

## DAU 4-2 Faculty members and Administrative Staff Professional Development Policy

Policy Code	Policy Name		
DAU 4-2	Faculty members and Administrative Staff Professional Development Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-HR Directorate -Teaching Staff Committee (TSC) - Training and Proficiency Development Center	10/2023	10/2027	

### 1. Policy Purpose

This policy governs the rules, regulations and procedures followed in providing opportunities for faculty members and administrative staff to undertake relevant professional development consistent with the mission and supportive of the strategy attributes of DAU. The development frameworks must support DAU success and improvement.

### 2. Policy Scope

This policy is applied to all the faculty members and the administrative staff.

### 3. Policy Statement

#### Faculty Members Development

For enhancing and developing the Faculty Members skills and experience; the following responsible personnel in DAU will have the following roles and responsibilities:

- *Heads of Departments:* The departments heads are responsible for identifying the faculty members' professional training and development needs, based on relevance, faculty member's performance appraisal and the required competencies of the position. They are expected to support the overall faculty members development program by encouraging and facilitating participation in professional learning activities. They also have a responsibility for ensuring that faculty members undertake any training provided by the University.
- *Faculty member:* Each faculty member is ultimately responsible for developing work-related skills and knowledge. An effective professional learning activity depends on the active participation of the faculty members. All faculty members must attend or participate in professional development activities inside or outside the University related to their field of teaching and learning strategies and student assessment and evaluation. Faculty members eligible for training are entitled to attend at least one annual training and development program within the approved training budget. All faculty members are expected to support professional learning activities so that the benefits they bring to both the University and individual staff members are maximized.
- *Human Resource Directorate:* HRD is responsible for verifying compliance with the DAU's policies and availability of funds as per the DAU's budget.
- *Training and professional development Center:* The Training and professional development Center is responsible for the development, implementation and evaluation of the in-house professional training and development programs for faculty members aligned with the University activities in teaching, research, and community engagement.
- *Scientific Council:* The Scientific Council is responsible for the approval of the out-house scientific participation for faculty members aligned with the university activities in teaching, research, and community engagement.

- **Teaching Staff Committee:** it is responsible for Orienting new faculty members and providing the necessary support, Organizing workshops and courses during each semester based on the needs of faculty members and according to the results of performance evaluation, Directing faculty members to attend educational and research workshops and Assisting faculty members who have no research activities or weak research activities and follow up on their progress with regard to research activities.
- **The Training and Proficiency Development center:** supports and sets training programs and initiatives to develop the faculty member skills, experience and effectiveness.

The faculty member supporting and developing activities may include:

- activities supporting mission, goals, and objectives of DAU's Strategic Plan.
- support attending training courses to update knowledge in scientific and technological advances.
- activities improving the quality of research at DAU.
- support to participate, within his/her department conferences, seminars and /or workshops.
- support to participate in community services such as training and consultation through organizing training courses.
- support to participate in local and international conferences, symposiums, workshops, and seminars.
- support to attend professional learning programs and seminars offered by external bodies.
- encouragement for faculties to join and participate actively in professional associations and/or organizations relevant to their specific discipline.

#### Administrative Staff Development:

For enhancing and developing the Administrative Staff Members skills and experience the following responsible personnel in DAU will have the following roles and responsibilities:

- **Directors and Deanships:** The Directors and Deanships are responsible for identifying the individual staff's professional training and development needs, based on relevance, staff member's performance appraisal and the required competencies of the position. They are expected to support the overall staff member development program by encouraging and facilitating participation in professional training activities. They also have a responsibility for ensuring that staff undertake any training provided by the University.
- **Staff member:** Each staff member is ultimately responsible for developing work-related skills and knowledge. An effective professional training activity depends on the active participation of the individuals involved. All staff members must attend professional development activities related to their jobs, inside or outside the University. All staff members are expected to support professional learning activities; so that the benefits they bring to both the university and individual staff members are maximized.
- **Human Resource Directorate:** The Human Resource Directorate is responsible for the development, implementation and evaluation of the in-house university's professional training and development programs for staff members aligned with DAU's mission, goals and objectives. It is also responsible for the verification of the compliance with the DAU's policies and availability of funds as per DAU's budget.

