

# B1 - Induction

## Informing principles

Contained within the framework outlined in the program schematic.

## Goals

Learning and teaching induction will comprise:

1. one day face-to-face meeting on Toowoomba and Fraser Coast campuses;
2. completion of a small action research project.

## Strategic alignment

USQ Learning and Teaching Plan.

LTSU Academic Professional Development (APD) for learning and teaching will be based on:

- induction;
- foundation program of eight self-paced, on-line courses linked to the Graduate Certificate in Tertiary Teaching and Learning;
- peak events such as an annual USQ learning and teaching forum, summits and visiting scholar events;
- tailored professional development initiated by faculties and developed in collaboration with faculty LTSU staff; and
- communities of practice
- sessional staff project.

## Details of Faculty support for an 18 month period

- Faculty support for staff attendance
- Development of a induction page for faculties to link from the learning and teaching induction page

## Tasks, timelines & budgets

<b>Tasks</b>	<b>Timeline</b>
Initial briefing meeting with HR staff	April 2008
Source policies associated with Academic staff induction and review	April – 30 May 2008
Review mgt of the online disability module – consult HR	April – 30 May 2008
Review Action Learning Project	
Consider use of Moodle to deliver/monitor	4 Aug – 28 Nov 2008
Identify training needs for LTSU staff as part of Prof development	1-28 Nov 2008
Review current induction evaluation process	January 2009
Hold new induction session	February 2009
Evaluate the February induction program	March 2009
Project Close	24 April 2009

## Total Resources/ Budget Required

0.2 staff/ academic & 0.2 staff/ admin

Travel to CADAD Foundations Colloquium for academic staff member

## Required documentation and policy rewriting

Human Resources Policy D.14 Employee Induction requires update to reflect changes to the induction process for Academic Staff <http://www.usq.edu.au/hr/polproc/partd/d14.htm#d143>

## Professional development requirements

Training on delivery of induction program to relevant LTSU staff

## Scholarship opportunities

The alignment of this process with ongoing professional development is worthy of reporting. Share project accomplishments at the CADAD foundations Colloquium.

## Communication plan

Implementation plan to be endorsed by the USQ LTEC committee and SLC.

Project updates sent to Associate Deans L&T, HR & LTSU Exec via Monthly '**PRP Info**' newsletter

## Evaluation strategies

Evaluate the February 2009 induction through 'Academic Development' with view to making process or program adjustments if necessary.