Wayamba University of Sri Lanka

STAFF DEVELOPMENT POLICY 2018

On the recommendation of the Senate, the Council of the Wayamba University of Sri Lanka, as the governing authority of the Wayamba University of Sri Lanka, by resolution adopts the following policy.

Dated: 28.06.2018

Last amended: Not applicable

Signature: Signed

Position: Vice Chancellor, Wayamba University of Sri Lanka

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CONTENTS

Wayamba University of Sri Lanka

1   Name of policy

This is the Staff Development Policy 2018.

2   Commencement

This policy commences on 01.10.2018.

3   Policy is binding

This policy binds the University staff.

4   Overview

(1) As an academic establishment, striving towards excellence in teaching, learning and research, Wayamba University of Sri Lanka (WUSL) ensures opportunities for its staff to obtain more knowledge and develop skills and abilities within their current role as well as prepare for future career development (Continues Professional Development).

(2) Scope of staff development activities:
    (a) provide on the job learning through long, medium and short-term training
    (b) provide specific training needed to carry out the current role successfully
    (c) create opportunities to share knowledge and expertise of the staff with colleagues
    (d) promote and support staff to participate in conferences, seminars, courses, workshops, and training events.
    (e) inspire opportunities for research in teaching and learning and to become involved in new projects and take up challenges

(3) Staff Development Policy (SDP) is intended to bring together all guidance/regulation and information regarding staff development activities of the university and thus, SDP is the, accessible policy document on planning and undertaking of staff development activities. The SDP may be amended/updated at least in every 3 years by the Management Committee of the for SD (as per the guidance in the SD Policy Framework of UGC, 1.8 /UCG circular No 937/2010).

(4) Staff Development Provider: The Staff Development Centre (SDC) by mandate should undertake all the staff development activities as per the current and future requirements to uphold vision and mission of the University. Staff development should enable staff, both individually and as a group, to enhance their knowledge and skills and change their attitudes and mind-set for the benefit of the university's stakeholders as well as themselves. It is a continuous process of improving professional, managerial, technical and personal performance of the university's employees, according to their job requirements.

(5) The objectives of the SDC are;
    (a) to develop an activity schedule that covers individual and group interests, responsibilities and for continuous professional development (CPD) of the University staff.
    (b) to ensure that the quality of staff development activities is in accordance with recommendations made by the UGC Quality Assurance Council and to meet the requirements of the university.

(c) to enhance the professional level and overall effectiveness of the staff members in their assigned duties and to extend their knowledge and skills for future job assignments, where appropriate.

(d) to development programmes that contribute to achievement of the university's strategic objectives, with benefit to the university, as well as individual staff of all categories, i.e., academic staff, administrators and non-academic staff.

(e) to extend professional development training services using expertise of the university to other organizations (through tailor-made programmes) on request.

5   Application

This policy applies in planning and undertaking of all staff development activities in the University or for the University staff.

6   Policy Statements

(1) All academic staff are expected to participate in staff development activities aimed at improving the University's academic excellence and the effectiveness and efficiency of its operations.

(2) Access to appropriate staff development should in principle be available to all staff.

(3) Staff development should draw on the skills and knowledge of staff as much as possible.

(4) Academic supervisors are directly responsible, in consultation with each staff member, for the identification of developmental needs of their staff, and for ensuring that identified needs are addressed, to the extent practicable.

(5) To ensure discharging the services effectively, continuing in-service training would be made compulsory as stipulated by the UGC circulars for new recruits. At the time of recruitment, all employees shall be given a list of competencies to be acquired before confirmation and to become eligible for subsequent promotions, appointment (e.g. Student counsellor) and nominations for scholarships.

(6) While involvement in staff development is generally voluntary for some categories of staff, academic supervisors ensure that all staff are regularly participating in programmes related to the achievement of the goals identified by the Faculties, Departments and academic units.

7   Aims and Objectives of Staff Development

The overall aim of academic staff development is to assist the development of each individual and thereby promote improved performance in support of the University's goals and priorities.

In order to achieve this aim, the objectives of the SDP and the University's academic staff development programmes are to:

(1) link academic staff development and training with the Mission, Goals and Strategic Plan of the University;

(2) foster excellence in the University's teaching and learning, research and community engagement;

(3) develop the skills of staff so that they carry out their current and prospective roles more efficiently and effectively and gain greater job satisfaction;

(4) provide activities which further the professional and career development needs of staff;

(5) develop leadership skills and potential;

(6) maintain and improve organisational effectiveness and efficiency;

(7) promote evidence-based practice, strategic readiness and an enterprise culture;

(8) improve and develop the ability of staff to respond constructively to change;

(9) increase flexible delivery of quality programmes;

(10) ensure that adequate provision is made to provide staff development or training programs so that the University meets its statutory obligations; and

(11) develop a culture, which recognises that academic staff development is a continuous process, which requires commitment to improve performance by individual staff members, supervisors and the University's administrative staff and other staff.

