

Academic Staff Development Unit Booklet (ASDU)

Message from the President

The most important resource in any university is its staff, being academic or administrative. At ASU, we consider staff development as one of the most important pillars of our University. The work done by the academic staff development unit is commendable in keeping staff up to date with new teaching methods, technological advances in learning and techniques that enhance the research culture of the University amongst many other activities. The University is embarking on many new exciting and transformable initiatives that will make us amongst the best in the region. Staff development is vital in helping us achieving the transformation needed in our University. The Senior Leadership of the University is fully committed to supporting and developing staff. Our latest collaboration with the Higher Education Academy in the UK is a good example of keeping our staff fully aware of the best international practices in teaching and learning and research. I sincerely hope that our staff take advantage of the opportunities provided by the staff development unit.

Prof. Ghassan Aouad
President of Applied Science University

Message from the Vice President Academic Affairs and Development

Enhancing our student experience through improved learning and teaching, increased research output and effective leadership and management are top priorities at ASU. These are vital to the success of our vision and mission and attaining our strategic goals and objectives.

At ASU, we believe that making our vision a reality depends on skilled and motivated staff. Promoting excellence through our staff professional development programme, is the most effective tool we have to empower our academic staff with the skills needed to tackle the complex issues in teaching, learning and assessment that facilitate excellent student performance. We are supporting our administration and management staff by offering them the chance to develop the knowledge, skill and attitudes that we look for in support and professional roles across the University.

I look forward to this year's Staff Training and Development programme and encourage you to participate. I would like to take the opportunity to say that I am proud to be part of this initiative, and I believe that your determination and hard work will transform ASU and enhance our academic standing.

Dr. Assem Al-Hajj
Vice President Academic Affairs and Development

Message from the Director of Academic Staff Development Unit

The Academic Staff Development Unit (ASDU) provides effective academic development opportunities for all staff working on ASU programmes so that our students' experience of

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learning ‘gets better all the time’. ASDU aims to work in collaboration with colleges and departments to support their staff. ASDU is both proactive and responsive and invites staff to discuss their developmental needs on an individual as well as departmental basis.

We achieve our aims through:

- Contributing to relevant strategies such as those related to learning, teaching and assessment strategy.
- Leading the planning, development, co-ordination and delivery of academic staff development activity which supports Learning, Teaching and Assessment Strategy, Research Strategy, Staff Development Policy and other relevant strategies and legislation such as the MoE’s Vision 2030
- Leading in the promotion of a learning culture among academic colleagues in which they are positively engaged in enhancing their own skills and effectiveness in pursuit of ASU and personal goals.
- Acting as a central link for colleges to external organizations, such as the Higher Education Academy (supporting applications for Fellowship of the HEA and the Staff and Educational Development Association (SEDA)).

Dr. Ghossoon Al-Sadoon

Director of Academic Staff Development Unit

Vision

The ASDU seeks to provide effective academic development opportunities for all staff working on ASU programmes so that our students’ experience of learning that meets the highest international standards.

