

## Annual Staff Development Plan for 2022-2023

### Faculty of Arts and Humanities

	Date	Topic	Key Outcomes By the end of this session staff will be familiar with:	Duration	Presenter	Target Audience and Requirement
1.	New Staff induction					
1.1	18/9/22	Faculty Vision & Mission Overview of induction content, induction material and induction checklist	<ul style="list-style-type: none"> <li>➤ The Faculty's Vision &amp; Mission</li> <li>➤ The induction content, induction material &amp; induction checklist</li> </ul>	30 min	Dr. May Soliman	Mandatory All New Academic Staff, Teaching Assistants & Admin (Full and Part time)
1.2	18/9/22	Job role and responsibilities	<ul style="list-style-type: none"> <li>➤ their role and responsibilities according to the job description</li> </ul>	30 min	Prof. Mohamed Saad, Prof. Mona Zikri and Prof Mohamed Ragab	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)
1.3	18/9/22	Introduction to module/s that staff are teaching on	<ul style="list-style-type: none"> <li>➤ aims &amp; ILOs of modules they will deliver</li> <li>➤ assessment strategies</li> <li>➤ marking criteria</li> <li>➤ module regulations</li> <li>➤ weekly course outline</li> <li>➤ materials, resources &amp; books</li> </ul>	30 min	Prof. Mohamed Saad, Prof. Mona Zikri and Prof Mohamed Ragab	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)
1.4	18/9/22	Introduction to E-learning	<ul style="list-style-type: none"> <li>➤ User name and password</li> <li>➤ eLearning 'Musts' 1 &amp; 2</li> <li>➤ general introduction on why e-learning is used &amp; how to upload material</li> </ul>	60 min	Ms. Aya El Shahawy	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)
1.5	19/9/22	Introduction to NAQAA	<ul style="list-style-type: none"> <li>➤ To clarify any queries / concerns</li> </ul>	30 min	Quality Unit	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full and Part time)
1.6	19/9/22	Introduction to BUE approaches to assessments	<ul style="list-style-type: none"> <li>➤ the BUE approach to assessment</li> <li>➤ the assessment strategy of a module</li> <li>➤ assessment and marking criteria</li> <li>➤ assessment submission dates schedules</li> </ul>	45 min	Dr. Mervat Shukry	Mandatory All New Academic Staff & Teaching Assistants

			<ul style="list-style-type: none"> <li>➤ academic honesty</li> <li>➤ examinations</li> <li>➤ the importance of feedback</li> </ul>			(Full and Part time)	
1.7	19/9/22	Support for Professional Development – Complete Personal Development Plan	<ul style="list-style-type: none"> <li>➤ the development advisor</li> <li>➤ the approach to professional development</li> <li>➤ the different roles</li> <li>➤ how to draft a personal development plan for the coming year</li> </ul>	45 min	Faculty Personal Development Advisors	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)	
<b>PRE-RECORDED VIDEOS</b>							
1.8	20/9/22	Introduction to BUE approaches to assessments	<ul style="list-style-type: none"> <li>➤ the BUE approach to assessment</li> <li>➤ the assessment strategy of a module</li> <li>➤ assessment and marking criteria</li> <li>➤ assessment submission dates schedules</li> <li>➤ academic honesty</li> <li>➤ examinations</li> <li>➤ the importance of feedback</li> </ul>		Dr. Ahlam Othman	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)	
1.9	20/9/22	The British approach to teaching & learning	<ul style="list-style-type: none"> <li>➤ the structure of programmes</li> <li>➤ the UK's Higher Education Qualifications Framework – levels</li> <li>➤ the BUE approach to learning &amp; teaching – independent learning</li> <li>➤ strategies to promote independent learning</li> </ul>		Professor Gerard McKee Faculty of ICS	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)	
1.10	20/9/22	Teaching on the Preparatory Programme and working with young learners	<ul style="list-style-type: none"> <li>➤ the role of the Preparatory Year Programme</li> <li>➤ a range of appropriate learning, teaching &amp; assessment strategies for working with students on the Preparatory Year Programme</li> <li>➤ a range of strategies to promote independent learning</li> <li>➤ personal tutoring (faculties)</li> </ul>		Dr. May Fahmy Preparatory Year Coordinator Faculty of BAEPS	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)	
1.11	20/9/22	Interactive Learning at BUE	<ul style="list-style-type: none"> <li>➤ What is meant by Interactive Learning</li> <li>➤ Interactive Learning in Education Theory and the Business World</li> <li>➤ Interactive Learning in the UK</li> <li>➤ Interactive Learning at the BUE</li> </ul>		Associate Professor Richard Gauvain Faculty of BAEPS	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)	
1.12	20/9/22	Innovative Techniques for Creating Online video Lectures and Tutorials	<ul style="list-style-type: none"> <li>➤ How educational video lectures and tutorials can maximise student learning and engagement</li> </ul>		Dr. Nikos Nikolakakis Faculty of BAEPS	Mandatory All New Academic Staff & Teaching Assistants	

