



The
BRITISH
UNIVERSITY
IN EGYPT

FACULTY OF ENGINEERING

Annual Staff Development Plan

2024/2025

Faculty of Engineering

Annual Faculty Staff Development Plan Faculty of Engineering 2024-2025

#	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									
	Faculty	13 Sept 2024	Attendance policy: rules, implementation and online tools	Attendance policy: rules, implementation and online tools	60 min	Prof. Ayman Abbas	Mandatory All New Academic Staff	10	10	
1.1	Faculty	18 sep 2024	Overview of induction content, induction pack and induction checklist	<ul style="list-style-type: none"> Refer to induction content, material and induction schedule 	30 min	Prof. Khaled Dewidar Dr. Walaa Salah	Mandatory All New Academic Staff	10	10	
1.2	Faculty	18 sep 2024	Campus buildings & facilities	To become familiar with: <ul style="list-style-type: none"> the BUE campus buildings facilities 	30 min	Prof. Mostafa Elshazly	Mandatory All New Academic Staff	10	10	
1.3	Faculty	18 sep 2024	Module leader Job description	To enable staff to have a clear understanding of: <ul style="list-style-type: none"> their role and responsibilities according to their job description 	30 min	Prof. Sameh Osama	Mandatory All New Academic Staff	10	10	
1.4	Faculty	18 sep 2024	UK higher education system and Regulation	To enable staff to become familiar with: <ul style="list-style-type: none"> aims & ILOs of modules they will deliver assessment strategies marking criteria 	30 min	Mr Alam Mahbubul	Mandatory All New Academic Staff	10	10	

				<ul style="list-style-type: none"> • module regulations • weekly course outline • materials, resources & books 					
1.5	Faculty	18 sep 2024	Staff Development at the BUE	<p>To enable staff to be familiar with:</p> <ul style="list-style-type: none"> • staff development at the BUE. 	30 min	Prof. Khaled Dewidar	Mandatory All New Academic Staff	10	10
1.6	Faculty	18 sep 2024	The British teaching strategies	<p>To enable staff to be familiar with:</p> <ul style="list-style-type: none"> • the BUE approach to learning & teaching – independent learning • strategies to promote independent learning 	30 min	Mr Alam Mahbulbul	Mandatory All New Academic Staff	10	10
1.7	Faculty	18 sep 2024	Support for your professional development - Complete the Personal Development Plan	<p>To enable staff to:</p> <ul style="list-style-type: none"> • 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	10	10
	Faculty	18 sep 2024	NAQAAE validation system	NAQAAE validation system	30 min	Prof. Nabil Tayeb		10	10
1.8	Faculty	18 sep 2024	How to deliver an interactive lecture? (For lecturers)	<p>To enable staff to become familiar with:</p> <ul style="list-style-type: none"> • How to deliver an interactive lecture. 	30 min	Dr Maha Munib	Mandatory All New Academic Staff	10	10
	Faculty	18 sep 2024	Fire safety awareness	Fire safety awareness	30 min	Dr George Fam		10	10
1.9	Faculty	18 sep 2024	Introduction to BUE approaches to assessment	<p>To ensure staff are familiar with:</p> <ul style="list-style-type: none"> • the BUE approach to assessment • the assessment strategy of a module • assessment and 	30 min	Prof. Amany Michael	Mandatory All New Academic Staff	10	10

