**RESEARCH ADVISORY COUNCIL AGENDA**
**January 18, 2024 | 1:30 pm – 3:30 pm | Teams**

**Welcome and Introductions**

1. **Items for Adoption**
1:35 **1.1** **Agenda: January 18, 2024**
1:38 **1.2** **Minutes: September 21, 2023**

2. **Discussion**
1:40 **2.1** **Patient Orientated Research – Cynthia Thomson**
1:55 **2.2** **Research Security – Garry Fehr**

3. **Business**
2:15 **3.1** **Terms of Reference (TOR) Annual Review**

4. **Information Items**
   **4.1** **NSERC USRA update – Ash Lalani**
   **4.2** **Research Office report – see attached**
   **4.3** **Human Research Ethics Board report – no report**
2:45 **4.4** **Teaching and Learning Advisory Council report – see attached**
   **4.5** **Senate Research Committee report – no report**
   **4.6** **Faculty Microlectures on Feb. 15, 2024 at 11:30am in the Spirit Bear Café in A building, Abbotsford campus. Please email [Leona.Oakman@ufv.ca](mailto:Leona.Oakman@ufv.ca) if you are interested in participating in the 2-minute challenge**

5. **Roundtable Discussion (time permitting)**

6. **Adjournment: 3:30 pm**
   **6.1 Next meeting: March 14, 2024, 1:30 pm to 3:30 pm**

**Please see the [Research Office website](#) for more information on events and funding opportunities.**

**RESEARCH ADVISORY COUNCIL AGENDA**
**September 21, 2023 | 1:30 pm – 3:30 pm | Teams**

| | |
|---|---|
| **Present:** | Opeyemi Adesina, Tetsuomi Anzai, Irwin Cohen, Diane Cruickshank, Lara Duke, Christine Elsey, Lauren Erland, Garry Fehr, Shawn Geniole, Geetanjali Gill, Sandra Gillespie, Gillian Hatfield, Michael Hitch, Cindy Jardine, Ash Lalani, Olav Lian, Mariano Mapili, Tracy Morrison, Chris Schinckus, Noah Schwartz, Jacob Spooner, Victoria Surtees, Cynthia Thomson |
| **Recorder:** | Jasleen Rakkar |
| **Regrets:** | Anastasia Anderson, Barnabe Assogba, Satwinder Bains, Shelley Canning, Keith Carlson, Paul Fontaine, Albert Kim, Masud Khawaja, Rita Dhungel, Lenore Newman, Martha Dow, Jon Thomas, Allyson Jule, Teresa Kisilevich, Martin Warkentin |

**Welcome and Introductions**

Gillian Hatfield welcomed everyone to the RAC meeting.

1. **Items for Adoption**

    **1.1 Agenda: September 21, 2023**
    MOTION: THAT the agenda for the Sept. 2023, 2023 RAC meeting be approved as presented.
    Noah Schwartz, Shawn Geniole                                                     CARRIED

    **1.2 Minutes: March 16, 2023**

    MOTION: THAT the minutes from the March 16, 2023 RAC meeting be approved as presented.
    Irwin Cohen, Noah Schwartz                                                       CARRIED

2. **Business**
    **2.1 Call for RAC Vice Chair position for 2023-24 academic year**
    - Cynthia Thompson has been acclaimed Vice Chair of the Research Advisory Council for the 2023-24 academic year.

3. **Discussion**
    **3.1 Scholarship of Teaching and Learning (SOTL) - Victoria Surtees**
    - Victoria, a Teaching and Learning Specialist at UFV, delivered a presentation on SOTL.
    - SOTL is the methodological study of teaching and learning.
    - SOTL can enhance student learning experience and improve teaching methods.
    - See presentation attached.

**3.2 Research Security Centre – Ash Lalani**

- The Research Office met with the Regional Advisor for the Canada Research Security Centre regarding how to safeguard our data/research.
- Resources for data security have been shared in the September issue of the Research Office Newsletter.
- Some workshops will be hosted in November regarding data security. More details will be shared once finalized.
- Researchers applying for the NSERC Alliance grant must complete a risk assessment form related to research security. Please contact Ash at Ash.Lalani@ufv.ca when completing this form. This is the only grant that requires this form.

**3.3 Open Access Publishing – Garry Fehr**

- The Research Office can provide up to $1000 to cover approved publishing related costs. Researchers should have approval from the Research Office and ensure the journal is credible before paying any fees.
- The Faculty of Science also provides some funding to cover journal related fees for their faculty members.
- Please reach out to AVP, Garry Fehr, or your Dean if you are unsure about journal credibility.

**3.4 Process for Research Centre Proposals and Space Allocation – Garry Fehr**

- If researchers are interested in forming a new research centre, please create a proposal using the following template: https://ufv.ca/media/assets/research/centres--institutes/2015-Proposal-Template-for-Establishing-new-University-Research-Centres-or-Institutes.pdf
- Please consult with Garry Fehr when writing your proposal.
- The process can take up to three months or longer depending on if physical space is required.
- Benefits of a Research Centre:
  - Potential for greater access to funding as a recognized establishment versus just individual researcher(s).
  - Opportunity for interdisciplinary collaborative research to tackle larger issues.
  - Engagement with community partners

**3.5 Research Space Allocation – Garry Fehr**

- As we continue to grow, it is increasingly challenging to find space on campus for research related activities.
- If researchers are interested in acquiring space to conduct research, please reach out to Garry.

