



# **Handbook**

**Staff Development Programme for Probationary Lecturers**

**2018**

**Staff Development Centre (SDC)**

**University of Kelaniya**

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## 1. The mission of the SDC

The mission of the Staff Development Centre (SDC) of the University of Kelaniya is to promote and support academic and administrative work that enhances individual and institutional capabilities of the staff within the higher education system in Sri Lanka. By providing appropriate training programmes, the SDC supports the development of skills and competencies necessary to function effectively in a professional academic environment within the university system. The objectives of the SDC include the enhancement of competencies of academic/administrative staff members in the areas of teaching, assessment, research, curriculum development, the use of information and communication technologies, administration and management. The flagship program of the SDC of the University of Kelaniya is the Induction Programme that it conducts for newly recruited probationary lecturers to universities and higher education institutes (HEI) in Sri Lanka. Since inception in 1998, the SDC has successfully conducted 19 Cycles of the Staff Development programme for probationary lecturers. The SDC also provides advisory services to other educational institutions. With the university's commitment to providing opportunities and encourage staff to excel, the programmes offered by the SDC assist members employed in the university system achieve their full potential. The SDC is responsible for a number of staff development programmes conducted in each faculty of the university including the development of academic skills and English skills.

The Staff Development Centre hopes to expand by initiating new programmes and schemes that will enhance the development of the staff members in the University of Kelaniya. Programmes focusing on the development of academic skills, communication skills and functional English have already been launched by the SDC. Throughout the Staff Development Programme, participants will be encouraged to discuss developmental needs with senior university academics who will grace the programme as resource persons across a range of fields.

## 2. Why do we need staff development in the universities?

As stipulated by the University Grants Commission Circular 937, newly recruited staff members to Sri Lankan universities have:

- To acquire post-recruitment qualifications for purposes of confirmation and promotion. This is a mandatory requirement to obtain confirmation in the post for all probationary staff members.
- To gain service-specific advanced knowledge and skills through in-service training.

The Staff Development Centre (SDC) exists to enable all members (academic and non-academic) to develop their skills and knowledge to function effectively in a professional and academic environment and to effectively contribute to the achievement of organizational goals. The SDC is committed to the continuing development of all staff, both to enable them to achieve their full individual potential and to contribute to the success of the University of Kelaniya.

### **3. What's in this Handbook?**

This Staff Development Programme Handbook has been compiled to communicate essential information related to the Staff Development Centre of the University of Kelaniya and the Staff Development Programme (Induction Programme) for Probationary Lecturers of the University of Kelaniya.

### **4. The Staff Development Programme 2018**

The Staff Development Programme for Probationary Lecturers (Induction Programme) has been successfully conducted since the inception of the SDC in 1998. It has completed 19 cycles.

This induction programme is open to all probationary lecturers in Sri Lankan universities and academics from other educational institutes in Sri Lanka. The successful completion of the induction programme, which is accredited by the University Grants Commission, fulfills the requirements for newly recruited staff members to successfully complete a staff development programme for purposes of confirmation in their positions as stipulated by the UGC. A large number of probationary lecturers from other universities and higher educational institutes have successfully completed this programme in the past years.

The SDC is pleased to accommodate a limited number of participants for this programme from other universities/HEI for the 20<sup>th</sup> cycle.

#### **4.1. The syllabus**

The course will comprise of ten modules focusing on areas of importance in the professional development of a university teacher and will involve at least 150 hours of work for a participant. Each module focuses on the development of individuals in his/her role as a university teacher. Each module compliments and reinforces the other. However, modules can also be followed in isolation, to suit the trainee's specific needs. All modules contains a topic, duration, perquisites and co-requisites, aims, intended learning outcomes, learning resources, learning activities, assessment strategy, syllabus, references and supplementary reading material to assist the participant.

