

## Orientation and induction

Policy number/version	8.4/V01	
Section	HUMAN RESOURCES	
Type	Staff policy	
Date of creation	September 2017	
Date of last revision	October 2019	
Date of approval of current version	5 November 2019	
Post/section with responsibility for implementation and monitoring	Head of Human Resources	
Approved by	University Council	
Policy review	Latest review by	Head of Human Resources
	Latest review date	September 2023
	Review outcome	No changes
	Next review date	September 2024
Cross reference/related documents:	<p>1.0 Policies &amp; procedures manual</p> <p>4.0 Staff handbook</p> <p>Academic Staff Appraisal Form</p> <p>Administrative Staff Appraisal Form</p> <p>Offer Contract</p> <p>UAE Labour Law</p> <p>2.7.2 Peer review procedure</p> <p>4.5 Annual appraisal policy</p> <p>8.6 Academic promotions</p> <p>8.7 Mentoring</p> <p>8.8 Professional development</p> <p>9.1 Compensation</p>	

### 1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will support newly appointed staff with the information and guidance necessary for the effective start in their position through a programme of induction.
- 1.2 The University will continue to offer advice to the newly appointed staff during an initial period of service, through the services of a mentor.
- 1.3 The University intends that the newly appointed staff is best positioned from the outset to make a substantial contribution to the delivery of the University's mission, and quickly learns how this expectation can be met simultaneously with their own career aspirations.
- 1.4 The University wishes to welcome all newly appointed staff to the community, and enable them to feel confident in contributing to the welfare of that community.

## 2.0 Scope

2.1 Applies to all new staff appointments, both full and part time.

## 3.0 Policy

### Orientation

- 3.1 An existing member of staff is appointed as a mentor to all newly appointed staff members. The mentor will not be a member of the immediate department but will be familiar with the requirements of the position held. The mentor will buddy the newly appointed staff member throughout the initial orientation process, serve as conduit to the social networks of the University, and is available through the induction process.
- 3.2 The mentor works in confidence with the newly appointed member of staff, does not report to a line manager on issues arising in the induction process, and neither do they replace the line management responsibility of the Head of Department or Dean or the Registrar and Chief Administrative Officer or the Vice Chancellor (as appropriate).

### Induction

- 3.3 Induction is a formal process implemented and monitored by the line manager. The line manager will supervise the newly appointed staff member through the process of acclimatisation to the University and familiarisation with the requirements of the job.
- 3.4 Induction may commence before the start date of employment, will continue into a relationship of personal and professional development, and will be accommodated within the appraisal process.
- 3.5 The line manager will observe the need for induction meetings, a 6-month probation appraisal, and development and planning through to the annual appraisal.

### Responsibilities for induction

3.6 Dean/Head of Department:

- 3.6.1 provides all relevant policies and procedures;
- 3.6.2 provides introduction to the Faculty/department/programme;
- 3.6.3 creates a programme of induction within the Faculty/Department to orientate the newly appointed staff to policies and procedures, organisation structure, and standard practices specific to the position;
- 3.6.4 ensures the newly appointed staff member attends the generic induction programme organised by Human Resources;
- 3.6.5 supports the newly appointed staff member through the probation period, advising them on policy, procedures, standards and expectations;
- 3.6.6 introduces the appraisal process.

3.7 For academic positions, the Dean is additionally responsible for:

- 3.7.1 drawing up a programme of research and setting research expectations;
- 3.7.2 setting expectations for standards of teaching;

- 3.7.3 introduction to:
- 3.7.3.1 peer review of teaching;
  - 3.7.3.2 assessment regulations including faculty marking and moderation practices;
  - 3.7.3.3 dissertation framework and associated responsibilities;
  - 3.7.3.4 personal tutor responsibilities;
  - 3.7.3.5 committee structures and decision making hierarchy within the Faculty and the University;
  - 3.7.3.6 External Examiner links;
  - 3.7.3.7 Advisory group links;
  - 3.7.3.8 research practices and themes being followed within the Faculty;
  - 3.7.3.9 student and staff feedback systems;
  - 3.7.3.10 curricula revision and approval processes;
  - 3.7.3.11 module review practices;
  - 3.7.3.12 admission structures and regulations;
  - 3.7.3.13 Faculty practices on teaching and feedback;
  - 3.7.3.14 assignment submission processes;
  - 3.7.3.15 community engagement expectations;
  - 3.7.3.16 appraisal processes;
  - 3.7.3.17 programme Review mechanisms;
  - 3.7.3.18 UK Universities Alliance introductions.

3.8 Human Resources is responsible for:

- 3.8.1 management of the welcome and introduction;
- 3.8.2 management of the generic induction programme;
- 3.8.3 organisation of the probationary review process;
- 3.8.4 monitoring the impact and effectiveness of the induction process for an individual newly appointed staff member.

Probationary review

- 3.9 The probationary interview is conducted by the line-manager one month prior to the end of the probationary period.
- 3.10 The interview is based on the criteria set out in the Annual Appraisal policy.
- 3.11 Outcomes of the probationary interview are reported using the Annual Appraisal form.
- 3.12 Outcomes will include expectations for progress/a plan of work.