

My Induction Timeframe

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

You are welcome to use the following guideline to track your progress:

- Appointment Week: Complete the Academic Staff Profile Survey: <https://forms.gle/jSL5GFVfUZKS2hdS7> to register to attend the three-day Campus programme. Discuss who will be your Faculty mentor with your line manager.
- Month 1: Attend the Campus programme. Create a Portfolio of Evidence folder using Google Drive and upload the feedback from the micro-lesson presentations. Complete the Online component on eFundi: Introduction to NWU Governance Quiz. Upload the evidence to your Google Drive portfolio folder.
- Month 2: Complete the Online component on eFundi: The online Novice eFundi Evaluations. Observe an excellent lesson and upload your report on your observations to your portfolio of evidence. Request a lesson observation be scheduled: <https://goo.gl/forms/QFcr5IQkNLKpY3ek1>
- Month 3: Present a formal lesson for observation. Attend a feedback session and upload lesson observation reports from Faculty mentor and CTL mentor. Complete final requirements of your portfolio of evidence: Write your teaching statement as part of your portfolio of evidence. Upload your assessment video. *Blog on SoTL.
- Support: Ask your Faculty mentor to review your portfolio. Upload the link to your portfolio of evidence on Google Drive to the Drop box tool on the Induction for Academics eFundi site.

Centre for Teaching and Learning (CTL)

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