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 we are rolling out a new 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) as her team is continuously looking for better ways to streamline communications for departments.

http://www.queensu.ca/artsci/staff-and-faculty

Senate in Brief - Tuesday, September 29, 2015
Highlights from the September 29 meeting of Senate
http://www.queensu.ca/gazette/stories/senate-brief-7
IN THE NEWS

Recognizing distinguished service to Queen's
http://www.queensu.ca/gazette/stories/recognizing-distinguished-service-queens

Celebrating a Breakthrough in physics
http://www.queensu.ca/gazette/stories/celebrating-breakthrough-physics

Celebrating research excellence
http://www.queensu.ca/gazette/stories/celebrating-research-excellence

New partnership focuses on Yangtze River ecosystems
http://www.queensu.ca/gazette/stories/new-partnership-focuses-yangtze-river-ecosystems

Honouring Principal Emeritus Smith
http://www.queensu.ca/gazette/stories/honouring-principal-emeritus-smith