

### 2.15. Policy for Staff Development

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<b>2.15.1</b>	Staff Development Policy		<b>Name of the policy</b>
<b>2.15.2.</b>	<p>This policy commences on the day after the day on which it is approved.</p> <p>Policy is binding</p> <p>Except to the extent that a contrary intention is expressed, this policy binds the University staff, students and affiliates.</p>		<b>Introduction</b>
<b>2.15.3</b>	<p>The Rajarata University of Sri Lanka was established on the 7<sup>th</sup> of November, 1995 under Section 21 of the University Act No 16 of 1978 by amalgamating the resources of the Affiliated University Colleges in the Central, North Western and North Central Provinces. The University today consists of six Faculties, namely Social Sciences and Humanities, Management Studies, Applied Sciences, Agriculture, Technology and Medicine and Allied Sciences. The Faculty of Social Sciences and Humanities was established in 1995 with the inauguration.</p> <p>Faculty of Social Sciences and Humanities</p> <p>The Faculty continues to function from the inception of the university in 1995 and the Faculty was located on the ground floor of the main</p>		<b>Overview</b>

administrative building of the university with a separate entrance, as at that time the construction of the faculty building were commencing. At present, the Faculty is located in the new building since 2014. The Faculty of Social Sciences and Humanities conducts five undergraduate special degree programmes and one general degree programme. At present, the Faculty has a student population of around 1300. The current intake was 600 students and the Faculty hopes to increase its student strength to around 1000.

The vision of the Faculty: To be a centre of excellence in higher education, research, and dissemination of knowledge.

The mission of the Faculty: The mission of the Faculty is to train and produce high-quality graduates equipped with the competence and skills required to meet and respond to diverse demands and needs in the socio-economic development of the national and global environment ensuring excellence of education in social sciences and humanities.

Staff Development Unit of the Faculty of Social Sciences and Humanities

Staff development in the Faculty of Social Sciences and Humanities is integral to concerned with all the staff development activities that advance the knowledge, skills and attitudes of the staff, embracing induction, mentorship, continuing professional development, performance appraisals, promotion, personal and professional development, and related activities. And competition for jobs means that only well-qualified staff with an impressive portfolio of staff development is likely to climb the career ladder. Staff development activities of the Faculty are conducted by Staff Development Unit (SDU) which will be established in the Faculty of Social Sciences and Humanities.

The policy of the Staff Development Unit (SDU) of the Faculty of Social Sciences and Humanities is intended to bring together all guidance/regulation and information regarding Staff Development activities of the Faculty of Social Sciences and Humanities in the

	<p>Rajarata University of Sri Lanka and thus, staff development policy document is a clearly written, accessible policy document on planning and undertaking of staff development activities. Information and guidance include objectives of having staff development programmes in the Faculty of Social Sciences and Humanities in the Rajarata University of Sri Lanka and general guidelines, bylaws, responsibilities and duties of the responsible persons. The Staff Development Unit of the Faculty of the Social Sciences and Humanities will collaborate with the main Staff Development Center of the University to attain the main purpose of the university staff.</p> <p>Staff development refers to all the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both of the individual and the Faculty.</p> <p>The purpose of the faculty Staff Development Unit (SDU) is to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring all faculty staff can achieve success through academic, career and personal/social development experiences. The comprehensive faculty staff development programme targets four main areas of development:</p> <ol style="list-style-type: none"> <li>1. Academic – Learning to learn</li> <li>2. Career – Learning to work</li> <li>3. Personal/Social – Learning to live</li> <li>4. Community Involvement – Learning to contribute</li> </ol> <p style="padding-left: 40px;">Application</p> <p>This policy applies to academic and non-academic staff of the Faculty of Social Sciences and Humanities.</p>	
2.15.4	<p>Vision: To provide satisfied and maximum effective staff development opportunities of staff with minimum waiting time through proper training and ultimately assure them to gain a highly effective standard as fully functioning persons.</p>	<p><b>Vision and Mission of the Staff Development</b></p>

