Title: Staff Induction Procedures

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Review: The procedures are subject to periodic reviews as per amendments of Staff Induction Policy

1. Purpose

The purpose of this document is to describe Gulf University staff induction procedures. It details principles to accomplish fair, transparent, systematic and robust staff induction at the University.

2. Scope

The document applies to all current, newly appointed, and shifted academic and administrative staff.

3. Acronyms

BQA	Education and Training Quality Authority
COO	Chief Operating Officer
GU	Gulf University
HOD	Head of Academic Department
HR	Human Resources
IT	Information Technology
QADC	Quality Assurance and Development Center
VP ACADEMIC	Vice President for Academic Affairs

4. Definitions

Authorized Dedications: Dedications made by the University President, VP Academic, COO, Deans, HODs and Line Manager to GU staff to be responsible for task(s).

Appointed Staff: An employee who is assigned to a new post, that includes:

- **Full Time Staff:** A staff at GU that holds an academic or administrative position with a full-time term contract.
- **Part Time Staff:** A staff that holds an academic or administrative position with a part-time term contract.
- **Local Hire:** Expats or citizens hired locally within the Kingdom of Bahrain with fixed term contracts.

- **Volunteers:** An individual, who participates in University tasks for training without employment contract.
- **Shifted Staff:** A staff of GU assigned to a new post or with additional duties.

Induction: Induction is a systematic process of introducing all shifted and newly appointed staff with organizational structure, policies, procedures and regulations, ethics and compliance, job role and with their colleagues.

5. Procedure Details

5.1 Phase 1: Pre-Arrival Induction

5.1.1 HR Department shall:
a) send email notification, introducing the process of HEC Approval to the new staff.
b) send an email requesting a copy of the passport, medical certificates, childbirth certificates, marriage certificates and required attestations.
c) issue work visa.
d) confirm the joining date and shall notify the newly appointed staff confirming air-ticket where applicable. HR shall send the following guidance:
   i. on Airport arrival guide document along with the air ticket,
   ii. arrangement to pick up the employee from the airport.
e) arrange for accommodation and add utensils and food items.
f) arrange for IT account set-up username and password.

5.2 Phase 2: On Arrival Induction

5.2.1 HR Department shall:

a) introduce new staff to GU facilities and services such as catering outlets, sports facilities, library, banks, buildings, offices and environment.
b) introduce new staff with the general roles and responsibilities of University staff, University Policies and Procedures, HR regulations, organization chart, agreements, job description and forms.
c) send email to all administrative and academic staff, welcoming new staff on board.
d) send payroll information of the new staff to the Accounts Department.
e) explain the Probation Evaluation Process to new staff.
f) initiate "Signing of Contract" with new staff.

5.2.2 Upon signing contract, VP Academic shall welcome the new staff and ensure that s/he is aware about the University vison, mission, and strategic goals.

5.2.3 QADC shall organize an induction session for the new staff to introduce them to the wide range of the University policies, procedures, and regulations, governance, and quality assurance system at GU.

5.2.4 The relevant Dean shall introduce the new academic staff to colleagues, College infrastructure, resources, and facilities.

5.2.5 HoD shall give orientation to the newly joined staff on the program, learning resources, administrative roles, academic advising and share relevant documents.

5.3 Phase 3: Ongoing Induction

5.3.1 During the first academic year, the new staff will be guided and supported by the HoD.

5.3.2 HoD shall assign one mentor for each new staff preferably from the same domain during the first department council meeting of the academic year.

5.3.3 New staff will be supported by all university academic and admin units to revisit his/her needs, performance and integration with the university culture and work environment.

5.3.4 Units, such as IT, Library, provide all kinds of support to the new staff and ensure that s/he is able to utilize all the university facilities and services for the benefit of the students.

5.3.5 Throughout the year staff (newly joined and existing) shall receive induction on university policy and procedures, new regulation and direction of the university, institutional project etc.

6. Responsibilities

Current, newly appointed and shifted staff are responsible for:
- Following this document appropriately

HODs, Deans, and Managers are responsible for:
- Following this document appropriately

HR Department is responsible for:
- Appropriate implementation of this document

QADC is responsible for:
- Appropriate implementation of this document.

COO is responsible for:
- Ensuring that this document is appropriately implemented.

Vice President for Academic Affairs is responsible for:
- Appropriate implementation of this document

University Policy Development and Review Committee is responsible for:
- Systematic review of the effectiveness of this document.

7.   Related Policies

- HR Policy
- Staff Induction Policy

8.   Related Procedures

- none

9.   Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook