

# **SESSIONAL FACULTY and HOURLY-RATED SESSIONAL MUSIC FACULTY NOTES**

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These notes are intended to assist you in your work at McMaster University as Sessional Faculty and Hourly-Rated Sessional Music Faculty. If after having read this information, you have questions or concerns, please contact your Academic Department Manager or CUPE Local 3906. You should also have been provided access to an electronic copy of the McMaster University & CUPE Local 3906 Unit 2 collective agreement. A hyperlink is available here: [https://hr.mcmaster.ca/app/uploads/2019/02/McMaster\\_CUPE-Unit-2-Expires-August-31-2029\\_FINAL.pdf](https://hr.mcmaster.ca/app/uploads/2019/02/McMaster_CUPE-Unit-2-Expires-August-31-2029_FINAL.pdf) A printed copy can be made available upon request to your departmental office.

Please note that additional information may also be provided by your department.

In the event of a conflict between these Sessional Faculty Notes and McMaster University & CUPE Local 3906 Unit 2 collective agreement, the collective agreement shall prevail.

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Revised: September 2025

*If you require this information in an alternate/accessible format, please contact  
Employee/Labour Relations at extension 23850.*

# SESSIONAL FACULTY NOTES

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## **INFORMATION FROM THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3906, UNIT 2**

Location- Kenneth Taylor Hall B111

Ext: 24003

E-mail: [staff@cupe3906.org](mailto:staff@cupe3906.org) Website: <http://www.cupe3906.org>

The Canadian Union of Public Employees is Canada's largest union, representing more than 750,000 workers in a wide range of occupations. CUPE encourages all members to participate actively in their Local and contribute to improving their working conditions.

For over 45 years, CUPE 3906 has consistently improved the working conditions of its members, all of whom are workers at McMaster University. The union has been dedicated to upholding high standards of education and living at McMaster University by ensuring its members are well-equipped to perform their duties, and compensated fairly for their hard work.

At the present time, CUPE 3906 represents around 3,700 workers at McMaster every 12 months, making it the largest union on campus, and one of the largest unions in Hamilton. We currently represent four units:

- Unit 1: Teaching Assistants (TAs) and Research Assistants in lieu (RAs in lieu)
- Unit 2: Sessional Faculty, MELD Sessional Faculty, and Hourly Rated Sessional Music Faculty
- Unit 3: Postdoctoral Fellows
- Unit 4: Residence Life (includes Community Advisors (CAs), Guest Registration Assistants (GRAs), Project Assistants (PAs), Graduate Community Leaders (GCLs), and Residence Orientation Planners and Assistants (ROP/As)).

We trace our history to 1979, when graduate assistants at McMaster University first unionized. They unionized with a union called the Graduate Assistants' Association (GAA), which was created in 1973. The new union at McMaster was the sixth to organize with the GAA, and became known as the Graduate Assistants' Association (GAA) Local 6.

Local 3906 is affiliated with CUPE Ontario, the Ontario Federation of Labour, and the Hamilton & District Labour Council. We are deeply committed to grassroots local democracy and hold monthly General Membership Meetings (GMMs), which we encourage all members to come out to. Not everyone is expected to participate in the discussions at GMMs, so it is perfectly acceptable to come and just listen in (and enjoy a free lunch/dinner)!

As per Article 8.01(c)(ii) of the Collective Agreement your department is responsible for providing you with access to an electronic copy of your collective agreement, unless you request a printed hard copy.

