6524	2J1.03 WMC	Senior Development Officer (Medicine)
Sue	McCoy	407-2140	2D3.79 WMC	Senior Development Officer (Surgery)
Katherine	Captain	248-1157	2J1.02 WMC	Development Officer
Silvia	Velikonja	9051	2J1.01 WMC	Development Assistant
OFFICE OF RESEARCH				
Dr. Marek	Michalak	9723	2J2.04 WMC	Vice Dean, Research
Dr. Teresa	Krukoff	6768	2J3.11 WMC	Assistant Dean, Research
Mark	Taylor	9720	2J2.09 WMC	Director of Research
Janis	Davis	9721	2J2.11 WMC	Graduate Programs Advisor
Vera	Missen	9723	2J2.11 WMC	Executive Administrative Assistant
Anne	Wright	0555	2J2.09 WMC	Research Administrator
Jen	Koskela	248-1023	2J2.11 WMC	Administrative Assistant
Dr. Deborah	James	6988	2J2.24 WMC	Academic Manager, Special Projects
RESEARCH FACILITATORS FAX: 492-1710				
Lorraine	Deydey	6282	209A CAMPUS TOWER	Assistant Director, Health Sciences
Dr. Joanne	Simala-Grant	1566	213 HMRC	Research Facilitator
Pat	Jones	1576	213 HMRC	Research Support Administrator
Denise	Baker	8830	213 HMRC	Research Support Administrator
David	Wu	8032	213 HMRC	CFI Financial Analyst
Rea	Trinidad	1575	213 HMRC	Administrative Assistant
Wendy	Duthie	2464	213 HMRC	Administrative Assistant
Leslie	Wetton	1598	213 HMRC	Administrative Assistant
Jamie	Ball	1605	213 HMRC	Administrative Assistant
MED IT www.med.ualberta.ca/helpdesk FAX: 492-7303				
Yuen	Ip	248-1154	2J3.07 WMC	Chief Information Officer
Eddie	Mudaliar	6683	0J1.19 WMC	IT Manager (Pager 445-5066)
Travis	Lee	9731	0J1.18 WMC	Systems Analyst

