



UNIVERSITY OF
SASKATCHEWAN
SEXUAL ASSAULT
PREVENTION POLICY
Procedures Document

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University of Saskatchewan Procedures Related to the Sexual Assault Prevention Policy

Preamble

All members of the University of Saskatchewan community have a right to work, live, and study in an environment that is free from any form of sexual assault and other forms of sexual misconduct ([see the policy document](#) for definitions) This document sets out procedures and a response protocol to incidents of sexual assault and sexual misconduct at the University of Saskatchewan. The University of Saskatchewan community is committed to creating a safe space free of sexual assault and sexual misconduct. This commitment extends to addressing and reducing incidents of sexual assault or sexual misconduct, and creating a safe environment for reporting.

These procedures are intended to outline the steps and processes that are available to individuals who have experienced or witnessed incidents of sexual assault or sexual misconduct, ensuring that the process is supportive to those who have experienced sexual assault or sexual misconduct, protecting the rights of any individual involved, and holding anyone who has committed an act of sexual assault or sexual misconduct accountable.

This procedures document is a companion to the [University of Saskatchewan Sexual Assault Prevention Policy](#) and is divided in four sections:

Section 1: Disclosing, Reporting and Making a Complaint about Sexual Assault or Sexual Misconduct

This section sets out the university's response protocol to sexual assault and sexual misconduct including roles and responsibilities through the phases of disclosing, reporting and formalizing a complaint. Section 1 also provides information about the supports available.

Section 2: Tracking of Information

This section describes the university's procedures regarding the tracking and logging of statistics on sexual assault and sexual misconduct.

Section 3: Awareness, Education, and Training

This section maps out the University's commitment to awareness, education and training.

Section 4 – Relevant Links and Resources

This section contains links to resources relevant to sexual assault and sexual misconduct.

It is the responsibility of the Vice Provost Teaching and Learning and the Associate Vice President Human Resources to ensure that these procedures are monitored, reviewed and periodically updated.

Definitions for sexual assault and sexual misconduct as well as other relevant terms are contained within the Appendix of the [Sexual Assault Prevention Policy](#). For the purpose of the procedures document, two additional terms include:

Reporting Person is defined as any person who reports an allegation of a violation under the University's Sexual Assault Prevention Policy. When a formal complaint is made, this person may also be

known, and referred to, as a *complainant*. A reporting person does not need to be a student, faculty member, or staff member of the University of Saskatchewan.

Accused Person is defined as a student or employee who is accused of violating the *Sexual Assault Prevention Policy*. When a formal complaint is made, this person may also be known as the *respondent*.

Section 1: Disclosing, Reporting and Making a Complaint about Sexual Assault or Sexual Misconduct

There are a series of steps that can be taken in the event of sexual assault or sexual misconduct. Any step may be taken independently of the other steps, or may be taken in conjunction with any or all of the other steps. These steps are often taken in a sequence, one after another, but what happens at each step can be interrelated to another step.

Getting help by Disclosing: Disclosing happens when a person who experiences sexual assault or sexual misconduct chooses to tell someone about what has happened to them. When this information is shared with a university staff member (as described below) the university will take every step available to support the person who has made this disclosure. Information about protocols and supports following a disclosure appears in the section below entitled, "*Disclosing Sexual Assault or Sexual Misconduct*".

Going on the official record by Reporting: A person who experiences sexual assault or sexual misconduct may choose to report the incident to Protective Services at the university and/or to report the incident to the Saskatoon Police Services. It is also possible for someone who has witnessed sexual assault or sexual misconduct and/or who becomes aware of an incident of sexual assault or sexual misconduct to report the incident. Information about how to report an incident and what to expect when reporting appears in the section below entitled "*Reporting Sexual Assault or Sexual Misconduct*".

Formalizing a Complaint: A person who experiences sexual assault or sexual misconduct may decide to make a formal complaint about the incident. Within the university processes, the pathway for making a complaint is different depending on who is being accused of violating the Policy on Sexual Assault Prevention (i.e., whether the accused is a student, an employee, or other). Outside the university, complaints are made through the Saskatoon Police Services. Submitting a complaint through the appropriate university pathway does not in any way restrict the person from also making a complaint to the Saskatoon Police Services. Information about making a formal complaint is described below under a section entitled, "*Formalizing a Complaint about Sexual Assault or Sexual Misconduct*".

