



# MUFA Newsletter

McMASTER UNIVERSITY FACULTY ASSOCIATION

September 2023 - Volume 50.1

Editor: Liss Platt

## President's Report

Happy New Year! I hope that the summer has left you refreshed and ready for another fulfilling year.

In preparation for my term as MUFA President I perused our [Constitution](#), and was pleased to remember that, "The Association shall concern itself with the quality of intellectual life at McMaster University and with the good name and reputation of the University among scholars of all academic disciplines," and furthermore that, "The Association supports the principle that faculty and senior academic librarians should play an active role in University governance". These foundational statements reminded me that all MUFA members are responsible for the governance and functioning of this institution.

I am thankful for the work of the elected members of MUFA's Executive, who have taken on specific responsibilities to support you, the members. You can learn more about our work on page 3 of this newsletter. This year the Executive will be examining MUFA's Constitution, By-Laws, and operating procedures to ensure that they allow us to serve our members well.

This is the second year of the three-year remuneration agreement that took effect in July 2022. In addition to the updates to salary and benefits that we negotiated on your behalf, we also agreed to the creation of three working groups:

- The **Committee on Collecting and Reporting Salary Data for Equity-Deserving Groups** issued a report in June 2023. Their work found that the university's demographic data about faculty is not adequate at present to allow this analysis. The good news, though, is that the forthcoming Employment Equity Census will provide data that will make this analysis possible.

*(Continued on page 2)*

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This is one of the reasons we will be urging you to complete that census once it becomes available!

- The **Working Group on Teaching Stream Faculty** has carried out a great deal of work in the past year and expects to report its findings in the near future.
- In our 2022 negotiations, members expressed interest in learning more about the prospect of a **Healthcare Spending Account (HSA)** as part of our compensation package. Joint Committee will soon be determining terms of reference for a committee to learn more about this benefits option. The committee's findings will inform our next round of negotiations in 2025. Please see page 3 for information about how to become a member of this committee.

The collegial governance of McMaster depends crucially on involvement from faculty members. Of course, the demands on faculty are such that it possible to devote all our time (and then some!) to teaching and research. But when we neglect service work, we forfeit our voice in the governance of the university. For this reason, I am immensely grateful to all faculty members whose work in committees, working groups, advisory councils, review boards, Senate, and many other venues contributes to keeping McMaster functioning as an innovative, diverse, and just scholarly community. I hope that all MUFA members will seek opportunities to lend your voice, your experience, and your expertise to the work of governance.

**Catherine Anderson**  
**MUFA President**

## Special Enquiries and Grievances

If you have any questions, please contact the Special Enquiries and Grievances Chair at [mufasegc@mcmaster.ca](mailto:mufasegc@mcmaster.ca).

### MUFA Policies

- [Policy for MUFA Members Legal Support](#)
- [MUFA Legal Intake Form](#)
- [MUFA Special Enquiry and Grievances \(SEG\) Committee Terms of Reference](#)

### Grievance Policies and Procedures

- [Faculty Grievance Policy](#)
- [Faculty Grievance Review Panel Guidelines for Hearing Committees](#)
- [Faculty Association Observers at Appeal Tribunal Hearings](#)
- [Observers Report on Appeal Tribunal Hearing](#)
- [Faculty Grievance Panel](#)

## Passages

**Allan Dingle**

Biology

*April 18, 2023*

**Matthew Woolhouse**

School of the Arts

*May 19, 2023*

## Observers Needed!

Required: members of the Faculty Association—yes, RETIREES also qualify—to serve as observers for appeal and grievance hearings.

The role of the Observer is to report on the adequacy of the procedures, with a view to making recommendations to improve relevant policies, not to comment on the conduct or the judgement of the tribunal. Hearings usually take place over one or two days.

For more information, email [mufa@mcmaster.ca](mailto:mufa@mcmaster.ca).

## Get Involved with MUFA!

A voluntary organization such as MUFA can succeed in serving the interests of its membership only to the extent that the members participate in formulating and executing policy. At any given time, approximately two dozen individuals carry the burden for all of the members and after a few years most of them are exhausted by the tasks which they have voluntarily borne. Their valuable experience and wisdom is then lost to us. The best way to lessen this attrition of talent is for more of the membership to give some time and effort to the Association.

### Represent MUFA on University Committees:

Are you looking for the opportunity to offer your voice as a faculty member on a university-level community? The following positions are vacant for 2023-24:

- The **President's Advisory Committee on Relations with the Community** provides an open forum for respectful dialogue and ongoing collaboration between McMaster University and members of its neighbouring communities. The committee meets four times per year.
- The **Rudy Heinzl Award for Excellence Committee** is operated by the McMaster Student Union (MSU). The committee typically has one meeting per year to select the recipient of the award, which is granted to a member of the McMaster community in recognition of an outstanding one-year achievement that improves the lives of McMaster students
- The **Sexual Violence Prevention and Response Task Force** supports the work of the Sexual Violence Prevention and Response Office (SVPRO). The Task Force meets quarterly to advise and provide input on SVPRO's practices and policies.

To learn more about any of these opportunities or to volunteer, please contact [mufa@mcmaster.ca](mailto:mufa@mcmaster.ca)

### Join a MUFA Standing Committee:

Are you considering getting involved with MUFA's work? Joining a standing committee is a way to support the work

of the association in a less labour-intensive way than joining the executive or becoming an officer. The following openings are available for 2023-24:

- The **Academic Affairs Committee** seeks a member holding a CLA position to sit on [OCUFA's Contract Faculty Committee](#). The committee meets by conference call/Zoom as required, and meets in person twice per year in April and in October.
- The **Budget Advisory Committee** welcomes members to analyze and comment on the university's budget. The Committee meets at the discretion of the Chair or at the invitation of the MUFA Executive and will report to the MUFA Executive, as needed.

To learn more about any of these opportunities or to volunteer, please contact [mufa@mcmaster.ca](mailto:mufa@mcmaster.ca)

### Other MUFA Opportunities:

In our 2022 negotiations, members expressed interest in learning more about the prospect of a **Healthcare Spending Account (HSA)** as part of our compensation package. Later this semester, a committee will begin this exploratory work to inform our next round of contract negotiations in 2025. While Terms of Reference are still being determined, we expect to have at least two positions available for MUFA members.

If you are interested in putting your name forward to participate on future Executive Committees, ad hoc committees, MUFA committees, or as a MUFA representative on University committees, please let us know by completing this [form on our website](#).

## MUFA GENERAL MEETING

Thursday, December 7th

10:00am

via zoom

# MUFA Executive Committee

## 2023/2024

Below are the members of the Executive Committee of the McMaster University Faculty Association for 2023/2024.  
Their terms of office began on **September 1, 2023**.

### President

**Catherine Anderson**

Linguistics and Languages  
TSH 503, Ext. 26241  
[mufapres@mcmaster.ca](mailto:mufapres@mcmaster.ca)

### Vice-President

**Paul Andrews**

Psychology, Neuroscience & Behaviour  
PC 313, Ext. 20820  
[pandrews@mcmaster.ca](mailto:pandrews@mcmaster.ca)

### Past-President

**Katherine Cuff**

Economics  
KTH 411, Ext. 23827  
[cuffk@mcmaster.ca](mailto:cuffk@mcmaster.ca)

## Members-at-Large

### Ana Campos

School of Interdisciplinary Science  
GS 105, Ext. 21509  
[camposa@mcmaster.ca](mailto:camposa@mcmaster.ca)

### Lesley MacNeil

Biochemistry and Biomedical Sciences  
HSC 4H17, Ext. 26523  
[macneil@mcmaster.ca](mailto:macneil@mcmaster.ca)

### Rita Cossa

Strategic Management  
DSB 206, Ext. 26197  
[cossar@mcmaster.ca](mailto:cossar@mcmaster.ca)

### Prashant Mhaskar

Chemical Engineering  
JHE 374, Ext. 24762  
[mhaskar@mcmaster.ca](mailto:mhaskar@mcmaster.ca)

### Kirsten Culver

Nursing  
HSC 2J24A, Ext. 24322  
[culverk@mcmaster.ca](mailto:culverk@mcmaster.ca)

### Suzanne Mills

Labour Studies  
KTH 701B, Ext. 24810  
[smills@mcmaster.ca](mailto:smills@mcmaster.ca)

### Robert Fleisig

School of Engineering Practice  
ETB 503, Ext. 27408  
[robert@mcmaster.ca](mailto:robert@mcmaster.ca)

### Ali Reza Montazemi

Information Systems  
DSB 422, Ext. 24322  
[montazem@mcmaster.ca](mailto:montazem@mcmaster.ca)

### Kim Jones

Chemical Engineering  
JHE 371, Ext. 26333  
[kjones@mcmaster.ca](mailto:kjones@mcmaster.ca)

### Liss Platt

Communication Studies & Media Arts  
TSH 327, Ext. 27954  
[plattl@mcmaster.ca](mailto:plattl@mcmaster.ca)

### Aadil Merali Juma

Accounting and Financial Management  
DSB 318, Ext. 23897  
[merali@mcmaster.ca](mailto:merali@mcmaster.ca)

### Spencer Pope

Classics  
TSH 704, Ext. 23378  
[spope@mcmaster.ca](mailto:spope@mcmaster.ca)

# COMMITTEE STRUCTURE

## 2023-2024

### Standing Committees

#### **Academic Affairs**

VACANT (see page 3 for information)

#### **Budget Advisory Committee**

Ali Montazemi\*

#### **Human Rights & Equity**

Kim Jones, Chemical Engineering

#### **Joint Committee**

Catherine Anderson, Linguistics and Languages

Paul Andrews, Psychology, Neuroscience, and Behaviour

Kirsten Culver, Nursing

#### **Membership**

Spencer Pope, Classics

#### **Nominating Committee**

Catherine Anderson\*, Linguistics and Languages

Paul Andrews, Psychology, Neuroscience, and Behaviour

Katherine Cuff, Economics

Glen Randall, Health Policy and Management

Michael Tait, Civil Engineering

Jean-Eric Tarride, Health Research Methods, Evidence, and Impact

#### **OCUFA Director**

Paul Andrews, Psychology, Neuroscience, and Behaviour

#### **Pension**

Claude Eilers\*, Classics

#### **Public Relations**

Liss Platt, Communication Studies & Media Arts

#### **Remuneration**

Kirsten Culver\*, Nursing

#### **Special Enquiries & Grievances Committee**

Paul Andrews, Psychology, Neuroscience, and Behaviour

Leslie MacNeil, Biochemistry and Biomedical Sciences

Prashant Mhaskar\*, Chemical Engineering

Suzanne Mills\*\*, Labour Studies

#### **Teaching and Learning—Student Accessibility Services**

Rita Cossa, Strategic Management

#### **Teaching and Learning—MacPherson**

Spencer Pope, Classics

#### **Tenure/Permanence**

Ana Campos, Biology (all Faculties except Science)

Rita Cossa, Strategic Management (Permanence and Promotion, Teaching-Stream)

Spencer Pope, Classics (Faculty of Science)

#### **Treasurer**

Aadil Merali Juma, Accounting and Financial Management

#### **Returning Officer**

Clifton van der Linden, Political Science

### University Committees & Boards

#### **Copyright Working Group**

Sara Bannerman, Communication & Media Arts

#### **Honour M Selection Committee**

Lynn Martin, Nursing

#### **Pension Trust**

Claude Eilers, Classics

Rafael Kleiman, Engineering Physics

Herb Schellhorn, Biology

#### **President's Advisory Committee on Building an Inclusive Community**

Syrus Ware, School of the Arts

#### **President's Advisory Committee on Relations with Community**

VACANT (see page 3 for information)

#### **Rudy Heinzl Award for Excellence Committee**

VACANT (see page 3 for information)

\*Committee Chair

\*\*Vice Chair

# MUFA FACULTY COUNCIL

In order to maintain close contact with faculty members at the department level, the MUFA Executive established the Faculty Association Council made up of representatives from every academic department. These representatives serve as liaisons between the Association's Executive Committee and the members of the Association.

