FACULTY OF ENGINEERING

Annual Staff Development Plan

2022/2023

Faculty of Engineering

Annual Staff Development Plan: Faculty of Engineering - 2022-2023

#	University Faculty Department Other	Date	Topic	Key Outcomes By the end of this session staff will be familiar with:	Duration (Hours)	Presenter	Target Audience and Requirement	Target Number	Number Attended	Driver
1.	**Staff Induction, Probation and PDA**									
1.1	Faculty		Overview of induction content, induction pack and induction checklist	• Refer to induction content, material and induction schedule	30 min	Prof. Khaled Dewidar Dr. Walaa Salah	Mandatory All New Academic Staff			
1.2	Faculty		Campus buildings & facilities	To become familiar with: • the BUE campus • buildings • facilities	45 min	Prof. Mostafa Elshazly	Mandatory All New Academic Staff			
1.3	Faculty		Module leader Job description	To enable staff to have a clear understanding of: • their role and responsibilities according to their job description	45 min	Prof. Nabil El TAyeb	Mandatory All New Academic Staff			
1.4	Faculty		UK higher education system and Regulation	To enable staff to become familiar with: • aims & ILOs of modules they will deliver • assessment strategies • marking criteria • module regulations • weekly course outline • materials, resources & books	60 min	Claire Dunn	Mandatory All New Academic Staff			University Policy
1.5	Faculty		Staff Development at the BUE	To enable staff to be familiar with: • staff development at the BUE.	30 min	Prof. Khaled Dewidar	Mandatory All New Academic Staff			
1.6	Faculty		The British teaching strategies	To enable staff to be familiar with: • the BUE approach to learning & teaching –	30 min	Claire Dunn	Mandatory All New Academic Staff			

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				• independent learning • strategies to promote independent learning						
1.7	Faculty		Support for your professional development - Complete the Personal Development Plan	To enable staff to: • meet their development advisor • understand the approach to professional development • understand the different roles • start to draft a personal development plan for the coming year	30 min	Dr. Mostafa El Shazly	Mandatory All New Academic Staff			
1.8	Faculty		How to deliver an interactive lecture? (For lecturers)	To enable staff to become familiar with: • How to deliver an interactive lecture.	60 min	Ms. Marwa Fawzy	Mandatory All New Academic Staff			
1.9	Faculty		Introduction to BUE approaches to assessment	To ensure staff are familiar with: • the BUE approach to assessment • the assessment strategy of a module • assessment and marking criteria • assessment submission schedules • academic honesty • examinations • the importance of feedback	60 min	Prof. Nabil El Tayeb	Mandatory All New Academic Staff			
1.10	Faculty		Role of teaching assistants	To ensure the TAs are familiar with their roles.	60 min	Dean Maguid Hassan	New TAs			
1.11	Faculty		Creating a supportive classroom	To enable TAs to create a positive and inspiring classes	30 min	Dr. Marianne Nabil	New TAs			University Policy

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				environment						
1.12	Faculty		Leading class discussion	To enable TAs to be familiar with: • Leading and directing discussion in class room	30 min	Dr. George Fam	New TAs			
1.13	Faculty		Interpersonal relationships	To enable TAs to: Conduct a professional and effective relationships with all parties.	30 min	Ass.prof. Mona Helmy	New TAs			
1.14	Faculty		Assessment design & development	To enable TAs to be familiar with: • Assessment Design • Types of assessments • assessments development	45 min	Dr. George Fam	New TAs			
1.15	Faculty		Teaching and facilitating small groups	To ensure the TAs are familiar with teaching and dealing with small groups.	30 min	Ms. Sarah Fayed & Ms. Habiba Eid	New TAs			
1.16	Faculty		How to deliver an interactive tutorial?	To enable staff to become familiar with: • How to deliver an interactive tutorial?	45 min	Ms. Sarah Fayed & Ms. Habiba Eid	New TAs			
1.17	Faculty		Coursework marking & feedback	To enable TAs to be familiar with: • Coursework marking • Types of feedback • Scheduling feedback	60 min	Dr.Islam Ahmed	New TAs			
2.	**Teaching and Learning**									
2.1	Faculty	S1	Teaching methods for week students	➢ Online teaching ➢ Zoom versus Microsoft Teams	60 min	Prof. Hani Ghali	Module leaders & lecturer assistants	30		Faculty requirements
2.2	Faculty	S2	Students' engagement	➢ How to design effective online assessments	60 min	Prof. Ayman Othman	Module leaders & lecturer	30		Faculty requirements

