UNIVERSITY OF CALGARY
FACULTY OF NURSING

Academic Year 2021-2022
Important Information
Sessional Instructors

General Information

Human Resources and Payroll

Visit the HR Onboarding - HR Seven Onboarding Essentials

Professional Expense Reimbursement (PER) program PER.

New Sessional Instructor Onboarding Checklist Visit Here for Teaching Preparation Information

Apply for Parking Permit (if applicable)

OH&S Training Programs

Complete Online Occupational Health & Safety Orientation

Complete Online Hazard Assessment Training

Send proof of completion for both online OH&S training sessions to Joan Smith, Faculty Coordinator

Teaching Preparation

Visit New Sessional Instructor Teaching Preparation for information on the following:

- Accessing Work from Home
- D2L
- IT
- Getting Started Zoom
- Library and Teaching Resources
- Various other categories

- Microsoft Teams getting started
- Microsoft Teams Chat and Meetings
- Office 365

Getting on the Same Page

Learn About The Faculty Association of the University of Calgary (TUCFA)

Getting Started – On or After Your First Day

Attend your Employee Orientation

Complete Faculty of Nursing Orientation Module on D2L

Request access to the Faculty of Nursing SharePoint

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The following items are completed through Joan Smith, Faculty Coordinator
• Keys and instructor name tags pick up
• For door access e-mail your UCID (8 digit) number along with the six-digit number on the lower back corner of your UNICARD
• For textbooks, after confirming textbook requirements with your NPCC

Learn the Basics

Contact UService for Assistance with On-line Self Services or dial (403) 210-9300 for information on:

- Finance
- Human Resources
- IRISS/HREBA

- IT
- Onboarding
- Research Management Systems

UCalgary Wellness

- WellBeing & Worklife
- Campus Mental Health
- Other Community and Campus Resources