



Chair/Chief - Full Time Faculty Member Orientation & Onboarding Checklist



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

Part 1: Orientation to Job/Surroundings (Western – Schulich)

	<p>With your Chair/Division Head/Dean review:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your role expectations and the expected outcomes to ensure you understand what is expected of you (i.e.: Academic Role Category (ARC) or Workload Arrangement (UWOFA)). <input type="checkbox"/> What support and documentation can be utilized during your appointment (i.e. Conditions of Appointment Document, UWOFA Collective Agreement, Schulich Mentorship Program, etc). <input type="checkbox"/> Formal and informal performance management and performance development (i.e. Clinical = Career Development Planning (CDP) or UWOFA = Annual Performance Review (APE)). Discussion process for promotion and what is required. <input type="checkbox"/> The Mentorship Committee and its composition as per the School's Policy
	Review Schulich's Departments .
	Review your departmental WE ACT action plan.
	<p>With your Chair/Division Head/Dean review:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Familiarize yourself with the unit/department/division's priorities <input type="checkbox"/> Covering of absences (i.e. Maternity/Paternity/Sick Leaves) <input type="checkbox"/> How to notify supervisor of planned or emergency absences <input type="checkbox"/> Unit/Department/Division social/department events <input type="checkbox"/> Unit/Department/Division health and safety practices <input type="checkbox"/> Formal and informal performance management and performance development processes <input type="checkbox"/> How vacation/sabbatical requests are handled
	<p>Review Western's Policies & Procedures. (Note: separate policies/procedures exist for individuals with hospital or institute affiliations):</p> <ul style="list-style-type: none"> • Access to Information and Protection of Privacy • Non-Discrimination / Harassment Policy • Rights and Responsibilities of Academic Freedom • Accessibility at Western • Health and Safety Policy • Employee Assistance Program • Conflict of Interest • Schulich's Code of Conduct • Schulich's Conflict of Interest • CPSO's Conflict of Interest Policy • Schulich Mentorship Policy / Schulich Mentorship Program

	<p>Arrange meetings with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Officer / Manager <input type="checkbox"/> Site Chiefs / Division Chiefs / Division Chairs / Directors (as applicable) <input type="checkbox"/> <u>Departments</u>: Finance Chair / Research Chair / Directors (as applicable) <input type="checkbox"/> <u>Education Leaders</u>: Undergraduate / Postgraduate / Graduate /Continuing Professional Development Chairs <input type="checkbox"/> Dean’s Office: Finance / Human Resources / Decanal Group <p>Schulich Human Resources Help Centre is your gateway to finding the answers you need.</p>
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Part 2: Information for Clinical Academics with a Hospital Appointment

	<p>London</p> <ul style="list-style-type: none"> • Information on your clinical hospital appointment can be found on the Medical Affairs website. • You may contact Medical Affairs for further details at 519-685-8500 ext. 75127 or medical.affairs@londonhospitals.ca
	<p>Windsor</p> <ul style="list-style-type: none"> • Information on your clinical hospital appointment can be found on the Medical Affairs website. • You may contact Medical Affairs for further details at: 519-254-3150 ext. 52277 or medical.affairs@wrh.on.ca
	<p>Community Hospitals</p> <ul style="list-style-type: none"> • For more information regarding your appointment with the hospital, please contact the affiliated hospital in your geographical area for more information.

Part 3: Action Items for the First Week

	<p>Obtain WesternOne (ID) Card at Student Central in Western Student Services Building, Room 1120. A photograph is required so an appointment may be required. This is used for building access and can also be used to pay for food at on-campus eateries. If you work off campus and would like a WesternOne (ID) Card, please forward a picture of yourself, your full name and your home department.</p>
	<p>Set up your Direct Deposit information online in order to be paid and set up in payroll.</p>
	<p>(If Western based) Set up Parking Permit online. You will need to pick up your transponder at the Support Services Building (SSB) Rm: 4150.</p>
	<p>Set Up Western Identity/Email online. You should receive a letter from Western that will provide you with your User ID and Password.</p> <ul style="list-style-type: none"> • Obtain user ID and password • Review Western's Email Policy • Activate your account • You can forward emails to, or from your Schulich email, if applicable • <u>Note</u>: It is extremely important for you to either use your UWO email on a regular basis or forward your UWO email to the email you use regularly, as important information will be provided to you through your UWO email (i.e.: information regarding possible payment).
	<p>(If Western based) Set up your telephone Voice Mail.</p>

