**Academic**

**Staff Induction**

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| **Staff Member:** |  | **Employee ID:** |  |
| **Classification/ Level:** |  | **Academic Profile:** |  |
| **Commencement Date:** |  | **Probation End Date:** |  |
| **Line Manager:** |  | **Line Manager Position:** |  |
| **Induction Partner:** |  | **Induction Partner Position:** |  |

We respectfully acknowledge the Kaurna, Boandik and Barngarla First Nations Peoples and their Elders past and present, who are the First Nations’ traditional owners of the land that are now home to the University of South Australia’s campuses in Adelaide, Mount Gambier and Whyalla. We are honoured to recognise our connection to the Kaurna, the Boandik and the Barngarla lands, and their history, culture and spirituality through these locations, and we strive to ensure that we operate in a manner which respects their Elders

and ancestors. We also acknowledge the other First Nations of lands across Australia with which we conduct business, their Elders, ancestors, cultures and heritage.

**Induction Overview**

Welcome to the University of South Australia! We are committed to offering you an induction program that helps you settle into your new position and provides you with a comprehensive foundation upon which you can begin your time with us at UniSA.

At the local level, your manager will work with you through the position and unit specific information. An induction partner has been assigned to support you during your induction.

At the corporate level, there are a number of resources available including a [welcome video](https://www.youtube.com/watch?v=7g9FBViSgiI&feature=youtu.be) from the University’s Vice Chancellor, and you will also have the opportunity to attend [UniSA’s Corporate Induction](https://i.unisa.edu.au/staff/ptc/induction-to-unisa/).

If you have any People, Talent and Culture (PTC) or Work, Health and Safety (WHS) questions during your induction, please do not hesitate to contact our People Central or Safety and Wellbeing team:

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| **Contact Details** |
| People Central | Ph: 08 8302 2220HR@unisa.edu.au[AskPTC website](https://askptc.unisa.edu.au/app/home/session/L2F2LzEvdGltZS8xNjIzMjAyODg5L2dlbi8xNjIzMjAyODg5L3NpZC9mVUF4WXV3SkhsdHZjZHdfY1ZsU2R3Mld1alFaZEJpdGQ3d0plT05iSDV2d3VWSDJLSUhLdlpkSzBmdFZHejRHYzhTNHhfVHJaTTVhNk9zTVVrNVkyWVA5QUJZYWFjM1Q5b2NaVDJZMHZPR2dMSEhZbl9VMjlRYXclMjElMjE%3D) |
| Strategic People Partnering | For contact list please visit the[Strategic People Partnering webpage](https://i.unisa.edu.au/staff/ptc/contacts-and-feedback/capability/strategic-people-partnering/) |
| Safety and Wellbeing | Ph: 08 8302 2459HSIM.SafetyWellbeing@unisa.edu.au [Safety and Wellbeing webpage](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/wellbeing/employee-assistance-program/) |

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| **Key Meetings** |
| **Name** | **Meeting Date / Location** |
| Day 1 welcome conversation |  |
| 1st meeting with Induction Partner |  |

