



<b>SUBJECT:</b>  <b>Faculty Preparation and Development</b>	<b>CATEGORY:</b>  <b>Academic – Programming</b>	<b>NO.</b>  <b>A-1.25</b>
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**PREAMBLE**

SIAS 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**

SIAS will develop and offer faculty preparation and ongoing development programs to orient and prepare instructors to assume the full scope of responsibilities and grow professionally in a rapidly changing environment in post-secondary technical education and skills training. It is incumbent upon all new instructors to:

- successfully complete the New Instructor Orientation (NIO) in their first year of employment as a condition of employment;
- successfully complete the Faculty Certificate Program (FCP) within five years of enrolling into the program; and
- participate in ongoing faculty and academic leadership development activities.

**PROCEDURES**

1. All posting information and advertisements for faculty positions will include notification of the mandatory SIAS Faculty Certificate Program.
2. The offer of employment letter extended to new instructors will explain the mandatory requirement of successfully completing the NIO and FCP programs as conditions of employment at SIAS.
3. Upon accepting an offer of employment all new instructors will:

Approved by:  President & CEO	Prepared by:  Associate Vice-President, Educational Services	Date Issued:  September 9, 2009	Supersedes/New  Supersedes	Page  1 of 3 #A-1.25
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- a. be registered in the next available NIO and placed on the FCP list;
  - b. begin their Personal Professional Development Plan (PPDP) upon enrolling in the first summer institute of the FCP; and
  - c. maintain their PPDP throughout their career at SIAST.
4. New instructors will attend NIO during their first year of employment. Upon enrolment in NIO, the following conditions will apply:
- a. new instructors will receive full pay and benefits, and seniority while attending NIO;
  - b. participant's lodging, travel, meals, and other related costs will be covered by SIAST; and
  - c. the cost of instructional relief while the new instructor is attending NIO will be provided to the program.
5. New instructors in ongoing full-time positions or in ongoing positions greater than 0.5 FTE will be given priority for FCP. Upon receiving their letter of enrolment, new instructors will be required to begin the program by the scheduled starting date. Deferrals may occur upon the recommendation of the dean or AVP. For example, deferrals will be provided for those who have other program-based formal mandatory educational requirements or for those on approved leaves.

Upon enrolment the following conditions will apply:

- a. attendance at the two summer institutes will be mandatory for all new instructors;
    - i. tuition, lodging, travel, and meal expenses will be covered by SIAST
    - ii. participants will receive full pay and benefits as well as seniority
  - b. remaining courses, except PPDP, will be available online and will be available in fall, winter or intersession offerings
    - i. tuition, travel, meals and accommodation will be reimbursed as per SIAST's established procedures
    - ii. participants will not receive additional pay while taking these courses
  - c. completion of the PPDP will be mandatory.
6. FCP courses will be available to all other faculty members on an availability of space basis:
- a. tuition will be covered by SIAST and other related expenses will be reimbursed as per SIAST established procedures; and
  - b. participants will not be entitled to additional pay while attending FCP courses other than the two summer institutes.
7. In recognition of previous relevant instructional experience, credit transfer and prior learning recognition will be available for all FCP courses with the exception of the summer institutes and the PPDP course which are mandatory.
8. In the event that a new instructor does not complete the FCP within the specified timeframe, a panel chaired by the senior academic administrator will be struck to review the individual's performance in the program and evaluate the reasons for non-completion. Based on the findings of the review, the panel may recommend an extension for the completion of the program following remedial training. Under rare

Approved by:	Prepared by:	Date Issued:	Supersedes/New	Page
President & CEO	Associate Vice-President, Educational Services	September 9, 2009	Supersedes	2 of 3 #A-1.25

circumstances, failure by the participant to show satisfactory progress may result in termination of employment.

9. Upon successful completion of the FCP, participants will be awarded a SIAST Instructor Certificate as well as transfer credits from the University of Regina. FCP graduates will also receive recognition equivalent to a full year of post secondary studies.

Approved by: President & CEO	Prepared by: Associate Vice-President, Educational Services	Date Issued: September 9, 2009	Supersedes/New Supersedes	Page 3 of 3 #A-1.25
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