

## **Staff Development Programme for Probationary Lecturers**

### **Staff Development Centre, University of Kelaniya**

(Accredited by the University Grants Commission as an Induction Programme for Probationary Lecturers)

The Staff Development Programme offered by the Staff Development Centre of the University of Kelaniya is designed for university teachers who are at the initial stages of their career.

The course comprises of ten modules related to the professional development of a university teacher and involves at least 150 hours of intensive and participatory learning. The modules of the programme and course fees are given below.

<b>Module No</b>	<b>Title</b>	<b>Course Fee (Rs.)</b>
1	<b>Orientation as a University Teacher</b>	3100
2	<b>Personal Development and Counseling</b>	3240
3	<b>Teaching and Learning Methods</b>	7600
4	<b>Assessment and Evaluation</b>	3100
5	<b>Curriculum Design and Revision</b>	3240
6	<b>ICT Skills in Higher Education</b>	3240
7	<b>Teaching Practice</b>	7600
8	<b>Research in Higher Education</b>	3240
9	<b>University Administrative Procedures</b>	2680
10	<b>Strategic Planning and Management</b>	2960

Sessions will be held on Fridays from 9.30 a.m. to 4.30 p.m. for a period of approximately six months. A certificate will be awarded to the candidates who successfully complete the course. Eligibility criteria for the certificate include maintaining a minimum of 75% in attendance in all the modules, submission of portfolios on the due date and presenting at the Research Forum. Prospective applicants are requested to submit applications for enrolment through their respective universities/HEIs or institutes using the attached application form.

## Explanatory Notes

### 1. Content:

The programme consists of ten modules related to the professional development of a university teacher and involves at least 150 hours of work.

**Module 1: Orientation as a University Teacher**

*(Involves 7.5 hours of scheduled work sessions and at least 5 hours of related work outside the scheduled sessions)*

**Module 2: Personal Development and Counseling**

*(Involves 8 hours of scheduled work sessions and at least 6 hours of related work outside the scheduled sessions)*

**Module 3: Teaching and Learning Methods**

*(Involves 20 hours of scheduled work sessions and at least 8 hours of related work outside the scheduled sessions)*

**Module 4: Assessment and Evaluation**

*(Involves 7.5 hours of scheduled work sessions and at least 5 hours of related work outside the scheduled sessions)*

**Module 5: Curriculum Design and Revision**

*(Involves 8 hours of scheduled work sessions and at least 7 hours of related work outside the scheduled sessions)*

**Module 6: ICT skills in Higher Education**

*(Involves 8 hours of scheduled work sessions and at least 7 hours of related work outside the scheduled sessions)*

**Module 7: Teaching Practice**

*(Involves 20 hours of scheduled work sessions and individual presentations)*

**Module 8: Research in Higher Education**

*(Involves 8 hours of scheduled work sessions and at least 8 hours of related work outside the scheduled sessions). Participants are required to present a research proposal.*

**Module 9: University Administrative Procedures**

*(Involves 6 hours of scheduled work sessions and at least 2 hours of related work outside the scheduled sessions)*

**Module 10: Strategic Planning and Management**

*(Involves 2 hours of scheduled work sessions and at least 2 hours of related work outside the scheduled sessions)*

Participants may enroll in any one or more of the above mentioned modules

**2. Requirements for the certificate**

- On successful completion of modules, participants will receive a certificate at the end of the programme.
- Participants who wish to follow one or two modules of the Induction Programme should attend all the lectures of that module in order to be eligible for the certificate.
- Participants should have a minimum of 75% attendance to achieve the Pass Level in a module.
- Participants should also complete the necessary assignment/portfolios related to the module in order to be eligible for certificate. **This is compulsory.**
- The 8<sup>th</sup> module is compulsory for all participants ( A candidate who achieves the Pass Level of this module should have attended all the lectures and completed the research proposal presentation at the Research Forum)**

**3. Requirements for the portfolio**

- The portfolio has to be submitted one week prior to the end of the programme
- The portfolio should include the following
  - a. Lecture handouts
  - b. Supplementary reading material used by participants
  - c. A reflective summary (10,000 words) –

The participants should reflect on the effective and ineffective aspects of staff training, assess appropriate staff training activities/programmes and discuss the professional growth gained as a result of the experience of following the Staff Development Programme.

**4. Medium:** The course will be conducted in English

**5. Programme Schedule:**

The programme will be conducted on Fridays in two sessions (9.30am-12.30 p.m and 1.00pm -4.00 p.m).

Duly completed applications should reach the **Director, Staff Development Centre, University of Kelaniya, Kelaniya** on or before the **10<sup>th</sup> August 2018**.

**6. Course fee:**

Course fee for the entire program is Rs. 40,000.00 Candidates who wish to follow selected modules can pay the fees of those modules. Payments should be made by A/C payee cheque drawn in favour of 'University of Kelaniya' and the cheque should reach the Director, Staff Development Centre, on or before the date of commencement of that module.