8   Responsibility for Staff Development and Training

(1) The ultimate responsibility for the development of work-related skills and knowledge rests with each member of staff. Individual staff members are expected to participate development activities actively and purposefully. All academic staff are expected to support developmental activities so that the benefits they bring to both the University and individual staff members are maximised.

(2) The University, and specifically the Deans, Heads of Departments and other supervisors at all levels, are responsible for facilitating academic staff development in their areas of responsibility. Academic supervisors, therefore, have an important role in identifying the developmental needs of their staff. They are also expected to support the overall staff development programme by encouraging and facilitating participation by their staff, whether as participants, organisers or resource persons.

(3) The SDC is involved in the development, implementation and evaluation of the University's academic staff development programmes. Other areas of the University, for example, the Faculties, Research & Higher Degrees Committee, Academic Development, Planning, Scholarship and Ethics Committee, Internal Quality Assurance Unit and Library collaborate with the SDC in the facilitation and provision of academic staff development.

(4) The university authorities should provide office space, supportive staff, and logistics for the Director of SDC to carry out his duties smoothly.

(5) University council should allocate funds for the SDC from its annual budget and prepare a set of guidelines in consultation with the finance committee and finance division of the university, for regulation of financial matters pertaining to staff development activities.

9   Roles and Responsibilities of SDC

(1) The SDC should plan, organize and implement staff development programmes and activities according to the University's SDP and associated strategies, and approved programme by-laws.

(2) Director/SDC should plan, organize, develop, facilitate and monitor all the staff development programmes and activities of the SDC.

(3) Director/ SDC should propose programme by-laws for all the short courses/ certificate/diploma programme for the approval of Management Committee and the Senate.

(4) The Director of the SDC should prepare an annual work plan and submit it to the University Senate and the Council for approval before commencing a calendar year.

(5) The Management Committee of SDC should identify/propose and plan induction procedure for the new recruits and mandatory training procedure for different staff categories, where applicable. The SDC should ensure the effective induction of all new staff (permanent) through its induction arrangements to ensure that new staff become familiar with the procedure, code and ethics of the profession, organization and its management, and the way forwards for their roles in a timely and effective way.

(6) Training Need Analysis Process; The Director/SDC should review annual plans and priorities for staff development with faculties, departments and units within the University. He/she should identify the requirements for development for different categories of university employees in consultation with Deans, Heads of Departments, Directors and other sectional Heads and prepare plans for conducting staff development programmes according to these requirements.

(7) The SDC should plan appraisal and personal development review Scheme for the staff and promote the system among staff, and launch annual (or in suitable regular intervals) appraisal programme.

(8) The Director / SDC should prepare an annual budget for staff development based on the annual plan, and submit it to the Vice Chancellor and the Council.

(9) For the fee levying programmes, The Director / SDC should prepare programme budget and course fee per head to be approved by the Vice Chancellor and the Council and operates the programme.

(10) The SDC should stimulate and disseminate best practices in staff development to all the categories of the employees of the University.

(11) The SDC should monitor the implementation staff development programmes and assure their quality.

(12) The SDC should evaluate the impact of staff development programmes on changes in employees' behaviour, and their contribution towards the success of their roles in the University.

10   Roles and Responsibilities of All Staff

(1) To take responsibility for their own training and development, including attending relevant induction and mandatory training events,

(2) To make all necessary arrangement to attend training events and successfully complete the training by accomplishment of programme requirements.

(3) To participate in the appraisal / personal development review process with their manager / supervisor, at least annually, and to take up opportunities that are provided in support of their learning and development needs, whether within their own department or centrally.

(4)   To meet the training and/or professional development requirements of their professional body, where relevant.

(5)   To seek opportunities for training and appropriate authorization to attend training events, from their Head of units.

11   Equity for Training and Staff Development

(1)   Every full-time employee and part-time regular employee who has been employed for a period of six months or more should be considered eligible for training conducted by the SDC under full sponsorship of the university.

(2)   Temporary/contract/visiting staff, applicants from other organizations or private applicants (qualified/eligible for the proposed programme) should be enrolled in the staff development programmes on fee levying basis.

(3)   Staff development should be accessible on an equitable basis. It should promote the principles of equity, and should reinforce the University's equity objectives.

(4)   There should not be unfair discrimination between categories of staff in terms of the opportunities available to any individual.

(5)   If a staff member wish to follow staff development programmes offered by other, higher education organizations alternative to programmes regularly offered by the SDC of WUSL, such enrollment may be permitted subjected to that the relevant staff member/s bear the such course fees with their own funds.

12   Rescissions and replacements

Not applicable

NOTES

Staff Development Policy 2018

Date adopted: 28.06.2018

Date commenced: 01.10.2018

Administrator: Management Committee of the Staff Development Centre

Review date: 30.09.2023

Rescinded documents: Not applicable

Related documents: By-Laws of Staff Development

Wayamba University of Sri Lanka

AMENDMENT HISTORY

Provision **Amendment**   **Commencing**

Not applicable