Primer on the Secretariat for New Chairs/Directors

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 <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 <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 Alice Raynard</td>
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</table>
Links

- 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
Case Study

- See handout: *Sacha’s Story*
- Discuss in your group
- 10 minutes
- List potential issues
- Envision potential means to avert or to fix those issues
- Know applicable rules
Case Study

- Possible issues: breach of human rights; breach of privacy; breach of MOA; no mentoring; failure to obtain T & P; harassment; grievance; liability...

- Potential means: contact the Secretariat, Occupational Health, the Dean’s Office; refer the employee to Occupational Health or AODA specialist; review policies and guidelines...

- Applicable rules:
  - Policy 58 - Accessibility; Ontario Human Rights Code
  - Policy 77 – Tenure and Promotion
  - Policy 76 – Faculty Appointments (probationary term appointments, performance reviews, DACA)
  - Memorandum of Agreement with FAUW
  - FIPPA (privacy)
  - Policy 33 – Ethical Behaviour
  - Memo on Conflict of Interest in Hiring Committees
Reach out, we are here to help