**MUFA wishes to thank all of our Faculty Association Council members for their continued service.**

ACCOUNTING & FINANCIAL MANAGEMENT	Kevin Veenstra	LABOUR STUDIES	Stephanie Premji
ANESTHESIA	Jennifer Nash	LIBRARY	Wade Wyckoff
ANTHROPOLOGY	Kee Yong	LINGUISTICS & LANGUAGES	Nikolai Penner
SCHOOL OF THE ARTS	Stephanie Springgay	MARKETING	Marvin Ryder
BIOCHEMISTRY& BIOMEDICAL SCIENCE	Russell Bishop	MATERIALS SCIENCE	Andre Phillion
BIOLOGY	Suleiman Igdoura	MATHEMATICS & STATISTICS	Paul McNicholas
CHEMICAL ENGINEERING	Prashant Mhaskar	MECHANICAL ENGINEERING	Gary Bone
CHEMISTRY & CHEMICAL BIOLOGY	Ryan Wylie	MEDICINE	VACANT
CIVIL ENGINEERING	Samir Chidiac	NURSING	Michelle Butt
CLASSICS	Claude Eilers	OBSTETRICS & GYNECOLOGY	Alison Holloway
COMMUNICATION STUDIES & MEDIA ARTS	Andrew Mactavish	OPERATIONS MANAGEMENT	Mahmut Parlar
COMPUTING & SOFTWARE	Antoine Deza	PATHOLOGY & MOLECULAR MEDICINE	Laurie Doering
EARTH, ENVIRONMENT & SOCIETY	Sean Carey	PEDIATRICS	VACANT
ECONOMICS	Anastasios Papanastasiou	PHILOSOPHY	Sandra Lapointe
ELECTRICAL & COMPUTER ENGINEERING	Jennifer Bauman	PHYSICS & ASTRONOMY	Ryan Cloutier
ENGINEERING PHYSICS	Rafael Kleiman	POLITICAL SCIENCE	Andrea Lawlor
ENGINEERING TECHNOLOGY	Konstantinos Apostolou	PSYCHIATRY & BEHAVIOURAL	
ENGLISH & CULTURAL STUDIES	David Clark	NEUROSCIENCE	James MacKillop
FAMILY MEDICINE	Matthew Kwan	PSYCHOLOGY, NEUROSCIENCE &	
FINANCE & BUSINESS ECONOMICS	John Siam	BEHAVIOUR	Deda Gillespie
FRENCH	Nicholas Serruys	REHABILITATION SCIENCES	Brenda Vrkljan
HEALTH, AGING & SOCIETY	Meridith Griffin	RELIGIOUS STUDIES	Travis Kroeker
HEALTH POLICY & MANAGEMENT	Glen Randall	SOCIAL WORK	Tara LaRose
HEALTH RESEARCH METHODS, EVIDENCE		SOCIOLOGY	Karen Robson
& IMPACT	Amiram Gafni	STRATEGIC MANAGEMENT	Rita Cossa
HISTORY	Karen Balcom	SURGERY	VACANT
HUMAN RESOURCES & MANAGEMENT	Catherine Connelly		
INFORMATION SYSTEMS	Ali Montazemi		
INTERDISCIPLINARY SCIENCE	Chad Harvey		
KINESIOLOGY	Krista Madsen		

## MUFA Faculty Council Meeting

### Save The Date!

The next MUFA Faculty Council Meeting will take place on November 1st.

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# WELCOME NEW MEMBERS

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**Meena Andiappan**

Human Resources and Management

**Stuart Linley**

Chemical Engineering

**Jessica van Horsen**

History

**Jevan Cherniwchan**

Economics

**Colin Mang**

Economics

**Manuel Vasquez Villavicencio**

Philosophy

**Emily Choy**

Biology

**Thomas Gaston Marois**

Political Science

**Jin Wang**

Finance and Business Economics

**Istvan David**

Computing and Software

**John Edward McDonough**

Medicine

**Wojciech Wiercioch**

Health Research Methods, Evidence,  
and Impact

**Burcu Erciyas**

Philosophy

**Yasmeen Abdulkareem Mezil**

Pathology and Molecular Medicine

**Keiwan Seiedi Wind**

Information Systems

**Eric Bayruns Garcia**

Philosophy

**Swati Mishra**

Computing and Software

**Amanda Wissler**

Anthropology

**Matthew Giamou**

Computing and Software

**Ala Mokhtar**

Accounting and Financial Management

**Dawit Wolday**

Biochemistry and Biomedical Sciences

**Jukyeong (Judy) Han**

Strategic Management

**Patrick Naylor**

Mathematics and Statistics

**Qian Yang**

Finance and Business Economics

**Sonia Hassini**

Civil Engineering

**Sarah Neil-Sztramko**

Health Research Methods, Evidence,  
and Impact

**Kyoung June Yi**

Kinesiology

**John Rehner Iversen**

Psychology, Neuroscience and  
Behaviour

**Christopher Dennis Rowley**

Physics and Astronomy

**Ye Yuan**

Computing and Software

**Joshua Frank Koenig**

Medicine

**Sivan Sabato**

Computing and Software

**Zhao Zhao**

Computing and Software

**Phil Kollmeyer**

Electrical and Computer Engineering

**Moshe Schwartz**

Electrical and Computer Engineering

**Emily Lamond**

Classics

**Kanwarpal Singh**

Electrical and Computer Engineering

**Andrea Lawlor**

Political Science

**Claire Marie Tuckey**

Kinesiology

# Campus Classroom Technologies Information

## Contact:

CCT Main Office: 905-525-9140 x22761

Email: [cct@mcmaster.ca](mailto:cct@mcmaster.ca)

Website: [Campus Classroom Technologies](#)

## Hours:

Monday to Friday: 8:00am – 4:30pm

Monday to Thursday Evening support 4:30pm – 8:00pm (Fall/Winter terms only)

**Campus Classroom Technologies (CCT):** We support the audio-video presentation equipment in Registrar-Controlled classrooms across McMaster, as well as McMaster's Echo360 tools and equipment. Please note: We do not provide portable computers or laptop adapters/dongles. Adapters/dongles and presenter remotes can be borrowed from the main service desk of Mills and Thode Library.