Dean's Telephone List

Appendix 3

Sharon	McNaughton	9731	0J1.18 WMC	Network Analyst (Pager 412-9094)
Shane	Barclay	9731	0J1.18 WMC	Systems Analyst (Pager 445-5056)
Trevor	Silvey	9731	0J1.18 WMC	Network Analyst (Pager 445-6811)
Quan	Nguyen	9731	0J1.18 WMC	Systems Analyst
OJ	Wagontall	9731	0J1.18 WMC	Help Desk Analyst (Pager 445-5253)
Rick	Culler	9731	0J1.18 WMC	Help Desk Analyst
Carl	Kolotylo	9731	0J1.18 WMC	Help Desk Analyst
Mark	Maclan	9731	0J1.18 WMC	Help Desk Analyst
Jenna	Fraser	9731	0J1.18 WMC	Help Desk Analyst
Lloyd	Welch	9731	0J1.18 WMC	Help Desk Analyst
Kelly	Machula	9731	0J1.18 WMC	Help Desk Analyst
Janet	Tollenaar	9731	0J1.18 WMC	Help Desk Analyst
Priya	Gounder	9731	0J1.18 WMC	Help Desk Analyst
Laura	Watson	9731	0J1.18 WMC	Web Application Developer
Kelvin	Sun	9731	0J1.18 WMC	Web Application Developer
OFFICE OF EDUCATION				FAX: 492-5487
Dr. Fraser	Brenneis	1950	2J2.07 WMC	Vice Dean, Education
Sandi	Barber	1420	2-59 Zeidler Ledcor	Director, Administration, Office of Education
Dr. Louanne	Keenan	1418	2132H HRIF	Director, Education Support
Leslie	Tyler	2583	2J2.02, WMC	Administrative Assistant, Vice-Dean, Education
CENTRE FOR HEALTH EVIDENCE				FAX: 492-1748
Dr. Robert	Hayward	6632	2105 RTF	Assistant Dean, Health Informatics
Claire	Sollitt	6633	2105RTF	Office Manager
Jackie	Specken	9197	2105 RTF	Associate Director, Centre for Health Evidence
POSTGRADUATE MEDICAL EDUCATION (PGME) 116 STREET & 85 AVENUE T6G 2H7				FAX: 492-4144
Dr. George	Elleker	9722	2-50 MSB	Associate Dean, PGME
Dr. Peter	Hamilton	407-8153	2-50 MSB	Assistant Dean, PGME
Kelly	Storie	6729	2-50 MSB	Administrative Manager
Marie	Goudreau	9730	2-50 MSB	Administrative Assistant
Sandy	Boychuk	9553	2-50 MSB	Administrative Assistant
Barb	Haekel	9722	2-50 MSB	Administrative Assistant
UNDERGRADUATE MEDICAL EDUCATION (UME) 116 STREET & 85 AVENUE T6G 2H7				FAX: 492-9531
Dr. Kent	Stobart	6350	2-45 MSB	Associate Dean, UGME
Dr. M A Peggy	Sagle	9522	2-45 MSB	Assistant Dean, Clinical Education (UME)
Dr. Marc	Moreau	9524	2-45 MSB	Assistant Dean, Admissions
Dr. Ron	Damant	407-3439	2-45 MSB	Assistant Dean, Pre-Clinical Education (UME)
Murray	Diduck	7967	2-45 MSB	Program Director
Jodi	Salling	9527	2-45 MSB	Program Assistant
Priscilla	Woodard	9523	2-45 MSB	Executive Secretary
Jillian	Chow	6350	2-45 MSB	Receptionist
Gisele	LePage-Wilcox	9526	2-45 MSB	Administrative Assistant, MD Admissions
Janice	Kung	6769	2-24 MSB	Administrative Assistant, MD Admissions
Diane	Baker	9525	2-45 MSB	Administrator, MD Admissions
Tracey	Sikorski	9522	2-45 MSB	Administrator, Clinical Education
Bobbie	Kostuk	1514	2-45 MSB	Assistant, Clinical Education
Silvia	Franklin	5913	3-12 Zeidler Ledcor	Administrator, Clinical Skills & Examinations
Jennifer	Kam	0279	3-12 Zeidler Ledcor	Assistant, Clinical Skills & Examinations
Carol	Mangan	4493	3-11 Zeidler Ledcor	Patient Resources Coordinator
Dennise	Schutz	9529	2-45 MSB	Team Lead, Pre-Clinical Education
Kristine	Perez	8565	2-45 MSB	Administrator, Pre-Clinical Education
Elisha	Krochak	5835	2-45 MSB	Assistant, Clinical Education
Shannon	Erichsen	248-1314	2-45 MSB	Administrator, Pre-Clinical Education
Lisa	Williamson	5024	2-45 MSB	Administrator, Discovery Learning & Recruitment
Nicole	Hetu	9526	2-45 MSB	Administrator, Aboriginal Healthcare Careers Program
Roxanne	Blood	8068	2-45 MSB	Administrative Assistant, Aboriginal Healthcare Careers Program
Dr. Kent	Stobart	8569	2-45 MSB	Director, Integrated Community Clerkship
Morgen	Zoeller	8334	2-45 MSB	Administrator, Integrated Community Clerkship
Valerie	Andriowski	248-1311	2-45 MSB	Administrative Assistant, Pre-Clinical Education

