

B10. STAFF DEVELOPMENT

B10.1 Introduction

It is part of the duties of all academic staff to undertake teaching, research (broadly interpreted as scholarly activity) and a certain amount of administration. All staff are therefore expected to take advantage of courses/seminars/lectures given either internally or externally that will help them improve in any of these aspects of their job. There has been a long tradition of academic staff attending conferences, giving papers, etc, and this remains a key activity in the life of the academic. Where resources permit, the School will attempt to fund these activities. The School also recognises the growing importance of staff development in the area of teaching and learning. From time to time development events are held for all staff.

B10.2 Aim

To provide staff with opportunities for self-development and hence improve the quality of teaching, learning and research within the School.

B10.3 Policy

The School recognises the importance of staff having opportunities to develop their knowledge and skills for the purposes of self-fulfilment and career enhancement. Developmental activities are also seen as necessary in order to sustain and enhance the quality of teaching, learning and research in a changing environment. Consequently the School wishes to support a wide range of developmental activities for both individuals and groups.

Each member of academic staff is encouraged to attend at least one staff development activity each academic year. This may be an internal or external training course, conference, meeting, etc. Where appropriate, the attendee will give a brief summary of the event(s) to the School. This can take the form of a written report, or a seminar.

For traditional research-oriented conferences, funding can normally only be considered if a paper is to be delivered, or if attendance is considered by the Head of School to be of strategic importance. For overseas visits, a significant contribution too should be sought from external sources.

Staff may also wish to participate in teaching development which will assist in the delivery of their subject(s), such as IT or personal skills. This is also seen as staff development, and members of staff can attend such courses/ lectures with the approval of the Head of School. Evidence that this form of staff development has improved the learning and teaching process will be sought during the annual appraisal.

B10.4 Responsibilities

All forms of staff development which require funding need to be approved by the Head of School. Often, a requirement for staff development will be indicated at the annual appraisal interview. Where this is the case, the appraiser will inform the Head of School of the need. Otherwise any staff member may approach the Head of School directly for permission to attend staff development activities.

B10.5 Procedure

All staff are encouraged to engage in scholarly and other developmental activities appropriate to their role. Suggestions on how this might be supported are welcomed. Corporate needs are determined at various levels within the University and may be linked to strategic decisions made by Academic Board, Faculty Board, Staff Meetings, the School Management Committee, etc. Monitoring of the development of each full-time member of staff takes place within the framework of Appraisal.

Staff development is promoted by a variety of means including those outlined below:

- All new staff are expected to attend a brief induction programme.
- All new Academic Staff without appropriate teaching experience are required to attend a Learning and Teaching in Higher Education course organised by the University's Educational Development Service. Shorter courses are also available for Research Staff/Students and Part Time Staff who are engaged in a limited amount of teaching.
- A wide range of staff development courses is organised by the University's Staff Development Unit, details of which are published on the University Intranet / Staff Portal.
- Away Days and other meetings are arranged by the School at which various developmental issues are addressed.
- The School sponsors the attendance of staff at a wide variety of courses, conferences, seminars and other meetings.