



Title: Staff Professional Development Procedures

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Center

Review: The procedures are subject to a periodic review as per
amendments of Staff Professional Development Policy

1. Purpose

The purpose of this document is to describe procedures of staff professional development at Gulf University. It provides a framework of management and support of professional development activities.

2. Scope

This document applies to all staff, both administrative and academic, at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council
HR	Human Resources
HOD	Head of Academic Department
PD	Professional Development
QADC	Quality Assurance and Development Center

4. Definitions

Professional Development

Professional development is a formal process of providing either an individual or a group of staff at Gulf University with a variety of activities in and off campus, such as specialized training courses, workshops, seminars and attending conferences to maintain and improve their professional knowledge, skills and performance effectiveness.

Staff Member

Staff member is an individual administrative or academic employee at Gulf University on a full-time basis.

5. Procedures Details:

5.1 Preamble

- 5.1.1 Gulf University endeavors to ensure all academic and administrative staff members receive all sorts of training and development opportunities for effective performance.
- 5.1.2 Staff Development Office serves as a sub-division of Planning and Development Unit. The Office operates to facilitate the University pertaining to skill development and knowledge enhancement of staff members to ensure effective performance and objective achievement at the individual and institutional level.
- 5.1.3 The conventional staff development activities are performed through an annual cycle process in each academic year.
- 5.1.4 The staff member at the University, who has participated in external professional development activity, shall deliver a presentation on the outcomes of that activity to his/her colleagues within one week from the date of return to the University.
- 5.1.5 The staff member at the University, who participated in paid external PD activity/activities during the academic year, shall be obliged to continue at GU for the subsequent academic year, unless the University decides not to renew his/her contract for the subsequent year. In case the staff member decides not to renew his contract for the subsequent year, s/he shall pay back all the expenses paid by the University for the PD activities s/he has participated during the academic year.

5.2 Section (1): Data Collection

- 5.2.1 Staff Development Office shall explore PD needs of all academic and administrative staff members for the upcoming academic year during the month of May of current academic year, PD needs forms, (Form GU-PR19SPD-F1A) and (Form GU-PR19SPD-F1B).
- 5.2.2 Staff Development Office shall circulate the PD needs form through email and ask the concerned Deans/Heads of Units/Managers to follow and ensure responsive submission.
- 5.2.3 Simultaneously, Staff Development Office shall outline standardized training Courses/Sessions and workshops that are repeatedly offered pertaining to new employee orientation, IT training, quality practices and University policies and procedures in each academic year.
- 5.2.4 Staff Development Office shall complete the PD needs' data collection responsively by end of May each academic year.

5.3 Section (2): Data Analysis and Confirmation

- 5.3.1 Staff Development Office shall gather all the data and perform a brief analysis of all needs for the upcoming academic year at the first week of June .
- 5.3.2 Staff Development Office shall perform a detailed analysis of PD needs' information both quantitatively and qualitatively, shall develop a detailed report along with graphical representations.
- 5.3.3 Staff Development Office shall discuss the report with the concerned Deans/Heads of Units/Managers to confirm the areas/domains for PD outlined by their respective staff members for the next academic year.
- 5.3.4 Deans/Heads of Units/Managers shall give their suggestions and/or special requests for adjustments at this stage.
- 5.3.5 Staff Development Office shall consider the received suggestions, along with suggestions/ recommendations from the previous year's PD report, while preparing the PD plan.
- 5.3.6 Staff Development Office shall collect the PD needs from the deans based on faculty appraisal.

5.4 Section (3): Development of Staff PD Plan

- 5.4.1 Staff Development Office shall prepare the final PD plan for the upcoming year with clear statement of PD type(s), venue, target staff members, date, location(s) and estimated budget requirements during the month of June.
- 5.4.2 Staff Development Office shall seek the Director Quality assurance and University Vice President for their feedback and suggestions, shall make any changes deemed necessary followed by finalizing the PD plan during the month of July (i.e. before the end of the academic year).

5.5 Section (4): Plan Approval

- 5.5.1 Staff Development Office shall seek the University Council for approval of the PD plan during the 1st Council meeting in the upcoming academic year.

5.6 Section (5): Implementation and Record Keeping

- 5.6.1 Staff Development Office shall disseminate the PD plan to all relevant Deans/Heads of Units/Managers for the common understanding and awareness.
- 5.6.2 Staff Development Office shall ensure responsive implementation of PD plan throughout the new academic year.

- 5.6.3 Staff Development Office shall inform the concerned staff member(s) along with their line managers via official GU email regarding the upcoming PD activity at least one week in advance.
- 5.6.4 Staff Development Office shall maintain record for each PD activity conducted with the following evidences/documents:
- Attendance sheet of participants, (Form GU-PR19SPD-F2).
 - Completed Feedback forms, (Form GU-PR19SPD-F3 filled by Trainer/Facilitator) and (Form GU-PR19SPD-F4 filled by each participant).
 - Feedback analysis and evaluation report for the activity.

5.7 Section (6): Individual PD Requests

- 5.7.1 Individual staff members shall seek their Deans/Heads of Units/Managers for approval of their requests for special PD activity that is not scheduled in the annual PD plan, (Form GU-PR19SPD-F1C), followed by submitting their requests to Staff Development Office in not less than 10 weeks prior to the date of activity.
- 5.7.2 Deans, Heads of Units and/or Managers may nominate a staff member for a special PD activity that is not scheduled in the annual PD plan, followed by submitting the nomination to Staff Development Office, (Form GU-PR19SPD-F1C), in not less than 10 weeks prior to the date of activity.
- 5.7.3 Staff Development Office shall review and discuss received requests with Director of QADC and Vice President Academic Affairs keeping in view the objective(s) of the PD activity/activities, its alignment with University prospects, their date(s), location(s) and expense(s), shall approve or decline the request.