Dean's Telephone List

Appendix 3

CONTINUOUS PROFESSIONAL LEARNING (CPL)				FAX: 407-1442
Dr. Chris	de Gara	407-6346	2J3 WMC	Associate Dean
Kim	Rennick	407-6346	2J3 WMC	Administrative Assistant
Dr. Doug	Klein	407-6346	2J3 WMC	Assistant Director, CPL
FACULTY DEVELOPMENT				FAX: 407-3132
Dr. Bruce	Fisher	407-7290	2E3.31 WMC	Acting Director, Faculty Development
Linda	Semper	407-7290	2E3.31 WMC	Administrative Assistant (Acting)
DIVISION OF STUDIES IN MEDICAL EDUCATION (DSME)				FAX: 492-5487
Dr. Bruce	Fisher	407-7290	2E3.31 WMC	Director (Acting)
Dr. Dwight	Harley	0705	2-57 Zeidler Ledcor	Director, Psychometrics
Martin	Matthiesen	7347	2-63 Zeidler Ledcor	Programmer
Coleen	Kato	6776	2-55 Zeidler Ledcor	Administrator
Daina	Sparling	6638	2-66 Zeidler Ledcor	Research Assistant
DIVISION OF COMMUNITY ENGAGEMENT & SOCIAL RESPONSIVENESS				
Dr. Lorraine	Breault	6420	2-65 Zeidler Ledcor	Associate Dean, Director CESR
Wendy	Brown	8928	2-65 Zeidler Ledcor	Executive Assistant
Dr. Pamela	Brett-MacLean	0980	2-75 Zeidler Ledcor	Co-Director, Arts and Humanities
STUDENT AFFAIRS				FAX: 492-9531
Dr. Laurie	Mereu	3640	1-001 Katz Centre	Assistant Dean, Student Affairs (Acting)
Dr. Kinga	Kowalewska-Grochowska	3632	1-001 Katz Centre	Director, Student Affairs & Awards
Marj	Thomson	3092	1-001 Katz Centre	Administrative Assistant
Michelle	Phillips	3150	1-001 Katz Centre	Administrative Assistant
RURAL & REGIONAL HEALTH 8215 – 112 Street EDMONTON AB T6G 2C8				FAX: 248-1163
Dr. Jill	Konkin	0678	205 College Plaza	Associate Dean, Rural and Regional Health
Tamara	Mitchell Schultz	0678	205 College Plaza	Assistant to the Associate Dean
Giselle	Horne	0678	205 College Plaza	Secretary
ASSOCIATE DEAN, DENTISTRY		DENTISTRY/PHARMACY CENTRE T6G 2N8		
SWITCHBOARD: 492-3117 MAIN FAX: 492-1624 ADMIN FAX: 492-7536				
Dr. Nadine	Milos	3312	3036 Dent/Pharm	Associate Dean & Chair, Dentistry (Acting)
Arlene	Bradley	3312	3036 Dent/Pharm	Administrative Assistant
Melanie	Grams	6437	3036 Dent/Pharm	Admissions

Z:\Common\Orientation\Orientation Manual\Appendices\October 2009 Appendices\[Faculty of Medicine & Dentistry - Staff List - Oct 2009.xls

