

APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED  
BY UWOSA COLLECTIVE AGREEMENT  
(Reference Collective Agreement Article 44)  
Attention: Job Evaluation Appeals Committee

S.G. 11  
November 2005

(A) **Contact Information:**

Name of person requesting appeal: JODI GUTHRIE  
Title: ASSISTANT TO THE CHAIR  
Phone: ext. 86438  
Email: jodi@uwo.ca  
Department: PHYSICS & ASTRONOMY

(B) **Position Information:**

Current Incumbent: JODI GUTHRIE  
Current Classification: SALARY GRADE 10  
Classification Being Appealed: same  
Date Evaluation Results Letter Received: Friday, 16 September 2005, 3:30 p.m.

(C) **Information Required For Job Evaluation Appeals Committee**

Reason for the appeal:

I disagree with the findings of Human Resources and would like an independent evaluation of my position by the Job Evaluation Appeals Committee.

Supporting Information (Optional):

The person in this position holds a tremendous amount of responsibility and knowledge and I don't believe this was fairly recognized in the recently completed evaluation.

The Chair of the Physics & Astronomy Department fully supports all efforts to have this position upgraded.

(D) **Approvals:**

Signature of Person Appealing:



Date: 23 September 2005

*The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.*

2002/05/27

**UWOSA JOB EVALUATION RECORDING FORM**

**Office Support Plan**

(APPEAL)

**Dept:** Physics and Astronomy  
**Dept. Num.:**  
**Incumbent:** Jodi Guthrie  
**Citte Mem.Present:** UWOSA: M. Broadfoot, L. Munn, M. Parker  
 ADMIN: C. Bumbacco, P. Grant, V. Smith

**Job Title:**

**Eval. Date:** November 9, 2005

	FACTOR	COMMENTS	SUB	DEGREE	PTS	Profile			
			FACT			-	=	+	
I	Job Knowledge	Degree or diploma Some familiarity with Western, transportable skills	Educ	4	140	X			
			Exper.	F					
II	Initiative	Specific policies and procedures. Defined work. Collective Agreements		4	55				
III	Complexity/Judgement	Decisions made by others in department		4	35				
IV	Contacts	Exchange of information with senior personnel		3	45				
V	Errors	Awkward. Not final signing authority. Work flow delays		3	45				
VI	Supervision of Others	N/A	Char.	1	5				
			Scope	Any					
VII	Effort/Demands	Mult-task. Confidentiality of files (P&T), Critical deadlines		3	60				
VIII	Physical Environment	Normal		1	10				

CLASSIFICATION ASSIGNED

Total Pts: **395**

Group: \_\_\_\_\_ Salary Grade \_\_\_\_\_

Level: \_\_\_\_\_ 11 \_\_\_\_\_

Co-Chair Signatures: UWOSA: Melissa Broadfoot

ADMIN: Chris Bumbacco

# POSITION DESCRIPTION QUESTIONNAIRE

# THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS

U.W.O. ID NUMBER \_\_\_\_\_ PRESENT INCUMBENT SURNAME GUTHRIE INITIALS J.D. \_\_\_\_\_ POSITION IDENTIFICATION DEPT. NO 230800 P.S. JOB CODE \_\_\_\_\_

**BASIC POSITION INFORMATION**

DEPT. NAME PHYSICS & ASTRONOMY  
SECTION NAME Main Office  
LOCATION PAB 125  
WORK WEEK HRS. 35  
SUPERVISOR SURNAME de BRUYN INITIALS J.R. PHONE ext. 86441

FOR SALARY ADMINISTRATION USE	
CLASS'N	Administrative Assistant, SG11
CLASS'D	New/05 EFFECT _____
	Date Date
ANALYST	JEAC

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (I.E. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	%
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	Administrative Duties as Assistant to Chair:	95%
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Adherence to strictest confidentiality, deadlines and professionalism is imperative\*\*

❖ RESPONSIBLE FOR THE ADMINISTRATIVE OPERATION OF THE PHYSICS & ASTRONOMY DEPARTMENT.