The administrative staff member supporting and developing activities may include:

- **Coaching:** Coaching is conducted by a subject matter expert. It aims to improve the performance of an individual or a team so that they can be more successful and more easily accomplish their assigned tasks.
- **On-the-Job Training:** On-the-job training is an option that is utilized to assist a staff member learn a new skill, and where attendance at a formal training course is not appropriate or available.
- **Conferences, Seminars, and Workshops:** Attendance at conferences, seminars, and Workshops aims to provide up-to-date knowledge of current trends, best practice and networking with external professional colleagues.
- **Continuous Education:** DAU provides support to staff to undertake continuous education through the provision of study support which enables staff to have access to different training programs.

- **Membership of Professional Associations:** Membership and participation in the activities of professional associations provides another method of maintaining up-to-date knowledge of current trends, best practice, and professional networks.

#### 4. Policy Procedure

S.No.	Procedure Steps	Responsibility
<b>Training Request</b>		
1	Completing and submitting the Professional Development Form together with relevant documents about the event to the Head of Academic Department/HR Director.	Faculty member/ administrative staff member
2	Reviewing the request and consulting with the applicant, if necessary, then approves or disapproves the request. Forwards the approved request to the Dean of College/CEO (for faculties, heads of academic departments/staff members) or to Vice-President/CEO (for academic and administrative leaders)	Head of Academic Department/HR Directorate
3	Reviewing the request, consults with the applicant's supervisor (academic department Head/administrative department), if necessary, and approves or disapproves the request. In case of teaching staff, forwards the approved request to the University Vice-President.	Dean of the college/CEO Vice-President/CEO
4	Reviewing the request, consulting with the applicant's supervisor (academic department Head/administrative department), if necessary, and approves or disapproves the request. <i>If approved:</i> Forwards the original request to the Dean of the college/HR Directorate. <i>If not Approved:</i> Returns the form to the Dean of the college/ HR Directorate with explanatory note for the rejection.	University Vice-President
5	Reviewing the request and verifying compliance with the DAU's policies and availability of funds as per the DAU's budget. In cases where the cost of the training program exceeds the assigned budget, notifies the applicant. Forwards the approved request to the University Vice-President for final approval.	HR Directorate
6	-Sending the request to the university internal audit Unit, to review and investigate. -Approves/disapproves the request. If approved forwards the request to the Finance Department.	University Vice-President
7	Processing the payment of event funding as approved.	Finance Department
8	Placing a copy of the approved request form in the faculty's/staff member's personnel record.	HR Directorate
<b>In-House Training</b>		
1	Analyzes and identifies staff training needs using various methods, such as faculty/staff member performance evaluation, surveys and questionnaires, job-related competency observations, staff focus groups, projects requiring new skills.	Head of Academic Department/HR Directorate
2	Based on the outcome of the above analyses, recommends a list of training topics for the next Academic Year.	Head of Academic Department/HR Directorate
3	Discusses the availability of the training budget and plans accordingly.	HR Directorate

4	Searches for the best facilitator or training consultancy firm to offer the targeted workshops, based on budget and training needs.	Training and professional development Center
5	Designs the objectives and outlines for each workshop in coordination with the concerned heads of academic departments/Directors and targeted audience.	Training and professional development Center
6	Plans for the suitable time and location for each workshop in coordination with the concerned heads of academic departments/Directors and targeted audience.	Training and professional development Center
7	Arranges for all necessary visas, hotel and flight bookings in case trainers are recruited internationally or from other countries.	HR Directorate
8	Arranges for the post-training survey for each workshop.	Training and professional development Center
9	Keeps copies of the attendance certificates in each participant's file and updates the HR Training records.	HR Directorate

### Training records

- Upon returning from the training, the faculty members and staff members must submit a Post Training Report within One week. The report must include the following:
  - Objective
  - Duration
  - Results
  - Issues or Points for future follow up.
- The faculty member must also make a presentation to colleagues in her/his department/directorate and other relevant departments/directorates about her/his experience and the knowledge she/he acquired through the training.
- Faculty members must refund the University either in cash or by deduction from their salary if they fail to submit evidence of attending the training.
- Faculty members are strongly encouraged to maintain records of their training and development activities and to update their CVs accordingly.

### 5. Related Policies/ Documents/ Forms

DAU 4-10 Faculty member and Professional Staff Role Policy  
DAU 4-11 Faculty member and Staff Disciplinary Policy

### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy