

Vice-Provost Faculty Relations Newsletter

What's New?

The Office of the Vice-Provost, Faculty Relations monthly newsletter is distributed to all faculty. The newsletter's purpose is to offer helpful tips, send out reminders, answer Frequently Asked Questions, and to highlight items of interest or importance.

Office Updates

The university has been monitoring the **COVID-19 pandemic**, and is releasing updates as they become available. Our office is working remotely but we are still maintaining important operations and are here to assist faculty. Please do not hesitate to reach out with any questions or concerns regarding the situation and its impact on faculty matters. The situation is changing rapidly and we are working to address changes as they arise. **For the latest COVID-19 Updates**, please see the



university's update page [here](#). Additionally, effective March 11, 2020, the university has also implemented changes to the **Request to Travel process in response to COVID-19**. Please refer to the memo

[here](#). We are keeping all of our policies and procedures, especially those related to travel, in line with all federal and provincial guidelines. Please continue to check for travel updates as they become available.

ORCID Research Identifier: ORCID (Open Researcher and Contributor ID) builds connections among scholars through a 16-digit identifier unique to you. It is the best way to connect, aggregate, and distinguish your research activities. [Register](#) now for your ID and [link it to your USask NSID](#). For more information on ORCID and how to get started, visit library.usask.ca/ORCID.

What's New Cont'd...

For those with travel expenses and research, including sabbaticants: in keeping with Tri-Council regulations, reimbursement of non-refundable travel fees will be accepted. Faculty members will be able to use research



funds, sabbatical funds or APEFs to cover any travel cancellations that are caused due to COVID-19. The \$4,000 travel grant given to sabbaticants will also be extended for

six months past the end of all leaves affected by the COVID-19 outbreak. Regular management of research and travel funds will resume once the outbreak stops affecting international travel, and we will notify faculty as this changes. Please contact our office with any questions and view the university's travel policy updates [here](#).

In early March, our office sent out a memo notifying units of all **Associate and Joint Member appointments that expire in 2020**. If you have any expiring appointments that need renewing, please fill out renewal forms and submit them to our office. Associate Member renewal forms can be found [here](#), and Joint Member renewal forms can be found [here](#). Please use the forms from our website as they were updated in June 2019. Questions about Associate and Joint Memberships can be directed to Naomi Zurevinski at naomi.zurevinski@usask.ca.

Reminders & Events

Our office's upcoming Leave Information Session for Sabbatical and Administrative Leaves on April 6 has been cancelled. Our office will be in touch about rescheduling this event in the future, or will look at providing materials electronically if we are unable to reschedule.

Any questions about sabbatical and administrative leaves that have been affected by COVID-19 can be directed to Isabel Bacalao at isabel.bacalao@usask.ca.

**Vice-Provost
Pick of the
Month**

Authority to Travel: *What does this mean and why is it necessary?*

An Authority to Travel is important because it makes clear that travel is part of your assigned duties, or that an absence from your assigned duties is acceptable. A Concur travel request, once approved, is an official Authority to Travel. Some important points are as follows:

A) Travel insurance (as per [Article 22.7](#)) is provided to employees travelling with the authorization of the university and for travel that is required for carrying out university related business and is part of your assigned duties. An approved Authority to Travel is necessary for this to be in effect.

B) If you are not claiming expenses related to an Authority to Travel request, but still need to submit one, either because it will be used as a confirmation that your absence from duties and travel is acceptable (e.g. personal travel) or because expenses will be covered through other means that do not require reimbursement under university policy, the request requires that you enter a “0” in the fields applicable. You will also need to enter a fund number, but this will not be charged if there are no applicable costs.

C) It is very important that you do not agree to delete your email address from Concur because you will not receive any future notifications from the system.

D) While an Authority to Travel request is not required for personal travel, absence from duties still requires employees to inform the respective Department Head and/or Dean of your absence from duties and to follow the arrangements and approvals required in accordance with [Article 11.3](#) – Absence from Duties, and [Article 19](#) – Vacations.



Currently, due to COVID-19, approval is required for **all university travel, effective immediately**. This will remain in place until further notice. For information on the COVID-19 changes and their impact on travel, please see [here](#).

In the Vice-Provost Pick of the Month section, each month we will tackle a common FAQ that our office gets. If you have ideas for what to address in coming newsletters, feel free to email your suggestions or questions to vpfaculty.relations@usask.ca.

End Notes

Faculty Spotlight

Congratulations to all faculty involved in the USask research projects with the City of Saskatoon, which were awarded nearly \$150,000 to address urban issues. Research projects include diverting food from the landfill to save money and the planet, homelessness, and improving property assessment appeals, among other projects.

Dr. Peter Robinson in the Department of English is the leader of an international team that produced the first web and mobile phone app of Geoffrey Chaucer's *The Canterbury Tales*. It's the first major literary work presented in an app. Congratulations!

USask researchers have revealed the origin of endangered Columbian poison frog hybrids, in a study published in the journal *Molecular Ecology*. Congrats to Dr. Andrés Posso-Terranova and his research team!

VIDO-InterVac has been given \$23.3 million from the federal government to develop animal models and test vaccines for effectiveness and safety against the coronavirus (SARS-CoV-2). Congratulations to all faculty and researchers involved in this work!

Congratulations to the researchers involved in the eight USask health projects awarded nearly \$3.6 million from the Canadian Institutes of Health Research to improve the health and quality of life for youth and elderly in rural areas and Indigenous communities.

If you have something you'd like to see highlighted in Faculty Spotlight, send your ideas to vpfaculty.relations@usask.ca.

Correction from February's newsletter: It was brought to our attention that for Professor Emeritus/Emerita, library access is automatically set to expire December 31, 2030. We initially stated it expired every five years. There are also two other benefits for Professor Emeritus/Emerita related to parking and computer updates that we did not include in last month's issue. An updated list of Professor Emeritus/Emerita benefits and guidelines can be found on our [website](#).

BE WHAT THE WORLD NEEDS