A. Getting Help: Disclosing Sexual Assault or Sexual Misconduct

If an individual experiences sexual assault or sexual misconduct, they are strongly encouraged to consider sharing their experience with a professional counsellor in order to receive personal support. Individuals who have these experiences are also encouraged to approach university staff members (described below under *Supports*) who can assist with supports and accommodations that may be needed as a consequence of the impact that sexual assault and sexual misconduct can have on a person. There are occasions when an individual who has experienced sexual assault will decide to tell someone who is neither a professional counsellor nor a university employee. If this person then brings forward the disclosure to the university, those involved with the response to sexual assault at the university will

help to find ways to work alongside all of those involved. It is the university's practice to maintain confidentiality when a disclosure is made, following the [Policy on Sexual Assault Prevention](#). The University will not, however, be able to guarantee complete confidentiality where there is a safety risk to the campus community, and/or specific individuals. Anonymity also cannot be maintained if a person wishes to pursue a formal complaint against another, though the University will ensure that complaint processes are carried out in accordance with applicable privacy laws.

It is important to note that anyone having experienced or witnessed sexual assault or sexual misconduct can disclose the incident to the university to get help without going on the official record by making a report to the university or to the police and without making a formal complaint to the university.

Supports

The university works together with the **Saskatoon Sexual Assault and Information Centre (SSAIC;** <http://saskatoonsexualassaultcentre.com/>). The SSAIC has a 24 hour crisis line (**306-244-2224**) through which support following a sexual assault can be immediately obtained. The SSAIC has additional services and can also be contacted at 306-244-2294 on Monday to Friday during daytime business hours.

A person who has experienced sexual assault is encouraged to seek medical attention as soon after the incident as possible. Even if you are not physically injured, other issues may require medical attention such as testing for sexually transmitted infections (STI) and pregnancy prevention. A forensic examination which preserves physical evidence of a sexual assault should be done within 48 hours of an assault to be effective and is only available in hospitals.

Medical Contacts:

- (i) For immediate medical attention
Royal University Hospital (RUH): 306-655-1362
City Hospital: 306-655-8230
St. Paul's Hospital: 306-655-5000 (provides medical attention but does not administer forensic kits)

Anyone not in Saskatoon should seek medical attention at the nearest hospital.

Forensic examinations: Within Saskatoon, forensic kits are only administered at two hospital locations, City Hospital and Royal University Hospital. When an individual is sexually assaulted and goes to a hospital in Saskatoon, they will be asked whether they opt to have a forensic examination. The on-call family physician from the City Centre Family Physician group will go through the forensic kit. The forensic kits, which become an element in collecting evidence for a criminal case, are conducted at City Hospital between 9:00 a.m. and 7:00 p.m. and at Royal University Hospital between 7:00 p.m. and 9:00 a.m.

- (ii) University of Saskatchewan – Student Health Services provides medical attention but does not administer the forensic kits. Student Health is located on the 4th floor of Place Riel (306-966-5768) and is open 8:30 a.m. to 4:30 p.m., Monday to Friday.

In addition to what appears above, the university has supports in place for students and employees, which are further described in the following section.

When the person disclosing an experience is a student:

- Support and assistance for students can be received through a range of services. Students and employees working with students are encouraged to contact the **Student Affairs Case Manager** (306-966-5757; tracy.spencer@usask.ca), who provides coordination of supports and accommodations. All University of Saskatchewan students, regardless of the campus location of study are still encouraged to contact the Student Affairs Case Manager. There are additional services that provide students with support and assistance including (but not limited to):
 - **Student Health** (306-966-5768)
 - **Student Counselling** (306-966-4920)
 - **Residence Manager**, Student Life (306-966-2698; residence@usask.ca)
 - **Protective Services** (306-966-5555; protective.services@usask.ca – non-emergency)
- The university works together with the University of Saskatchewan Students' Union (USSU) where supports for students who have experienced sexual assault and sexual misconduct are also available.
 - **USSU Women's Centre** (306-966-6980; womens.centre@ussu.ca)
 - **USSU Pride Centre** (specializing in providing a friendly environment to support diversity in sexual orientation and gender identity) (306-966-6615; pride.centre@ussu.ca)
 - **USSU Help Centre** (306-966-6982; help.centre@ussu.ca)
- Support in the form of academic accommodations (e.g., extensions on assignments, deferrals of exams, registration in courses) is coordinated through the Student Affairs Case Manager 306-966-5757; tracy.spencer@usask.ca). These accommodations are made in accordance with the university standards and procedures for requesting and granting such accommodations.

When the person disclosing the experience is an employee:

- Support and assistance for a person disclosing who is an employee (faculty or staff) can be attained through a variety of sources including (but not limited to) the list below. All University of Saskatchewan employees, regardless of the campus location of their work are encouraged to contact any of the resources listed immediately below.
 - Director of Protective Services and Safety Resource (966-4505; brian.muchmore@usask.ca)
 - the Employee and Family Assistance Program (306-966-4300; 1-844-44USASK (toll free)) <http://working.usask.ca/wellnessandsafety/wellness-resources/index.php>
- Medical accommodations (e.g. medical leaves, modified schedules, and/or duties) are coordinated by Wellness Resources (306-966-8738; wellnessresources@usask.ca). Other workplace accommodations (e.g. relocation of offices, reassignment of reporting structures, installation of panic buttons) will be coordinated by Protective Services and Human Resources. These accommodations are made on a case-by-case basis in order to fit the needs of any particular circumstances related to the incident being disclosed.

Responsibilities of university community members in the event of a disclosure:

- It is the responsibility of all members of the university community who receive a disclosure of sexual assault or sexual misconduct to provide an offer of assistance to connect the person who

has been victimized either to the Student Affairs Case Manager (when the person is a student - *number; e-mail*) or to Director of Protective Services and Safety Resources (when the person is an employee – 966-4505; brian.muchmore@usask.ca). These contact individuals will work to ensure the individual receives the necessary information regarding support services, reporting options, and formal complaint processes.

- There are situations in which sexual assault or sexual misconduct is disclosed to a university of Saskatchewan employee in such a manner that the employee is asked by the individual not to share this information with others. In those instances, the employee is asked to seek guidance from university personnel who are identified in this procedures document as key service providers (i.e., Student Affairs Case Manager, Director of Protective Services and Safety Resources) for the purpose of providing the necessary supports to the individual who has disclosed, while maintaining the confidentiality requested by the individual who has been sexually assaulted.
- There are situations in which sexual assault or sexual misconduct is disclosed to a university of Saskatchewan employee whose professional position carries with it a responsibility to maintain confidentiality (e.g., physician, counsellor). In those instances, the employee is asked to follow the professional protocol that governs behaviour and practice under those circumstances and to be aware of university policies and procedures so as to provide this information to the individual who has been sexually assaulted.

B. Reporting Sexual Assault or Sexual Misconduct

The university recognizes its responsibility to respond to reports of sexual assault and sexual misconduct immediately upon becoming aware of an incident in a fair and effective manner, and encourages the immediate reporting of all incidents of sexual assault and sexual misconduct.

Reporting persons may choose to pursue **one or both** of the reporting options available and described below. Reports can be made by anyone. The Reporting Person does not have to be a student or employee in order for the university to take steps as described below.

Reporting Options

- i. Individuals may report an allegation of sexual assault or sexual misconduct through the University's formal systems which begin by registering the incident with **Protective Services** at 306-966-5555.
- When a report of sexual assault or sexual misconduct is made, Protective Services notifies the appropriate senior university leader.
 - In the case where the reporting person is a student, it is the Vice-Provost, Teaching and Learning (306-966-8710; patti.mcdougall@usask.ca) who will be made aware of the incident.
 - In the case where the Reporting Person is an employee, it is the Associate Vice President Human Resources (306-966-1219; cheryl.carver@usask.ca) who will be made aware of the incident.
 - These senior university leaders are responsible for overseeing the university's response to reports of sexual assault and sexual misconduct to ensure that the university's

processes unfold appropriately and to uphold all of the elements of the *Policy on Sexual Assault Prevention*.

