

Staff Development Policy

Regent Ghana

Introduction

The Regent University College of Science and Technology is committed to the support and promotion of staff development for all categories of its staff.

Key Purpose

The main purpose of Staff Development is to support the Regent Ghana's goal of ensuring that every member of staff has every opportunity to acquire the skills, knowledge and expertise to carry out their duties effectively and to enable them to achieve their full potential.

Staff training needs are identified by the University and the individual – through the appraisal scheme, a range of consultative mechanisms and from internal policy decisions. The staff development offers a programme training events that are updated annually.

Development areas that are covered include:

- Personal Development (pursuing higher degrees in universities local and abroad)
- Leadership and Management Skills
- Health and Safety Training
- Educational Development and Learning Technologies
- IT Training

Staff Development delivers and co-ordinates a wide range of learning and development activity for individuals and groups from all departments and schools within the University. Staff Development is funded partly by central University funds and partly by external project funding and grants.

Statement of Commitment

The Regent University College of Science and Technology is committed to the provision of staff development for all staff working in the University.

Staff Development Policy

The purpose of the Staff Development Policy is to outline in broad terms the commitment of the University to staff development and to indicate the roles that different parties play in the delivery of staff development, particularly the Staff Development team.

Context of Staff Development

The University's achievements are based largely on the contribution, commitment, and achievements of members of its staff, working as individuals and in teams or groups.

Staff development includes any activity which contributes to the enhancement of their knowledge, skills, competences and working practices, e.g. courses, development programmes, vocational training, structured staff development activities, attendance at

meetings and conferences, secondments, development of educational materials, curriculum enhancement and active involvement with professional bodies. Staff development is a key contributor to the success of individuals and ultimately to the success of the University as a whole. This is important for the University in maintaining and enhancing its national and international reputation in teaching and research and in ensuring good management within the institution.

Staff Development Committee

The Staff Development Committee is, through the Personnel Committee, responsible for advising the Senate on University-wide policy and procedures for staff development and for reviewing the implementation of these. The Committee meets every semester and comprises members from across the University.

The aim to the committee is to facilitate personal and professional development to enable individuals to achieve their potential and contribute to the provision of excellent teaching and research in the University.

Meetings

The committee shall

- (1) meet four times a year
- (2) submit reports on its deliberations to the Secretary of the University Senate

Chairing the Committee

The chair of the committee shall be responsible to Senate Secretary

Applications

Applications from individuals or departments must first be endorsed by the appropriate head of department before onward submission to the chair of the Staff Development Committee.

Equality

There will be equality of access to staff development opportunities for all university staff. No member of staff will be treated less favorably on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age.

Involvement in Staff development

The following have a role in staff development:

- Individuals
- Institutions (departments, faculties, divisions, colleges)
- Staff Development team

Role of the Individual

When individuals are appointed to a new role, an assessment of their skills and the duties that they are to perform will lead naturally to the identification of their needs for training

and staff development. In addition, development needs may be identified in a variety of ways, e.g. by skills audit, by peer review and feedback, by appraisal, by feedback from others including students, and by reflection on current practice.

Individual members of staff of the University are encouraged to take responsibility for their own professional and career development, guided by mentors and other colleagues as appropriate. All are invited to take advantage of departmental, faculty, college and centrally-provided opportunities for staff development, according to the demands of their particular role.

Role of the institution

Heads of Institutions are expected to ensure that all staff employed in their institutions receive appropriate advice and support towards identifying their development needs through the appraisal process and by other means. The heads must also ensure that staff then engage in development activities, as appropriate, to address these needs, and even when necessary released from their duties to attend.

Heads will make their own arrangements for encouraging and facilitating staff development. In most institutions a Staff Development Co-ordinator will be available to provide advice, support and information in conjunction with members of the Staff Development team. The Staff Development Co-ordinator will be a key point of contact between the institution and Staff Development.

Role of Staff Development Office

The Staff Development office is responsible for the following:

- establishing centrally organised staff development activities
- liaising with other providers of staff development within the university eg Computing Service, Safety Division, Finance Division
- developing partnerships with relevant bodies and sections, both internal and external to the University
- communicating information regarding staff development opportunities
- delivering and offering guidance on local staff development initiatives in departments, faculties, divisions and colleges
- working with individuals to meet development needs
- dealing with staff development policy and procedures
- contributing to and implementing the staff development elements of current University strategies, including the Human Resources Strategy and the Learning and Teaching Strategy
- reporting on and monitoring staff development activity
- assessing the quality of its provision

Quality Assurance

The Staff Development team will evaluate its provision by verbal feedback, questionnaire, feedback from others and self-assessment, and will review practice within the section in areas such as course administration and customer service. An annual report

and statistics on the level and type of activity will be submitted to the Staff Development will be undertaken.

Resourcing this Policy

There are a variety of sources of staff development resource within the University. These include central budgetary provision and areas such as the Computing Service and Finance. These resources comprise staff, finance and accommodation.

In addition, the Human Resources Strategy and the Learning and Teaching Strategy provide finance and staff for specific projects e.g. training for graduate teaching assistants, interviewing and implementing staff development for academic-related staff.

Overview of Staff Development Activities

- Tailored courses for staff in departments, provided on request and to meet specific needs. Examples include appraisal, recruitment and selection, team development sessions, managing relationships at work
- *Continuing Academic Practice at Regent Ghana (CAPReG)* - an initiative which aims to identify and address the professional development priorities of experienced academics
- *Introductory programmes* - support for new staff, including new Administrators and new Heads of Institutions
- *Researchers Development Programme* - addresses the development issues for contract research staff by offering, for example, bespoke courses on teaching and transferable skills
- *Graduate Development Programme* - support for graduate students who teach by, for example, delivering courses on supervising, small group teaching and demonstrating in practical classes