



# Faculty Relations

## NEWS BULLETIN AUGUST 2010

### **We've Moved!**

The Office of Faculty Relations, Office of Faculty Recruitment and Retention and the Office of the Vice-Provost (Academic Planning Policy and Faculty) relocated to Suite 3107, Stevenson Hall. Come and visit!

### **FAST Update**

Lots of work has been getting done behind the scenes as we toiled over writing specifications for the FAST program. Presently, the specs are being programmed by Human Resources into the HRIS. Since the specs may be affected by changes made to Part-time appointments at the bargaining table, we won't finalize until the new faculty collective agreement is ratified. Once we know the extent of the changes, we will plan for a pilot program and roll out. Patience everyone (especially us!)

### **Laserfische Coming Soon**

We are saving trees and time by using Laserfische to electronically copy and file documents. Starting October 1, 2010, we will no longer be returning copies of signed FLAANs, AAPANs, and the rest of the alphabet soup to Faculty or Department offices. No need to file FLAANs or other "internal" documents to the Official File. You can access them faster and easier through Laserfische. Just think...no more piling, filing or dialing us for status information. Your access can be instant and easy. Marg Bos is available on request to help set you up and provide demonstrations.

### **New Faculty Data Screen**

Are you tired of searching multiple HRIS screens for the data you need? Want access to Workload balance information without going to the paper file? To resolve these issues and some of the coding problems related to ROLA changes, we have been working with HR to develop a new Faculty Data screen which will include: start and end dates, contract type and category, research eligibility, workload balance percentages, classification program codes and AWL/MAWL information. As well, for clinical appointments, there will be benefit eligibility, location, stream, academic role and academic responsibilities included. Coming soon!

### **Updated Forms**

The Sabbatical Leave Application has been vastly improved! In addition to a normal paper copy form, we now offer an interactive application which can be filled out on line and which asks only questions which are relevant based on the situation of the applicant. The AAPAN is similarly improved with pull down menus and pre-filled data. Thanks to Marg Bos for these great strides.

### **Letter Templates**

Please note some changes have been made to templates for Appointment Letters, etc on the OFR Intranet. Please ensure you are using the most updated versions.