

# Vice-Provost Faculty Relations Newsletter

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## What's New?

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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 to faculty.

## Office Updates

**Our office has recently undergone some staffing changes.** Anna Okapiec has returned from a leave to her position as Faculty Relations Officer, while Jacque Zinkowski is back as the Executive Assistant to Ken Wilson. Please contact Jacque at [jacque.zinkowski@usask.ca](mailto:jacque.zinkowski@usask.ca) going forward for all matters related to Ken's calendar, as Isabel has left our office. For a complete list of our office staff and their contact information, please see our website [here](#).

**Our office has re-launched our Leadership Networking Sessions for Department Heads and unit leaders.** Upcoming sessions will now be offered virtually instead of in-person to comply with COVID-19 guidelines. On October 27<sup>th</sup> at 3:00 p.m. we are offering a session titled ***Salary Review: Merit Allocation – Achieving Equitability***, and on November 17<sup>th</sup> at 2:00 p.m. we are offering a session titled ***Work-Life Balance During COVID-19***. For more information, to RSVP, and to request any topics for the upcoming year, please contact Anna Okapiec at [anna.okapiec@usask.ca](mailto:anna.okapiec@usask.ca).



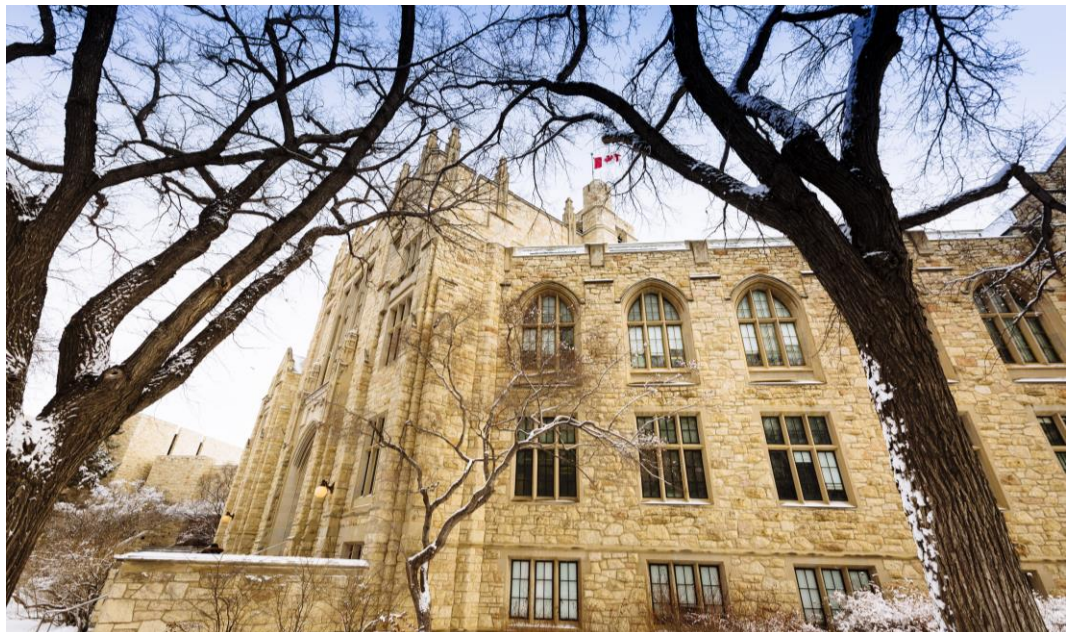
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## What's New Cont'd...

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### A Note from Ken Wilson, Vice-Provost, Faculty Relations:

*"We are now passing the middle of the fall term. Only a little more than a month left until the start of exams, and our Departmental Tenure and Promotions Committees are wrapping up very important work. From my office, I want to say thank you for the great work you are doing for our students and colleagues. I know that you are all working very hard right now, with less support and feedback than normal. Add in the fact that many of us skipped summer holidays to prep for the fall term, and it means we are running on fumes. I hope that you are getting some time for yourself, and have a colleague or two with whom you can vent about your challenges, laugh about the silly questions, and celebrate the small victories. I want to tell you that the next month and a half will fly by and you will have a break before you know it, but it seems far off to me. In the run up to exams and marking, please know that the work you are doing is valued and appreciated. Your students and colleagues in the university community are all in this with you. In the meantime, I am looking forward to a couple of the small perks of living in Saskatchewan: Remembrance Day is a holiday, and no switching my clocks! All the best for November – one small step at a time." — Ken*



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## What's New Cont'd...

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**If you are applying for a Research Grant in Lieu of Salary, or a Sabbatical Research Grant in Lieu of Salary**, the deadline to apply is November 1 for research programs commencing January 1. For more information and to view the application, please see our website [here](#). Questions about either of these programs can be directed to Jacque Zinkowski at [jacque.zinkowski@usask.ca](mailto:jacque.zinkowski@usask.ca).

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### **Library course reserve information for the 2021 Winter Term:**

The [Course Reserves Team](#) at the University Library is ready for course reserve requests for 2021 Winter Term classes. [Submit your requests](#) early so they can be ready for the first day of class in January. Requests are processed in the order they are received. For more information and any questions, please contact [course.reserves@usask.ca](mailto:course.reserves@usask.ca) or visit the library online [here](#).