Bargaining Team, Executive, and other committee representatives are elected by and from the membership. Membership meetings are held bi-monthly and give all members the chance to contribute to and vote on issues affecting them. An active Stewards' Council brings together representatives from each department and Unit. We also encourage members to participate in our executive and stewards committees to address day-to-day concerns with working conditions and to pursue projects that interest the membership. The more participation from members that we have the better we are able to represent them. Please contact [president@cupe3906.org](mailto:president@cupe3906.org) to find out about open positions. Your Lead Steward – a fellow Sessional Faculty member – can be reached at [leadsteward\\_sessionals@cupe3906.org](mailto:leadsteward_sessionals@cupe3906.org)

## GENERAL AND EMPLOYMENT INFORMATION

### CANCELLATION OF CLASS

In the event of a planned or unplanned instructor absence, please refer to Article 18 - Leaves of the collective agreement.

If you are unable to meet a scheduled day or evening class you must notify your Department as soon as possible.

NOTE: To the extent possible, you must contact the Department if you are canceling an evening class during regular office hours and no later than 4:00 pm on the day of cancellation.

Individuals are responsible for checking local radio stations, social media, the McMaster Safety App or the University website at [www.mcmaster.ca](http://www.mcmaster.ca) on stormy days regarding the possibility of class cancellations. You should review the Storm Emergency Policy and Procedures at:

[http://www.mcmaster.ca/policy/Employee/storm\\_emergency\\_policy.pdf](http://www.mcmaster.ca/policy/Employee/storm_emergency_policy.pdf)

In the event that the University makes an early morning decision to close the University, every effort will be made to confirm this decision by 5:30 a.m.

Public Relations will try to arrange to have McMaster University mentioned explicitly. No one other than Public Relations is authorized to call the media about the closing of McMaster University, and local radio and TV have been asked not to pay attention to other calls.

If scheduled instructional hours of an Hourly-Rated Sessional Music Faculty are cancelled on a day when McMaster University is closed under the Emergency Storm Closure policy the Hourly-Rated Sessional Music Faculty will be paid for those cancelled instructional hours, as per Article 15.07 of the collective agreement.

### CLASSROOM CHANGES

If you wish to change your classroom from the one originally allocated to you, contact your Department to request the change. If approved, the Examinations and Scheduling Office will post the appropriate signs for students and update the University website timetable.

### LOCKED CLASSROOMS

Classrooms are expected to be unlocked. Occasionally, you may find a classroom locked. In the event this happens contact Campus Safety Services at ext. 24281 and an officer will open the room for you. You may be asked to present identification. Make sure you let your Department know so that steps can be taken to try to ensure the problem will not occur again.

### CLASSROOM MALFUNCTIONS

If you have problems in your classroom(s) with broken desks or blackboards, malfunctioning clocks, etc. you should call Facility Services at ext. 24740. You can also contact your department's administrative office for assistance in putting a request into Facility Services.

## CAMPUS SAFETY SERVICES AND HEALTH AND SAFETY

Dial “88” from any University phone to reach Campus Safety Services. The Campus Safety Services website has information on emergency procedures and crime prevention. It is located at: <https://css.mcmaster.ca/>

Emergency Telephones are located at various locations throughout the campus and campus parking lots, identified by the bright red posts.

You may sign up online for notification of campus emergencies. If you do so, Campus Safety Services will send a notice to you in the case of a widespread campus emergency, to the email addresses/phone numbers you submit. To sign up, or for further information please refer to: <https://css.mcmaster.ca/safety-app/>

The McMaster Students Union Student Walk Home Assistance Team (SWHAT), will provide you with accompaniment for walking on campus late at night. SWHAT is a volunteer service within the McMaster Students Union that will walk or bus with users during the evening hours, 7 days a week, from September through April. You can contact SWHAT any night of the week at ext 27500 and 2 volunteers will accompany you to your car or home (within a certain proximity to main campus). Please also announce this information in your class. For more information, please refer to: <https://msumcmaster.ca/service/swhat/>

Normally hazards in the workplace are reported to your immediate supervisor. If you are working outside of normal business hours Monday to Friday, and you identify a workplace hazard, report the hazard to the University’s Campus Safety Services, if your immediate supervisor/head of the academic unit is not available. Campus Safety Services reports dealing with Health and Safety will be forwarded to the Central Joint Health & Safety Committee.