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| **Prior to Commencement** | **Responsibility** | **Completed** |
| First day preparation | Review and finalise induction plan | Manager |  |
| Allocate induction partner  | Manager |  |
| Notify team of new starter details | Manager |  |
| Allocate work space, set up equipment (computer, telephone, stationary) etc. | Manager |  |
| Initiate network and system access requests | Manager |  |
| Add new starter to any Microsoft Teams groups, email distribution lists, UniSA Intranet contact pages and provide access to any Shared Drives or SharePoint sites | Manager |  |
| **First Day** | **Responsibility** | **Completed** |
| Local Area Orientation | Show immediate work area and introduce to teamFor Floor plans, please see [Facilities Management](https://i.unisa.edu.au/staff/facilities/)  | Induction Partner |  |
| Show amenities such as bathrooms, staff room etc. | Induction Partner |  |
| Evacuation procedure, emergency exits, security call points, etc.Please see [Facilities Management](https://i.unisa.edu.au/staff/facilities/) | Induction Partner |  |
| Call the [AskIT](https://i.unisa.edu.au/askit/staff/) Help Desk, ext. 25000, to obtain network password (enables access to the UniSA network) | Self |  |
| Complete the [Online Building Request form](https://bpi.unisa.edu.au/suite/tempo/actions/item/ksBENnJnQZs7Xavkrf3S2vIpmftulAll6JpoaAJVCQiEm7uvdNXTdViMLKBP-fBMf_vBsjgKs3TkpI_nmm4cSHs2VmJCt9Uass-zKs?_ga=2.140831858.1122701067.1512688502-286378040.1512688502) and collect building access card from Campus Security.Please see [FMAssist Services](https://i.unisa.edu.au/staff/facilities/fm-assist-services/) | Induction Partner & Self |  |
| Show the [MyUniSA Staff Portal](https://my.unisa.edu.au/Staff/Portal/) and [myHR](https://my.unisa.edu.au/staff/myHR/home.do) for accessing payslips, submitting leave requests and managing personal details.  | Induction Partner |  |
| Orientate to workspace including Webex, voicemail, directory listing, booking meeting rooms, Teams and relevant Shared Drives and SharePoint.  | Induction Partner |  |
| **First Week** | **Completed** |
| Working Arrangements & Campus Orientation | Discuss performance expectations including probation, performance management and development, team values and specific responsibilities. | Manager |  |
| Discuss hours of work and breaks | Manager |  |
| Discuss workplace dress code | Manager |  |
| Explain team practices for notifying of absences | Manager |  |
| Unit structure, operations and functions | Manager |  |
| Explain leave entitlements including leave types, accruals and balance management. | Manager |  |
| Discuss the acceptable use of University resources including mobile phone, travel related expenses, credit card (where applicable). | Manager |  |
| Virtual tour of [UniSA Campuses](http://www.unisa.edu.au/Campus-Facilities/Maps-Tours/) | Self |  |
| IT Familiarisation  | [AskIT for Staff](https://i.unisa.edu.au/askit/staff) Read [Acceptable Use of Information Technology (IT) Facilities](http://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-22/) policy | Self |  |
| Complete Cyber Security Training and review your obligations in using IT services.[Cyber Security is Everyone's Business](https://i.unisa.edu.au/askit/CyberSecurity/) |
| WHS Induction | Complete [online training modules](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/induction-and-training/):* [Safety and Wellbeing at UniSA](https://lo.unisa.edu.au/enrol/index.php?id=15399)
* [Respectful Behaviour](https://lo.unisa.edu.au/enrol/index.php?id=15397)
 | Self |  |
| Complete below training modules if supervising staff:* [Managing Health and Safety Risks](https://lo.unisa.edu.au/enrol/index.php?id=15395)
* [Incident Investigation](https://lo.unisa.edu.au/enrol/index.php?id=15401)
* [Injury Management for Managers & Supervisors](https://lo.unisa.edu.au/enrol/index.php?id=9659)
 |  |  |
| Complete the WHS Self-Assessment Checklist ([WHS Workstation Self-Assessment Checklist (WHS45)](https://bpi.unisa.edu.au/suite/tempo/actions/item/koBENnJnQZs7XavkrLzR2rXsYtmS5DIdeIgXY-MTrslx5IPjLU0Z5uVXI4j_ple3yD5pNH-zh9AaEa7qxGELNY4mBaIt_NgXRpByQ) | Self |  |
| Complete the WHS Health and Safety Induction Checklist ([WHS Form 23](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs23.docx)) and email to your Manager. | Self |  |
| Review [Wellbeing @ UniSA](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/wellbeing/) webpage including [Bupa Mental Health in the Workplace](https://lifeskills.bupa.com.au/?cc=USA002) training | Self |  |
| Review the [Employee Assistance Program](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/wellbeing/employee-assistance-program/) and the [Manager Assist Program](https://i.unisa.edu.au/staff/ptc/safety-and-wellbeing/wellbeing/employee-assistance-program/faq/content/manager-assist-program/) service through Human Psychology. | Self |  |
| Corporate Induction | Register to attend an upcoming session of [Uni SA’s Corporate Induction](https://i.unisa.edu.au/staff/ptc/performance-and-development/pd-programs/ip-category/corporate-induction/).  | Self |  |
| Recognition of prior service | If applicable, please complete the [Recognition of Prior Service Request form](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/templates/recognition_of_prior_service_request.docx) and return to HR@unisa.edu.au  | Self |  |
| Records Management | Complete the [Records Management Training](https://i.unisa.edu.au/staff/chancellery/recmgmt/) on the website of the State Records and read the [Records Management Policy](https://i.unisa.edu.au/policies-and-procedures/codes/miscellaneous/records-management-policy/). | Self |  |
| **First Two Weeks** | **Completed** |
| Position Specific Information | Overview of performance expectations / framework* Probation
* Performance management and development
* [Core Attributes](http://i.unisa.edu.au/staff/ptc/induction-to-unisa/core-attributes/)
 | Manager & Self |  |
| Arrange 1:1 meetings | Manager & Self |  |
|  | Review the [Performance Development and Management website](https://i.unisa.edu.au/staff/ptc/performance-and-development/additional-resources2/performance-development-and-management/) | Self |  |
| Enterprise Agreement | Familiarise self with [University of South Australia Enterprise Agreement 2019](http://i.unisa.edu.au/staff/ptc/employment-conditions/enterprise-agreements/enterprise-agreement/) | Self |  |
| Vice Chancellor Delegations | Review [Vice Chancellor Authorisations](https://i.unisa.edu.au/staff/risk-assurance-services/vice-chancellors-authorisations/) | Self |  |
| Key policy framework | Review [key policies](https://i.unisa.edu.au/policies-and-procedures/university-policies/):* [Staff Code of Conduct](https://i.unisa.edu.au/policies-and-procedures/codes/staff-code-of-conduct/)
* [Anti-racism](https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-21/)
* [Equal opportunity](https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-2/)
* [Discrimination and Harassment Grievance Procedures (Staff)](https://i.unisa.edu.au/policies-and-procedures/codes/miscellaneous/discrimination-staff/)
* [Inclusive language](https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-1/)
* [Public statements and representation by members of University staff and students](https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-5/)
* [Sexual Assault and Sexual Harassment](https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-12.5---sexual-assault-and-sexual-harassment-policy/)
* [Conflict of Interest](https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-36/)
 | Self |  |
| Key Guides, Codes and Legislation | Review key guides, codes and legislation* [Code of Ethical Conduct](http://i.unisa.edu.au/policies-and-procedures/codes/ethics/)
* [Legislated and ethical responsibilities of staff](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/legislated_contents_QG.pdf)
* Complete the required [online training modules for Competition and Consumer (Cth) Act 2010 (CCA):](https://i.unisa.edu.au/staff/finance/training-and-user-guides/cca-training-modules/)
* All staff should complete Module 1 – Overview of CCA
* Modules 2 through 8 should be completed as recommended by training guidelines (refer heading ‘**What modules should I do**?’ on the [CCA training module page](https://i.unisa.edu.au/staff/finance/training-and-user-guides/cca-training-modules/)).