Administrative Assistant to the Chair:

- Maintain a high level of familiarity with the Collective Agreement between the University and the Faculty Association.
  - o When preparing reports and memos regarding faculty matters, i.e. Committee Responsibilities, Teaching Workload, and so on, ensure the contents' compliance with the Collective Agreement.
  - o Refer to the Collective Agreement for the Chair who will occasionally inquire about University policy or various issues impacted by it.
  - o Act as the resident expert on matters of the Collective Agreement.
- Anticipate upcoming items requiring the Chair's attention and prepare letters, memos and draft reports in advance for his signature, such as annual departmental committee nominations and elections, faculty teaching and committee assignments, recommendations for post-retirement appointments for faculty prior to their retirement dates, summary of departmental activities and others.
- Anticipate and make Chair aware of upcoming faculty sabbaticals, retirements, workload changes.
- Notify the Chair of upcoming faculty sabbaticals that will necessitate a limited-duties or limited-term assignment.
- Prompt the Chair in advance of items requiring his attention, such as those directives outlined in letters and memos from the Dean's Office.
- Gather information and provide statistical reports to the Chair to facilitate his completion of departmental, Faculty of Science and UWO reports.
- Must be knowledgeable about the various internal and external grant eligibility and submission deadlines. Periodically send electronic reminders to faculty members of upcoming grant submission deadlines.
- Maintain a file of grants information and be available for inquiries from faculty members and the Chair.
- Prepare and distribute memos, letters, reports, agendas, meeting minutes.
- Organize special lectures, such as the annual Laird and Canadian Association of Physicists (CAP) Lectures – liaise with visiting speakers regarding dates, accommodations, special needs; advertise lectures on website.

- reserve venues.
- Coordinate weekly Physics Colloquia and Astronomy seminars – reserve the rooms, order refreshments, prepare and send electronic notices, update the department website, liaise with the invited speakers re: parking, A/V needs, collection of their abstract, and so on.
- Three times annually, coordinate, schedule and carry out Course and Teaching Evaluations for all courses taught by Physics & Astronomy faculty. This is a huge undertaking:
  - At least one month in advance, contact each faculty member, individually, requesting a mutually agreeable date, time and location for the evaluation to take place.
  - Create an electronic spreadsheet identifying each course, instructor, enrolment number, date, time and location for the evaluation to take place.
  - Prepare and organize evaluation materials weeks in advance.
  - A few days prior to each evaluation, send an email reminder to each faculty member.
  - Go to the appropriate classroom at least 15 minutes in advance of the class and distribute evaluation sheets as students enter, announce instructions, collect completed evaluations, inform the waiting faculty member when finished.
  - Sort the returned evaluations and send them to Institutional Planning & Budgeting.
  - Once the evaluation results are received from Institutional Planning, prepare the results in a spreadsheet for the Chair, identifying each faculty member, each course they taught, and for each course, the score they achieved for "Questions 1-14 average", "Overall Effectiveness," and "Learning Experience."
  - Using that data, prepare bar graphs to visually identify mean, median and standard deviation department scores for each of the 3 categories, as above.
- Faculty Meetings — when the Chair selects a date make a room reservation and send an electronic message to faculty members communicating the date, location, and any preparation that might be required.
  - As the date approaches, prepare a meeting agenda and send it out, electronically, to members.
  - Attend every faculty meeting to take the minutes on a laptop computer, then format them, make any changes requested by the Chair, and distribute them to faculty members.
- When requested, attend committee meetings to do the same as above.
- Intermediate in the collection of information requested of faculty; provide assistance, if necessary.
- On occasion, create large-scale posters for the Chair, using CorelDraw, to be used at international conferences to present his research.
- Solicit external faculty members (selected by the Chair) to stand for election to our Promotion & Tenure Committee.
- Maintain faculty files – personal and research – prepare new files, organize, add to, revise status of, add collected publications, reprints and curriculum vitae. Use as a source of information.
- Maintain department database – add information, make revisions, update records regarding personnel (faculty, staff, researchers), departmental keys, key ownership and distribution, room assignments, office telephones, committee membership, rank, degrees, history, awards and more. This data is frequently extracted for use and inclusion in departmental, faculty and university reports.
- Using the results of work done, and decisions made, by the Workload Committee regarding teaching workload for faculty members, annually prepare a spreadsheet identifying each course to be taught in the department, who will teach it, and on which committees each faculty member will sit. In accordance with the UWOFA Collective Agreement clause on Workload, prepare letters to each faculty member indicating their individual workload responsibilities for the coming academic year (using a mail merge).
- Annually request a copy of each published paper or conference proceeding from all faculty members and researchers; enter the citation information into an annually prepared database and create an annual report (in a prescribed format) for Western Archives' "Leaders in Learning" publication.
- Maintain and update department website pages regarding faculty and administrative information and the Colloquia/Seminar pages. Collaboration recent began with Western's Communications & Public Affairs department to revamp our website (and all other department sites) to complement that of the University.
- Manage the issuance of Physics & Astronomy building keys and track them in the departmental database – this involves electronic completion of key requisition forms for all personnel and signing authority for same.
- Annually, prepare a UWOFA voting list of departmental faculty for the Dean's Office.
- Create, maintain and periodically distribute the Physics & Astronomy department contacts list, including room numbers, telephone extensions and email addresses.
- Create and maintain UWO local mailing lists for faculty, emeritus faculty, researchers and staff.
- Act as Western Directory Coordinator to update and maintain information on every staff, student and faculty member in the department.

