



# Office of Community Engagement: Faculty & Staff Guide



## PATHS TO COLLABORATION: A FACULTY/STAFF GUIDE TO WORKING WITH MCMASTER'S OFFICE OF COMMUNITY ENGAGEMENT

This guide has been created to provide clarity on the role that McMaster's Office of Community Engagement plays to connect the McMaster and Hamilton community as we learn how to work together to contribute to the public good.

This guide is for you if you are a **McMaster faculty or staff member** interested in building a partnership with a Hamilton-based community group in support of your research, education, or service activities.

## WHAT IS COMMUNITY ENGAGEMENT?

Community engagement at McMaster University values the expert knowledge and passion that members of the community (from local to global) have about their communities and issues affecting them; it fosters ongoing collaboration between University and community partners on how to better understand and consider the issues identified as priorities by local and global communities. Community engagement at McMaster involves performing research, teaching, and service for or with community members and partners for the public good.



## WHAT DOES THE OFFICE OF COMMUNITY ENGAGEMENT DO?

We **align resources** in response to current community needs.

We **open doors** by engaging with everyone as a good neighbour.

We **create space** to support collaboration and convene partnerships.

And we **build relationships** across difference.

With a wide range of expertise, our staff are a resource for the development of community-campus partnerships for the public good in Hamilton.

We can help you move your ideas into action by creating opportunities to build relationships, share knowledge, and to ultimately make a difference through your work. We work to develop and support multi-stakeholder collaboration because a variety of perspectives, skills, and approaches are required to address the complex challenges facing our communities.

### Here are examples of how we develop partnerships:

#### LIAISING

- We help make connections between you and internal or external partners, as well as share information about your event/initiative with our networks.

Submit a community-campus event to share in our monthly newsletter. We can also provide proactive support to help you connect and form relationships.

#### ADVISING

- We meet with you to consult and advise on a community-campus project or initiative, and help to build capacity at an individual level. Think of us as a critical friend!

If you have an idea with partnership potential that aligns with our mandate, connect with us to set-up a meeting. We can provide feedback on ideas, potential partners, and proposals.

#### SPONSORING

- We provide small grants to support new or developing community-campus partnerships.

If you already have a community partner present and are looking to develop your partnership, you can apply for a Community-Campus Catalyst Grant.

#### FACILITATING

- We help build capacity for programs or organizations, where our office can play a small or large role in your project or initiative.

We can convene a meeting to connect potential partners, design a workshop to facilitate a dialogue, or link your initiative to one of our office's existing programs.

# WHY SHOULD I CONNECT WITH THE OFFICE OF COMMUNITY ENGAGEMENT?

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Many staff and faculty members at McMaster are already deeply involved with community in a variety of ways. Many others are just getting started. Either way, we know that this work takes a significant amount of time and energy to build relationships and launch new research, education, or service partnerships. We're here to help!

## PRINCIPLES OF COMMUNITY ENGAGEMENT

Action-oriented principles of community engagement were co-developed between community and campus partners to provide a framework for how to work together. The principles include: **Relationships, Reciprocity, Equity, Continuity, Openness to Learning, & Commitment to Act.** The primary goal of McMaster's community engagement strategy is to establish these principles as the foundation of community-campus partnerships. Embedding these principles in your work and programs will not only benefit your work here at McMaster, but will also help you strive to ensure your partnerships benefit the communities you are working with.

## HOW CAN I GET INVOLVED?

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Below are some of the most common ways that you can further embed community engagement in your research and education activities, or get involved with the Office of Community Engagement. If you're not sure which path to choose, contact us at [community@mcmaster.ca](mailto:community@mcmaster.ca). We can help you figure it out!

### JOIN THE NETWORK FOR COMMUNITY-CAMPUS PARTNERSHIPS

The Network is the structure that supports McMaster's work with our community partners to achieve our community engagement goals. Managed by the Office of Community Engagement, **the Network fosters ongoing relationship-building between community and University partners.** Through the Network, community and campus partners participate in working groups on a variety of identified theme areas and also work collaboratively to support the University's research and education mission by further embedding community engagement in the work that faculty, staff, and students do on- and off-campus.

**If you are interested in joining your Faculty's node for the Network or establishing a working group within your Faculty to support community engaged research and education,** please contact: [community@mcmaster.ca](mailto:community@mcmaster.ca).