4. **Information Items**

**4.1 UFV Press update – Gillian Hatfield**

- The winner of the journal naming contest was Sarah Lee, a UFV student. Sarah won a $100 prize for her name suggestion, "Tangram". Sarah stated in her submission that the name should link to "the core values and mission of the University." The reference to "thousands of unique configurations" can also speak to differing viewpoints and experiences of the students and articles within.
- This name was chosen from 37 suggestions submitted by 14 contest entrants.

**4.2 Research Office report – See agenda package**

- If you are applying for any grants, please connect with Ash as soon as possible at Ash.Lalani@ufv.ca.

**4.3 University-wide research pool – Shawn Geniole**

- The university wide research pool is an effort to increase research participants and have a more representative research pool.
- Presently, Shawn is trying to determine how to incentivize/reward students for participating in research, possibly through CECE Career Links.

**4.4 Human Research Ethics Board report – no report**

**4.5 Teaching and Learning Advisory Council report – no report**

**4.6 Senate Research Committee report – no report**

**4.7 Update on Research Mixer – Cynthia Thomson**

- This event is still in the planning stages.
- If anyone is interested in joining the planning committee, please reach out to Cynthia at Cynthia.Thomson@ufv.ca.
- More information will be shared soon.

5   **Roundtable Discussion (time permitting)**

- Cynthia inquired about funding for covering smaller research related costs. Garry suggested utilizing the Student Led Research Grant ($1500) if working with student researchers.
- Researchers may also be able to utilize the Inclusive Community Fund ($1000) for equity, diversity, and inclusion (EDI) related initiatives and research.
- Postdoc Talk event scheduled for November 22, 2023.

6   **Adjournment: 3:00 pm**

   MOTION to Adjourn – Noah Schwartz

**6.1  Next meeting: November 16, 2023, 1:30 pm to 3:30 pm**

**Research Advisory Council**
**Terms of Reference**

1. **Mandate**
The Research Advisory Council (RAC) provides an interdisciplinary forum for discussion of ideas, issues related to research. RAC advocates for research activity within the context of a teaching university. RAC provides an opportunity for research-oriented faculty members at UFV to come together to discuss topics related to research, to support research-based initiatives, and to stimulate discussion and profile research activity at UFV. RAC will provide advice and support to the AVP of Research & Graduate Studies and other UFV decision-making bodies such as the Senate Research Committee.

   The RAC shall:
   1. Initiate and plan activities and events related to research, to inspire and facilitate institution wide discussion. These activities and events may take place within RAC meetings themselves.
   2. Provide a forum where new research, scholarly initiatives, good research practice, and new ideas can be discussed and reviewed in an inter-disciplinary context.
   3. Provide a space in which research-minded faculty can network and have a collective voice.
   4. Support the visibility of research by profiling and disseminating information about research activities and good research practice.
   5. Support and advocate for student research opportunities.
   6. Act as a resource for faculty regarding the scholarship of teaching and learning.
   7. Act as a resource to new faculty to support them in the development of their research and scholarly activity.
   8. Consult with and advise program areas on matters related to research and the integration of research and teaching.
   9. Establish committees, as required, to address and/or advise on emerging issues as they relate to research, creative, and scholarly activities.
   10. Consider and review UFV's strategic, strategic research, and education plans, policies and practices to assess the implications for research and the integration of research and teaching. These may be requested by the AVP of Research & Graduate Studies, Senate Research Committee (SRC), or other UFV bodies. Advice may be sought on the content, interpretation, and implementation of plans and policies.
   11. Provide liaison to related groups such as the Teaching and Learning Advisory Council (TLAC) and others.

2. **Membership**
   *Voting Members:*
   - Two faculty members who are researchers, delegated by each faculty: Arts (two from Social Sciences and two from Humanities), Access and Continuing Education, Applied and Technical Studies, Health Sciences, Science, and Professional Studies

- University Librarian or designate
- Chair or Vice-Chair of the UFV Human Research Ethics Board
- Directors/leaders of each UFV research institute, centre, or lab
- Research Chairs

*Non-Voting Members:*
Other senior leadership members or their designates are welcome to attend
Provost and Vice-President, Academic
AVP of Research & Graduate Studies
Dean, College of Arts
Dean, Professional Studies
Dean, Science
Dean, Health Sciences
Dean, Education, Community, and Human Development
Dean, Applied and Technical Studies
Director of Research Services & Industry Engagement
AVP, Teaching & Learning

3. **Chair**
Every second year at its regular May meeting, the RAC will elect a Chair and a Vice-Chair from its membership. The selection of the Chair and Vice-Chair may be deferred at the request of RAC to September. In the event of an election, voting may occur by ballot.

The Chair (or designate) is a member of the Senate Research Committee ex-officio. The Chair is responsible for liaison with the Research Office. In their absence, the Vice-Chair will provide liaison or attend meetings.

4. **Regular Meetings**
The Council shall hold meetings in September, November, January, March and May each year. The Council may also meet at the call of the Chair, or at the request of the AVP of Research & Graduate Studies, or the Chair of the Senate Research Committee. In the event that a vote must be taken on specific recommendations made to the AVP or other UFV decision-making body, a quorum shall be 50% plus 1 of voting members.

All meetings of the Council are open to all UFV faculty, staff and students wishing to attend.

5. **Proceedings**
A summary record of the proceedings and recommendations of the Council will be produced and circulated by the Research Office Assistant in Research & Graduate Studies.

# Office of Research Services
# RAC Report | January 18, 2024

- ROSA applications were due October 31, 2023 and we had 69 applications overall, with 51 Research Option (RO), 15 Scholarly Activity (SA), and 3 Scholarly Activity Grant (SAG). The review committees are due to meet mid January 2024 and results will be out to applicants no later than February 15 2024.

- SSHRC has launched a new Partnership Engage Grant competition which will be held four times a year (December 15, March 15, June 15 and September 15). There is also a joint health initiative with the Public Health Agency of Canada (PHAC). For more information, please see here: https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/partnership_engage_grants-subventions_d_engagement_partenarial-eng.aspx

- Reminder about NSERC Alliance Grants if you are going to be working on a NSERC Alliance grant, please ensure that you check in with the Director, Research Services & Industry Engagement to discuss if there are any partnership/security risk concerns. NSERC Alliance grants have a rolling deadline unless specified as a special call with a hard deadline.

- Reminder the next SSHRC Connection grant competition will be held on February 1, 2024 as this is a grant that has 4 application intakes per year (February, May, August and November). SSHRC Insight development grants are due February 2, 2024. SSHRC Partnership Grants Stage 1 are due on February 10, 2024. Please ensure that you contact Ash Lalani ASAP if you have not done so already if you are planning to be an applicant or a co-applicant.

- Reminder that Work-Study applications will be open staring January 15 and the deadline is February 15. Last year they had approximately 300 requests and were able to fill 106 requests. The requests are split between research and service positions 50/50. Please review the attached PDF package for additional details and what is required in order to put in an application as well as other pertinent information.

- The Director, Research Services & Industry Engagement recently met with colleagues from Mitacs and they reminder her of their funding programs. Note that many Mitacs programs do require a 50% match from an external partner which they will then match. A list of possible projects/partners will be advertised in the next research newsletter. More information about Mitacs programs can be found here: https://www.mitacs.ca/discover-students/

- Mitacs also has an Indigenous Pathways Stream which allows for a smaller contribution of 25% from the partner for applications that have an Indigenous partner organization

and/or an intern who is Indigenous. Further information can be found here: https://www.mitacs.ca/about/indigenous-pathways/

- Eight of the eleven NSERC Discovery Grant full applications were submitted on November 1st, 2023. The applicants were from Chemistry, Psychology, Biology, Computing Math and Agriculture. Eleven notification of intents (NOI) were submitted, however two withdrew submitting a full application and one did not actually submit the NOI therefore they were not able to submit a full application. Results for this grant should be available in April 2024.

- As mentioned in the previous RAC report, 1/2 applications were successful in receiving prepatory seed funds from NSERC for the new NSERC-SSHRC Sustainable Agriculture Research Initiative. The successful applicant received $35,000 in funding to use to prepare their full application. The applicant is from the Agriculture Department and their full application was submitted on November 8, 2023.

- One LOI (letter of intent) was submitted on September 1 to the Dana Foundation for their program Civic Science Fellowship. UFV was the co-applicant on the LOI and the co-applicant that applied was through the School of Criminology and Criminal Justice.

- One CCS (Canadian Cancer Society) application was submitted on September 4th. The applicant was from the Kinesiology Department. The amount received for 5 years was $496,994. The applicant was successful in securing the funding.

- One MSFHR New Scholar Award was submitted last January. The applicant was from the Kinesiology Department. The amount awarded for 5 years was $90,000 as the applicant was successful.

- One Arthritis Society of Canda grant was submitted last spring. The applicant was from the Kinesiology Department. The amount awarded for 3 years was $99,729 and the applicant was successful.

- There were two additional competitions held for the following internal grants: Faculty/Student Research and Scholarly Activity Fund and the SSHRC Explore Grant. These were both due on September 5th 2023.  The Faculty/Student Research and Scholarly Activity Fund had 9 applications and 4 were funded. The SSHRC Explore grant had 3 applications which were all funded.

- We will no longer be holding the internal Accelerate Research Fund grant fund due to lack of funds. We plan to continue to hold the Faculty/Student Research and Scholarly Activity Fund and SSHRC Explore grants.

- If any faculty members are working on any grants/contract (Tri-Agency or other funding organizations) please contact the Director, Research Services and Industry Engagement, Ash Lalani ash.lalani@ufv.ca ASAP to help review your application and provide guidance on next steps, review, submission process etc. We have an internal process for

at least 7 business days prior to the deadline date. This also includes those working as co-applicants with other institutions that may require a letter of support.

- The Director, Research Services and Industry Engagement hosted a workshop for all UFV students interested in pursuing graduate studies. The Canada Graduate Scholarship-Master's program is valued at $17,500 for 12 months. The deadline was December 1, 2023. The workshop was held on September 27, 2023 from 1pm-3pm at the Abbotsford Campus in Room B121. Pre-registration was not required and there were approximately 10 students in attendance. We plan to hold the same event this year so when the information comes out please encourage your students to attend if they are going to pursue graduate studies in any discipline.

