Annual Staff Development Plan for 2021-2022
Faculty of Energy and Environmental Engineering

#	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	20/9/2021	Faculty Vision & Mission Overview of induction content, induction material and induction checklist	➢ The Faculty's Vision & Mission ➢ The induction content, induction material & induction checklist	30 min	Faculty Staff Development Coordinators	Mandatory All New Academic Staff, Teaching Assistants & Admin (Full and Part time)			
1.2	Faculty	20/9/2021	BUE campus, buildings & facilities	➢ the campus, buildings and facilities	15 min	Faculty Staff Development Coordinators	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)			
1.3	Faculty	20/9/2021	Meet work colleagues	➢ work colleagues	15 min	Faculty Staff Development Coordinators	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)			
1.4	Faculty	20/9/2021	Job role and responsibilities	➢ their role and responsibilities according to the job description	30 min	Dean/Head of Department/ Line Manager	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)			University Policy
1.5	Faculty	20/9/2021	Introduction to module/s that staff are teaching on	➢ aims & ILOs of modules they will deliver ➢ assessment strategies ➢ marking criteria ➢ module regulations ➢ weekly course outline ➢ materials, resources & books	30 min	Head of Department	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)			
1.6	Faculty	20/9/2021	Introduction to E-learning	➢ User name and password ➢ eLearning 'Musts' 1 & 2	60 min	Faculty E-learning Coordinator	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)			

				➤ general introduction on why e-learning is used & how to upload material					
1.7	Faculty	20/9/2021	Questions and answers	➤ To clarify any queries / concerns	30 min	Faculty Staff Development Coordinator	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)		
1.8	Faculty	21/9/2021	Introduction to BUE approaches to assessments	➤ the BUE approach to assessment ➤ the assessment strategy of a module ➤ assessment and marking criteria ➤ assessment submission dates schedules ➤ academic honesty ➤ examinations ➤ the importance of feedback	45 min	Member of Faculty Staff	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)		
1.9	Faculty	21/9/2021	Zoom	➤ Zoom platform, its features and how to engage students in virtual classes	45 min	Experienced member of Staff	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)		
1.10	Faculty	21/9/2021	Microsoft Teams	➤ Microsoft Teams platform, its features and how to engage students in virtual classes	45 min	Experienced member of Staff	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)		
1.11	Faculty	21/9/2021	Support for Professional Development – Complete Personal Development Plan	➤ the development advisor ➤ the approach to professional development ➤ the different roles ➤ how to draft a personal development plan for the coming year	45 min	Faculty Personal Development Advisors	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)		
1.12	Faculty	21/9/2021	Questions and answers	➤ To clarify any queries / concerns	30 min	Faculty Staff Development Coordinator	Mandatory All New Academic Staff, Teaching Assistants& Administrators (Full and Part time)		University Policy
	University	**To be watched from Wed 22nd to**	**PRE-RECORDED VIDEOS**						

		Sun 26th Sept, 2021							
1.13	University		The British approach to teaching & learning	➢ the structure of programmes ➢ the UK's Higher Education Qualifications Framework – levels ➢ the BUE approach to learning & teaching – independent learning ➢ strategies to promote independent learning		Professor Gerard McKee Faculty of ICS	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)		
1.4	University		Teaching on the Preparatory Programme and working with young learners	➢ the role of the Preparatory Year Programme ➢ a range of appropriate learning, teaching & assessment strategies for working with students on the Preparatory Year Programme ➢ a range of strategies to promote independent learning ➢ personal tutoring (faculties)		Dr. May Fahmy Preparatory Year Coordinator Faculty of BAEPS	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)		
1.5	University		Interactive Learning at BUE	➢ What is meant by Interactive Learning ➢ Interactive Learning in Education Theory and the Business World ➢ Interactive Learning in the UK ➢ Interactive Learning at the BUE		Associate Professor Richard Gauvain Faculty of BAEPS	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)		
1.6	University		Innovative Techniques for Creating Online video Lectures and Tutorials	➢ How educational video lectures and tutorials can maximise student learning and engagement		Dr. Nikos Nikolakakis Faculty of BAEPS	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)		
1.7	University		Staff Development	➢ Staff Development at the BUE		Dr. Pauline Ghenghesh University Staff Development Coordinator	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)		
1.8	University		Support for Research	➢ Support available to enable research		Professor Yehia Bahei-El-Din	Mandatory All New Academic Staff & Teaching Assistants		

