

Please take a moment to familiarize yourself with the resources available on this site. The site contains general information on grading, course materials and various policies regarding academic matters. It can be accessed at:

<http://law.queensu.ca/facultyAndStaff/sessionalInstructors.html>

For answers to more specialised questions or concerns please contact the following members of our Faculty and Staff:

**Nancy Somers, Manager of the Academic Program**, will be your primary contact at the Faculty. She will work with you to ensure your teaching needs are met and will assist you with scheduling, room reservations, course materials and other related matters. Nancy can be contacted at [somersn@queensu.ca](mailto:somersn@queensu.ca). Her office is in room 512.

**Deanna Morash, Assistant Dean (Administration and Finance)** will answer any questions concerning the collective agreement for sessional adjuncts or faculty policies regarding administrative and financial matters. You can contact her at [Deanna.morash@queensu.ca](mailto:Deanna.morash@queensu.ca) or 613-533-6000 ext 77735. Her office is in room C529.

**Debbie Samms, Finance Officer** will handle all financial aspects of your appointment, including the payment of salary and the reimbursement of approved expenses. She can be reached at [debbie.samms@queensu.ca](mailto:debbie.samms@queensu.ca) or 613-533-6000 ext 75805. Her office is in room 511.

**Jane Emrich, Assistant Dean of Students and Lisa Graham, Manager, Records and Registration**, are responsible for academic records and grading. Complex matters regarding student problems, exam administration or grade appeals should be referred to Assistant Dean Jane Emrich. She can be reached at [jane.emrich@queensu.ca](mailto:jane.emrich@queensu.ca) or 613.533.6000 ext. 74283. Her office is in Room 513. Lisa Graham can be reached at [grahaml@queensu.ca](mailto:grahaml@queensu.ca) or 613-533-6000 ext 74259. Her office is in room 200.

**Helen Connop, Manager of Education and Equity Services**, is responsible for the Academic Assistance Program, coordinates accommodations and special exams for students with disabilities or other special needs and liaises concerning note-taking for students who are ill. She can be reached at [helen.connop@queensu.ca](mailto:helen.connop@queensu.ca) or call 613.533.6000 ext. 78147. Her office is in Room 107.

**Ron Murdock, Manager, Information Technology and Audio Visual**, is responsible for meeting the audio visual needs of our faculty and sessional instructors. The Faculty has audiovisual equipment and there is no need for you to bring or rent such equipment. Please contact Ron Murdock ([murdockr@queensu.ca](mailto:murdockr@queensu.ca); Tel. (613) 533-6000 ext. 74299) to book the equipment you require for your class. As there is always heavy demand and the equipment supply is limited, please give Ron as much notice as possible.

**Stan Corbett, Associate Dean (Academic)** chairs the Sessional Appointments Committee, and has primary responsibility for hiring and employment issues for sessional instructors. He is also

available to answer your questions concerning curriculum, teaching, grading, etc. He can be contacted at [corbetts@queensu.ca](mailto:corbetts@queensu.ca) or 613-533-6000 ext 77457. His office is in room C528.