

My Induction Timeframe 2021

Induction Greetings!

There are three compulsory programmes for new academics to complete at NWU: New Employee Orientation Programme (NEOP), coordinated by People and Culture (P&C); the Induction Programme for Academics, coordinated by the Centre for Teaching and Learning (CTL); and Records Management training linking to the NWU's File Plan, coordinated by Records, Archives and Museums (RAM). The completion of these compulsory programmes may inform the probation period of a new academic.

The NWU's Senate Committee for Teaching and Learning (SCTL) approved, on 12 September 2018, the new Induction Programme for Academics as a compulsory opportunity and activity aimed at enhancing NWU academic staff as teachers, as part of their academic professional development. The programme is compulsory for all new academics appointed to teach at NWU, those permanently appointed as well as part-time staff with a fixed-term contract (appointed for more than six months).

The Induction programme is structured modelling a blended learning experience, that is, online and contact. For both the novice and the experienced academic staff member, the final requirements for completing the Induction programme are: (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). A novice academic is a lecturer with no or less than two 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. 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/yqNPq85F53ACrNVZ8> to register to attend the three-day 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 2021 site, on eFundi.
- **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 / View a recorded excellent lesson (during COVID-19) and upload your report on your observations to your portfolio of evidence. Request a lesson observation / module site evaluation (during COVID-19) be scheduled: <https://forms.gle/DTGNw7T4AppdbuqD8>
- **Month 3:** Present a formal lesson for observation. Attend a feedback session and upload lesson observation reports from Faculty mentor and CTL mentor. During COVID-19, the lesson observation is replaced with a module site evaluation. 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.

The following are additional notes that may assist you in completing your portfolio of evidence:

- **Support:** Discuss your Induction experience with your line manager; you need to allocate time as part of your performance management discussion, for this programme. 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.
- **Requesting an extension:** For important dates on the submission of your portfolio, access the Induction 2021 site, on eFundi. 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 were to have created your portfolio folder. Completing the rubric for the evaluation of your portfolio, you would indicate which requirements would then be outstanding.

The portfolio requirements for 2021, during COVID-19, are the following:

Portfolio requirements during COVID-19 in 2021
1. Complete the Governance Quiz (2h).
2. Complete eFundi tutorials online (4h novice academics / 9h experienced academics).
3. Write a 500 word Teaching Statement (3h).
4.1 Make a video explaining the assessment plan of one of your modules (2h). 4.2 Complete the first Blended Learning module, <i>Why blend?</i> (90min) and upload your certificate from Epigeum.
5. Present a micro-lesson (20min). Scan and upload copies of the micro-lesson observation feedback you received from peers, during the Campus programme (15min).
5. During COVID-19: Attend the online micro-teaching session (1h 30min). Save the Chat / Take a screen shot of your comment, during the Campus programme (15min).
6. Observe a lesson presented by a past ITEA recipient and complete the observation template (2h).
6. During COVID-19: View a recorded lesson presented by a past DTEA nominee and complete the observation template (2h).
7. Present a lesson to students and receive feedback on the lesson (2h).
7. Module site evaluation, eFundi (2h): <ul style="list-style-type: none"> • <u>For lecturers who only teach distance:</u> Video record your lesson or submit your module site on eFundi for evaluation. • <u>Lecturers who do teach / Lecturers who do not have a module to teach in the next semester:</u> Submit your module site on eFundi for evaluation.
8. Write a blog entry for SoTL (2h) *Experienced academics.

* Institutional Teaching Excellence Awards (ITEA).

* Distinguished Teaching Excellence Awards (DTEA).

Updated: 20 November 2020