Useful Links

Note: This is a guide as to what could go in a typical induction pack. Not all suggestions will be relevant to all staff.

Acronyms
http://www.ncl.ac.uk/staffdev/induction/jargon.htm

Blackboard (if applicable)
http://bb.ncl.ac.uk/

Car-Parking/Travel information
http://www.ncl.ac.uk/estates/services/travel/carparking/index.htm

CASAP – Certificate in Advanced Studies in Academic Practice (Academic Staff)
http://www.ncl.ac.uk/staffdev/workshops/programmes/academic/ukpsf/casap/index.htm

Childcare
http://www.ncl.ac.uk/hr/benefits/nu-options/index.php

City and Region information (for International Staff)
http://www.ncl.ac.uk/tour/city/millennium-bridge/

Conduct (including gifts and internet use)
http://www.ncl.ac.uk/hr/policy/conduct/

Concordat (Research Staff)
http://www.ncl.ac.uk/hr/about/researchers/concordat.php

Declaration of Interest Policy
https://my.ncl.ac.uk/staff/policies/

Degree Programme Directors (DPD) and Programmes (Academic Staff)
(Available locally)

Just Ask
http://dsv.ncl.ac.uk/

Emergency Contact Form
(Available locally)

Environmental Sustainability
http://www.ncl.ac.uk/sustainable-campus/

Evaluation form (review of induction programme)
http://www.ncl.ac.uk/staffdev/induction/coordinators.htm
Expenses
http://www.ncl.ac.uk/internal/finance/expenses/

Flexitime Policy or Flexible Working Policy (if applicable)
http://www.ncl.ac.uk/hr/benefits/flexible-working.php

Holidays
http://www.ncl.ac.uk/hr/leave/calculator/index.php

Human Resources Contacts
http://www.ncl.ac.uk/hr/about/contacts/

Induction Schedule including any appointments
(Available locally)

Insurance
http://www.ncl.ac.uk/internal/finance/insurance/index.htm

ILT HE - Introduction to Learning and Teaching in Higher Education (Academic Staff)
http://www.ncl.ac.uk/staffdev/workshops/programmes/academic/itlhe/

Key facts and Figures e.g. student numbers, staff numbers (as appropriate)

Leave of Absence for Academic Purposes (Academic Staff)
http://www.ncl.ac.uk/hr/leave/academic.php

Library Registration
http://www.ncl.ac.uk/library/staff/

Map of campus and city
http://www.ncl.ac.uk/about/visit/maps.htm

Occupational Health & Safety Service (OHSS)
http://www.safety.ncl.ac.uk/

Organisational Development (OD)
http://www.ncl.ac.uk/staffdev/

Research Staff Mentoring Scheme
http://www.ncl.ac.uk/staffdev/devactivities/mentoring/index.htm

MyImpact
http://www.ncl.ac.uk/res/resources/myimpact/index.htm

Newcastle Teaching Award (NTA)
http://www.ncl.ac.uk/staffdev/workshops/programmes/academic/ukpsf/nta/index.htm
NU Options
http://www.ncl.ac.uk/hr/benefits/nu-options/index.php

Office policy/norms e.g. breaks, lunch cover etc
(Available locally)

Overseas Business Travel Information
http://www.ncl.ac.uk/internal/finance/sap/trav.htm

Performance and Development Review (PDR) Scheme
http://www.ncl.ac.uk/staffdev/performance-pdr/pdr/

PiFACT
http://www.ncl.ac.uk/internal/finance/costing_and_pricing/pfact/

Probation
http://www.ncl.ac.uk/hr/policy/probation/

Promotion and Progression (Academic Staff)
http://www.ncl.ac.uk/hr/pay/academic-promotions/index.php

Publication Guidelines (Academic and Research Staff)
(Available locally)

Purchase requests
(Available locally)

Research Excellence Framework (REF 2014)
http://www.ncl.ac.uk/research/ref/

Research in the Academic/Service Units (if applicable)
(Available locally)

Security – Building and Campus
http://www.ncl.ac.uk/estates/services/security/

Sickness Absence Policy
http://www.ncl.ac.uk/hr/leave/sickness.php

Staff List/Who’s Who
(Available locally)

Strategy and Vision – Faculty/Academic/Service Units (where applicable)
(Available locally)
Structure of Faculty/Academic/Service Units  
(Available locally)

Success Factors (if applicable) 
http://www.ncl.ac.uk/hr/recruitment/success-factors.php

Teaching in the Academic/Service Units (If applicable)  
(Available locally)

Telephone list (useful extensions)  
(Available locally)

Travel Scheme 
http://www.ncl.ac.uk/estates/services/travel/

Useful Information  
(Available locally)

VDU Workstation Checklist  
(Available locally)

Vision 2021 

Welcome Letter  
(Available locally)

Welfare & Support 
http://www.ncl.ac.uk/hr/support/

Work Load Model (if applicable)  
(Available locally)