



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

UON ACADEMY

Orientation



Welcome

To the UoN Academy

As a sessional or conjoint academic staff member you automatically become a member of the UON Academy.

UON Academy members play a fundamental role in facilitating outstanding learning and engagement and a quality student experience at UON.

Through the newly formed UON Academy, our aim is to:

- raise the profile of the important contributions Academy members make to the University's teaching excellence
- establish a systematic approach to Academy member's career development and professional support
- provide Academy members with easy access to the information and tools they will need to do their job.

Find out more and stay connected by visiting <http://www.newcastle.edu.au/uonacademy>



Welcome

From the Vice-Chancellor

Welcome to the University of Newcastle!

We employ outstanding people who are the best at what they do. Our staff have made our University the thriving, international institution it is today. As we look to the future, we are excited that you are joining us and contributing to our vision to be a global leader delivering world class innovation.

As your own journey begins, do take advantage of all the orientation programs we offer and allow yourself time to explore and learn about the University. We are proud of our University, our students, and our exceptional staff, and we know you will share in that pride.

On behalf of the University, congratulations on your appointment.

Professor Caroline McMillen
Vice-Chancellor and President

UON at a glance



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

a world-class university



Top 3%

UNIVERSITIES
IN THE WORLD¹



**TOP
200**

15 UON DISCIPLINES
RANKED IN TOP 200
IN THE WORLD²



5 Stars

IN HOBSON'S
GOOD UNIVERSITIES
GUIDE³

For more information on our rankings visit:

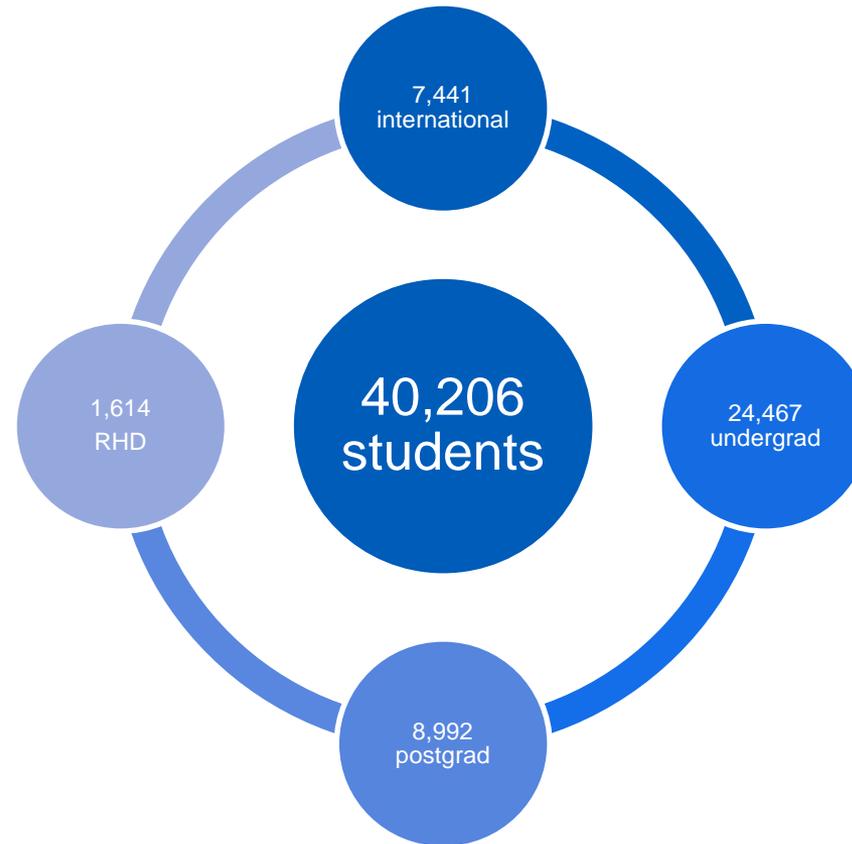
<http://www.newcastle.edu.au/about-uon/our-university/achievements/current-rankings>

