

Faculty Orientation Checklist

The following checklist has been compiled to help new or fairly new faculty find their way around North Island College.

GENERAL EMPLOYMENT

ITEM	CONTACT/SOURCE	INFORMATION OR OTHER DETAILS	CHECK
Office space, keys, key fob, after-hours building access, photo ID	Chair/Coordinator or Dean/Director Office and Facilities	NIC Service Desk — https://servicedesk.nic.bc.ca/	
Email, myNIC (employee portal) access	Dean/Director Office	Information in the HR Welcome Email	
Photocopiers (where to locate, broken, paper etc.)	IT	NIC Service Desk — https://servicedesk.nic.bc.ca/	
Computing equipment, furniture, stationary and supplies	Chair or Coordinator		
Contract, benefits, pay etc.	Human Resources	Information in the HR Welcome Email. There is also helpful information in myNIC Employee portal	

		(Employee Resources > Human Resources > New Employees)	
Introduction to NIC	Centre for Teaching and Learning Innovation (CTLI)	New Faculty Resources (Teach Anywhere: NIC's Teaching and Learning Supports website)	
NIC New Employee Orientation Guidebook	Human Resources	Information in the HR Welcome Email. There is also helpful information in myNIC Employee portal (Employee Resources > Human Resources > New Employees)	
NIC Teaching and Learning Handbook	Centre for Teaching and Learning Innovation (CTLI)	New Faculty Resources (Teach Anywhere: NIC's Teaching and Learning Supports website) and direct link .	
Submitting Vacation/PD Requests (Regular Faculty)	Dean's Office/myNIC	MyNIC Employee Portal — (View your pay statements, tax forms and leave requests)	
Name tag, business cards etc.	Chair or Coordinator		
Personal Protective Equipment (PPE)	Chair or Coordinator		
Campus Location and Maps		NIC Website > Our Locations	

STUDENTS, COURSE AND TEACHING AREA

ITEM	CONTACT/SOURCE	INFORMATION OR OTHER DETAILS	CHECK
Introduction to the area (faculty, department etc.)	Dean's/Director's Orientation	Information in the dean or director welcome email.	
Department Meetings	Chair or Coordinator	Attend as scheduled	
Academic Supports	Student Services	NIC website — Support Services	
Student Learning Supports	Library and Learning Commons	NIC website — Library and Learning Commons	
Elders in Residence	Elders in Residence Page	NIC website — Elders in Residence	
Department of Accessible Learning Services (DALs)	DALS Faculty	NIC website — Accessible Learning Services	
Directing students to course texts or materials	Bookstore	NIC website — Campus Store	
Ordering Course Materials	Chair or Coordinator		

GENERAL TEACHING AND LEARNING

ITEM	CONTACT/SOURCE	INFORMATION OR OTHER DETAILS	CHECK
Teaching and Learning Self-Serve Resources	Centre for Teaching and Learning Innovation (CTLI)	Teach Anywhere website — NIC's Teaching and Learning Supports website	
Teaching and Learning Questions — Individual Support	Centre for Teaching and Learning Innovation (CTLI)	NIC Service Desk > Instructor Consultations Teach Anywhere website	
Technology Platform (Quick Links)	Centre for Teaching and Learning (CTLI) and IT	Teach Anywhere website	
Classroom Technology	IT	NIC Service Desk > Classroom Resources	
Brightspace by D2L (digital learning platform for courses, content, assignments, discussions, quizzes)	Centre for Teaching and Learning Innovation (CTLI)	Teach Anywhere Website	

Kaltura Video by Kaltura (video recorder, streaming video storage, video sharing)	Centre for Teaching and Learning Innovation (CTLI)	Teach Anywhere Website	
Kaltura Virtual Classroom (teaching and learning web conferencing platform)	Centre for Teaching and Learning Innovation (CTLI)	Teach Anywhere Website	
Student Technology Support	IT (Student Technical Services)	NIC Website > Student Technical Services	
Research	Centre for Applied Research, Technology & Innovation (CARTI)	NIC Website	
Research Ethics	Research Ethics Board (REB)	NIC Website	
Academic Quality and Academic Quality Framework	CTLI	Teach Anywhere Website	