

# Faculty: Coordinator's Guidelines

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These guidelines are designed to support faculty members who take on important leadership roles in our collegially managed environment. While they do not replace the Collective Agreements between the CFA and COPE and the University, and while the faculty in quasi-administrative positions are expected to be familiar with those agreements, these guidelines provide information regarding the day-to-day operations of departments and programs at Capilano University.

**Important Note:** Many of the operations at Capilano, particularly those related to Human Resources (such as Regularization, Workload Assignment, Selection, and Evaluation) must follow established procedures. Please visit [Human Resources](#) for more information.

This document is an ongoing work in progress; your contributions and suggestions are encouraged, and the document will be updated regularly. Please contact your Human Resources Advisor (HRA) with questions around personnel matters, and please contact the VPA's office with questions or suggestions that can make this document better and more useful to you.

## Forms Referenced in the Coordinator's Guidelines

### Faculty Forms

- Articulation Funding Request Form
- Articulation Funding Request Form (Host Institution)
- Course Package Log (for the Library)
- Requisition for Special Speaker

### Financial Services Forms

- Charge Over Forms
- Cost Centre Maintenance Forms

- Course Program Costing Form
- Departmental Budget Forms
- Expense Reports
- Expense Report - Misplaced Receipt
- PD Funding Proposal
- Professional Development Account Claim Form

### Human Resources Faculty Forms

- Challenge Form
- Colleague Evaluation Waiver Form
- Creation of a New Regular Position Recommendation
- Equipment Acquisition
- Evaluation Committee Recommendation - Regular Employee
- Evaluation Committee Recommendation - Non-Regular Employee
- Evaluation Committee Recommendation - RLT Employee
- Evaluation of Faculty Member by Program Coordinator Designate
- Evaluation of Faculty Member by Colleague
- Exceptional Short-Term Leave Report
- Faculty Posting Request
- Faculty Posting Template
- Faculty Sick Leave Greater than Five Consecutive Working Days
- Faculty Schedule
- Increase to RPT Position - Recommendation Accepted
- Increase to RPT Position - Option Waived
- Leave without Pay
- Program Developer-Project Manager Evaluation Form
- Reference Check Guide
- Regularization of the Employee Recommendation Form
- Search Committee Recommendation Forms
- Student Reference Release Form
- Substitution Form
- Travel & Conference Proposal
- Working Conditions - Individual Arrangements Form

### HR Staff

- Staff Employee Self-Appraisal Form
- Staff Performance Evaluation Form

### Program/Course Information and Approval Process

- Course Approval Forms
- Course Program Costing Forms
- Final Program Approval Forms for Degree or Non-Degree programs
- Library Consultation Form

- Program Intake Change Form
- Public-Private Partnerships

### Registrar's Office

- Change of Grade Form
- Course Challenge Form
- Intake Add/Cancellation Form
- Irreplaceable Document Return Request Form
- PLA Assessor's Rationale Form
- PLA Challenge Form
- Registration Form
- Release of Information Form
- Request for Transfer Credit, Substitution, Exemption or Prior Learning Assessment Form

### Scheduling - **please note most of these documents and forms are term specific.**

- Important Timelines
- University Standard Timetable Grids
- Course & Final Exams Documents and Guidelines
- Course & Final Exams Electronic Data Collections Forms (eDCFs)
- Draft and final timetables (course and final exams)