

ACADEMIC UNIT TEACHING STAFF WELCOME PROCEDURE

In the context of strengthening and improving the quality of the services provided to the teaching staff of the University of Western Macedonia, as well as considering the principles of transparency and accountability, the University of Western Macedonia has adopted this "**Welcome Procedure**" for the members of the teaching staff. This procedure applies to all new teaching staff members, both permanent and temporary.

The welcome procedure aims to define a framework of actions within which the academic unit must inform its new members so that they can respond to their duties more effectively.

The purpose of this procedure is:

- The facilitation of the teaching staff member's contacts with the institutions and services of the Department and the Administration.
- The provision of information on issues related to university life.
- The provision of information on the rights and obligations of the teaching staff member in the context of his/her academic career.
- The provision of assistance for the smooth and seamless execution of his/her duties.

Important actions:

1. The Chair of the Department informs the members and the Secretariat of the Department about the recruitment of the new faculty member or temporary teaching staff member.
2. The Chair of the Department informs the new faculty member/temporary teaching staff member about the Department, the Department's strategy, its operating regulations, and the codes of behavior towards the students.
3. The Department Directors inform the new faculty member/temporary teaching staff member about the orientations and the courses and provide information/instructions about degree/diploma theses issues.
4. The Secretariat informs the new faculty member/temporary teaching staff member about the rooms/classrooms, laboratories and infrastructure of the Department.

5. The Secretariat informs the new faculty member/temporary teaching staff about the creation of an institutional account, the operation of the e-class learning platform and the other electronic services provided by the Institution.
6. The Department Secretariat informs the new faculty member/temporary teaching staff member about the services provided by the library, by sending supporting material.