

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 in the early stages of their careers.

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

Module No	Title	Course Fee (Rs.)
1	Orientation as a University Teacher	7250
2	Personal Development and Counseling	7250
3	Teaching and Learning Methods	6250
4	Assessment and Evaluation	5000
5	Curriculum Design and Revision	5000
6	ICT Skills in Higher Education	6250
7	Teaching Practice	6250
8	Research in Higher Education	7250
9	University Administrative Procedures	5500
10	Strategic Planning and Management	4000

Sessions will be held on Fridays from 9.00 a.m. to 4.00 p.m. for approximately six months. A certificate will be awarded to the candidates who complete the course. Eligibility criteria for the certificate include maintaining a minimum of 75% attendance in all the modules, submitting 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 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 assignments/portfolios related to the module to be eligible for the certificate. **This is compulsory.**
- The 8th 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 must be submitted one week before 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 (5,000 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 from 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 (9.00 am-12.00 p.m. and 1.00 pm -4.00 p.m.).

Duly completed applications should reach the **Director, Staff Development Centre, University of Kelaniya**, on or before the **17th of January 2025**.

6. **Course fee:**

The course fee for the entire program is Rs.60,000.00 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 that module's commencement date. Alternatively, you can pay the course fee into the bank account. The bank details are as follows:

- Account Name: University of Kelaniya
- Account Number: 055-1-001-4-0009867
- Bank: People's Bank
- Branch: Dalugama
- Branch Code: 055
- SWIFT code: PSBKLKLX