

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.

Module No	Title	Course Fee (Rs.)
1	Orientation as a University Teacher	6250
2	Personal Development and Counseling	6250
3	Teaching and Learning Methods	5250
4	Assessment and Evaluation	4000
5	Curriculum Design and Revision	4000
6	ICT Skills in Higher Education	5250
7	Teaching Practice	5250
8	Research in Higher Education	6250
9	University Administrative Procedures	4500
10	Strategic Planning and Management	3000

Sessions will be held on Fridays from 9.00 a.m. to 5.00 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 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 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 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 aims of portfolio assessment:*

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

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

- *Portfolio submission*

- a. Participants are expected to submit e-portfolios compiled according to the given guidelines
- b. The deadlines for e-portfolios will be notified in advance

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

5. **Programme Schedule:**

The programme will be conducted on Fridays in two sessions (9.00am-12.00p.m. and 1.00pm -4.00p.m.).

Duly completed applications should reach the **Director, Staff Development Centre, University of Kelaniya**, on or before the **10th January 2023**.

6. **Course fee:**

Course fee for the entire program is Rs.50,000.00 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 favor of 'University of Kelaniya' and the cheque should reach the Director, Staff Development Centre, on or before the date of commencement of that module.