5.8 Section (7): Declining an Individual PD Activity Request

- 5.8.1 Staff Development Office in consultation with Director of QADC shall decline the requested individual PD activity based on one or more of the following reasons:
- The requested PD activity deemed inappropriate for the individual requested.
 - The requested PD activity not in line with the University's areas of focus.
 - The requested PD activity would possibly result in detrimental effect on the ability of the staff.
 - The requested PD activity would possibly have a negative impact on the University and/or Department performance.

- There is insufficient time to approve since the PD activity is requested on a very short period of time.
- The requested PD activity is in conflict with an important pre-planned and scheduled PD activity.

5.9 Section (8): Appeal

- 5.9.1 Staff members have all the rights to forward appeal against any declined PD activity request.
- 5.9.2 The concerned staff member shall submit a detailed letter to Head of Staff Development Office stating the reasons and grounds of appeal within one week of receiving the request decline notification.
- 5.9.3 Head of Staff Development Office shall review the appeal in consultation with Director of QADC, and with relevant Line Dean/Head of Unit/Manager it deems necessary, shall approve or decline appeal within one week of receiving the appeal, followed by informing the concerned staff member.
- 5.9.4 The decision of Head of Staff Development Office in this regard shall be final.

5.10 Section (9): Review and Reporting

- 5.10.1 Staff Development Office shall review the PD activities and evaluate its effectiveness at the end of each semester to ensure objective conduct of PD plan in the University, shall prepare the semester's report for the PD activities.
- 5.10.2 Staff Development Office shall consider in their report the following factors: details pertaining to conducted PD activities, its objectives, participants' response and feedback.
- 5.10.3 Staff Development Office shall also underline any PD activities that failed to be conducted as per the plan and hence, will be carried out in the next academic year, if deemed necessary.
- 5.10.4 Staff Development Office shall send the Post-PD Activity form, (Form GU-PR19SPD-F5), to all staff members, who participated in PD Activity/activities conducted by external Trainers/Facilitators, at the end of the subsequent semester to the activity semester.
- 5.10.5 Staff Development Office shall develop the feedback analysis report, shall share it with relevant Deans/Heads of Units/Managers and send copy to Director of QADC.

5.11 Section (10): Staff Professional Development during Distance Education

- 5.11.1 Staff Development Office shall undertake the PD activities and induction via digital platform following the mechanism mentioned in previous sections.
- 5.11.2 Individual staff members shall seek their Deans/Heads of Units/Managers for approval of their requests for webinar, online training/workshop that is not scheduled in the annual PD plan, (Form GU-PR19SPD-F1C), followed by submitting their requests to Staff Development Office in not less than 10 weeks prior to the date of activity.
- 5.11.3 Deans, Heads of Units and/or Managers may nominate a staff member for a special PD activity that is not scheduled in the annual PD plan, followed by submitting the nomination to Staff Development Office, (Form GU-PR19SPD-F1C), in not less than 10 weeks prior to the date of activity.
- 5.11.4 Staff Development Office shall review and discuss received requests with Director of QADC & Vice President Academic Affairs keeping in view the objective(s) of the PD activity/activities, its alignment with University prospects, their date(s) and expense(s), shall approve or decline the request.
- 5.11.5 Staff Development Office shall regularly coordinate with the internal or external trainer for the online PD activity.
- 5.11.6 Trainees/attendees of the virtual sessions shall be informed about the details of PD activity, especially the timing, regulations, link to access the session and any pre session material delivered by the trainer.
- 5.11.7 Head of Staff Development Office shall monitor the attendance of the participants in the online webinar, training and workshop and support to solve any technical issue.
- 5.11.8 Head of Staff Development Office shall communicate with the trainer to ensure effective delivery of the session/sessions and active participation of the trainees.
- 5.11.9 Staff Development Office shall maintain record for each online PD activity conducted with the following evidences/documents:
 - Attendance sheet of participants, (Form GU-PR19SPD-F2).
 - Completed Feedback forms, (Form GU-PR19SPD-F3 filled by Trainer/Facilitator) and (Form GU-PR19SPD-F4 filled by each participant).
 - Feedback analysis and evaluation report for the activity.
- 5.11.10 Staff Development Office shall send the Post-PD Activity form, (Form GU-PR19SPD-F5), to all staff members, who participated in online PD

Activity/activities conducted by external Trainers/Facilitators, at the end of the subsequent semester to the activity semester.

5.11.11 Staff Development Office shall develop the feedback analysis report, shall share it with relevant Deans/Heads of Units/Managers and send copy to Director of QADC.

6. Responsibilities

Academic and Administrative Staff are responsible for:

- Following this document appropriately

HODs and Managers are responsible for:

- Appropriate implementation of this document

Deans are responsible for:

- Appropriate implementation of this document

QADC is responsible for:

- Ensure all academic staff stud are fully informed of this document.
- Appropriate implementation of this document

Staff Development Office is responsible for:

- Appropriate implementation of this document

HR Department is responsible for:

- Appropriate implementation of this document

The Director of QADC is responsible for:

- Systematic review of the effectiveness of this document as custodian

7. Related Policies

- Staff Development Policy

8. Related Procedures

- Staff Appraisal Procedures

9. Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook