



Professor James Barber
Armidale NSW 2351
Australia
Phone + 61 2 6773 2004
Fax + 61 2 6773 3710
vc@une.edu.au
www.une.edu.au

Message from the Vice-Chancellor

Congratulations on your appointment and welcome to UNE

This induction kit sets out the important information you need to know when you first start working at the University, along with more general information about your employment, such as

- administrative matters which need to be organised when you take up your appointment, like staff cards, e-mail and internet connections, and, most importantly, getting you on the payroll;
- information about UNE (including an organisational chart), the local community and the services which exist both on and off-campus;
- policies and procedures which will govern your employment here, such as the University's Code of Conduct, the Equal Employment Opportunity Policy, Occupational Health and Safety Policy, Code of Conduct, Privacy Policy, Educational Services for Overseas Students and the Parking Policy; and
- whom to see about what (contact lists, information about other Departments, etc.), and including the Supervisor's Induction Checklist.

This induction kit also provides a number of important web addresses to sites that will help familiarise your with the University.

- Staff Information <http://www.une.edu.au/uneweb/admin.html>
- Human Resource Services <http://www.une.edu.au/hrs/>
- Policies <http://www.une.edu.au/policies.html>

I hope that your transition into your new working environment is successful, and that your time here at the University of New England will be enjoyable and mutually rewarding. You are most welcome to contact your supervisor or any staff member from Human Resource Services if you have any questions, or need further information about your employment here.

Yours sincerely,

A stylized, handwritten signature in black ink.

Professor James Barber
Vice-Chancellor & CEO