

Important Dates

Friday, December 7

“What’s Business Administration” High School Recruitment event

Friday, December 7

Faculty Council
10:00 – 11:30 a.m. in ED 619

Friday, December 7

Faculty and Staff Meeting
11:30 a.m.–12:30 p.m. in ED 619

Wednesday, December 12

Faculty Holiday Party
4:30 – 7:30 p.m. at Chop Steakhouse Bar

Friday, December 14

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

Wednesday, December 19

Janice Leibel Retirement Party
3:00 p.m. in ED 562

Tues. Dec. 25 – Tues. Jan. 1

Christmas Break –
University Closed

Fri. Jan. 11 – Sun. Jan. 13

JDC West Competition in
Burnaby

Wednesday, January 16

Levene GSB Information Session

Thurs. Jan. 17 – Sat. Jan. 19

ICBC Competition in Kingston

Friday, January 18

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

Sat. Jan. 19 & Sat. Jan. 26

GMAT Prep Workshop

Faculty Council Meeting

Our next Faculty Council meeting is scheduled for:

Date: Friday, December 7

Time: 10:00 – 11:30 a.m.

Location: ED 619

The agenda with full details of the meeting will be distributed shortly.

Faculty & Staff Meeting

A have a faculty and staff meeting will take place following Faculty Council:

Date: Friday, December 7

Time: 11:30 a.m. to 12:30 p.m.

Location: ED 619

The agenda will include the following:

- Overview of the Centre for Teaching and Learning - Kathryn Ricketts
- Conexus Business Incubator Update - Eric Dillon and Jordan McFarlen
- UR Respect
- Accreditation Update
- New Research Possibilities

Pizza and refreshments will be served.

Faculty Holiday Reception

The Faculty’s Holiday Reception is coming up:

Date: Wednesday, December 12

Time: 4:30 – 7:30 p.m.

Location: Chop Steakhouse Bar, 2605 Gordon Road.

You must RSVP to Jodi Spies by December 3 if you plan to attend.

Retirement Party

Janice Leibel will be retiring from the Faculty of Business Administration later this month, having been with the Faculty since in February 2001.

Please join us to say farewell to Janice:

Date: Wednesday, December 19

Time: 3:00 p.m.

Location: Education Building, Room 562

Please RSVP to **Jodi Spies** by Friday, December 7 if you plan to attend.

In the News...

- **Magda Cismaru** was featured in a *U of R Homepage* story on November 28 highlighting her work on financial well-being: <https://www.uregina.ca/external/communications/feature-stories/current/2018/11-28.html>
- **Magda Cismaru** and **Gord Pennycook** were both featured in the latest issue of the U of R’s *Discourse* magazine: <https://www.uregina.ca/external/communications/publications/discourse.html>

Printing

Professors are encouraged to send large print jobs to Print Services, allowing them at least 48 hours to get the job completed. The Faculty allocates a generous amount of funding to each professor each semester which is intended, for the most part, to cover smaller print jobs associated with courses being taught. If you need to print a large amount associated with your research, you can choose to charge printing to your Faculty Research Account or your APEA, neither of which has any restrictions on the amount.

Final Exam Delivery from Print Services

If you are sending final exams to Print Services using the online order form, the Labour Crew will deliver them – any fee associated will be paid by the Faculty. Please note that on the order form you must select whether you want to pick up the exams yourself or delivery. If you choose delivery, the Labor Crew will deliver it to our office but please be aware that when choosing delivery you should allow an extra day, or a minimum of 72 hours, prior to the time it is needed.

Rawlinson Executive in Residence in Indigenous Entrepreneurship

The Hill and Levene Schools of Business is seeking a passionate advocate for Indigenous entrepreneurship to become the inaugural **Rawlinson Executive in Residence in Indigenous Entrepreneurship**. This is a two-year appointment for an Indigenous person (First Nations, Métis, Inuit) who is an entrepreneur or has significant experience supporting Indigenous entrepreneurship in our community.

Expressions of Interest & Nominations:

A call for expressions of interest and nominations was sent out by **Kelly-Ann McLeod** on November 27 with additional details. If you are or know of someone whom you believe is a fit and would welcome this opportunity, please submit a one-page letter of nomination and CV.