				➢ conference participation ➢ study day ➢ research day		Vice President Research & Post-Graduate Studies	(Full and Part time)			
1.9	University		HR induction session for FULL-TIME staff	➢ sickness/absence procedure ➢ early leave/late arrival ➢ medical care ➢ holiday entitlement/ procedure ➢ official holidays for staff ➢ attendance policy		HR Team	Mandatory All New Academic Staff, Teaching Assistants& Administrators (Full-Time)			
1.10	University		Library induction	➢ the Library's website ➢ facilities, databases & catalogues		Library Team	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)			
1.11	University		Academic Regulations	➢ the BUE's academic regulations		Mr. Assem ElSayad	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)			
1.12	University		Student Record System (SRS)	➢ The student record system		Q & V Team	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)			
2.	**Teaching and Learning**									
2.1	University	22/9/2021	Staff Development Day	➢ Creative ways to teach & engage students online during the new normal	9:00 -4:00	BUE, AUC & LSBU	BUE Academic Staff & Teaching Assistants			
2.2	Publisher	3/10/2021	Interactive Learning.	➢ How to use interactive e-books for module preparation research	2.00-4.00	Mr. Mohamed Shawki	Mandatory for all staff, old and newly hired full timer and part timer			
2.3	Faculty	10/10/2021	Staff Development	➢ Guide lines for lab engineers	3.00-4.00	Prof. Tarek Saad	Mandatory for all staff, old and newly hired full timer and part timer			
2.4	Faculty	17/10/2021	Academic Regulations	➢ How to prepare a module file throughout the semester	2.00-3.00	Dr. Waleed Osman Dr. Ibrahim Mohamed Eng. Sadek Mohamed	Mandatory for the module leaders and T.A's, old and newly hired.			
2.5	Faculty	27/3/2021	Staff Development	➢ How to teach a large group	2.00-3.00	Dr. Tarek Hatem	Mandatory for all staff			
3.	**Assessment, Marking and Feedback**									

3.1	Faculty	10/10/2021	Staff Development	➢ Assessment Procedures	2.00-3.00	Prof. Tarek Saad	Mandatory for all staff, old and newly hired Full timer and part timer			
3.2	Faculty	24/10/2021	Staff Development	➢ How to design final exams and course work brief?	2.00-3.00	Prof. Attia Attia	Mandatory for the module leaders, old and newly hired			
3.3	Faculty	31/10/2021	Staff Development	➢ How to provide students with feedback	2.00-3.00	Prof. Attia Attia	All academic staff, old and newly hired, full timer and part timer			
3.4	Faculty	14/11/2021	Academic Regulations	➢ Peer Assessment Prep and other modules	2.00-3.00	Randa Swaiha	All academic staff, old and newly hired, full timer and part timer			
4.	**Student Support**									
4.1										
5.	**Teaching Assistants (Demonstrators & Lecturer Assistants**									
5.1										
6.	**Administratio n**									
6.1	Faculty	Semester 2		Raising Soft Skills course		Randa Swaiha				
7.	**Other**									
7.1	Faculty	21/11/2021	Research Director	➢ How to obtain funding	2.00-3.00	Dr. Tarek Hatem	BUE Academic Staff and Teaching Assistants			
7.2	Faculty	26/12/2021	Exam Officer	➢ Invigilation & Invigilator's duties	2.00-3.00	Prof. Tarek Saad	All academic staff, old and newly hired, full timer and part timer			
7.3	Faculty	3/4/2021	Dean	Preparing NAQAAE documents	2.00-3.00	Prof. Attia	All academic staff			