						(Full and Part time)	
1.13	20/9/22	Support for Research	<ul style="list-style-type: none"> <li>➤ Support available to enable research</li> <li>➤ conference participation</li> <li>➤ study day</li> <li>➤ research day</li> </ul>		Professor Yehia Bahei-EI-Din Vice President Research & Post-Graduate Studies	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)	
1.14	20/9/22	HR induction session for FULL-TIME staff	<ul style="list-style-type: none"> <li>➤ sickness/absence procedure</li> <li>➤ early leave/late arrival</li> <li>➤ medical care</li> <li>➤ holiday entitlement/ procedure</li> <li>➤ official holidays for staff</li> <li>➤ attendance policy</li> </ul>		HR Team	Mandatory All New Academic Staff, Teaching Assistants & Administrators (Full-Time)	
1.15	20/9/22	Library induction	<ul style="list-style-type: none"> <li>➤ the Library's website</li> <li>➤ facilities, databases &amp; catalogues</li> </ul>		Library Team	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)	
1.16	20/9/22	Student Record System (SRS)	<ul style="list-style-type: none"> <li>➤ The student record system</li> </ul>		Q & V Team	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)	
<b>2</b>	<b>Teaching and learning</b>						
2.1	Thursday 1/12/2022	Learning Projects in Blended Learning Format	<ul style="list-style-type: none"> <li>➤ know the concept of Project Based Learning and the essential Project Design elements</li> <li>➤ understand the framework of PBL and different PBL activities</li> <li>➤ design a course/ teaching unit based on PBL</li> </ul>	One full day	DAAD	Academic Staff & Teaching Assistants	
2.2	Sunday 2/4/2023	Employing Technology to motivate Generation Z: Sharing Best Practice	<ul style="list-style-type: none"> <li>➤ Sharing best practice in teaching innovation</li> </ul>	One full day	Many staff members	Academic Staff & Teaching Assistants	
<b>3</b>	<b>Assessment and Feedback</b>						
3.1	Sunday 23/ 10/2022	Feedback as a developmental process	<ul style="list-style-type: none"> <li>➤ Providing effective individual feedback</li> <li>➤ Guiding students on how to improve</li> <li>➤ The role of TAs in the process</li> </ul>	2 hrs	Dr. Rania Salem	Academic staff	
3.2	Sunday 23/10/2022	Using Turnitin in detecting plagiarism and in marking	<ul style="list-style-type: none"> <li>➤ Creating assessments</li> <li>➤ Using grademark to give feedback</li> <li>➤ Uploading and creating rubrics on Turnitin</li> </ul>	2 hrs	Library team	New staff	
3.4	Sunday 18/12/2022	Exams and Invigilation Procedures	<ul style="list-style-type: none"> <li>➤ How o invigilate exams while observing the BUE rules</li> </ul>	2 Hrs	Faculty Exam Officer	Mandatory	

						All New Academic Staff & Teaching Assistants (Full and Part time)		
3.5	Sunday 14/05/2022	Exams and Invigilation Procedures	➤ How to invigilate exams while observing the BUE rules	2 Hrs	Faculty Exam Officer	Mandatory All New Academic Staff & Teaching Assistants (Full and Part time)		
<b>4</b>	<b>Research</b>							
4.1	Sunday 6/11/2022	Publishing research	<ul style="list-style-type: none"> <li>➤ How to develop publishable papers</li> <li>➤ Which journals to publish in</li> <li>➤ How to approach different journals</li> </ul>	1 hr	Research coordinator	Academic staff		
4.2	Sunday 6/11/2022	Research ethics	<ul style="list-style-type: none"> <li>➤ Copyrights</li> <li>➤ Research ethics guide</li> </ul>	1 hr	Research Coordinator	Academic staff		
<b>5</b>	<b>NAQAA</b>							
5.1	Sunday 13/11/2022	Orientation to the quality cycle	<ul style="list-style-type: none"> <li>➤ Module specs and hybrid learning</li> <li>➤ Induction to NARS and QA</li> </ul>	2 hrs	QU	Mandatory for all staff members		
5.2	Sunday 20/12/2022	Writing Module leaders Report	➤ discuss the different sections of the module leaders' report	2 hrs	QU	ML		
5.3	Sunday 30/1/2022	NAQAA Awareness Day	<ul style="list-style-type: none"> <li>➤ The dynamics of working among different standards</li> <li>➤ Job description and work ethics</li> <li>➤ Criteria for selecting top management</li> <li>➤ Organizational structure</li> </ul>	One day	QU & Standard teams	Mandatory for all staff members: academic and admin		
<b>6</b>	<b>Other</b>							
6.1	2/10/2022	Personal Development Advisor role	understand the role & responsibilities of Personal Development Advisors	1 hr	Dr. May Soliman	Mandatory for new personal advisors		
6.2	9/5/2023	Writing clear Objectives	Drafting measurable objectives for development	2 hrs	Prof. Mohamed Saad	Mandatory for all Full timers		