- Act as department liaison with local media and refer them to appropriate faculty member(s) for comment.
- Act as a source of information for all departmental inquiries.
- Complete, distribute and document parking passes and loading zone permits.
- Once an accident/incident is reported, obtain an Occupational Health & Safety Accident/Incident form for the Chair to complete, obtain appropriate signatures and distribute to the various departments, as directed.
- When requested by faculty, prepare letters of recommendation for graduating students; invitations/offers to post-doctoral fellows.
- Assist in the provision of application materials for faculty nominated for internal University Awards or external Research Awards; collect reference letters of support for inclusion in these applications.
- When requested by faculty members, assist in the preparation of grant applications — type their proposals, insert a listing of their publications — and submit by post or electronically over the WWW.
- Acquire signatures of the Chair and various Deans – Academic, Research, Administration – on a variety of documents.
- Maintain and synchronize Chair's electronic and paper calendars of appointments.
- Open Chair's mail – refer to Chair or handle, if able.
- Accept Chair's phone calls, paying close attention to detail and appropriate release of pertinent information.
- Reply to Chair's electronic mail queries, if possible; compose and send his messages, if requested.

#### Faculty Appointments:

- For each appointment that is approved to advertise, proceed as per UWOFA mandated procedures for such:
  - Prepare faculty job posting — limited-duties, probationary/tenure-track, University Faculty Award (for young Canadian/Aboriginal female faculty), Canada Research Chair appointments; send to Dean's office for approval, and once approved, post to our website.
  - As applications come in, organize into a file for each applicant and create an electronic table of information received, such as application, CV, references, letters of support.
  - Notify involved department Chairs and faculty that these files are available for perusal.
  - Set up Appointments Committee meetings to discuss the applicants' materials.
  - Once short-listed candidates are identified by the committee, contact them to make arrangements for them to visit the university – reserve hotel accommodations, schedule two days of meetings, lunches, and dinners, then prepare and distribute itemized itineraries of each visit to faculty/Chairs involved and the candidates themselves.
  - A candidate's visit usually involves them giving one or two lectures in their area of expertise — schedule and organize these talks — advertise the lecture throughout the department and other related departments, create a seminar "poster", order refreshments, book a digital projector or whatever audio/visual needs the candidate has.
  - Once a successful candidate has been chosen for the position, prepare and send letters to the unsuccessful candidates.
- For limited-duties appointments, which occur twice during the year, also prepare the Limited Duties Search Process Report for the Dean's Office.
- If a non-Canadian candidate is selected for any of the appointments, Human Resource Development Canada's guidelines must be followed and a report prepared.

#### Adjunct Appointments:

- When they inquire, advise faculty members of the process for getting a colleague from another department or university an Adjunct appointment:
  - Ask the faculty member to forward to me the candidate's CV and a paragraph that explains why the appointment should be made, including the collaborations, teaching, supervision they expect the candidate to be involved in.
- Forward the submission to the department's Appointments Committee who will discuss and make the recommendation for an Adjunct Appointment.
- Prepare a letter (for the Chair to sign) to the Dean of Science recommending that an Adjunct Appointment be extended to the candidate, outlining the reasons for doing so. Copy the appropriate people on the letter.

#### Promotion and Tenure Process:

- For eligible faculty members – notify them what is required of them and the date it is due to me (to organize and forward to the Dean's assistant), such as a list of past and/or current students they would like me to contact to ask for letters of support, a list of 8 possible external referees and their contact and bio information, a selection of their publications, a research statement and teaching dossier.