¹ Times Higher Education World University Rankings 2015 and QS World University Rankings 2015

² QS 'World University Rankings by Subject, 2015

³ Hobson's Good Universities Guide 2015 (socio-economic equity and generic skills)

UON student snapshot



For more information on our students visit: <http://www.newcastle.edu.au/about-uon/our-university/snapshot-of-uon>



Our campuses

The University has campuses at:

- Newcastle at Callaghan
- Newcastle City Precinct
- Central Coast at Ourimbah
- Port Macquarie
- Singapore
- Sydney
- Other rural NSW locations

There are interactive maps available for most campuses online.

For more information on our campuses visit: <http://www.newcastle.edu.au/about-uon/our-environments/our-campuses>

Our values and vision



THE UNIVERSITY OF
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The UON 2025 Vision

UON stands as a global leader distinguished by a commitment to equity and excellence and to creating a better future for its regions through a focus on innovation and impact.

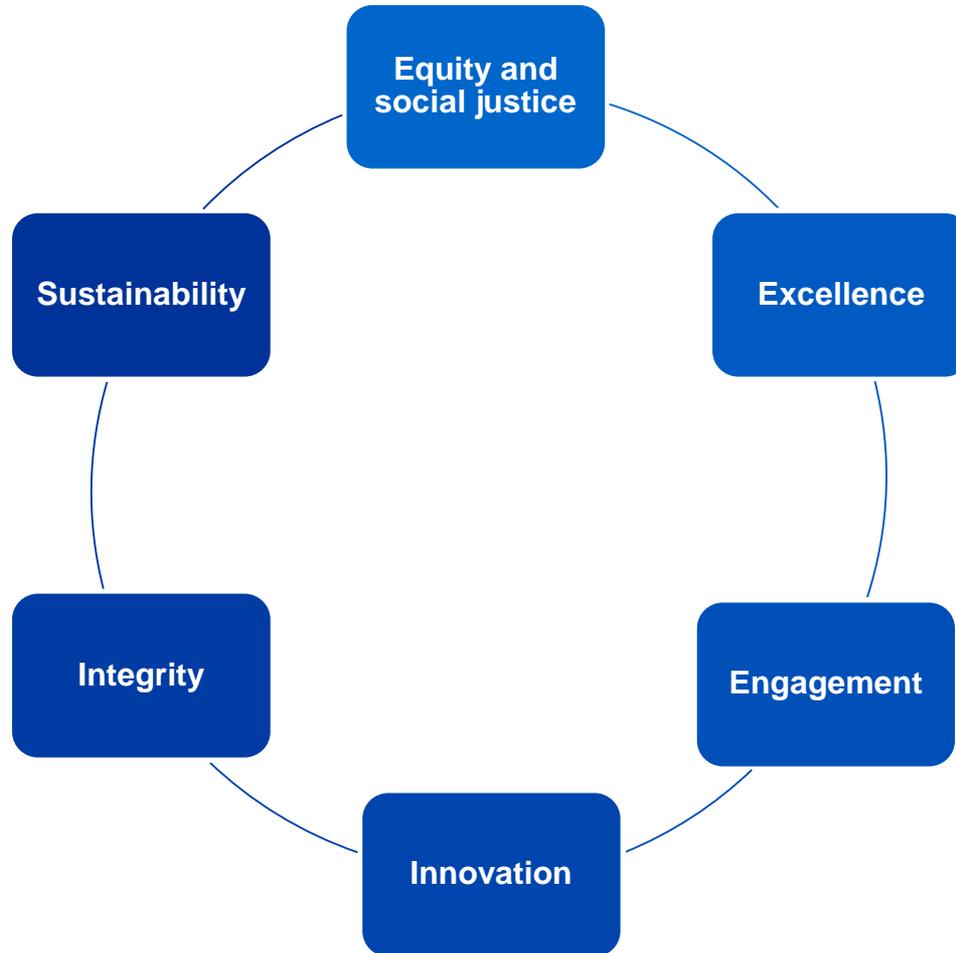
NeW Futures is the University of Newcastle's Strategic Plan.

