



Corporate Online Induction



Induction Contents

1. [Working through the Induction](#)
2. [Induction Tips](#)
3. [Welcome from the Vice-Chancellor & President](#)
4. [Why Induction is Important](#)
5. [The First Day](#)
6. [The First Week](#)
7. [The First Month](#)
8. [The First Three Months](#)
9. [About the University](#)
10. [Health Safety and Wellbeing](#)
11. [Legal and Risk](#)
12. [Equity & Diversity](#)
13. [Important policies you will need to know](#)
14. [Employee Relations Information](#)
15. [Research at the University](#)
16. [Excellence in Education](#)
17. [Resources & Services](#)



Welcome to the University of Adelaide

You will find these icons throughout the induction presentation to help you navigate.



Next page



Previous page



Home page



Contents



Induction Tip

Equity and Diversity (EO online) induction course

You can access the Equity and Diversity Online course from the following website:

http://www.adelaide.edu.au/hr/equity/training/eo_online/

HSW online course

<http://www.adelaide.edu.au/hr/ohs/training/>

To log in to the Health Safety and Wellbeing Online Induction you will need to enter the same details you would enter for your email access – your LDAP username and password:

For example:

a1234567 ----- (login name)

us123er ----- (password)

Legal and Risk – Fraud Control course

You can access the Fraud Control course from MyUni course catalogue at:

<https://myuni.adelaide.edu.au/webapps/login/>



Welcome from the Vice-Chancellor & President

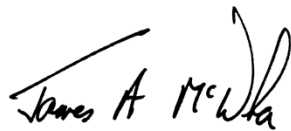
Dear New Staff Member,

Welcome to the University of Adelaide, one of Australia's oldest and finest universities. For more than 125 years the University of Adelaide has been at the heart of South Australian life, shaping education, research, culture, politics, and economics. We have equipped our Australian and International graduate students to become leaders in their chosen field by providing an environment where they are encouraged to develop independence of thought, creativity and confidence.

Additionally, we have an exceptional national and international reputation for research. We also work with industry and other organisations to ensure our research expertise is translated into tangible benefits for the Australian community.

I am pleased to welcome you to the staff and trust that you will enjoy working with a diverse range of committed staff. As a new staff member you will play an important role in our future. Therefore, you will need to understand how the University works, who can provide you with information and resources to fulfil your role, and your obligations as a staff member. This induction is specifically designed to assist you with this.

I hope that you enjoy working with the University of Adelaide and wish you every success.



Professor James A. McWha
Vice-Chancellor & President



Why induction is important

- As a new staff member employed by the University you require a comprehensive induction to ensure that you can perform your duties in an effective and safe manner.
- You must have successfully completed this course including the HSW and Equity and Diversity online courses within the first three months of your probation. However, please note that there are aspects of induction that will occur at the first six and twelve months of your employment. These are explained at the end of your checklist.
- On the next pages you will find the guides for your first day, first week and first three months.



The First Day

By the end of the first day you can expect to have:

- received a face-to-face induction from your supervisor. This initial induction provides you and your supervisor with an opportunity to get to know each other and be introduced to your colleagues, the work area (including HSW requirements) and your new role.
- agreed upon on meeting dates for the conducting of your first, second and final probationary review meetings with your supervisor. These dates should be placed in both of your diaries.



The First Week

By the end of the first week in your new job you should have:

- discussed with your supervisor detailed aspects of your new job and any staff development and training opportunities available to you.
- received your user ID and password via email in order to access the [EO online](#) that must be completed in the first three months of your probation. If you have not received your user ID and password please visit [Card Services](#) or email the [ITS helpdesk](#).
- accessed the [HSW online induction course](#) by using your email user ID and password.
- undertaken your first review discussing expectations during probation and how performance will be measured during your probationary period.



