

College of Pharmacy and Nutrition

“Who To Go To” List

(Updated: January 2024)



UNIVERSITY OF SASKATCHEWAN
College of Pharmacy
and Nutrition
PHARMACY-NUTRITION.USASK.CA

College Office Support Note: Dean Jane Alcorn has overall responsibility for all areas listed below.	College reception and general information	Simone Downer (back up: Jess Knoop / Erin Wrubleski)
	Small printing/photocopying request, courier, mail	Simone Downer (back up: Jess Knoop / Erin Wrubleski)
	Faculty and staff files	Sandy Knowles
	Faculty and staff word-processing (eg. course outlines, exams, handouts, reports, correspondence, papers)	Simone Downer (back up: Jess Knoop)
	Faculty CVs, tenure and promotion documents	Sandy Knowles
	Faculty and staff contact lists, and email lists	Erin Wrubleski
	Office supplies	Simone Downer (back up: Jess Knoop / Erin Wrubleski)
	Travel inquiries and process	Erin Wrubleski, or Concur (via PAWS), or connectionpoint@usask.ca
	Vehicle rentals	Concur (via PAWS)
	Culinary and catering orders	Simone Downer (back up: Jess Knoop / Erin Wrubleski)
	COVID-19 related items (masks and test kits)	Simone Downer (back up: Sandy Knowles)
College Facilities, Space, and Equipment	Local Safety Committee representative and liaison (i.e. safety and environmental issues)	Jim Fang, Ellen Wasan
	Fire wardens	A-Wing: Gen Clark (main office suite), Erin Wrubleski (Dean's suite) E-Wing: Melanie Rozwadowski (3rd floor), Donna Michasiw (2nd and 1st floors) B/D Wings: Deb Michel and Vicki Keeler
	College space, office assignments, AHS project liaison	Erin Wrubleski
	Facilities issues (heat, leaks, power shutdowns, etc)	Erin Wrubleski, Simone Downer
	Facilities work (for estimates or for initiation of work)	Erin Wrubleski
	Ergonomic Requests	Erin Wrubleski, Sandy Knowles
	Booking meeting rooms, computer labs, nutrition food labs, etc.	Simone Downer (back up: Erin Wrubleski)
	Telephone support	Erin Wrubleski
	College keys, fobs, and access	Erin Wrubleski
	Pre-approval of any purchases is required from Blake/Sandy before item is purchased/reimbursed	
	College equipment (eg. computer inventory/tracking, replacement and renewal)	Sandy Knowles, Blake Novecosky
	College Parking Pass	Simone Downer
	Audio visual/media issues, computer issues	pn_itsupport@usask.ca
	Research lab space requests	Anas El-Aneed
	Core Equipment Facilities (HS D-Wing)	Deb Michel
Research equipment	Deb Michel	
Human Resources	Faculty recruitment, postings, letters of offer	Sandy Knowles
	Staff and research personnel recruitment, posting, letters of offer	Sandy Knowles
	Staff position descriptions	Curtis Anton, Sandy Knowles
	Faculty, staff, and research personnel payroll and pay cheque questions	Sandy Knowles
	Collective agreement questions	Curtis Anton, Sandy Knowles