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**The Professional Fee Reimbursement claim period will be open as of November 1, 2020.** Claims for reimbursement of professional fees paid during the period of December 1, 2019 to November 30, 2020 must be made between November 1, 2020 and December 1, 2020. For more information, to view the guidelines, and to download an application, visit our website [here](#). Questions about Professional Fee Reimbursement can be directed to Jacque Zinkowski at [jacque.zinkowski@usask.ca](mailto:jacque.zinkowski@usask.ca).

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## Reminders & Events

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### **Upcoming Dates & Deadlines:**

- **October 27 at 3:00 p.m.** – Leadership Networking Session for Department Heads and unit leaders on *Salary Review: Merit Allocation – Achieving Equitability* (virtual session).
- **October 31** is the deadline for the Dean or College Sabbatical Leave Committee to determine which sabbatical leave projects are acceptable and which are not acceptable, and to inform applicants.
- **November 1** is the deadline to submit Research Grant in Lieu of Salary and Sabbatical Research Grant in Lieu of Salary applications for research programs commencing January 1.
- **November 17 at 2:00 p.m.** - Leadership Networking Session for Department Heads and unit leaders on *Work-Life Balance During COVID-19* (virtual session).
- **November 30** is the deadline for Distinguished Professorship nominations. Please see our website [here](#) for more information.
- **December 1** is the deadline to make a claim for reimbursement of professional fees paid during the period of December 1, 2019 to November 30, 2020.

See the [collegial process calendar](#) for more information on these dates and specific November dates on tenure, probation, renewal, and salary review.



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**Vice-Provost  
Pick of the  
Month**

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**President's Review Committee & Salary Review:  
*Information on the Process***

All colleges and schools have now received their allocations for this year's Salary Review Process. We have received some questions regarding allocation amounts for this year and how they compare to last year's amounts. Please see the below for a breakdown of this year's process.

**The allocation process:**

Each year, 300 Special Increases are distributed for the annual merit process. Last year there were an additional 38 Special Increases that were left over from the year before. They were included in the 2018-2019 merit process, to bring the total allocations to 338 awards.

During 2018-19 all of the available awards were given out. This results in a lesser pool of awards compared to last year (338 allocations last year versus 300 this year). This is the primary reason for the award distribution of this year's merit.

Other factors include the fact that there is a slightly higher number of eligible faculty this year. There can be slight variations year to year in allocation amounts, because we are distributing a fixed number of awards (300) to a changing group of eligible members. The number of awards that a department and/or college receives is directly tied to their number of eligible members. All departments and colleges with the same eligible faculty count receive the same number of awards.

***A few Salary Review reminders:***

- Visit our website [here](#) for information on preparing case files and appeals for PRC. You can also find a checklist of documents to be submitted, the order they need to be submitted in, and downloadable forms.
- Please remember that all files are to be submitted in **one** compiled pdf package and uploaded electronically to our [SharePoint site](#).
- College and department standards (if applicable) for Salary Review can also be viewed on our [SharePoint site](#).
- College Recommendations for Special Increases are due January 31, 2021. Appeal cases are due February 28, 2021.

Any questions about Salary Review and PRC can be directed to Jacques Zinkowski at [jacque.zinkowski@usask.ca](mailto:jacque.zinkowski@usask.ca).

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**End Notes:**  
***Faculty  
Spotlight***

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Thank you and congratulations to all faculty hard at work on COVID-19 research. Recently, USask's VIDO-InterVac was awarded a grant of almost \$830,000 from the COVID-19 Therapeutics Accelerator to test antiviral compounds against COVID-19. Check it out [here](#).

USask research teams led by Tracie Risling in the College of Nursing and Megan O'Connell in the Department of Psychology, were also awarded a total of \$345,000 for COVID-19 mental health projects. Read about the mental health projects [here](#).

A new web game developed at USask in computer science aims to teach healthy eating to online shoppers. Called ShopRight, the game is available on web browsers and stimulates a supermarket aisle experience. Read more about this cool project [here](#).

Congrats to Dr. Humphrey Fonge and Dr. Ron Geyer in the College of Medicine, who received \$970,000 from the Canadian Institutes for Health Research to develop new molecules to attack two protein molecules that cause two different types of breast cancer. Read more about it [here](#).

USask plant scientists in the College of Agriculture and Bioresources have developed a model for identifying lentil varieties best suited to the impacts of climate change. The findings will help producers and breeders choose which varieties are best suited for growing in new production environments. Read more about the project [here](#).

A USask-led research team has used the Canadian Light Source Synchrotron to develop a method for monitoring uranium contaminants in mine tailings, by using samples sourced from McClean Lake in Saskatchewan. The method will help protect Saskatchewan lakes from contamination. Read more about it [here](#).

*If you have something you'd like to see highlighted in Faculty Spotlight, send your suggestions to [vpfaculty.relations@usask.ca](mailto:vpfaculty.relations@usask.ca).*

BE WHAT THE WORLD NEEDS