- Direct the members to websites they will find helpful, such as that of Faculty Relations, for instruction on preparing their dossier and to view a P&T Presentation.
- Use their OCGS CV (that I had previously prepared) to reformat it to P&T standards.
- Answer their questions and assist them as they prepare; prompt them in advance of each impending deadline.
- Send email requests to each candidate's past students, colleagues and peers for letters of support.
- Order tabbed binder section divider pages (10 sets per candidate).
- Compile 10 complete dossiers for each P&T candidate, dividing them into 21 identified sections. Copy specific documents related to each candidate's appointment, place into the appropriate sections and add to the "Letters of Support" sections as reference letters arrive. Once all binders are complete, deliver them to the Dean's Office.
- Communicate regularly with the Dean's assistant throughout the process.

#### Ontario Council on Graduate Studies (OCGS) Periodic (7-year cycle) Appraisals:

- elmm*
- Coordinate the completion of TWO reports (one for Astronomy, one for Physics), which includes 3 volumes each: Volume 1 includes data on the program; Volume II includes each faculty member's curriculum vitae; Volume III lists the proposed consultants and their biographical information.
  - Assign the various sections of the report to individual faculty and staff for completion, based on their areas of expertise and ensure they complete their sections and return them to me in good time.
  - Meet regularly with faculty & staff involved to discuss each person's progress.
  - Personally complete several sections of the report. Sections include "Faculty by Field" — information regarding our core and adjunct faculty and their field of research, which of the six OCGS categories they fall into, their rank, retirement dates and their level of graduate supervisory privileges; "Current Teaching Assignment: — which courses they had taught over the past three years; "Publications" — list all citations for publications that graduate students had co-authored and a table of summary data breaking down the number and percentage of students who published by degree and number of papers written.
  - Pull together this information and that submitted by all contributing faculty and staff and then format it for consistency into *Volume I — "The Program."*
  - Contact adjunct faculty members to request their CVs and publications. Once received, re-format each CV into the prescribed OCGS format and then, together with core faculty CVs that were previously compiled for the Annual Report of Faculty Members, compile and format for consistency into *Volume II — "Faculty Curriculum Vitae."*
  - Request from faculty and collect their suggestions for industry experts who might be potential external referees to audit our programs. Compile the list and contact each of the suggested experts to request details of their biographic material. Once received, format each separately, and then compile collectively into *Volume III — "The Proposed Consultants."*
  - Submit 1<sup>st</sup> and 2<sup>nd</sup> drafts of Volumes I, II and III for each Program to the Faculty of Graduate Studies. Once approved, make sufficient hard and CD copies for FGS, the Dean of Science, the Department and OCGS.

#### Annual Faculty Performance Reviews:

- Prepare and format each faculty member's curriculum vitae (CV) — this is used as part of their annual performance evaluations, is Volume II of the OCGS Periodic Appraisal, and is used for their personal and research files — also update, as required.
- Complete 26 Faculty Annual Reports by providing information regarding each member's workload, annual teaching assignments and evaluation figures, curriculum development, graduate and undergraduate supervision, committee responsibilities, publications, details on their research grants and community service. Once signed off by each member, send in electronic and hard copy formats to the Dean of Science and pass along to the Chair who then meets with the department's Annual Performance Evaluation committee to assess and assign evaluation points.

#### Department Committees:

- The department has four "elected" committees — Workload, Annual Performance Evaluation, Appointments, and Promotion & Tenure committees. A vote must be conducted annually to ratify each committee's policy document and subsequently an election held to replace committee members whose positions are expiring or those who are retiring or leaving the department for some reason:
  - Prepare or assist the Chair to prepare a memo to faculty asking for ratification of the committee's policy document (or not). Attach this memo, along with an election ballot, to the Policy Document and distribute to members for their consideration with instructions to return their ballot to the Chair's Assistant.

- Collect and tabulate the returned ballots then prepare a letter to the Dean, notifying him of the ratification results.
- Prepare a nomination memo from the Chair to faculty members indicating which committees have vacancies and how many. Then prepare a nomination form and attach this and the memo to a current committee membership list and distribute to each faculty member.
- Collect the nominations until the deadline date, then tabulate the results with the Chair. For those committees receiving more than the required number of nominations, an election must take place.
- Preparing ballots that indicate the names of those members standing for election to each committee. Create an election memo from the Chair, giving instructions on how to vote and return their votes and attach the ballot and memo to two different sized envelopes for returning the votes — one blank small envelope and one larger, faculty name labelled envelope.
- Log the return of the labelled envelopes and when all are accounted for, count the votes with the Chair and together, agree on the results.
- Update the committee membership list to reflect the newly elected members, then prepare a results memo from the Chair and distribute both to all core faculty.
- Send the results to the Dean's Office, as well.

