



OFFICE OF THE DEAN
KHYBER GIRLS MEDICAL COLLEGE, PAKISTAN
GOVT. OF KHYBER PAKHTUNKHWA, HEALTH DEPARTMENT



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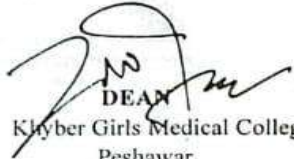
No. 5192 /Estt/KGMC

Dated 24/11 2020

OFFICE ORDER

The policy and Terms of Reference for the "Policies for Faculty Development" is hereby approved and notified for implementation.

Please find the attached the details of the policy.


DEAN
Khyber Girls Medical College
Peshawar

No. _____ /Estt/KGMC

Copy Forwarded to:

1. The Medical Director, MTI HMC Peshawar.
2. The Hospital Director, MTI HMC Peshawar.
3. All Heads of the Basic and Clinical Departments.
4. Incharge SLRC.

DEAN
Khyber Girls Medical College
Peshawar

P.D.A Building, Block # IV, Phase-V, Hayatabad Peshawar

Policies for Faculty Development

The goal of this policy is to further the institutional goals in education and dissemination of knowledge through the following:

1. Fostering the development and continuance of excellence among the faculty.
2. Aiding the administration of the College in understanding the motivations, strengths, accomplishments, goals, and plans of individual faculty members.
3. Furtherance of communication and understanding between the faculty and the College administrations.

General Principles

1. Having an administrative hierarchy that fosters understanding of the faculty's motivations, strengths, interests and plans as thoroughly and explicitly as practicable is a desirable goal in that it will help long-range planning at the department and college levels reflect those motivations, strengths, interests, and plans.
2. It is the responsibility of senior faculty to encourage and facilitate the development of junior faculty members as they strive to achieve excellence in research, teaching, and service to the institution.
3. The present policy and its implementation cannot be coercive or violate the freedom of each faculty member to pursue those goals he or she has set as an individual.

Implementation:

- 1. Planning process:** The Dean of the College will hold regular faculty development planning meetings with chairpersons of all departments in the College. These meetings are to be scheduled at the beginning of the new academic year. The HODs may address any issues of particular interest.
- 2. Department responsibility:** Each department in the institution will formulate a process for mentoring and development of faculty that is consistent with the above goals and principles. While details of the process will be determined by each department, responsibilities include holding regular meetings with faculty members. These informal discussions should emphasize how best the department can support the faculty member's efforts to achieve high-level contributions to teaching, assessment, research, and service. These discussions should also provide feedback to the faculty member as to his or her progress in achieving these goals.
- 3. Additional communications** Department heads will annually review the annual reports of all faculty in their department and will provide appropriate feedback. The Dean will be informed by department heads of development in each department and the impact of these developments on long-range planning.
- 4. CPC (continuous Professional Competency)**
Continuous Professional Competency aims to help faculty manage their learning and growth throughout their career. Faculty must continue to learn and develop to keep their skills and knowledge up to date and ensure continue to work

safely, legally, and effectively. Every month a faculty member will present in CPC (both in college and hospital), and special emphasis will be given to their teaching skills and communication skills. Conducting and attending CPC will carry marks in the promotion of faculty.

5. Attendance in conferences:

Faculty will be allowed and facilitated to attend national-level and international-level conferences and workshops for their capacity-building and better learning experiences.

6. Workshops and training opportunities for faculty within the institution:

The institution will arrange workshops from time to time for capacity building of faculty upon recommendation from Heads of departments. These workshops will be arranged on a need base. A separate budget will be allocated for it through the admin department while facilitation and organization will be done by the Department of Medical Education.

7. Coping with new challenges in the curriculum:

There is a shift of curriculum from a traditional system to an integrated modular system. The faculty may need assistance in coping with the new system. The Department of Medical Education will help, facilitate, and support the faculty in coping with those challenges by organizing various certificate courses.

8. MPhil programs in basic sciences:

College has MPhil programs for faculty to achieve higher qualifications in basic sciences. This program is affiliated with Khyber Medical University. Faculty of KGMC will be given priority in admission to these programs.

9. PG training in Hospital:

Hayatabad Medical Complex is a well-known teaching hospital in the province for high-quality post-graduate training in clinical sciences. Provisions and conditions for the selection and conduction of PG trainees are contained in the policy for the PG program, which can be found in the hospital PG selection committee TOR with the admin department.

10. TORs for study leave:

- a. Study leave aims at applying for leave to acquire a higher postgraduate diploma certificate in the related specialty, the training facility for which doesn't exist at the institutes of KGMC & its affiliated departments.
- b. The institutes/departments in which the training is to be acquired should have a high National/International ranking as per PMDC record.
- c. The applicant applying for the study leave must be the faculty of KGMC, in the capacity of lecturer (Basic discipline KGMC), Assistant Professor & above that level of teaching category.
- d. The diplomas/degrees thus leave required should be mandatory for promotion to the next scale of the faculty or to enhance the required professional skill as a part of CPD (continuous professional development).

- e. HOD of the related department should recommend his faculty members to the Dean KGMC with clear remarks that acquisition of the said diploma/degree in question would greatly enhance the academic portfolio of the department.
- f. The Dean KGMC will make sure that after acquiring a higher diploma the applicant must serve the same institution & would not apply for the same/higher post to another institution via proper undertaking/affidavit.
- g. The applicant should have prior approval of the said course from the related institution with a stipulated timeframe & any monetary benefits thereof.
- h. Dean KGMC will forward the letter for the grant of study leave to the Chairman of the Study Leave Committee including all the above-cited guarantees & related documents.
- i. Chairman study leave shall examine all the concerned papers & after his utmost satisfaction would recommend the said study leave to the Dean KGMC, wherein the salary/financial issues shall be tackled by the concerned department of the college.