It consists of eight themes, each with their own goals, lead strategies and measures of success.

- An Enduring Commitment to Equity and Social Justice
- Graduates Who Make a Difference
- A Passion for Excellence and Discovery
- Driving Global and Regional Impact
- Engaging Across the Globe
- A Shared Future with our Communities
- Staff Who Make Their Mark
- Building a Sustainable Future

For more information on NeW Futures visit:
<http://www.newcastle.edu.au/newfutures>

Our values



For more information on our values visit:

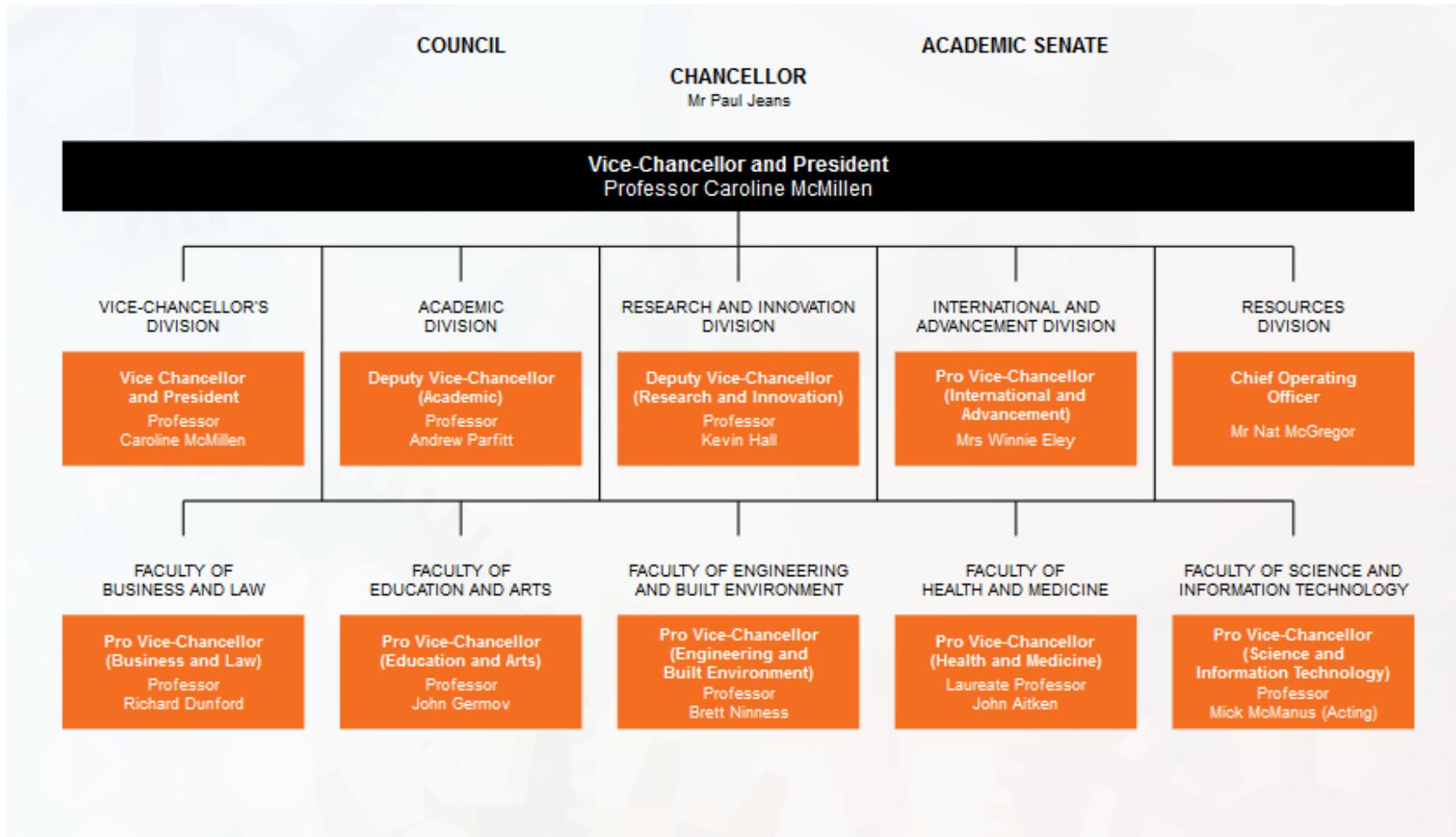
<http://www.newcastle.edu.au/about-uon/our-university/vision-and-strategic-direction>