	<p>Mission: To facilitate the staff development of academic and non-academic through professionalism, mannerism, unity, communication and leadership and enabling them to meet employer's prospects by offering a diversity of services to increase competencies required by the world of work.</p>	<b>Unit</b>
	<p>Scope of the policy:</p> <p>This policy applies to all academic and non-academic staff members of the Faculty of Social Sciences and Humanities, the Rajarata University of Sri Lanka who are involved in employment in the Faculty.</p>	
2.15.5	<p>The main objective of the staff development is to provide assistance and guidance to staff for making their career development choices, academic planning and exploring future professional development opportunities.</p> <p>The policy is to provide the Dean, Heads of the Departments and other academic and non-academic staff with a framework that supports and encourages the development of all staff in line with the delivery of the Faculty of Social Sciences and Humanities corporate plan and departmental objectives as agreed during the annual planning and budgetary cycle.</p> <p>Staff development programmes are provided to support the achievement of the following objectives:-</p> <ol style="list-style-type: none"> <li>1. Staff development provided by the Faculty is informed by its strategic aims and operational requirements, taking into account the needs of the individuals and where possible the career aspirations of staff as well as the success of their departments.</li> <li>2. Faculty work alongside the learning and development team to develop a coordinated approach to planning staff development, maximising the use of available resources.</li> <li>3. Academics and non-academics are provided with the</li> </ol>	<b>Objectives</b>

	<p>skills, knowledge and competencies they need to work in partnership with their staff to support their continuous development.</p> <ol style="list-style-type: none"> <li>4. All the members of the staff are supported and encouraged to acquire and develop the relevant knowledge, skills and competencies to enhance their performance in their current role and, where they are involved in succession planning, for their next role within the University.</li> <li>5. To provide the appropriate support to academic staff to enable them to develop their research potential.</li> <li>6. An appropriate balance is created between the desire for individual staff members to maximise their potential and for the Faculty to obtain a return on its investment in staff development.</li> <li>7. All staff receives an appropriately organised University and local induction in a timely fashion.</li> <li>8. There are appropriate controls in place to enable all staff to be trained at the levels appropriate to their role, in order to ensure the Faculty is compliant with respect to its statutory and legal obligations.</li> </ol>	
2.15.6	<p>General principles</p> <ol style="list-style-type: none"> <li>01. The Faculty shows commitment to the development of its staff by encouraging an environment conducive to development.</li> <li>02. All staff development activities will be conducted in accordance with the University's Equal Opportunities Policy.</li> <li>03. All the members of the staff have equitable access to staff development opportunities, appropriate to their role and aligned to their objectives.</li> <li>04. All internal training activities will support the need to heighten awareness of equality and diversity issues. This will be reflected in the design, content and delivery of each activity. When a staff development activity is commissioned</li> </ol>	Content

	<p>from an external provider, the training specification supplied by the faculty will include the need to heighten awareness of equality and diversity issues and meet the needs of all attendees.</p> <p>05. The faculty is subject to a number of statutory regulations and it must ensure that staff is trained to levels appropriate to their roles in order to perform legally in the best interest of themselves, others and the Faculty. Participation in certain staff development activities will therefore be mandatory.</p> <p>06. In order to gain the maximum benefit, the faculty's staff development processes need to be closely aligned to other planning and review cycles including staff induction at individual, departmental and faculty levels; performance review programmes; the annual planning cycle; annual academic and periodic subject reviews.</p> <p>07. Funding and/or study leave for the purpose of staff development must be approved by the Dean of the faculty. In a minority of cases, such approval may require consultation with HR Policy, and/or Research or Teaching Committees.</p> <p>08. Heads of the Departments are expected to encourage and support all the members of the staff (regardless of job role, grade and work patterns) to take advantage of internal and external staff development opportunities relevant to their identified development needs. The faculty expects the participation of all departments in appropriate staff development activities.</p> <p>09. The faculty also recognizes that, for its staff development policy to be effective, the staff must take the responsibility for their own development. In addition to undertaking mandatory and, relevant training defined nationally and locally and as requested for a particular role, they are expected to avail themselves of the development opportunities provided to enable them to keep their skills updated and respond flexibly to change.</p>	
2.15.7	The Director of the Staff Development Unit (SDU) should be a part-	<b>Responsibilities</b>