#### 4.2. The module topics

Module 1 : Orientation as a University Teacher  
Module 2 : Personal Development and Counseling  
Module 3 : Teaching and Learning Methods  
Module 4 : Assessment and Evaluation  
Module 5 : Curriculum Design and Revision  
Module 6 : ICT skills in Higher Education  
Module 7 : Teaching Practice  
Module 8 : Research in Higher Education  
Module 9 : University Administrative Procedures  
Module 10: Strategic Planning and Management for Universities

#### 4.3. The modules in detail

- Module I: 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.  
For a detailed description of the syllabus, please visit the following websites:

- <http://www.ugc.ac.lk/attachments/Training%20manual%20on%20induction%20programme%20for%20academic%20staff%20of%20Sri%20Lankan%20Universities.pdf>
- <http://www.kln.ac.lk/units/SDU/component/content/article/32.html?itemid=39>

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

**4.5. Tentative Schedule:**

The programme will be conducted on Fridays in two sessions (9.30am-12.30 p.m and 1.00 pm -4.00 p.m). Some sessions will begin at 9.00 a.m. The tentative programme given to participants contains details.

**4.6. 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.

**5. Requirement for the certificate**

- Participants should have a minimum of 75% attendance to achieve the Pass Level in a module.
- Participants should also complete assignments/portfolios related to the modules in order to be eligible for the final certificate. This is compulsory.
- Participants should present at the Research Forum of the SDC.

- **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)**

## **6. 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. A reflective summary (around 10,000 words)- The participants should reflect on the following
    - i. Life as a University teacher
    - ii. Impact of personal development, counseling and soft skills for academic success
    - iii. Teaching and learning methods (include self-designed needs analysis, lesson plans relevant to the field, benefits, sustainability and limitations of teaching methods)
    - iv. Assessment and evaluation (reflect on the different methods of evaluation, applicability, feasibility, and benefits. Include an assessment blueprint for a course/ academic program, in which the participant is involved and a self-designed assessment tool, e.g. written paper, practical station)
    - v. Curriculum design and revision (include a self-designed short syllabus in the relevant field, SWOT analysis and a short graduate profile in the relevant field)
    - vi. Impact of ICT in teaching and learning
    - vii. 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)

In addition, the portfolio should include a copy of the research proposal
  - b. Lecture handouts (as appendices)
  - c. Supplementary reading material used by participants

**7. The Application forms**

**APPLICATION FOR ENROLEMENT IN THE STAFF DEVELOPMENT PROGRAMME: 20<sup>th</sup> Cycle – 2018**

**Staff Development Centre, University of Kelaniya**

**1. Personal Information**

1.1	Name: Ven./Dr./Ms./Mr.:	
1.2	Present Position:	
1.3	Department:	
1.4	Faculty:	
1.5	University/ Institute:	
1.6	Mailing Address: ..... ..... Phone; (Res.) ..... (Office) ..... (Mobile) ..... Fax ..... E-mail. ....	

**2. Selection of Modules. Indicate the segment you wish to follow by checking the relevant box (See explanatory notes before completing this section).**

<i>Module No</i>	<i>Course Fee Rs.</i>	<i>Check your Selection</i>	<i>Module No</i>	<i>Course Fee Rs.</i>	<i>Check your Selection</i>
I	3100.00		6	3240.00	
2	3240.00		7	7600.00	
3	7600.00		8	3240.00	
4	3100.00		9	2680.00	
5	3240.00		10	2960.00	

**3. Applicant’s Statement :**

I wish to follow the entire programme / modules ( ..... ) of the programme as indicated above, and agree to pay Rs. (Font) .....



..... (Rs. .... ) as course fee.

.....

Date

.....

Signature

**APPLICATION FOR ENROLEMENT IN THE STAFF DEVELOPMENT PROGRAMME: 20<sup>th</sup> cycle - 2018**

**4. Recommendation of the University / Institute**

*(Note: By recommending the applicant for the Staff Development Program conducted by the University of Kelaniya, you agree to release her/him from all teaching, examination, clinical or any other duties on Fridays to enable her/him to participate in the programme without interruption)*

I hereby recommend the participation of Ven. / Dr. / Ms. / Mr. ....

..... of the Department of .....

..... in the 20<sup>th</sup> Cycle of the Staff Development Program conducted by the University of Kelaniya.

.....

Date

.....

Head of Department

.....

Date

.....

Dean / Director of Faculty/Institute

.....

Date

.....

Vice-Chancellor / Rector of Campus