

7.4. Faculty Development

Faculty Development (FD), will help MIC faculty stay in touch with the latest findings of our colleagues in their own research areas, provide a clear and easy channel for faculty to share their experience in team taught courses, and allow all faculty access to a range of training and development activities.

7.4.1. Faculty Development Subcommittee (FDS)

CoF will nominate a FDS comprised of 2 CoF members and one Faculty development Coordinator who will be the central point of communication regarding FD sessions. The responsibilities of the FDS are to:

- **Manage session schedules:** work with faculty members to schedule FD talks in the FD calendar
- **Issue a “call for talks”:** work with CoF in order to organize an all-faculty “call for talks” during November and December
- **Communicate schedule changes:** send emails to all faculty whenever a session is cancelled, re-scheduled or added to the FD calendar
- **Maintain a list of completed talks** available for audit by external parties
- **Evaluate activities and implementation** of FD
- **Submit an annual report** on FD activities to CoF.

Nomination to FDS is annual and communicated to all faculty by email or during FC.

7.4.2. Annual Faculty Development Plan

The FDS is responsible for creating an annual schedule of seminars and talks. The FD schedule creation process works in the following way:

- During November and December, FDS will issue a call for topics and preferred scheduling in an all faculty email.
- During January and February, FDS will create the FD calendar for the next academic year.
- In March, the tentative calendar will be sent in an all faculty email.
- Minor adjustments may follow during March (faculty schedule changes, new faculty arriving... etc.)
- If additional sessions are scheduled, faculty will be informed by email or during FC.

Topics may include but are not limited to:

- MIC Administrative procedures
- Team-Taught Management;
- Critical Thinking;

- Active learning;
- Teaching methodologies;
- Teaching resources;
- Balancing class content among students with big language skill gaps;
- Faculty research;
- Discussion panels;

7.4.3. Session Presenters and Audience

FD sessions are not closed sessions. Students, staff and guests are welcome to participate in the sessions

Presenters are not restricted to MIC faculty. MIC staff may be invited to hold talks on MIC procedures, and external presenters may be invited at the discretion of the FDS.

7.4.4. Scheduling

FD sessions should not normally be held when more than 50% of faculty members are not on campus. Also, FD sessions should not be scheduled in the first two weeks of classes.

Faculty members are encouraged to submit more than one topic for presentation but preference will be given to new presenters. If possible, two sessions can be held in the same day by different faculty members.

7.4.5. Promotion and reappointment

FD sessions can be added to faculty's portfolio when applying for reappointment and/or promotion.

Following the point schemes defined by the Faculty handbook, session 3.2.6.1, FD sessions are categorized as "Domestic conference/workshop" and are entitled to 1 point.

(Approved by the Faculty Council, October 17, 2013)

(Amended by the Faculty Council, November 21, 2013)