Faculty Programming Partnership with Flexible Learning
(Blended, Evening, Online, Summer, LIVE-streamed, UEarly, Weekend & Videoconference)

ACADEMIC DEPARTMENT/FACULTY RESPONSIBILITIES:

- Consult with Flexible Learning to determine course offerings through CCE and email confirmed courses to Flexible.Learning@uregina.ca.
- Schedule courses to be offered through Flexible Learning using CCE funding codes. Please remember to send list of confirmed/scheduled courses (at the point of delivery or before) to Flexible.Learning@uregina.ca. **REMEMBER: CCE schedules web-delivered, LIVE streamed, and regional college classes.**
- Post instructor and TA opportunities on e-recruit.
- Complete all sessional hires through the HR Sessional Workflow. Check that new instructors have email and active Web Mark Entry accounts.
- **After consultation with Flexible Learning Division regarding TA hiring and hours,** fill in TA appointment form found at [http://www.uregina.ca/cce/flexible-learning/faculty-services/faculty-support/stipend-form.html](http://www.uregina.ca/cce/flexible-learning/faculty-services/faculty-support/stipend-form.html). **NOTE:** TA’s should submit their signed time cards to their Faculty/Departments. Faculties send a scanned time card to cbs.cce@uregina.ca. *See attached TA policy regarding number hours/enrolment numbers.*
- Enter Faculty (regular and overload), TA, Lab Instructors, and UTF information into the Stipend Approval Form ([http://www.uregina.ca/cce/flexible-learning/faculty-services/faculty-support/stipend-form.html](http://www.uregina.ca/cce/flexible-learning/faculty-services/faculty-support/stipend-form.html)).
- Textbooks - Order textbooks for the course through the U of R Bookstore. Please check to ensure the instructor has a desk copy.
- Create print cut accounts for instructors as needed (faculty/departments will be reimbursed as outlined below).
- Advise and/or consult with Flexible Learning regarding course cancellations/funding change due to low enrolment as per CCE’s revenue-sharing agreement (NOTE: CCE can make its decisions up to 15 days before the start of the semester). If a course funding code is being changed, or the course is determined to be cancelled, CCE will cancel the course in BANNER or change the funding code, cancel HR Workflow or have the FOAPAL changed, send cancellation letter to the instructor. The Faculty/Department will notify students and the Bookstore.
- Administer instructor evaluations (with the exception of online, televised and Regional College courses).
- Arrange final exam invigilation, including deferrals and accommodations where needed, for on-campus students.

FLEXIBLE LEARNING DIVISION/STUDENT INSTRUCTOR SERVICES (CCE) RESPONSIBILITIES:

- Consult with Departments and Faculties regarding programming offered through CCE.
- Request postings for Regional College, LIVE streamed, NORPAC courses.
- Schedule Online, LIVE streamed, Regional College and NORPAC courses.
- Process sessional hires through the HR Sessional Workflow after they have been started/submitted by the Faculty/department.
- Create and e-mail Faculty (overload), TA, Lab instructors and UTF appointment letters as per information provided by the Stipend Approval Form. **NOTE:** Copies of appointment letters will be emailed to Faculties/Departments. Regular load appointments will be done via JV.
- Enter EPAF in BANNER for TA, Lab Instructor and UTF appointments.
- Pay up to $250 for sessional expenses as per the URFA Collective Agreement. This includes guest speakers, books, and class materials (submitted by instructor with original receipts). Sessional instructors should mail their reimbursement claims, with original receipts, to Central Business Services, CCE. (Mailing Address: Centre for Continuing Education 3737 Wascana Parkway, Regina, SK S4S 0A2 Attention: Central Business Services)
- Advise and/or consult with Department/Faculty regarding course cancellations/funding changes due to low enrolment as per CCE’s cost-recovery mandate (NOTE: CCE can make its decisions up to 15 days before the start of the semester). **Once a course is determined to be cancelled,** Flexible Learning will notify timetableing, issue a cancellation letter to instructors and cancel EPAF/Workflow. If the funding code is to be changed, CCE will notify timetable, issue a letter to instructor advising of the change and send an email to HR to change EPAF/Workflow FOAPAL.
- Pay flat fee of $40 per course for photocopying. This will be done at the time of revenue-sharing.
- CCE arranges invigilation, including deferrals and accommodations where needed, for all final exams for off-campus students. CCE will work with CSA and forward on-campus accommodation information to appropriate Faculty/Department.
- CCE calculates revenue sharing at the 50% drop date.
- Conducts CCE course surveys and administers instructor evaluations for Online, Televised and Regional College courses.
TA POLICY

CCE will cover the costs of hiring TAs, if requested by the Faculty, with the following formula:

- If there are 35 or more students enrolled at the end of the first day of classes (40 for online courses), then up to 1 hour of TA support will be provided for each student enrolled, if requested by the faculty.

- For between 20 students and 34 students, CCE will pay 50% of the TA cost, based on an allocation of 1 hour per student enrolled. (Subject to Faculty approval) I.e., if there are 25 students, CCE will pay for 12.5 hours of TA time with the remainder covered by the Faculty.

- Below 20 students, no TA support will be provided by CCE.