Expressions of interest and nominations should be sent to Maria Roy by Monday, December 17.

Selection Committee:

A call to serve on the selection committee was sent out by **Maria Roy** on November 29 with the TOR for the role and details on the selection process and committee.

The selection committee will meet in the afternoon of Wednesday, December 19 to determine the successful candidate based on the terms of reference.

Expressions of interest to serve on the selection committee should be submitted to Maria Roy by Friday, December 7.

Final Exam Deferrals

There is very little flexibility regarding rescheduling of final exams. Students are aware of the dates and times of final exams when they register for courses. We also communicate with students who appear to have a particularly congested final exam period. A small number of final exam deferrals are granted each semester under very specific circumstances. Final exam deferrals may be granted if a student follows the appropriate procedures and meets specific criteria. Faculty members **cannot** grant students a deferred final exam nor can they allow students to write a final exam early. **All requests related to final exam schedules should be referred to the front desk. Decisions regarding deferred exams will be made by the Associate Dean Undergraduate (Morina Rennie), or Designate (Wendy Tebb).**

Holiday Closure

The University will close at 3:00 p.m. on Monday, December 24, 2018 to give employees a start on the holiday season.

Please note that the University will remain closed from 3:00 p.m. on December 24, 2018 up to and including Tuesday, January 1, 2019. The University will re-open with regular hours on Wednesday, January 2, 2019.

Assistance in Applying for Non- tri-council External Funding

The University has a new Special Projects Administrator in the President's Office to assist faculty members applying for external (non-tri-council) funding. Amy Hunter is this person and she can offer support in helping to manage and coordinate applications, edit materials, liaise with the award agencies, and ensure that appropriate institutional nominations and/or letters of support from the President are provided.

A list of possible awards sorted by Faculty can be found at [this link](#).

Feel free to reach out to Amy directly or to Adrian in his capacity as Associate Dean Research can help facilitate the connection.

Expense Claim Deadlines

If you want to be reimbursed for expense claims before December 21, **please have your claims in to Janeen Brown by December 3**. This will allow her time to process your claim and submit it to Financial Services by their deadline of December 7. Although we'll try to process claims received after that date, we can't guarantee you'll receive payment by December 21. Staff are busy at this time of year processing scantron sheets for exams, as well as regular duties associated with both year-end and end of semester.

Financial Services will reimburse claims received after Friday, December 7th but before December 21st, 2018 in early January 2019.

Meet the Leaders Council member...

Leaders Council is a network of business and community leaders who commit to the continued advancement of the Hill and Levene Schools of Business.

In this and upcoming editions of the weekly newsletter will be introducing you to members of our Advisory Boards and Leaders Council by sharing a mini Q&A with the person.

Richard Kies is a member of Leaders Council and is the Executive Director at the Kinsmen Foundation.



- What do you do? *Lead a staff team and support Kinsmen/Kinette volunteers to stage the annual "Telemiracle" telethon, distributing the proceeds to improve the quality of life for Saskatchewan residents in need of medical travel assistance or specialized mobility equipment.*
- Why would someone want your job? *They would be inspired every day by the dedication of our volunteers, the support of our donors, the resiliency of our recipients and the compassion of our staff.*
- What is your favourite part of your job? *Seeing cards, letters, e-mails and photos from recipients who express their gratitude for the help they've received from the Kinsmen Foundation. This happens almost daily.*
- What is a fun fact about you? *My father immigrated from Germany. I have visited my German family five times and I speak conversational German.*
- What is your best advice for students? *Choose a career that inspires you to be the best version of yourself. It will be personally fulfilling and all other external rewards (financial, recognition, advancement, etc.) will follow naturally.*
- In what way would you be interested in participating in the Hill or Levene School? *I would be willing to be a guest speaker, if there was an interest in the business side of charitable organizations (prior to the Kinsmen Foundation, I've also worked for the Canadian Red Cross for 15 years). I would be open to mentoring students that are interested in a career in the charitable/not-for-profit sector.*