



New Faculty Orientation & Teaching Tips Workshops

Welcome to Vancouver Community College and the Centre for Instructional Development (CID) New Faculty Orientation summary. The CID is committed to supporting new faculty by linking you to resources that make your transition as new instructors go more smoothly.

The CID offers four “**New Faculty Orientation and Teaching Tips**” workshops a year in February, May, August and November. Watch for workshop notifications at www.cid.vcc.ca and e-mail.

1. Policies and Standards of Conduct

- **Education Policies** at <http://www.vcc.ca/about/governance--policies/policies/>
Education policies deal with Students, International Education and Programs and Instruction. There are many other policies at this site that deal with other aspects of your work life at VCC.
- **Employee standards of conduct** at <http://www.vcc.ca/about/governance--policies/policies/employee-standards-of-conduct/>

The ethical principles and guidelines outlined in VCC's Code of Ethics are now encompassed within VCC's [Employee Code of Conduct and Conflict of Interest Policy](#).

Employees of Vancouver Community College have a responsibility to ensure they are familiar with this policy, understand its application to their conduct, and adhere to its principles. Employees should also be familiar with other sources of information which will assist them in making informed decisions. These include laws, policies and agreements relevant to their work.

The Employee Code of Conduct and Conflict of Interest Policy provide guidance and assistance to all employees; however, no policy can speak to all situations. College members who are uncertain about the standard of conduct should seek assistance from his/her manager, Human Resources, VCC's Arbiter of Student Issues, or a union representative.

2. Instructor and Teacher Training

The Centre for Instructional Development (CID) at VCC offers many workshops and seminars, both onsite and online, that help you link your professional expertise to achieve important learning outcomes with your students. Other training includes:

A. Informal Instructor Training

- **CID Instructional Development Workshops** Centre for Instructional Development (CID) <http://cid.vcc.ca/events.html>

These non-credit free workshops, seminars, and lunch and learn sessions allow you to take instructor training at your own pace at convenient times.

- **CID Development Guides** <http://cid.vcc.ca/p4-id/index-id.html>

These printable development guides on a variety of adult education topics are useful resources for new and experienced instructors wishing to improve their teaching and learning outcomes.

- **Teaching Tips at Honolulu Community College**
<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm>

This wonderful website is filled with accessible, useful and research-based articles, documents and teaching tips for the new or experienced instructor.

B. Formal Instructor training

VCC's School of Instructor Education (SIE) is a recognized leader in instructor training, the choice of the Ministry of Advanced Education for its Provincial Instructor Diploma Program and home of the largest English language teacher training (TESOL) program in Western Canada.

VCC offers for credit programs, courses and workshops to professional and potential adult educators and trainers, with graduates instructing in colleges, government, industry, non-profit and private sector organizations.

- **Instructor and Teacher Training** <http://www.vcc.ca/programscourses/program-areas/instructor-and-teacher-training/>
- **Adult Education Diploma** <http://www.vcc.ca/programscourses/program-areas/instructor-and-teacher-training/adult-education---diploma/>
- **BC Provincial Instructor Diploma Program**
<http://www.vcc.ca/programscourses/program-areas/instructor-and-teacher-training/provincial-instructor-diploma/>
- **Certificate in Online/eLearning Instruction**
<http://www.vcc.ca/programscourses/program-areas/instructor-and-teacher-training/certificate-in-onlineelearning-instruction/>
- **Teaching English as Second Language**
<http://www.vcc.ca/programscourses/program-areas/instructor-and-teacher-training/>

3. VCC Services

- **VCC Library** <http://library.vcc.ca/>

The VCC Library has easily accessible information for efficient learning. Our goal is to offer students and faculty the best service possible -- making relevant information easily accessible to the broad range of users. The collection at the [VCC Library](http://library.vcc.ca/) includes a wide variety of print and electronic materials that have been selected to assist students with their studies. Each location holds collections relevant to the programs housed on its campus and librarians knowledgeable about materials for your program or department. The VCC Library website also has very useful online tutorials that will help you access appropriate, relevant and current information in your field from your home computer.

- **VCC Learning Centres** <http://library.vcc.ca/learningcentre/>

Your students will benefit from the Learning Centre's qualified tutors in many areas that you teach. The site offers support to students both in a face to face and an online environment

- **VCC Faculty Association** <http://www.vccfa.ca/>

This is the site of your VCC Faculty Association (VCCFA) and can be very useful for all faculty members. Just click on the subject of your choice. The site contains useful forms such as professional development and scholarship applications.

You will always find current and informative news releases on issues that relate directly to faculty. It also houses our local collective agreement that guides many aspects of our work at VCC.

Instructors, librarians, counselors, and department heads are also covered by the Faculty Association Collective Agreement. For more information contact your Human Resources Advisor or the VCCFA.

4. Human Resources

The Human Resources website has many resources and career opportunities to make working at VCC a positive experience. Click here for more <http://www.vcc.ca/about/college-information/careers/>

- **Human Resources**

VCC Human Resources provides useful information to help you navigate your first months at VCC. It puts information about the college's departments, schools and services at your finger tips.

Campus tours and orientation seminars are scheduled for our new employees to help them get acquainted with VCC and ensure a success start.

Check at www.vcc.ca and click “about” for current information.

- **The Arbiter of Student Issues (ASI)** recognizes the need to provide support to VCC students around conflict and complaints arising at VCC and relative to VCC policies.

As part of VCC Student Services, the ASI is a dedicated resource available to guide a student who finds him/herself either at the centre of a complaint or lodging a complaint. The ASI is a neutral party in all complaint processes, with the ability to hear complaints, investigate them with all parties concerned, and offer informal and formal conflict resolution mechanisms to resolve the dispute.

Principles of the ASI:

- **Neutrality and impartiality:** The ASI does not represent one party's interests over another's.
- **Fairness:** The ASI looks to enforce fairness in process and procedure surrounding conflict.
- **Equity:** The ASI strives to arrive at equitable outcomes that improve the quality of student life at VCC.
- **Objectivity:** The ASI looks at the complaint from all angles in trying to arrive at a resolution.

- **New Employee Seminars and Campus Tours**

Orientation seminars are regularly scheduled for our new employees to help them get acquainted with the College and the people who work here. These include tours of both VCC's Downtown and Broadway campuses. For information on new employee orientations or to request a printed copy of the orientation guide please contact Human Resources.

- **Workshops and Events**

One of the goals of the College is to provide all employees with ongoing opportunities for professional and personal growth. Professional development workshops for faculty and staff, covering computer software to project and people management skills, are offered by Human Resources and the School of Instructor Education.

Our ongoing wellness education program provides a holistic approach to the well-being of employees with offerings such as seminars on RRSPs, yoga classes and a wellness incentive program. A wellness committee with members from each of the employee groups (faculty, support staff and administration) meets every month and works very hard to organize interesting events and activities.

Check "Events" at <http://www.vcc.ca/about/college-information/events/>

5. VCC Calendar of Important Dates

This is a schedule or calendar of important VCC dates such as Graduations, Award Ceremonies, Statutory Holidays and other school closures.

<http://www.vcc.ca/services/current-students/important-dates/>