Classroom AV details can be found on the [Classroom Directory](#)

**Classroom Orientation:** email [cct@mcmaster.ca](mailto:cct@mcmaster.ca)

Also check out the [Technology tab](#) on our website for helpful instructional videos about the different technologies in the rooms, for example: [Crestron Touch Screen](#)

## Classroom Telephones:

UTS, the Registrar's Office and Campus Classroom Technologies have partnered to provide phones in all Registrar Controlled classrooms for your safety and convenience and to provide immediate access to various campus services. Quick access buttons have been programmed to the telephones for direct calling to McMaster Security Services, Facility Services, and Campus Classroom Technologies (CCT).

## Assistive Listening Devices:

[Assistive Listening Devices](#) (ALD) are personal hearing devices that can be used along with hearing aids or with headphones to enhance the listening experience. Several classrooms at McMaster University include ALD systems that work with classroom microphones and presentation sound. Personal ALD receivers can be borrowed from McMaster University Library.

**Echo360 - Lecture Capture:** [Echo360](#) is a complete video recording, hosting, and delivery platform available for free to the McMaster community. It can be integrated into Avenue to Learn or it can be used as a standalone tool. Use Echo360 to capture and live stream lecture content, to engage with students through interactive activities, and to track student interaction with course material. It combines all of the video capabilities you need into a single solution.

## Avenue to Learn and Echo360 Integration:

[Integrating Echo360 from Within Your Avenue Course Shell](#)

Integrate Echo360 into Avenue to Learn for a seamless experience. Add Echo360 as an External Learning Tool or embed Echo360 videos into Avenue to Learn modules. This process only requires a few quick steps.

*(Continued on page 9)*



**To schedule automatic recordings of lectures in an Echo360 enabled room:** send a request to [cct@mcmaster.ca](mailto:cct@mcmaster.ca) with the following information:

1. Course code, course name, section name (eg. C01) and term
2. Instructor email address
3. Building and room number
4. Class schedule, including days and times for lectures
5. Will the recording also be live-streamed?
6. Do you want the recorded video to be made available immediately or delay the availability? You may wish to delay student access to give you time to make any timeline edits.
7. Do you want the video content to become unavailable to students after a period of days?
8. Will the recordings be shared through Avenue to Learn? If so, has Echo360 been added as an external learning tool?

**Echo360 Training and Support:** if you would like to book a one-on-one orientation session, you can [Schedule a Meeting](#).

**Meeting Owl Pro:**

[Meeting Owl Pro](#) is a 360-degree camera, mic, and speaker combined into one easy-to-use device. It creates the experience of in-person participation for hybrid teams and integrates seamlessly with the conferencing platforms you already use. We have put together a portable kit with a tripod that Instructors can borrow and use in classrooms that do not have the needed technology already. It is available to borrow through the main service desk of Mills and Thode Library. If you would like a demonstration, please contact us to set up an orientation.

## FACULTY WORKLOAD GUIDELINES

- [Guidelines for Load Teaching in the Spring/Summer Session, the Twilight Hour or Evening](#)
- [DeGroote School of Business](#)
- [Faculty of Engineering](#)
- [Faculty of Health Sciences](#)
- [Faculty of Humanities](#)
- [Faculty of Science](#)
- [Faculty of Social Sciences](#)
- [Statement on Balancing Teaching, Research and Service Contributions for Tenure-Stream Faculty Members](#)

### Get the McMaster Safety App

For alerts about campus closures and emergency instructions



Students, faculty, and staff are encouraged to download the [McMaster SafetyApp](#) for safety alerts, such as campus closures and emergency instructions. The app could provide critical information faster than other communication channels.

Other features of the McMaster Safety app include sharing your location with a friend while walking, the ability to contact Security Services with a single swipe, and quick access to support resources .

The McMaster Safety App is available for free download at [Google Play](#) and the [Apple Store](#).

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## BEST WISHES TO RETIRED FACULTY MEMBERS

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We wish to extend best wishes to those who have retired during the academic year.

We look forward to seeing them at the annual luncheon in their honour hosted jointly by the Presidents of the University and the Faculty Association

**Sue Becker**

Psychology, Neuroscience and  
Behaviour

**Helen Christine McDonald**

Family Medicine

**Michael J O'Donnell**

Biology

**Vera Ann Chouinard**

Earth, Environment and Society

**Shanti Morell-Hart**

Anthropology

**Anne Pottier**

Mills Library

**Kenneth Deal**

Marketing

**Jean Wilson**

Linguistics and Languages

**Rama Shankar Singh**

Biology

**Carolyn Hope Eyles**

Earth, Environment and Society

**Hannah Holmes**

Economics

**Mary Vera Silcox**

English and Cultural Studies

**Paul Harrison**

Chemistry and Chemical Biology

**Derek Lobb**

Obstetrics & Gynecology

**Maria Stroinska**

Linguistics and Languages

**J Roger Jacobs**

Biology

**Maureen Frances Markle-Reid**

Nursing

**David S Wilkinson**

Mechanical Engineering



### Senate of McMaster University Summer 2023 Bulletin

The [Senate Bulletin \(Summer 2023\)](#) (PDF) has now been published on the University Secretariat website. The bulletin describes activities of the Senate during the 2022-2023 academic year at a high level. Additional details about Senate's work can be obtained by contacting the Secretariat at [univsec@mcmaster.ca](mailto:univsec@mcmaster.ca). Archived bulletins may also be found on the [Bulletins, Lists, Notices, & Updates page](#).

(University Policies, Procedures and Guidelines [website](#))

# How to Apply for the External Tuition Bursary Benefit

This process describes the **two-part process** required to apply for the External (non-McMaster) Tuition Bursary Benefit for dependants and spouses. For more information about this program, including eligibility, visit <https://hr.mcmaster.ca/tuitionbenefit>.

## Part 1: Complete and Submit the Application Form between November 1 and July 30

### Things to know:

- More than one Application Form can be submitted for each dependant/spouse for eligibility review. Each application can be submitted for a **single** term or for **multiple** terms. If applying for **multiple** terms, please ensure that you are providing supporting documentation for **each** of those terms.

1. Log into Mosaic.

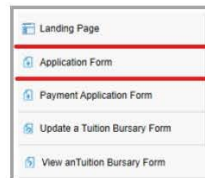
2. Click the **Mosaic Home** dropdown menu and select **Employee Self Service**.




3. Click the **External Tuition Bursary Form** tile to open the External Tuition Bursary Landing Page.



4. From the Nav Collection on the left-hand side of the screen, click **Application Form**.



**Note:** If the Nav Collection is not visible, click the tab at the left-side of  the screen to unhide.

5. Complete the form and upload the required supporting documentation for each applicable academic term selected:

- Proof of Enrolment - this can include (but is not limited to) a letter from the educational institution confirming enrolment and/or a statement of account or invoice of fees. Proof must include the name of the institution and name of program/degree the student is enrolled in.
- Proof that Courses are required for completion of an undergraduate or graduate degree, or a College Diploma - this is usually in the form of an unofficial academic transcript or copy/link of the academic calendar page detailing program/degree course requirements.

6. Click **Submit** to complete Part 1 of the application. Applicants will be advised via email whether their application has been pre-approved or denied.

## Part 2: Complete and Submit the Payment Application Form between November 1 and September 30

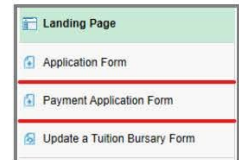
### Things to know:

- Only submit **one** Payment Application Form for each dependant/spouse each academic year. All approved Application Forms for the dependant/spouse should be added to the Payment Application Form.

1. Log into Mosaic and navigate to Employee Self Service to access the External Tuition Bursary Landing Page.

2. Download the [Dependant & Spouse Declaration of Consent Form](#) and have your dependant/spouse sign the form.

3. From the Nav Collection on the left-hand side of the screen, click **Payment Application Form** to open the form.



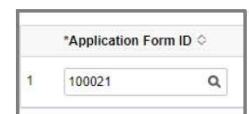
4. In the Application Details section, click the search icon in the **Application Form ID** field to view your pre-approved Application Forms.



5. Select the Application Form(s) that you wish to submit the Payment Application Form for.

Form Status	First Name	Last Name	Description
100021	Authorized	Test	Child
			Algonia University

The Application Form ID will now appear in the Application form ID field.



**Note:** If there are multiple approved Application Forms for the same dependant/spouse, click **Insert a Row** to add all forms to a single Payment Application Form.



## How to Apply for the External Tuition Bursary Benefit

- Complete the remainder of the **Payment Application Form**, being sure to upload the required supporting documentation (all fields are mandatory):
  - Proof of Payment of Tuition, e.g., account statement showing tuition fees paid
  - Proof of Completion of the Courses and/or Programs, e.g., Academic transcript (PDF copies are acceptable) or proof of academic standing.
  - Signed Dependant & Spouse Declaration of Consent
- Click **Submit** to complete Part 2 of the application for the benefit.

### Notes:

- Applicants will be advised via email whether their Payment Application has been approved or denied. A follow up email to approved applicants is also sent to confirm that amount that will be paid to the dependant/spouse.
- Dependants/spouses will receive payment annually in November/December.
- Dependants/spouses will be issued with a T4A in February.

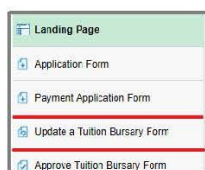
## Additional Information

### How to Update a Form

#### Things to know:

- If a form is saved part-way through being filled out, or if a form is returned to you to provide more information, you will need to update the form to submit/resubmit it.

- Click **Update a Tuition Bursary Form**.



- Click **Search** to return all forms.

- In the search results area, identify the required form and click any link to open.

	Form ID	Form Type	Form Status
1	100114	MCM_ETB_F1	Saved
2	100121	MCM_ETB_F1	Recorded

- Make the required updates to the form. (Make sure to read the comments at the bottom of the form for more information if the form has been recycled.)
- Click **Submit**. (Note that a form may also be Withdrawn or Saved from within the Update a Tuition Bursary Form tab.)

### How to View Form Status

- Click **View a Tuition Bursary Form**.
- Enter relevant search information into the search fields to find a specific form and click **Search**, or click **Search** to return all submitted forms.
- Identify the required form and click any link in the search results area to open.

	Form ID	Form Type	Form Status	Emp ID
1	100061	MCM_ETB_F1	Pending	230008463
2	100073	MCM_ETB_F1	On Hold	230008463
3	100070	MCM_ETB_F1	Pending	230008463

- At the bottom of the form, click **Next** to open the **Review Application Results** page.



- Click **View Approval Route** and expand the **Form ID** to view the form status.



Alternatively, expand the **Signature/Action Logs** to view information on the form status.



## New Faculty 2023-2024 Workshop Series Hosted by the Office of the Provost

These workshops expose faculty to McMaster's various management and support structures and involve guest speakers from across campus to present critical topics for career success. Each peer-to-peer workshop format provides an excellent opportunity to hear from reputable faculty and/or senior leaders on aspects of the academy to help junior faculty develop their intellectual pursuits and campus community connections.

**We hope to see you there!**

### 2023

All workshops to be held from 3pm to 5pm in the West Room at the Faculty/ University Club (Alumni Memorial Hall)

You also have the option of registering to attend the event remotely.

Thursday, September 28  
Welcome & Reception  
Register at: [Welcome](#)

Thursday, October 26  
Teaching & Learning  
Register at: [Teaching & Learning](#)

Thursday, November 23  
Grants & Funding Landscape  
Register at: [Grants-Funding Landscape](#)

Thursday, December 14  
Graduate Supervision  
Register at: [Graduate Supervision](#)

### 2024

All workshops to be held from 3pm to 5pm in the West Room at the Faculty/ University Club (Alumni Memorial Hall)

You also have the option of registering to attend the event remotely.

Thursday, January 18  
Academic Integrity & Artificial Intelligence  
Register at: [AI](#)

Thursday, February 15  
Knowledge & Scholarship through Experiential Learning  
Register at: [Experiential Learning](#)

Thursday, March 21  
Building a Culture of Collaboration  
Register at: [Collaborations](#)

Thursday, April 18  
Topic to be confirmed

### Other workshops and programs

Check out our Faculty Leadership and Development Resource Hub for other workshops and events offered through our office and across campus:  
[provost.mcmaster.ca/faculty/faculty-leadership-development](http://provost.mcmaster.ca/faculty/faculty-leadership-development)



*If you have any questions, please contact:*  
Cara-Jane Dempsey | Faculty Leadership & Development |  
[facultyleadership@mcmaster.ca](mailto:facultyleadership@mcmaster.ca)

# McMaster University retirees continue to give back to the university

## Members of Canada's longest-running university retiree association contribute to research, aging initiatives and planning.

