1. **Purpose**

1.1 The University of Kent recognises the importance of providing a timely and effective induction for all new staff to ensure effective integration into the University, the department and the role.

1.2 The aims of induction include:

- becoming familiar with the culture of the University of Kent and to become effective within that culture
- developing an understanding of policies and practices at central and local level
- acquiring an understanding of how the University works and how the role contributes to the success of the University
- becoming accustomed to the working environment
- understanding and appreciating the expectations of the role
- understanding the duties and activities of the role and beginning to perform them effectively
- gaining confidence in the role.

2. **Scope**

2.1 This policy relates to all new staff employed at the University of Kent.

2.2 The period covered by this policy runs from the acceptance of the contract of employment until the completion of the first appraisal.

3. **Policy Content**

3.1 This policy sets out the University’s commitment to effective induction.

3.2 The policy covers all elements of the University’s induction programme as described in Section 2 of the Induction Procedure.

3.3 Each stage of the induction programme provides different, but important, complementary information to equip new staff to settle into their role.

4. **Probation**

All new members of staff are expected to participate in the regular University Welcome and Induction Event. Attendance at this event is a condition for the successful completion of probation for staff in grades 1-6 (with the exception of grade 6 Research Assistants, and staff paid by timesheet).
5. **Policy Review**

This policy will be reviewed by Human Resources on a regular basis to ensure it remains compliant with any employment legislation revisions and good employment practice. The Joint Staff Negotiation & Consultation Committee will be fully consulted regarding any changes.

6. **Impact Assessments**

This policy has been initially screened as being of medium relevance to our duties under discrimination legislation, and the University will review its impact on equality and diversity, identify any inequalities by annual monitoring, and will take action where necessary.

7. **Relevant Legislation**

This policy is based on the principles of good practice and complies with relevant legislation including:

- Health and Safety at Work Act 1974

8. **Other Relevant Policies/Documents**

- Academic Probation Policy
- Appraisal Policy
- Bullying and Harassment Policy
- Equality and Diversity Policy
- Health & Safety Policy
- Induction Good Practice Guides
- Induction Procedure
- New Academic and Research Staff: A Good Practice Guide to Induction
- New International Staff: A Good Practice Guide to Induction
- Probation Policy for staff in grades 1-6
- Staff Development Policy
- Staff Recruitment Policy
- The Induction Checklist

Policy Approved By: JSNCC and Staff Policy Committee

Date: 15 June 2010 and 4 June 2010 respectively

Review Date: December 2011