Faculty of Graduate Studies Membership:

- Prepare nomination forms for new faculty who will be supervising graduate students and thus must apply for membership in the Faculty of Graduate Studies (FGS). This involves collecting information about the members' highest degree of education and the year attained, a summary of their graduate activities in the nominating program over the past 7 years and those from all other graduate programs in the past along with the type of membership being applied for — non-thesis, Master's or Doctoral. Fill out the applications either by hand or electronically and submit to the Faculty of Graduate Studies for consideration.
- Memberships in FGS are extended for 5-year periods, therefore every five years, prepare and re-submit nomination applications for those faculty whose memberships are about to expire.
  - For faculty seeking FGS membership privileges in either the Physics or the Astronomy program, complete an FGS Core Membership nomination form, obtain the signatures of the member and the Graduate Chair; attach the member's current CV, and send it all over to FGS.
  - For faculty seeking FGS membership privileges with non-core programs, such as our Theoretical Physics Program, simply prepare a letter to FGS requesting membership for the faculty member in question, obtain the signature of the program director, and submit to FGS.
  - For newly retired emeritus faculty who currently have FGS membership privileges, prepare a letter to the Dean requesting that a casual academic appointment be extended to the member, the term of the appointment and the duties to be performed — graduate supervision and any others.

NO.	OTHER DUTIES	%
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**Faculty Expense Reconciliation: 5%**

- Weekly—assemble receipts received from faculty while on research trips, at conferences, etc., detail each on a UWO Travel Expense Form and calculate totals, subtracting Advances, if used, then forward to the Administrative Officer to collect the appropriate signatures.
- Monthly—reconcile (on-line) all faculty VISA purchases and post each expense to individual members' research accounts.

**2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT DIRECTLY AND FORMALLY TO YOU.**

Classification/Rank (e.g. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (e.g. Filing records...)
		From (month)	To (month)	
None				

**3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM REGULARLY.**

- Training and guidance for new employees
  - Ensure that new people get the building keys they will require, then orient them (using a campus map I then give to them) to campus locations they should become familiar with;

*to my +  
guidance  
of Chair*

- o Extend, to new faculty members, an offer of my services for any assistance they may need, and send them electronic files including a list of helpful websites to orient them in such areas as General University knowledge, Teaching, Research and Family Life plus other files deemed to be of interest to them.
- o The Chair of this department is very new to the University (April 2005) and to the position, in general, and hence is not fully fluent in University policies and procedures; the holder of this position must have this knowledge and be able to share the information with the Chair.

- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

4. IF YOU COMPOSE (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
Correspondence:	Complete Composition	<ul style="list-style-type: none"> <li>• Memos to the Dean of Science on the Chair's behalf regarding faculty requests for early retirement, Chair absences, Promotion &amp; Tenure recommendations.</li> <li>• Congratulatory letters from Chair to faculty re: awards granted to them.</li> <li>• Electronic solicitation letters requesting Letters of Support for Promotion &amp; Tenure candidates.</li> </ul>
	Partial Composition	<ul style="list-style-type: none"> <li>• Letters and Memos to the Dean of Science on the Chair's behalf on a variety of topics, such as appointments, nominations, funding opportunities.</li> <li>• Letters from the Chair to individual faculty members outlining their workload and service responsibility components for the coming academic year (what they will be teaching and which committees they will sit on).</li> <li>• Memos from the Chair to Faculty, such as memo requesting nominations to departmental committees, requests for Help Centre Participation, Observatory sign-up, Department Space Use, etc.</li> </ul>
	Prescribed Format	<ul style="list-style-type: none"> <li>• none</li> </ul>
Reports:	Complete Composition	<ul style="list-style-type: none"> <li>• A variety of documents created for, or requested by, the Chair, such as a Master Faculty spreadsheet containing complex information on all faculty (core, adjunct, emeriti) — their rank, status, workload, term, tenure and retirement dates; documents about departmental committees, faculty appointments; documents created for each year's Promotion &amp; Tenure candidates and hundreds of other files containing myriad information regarding matters of departmental operation.</li> <li>• Report of Key Holders</li> <li>• Lists of Contents of Each Key Lockbox</li> <li>• Creation of several reports that are generated by our Database</li> </ul>
	Partial Composition	<ul style="list-style-type: none"> <li>• OCGS 7-year Appraisal of our Graduate Programs:                             <ul style="list-style-type: none"> <li>o of Physics Program</li> <li>o of Astronomy Program</li> <li>o of Theoretical Physics Collaborative Program</li> </ul> </li> <li>• Annual Summary of Departmental Activities</li> </ul>
	Prescribed Format	<ul style="list-style-type: none"> <li>• 26 members' Faculty Annual Report – completion of several pages of historical, biographical and teaching background information for each faculty member. Faculty may then ask that additional information be included.</li> </ul>
Other:	Complete Composition	<ul style="list-style-type: none"> <li>• Minutes of faculty meetings – electronically transcribe them during</li> </ul>