## PARKING

Please contact the Parking and Transit office for parking permits or information with respect to the various parking lots available to you. You can reach the Parking and Transit office at ext. 24232 or at [parking@mcmaster.ca](mailto:parking@mcmaster.ca) or check out the information on their website at: <http://parking.mcmaster.ca>.

## TRAVEL PAY

When a Sessional Faculty is appointed or assigned duties at a place of work other than McMaster University main campus, they will be reimbursed for those reasonable costs of travel to and from the off-campus place of work which are in excess of the normal costs of travel to and from their principal residence and the McMaster University main campus. Reimbursement will be the kilometrage allowance prescribed in the Guidelines for Reimbursements to Individuals for University Business (as revised from time to time). For information on how to submit a travel expense claim refer to the Guideline and contact your departmental office. The Guideline can be found at: [AP-01-Guidelines-Temp-for-RP-with-formatting-Apr-15-2024.pdf](#)

Hourly-Rated Sessional Music Faculty who reside outside the City of Hamilton and who must travel to McMaster University in order to give instruction will be provided with a travel allowance at a rate of \$40.00 per trip in accordance with Article 15.03(b) of the collective agreement. An employee who resides greater than 80 kilometres from the main campus must self-declare to their department their status as eligible to claim a non-taxable travel allowance.

## **GUIDELINES FOR MEMBERS OF THE MCMASTER UNIVERSITY COMMUNITY REGARDING INTERACTIONS WITH THE MEDIA**

Although the Senate acknowledges that members of the McMaster community do not have complete control over the way in which interactions with the media might be used, it feels that as much care as possible should be taken to distinguish between an official University position and the personal views of an individual or group of individuals within the University.

To avoid confusion between the stated policies of the University and the personal or professional views of members of the McMaster community, the Senate has developed the following guidelines regarding communications with the media. When interacting with the media, care should be taken to ensure that on all matters, both internal and external to the University, every effort is made to avoid confusion as to whether the individual is expressing a personal or professional opinion or is speaking as an authorized University representative. For more information, please refer to: <https://secretariat.mcmaster.ca/app/uploads/Media-Guideline-Regarding-Interactions-with-the.pdf>

However, this in no way is meant to restrict the academic freedom of speech of any member of the University community. For sessionals, academic freedom provisions can be found in Articles 4.02, 6.02, and 6.07 of the Collective Agreement.

### **E-MAIL**

An email account will be provided to you following the return of a signed copy of the letter of appointment and the completion of the requisite forms. Access will be provided for the duration of your appointment or 12 months, whichever is the later. For more information on how to activate your McMaster email, please refer to: <https://office365.mcmaster.ca/office-365-3/email-calendaring/>

### **EMPLOYEE PHOTO IDENTIFICATION CARDS**

All McMaster University employees on payroll are eligible for a Photo ID access cards. Please send your employee #, name and a picture of a government issued photo ID (e.g. health card, driver's license) to [Axiomrep](#). All requests for employee ID cards are verified in Mosaic for valid employment, if your ID does not show you as an active employee in Mosaic we cannot issue you an ID card and you will be directed to please contact [Human Resources](#). For more information, please refer to: <https://css.mcmaster.ca/technology/>

If you wish to have door access added to a swipe card or scheduling changes to a door unlock/lock, the approved requestor must contact [Axiom Representative](#) via email.

If you lose your card, please contact Campus Safety Services immediately at ext. 24281 and have your card deactivated.

