

Procedure #	AA-406-P01	Revision #	02
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Faculty Orientation Procedures

1. Orientation letters are distributed by the Human Resources Dept. at the time the new faculty member signs their employment contract.
2. A new hire orientation session is held within the first week of faculty employment.
3. Human Resources and IT Directors along with representatives of the relevant departments and units shall be responsible for welcoming new faculty and communicating with them the University policies, procedures, rules and regulations unique to the office or work area.
4. The orientation sessions consist mandatory trainings pertinent to:
 - Regulations
 - Facilities
 - Employees' Rights and Responsibilities
 - Work Ethics & Compliance
 - Waste & Abuse Prevention
 - Safety in the Workplace
 - E-learning Platform
 - Students Information System (SIS)
 - Employees Portal
5. The new hire's participation in general orientation is documented in the employee's personnel file.

Related Documents

1. Orientation Attendance Form (AA-406-F01)
2. Faculty Orientation PowerPoint Presentation