



No. MGMT-HR-03

Title: ORIENTATION – FACULTY – POLICY AND PROCEDURES

CLASSIFICATION: HUMAN RESOURCE MANAGEMENT
FIRST ADOPTED: January 1996

1. Goal

To welcome and provide new teachers with the information and the support they need to understand their working environment and to fulfill the requirements of their position.

2. General

The Integration Program applies to new teachers with or without teaching experience in the college system.

The Integration Program is two-fold. It comprises of a welcome session and an integration program.

Welcome Session to provide new teachers with information on the college as a post-secondary institution and to introduce them to its policies and guidelines.

Integration Program to familiarize new teachers with the college teaching requirements and to give them the opportunity to identify their strengths and weaknesses so that they can establish a personalized professional development plan.

3. Welcome Session

The Welcome session will be coordinated by the Department of Human Resources and includes the following:

Written information: pertinent policies, guidelines, booklets or manuals will be distributed (see attach appendix)

Orientation meeting: a guided tour of the college and an information session.

After the initial welcome, the sector dean, the sector chairperson and the department chairperson will provide the new faculty with any additional information relevant to sector and department policies and/or guidelines.

3.1 Responsibility of the Human Resources Department

- plan and coordinate the Welcome and Orientation Session of new faculty
- distribute and explain information related to conditions of employment, including the teacher evaluation process
- provide copies of College policies (such as: Absence policies, Leave policies,

Institutional Student Evaluation Policy (ISEP), College Calendar, Collective Agreement etc.)

inform new faculty where to go for other information

provide information of professional development opportunities.

3.2 Responsibility of the Host Sector

introduce new faculty to the academic organization of the College

distribute and explain documentation of sector policies

3.3 Responsibility of the Host Department

introduce new faculty to their colleagues

distribute relevant material regarding the courses to be taught

distribute and explain documents regarding general department policies (Course outlines, Grading Scheme, Literacy, Attendance, Cheating and Plagiarism, Final Examinations, Submission and Posting of Grades etc.)

explain the relations between College, Sector and Department policies governing organization of courses and treatment of students

4. Integration Program

This integration program will constitute the following:

Having the host department designate a mentor from the department to counsel, guide and facilitate the integration of the new faculty member to their department.

The evaluation of faculty.

Meeting with the Professional Development Resource person to establish a personalized Professional development plan, if needed.

4.1 Responsibility for the Academic Dean

To oversee the effectiveness of the Integration program.

4.2 Responsibility of the Human Resources Department

To provide support to new teachers who express a need for courses, training workshops or any professional development activity to upgrade their teaching skills (such as: Performa, workshops funded by "Direction general de l'enseignement collegial" (DGEC), in house training, stages, adaptation to technological and programme changes, "perfectionnement collectif", development of manuals and software, research).

4.3 Responsibility of the Host Department

To designate a mentor from the department to counsel, guide and facilitate the integration of the new faculty member to their department.