

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

(A) Contact Information:

Name of person requesting appeal: Cheryl Campbell
Title: Administrative Assistant
Phone: 86389
Email: cheryl.campbell@schulich.uwo.ca
Department: Pathology

(B) Position Information:

Current Incumbent: Cheryl Campbell
Current Classification: Salary Grade 10
Classification Being Appealed: Salary Grade 10
Date Evaluation Results Letter Received: October 4, 2012

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal: I am appealing this decision as I feel that there are duties in this position that go beyond a Salary Grade 10. I am responsible for several financial aspects within the department that require a higher level of responsibility, accountability and confidentiality.

I submit the weekly payroll hours online in the Peoplesoft system - with this duty I need to ensure that hourly maximums and budgets are not exceeded. I am the holder of the new Western PCard which makes me responsible for the use and reconciliation of this card on a daily & monthly basis. I approve on a daily basis all Purchase Orders placed within the department – with this I need to ensure that the correct accounts are charged and that sufficient funds are available. I then track and record all PO's for reconciliation I post all Journal Entries for the department for all core equipment, sometimes this requires tracking of speedcodes from other departments who have used our services. I maintain and reconcile the departmental petty cash account, which requires contact with Finance to maintain a specific dollar amount in the fund. I am the alternate approver for Travel Claims in the absence of the Departmental AO – with this I need to ensure that the claim is valid and that expenses are allowed and that budgets are not exceeded.

I am the main approver in the department for Building Access and Key Requisitions for all faculty, staff and students – with this I must ensure that the access is required and valid and that the correct access/keys are given to maintain security for the building, offices and labs.

I am responsible for the coordination, completion and submission of all clinical promotion documents within pathology. With this comes the responsibility of working with the faculty to format their CV's, teaching dossiers, and candidate statements. I must also request, track and organize letters of support from students, and peers that are an extremely important aspect of the promotion package. Once all materials are ready I upload the materials to the Schulich KIWI repository and inform the committee members that they are complete. I must ensure all aspects of the promotion process are completed in a timely fashion in order to meet the deadline of the Faculty. Any slip in this process could cause the candidate their promotion.

I am also the Program Coordinator for the STAR Program. I am the liaison between the Project Manager and the department. I lead monthly information sessions, and report any concerns/bugs within the program to the Project Manager. I must field all questions and concerns from the faculty and their secretaries and assist with the input of information into the correct areas as these CV's and teaching dossiers are the main source for all promotion packages, grant applications, etc.

I feel that the higher level of responsibility, accountability and confidentiality that is required for this position to work with all the financial aspects and promotions should be classified at a higher level than a Salary Grade 10.

Thank you for taking the time to revisit this Position Classification.

Supporting Information (Optional):

Copy of Position Description attached, with some pertinent information highlighted.

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: Cheryl Campbell Date: Oct 5/12

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

2002/05/27

**POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
COMPENSATION DEPARTMENT**

UWO ID NO.	PRESENT INCUMBENT		POSITION IDENTIFICATION	
	SURNAME	INITIALS	DEPT. NO	POS'N NO
<u>010098515</u>	<u>CAMPBELL</u>	<u>C.A.</u>	<u>370700</u>	<u>SA5X03</u>

BASIC POSITION INFORMATION

DEPT. NAME PATHOLOGY

SECTION NAME _____

LOCATION Room 4044 Dental Sciences Bldg.

WORK WEEK HRS. 35

<u>FOR SALARY ADMINISTRATION USE</u>	
CLASS'N _____	
CLASS'D _____	EFFECT _____
Date	Date
ANALYST _____	

SUPERVISOR SURNAME Hughes INITIAL Mair PHONE ext 86400

- 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 (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	(90% of time)
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Reporting to the Administrative Officer and the Chair of the Department, the Undergraduate Program Assistant (UGPA) is responsible for the efficient and effective daily administration of Undergraduate Education in the Department of Pathology of the Schulich School of Medicine and Dentistry. The incumbent supports the Undergraduate Education Courses and Programs by providing superior customer service in assisting potential students, current students, teaching faculty and administration with all undergraduate program related activities. In addition, the incumbent provides essential administrative support to the daily operations of the Department of Pathology Administrative Offices. The UGPA must liaise with the Schulich School of Medicine and Dentistry Undergrad Education Office and the Basic Medical Sciences (BMSUE) office.

