



Staff Induction Policy

Policy Area: Human Resources

Approval: Executive Principal

Signature:

Date:

1. PURPOSE

The policy is designed to ensure that all new academic and general staff will be properly inducted into the policies, procedures, programs and facilities of Sheridan College.

2. RESPONSIBILITY AND ACCOUNTABILITY

| | |
|---|--|
| Initial approval of policy and later amendments: | Executive Principal |
| Amendment of procedures consistent with the policy: | Executive Principal |
| Distribution of policy: | Executive Principal, Academic Principal |
| Implementation of policy: | Executive Principal, Faculty, Board of Directors |
| Monitoring and compliance of policy: | Academic Council |
| Evaluation and recommendations for amendments: | Academic Council, Executive Principal, Faculty |

3. PRINCIPLES

All new staff shall attend an induction session designed to provide an introduction to:

- the purpose, ethos, activities, and function of the College;
- the academic and administrative structure of the College;
- other staff members, including the staff member's supervisor;
- higher education sector requirements, processes and procedures;
- the staff ESOS obligations for overseas students.
- College facilities and resources.

At the induction session, the new staff member will receive:

- keys to facilities appropriate to the staff member's appointment;
- a tour of the work-space allocated to the staff member;
- access details for the College's computer network, and direction to the policy and procedures folder on the M:Drive;
- a copy of the staff member's job description/duty statement and/or contract;
- a library member's card;
- a parking permit;
- a copy of the *APA Style Guide of essays* (Lecturing staff only)
- softcopies of any documents related to the units to be taught.

At the induction session, the new staff member will provide:

- a signed copy of the offer of employment
- a completed Tax Number Declaration

- a signed copy of the Confession of Faith;
- an up-to-date Curriculum Vitae;
- copies of documentation verifying the staff member's academic qualifications;
- copies of other documentation as required – eg, WWC, professional accreditation.

4. STAFF INDUCTION AGENDA

4.1. SERVING AT SHERIDAN – EXECUTIVE PRINCIPAL

Introduction

- Introducing new staff

Devotion

Big Picture

- General vision and ministry
- Governance structure
- Strategic Goals for coming year

Student Body

- Who are our students?
- Strategic difference/market appeal – affordability/price + academic rigour + Christianity.
- Christian difference – teaching “Christianly”.

Course Development

- Course Development Principles
- Textbook Ordering
- Changing unit outlines
- Using Canvas

Higher Education Compliance

- Understanding TEQSA
- Reporting obligations

Human Resource issues

- Workload Guidelines
- Performance Reviews
- Payroll
- Leave
- WWCs
- Professional development
- Receipts and reimbursements

Practical items

- IT
 - Backup data
 - Internet provider info
 - Laptops/ABE Image
 - DeepFreeze
 - New software requests (open source where possible)

- IT assistance
- Photocopier/printer (secure print facility)
- Facilities
 - Classroom setup
 - Parking
 - Locking up
 - Keys and key register
- Events
 - Expos
 - Book launches
 - Graduation
 - Business cards
- Other
 - Stationary
 - Receipts and reimbursements
 - Smoking/alcohol policies
 - Gift policy
 - Website updates

4.2. TEACHING AND RESEARCH – ACADEMIC PRINCIPAL

Starting Out

- Prayer
- Timetable
- Class Lists
- Canvas setup
- Welcoming students
- Seminar preparation
- Build a community of learners
- Introducing the M:Drive

Policy Introduction

- Academic Integrity Policy
- In-term Intervention Policy
- Academic Progress and Intervention
- Assessment Policy
- Examinations
- APA Referencing
- Copyright

4.3. OCCUPATIONAL HEALTH AND SAFETY – CHAIR, OPERATIONS SUBCOMMITTEE

Legal Framework

- Safety Laws in WA
- The OSH Act 1984
- Duties of Employers

Policy Introduction

- Critical Incident Policy
- Emergency Drill

4.4. STUDENT SERVICES – DIRECTOR OF STUDENT SERVICES

Registration and Enrolment

Support Services

Academic Advisor Policy

International Student Support

- Mate In Oz
- Understanding and recognising cultural stress

Working Together- Attendance, Grades and Student Impact

Issues to look for- Isolation, Sleep, Hygiene (cultural) equal respect etc...

4.5. MARKETING AND SOCIAL MEDIA – EXECUTIVE PRINCIPAL/DIRECTOR OF STUDENT SERVICES

Agents

School visits (local) + Expos

Social media activities/How algorithms work and maximising impact

5. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Staff Induction Policy

Source Documents:

Associated Internal Documents: Governance Manual
Confession of Faith
Workforce Plan
Verification of Qualifications Policy

Associated External Documents

Authorised Officer: Chair, Board of Directors

Approved by: Mr Michael Smith

Date of Approval: 23 August 2018

Next Review Before: December 2021

| Version Number | Version Date | Authorised Officer | Amendment Details |
|----------------|--------------|---------------------------|-------------------------|
| 1.00 | 23 Aug 2018 | Chair, Board of Directors | First version of policy |
| | | | |