

Welcome to the NWU!

## **My Induction Timeframe 2022 – A guide for academics**

The Induction Programme for Academics, approved by the NWU Senate Committee for Teaching and Learning (SCTL) September, 2018, is aimed at enhancing NWU academic staff as teachers. The programme is compulsory for all new academics appointed to teach at NWU, both those permanently appointed as well as part-time staff with a fixed-term contract (appointed for more than six months).

The Induction programme follows a blended learning structure, including online and contact components. Completing the Induction Programme requires participants to meet the following requirements:

- (i) Attend the three-day Campus programme;
- (ii) Attend the one-day Faculty programme; and
- (iii) Create and submit a reflective Portfolio of Evidence (which includes an online component).

These requirements are applicable to both novice and the experienced academic staff members. For this purpose:

- A novice academic is a lecturer with no or less than three years of teaching experience in Higher Education.
- An experienced academic is a lecturer with three or more years of teaching experience in Higher Education.

From your date of appointment at NWU, you are required to attend the first scheduled Campus programme and the first available offering of the Faculty programme. Following attendance of the Campus programme, three months are afforded for you to complete the requirements of your Portfolio of evidence. Should you only be able to attend the Campus programme at a later date, you are still required to submit your portfolio within the six-month experience from your appointment date.

**Support:** Discuss your Induction experience with your line manager. You need to allocate time as part of your performance management discussion, for the Induction programme. Also discuss the appointment of a faculty mentor. Once you have completed your Portfolio, do a self-assessment using the Portfolio Rubric to determine if you have met ALL the criteria. Then share your Portfolio link with your Faculty mentor to review your portfolio, before submitting the Portfolio link for formal assessment on the eFundi site.

**Requesting an extension:** The dates on the submission of your portfolio is communicated via the Induction eFundi site under Important dates. Should you need an extension, please email the Induction coordinator directly with a motivation for requesting an extension. In order to address a potential 'bottle neck' for portfolio assessors, it would be beneficial if you have created your portfolio folder. Completing the rubric for the evaluation of your portfolio, you would indicate which requirements would then be outstanding.

**Overview of Portfolio requirements for 2022, (COVID-19 continuation)**  
**DETAILED INSTRUCTIONS ARE PROVIDED ON THE INDUCTION EFUNDI SITE**

*\* Compulsory only for Novice academics*  
*\*\* Compulsory only for Experienced academics*

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| 1. Complete the Governance Quiz in eFundi (2h).  |
| 2. Complete eFundi online courses (4h novice academics */ 9h experienced academics **).  |
| 3 Write a 500 word Teaching Statement (3h).  |
| 4.1 Make a video in which you explain the planning of one of your module units based on the TPACK framework (2h). Outcomes, teaching and learning activities and assessments included.   |
| 4.2 Complete one of the Epigeum course options (90 minutes), and upload your Epigeum certificate(s) to your portfolio. <ul style="list-style-type: none"> <li>• Option 1: Blended Learning online courses (Only module 1): Why blend?</li> <li>• Option 2: Teaching online Module 1-4 (Do any 2 modules)</li> </ul>  |
| 5.1 Virtual Campus Programme option (During COVID-19):<br>Attend the online micro-teaching session during the Campus programme (1h 30min). Save / Take a screen shot of your comment in the chat to upload as evidence in your portfolio (15min). *<br>5.1 <i>Only if possible. Face to Face Campus Programme option:</i><br><i>Present a micro-lesson (20min) during the Campus programme. Scan and upload copies of the micro-lesson observation feedback you received from peers to your portfolio (15min). *</i> |
| 5.2 During COVID-19: View a recorded lesson presented by a past Distinguished Teaching Excellence Awards (DTEA) nominee, and complete the observation template (2h). *<br>5.2 <i>Only if possible. Observe a lesson presented by a past Institutional Teaching Excellence Awards (ITEA) or NWU Teaching Award (as referred to since 2021) recipient and complete the observation template (2h). *</i>  |
| 5.3 Present a lesson to students and receive feedback on the lesson (2h). You may request the evaluation of one of the following: <ul style="list-style-type: none"> <li>• an eFundi Module site</li> <li>• a video recording a virtually presented lesson</li> <li>• a face to face class opportunity (only when option is possible)</li> </ul>   |
| 6. Write a blog entry for SoTL (2h) **   |

# My Induction Program

## Timeframe

\* Novice academics only i.e. less than 3 years of experience  
 \*\* Experienced academics i.e. 3+ years in HE teaching

Campus Program

Faculty Program

Portfolio of Evidence (PoE)

