Handbook

Staff Development Programme for Probationary Lecturers

2025

Staff Development Centre (SDC)

University of Kelaniya

Contents

Introduction

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 the individual and institutional capabilities of the staff within the higher education system in Sri Lanka. By providing an appropriate training programme, 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, and curriculum development, the use of information and communication technologies, and 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 at universities and higher education institutes (HEI) in Sri Lanka. Since its inception in 1998, the SDC has successfully conducted 26 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 encouragement to staff to excel, the programs offered by the SDC are geared towards assisting members employed in the university system to achieve their full potential. The SDC is responsible for many staff development programs conducted in each faculty of the university including the development of academic skills and English skills.

The Staff Development Centre hopes to expand its scope by initiating new programs and schemes that will enhance the development of the staff members at 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 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 2025

The Staff Development Programme for Probationary Lecturers (Induction Programme) has been successfully conducted since the inception of the SDC in 1998. It has completed 26 cycles.

This induction programme is open to all probationary lecturers in Sri Lankan universities and academics from other higher educational institutes in Sri Lanka. The successful completion of the induction programme, which is accredited by the University Grants Commission, fulfils 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 along with probationary lecturers from the University of Kelaniya.

The SDC is pleased to accommodate a limited number of participants for this programme from other universities/HEI for the 27th cycle.

4.1. The syllabus

The course will comprise ten modules focusing on areas of importance in the professional development of a university teacher and will involve approximately 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 complements and reinforces the other. However, modules can also be followed in isolation, to suit the trainee's specific needs.

4.2. The modules

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 1: Orientation as a University Teacher
(Involves 21 hours of scheduled work sessions and at least 6 hours of related work outside the scheduled sessions)

Module 2: Personal Development and Counseling
(Involves 21 hours of scheduled work sessions and at least 6 hours of related work outside the scheduled sessions)

Module 3: Teaching and Learning Methods
(Involves 13 hours of scheduled work sessions and at least 5 hours of related work outside the scheduled sessions)

Module 4: Assessment and Evaluation
(Involves 7 hours of scheduled work sessions and at least 5 hours of related work outside the scheduled sessions)

Module 5: Curriculum Design and Revision
(Involves 7 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 12 hours of scheduled work sessions and at least 7 hours of related work outside the scheduled sessions)

Module 7: Teaching Practice
(Involves 13 hours of scheduled work sessions and at least 7 hours of related work outside the scheduled sessions)

Module 8: Research in Higher Education
(Involves 23 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 at the research forum.

Module 9:   **University Administrative Procedures**
(*Involves 11 hours of scheduled work sessions and at least 3 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 enrol in any one or more of the above-mentioned modules.

4.4.   Medium: The course will be conducted in English

4.5.   Tentative Schedule:

The programme will be conducted on Fridays in two sessions (9.00 a.m. - 12.00 p.m. and 1.00 p.m. - 4.00 p.m.). The tentative programme given to participants contains details.

4.6.   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 **'The 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

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/portfolio entries 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 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. However, participants with PhDs/MDs can be exempted From Module 8 by writing to the Director, SDC through the Head of Department/ Institute along with a copy of the certificate)**

For detailed information on the topics covered under each module please refer to the Detailed Module Description on the Staff Development Course on the Computer-Assisted Learning Platform.

6. Portfolio

6.1 The aims of portfolio assessment:

The portfolio is aimed at assessing the candidates' ability to:

- Describe the relevant areas covered in the staff development course comprehensively but concisely.
- critically evaluate the adaptation of educational principles and concepts learned in his/her context
- self-reflect on his/her learning and develop strategies for future learning as a life-long learner

6.2 Portfolio submission

- Participants are expected to submit via e-kel according to the given guidelines
- The deadlines for e-portfolios will be notified in advance
- There will be a 15-minute Viva for the Portfolio.

