

SOP: Instructor Onboarding and Training Procedures

This SOP details the **instructor onboarding and training procedures**, covering the recruitment process, orientation programs, initial training modules, ongoing professional development, performance evaluation, and mentoring systems. The goal is to equip new instructors with the necessary skills, knowledge, and resources to deliver high-quality education while ensuring consistency and adherence to institutional standards.

1. Purpose

To establish a standardized procedure for onboarding and training new instructors, ensuring they are well-prepared to deliver effective and consistent instruction aligned with institutional objectives.

2. Scope

This SOP applies to all newly hired instructional staff and those transitioning to new teaching roles within the institution.

3. Procedures

1. **Recruitment & Selection**
 - Develop and post job descriptions outlining qualifications and expectations.
 - Screen applications and conduct interviews.
 - Verify credentials, reference checks, and select qualified candidates.
2. **Orientation Program**
 - Welcome new instructors and introduce institutional vision, mission, and values.
 - Provide an overview of institutional policies, code of conduct, and HR processes.
 - Distribute the instructor handbook and access credentials for required systems.
3. **Initial Training Modules**
 - Assign completion of core training modules on pedagogy, curriculum, and course management systems.
 - Offer classroom management and student engagement workshops.
 - Ensure proficiency in technology platforms used for teaching.
4. **Mentoring & Support**
 - Pair new instructors with experienced mentors for guidance and support during the first semester/term.
 - Schedule regular check-ins with assigned mentor/supervisor.
5. **Performance Evaluation**
 - Conduct classroom observations and provide constructive feedback.
 - Review and discuss student feedback and course evaluations.
 - Set goals and create individualized development plans as required.
6. **Ongoing Professional Development**
 - Encourage participation in workshops, seminars, and conferences.
 - Offer continual training updates on new technologies and teaching strategies.
 - Track and document professional development activities.

4. Responsibilities

- **HR Department:** Coordinates recruitment and handles initial onboarding logistics.
- **Academic Department:** Oversees training content, mentoring assignments, and ongoing development.
- **Mentors:** Provide support, feedback, and guidance to new instructors.
- **New Instructors:** Participate actively in all onboarding and training activities.

5. Documentation & Records

- Maintain records of completed training modules.
- Document mentoring interactions, evaluations, and development plans.
- Store all onboarding checklists and evaluation reports securely.

6. Review & Updates

This SOP will be reviewed annually and updated as necessary to reflect best practices, feedback, and institutional needs.