	(If Western based) Keys – Ask your Department Administrative Officer if there are specific keys you will need to request and submit your request online here . Confirm if you will need card access to buildings with your Department Administrative Officer.
	Western Benefits (Full Time only – if applicable) – Call central Human Resources (ext: 82194) to set up a benefit appointment as you will not be paid until this is completed.
	Complete Employment Equity and Diversity Survey
	<p>Complete Health and Safety Training online.</p> <p><i>*If based at LHSC/St. Joseph's you can complete either Western or the Hospital's training so long as the below is completed.</i></p> <ul style="list-style-type: none"> • Required training for all roles: <ul style="list-style-type: none"> ○ Accessibility at Western (AODA) ○ Workplace Hazardous Materials Information System (WHMIS) ○ Employee Health & Safety Orientation ○ Safe Campus Community - Preventing Harassment, Violence and Domestic Violence at Western (Violence in Workplace Bill 168) <p>Note: All individual links above direct you to OWL (Online Western Learning) Portal to complete the specific training</p> <ul style="list-style-type: none"> • Required training based on role. Please consult your supervisor: <ul style="list-style-type: none"> ○ Laboratory Safety (When you register, search for the course number "LABHW") ○ Biosafety (When you register, search for the course number "BIOSA") ○ Radiation ○ X-Ray Safety (Complete the registration form and submit, you will receive a follow-up email message with further instructions) ○ Laser Safety
	<p>Review Collective Agreement/Conditions of Appointment Documents for your specific appointment:</p> <ul style="list-style-type: none"> • UWOFA Members (Full time / Limited Duties) • Full Time Clinical Academics

Part 4: Helpful Information / Links

	<p>Western Links:</p> <ul style="list-style-type: none"> • Campus Maps • Holiday Schedule • Western Building Acronyms • Research Western (information on research and funding opportunities) • Financial Services (information on travel discounts, professional expense reimbursements, finance policies) • Western Information Technology (computer resources for your '@uwo.ca' account) • Teaching Support Centre (resources on teaching support, research resources, mentoring, faculty programs & information sessions) • Western Book Store (information on ordering classroom materials) • Western Libraries
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	<ul style="list-style-type: none"> • Rehabilitation Services (<i>information on work accommodations and ergonomics assessments</i>) • Central Human Resources
	<p>Schulich Links:</p> <ul style="list-style-type: none"> • About Schulich (overall glance of Schulich) / Schulich's Strategic Plan / Schulich Branding • Contact Lists: Department Chairs / Decanal Group / Administrative Officer • Undergraduate Medical Education (UME) • Postgraduate Medical Education (PGME) • School of Graduate and Postdoctoral Studies (SGPS) • Distributed Education Network (DEN) • Continuing Professional Development/ Continuing Medical Education • Schulich Mentorship Program • Promotion Guidelines – <i>For Full Time Faculty in a Clinical or Basic Department</i> • Schulich Help Desk – <i>Any computer/printer related issues can be initially directed to ext. 81377</i> • Partners, Institutes & Groups (including: Robarts Research Institute & Lawson Health Research Institute) • University of Windsor Campus Map • Talent Management • Office of Hospital & Interfaculty Relations (i.e.: Faculty Affairs within Schulich) • Clinical Teacher's Association • Dean's Office at Schulich <ul style="list-style-type: none"> * Finance * Communications * Facilities * Human Resources * Research
	<p>Feedback Form – Please complete this Feedback Form to let us know how we can make your transition to Western and Schulich easier.</p>

Please be advised that in order to access all the links within this document you may go to www.schulich.uwo.ca/humanresources/orientation and click on Faculty Orientation Guide to access the information hyperlinked above