



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> <p>Full Time Faculty (i.e. Clinical Academics/Limited Term/Probationary Appointments)</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 = Performance Evaluation (PE). Discussion process for promotion and what is required. <p>Part Time Faculty (i.e. Limited Duties/Adjunct Appointments)</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.: Statement of Expectations & Responsibilities (SER) attached to your offer letter). <input type="checkbox"/> Clinical Limited Duties (P/T) <input type="checkbox"/> Adjunct Appointees (P/T) <input type="checkbox"/> Affiliated Institute Scientists
	<p>With your Chair/Division Head/Dean review (if applicable):</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 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 • Schulich Mentorship Policy / Schulich Mentorship Program

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/ Health Centers</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>Activate your User ID and Password. See "Steps to Activate User ID & Password". You will need your Employee ID Number provided by your department.</p>
	<p>Obtain your Western One photo ID card from the Student Central - Room 1120 in the Western Student Services building (WSS). Building access information will be programmed into the system based on the pre-authorized access. Western ONECard</p>
	<p>Ensure that Human Resources has your personal contact information (including bank deposit details). Sign in My Human Resources. Use your User ID and password.</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 ext. 83973</p>
	<p>Enroll in MFA (Multi-factor Authentication). MFA is required for Office 365 including email, My Human Resources and other systems. Get started on the WTS MFA webpage, WTS Help Desk.</p> <ul style="list-style-type: none"> Review Western's Email Policy You can forward emails to, or from, your Schulich email, if applicable Note: 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 the most, as important information will be provided to you through your UWO email e.g. information regarding possible payment.
	<p>(If Western based) Keys – Ask your Department’s Manager, Administration and Finance (MAF) 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.</p>
	<p>Western Benefits (Full Time UWOFA only) – contact central Human Resources (bollson@uwo.ca) to set up a benefit appointment as you will not be paid until this is completed.</p> <p>Clinical Faculty members will receive an email to their @uwo.ca email with summary of available benefits, enrollment forms and contact information.</p>

Complete required training for all roles [Health and Safety Training](#) online.

**If based at LHSC/St. Joseph's you can complete either Western or the Hospital's training so long as the below is completed.*

- **Required training based on role. Please consult your supervisor:**
 - [Laboratory Safety](#) (When you register, search for the course number "LABHW")
 - [Biosafety](#) (When you register, search for the course number "BIOA")
 - [Radiation](#)
 - [X-Ray Safety](#) (Complete the registration form and submit, you will receive a follow-up email message with further instructions)
 - [Laser Safety](#)

Part 4: Helpful Information / Links

Western Links:

- [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](#)
- [Employee Well-Being](#) (information on work accommodations and ergonomics assessments)
- [Central Human Resources](#)
- [Partners, Institutes & Groups](#) (including: [Robarts Research Institute](#) & [Lawson Health Research Institute](#))
- [Clinical Teacher's Association](#)

Schulich Links:

- [About Schulich](#) (overall glance of Schulich)
- Schulich's [Departments](#)
- [Schulich Branding](#)
- [Contact Lists: Directories](#)
- [Clinical Faculty Affairs](#)
- [Schulich Faculty Affairs](#)
- [Dean's Office at Schulich](#)
- [Undergraduate Medical Education \(UME\)](#)
- [Postgraduate Medical Education \(PGME\)](#)
- [School of Graduate and Postdoctoral Studies \(SGPS\)](#)
- [Distributed Education Network \(DEN\)](#)
- [Continuing Professional Development](#)
- [Schulich Help Desk](#) – Any computer/printer related issues can be initially directed to ext. 81377