



SYDNEY COLLEGE OF DIVINITY

Excellence in theological education

INDUCTION POLICY

1. The Sydney College of Divinity (SCD) will ensure that all staff employed by the SCD or by its Member Institutions for the purpose of delivering SCD awards are inducted into the policies and procedures of the SCD at an early stage, receive copies of key documents and information about accessing related materials thereafter, and become familiar with the expectations of the SCD in all relevant respects.
2. The SCD will conduct regular, publicized inductions to the SCD, in which new staff are encouraged to participate face-to-face; such events will normally be held at the premises of a Sydney Member Institution and duly repeated at interstate and/or international campuses. Induction packages covering similar materials will be made available electronically.
3. The SCD will conduct regular professional development events to ensure that all staff are updated in relation to key aspects of the SCD operation, and the attendance of all available relevant staff is expected. It will be the responsibility of key staff from the Member Institution or particular SCD program, in collaboration with the relevant SCD Officer, to ensure that absent colleagues receive an accurate and detailed report of the activity. Whenever possible, the SCD will make papers and/or electronic records of such events available.
4. Participation in induction and other professional development events will be recorded and recognized with a certificate of participation.
5. The SCD Council and Academic Board will develop and implement induction procedures applicable to themselves and their respective committees to ensure that all new members are adequately inducted into the relevant terms of reference, that their duties are understood, and that they are in a position to contribute purposefully to the work involved.
6. The SCD Council and Academic Board will develop and implement induction procedures applicable to themselves and their respective committees to ensure that all their external members receive appropriate induction to Government approval of the SCD, the SCD governance structure, and the overall operation of the SCD.
7. The Chair of the SCD Council, Academic Board, or committee concerned, together with the SCD Dean or another SCD Officer, will be responsible for all such induction and for any appropriate updating of information.
8. The SCD expects that its Member Institutions will have their own induction policies and procedures and will conduct their own inductions of staff concerning essential SCD policies and

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procedures and Institution-specific matters relevant to the delivery of SCD awards. Confirmation that Member Institutions have appropriate policies and procedures in place will be communicated to the Office of the Dean by the College Principal or a delegated person.

NOTES

For the familiarization of students with the SCD, see especially the following, at:

<http://www.scd.edu.au>

SCD Handbook

SCD Student Support and Welfare Policy (with listed associated policies)

SCD Overseas Students Policies