- Under the Research Data Management Strategy UFV is required to establish a Research Data Management Advisory Committee to ensure that research remains in compliance The RDMAC met on August 29th for the first time. The RDMAC will meet once per semester to provide guidance on implementing the strategy to formalize RDM best practices. The RDMAC comprises of three faculty representatives along with representatives from the Library and the Office of the Chief Information Officer. The Director, Research Services and Industry Engagement is the Chair of this committee. The next meeting will be held next month and the committee will review some of the resources that will be put together to help guide researchers on how to navigate this.

# WORK-STUDY GRANT PROGRAM

## WORK-INTEGRATED LEARNING

APPLICATION GUIDELINES & SUPERVISOR HANDBOOK

**UNIVERSITY OF THE FRASER VALLEY**
CENTRE FOR EXPERIENTIAL AND CAREER EDUCATION

2024 -2025

# Table of Contents

# INTRODUCTION

The **Work-Study Grant Program** is now part of **Work-Integrated Learning (WIL)** and is one of the ways that CECE achieves its mandate to help students prepare for their future careers. Students who participate in the Work-Study program gain early employment skills through paid work experience, grow their academic discipline knowledge and career-related skills, and contribute meaningfully to the UFV community by fulfilling work roles that are best done by students.

## WORK-INTEGRATED LEARNING (WIL)

*"Work-integrated learning is a form of curricular experiential education that formally integrates a student's academic studies with quality experiences within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student. WIL can occur at the course or program level and includes the development of student learning objectives and outcomes related to employability, agency, knowledge and skill mobility and life-long learning."* (CEWIL Canada, 2021; emphasis added)

# PROGRAM INFORMATION

## How it works

The Work-Study Grant Program is an internally funded program that operates from May – April. In advance of the funding cycle, UFV faculty, staff, and administrators apply for Work-Study positions (Research or Service) and the applications that best meet the criteria are allocated grant funding positions. Applicants who receive grant funding for allocated positions will work with the CECE department to post, recruit, and hire for their Work-Study positions. Applicants supervise and mentor the student throughout the Work-Study placement. The CECE office provides administrative support and guidance as needed by the applicant or the student.

## Supervisor's Role

When you apply for a Work-Study position, you are considered the supervisor. The role of the supervisor is to monitor, provide feedback, communicate to the student on a regular basis, keep track of the hours and sign the timesheets. If you have assigned another person as a supervisor, you must **notify the Work-Study office immediately.**

# SUPERVISOR ROLES & RESPONSIBILITIES

| | |
|---|---|
| **Availability** | • **Supervisors must be available** during the work-term to supervise the student **and to sign timesheets** on a regular basis.<br>• If a supervisor is away or out of town, another supervisor must be assigned and communicated to the Work-Study office immediately. |
| **Administrative Responsibilities** | • Administrative responsibilities should be completed accurately and on time. Incorrect, or late timesheets will delay payment to the student.<br>• **The supervisor must follow the Work-Study deadlines on the Payroll Schedule and submit timesheets for every pay period.** This is not negotiable.<br>• Monitoring the student's work hours in relation to the standard grant including no overtime or statutory holidays. |
| **Work Conditions** | • A work role that is clearly defined, reasonable in scope, and includes the resources needed to complete the work (e.g., computer, physical, or remote support, accommodations for accessibility requirements, etc.).<br>• Providing safe and secure working conditions. See also Health, Safety and Wellness Office: https://www.ufv.ca/safety-and-security/safety-programs/ |
| **BC Employment Standard Act** | • Ensuring that both grant holder and student follow the rules and regulations of B.C. Employment Standards Act especially the chapter: Hours of work and overtime. |
| **Work Expectations and Communication** | • At the beginning of the term discuss and clarify the grant holder's expectations, student responsibilities and communication standards.<br>• Ensure that the job description aligns with the Work-Study Grant Application and the actual work performed by the student. |
| **Hiring Practices** | • The hiring criteria for all Work-Study positions are set by the grant holder. They may include merit and/or need criteria. Hiring of Work-Study students must be fair and in agreement with UFV hiring practices and the BC Employment Standards Act. |
| **Student Eligibility** | • Ensure the student is eligible for the position (see page 13). |
| **Orientation and Training** | • Provide orientation and training prior to the start of the Work-Study position to promote a safe and productive work placement.<br>• Discuss their learning goals, work schedule, access to equipment, best practices for communication during the work term. |
| **Learning Outcomes/Goals** | • At the beginning of the work term all students, with the help of their supervisors, are asked to set learning goals for their work experience to help students articulate the knowledge and skills they want to strengthen and develop in their role. These will be submitted by the student in CareerLink as part of their work term placement record. |
| **Mentorship** | • Provide mentorship to the student to help them articulate what they are learning and how it relates to their academic goals and future careers.<br>• Regularly monitor the student's work and provide feedback and additional training to develop the student's knowledge and skills.<br>• Provide a learning experience for the student to grow their academic discipline knowledge and career-related skills. |
| **Supervisor Feedback** | • At the end of the term supervisors will be asked to complete a student feedback form. The supervisor will share the feedback with the student before the end of the work term. |

> **Rules and Regulations:**
> When confirming an allocated Work-Study role, supervisors are required to **read and abide** by the Work-Study Operational Guidelines which include specific activities and responsibilities for the supervisor to complete.
>
> **Breach of these rules may result in the cancellation of your Work-Study grant.**

# WORK STUDY POSITIONS

## Hours

Each Work-Study position is **120 hours total** and to be completed in **one semester only** (Summer, Fall, or Winter) by **one student** and should NOT exceed 8 hours per day, 40 hours per week, and 120 hours total per semester. (e.g., 4 weeks of 30 hours each, or 12 weeks at 10 hours each).

**Partially unused funds:** cannot be transferred to another funding semester but will flow back into the Work-Study Grant Program and will be redistributed. For example, if your student uses 90 hours total for the term the extra 30 hours will flow back to the Work-Study Program grant. Funds used **in excess of the grant** must be paid out of your own department budget. (See overages)

**Statutory Holidays:** Students employed under a Work-Study Grant **must not work** on statutory holidays. **Overtime hours, travel, or other expenses** must be covered by another funding source.

## Wages

Work-Study Grant Program wages are assigned at the current provincial **minimum wage** (+ 10% in lieu of vacation and statutory holidays) **regardless of the work being performed** by the student. Work-Study Grants may only be used to cover labour costs.

| Sample Break Down of Costs for a 120 Hour position | |
|---|---:|
| Hourly wage = Provincial minimum wage $16.75 + 10% in lieu of Vacation | $2,211.00 |
| Plus 21% CPP +EI Benefits | $475.37 |
| **Total cost of 120-hour position** | $2686.37 |

## Overages (Over the 120 hours)

If you go over the 120 hours you were allocated, your department is responsible for covering the difference.  Your department will need to set up a 'Request for Contract' with HR and submit a time sheet with the additional hours to Payroll. The CECE office **doesn't issue budget transfers;** therefore, your department is responsible for completing all the documents.

# Splitting of Positions

The splitting of a standard grant amongst several students **in the same semester** is **not permitted**. The *exception to this rule* is Work-Study Grant Program-funded work that demonstrably requires:

1: Completion within a short period of time (e.g., field data collection, event organization)
2: Independent proof (e.g., investigations into sampler bias)
3: Additional personnel for safety or security reasons

Please contact us if this applies to you. If an exception is made, the splitting of a standard grant is **limited to two students** per semester.

> **IMPORTANT:** There is **no splitting of one position across two semesters**. Work-Study positions must be completed in one semester only.

# Training/Mentorship

Work-Study positions are considered entry-level roles. Applicants proposing Work-Study roles should expect that students have emerging workplace readiness skills and will require a higher level of support, training, and mentorship.

# Allocation of positions

Roles are classified as either **Research** (positions that contribute to the creation of new knowledge or new understanding, usually in connection with a specific project) or **Service** (positions that contribute to the operation of the university, usually in connection with a specific function or project). Applicants are encouraged to create Work-Study roles that are interesting to students and provide unique learning experiences and mentorship.

The allocation of the positions between research and service is 50/50.

> **IMPORTANT:** Note that Work-Study positions must not infringe on or replace positions that are governed by the **Collective Agreement** between the University of the Fraser Valley and the Faculty and Staff Association (http://www.ufv-fsa.ca/).

# HOW TO APPLY

## WORK-STUDY GRANT PROGRAM

### Application & Work term procedures

# APPLICATION PROCESS AND ELIGIBILITY

## Applicant Eligibility

The following UFV employees are eligible to apply for a Work-Study Grant position: Type A Staff, Type B Faculty, Manager, Director, and Department Head. The applicant must be actively working during the funding year so that they are available to supervise the student (e.g., not on leave).

## Deadlines

There is one funding competition each year covering the semesters Summer, Fall, and Winter. The funding cycle is as follows:

| | |
|---|---|
| January 15 | Call for Applications |
| February 15 | **Deadline for Applications** |
| March 15 | Decision Notification |
| May 1 – August 31 | Summer Work-Study Term |
| September 1 – December 31 | Fall Work-Study Term |
| January 1 – April 30 | Winter Work-Study Term |

## Application Form and Submission

Instructions to apply are posted online at http://ufv.ca/jobs/work-study/

Fill out the **Work-Study Job Posting Template** (located on our website), then save it as a PDF, this is required for the application. It is advisable to fill out the template in advance so it is ready to attach to your application as there will be a **required** field on the form.

### Registered in CareerLink
1. Go ufv.ca/jobs
2. Click **CareerLink Employer Login**
3. You will find the application on your home page under **Surveys** on the left menu, Click on **Survey** then click on **2024-25 Work-Study Grant Application Job Title #1**
4. Fill in the form and upload the **Work-Study job posting template**
5. Please fill out **one application form** for each job title and then submit.
6. You can edit your position until the deadline.  **Print out a copy for your reference**.

### Not yet Registered in CareerLink
If you are not currently registered on CareerLink as an employer contact of UFV, follow the instructions below:

1. Go to [ufv.ca/jobs](ufv.ca/jobs) click on **CareerLink Employers Login** then click **Sign up**.
2. On the form under **organization name** type in '**University of the Fraser Valley.'**  In the drop-down menu click on University of the Fraser Valley.
3. Do not touch the university's information!!
4. Scroll down to **'Contact Type'** and check **'UFV Work-Study Employer'.**
5. Enter your **full name, title, email, phone number, and UFV's address**
   33844 King Road, Abbotsford BC V2S 7M8
6. Enter a **Password** and check on the **Policy Affirmation**
7. Submit – New registrants will be approved **Mon-Fri 9am-4pm** (excluding holidays).

**NOTE:** If applying for more than one project or job title, you must complete a separate application for each.

Completed forms must be submitted through CareerLink by the application deadline. No late or incomplete applications will be considered!

# Criteria For Evaluating Applications

All applications are initially reviewed by CECE to ensure the following requirements are met:
1. Applicant is eligible to apply (Type A Staff, Type B Faculty, Manager, Director, or Department Head).
2. The nature of the work supports UFV efforts (e.g., not supporting projects that aren't connected with UFV).

Applications that meet the requirements are then evaluated against the following criteria:

**Research Position Criteria** (evaluated by the Research Office):
1. Quality of the research experience – provides opportunity for student to gain disciplinary and research skills beyond their program of study.
2. Quality of the supervision and mentorship that will be provided to the student.
3. Relevance and importance of the assistantship for the success of the proposed study project.

**Service Position Criteria** (evaluated by the CECE Office):
1. Quality of the work experience – provides opportunity for student to gain disciplinary and career-related skills beyond their program of study.
2. Quality of the supervision and mentorship that will be provided to the student
3. Position is best fulfilled by a student and does not infringe on or replace positions that are governed by the Collective Agreement.

Applications that best meet the criteria will be allocated Work-Study positions until the funds are exhausted. All applicants will be contacted to communicate allocation decisions.

# Tips for Designing Quality Work–Study Positions and Completing Your Application



*Work-Study positions are in demand and the amount of funding available is not sufficient to fund all applications that meet the criteria. Applications that best meet the criteria will be allocated positions.*

Here are some tips to help you design a unique and valuable Work-Study role for students and complete the Work-Study application:

1. Complete the Work-Study Application in full; leave no fields empty or with limited information. Use the template provided by CECE to write the job description.

2. Design a role that students will find attractive and see themselves in. Write a job description that captures the student's attention and sells the value of the work role.

3. Ensure the learning outcomes of the role align with emerging work skills and the scope of work is reasonable to complete within 120 hours total in one semester.

4. Provide details about how you will deliver a quality work experience for a student (e.g., specialized training, access to professional equipment, collaboration with your professional network, etc.).

5. Describe systems you have in place to support the student and provide regular feedback and direction.

# WORK TERM PROCESS AND TIMELINE

- **Post a Job**
- **Conduct a fair hiring process**
- **Check student eligibility**
- **Notify Work-Study of your selection**
- **Provide training and orientation**
- **Develop learning outcomes**
- **Submit timesheets**
- **Conduct final meeting to provide student feedback**

# Before and After Hiring

## Post A Job

1. **You must post a job in CareerLink**
2. Go to [ufv.ca/jobs](ufv.ca/jobs). Log into CareerLink using the CareerLink Employer Login.
3. On your home page click 'Jobs' and then 'job posting'.
4. Use your **Work-Study Job Template** to fill in the fields.
5. The posting must be active for a minimum of **one week.**
6. All students **must** apply to positions through CareerLink.
7. Re-hiring a student for the same position within the same funding year does not require a reposting on CareerLink.
8. Conduct a fair hiring process. The hiring criteria for all Work-Study positions are set by the grant holder. They may include merit and/or need criteria. Hiring of Work-Study students must be fair and in agreement with UFV hiring practices and the BC Employment Standards Act ([https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards](https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards)).
9. **Rehiring practices:** Employers will be allowed to hire the same student for a maximum of three semesters.

## Check Student eligibility

It is the grant holder's responsibility to ensure the successful candidate meets **all criteria**.
1. Students must have at least one semester completed at UFV.
2. **Grade Point Average (GPA):** Students must have and maintain throughout the funding semester a minimum GPA of 2.0.
   Students in programs that do not assign a GPA (e.g., Trades, Teacher Education Program) must have advanced at a reasonable pace.
3. **Enrollment:** For the Fall and Winter semesters: Students must be and remain enrolled in a minimum of 9 UFV credits throughout the work-term semester, 6 credits if registered with the Centre for Accessibility Services. For Trades a minimum of 18 hours of non-credit courses is required.
   Note: For the summer semester no enrolment is required if students will return to full-time study in the following Fall semester.
4. **Students may hold only one Work-Study position per semester.** Students on Co-operative Education placements **must not** at the same time hold a Work-Study position.
5. **Students who have graduated are not eligible**. However, students completing their program of study in the semester the Work-Study position has been awarded may complete the full allocation of hours.

**International students** hired into Work-Study positions must be full time, have a valid study permit, and have a Social Insurance Number (SIN). For details, please see the Government of Canada work on campus website: [https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-on-campus.html](https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-on-campus.html).

### Notify Work-Study office

Provide the Work-Study Grant Program ([workstudy@ufv.ca](mailto:workstudy@ufv.ca) ) the following information **at the beginning of the semester** in which the Work-Study Grant is used:

1. student's name
2. UFV student email address
3. student number
4. position title

\* If the student is **registered for less than 9 credits** and **enrolled with Centre for Accessibility Services (CAS)** please indicate in the email.

# During the Work Term

Please read over the **supervisors' responsibilities** on page 2.
After a student has been hired, the grant holder is responsible for mentorship and supervision:

1. **Beginning of the Term:** Supervisors should meet with their students to clarify the grant holder's expectations and the student's responsibilities. Discuss expectations and communication standards at the beginning of the work term.  Make sure the student understands their work role and they have the resources needed to complete the work.
2. **Orientation and Training:** Supervisor are to provide orientation and training during the first two weeks of the work term to promote a safe and productive workplace.  Please discuss their learning goals, work schedule, access to equipment, best practices for communication during the work term.
3. **Learning Outcomes/Goals:** At the beginning of the work term all Work-Study students along with their supervisors are asked to set learning goals for their work experience to help students articulate the knowledge and skills they want to strengthen and develop in their role.  These will be submitted by the student in CareerLink as part of their work term placement record.
4. **Supervision and Monitoring:** Supervisors are to provide regular supervision and monitoring of the student's work and feedback. If you are not available, please make sure you assign another supervisor and notify the Work-Study office immediately.
5. **Mid-Term site visit:** The Work-Integrated Learning Coordinator will be checking in with the supervisor and student mid-way through the term. This meeting will provide an opportunity for discussion regarding the tasks/ projects that the student has been involved in.

# End of the Work Term

1. **Supervisor Feedback:**  Before the end of the term supervisors will be asked to provide constructive feedback to the student.

> **NOTE:** *If there are any problems during the work-term, for example if a student has not reported to work, or is not submitting regular time sheets, please notify our office immediately. Please **DO NOT** wait until the end of the work term to resolve any issues.*

# TIMESHEETS AND PAYROLL SCHEDULE

Payroll deadlines and timesheets can be found at: http://ufv.ca/finance/forms/

For each pay period:
1: Supervisors and students must keep **accurate timesheets.**
2: The grant holder **must verify and sign student timesheets**, ensuring no UFV observed holidays are listed.
3: **IMPORTANT:** If you are not available to sign timesheets, please assign another person in your department to sign the timesheets on your behalf and notify the Work-Study office immediately.
4: Students/supervisors must submit their timesheets to CECE before the applicable deadline (please refer to the Work-Study column of the Payroll Schedule).
5: CECE submits timesheets to Payroll.

CECE makes every effort to monitor fund usage and notify supervisors when grants have 30 or fewer hours remaining. However, if timesheets are not submitted to the CECE in time and/or are not submitted regularly, and/or if the hours claimed exceed the hours remaining, funds used in excess of the grant must be paid by your department.

> **NOTE:** *Students **must be paid** according to UFV's Pay Schedule!!! Employees must be paid twice per month as per the* **Government of BC** *. This will be strictly enforced.* **Please do not negotiate any other pay terms!**
>
> **Breach of these rules may result in the cancellation of your Work-Study grant**

# Sample Timesheet

Time sheets must be completed electronically.
Hand-written documents will not be accepted.
**Email complete times sheets to workstudy@ufv.ca**

## PAYROLL TIMESHEET

(Please Print)

**UNIVERSITY OF THE FRASER VALLEY**

Name: Sample Student

Department/Position: Department Name

Phone: 604-222-2222

**\*\*I.D #** 3012345678 (\*\*mandatory field!)

Birthdate: __XX__ / _____ / _____
Day　　Month　　Year

**Payroll Quick Links:**

**Change of Address on myUFV**
(Login & Select Personal Information)

**Payroll Schedule**

Direct Deposit Form

**NOTE CHANGE IN FORM CONTENT;**
Fill in your name, dept., phone number & ID each time (**Birthday is not required**)

**Check the dates**
**NO STATUTORY HOLIDAYS!!!**

(Lunch breaks are unpaid and should NOT be included in "Hours to be Paid" column)

| Date Month | Day | Start Time | Finish Time | Hours to be Paid | Comments |
|---|---|---|---|---|---|
| 06 | 13 | 9:00 am | 3:00 pm | 5.50 | took a 1/2 hour break |
| 06 | 15 | 9:00 am | 5:00 pm | 7.00 | took 1 hour break |
| 06 | 16 | 9:15 am | 3:15 pm | 6.00 | No breaks |
| 06 | 21 | 9:00 am | 11:00 pm | 2.00 | |
| 06 | 21 | 2:00 pm | 4:00 pm | 2.00 | |

If you take a break longer than an hour during a shift, then your shift needs to be split into two lines as shown for June 21st

List all hours **chronologically**. DO NOT combine pay periods on one time sheet; if you miss a pay period, submit those hours on a separate document. Include all scheduled shifts for the pay period, even if the timesheet submission deadline is prior to the shift date.

**IMPORTANT!**
Use the **comment section t**o indicate unpaid breaks, or when a break is not taken etc.

If you work an **8 hour shift** you have a 1 hour unpaid break (paid 7 hours).