The First Month

By the end of the first month in your new position you should have:

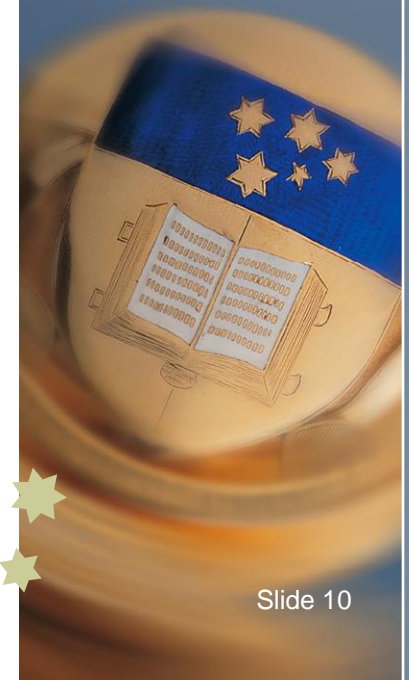
- discussed any staff development and training requirements with your supervisor, made some progress with the HSW and Equity and Diversity induction courses and begun to work your way through the relevant University policies available on the website.
- undertaken your first [probation](#) review meeting, discussing expectations during probation, reviewing your progress and receiving feedback from your supervisor.



The First Three Months

By the end of the first three months you should have:

- reviewed with your supervisor any proposed staff development/training requirements.
- completed the online induction for new staff including the HSW and Equity and Diversity induction courses.
- undertaken your second probation review meeting, discussing expectations during probation, reviewing your progress and receiving feedback from your supervisor.



About the University

- [University Strategic Plan](#)
- [University Governance](#)
- [University Organisational Charts](#)
- [Important University Dates](#)
- [Group of Eight \(Go8\) Universities](#)
- [Australian Vice-Chancellors' Committee \(AVCC\)](#)

History & Heritage tours of the North Terrace Campus are offered to the general public every Tuesday morning throughout the year. Staff are welcome to join the tour. Bookings are essential. Further information is available from the Development & Alumni Office by contacting extension 36356.



Occupational Health & Safety

- [HSW Online Induction Course](#)
- [HSW Policies](#)
- [HSW – Staff Responsibilities](#)
- [Workers Compensation](#)
- [Health and Wellbeing](#)



Equity and Diversity

- [EO Online Induction Course](#)
(You would have received your password from Human Resources soon after your start). Click [here](#) to commence.
- [Disability Discrimination Act](#)
- [University Disability Action Plan](#)
- [Equity & Diversity Information](#)



Important Policies you need to know

IT Acceptable Use and Security Policy
<http://www.adelaide.edu.au/policies/2783/>

Copyright
<http://www.adelaide.edu.au/policies/2643/>

Privacy Policy & Management Plan
<http://www.adelaide.edu.au/policies/62/>

Intellectual Property
<http://www.adelaide.edu.au/aripl/>

Close Personal Relationships
<http://www.adelaide.edu.au/policies/138/>

By-Laws of the University of Adelaide
<http://www.adelaide.edu.au/policies/231/>



Employee Relations Information

Probation

http://www.adelaide.edu.au/hr/conditions/ea/first_six_months/f

Terms and Conditions of Appointment

University of Adelaide Enterprise Agreement 2010-2013

<http://www.adelaide.edu.au/hr/conditions/ea/>



Employee Relations Information (contd.)

Position Classification Standards

Position Classification Standards – Academic & Research-Only Staff

<http://www.adelaide.edu.au/hr/conditions/ea/>

Position Classification Standards – English Language Teachers

<http://www.adelaide.edu.au/hr/conditions/ea/>

Position Classification Standards – Professional Staff

<http://www.adelaide.edu.au/hr/conditions/ea/>



Position Descriptions – Professional Staff

Position Descriptions are considered by the University to be the official statements of the required duties of positions for professional staff.

Position Descriptions are also of critical importance in relation to salary determinations and are required by Human Resources when new positions are to be created or existing positions are reclassified or transferred and when any vacant position is to be advertised.

