

Dear Member,

The UGFA has received a number of questions on the following topics, and so we have created the table below for your reference.

Did You Know...	
PDR	<p>Two new expenses are eligible for Professional Development Reimbursement claims:</p> <ul style="list-style-type: none">• Open access journal publication fees for journals listed in the Directory of Open Access Journals• Domain hosting fees
T&P	<p>You have considerable discretion over how you present yourself in T&P:</p> <ul style="list-style-type: none">• Your past Tenure, Promotion, and Performance Assessment letters/reports and other things in your Official File, such as workload forms, are NOT available to the T&P committees unless you include these materials in your Assessment File submission.• You export a Word file from UNIWeb and have the freedom to edit, rearrange, and insert content, including images and tables, before generating the PDF you will submit as your Assessment File.• You must include either your Student Feedback Questionnaire (SFQ) results or a completed In-Class Peer Observation Form. You should not be asked to send your SFQ results to anybody.
Course Outlines	<p>You also have discretion over your course outline, which often serves to establish your relationship with the students in your course:</p> <ul style="list-style-type: none">• It must include the title and course code of the course, time and location of class meetings, name of instructor, required textbooks and other teaching materials, assessments, dates of assessments, grading details, and the instructor's preferred mode of contact.• You do not have to include any of the so-called "Standard Statements" (on academic consideration, accommodation, academic misconduct, and so on).• You do not have to use any particular software to create your course outline, including the "course outline tool" or CourseLeaf.^[1]• If you are asked to have your course outline approved and find yourself facing a non-approval with which you disagree, please contact the UGFA.

Teaching Requests

You cannot be forced to teach using an alternative mode of course delivery:

- The “default” mode of course delivery is “in-person,” the traditional way we teach, with students expected to attend class meetings in person.
- You may request to teach a course using an alternative mode of delivery, and the Dean will choose between your requested mode and in-person.
- If the Dean wishes to assign you a course you did not request, you will be asked if you wish to use an alternative mode of delivery, and the Dean will choose between that mode and in-person.
- You cannot demand to teach using an alternative mode of course delivery. If you believe the mode of delivery is an Accommodation, as described in Article 43 of the [Collective Agreement](#), please contact the UGFA.

^[1] The Administration plans to gather the online version of all course outlines from the past five years to populate their CourseLeaf database. **If you wish to opt out of CourseLeaf, you can email courseleaf@uoguelph.ca.**