The Clinical Studies Bulletin  
Monday, May 13, 2019

DEPARTMENTAL ANNOUNCEMENTS

WELCOME TO OUR LOCUMS AND VISITORS:

- Dr. Peter Trevor will be working in Small Animal Surgery May 6 -19
- Dr. Luis Bosch Lozano will be working in Emergency Critical Care May 20 – June 9
- Dr. Thomas Parmentier will be working in Neurology May 21 – May 24
- Dr. Tamara MacDonald will be working in Small Animal Surgery May 27- June 9
- Dr. Serene Lai will be working in Neurology May 27 – June 2

1. STAFF UPDATE: Linda Wing is out of office. Please send room booking requests to roomdean@uoguelph.ca. Other requests go to ovcsas.clin@uoguelph.ca or directly to Sharita Carter.

2. DEPARTMENT FACULTY MEETING Our next Department Faculty Meeting is scheduled for Friday 17th May, 2019 at 8:30 am in Room 2106, CS Lounge.

3. ERA FORMS Reminder for Tenure-Track and Tenured Faculty ERA forms are to be submitted in the Chair’s Office even if you have nothing to report – PAST DUE.

4. Grad students rooms update – The renovations are now complete and we are thankful to all who provided feedback in the design of the spaces. Students/residents who do not currently have a desk in a one of the graduate offices will be assigned a desk in either room 2114 and 2115 this week. The study/quiet room (2108) is now available for use.

5. SEARCH COMMITTEES UPDATES:
   - Large Animal Internal Medicine – Assistant or Associate Professor
   - Nutrition – 1 yr CL Assistant Professor – in progress
   - Emergency Critical Care Medicine - 2 yr CL Assistant Professor – in progress
   - Large Animal Surgery - Assistant or Associate Professor – in progress

   The current Collective Agreement between the University of Guelph Faculty Association and the University of Guelph requires that all members of faculty search committees receive orientation to address potential unconscious (or implicit) bias in the faculty search process. To Begin the Orientation - please visit Minimizing Implicit Bias in the Search Process

6. T&P 2019 PROCESS UPDATE: All faculty are encouraged to review the T&P process documents for submission deadlines.
   a. To Assistant Tenure Track Professors: Please review the following details.
      Applications for Tenure and or Promotion must be made in writing to the dean through the Chair by May 15, 2019. Applications will include the name and full contact information for six
acceptable arm's length external assessors. All support information, including complete eCV is to be 'confirmed' by the Faculty Member in Sedona by June 8, 2019.

b. All Tenure Track Professors must have their eCV completed and confirmed by August 15, 2019.

7. **Registration for the 12th annual Institute for Comparative Cancer Investigation Symposium is now open!** This annual symposium highlights the spectrum of cancer research taking place at the University of Guelph and other nearby universities; from cancer biology, to clinical and translational studies. The registration deadline is Wednesday May 15th at 4:00 pm, but space is limited so register soon! Symposium details, and registration form are on their website: [http://ovc.uoguelph.ca/icci/2019-symposium](http://ovc.uoguelph.ca/icci/2019-symposium)

8. **Call for Proposals:** University of Guelph Field Schools 2020. This is a call for proposals for three to six-week courses to be offered in locations outside Canada. Courses will run in Summer 2020 (May/June preferably) and may be an internationalized offering of an existing course or a new course with international content. Deadline: May 17, 2019. Click [here](http://ovc.uoguelph.ca/icci/2019-symposium) for more details.

9. **7th Annual McMaster Conference on Education & Cognition** We are pleased to announce that early-bird registration is now open for the 7th annual McMaster Conference on Education & Cognition #EdCog2019 which takes place July 18-19, 2019 at McMaster University in Hamilton, Ontario, Canada.

10. **The Senate Honours and Awards Committee** invites a diversity of nominations for Honorary Degrees, the highest honour bestowed within the power of the University. Nominations are due by Tuesday, September 3, 2019. Details on the call for nominations, including the award guidelines, criteria and the nomination form can be found on the University Secretariat website at [https://www.uoguelph.ca/secretariat/menu/senate/university-awards-and-honours/honorary-degrees](https://www.uoguelph.ca/secretariat/menu/senate/university-awards-and-honours/honorary-degrees).

11. **Final Oral Qualifying Examination** for Caitlin Grant on May 28, 2019 at 9:00am in the CS Lounge 2106. See announcement attached

12. **Graduate Program Services: Drop-in Sessions** During the Summer 2019 semester we will be trialing a new service that places a representative from OVC SAS Graduate Program Services physically within each department for 90 minutes each week. This is intended to be a convenient opportunity for graduate students to ask questions related to the administrative aspect of their studies. The sessions are targeted at students in the local department, but faculty members are also welcome (as are students from other departments). See schedule attached.

13. **New E-Progress Report & GryphForms** The long awaited electronic progress reports are now available for use. Graduate Studies has created a [student guide](https://www.uoguelph.ca/secretariat/menu/senate/university-awards-and-honours/honorary-degrees) to help with usage. You can access the electronic form here: [OGPS GryphForms Portal](https://www.uoguelph.ca/secretariat/menu/senate/university-awards-and-honours/honorary-degrees). Further information on how the form works is attached.

14. **Changes in OVC Receiving** OVC Shared Administrative Services will be undertaking a pilot project, in partnership with OVC-HSC Receiving, in an effort to streamline a portion of the “procure-to-pay” process. This will involve two changes which will impact you, our SAS clients.
1. Packages received at the main OVC dock will now be opened by receiving staff who have the training and experience to validate contents against the original purchase order as recorded in our QuickBooks accounting system.

2. Packing slips will be removed, signed and dated, and sent directly to OVC SAS Financial Services for further processing i.e. matched against the purchase order and subsequent invoice for payment.

**What are the Benefits?**
This will save you time and effort to deliver packing slips to Financial Services. It will also increase efficiency of our procure to pay cycle (no lost packing slips, less delay in paying bills, etc.). Should there be any unreceived item(s) which have been delayed or back-ordered, a financial clerk will contact you within 24 hours of the package arriving at OVC receiving.
This procedure already takes place for Pathobiology as all packing slips are verified before the package is delivered or picked up by the purchaser.

**When?**
The trial period will begin on Wednesday, May 15th and run for 2 - 4 weeks. During this time, we will study the impact of this change on our processes and determine whether it meets our efficiency goals while at the same time documenting the work-flow and refining the procedures.

**Questions?**
Don’t hesitate to contact Holly Illman should you have any questions or comments about this change. [https://ovc.uoguelph.ca/sas/contact-financial-accounting-services](https://ovc.uoguelph.ca/sas/contact-financial-accounting-services)