6.3 Scope of the Portfolio

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

6.4 Portfolio entries & format

Portfolio entries	Components of the entry	Word count
Executive Summary & Personal Profile	Write a brief about the purpose and the main contents available in the report mentioning the scope of the overall report.	300
	Include a summary of the personal profile includingname, institute, designation, main responsibilities assigned and a brief statement of the career development plan as a "Teacher".	500
	Note: The cover page and content page should be included. SDC will notify the standard format forthe cover page.	
Portfolio Entry 2: Teaching & Learning Methods (Module 3)	Brief about the main teaching areas and academic responsibilities, subject discipline, target populations, administration responsibility and research scope.	300
	Different teaching-learning methods are applied in the respective teaching scope and target population.	300
	Presentation of how to formulate learning outcomesand learning objectives for a selected course unity mentioning the degree program, level of the learning partners and Main subject pillar.	400

Portfolio Entry 3: Application of Assessment & Evaluation Strategyas an Academia of HEIs (Module 4)	Introduction to assessment and evaluation for a course unit mentioning Summative and Formativecontents and rationale for learning outcomes. Presentation of a question/s specifying a teachingtopic of the same course unit.	500
	Best practices applied and suggestions to improve theself-evaluation of teaching, peer evaluation, and student feedback.	400
Portfolio Entry 4: Application of Curriculum Design and Revision in HEIs (Module 5)	Presentation on strategies followed to conduct stakeholder analysis for curriculum design and presenting a graduate profile of a taught program. Note: Suggestions for future improvements shouldalso be mentioned in brief.	500
	Presentation designed course unit relevant to your teaching area aligning to outcome-based curriculum development strategy (without references/evaluation methods/assessment rubrics).	500-750
Portfolio Entry 5: Application of ICT in HEIs for Teaching and Effective Engagement with Learning partners (Module 6)	Overview of the ICT strategies followed in the respective taught degree program for teaching, assessments, and student engagement activities.	350
	ICT strategies and tools applied for a particular course unity taught by you and overlook on its effectiveness for teaching, learning, and active engagement perspectives.	350
	Strategies to improve the ICT applications for the respective course unit and presenting the template ofits future use.	300
Portfolio Entry 6: Application of Effective Teaching Practices in HEIs (Module 7)	Presenting a lesson plan for a selected course unit.	300
	Effective teaching strategies are applied for large and small group teaching, and strategies are suggested for continuous improvements.	400
Portfolio Entry 7: Research Excellence and Research Skills for Teachers in HEIs (Module 8)	Research Proposal: Presenting a "Research Intent"for a selected research topic.	1200

6.5   Requirements to pass the Portfolio Assessment

6.5.1   Each portfolio entry shall be evaluated on report (70%), and the VIVA (30%). The minimum threshold of 60% should be maintained for both assessments to pass theoverall portfolio.

6.5.2   If the outcome is satisfactory or highly satisfactory for all entries, the candidate willbe awarded the certificate.

6.5.3   Candidates with unsatisfactory entries shall re-submit the portfolio with necessary revisions.

Note: The evaluation of the overall portfolio has been outlined in the table.

Table 1: Evaluation Guide of the Portfolio

Report Evaluation Guide (70%)	VIVA Evaluation Guide (30%)	Remarks
The overall quality of the reportcompilation: (5000 -5500 words): 40%	Communication quality, professionalism, and consistency ofthe content of the presentation: 20%	
Quality of the key point presentation in the given format: 15%	Q & A: 10%	
Quality and accuracy of the communication and formatting quality including references as required. 15%		

7.   The Application form

**APPLICATION FOR ENROLMENT IN THE STAFF DEVELOPMENT PROGRAMME: 27th Cycle –
2025**
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).

Module No	Course Fee Rs.	Check your Selection	Module No	Course Fee Rs.	Check your Selection
I	7250.00		6	6250.00	
2	7250.00		7	6250.00	
3	6250.00		8	7250.00	
4	5000.00		9	5500.00	
5	5000.00		10	4000.00	

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

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 27th Cycle of the Staff Development Program conducted by the University of Kelaniya.

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    Date   Head of Department

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                                     ………………………

    Date   *Dean / Director of Faculty/Institute

……………………   ……………………………

    Date   *Vice-Chancellor / Rector of Campus / President

Note:
*It is expected of any relevant Section Lead or Chief Officer to sign as required.