[Appendix](https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf) 19: Checklist for Department On-Boarding

*Please customize this condensed onboarding checklist according to your Department/Faculty’s requirements.*

|  |  |  |
| --- | --- | --- |
| **New Faculty/Librarian:** | | |
| **Getting Prepared – Before You Start** | **Yes** | **Not Required** |
| Use your V (V#000000) to create a [Netlink ID](https://www.uvic.ca/netlink/get/aboutYou/) |  |  |
| Connect with your Department Chair/Director and Administrative Officer(s) |  |  |
| Visit the [About Victoria](https://www.uvic.ca/home/about/victoria/index.php) site. |  |  |
| Purchase a [Parking Permit,](https://www.uvic.ca/security/parking/) [bus pass](https://www.uvic.ca/security/parking/employeebus/index.php), or find your walking/[bike route](https://www.uvic.ca/security/parking/campus/cycling/index.php) |  |  |
| Get a [ONECard](https://www.uvic.ca/onecard/) ID |  |  |
| Register for New Faculty/Librarian Orientation and Let’s Talk about Teaching Program through the [Division of Learning, Teaching, Support and Innovation](https://www.uvic.ca/learningandteaching/index.php) |  |  |
| **Human Resources and Payroll** |  |  |
| Complete Personal Tax Credit Forms ([TD1](https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns.html) & [TD1BC](https://www2.gov.bc.ca/gov/content/taxes/income-taxes/personal/forms-publications)) |  |  |
| Complete and submit the Benefits paperwork |  |  |
| Submit your Direct Deposit Information |  |  |
| **Research Preparation** |  |  |
| Getting Access to Your Research Start-up Funds – Completing Your Project Request Form |  |  |
| Transferring your Existing Grant(s) and Contract(s) |  |  |
| Overall Research Certification Requirements and IRISS Registration |  |  |
| Human Ethics Review Process |  |  |
| Animal Care Ethics Review Process |  |  |
| **Teaching Preparation** |  |  |
| Review the [Graduate Student Supervision Policy](https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf) |  |  |
| Register for the *Introduction to CourseSpaces Workshop* on the [Technology Integrated Learning](https://www.uvic.ca/til/services/home/workshops/index.php) webpage |  |  |
| **Getting on the Same Page** |  |  |
| Learn about [UVic’s Strategic Framework](https://www.uvic.ca/strategicframework/index.php), [Indigenous Plan](https://www.uvic.ca/strategicframework/about/plans/index.php), [International Plan](https://www.uvic.ca/international/home/international-plan/index.php), and [other strategic documents](https://www.uvic.ca/home/about/facts-reports/strategic-plan/index.php) |  |  |
| Review your collective agreement, key [UVic policies](https://www.uvic.ca/universitysecretary/policies/index.php) and [governing structures](https://www.uvic.ca/universitysecretary/) |  |  |
| Complete [Privacy, Records Management, and Information Security](https://www.uvic.ca/vpfo/departments/privacy/training/index.php) **and** [Workplace Bullying and Harassment Prevention](https://www.uvic.ca/ohse/health/harassment/index.php) **and** [Phishing Awareness Training](https://www.uvic.ca/systems/support/informationsecurity/phishing/index.php) **online courses** |  |  |
| Learn About The [UVic Faculty Association](http://www.uvicfa.ca/) |  |  |
| Learn about support services such as: [The Office of Equity and Human Rights](https://www.uvic.ca/equity/index.php) (EQHR), [Indigenous Academic & Community Engagement](https://www.uvic.ca/services/indigenous/) (IACE), [Employee and family assistance program](https://www.uvic.ca/hr/health-wellness/employee-family-assistance/index.php) (EFAP). |  |  |
| **Getting Started – On Your First Day** |  |  |
| Connect with your Chair/Director and Administrative Officer(s) |  |  |
| Setup Your Desktop |  |  |
| Setup your personal voice mail |  |  |
| **Getting Started – After Your First Day** |  |  |
| Connect with your Mentor |  |  |
| [Additional Resources](https://www.uvic.ca/current-faculty-staff/home/resources/index.php) and [Online Support](https://www.uvic.ca/systems/support/helpsupport/training/index-old.php) |  |  |

Checklist for the Appointment Committee Chair

* Review Article 32 of the Collective Agreement
* Begin discussions with committee on:
* Mandate
* Procedural Fairness (Section 1.7)
* Assigned roles
* Any training required by committee (Sections 1.3, 1.5)
* Conflict of Interest and Apprehension of Bias (Section 1.6; Appendices 1, 15)
* Confidentiality Agreement for committee members (Section 1.8; Appendix 1)
* Planning Activities:
* Timelines to be considered in planning process:
  + Appointment Advertisement (Section 6.2)
  + Immigration (Section 6.9)
  + Approval Process Maps (Appendix 16)
* Composition of appointment committee (Sections 1.1, 1.2, 1.3, 2.1; Appendices 2, 6, 7)
* Need for a preferential or limited hire (Sections 2.1, all section 3; Appendix 9)
* Review the unit’s disciplinary focus (Section 2.0)
* Review of University policy regarding records management (Section 6.6)
* Review and consider the following areas before determining criteria:
  + What is needed to develop criteria (Sections 5.0, 5.1)
  + Review criteria for performance of duties and responsibilities in the Collective Agreement and Faculty and Department evaluation policies (Section 5.0)
  + Characteristics of good criteria (Section 5.2)
  + Methods of assessment (Section 5.5)
* Use of qualification and background checks (Section 7.4; Appendix 14)
* Committee determines criteria (Section 5; Appendix 4)
* Committee determines interview questions (Sections 1.7, 5.6; Appendix 12)
* Committee determines methods of assessment (Sections 5.5. 7.1; Appendix 11)
* Posting of the advertisement
* Notice of Reference and Background checks (Sections 6.4, 7.4; Appendices 14, 18)
* Immigration considerations (Sections 6.7, 6.8, 6.9; Appendix 17)
* Posting as required (Section 6.2)
* Evaluating applications
* Committee selects the long-list of candidates (Section 7.2)
* Committee selects the short-list of candidates (Sections 7.3, 7.4)
* Site Visit (Sections 7.5, 7.6)
* Notify candidates (Section 7.7; Appendix 13)
* Candidate appointment and offer procedures (Section 8.0)
* Submit Recommendation for Appointment form to [FRrecruit@uvic.ca](mailto:FRrecruit@uvic.ca) (Section 8.3)