				<ul style="list-style-type: none"> marking criteria assessment submission schedules academic honesty examinations the importance of feedback 					
1.10	Faculty	19 sep 2024	Role of teaching assistants	To ensure the TAs are familiar with their roles.	30 min	Prof Khaled Dewidar	New TAs	6	6
1.11	Faculty	19 sep 2024	Creating a supportive classroom environment	To enable TAs to create a positive and inspiring classes	30 min	Dr. Marianne Nabil	New TAs	6	6
1.12	Faculty	19 sep 2024	Leading class discussion	To enable TAs to be familiar with: <ul style="list-style-type: none"> Leading and directing discussion in class room 	30 min	Dr. George Fam	New TAs	6	6
1.13	Faculty	19 sep 2024	Interpersonal relationships	To enable TAs to: Conduct a professional and effective relationships with all parties.	30 min	Dr Serag Salem	New TAs	6	6
1.14	Faculty	19 sep 2024	Assessment design & development	To enable TAs to be familiar with: <ul style="list-style-type: none"> Assessment Design Types of assessments assessments development 	30 min	Dr. George Fam	New TAs	6	6
1.15	Faculty	19 sep 2024	Teaching and facilitating small groups	To ensure the TAs are familiar with teaching and dealing with small groups.	30 min	Ms. Shereen Elhady	New TAs	6	6
1.16	Faculty	19 sep 2024	How to deliver an interactive tutorial?	To enable staff to become familiar with: <ul style="list-style-type: none"> How to deliver an interactive tutorial? 	30 min	Ms. Samiha Hedayet	New TAs	6	6
1.17	Faculty	19 sep 2024	Coursework marking & feedback	To enable TAs to be familiar with: <ul style="list-style-type: none"> Coursework marking Types of feedback 	30 min	Prof Gehan Nagy	New TAs	6	6

University Policy

				• Scheduling feedback						
	Faculty	19 sep 2024	Invigilation responsibilities	Invigilation responsibilities	60 min	Prof. Mohamed Essmat				
2.	Teaching and Learning									
2.1	Faculty	S1	Advancements in Teaching methods	➤ AI, VR in teaching	60 min	Prof. Hani Ghali	Module leaders & TAs	30		Faculty requirements
2.2	Faculty	S2	Students' engagement	➤ How to design effective online assessments	60 min	Prof. Ayman Othman	Module leaders & TAs	30		Faculty requirements
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 EITayeb	HoDs, PDs			Faculty Level
3.4	Faculty	S2	Effective monitoring and assessment of 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 monitoring and assessment of 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 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 system	<ul style="list-style-type: none"> ➤ Strategies for designing effective online assessments 	60 min	Prof. Hani Azzab	TAs	30		Staff need for continuous development
5.2	Faculty	S2	Incentive for research	<ul style="list-style-type: none"> ➤ scopus accredited journals ➤ Journal ranking ➤ university policy 	60 min	Prof. Shahir Sadek	TAs	30		Faculty requirements
6.	Administration									
6.1	Faculty	S1	Electronic tools	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Safety regulations according to contingency plan 	60 min	Dr. George Fam	Lab engineers	15		Faculty requirements
7.2	Faculty	S2	Supporting teaching Experiments in a Lab-Based Settings	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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 implementation	<ul style="list-style-type: none"> ➤ 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	PDR	➤ PDR planning and writing	60 min	Ass.Professor Marwa Adel	TAs	15		Staff Requirement	
		S1	Design Focus Group: Boosting creativity in design modules	<ul style="list-style-type: none"> ➤ 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	
		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 EIMahdy	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	
					➤						
9.2	Chemical Engineering	S1	Main Characteristics of Polymers, Preparation of Foam, Hydrogel and Polyesters	Understanding the purpose and techniques of working for different apparatus	120 min	Chemist Saddam, Eng Esraa and Prof Mostafa Radwan	All Staff &TAs& Lab Eng & Lab Engineers	25		Staff Requirement	
		S2	How to use and apply Mat-lab in different Chemical Eng Problems.	<ul style="list-style-type: none"> • 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		S1	Personal Tutoring	Personal Tutoring	60 min	Dr. Amr Ibrahim	ML and TAs			Staff Requirement	
		S1	NARS 2009 vs. NARS 2018	NARS 2009 vs. NARS 2018	60 min	Prof. Ghada EIMahdy				Staff Requirement	
		S1	Feedback Engagement	Feedback Engagement/Moodle	60 min	Dr. Yahya Elmansy	ML and TAs	30		Staff Requirement	

Appendix:

Recommend courses on Coursera for administrative staff

Business English: Meetings	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Negotiate strategically in formal & informal • Identify and resolve customer issues • Handling Problems • Planning & announcing events 	31 hours
Business English: Making presentation	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Introduction to Business English Communication • Emails • Meeting Arrangements on the Telephone 	23 hours
Business English: Business writing	<ul style="list-style-type: none"> • Building Great Business Writing • The Formula for Writing Success • Crafting Powerful Writing • Activate Your Voice! 	13 hours