Employees who work more than **5 consecutive** hours should take an unpaid 1/2 hour break.

**Payroll Use Only**

ID #

POSITION #

EARNING CODE

Under contract write **Work-Study Program**

Check the total number of hours add up correctly

Wage is $16.75

10 % in lieu of benefits will be added by Finance

| Employee Contract # / Name of Course | Total hours | Rate of Pay | Budget Codes |
|---|---|---|---|
| Work-Study Program | 13 | 16.75 | [leave blank for office use] |

_Student Signature_
Employee Signature

**Supervisors Signature**
**Authorizing Signature/Print Name below**
_Print Supervisors Name_

Authorization Date

**FILL IN THE DATE!**

✓ Safe
✓ Simple
✓ Secure

**Sign up for the convenience of Direct Deposit Today!**

**DON'T FORGET to SIGN your time sheet!**

Visit www.ufv.ca/finance/payroll for tax information, payroll forms & pay schedule.
@ufv.ca | 604-557-4018
Rev. **February 24, 2022**

# FREQUENTLY ASKED QUESTIONS AND SUPPORT

The CECE office is here to support you, answer questions and provide guidance in preparing your application. Please do not hesitate to contact us at workstudy@ufv.ca.

**QUESTION:** Why didn't I receive a Work-Study grant?

**ANSWER:**  Unfortunately, there was not enough funding to allocate positions to all applicants that met the criteria. With the increase in number of applications this meant that many applications were not funded. The reality is that the Work-Study Grant Fund remains the same while minimum wage increases (higher cost resulting in less positions) and the demand for Work-Study allocations also increases. It was very difficult as we had a tremendous response to the call this year and there were simply not enough positions to satisfy the demand.

**QUESTION:** Why do I have to declare the position function as Research or Service; can't a position combine more than one function?

**ANSWER:** Broadly speaking Research and Service are the functions at the University of the Fraser Valley. However, positions in these functions may or may not have the same intrinsic value to students. To ensure a fair competition, applicants are competing against each other within a function, e.g., a Research applicant is competing against all other Research applicants, but not against Service applicants. Furthermore, all decisions regarding applications for Research positions are handled by the Research Office; Service positions are handled by the CECE.

**QUESTION:** If I know a student I would like to hire, do I still need to post the position?

**ANSWER:** Yes, you still need to post the position. In order to follow fair hiring practices, all Work-Study positions are posted for a minimum of one week in CareerLink and that a reasonable effort is being. made to find the best person for a given job.  Also, if a hired student leaves the position prematurely you have a group of other applicants that will provide you with a quick replacement.

## CONTACT US

Please contact us if you have any questions or concerns.

**Work-Study Office**
**Centre for Experiential and Career Education**
Building S (SUB) 3rd floor, S3123
33844 King Road
Abbotsford, BC V2S 7M8
Telephone: 604- 854-4507
Email: workstudy@ufv.ca
Monday-Friday, 9:00 AM - 4:00 PM

**Deanna Devitt**
Work-Integrated Learning Coordinator
Telephone: 604-864-4634
Email: workstudy@ufv.ca

**Tawney Gorrie**
Office Assistant
Telephone: 604-854-4592
Email: workstudy@ufv.ca

**TLAC Report – January 2024**

- **ILOs Launched**: On November 30th, the updated ILOs were launched at the Provost's Lunch and Learn to a large audience of over 85 attendees. The official effective date for the ILOs is July 1, 2024. More information can be found on the TLC website at ILOs 2023. Many of the competencies described in the ILOs could be scaffolded through student participation in research projects. You can expect offerings and support through the TLC for the implementation of these new competencies in curriculum.

- **HOPE3 Strategy and Toolkit** – The Teaching and Learning team developed a set of provisional Guidelines for AI, Accessibility, Online Teaching, and Apps & Tools in preparation for the Fall 2023 Term. While these are intended to guide course design and facilitation, they raise important considerations for designing or selecting accessible research instruments, tools, and experiences. Visit HOPE3 Guidelines to learn more.

- **ConnectED 2024 –** Mark your calendars for Wednesday, May 8th for UFV's Teaching and Learning Conference. This is an opportunity to present Scholarship of Teaching and Learning (among other things!) to a broad UFV audience.

- **Elders Guidelines:** The Elders Project was launched at the Stories of Teaching and Learning for Truth and Reconciliation event hosted by the TLC on September 27th. The guidelines have been developed for faculty/instructors who want to invite Elders and Knowledge Keepers to their classrooms – they may also be useful for informing research procedures with local Indigenous communities. Please check them out and share them with your department colleagues:  https://www.ufv.ca/teaching-and-learning/inclusive-teaching/indigenization/.

- **Tech Talk Forum: The Impact of AI- Where are we now at UFV. Wednesday**, Jan. 31st, 12:00-1:30pm. Online and in Person. Register at tlcevents@ufv.ca  The TLAC committee has regularly discussed the impact of AI on Teaching and Learning at UFV as well as what a revised approach to academic integrity might look like in light of these impacts. Research in this area would be most welcome. To learn more about trends and experiences at UFV, please join us for the Tech Talk Forum.