	Faculty salary review process	Sandy Knowles
	ASPA merit review process	Sandy Knowles
	Orientation for new faculty/staff positions (term and permanent)	Sandy Knowles
Financial	Budget development and oversight	Jordan Robertson
	Accounts Receivable set up	Jordan Robertson
	Operating and capital funds reports	Jordan Robertson
	Student aid, scholarships/awards/bursaries, and endowment funds	Erin Wrubleski (Graduate), Diane Favreau (Undergraduate)
	Research funds	Erin Wrubleski, Jordan Robertson
	Invoice payments, Service Income Reqs, Honorariums, Cultural Service Provider Payments, and Purchase Orders	Erin Wrubleski
	Cheque and cash deposits	Erin Wrubleski
	Reimbursements for items purchased for the College	Erin Wrubleski, or connectionpoint@usask.ca
	Obtain signatures for contracts/agreements/MOUs from University lawyer and Dean (legal documents for program funding, space, etc.)	Sandy Knowles
Administrative Support for College	Faculty, Executive, Search, Renewals and Tenure, Probation, Salary Review, and Sabbatical Committee	Sandy Knowles
	CORE (Experiential Learning Office)	Jolana Piercy
	Governance Committee	Erin Wrubleski
	College Forum	Sandy Knowles
	Strategic Planning and Implementation Committee	Sandy Knowles
	Internationalization Initiatives Committee	Erin Smith-Windsor
	Indigenous Initiatives Committee	Jess Knoop
	Nominations Committee	Erin Wrubleski
	Pharmacy Division Committee	Erin Wrubleski
	Nutrition and Dietetics Division Committee	Erin Wrubleski
	Pharmacy Program Advisory Committee	Jess Knoop
	Nutrition and Dietetics Program Advisory Committee	Jess Knoop
	Nutrition Program Committee	Diane Favreau
	Safety Committee	Erin Smith-Windsor
	Wellness Advisory Committee	Simone Downer
	Undergraduate Academic Affair Committee	Jess Knoop
	Undergraduate Academic Misconduct Subcommittee	Diane Favreau
	Undergraduate Scholarships and Awards Subcommittee	Diane Favreau
	Undergraduate Admissions Subcommittee	Jess Knoop
	Research, Graduate, and Postdoctoral Affairs Committee	Erin Smith-Windsor
	Graduate Scholarships and Awards Subcommittee	Erin Smith-Windsor
	Infrastructure and Grants Subcommittee	Gen Clark
	Professionalism Panel	Diane Favreau
EDIA Community	Erin Wrubleski	
College Advancement	Development of business plans and major fundraising	Kris Dancy
	Donor stewardship and recognition (special events)	Kris Dancy
	Develop terms of reference and follow up (invoicing)	Kris Dancy
College Communications and Alumni Relations	Emails from the Dean	Sandy Knowles (back up: Erin Wrubleski)
	College announcements, invitations, requests, etc.	Erin Wrubleski (back up: Simone Downer)
	Undergraduate students' targeted announcements within PAWS	Diane Favreau
	Undergraduate student mass emails	Simone Downer (Sandy Knowles, Erin Wrubleski, and Jess Knoop also have access to send to this email list)
	Research communications (research websites, profiles, bios, and articles)	Gen Clark
	Graduate student mass emails	Erin Smith-Windsor (back up: Erin Wrubleski)
	College newsletter, annual report, report to associations	Jason Belhumeur