Review and understand obligations related to [Autonomous Sanctions](https://i.unisa.edu.au/staff/research/biosafety-and-permits/sanctions/what-are-un-and-australian-autonomous-sanctions/). | Self |  |
| Vice Chancellor Delegations | Review [Vice Chancellor Authorisations](https://i.unisa.edu.au/staff/risk-assurance-services/vice-chancellors-authorisations/) | Self |  |
| Sexual Assault & Sexual Harassment | Complete the **mandatory** [Sexual Assault & Sexual Harassment](https://lo.unisa.edu.au/course/view.php?id=29798) online training module. Please contact the [Talent & OD team](https://i.unisa.edu.au/staff/ptc/performance-and-development/) should you wish to opt out.  | Self |  |
| Register for Aboriginal and Torres Strait Islander Cultural Awareness | As part of our commitment to Reconciliation, we request staff to participate in the [Aboriginal Sensitivity & Respect Training](https://i.unisa.edu.au/staff/ptc/performance-and-development/pd-programs/ee/equity-diversity-inclusion/aboriginal-cultural-awareness/) Supervisors and managers with Aboriginal employees in their work area are required to attend Working with Aboriginal People training.  | Self |  |
| Course and Program Induction(Teaching only - remove if not applicable) | Meet with relevant Course Coordinator/ Program Director to discuss course/ programs you will be teaching.  | Self |  |
| Review the [New Teachers Portal.](https://i.unisa.edu.au/staff/teaching-innovation-unit/divisional-support/new-teachers-portal/) |
| Review [Assessment Policies and Procedures](http://i.unisa.edu.au/policies-and-procedures/codes/assessment-policies/). |
| Information for new Course Coordinators (Course Coordination only – remove if not applicable) | Staff member to review the webpage for [new Course Coordinators](https://i.unisa.edu.au/staff/human-resources/CourseCoordinators/), including the [Course Coordinators Quick Guide](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/guidelines/staff-training/course_coordinators_QG.pdf). |  |  |
| Teaching & Learning Plan | Dean of Programs/Professorial Lead or equivalent and Staff Member to discuss the University’s [Approach to Teaching and Learning](https://www.unisa.edu.au/about-unisa/teaching-and-learning/) |  |  |
| Academic Practice | [Academic Practice](https://i.unisa.edu.au/staff/teaching-innovation-unit/professional-development/) forms part of the probationary period for all staff employed across Levels A to C (continuing and contracts greater than 12 months) and is required to be completed within 12 months of commencement. Please ensure that you register for the next available session:* [Teaching@UniSA](https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-development/short-courses-workshops/academic-induction/academic-practiceunisa/)
* [Research@UniSA](https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-development/short-courses-workshops/academic-induction/academic-practiceunisa/)
* [Supervising@UniSA](https://i.unisa.edu.au/staff/teaching-innovation-unit/academic-development/short-courses-workshops/academic-induction/academic-practiceunisa/)

