

Academic Staff Induction Checklist

This list is based on an induction checklist provided to newly appointed staff in the NHLI. It is by no means exhaustive. Use it to prompt you to create your own checklist that is relevant to you and your department.

Where you fit in	<ul style="list-style-type: none"> Organisational structure of the College, Faculty, Department and your section
Health and safety requirements	<ul style="list-style-type: none"> Safety Induction Safety Training Risk Assessment Foundation Training Safety induction by your local safety coordinator
People to meet	<ul style="list-style-type: none"> Academic adviser Faculty/Department Research Managers Head of Department/Institute Director of Teaching Head Technician (where relevant)
The practicalities	<ul style="list-style-type: none"> College ID card Network logon and e-mail Declaration of Interests Expenses Human Resources guidance and procedures
Mandatory and recommended training courses	<ul style="list-style-type: none"> Imperial Essentials – includes ‘must do’ training Mandatory and recommended training for new lecturers from the EDU Ask about mandatory training in your department or faculty Safety Training EDI training POD training – see academic leadership, management and core skills training
Career and leadership development	<ul style="list-style-type: none"> Clarify the probation review process and how the criteria relate to you. Seek the specific probation criteria and process for your department PRDP – understand the process and requirements The Academic’s Success Guide: a toolkit designed for new PIs and newly appointed lecturers, which includes resources for probation, promotion, and progress in your academic career.
Other support and special arrangements	<ul style="list-style-type: none"> Website for new staff Imperial Values: information on the expectations of all staff at the College College Values for Leaders and Managers Coaching and Mentoring Athena SWAN Leave and absence policies and procedures Flexible working policy Immigration: advice for staff arriving from overseas