### **EMPLOYEE LOUNGES**

University Employee Lounges are available to all employees of the University upon obtaining an Employee Photo Identification Card. The locations of the Employee Lounges are as follows:

- A.N. Bourns Science Building, Room 273
- Burke Science Building, Room 237B
- Campus Services Bldg., Room 201
- Commons Building (2<sup>nd</sup> floor)
- Gilmour Hall, room B106
- DeGroote School of Business, Room 237
- Kenneth Taylor Hall, Room B109

- Ivor Wynne Centre, Room 217

## **HUMAN RESOURCES SERVICES**

The HR Service Centre is the initial point of contact for professional human resources and pay-related support, providing advice, council and support on a wide range of HR topics such as recruitment, compensation, payroll, collective agreement administration, legislation, corporate policies and procedures. Located in room 202 of the Campus Services Building, the HR Service Centre team can be contacted via [www.workingatmcmaster.ca](http://www.workingatmcmaster.ca) or by dialing 222-HR (x22247).

HR Advisors provide first level support and advice to managers, department administrators, faculty, staff and retirees. For any details about your pay please contact the HR Advisor assigned to your Faculty or Department. The Human Resources Contact list can be found at: <https://hr.mcmaster.ca/about-us/our-people/human-resources-service-desk/>

## **PAY**

Your pay will be deposited bi-weekly directly into a Canadian bank account of your choice. For new hires, please complete and return the Employee Direct Deposit Form to Human Resources. A copy of the form can be found at:

<https://hr.mcmaster.ca/app/uploads/2022/08/ee-deposit-form-rev-Jul-06-2023.pdf>

For returning employees, if you have any changes to your banking information, you can update the information in Mosaic using the Employee Self Service Portal.

## **RECORD OF EMPLOYMENT**

A record of employment will be issued electronically to Service Canada within 7 days of your final pay deposit. You may access your ROE online via your "My Service Canada Account". If record of employment please contact your Human Resources Advisor in the HR Service Center.

For any details about your pay please contact the HR Advisor assigned to your Faculty or Department. The Human Resources Contact list can be found at:

<https://hr.mcmaster.ca/about-us/our-people/human-resources-service-desk/>

## **EMPLOYEE & FAMILY ASSISTANCE PROGRAM**

As a Sessional Faculty or Hourly-Rated Sessional Music Faculty, you have access to McMaster's Employee Family Assistance Program (EFAP) at no cost and on the same basis as other employee groups at McMaster.

This service is confidential and provides access to a wide variety of counselling services and is provided by Telus Health.

Information about the EFAP provider, including contact information, can be found here:

[https://hr.mcmaster.ca/employees/health\\_safety\\_well-being/well-being/employee-and-family-assistance-program/](https://hr.mcmaster.ca/employees/health_safety_well-being/well-being/employee-and-family-assistance-program/) and at

<https://cupe3906.org/wp-content/blogs.dir/501/2023/03/Telus-Health-EFAP-Brochure.pdf> and <https://cupe3906.org/wp-content/blogs.dir/501/2023/03/Telus-Health-EFAP-Poster.pdf>

To contact Telus Health call 1-833-366-4544 or download the LifeWorks app (via your AppStore).

To learn more about the EFAP as well as mental health and well-being resources available to McMaster employees, please see:

Employee and Family Assistance Program (EFAP):

[https://hr.mcmaster.ca/employees/health\\_safety\\_well-being/well-being/employee-and-family-assistance-program/](https://hr.mcmaster.ca/employees/health_safety_well-being/well-being/employee-and-family-assistance-program/)

Mental Health Resources: <https://mentalhealth.mcmaster.ca/resources/>

Employee Well-being: [https://hr.mcmaster.ca/employees/health\\_safety\\_well-being/](https://hr.mcmaster.ca/employees/health_safety_well-being/)

## ACADEMIC INFORMATION

This information is intended as a guide for Sessional Faculty and Hourly-Rated Sessional Music Faculty who may be unfamiliar with McMaster University's academic regulations. Please refer to the Undergraduate Calendar and/or the Graduate Calendar for further explanation of academic and program regulations.