All queries should be directed as follows:Teaching @ UniSA: Teaching Innovation UnitResearch @ UniSA: Research and Innovation Services | Self |  |
| Summative Peer Review of Teaching (SPRT) | [Summative Peer Review of Teaching](https://i.unisa.edu.au/staff/teaching-innovation-unit/peer-review-of-teaching/summative-peer-review-of-teaching/) (SPRT) at UniSA is a formal process for evaluating an academic staff member's teaching for professional development purposes, probation or promotion.  A SPRT is mandatory for all academic staff at UniSA who have teaching as part of their role.  For probationary purposes, a SPRT must be completed during the three-year probation period.   | Self |  |
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| Research Integrity | UniSA has purchased the Australian version of the Epigeum research integrity program. All UniSA researchers, faculty and students, are required to complete the Epigeum modules.Staff can access the course as follows:* Log in to learnonline using your UniSA credentials, via <https://lo.unisa.edu.au/>
* Once logged in, select: <https://lo.unisa.edu.au/enrol/index.php?id=20824>

Please note: there is a ‘staff view’ that allows staff to view learnonline courses without enrolling in them. When that happens, the quizzes do not appear below the modules. If this occurs, log out of learnonline and log back in, and follow the process above. | Self |  |
| ORCiD | Register for your [ORCiD](https://guides.library.unisa.edu.au/c.php?g=889439&p=6668137) with UniSA to ensure UniSA staff are given credit for all of their publications. | Self |  |
| Union Contact Details  | National Tertiary Education Union (NTEU)Phone (08) 8227 2384[www.nteu.org.au/bd/unisa](http://www.nteu.org.au/bd/unisa)Community and Public Sector Union (CPSU)Phone 1300 137 636[www.cpsu.org.au](http://www.cpsu.org.au) |  |  |
| **First Four Weeks** |  |
| Probation and Professional Development and Management (PDMP) | Develop a Probation PDMP and email initial conversation date to HR@unisa.edu.au for recording | Manager & Self |  |
| Professional Development and Scholarship | Visit the [Academic Staff Professional Development](https://i.unisa.edu.au/staff/ptc/performance-and-development/staff-cohorts/academic-staff/) website | Self |  |

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| **Probation Review** | **Completed** |
| Probation Review | Probation reviews will be conducted during the term of the probationary period with your line manager (generally at 9, 18 and 27 months). The review documents will be provided to the Unit Academic Probationary Committee for formal review. You will receive an email closer to the date of the review to request supporting documentation.Formal feedback will be provided following each review. | Manager & Self |  |

| **STEM and FII *(Remove if not applicable)*** | **Completed** |
| --- | --- |
| Third induction meeting with Line Manager | Discuss how performance is tracking against the Probationary PDM Plan and provide employee with feedback in writing. Input should be sought from the research project manager, where relevant. | Line Manager/ Self |  |
| Where relevant, confirm workload in conjunction with the Academic Unit Workload Model. |  |  |
| Discuss Professional Experience Program (PEP), Early Career Researchers (ECR) Development Program, conference funding, travel and academic promotion. |  |  |
| Consider networking strategies and participation in working groups/committees. | Line Manager/ Self |  |
| Schedule networking activities /meetings to meet other senior managers in the Academic Unit and University and establish links to relevant forums etc.(Senior staff – remove if not required) | Self |  |

| **CTV/EDC/JUS *(Remove if not applicable)*** | **Completed** |
| --- | --- |
| Research Priorities | Discuss Research cohorts/networks and Academic Unit research priorities (institutes, centres and groups) | Line Manager/Self |  |
| Research Activity and Supervision | Dean of Research/Professorial Lead and Staff Member to discuss:* University Research Management Plan
* Research Ethics Committee/Officers
* Applying for grants/ funding sources (internal and external)
* Excellence in Research for Australia (ERA)
* Publication data- weighting/collection
* Supported Researcher Status

Research Degree Coordinator and Staff Member to discuss:* Research Degree Supervision and Research Register
* Code of Good Practice - research degree supervision
* Research training for students - infrastructure and support
 |  |  |
| Establish Academic Workload | Dean of Research/Professorial Lead or delegated line manager to:* Establish research workload and prepare research plan for the following 12 months
* Complete Performance Management proforma for research outcomes
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| **Induction Completed** | **Date** |
| --- | --- |
| Staff membersignature |  |  |
| Manager signature |  |  |

