It is critical that a new academic understands what is expected of him/her and feels connected to the organization as soon as possible.

Please book a meeting with the hiring supervisor (Head/Associate Dean/Dean) on the new academic’s first day so that he/she can personally welcome the new academic to the faculty, discuss workload expectations and make introductions to key colleagues in the department/faculty.

Also, ensure other introductory and welcome meetings with colleagues, teams, and support staff are booked as appropriate in the first several weeks – for example:

* Introductory one on one meetings with key colleagues in the department/area
* Introductory meeting with the Dean
* Introductory meeting with Associate Dean, Research and/or research facilitator or advisor if available in your faculty
* Introductory meeting with the Associate Dean, Teaching and Learning
* Introductory meeting with Graduate Program Director or Associate Dean, Grad Studies
* Meeting with the HR Advisor to review benefits, hiring staff for research project
* Meeting with administrative support (if provided) or with Administrative Services in the Faculty of Medicine

Discuss with the hiring supervisor what meetings would be appropriate to pre-schedule.

It is important for the new academic to get connected as soon as possible with people who can help him/her write and submit a research proposal for funding (e.g. NSERC Discovery Grant), or develop course curriculum for teaching a course.

Also, consider providing the new academic with a listing of key contacts in the faculty they may need to connect with. For example, a researcher who will be purchasing computers and/or specialized equipment for their lab should meet with their IT Partner or In-house IT contact to discuss their requirements, and become familiar with U of C's standard equipment and support model.