

# Induction Checklist

## Basic Introduction

- Arrange a time for an induction meeting. If the staff member is not based in Armidale, make an appointment for a telephone induction meeting
- Introduce yourself, and your role, and explain the reporting relationship
- Ensure new staff member has completed necessary paperwork for Personnel so that they will get paid correctly and on time
- If office space is being provided, show the staff member and discuss arrangements, such as:
  - Provision of/access to computing equipment and Internet
  - Access to office equipment (e.g. phones, fax, copying arrangements) and stationery
  - Access to laboratory equipment
- Show staff member around the School - tea rooms, lecture theatres, tutorial rooms, laboratories, offices, etc., and introduce staff member to colleagues, especially those with whom they will be working closely, or who are undertaking a similar role
- Provide a copy of the Handbook for Casual and Sessional Teaching Staff
- Other .....

## Policies and Procedures

- Relevant procedures relating to reporting, time sheets, staff meetings
- Expected levels of performance - for example, turnaround time for marking, attendance at team meetings
- OH&S issues - contact officer, emergency procedures
- Where lab work or other technical work is involved, arrange an induction with the local OH&S contact officer to cover safety procedures with specific equipment and expectations with regard to supervision of students
- Other .....

## Teaching Issues

- Provide background as well as specific information by explaining:
  - the School's philosophy of teaching, and how it links to UNE's Strategic Goals
  - the type of students - for example, internal/external etc. - and numbers
  - how the unit/s that the staff member will be teaching/marketing/demonstrating for relate to other units within the course program
  - how the graduate attributes are incorporated within the unit
- Provide a copy of the study guide for the unit and go through it with the staff member, noting learning outcomes for the unit and the teaching approaches used
- For marking staff, provide a copy of an answer guide and marking guide for assignments
- Explain how many assignments/exams they will be expected to mark, how long each should take, and the School's expectations with relation to feedback to students
- Explain what professional support is available - for example, who to contact to discuss problems; and what access is provided to professional development opportunities
- Explain the availability of student evaluation of teaching, nomination process and timelines
- Set dates for regular contact to discuss issues arising out of teaching and/or marking
- Other .....

## Other Issues

- Ensure staff member is added to the School's communication system - for example, email lists, pigeon holes, mailing list
- Follow-up with staff member after a week or so to ensure that there are no outstanding questions or issues