### ACADEMIC DISHONESTY/INTEGRITY

Please review the University Policy at:

<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/academic-integrity-policy/>

You may also contact the Academic Integrity Officer at: [acinteg@mcmaster.ca](mailto:acinteg@mcmaster.ca)

### ACADEMIC REGULATIONS

The Undergraduate Calendar covers the current general academic regulations of the University. Information about academic program requirements and academic standing, terminology, grading system, examination regulations, deferred examinations, etc are all included in the Calendar. The Calendar is available electronically at:

<https://academiccalendars.romcmaster.ca/content.php?catoid=58&navoid=12626>

The Graduate Calendar covers the current academic regulations for graduate students. It is available electronically at:

<https://academiccalendars.romcmaster.ca/index.php>

### COURSE OUTLINES

Please review critical information set out in the Undergraduate Course Management Policy at:

<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/undergraduate-course-management-policy/undergraduate-course-management-policy-html/>

Departments may also have additional requirements. Contact your Department directly to inquire about specific requirements.



## DEFERRED EXAMINATIONS & OTHER POST CONTRACT WORK

Sessional Faculty and Hourly Sessional Music Faculty should refer to the current Undergraduate Calendar for academic regulations about deferred examinations. Sessional Faculty may be asked to set and mark deferred examinations. Before completing the work, a Sessional will ensure that they have obtained their Supervisor's approval to complete the work. A stipend will be paid for this and other post contractual work as per Article 15.05, of the CUPE Local 3906, Unit 2 collective agreement. These forms are available online at the following link: <https://hr.mcmaster.ca/app/uploads/2025/07/Post-Contract-Payment-Form.pdf>

## EXAMINATIONS

Sessional Faculty are responsible for setting and marking the final examination. This may include accommodated formats and deferred examinations.

During the SPRING and SUMMER Academic Terms, examinations are arranged by the instructor in class time.

During the FALL and WINTER Academic Terms, the Office of the Registrar sets the schedule for final examinations. Appropriate forms will be available early in the term to determine length and special aids required for the examination. The following Policies govern specific aspects of setting and conducting examinations. It is your responsibility to be familiar with their content before setting your examinations.

All policies related to examinations can be found at the following:

<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/undergraduate-examinations-policy/>

and

<https://secretariat.mcmaster.ca/app/uploads/Graduate-Examinations-Policy.pdf>

## GRADE SUBMISSIONS

The Online Grades Submission Tool is a system which provides the ability for Instructors to submit their student's Final Grades electronically, with an approval process for Faculty and Departments to approve the grades. Once final approval is achieved, the grades are uploaded to the Student Record on the Student Information System.

Final grades for undergraduate courses must be submitted through the Online Grades Submission Tool. The Registrar's Office will communicate the dates when the on-line grade system is available. If for any reason the Sessional Faculty requires an extension, they must contact the Academic Department Manager or Department Chair/Director for further instruction.

## STUDENT APPEAL PROCEDURES

The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising out of University regulations, policies and actions that affect students directly.

Further information on these procedures can be viewed at:

<https://secretariat.mcmaster.ca/app/uploads/Student-Appeal-Procedures.pdf>

## **STUDENT COURSE EXPERIENCE SURVEYS**

As of Fall 2022, McMaster moved to a new platform for student course experience surveys (formerly known as course evaluations), Blue by Explorance.

Email invitations are sent to students if they are currently enrolled in a course that is scheduled to be evaluated. The email contains the link to the student's courses requiring feedback. Alternatively, students may go directly to <https://mcmaster.bluera.com/mcmaster> and login using the format [macid@mcmaster.ca](mailto:macid@mcmaster.ca). A QR code for <https://mcmaster.bluera.com/mcmaster> to use to login is also available.

Please see Article 14 of the Collective Agreement for further information with respect to evaluations. The form you need to use to specify whether or not you agree to the release of your teaching evaluation information can be found at:

<https://hr.mcmaster.ca/app/uploads/2019/02/CUPE-SF-Release-of-Teaching-Evaluations-FEB-2018-1-42.pdf>

## **STUDENT AND TEACHING SUPPORT SERVICES**

### **AUDIO VISUAL SERVICES**

Campus Classroom Technologies (CCT) is responsible for the design, installation, and ongoing support of audio-visual equipment in all Registrar-controlled classrooms. For more information, please visit <https://library.mcmaster.ca/spaces/cct>

### **OFFICE OF STUDENT CONDUCT**

Student Case Management (SCM) is responsible for the administration of the [Code of Student Rights and Responsibilities](#) through a thorough, transparent, and fair process that encourages participation by the campus community while holding students accountable for their actions. Sessional Faculty are welcome to contact SCM when concerns about a student's behaviour in or out of the classroom arise. The SCM is committed to providing educational initiatives and learning opportunities to help students conduct themselves in accordance with the Code. When students are involved in the Code process, the SCM emphasize the importance of education, reparation and rehabilitation as a way to resolve matters and encourage personal growth to prevent future incidents.

Contact information for the SCM can be found at <https://scm.mcmaster.ca/about-us/contact-information/>

### **STUDENT WELLNESS CENTRE – Medical Clinic and Health & Wellness Centre**

The Student Wellness Centre is a student's go-to place for all things wellness on campus. The Centre provides a range of counselling services, medical care, and wellness programs to help students thrive both academically and personally at McMaster. For more information about the services available and how to contact the Student Wellness Centre, please visit:

<https://wellness.mcmaster.ca/>

## STUDENT SUCCESS CENTRE

The Student Success Centre provides student services, workshops, programs and events in the following three functional areas:

**Career and Employment:** We maximize students' success by offering company information sessions, employment workshops, career fairs, networking events, mentoring and job-shadow programs in addition to resume, cover letter and personal statement critiques. Our services are available to discover new volunteering opportunities or discuss goals with our professional team so that we may help students determine a successful career path.

**Community Service-Learning, Civic Engagement & Leadership:** Community Service-Learning is a form of experiential education where learning occurs through a cycle of action and reflection as students work through a process of applying the knowledge they acquire in the classroom to community problems. At the same time they reflect upon their experience as they seek to achieve real objectives in the community and find a deeper personal meaning to their work and the development of skills. Civic Engagement is a form of individual or group expression designed to identify and address social concerns. Students interested in these opportunities can participate in programs ranging from one-day local activities to week long international experiences.

**Transition and Academic Success:** As students transition from high school to university, from other educational institutions or from school to workforce, they are often overwhelmed and unsure of what direction they should take. The SSC provides information and resources to better prepare these students so that they may feel comfortable as they make their next steps. Our centre also offers new student/parent orientation programs, various academic and goal setting workshops as well as networking resources so that they can build the confidence needed to transition successfully.

Additional information about services provided by the Student Success Centre can be found at: <https://studentsuccess.mcmaster.ca/>

## STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services (SAS) provide academic accommodations and related supports for students with disabilities at McMaster. They are available to help students transition from high school or other post-secondary institutions with supports for undergraduate, continuing and graduate students.

For more information about the programs and services available, please visit:

<https://sas.mcmaster.ca/about/>

## **PAUL R. MACPHERSON INSTITUTE FOR LEADERSHIP, INNOVATION AND EXCELLENCE IN TEACHING**

The MacPherson Institutes offers a wide variety of programs, workshops, services and supports to all members of the McMaster community to cultivate an environment where learning deeply matters, and teaching is valued and recognized. Through these activities, educators have the opportunity to build teaching skills, develop and redesign courses, gain knowledge of educational technology tools and much more.

Please note that Sessionals who have seniority as defined in Article 20 of the Collective Agreement are eligible for training through the Paul R. MacPherson Institute for Leadership, Innovation & Excellence in Teaching, at McMaster University.

