



POLICY AND PROCEDURE STATEMENT

SUBJECT: Faculty Preparation and Development	CATEGORY: Academic - Programming	NO. 108
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PREAMBLE

Saskatchewan Polytechnic recognizes the importance of developing and enriching the instructional and academic leadership roles of faculty through formalized and well-integrated orientation, preparation, mentoring, and continuing instructor development programs. Faculty preparation and ongoing development programs are considered essential in advancing the values, norms and practices of a teaching and learning culture.

POLICY

Saskatchewan Polytechnic will develop and offer faculty preparation and ongoing development programs that orient and prepare faculty to assume their full scope of responsibilities and grow professionally in the evolving environment of post-secondary education and technical skills training. It is incumbent upon all new faculty to:

- complete the human resources new employee orientation training course
- complete an orientation to the position and program as provided; by his/her supervisor;
- successfully complete the new instructor orientation course within the first six months of employment;
- successfully complete the faculty certificate program within five years of enrolling into the program; and
- participate in ongoing faculty and academic leadership development.

PROCEDURES

1. All academic posting information for faculty positions will include notification of the new instructor orientation course and the faculty certificate program being conditions of employment.

Approved by: President & CEO	Sponsored by: Associate Vice President, Academic and Research	Current Issue Date: January 7, 2015	Page 1 of 3
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2. New faculty in ongoing full-time positions, ongoing part-time positions, or in ongoing positions combining to be greater than 0.5 FTE will be enrolled in the faculty certificate program.

The offer of employment letter extended to faculty will explain the conditions of employment related to the orientation to the position and program, the new instructor orientation course and the faculty certificate program.

3. Upon accepting an offer of employment, all new faculty will be registered in the next available human resources new employee orientation and new instructor orientation sessions. Faculty who have the faculty certificate program as a condition of their employment will be enrolled in the program upon completion of the new instructor orientation.
4. New faculty will attend 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 faculty certificate program.
5. Upon enrollment in the faculty certificate program the following conditions will apply:
 - a) recognition of prior learning will be available for all faculty certificate program courses to those who have previous relevant instructional experience and/or education;
 - b) faculty will contact the Instructional and Leadership Development Centre (ILDC) faculty advisor to determine a plan for the recognition of prior learning and a personal professional development plan;
 - c) all recognition of prior learning for the introductory institute must be completed within four months or enrollment into the introductory institute will occur;
 - d) an enrolment deferral may occur 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. Faculty who have multiple conditions of employment will have high priority for enrolling into the faculty certificate program to allow for maximum opportunities of recognition of prior learning;
 - e) when a deferral is for more than one year or when there is a request for renewal of the deferral, the out-of-scope manager will complete the deferral request in consultation with the provost and vice-president academic;
 - f) for attendance at the introductory and advanced 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.

Approved by: President & CEO	Sponsored by: Associate Vice President, Academic and Research	Current Issue Date: January 7, 2015	Page 2 of 3
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- g) remaining faculty certificate program courses will be available in the summer, fall, winter, and/or spring terms:
 - i. faculty will not receive additional pay while taking these courses, as well as the personal professional development course;
 - h) completion of the personal professional development plan is mandatory prior to enrollment into the advanced institute; and
 - i) while enrolled in the faculty certificate program, faculty will annually update their personal professional development plan in consultation with the ILDC faculty advisor.
6. Faculty certificate program courses will be available to all other Saskatchewan Polytechnic faculty based on availability and approval from their out of scope manager:
- a) tuition will be covered by the school or division and other related expenses will be reimbursed as per Saskatchewan Polytechnic procedures; and
 - b) faculty will not be entitled to additional pay while attending faculty certificate program courses other than the introductory and advanced institutes; and
 - c) the ILDC will prioritize the order of the waitlist.
7. In the event that faculty do not complete the faculty certificate program prior to the 5-year anniversary 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 ILDC faculty advisor. Based on the findings of the review, the panel may recommend an extension for the completion of the program following remedial training. Under rare circumstances, failure by the participant to show satisfactory progress may result in termination of employment.
8. Upon successful completion of the faculty certificate program, an advanced certificate will be awarded. University transfer credits and the ability to ladder the faculty certificate program to other university programs will be dependent upon articulation and other transfer credit agreements made by Saskatchewan Polytechnic.

RELATED POLICIES/DOCUMENTS

None

AMENDMENT HISTORY

- 1. Original issue date: September 2009
- 2. Revision dates: January 2015
- 3. Scheduled review date: January 2020

Approved by: President & CEO	Sponsored by: Associate Vice President, Academic and Research	Current Issue Date: January 7, 2015	Page 3 of 3
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