	College website, social media, TV screens	Jason Belhumeur
	Media Relations	Jason Belhumeur
	Alumni Events	Jason Belhumeur
	Cards and collections for farewells, baby gift, etc, and small college events, including birthday emails	Sandy Knowles (will enlist help as needed)
Undergraduate Pharmacy and Nutrition Programs Note: Associate Dean Academic Charity Evans has overall responsibility for these areas and may be contacted for any of these Assistant Deans Anas El-Aneed Brian Bandy (Nutrition) are responsible for the day-to-day operations of their respective Divisions, including coordinating	Recruitment materials and events (e.g Open House, Discovery Days, etc)	Diane Favreau
	Admissions materials, inquiries, admission tests	Jess Knoop
	Organization of evaluation of admission tests	Jess Knoop
	Catalogue and registration (e.g. course build, classroom bookings, permissions, etc)	Diane Favreau
	Registration questions	Diane Favreau, Jess Knoop
	Course Transfer Credits & Evaluation	Diane Favreau
	Academic timetabling	Diane Favreau
	Student orientation	Charity Evans
	Student advising	Diane Favreau
	Student counselling and Access & Equity Services	Charity Evans, Diane Favreau
	Scholarships, awards, and award payments	Diane Favreau
	Course outlines, textbook ordering, and costing	Jess Knoop
	Undergraduate examination invigilation arrangements	Erin Smith-Windsor
	Exam preparation/printing, computer marking, grade entry	Jess Knoop
	Course/Instructor Evaluation (SLEQ)	Diane Favreau
	Student files and records	Diane Favreau, Jess Knoop
	CPR and First Aid courses (Pharmacy students)	Diane Favreau
	Foodsafe 1 and 2 courses (Nutrition students)	Chantal Issel, Kristen Vandenameele
	Interprofessional education initiatives	Jane Cassidy (PHAR), Poppy Lowe (NUTR)
	Pharmacy White Coat Ceremony	Diane Favreau
Nutrition Year 3 Celebration	Diane Favreau, Jason Belhumeur	
Academic Awards Ceremony Planning	Diane Favreau	
Cornerstone Committee	Jason Belhumeur	
Convocation	Diane Favreau, Jess Knoop	
Nutrition 4th Year Clinical Rotations	Allison Cammer	
PharmD Experiential Learning Practicum	Kirsten Bazylak	
Graduate Pharmacy and Nutrition Programs Note: Associate Dean Research and Graduate Affairs Dave Blackburn has overall responsibility and may be contacted for any of these areas.	Recruitment materials and Research Day event	Erin Smith-Windsor
	Inquiries, tracking applications, admissions, registration	Erin Smith-Windsor
	Calendar revisions, course offerings, registration, classroom bookings	Erin Smith-Windsor
	Liaise with CGPS	Dave Blackburn
	Graduate Student Guide and orientation	Erin Smith-Windsor
	Convocation	Erin Smith-Windsor
	Student files and grades	Erin Smith-Windsor
	Graduate Student Payroll (e.g.appointments, scholarships, awards, tuition, stipends, etc)	Erin Smith-Windsor (back up: Erin Wrubleski)
	Graduate Student Contact List	Erin Smith-Windsor
	Graduate student mass emails	Erin Smith-Windsor (back up: Erin Wrubleski and Sandy Knowles have access to send to this email list)
	Student issues and counselling	Dave Blackburn
	Advisory Meetings, MSc defence coordination/PhD defence coordination	Erin Smith-Windsor
	Teaching assistant assignments	Dave Blackburn
	990 Seminar Program	Ellen Wasan
	Graduate Chairs	Jason Perepelkin (Nutrition interim), Roy Dobson (Pharmacy)
Coordinating professional development opportunities	Gen Clark	
Research Programs	Request for college matching or in-kind research support	Dave Blackburn
	Finding funding and partners	Gen Clark

	Proposal development (incl. team coordination) and grantsmanship	Gen Clark
	Research communications (research websites, profiles, bios and articles)	Gen Clark
	Research Mentorship Program	Gen Clark
	Internal Funding Programs	Gen Clark
	Summer Student Research Programs	Gen Clark
	Research strategic plan reporting	Gen Clark
	Postdoctoral Fellow or Research mass emails	Gen Clark (back up: Erin Wrubleski and Sandy Knowles have access to to this email list)
	Liaison with OVPR, grant review specialist, and funding agencies	Gen Clark
	Postdoctoral fellows, visiting professor, visiting research student	Erin Smith-Windsor (administration, payroll), Gen Clark (proposal development)
	Awards facilitation	Gen Clark
	Grants compliance review and approval (UnivRS)	Dave Blackburn, Gen Clark
	Institutional repository depositing	Gen Clark
Assessment and Evaluation	Strategic Plan Monitoring/Tracking	Jane Alcorn
	Program Review tracking	Erin Wrubleski
	Curriculum Mapping	Charity Evans
	Teaching/Learning Assessment and Evaluation Theory (CORE/SLEQ)	Jane Alcorn (TBD)
	Faculty Development	TBD
	College, student, education surveys/assessment projects	Charity Evans
	Accreditation Questions	Annual Nutrition rep (Charity Evans), Annual Pharmacy rep (Charity Evans)
Note: Associate Dean Academic Charity Evans has overall responsibility.		