



GETTING STARTED AT CONCORDIA

Find more information on [CUPFA's website](#)

Concordia Faculty ID card

Your employee number and ID card give you access to library resources, Concordia Health Services, after-hours access and more. Visit Human Resources with your signed teaching contract: Faubourg Building, 1250 Guy, Room 1130, 514 848-2424 x 3666.

Classroom Key Requests – Department Mailbox

Contact your Department's Administrative Assistant about your mailbox location and which office / classroom keys you will need – they will submit a key request form and arrange notification for where and when to pick up your keys (with your Concordia ID card).

Instructional & Information Technology Services [IITS](#)

IITS manages the University server, wired/wireless networks, access (netname), email.

*[Office 365](#) is available (free) to Concordia employees and students.

To book classroom equipment such as a computer console key: visit a service desk [SGW H.925, MB S-2.145, FG 5 310, Loyola CC-207]; call (514) 848-2424 x7613; or [open a ticket](#) for facilities/rooms/equipment requests. IT support available via [email](#).

[CARREFOUR](#) has two main sections:

My CU Account: HR, financial services, accounts, personal information and more.

Services and Resources: communication, health and wellness support, and more.

Carrefour is where you will find / set up:

- your netname (IITS)
- Concordia email (*essential for info about benefits, policies, alerts, etc.)
- accounts and passwords (software, Office 365, print services, etc.)
- class lists, grade entry, etc. (My Faculty Centre)
- pay stubs, tax slips, etc. (HR)
- **Moodle:** online course management system for course content, assessments, forums, resource sharing, and more. IITS offers [training](#), videos, workshops.

Teaching Evaluations:

CUPFA's current Collective Agreement states that part-time faculty administer course evaluations using paper-based questionnaires, sent to your faculty mailbox 4-6 weeks before the end of term and completed prior to the last week of classes. Course evaluation report(s) are available in Carrefour after grade sheets are approved and finalized. See [Centre for Teaching and Learning](#) for more on course evaluation procedures.

Member Benefits: [click for links](#) to more information about your...

- ◆ Seniority
- ◆ Paid Leaves (illness /other)
- ◆ Salary Insurance
- ◆ Office Space
- ◆ Employee Benefits
- ◆ Health Services
- ◆ Tuition Waivers
- ◆ Library Privileges
- ◆ Concordia Pension Plan
- ◆ Financial Planning and Retirement
- ◆ Employee Assistance Plan
- ◆ Help in Challenging Situations

University Services: [click for links](#) to information about Concordia's ...

- ◆ Campus security
- ◆ Carrefour / My CU Account
- ◆ Human Resources
- ◆ Health & Wellness
- ◆ Open Access Research
- ◆ Solidarity Bookstore
- ◆ Student Food Assistance
- ◆ IT Services (IITS)
- ◆ Ombuds Office
- ◆ Print Store
- ◆ Used Texts
- ◆ Art Supplies
- ◆ PERFORM Centre
- ◆ Le Gym
- ◆ Centre for Teaching and Learning
- ◆ Counselling / Psychological Services
- ◆ Environmental Health & Safety
- ◆ Accessibility Hub
- ◆ Access Centre: Students with Disabilities
- ◆ Office of Rights and Responsibilities
- ◆ Open Educational Resources

Teaching Resources: [click for links](#) to developing & managing your courses ...

Faculty Services

- ◆ Centre for Teaching and Learning
- ◆ How to enter / submit grades in SIS
- ◆ IT Training courses and resources
- ◆ IT services and software
- ◆ Coronavirus safety program

Services for Students

- ◆ Student Success workshops
- ◆ Student Learning resources
- ◆ Support Centre for new students
- ◆ Campus Wellness and mental health
- ◆ Concordia short-term absence form/FAQ

See [Official Concordia Policies](#) listed by sector, theme, and "spotlight" policies, including:

Language of Instruction and Examinations *Academic Calendar 16.3.2:*

Every student has the right to complete coursework, oral presentations, and exams in French with sufficient advance notice to professors.

Academic Re-evaluation Procedures:

Students who are dissatisfied with their grade will *first* attempt to meet with the instructor and explain their position. If the student remains dissatisfied or is unable to meet with the instructor, they may *then*, upon receiving the final grade the course, make a re-evaluation request. A re-evaluation may result in the grade being maintained, increased, or decreased.

A student or instructor may *appeal* a re-evaluation decision based on either substantive grounds or on the presence of serious and prejudicial procedural defects. In an appeal from an instructor, "prejudicial" shall be limited to the effect that the alleged procedural defect has on other students in the course or on the academic standards of the University.

WHAT TO DO IN AN EMERGENCY

Call Concordia Security prior to calling 911

Security agents are trained to respond immediately to a variety of emergencies and can more accurately direct external emergency services to more than 70 buildings and civic addresses on Concordia's two campuses.

Internal phones: dial 3717 External phones: 514-848-3717

SGW Security office H-116 (northeast corner of Hall building lobby)

Loyola Security office AD-220 (at Sherbrooke door to main building)

[Campus Safety and Security website:](#)

[Alerts](#) **[Services](#)** **[Emergency Preparedness](#)**

[Prevention](#) **[Training](#)** **[News and Tips](#)**

Concordia offers **alerts on your mobile device**
with the **Rave Guardian app** on [\[Google Play / App Store\]](#)