Departmental Chairs Contact List

Appendix 4

Clinical Departments, Basic Departments and (Divisions)		FACULTY OF MEDICINE & DENTISTRY - June 08			Z:\Common\Telephone Lists\Updated chairs & directors August 08.doc		
DEPARTMENT	CHAIR/DIRECTOR	SECRETARY/ADMIN ASST	ADDRESS	PHONE	FAX	E-MAIL	
(Anatomy)	Dr. Anil Walji	Colleen Mattuli (cmattuli@med.ualberta.ca) (Amanda)	5-01 MSB	492-1973	492-0462	awalji@med.ualberta.ca	
Anesthesiology & Pain Med	Dr. Barry Finegan	Margaret Toma (chassist@ualberta.ca)	8-120 CSB	407-8861/8887	407-3200	bfinegan@ualberta.ca	
Biochemistry	Dr. Marek Michalak	Vie Wynnyk (vie.wynnyk@ualberta.ca)	4-74 MSB	492-3357	492-0886	marek.michalak@ualberta.ca	
Biomedical Engineering	Dr. Robert Burrell	Maisie Goh (maisie.goh@ualberta.ca)	10-98 RTF	492-2541	492-8259	rburrell@ualberta.ca	
Cell Biology	Dr. Rick Rachubinski	Colleen Day (colleen.day@ualberta.ca)	5-14 MSB	492-7016	492-0450	rick.rachubinski@ualberta.ca	
(Cont. Professional Learning)	Dr. Chris de Gara	Vacant	2J3 WMC	407-6346/432-8337	407-1442	chrisdeg@cancerboard.ab.ca	
(Critical Care Medicine)	Dr. Noel Gibney	Jodi Tharpe (JodiTharpe@caritas.cha.ab.ca)	3C1.12 WMC	407-6755	407-1228	ngibney@ualberta.ca	
Dentistry	Dr. Nadine Milos (Acting)	Arlene Bradley (arlene.bradley@ualberta.ca)	3036 Dent/Pharm Ctr	492-4481	492-7536	nadine.milos@ualberta.ca	
(Div of Studies in Medical Ed)	Dr. Bruce Fisher (Acting)	Coleen Kato (coleen.kato@ualberta.ca) Linda Semper (linda.semper@ualberta.ca) (mail)	2-76 Zeidler Ledcor 2E3.31 WMHSC	492-6776	492-5487	bruce.fisher@ualberta.ca	
Emergency Medicine	Dr. Brian Holroyd	Peggy Foster (Peggy.Foster@capitalhealth.ca)	1G1.50 WMC	407-7047	407-3314	bholroyd@ualberta.ca	
Family Medicine	Dr. Rick Spooner	Judy Grace (judy.grace@ualberta.ca)	205 College Plaza	492-6611	492-8191	rick.spooner@ualberta.ca	
(HS Lab Animal Services)	Dr. Greg Parks	Margie Harris (margie.harris@ualberta.ca)	140 HMRC	492-3040	492-7083	greg.parks@ualberta.ca	
Laboratory Med & Pathology (Medical Laboratory Science)	Dr. Fiona Bamforth (Acting)	Pauline Kotowich (Pauline.Kotowich@capitalhealth.ca) Army Tse (army.tse@ualberta.ca)	4B1.19 WMC B117 CSB	407-8851 492-0986	407-8599 492-7794	fiona.bamforth@ualberta.ca Fiona.Bamforth@capitalhealth.ca	
Medical Genetics	Dr. Michael Walter	Lindsey Brown (lindsey.brown@ualberta.ca)	8-39 MSB	492-4172	492-1998	mwalter@ualberta.ca	
Med Microbiology/Immunology	Dr. David Evans	Anne Giles (anne.giles@ualberta.ca) Michelle Zadunayski (michelle.zadunayski@ualberta.ca)	1-41 MSB	492-2308/2309	492-7521	devans@ualberta.ca	
Medicine	Dr. Jon Meddings	Karen Phillips (karen.phillips@ualberta.ca)	2F1.30 WMC	407-6234	407-3132	jon.meddings@ualberta.ca	
(Neuroscience)	Dr. Keir Pearson	Carol Ann Johnson (ca.johnson@ualberta.ca)	7-15 MSB	492-5749/5628	492-1617	keir.pearson@ualberta.ca	
Obstetrics & Gynecology	Dr. David Cumming (Acting)	Goldie MackKinnon (Goldie.MackKinnon@capitalhealth.ca)	201 CSC RAH	735-4927/5463	735-4981	dcumming@ualberta.ca	
Oncology	Dr. A. (Sandy) McEwan	Gwen Mendoza (gwenmend@cancerboard.ab.ca)	CCI 2237	432-8320	432-8425	sandymce@cancerboard.ab.ca	
Ophthalmology	Dr. Mark Greve (Acting)	Sandra Scott (Sandra.Scott@capitalhealth.ca) Holly Ridyard (hridyard@ualberta.ca)	RAH 2319 ATC	735-5954/4924	735-4969	mgreve@alberta-retina.com mgreve@ualberta.ca	
Pediatrics	Dr. Lionel Dibden (Acting)	Lorraine Nowak (Lorraine.Nowak@capitalhealth.ca)	8213 Aberhart Ctr	407-7084	407-8538	Lionel.Dibden@capitalhealth.ca	
Pharmacology	Dr. Susan Dunn	Joy Pedersen (joy.pedersen@ualberta.ca)	9-70 MSB	492-0511	492-4325	sdunn@pmcol.ualberta.ca	
(Physical Med & Rehabilitation)	Dr. Nigel Ashworth	Liz Almeida (Liz.Almeida@capitalhealth.ca)	1229 Glenrose Hosp	735-8870	735-6018	Nigel.Ashworth@capitalhealth.ca	
Physiology	Dr. Chris Cheeseman	Barb Armstrong (barb.armstrong@ualberta.ca)	7-55 MSB	492-2195	492-8915	chris.cheeseman@ualberta.ca	
Psychiatry	Dr. Patrick (PJ) White	Lori Hoath (lhoath@ualberta.ca)	1E7.37 WMC	407-6503	407-6804	PJWhite@med.ualberta.ca	
Radiology/Diagnostic Imaging	Dr. Robert Lambert	Joanne Houtstra (Joanne.Houtstra@capitalhealth.ca)	2A2.61 WMC	407-6907	407-3853	Robert.Lambert@capitalhealth.ca	
Surgery	Dr. Douglas Hedden	Jocelyn Reekie (Jocelyn.Reekie@capitalhealth.ca)	2D2 WMC	407-6605	407-7394	Douglas.Hedden@capitalhealth.ca	

