

POLICY STATEMENT:

The progress of an institution depends upon an intellectually vigorous faculty constantly updating its skills and expertise. The purpose of this policy is to outline processes for key areas of faculty development.

It is the individual faculty member's responsibility to strive for excellence in all their teaching, research and leadership/service roles and to continuously seek ways to enhance their knowledge, capabilities, performance and contributions.

Faculty development activities are included in the personal file of each faculty member and earn credits for promotion / salary raise.

The goal of this policy is to:

1. Foster the development and continuance of excellence among the faculty.
2. Help and guide the administration in understanding the motivations, strengths, accomplishments, goals, and plans of individual faculty members.

SCOPE:

All faculty of JM&DC

RESPONSIBILITY:

1. HODs
2. Faculty
3. Medical Education Department

AREAS OF FACULTY DEVELOPMENT:

1. Subject specific knowledge & skills.
2. Teaching/ administrative skills.

ELIGIBILITY:

All the above except for the incentive for publication may be granted to persons employed by the JMDC on a full-time basis as a member of the faculty or staff (including professional librarians) whose duties include teaching, research, administration, or the performance of professional services.

Faculty and staff shall be eligible for the above:

1. If the individual has served the university for at least two consecutive academic years following initial employment and
2. If the individual is not in the terminal year of employment at JMDC.

Exceptions to the minimum service requirement may be granted only in extraordinary circumstances by the competent authority.

PROCEDURE:

I. FACULTY DEVELOPMENT ACTIVITIES:

Faculty development activities may be carried out on site (within the JMDC campus) or Offsite i.e. outside the JMDC.

The Department of Medical Education at Jinnah Medical and Dental College:

1. Ensures continuous quality improvement in Medical Education plan, implement and evaluate curricular development and faculty development in the medical college in alignment with the initiatives of the Pakistan Medical Council.
2. Organizes lectures and Workshops throughout the year for faculty.
3. Provides facilitation to faculty of Jinnah Medical and Dental College for issues related to academics and professional growth.

II. AUTHORIZATIONS FOR STUDY LEAVE

Applicants must apply for the leave with the head of the department who will forward it to the dean for endorsement. Final Approval of the endorsed application will be done by the Dean, Jinnah Medical and Dental College.

Application of the study leave must include:

1. Statement of the proposed activity
2. Purpose and scope of activity
3. Detailed plans for carrying out the activity
4. Dates and length of leave requested.

III. INCENTIVES:

1. Travel expenses:

A fund that can be tapped for research trips or for participation/ facilitation in a workshop or delivering paper at a conference/ symposium.

2. Academic Leave:

Leave for participation/ facilitation in a workshop or delivering paper at a conference/ symposium.

3. Early Release Time:

Each fulltime faculty member may have the time free from teaching duties. This is not a formal leave and other departmental duties shall continue.

4. Research Grants:

The dean should make special consideration for funding research of fulltime faculty members, for example in the absence of seed grants or when important equipment can be obtained through cost-sharing.

5. Incentives for Publications:

As per the JMDC policy.

6. Study Leave:

Study leave for a maximum of one year may be granted for the purpose of furtherance in discipline specific knowledge and skills within the country or outside.

IV. EXPECTATION OF FUTURE SERVICE:

Study leave shall be awarded with the provision that the recipient will be expected to continue in service at the university for at least one academic year after completion of the leave. This service requirement shall be regarded as fulfilled if the recipient remains in the employment of the university for the twelve months immediately following the end of the leave period, without regard to other leaves or other lawful interruptions of service that may occur during that twelve-month period.

A period of service following a study leave will be required upon return from the leave, the period of service being equal to the duration of the leave. Recipients who fail to remain at the JMDC for one calendar year following the termination of their leave are required to repay pro rata repayment of the monetary value of the paid leave benefit.

In the case of special circumstances, the competent authority, upon the recommendation of the Chairman may waive the one-year requirement