	<p>the meeting, edit to a readable style afterwards then distribute to faculty once the Chair has approved them.</p> <ul style="list-style-type: none"> <li>• Notices of Physics Colloquia/Astronomy Seminars – liaise with the visiting speaker to create an electronic poster to be sent out to all Science faculty on campus that includes their title, abstract and logistical details.</li> <li>• Create web pages outlining the various categories of faculty members (full-time, adjunct, emeritus, cross appointments) and their contact information and areas of expertise.</li> <li>• Blank Letterhead, Memoranda and Facsimile forms (with tower graphics)</li> <li>• Creation of "Faculty Absence Notification" form</li> <li>• Calendars indicating Faculty Absences</li> <li>• Myriad files of information, such as: Interview Schedules, Lists of Domestic and International Applicants for various faculty positions, Committee Election Ballots, Meeting Agendas, UWOFA Voting Lists, Departmental Contact Information, Faculty Checklist (which has endless applications), Address Labels, Table of Monthly Administrative Duties, Building Door Signs, Christmas Party Signs and Invitations, Baby, Wedding, Congratulations Signs, Detailed Instructions for various tasks, Parking/Loading Pass Logs, Teaching/Course Evaluation schedules</li> </ul>
Partial Composition	<ul style="list-style-type: none"> <li>• Myriad files of information, such as: Committee Lists (committees and who sits on each plus their term), Visiting Candidates' Itineraries, Lists of Laboratory Equipment</li> </ul>
Prescribed Format	<ul style="list-style-type: none"> <li>• Faculty Curriculum Vitae – using the CVs they send, revise them to <u>various formats</u>, such as those required by OCGS and the Promotion &amp; Tenure style. Add whatever information can be gleaned from other department documents to ensure the CV is as complete and current as possible.</li> <li>• Faculty of Graduate Studies Core Nomination Forms</li> <li>• NSERC Grant Applications – contribute portions of the on-line grant submission</li> <li>• Key Requisitions</li> <li>• Position Description Questionnaires</li> <li>• Anticipated and Unanticipated Limited Duties Appointment advertisements, twice annually.</li> </ul>

5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE REQUIRED TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

- Seasoned knowledge of the university's policies, procedures, organizational structure, culture and surroundings.
- A high level of familiarity with the Collective Agreement between Western and their Faculty Association.
- A Diploma or Degree from an accredited College or University.
- Several years of administrative experience at an executive level.
- Must have a high level of initiative – be a self-starter.
- Ability to deal with and understand complex issues.
- Excellent time management skills – the ability to work under pressure and with tight, critical deadlines.
- Excellent computer skills.
- Excellent communication skills.
- Calm composure and the ability to interact well with those at all levels of hierarchy.
- Must possess good judgement, logical thinking and an inquiring mind.
- Adept at use of discretion and the ability to determine and maintain confidential matters of sensitivity.
- Ability to mentally collect, store, and prioritize information absorbed by listening and observing the environment.

## 6) PLEASE DESCRIBE THE NATURE AND FREQUENCY OF THE SUPERVISION YOU RECEIVE.

- The person holding this position must be self-sufficient, resourceful and demonstrate a high level of initiative, requiring very little supervision.
- The relationship between the holder of this position and the Chair is an informal one. They have frequent contact, but no formal supervision, per se, is given.

## 7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- This position is one that requires a lot of self-supervision and the ability to "think on one's feet."
- This position is expected to be the resident expert on matters of University policy and the Faculty Association Collective Agreement, and therefore must deal with these sorts of issues.
- It is expected that this person should be able to deal with situations that arise in the absence of the Chair and liaise comfortably with the Dean and Association Deans of Science; must use problem solving abilities to successfully manage situations with confidence.
- Answer wide variety of inquiries from the Chair and other faculty; provide information about positions available; complete and authorize key requisitions for all staff/students/faculty.
- Inquiries from faculty about the Promotion & Tenure process they may be going through, about UWO administrative matters, and about forms relevant to faculty members.