Undergraduate Program Administration **65%**

The UGPA coordinates all aspects of undergraduate teaching activities for undergraduate medical, dental, nursing and BMSc students registered in the following course/programs of study:

- Medicine:** Meds I, II, III, and IV (London and Windsor locations)
- Dentistry:** Dents 5162, 5170, 5235, 5335, ITD 5304
- Undergraduate/Graduate:** Path 3240a/9240a, 3245b/9245b, 4100f, 4110g, 4400b/9540b, 4500b/9550b, 4980e
- Nursing:** Path 2420a (all sections, both Western and Fanshawe locations)
- BMSc:** Pathology/Toxicology Program
- Fanshawe College:** MRIP6004/6005

Scheduling

The UGPA coordinates the departmental time-tabling of courses and exams, including room bookings for medical students small group discussions and for undergraduate course lectures. He/she works in conjunction with Western Institutional Planning and Budgeting to set dates and book rooms for several exams and lectures. The UGPA requests, schedules and organizes faculty and resident volunteers for small group sessions. Where conflicts arise, this can, at times, involve re-scheduling of lectures or small groups.

The UGPA creates, maintains and circulates a monthly master teaching schedule to all pathology faculty members and pathology residents listing all their scheduled teaching responsibilities. This schedule also includes lecturers from other departments who are participating in pathology undergraduate, postgraduate and graduate teaching. He/she provides

each Course Coordinator with up-to-date schedules (which requires constant checking of online schedules) and revised lecture notes.

Course enrolment

The UGPA organizes twice yearly Add/Drop Sessions. For those students who are interested in entering the Pathology/Toxicology program, he or she provides guidance, advice and direction to BSc students during the 'Intent to Register' period. THE UGPA checks student progress within the BSc Pathology/Toxicology program for adjudication in 3rd and/or 4th years.

Course Materials

The UGPA communicates directly with teaching faculty with regard to required teaching materials to insure adherence to deadlines. She/he assembles lecture notes and small group discussion material, ensuring that all lecture material is made available for inclusion on Owl Sakai, as well as ensuring that faculty members and students have up-to-date copies. The incumbent is responsible for maintaining and providing accurate information for the student calendars. The UGPA orders desk copies of new textbooks that are recommended or required for students, or requested by faculty members for their subspecialties. The incumbent is responsible for uploading notes, quizzes, powerpoints, grades and announcements to Owl Sakai.

Exams

The UGPA maintains the departmental exam banks for each topic in each course. She or he coordinates student exams and edits and codes all examination questions for statistical feedback to faculty. Using ScanExam and Excel, the incumbent calculates all students' examination results and distributes final grade results to Course Coordinators, Schulich School of Medicine and Dentistry, Fanshawe Nursing Program and the Western Registrars Office. The UGPA posts the grades to Owl Sakai. He or she may meet with students inquiring about their exam and grades and, if necessary, arrange a meeting between the student and the Course Coordinator and/or department Chair. The incumbent coordinates the hiring of proctors. He or she is expected to participate in the proctoring of each Pathology course exam which may be scheduled after hours, or on weekends.

In the case of a student appeal, the incumbent must be able to pull together in a timely fashion, all documentation such as exams, assignments, grades, etc for the student in question and possibly appear before the Senate Review Board of Appeals. Ensure that old exam papers and assignments are destroyed, after the mandatory retention date has passed.

Course Coordinator / Instructor Support

The UGPA is able to download up-to-date class lists, class photos and student transcripts from PeopleSoft and the Extranet at the request of the Course Coordinators. He or she is able to provide the Course Coordinator with a statistical breakdown and weighting of topics to be covered on each examination.

The UGPA keeps a tally of all teaching hours for each faculty member, for the Career Development Planning process and the Maintenance of Certification Program of the Royal College of Physicians & Surgeons of Canada.

The UGPA compiles individual lecturer's evaluation and comments for distribution to each lecturer. The UGPA follow-ups with students in difficulty, he or she offers to meet with them and offers them assistance in seeking additional help with a faculty member. The UGPA keeps up to date records of all faculty teaching evaluations.

The UGPA arranges, attends and keeps accurate records of discussions at the meetings to adjudicate current student grades and to ensure that incoming students meet the necessary requirements.

The UGPA organizes medical student electives, clinical placements and observerships with the Pathology faculty members.

The incumbent must check that teaching rooms are equipped with the necessary AV equipment for the lecturer's presentation and make advance arrangements for special requests.

Staff & Faculty Relations

15%

Part Time Staff & Students

The UGPA prepares appropriate contract letters and SANs, for AO's approval, for part time staff, work study students, student assistants and exam proctors. He or she collects and submits weekly payroll hours, ensuring that hourly maximums/budgets are not exceeded and that supervisor approvals are met. The UGPA calculates statutory holiday pay.