BY SUSAN BIRNIE & HELEN BARTON | MAY 23 2023 | [UNIVERSITY AFFAIRS](#)

The McMaster University Retirees Association (MURA) is one of the oldest and largest university retiree associations in the country. In addition to fostering retirees' connections to each other and being a voice to support our members, MURA's original purposes were to contribute in as many ways as possible to the welfare, prestige and excellence of the university and to promote interest in, cooperation with, and support of the university.

The association still espouses those principles. Its members come from faculty and staff, unionized and non-unionized roles and from education, research, administrative and support backgrounds. Our retirees have a shared interest in maintaining connections with and contributing to the university, often by using the same skills used during their paid employment. Connections are maintained through an observer role on the university's board of governors, as well as MURA representatives on the pension planning and oversight committees. A university human resources representative attends MURA council meetings and MURA liaises regularly with university departments to ensure a mutually smooth communication flow. Recently, retirees were given the opportunity to provide feedback on the university's next strategic plan.

MURA is fortunate that there is an emphasis at McMaster on research into aging, especially aging well in the community, and that we have a cadre of retired, dedicated professionals who wish to be involved in relevant and meaningful endeavours such as those presented by research. We have embraced this opportunity from both sides, and as a result have forged links between MURA and the research community at the university.

MURA members contribute to this research in a number of ways. First, of course, we are a ready and willing population of research subjects. We regularly receive invitations to participate in research projects led by faculty, graduate and undergraduate students. But we are also involved to a greater degree as liaisons on institute com-

mittees and as participants in planning retreats. Below are some of the local organizations that retirees are involved with:

- The **Hamilton Aging in Community** group is led by a group of older adults, including a (semi) retired McMaster faculty member. The group is dedicated to finding and disseminating mutual support strategies for maturing adults and seniors. They produce a semi-monthly community newsletter that is distributed to MURA members.
- The **McMaster Optimal Aging Portal**, under the auspices of the Labarge Optimal Aging Initiative, provides direct and easy access to evidence-based information on health and social conditions to help people stay healthy, active and engaged as they grow older.
- The university is associated with **Hamilton Third Age Learning**, which provides learning and enrichment opportunities for adults aged 50+. McMaster retirees have held leadership positions in this volunteer organization, and opportunities are disseminated to our members.
- MURA provides a liaison to the McMaster site of the **Age Friendly University (AFU)** network, a global body made up of higher education institutions that are committed to becoming more universally accessible. The **McMaster Institute for Research on Aging (MIRA)** operates within the AFU initiative. MIRA is dedicated to optimizing the health and longevity of the aging population through leading edge research, education and stakeholder collaboration. MURA is one of those stakeholders, as we have a council member who acts as a liaison with MIRA.

Providing liaison with McMaster institutes and researchers involved in aging initiatives means that we have a direct link to provide input and feedback on research direction. All parties benefit from these arrangements. The researchers have access to research subjects, as well as to knowledgeable and experienced professionals who offer their expertise. MURA members benefit from being en-

*(Continued on page 15)*

gaged in meaningful activities that maintain their connection with the university. The strength of the partnership is evidenced by increased solicitations from university researchers and organizations for involvement by our retiree group.

*Susan Birnie is a former executive director of education services for the faculty of health sciences at McMaster University and is currently president of McMaster University Retirees Association (MURA). Helen Barton is a retired associate registrar at McMaster, former president of MURA, and news editor of the McMaster retirees' newsletter.*

## Childcare Allowance

The gross payment for the childcare allowance was \$2,304.50 and was included in the August 4, 2023 pay deposit. If you are eligible for the payment and did not receive it, please contact your [HR Advisor](#).

To review the eligibility requirements, please visit :  
<https://hr.mcmaster.ca/app/uploads/2019/02/CHILD-CARE-ALLOWANCE-Language-MUFA-1-42.pdf>

## HR Reminders

- If you are returning from any type leave, please ensure that your payroll information is accurate. It is important to check that your pay rate and deductions are correct.
- New Faculty Members: Please review your pay stub and check with your HR Advisor to ensure you are paying the proper deductions.
- [How to read your McMaster Pay Statement](#)

### Benefit Year End Reminder

Please note the benefit year end is June 30th. Please ensure all claims dated from July 1, 2022 to June 30, 2023 are submitted to Sun Life prior to September 30, 2023.

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***Opinions expressed in this Newsletter are those of the authors and do not represent the views of the Association or of its Executive.***