

ACADEMIC STAFF INTEGRATION AND DEVELOPMENT PROCEDURE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
2.0	Academic Compliance Office	Chief Academic Officer	

1. PURPOSE

This Procedure has been developed to regulate the integrating process of new academic staff and ensuring the continued professional development of all academic staff, in line with the British University Vietnam's ongoing commitment to attract and retain high quality academics through a positive, nurturing and productive work environment.

2. SCOPE

- 2.1. This procedure applies to all full-time academic staff employed by BUV.
- 2.2. Professional development of BUV's academic staff in the area of teaching and learning is covered by this procedure. Professional and academic development in the areas of research and consultancy are covered in the Research Policy and the Consultancy Policy.

3. DEFINITIONS

- 3.1 Academic staff, also known as academic faculty or faculty members, refers to staff employed by BUV for their scholarly expertise.
- 3.2 Professional development refers to activities to enhance professional career growth, including individual development, continuing education, and in-service education, as well as curriculum writing, peer collaboration, study groups, and peer coaching or mentoring.
- 3.3 Teaching and learning refers to all actions carried out with the intention of achieving the objectives of an academic programme and its curriculum within any BUV's programme, including degree, diploma, certificate/foundation and postgraduate programmes.
- 3.4 Teaching refers to any activity with the intention of inducing learning.
- 3.5 Learning refers to knowledge or skill acquired by instruction, study or experience.

4 PROCEDURES

4.1 Induction of New Academic Staff

The induction programme is a structured immersion programme to help new academic staff to adjust and subscribe to the University's strategic goals, values and beliefs.

a) University Induction

The University Induction allows the new staff to get to know the Deputy - Vice Chancellor and the Dean to formally introduces the new academic staff to the various departments in the university, its mission and the relevant policies and procedures that are important to their role as an academic staff and member of the BUV's community. It is conducted through a series engagement session with the new staff.

b) Academic Induction

New staff members are introduced to colleagues in the school by the Dean, Discipline Lead and representatives from professional services (as organised by HR). It provides an overview that may cover but not limited to the following areas:

- i. BUV's mission, structure, and management
- ii. BUV's priorities and alignment to the University's mission
- iii. BUV's Programmes
- iv. Academic staff role, responsibilities and job expectations
- v. Academic support departments and key personnel
- vi. Academic integrity, work environment and ethics
- vii. Teaching and learning engagement activities and expectations
- viii. Scholarly activities, research engagement and expectations
- ix. Professional development as lifelong learning, in their discipline and in the skills needed for their workplace and their role in their institution
- x. Performance management
- xi. Conduct of examinations and invigilation duties
- xiii. School's communication processes
- xiv. Semester break and leave plan

4.2 Continuing Professional Development (CPD)

4.2.1. The Dean together with HR Director and the Deputy - Vice Chancellor produce annual operational plans to support academic staff development.

4.2.2. A planning cycle facilitates and guides the process for financial, staffing and resource planning.

4.2.3. When needed, an annual university CPD plan is prepared which prioritises identified CPD. In preparation of this plan, various factors at the university and programme level such as emerging requirements and on-going development needs identified through the cycle of quality monitoring and academic planning are taken into consideration holistically, in consultation with the Programme Leader and relevant curriculum experts. Individual level CPD needs are identified during annual performance reviews.

4.2.4. In addition, workshops on how to embrace technology in teaching to support, such as Canvas and enhance face-to-face taught modules are offered.


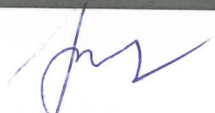

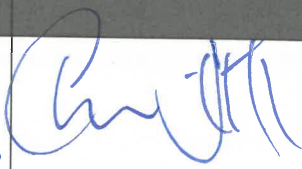
4.2.5. CPD workshops are optional and academic staff members are encouraged to attend. However, the Dean may require the member of staff to attend some specific modules if the individual has little or no experience in those areas. As stipulated in the Academic Workload Guidelines, an academic staff members are allocated with opportunities for continuing professional development annually.

5 DOCUMENT RESPONSIBILITIES

Document Owner	: Higher Education
Document Delegate	: Dean

6 APPROVALS

- a. Policy development or review will be endorsed by the Dean and approved by CAO prior to implementation and execution.
- b. Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- c. This document is approved and effective from the date of signing:

Prepared by	Checked by	Agreed by	Approved by
 Dec 15, 2023 Hoang Linh Chi Senior Officer Academic Compliance Office	 15/12/2023 Tran Duc Trung Deputy University Registrar	 18/12/23 Jason MacVaugh Dean (Higher Education)	 Christopher Jeffery Chief Academic Officer

19/12/23

7 REFERENCES

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Document Title
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