A. General Report

**Communication Strategy**

As part of our effort to help streamline some of the administrative workload for Staff and Faculty in the Faculty of Arts and Science the Faculty Office has implemented an email strategy. The first phase of this includes targeted and comprehensive email notices for each of our main departmental groups as follows:

- Heads
- Undergraduate Chairs and Assistants
- Graduate Chairs and Assistants
- General Staff and Faculty (sent bi-weekly)
- Financial and Accounting representatives (sent monthly)
- Marketing representatives (sent monthly)

We anticipate that some information will be shared on multiple notices to different groups, but that some information is relevant only to the Undergraduate Chairs and their Assistants for example - so in that case, it would only be included in their notice and not waste time for others sorting through what is relevant or not relevant to them.

These notices will be circulated on Tuesday of each week. These updates will include deadlines, calls for proposals, announcements, and changes to policies or processes, e.g. The idea is that everything from budget information to curriculum information will be circulated this way - so instead of receiving 20 emails from the Faculty office - you will receive only 1 with everything you need from us. And as a reference point, if it does seem to get buried in your email still - archived versions will be posted on the staff and faculty website.

As any new system, this will take some adjustment so we ask for your patience. If you do have feedback to help us improve this phase of our new communication strategy please contact Lindsey Fair ([lindsey.fair@queensu.ca](mailto:lindsey.fair@queensu.ca)) as her team is continuously looking for better ways to streamline communications for departments. [http://www.queensu.ca/artsci/staff-and-faculty](http://www.queensu.ca/artsci/staff-and-faculty)
**SSHRC Insight Development Grant Program Applicants - Reminder**

The deadline for submission of your TRAQ DSS with attached penultimate draft to Department Heads is January 11, 2016 at 11:59 pm. Any TRAQ DSS submissions received after the deadline will not be approved by the Faculty of Arts and Science for submission to SSHRC.

This internal deadline provides department heads with the opportunity to review applications before approving the applicant's TRAQ DSS submission.

It also provides an opportunity for the applicant to engage an external consultant to review the application. Applicants will have an opportunity to submit a revised version of their application to SSHRC.

**PROPOSAL COACHES**

Applicants may choose to hire an external proposal coach while developing their application. The proposal coach primarily focuses on effective grant writing, and is not a discipline specialist or Queen's employee. Contact Diane Davies for details at diane.davies@queensu.ca or 613-533-6000, ext. 79422. As far as the cost of the service is concerned, you could 1) check with your Department Head to see if your department is willing to cover the cost; 2) use funds from a Special Research Account; 3) claim the cost against your Professional Expense Reimbursement.

**REGISTER YOUR INTENT TO APPLY**

Please contact Diane Davies in University Research Services by January 6, 2016 (diane.davies@queensu.ca) if you intend to apply for the SSHRC Insight Development Grant deadline this winter. This will allow University Research Services to provide competition related information to you while you prepare your application.

**ADDITIONAL INFORMATION**


**Senate in Brief - Tuesday, November 3, 2015**

Highlights from the November 3rd meeting of Senate http://www.queensu.ca/gazette/stories/senate-brief-8

**IN THE NEWS**

**Nobel celebrations in Stockholm**

http://www.queensu.ca/gazette/stories/nobel-celebrations-stockholm
McDonald delivers Nobel lecture
http://www.queensu.ca/gazette/stories/nobel-update-dec-8

'Amazing gift' for Queen's
http://www.queensu.ca/gazette/stories/amazing-gift-queens

University celebrates outstanding staff
http://www.queensu.ca/gazette/stories/university-celebrates-outstanding-staff