



# **PROFESSIONAL DEVELOPMENT PLAN FOR LECTURERES**

**2020-2021**

**This document has been prepared by the Office of the Vice Rector for  
Teaching, Student Affairs and Scientific Research**

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## **Contents**

INTRODUCTION .....	3
Constitution of the Center for Excellence IN Learning .....	4
Capacity building of the Center.....	4
Priorities for training.....	5
Professional development categories for academic staff.....	5
time of conducting trainings 2020/2021 .....	6

## **INTRODUCTION**

The purpose of this document is to draft a plan for the professional development of lecturers of the "Ukshin Hoti" University in Prizren, based on best practices. The university has quite well-trained and experienced staff, but without a doubt the need for excellence in teaching always exists, given the rapid changes in all areas, especially in the field of education. For this reason, based on the strategic orientations of the university to increase the performance of its staff, we are committed to contribute as much as possible to the development and advancement of staff in order to keep pace with changes in science. Also from the results of the evaluation of the last year but also of the past years, we have come to the conclusion that there is a need to draft a proper plan for the professional development of the staff. In this context, with the decision of the Governing Council of the "Ukshin Hoti" University in Prizren, on 12.03.2020 the Center for Excellence in Teaching was established at this University. The purpose of this center is the professional advancement of the staff and the provision of excellence in teaching, through the promotion of academic culture and providing opportunities for professional development of current professors and assistants, and new professors and assistants at the University. The establishment of this Center is also an objective set in the Strategic Plan 2020-2020 of our University, which document is our guide from now on, where the priority over priorities is to ensure quality in teaching and learning.

The university will lay a solid foundation for the professional development of academic staff. For this reason it will focus on the constitution of the Center for Excellence in Teaching with governing bodies. Then comes the stage of identifying and appointing trainers. In the future, the training of trainers will be done and in this regard we aim to design a concrete project which we expect to find support within international programs. In this way, the stable foundations for the long-term development of the university staff will be laid. Until the Center builds capacity, the University will contract external operators who will organize trainings for the University staff.

# **Constitution of the Center for Excellence IN Learning**

## **Assignment of Center Structures for Excellence in Learning.**

- Appointment of the Advisory Board
- Chairman of the training council (at the same time coordinator of the center);
- Determining the Vision and Mission as well as the documents for the work of the Center;
- Appointment of the Trainers Council (List of trainers based on fields);

The Constitution of the Center for Excellence in Learning will be established during the period **May-July 2020.**

## **Capacity building of the Center**

After the constitution of the center with all the bodies and the list of trainers, the capacities for work in achieving the mission of the Center must be created. In this context, training will be organized for the coaches of this Center.

In the first phase, it is intended to train up to 10 trainers, to provide more services to organize training in the fields of purchase for the other academic staff of the university.

This is intended to be done during the period

**September 2020- January 2021.**

During this period, a draft proposal for long-term sustainable development of this Center will be drafted, identifying potential partners inside and outside the country.

The center will have the capacity to offer the first trainings during the month of

**February 2021.**

## Priorities for training

From the last evaluation of teachers, we have identified the three main training priorities as defined by each faculty but also with the recommendation of the Central Commission for Quality Assurance.

- **Teaching and learning**
- **Leadership-Leadership skills and**
- **Research,**
- **Career development,**
- **Language skills.**

## Professional development categories for academic staff

Category	Description
Teaching and Learning	Curriculum and Syllabus design, student assessment, student motivation, use of new methods, use of technology during the learning process, and case-based or problem-based learning.
Leadership	Providing training in interpersonal communication, time management, group work, problem-solving and intercultural communication.
Research	Training to improve research skills, writing project proposals for finding funding, identifying credible journals with indexing and impact factor, modeling, data analysis and writing scientific papers.
Career Development	Career development planning training
Learning foreign languages	Courses in English and other languages.
Other training:	Organizing online learning, using anti-plagiarism system, etc ..

All 79 members of the academic community of the "Ukshin Hoti" University, through quality assurance instruments, questionnaires were evaluated by students, deans, self-assessment, and finally, the data were analyzed by the quality assurance committee at the faculty level which has reviewed and given the necessary recommendations. On this basis, this document has been drafted.

## time of conducting trainings 2020/2021

Trainings	Implementation	Number of target participants
Teaching and Learning	September 2020- January 2021	79
Leadership	October 2020	79
Research	November 2020	79
Career Development	December 2020	79
Learning foreign languages	September 2020– January 2021	50
Other trainings:	July – December 220	79

1.5.	Professional advancement of academic staff	<p>§ Establishment of Center for excellence in teaching;</p> <p>§ Organize teaching and learning training for academic staff</p>	<p>§ Participation of academic staff in vocational training.</p> <p>§ Continuing Vocational Education (CVE)</p>	Board of Directors, Rectorate, Senate, Quality Assurance Office, Center for excellence in teaching	2020-2024	80,000 C-13410
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