

Important Dates

Friday, December 12

Coffee Party
9:30 – 10:00 a.m. in ED 562

Thursday, December 18

Information Session on Conflict of
Interest Declaration Form
Time & Location tba

Wednesday, December 24

University closes at 3:00 p.m.

Thurs. Dec. 25 - Thurs. Jan. 1

Christmas Break-University Closed

Thurs. Jan. 15 – Sat. Jan. 17

ICBC Competition – Kingston, ON

Fri. Jan. 16 – Sun. Jan. 18

JDC West Competition
Victoria, BC

Friday, January 16

Coffee Party
9:30 – 10:00 a.m. in ED 562

Tuesday, January 20

CPA Information Booth
10:00 a.m. - 2:00 p.m., 6th Floor Ed

Friday, January 23

Faculty Council
10:00 – 11:30 a.m. in Ad Hum 527

Friday, January 23

Academic Staff Meeting
11:30 am – 12:00 in Ad Hum 527

Friday, January 23

Hill Legacy Pin Ceremony
3:15 – 5:00 p.m. in RIC Atrium

Friday, January 30

Teaching Workshop
11:00 a.m. – 12:00 noon in ED 619

Coffee Party – Dec. 12

Join us for our final Coffee Party of 2014:

Date: Friday, December 12

Time: 9:30 – 10:00 a.m.

Location: ED 562

Hope to see you there for some holiday cheer!

Conflict of Interest Declaration Form

The information session for the Conflict of Interest Declaration Form is scheduled for Thursday, December 18 with the time and location still to be confirmed. The session will be facilitated by **Kelly Kummerfield**, Associate Vice-President of Human Resources, and is open to our faculty and staff. The form can be found here:

http://www.uregina.ca/policy/assets/docs/pdf/declaration_employee.pdf

Dean's Research Grant – January 16

The next deadline for the Dean's Research Grant program for winter semester is **January 16, 2015**. Faculty members can apply for up to \$5,000 once each fiscal year by completing the 2-page Dean's Research Grant application form at: <http://www.uregina.ca/business/for-faculty-staff/index.html>

Please see **Ron Camp** if you need the password for the website.

Final Exam Deferrals

There is very little flexibility regarding deferrals for final exams. Students should be aware of the date and time for final exams as they are registering for courses. We also communicate with students who appear to have a particularly congested final exam period. There are very few final exam deferrals granted and only under very specific circumstances. Final exam deferrals are only granted once the student has followed the appropriate procedures, and it has been approved by the **Associate Dean**. Faculty members **cannot** grant students the right to defer final exams and should **refer all requests to the Associate Dean**.

Scantron for Final Exams

The Faculty has switched scantron machines for final exams. The new machine will not accept the pink sheets that were used previously. The new machine will only accept orange sheets. Please ensure that you return any extra pink sheets that you have and use orange sheets moving forward. As well, the machine is shared with two other faculties so we must schedule our time on it in advance. Please let **Danette Andrews** know if you will be using scantron sheets for your final exams and when the exam will be, so that she can set this up.

Important Dates

(continued)

Friday, January 30
BSS Momentum event

Friday, February 6
Coffee Party
9:30 – 10:00 a.m. in ED 562

Friday, February 6
Research Presentation
10:00 – 11:00 a.m. in ED 623

Friday, February 6
Career Development Conference
10:00 a.m. – 2:30 p.m. at the
Terrace Building, #10 Research Dr.

Wednesday, February 11
CPA Information Booth
10:00 a.m. - 2:00 p.m., 6th Floor Ed

Mon. Feb. 16 – Fri. Feb. 20
Reading Week

Thursday, February 19
CUPE & APT Staff Meeting
9:00 – 10:30 a.m. in ED 560

Friday, February 27
Faculty Council
10:00 – 11:30 a.m. in Ad Hum 527

Friday, February 27
Academic Staff Meeting
11:30 am – 12:00 in Ad Hum 527

Acting Dean

David Senkow will be Acting
Dean December 8 to 12.

University Closed

Dec. 25 – Jan. 1

Please note that the University of Regina will close at 3:00 p.m. on Wednesday, December 24, and will remain closed from Thursday, December 25 to Thursday, January 1 inclusive. If you think you will need access to the Education Building during these dates and you do not already have an access card, please contact **Devon Anderson** by December 15.

Printing of Final Exams

Please note that Printing Services has been asked to return to marking on the package if the contents are exams in addition to wrapping them in brown paper. Please do not place final exam packages in the mailroom as too many students have access to the mailroom so we can't guarantee the security of the exam. Exams will continue to be left in the drawers in the back office.

Any faculty members or sessionals who have evening exams should make arrangements to pick up their exams during regular office hours.

In the News...

The U of R and our offering of Based in Business was mentioned in the Leader Post on December 2 in an article discussing “the paradoxes of entrepreneurship”.

<http://www.leaderpost.com/business/paradoxes+entrepreneurship/10431949/story.html>

International Photo Contest Winners

Thank you to everyone who submitted photos and voted in our *International Photo Contest* (both here and at UR International) during International Education week! The winning photos were chosen based on the votes submitted at both locations throughout the week, and prizes were sponsored jointly by the UR International Office

and the Faculty of Business Administration. The overall grand prize winner from voting at the Global Learning Centre was **Nikhil Aravindakshan** with the caption “It doesn't matter whether you are from the EAST or from the WEST. What matters is what you learn at PRESENT” and the grand prize winner based on voting at the Faculty of Business Admin was **Johannita Mills-Beale** whose photo was taken in Ghana, West Africa. These photos, along with the other top 2 photos from each voting location can be viewed on our facebook page at:



https://www.facebook.com/pjhbusiness/photos_stream?ref=page_internal

Deadline: Expense Reimbursements

If you have a claim for reimbursement that you wish to have paid prior to the Christmas break, you must forward the claim as soon as possible to **Janeen Brown** to be processed and paid. Financial Services would like to receive as many claims as possible by **Friday, December 5**. The final deadline is Wednesday, December 10. Any claim received by 4:30 p.m. on Wednesday, December 10 will be processed and cheques will be received in departments' inter-office mail on December 23. People who have signed up for direct deposit for claims will have their reimbursement deposited to their bank account on December 24. Claims received after December 10 will be processed for payment in January.