## 8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

- Refer financial inquiries (grants, payroll, etc.) to the Administrative Officer.
- To ensure that accurate and up-to-date information is given, refer inquiries regarding course content and timetables to the appropriate assistant – undergraduate or graduate.
- Student appeals are referred to the Chair; student counselling requests are referred to the Undergraduate or Graduate Chair.

## 9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

- Daily – plan personal work activities, prioritizing items by importance, as necessary.
- Daily – ensure Chair knows where and when he is needed. Synchronize his appointment book with the electronic calendar I keep for him. Ensure he is reminded prior to all appointments.
- Ongoing – ensure faculty deadlines are met re: grant applications, University reports, and other requests for their input.
- Ongoing – coordinate details of all weekly Physics Colloquia and Astronomy Seminars – room bookings, liaison with guest speakers, refreshment orders and lunch reservations, ensure all needs of the speakers are addressed.
- Ongoing – Leaders in Learning report: collect and record all new publications of our faculty and researchers. This culminates with the annual report which requires approx. 2 full weeks of dedicated work.
- Monthly – collect a wide variety of data for various reports for the Dean's Office, such as Summary of Departmental Activities, Report of Teaching Duties, and Annual Report of Faculty Members.
- When required – coordinate hiring process logistics for new positions – includes planning faculty recruitment visits; arrange accommodations; contact associated internal and external faculty to arrange meetings with the candidate; compile the candidates' two-day itineraries; distribute itineraries to all faculty affected; once here, ensure the candidate gets to each of the meetings scheduled.
- Annually – coordinate the completion of Faculty Annual Performance Evaluations. Update faculty CV's and complete each faculty's APE form as best as possible. This activity involves one to three months of almost dedicated work.
- Annually – coordinate annual special lectures, such as the Canadian Association of Physicists lecture and the Memorial Elizabeth Laird Lecture. This involves intense planning for short periods of time.
- Every 7 years – coordinate the completion of the OCGS Periodic Appraisal of Graduate Programs. This is a monumental task and requires at least half of my attention for a period of about 4 months.
- Annually – coordinate the departmental committee nominations and elections.
- Monthly – arrange faculty meetings and a variety of committee meetings, liaise with participants to find consensus of time and date, make room reservations and communicate details to the faculty involved.

- Semi-annually – coordinate teaching/course evaluations, i.e. send correct course enrolment figures to Institutional Planning; take receipt of pre-printed evaluation sheets for each course; contact faculty for preferred dates for the evaluation to take place; carry out the actual evaluations (with assistance if exceptionally large classes); send completed evaluations to Institutional Planning Office. This activity requires more than 2 full weeks of dedicated work, twice each year.
- As required – make announcements regarding staff/faculty/student weddings, births, deaths, retirements, awards; collect money for gift funds, purchase and coordinate the signing/sending of greeting cards, gifts, charitable donations.

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR MOST IMPORTANT CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) department	FREQUENCY (dly wkly mthly) department	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning ...)
Faculty of Science Dean & Associate Deans	Outside	At least Weekly	<ul style="list-style-type: none"> <li>• To advise of Chair's whereabouts, to inquire about departmental responsibilities, to schedule meetings, to ask questions in their areas of expertise.</li> </ul>
Department Faculty	Inside	Daily	<ul style="list-style-type: none"> <li>• To invite them to meetings</li> <li>• To request information on the Chair's behalf</li> <li>• To answer questions and provide information</li> <li>• To discuss reports we are working on together</li> </ul>
Department P&T Candidates	Inside	Weekly/Daily for 3-4 months	<ul style="list-style-type: none"> <li>• To discuss requirements of the P&amp;T process; to advise them on various areas of the process and to request or provide information</li> <li>• To discuss their choice of external referees</li> <li>• To update item on their P&amp;T CV</li> </ul>
Dean's assistant	Outside	Daily or Weekly	<ul style="list-style-type: none"> <li>• To liaise throughout the Promotion &amp; Tenure process regarding the candidates' information, deadlines, inquiries on various aspects</li> <li>• To ask for information regarding data to be supplied to the Faculty of Science</li> <li>• To confer on matters of the Collective Agreement</li> <li>• To schedule meetings between the Chair and the Dean</li> </ul>
Associate Deans' assistants	Outside	Monthly	<ul style="list-style-type: none"> <li>• To communicate regarding information exchange between Dean's Office and departments</li> <li>• To request approval of Anticipated and/or Unanticipated Limited Duties assignment advertisements</li> <li>• To inquire about the status of faculty appointments</li> <li>• To inquire about Assoc. Deans' availability and/or meeting participation</li> </ul>
Administrative Officer	Inside	Daily	<ul style="list-style-type: none"> <li>• To discuss travel expenses</li> </ul>
Adjunct Faculty (from other Departments)	Outside	Monthly	<ul style="list-style-type: none"> <li>• To schedule meetings with visiting appointment candidates</li> <li>• To discuss adjunct faculty teaching assignments or committee meetings</li> </ul>
Administrative Officers or Chairs' Assistants from other Departments	Outside	Monthly	<ul style="list-style-type: none"> <li>• To request information about faculty from other departments who have adjunct appointments in this department</li> </ul>
Departmental graduate and undergraduate assistants	Inside	Daily	<ul style="list-style-type: none"> <li>• To exchange information</li> </ul>
Other Department staff	Inside	Weekly	<ul style="list-style-type: none"> <li>• To reserve audio/visual equipment, to purchase office supplies (Physics Stores), to request</li> </ul>