### APPLY FOR A COMMUNITY-CAMPUS CATALYST GRANT

**Do you have a new or developing community-campus partnership with an interesting project or initiative that you'd like to pilot?** Our office offers small catalyst grants to McMaster faculty, staff, students, and their community partners to support new partnerships that align with the goals of McMaster's Community Engagement Strategy. These funds are available in amounts of up to \$1000 each. Please visit <https://community.mcmaster.ca/about/our-programs-and-initiatives/community-campus-catalyst-grant/> for more details about how and when to apply.

### CONNECT TO THE COMMUNITY ENGAGEMENT MINOR

Designed to provide a foundation of knowledge and skills for participation in communities regardless of one's primary field of study, the **Interdisciplinary Minor in Community Engagement** allows students to deepen and expand their understanding of communities and develop skills for principled and effective engagement. Students are required to take **CMTYENGA 2A03** and 21 additional units from the three course lists that include theory, experiential, and capstone courses. With over 110 courses from all six Faculties, you can promote this Minor to students who are interested in diverse disciplines related to community engagement. If you have a course that you think should be included or if you are interested in incorporating community engagement into a course, please contact Jay Carter ([cartej5@mcmaster.ca](mailto:cartej5@mcmaster.ca)). Learn more about the minor online: [http://academiccalendars.romcmaster.ca/preview\\_program.php?catoid=18&poid=12673](http://academiccalendars.romcmaster.ca/preview_program.php?catoid=18&poid=12673)

### COMMUNITY-ENGAGED RESEARCH

Our office facilitates and supports research at McMaster with connection and benefit to Hamilton communities through the Research Shop, supporting connections between faculty members and community groups, and liaising between partners and regional and national CBR networks. We can help to connect Faculty members to community organizations working on issues related to their research for partnership for grants.

To find out more or connect with our Community-Engaged Research Facilitator, please email C.A. Klassen ([borstadc@mcmaster.ca](mailto:borstadc@mcmaster.ca)).

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## HOW CAN I GET INVOLVED? (CON'T)

### PRESIDENT'S AWARD FOR COMMUNITY ENGAGED SCHOLARSHIP

The President's Award for Community Engaged Scholarship was established to recognize both community and campus representatives who have demonstrated a commitment to initiating and supporting excellence in community-campus research initiatives. You can reach out to C.A. Klassen at [borstadc@mcmaster.ca](mailto:borstadc@mcmaster.ca) to find out more about this year's deadline to nominate.

## HOW CAN I CONNECT?

The Office of Community Engagement is here to help you as you develop relationships, ideas, and strategies towards new or developing community-campus partnerships. **If you would like to connect with someone from our team, this is the process to expect:**

- **Contact us with your request:** In order for us to understand who best to connect you with, please reach out with your request and as much detail as you can provide through one of the following routes:
  - a. Email - [community@mcmaster.ca](mailto:community@mcmaster.ca)
  - b. Phone - 905 525 9140 ext. 26279
  - c. Website - Submit a request via the contact form on our website.
- **Assessment:** After you contact us, our staff team will assess your request and determine who best to connect with you based on the path that you have chosen.
- **Initial consultation:** Based on our assessment, we will follow up with you (and any partners or colleagues if requested) to arrange an initial consultation. We usually book meetings 1 month in advance.

### JOIN THE MCMASTER COMMUNITY POVERTY INITIATIVE

MCPI was formed in 2007 by concerned faculty and staff who were interested in expanding McMaster's role in addressing local conditions of poverty. The MCPI has three primary pillars: research, education, and advocacy.

**Interested in joining our advisory committee, building cross-faculty connections or learning more?** MCPI has opportunities for faculty and staff and welcomes all interested parties. Please get in touch with the MCPI Coordinator, Sashaina Singh, at [singhs37@mcmaster.ca](mailto:singhs37@mcmaster.ca).



## CONNECT WITH THE OFFICE

### SOCIAL MEDIA & NEWSLETTER

We share updates about what's going on at McMaster and in the Hamilton community! To stay in the loop, follow us on social media (@McMasterCE) or visit our website ([www.community.mcmaster.ca](http://www.community.mcmaster.ca)) to subscribe to our newsletter.



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