

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.

Last update: 18 January 2022



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

- 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.
 - Option 1: Blended Learning online courses (Only module 1): Why blend?
 - Option 2: Teaching online Module 1-4 (Do any 2 modules)
- 5.1 Virtual Campus Programme option (During COVID-19):
 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
- 5.1 Only if possible. Face to Face Campus Programme option:

 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). *
- 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). *
- 5.2 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). *
- 5.3 Present a lesson to students and receive feedback on the lesson (2h). You may request the evaluation of one of the following:
 - an eFundi Module site

(15min). *

- a video recording a virtually presented lesson
- a face to face class opportunity (only when option is possible)
- 6. Write a blog entry for SoTL (2h) **

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My Induction Program

Timeframe

Campus Program

Faculty Program

Portfolio of Evidence (PoE)

Online Component:

Month 1 after the

Campus Program

eFundi Induction site

Possible before attending the Campus Programme

- Create a Portfolio of
 Evidence folder in Google
 Drive and upload the
 evidence from the
 micro-lesson session * /
 SoTL blog **
- Complete the Online component on eFundi: Introduction to NWU Governance Quiz.
- Complete the Online component on eFundi: online *Novice or **Advanced eFundi Course and submit for evaluation.
- Upload all evidence to your Google Drive portfolio folder.

Month 2 or 3 after

the Campus

Program

* Novice academics only i.e. less than 3 years of experience

** Experiencedacademics i.e. 3+ years in HE teaching

Month 1 or 2 after the Campus Program

See eFundi site

- Complete the Epigeum online course module (s). Download your certificate...
- * Observe an excellent lesson / View a recorded excellent lesson (during COVID-19), write your observations report..
- Request a lesson observation / eFundi module site evaluation https://forms.gle/DTGN w7T4AppdbuqD8
- Plan a module unit using the TPACK framework and capture a 3-5 min explanatory video on the planning and assessment.
- Upload all evidence to your Google Drive portfolio folder.

Finalise PoE

- If you requested a Lesson observation, present a formal lesson for observation. (During COVID-19, the lesson observation is replaced with a module site evaluation.)
- Attend a feedback session for the lesson observation / eFundi site observation and upload lesson observation reports from Faculty mentor and CTL mentor to your PoE
- Complete your teaching statement as part of your portfolio of evidence.
- Complete final requirements of your portfolio of evidence: and self-evaluate using the PoE rubric
- Submit your Portfolio link for assessment via the Induction eFundi site.

Appointment Week

Register

- Complete the Academic Staff Profile Survey: https://forms.gle/rRcDihnWb7GPo3U97 to register to attend the three-day Virtual Campus Programme.
- Discuss who will be your Faculty mentor with your line manager. For more information on the selection of a Faculty mentor, please access the Induction eFundi site.

Attend the Campus Programme

First available opportunity within the first six months of appointment

- Attend the scheduled Virtual Campus Programme.
- ** Capture your reflections on SoTL in the eFundi Blog tool, make a screen capture of the post and keep as evidence.
- * Capture (screen shot) your comments during the Micro sessions discussion and keep image as evidence.
- Capture your initial reflections to start drafting your Teaching statement.