



Procedures

Policy Name	Faculty Preparation and Development		
Policy #	108	Category	Academic
Policy Sponsor	Associate Vice President, Learning and Teaching	Previous Revision Date	January 7, 2015
Policy Approved by	President & CEO	Revision Date	June 18, 2018
Procedures Approved by	Provost & Vice-President, Academic	Review Date	June 2023

See the related [POLICY](#).

DEFINITIONS

New Instructor Orientation: New faculty are provided with the opportunity to enhance their instructional skills, meet other colleagues and share strategies and practices in the planning and delivery of lesson plans.

Instructional and Leadership Development Centre: A team that is dedicated to supporting professional journeys of all faculty at Saskatchewan Polytechnic, through offering relevant, timely professional development opportunities, one-on-one support, teaching resources and tips, as well as formal education opportunities to promote and foster teaching excellence and to support a community of practice.

Adult Teaching and Learning Program: An 8-course, 24 credit unit Advanced Certificate Program designed to develop and advance instructional and leadership skills of new and experienced faculty.

Faculty: Saskatchewan Polytechnic academic faculty.

SPFA: Saskatchewan Polytechnic Faculty Association.

Deferral: An extension of the 5-year completion date.

Attendance: Face-to-face component of the institutes or courses.

Professional Development: Sessions and formal courses that are aimed at developing and enhancing teaching skills of all interested faculty and promoting life-long learning.

PROCEDURES

1. All academic posting information for faculty positions will include notification of the New Instructor Orientation course and the Adult Teaching and Learning program as conditions of employment.
2. New faculty in ongoing full-time positions, ongoing part-time positions, or in ongoing positions combining to 0.5 FTE and greater will be enrolled in the Adult Teaching and Learning program.

- a. An exemption to enrolment into the Adult Teaching and Learning program will be considered for faculty with graduate credential in Education through an assessment of equivalency process by an internal panel consisting of the ILDC Director, one ILDC faculty member, one SPFA representative, and one academic chair from the respective program area.
 - b. The offer of employment letter extended to faculty will outline the New Instructor Orientation course and the Adult Teaching and Learning program.
3. Upon accepting an offer of employment, all new faculty will be invited to the next available New Instructor Orientation session. Faculty who have the Adult Teaching and Learning program as a condition of their employment will be enrolled in the program upon completion of the New Instructor Orientation course.
4. New faculty will be enrolled into the New Instructor Orientation course within the first six months of their employment. For attending the New Instructor Orientation:
 - a. faculty will receive full pay and benefits, and seniority;
 - b. for those faculty at cap, proportional reduction in workload or excess days assigned will be provided by the employer;
 - c. when required and requested by the dean, the cost of instructional relief to provide backfill will be provided to the program; and
 - d. faculty will begin a plan to complete the Adult Teaching and Learning program.
5. Upon enrollment in the Adult Teaching and Learning program the following conditions will apply:
 - a. recognition of prior learning will be available for all Adult Teaching and Learning program courses to those who have previous relevant instructional experience and/or education;
 - b. faculty will contact the ATL program advisor to determine a progression plan including recognition of prior learning;
 - c. an enrolment deferral for one year may be granted upon the recommendation of the out-of-scope manager. For example, a deferral will be provided when faculty have other mandatory educational requirements or an approved leave;
 - d. for attendance at the Foundations and Leadership institutes:
 - i. accommodation, meal, and travel expenses will be covered by Saskatchewan Polytechnic;
 - ii. faculty will receive full pay, benefits, and seniority;
 - iii. for those faculty at cap, proportional reduction in workload or excess days assigned will be provided by the employer; and
 - iv. when required and requested by the dean, the cost of instructional relief to provide backfill will be provided to the program.
 - e. remaining Adult Teaching and Learning program courses will be available in semesters 1, 2 and 3.
 - i. faculty will not receive additional pay while taking these courses;
6. In the event that faculty do not complete the Adult Teaching and Learning program prior to the 5-year deadline, a review panel will evaluate the individual's performance in the program and the reasons for non-completion. The panel will include the out-of-scope manager, the ILDC Director, and the ATL program advisor. Based on the findings of the review, the panel may recommend an extension for the completion of the program following remedial training.
7. Upon successful completion of the Adult Teaching and Learning program, an advanced certificate will be awarded. University transfer credits and the ability to ladder the Adult Teaching and Learning program to other university programs will be dependent upon articulation and other transfer credit agreements made by Saskatchewan Polytechnic.