The duties of positions may be altered as necessary by the Head to conform to the current needs of the School/Branch and such alterations must be done in consultation with the incumbent. The Position Description must then be forwarded to Human Resources for assessment of the classification level and approval.



Staff Services On-line (SSO)

<http://www.adelaide.edu.au/hr/sso>

Visit this site for the following leave options:

<http://www.adelaide.edu.au/hr/conditions/ea/>

- Maternity/Adoption Leave
- Outside Work (Professional Staff)
- Recognition of Prior Service
- Reduced Hours to Care for Children



SSO Functionality

For all Academic and Professional Staff

Leave Management

- Submit or amend leave request (excluding maternity leave).
- Forecast leave.
- View leave balances and history.

Payroll Information

- View payslips.
- Update banking details.
- Update how you want your pay disbursed into your bank accounts.

Personal Information

- Access and maintain your personal details such as home and mailing addresses and contact phone numbers.
- Record and manage your emergency contact details.



SSO Functionality (continued)

For all University Managers and Supervisors

Leave Management

- Approve leave for staff within your reporting lines.
- View leave balances and history for staff that report to you.
- Initiate leave request for an employee.

Delegation and Proxies

- Appoint assessor as leave “reviewers”.
- Appoint a proxy for a period of time.

Personal Information

- Access employee details for people within your team, particularly in case of an emergency.



Salaries & Superannuation Information

Salaries Information

<http://www.adelaide.edu.au/hr/conditions/salary/>

To access your pay details online view: [**Employee Services Online**](#)

Salary Packaging

<http://www.adelaide.edu.au/hr/conditions/salpack/>

Superannuation

<http://www.adelaide.edu.au/hr/conditions/super/>

Leaving University Employment

<http://www.adelaide.edu.au/hr/career/leaving/>



Staff Development Information

Centre for Learning & Professional Development

<http://www.adelaide.edu.au/clpd/>

Introduction to Tertiary Teaching, Centre for Learning & Professional Development

<http://www.adelaide.edu.au/clpd/>

Professional and Continuing Education

<http://www.adelaide.edu.au/pce/>

Special Studies Program - Academic staff

<http://www.adelaide.edu.au/hr/career/ssp/>



Promotion Information

Promotion - Academic Staff and Academic Title Holders

http://www.adelaide.edu.au/hr/conditions/ea/academic_promotions/

Classification Review - Professional Staff

http://www.adelaide.edu.au/hr/conditions/ea/classification_review/



Research at the University

Deputy Vice-Chancellor & Vice-President (Research)

- The role of the Deputy Vice-Chancellor and Vice-President (Research) is to provide leadership and vision in achieving the University's strategic goals, particularly in relation to research and research education policy across the University.

Faculty Associate Deans (Research)

- Associate Deans (Research) are members of the University Research Committee (URC) and foster their faculties' research endeavours and promote research collaboration with other research organisations, government, industry and the wider community.

Adelaide Graduate Centre

- The Adelaide Graduate Centre oversees the management and awarding of research higher degrees (HDRs), the provision of researcher education programs and the development of research higher degree policy. The Centre's responsibilities include domestic admissions, enrolment, induction, administration of candidature and thesis examination. The Centre also houses the Researcher Education and Development unit who provide both academic staff and HDR students with a range of face-to-face workshops, online modules, individual consultations and resource materials.

Adelaide Research and Innovations Pty Ltd (ARI Pty Ltd)

- ARI is the University's commercial development company. This business resource for academics provides services in identifying, developing, packaging and commercialising University expertise, knowledge and technologies for business, government and the community.

cont'd...



Research at the University (cont'd...)

- ARI provides the following services for researchers at The University of Adelaide:

Intellectual Property: Protecting your Research

- intellectual property protection
- due diligence & assessment
- business plans
- project management
- commercialisation
- negotiation
- pitching
- licensing
- business name registration
- spin off companies

Contract Research & Consulting

- contract negotiation
- risk management
- pricing
- finance
- payroll
- reporting

Engaging with Business

- marketing
- business management
- communications
- presenting to partners, investors and customers

Education & Training

- 1-Day introductory workshop on commercialisation & intellectual property

- Contact ARI for contract research and consulting activities, intellectual property management and technology licensing.

cont'd...