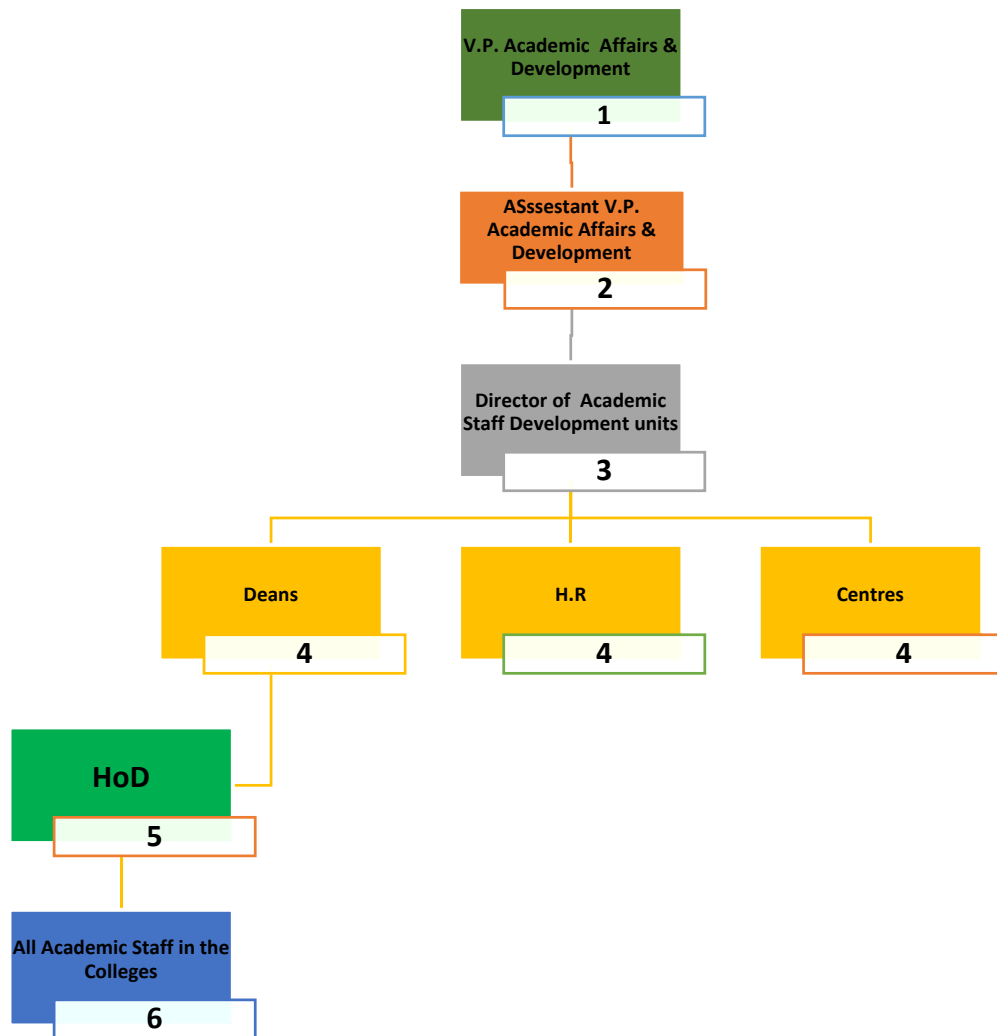
Mission/Philosophy

To establish a distinguished environment within which teaching and learning are conducted to the highest level of quality standards.

Our approach is based on values developed by SEDA (Staff and Educational Development Association). It supports the ASU Mission and Values.

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Structure and Mechanism for the ASDU



Note: the numbers above referred to the **Mechanism Process**.

Our Goals and How Do We Achieve Them

1. Collaborating with colleagues to develop academic practice and processes

We engage with others to support their, and their students' development, to develop ourselves and to contribute to the development of ASU as an organisation, and HE more widely.

2. Working in and developing learning communities

For example Pedagogic interest Groups; and the UK HEA.

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3. An understanding of how people learn

The learning of all staff and students is on-going and continuous as is understanding how people learn. We engage proactively in the scholarship of learning and teaching; disseminating others' work, and undertaking our own in order enhance the learning experiences of our colleagues and students.

4. Scholarship, professionalism and ethical practice

Scholarship enables us to adopt an informed, analytical and critical approach to what and how we learn. By drawing on competing theories, policies, models and research scholarship allows us to interrogate and challenge our practice. Ethical practice permeates all our work; it involves valuing the roles everyone in the University plays, and being aware of how differences in power can impact on work relationships, and not misusing that power; confidentiality; sustainability; trust and mutual respect all contribute to ethical practice.

5. Working effectively with diversity and promoting inclusivity

We seek to ensure that each learner, and each colleague, has, as far as possible, the same or appropriately equivalent opportunity to learn, develop and succeed. We learn from and are enriched by this diversity in the staff and student body.

6. Continuing reflection on professional practice

Interrogating what we are doing now; what works; what needs improving; rationale for change/meeting internal and external priorities. What can we do in the short and long terms.

Preparation of the Training Plan for the ASDU

The training plan of the ASDU is focused on the following characteristics:

1. Information Technology: it includes linking the theory with practice through the following activities:
 - E- Learning
 - The university website
 - The use of the database at the library.
 - Plagiarism in research and course-work.
 - Tests and evaluating the students through the new registration system
2. Professional Skills

It includes the following activities:-

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- To improve academic staff efficiency of the scientific research using modern methods.
- Etiquette and behavior of the university profession
- To develop the methods of evaluating the performance of students and the quality of the exam paper.
- The skills of effective teaching
- To evaluate the participation of the teaching staff in the community services.

3. To Guarantee the Quality of Education

It includes the following activities:

- Mechanism of internal quality and continues evaluation.
- The quality criteria in the teaching operations.
- The assurance of quality in the educational operation.
- Self -evaluation report.
- To develop the academic efficiency to serve the community.

4. Strategic Plan

It includes the following activities:

- To prepare the executive plan for development.

5. Leadership and the Management

It includes the following activities:

- To make decisions and solve problems.
- To build a working team.
- Leadership development for the university academic jobs.

6. Skills of Communication and Dealing with the Group

It includes the following activities:-

- The use of the social network in the university (Facebook, Twitter, Blogs).
- Organizing scientific conferences.
- Competitive research projects.

7. Community and Cultural Services

It includes the following events and activities:

- Seminar in the community services

Training and Development Process

1. Purpose

The purpose of this process is to ensure that an effective procedure exists for the identification, provision and review of training requirements for each staff member.

2. Responsibility

Responsibility for this process lies with **ASDU**. All line managers within the University are responsible for implementing the procedure.

3. Procedure

Training & development is a two-way process which is driven by both the staff and University with the sole purpose of helping staff to perform better by maximizing its effectiveness. The training can be on- and off-site depending on the availability and need.

A. Development driven by the staff

- The line manager and employee discuss what training or development programmes are required and identify when these can take place. The training requirements identified for each individual are based on the individual's competence, qualifications, and experience compared to the competence, qualifications and experience required for their role in the University.
- Complete the Development Action Plan form (see Appendix).
- Submit to ASDU for consideration.
- Whenever training takes place, the details are recorded on the individual's Development Action Plan form and the employee comments on the effectiveness of the training that was undertaken. Where certificates are received, these should be copied and attached to the record.

B. Development driven by ASDU

As part of its responsibilities, ASDU continues to seek novel and innovative ways to improve staff performance helping them to be the best they can. In many occasions, ASDU is presented with training opportunities which will be beneficial with staff needs.

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Appendix

Development Action Plan				
Seq.	Development Need	Action to achieve	What support do I need?	When do I expect to have completed this?
.1				
.2				
.3				