- ii. Individuals may decide to report an allegation of sexual assault or sexual misconduct through the criminal justice system.
 - To initiate a criminal investigation in Saskatoon, a report is made to:
 - **Saskatoon Police Services** (24/7) at 911 (for emergency) or 306-975-8300 (for non-emergencies)
 - To initiate a criminal investigation at a University of Saskatchewan campus outside of Saskatoon, a report can be made to the local police authorities.
 - The criminal process is separate from the university's reporting and formal complaint processes. A Reporting Person can pursue **both** reporting options simultaneously.
 - Protective Services can provide Reporting Persons with information concerning their options and rights and will assist in making reports to law enforcement officials, if such assistance is requested.
 - If the Reporting Person chooses to make a report to police, Protective Services can facilitate making a report to the Saskatoon Police Services.
 - Saskatoon Police Services (or other police services outside of Saskatoon) will provide information relating to such things as filing a complaint, the criminal investigation process, and the likelihood that a criminal charge may be laid. When a report of sexual assault or sexual misconduct is made to the police, the police and crown prosecutor make the final decision regarding how and whether the allegation moves forward.

Preservation of Information, Material and Medical Evidence:

When an individual intends to report sexual assault or sexual misconduct, it is important that any information, material and medical evidence relating to sexual assault or sexual misconduct is preserved for both possible criminal justice investigations and university investigations under these procedures.

Anyone involved in an incident of sexual assault or sexual misconduct including individuals who are reporting, who are witnesses in the incident, or who are responding to the report are encouraged to preserve all information and material evidence relating to the incident. To make the collection of forensic data easier, the person who experienced the victimization should not shower, bathe, change or throw away clothes, disturb the area of occurrence, brush teeth, or comb hair. Other examples of information and material evidence include, but are not limited to, electronic communications (e.g., e-mails and text messages), photographs, and bedding.

The University's protocol following a report of sexual assault or sexual misconduct:

- **Support:** When Protective Services has received a report of sexual assault or sexual misconduct, the Reporting Person, the Accused Person, and anyone else involved in the incident will be offered appropriate support (in those cases where this has not already happened).
 - Protective Services will ensure that medical attention is offered. This includes notifying an ambulance (if necessary) and accompanying the person who has been victimized to a hospital emergency department (if requested).
 - Protective Services will ensure that the appropriate university personnel are mobilized to provide support including the Student Affairs Case Manager (when either the

Reporting person or the Accused Person is a student) or the Human Resources Labour Relations Consultant (when either the Reporting Person or the Accused Person is an employee).

- All parties will be provided with contacts for supports as described above under the section on *Disclosing Sexual Assault or Sexual Misconduct*.
- All parties will be given comprehensive information about the university's policy and procedures that apply to the situation and the associated steps or actions that can be taken including information about making a formal complaint.
- **Safety Assessment, Emergency Notification, and Campus Notification:** Protective Services will conduct an initial assessment, including taking the steps necessary to ensure a safe environment for every individual involved in the incident being reported and other members of the campus community.
 - **Emergency Notification:** In the event of an immediate imminent threat to the campus community, an Emergency Notification may be activated. Such notifications can be activated in under 10 minutes and are sent out electronically. An emergency notification does not involve consultation with anyone involved in the situation being reported.
 - **Campus Notification:** When not deemed an immediate imminent threat, it may still be necessary for the university to notify the wider campus (either in Saskatoon or at other U of S campus locations, or both) that sexual assault or sexual misconduct has taken place. When it is deemed necessary to notify the wider campus, this notification is typically sent out electronically within a few hours of a reported incident. Exceptions to the timeframe for campus notification may exist. For example, when the level of risk to campus is deemed low and there is concern about the impact of a campus notification on the well-being of the individual who has been victimized, a campus notification may be delayed or may be deemed inappropriate.
 - In making decisions about campus notification, consideration is given:
 - The level of risk surrounding the event (e.g., the likelihood of further harm to members of the campus community)
 - The wishes of the person who was reported to have been sexually assaulted.
 - The opportunity to educate and build awareness within the campus community.
 - When the Saskatoon Police Services are involved in a matter, the university must also give consideration to the obligation that campus notification does not interfere with an on-going criminal investigation.
 - This notification may include information (as known and as appropriate) about the incident:
 - Nature of the incident
 - Date and time
 - Place of the incident
 - Description of the individual who has been accused of committing the sexual assault or sexual misconduct.

