



College Induction Policy

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College Induction Policy

1. Introduction:

The College is fully aware that the staff member joining the College is the basis for its success. Therefore, all staff members in the College must have access to all the basic and necessary information that may help them perform their respective duties.

The College, therefore, attaches great importance to procedures aimed at College staff orientation, which make them feel that they are welcomed and valued, and help to stabilize their duties in the College. Staff induction is also the basis upon which staff can speed up the performance of their duties efficiently and effectively, whether at the level of their colleagues, department, or the College at large.

2. Aim of the Policy:

The policy aims at defining the College's approach to introducing newly hired staff and to those existing staff who will be assigned to different positions for the first time. The College work mechanism will start from the pre-arrival stage of the employee and extends to the College, Department, and policy induction. This may include the following:

- Orienting staff members on the College academic, administrative, and financial policies.
- Helping staff members to adapt to the College work environment as soon as possible.
- Providing them with useful information on the College performance indicators.
- Orienting them on the different functions of the College departments and the availability of the College facilities for their use as per procedures and guidelines.
- Orienting them on the College's policy of academic staff assessment.
- Enhancing their understanding of their duties and responsibilities.
- Understanding the aspirations and expectations of the College for their performance.
- Orienting them on the information and support available to them, including guidance from the key contacts of the College
- Highlighting opportunities for training and development.
- Harnessing their skills and knowledge to perform their job, and ensure that they meet the College expectations and requirements.

3. Policy Scope:

The policy applies to newly hired staff members in the College and those staff with new assignments. This includes several sessions organized by the College at varying intervals, with a total duration of 8 hours per academic year. They cover areas such as staff member induction on the College



regulations and its organizational structure, staff assessment policy, staff retention policy, scientific research policy, new staff mentoring policy, and other policies. The induction might also include meetings with various departments and committees of the College, such as the Health and Safety Committee, Technical Support Department, Finance Department, and Human Resource Department. New staff members must attend these meetings so that they can understand the culture of the College and its orientation, thus work comfortably and effectively.

4. Staff Responsibilities:

In line with the College's interests in its new and current staff members, all staff and heads of the departments should have a shared responsibility for staff development at the College. It will start with ensuring that all staff members have undertaken appropriate induction at the College. The College, therefore, expects all staff members to be proactive in learning the College policies, organization, and other roles, to obtain the required information from its sources. This would help them highlight themselves in areas where they believe they can contribute to the overall success of the College.

5. The Application of Staff Induction Policy at the College:

In the light of implementing the Staff Induction Policy, the College will be able to implement this policy in such a way that ensures the quality of performance and the sound and sustainable practices of the College activities, through the following:

- The Assistant Dean for Administrative and Financial Affairs is responsible for identifying ways in which the College can use its existing capacities and resources in making the College an attractive environment for new faculty members.
- The Assistant Dean for Administrative and Financial Affairs will ensure that steps are taken towards contributing to the effective implementation of this policy.
- All academic departments are required to have well-coordinated efforts in the induction process and hold workshops for this purpose.
- A list of the activities has to be made to be included in the Induction Policy.

6. Policy Review and Follow up:

The Staff Induction Policy should be subject to sound management practices that can only be achieved through:

- Follow up: The Deputy Dean for Academic Affairs and Community Service shall follow up on reports on the staff induction policy, conduct surveys, and other related information. A formal report has to be submitted to the Dean at the end of each semester.



- Reporting: Reports on the extent to which new staff and those holding new positions are committed to attending the various events included in the Induction Policy will be submitted at the end of each academic year to be included in the staff evaluation file.
- Review: This policy will be reviewed at the end of each academic year to ensure its effectiveness, conformity with the established procedures, and sound practices implementation.