Our structure



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Organisational chart



For an interactive structure visit:

<http://www.newcastle.edu.au/about-uon/governance-and-leadership/organisational-structure>

Governing bodies



*Mr Paul Jeans, the University's
Chancellor*

University Council

Council is chaired by the Chancellor and has a majority of external members. Council is responsible for setting strategic direction, monitoring performance, managing risk and compliance and ensuring the promotion and protection of the University's reputation.

Academic Senate

Academic Senate is the primary forum for debate on all academic issues. The Senate approves academic policies and monitoring quality assurance processes.

For an more information on our governing bodies visit:
<http://www.newcastle.edu.au/about-uon/governance-and-leadership/governing-bodies>

UON Leadership

Executive Leadership

- Providing advice to the Vice-Chancellor on matters of strategic and operational significance, the primary role of the Executive Committee is to define and focus the strategic direction of the University in line with the NeW Futures Strategic Plan 2016-2025, and prioritise operational decisions according to this framework.
- Membership of the Executive Committee is drawn from the senior leadership of the University's Faculties and Divisions, with the Committee chaired by the Vice-Chancellor.
- For more information on our Executive Leadership visit: <http://www.newcastle.edu.au/about-uon/governance-and-leadership/executive-leadership>

Faculty and School Leadership

- The Pro Vice-Chancellor is the Executive Head of the Faculty and is responsible for academic leadership and the efficient and effective operation of the Faculty.
- The Head of School is responsible for the efficient and effective operation of the School.
- The Program Convenor has a leadership role to play in assuring the quality of the Faculty's programs. They are responsible for ensuring the program of study is coherent in its design, planning, management, delivery and assessment and they regularly review and evaluate the program's performance.
- The Course Co-ordinator also has a leadership role and is responsible for planning and coordinating the delivery of a course and for ensuring its appropriate assessment.

How we support you



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AUSTRALIA

Payroll

Setting you up

If you haven't done so already, you will need to complete a [UoN Employment Pack](#) and submit it to your School Office

Once the employment pack is received, HR Services will enter your details into the system and you will be allocated a six digit staff number

Claiming hours

To claim hours for payment you will need to submit timesheets through HROnline, access instructions [here](#)

All timesheets must be referred on for approval (usually the School Executive Officer or nominated Appointment Coordinator for casual academics)

Receiving payment

University staff are paid every second Thursday

To make sure you are paid on time, you will need to submit your timesheets before the [cut off dates each fortnight](#)

HRonline

Your one-stop-shop for managing your employment information

HRonline is the online employee kiosk giving you access to HR information. Through HRonline you can:

- Access current and past payslips
- View Payment Summaries
- Change your bank account details and set up deductions/payments
- Maintain your personal details
- Update your emergency contact details and equity statistics
- View and apply for University job vacancies
- Enrol in training and development courses.

You can access a wide range of helpful HRonline instructions [here](#).

To access Hronline visit:
<https://hronline.newcastle.edu.au>

IT Services



Unify is the email server the University uses. Your email address will be the main source of communicating directly with you, please be sure to check it regularly.

Blackboard is the online management and delivery system available to all staff and it is also used to post important announcements. Online training is available through your supervisor.

