

## Important Dates

**Wednesday, November 25**  
MBA, MHRM, M. Admin  
Information Session  
5:00-5:30 p.m. in ED-514

**Friday, November 27**  
Coffee Party  
10:00-10:30 a.m. in ED-558  
Faculty, staff, & sessional lecturers  
are invited to attend

**Friday, November 27**  
Faculty Christmas Party  
Hotel Saskatchewan  
6 pm Cocktails; 7 pm Dinner  
Tickets: \$25 per person  
RSVP to Kelly-Ann McLeod

**Friday, December 4**  
EMBA End-of-Semester Party  
(Cohort #4)  
4:45-6:00 p.m. at University Club

**Saturday, December 5**  
EMBA End-of-Semester Party  
(Cohort #3)  
4:45-6:00 p.m. at University Club

**Saturday, December 5**  
Teaching Workshop  
9:00 a.m. – 3:30 p.m. in ED 558

**Thursday, December 10**  
High School Event -  
*What is Business Administration?*  
10 a.m.-3 p.m. in ED-6th Floor

**Friday, December 11**  
Faculty Council Meeting  
10:00-11:30 a.m. in ED-558  
All Faculty Members & APT staff  
should attend

## Academic Staff Review Deadlines

<b>November 30</b>	Deadline for academic staff to apply for promotion and tenure and submit supporting documentation.
<b>November 30</b>	Deadline for academic staff to apply for merit.
<b>December 15</b>	Deadline for academic staff members with tenure-track appointments to submit their Annual Information Forms and supporting documentation.
<b>January 31</b>	Deadline for academic staff with term appointments and appointments with tenure to submit their Annual Information Forms and supporting documentation.

Academic staff with term and tenure-track appointments are reviewed each year. (For an initial tenure-track appointment, the first review does not take place until the second academic year). Academic staff holding appointments with tenure are normally reviewed every third year, but are encouraged to complete an Annual Information Form each year. Please see **David Senkow** if you have any questions. The Annual Information Form is available on the Faculty website.

## CMA Luncheon Well Attended

**CMA Saskatchewan** hosted a lunch event at the University Club on Monday, November 23, 2009 for students from the Paul J. Hill School of Business. The purpose of the lunch was to bring together students who are interested in pursuing a CMA designation and CMAs who are in senior positions at Regina companies and organizations. In addition to the students and CMAs, several representatives of CMA Saskatchewan and faculty from the Paul J. Hill School of Business were present. The event was a great success and provided an excellent networking opportunity.

## Christmas Party – Nov. 27

The Faculty's Christmas Party will take place on Friday, November 27 at the Hotel Saskatchewan in the Blue Room/Library. Festivities begin with a cash bar at 6:00 p.m. followed by a turkey buffet dinner at 7:00 p.m. There will be a chance to win some great door prizes and listen to Christmas music provided by a jazz quartet consisting of U of R students.

## EMBA End-of-Semester Celebrations

Executive MBA students are celebrating the end of the semester with gatherings at the University Club on Friday, December 4<sup>th</sup> (Cohort 4) and Saturday, December 5<sup>th</sup> (Cohort 3). Faculty members are invited to attend either or both events. Each celebration is from 4:45 to 6:00 p.m. at the University Club. See you there!

## Important Dates

(cont'd)

**Friday, December 11**  
4:30-6:00 p.m. in ED-562  
Children's Christmas Party

## Coffee Party...

Please mark your calendar to attend a **Coffee Party** on Friday, November 27 in ED 558 at 10:00 a.m.. All Faculty, Staff and Sessional Lecturers are invited to attend.

## Media Skills...

**Dale Johnson** welcomes any feedback from the Media Workshop held on November 13. He also encourages faculty members to contact him for one-on-one coaching and mock interviews with a camera.

## Editorial Board...

- **Bob Anderson** has been appointed to the Editorial Board of the International Journal of Sociology and Social Policy.

## Board Appointment

- **Anne Lavack** has been elected to the Board of Directors of the Regina & District Chamber of Commerce, effective January 2010 for a two-year term. For the past two years, Anne has served as an appointed Chamber Board member representing the University of Regina. A downsizing of the Chamber Board has now eliminated this appointed position, so Anne will serve as an elected member instead.

## A Few "End of Term" Reminders

As we enter the final few weeks of classes this term and start to get closer to **final examinations** and final **term paper** due dates, please remember to remind students about **academic integrity** and what would constitute plagiarism or cheating.

Please also discuss with your students your expectations regarding final examinations:

- what students can/cannot bring to the exam (cell phones, dictionaries, calculators, etc.)
- requirement to leave backpacks at the front or back of the room
- requirements to provide student photo identification, etc.

Please note that if your examination will be held in the Gym, there are very specific expectations of both the students and instructors – this information is provided directly to affected instructors by the Registrar's Office.

Also, remember that all student requests or requirements for **changes to final exam scheduling** are handled by the Faculty. This includes requests both for deferred final examinations, as well as requests to write early. If asked, please advise students that these are Faculty decisions, and they should contact the General Office (585-4724) if they have any questions. Further information on this policy can be found in the Teaching Handbook, (section 5.5).

Lastly, all final examination **locations** have been published and can be found in Web Mark Entry (students can find this information in URSelf-Service).

## Requests for Course Overload

Unlike other faculties, professors and instructors in the Faculty of Business Administration cannot give students permission to attend a class that is full. We have recently updated our class limits to reflect the classroom maximums, which account for every chair available in each classroom. Therefore, if a student brings a form requesting a class overload and requests your signature, your answer is easy – "no". If students have concerns, please ask them to contact the General Office – 585-4724 or speak to their advisor.

## Teaching Workshop – Saturday, Dec. 5

Glenys Sylvestre has organized a Teaching Workshop for Saturday, December 5. The workshop will cover the use of Clickers in the classroom, how to use UR Courses, contents of the Teaching Handbook, and a roundtable discussion on *Attendance, Participation & Engagement*.

## In the News...

- **Anne Lavack** was featured in the November 16, 2009 issue of *U of R Report* (p. 4) in the article and photos about the University of Regina Partnership Tour in China which took place in September 2009.
- **Anne Lavack** was interviewed on the Blue Sky noon hour program on CBC radio on Thursday, November 19, regarding the Mid-Year Report on Saskatchewan provincial government finances and its implications for the business community.