- **Initial Investigation by Protective Services:** Following a report of sexual assault or sexual misconduct, Protective Services, on behalf of the university, will investigate the reported incident promptly and in a manner that ensures due process.
 - Although Protective Services normally takes the lead to investigate reports of sexual assault and sexual misconduct, the university may also appoint an alternate body to conduct the investigation.
- **Interim measures:** The university may impose interim measures as may be appropriate for the individuals involved in the reported incident of sexual assault or sexual misconduct and for the larger campus community. Notably, interim measures are not intended to be punitive, but are intended to provide a safe environment for all parties pending a determination of the allegations.

In accordance with *The University of Saskatchewan Act, 1995*, University policies, and governing collective bargaining agreements, interim measures may include, but are not limited to:

- Separation of academic and living situations between the Reporting Person and Accused Person (in the case of student involvement);
- Separation of workplace situations (in the case of employees);
- Temporary suspension of the Accused Person (in the case of a student) or temporary modification of the Accused Persons academic program;
- Temporary suspension of the Accused Person or relocation of duties of the Accused Person (in the case of an employee)
- An order informing the Accused Person that they are prohibited from all or part of any campus of the University of Saskatchewan; and
- A no-contact order (i.e., an agreement, which is mutually undertaken by two or more parties, to refrain from contacting one another based on mutually specified conditions).

C. Making a Complaint about Sexual Assault or Sexual Misconduct

There are different pathways to make a complaint about sexual assault or sexual misconduct. The first two pathways depend on whether the Accused Person is a student or an employee. Information is also contained within this section about what happens when the Accused Person is a visitor to the campus.

When the Accused Person is a student, complaints of sexual assault or sexual misconduct may be initiated:

- By the Reporting Person; or
- By any other individual including a university official, on behalf of the reporting person

Complaints against a student are pursued through the *Standard for Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals*. If the Accused Person is found to have breached the standard of conduct for students, disciplinary action will be taken in accordance with the *Standard for Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals*.

Normally, under the *Standard for Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals*, a formal complaint is to be made within one year of the incident, although this time limit may be extended depending on the circumstances of the

complaint and the reason for the delay (see the *Standard for Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals*).

When the Accused Person is an employee, complaints of sexual assault or sexual misconduct may be initiated:

- By the Reporting Person; or
- By any other individual including a university official, on behalf of the reporting person

Complaints against employees are pursued following the procedures existing for addressing formal complaints under the *Discrimination and Harassment Prevention Policy* the process described in any applicable collective bargaining agreement, and/or the *Violence Prevention Policy*.

- In the event that the Accused Person is found to have breached the *Sexual Assault Prevention Policy*, disciplinary action will be taken in accordance with the respective collective agreement (for those employees in scope of a bargaining unit) and applicable employment legislation. Where the Accused Person is an employee who is not in-scope of a bargaining unit and, thus, not part of a collective agreement, disciplinary action will be pursued following applicable employment legislation.

Normally, complaints must be made within one year of the incident, although this time limit may be extended depending on the circumstances of the complaint and the reason for the delay although there may be exceptional circumstances.

Right to Withdraw a Complaint:

A student or an employee who pursues a formal complaint through a university process has the right to withdraw a complaint at any stage of the university's complaint process. However, the university may continue to act on the issue identified in the complaint in order to comply with its obligation under the *Sexual Assault Prevention Policy* and/or the university's legal obligations.

Protection from Reprisals, Retaliation, Threats, and Intentionally False Complaints:

The *Sexual Assault Prevention Policy* prohibits any acts of retaliation including threats, intimidation, reprisals, or hostile education or employment action, against a person who has filed a formal complaint, reported or disclosed an incident, or has participated in any manner in the investigation or resolution of a report of sexual assault or sexual misconduct.

Intentionally false accusations of sexual assault or sexual misconduct (e.g., reports and/or complaints that are filed in bad faith) are also prohibited under the *Sexual Assault Prevention Policy*. These complaints occur when a person purposefully misrepresents the facts or makes accusations maliciously, without regard for the truth. Intentionally false accusations do not include reports made in good faith, even if the facts alleged in the report or formal complaint cannot be substantiated by an investigation.

Allegations that a complaint has been made in bad faith or that retaliation has occurred may be investigated using the same procedure that is used to investigate complaints under the *Sexual Assault Prevention Policy*. Individuals who are found to have engaged in retaliation or made deliberately false accusations may be subject to sanctions and/or disciplinary action.

Complaining about an Accused Person who is not a University Student or Employee:

When an Accused Person is neither a student nor an employee at the University of Saskatchewan, the university can assist the Reporting Person in a series of steps, including but not limited to:

- Assist the Reporting Person to make a report to Saskatoon Police Services as described above under “Reporting Sexual Assault or Sexual Misconduct”.
- Assist the Reporting Person to make a report to another institution, in those cases where the Accused Person is a student at another institution.
- Make a report to another employer, in those cases where the Accused Person is an employee at another institution whose employment has required that they provide service on a University of Saskatchewan campus.
- Take steps to legally prohibit an individual from coming onto a University of Saskatchewan campus.

Section 2: Tracking and Logging Statistics on Sexual Assault and Sexual Misconduct

To increase awareness on campus, incidents of sexual assault or sexual misconduct that are reported to Protective Services will be logged and posted on the Protective Services website. This log will be updated on a regular basis. Whenever possible, entries regarding an incident will include information about:

- the nature of the sexual misconduct reported;
- the context where the incident occurred;
- the date of the incident and the date of reporting; and
- whether the incident was reported to the Saskatoon Police Services.

The logging and posting of this information will be done in such a way so as to protect the anonymity of reporting and accused individuals.

Section 3: Sexual Assault and Sexual Misconduct Awareness, Education and Training

There are a number of highly trained individuals at the university who provide support, guidance, and services in the case of sexual assault or sexual misconduct. The university also looks to campus members as a whole to contribute to creating a healthy, positive, and safe learning, living, social, recreational, and work environment free of sexual assault and sexual misconduct. To achieve that environment, the University of Saskatchewan, through the Office of the Vice-Provost Teaching and Learning and the Office of the Associate Vice-President Human Resources, is committed to robust educational efforts aimed at *preventing* sexual assault and other forms of sexual misconduct and *training* individuals in the campus community who may be called on to assist and to guide someone in a disclosure involving sexual assault or sexual misconduct.

Education and Training: The University commits to deliver education and training in face-to-face contexts as well as through print and web-based materials and modules. Intervention training is essential for staff, faculty, and students who may potentially be on the receiving end of a disclosure involving sexual assault or sexual misconduct. Topics for education and training in this area include (but are not limited to): providing a safe and comfortable space, maintaining confidentiality, validating the person's experience, being non-judgmental and empathetic, effective listening, supporting the person in decision-making, referring to appropriate university resources, and knowing relevant university policies, procedures, community resources and medical and police procedures in responding to a sexual assault. The University encourages voluntary participation in these education and training opportunities.

Prevention: Prevention education will be directed to all members of the university community. Materials and training programs will be developed to include high impact practices and up-to-date content (e.g., dispelling myths, fostering understanding of complexities, impacts on those assaulted, expectations of all campus members with regard to appropriate behavior, understanding and using university policies and procedures, sex-positive attitudes). Special emphasis in prevention education will include broad understanding of rape culture; violence against trans people, visible minorities, and other high risk groups; violence against Indigenous women; consent culture, and bystander intervention.

Section 4: Additional Resources

Additional resources available outside the university

Saskatoon Sexual Assault & Information Centre

24 hour Crisis Line
306-244-2224

Office line for Counselling, Information and Support
306-244-2294
<http://saskatoonsexualassaultcentre.com/>

The Centre for Children's Justice and Victim Services
306-975-8400
<http://police.saskatoon.sk.ca/victim/>

Legal Aid and legal services
306-933-5300

In the event that you require legal counsel you may qualify for Legal Aid assistance
http://www.legalaid.sk.ca/legal_help/nature_of_problem/criminal.php

If you are looking for legal advice and unable to afford this, CLASSIC's Legal Advice Clinic may be of assistance; (CLASSIC is Community Legal Assistance Services for Saskatoon Inner City, Inc.)
306-657-6100

<http://www.classiclawn.ca/how-we-can-help.html>

Questions or Recommended Amendments to the Procedures

Recommended amendments or questions about these procedures can be sent to the Vice Provost Teaching and Learning at vp-teaching@usask.ca