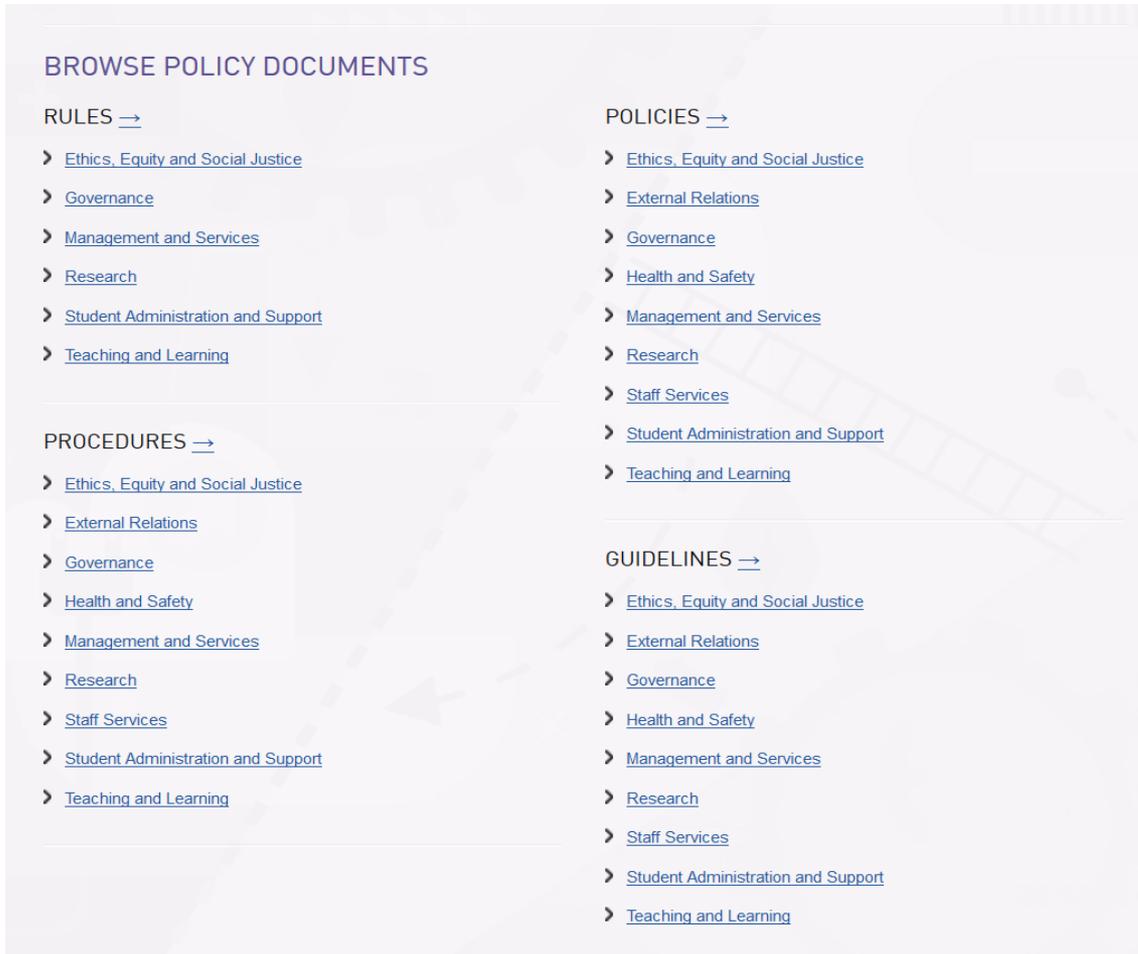


If you need help with computers, online systems, printers and phones call IT Services on 492 17000 or log a job via the IT Services Portal

Policy library

The University's Policy Library contains all UON rules, schedules, policies, procedures and guidelines.

The Policy Library website provides the functionality to search for a resource by audience or policy type .



