



ICHAS

Section 6– Staff Recruitment, Management and Development

Subject:	Procedures associated with Staff Induction		
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Staff Induction		

INTRODUCTION

All new staff recruited at the College participate in an induction process which is organised and facilitated by both the Vice President (Corporate Affairs) and the Vice President (Academic Affairs) in the case of new Academic Staff, as well as the relevant Department/line manager. All new staff are familiarised with ICHAS staff and the learning environment, the College Quality and Enhancement Manual and any other procedures relevant to their role.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Vice President (Corporate Affairs)	Induction for Non Academic Staff
Vice President (Academic Affairs)	Induction for Academic Staff
Department/line manager	Induction for staff to their departments

PROCEDURES

The following procedures relate to the staff induction.

All new staff shall be:

- Provided with a lecturer and staff handbook (as appropriate) along with relevant manuals which detail work practices.
- Given access and one to one tutorial on the key aspects of their role and any associated systems that they will be using.

- Required to serve a probationary period of 3-6 months which allows the new staff member adequate time to familiarise themselves with relevant policies, procedures and specific role requirements.
- Mentored and taken through the relevant programme documentation and quality assurance and enhancement manuals and it is the responsibility of the relevant managers, and in the case of academic staff, the vice president (academic affairs) to ensure that the new recruit has sufficient support in order to prepare them for the fulfilment of their new role.
- Provided with formal induction and support by the educational technology manager on issues relating to blended learning and associated platforms, and in the case of academic staff, the new faculty member also has an initial meeting with the programme director in which they are formally inducted to the policies and procedures associated with the delivery of the particular programme along with the support and assessment criteria they will have to offer students.

GRAPHICAL PRESENTATION OF ELEMENTS OF STAFF INDUCTION

The following Chart outlines key elements of Induction and orientation Programmes for new staff

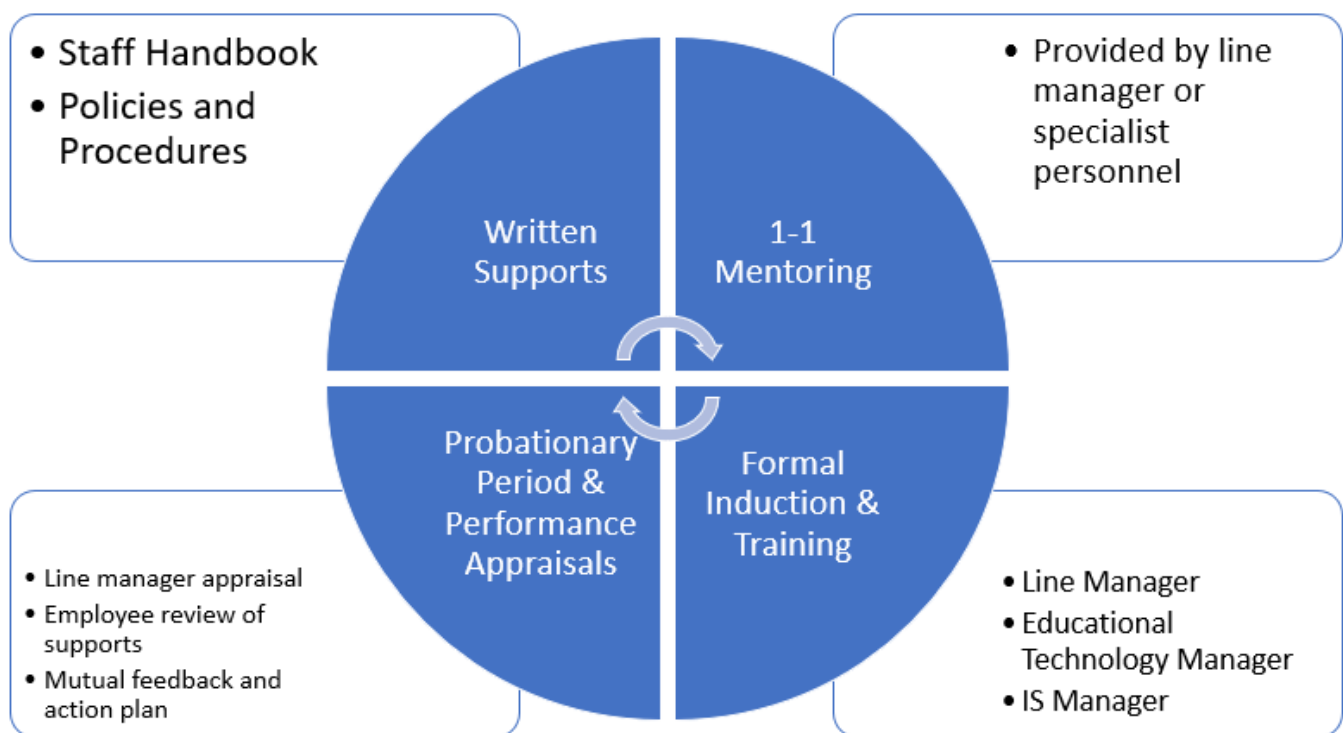


Figure 1 - Key elements of Staff Induction and Orientation

Linked Policies and Procedures.

Linked Policies	<p>Policy on Staff Recruitment, Management & Development</p> <p>Policy on Staff induction</p> <p>Policy on Staff Communication</p> <p>Policy on Staff Development</p> <p>Policy on Staff Performance & Appraisal</p> <p>Policy on supporting staff engagement with Blended Learning</p>
Linked Procedures	<p>Procedures associated with Staff Recruitment, Management & Development.</p> <p>Procedures associated with Staff Communication</p> <p>Procedures associated with Staff Development</p> <p>Procedures associated with Staff Performance & Appraisal</p> <p>Procedures associated with supporting staff engagement with Blended Learning</p>