# On-Boarding of New Hires Tip SheetIcon Description automatically generated with low confidence



As the key point of contact, Coordinators are tasked with some of the orientation of newly hired faculty for their program or discipline/subject area. Here are some suggested items that Coordinators can cover with new faculty upon arrival.

## 28 General “Need-to-Knows” for New Hires (there are more, but let’s not overwhelm them…)

1. The [Human Resources Department](https://department.flemingcollege.ca/hr/) website and where the office is physically located (Sutherland Campus, Room B3112). New faculty often have inquiries related to their pay, contract, responsibilities, benefits, accommodations, professional development, etc.
2. Organizational structure of your School and program or discipline/subject area so new faculty have a sense of who they report to, acquire supervision from, and access information. Although people change positions, most School departmental websites provide a current list of the support staff, full-time faculty by program and discipline/subject area, and management and how they can be contacted.
3. The Coordinator role. New faculty often will seek you out thinking you are in a position to make decisions related to their teaching (academic integrity, grades, student conduct, complaints by students, etc.). Make sure to go over with them that your main position is as an advisor of processes, information and supports to students, faculty and management.
4. [The Academic Schedule](https://flemingcollege.ca/admissions/academic-schedule). New faculty can then check for important dates related to beginning and ending of semesters, withdrawal dates, statutory holidays, etc. for their own planning.
5. How to organize parking using the [Online Parking Portal](https://department.flemingcollege.ca/security/parking/).
6. How to obtain a username, password, access card and keys for the MyCampus portal as well as for work spaces, classrooms, etc. New faculty must have their HR paperwork submitted first before these items can be obtained.
7. How to obtain a pass card by using [OneCard](https://department.flemingcollege.ca/onecard/) so that they can access a physical worksite, some classrooms, and other employee only spaces at Fleming College.
8. Contact information of other faculty if the new faculty is teaching a course with more than one person assigned to teach.
9. [Academic and Student Advisement](https://department.flemingcollege.ca/asa/ar/) website. Although this is more of a guide for students, the information and diagrams can be used as a way to prepare new faculty about the processes that students are recommended to use when they have concerns about grades, course content, and program-related concerns.
10. [Accessible Education Services website resources tab](https://department.flemingcollege.ca/aes/resources/faculty-resources/). [Users Guide to AES](C://Users/Kirstin/Downloads/Users-Guide-to-AES.pdf) is particularly useful for learning about the Accommodation Process.
11. Location of shared faculty work spaces (if it is a new contract faculty versus a new full-time faculty) on your campus and possibly other campuses if the new faculty is teaching in multiple Fleming locations.
12. How to find their timetable using Faculty Centre in Evolve which will include the term/semester, course titles, course codes, delivery modes, section #’s, rooms/spaces assigned, class dates, and lists of students enrolled.
13. How to access their course materials, textbooks, software, equipment, and supplies etc. in order to teach.
14. How to order a desk copy of a textbook.
15. How to put textbooks on reserve in the Library. The physical locations of the libraries are at Sutherland and Frost Campuses.
16. The health and safety protocols for labs, equipment, supplies and the location of rooms where all things are stored for your program or discipline/subject area.
17. How to reach [Security](https://department.flemingcollege.ca/security/). In an emergency on-campus dial – 4444 and for on-campus assistance dial – 8000.
18. How to access course outlines and D2L using the [Course Outline Training Guides and Resources](https://department.flemingcollege.ca/ao/course-outlines/knowledge-base/) and the [Brightspace D2L Training Resources](https://department.flemingcollege.ca/lds/learning-technology/brightspace-d2l-lms/) after they have received their username and password.
19. The [Learning Design and Support Team](https://department.flemingcollege.ca/lds/) website and email [LDSTeam@flemingcollege.ca](mailto:LDSTeam@flemingcollege.ca) for faculty development, help with D2L and TurnitIn as well as integrating technology into courses, and course/curriculum development. In addition, mention the professional development opportunities and small workshops offered by the LDS Team to help with set-up of courses and ongoing learning and teaching.
20. Program and/or discipline/subject team expectations regarding course outlines and curriculum. Ie. To ensure consistency, any changes (content, supporting material, due dates, how tests are administered, etc.) need to be discussed with the other faculty teaching the same course or with the team and Coordinator if they are the only faculty teaching it prior.
21. Overview of policies and procedures, especially any course specific items to ensure consistency between faculty. Ie. Response time to student communications is 2 business days (48 hours); late assignments are penalized 10% for the first 3 days and then after will receive a grade of 0; electronic device use in the classroom, marks will be returned to students within two weeks of submission; etc.
22. Overview of classroom protocols. Ie. arrive and end class at 10 minutes to the hour; for a class that is more than 1 hour, ensure there is a 10 minute break.
23. Overview of WebEx and Teams online platforms which are used for professional meetings and also for some teaching.
24. The [Information Technology Services](https://department.flemingcollege.ca/its/) website and using the ticket system to request classroom, office, and from home technical support.
25. The [Desktop Printing](https://department.flemingcollege.ca/its/desktop-printing/) website along with the School or program or discipline/subject area codes and/or account numbers used for copier machines and Duplicating.
26. Location of shared spaces to meet with students. Depending upon the campus, there may be areas that new faculty can use more informally or on short notice with students and other spaces for more formal meetings that require organization through [BOOKIT@FLEMING](https://bookit.flemingcollege.ca/)
27. Location of the Staff Lounge on your campus and perhaps at other campuses if the new faculty is teaching in multiple Fleming locations.
28. [Class Cancellation/Faculty Absenteeism Policy](C://Users/Kirstin/Downloads/2-204%C2%A0Class%20Cancellation_Faculty%20Absenteeism.pdf) and [How-to Guide for Cancelling or Delaying a Class](C://Users/Kirstin/Downloads/2018-How-to-Guide-for-Faculty-How-to-Delay-or-Cancel-a-Class.pdf). This information is available when the faculty goes to Faculty Centre>Class Cancellation button at the top of the page.