The screenshot displays the 'BROWSE POLICY DOCUMENTS' section of the website. It is organized into four columns, each representing a different type of document: RULES, POLICIES, PROCEDURES, and GUIDELINES. Each column contains a list of categories with a right-pointing arrow next to the category name. The categories listed are: Ethics, Equity and Social Justice; Governance; Management and Services; Research; Student Administration and Support; and Teaching and Learning. The background of the screenshot features a faint, stylized graphic of a building or architectural structure.

BROWSE POLICY DOCUMENTS

RULES →

- › [Ethics, Equity and Social Justice](#)
- › [Governance](#)
- › [Management and Services](#)
- › [Research](#)
- › [Student Administration and Support](#)
- › [Teaching and Learning](#)

POLICIES →

- › [Ethics, Equity and Social Justice](#)
- › [External Relations](#)
- › [Governance](#)
- › [Health and Safety](#)
- › [Management and Services](#)
- › [Research](#)
- › [Staff Services](#)
- › [Student Administration and Support](#)
- › [Teaching and Learning](#)

PROCEDURES →

- › [Ethics, Equity and Social Justice](#)
- › [External Relations](#)
- › [Governance](#)
- › [Health and Safety](#)
- › [Management and Services](#)
- › [Research](#)
- › [Staff Services](#)
- › [Student Administration and Support](#)
- › [Teaching and Learning](#)

GUIDELINES →

- › [Ethics, Equity and Social Justice](#)
- › [External Relations](#)
- › [Governance](#)
- › [Health and Safety](#)
- › [Management and Services](#)
- › [Research](#)
- › [Staff Services](#)
- › [Student Administration and Support](#)
- › [Teaching and Learning](#)

For more information on policies visit: <http://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library>

Library Services

The University of Newcastle Library provides a range of physical and online resources and services to support your teaching and research.

There are libraries located at six campuses as well as at a number of affiliate locations. If you are based on-campus and would like to borrow from the library, your staff identification card is also your library card and can be obtained from Human Resources or Infrastructure & Facilities Management at Callaghan and Central Coast, at the City HUB (Newcastle) or Reception on Level 11 at the Sydney Presence.

Online Access

UON Academy members have access to all of the online resources provided by the Library, including ebooks and journal databases. The online resources can be accessed using your University ID and Password.

