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## ORIENTATION

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LAST AMENDMENT	FIRST VERSION
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AUTHORITY	PRESIDENT'S COUNCIL
PRIMARY CONTACT	DIRECTOR, HUMAN RESOURCES

### POLICY

A comprehensive orientation to the campus and the university is fundamental for new employees. It is the goal of Thompson Rivers University that each employee understand his/her role and the role of his/her department, faculty or school in achieving the University's mission, values and strategic objectives. Therefore, TRU places a high priority on orientation and requires that all new employees attend a General Staff Orientation.

In addition, TRU provides an orientation session for administrators to ensure that they have a thorough understanding of policy, procedures, and supervisory responsibilities.

In addition, TRU provides a faculty orientation to ensure that each new faculty member and new Chairperson understands the full range of opportunities and responsibilities at TRU including teaching, service, research and scholarship, and contribution to the TRU community.

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### REGULATIONS

#### **General Staff Orientation:**

The Human Resources Division is responsible for developing and delivering the General Staff Orientation. This orientation is normally held twice a year, in late August and January.

#### **Administrators Orientation:**

The Human Resources Division is responsible for developing and delivering the TRU Administrators Orientation. This orientation is normally held at least once a year.

#### **Faculty & Chairperson Orientation:**

The Provost and Vice-President, Academic's office is responsible for developing and delivering the Faculty & Chairperson Orientation(s). These orientations are normally held at least once a year for new faculty and new Chairpersons.