Faculty Promotions

The UGPA creates and maintains academic promotion teaching dossiers for all members of the Department of Pathology. He or she enters teaching hours and other teaching dossier elements to the Acuity STAR online database and communicates with faculty to ensure such information is up-to-date and accurate.

Under the supervision of the AO, he or she coordinates the promotion process for candidates for promotion under the clinical stream. This includes the following:

- meeting and communicating with candidates in order to obtain lists of referees, sending out letters of request for referee letters, following up to ensure letters are received in a timely fashion.
- scheduling Clinical Appointments & Promotion Committee meetings, taking minutes at such meetings
- working with the candidates to format dossier elements e.g. teaching philosophy, candidate's statement.
- Assembling the promotion dossier, making necessary copies including sanitized copy for candidate
- Uploading electronic files to the Schulich School of Medicine and Dentistry's online Kiwi repository

STAR Program Coordinator

- Primary contact for support as the departmental coordinator
- Attend monthly meetings held by the Project Manager
- Leads monthly information sessions for departmental faculty and secretarial staff
- Updates STAR website, sends out STAR information to departmental members with program updates
- Monthly one-on-one meetings with Project Manager

Facilities Management

5%

- As Telephone Coordinator, the UGPA organizes any telephone/network requests for repairs, installations, relocation, etc
- He or she maintains accurate records for the Western directory information and keeps the online directory up-to-date.
- The UGPA performs an annual audit of telephone and network connections, as well as an annual computer audit.
- The UGPA initiates contact with Physical Plant regarding renovations within the department and obtains quotes. He or she makes contact with office furniture suppliers as needed to obtain quotes, place orders, and to ensure timely and correct delivery.
- He/she is the main approver for Building Access Requests for the department (Card Access).
- He/she is the main approver for Keys Requests with the new online approval system.

Financial Duties

5%

- The UGPA is the main approver for online purchase requisitions up to \$3,000. He/she must ensure correct accounts are charged, and that those accounts have sufficient funds. He/she then tracks and prints the final Purchase Order for filing and records the purchase order number and final amount into an excel spreadsheet.
- In the absence of the AO, the UGPA can approve travel claims.
- The UGPA is responsible for compiling and calculating the monthly departmental expenses for each researcher (long distance, fax, photocopies, paper, etc).
- The UGPA posts journal entries on a quarterly basis to recover departmental expenses (long distance, postage etc.) and to recover user fees on core equipment.
- He/she is responsible for reconciling the Western Purchasing Card (Pcard) on a monthly basis.
- The UGPA maintains and reconciles the departmental petty cash account.

NO.	OTHER DUTIES	(10% of time)
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| | <ul style="list-style-type: none"> • In the absence of the Administrative Officer, the incumbent provides backup and leadership in the departmental office. Assist faculty and staff by providing correct information regarding University policies and procedures. • Familiar with duties of Graduate & Residency Assistant and is an alternate in his or her absence. • Responsible for keeping the subscription to the Group for Research in Pathology Education (GRPE) active. Keep all GRPE exam and image banks current and available for the use of the Pathology Faculty members. • Arrange annual Frederick Lewis Memorial Award, PC Shah Summer Work Experience Scholarship in Pathology/Laboratory Medicine, Colin Anderson Award. | |
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2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT DIRECTLY AND FORMALLY TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

Not applicable

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

Work distribution and/or verification of results as related to Undergraduate Education

Training and guidance for new employees as related to Undergraduate Education

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
X	Correspondence	<input checked="" type="checkbox"/>	Complete Composition	Correspondence to faculty & residents. Referring to teaching schedules, examinations and lecture notes.
		<input checked="" type="checkbox"/>	Partial composition with general direction (verbal or written)	
		<input type="checkbox"/>	Prescribed format	
X	Reports	<input checked="" type="checkbox"/>	Complete Composition	Student evaluations and examination results.
		<input type="checkbox"/>	Partial composition	
		<input type="checkbox"/>	Prescribed format	
X	Other	<input checked="" type="checkbox"/>	Complete Composition	Prepare all departmental teaching schedules, small group schedules, maintain master teaching schedule, record minutes from teaching meetings.
		<input type="checkbox"/>	Partial composition	
		<input type="checkbox"/>	Prescribed format	

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

Minimum Education and Experience

- Post secondary (college or university) specializing in business/ medical administration
- Minimum 3 years of experience in an academic administrative environment

Skills & Special Training

- Excellent interpersonal, communication and customer service skills, ability to interact with a variety of individuals at varying levels of authority through various channels e.g. in person, by telephone, by email and in presentations.
- Excellent organizational and problem solving skills, attention to detail, analytical skills.
- Must be adaptable to a fast-paced and changing environment and demonstrate flexibility and resourcefulness.
- Excellent computer skills, demonstrated knowledge of computer applications e.g. MS Office, Internet, Email, Owl Sakai, Marks Management, Peoplesoft HE, Human Resources and Financials, STAR Program.
- WHMIS certification

Other Experience and Requirements

- Preference will be given to those with experience with and knowledge of Western Undergraduate policies and procedures.
- Must be knowledgeable of privacy legislation and respect the confidentiality of information received about students, faculty and staff
- Ability to work effectively and collaboratively in a team environment
- Ability to maintain a positive attitude and ability to remain calm in stressful situations
- Ability to multitask, high degree of initiative and commitment to meeting high performance standards
- Experience in a university environment

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

Expected to act independently, with mature and sound judgement, consults with the Department AO, Chair, Director of Education and Course Coordinators when direction or guidance is required. Minimal daily supervision required, meets weekly with AO and other team members and with the Chair as required.

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

Incumbent is expected to deal with general inquiries about the Pathology undergraduate programs from prospective and current students, course coordinators, and the Schulich School of Medicine and Dentistry Undergraduate Education, BMSUE, Dentistry, Fanshawe College Nursing, and Fanshawe College MRIP offices. He or she is expected to deal with day-to-day issues regarding weekly pay and facilities management.

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

Exact content of examinations must be verified by Course Coordinators.
 Confidential matters regarding faculty and staff must be referred to Administrative Officer and/or Chair.
 Detailed questions regarding departmental research activities and operating budget matters must be referred to the Administrative Officer.
 Employee conflicts must be referred to Administrative Officer.
 Student inquiries regarding a grade revision request must be referred to Course Coordinator.
 Student issues requiring counseling must be referred to appropriate Course Coordinator or the Chair.

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

- Star Coordinator – field problems and issues experienced by faculty and their secretaries
- Daily scheduling of teaching activities for undergraduate students (i.e. examination material, lecture notes, scheduling).
- Daily planning of workload - prioritize.
- Organize and compile teaching dossiers and teaching hours semi-annually.
- Keep exam banks up-to-date (quarterly)
- Yearly submission and updates of Western departmental directory
- Organizing of evaluation meetings at the end of each term for the pathology courses
- Room bookings for small groups and undergraduate courses - ongoing.
- Annual coordination of clinical promotions
- Annual audit of telephone expenditures, network connections
- Weekly submission of PT payroll hours
- Daily submission of online PO's < \$3K

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		FREQUENCY			PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
	(inside dept)	(outside dept)	(dly)	(wkly)	(mthly)	
Faculty & residents	x	x	x	x	x	coordination of teaching responsibilities, answering enquiries.
Faculty	x	x			x	promotions – request referee letters etc.
Course Coordinators	x		x	x	x	notes, exams, grades, day-to-day issues
Other dept. staff	x	x	x	x	x	answer and initiate enquiries. Relaying of messages.
LHSC Pathology Secretaries	x	x	x	x	x	checking faculty schedules, keeping them informed of faculty teaching, field questions about the Star program
Pathology Graduate Students	x			x	x	proctoring of exams, coordination of Path 9240a, 9245b, 9540b, 9550b courses, grades

Students	x		x	x	x	provide information re: courses, notes, grades, assignments, electives, scholarship positions regarding students, grades, notes, exams, etc.
Dean of Medicine & Dentistry			x	x	x	lecture notes, exams, grades, etc.
Undergrad Med Ed Office	x		x	x	x	submission of grades for all courses
Registrar's Office	x					student grades, enrolment, etc.
Nursing (Western Health Sci.)	x			x	x	student grades, enrolment, etc.
Nursing (Fanshawe College)	x			x	x	organizing of Add/Drop, BMSc enrolment, course requirements and enrolment limits
Assoc. Dean Office – BMSc	x			x	x	enquiries regarding research accounts, accounts payable & purchases, Pcard reconciliation.
Finance Department					x	payroll in Admin Officers absence
Human Resources	x				x	computer or telephone requests or repairs.
ITS/CIS/Telecommunications	x			x	x	printing of lecture notes, etc.
Western Graphic Services	x				x	printing of lecture notes, etc.
Data Image Net	x				x	repairs or renovations as required, Building Access Requests/Card Access (approver), Keys Requests (approver)
Facilities Management	x				x	request desk copies, new textbooks, up-to-date textbook information
Textbook Reps	x				x	act as liason between FC and Western Program coordinators regarding notes, grades, enrolment and quizzes
MRI (Fanshawe College)	x			x		

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

Staff Member:

Present Classification ADMINISTRATIVE ASSISTANT - SG10

Signature _____

Date _____

Supervisor:

Signature _____

Date _____