



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

Professional Development Policy

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1. Overview

At FBSU, faculty professional development is a cornerstone of delivering high-quality education and advancing institutional goals. Staying updated on advancements in their disciplines, adopting innovative teaching methods, and leveraging cutting-edge technologies are essential for faculty to elevate the quality of teaching and learning. Leading universities recognize professional development as critical amid rapid changes in academia and increasing competition. Moreover, such initiatives are often a requirement for program accreditation. FBSU is committed to fostering an environment that empowers faculty to refine their skills, unlock their potential, and stay abreast of developments in their fields. This policy outlines the framework for achieving these aims within FBSU's regulations.

2. Policy Objectives

The FBSU Professional Development Policy aims to ensure faculty members:

- Stay informed of advancements in their disciplines.
- Recognize and cultivate their professional strengths.
- Enhance their performance across job-related competencies.
- Boost job satisfaction, confidence, motivation, and initiative.
- Positively adapt to change and uncertainty.
- Contribute to improved student outcomes.

3. Scope and Core Competencies

This policy applies to all FBSU faculty members and focuses on developing the following competencies:

- **Teaching Competency:** Mastery of effective instructional techniques.
- **Research Competency:** Proficiency in scholarly inquiry and innovation.
- **Professional Practice Competency:** Expertise in applying knowledge within the field.
- **Quality Assurance Competency:** Commitment to maintaining academic standards.

4. Roles and Responsibilities

Professional development is a collaborative effort involving faculty, departments, colleges, and the university:

- **Faculty Members:** Identify personal development needs and draft an annual professional development plan.
- **Departments/Colleges:** Evaluate faculty performance, provide guidance, and approve development plans via relevant committees.
- **University:** Allocate time, financial resources, and support to implement approved plans.

5. Professional Development Framework

5.1 General Guidelines

- **Onboarding:** Professional development begins upon joining FBSU. Each department, in collaboration with college administration and institutional offices, must provide an orientation program for new faculty.
- **Ongoing Commitment:** Faculty at all career stages are expected to engage in continuous professional development.
- **Delivery Modes:**
 - **On-Job:** Includes university-provided training, experiential learning, peer collaboration, and supervisor feedback.
 - **Off-Job:** Encompasses attending conferences, enrolling in courses, participating in exchange visits, or taking study leaves.

5.2 In-House Professional Development Programs

- The **Institutional Academic and Facilities Committee (IAFC)** oversees in-house programs, tailoring offerings to faculty needs identified in development plans.
- The **Learning and Teaching Committee (LTC)** organizes programs focused on pedagogy.
- Other programs are managed by ad hoc committees appointed by the IAFC.
- Departments nominate participants based on approved plans and institutional priorities.

5.3 Time and Financial Support

- Time dedicated to professional development is considered part of regular work hours.
- Based on approved plans, FBSU supports:
 - **Partial Leaves:** Up to one semester.
 - **Reduced Load Leaves:** Adjusted teaching responsibilities to accommodate development.
 - **Exchange Visits:** Subject to agreements with partner institutions.

5.4 Professional Development Allowance

- Each eligible faculty member receives an annual allowance for professional activities, such as:
 - Membership fees for professional societies.
 - Subscriptions to journals or scholarly publications.
 - Software or supplies for teaching and research.
 - Travel and registration costs for conferences, workshops, or research trips.
 - Expenses for preparing scholarly manuscripts or purchasing equipment (e.g., computers).
- **Process:** Faculty submit a development plan, ideally at the academic year's start, for approval by department councils, chairs, and deans. Items purchased remain university property for faculty use during their tenure.
- **Requirements:** Expenses must be documented with receipts per FBSU's financial policies, and faculty are accountable for ensuring legitimacy.

6. Approval and Conditions for Professional Development Program (PDP)

- **Nature:** PDP is a privilege, not a right, evaluated based on:
 - Academic value to FBSU and the individual.
 - Resource constraints (e.g., no more than 15% of a unit's faculty on PDP at once, with dean confirmation of coverage).
 - Competitive merit, considering alignment with FBSU goals, professional growth, and equity.
- **Authority:** The College Dean approves applications.

7. Implementation and Compliance

- Faculty development plans are reviewed annually by departments and colleges to ensure alignment with institutional priorities.
- The Academic Council monitors policy adherence and adjusts in-house programs as needed.
- Financial support and leave approvals are subject to FBSU's budgetary and operational capacity.