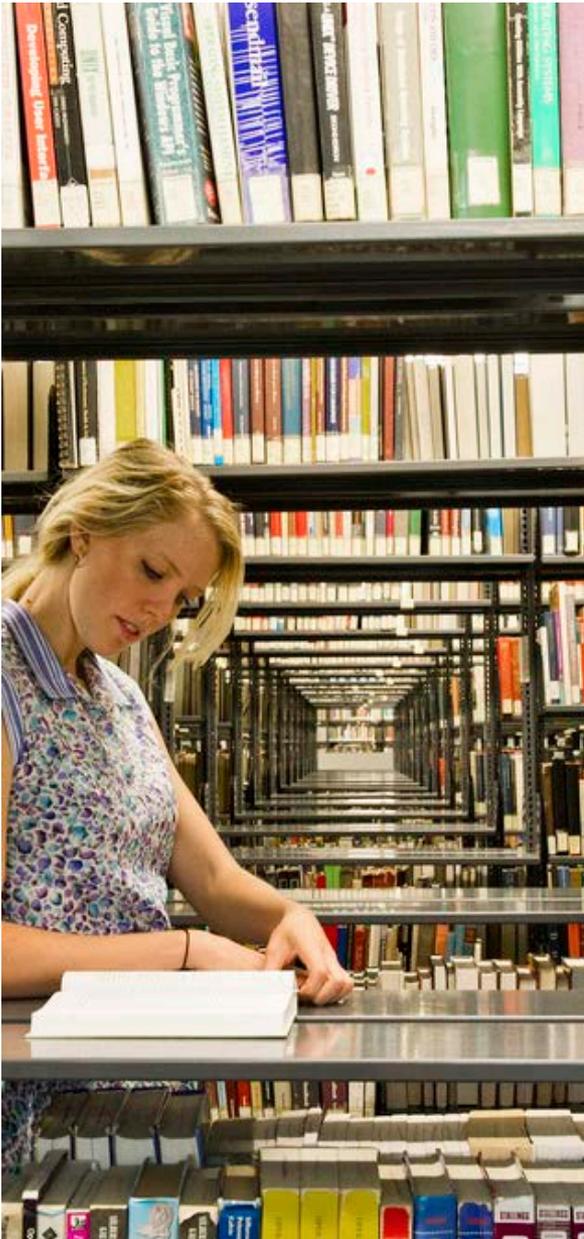
Course Readings

The Library can also assist you with making your course readings available to students via the Course Reserves service. For more information please email coursereserves@newcastle.edu.au.

Setting up your Library Account

To ensure that you can access all the online services which the library offers, including online renewals and access to some electronic resources please set up your MyLibrary account. See the [Library PINS](#) webpage for more details.

To access these and other Library Services please visit the [website](#) or contact your [Faculty Librarian or Liaison Librarian](#) for more information.





Staff and student conduct

Code of conduct

At all times staff and students are expected to behave in a way that upholds the values outlined in the Code of Conduct – honesty, fairness, trust, accountability and respect.

Student Academic Conduct Officer

Staff and students have access to an expert advisor on academic misconduct, a Student Academic Conduct Officer (SACO). There is a SACO within each School. The SACO is the only person who can allocate penalties for academic misconduct. The role of the SACO is to provide teaching staff with the support required to ensure transparency and consistency for both students and staff in determining key standards in academic literacy and ethics.

When misconduct is suspected, the role of the SACO is to support and maintain academic standards. SACOs are guided by the Student Academic Integrity Policy and Procedures. These reinforce the importance of honesty in an academic environment.

For more information about academic integrity visit: <http://www.newcastle.edu.au/current-students/support/new-students/academic-integrity-module>



Staff and student wellbeing

Healthy UON for Staff

As part of our Healthy UON program, a range of activities and services are available for staff that encourage positive physical, mental and spiritual health.

Visit the [Healthy UON site](#) for more information on the services available to you, including [medical services](#).

Student wellbeing

As a healthy university we aim to create an environment that promotes healthy learning, working and living for our students.

You should familiarise yourself with the [services available to students](#) should you need to advise a student on the support services available to them, including our [counselling service](#).

Travel

Travelling on University Business

- Each School has a University Travel Arranger and they are responsible for organising all travel and accommodation for staff and RHD students. Your School Executive Officer will inform you of your Travel Arranger's contact details.
- The Faculty is guided by the Australian Tax Office (ATO) advice for reasonable daily expenses, credit card purchases and reimbursement for meals and incidentals. Staff are required to keep ALL receipts for University business related travel expenses.
- Travel expenses are reimbursed through Fraedom, the University's online purchasing card system.
- As a compliance requirement of the ATO, travel diaries must be maintained for all international journeys and domestic journeys of more than 5 days' duration. This requirement extends to where part of the period of travel connected with University business is non-business related/private.
- Make sure you email your supervisor if you are planning a trip off-campus for work-related activities. For example, if you travel to another campus for teaching purposes, are in the field doing research or out making placement visits.

For more information of University travel visit <http://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library/document?RecordNumber=D09/1960P>



Teaching and Learning

The Centre for Teaching and Learning

The Centre for Teaching and Learning (CTL) offers a wide range of programs and services designed to provide Academy members with the training, tools and support you need to offer students a quality education, while being energised by your teaching experience.

Are you new to teaching and Learning at UON?

The Fundamentals in University Teaching Certificate, offered by CTL, provides you with an orientation to all teaching and learning systems and processes. This certificate, in combination with tailored support from CTL staff, will ensure you are given all the essential information you need to teach at UON.

