



## Administrator's Guide for Orientating & Onboarding a New Faculty Member



Faculty Member Name:			
Department:		Appointment Type:	
Division:		Academic Rank:	
Western ID		Start Date:	

### Part 1: Up to Six Weeks Before (If Applicable)

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Order new/upgraded computer equipment (if required).</li> <li><input type="checkbox"/> Set up telephone services (if Basic Department contact your <a href="#">directory coordinator</a>; if Clinical Department please contact appropriate Hospital).</li> <li><input type="checkbox"/> Request access to required resources (internet, Schulich network account/drives).</li> </ul>
	Draft a training/orientation plan for the new employee's first few months (include key contacts).
	<b>(If applicable): Immigration/Work Permit</b> – Ensure that all documentation has been submitted by the New Faculty Member (i.e. Permanent Resident Card, Work Permit, etc).
	<p><b>ADMINISTRATIVE ROLES ONLY</b> (including CHAIRS, CHAIR/CHIEFS, DIVISIONAL LEADERS, ETC.)</p> <ul style="list-style-type: none"> <li>• Discuss mentor or buddy opportunities with current holder of position/department chairs.</li> </ul>

### Part 2: The Week Before (If Applicable)

	<p>If Western based:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure work area is prepped, cleaned and stocked with basic office supplies.</li> <li><input type="checkbox"/> Ensure phone/internet has been set up.</li> <li><input type="checkbox"/> Obtain temporary parking cards (if needed).</li> <li><input type="checkbox"/> Update department directory/distribution lists.</li> </ul>
	Send out announcement containing information about the new hire's background, anticipated start date, role and how to reach them.
	<p>If Western based:</p> <p>Request building card access once you have obtained the Western ID for the new hire:</p> <ul style="list-style-type: none"> <li>• For Basic Departments, contact your Unit's Administrative Officer for access</li> <li>• For Dean's Office and Clinical Departments, contact Kevin Inchley</li> </ul> <p>Inform new faculty member that keys must be requested by the employee. The supervisor/hiring manager will be contacted to confirm their request.</p>

Part 3: The First Day (If Applicable)	
	Provide Western Faculty Member <a href="#">Orientation Checklist</a> & token gift from Schulich's merchandise (i.e. lapel pin, pen).
	Review the overall orientation plan and ask about further needs.
	Review the employee's role and their expected outcomes.
	Review your unit's structure, mission, vision and values, and explain how the employee's role contributes to these and to the goals of the unit. Explain the University/Hospital structure.
	Tour of office/building (review emergency exits/protocol).
	Explain the formal and informal performance management and performance development processes.
	<p>Review key behavioural expectations and Departmental norms:</p> <ul style="list-style-type: none"> <li>• Telephone, e-mail and internet use, as well as copy and fax use</li> <li>• Protocols for sharing common resources</li> <li>• Covering of absences</li> <li>• How to notify supervisor of planned or emergency absences</li> <li>• Unit/Department/Division social/departmental events</li> <li>• Unit health and safety practices</li> <li>• Discuss how vacation requests are handled</li> </ul>
	<p>Review office policies and procedures:</p> <ul style="list-style-type: none"> <li>• After hours and weekend office access</li> <li>• Office organization (files, supplies, office slides, business cards, etc.)</li> <li>• Office resources (directories, manuals, documentation)</li> <li>• Unit/Department/Division Meetings</li> <li>• Confidentiality</li> <li>• Emphasize the importance of the Code of Conduct/Equity &amp; Human Rights</li> <li>• Available IT support, both Schulich and Western</li> <li>• Review <a href="#">Health &amp; Safety</a> information</li> <li>• Renew Access Animal Quarter process (faculty/students)</li> </ul>

Part 4: The First Week (If Applicable)	
	Introduce employee to key contacts and set up meetings.
	<p>Ensure completion of on-line training modules, which may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Required training for all roles:</a> <ul style="list-style-type: none"> <li>○ <a href="#">Accessibility in Service</a></li> <li>○ <a href="#">Safe Campus Community—Preventing Harassment, Violence, and Domestic Violence at Western</a></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Health and Safety Awareness Training – <a href="#">Supervisor</a> or <a href="#">Worker</a></li> <li>○ <a href="#">Basic WHIMIS—Workplace Hazardous Materials Information System</a></li> <li>● <a href="#">Required training based on work/study area*</a>:             <ul style="list-style-type: none"> <li>○ <a href="#">Laboratory Safety</a> (When you register, search for the course number "LABHW")</li> <li>○ <a href="#">Biosafety</a> (When you register, search for the course number "BIOSA")</li> <li>○ <a href="#">Radiation</a></li> <li>○ <a href="#">X-Ray Safety</a> (Complete the registration form and submit, you will receive a follow-up email message with further instructions)</li> <li>○ <a href="#">Laser Safety</a></li> </ul> </li> <li>● <a href="#">Employment Equity Survey</a></li> </ul> <p><i>*Note: Training may be required before an individual can be given access to a lab.</i></p>
	<p>Ensure employee is aware if there is additional training required by their role and book any additional role-specific safety training.</p>
	<p>Assist employee with obtaining their WesternOne (ID) Card from Student Central in Western Student Services Building, Room 1120 (Once they have received their Employee ID number).</p>

**Part 5: After The First Month (If Applicable)**

	<p>Chair or Chair/Chief/Division Head or delegate to schedule meetings to discuss:</p> <ul style="list-style-type: none"> <li>● How the employee perceives the department so far; address any concerns?</li> <li>● Are there enough opportunities to learn and grow? How can you support their ongoing development?</li> <li>● Are they running into any hindrances to their productivity? What are they and how are they affected by them?</li> <li>● What suggestions for improvement do they have?</li> <li>● Ask if they need assistance setting up their first Mentorship Committee meeting.</li> <li>● Discuss career development and plans for the future.</li> <li>● Continue providing regular informal feedback by having frequent discussions about assignments, productivity, and comfort level.</li> </ul>
	<p>Provide information about continued learning opportunities, additional training and support services. The Educational Assistance Program site describes financial support programs for continued learning.</p>
	<p>Follow up to ensure training has been completed.</p>

**Part 6: Ongoing (If Applicable)**

	<p>Sign up for the below Leadership courses through Faculty Relations:</p> <ul style="list-style-type: none"> <li>● BASICS Leader Course / Summer Academic Leader / Leadership Forum</li> </ul>
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