



# SYDNEY COLLEGE OF DIVINITY

Excellence in theological education

## INDUCTION POLICY

<b>Approved</b>	Council /Academic Board
<b>Approval Date(s) (from most recent)</b>	27/02/2017, 27/01/2017, 16/02/2011
<b>Date for Review (no more than five years from last approval)</b>	2022
<b>Responsible Officer</b>	Dean
<b>Author(s) and Role(s) from most recent</b>	D. Speed (Dean)
<b>Related Documents (explicitly cross-referenced)</b>	
<b>Higher Education Standards (2021)</b>	3.2.3
<b>National Code (2018) (if directly relevant)</b>	14.1

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 in Sydney and made electronically available and/or repeated at interstate and/or international campuses. Standard induction packages will be available on the SCD website, including a specific New Faculty Induction unit.
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. It will be the responsibility of key staff from the Teaching Body, in collaboration with the relevant SCD Officer, to ensure that absent colleagues receive an accurate and detailed report of the activity. Such events will normally be held in Sydney and made electronically available and/or repeated at interstate and/or international campuses
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 the conduct of all such induction and for any appropriate updating of information.
8. The SCD expects that its Teaching Bodies will have their own induction procedures and will also conduct their own inductions of staff concerning essential SCD policies and procedures and Institution-specific matters relevant to the delivery of SCD awards. Confirmation that Teaching Bodies have appropriate policies and procedures in place will be communicated to the Office of the Dean by the College Principal or a delegated person.

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