# On-Campus Supports For FacultyIcon Description automatically generated with low confidence



As the key point of contact for faculty, Coordinators are to stay knowledgeable about organizational supports for their team. Below are a number of supports specific to employees.

## Academic Schedule

The [Academic Schedule](https://mycampus.flemingcollege.ca/group/portal/resources) (external website – can also find it on by clicking on Dashboard, then scrolling down and on the bottom right is a box called **Important Dates**) provides the important dates within an academic year at Fleming College. An academic year starts in September of one year and runs until August of the next year (ie. September 2022 to August 2023). Important dates include registration, withdrawing, tuition fees, statutory holidays, beginning and end of each semester, Orientation, Convocation, Open House, etc.

## Human Resources

[Human Resources](https://department.flemingcollege.ca/hr/) (department website) supports the working environment through the development of current and future employees through payroll, benefits/pension, accommodations, learning and development, accessibility and harassment, rewards and recognition program. While all campuses have access to online and telephone services provided by Human Resources, the main physical space is located at Sutherland Campus. The office is located in: Room B3112.

## Fleming Faculty Union – OPSEU Local 352

[Fleming Faculty Union (OPSEU Local 352)](https://flemingfacultyunion.org/) (external website) is the union that represents full-time and part-time faculty, librarians, and counsellors at Fleming College campuses in Peterborough, Lindsay, Cobourg, and Haliburton. Information , but is not limited to: the Collective Agreement (CA); benefits/pension for full-time and partial load faculty; Standard Workload Form (SWF) how-to’s; a list of current Stewards; links to provincial OPSEU and the College of Applied Arts & Technology (CAAT) Academic Division; local and provincial newsletters, etc. While all campuses have access to online and telephone support, each steward has their contact information and office location listed on the site. In addition, there is a physical location at Sutherland Campus in Room B3161.

* [Collective Agreement (2017-2021)](https://opseu.org/sites/default/files/2017-2021_academic_collective_agreement_final_eng_signed_website.pdf)
* [List of Stewards](https://flemingfacultyunion.org/your-stewards/)
* [@OPSEU\_Local\_352](https://twitter.com/OPSEU_Local_352) (Twitter)
* [OPSEU Local 352 Fleming Faculty](https://www.facebook.com/OPSEU-Local-352-Fleming-Faculty-1471865399727543/) (Facebook)

## Information Technology Services (ITS)

[Information Technology Services (ITS)](https://department.flemingcollege.ca/its/) (department website) provides timely IT support to faculty related to health and safety, data loss, academic delivery, account issues, job performance, etc. While all campuses have access to online support through the ticket system ([itsupport@flemingcollege.ca](mailto:itsupport@flemingcollege.ca)) as well as telephone services (extension 4111), the Services Desks are physically located in: the Learning Resource Commons (LRC) at Sutherland Campus and the Learning Commons in Room 340 at Frost Campus.

* [IT Services](https://department.flemingcollege.ca/its/services/) (Page includes information, links, and forms for a variety of services including audio-visual (AV), Evolve, Service Desk, Telecom, personal computers, Office 365, WebEx, Desktop Printing, network services)
* [Self-Service Forms](https://department.flemingcollege.ca/its/self-service-forms/) (Page includes a list of active forms related to requests for phone setup, office moves, IT setup, extension moves, etc.)

## Life@Fleming

[Life@Fleming](https://department.flemingcollege.ca/life-at-fleming/) (department website) provides information to considering and new employees about the Fleming College with an emphasis on the communities where they will be working and living. Information such as the organizational structure, items and links related to being new to Ontario or Canada, housing, services and schools, arts and culture, recreation, benefits of Fleming, forms for contract faculty, etc. are provided.

## Security & Parking Services

[Security & Parking Services](https://department.flemingcollege.ca/security/) (department website) are part of the Physical Resources Department at Fleming College. Responsibilities include security, parking, emergency planning, additional on-campus resources, and the First Aid Support Team (FAST) which is made up of student volunteers. Because there is no payment for parking at Cobourg or Haliburton campuses, just Sutherland Campus and Frost Campus have access to online support through email ([parking@flemingcollege.ca](mailto:parking@flemingcollege.ca)) or the [Online Parking Portal](https://department.flemingcollege.ca/security/parking/online-parking-services/). With respect to on-campus assistance, all campuses can use the extension 8000 and for emergencies, extension 4444. Only Sutherland Campus and Frost Campus have a physical space and the offices are both located close to the main entrances.

* [Security](https://department.flemingcollege.ca/security/security/) (Menu includes Fleming Safe App, Incident Report Form, tips on keeping personal items secure, card access FAQs, safety videos, and policies
* [Personal Safety](https://department.flemingcollege.ca/security/personal-safety/) (Menu includes safety tips, Safe Walk Service, Self-Defence training)
* [Parking](https://department.flemingcollege.ca/security/parking/) (Menu includes online parking portal, permits and rates, violations and appeals, maps, policies, accessibility, FAQs)
* [Emergency Preparedness](https://department.flemingcollege.ca/security/emergency-procedures/) (Menu includes emergency procedures including for those with disabilities, threats and safety, emergency drills, class cancellations and closures)
* [FAST](https://department.flemingcollege.ca/security/first-aid-support-team/) (First Aid Support Team)