<p>time academic released from normal academic activities and appointed by the Dean for a period of one to three years. He / She should be a senior academic staff member of the Faculty with substantial experience and knowledge in staff development (professional development). He /She should organize courses for academic and non-academic staff of the Faculty, hiring suitable resource persons from the faculty, University or other institutions.</p> <p>Identification of needs</p> <p>Staff development needs are identified in a number of ways:</p> <ol style="list-style-type: none"> <li>01. Heads of Departments are expected to discuss staff development needs with their staff at least annually as part of the Performance Review Process.</li> <li>02. The needs of the new members of the staff should be identified in accordance with the probation staff within one week of taking up their appointments in the faculty.</li> <li>03. The needs of non-academic staff transferring to a new role within the faculty should be discussed within four weeks of taking up the position.</li> <li>04. Staff development needs may be identified throughout the year through the needs identified by departments during their annual planning and budgetary cycle, Heads of Departments' observations and requests, actions arising from the staff opinion survey results, and evaluation of feedback from current programmes. The planning processes will retain flexibility for the agreement of additional development needs as they become necessary.</li> </ol> <p>Physical Resources</p> <ol style="list-style-type: none"> <li>01. Officer space in a permanent space with adequate furniture and equipment</li> <li>02. Separate room for SDU</li> <li>03. Lecturer room for staff development programmes and specific for group activities</li> <li>04. Multimedia and sound facility</li> </ol>	<p><b>of the Director of SDU</b></p>
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	<p>05. Computer with internet facilities</p> <p>06. Telephone facility</p> <p>Financial Resources – An adequate amount of financial support (could be taken from the Faculty Development Fund) for the smooth functioning of the SDU training programme, workshops, and other activities which are planned to be organized by the centre.</p> <p>Activities of Staff Development</p> <p>1. Staff Development in University level -SDC</p> <p>2. Staff Development in Faculty level - (a) Academic staff (b) Non-academic staff</p> <p>Academic Staff Development</p> <p>1. Local</p> <p>2. International</p> <p>Outlines of Staff development areas for Academic staff</p> <p>01. Induction programs for academic and non-academic staff</p> <p>02. For Probationary Lecturers-</p> <ul style="list-style-type: none"> <li>○ Introduction to University and Faculty culture</li> <li>○ Career Development Opportunities</li> <li>○ Teaching Methods</li> <li>○ Measurements and Evaluations</li> <li>○ Portfolio preparation</li> <li>○ ICT Skills Development</li> </ul> <p>03. For Senior Lecturers and Professors- Special seminars/workshops (National and International)</p> <p>04. Discussion areas: durations, selecting procedures, budget etc.</p> <p>05. Funds for Staff Development Programmes-Faculty Development Fund.</p> <p>Annual Staff Development Programs for all staff of the Faculty will be planned, organized and implemented by the Director of the Staff Development Unit.</p>	
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2.15.8	The Director, Staff Development Unit, Faculty of Social Sciences and Humanities, Rajarata University of Sri Lanka	<b>Beneficiaries</b>
2.15.9	Permanent and Temporary academic and non-academic staff of the faculty.	<b>Benefits</b>

### 2.16 Policy for Student Grievances Management

	2.16.1	Name of the policy	<b>Content</b>
	2.16.2	Policy statement	
	2.16.3	Objectives	
	2.16.4	Scope	
	2.16.5	Authority	
	2.16.6	Composition	
	2.16.7	Procedures	
	2.16.8	Definitions	
2.16.1	This policy shall be named the "policy for Student Grievances Management " at the Faculty of Social Sciences and Humanities of the Rajarata University of Sri Lanka and it shall be abbreviated as the SGM Policy/FSSH/RUSL.		<b>Name of the policy</b>
2.16.2	As part of its commitment to quality, Faculty of Social Sciences & Humanities of Rajarata University of Sri Lanka, recognizes that students may have grievances about matters or issues related to their experiences at the University and therefore the need for establishing a mechanism to facilitate transparent, fair and timely procedures for addressing such grievances in accordance with principles of natural justice, while ensuring that all parties are treated equally and fairly considering their individual circumstances.		<b>Policy statement</b>
2.16.3	The objectives of this policy are: 01. To provide students with a framework on which they may submit a new grievance, grievance on unresolved complaints		<b>Objectives</b>