Teaching and Learning

Ongoing support available to Academy members

- The Centre for Teaching and Learning can support you in the following ways:
 - Blackboard and e-teaching assistance is available through the UoNline Support Team.
 - Blended and Online Learning Design (BOLD) lab can help you to plan, design and create innovative online learning.
 - Assistance with building evidence of your teaching practice for your portfolio or for a grant or award application through observations of teaching, peer review and mid-semester feedback.
 - Facilitation of the anonymous collection of mid-semester feedback on your teaching and course content from your students.
 - More information on the above services is available [here](#).
- Our Strategy, Planning and Performance Unit regularly conducts Student Feedback on Course (SFC) Surveys and Student Feedback on Teaching (SFT) Surveys to assist staff to develop their teaching practice. Further details on these surveys can be found [here](#).



Teaching and Learning

Course Outlines

- The course outline is completed by the Course Coordinator and consists of the mandatory information from the Program and Course Management System (PCMS) and additional information related to the implementation of the course.
- The Course Outline is made available to students through the course Blackboard site.

Dates

- Information relating to semester and trimester dates can be located [here](#)

Timetabling

- All timetable queries should be directed to your School Executive Officer.
- Information on timetables can be found [here](#)



Building access and security

Your Nucard serves as a swipe card for access to some rooms and buildings, but must first be activated on the Maximo system. For steps on how to apply for access to buildings, visit this [link](#).

Security can be contacted on the following numbers:

Emergencies

- Callaghan/City Precinct 4921 5888
- Ourimbah campus 4348 4222

General Enquiries

- Callaghan 4921 5729
- Ourimbah 4348 4291

After Hours

- Security shuttle available to escort you to your vehicle 0400 243 022

Starting out



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Your orientation

We know as a new member of our team, there are lots of new things to get used to and do.

Your manager/supervisor or an Onboarding Officer (usually your School Executive Officer) within your Faculty or Division will help you and you can work through the process outlined in the next two slides to help set yourself up and get ready for work.

We do our best to prepare and get you ready to be productive on your first day.

For more information on your orientation visit
<http://www.newcastle.edu.au/current-staff/working-here/new-staff/starting-out>

Starting out

On your first day...

- You should receive a face to face induction from your supervisor or nominee. This initial orientation provides you with an opportunity to be introduced to your supervisor, your colleagues, the work area (including OHS requirements) and your new role.
- Retrieve your staff number from your onboarding officer and use it to set up your computer accounts.
- Activate your HRonline account and update your personal details and staff directory details.
- Get your NUcard staff ID card.
- Familiarise yourself with key online systems such as HRonline, Maximo, 17triplezero IT service portal.
- Look into parking and transport options and organise a permit if you need one.
- Check whether you need to apply for any keys or access cards that are relevant to your area.

Starting out

In your first two weeks...

- Discuss with your supervisor detailed aspects of your new job and clarify performance expectations.
- Complete the online training for [Health and Safety Induction](#) and [EO Online](#).
- If you are a teacher book yourself in for a [faculty induction](#) and complete the [NUstar registration form \(PDF, 370KB\)](#).
- If required, apply for [shared drive access](#) or [TRIM](#).
- See our attractive range of employment [benefits and conditions](#).
- See the [templates](#) available for staff.

In your first six months...

- Request student feedback on teaching through Strategy, Planning and Performance.
- Meet with your supervisor to review your progress and receive feedback.

Feedback

Input and feedback from our workforce helps shape the employment experience, improve operations and ultimately our performance.

There are a number of ways for UON staff to provide feedback. This can range from an informal conversation with your manager/supervisor to our formal, confidential staff survey.

From 2016, the Your Voice Survey will include a dedicated survey for our sessional academic staff. We encourage you to use this opportunity to have direct input into the experience of our sessional and conjoint academic staff.

For further opportunities to provide feedback:

<http://www.newcastle.edu.au/current-staff/our-organisation/feedback-and-issues/staff-input>



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Thank you for
completing the UON
Academy
orientation



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