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							assistants			
3.	**Assessment, Marking and Feedback**									
3.1	Faculty	S1	marking criteria	➤ Efficient online strategies for marking & double marking assessments	60 min	Prof. Nabil Eltayeb	TAs and newly hired Module Leaders	35		Faculty requirements
3.2	Faculty	S1	Automated feedback system	Innovative online feedback strategies	60 min	Dr. Sameh Osama	TAs and newly hired Module Leaders	35		Faculty requirements
3.3	University	S1	NAQAAE updates	➤ Preparing for The National Authority for Quality Assurance and Accreditation of Education	60 min	Prof. Dr. Nabil ElTayeb	HoDs, PDs			Faculty Level
3.4	Faculty	S2	Effective delivery and assessment of online graduation projects	Effective delivery and monitoring of online graduation project classes	60 min	Prof. Husam Bakr	MLs	15		Faculty requirements
3.5	Faculty	S2	Effective delivery and assessment of online dissertation projects	Effective delivery and monitoring of online dissertation project classes	60 min	Prof. Gehan Nagy	MLs	15		Faculty requirements
4.	**Student Support**									
4.1	University	S1	Supporting students in time of emergencies	➤ Online communication ➤ Registration ➤ Pending credits ➤ Appeals	60 min	Mrs Ghada Wageeh	Admin staff	30		University Policy
4.2	Faculty	S2	Supporting weak students get summer training	➤ Summer training consultancy and support	60 min	Dr. Ayman Abbas	Training coordinators	30		Faculty requirement
5	**Teaching Assistants**									
5.1	Faculty	S1	Automated feedback	➤ Strategies for designing effective	60 min	Prof. Hani Azzab	TAs	30		Staff need for continuous

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				online assessments						development
5.2	Faculty	S2	Incentive for research for TAs	➢ scopus accredited journals ➢ Journal ranking ➢ university policy	60 min	Prof. Shahir Sadek	TAs	30		Faculty requirements
6.	**Administration**									
6.1	Faculty	S1	Electronic tools	➢ Successful organization and carrying exam and board meeting	60 min	Mr. Hani	Administration staff & new admin staff	20		university regulation
7	**Lab engineers**									
7.1	Faculty	S1	Safety regulations in enclosed spaces	➢ Safety regulations according to contingency plan	60 min	Dr. George Fam	Lab engineers	15		Faculty requirements
7.2	Faculty	S2	Teaching Experiments in a Lab-Based Settings	➢ Organizing and monitoring students during Lab tests	60 min	Prof. Tamer Adel	Lab engineers	15		Faculty requirements
8.	**Other**									
8.1	University	S1	Personal Development Advising	➢ the role and responsibilities of the Personal Development Advisor	60 mins	Faculty Staff Development Coordinator	Mandatory for Newly Appointed Personal Development Advisors	-		University Policy
8.2	University	S2	Strategic plan	➢ Planning for annual reports according to comments received by the link tutor	60 min	Dean	HoDs, PDs			Faculty Level
9.	**Departmental sessions to address LT and EE reports**									
9.1	**Architecture Department**	S1	Design Focus Group: Boosting creativity in design modules	➢ Discuss new methods of delivering the one-week project. ➢ Highlight common/emerged weaknesses of any cohort, in order to tackle it in the coming design ➢ module	60 min.	Associate professor Mona Helmy	Module leaders	15		Staff Requirement

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				➢ Creativity for different design modules ➢ Consistency of module delivery across design modules ➢ Online module delivery and submission schedules						
		S1	Working with excel	➢ Microsoft excel	60 min.	Eng. Mostafa Adel	TAs	15		Staff Requirement
		S2	Advanced software programs in Architecture	➢ Advanced software programs in Architecture	60 min	Prof Husam Bakr Dr Deena ElMahdy	Module leaders & lecturer assistants & TAs	30		Staff Requirement
		S2	Model Making workshop	➢ Model Making workshop that include use of CNC machines (router and laser cutter)	60 min	Prof Husam Bakr	Module leaders & lecturer assistants & TAs	15		Staff Requirement
		S1	Design Focus Group: Boosting creativity in design modules	➢ Discuss new methods of delivering the one-week project. ➢ Highlight common/emerged weaknesses of any cohort, in order to tackle it in the coming design ➢ module ➢ Creativity for different design modules ➢ Consistency of module delivery across design modules ➢ Online module delivery and submission schedules	60 min.	Associate professor Mona Helmy	Module leaders	15		Staff Requirement
9.2	Chemical Engineering	S1	Main Characteristics of Polymers,	➢ Understanding the purpose and techniques of working	120 min	Chemist Saddam, Eng	All Staff &TAs& Lab	25		Staff Requirement

