1. Extending a warm welcome to Meghan Longley, our new Registered Veterinary Technician, beginning January 2, 2018.

2. **WELCOME TO OUR LOCUMS:**
   - Benoit Cuq is working in Small Animal Internal Medicine until December 22, 2017.
   - Alicia Skelding will be back in Anesthesia early in the new year, January 2 - 7.
   - Shannon Holmes, Colleen Mitchell, Shawn Mackenzie and Sheila Etue will be in Diagnostic Imaging January - February, 2018.
   - Peter Trevor will be working in Small Animal Surgery January 22 – February 11.

3. **REMINDER:** 2nd ANNUAL OVC BREAKFAST will be held on December 21, 2017 from 7:30 am – 10:00 am in the OVC Cafeteria. We are hoping to get the same turn out as last year since it was such a great success. Please contact Christine Hagen or Jane Dawkins with any questions.

4. **SEARCH COMMITTEES UPDATES - Ongoing Searches**
   - Ophthalmology Assistant/Associate Professor – in process
   - Small Animal Internal Medicine 2 yr CL Assistant Professor – open for applications
   - Small Animal Surgery 3 yr CL Assistant Professor – open for applications
   - Diagnostic Imaging Tenure Track Assistant or Associate Professor (New Position) – in process
   - Emergency & Critical Care 1 yr CL Assistant Professor – in process
   - Nutrition 1 yr CL Assistant Professor – accepting nominations for search committee

5. **FACULTY SEARCH COMMITTEE ORIENTATION – JANUARY 2018**
The following dates have been confirmed for faculty search committee orientation in the month of January:
   - January 12  1:00 - 2:30 pm
   - January 24  9:30-11 am
Where: EHS Training Room 168 (Main Floor, Alexander Hall)
**All Faculty are expected to attend.** Please send an email to dhrinfo@uoguelph.ca with your preferred date.
6. **TEACHING INSTRUCTOR EVALUATIONS for F17** The Phase 1-3 Teaching Instructor Evaluations for F17 will be available until December 31. Phase 4 evaluations are available from the Phase 4 website, the 3 drop boxes (Rooms 1502, 1220 & mailbox area on 2nd floor), the Phase 4 website or upon request from Linda Wing, until April 2018. **Faculty are encouraged to remind students to complete their F17 instructor evaluations before the end of December.**

Process questions should be forwarded to Linda Wing at ovcsas.clin@uoguelph.ca.

7. **FREEZER ROOM RENOVATIONS in Room 2137** The walk-in freezers are in the process of being removed. There may be periods of extra traffic in the 2nd floor hallway and increased noise during this process.

8. **KITCHEN RENOVATIONS in Room 2139** Upgrades to the kitchen/photocopier room will be starting during December or early January.

9. **W18 TIMETABLE ROOM SCHEDULING** There were several room changes for W18 to accommodate enrolments as well as changes to accommodate accessibility. **Instructors are reminded that they need to view WebAdvisor to find the location of their classes.**

Corrections, additions or changes must now be submitted through the department’s TT Rep, Linda Wing. Any room changes made between now and January 12th, 2018 will be for enrolment purposes only and will be communicated to the department.

10. **URA’s for 2018**

It is that time of the year for URA applications!! Our department has been allocated 4 URA positions for Summer 2018.

In summary, the URA pays the salary for a student to work on a research project for 16 weeks during the summer. The student must be Canadian citizen or permanent resident of Canada and registered full time at the U of G and have demonstrated financial need. These may be allocated to non-NSERC holders. The department of Clinical Studies can submit 4 proposed research projects. This year, the proposal (form attached) is due to Linda by January 5th, 2018. The Department GSRC will ranking the applications and submit the 4 top proposals to the University by January 12th.

The criteria the GSRC will rank the proposal by include:

1. Clarity of proposed work (20)
2. Feasibility of project methodology (20)
3. Probability of successful completion of proposed research project (40)
4. Tenure Track supervisor (20)

11. **NEW ENROLMENT FORM** The new “Enrolment Form” which will be used to set up new employees and graduate students within OVC. Any new graduate students, work study students, or research assistants/associates, post-docs etc. will need to complete this form – which replaces the previous “Payroll Enrolment Form”. Even graduate students who will not be funded or be on payroll will need to complete this form as we want to keep current address and emergency contact information on file.

Forms: [https://ovc.uoguelph.ca/sas/forms](https://ovc.uoguelph.ca/sas/forms) under Human Resource Services->Enrolment Form
12. **ANNUAL 24 HOUR ROAD CLOSURE** As in past years, the University campus will again close access to roadways leading onto campus property for a 24-hour period. This closure, recommended by our legal counsel, is in order to protect future plans of the University and takes place annually. The 24-hour period for road closure will be from 00:01 a.m. to 12:00 midnight on Monday, December 25, 2017. Any staff working and/or persons on University business may access the closed sections as normal. Public using the roadways during the closure period may be challenged by Campus Community Police.

13. **Call for Nominations – University Awards 2018** The senate Honours and Awards Committee invites nominations for University awards and honours, to be awarded at convocation ceremonies in 2018. Nominations must be received by the University Secretariat by January 15, 2018. For questions related to the nomination process, please contact univsec@uoguelph.ca.

14. **Call for Applications** – **Bull Fellowship** and the **Arthur Willis Visiting Professorship in Oncology** – Terms and Conditions are attached. Please note:
   - Applications must be a maximum of 4 pages, excluding letters of support from collaborating institutions.
   - Funding requests must not exceed the total funds available.
   - Applications are due by email to Barb Gaudette on February 9, 2018.

15. **Brock Doctoral Scholarship** We are happy to announce that one of Guelph's most prestigious scholarships is available for outstanding Doctoral applicants who will be starting their programs in S18, F18 or W19. Please visit our website for further information. Applications are due February 15, 2018.

16. **Primary Care Veterinary Educators/Veterinary Educator Collaborative Joint Symposium 2018: Call for Proposals** Laying the Building Blocks for a Lifetime of Clinical Excellence Proposals Email proposals to Dr Kathy Edmonson at kme2@cornell.edu by January 15, 2017.