I. PURPOSE

To provide all new personnel with information concerning the mandatory Miami Dade College Onboarding Process for non-instructional personnel and the Faculty Orientation for instructional personnel. The purpose of the orientation will be to welcome, familiarize new employees with the institution, their role, its culture, history, policies, procedures, employee benefit programs and to collect all required new hire documents.

II. All Non-instructional Personnel

A. Full-Time and Part-Time Non-Instructional Employees

Onboarding Process

All non-instructional personnel will be scheduled to attend an Onboarding program on their first day of work.

1. The presentation will be conducted by the Division of Human Resources.
2. Supervisors must ensure that all employees attend the onboarding session and that appropriate job coverage is provided for any such employee attending onboarding.
3. The Onboarding Process will include the following components:
   a. Welcome new hires
   b. Familiarize new hires with their roles
   c. Complete required new hire documents
   d. Provide relevant information (pay schedules, etc.)
   e. Present work rules expectations and harassment prevention information.
III. Full-Time Instructional Personnel

A. Full-Time Faculty

The New Faculty Orientation Program should consist of the following components:

1. Annual pre-service orientation to be held at the beginning of academic year to provide information about the College, campus and department, the teaching/learning environment, and College expectations of faculty.

2. Monthly campus meetings will be held to allow for discussion and incremental introduction of new information about College services and the teaching/learning process; duration should be for the first two major terms of employment.

College Training and Development (CTD) is responsible for coordinating the monthly orientation sessions at each campus. The purpose of these ongoing sessions is to provide information on processes, services, and resources of the College and Campus.

7/09/2013

PRESIDENT

DATE