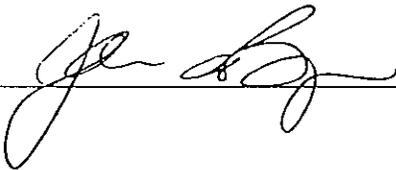
			information on the Chair's behalf
Research Development Services personnel	Outside	Monthly	<ul style="list-style-type: none"> <li>To request information on grant deadlines or submissions</li> <li>To inquire on the status of grants (what stage of approval they are at)</li> <li>To answer questions about faculty status</li> </ul>
Faculty of Graduate Studies personnel	Outside	Monthly	<ul style="list-style-type: none"> <li>To seek clarification on OCGS guidelines</li> <li>To liaise regarding the approval status of Core Nominations submitted</li> </ul>
Great Hall Catering	Outside	Weekly	<ul style="list-style-type: none"> <li>To make catering arrangements</li> </ul>
Ceremonies Office Staff	Outside	Monthly	<ul style="list-style-type: none"> <li>To discuss or respond to invitations sent to the Chair</li> </ul>
Keys Office Personnel	Outside	Monthly	<ul style="list-style-type: none"> <li>To request status of key holders, to request information about keys policy</li> </ul>

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member:

Present Classification SG 10 Signature  Date 22 June '05

Supervisor:

Signature  Date 22/6/05

30/6/05

# POSITION DESCRIPTION QUESTIONNAIRE

# THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS DEPARTMENT

## A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

## B. USE

This Questionnaire must be used to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Salary Administration at extension 82198.

## C. INSTRUCTIONS

- The information must be authorized (signed & dated) by the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration in Employee Relations Department.
- The following table may be helpful in determining annual time percentages:
 

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
- If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

## D. NOTES

- A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
- A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

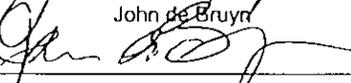
Please complete below and forward with the Questionnaire.

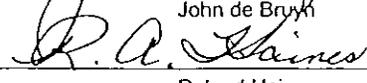
### Reason(s) for requested review

- Classify new position
- Change in responsibilities
- Check current classification
- Update your records

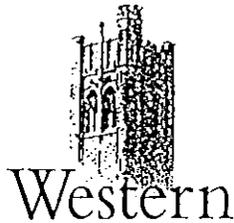
### Routing approvals: I agree that this review is required

Immediate supervisor   
John de Bruyn

Department Head   
John de Bruyn

Dean's Office   
Roland Haines

Date 22 June 2005



*Department of Physics and Astronomy • Faculty of Science*

## MEMORANDUM

**TO:** UWO Human Resources — Salary Administration  
**FROM:** John R. de Bruyn  
**DATE:** 22 June 2005  
**SUBJECT:** Re-submission of PDQ for JODI GUTHRIE

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The attached Position Description Questionnaire is being submitted in accordance with Section 44.03 of the UWOSA Collective Agreement. Although a PDQ from this staff member was recently evaluated, it has now been revised to clarify certain points and better describe the position. In addition, the person to whom this staff member reports has been changed — Ms. Guthrie now reports to me. The change in reporting relationship increases the level of accountability for this role and represents a significant change, as defined by the Article.

Sincerely,

John R. de Bruyn  
Chair