

Ongoing/Fixed Term Teaching Staff Induction & Support Checklists (Higher Education)

This document is designed to ensure that all new ongoing and fixed term teaching staff are provided with the essential inductions and support processes to enable successful undertaking of their teaching role, and engage in quality learning and teaching practices at FedUni. It is recommended that this document, and those listed under Corporate Induction, are to be completed, signed and forwarded to Human Resources for inclusion in the staff members personnel file.

Prior to employment

EMPLOYMENT CONFIRMATION		Responsibility: Program Leader and School Administrator	
Activity		Resources	Completed
Ongoing/fixed term appointments	Staff member signs: <ul style="list-style-type: none"> Letter of Acceptance and returns to Human Resources completes electronic link to Associate/Pending HR online system 	Note: Completion of Associate/Pending HR online systems triggers creation of HR and ITS accounts	<input type="checkbox"/>
Flexible working arrangements	Staff member made aware of the flexible work arrangements toolkit	Click here to access the flexible working hours website.	<input type="checkbox"/>
L&T systems access	Access to: <ul style="list-style-type: none"> fdlGrades My Student Centre/Campus Solutions 	See School Services and Support Team <ul style="list-style-type: none"> fdl Grades log-in My Student Centre/Campus solutions log-in 	<input type="checkbox"/>

First week of commencement

To be completed by all ongoing and fixed term teaching staff employed at the university.

CORPORATE INDUCTION		Responsibility: Nominated School delegate	
Activity		Resources	Completed
New Starters Checklist	Includes consideration of the following: <ul style="list-style-type: none"> Induction Checklists Workspace requirements & access Systems and resources Contact Details Staff Identification 	Click here to download the New Starters Checklist	<input type="checkbox"/>
Local Induction Checklist	Includes the following: <ul style="list-style-type: none"> General Area Information Positions/duties Training Attendance and Leave Corporate information Key policies and procedures 	Click here to download the Local Induction Checklist.	<input type="checkbox"/>
Corporate OHS Induction checklist	Include the following: <ul style="list-style-type: none"> General Health and Safety Representation Prevention Incidents Emergencies and Evacuations 	Click here to download the Occupational Health and Safety (OHS) Induction Checklist.	<input type="checkbox"/>
HR Online Modules	Includes the likes of, but is not limited to: <ul style="list-style-type: none"> Corporate Induction Workplace Bullying & Occupational Violence Child Safe Standards Prevent discrimination and harassment 	Links to these self-paced, online induction modules are emailed directly to staff via Human Resources.	<input type="checkbox"/>

Human Resources	<ul style="list-style-type: none"> • Superannuation • Salary packaging • Leave applications & payslips • Pay, conditions and benefits 	Contact HR on (03) 5327 9756 Click here to access the website <i>Staff Staff Resources</i>	<input type="checkbox"/>
Staff Resources	<ul style="list-style-type: none"> • Staff directory • University pool vehicle booking 	Click here to access the website <i>Staff Working at FedUni Human Resources</i>	<input type="checkbox"/>
ITS Support	<ul style="list-style-type: none"> • IT access support • Teaching support 	Contact 1800 FED UNI or (03) 5327 9999 Click here to access the ITS service desk online portal	<input type="checkbox"/>

First week of commencement

Each campus has a unique layout, and distinctive processes in which to liaise and access various departments and departmental staff.

CAMPUS INDUCTION		Responsibility: Nominated School delegate	
Activity		Resources	Completed
Campus Tour	<ul style="list-style-type: none"> • Schools and Directorates • Human Resources • Student Connect • CLIPP • Library • Cafeteria 	Click here to access campus maps	<input type="checkbox"/>
Campus Parking	Areas, access, zones and permits	Click here to access the website <i>Staff Working at FedUni Facility Services Parking</i> for information on parking areas, permits and zones.	<input type="checkbox"/>
Campus Security	Security needs during or out of standard hours teaching	Click here to access the website <i>Staff Working at FedUni FedUni against violence Campus security</i> for emergency and non-emergency numbers for campus security.	<input type="checkbox"/>
Classroom tools and resources	<ul style="list-style-type: none"> • Using a lectern for teaching • Accessing laptops for teaching • Accessing other teaching tools 	Campus specific resources	<input type="checkbox"/>

Within first two weeks of commencement

Each School applies and uses a range of University policies and procedures differently to address their specific School, discipline, program and/or course teaching needs.

SCHOOL INDUCTION		Responsibility: Line Manager, Mentor and Course Coordinator	
Activity		Resources	Completed
Academic Mentor	Allocation of an academic mentor	Monthly support meetings throughout first semester of employment	<input type="checkbox"/>
School L&T Professional Support and Development	<u>School-based Communications</u> <ul style="list-style-type: none"> • Invitations to relevant School L&T meetings and events • Invitation to relevant Program/Course meetings • Subscription to School newsletters/communications 		<input type="checkbox"/>

	<ul style="list-style-type: none"> Key School L&T Contacts School L&T Communities of Practice <p><u>School-based Professional Development</u></p> <ul style="list-style-type: none"> Invitations and access to relevant School professional development opportunities Role specific training (eg: Course Coordination Training) 		<input type="checkbox"/>
School Learning and Teaching Information	<p><u>School-based L&T Policies, Procedures, Processes</u></p> <ul style="list-style-type: none"> School Assessment Guidelines School Moderation and Marking processes School Peer Review, Peer Enhancement and/or Peer Observation processes 		<input type="checkbox"/>
	<p><u>L&T Administration & Systems</u></p> <ul style="list-style-type: none"> Key dates for the Teaching Period Introduction to fdlGrades and use in learning and teaching administration Access to relevant SharePoint folders 	<p>Click here to view the Academic calendar and Teaching Periods</p> <p>Click here to access website resources and 'how to' information for fdlGrades.</p>	<input type="checkbox"/>
School Research Information	<ul style="list-style-type: none"> Key School Research Contacts School Research Communities of Practice 		<input type="checkbox"/>
Course Information	Support with understanding Course Description, Assessment tasks, Learning Activities, Moodle environment, marking criteria, accessing learning resources, etc.	Meeting with Course Co-ordinator	<input type="checkbox"/>
Goals and Performance Indicators	Develop goals as part of Performance Review and Development Program (PRDP)	Meeting with Line Manager	<input type="checkbox"/>
		Click here to access the online PRDP system, and online resources.	<input type="checkbox"/>
Other (School/Role specific)			<input type="checkbox"/>

Within first four weeks of commencement

The central learning and teaching induction program Introduces general information, resources, services and supports to transition all teaching staff (including sessional staff) in facilitating quality learning and teaching practices at FedUni.

LEARNING & TEACHING INDUCTION		Responsibility: CLIPP	
Activity		Resources	Completed
Academic Induction Program (AIP)	Delivered in a blended mode across all campuses, and offered twice a Semester. Mandated as per the Academic Probation Procedure and Learning, Teaching and Student Success Plan 2018-2020 .	<p>Click here to access website for specific program content, workshop dates and registration.</p> <p>Note: Sessional staff are paid to attend the 15 hour program.</p>	<input type="checkbox"/>
Learning Technology Bootcamp	These 'bootcamp' workshops are delivered the day after AIP to support consolidation of learning.	Click here to access website for specific workshop content, workshop dates and registration.	<input type="checkbox"/>

Mid – teaching semester

Ensure opportunities are available for self, peer and student review to enable and support any necessary adjustments to learning and teaching practices for the remainder of the teaching period.

SCHOOL SUPPORT		Responsibility: Mentor, Supervisor or Line Manager	
Activity		Resources	Completed
Mid-semester review	Progress on PRDP goals and professional wellbeing	Meeting with Supervisor/Mentor	<input type="checkbox"/>
Peer enhancement	Engage in School Peer Enhancement process	Click here to access the website <i>Staff Learning and Teaching Teaching Practice Evaluation Review through a peer lens</i>	<input type="checkbox"/>
Student feedback	Support with engaging in informal ways to collect student feedback on learning and teaching practices	Click here to access the website <i>Staff Learning and Teaching Teaching Practice Evaluation Review through a student lens</i>	<input type="checkbox"/>
Self review	Self-reflection on successes and challenges and identify opportunities to improve.	Click here to access the website <i>Staff Learning and Teaching Teaching Practice Evaluation Review through a self lens</i>	<input type="checkbox"/>

End of teaching semester

Formal feedback from students and performance appraisals from supervisors form an important component of professional growth and development.

SCHOOL SUPPORT		Responsibility: Mentor and Line Manager	
Activity		Resources	Completed
Teaching Administration	<ul style="list-style-type: none"> Entering final grades into fdlGrades Writing Course Coordinators Report (if applicable) Recommending enhancements for future course delivery 		<input type="checkbox"/>
Student Feedback	Interpreting and using eVALUate student feedback	Click here to view Student Evaluation of Learning and Teaching Procedure.	<input type="checkbox"/>
Goals and Performance Indicators	Document mid-Year PRDP Review	Refer to agreed goals established at the commencement of teaching.	<input type="checkbox"/>

Employee:

Date:

Signature:

Print and sign form if no digital signature available

Supervisor / Manager:

Date:

Signature:

Print and sign form if no digital signature available

End document