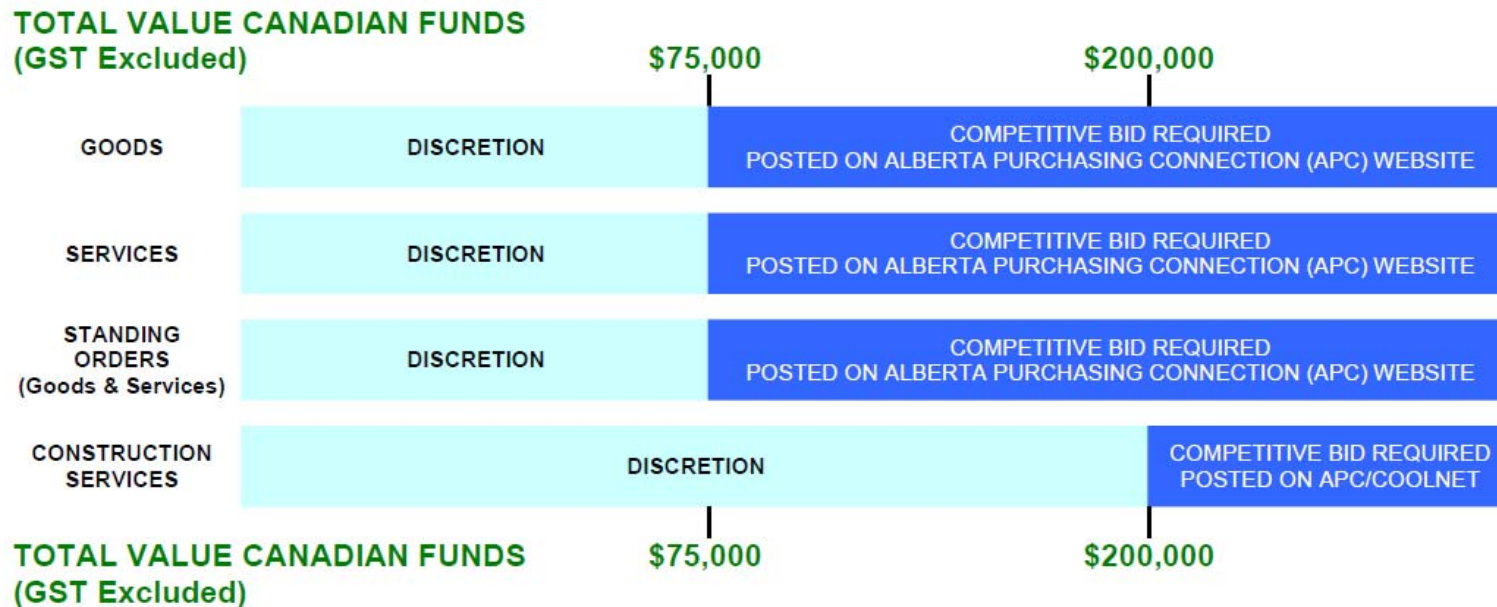
Contact List for Departmental Senior Administrators

Appendix 5

FACULTY OF MEDICINE & DENTISTRY: Clinical, Basic Department, Division, Centre/Institute				Z:\Common\Telephone Lists\APO List - Oct 2009			
	DEPT#	DEPARTMENT	ADMINISTRATOR/ APO	ADDRESS	PHONE	FAX	E-MAIL
Basic	2501211	AB Diabetes Institute	Dr. Ron Gill	1-005 HRIF EAST	492-3077	492-0979	ron.gill@ualberta.ca
Clinical	2601001	Anesth and Pain Medicine	Stephanie Griffin	8-110D CSB	407-7221	407-3200	stephanie.griffin@ualberta.ca
Basic	2602001	(Anatomy)	Kalyn McIntyre	5-01C MSB	492-2628	492-0462	kalyn@ualberta.ca
Basic	2603001	Cell Biology	Kendall James	5-14 MSB	492-7074	492-0450	kendall.james@ualberta.ca
Basic	2609001	Biomedical Engineering	Maisie Goh	10-98 RTF	492-2541	492-8259	maisie.goh@ualberta.ca
Basic	2608001	Biochemistry	Colleen Iwanicka	4-74B MSB	492-4545	492-0886	colleen.iwanicka@ualberta.ca
Basic	2607001	John Dossetor Health Ethics Ctre	Carol Nahomiak	5-16 UNIV TERRACE	492-8587	492-0673	cnahomiak@ualberta.ca
Other	2501003	(CPL)	Kim Rennick	2J3 WMC	407-6346	407-5487	rennick@ualberta.ca
Clinical	2702501	(Critical Care)	Stephanie Griffin	8-110D CSB	407-7221	407-3200	stephanie.griffin@ualberta.ca
Clinical	2808001	Dentistry	Yvonne Pinchbeck	3040A DENT/PHARM	492-2850	492-8073	yvonne.pinchbeck@ualberta.ca
Other	2501007	(DSME)	Coleen Kato	2-55 ZEIDLER LEDCOR	492-6776	492-5487	coleen.kato@ualberta.ca
Clinical	2702001	Emergency Medicine	Peggy Scade	1G1.52 WMC	407-7576	407-3314	zulma.camargo@ualberta.ca
Clinical	2703001	Family Medicine	Mark Perreault	205 COLLEGE PLAZA	492-8197	492-8191	mark.perreault@ualberta.ca
Basic	2704001	(HS Lab Anim Srv)- HSLAS	Lori Fawcett	1-132 HRIF	248-1599	492-7083	lori.fawcett@ualberta.ca
Clinical	2808001	Lab Medicine & Pathology	Jennifer McPhee	B-117 CSB	492-0987	492-7794	jennifer.mcphee@ualberta.ca
Clinical	2708001	Medical Genetics	Shari Barham	8-39 MSB	492-9104	492-1998	shari.barham@ualberta.ca
Clinical	2807001	(Med Lab Science)	Jennifer McPhee	B-117 CSB	492-0987	492-7794	jennifer.mcphee@ualberta.ca
Basic	2605001	Med Micr/Immun	Michelle Zadunayski (Finance)	6-15 HMRC	492-9398	492-9828	michelle.zadunayski@ualberta.ca
Basic	2605001	Med Micr/Immun	Anne Giles (HR)	1-41C MSB	492-2079	492-7541	anne.giles@ualberta.ca
Clinical	2708001	Medicine	Barbara Sonnenberg	4-029 RTF	248-1638	248-1611	barbara.sonnenberg@ualberta.ca
Clinical	2708001	Medicine	Carole Laplante	4-023 RTF	248-1634	248-1611	carole.laplante@ualberta.ca
Clinical	2708001	Medicine	Rob Dean (HR)	4-022 RTF	248-1633	248-1611	rob.dean@ualberta.ca
Basic	2709001	Molecular Membranes Protein Rsrch	Dr. Marek Michalak	356A HMRC	492-2256	492-0886	marek.michalak@ualberta.ca