For more information, please visit: <https://mi.mcmaster.ca/>

## **AVENUE TO LEARN**

Avenue to Learn is the primary learning, course delivery and assessment platform at McMaster. Avenue to Learn can be accessed by visiting <https://avenue.mcmaster.ca/>

## **OMBUDS OFFICE**

The Ombuds Office is a free confidential, impartial, and independent service for all members of the McMaster community that provides advice and assistance in the resolution of student-related academic and non-academic issues.

To contact the Ombuds Office, please visit <https://ombuds.mcmaster.ca/contact/>

## **EQUITY AND INCLUSION OFFICE (EIO)**

The Equity and Inclusion Office (EIO) promotes and supports institution-wide commitments to equity, diversity, inclusion, and accessibility, and principles of inclusive excellence, to foster a campus culture and community that respect the human rights, integrity and dignity of all community members.

To contact the EIO, please visit <https://equity.mcmaster.ca/contact-us/>

Please note that Sessionals are eligible for training as may be provided by the EIO.

## **INSTRUCTIONAL RESOURCES**

Office space, email, telephone access, and photocopying are arranged through your own Department. Sessional Faculty shall have access to a mailbox or file for mail and secure storage space for course materials. Office and instructional materials related to your instructional responsibilities will be available on the same basis as faculty members in the academic unit. Please contact the Academic Department Manager for further information.

Please see Article 13 of the collective agreement for information with respect to other instructional resources.

Sessional Faculty are also eligible to access a Professional Development Fund, which is managed by CUPE. Information around eligibility, entitlement, and the application form can be found here: <https://cupe3906.org/sessionals-unit-2/professional-development-fund-unit-2/>

## **LIBRARY PRIVILEGES**

Sessional Faculty are entitled to library card privileges with no user fee for 12 months by producing their McMaster University Employee Identification Card at the library main circulation desk. In the event that the employee is hired to work beyond the 12 months, the employee's library card privileges may be extended upon production of a new/subsequent letter of Appointment.

Please present a copy of your McMaster University Employee Identification Card contract at the library main circulation desk and a card will be issued for your use. In some cases a letter may be required to confirm your appointment. You can get a letter from your Departmental Administrators outlining start and end dates and the nature of your appointment.

## Other Useful Website Addresses

OFFICE OF ACADEMIC INTEGRITY:

<https://integrity.mcmaster.ca/>

CAMPUS STORE:

<https://campusstore.mcmaster.ca/>

COLLECTIVE AGREEMENT:

[https://hr.mcmaster.ca/app/uploads/2019/02/McMaster\\_CUPE-Unit-2-Expires-August-31-2029\\_FINAL.pdf](https://hr.mcmaster.ca/app/uploads/2019/02/McMaster_CUPE-Unit-2-Expires-August-31-2029_FINAL.pdf)

CUPE:

[www.cupe3906.org](http://www.cupe3906.org) (Canadian Union of Public Employees, Local 3906, Unit 2)

HUMAN RESOURCES SERVICES:

<http://www.workingatmcmaster.ca>

EQUITY AND INCLUSION OFFICE:

<https://equity.mcmaster.ca/>

OMBUDS OFFICE:

<https://ombuds.mcmaster.ca/>

CAMPUS SAFETY SERVICES:

<https://css.mcmaster.ca/>

\*\* The purpose of the McMaster Emergency Guidebook is to provide McMaster faculty and staff with clear, concise, and up-to-date safety resources to help them prepare for and deal with emergencies:

<https://css.mcmaster.ca/services/campus-emergency-guide/>

SESSIONAL FACULTY FORMS:

<https://hr.mcmaster.ca/employees/labour-relations/cupe-local-3906-unit-2-sessional-faculty/>

SESSIONAL FACULTY POSTINGS:

<https://hr.mcmaster.ca/careers/current-opportunities/>

TELECOMMUNICATIONS DIRECTORY:

<https://directories.mcmaster.ca/faculty-staff/>