Research at the University (cont'd...)

Research Branch

- The Research Branch provides services to the University's research community in relation to external competitive research grants and postdoctoral fellowships, pre- and post- award. The Branch oversees the HERDC research publications data collection on behalf of the University and supports research compliance related activities including Human Research Ethics, Animal Ethics, Gene Technology regulation (Institutional Biosafety Committee) and Quarantine. The Branch provides support for the University Research Committee and advice on relevant research policies.



Excellence in Education

Deputy Vice-Chancellor & Vice-President (Academic)

The role of the Deputy Vice-Chancellor and Vice-President (Academic) is to provide leadership in achieving the University's strategic goals, particularly in relation to learning and teaching, including the provision of quality student experience across the University and the ongoing professional development of University staff.

Pro Vice-Chancellor (Learning and Quality)

The Pro Vice-Chancellor (Learning & Quality) contributes to achieving the University's strategic goals by providing leadership in the areas of learning and teaching, as well as oversight of the University's quality assurance processes.

Faculty Associate Deans (Learning and Teaching)

Associate Deans (Learning and Teaching) are members of the University Learning and Teaching Committee (ULTC) and contribute to learning and teaching within their Faculty in accordance with the University's and Faculty's strategic plans.



Excellence in Education (cont'd...)

The University of Adelaide Strategic Plan (2008 – 2012) states that “In a great research university, education and research are not alternatives but integrated, mutually supportive and equally valued activities” and identifies as the primary education goal for the University to “provide a distinctive learning experience of high quality for our students”.

The *Excellence in Education* project is an overarching project to significantly improve the student experience at the University.

The project includes initiatives across following areas:

- Student Experience;
- Teaching Quality;
- Quality of Offerings;
- Curriculum Quality;
- Facilities;
- Information Technology; and
- Policy Development.



Excellence in Education (cont'd...)

The [Centre for Learning and Professional Development](#) operates within the PVC(L&Q) portfolio to assist in achieving the University's educational aims and objectives for both staff and students.

The CLPD provides a range of services to University of Adelaide teaching staff including:

- leadership development;
- course design;
- teaching methods;
- online education;
- assessment and evaluation.

These include short courses, seminars and workshops, advice, collaboration on research with staff, and consultancies.



Resources & Services Information

Human Resources

<http://www.adelaide.edu.au/hr/>

Information Technology Services (ITS)

<http://www.adelaide.edu.au/its/>

Security Services on Campus

<http://www.adelaide.edu.au/security/>

For Emergencies including Security/Fire/Medical/Chemical
RING 35444

Employee Assistance Program (EAP)

<http://www.adelaide.edu.au/hr/ohs/wellbeing/eap/>

University of Adelaide Library

<http://www.adelaide.edu.au/library/>



Resources & Services Information

Child Care Services

<http://www.adelaide.edu.au/childcare/>

University Health Service

<http://www.adelaide.edu.au/student/health/>

Dental Services

(Colgate Australian Clinical Dental Research Centre)

<http://www.health.adelaide.edu.au/dentistry/colgate/>

Car Parking Permits

<http://parking.adelaide.edu.au/>

University Phone Directory

<http://www.adelaide.edu.au/phonebook/>



Resources & Services Information

University Campus Maps

<http://www.adelaide.edu.au/campuses/>

Unibooks Bookshop

http://www.unibooks.com.au/Uni_Adelaide.htm

Staff Networks

<http://www.adelaide.edu.au/hr/career/networks/>

Image and Copy Centre

<http://icc.library.adelaide.edu.au/>



Congratulations!

*You have completed your online induction
to The University of Adelaide*

We welcome any comments so please contact Human Resources on extension 31111 or email hrservicecentre@adelaide.edu.au

