

Primer on the Secretariat for New Chairs/Directors

19-09-19

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

Subject	Resource-Person
Privacy – protection of personal information, access and breaches	Kathy Winter kwinter@uwaterloo.ca X36101 https://uwaterloo.ca/secretariat/information-and-privacy
Records Management, retention schedules	Chris Halonen chris.halonen@uwaterloo.ca X38284 https://uwaterloo.ca/secretariat/university-records-management
Staff grievances	Alice Raynard araynard@uwaterloo.ca X31894
Student discipline, grievances and appeals	Nadia Singh nadia.singh@uwaterloo.ca X32225
Tenure and promotion, UARC	Alice Raynard
Policy advice (general)	Karen Jack kjjack@uwaterloo.ca X43183 Alice Raynard

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



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