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			Preparation of Foam, Hydrogel and Polyesters	for different apparatus		Esraa and Prof Mostafa Radwan	Eng & Lab Engineers			
		S2	How to use and apply Mat-lab in different Chemical Eng Problems.	➢ How to use and apply electro-chemistry apparatus	120 min	Eng. Donia and Dr. Dalia	All Staff &TAs& Lab Eng & Lab Engineers	25		Staff Requirement
9.3	Civil/CEM department	25/9/2022	Personal Tutoring	➢ Personal Tutoring	60 min	Dr. Amr Ibrahim	ML and TAs			Staff Requirement
		25/10/2022	NARS 2009 vs. NARS 2018	➢ NARS 2009 vs. NARS 2018	60 min	Prof. Ghada ElMahdy				Staff Requirement
		29/11/2022	Feedback Engagement/Moodle Feedback	➢ Feedback Engagement/Moodle Feedback	60 min	Dr. Yahya Elmansy	ML and TAs	30		Staff Requirement
		20/12/2022	Module Leader's Report	➢ Module Leader's Report	60 min	Dr. Ahmed Elhady	ML and TAs	30		Staff Requirement
		12/2/2023	Conflict management and resolution in the workplace	➢ Conflict management and resolution in the workplace	60 min	Dr. Ahmed Daoud	ML and TAs	30		Staff Requirement
		12/3/2023	Online Quizzes/Discussion	➢ Online Quizzes/Discussion	60 min	Dr. Ahmed Gouda	ML and TAs	30		Staff Requirement
		9/4/2023	Applying Student-Centered Learning in Lectures and Classrooms	➢ Applying Student-Centered Learning in Lectures and Classrooms	60 min	Dr. Mohamed Nabawy	ML and TAs	30		Staff Requirement
		9/5/2023	Creating a positive work environment	➢ Creating a positive work environment	60 min	Dr. Ahmed Daoud	ML and TAs	30		Staff Requirement
9.4	Electrical engineering	Sept., 31, 2022	BUE academic regulations	➢ BUE academic regulations	60 min	Prof. Hani Ghali, Dr Mohammed Abdellatif, Dr Sameh Osama	Part-time staff in ELEC Eng. Dept.	30		Staff Requirement
		Nov. 21, 2022	Reflective Practice	➢ Reflective Practice	60 min	Dr. Nathalie Nazih	Teaching assistant and assistant Lecturer	30		Staff Requirement
		Dec. 12,	Active Learning	➢ Active Learning	60 min	Dr. Marvi	ELEC Eng.	30		Staff

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		2022	Techniques	Techniques		Bader	Dept. staff anf TA's			Requirement
		Feb., 2023	Reporting guidelines: a tool to increase the quality of your research	➢ Reporting guidelines: a tool to increase the quality of your research	60 min	Dr. Samah Osama	Teaching assistant and assistant Lecturer	30		Staff Requirement
		March, 2023	improving student engagement	➢ improving student engagement	60 min	Dr. Hany Ayad	ELEC Eng. Dept. staff anf TA's	30		Staff Requirement
		April, 2023	Introduction to latex	➢ Introduction to latex	60 min	Dr. Mohammad Abdellatif	Teaching assistant and assistant Lecturer	30		Staff Requirement
9.5	Mechanical department	S1-Week 4	Publishing journal/conference paper funding opportunities: staff fund and free access	➢ enhancing the TAs and early career staff skills to write a funded and accepted paper.	60 min	Prof. Moustafa ElShazly	TAs and junior staff	20		Staff Requirement
		S1–Week9	Enhancing the environment of research work group.	➢ to enhance the research environment between staff especially between senior and junior staff.	60 min	Prof. Ahmed Abdel-Azim	Module leaders and TAs	20		Staff Requirement
		S2–Week3	What we need and how to treat the new 4 years program?	➢ Open discussion for the coming new 4 years program.	60 min	Module leaders	Module leaders.	15		Staff Requirement
		S2–Week8	How to generate a suitable project title for your students.	➢ enhancing the ability of newly hired junior staff to generate an adequate project title for GDP or RP.	60 min	Prof. Ayman Abbas Prof. Ahmed Abdel-Azim	junior staff	5		Staff Requirement

Appendix:

Recommend courses on Coursera for administrative staff

Business English: Meetings	• Introduction to Meetings • The Language of Meetings • Reporting in Meetings • Writing A Proposal based on decisions of a meeting	27 hours
Business English: Planning & Negotiation	• Negotiate strategically in formal & informal • Identify and resolve customer issues • Handling Problems • Planning & announcing events	31 hours
Business English: Making presentation	• Giving Effective Presentations • Referring to Data and Describing Visuals • Persuasive Language in Marketing • Putting it all Together	16 hours
Business English: How to write professional e-mails	• Get to Know Basic Email Writing Structures • Let's Start Writing • Introduction and Announcement Emails • Request and Apology Emails • Culture Matters	14 hours
Business English: Networking	• Introduction to Business English Communication • Emails • Meeting Arrangements on the Telephone	23 hours
Business English: Business writing	• Building Great Business Writing • The Formula for Writing Success • Crafting Powerful Writing • Activate Your Voice!	13 hours