Basic	270812	Muttart Diabetes Rsrch & Training Ctr	Brenda Bohne	458 HMRC	492-6855	492-4666	bbohne@ualberta.ca
Basic	280100 280101	Centre for Neuroscience	Carol Ann Johnson	513 HMRC	492-5749	492-1617	ca.johnson@ualberta.ca
Clinical	2803001	Obstetrics/Gynecology	Diane Titley	201 CSC RAH	735-4899	735-4981	diane.titley@ualberta.ca
Clinical	2804001	Oncology	Cynthia Henderson	CCI 2239	432-8576	432-8425	cynthiah@cancerboard.ab.ca
Clinical	2805001	Ophthalmology	Holly Ridyard	2317 RAH	735-4924	735-4969	hridyard@ualberta.ca
Clinical	2809001	Pediatrics	Gordon Langer	8213 ABERHART CENTRE 1	407-7174	407-8538	gordon.langer@ualberta.ca
Clinical		Pediatrics	Regine Moore (HR)	8213 ABERHART CENTRE	407-1686	407-8538	regine.moore@ualberta.ca
Basic	2901001	Pharmacology	Judy Deuel	9-70 MSB	492-0511	492-4325	judy.deuel@ualberta.ca
Clinical	270900C	(Phys Med/Rehab)	Liz Almeida	1226 GLENROSE HOSPITAL	735-8870	735-6018	Liz.Almeida@capitalhealth.ca
Basic	2902001	Physiology	Barb Armstrong	7-55 MSB	492-2195	492-8915	barb.armstrong@ualberta.ca
Other		(Provincial Lab)	Michelle Nienaber	1B1.14 WMC	407-8904	407-8984	mniehaber@provlab.ab.ca
Clinical	2903001	Psychiatry	Suzanne Roy	12-125 CSB	492-9576	407-6804	suzanne.roy@ualberta.ca
Basic		Pulmonary Research Group	Lynelle Watt	550A HMRC	492-1909	492-5329	lynelle.watt@ualberta.ca
Clinical	2904001	Radiology/Diagnostic Imaging	Stephanie Griffin	8-110D CSB	407-7221	407-3200	stephanie.griffin@ualberta.ca
Basic	2707001	Signal Transduction Group	Dr. David Brindley	357 HMRC	492-2078	492-3383	david.brindley@ualberta.ca
Clinical	2905001	Surgery	Lynda Reminek (Acting)	2D2.22 WMC	407-8898	407-7394	lyndareminck@med.ualberta.ca
Basic	2906001	(SMRI)	Lynda Reminek	2D2.22 WMC	407-8898	407-7394	lyndareminck@med.ualberta.ca

University of Alberta – Supply Management Services (SMS) Competitive Bid Thresholds – Effective 01 July 2009

A competitive bid process must be conducted by the Procurement & Contract Management Division in SMS, based on the total dollar value of the acquisition.



DISCRETION

Competitive bid process at the discretion of department / faculty

**COMPETITIVE BID
TILMA (APC or
COOLNet)**

Competitive bid process required as outlined in the Trade, Investment and Labour Mobility Agreement effective April 1, 2009 for MASH Sector. Bids must be advertised on the Alberta Purchasing Connection (APC) Website.

If you have questions please call Supply Management Services 780.492.4668

https://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/infodoc/cmp_054566.pdf



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