Primer on the Secretariat for New Associate Chairs/Directors/Deans

18-09-19

Presented by: Alice Raynard, Associate University Secretary

Secretariat
Functions

- Secretariat support for the Board of Governors and its committees, Senate and its committees and councils, and a number of university-wide committees
- Preservation of corporate memory with respect to Board, Senate and executive decision-making
- Advice on university policies, procedures and guidelines, the MOA with FAUW
- Supervision of the process of policy development and renewal
- Freedom of information and protection of privacy
- Coordination of the risk management programs at the university
- Police Services and the Safety Office also report into the University Secretary
Some key University-level policies for you

All:  
33 Ethical Behaviour [FS]  
58 Accessibility [G]

Staff:  
36 Dispute Resolution for University Support Staff [S]

Students:  
70 Student Petitions and Grievances [G]  
71 Student Discipline [G]  
72 Student Appeals [G]

Faculty/Chairs:  
40 The Chair [A]  
76 Faculty Appointments [F]  
77 Tenure and Promotion of Faculty Members  
➢ Memorandum of Agreement – UW / FAUW

The letters in between square brackets refer to the type of policy. A, F, S and FS ones relate to work conditions of certain categories of employees (see Policy 1).
### Who to call if

<table>
<thead>
<tr>
<th>Subject</th>
<th>Resource-Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy – protection of personal information, access and breaches</td>
<td>Kathy Winter <a href="mailto:kwinter@uwaterloo.ca">kwinter@uwaterloo.ca</a> X36101</td>
</tr>
<tr>
<td></td>
<td><a href="https://uwaterloo.ca/secretariat/information-and-privacy">https://uwaterloo.ca/secretariat/information-and-privacy</a></td>
</tr>
<tr>
<td>Records Management, retention schedules</td>
<td>Chris Halonen <a href="mailto:chris.halonen@uwaterloo.ca">chris.halonen@uwaterloo.ca</a> X38284</td>
</tr>
<tr>
<td></td>
<td><a href="https://uwaterloo.ca/secretariat/university-records-management">https://uwaterloo.ca/secretariat/university-records-management</a></td>
</tr>
<tr>
<td>Staff grievances</td>
<td>Alice Raynard <a href="mailto:araynard@uwaterloo.ca">araynard@uwaterloo.ca</a> X31894</td>
</tr>
<tr>
<td>Student discipline, grievances and appeals</td>
<td>Nadia Singh <a href="mailto:nadia.singh@uwaterloo.ca">nadia.singh@uwaterloo.ca</a> X32225</td>
</tr>
<tr>
<td>Tenure and promotion, UARC</td>
<td>Alice Raynard</td>
</tr>
<tr>
<td>Policy advice (general)</td>
<td>Karen Jack <a href="mailto:kjjack@uwaterloo.ca">kjjack@uwaterloo.ca</a> X43183</td>
</tr>
<tr>
<td></td>
<td>Alice Raynard</td>
</tr>
</tbody>
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The Secretariat website comprises UW-level
- Policies, guidelines and procedures
- Committees and councils
- Organizational charts

Legal and Immigration Services

Office of the Provost
- Forms & Templates
- Lunch & Learn Sessions
- Academic Integrity
- Academic Leadership Program
- Finance related policies & procedures
Reach out, we are here to help