Title: Staff Professional Development Policy

Code: GU-PL19SPD

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Approval Authority: Board of Trustees

Document Owner: Director of Quality Assurance and Development
Center

Review: The policy is subject to a periodic review every 4 years or in a
shorter cycle as per amendments of regulations and policies

1. Purpose

The purpose of this document is to describe principles of professional development of staff members at Gulf University. It provides a framework of planning and management 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. Policy Statement

5.1 Gulf University commits to complying with the regulations of HEC related to staff Professional Development.

5.2 Gulf University ensures that staff PD is consistent with, and supportive of the University Mission, strategic directions and its sustainability.

5.3 Gulf University commits to considering shared responsibility for PD between each staff member and the management of the University to contribute towards achieving personal and organizational goals.

5.4 Gulf University ensures equity of access of all staff members to PD opportunities in and off campus based on identified needs.

5.5 Gulf University commits to providing training and professional development programs for administrative and academic staff on how to deal professionally and efficiently with disabled staff and students and to improve the quality of relevant services provided by the University.

5.6 Gulf University commits to reflecting PD activities on education through linking teaching and professional development activities to enhance students' knowledge and skills.

5.7 Gulf University encourages staff to engage in a creative and diverse learning community for the benefit of all the stakeholders.

5.8 Gulf University commits to supporting PD through its resources and facilities.

5.9 Gulf University commits to funding PD activities from its own budget.

5.10 Gulf University ensures a clear and transparent mechanism for the expenditure of PD budget, and that all expenditure are spent on the purposes set exclusively for staff professional development.

5.11 Gulf University commits to evaluating the outcomes of PD activities and providing regular feedback to relevant staff members.

5.12 Gulf University commits to supporting the use of, and transfer of skills developed through PD programs by staff members who attend these programs, to ensure continuous improvement.

5.13 Gulf University commits to encourage individual staff members for having membership of relevant Professional Associations.

5.14 Gulf University ensures that PD activities reflect on faculty appraisal and faculty to identify career development opportunities.

5.15 Gulf University acknowledges other professional development activities including self-directed learning.

5.16 Gulf University commits to provide at least one and one specialized staff development program for each faculty.

5.17 Gulf University ensures opportunity for staff members to appeal decisions related to their access to PD opportunities.

6.   Responsibilities

Academic and Administrative Staff are responsible for:

- following this document appropriately.

HODs, Deans, and Managers are responsible for:

- appropriate implementation of this document.

QADC is responsible for:

- ensure all staff members are fully informed of this document.
- appropriate implementation of this document.

Staff Development Unit 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:

- Appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

7.   Related Policies

- HR Policy

8.   Related Procedures

- Recruitment Procedures

9.   Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Academic Regulations