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| **Useful Internal Contacts** |
| Superannuation Officer | Superannuation@unisa.edu.au Ext. 21637 |
| Payroll Services | PayrollServices@unisa.edu.au Ext. 22911 |
| IT Help Desk | ISTS.Helpdesk@unisa.edu.au Ext. 25000 |
| Campus Security | Ext. 88888 |

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| **Additional Useful Websites** |
| Acts, Statutes & Bylaws | <http://i.unisa.edu.au/policies-and-procedures/act-statutes-and-by-laws/> |
| Campus Central | <http://i.unisa.edu.au/Campus-Central/> |
| Communications and Marketing Unit (CMK) | <http://i.unisa.edu.au/staff/communications-and-marketing-unit/> |
| Copyright | <http://www.unisa.edu.au/about-unisa/governance-and-management-structure/copyright-at-unisa/> |
| Facilities Management (FMU) | <http://i.unisa.edu.au/staff/facilities/> |
| Finance Unit (FIN) | <https://i.unisa.edu.au/staff/finance/> |
| Graduate Qualities | <http://www.unisa.edu.au/student-life/teaching-and-learning/graduate-qualities/> |
| Intellectual Property | <http://www.unisa.edu.au/Research/Industry-partners/IP-Principles/> |
| Library | <http://www.library.unisa.edu.au/> |
| Student and Academic Services (SAS) | <http://i.unisa.edu.au/sas/> |
| Student Engagement Unit (SEU) | <http://i.unisa.edu.au/students/student-engagement-unit/> |
| UniSA Sport | <https://unisasport.edu.au/>  |
| Student Services & Support | <https://i.unisa.edu.au/students/student-support-services/> |
| Student Ombud | <http://i.unisa.edu.au/students/ombud/> |
| University Committee Structure | <https://i.unisa.edu.au/staff/chancellery/committees-of-council/> |
| Vice Chancellor & President’s Office | <http://i.unisa.edu.au/staff/chancellery/vice-chancellor-and-presidents-office/> |
| **Common Acronyms – Academic Units** |
| ALH | Allied Health and Human Performance |
| BIS | UniSA Business |
| CHS | UniSA Clinical & Health Sciences |
| CTV | UniSA Creative |
| EDC | UniSA Education Futures |
| JUS | UniSA Justice & Society |
| STM | UniSA STEM |
| **Common Acronyms** |  |
| ALS | Academic |
| ASAR | Academic Staff Activity Report |
| CAO | Chief Academic Officer |
| CAS | Casual Administration System |
| CASO | Chief Academic Services Officer |
| CEI | Course Evaluation Instrument |
| CHESSN | Commonwealth Higher Education Student Support Number |
| CHY | Chancellery |
| COO | Chief Operating Officer (member of ELT) |
| CPSU | Community and Public Sector Union |
| DVC | Deputy Vice Chancellor (member of ELT) |
| EAP | Employee Assistance Program  |
| EA  | Enterprise Agreement |
| EO | Executive Officer |
| ELT | Executive Leadership Team |
| HECS-HELP | Higher Education Loans Program |
| HEO | Higher Education Officer – professional and general staff classification structure |
| HDA | Higher Duties Allowance |
| HRIS | HR Information System (used on HR and Payroll forms) |
| ISTS | Information Strategy and Technical Services |
| IQSG | International Quality Steering Group |
| PTC | People Talent and Culture |
| PVC | Pro Vice Chancellor (member of the ELT) |
| RES | Resources |
| RPL | Recognition of Prior Learning |
| SAS | Student and Academic Services |
| SET | Student Evaluation Teaching |
| SEU | Student Engagement Unit |
| TEN | Teaching Enterprise |
| TIU | Teaching Innovation Unit |
| UA | Universities Australia |
| UCO | UniSA College |
| USO | UniSA Online |
| VC | Vice Chancellor |
| VCA | Vice Chancellor’s Authorisations |
| **Campus / Room Appreciations** |
| CWE or CW  | City West Campus  |
| CEA or CE | City East Campus |
| MLK or ML | Mawson Lakes Campus |
| MAG or GM | Magill Campus |
| MtG or MG | Mt Gambier Campus |
| WHY or WH | Whyalla Campus |
| AU – 101 | Currie St Building  |
| JS | Jeffery Smart building (City West learning centre/library) |
| DP | David Pank building (160 Currie St) |